



**HILLCREST CHRISTIAN
COLLEGE**

ENTERPRISE AGREEMENT 2024

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PART 1. APPLICATION AND OPERATION

1.1 Title

1.1.1 This Agreement shall be known as the Hillcrest Christian College Enterprise Agreement 2024 (**Agreement**).

1.2 Application

1.2.1 This Agreement shall apply to Hillcrest Christian College Limited (ACN 010 381 334) (the **College/the Employer**), the employees of the College whose classifications and rates of pay are contained in this Agreement (**employee/staff**), and to the Unions that are signatory to this Agreement.

1.2.2 To remove any doubt, this Agreement does not apply to:

- a. the Executive Head of College and Executive team members reporting directly to the Executive Head of College, whose remuneration and conditions of employment are outlined in separate contractual arrangements; and
- b. independent contractors, for example sports coaches and performing arts tutors engaged as such.

1.3 Date and Period of Operation

1.3.1 This Agreement shall commence operation seven (7) days after approval by the Fair Work Commission and shall have a nominal expiry date of 31 December 2027.

1.4 Aims of the College

1.4.1 The mission of Hillcrest Christian College is to provide quality education and deliver to society young people who:

- a. have discovered the truth of the Gospel of Jesus and are prepared to live this truth in the service of God;
- b. have knowledge to discern what is good and have the skills and the spirit to commit themselves to action for a better society;
- c. demonstrate self-discipline, integrity and compassion in their lifestyle; and
- d. are prepared for success in personal life, in further education and in employment.

1.4.2 Employees and management acknowledge that Hillcrest Christian College has a prime purpose which places emphasis on the development of the whole person using God's Word as the standard of truth.

1.5 Objectives of Agreement

1.5.1 The agreed objectives of this Agreement are:

- a. to maintain the distinctive Christian ethos of the College;
- b. to provide a framework for management, employees and unions to work together towards improving productivity and efficiency in order to maximise learning outcomes for students;
- c. to encourage a consultative and participative approach to implementing increased and sustained improvement in performance across all areas of operation of the College;
- d. to encourage a culture of continuous improvement which is conducive to a flexible work organisation and able to respond to changing demands in education;
- e. to improve the effectiveness of support services in contributing to the provision of quality teaching and learning;

- f. to develop management systems and work practices that contribute to the effective management and resourcing of the College through continued awareness of increasing pressures on operating costs and encouragement of optimum resource usage; and
- g. to share equitably the benefits of enhanced service delivery among employees and the College community.

1.6 No Further Claims

- 1.6.1 The parties to this Agreement undertake that for the duration of the Agreement, no further claims will be made on the College and by the College on the employees in respect to wages or working conditions.

1.7 National Employment Standards

- 1.7.1 This Agreement will be read and interpreted in conjunction with the National Employment Standards (**NES**) contained within the *Fair Work Act 2009* (Cth).
- 1.7.2 Where there is any inconsistency between this Agreement and the NES, and the NES provides a greater benefit to employees, the NES provision will apply to the extent of the inconsistency.

1.8 Definition of Executive Head of College

- 1.8.1 In this Agreement, 'Executive Head of College' includes the Acting Executive Head of College and any delegate of the Executive Head of College.

PART 2. GENERAL MATTERS

2.1 Consultation

- 2.1.1 This term applies if the Employer:
 - a. has made a definite decision to introduce a major change to production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on the employees; or
 - b. proposes to introduce a change to the regular roster or ordinary hours of work of employees.
- 2.1.2 For a major change referred to in paragraph 2.1.1(a):
 - a. the Employer must notify the relevant employees of the decision to introduce the major change; and
 - b. subclauses 2.1.3 to 2.1.9 apply.
- 2.1.3 The relevant employees may appoint a representative for the purposes of the procedures in this term.
- 2.1.4 If:
 - a. a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
 - b. the employee or employees advise the Employer of the identity of the representative;the Employer must recognise the representative.

- 2.1.5 As soon as practicable after making its decision, the Employer must:
- a. discuss with the relevant employees:
 - i. the introduction of the change; and
 - ii. the effect the change is likely to have on the employees; and
 - iii. measures the employer is taking to avert or mitigate the adverse effect of the change on the employees; and
 - b. for the purposes of the discussion—provide, in writing, to the relevant employees:
 - i. all relevant information about the change including the nature of the change proposed; and
 - ii. information about the expected effects of the change on the employees; and
 - iii. any other matters likely to affect the employees.
- 2.1.6 However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
- 2.1.7 The Employer must give prompt and genuine consideration to matters raised about the major change by the relevant employees.
- 2.1.8 If a term in this Agreement provides for a major change to production, program, organisation, structure or technology in relation to the enterprise of the employer, the requirements set out in paragraph 2.1.2(a) and subclauses 2.1.3 and 2.1.5 are taken not to apply.
- 2.1.9 In this term, a major change is *likely to have a significant effect on employees* if it results in:
- a. the termination of the employment of employees; or
 - b. major change to the composition, operation or size of the employer’s workforce or to the skills required of employees; or
 - c. the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
 - d. the alteration of hours of work; or
 - e. the need to retrain employees; or
 - f. the need to relocate employees to another workplace; or
 - g. the restructuring of jobs.
- 2.1.10 For a change to regular roster or ordinary hours of work of employees referred to in clause 2.1.1(b):
- a. the Employer must notify the relevant employees of the proposed change; and
 - b. subclauses 2.1.11 to 2.1.15 apply.
- 2.1.11 The relevant employees may appoint a representative for the purposes of the procedures in this term.
- 2.1.12 If:
- a. a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
 - b. the employee or employees advise the employer of the identity of the representative;
- the Employer must recognise the representative.

- 2.1.13 As soon as practicable after proposing to introduce the change, the Employer must:
- a. discuss with the relevant employees the introduction of the change; and
 - b. for the purposes of the discussion—provide to the relevant employees:
 - i. all relevant information about the change, including the nature of the change; and
 - ii. information about what the employer reasonably believes will be the effects of the change on the employees; and
 - iii. information about any other matters that the employer reasonably believes are likely to affect the employees; and
 - c. invite the relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).
- 2.1.14 However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
- 2.1.15 The Employer must give prompt and genuine consideration to matters raised about the change by the relevant employees.
- 2.1.16 In this term:
- a. “*relevant employees*” means the employees who may be affected by a change referred to in subclause 2.1.1.
 - b. “*a change to regular roster or ordinary hours of work*” does not include a change by way of the College’s educational timetable in respect of academic classes and student activities, which:
 - i. may operate on a term, semester or a school year basis; and
 - ii. ordinarily changes between one period of operation and the next; and
 - iii. may change during the period of operation,to the extent that such a change does not alter the days on which the roster is to be worked, the starting and/or finishing time, or the ordinary hours of work for an Employee.

2.2 Dispute Resolution Procedure

- 2.2.1 If a dispute relates to:
- a. a matter arising under this Agreement; or
 - b. the National Employment Standards (NES);
- this term sets out procedures to settle the dispute.
- 2.2.2 An employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this term.
- 2.2.3 In the first instance, the parties to the dispute must try to resolve the dispute at the workplace level, by discussions between the employee or employees and relevant supervisors and/or management.
- 2.2.4 If discussions at the workplace level do not resolve the dispute, a party to the dispute may refer the matter to the Fair Work Commission.

- 2.2.5 The Fair Work Commission may deal with the dispute in two stages:
- a. The Fair Work Commission will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and
 - b. If the Fair Work Commission is unable to resolve the dispute at the first stage, the Fair Work Commission may then:
 - i. arbitrate the dispute; and
 - ii. make a determination that is binding on the parties.

Note: If the Fair Work Commission arbitrates the dispute, it may also use the powers that are available to it under the Fair Work Act.

A decision that Fair Work Commission makes when arbitrating a dispute is a decision for the purpose of Div. 3 of Part 5.1 of the Act. Therefore, an appeal may be made against the decision.

- 2.2.6 While the parties are trying to resolve the dispute using the procedures in this term:
- a. an employee must continue to perform his or her work as he or she would normally unless he or she has a reasonable concern about an imminent risk to his or her health or safety; and
 - b. an employee must comply with a direction given by the employer to perform other available work at the same workplace, or at another workplace, unless:
 - i. the work is not safe; or
 - ii. applicable occupational health and safety legislation would not permit the work to be performed; or
 - iii. the work is not appropriate for the employee to perform; or
 - iv. there are other reasonable grounds for the employee to refuse to comply with the direction.

- 2.2.7 The parties to the dispute agree to be bound by a decision made by the Fair Work Commission in accordance with this term.

2.3 Individual Flexibility Arrangements

- 2.3.1 An employer and employee covered by this Agreement may agree to make an individual flexibility arrangement (IFA) to vary the effect of terms of the Agreement if:
- a. the IFA deals with one or more of the following matters:
 - i. arrangements about when work is performed;
 - ii. overtime rates;
 - iii. penalty rates;
 - iv. allowances;
 - v. leave loading; and
 - b. the IFA meets the genuine needs of the employer and employee in relation to one or more of the matters mentioned in paragraph 2.3.1.a; and
 - c. the IFA is genuinely agreed to by the employer and employee.

- 2.3.2 The Employer must ensure that the terms of the IFA:
- a. are about permitted matters under section 172 of the Fair Work Act 2009; and
 - b. are not unlawful terms under section 194 of the Fair Work Act 2009; and
 - c. result in the employee being better off overall than the employee would be if no IFA was made.
- 2.3.3 The Employer must ensure that the IFA:
- a. is in writing; and
 - b. includes the name of the employer and employee; and
 - c. is signed by the employer and employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
 - d. includes details of:
 - i. the terms of the Agreement that will be varied by the IFA; and
 - ii. how the IFA will vary the effect of the terms; and
 - iii. how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the IFA; and
 - e. states the day on which the IFA commences.
- 2.3.4 The Employer must give the employee a copy of the IFA within 14 days after it is agreed to.
- 2.3.5 The Employer or employee may terminate the IFA:
- a. by giving no more than 28 days written notice to the other party to the IFA; or
 - b. if the employer and employee agree in writing — at any time.

2.4 Flexible Working Arrangements

- 2.4.1 Employees may make a request for flexible working arrangements in accordance with the NES. This clause summarises and supplements the NES provisions.
- 2.4.2 The College acknowledges the changes in professional and societal demands. Flexible working arrangements may be accessible to employees whose personal responsibilities, such as caring for family members and transition to retirement, necessitate an application by the employee for such an arrangement.
- 2.4.3 Employees must make a request for flexible working arrangements in writing in accordance with the NES, providing details of the change sought and of the reasons for the change.
- 2.4.4 Before refusing a request for flexible working arrangements, the College must discuss the request with the employee and genuinely try to reach agreement about making changes to the employee's working arrangements to accommodate the employee's circumstances, having regard to:
- a. The particular circumstances of the employee giving rise to the application;
 - b. The impact that refusal of the application may have on the employee and their family; and
 - c. The operational requirements of the Employer, including the Employer's capacity to re-organise work arrangements and secure competent replacement employees.
- 2.4.5 The Employer must give the employee a written response to their request for flexible working arrangements within 21 days, stating whether the Employer grants or refuses the request.

- 2.4.6 If the Employer refuses the request, the written response must include details of the reasons for the refusal, including the business ground(s) for refusal, and how the ground(s) apply to the request.
- 2.4.7 If the Employer and employee cannot agree on a change in working arrangements under this clause, the written response must state:
- a. whether there are any changes in working arrangements that the Employer can offer the employee so as to better accommodate the employee's circumstances giving rise to the request; and
 - b. if the Employer can offer the employee such changes in working arrangements, details of those changes in working arrangements.
- 2.4.8 If the Employer and employee reach an agreement under this clause on a change in working arrangements that differs from that initially requested by the employee, the Employer must provide a written response to their request, setting out the agreed change(s) to the employee's working arrangements.
- 2.4.9 Flexible working arrangements shall not be unreasonably refused by the Employer.

2.5 Joint Consultative Committee

- 2.5.1 In addition to the provisions outlined in clauses 2.1 (Consultation) and 2.2 (Dispute Resolution Procedure), the parties agree that a Joint Consultative Committee may be convened to outline issues and provide advice to the College for consideration regarding matters which may arise from this Agreement.
- 2.5.2 The Joint Consultative Committee will where possible reflect the staffing structure of the College and will generally include:
- a. two persons appointed by the College;
 - b. one union delegate elected by the Independent Education Union;
 - c. five members, which will so far as possible reflect the structure of the College (for example, from the Junior, Middle and Senior Learning Communities, School officers and another); and,
 - d. as and when appropriate, other relevant personnel who may be co-opted for input on specific issues.

PART 3. WAGES AND RELATED MATTERS

3.1 Wage Increases

- 3.1.1 Part 9 - Schedule A of this Agreement provides for the initial wage increases for employees covered by this Agreement from the first full pay period on or after 1 July 2024. These rates are based on:
- a. A 3% increase for employees other than Teachers (i.e. School Officers and Child Services Staff), except for Allied Health Staff; and
 - b. The introduction of a separate payscale for Allied Health Staff; and
 - c. Teacher and Early Childhood Teachers salaries/wages being realigned to at least \$500 above the relevant teacher salary rates for Band 2 Step 1 to Band 2 Step 4, and Band 3 Step 1 to Band 3 Step 4 in the *Department of Education State School Teachers' Certified Agreement 2022* for the period 1 July 2024 to 30 June 2025.

3.1.2 Subsequent wage increases for employees covered by this Agreement will occur as follows (subject to the commitment in clause 3.1.3 below):

- a. 2.5% increase to the wages outlined in clause 3.1.1 from the first full pay period on or after 1 July 2025;
- b. a further 2.5% increase to the wages outlined 3.1.2(a) from the first full pay period on or after 1 July 2026;
- c. a further 2.5% increase to the wages outlined 3.1.2(b) from the first full pay period on or after 1 July 2027.

3.1.3 Matching Department of Education headline increases

In the event that a higher percentage-based increase is agreed for teachers' salary/wages at all classification levels for the period outlined in clause 3.1.2(a), (b) and/or (c) above (**headline increase**) in the replacement agreement to the Department of Education State School Teachers' Certified Agreement 2022 (**Replacement EQ Agreement**), then the following will apply:

- a. The relevant headline increase will be applied to the salaries/wages for employees (in lieu of the rates outlined in Part 9 - Schedule) for the relevant period in clause 3.1.2(a), (b) and/or (c). For example, if a headline increase of 3% is included in the Replacement EQ Agreement for the period 1 July 2026 to 30 June 2027, the College will apply a 3% increase in lieu of the 2.5% increase outlined in clause 3.1.2(b) above (and corresponding rates outlined in Part 9) from the first full pay period on or after 1 July 2026; and
- b. In relation to any headline increase that is payable in lieu of the increase under clause 3.1.2(a) only, this will be applied to employees at the College from:
 - i. the first full pay period (for the College) after the date that the Replacement Education Queensland Agreement takes effect; or
 - ii. the first full pay period on or after 1 July 2025,whichever is later.

3.1.4 Backpay in the event of delayed Replacement EQ Agreement

- a. In the event a headline increase is payable under clauses 3.1.3(b)(i) above, the College will make a backpayment of such wages/salaries to the first full pay period on or after 1 July 2025, provided that (i) to (iv) below apply:
 - i. the Replacement EQ Agreement does not take effect until after the first full pay period for the College on or after 1 July 2025; and
 - ii. the Replacement EQ Agreement commits to backpayment of salaries/wages to Department of Education teachers covered by the Replacement EQ Agreement for the period of 1 July 2025 until the commencement of the Replacement EQ Agreement; and
 - iii. the employee is a full-time or part-time employee of the College. If the employee is a casual employee, backpayment will only be made if the Replacement EQ Agreement commits to the backpayment for casual teachers; and
 - iv. the employee is employed by the College on the date the backpayment is processed by the College (which will be no later than 8 weeks after the Replacement EQ Agreement takes effect).
- b. If backpayment under clause 3.1.4(a) above is payable to an employee, the amount of backpay for each eligible employee will be calculated by the College determining the difference between:

- i. the salary/wages the employee actually received under clause 3.1.2(a), until the date the College implements the headline increase in accordance with 3.1.3(b)(i); and
- ii. the salary/wages the employee would have received under clause 3.1.3, had the Replacement EQ Agreement taken effect on 1 July 2025.

3.1.5 Backpayment of starting salary/wages for Allied Health Staff

- a. The College will make a backpayment of wages/salaries to 1 January 2024 in relation to the increases outlined in clause 3.1.1(b) for Allied Health Staff, provided the employee is employed by the College on the date the backpayment is processed by the College (which will be no later than 14 days after the Commencement Date of this Agreement).
- b. If backpayment under clause 3.1.5(a) above is payable to an employee, the amount of backpay for each eligible employee will be calculated by the College determining the difference between:
 - i. the salary/wages the employee received from 1 January 2024 until the date immediately prior to the increase in clause 3.1.1(b) taking effect; and
 - ii. the salary/wages the employee would have received had the new payscale for Allied Health Staff taken effect on 1 January 2024 (until the date immediately prior to the increase in clause 3.1.1(b) taking effect).

3.2 Payment of Salaries

- 3.2.1 Payment of salaries will be made by electronic funds transfer into an employee's nominated bank account on a fortnightly basis.

3.3 Superannuation

- 3.3.1 The superannuation provisions for all employees covered by this Agreement, shall be in accordance with *Superannuation Guarantee (Administration) Act 1992* (the SGA), as amended from time to time.
- 3.3.2 The College will make superannuation contributions for all eligible employees into a compliant fund of their choice in accordance with the provisions of Superannuation Guarantee legislation.
- 3.3.3 Where an employee has not nominated a compliant fund of their choice within 28 days of commencing employment, the College will comply with its obligations under the Superannuation Guarantee legislation, including:
 - a. Identifying any stapled fund for the employee, and
 - b. If the Commissioner of Taxation is satisfied that there is no stapled fund for the employee, the College making superannuation payments on the employee's behalf to its default fund Australian Ethical Superannuation (or any successor fund).
- 3.3.4 Subject to clause 3.3.5 below, the College agrees to provide superannuation contributions totalling 12.5% (inclusive of the superannuation contributions required by clause 3.3.1, and any increases to the superannuation guarantee over the life of the Agreement) for all employees.
- 3.3.5 Additional voluntary contributions:
 - a. Where a permanent employee was making an additional voluntary contribution of 5% or more immediately prior to 1 January 2024 to their nominated superannuation fund, the College will make a total superannuation contribution on behalf of the employee of 13.25% (inclusive of the superannuation contributions required by clause 3.3.1, and any increases

to the superannuation guarantee over the life of the Agreement). An employee's ability to access this higher contribution will end in the event an employee ceases making an additional voluntary contribution of 5% or more (from which time clause 3.3.4 will apply to the employee).

b. The parties recognise that any additional superannuation contributions from employees is a matter of employee choice.

3.3.6 An employee's voluntary superannuation co-payment may be before tax in accordance with the College's salary packaging arrangements.

3.4 Salary Continuance Insurance

3.4.1 The College will provide all permanent employees who have successfully completed six months of continuous service and who work a minimum of 15 hours per week, with Salary Continuance Insurance.

3.4.2 This Salary Continuance Insurance will be provided to qualifying employees during the life of this Agreement.

3.4.3 Provision of the Salary Continuance Insurance will be in accordance with the conditions of the College's insurance policy as amended or replaced from time to time.

3.4.4 This Salary Continuance Insurance will provide, after a thirty-day waiting period, 75% of the employee's current income (as defined in the insurance policy), for up to two years, or until the age of 65 years (whichever comes first). Any payment made to employees under the insurance policy will be subject to the terms of the policy.

PART 4. CATEGORIES OF EMPLOYEES

4.1 School Officers

4.1.1 Specific employment conditions applying to School Officers employed by the College, are prescribed in Part 10 - Schedule B (School Officers) of this Agreement.

4.2 Teachers

4.2.1 Specific employment conditions applying to Teachers employed by the College, are prescribed in Part 11 - Schedule C (Teachers) of this Agreement.

4.3 College Leaders

4.3.1 Specific employment conditions applying to Teachers and Early Childhood Teachers appointed to College Leadership Positions, are prescribed in Part 12 - Schedule D (College Leaders) of this Agreement.

4.4 Early Learning Centre and Outside School Hours Care Staff

4.4.1 Specific employment conditions applying to Early Learning Centre and Outside School Hours Care Staff are prescribed in Part 13 - Schedule E (Early Learning Centre and Outside School Hours Care Staff) of this Agreement.

4.5 Allied Health

4.5.1 Specific employment conditions applying to Allied Health Staff (in addition to Part 10 - Schedule B) are prescribed in Part 14 - Schedule F (Allied Health Staff) of this Agreement.

PART 5. LEAVE AND PUBLIC HOLIDAYS

5.1 Annual Leave

- 5.1.1 This clause does not apply to casual employees.
- 5.1.2 Annual leave is provided in accordance with the NES.
- 5.1.3 For School Officers, annual leave entitlements are prescribed in Part 10 - Schedule B of this Agreement.
- 5.1.4 For Teachers, proportion of salary and annual leave entitlements are prescribed in Part 11 - Schedule C of this Agreement.
- 5.1.5 For Early Learning Centre and Outside School Hours Care Staff, annual leave entitlements are prescribed in Part 13 - Schedule E of this Agreement.
- 5.1.6 Part-time and term time employees accrue annual leave on a pro rata basis.
- 5.1.7 Annual leave shall be taken by employees during school holiday periods unless otherwise agreed between the employer and employee, or in accordance with this Agreement.

5.2 Taking Excess Annual Leave

- 5.2.1 An employee and the Employer may work together to reduce an employee's excessive annual leave accrual if the employee has accrued more than eight weeks' annual leave.
- 5.2.2 If the Employer has genuinely tried to reach agreement with the employee but no agreement has been reached, the Employer may direct the employee in writing to take one or more periods of annual leave in periods no shorter than two weeks.
- 5.2.3 The direction by the Employer to take annual leave must not result in the employee's remaining accrued entitlement to take paid annual leave being less than four weeks.
- 5.2.4 The Employer shall give at least 12 weeks' notice in writing of the direction to take leave.

5.3 Cashing out Annual Leave

- 5.3.1 This clause does not apply to casual employees or Teachers covered by Part 11 - Schedule C or Part 12 - Schedule D of this Agreement.
- 5.3.2 An employee may make a request to 'cash out' their annual leave. All applications must be made in writing to the Executive Head of College or their delegate and must satisfy the following requirements:
 - a. Annual Leave may only be 'cashed out' if the employee retains four weeks accrued annual leave entitlement after the 'cashing out' has taken place;
 - b. The maximum amount of accrued paid annual leave that may be cashed out in any period of 12 months is two weeks;
 - c. Each 'cashing out' of Annual Leave must be made by a separate agreement in writing between the College and the employee; and
 - d. The employee must be paid the same amount they would have been paid if the employee had taken the Annual Leave.
- 5.3.3 As a part of the agreement to 'cash out' Annual Leave, the College may require an employee to take a portion of Annual Leave in addition to the amount which has been agreed. Where this occurs, the total amount of Annual Leave the employee retains will remain in accordance with clause 5.3.2 (a).

5.3.4 Where an employee 'cashes out' a period of Annual Leave, the equivalent amount of superannuation will be paid into the Employee's superannuation fund as would have been paid if the Employee had taken the Annual Leave.

5.3.5 Approval of an application for 'cashing out' Annual leave is subject to the sole discretion of the Executive Head of College or their delegate.

5.4 Personal/Carer's Leave

5.4.1 This clause does not apply to casual employees.

5.4.2 Personal/carer's leave (also known as sick/carer's leave) is provided in accordance with the NES. This clause supplements the NES provisions.

5.4.3 In the case of an employee not being fit to attend for work because of personal injury or illness, the Employer may require the employee to provide a medical certificate from a Registered Health Practitioner for any:

- a. period of absence in excess of two consecutive working days for that employee;
- b. absence of two days or less where the number of personal leave days already taken without producing a medical certificate exceeds four working days in a school year; or
- c. absence on a weekday that the employee is usually required to attend for work that immediately precedes or immediately follows a:
 - i. public holiday;
 - ii. school holiday period;
 - iii. student free day; or
 - iv. period of approved annual or long service leave.

5.4.4 Part-time and term time employees accrue personal/carer's leave on a pro rata basis.

5.4.5 Employees in their first year of service with the College will be credited with an annual entitlement to personal/carer's leave on commencement, but will accrue the leave progressively pursuant to the NES in subsequent years of service.

5.5 Compassionate Leave

5.5.1 Compassionate leave is provided in accordance with the NES. This clause supplements the NES provisions.

5.5.2 Employees (other than casuals) are entitled to a period of three days of paid compassionate leave, for each occasion on which:

- a. a member of the employee's immediate family or a member of the employee's household:
 - i. contracts or develops a personal illness that poses a serious threat to their life; or
 - ii. sustains a personal injury that poses a serious threat to their life; or
 - iii. dies;
- b. a child who would have been part of the employee's immediate family, or household is stillborn; or
- c. the employee, or the employee's spouse or de facto partner, has a miscarriage.

5.5.3 In the case of the death of an employee's spouse or child (including stillbirth), the entitlement under clause 5.5.2 above will be up to five days of paid compassionate leave.

5.5.4 Casual employees will have access to two days unpaid compassionate leave in accordance with the NES.

5.5.5 In the case of a request for compassionate leave, the Employer may require the employee to provide evidence which satisfies the College that the leave is taken for a reason specified in clause 5.5.2 above.

5.6 Long Service Leave and pro rata Long Service Leave

5.6.1 Subject to this clause, employees are entitled to Long Service Leave in accordance with the *Industrial Relations Act 2016* (Qld) as amended from time to time.

5.6.2 Entitlement

- a. Employees accrue 1.3 weeks of Long Service Leave for each completed year of service.
- b. All employees who have completed seven years of continuous service may access their entitlement to take Long Service Leave.
- c. Approved periods of leave without pay, of one week or less, count as continuous service for calculating entitlements to Long Service Leave.

5.6.3 Taking Long Service Leave

- a. The Employer and the employee may agree when the employee is to take Long Service Leave. This is generally initiated by the employee making an application for the leave.
- b. Employees are required to provide at least three months' notice of their intention to taking Long Service Leave. If an employee wishes to amend or cancel their Long Service Leave after an application for Long Service Leave has been approved, they are required to provide at least eight weeks' notice of that change or cancellation. The notice periods in this clause may be waived or amended at the discretion of the College.
- c. The College encourages employees to access Long Service Leave in full school term blocks. However, shorter periods of Long Service Leave may be agreed by the Employer on a case by case basis.
- d. Where a Teacher's accrued Long Service Leave does not cover a full school term, the parties can consider the use of unpaid leave to meet the balance of the term.
- e. Long Service Leave is exclusive of any Public Holidays which fall during a period when an employee is on leave.
- f. For Teachers (excluding Early Childhood Teachers), Long Service Leave is exclusive of vacation periods which fall during a period when an employee is taking long service leave.

5.6.4 Long Service Leave on Half Pay

- a. An employee may request, and the Employer may agree, for the leave to be taken on half pay to enable employees to be absent on Long Service Leave for double the period of leave that would otherwise be applicable.
- b. Where an employee accesses Long Service Leave at half pay, that employee will accrue all leave entitlements on a pro rata basis.
- c. The following applies to Teachers accessing Long Service Leave at half pay in relation to school holidays:
 - i. for school holidays (other than the Christmas school holiday) that are within a period of Long Service Leave at half pay, the holiday will be paid at half pay;
 - ii. for school holidays (other than the Christmas school holiday) that are contiguous to a period of Long Service Leave at half pay, the holiday will be paid at the rate that would have applied if the employee was not accessing long service leave at half pay; and

- iii. for the Christmas school holiday period, a reconciliation of leave entitlements will be done at the end of the school year for Teachers during which the Long Service Leave at half pay has been taken, which will result in the employee receiving a payment that would be no less than that made if the formula outlined in clause 22.5 of the *Educational Services (Teachers) Award* for calculating pro rata salary was used.
- d. A public holiday occurring during a period of long service leave at half pay and on a day that the employee would otherwise work will be paid for at half pay.

5.6.5 Taking Excess Long Service Leave

- a. An employee and the Employer may work together to reduce an employee's excessive Long Service Leave accrual if the employee has accrued more than 15 weeks' long service leave.
- b. If the Employer has genuinely tried to reach agreement with the employee but no agreement has been reached, the Employer may direct the employee in writing to take one or more periods of long service leave in periods no shorter than two weeks.
- c. The direction by the Employer to take long service leave must not result in the employee's remaining accrued entitlement to take paid long service leave being less than 13 weeks.
- d. The Employer shall give at least 12 weeks' notice in writing of the direction to take leave.

5.6.6 Cashing Out Long Service Leave

- a. An employee who has at least ten years' continuous service may apply to have part of an entitlement to Long Service Leave paid out, which will be subject to the following conditions:
 - i. In addition to requesting a part of an entitlement to long service leave be paid out, the employee must also apply for and take at least an equal period of Long Service Leave to ensure a part of the Long Service Leave entitlement is used as a break from work (for example, if an employee wishes to apply to have four weeks leave paid out, a further period of at least four weeks leave must be applied for to be taken);
 - ii. An application to cash out part of a Long Service Leave entitlement can only be initiated by the employee; and
 - iii. The period of leave to be taken and paid out will be agreed between the Employer and the employee in writing taking into account the operational requirements of the College.
 - iv. The employee's Long Service Leave accrual will be reduced accordingly at the time the payment of cashed out Long Service Leave is made to the employee.

5.6.7 Termination

- a. An employee who completes seven years' continuous service shall be granted a pro-rata payment in lieu of Long Service Leave upon resignation, death, termination, or total and permanent incapacity. This clause does not apply to employees whose employment is terminated for misconduct or poor performance.

5.7 Parental Leave

- 5.7.1 Unpaid parental leave provisions are provided for in the NES. This clause supplements the NES provisions and provides additional benefits in relation to paid parental leave.

5.7.2 Paid Parental Leave

- a. To be eligible to receive paid parental leave, an employee must satisfy the following criteria immediately before the commencement of parental leave:
 - i. be a full-time or part-time employee;
 - ii. have continuous service of at least 12 months; and
 - iii. comply with the eligibility and notice requirements for taking unpaid parental leave as required by the NES.
- b. In addition to (a) above, an eligible employee who has adopted or given birth to a child must assume the role of the primary care giver for the child immediately following the birth or adoption of the child to be entitled to 12 weeks' paid parental leave.
- c. Paid parental leave will be paid:
 - i. at the same rate of salary that the employee received immediately prior to commencing parental leave (for example, if an employee was part-time at 0.5 FTE immediately prior to commencing parental leave, then the paid leave will be at the 0.5 FTE rate); or
 - ii. at an average of the Employee's salary for 12 months immediately prior to commencing parental leave, where an Employee reduces their hours of work due to their pregnancy in the 6 months prior to the birth of the child.
- d. Paid parental leave is inclusive of public holidays falling within the period of paid parental leave.
- e. For Teachers, paid parental leave is exclusive of any entitlement to paid school holidays.
- f. An employee who has previously taken a period of paid parental leave must return to work for a period of at least 26 weeks to be eligible for a subsequent period of paid parental leave.
- g. Paid parental leave and paid partner leave, count as service for incremental and leave accrual purposes.

5.7.3 Paid Parental Leave on Half Pay

- a. An employee may request, and the Employer may agree that the paid parental leave entitlement be taken at half pay to extend the period of paid leave.
- b. Where an employee accesses paid parental leave at half pay, the employee will accrue all leave entitlements on a pro rata basis.
- c. The following applies to Teachers accessing paid parental leave at half pay in relation to school holidays:
 - i. for school holidays (other than the Christmas school holiday) that are within a period of parental leave at half pay, the holiday will be paid at half pay;
 - ii. for school holidays (other than the Christmas holiday) that are directly before or after a period of parental leave at half pay, the holiday will be paid at the rate that would have applied if the employee was not accessing parental leave at half pay; and
 - iii. for the Christmas school holiday, a reconciliation of leave entitlements will be done at the end of the school year for teachers during which parental leave at half pay has been taken, which will result in the employee receiving a payment that would be no less than that made if the formula outlined in clause 22.5 of the *Educational Services (Teachers) Award* for calculating pro rata salary was used.

- d. A public holiday occurring during a period of parental leave at half pay, and on a day that the employee would otherwise work, will be paid for at half pay.
- e. This clause also applies to Paid Partner Leave.

5.7.4 Paid Partner Leave

- a. Eligibility for paid partner leave will be the same as in clause 5.7.2(a) of this Agreement.
- b. If an employee's partner has given birth to a child, the employee is entitled to a period of up to ten working days paid partner leave that must be taken within eight weeks of the date of confinement.
- c. An employee may request, and the Employer may agree that the paid partner leave entitlement be taken at half pay to extend the period of paid leave, in which case the terms of clause 5.7.3(b) to (d) above apply.

5.7.5 Timing of Parental Leave

- a. It is acknowledged by the parties that it is often in the interests of the employee, continuity of student learning, or business requirements of the College, that parental leave (including paid parental leave and paid partner leave) commences and concludes at certain times of the school year (*for example, coinciding with start and end of terms*).
- b. The College will enter into discussions with the employee with the intention of agreeing to a suitable start and end date of the leave taking into account the interests of both parties.

5.8 Leave Without Pay

5.8.1 An employee may apply for leave without pay.

5.8.2 The granting of leave without pay is at the discretion of the Executive Head of College.

5.9 Miscellaneous Leave

5.9.1 An employee is entitled to paid leave in the following circumstances:

- a. one day for the employee's wedding or the wedding of an employee's child or sibling; or
- b. half a day to attend an employee's graduation ceremony in which the employee is being awarded a tertiary qualification relevant to the employee's role at the College.

5.10 Purple Leave

5.10.1 In recognition of the diverse needs of our employees and the demands of recent years the College will introduce Purple Leave and provide the following paid Purple Leave days in addition to the other leave provisions under this Part 5:

- a. 4 days on approval of the Agreement;
- b. 1 day on 1 January 2025;
- c. 1 day on 1 January 2026; and
- d. 1 day on 1 January 2027.

5.10.2 Purple Leave is not intended to be accessed continuously and is intended for use for individual days, unless otherwise agreed by the Executive Head of College.

5.10.3 Employees may access Purple Leave for any purpose by providing two term weeks' notice. Shorter periods of notice will be considered where it was not reasonable to provide such notice. Approval will be subject to the operational requirements of the College.

5.10.4 This provision is applicable for the life of this Agreement only, and is not transferable between Employees. Employees who maintain a Purple Leave balance on expiry of this Agreement, will maintain this leave balance until such time as it has been exhausted.

5.10.5 Accrued but unused Purple Leave will not be payable on termination.

5.11 Jury Service

5.11.1 Payment to employees on jury service is provided for in the *National Employment Standards (NES)* pursuant to the *Fair Work Act 2009*.

5.12 Natural Disaster Leave

5.12.1 An employee who is prevented from attending the employee's normal place of employment due to a declared state of emergency or disaster, may be granted leave in the following circumstances:

- a. where the employee is required to return home before the employee's usual ceasing time to ensure personal safety, the protection of the employee's family and property, or the availability of transport facilities, which may be disrupted or discontinued because of weather or environmental conditions;
- b. where the employee must, of necessity, remain at home to safeguard the employee's family or property; and/or
- c. where the employee remains at home to have temporary repairs effected, restore belongings, clean up etc.

5.12.2 Subject to the College being satisfied that the absence is unavoidable and justified, leave with pay up to a period of two working days per calendar year (non-cumulative) may be granted in any 12 month period.

5.12.3 Where an employee is unable to attend the workplace due to a natural disaster, however has the ability to work from home, the employee may be directed to work from home by the College (and leave under this clause will not be approved).

5.13 Public Holidays

5.13.1 An employee who would ordinarily be required to work on a day on which a public holiday falls is entitled to full pay for the time the employee would ordinarily have been required to perform work on that day.

5.13.2 All work (that is required by the Employer) done by an employee on an appointed public holiday will be paid at the rate of double time-and-a-half with a minimum of four hours.

5.13.3 Double time-and-a-half

- a. For the purposes of this clause, where the rate of wages is a weekly rate, "double time-and-a-half" means one and a half day's wages in addition to the prescribed weekly rate, or pro rata if there is more or less than a day.

5.13.4 In respect of teaching staff, work done on any other holiday shall not be deemed overtime or be paid for at an increased rate.

5.13.5 Annual show

- a. All work (that is required by the Employer) done by an employee in a district specified from time to time by the Minister by notification published in the *Industrial Gazette* on the day appointed under the *Holidays Act 1983(Qld)*, to be kept as a holiday in relation to the annual agricultural horticultural or industrial show held at the principal city or town, as specified in such notification, of such district shall be paid for at the rate of double time and a-half with a minimum of four hours.

- b. In a district in which a holiday is not appointed for an annual agricultural, horticultural or industrial show, the employee and employer must agree on an ordinary working day that is to be treated as a show holiday for all purposes.
- 5.13.6 Notwithstanding any other provision contained in this clause, by mutual agreement between the College and an individual employee, another day may be substituted for any of the above holidays.

5.14 Domestic and Family Violence Leave

- 5.14.1 Domestic and Family Violence Leave provisions are provided for in the NES.
- 5.14.2 The College is committed to supporting employees who are experiencing domestic and family violence.
- 5.14.3 An employee who is experiencing domestic or family violence may access up to ten days per year of non-cumulative paid leave in accordance with the NES in order to address related matters including, but not limited to:
- a. attending medical and/or counselling appointments;
 - b. sourcing alternative accommodation;
 - c. accessing legal advice;
 - d. attending legal proceedings;
 - e. organising alternative care for members of their immediate family or household;
 - f. organising alternative education arrangements for their children;
 - g. rebuilding support networks; and
 - h. other issues related to the domestic violence.
- 5.14.4 The entitlement to Domestic and Family Violence Leave is in addition to existing leave entitlements. It may be taken as consecutive or single days, or as a fraction of a day. All reasonable requests will be approved.
- 5.14.5 It is not mandatory for an employee to have exhausted other forms of paid leave prior to accessing Domestic and Family Violence Leave.
- 5.14.6 Employees should notify the Head of College Business of the taking of Domestic and Family Violence Leave and the expected duration of the leave as soon as practicable.
- 5.14.7 An employee seeking to access Domestic and Family Violence Leave will be required by the College (as appropriate) to provide documentary evidence from the Queensland Police Service, a Court, a medical practitioner or other health professional, a family violence support service, or a lawyer. A signed statutory declaration may also be acceptable. The employee should provide evidence prior to the taking of leave, or when this is not possible, as soon as reasonably practicable after the leave has commenced.
- 5.14.8 Evidence requirements may be waived at the sole discretion of the Executive Head of College or their delegate.
- 5.14.9 An employee who supports a member of their immediate family or household who is experiencing domestic violence may use their existing carer's leave entitlement to:
- a. accompany the person on activities related to matters as outlined in this clause; or
 - b. to mind the children of the person so the person can undertake activities as outlined in this clause.

PART 6. TERMINATION AND REDUNDANCY

6.1 Notice of Termination

6.1.1 This clause does not apply to employees engaged on a casual basis and employees engaged for a specific period of time (fixed term) or for a specific task where the contract ends due to the effluxion of time.

6.1.2 Teaching Staff

- a. Except where otherwise mutually agreed between the Employer and the employee, a teacher's employment may be terminated with four term weeks' notice by either party. The employer may make a payment to the employee in lieu of such notice or part of the notice.
- b. Where an employee is over 45 years of age at the time of the Employer giving notice and has more than two years of continuous service with the Employer, the employee will be entitled to an additional week's notice.
- c. Where less than the required notice is given by the teacher, the employer may withhold from any wages due to the employee on termination, an amount not exceeding two weeks wages.

6.1.3 Other Staff

- a. Notice of termination by employer
 - i. Except where otherwise mutually agreed between the Employer and the employee, in order to terminate the employment of an employee, the Employer shall give the notice in the following table:

Employer's Notice of Termination

Period of Continuous Service	Period of Notice
Not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

- ii. Employees over 45 years of age at the time of receiving the notice and with at least two years' continuous service shall be entitled to an additional one weeks' notice;
 - iii. The Employer may make a payment to the employee in lieu of notice or part of the notice.
 - iv. This period of notice shall not apply in the case of dismissal for serious misconduct.
 - b. Notice of termination by employee
 - i. An employee, except where otherwise mutually agreed between the Employer and the employee, is required to give the following notice of termination to the Employer:

Period of Continuous Service	Period of Notice
Not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

- ii. If an employee fails to give this notice, the Employer shall have the right to withhold wages due to the employee on termination to a maximum amount of one week's wages.

6.1.4 Statement of Service

- a. An employee may request, upon termination of the employee's services for any reason whatsoever, to be provided by the employer with a Statement of Service signed and dated by the Employer containing the following particulars:
 - i. the full name and address of the employee;
 - ii. a description of the position in which the employee was engaged;
 - iii. the dates on which the employee commenced and ceased employment in the position or each of the positions (if more than one);
 - iv. the address of the workplace at which the employee was so engaged; and
 - v. any periods of leave without pay taken during the period of employment with the Employer.

6.2 Redundancy

6.2.1 A redundancy occurs where the Employer decides that it no longer wishes the job the employee has been doing to be done by anyone, and is subject to consultation under clause 2.1.

6.2.2 Transfer to Lower Paid Duties

- a. Where an employee is transferred to lower paid duties by reason of redundancy, the employee shall be entitled to the same period of notice of transfer as the employee would have been entitled if the employee's employment had been terminated.
- b. The Employer may, at the Employer's option, make a payment in lieu of notice equal to the difference between the former amount the Employer would have been liable to pay, and the new lower amount the Employer is liable to pay, for the notice still owing.
- c. The amount in sub paragraph (b) above must be worked out on the basis of:
 - i. the ordinary working hours to be worked by the employee; and
 - ii. the amount payable to the employee for the hours including allowances, loadings and penalties; and,
 - iii. any other amount payable under the employee's employment contract.

6.2.3 Time off During Notice Period

- a. Where a decision has been made to terminate an employee's employment by reason of redundancy, the employee shall be allowed up to one day off without loss of pay during each week of notice for the purpose of seeking other employment.
- b. If the employee seeks more than one day's paid leave during the notice period for the purpose of seeking other employment, the Employer may require proof of attendance at an interview on that subsequent day prior to approving paid leave. A statutory declaration will be sufficient for this purpose.

6.2.4 Redundancy Pay

- a. In addition to the period of notice prescribed for termination elsewhere in this Agreement, an employee whose employment is terminated due to redundancy will be entitled to the following amounts of redundancy pay:

Redundancy Pay Entitlement

Period of Continuous Service	Severance Pay (weeks' pay)
Less than 1 year	nil
At least 1 year but less than 2 years	4
At least 2 years but less than 3 years	6
At least 3 years but less than 4 years	7
At least 4 years but less than 5 years	8
At least 5 years but less than 6 years	10
At least 6 years but less than 7 years	11
At least 7 years but less than 8 years	13
At least 8 years but less than 9 years	14
9 years or more	16

- b. "Weeks' Pay" means the ordinary time rate of pay for the employee concerned excluding overtime, penalty rates, disability allowances, shift allowances, special rates, fares and travelling time allowances, bonuses and any other ancillary payments.

6.2.5 Employee Leaving During Notice Period

- a. An employee who has been given notice of termination in circumstances of redundancy may terminate their employment during the period of notice prescribed in clause 6.1.
- b. The employee is entitled to receive the benefits and payments they would have received under this clause had they remained in employment until the expiry of the notice period.
- c. However, the employee is not entitled to be paid for any part of the period of notice remaining after the employee ceased to be employed.

6.2.6 Suitable Alternative Employment

- a. If the College provides an employee whose role has been made redundant, with suitable alternative employment at the College, the College is not required to make a redundancy payment under clause 6.2.4.
- b. If the employee does not agree that the employment offered is suitable alternative employment and instead wishes to access a redundancy payment under clause 6.2.4, then they may access the Dispute Resolution process contained in this Agreement to seek resolution of this issue.

6.2.7 Employees Exempted

- a. This Redundancy clause 6.2 does not apply:
- i. to employees with less than one year's continuous service; or
 - ii. where employment is terminated due to serious misconduct on the part of the employee; or
 - iii. to employees engaged for a specific period or task(s); or
 - iv. to an employee who is an apprentice or trainee; or
 - v. to casual employees.

PART 7. OTHER MATTERS

7.1 Professional Development

- 7.1.1 The parties acknowledge the importance of ongoing professional development and training.
- 7.1.2 The College will develop a policy for the implementation of professional development for employees that will be subject to change by the College to cater for the changing requirements of the College and its employees.

7.2 Class Sizes

- 7.2.1 It is recognised that class size has implications on the work of teachers and therefore relates to the employment relationship. The College considers class size and resourcing as important elements to be considered in relation to student learning, teacher workload, and the financial management of the College.
 - 7.2.2 The College will make every effort to achieve class sizes that are within the targets set in clause 7.2.4 and are balanced with overall school resourcing and budgetary constraints.
 - 7.2.3 College enrolment patterns and demographic trends will also inform College decisions about class sizes and resource allocation.
 - 7.2.4 The following targets will assist the College with decisions about class sizes and resource allocation:
 - a. Years P to 2 – 25 Students per class;
 - b. Years 3 to 12 – 28 Students per class.
 - 7.2.5 The College will take the following additional factors into account when determining class sizes to ensure that appropriate support is provided:
 - a. individual staff preferences, expertise and experience;
 - b. whether the class is taught in a room with specialist fit out requirements and associated risk and safety considerations; and
 - c. whether classes have a high proportion of students with learning challenges due to:
 - i. student socio-economic background;
 - ii. student learning capabilities;
 - iii. student linguistic or cultural background;
 - iv. workplace health and safety matters; and
 - v. whether classes are multi age, composite or practical.
 - 7.2.6 Where concerns are identified with class sizes in excess of the targets in clause 7.2.4 above, the College will consult with the staff affected regarding measures to reduce any negative impact on student learning and/or teacher workload.
 - 7.2.7 Any final decision about class size and the allocation of classes to teachers is the responsibility of the Executive Head of College.
- ### **7.3 Resourcing to support Prep Classes**
- 7.3.1 Teacher Aide support will be provided to Prep classes in accordance with this clause.
 - a. For classes with 20-25 students - one full time teacher aide will be allocated during class time.

- b. For classes with fewer than 20 students - the College will allocate teacher aide support time following consultation with the affected staff. This will generally be on a pro rata basis according to the number of students in the class.

7.3.2 The final decision about the allocation of teacher aide support to Prep classes is the responsibility of the College.

7.4 Job Share Arrangements

7.4.1 Job share is a voluntary arrangement where the identified employees share responsibility for a position for a fixed period of normally one school year.

7.4.2 Job share proposals are considered on a case by case basis. The acceptance of a particular job share proposal shall be at the discretion of the employer.

7.4.3 If a job share arrangement is approved, the parties shall confirm in writing the mutually agreed terms and conditions including the fixed term duration, hours of work and attendance at school events.

7.4.4 At the conclusion of the job share the parties can mutually agree to enter into another job share or the employees may return to their original full-time positions.

7.4.5 Where a job share employee works additional hours to that agreed for the job share arrangement, such hours will be paid in accordance with the provisions in this Agreement relating to payment for part time employees who work additional hours.

7.5 Managing Complaints

7.5.1 The parties recognise that schools are a partnership between the College, employees, students and parents, and that occasionally the key stakeholders will have grievances with each other.

7.5.2 In dealing with any complaint, it is essential that concerns are addressed in an objective and sensitive manner which gives due consideration to the reputation and dignity of the persons concerned, and that any employee who is subject to a complaint must be afforded the principles of natural justice within a fair and transparent process.

7.5.3 The protocols relating to natural justice and the handling of complaints include the provision of specific details of an allegation/s, a reasonable opportunity for an employee to respond to a complaint, prior notice of meeting attendees and agenda and the right of an employee to seek the assistance of a union representative or support person.

7.5.4 Employees should refer to the Complaints and Concerns Policy and Procedure.

7.6 Workplace Harassment

7.6.1 The College is committed to provide a safe and healthy workplace free from workplace harassment. In accordance with this commitment, the College shall ensure that a workplace harassment policy and procedure is in place.

7.7 College Fees Discount

7.7.1 A 25% discount on the tuition component of school fees is available to all permanent employees and employees on temporary contracts who:

- a. have children attending the College; and
- b. work for the duration of at least one year; and
- c. who work a minimum of 0.5 FTE (full-time equivalent).

- 7.7.2 Where more than one parent is an employee of the College:
 - a. One of these employees must meet the requirements of clause 7.7.1; and
 - b. The maximum discount per family will be 25%.
- 7.7.3 For the purposes of this clause 'one year' includes one school year.
- 7.7.4 This discount is only available for the time period during which an employee is employed.
- 7.7.5 This tuition discount is for children attending from Prep to Year 12.
- 7.7.6 This clause does not apply to casual employees.

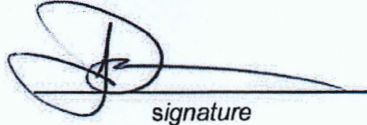
7.8 Employee Assistance Program

- 7.8.1 The College agrees to provide employees with free access to an employee assistance program (EAP). The EAP intends to provide confidential and professional counselling services to assist employees in resolving work related and personal problems.
- 7.8.2 Services provided in the EAP may vary according to the College's agreement with the EAP provider.

PART 8. SIGNATORIES

Signed for and on behalf of:

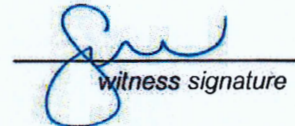
Hillcrest Christian College Limited
(ABN 68 947 459 366)
21 Bridgman Drive, Reedy Creek Q 4227


signature

JEFF DAVIS
print name

EXECUTIVE HEAD OF COLLEGE
position, title, office

In the presence of:


witness signature

SUMMA COLEMAN
witness name

AND

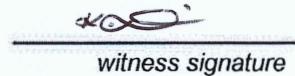
Independent Education Union of Australia -
Queensland and Northern Territory Branch
(ABN 74 662 601 045)
346 Turbot Street, Spring Hill Q 4000


signature

REBELLA CATIE SISSON
print name

ASSISTANT SECRETARY
position, title, office

In the presence of:


witness signature

KAREN ELIZABETH DEVIN
witness name

PART 9. SCHEDULE A – WAGE RATES

9.1 Wage Rates – Teachers

		Wage Rates Teacher				Wage Rates Teacher				Wage Rates Teacher				Wage Rates Teacher				Wage Rates Teacher			
Classification		1 July 2023				1 July 2024				1 July 2025				1 July 2026				1 July 2027			
		4.0%				> of either 3% or EdQ + \$500				2.5%				2.5%				2.5%			
Band	Step	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum
2	1	\$3,074.98	\$51.2497	\$63.0371	\$80,256.98	\$3,240.54	\$54.0089	\$66.4310	\$84,578.00	\$3,321.55	\$55.3592	\$68.0918	\$86,692.45	\$3,404.59	\$56.7431	\$69.7941	\$88,859.76	\$3,489.70	\$58.1617	\$71.5389	\$91,081.26
	2	\$3,245.81	\$54.0968	\$66.5391	\$84,715.64	\$3,397.97	\$56.6328	\$69.6584	\$88,687.00	\$3,482.92	\$58.0486	\$71.3998	\$90,904.18	\$3,569.99	\$59.4999	\$73.1848	\$93,176.78	\$3,659.24	\$60.9874	\$75.0144	\$95,506.20
	3	\$3,416.21	\$56.9368	\$70.0323	\$89,163.08	\$3,558.31	\$59.3052	\$72.9454	\$92,872.00	\$3,647.27	\$60.7879	\$74.7691	\$95,193.80	\$3,738.45	\$62.3076	\$76.6383	\$97,573.65	\$3,831.92	\$63.8653	\$78.5543	\$100,012.99
	4	\$3,587.18	\$59.7863	\$73.5372	\$93,625.40	\$3,724.94	\$62.0824	\$76.3613	\$97,221.00	\$3,818.07	\$63.6344	\$78.2704	\$99,651.53	\$3,913.52	\$65.2253	\$80.2271	\$102,142.81	\$4,011.36	\$66.8559	\$82.2328	\$104,696.38
	5	\$3,758.15	\$62.6358	\$77.0421	\$98,087.72																
3	1	\$3,900.21	\$65.0035	\$79.9543	\$101,795.48	\$4,017.22	\$66.9536	\$82.3529	\$104,849.35	\$4,117.65	\$68.6274	\$84.4118	\$107,470.58	\$4,220.59	\$70.3431	\$86.5221	\$110,157.34	\$4,326.10	\$72.1017	\$88.6851	\$112,911.28
	2	\$4,043.40	\$67.3900	\$82.8897	\$105,532.74	\$4,164.70	\$69.4117	\$85.3764	\$108,698.72	\$4,268.82	\$71.1470	\$87.5108	\$111,416.19	\$4,375.54	\$72.9257	\$89.6986	\$114,201.60	\$4,484.93	\$74.7488	\$91.9410	\$117,056.63
	3	\$4,185.58	\$69.7597	\$85.8044	\$109,243.64	\$4,311.15	\$71.8525	\$88.3785	\$112,520.95	\$4,418.93	\$73.6488	\$90.5880	\$115,333.97	\$4,529.40	\$75.4900	\$92.8527	\$118,217.32	\$4,642.63	\$77.3772	\$95.1740	\$121,172.75
	4	\$4,328.50	\$72.1417	\$88.7343	\$112,973.85	\$4,458.36	\$74.3059	\$91.3963	\$116,363.07	\$4,569.81	\$76.1636	\$93.6812	\$119,272.14	\$4,684.06	\$78.0677	\$96.0232	\$122,253.95	\$4,801.16	\$80.0193	\$98.4238	\$125,310.29
Senior Teacher		\$4,458.35	\$74.31	\$91.40	\$116,362.94	\$4,597.70	\$76.6284	\$94.2529	\$120,000.00	\$4,712.64	\$78.5441	\$96.6092	\$123,000.00	\$4,830.46	\$80.5077	\$99.0244	\$126,075.00	\$4,951.22	\$82.5204	\$101.5000	\$129,226.88
Highly Accomplished Teacher		\$4,866.40	\$81.11	\$99.76	\$127,013.04	\$5,029.50	\$83.8250	\$103.1048	\$131,270.00	\$5,155.24	\$85.9207	\$105.6824	\$134,551.75	\$5,284.12	\$88.0687	\$108.3245	\$137,915.54	\$5,416.22	\$90.2704	\$111.0326	\$141,363.43

9.2 Wage Rates – Early Childhood Teachers

		WAGE RATES Early Childhood Teachers				WAGE RATES Early Childhood Teachers				WAGE RATES Early Childhood Teachers				WAGE RATES Early Childhood Teachers				WAGE RATES Early Childhood Teachers			
Classification		1 July 2023				1 July 2024				1 July 2025				1 July 2026				1 July 2027			
		4.0%				3.0%				2.5%				2.5%				2.5%			
Band	Step	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum
1	4	\$ 2,989.48	\$ 39.3353	\$ 48.3824	\$ 78,025.45	\$ 3,079.17	\$ 40.5153	\$ 49.8339	\$ 80,366.22	\$ 3,156.14	\$ 41.5282	\$ 51.0797	\$ 82,375.37	\$ 3,235.05	\$ 42.5664	\$ 52.3567	\$ 84,434.76	\$ 3,315.92	\$ 43.6306	\$ 53.6656	\$ 86,545.63
2	1	\$ 3,074.98	\$ 40.4602	\$ 49.7661	\$ 80,256.91	\$ 3,240.54	\$ 42.6386	\$ 52.4455	\$ 84,578.00	\$ 3,321.55	\$ 43.7046	\$ 53.7567	\$ 86,692.45	\$ 3,404.59	\$ 44.7972	\$ 55.1006	\$ 88,859.76	\$ 3,489.70	\$ 45.9171	\$ 56.4781	\$ 91,081.26
	2	\$ 3,245.81	\$ 42.7080	\$ 52.5308	\$ 84,715.53	\$ 3,397.97	\$ 44.7101	\$ 54.9935	\$ 88,687.00	\$ 3,482.92	\$ 45.8279	\$ 56.3683	\$ 90,904.18	\$ 3,569.99	\$ 46.9736	\$ 57.7775	\$ 93,176.78	\$ 3,659.24	\$ 48.1479	\$ 59.2219	\$ 95,506.20
	3	\$ 3,416.21	\$ 44.9501	\$ 55.2887	\$ 89,163.09	\$ 3,558.31	\$ 46.8199	\$ 57.5885	\$ 92,872.00	\$ 3,647.27	\$ 47.9904	\$ 59.0282	\$ 95,193.80	\$ 3,738.45	\$ 49.1902	\$ 60.5039	\$ 97,573.65	\$ 3,831.92	\$ 50.4199	\$ 62.0165	\$ 100,012.99
	4	\$ 3,587.18	\$ 47.1997	\$ 58.0557	\$ 93,625.39	\$ 3,724.94	\$ 49.0124	\$ 60.2853	\$ 97,221.00	\$ 3,818.07	\$ 50.2377	\$ 61.7924	\$ 99,651.53	\$ 3,913.52	\$ 51.4937	\$ 63.3372	\$ 102,142.81	\$ 4,011.36	\$ 52.7810	\$ 64.9206	\$ 104,696.38
	5	\$ 3,758.15	\$ 49.4493	\$ 60.8227	\$ 98,087.69	\$ 3,870.89	\$ 50.9328	\$ 62.6474	\$ 101,030.32	\$ 3,967.67	\$ 52.2061	\$ 64.2135	\$ 103,556.07	\$ 4,066.86	\$ 53.5113	\$ 65.8189	\$ 106,144.98	\$ 4,168.53	\$ 54.8491	\$ 67.4643	\$ 108,798.60
3	1	\$ 3,900.21	\$ 51.3185	\$ 63.1218	\$ 101,795.42	\$ 4,017.21	\$ 52.8581	\$ 65.0154	\$ 104,849.28	\$ 4,117.64	\$ 54.1795	\$ 66.6408	\$ 107,470.51	\$ 4,220.59	\$ 55.5340	\$ 68.3068	\$ 110,157.28	\$ 4,326.10	\$ 56.9224	\$ 70.0145	\$ 112,911.21
	2	\$ 4,043.40	\$ 53.2026	\$ 65.4392	\$ 105,532.63	\$ 4,164.70	\$ 54.7987	\$ 67.4023	\$ 108,698.61	\$ 4,268.82	\$ 56.1686	\$ 69.0874	\$ 111,416.08	\$ 4,375.54	\$ 57.5728	\$ 70.8146	\$ 114,201.48	\$ 4,484.92	\$ 59.0122	\$ 72.5850	\$ 117,056.52
	3	\$ 4,185.58	\$ 55.0735	\$ 67.7404	\$ 109,243.74	\$ 4,311.15	\$ 56.7257	\$ 69.7726	\$ 112,521.06	\$ 4,418.93	\$ 58.1438	\$ 71.5169	\$ 115,334.08	\$ 4,529.40	\$ 59.5974	\$ 73.3048	\$ 118,217.43	\$ 4,642.64	\$ 61.0874	\$ 75.1374	\$ 121,172.87
	4	\$ 4,328.50	\$ 56.9540	\$ 70.0534	\$ 112,973.89	\$ 4,458.36	\$ 58.6626	\$ 72.1550	\$ 116,363.11	\$ 4,569.82	\$ 60.1292	\$ 73.9589	\$ 119,272.19	\$ 4,684.06	\$ 61.6324	\$ 75.8078	\$ 122,253.99	\$ 4,801.16	\$ 63.1732	\$ 77.7030	\$ 125,310.34

9.3 Wage Rates – School Officers

		Wage Rates School Officer				Wage Rates School Officer				Wage Rates School Officer				Wage Rates School Officer				Wage Rates School Officer			
Classification		1 July 2023				1 July 2024				1 July 2025				1 July 2026				1 July 2027			
		4.0%				3.0%				2.5%				2.5%				2.5%			
Level	Step	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum
1	1	\$2,087.50	\$27.4671	\$33.7845	\$54,483.67	\$2,150.12	\$28.2911	\$34.7980	\$56,118.18	\$2,203.87	\$28.9984	\$35.6680	\$57,521.14	\$2,258.97	\$29.7233	\$36.5597	\$58,959.17	\$2,315.45	\$30.4664	\$37.4737	\$60,433.14
	2	\$2,134.94	\$28.0913	\$34.5523	\$55,721.94	\$2,198.99	\$28.9341	\$35.5889	\$57,393.60	\$2,253.96	\$29.6574	\$36.4786	\$58,828.44	\$2,310.31	\$30.3988	\$37.3906	\$60,299.15	\$2,368.07	\$31.1588	\$38.3253	\$61,806.63
	3	\$2,182.38	\$28.7156	\$35.3202	\$56,960.20	\$2,247.85	\$29.5770	\$36.3798	\$58,669.01	\$2,304.05	\$30.3165	\$37.2892	\$60,135.73	\$2,361.65	\$31.0744	\$38.2215	\$61,639.13	\$2,420.69	\$31.8512	\$39.1770	\$63,180.11
	4	\$2,229.83	\$29.3398	\$36.0880	\$58,198.47	\$2,296.72	\$30.2200	\$37.1706	\$59,944.42	\$2,354.14	\$30.9755	\$38.0999	\$61,443.03	\$2,412.99	\$31.7499	\$39.0524	\$62,979.11	\$2,473.32	\$32.5437	\$40.0287	\$64,553.59
2	1	\$2,277.27	\$29.9641	\$36.8558	\$59,436.73	\$2,345.59	\$30.8630	\$37.9615	\$61,219.84	\$2,404.23	\$31.6346	\$38.9105	\$62,750.33	\$2,464.33	\$32.4254	\$39.8833	\$64,319.09	\$2,525.94	\$33.2361	\$40.8804	\$65,927.07
	2	\$2,348.43	\$30.9004	\$38.0076	\$61,294.13	\$2,418.89	\$31.8275	\$39.1478	\$63,132.96	\$2,479.36	\$32.6231	\$40.1265	\$64,711.28	\$2,541.34	\$33.4387	\$41.1296	\$66,329.06	\$2,604.88	\$34.2747	\$42.1579	\$67,987.29
	3	\$2,372.16	\$31.2126	\$38.3915	\$61,913.26	\$2,443.32	\$32.1490	\$39.5432	\$63,770.66	\$2,504.40	\$32.9527	\$40.5318	\$65,364.93	\$2,567.01	\$33.7765	\$41.5451	\$66,999.05	\$2,631.19	\$34.6209	\$42.5837	\$68,674.03
3	1	\$2,490.76	\$32.7732	\$40.3110	\$65,008.93	\$2,565.49	\$33.7564	\$41.5204	\$66,959.20	\$2,629.62	\$34.6003	\$42.5584	\$68,633.18	\$2,695.36	\$35.4653	\$43.6223	\$70,349.00	\$2,762.75	\$36.3520	\$44.7129	\$72,107.73
	2	\$2,538.21	\$33.3975	\$41.0789	\$66,247.19	\$2,614.35	\$34.3994	\$42.3112	\$68,234.61	\$2,679.71	\$35.2594	\$43.3690	\$69,940.47	\$2,746.70	\$36.1408	\$44.4532	\$71,688.99	\$2,815.37	\$37.0444	\$45.5646	\$73,481.21
	3	\$2,585.65	\$34.0217	\$41.8467	\$67,485.46	\$2,663.22	\$35.0424	\$43.1021	\$69,510.02	\$2,729.80	\$35.9184	\$44.1797	\$71,247.77	\$2,798.04	\$36.8164	\$45.2841	\$73,028.97	\$2,868.00	\$37.7368	\$46.4162	\$74,854.69
	4	\$2,609.37	\$34.3338	\$42.2306	\$68,104.59	\$2,687.65	\$35.3638	\$43.4975	\$70,147.73	\$2,754.84	\$36.2479	\$44.5850	\$71,901.42	\$2,823.71	\$37.1541	\$45.6996	\$73,698.96	\$2,894.31	\$38.0830	\$46.8421	\$75,541.43
4	1	\$2,656.81	\$34.9581	\$42.9984	\$69,342.86	\$2,736.52	\$36.0068	\$44.2884	\$71,423.14	\$2,804.93	\$36.9070	\$45.3956	\$73,208.72	\$2,875.06	\$37.8297	\$46.5305	\$75,038.94	\$2,946.93	\$38.7754	\$47.6938	\$76,914.91
	2	\$2,727.98	\$35.8945	\$44.1502	\$71,200.25	\$2,809.82	\$36.9713	\$45.4747	\$73,336.26	\$2,880.06	\$37.8956	\$46.6116	\$75,169.67	\$2,952.07	\$38.8430	\$47.7768	\$77,048.91	\$3,025.87	\$39.8140	\$48.9713	\$78,975.13
	3	\$2,799.14	\$36.8308	\$45.3019	\$73,057.65	\$2,883.12	\$37.9358	\$46.6610	\$75,249.38	\$2,955.20	\$38.8842	\$47.8275	\$77,130.62	\$3,029.08	\$39.8563	\$49.0232	\$79,058.88	\$3,104.80	\$40.8527	\$50.2488	\$81,035.35
5	1	\$2,894.03	\$38.0793	\$46.8376	\$75,534.18	\$2,980.85	\$39.2217	\$48.2427	\$77,800.21	\$3,055.37	\$40.2023	\$49.4488	\$79,745.21	\$3,131.76	\$41.2073	\$50.6850	\$81,738.84	\$3,210.05	\$42.2375	\$51.9521	\$83,782.31
	2	\$2,965.19	\$39.0157	\$47.9893	\$77,391.58	\$3,054.15	\$40.1862	\$49.4290	\$79,713.33	\$3,130.50	\$41.1908	\$50.6647	\$81,706.16	\$3,208.77	\$42.2206	\$51.9314	\$83,748.81	\$3,288.99	\$43.2761	\$53.2296	\$85,842.54
	3	\$3,036.36	\$39.9521	\$49.1411	\$79,248.98	\$3,127.45	\$41.1507	\$50.6153	\$81,626.45	\$3,205.64	\$42.1794	\$51.8807	\$83,667.11	\$3,285.78	\$43.2339	\$53.1777	\$85,758.79	\$3,367.92	\$44.3148	\$54.5072	\$87,902.76
6	1	\$3,131.25	\$41.2006	\$50.6767	\$81,725.51	\$3,225.18	\$42.4366	\$52.1970	\$84,177.27	\$3,305.81	\$43.4975	\$53.5020	\$86,281.71	\$3,388.46	\$44.5850	\$54.8395	\$88,438.75	\$3,473.17	\$45.6996	\$56.2105	\$90,649.72
	2	\$3,297.30	\$43.3855	\$53.3641	\$86,059.44	\$3,396.22	\$44.6870	\$54.9651	\$88,641.22	\$3,481.12	\$45.8042	\$56.3392	\$90,857.25	\$3,568.15	\$46.9493	\$57.7477	\$93,128.68	\$3,657.35	\$48.1231	\$59.1914	\$95,456.90
	3	\$3,463.35	\$45.5704	\$56.0515	\$90,393.37	\$3,567.25	\$46.9375	\$57.7331	\$93,105.17	\$3,656.43	\$48.1109	\$59.1764	\$95,432.80	\$3,747.84	\$49.3137	\$60.6558	\$97,818.62	\$3,841.54	\$50.5465	\$62.1722	\$100,264.08
	4	\$3,653.12	\$48.0674	\$59.1229	\$95,346.43	\$3,762.71	\$49.5094	\$60.8965	\$98,206.82	\$3,856.78	\$50.7471	\$62.4190	\$100,861.99	\$3,953.20	\$52.0158	\$63.9794	\$103,178.54	\$4,052.03	\$53.3162	\$65.5789	\$105,758.00
	5	\$3,819.17	\$50.2522	\$61.8103	\$99,680.36	\$3,933.75	\$51.7598	\$63.6646	\$102,670.77	\$4,032.09	\$53.0538	\$65.2562	\$105,237.54	\$4,132.89	\$54.3802	\$66.8876	\$107,868.47	\$4,236.21	\$55.7397	\$68.5598	\$110,565.19
7	1	\$3,866.61	\$50.8765	\$62.5781	\$100,918.62	\$3,982.61	\$52.4028	\$64.4554	\$103,946.18	\$4,082.18	\$53.7129	\$66.0668	\$106,544.83	\$4,184.23	\$55.0557	\$67.7185	\$109,208.45	\$4,288.84	\$56.4321	\$69.4115	\$111,938.67
	2	\$3,937.78	\$51.8129	\$63.7298	\$102,776.02	\$4,055.91	\$53.3673	\$65.6417	\$105,859.30	\$4,157.31	\$54.7014	\$67.2828	\$108,505.78	\$4,261.24	\$56.0690	\$68.9648	\$111,218.43	\$4,367.77	\$57.4707	\$70.6890	\$113,998.89
	3	\$4,008.94	\$52.7493	\$64.8816	\$104,633.42	\$4,129.21	\$54.3317	\$66.8280	\$107,772.42	\$4,232.44	\$55.6900	\$68.4987	\$110,466.73	\$4,338.25	\$57.0823	\$70.2112	\$113,228.40	\$4,446.71	\$58.5093	\$71.9665	\$116,059.11
	4	\$4,080.11	\$53.6856	\$66.0333	\$106,490.81	\$4,202.51	\$55.2962	\$68.0143	\$109,685.54	\$4,307.57	\$56.6786	\$69.7147	\$112,427.68	\$4,415.26	\$58.0956	\$71.4575	\$115,238.37	\$4,525.64	\$59.5480	\$73.2440	\$118,119.33
	5	\$4,151.27	\$54.6220	\$67.1851	\$108,348.21	\$4,275.81	\$56.2607	\$69.2006	\$111,598.66	\$4,382.71	\$57.6672	\$70.9306	\$114,388.63	\$4,492.27	\$59.1089	\$72.7039	\$117,248.34	\$4,604.58	\$60.5866	\$74.5215	\$120,179.55

9.4 Wage rates – Child Services Staff

		Wage Rates ELC School Officer				Wage Rates ELC School Officer				Wage Rates ELC School Officer				Wage Rates ELC School Officer				Wage Rates ELC School Officer			
Classification		1 July 2023				1 July 2024				1 July 2025				1 July 2026				1 July 2027			
		4.0%				3.0%				2.5%				2.5%				2.5%			
Level	Step	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum
1	1	\$2,087.50	\$27.4671	\$33.7845	\$54,483.67	\$2,150.12	\$28.2311	\$34.7980	\$56,118.18	\$2,203.87	\$28.9984	\$35.6680	\$57,521.14	\$2,258.97	\$29.7233	\$36.5597	\$58,959.17	\$2,315.45	\$30.4664	\$37.4737	\$60,433.14
	2	\$2,134.94	\$28.0913	\$34.5523	\$55,721.94	\$2,198.99	\$28.9341	\$35.5889	\$57,393.60	\$2,253.96	\$29.6574	\$36.4786	\$58,828.44	\$2,310.31	\$30.3988	\$37.3906	\$60,299.15	\$2,368.07	\$31.1588	\$38.3253	\$61,806.63
	3	\$2,182.38	\$28.7156	\$35.3202	\$56,960.20	\$2,247.85	\$29.5770	\$36.3798	\$58,669.01	\$2,304.05	\$30.3165	\$37.2892	\$60,135.73	\$2,361.65	\$31.0744	\$38.2215	\$61,639.13	\$2,420.69	\$31.8512	\$39.1770	\$63,180.11
	4	\$2,229.83	\$29.3398	\$36.0880	\$58,198.47	\$2,296.72	\$30.2200	\$37.1706	\$59,944.42	\$2,354.14	\$30.9755	\$38.0999	\$61,443.03	\$2,412.99	\$31.7499	\$39.0524	\$62,979.11	\$2,473.32	\$32.5437	\$40.0287	\$64,553.59
2	1	\$2,277.27	\$29.9641	\$36.8558	\$59,436.73	\$2,345.59	\$30.8630	\$37.9615	\$61,219.84	\$2,404.23	\$31.6346	\$38.9105	\$62,750.33	\$2,464.33	\$32.4254	\$39.8833	\$64,319.09	\$2,525.94	\$33.2361	\$40.8804	\$65,927.07
	2	\$2,348.43	\$30.9004	\$38.0076	\$61,294.13	\$2,418.89	\$31.8275	\$39.1478	\$63,132.96	\$2,479.36	\$32.6231	\$40.1265	\$64,711.28	\$2,541.34	\$33.4387	\$41.1296	\$66,329.06	\$2,604.88	\$34.2747	\$42.1579	\$67,987.29
	3	\$2,372.16	\$31.2126	\$38.3915	\$61,913.26	\$2,443.32	\$32.1490	\$39.5432	\$63,770.66	\$2,504.40	\$32.9527	\$40.5318	\$65,364.93	\$2,567.01	\$33.7765	\$41.5451	\$66,999.05	\$2,631.19	\$34.6209	\$42.5837	\$68,674.03
	4	\$2,443.32	\$32.1489	\$39.5432	\$63,770.65	\$2,516.62	\$33.1134	\$40.7295	\$65,683.77	\$2,579.54	\$33.9413	\$41.7477	\$67,325.87	\$2,644.02	\$34.7898	\$42.7914	\$69,009.01	\$2,710.12	\$35.6595	\$43.8612	\$70,734.24
3	1	\$2,490.76	\$32.7732	\$40.3110	\$65,008.93	\$2,565.49	\$33.7564	\$41.5204	\$66,959.20	\$2,629.62	\$34.6003	\$42.5584	\$68,633.18	\$2,695.36	\$35.4653	\$43.6223	\$70,349.00	\$2,762.75	\$36.3520	\$44.7129	\$72,107.73
	2	\$2,538.21	\$33.3975	\$41.0789	\$66,247.19	\$2,614.35	\$34.3994	\$42.3112	\$68,234.61	\$2,679.71	\$35.2594	\$43.3690	\$69,940.47	\$2,746.70	\$36.1408	\$44.4532	\$71,688.99	\$2,815.37	\$37.0444	\$45.5646	\$73,481.21
	3	\$2,585.65	\$34.0217	\$41.8467	\$67,485.46	\$2,663.22	\$35.0424	\$43.1021	\$69,510.02	\$2,729.80	\$35.9184	\$44.1797	\$71,247.77	\$2,798.04	\$36.8164	\$45.2841	\$73,028.97	\$2,868.00	\$37.7368	\$46.4162	\$74,854.69
	4	\$2,609.37	\$34.3338	\$42.2306	\$68,104.59	\$2,687.65	\$35.3638	\$43.4975	\$70,147.73	\$2,754.84	\$36.2479	\$44.5850	\$71,901.42	\$2,823.71	\$37.1541	\$45.6996	\$73,698.96	\$2,894.31	\$38.0830	\$46.8421	\$75,541.43
4	1	\$2,656.81	\$34.9581	\$42.9984	\$69,342.86	\$2,736.52	\$36.0068	\$44.2884	\$71,423.14	\$2,804.93	\$36.9070	\$45.3956	\$73,208.72	\$2,875.06	\$37.8297	\$46.5305	\$75,038.94	\$2,946.93	\$38.7754	\$47.6938	\$76,914.91
	2	\$2,727.98	\$35.6945	\$44.1502	\$71,200.25	\$2,809.82	\$36.9713	\$45.4747	\$73,336.26	\$2,880.06	\$37.8956	\$46.6116	\$75,169.67	\$2,952.07	\$38.8430	\$47.7768	\$77,048.91	\$3,025.87	\$39.8140	\$48.9713	\$78,975.13
	3	\$2,799.14	\$36.8308	\$45.3019	\$73,057.65	\$2,883.12	\$37.9358	\$46.6610	\$75,249.38	\$2,955.20	\$38.8842	\$47.8275	\$77,130.62	\$3,029.08	\$39.8563	\$49.0232	\$79,058.88	\$3,104.80	\$40.8527	\$50.2488	\$81,035.35
	4	\$2,841.12	\$37.3832	\$45.9813	\$74,153.23	\$2,926.35	\$38.5047	\$47.3607	\$76,377.83	\$2,999.51	\$39.4673	\$48.5447	\$78,287.27	\$3,074.50	\$40.4540	\$49.7584	\$80,244.46	\$3,151.36	\$41.4653	\$51.0023	\$82,250.57
5	1	\$2,894.03	\$38.0793	\$46.8376	\$75,534.18	\$2,980.85	\$39.2217	\$48.2427	\$77,900.21	\$3,055.37	\$40.2023	\$49.4488	\$79,745.21	\$3,131.76	\$41.2073	\$50.6850	\$81,738.84	\$3,210.05	\$42.2375	\$51.9521	\$83,782.31
	2	\$2,965.19	\$39.0157	\$47.9893	\$77,391.58	\$3,054.15	\$40.1862	\$49.4290	\$79,713.33	\$3,130.50	\$41.1908	\$50.6647	\$81,706.16	\$3,208.77	\$42.2206	\$51.9314	\$83,748.81	\$3,288.99	\$43.2761	\$53.2296	\$85,842.54
	3	\$3,036.36	\$39.9521	\$49.1411	\$79,248.98	\$3,127.45	\$41.1507	\$50.6153	\$81,626.45	\$3,205.64	\$42.1794	\$51.8807	\$83,667.11	\$3,285.78	\$43.2339	\$53.1777	\$85,758.79	\$3,367.92	\$44.3148	\$54.5072	\$87,902.76
6	1	\$3,150.04	\$41.4479	\$50.9809	\$82,216.04	\$3,244.54	\$42.6913	\$52.5103	\$84,682.53	\$3,325.65	\$43.7586	\$53.8231	\$86,799.59	\$3,408.80	\$44.8526	\$55.1687	\$88,969.58	\$3,494.02	\$45.9739	\$56.5479	\$91,193.82
	2	\$3,297.30	\$43.3855	\$53.3641	\$86,059.44	\$3,396.22	\$44.6870	\$54.9651	\$88,641.22	\$3,481.12	\$45.8042	\$56.3392	\$90,857.25	\$3,568.15	\$46.9493	\$57.7477	\$93,128.68	\$3,657.35	\$48.1231	\$59.1914	\$95,456.90
	3	\$3,463.35	\$45.5704	\$56.0515	\$90,393.37	\$3,567.25	\$46.9375	\$57.7331	\$93,105.17	\$3,656.43	\$48.1109	\$59.1764	\$95,432.80	\$3,747.84	\$49.3137	\$60.6558	\$97,818.62	\$3,841.54	\$50.5465	\$62.1722	\$100,264.08
	4	\$3,653.12	\$48.0674	\$59.1229	\$95,346.43	\$3,762.71	\$49.5094	\$60.8965	\$98,206.82	\$3,856.78	\$50.7471	\$62.4190	\$100,661.99	\$3,953.20	\$52.0158	\$63.9794	\$103,178.54	\$4,052.03	\$53.3162	\$65.5789	\$105,758.00
	5	\$3,819.17	\$50.2522	\$61.8103	\$99,680.36	\$3,933.75	\$51.7598	\$63.6646	\$102,670.77	\$4,032.09	\$53.0538	\$65.2562	\$105,237.54	\$4,132.89	\$54.3802	\$66.8876	\$107,868.47	\$4,236.21	\$55.7397	\$68.5598	\$110,565.19
7	1	\$3,866.61	\$50.8765	\$62.5781	\$100,918.62	\$3,982.61	\$52.4028	\$64.4554	\$103,946.18	\$4,082.16	\$53.7129	\$66.0668	\$106,544.83	\$4,184.23	\$55.0557	\$67.7185	\$109,208.45	\$4,288.84	\$56.4321	\$69.4115	\$111,938.67
	2	\$3,937.78	\$51.8129	\$63.7298	\$102,776.02	\$4,055.91	\$53.3673	\$65.6417	\$105,853.30	\$4,157.31	\$54.7014	\$67.2828	\$108,505.78	\$4,261.24	\$56.0690	\$68.9648	\$111,218.43	\$4,367.77	\$57.4707	\$70.6890	\$113,998.89
	3	\$4,008.94	\$52.7493	\$64.8816	\$104,633.42	\$4,129.21	\$54.3317	\$66.8280	\$107,772.42	\$4,232.44	\$55.6900	\$68.4987	\$110,466.73	\$4,338.25	\$57.0823	\$70.2112	\$113,228.40	\$4,446.71	\$58.5093	\$71.9665	\$116,059.11
	4	\$4,080.11	\$53.6856	\$66.0333	\$106,490.81	\$4,202.51	\$55.2962	\$68.0143	\$109,685.54	\$4,307.57	\$56.6786	\$69.7147	\$112,427.88	\$4,415.26	\$58.0956	\$71.4575	\$115,238.37	\$4,525.64	\$59.5480	\$73.2440	\$118,119.33
	5	\$4,151.27	\$54.6220	\$67.1851	\$108,348.21	\$4,275.81	\$56.2607	\$69.2006	\$111,598.66	\$4,382.71	\$57.6672	\$70.9306	\$114,388.63	\$4,492.27	\$59.1089	\$72.7039	\$117,248.34	\$4,604.58	\$60.5866	\$74.5215	\$120,179.55

9.5 Wage Rates – Allied Health Staff

		Wage Rates Allied Health				Wage Rates Allied Health				Wage Rates Allied Health				Wage Rates Allied Health				Wage Rates Allied Health			
Classification		1 July 2023				1 July 2024				1 July 2025				1 July 2026				1 July 2027			
		4.0%				3.0%				2.5%				2.5%				2.5%			
Level	Step	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum	Fortnight	Hour	Casual Hour inclusive of loading	Annum
1	1	\$2,506.40	\$32.9789	\$40.5641	\$65,417.04	\$2,581.59	\$33.9683	\$41.7810	\$67,379.55	\$2,646.13	\$34.8175	\$42.8256	\$69,064.04	\$2,712.29	\$35.6880	\$43.8962	\$70,790.64	\$2,780.09	\$36.5802	\$44.9936	\$72,560.41
	2	\$2,566.55	\$33.7704	\$41.5376	\$66,987.05	\$2,643.55	\$34.7836	\$42.7838	\$68,996.66	\$2,709.64	\$35.6531	\$43.8534	\$70,721.58	\$2,777.38	\$36.5445	\$44.9497	\$72,489.62	\$2,846.81	\$37.4581	\$46.0734	\$74,301.86
	3	\$2,628.15	\$34.5809	\$42.5345	\$68,594.74	\$2,707.00	\$35.6184	\$43.8106	\$70,652.58	\$2,774.67	\$36.5088	\$44.9058	\$72,418.89	\$2,844.04	\$37.4215	\$46.0285	\$74,229.37	\$2,915.14	\$38.3571	\$47.1792	\$76,085.10
	4	\$2,691.23	\$35.4109	\$43.5554	\$70,241.01	\$2,771.96	\$36.4732	\$44.8620	\$72,348.24	\$2,841.26	\$37.3850	\$45.9836	\$74,156.95	\$2,912.29	\$38.3197	\$47.1332	\$76,010.87	\$2,985.10	\$39.2776	\$48.3115	\$77,911.14
2	1	\$2,758.51	\$36.2961	\$44.6443	\$71,997.04	\$2,841.26	\$37.3850	\$45.9836	\$74,156.95	\$2,912.29	\$38.3197	\$47.1332	\$76,010.87	\$2,985.10	\$39.2776	\$48.3115	\$77,911.14	\$3,059.73	\$40.2596	\$49.5193	\$79,858.92
	2	\$2,827.47	\$37.2036	\$45.7604	\$73,796.96	\$2,912.29	\$38.3197	\$47.1332	\$76,010.87	\$2,985.10	\$39.2776	\$48.3115	\$77,911.14	\$3,059.73	\$40.2596	\$49.5193	\$79,858.92	\$3,136.22	\$41.2661	\$50.7573	\$81,855.40
	3	\$2,898.16	\$38.1336	\$46.9044	\$75,641.89	\$2,985.10	\$39.2776	\$48.3115	\$77,911.14	\$3,059.73	\$40.2596	\$49.5193	\$79,858.92	\$3,136.22	\$41.2661	\$50.7573	\$81,855.40	\$3,214.63	\$42.2977	\$52.0262	\$83,901.78
	4	\$3,038.50	\$39.9803	\$49.1757	\$79,304.85	\$3,129.66	\$41.1797	\$50.8510	\$81,684.00	\$3,207.90	\$42.2092	\$51.9173	\$83,726.10	\$3,288.09	\$43.2644	\$53.2152	\$85,819.25	\$3,370.30	\$44.3460	\$54.5456	\$87,964.73
3	1	\$3,184.40	\$41.9000	\$51.5370	\$83,112.84	\$3,279.93	\$43.1570	\$53.0831	\$85,066.23	\$3,361.93	\$44.2359	\$54.4102	\$87,746.38	\$3,445.98	\$45.3418	\$55.7704	\$89,940.04	\$3,532.13	\$46.4754	\$57.1647	\$92,188.54
	2	\$3,267.19	\$42.9894	\$52.8770	\$85,273.77	\$3,365.21	\$44.2791	\$54.4633	\$87,831.99	\$3,449.34	\$45.3861	\$55.8249	\$90,027.79	\$3,535.57	\$46.5207	\$57.2205	\$92,278.48	\$3,623.96	\$47.6837	\$58.6510	\$94,585.44
	3	\$3,352.14	\$44.1071	\$54.2518	\$87,490.89	\$3,452.71	\$45.4303	\$55.8793	\$90,115.62	\$3,539.02	\$46.5661	\$57.2763	\$92,368.51	\$3,627.50	\$47.7302	\$58.7082	\$94,677.72	\$3,718.19	\$48.9235	\$60.1759	\$97,044.66
	4	\$3,477.00	\$45.7500	\$56.2725	\$90,749.70	\$3,581.31	\$47.1225	\$57.9607	\$93,472.19	\$3,670.84	\$48.3006	\$59.4097	\$95,809.00	\$3,762.61	\$49.5081	\$60.8949	\$98,204.22	\$3,856.68	\$50.7458	\$62.4173	\$100,659.33
4	1	\$3,498.00	\$46.0263	\$56.6124	\$91,297.80	\$3,602.94	\$47.4071	\$58.3107	\$94,036.73	\$3,693.01	\$48.5923	\$59.7685	\$96,387.65	\$3,785.34	\$49.8071	\$61.2627	\$98,797.34	\$3,879.97	\$51.0523	\$62.7943	\$101,267.28
	2	\$3,592.45	\$47.2690	\$58.1409	\$93,762.84	\$3,700.22	\$48.6871	\$59.8851	\$96,575.73	\$3,792.72	\$49.9043	\$61.3823	\$98,990.12	\$3,887.54	\$51.1519	\$62.9168	\$101,464.87	\$3,984.73	\$52.4307	\$64.4897	\$104,001.49
	3	\$3,689.44	\$48.5453	\$59.7107	\$96,294.44	\$3,800.13	\$50.0016	\$61.5020	\$99,183.27	\$3,895.13	\$51.2517	\$63.0396	\$101,662.85	\$3,992.51	\$52.5330	\$64.6156	\$104,204.42	\$4,092.32	\$53.8463	\$66.2310	\$106,809.53
	4	\$3,802.00	\$50.0263	\$61.5324	\$99,232.20	\$3,916.06	\$51.5271	\$63.3783	\$102,209.17	\$4,013.96	\$52.8153	\$64.9628	\$104,764.40	\$4,114.31	\$54.1357	\$66.5869	\$107,383.51	\$4,217.17	\$55.4891	\$68.2515	\$110,068.09
5	1	\$3,908.46	\$51.4271	\$63.2553	\$102,010.70	\$4,025.71	\$52.9699	\$65.1529	\$105,071.02	\$4,126.35	\$54.2341	\$66.7818	\$107,697.80	\$4,229.51	\$55.6515	\$68.4513	\$110,390.24	\$4,335.25	\$57.0428	\$70.1626	\$113,150.00
	2	\$4,017.89	\$52.8670	\$65.0264	\$104,867.00	\$4,138.43	\$54.4530	\$66.9772	\$108,013.01	\$4,241.89	\$55.8143	\$68.6516	\$110,713.34	\$4,347.94	\$57.2097	\$70.3679	\$113,481.17	\$4,456.64	\$58.6399	\$72.1271	\$116,318.20
	3	\$4,210.00	\$55.3947	\$68.1355	\$109,881.00	\$4,336.30	\$57.0566	\$70.1796	\$113,177.43	\$4,444.71	\$58.4830	\$71.9341	\$116,006.87	\$4,555.83	\$59.9451	\$73.7324	\$118,907.04	\$4,669.72	\$61.4437	\$75.5757	\$121,879.71
	4	\$4,423.20	\$58.2000	\$71.5860	\$116,445.52	\$4,555.90	\$59.3460	\$73.7336	\$118,808.89	\$4,669.79	\$61.4447	\$75.5769	\$121,881.61	\$4,786.54	\$62.9808	\$77.4663	\$124,928.85	\$4,906.20	\$64.5553	\$79.4030	\$128,051.86

PART 10. SCHEDULE B – SCHOOL OFFICERS

10.1 Application and Operation

10.1.1 Definitions

10.1.2 In this Schedule, unless the contrary intention appears;

- a. a “School Officer” is an employee whose duties are ancillary to and/or involved in the educational process and/or operations of the College, and who may be described as:
 - i. a teacher aide or library aide;
 - ii. a laboratory assistant;
 - iii. a bus driver;
 - iv. an ICT employee;
 - v. school administrative or professional staff;
 - vi. Allied Health Staff;
 - vii. a maintenance employee;
 - viii. a facilities employee;
 - ix. a cleaner;
 - x. a canteen worker;
 - xi. a security officer;
 - xii. a sports coach;
 - xiii. academic tutor.

10.1.3 Schedule Coverage

- a. This Schedule shall apply only to School Officers as defined in this Schedule and does not apply to employees engaged as:
 - i. Teachers; and
 - ii. Staff working within the Early Learning Centre or the College’s Outside School Hours Care service.

10.1.4 Mutual Agreements re partial exemption

- a. A full-time School Officer, remunerated in excess of the highest level prescribed in this Schedule for a Level 7 employee, may mutually agree in writing with the Employer not to be bound by clauses 10.6 and 10.7 of this Schedule namely:
 - i. hours of work;
 - ii. overtime; and,
 - iii. breaks.
- b. A copy of the terms of any such arrangement will be supplied to the employee.
- c. The overall terms and conditions of employment agreed under this clause must not be less favourable than the provisions of this Agreement as a whole that would otherwise have been paid to the employee had the employee not entered into such agreement.
- d. For any arrangement entered into under this clause, there will be no requirement for the employer to keep particulars of the employees' starting and finishing times each day.

- e. If an employee considers that the employee has been disadvantaged by an arrangement made under this clause, this issue must be addressed between the Employer and the employee in the manner prescribed in the Dispute Resolution clause. No claim for unpaid wages resulting from this clause may be made unless the Dispute Resolution clause has been fully complied with.
- f. If the employee who is party to an arrangement under this clause is required to work on a public holiday, the employee is entitled to either time off in lieu to be taken at a mutually agreed time, or extra time (equal to the time actually worked on the public holiday) added to the employee's annual leave entitlement.
- g. The Employer or an employee may withdraw from an arrangement made under this clause by giving the same period of notice that would apply under this Agreement for termination of employment for that employee.

10.2 Wages and Wage-related Matters

10.2.1 Classification Process

- a. Except for bus drivers, academic tutors, and Allied Health Staff, the Employer shall determine the classification of a position through the following process:
 - i. An analysis is to be undertaken to establish the skills and responsibilities required for each identified position and a role description written for each position.
 - ii. Each position is classified by reference to the classification criteria outlined in this Schedule using the role description of the position.
 - iii. Employees are appointed to a position at the appropriate level within the structure and to a step in the level according to experience based on years of service as prescribed by this Schedule.
- b. If at any time an employee or the Employer considers that the skills and responsibilities as required by the Employer for a position have altered or do not reflect the classification determined, a review of the classification applicable to the position is to be undertaken in accordance with this clause and an appropriate classification determined. The employee will make a written request for a classification review outlining the reasons for the request. However, except in exceptional circumstances such as a change in the skill and/or responsibility required, or a change in the conditions under which the work is performed, no employee shall be permitted to seek a reclassification of their position on more than one occasion in a 12-month period.
- c. Where a disagreement arises as to the outcome of a classification review, it will be dealt with under the Dispute Resolution clause in this Agreement. At any meeting specified in that procedure, the person who made the decision about the classification review shall, wherever possible, participate.

10.2.2 Classification Criteria

- a. Classification criteria consist of guidelines used to determine the appropriate classification level under this Schedule. The criteria consist of characteristics and typical duties and skills as outlined in the relevant tables (School Officer Classification Criteria) of this Schedule.
- b. The characteristics are the principal guide to classification, as they are designed to indicate:
 - i. the level of basic knowledge;
 - ii. comprehension of issues;
 - iii. problem and procedures required;
 - iv. the level of autonomy and accountability; and

- v. supervision or training requirements
 - vi. involved with the position.
- c. The characteristics of a level must be read as a whole to gain an understanding of the position and the performance requirements. Isolated characteristics should not be used to justify the classification of a position.
 - d. The typical duties/skills are a non-exhaustive list of duties/skills that may be comprehended within the particular level. They reflect the competencies of a particular level. They are an indicative guide only and at any particular level employees may be expected to undertake duties of any level lower than their own. Employees at any particular level may perform/utilise one such duty/skill or many of them depending on the particular work allocated to them. Typical duties/skills should not be used as the primary determinant in classifying employees but may be useful if the characteristics of a level cannot be easily applied in an individual instance.
 - e. Some of the Characteristics have been included in the Typical Skills/Duties at each level. Where there is inconsistency between the Characteristics and the Typical Skills/Duties, the Characteristics will prevail over the Typical Skills/Duties.
 - f. The key issue to be looked at in properly classifying an employee is the level of initiative, responsibility/ accountability, competency and skill that an employee is required to exercise in performing the employee's work within the parameters of the characteristics, read as a whole, of the position.
 - g. It should be noted that some typical duties/skills appear at one level only while others appear at more than one level. Because of this, the classification or reclassification of a position needs to be done by reference to the specific characteristics of the level. As an example, because an employee may be utilising a skill comprehended at a higher level than that to which the employee has been appointed, the employee assumes the level of initiative, accountability/responsibility, skill and competency envisaged by the characteristics of the higher level.
 - h. Level 1 in the structure may be applied as a level at which employees learn and gain competency in the basic skills required by the Employer. In the event that the increased skills/competency are utilised by the Employer, progression through the structure may be possible.

10.2.3 Wage Rates for School Officers are set out in Schedule A of this Agreement.

10.2.4 Incremental Advancement

- a. Each level of the structure has varying pay steps which provide for yearly service increments within that level for employees who are engaged on a full-time annual basis. Such increments are payable subject to satisfactory performance but will not be unreasonably withheld by the employer.
- b. For the purposes of establishing when employees who are covered by this Schedule, but who are not engaged on a full-time annual basis are entitled to a yearly pay increment within a level, a year's service shall constitute 1320 hours of duty. This includes employees who are part-time or term-time, whether annualised or not. An employee may not progress to the next yearly pay increment more than once in a 12-month period.
- c. Progression from one level to a higher level is either by appointment to such higher level as a result of vacancy at that level or the employer requiring an employee to perform at a higher level in accordance with the classification criteria set out in clause 10.8.
- d. An employee may be appointed to a higher level without having progressed through all pay points within a lower level.

10.2.5 Recognition of Previous Service for Salary Purposes

- a. Recognition of years of service for salary purposes shall include all relevant previous service as a School Officer within the non-government education industry, or relevant experience in a state school, at or above the classification level of the position to which the employee is appointed. Only service in the preceding five years will be considered.
- b. Other government or private industry experience may also be recognised where the College considers this relevant to the position to which the employee is appointed.
- c. The provision of documentary evidence of previous employment as a School Officer shall be the responsibility of the employee.
- d. Notwithstanding the above, other forms of documentary evidence may be accepted at the discretion of the Employer.

10.2.6 Juniors

- a. The rates of pay for junior employees for all positions classified at Level 1 (including academic tutors), shall be as follows:

Percentage Rates for Junior Employees

Age Range	Percentage of appropriate adult minimum rate
	%
15 and under 16 years of age	45
16 and under 17 years of age	50
17 and under 18 years of age	55
18 and under 19 years of age	65
19 and under 20 years of age	75
20 and under 21 years of age	85

- b. Juniors appointed to a level not specified in 10.2.6(a) above shall be paid the full rate (i.e. 100%) for that level as outlined in Part 9 – Schedule A.

10.2.7 First Aid or Specialised Care Allowance

- a. First Aid Allowances and Specialised Care Allowances are each paid at the rate of \$20.00 per week in accordance with this clause.
- b. Part time employees, and employees on an annualised salary receive a pro rata allowance.
- c. Eligible School Officers may receive either a First Aid Allowance or a Specialised Care Allowance, but not both.
- d. A First Aid or Specialised Care Allowance is payable to School Officers subject to the following conditions:
 - i. the School Officer is appointed to a position classified at levels 1, 2 or 3;
 - ii. the School Officer is required by the College to be aware of a student or students with medical conditions;
 - iii. the School Officer holds a QAS (or equivalent) first aid qualification;
 - iv. if receiving a First Aid Allowance, the School officer is appointed as a first aid officer; and

- v. the School Officer is able and required to participate in the administration of medication or emergency treatment to the student or students (on the basis of a treatment regime advised by parents).
- e. A School Officer who is designated by the College to engage with or assist particular students with ongoing specialised care needs (for example, medical, manual handling and/or hygiene procedures) will receive a Specialised Care Allowance.
- f. Where a first aid qualification is required, the College will pay for the employee to obtain the qualification including annual renewals.
- g. For the avoidance of doubt, this clause does not apply to an employee employed in the role of Nurse or First Aid Officer.

10.2.8 Travel Allowance

- a. An employee required by the College to use the employee's personal motor vehicle in the performance of duties will be paid the following allowances:
 - i. \$0.96 per km for the use of an employee's motor car, with a maximum payment of up to 400 kilometres per week, or
 - ii. \$0.32 per km for the use of an employee's motorcycle, with a maximum payment of up to 400 kilometres per week.
- b. The allowance under this clause is only payable where a College vehicle or other provided transport is unavailable and prior approval has been provided by the Executive Head of College.

10.2.9 Qualifications Allowance

- a. A School Officer is eligible to receive a Qualifications Allowance of \$19.20 per week if the employee:
 - i. holds a position at the College that is classified at Level 4 or above; and
 - ii. holds a qualification relevant to the position that is above the qualification level referred to in the Qualifications Matrix of this Schedule for the position (*for example, the employee holds a level 5 position and has a degree qualification relevant to the position*).
- b. Part time employees, and employees on an annualised salary receive a pro rata allowance.
- c. School Officers are required to apply for a Qualifications Allowance by putting their request in writing to the Executive Head of College. If approved, the allowance will be paid from the date the application is received by the Executive Head of College.

10.2.10 Wage Rates for Bus Drivers

- a. Bus drivers will be paid the rate of pay specified for a School Officer at Level 2 of the School Officer wage rates in Part 9 – Schedule A.

10.2.11 Wage Rates for academic tutors

- a. Academic tutors will be classified at Level 1 of the School Officer wage rates in Part 9 – Schedule A.

10.2.12 Wage Rates for Allied Health Staff

- a. Allied Health Staff will be classified and paid in accordance with Part 14 – Schedule F.

10.3 Employment Arrangements

10.3.1 Contract of Employment

- a. Each employee (other than a casual employee) shall be advised of the following in writing, at the point of engagement or variation of engagement:
 - i. the nature of engagement - whether full-time, part time (including term time if applicable), ongoing, or fixed term.
 - ii. if fixed term, the period of the engagement;
 - iii. the days and hours which the employee will be required to work; and
 - iv. the normal starting and finishing times.
- b. The Employer may vary the terms of engagement of any employee (other than casual employees) by providing two weeks' notice of such changes unless a shorter period of notice is mutually agreed between the employer and employee.

10.3.2 Types of Employment

- a. Full-Time
 - i. A full-time employee is engaged to work the maximum hours of 38 hours per week, on the basis of 52 weeks, per annum.
- b. Part-Time
 - i. A part-time employee is an employee engaged to work less than 38 ordinary hours per week on the basis of 52 weeks, per annum, or as a term time employee under clause 10.3.2(c).
 - ii. A part-time employee may be requested to work additional hours to the prescribed hours (but not exceeding 38 hours per week or outside the prescribed spread of ordinary hours) to support the operational requirements of the College. This practice will not exceed 20 consecutive working days unless there is agreement between the Employer and the employee. Such additional hours will be paid at the ordinary rate of pay and will accrue pro-rata leave entitlements.
- c. Term Time
 - i. A term time employee is a continuing employee engaged to work 38 or fewer ordinary hours per week for fewer than 52 weeks per year.
 - ii. The interruption of continuous employment due to the school term holiday shall not terminate the employment. The person will recommence work no later than the first day of each term or upon the return of the teaching staff for the preparation of the following term or as otherwise mutually agreed between employer and employee.
 - iii. The Employer will offer the option to annualise salary to all eligible term time employees in accordance with College policy.
- d. Fixed Term
 - i. A fixed term employee is one engaged to work either full time or part time with a specified commencement and cessation date.

10.3.3 Wages Rates | Part-Time, Term Time, Fixed Term

- a. A person employed under the categories outlined in this clause (Types of Employment) shall be paid at the appropriate classification hourly rate multiplied by the number of hours worked.

10.3.4 Leave entitlements | Part-Time, Term Time, Fixed Term

- a. Part-time, term-time and fixed term employees accrue pro rata entitlements of personal (sick) leave, annual leave and long service leave.
- b. The annual leave loading of 17.5% on four weeks will be paid on the pro rata accrual.
- c. Where a public holiday falls on a day upon which an employee is normally engaged, that employee shall be paid the appropriate rate for the number of hours normally worked on that day.

10.3.5 Casual Staff

- a. A casual employee is a person engaged and paid as such and who is employed by the hour for a minimum of two hours, and a maximum period of 20 consecutive working days, on any one engagement.
- b. Bus Drivers however, may be engaged on a casual basis for periods greater than 20 consecutive working days.
- c. A casual employee shall be paid at the hourly casual rate of pay outlined in Part 9, which is inclusive of casual loading, with a minimum payment of two hours per engagement.
- d. A casual employee is not entitled to payment for public holidays, annual leave or personal leave.

10.4 Annual Leave

10.4.1 School Officers are entitled to annual leave in accordance with the NES. This clause summarises and supplements the NES provisions.

10.4.2 School Officers (other than casual employees) accrue an amount of paid annual leave of four weeks for each year of continuous service with the employer according to the employee's ordinary hours of work, which accrues progressively during a year and accumulates from year to year.

10.4.3 Annual leave is exclusive of any public holiday which may occur during the period of that annual leave.

10.4.4 An employee's accrued annual leave must be paid to them on termination of employment in the same amount as if the employee had taken that period of leave during employment.

10.4.5 During a period of annual leave, an employee is also entitled to annual leave loading calculated at the rate of 17.5% of their ordinary rate of pay.

10.4.6 An employee must take an amount of accrued annual leave during a particular period, if the employee is directed to do so by the Employer because, during that period, the Employer shuts down the business, or any part of the business, in which the employee works. If an employee does not have sufficient accrued annual leave to cover this period, then the period not covered by annual leave will be taken as leave without pay.

10.4.7 Annual leave shall be taken by school officers during school holiday periods unless otherwise agreed between the Employer and employee.

10.5 Uniform/Protective Clothing

10.5.1 Work in the Rain

- a. Maintenance and facilities employees who are required to work in the rain shall be supplied with protective clothing for such outdoor work, meaning wide-brimmed hats, waterproof jackets, oilskins and gum boots, or other gear mutually agreed upon.

- b. When such protective clothing is not supplied and a maintenance or facility employee is required to work in the rain and by so doing gets their clothes wet, they will be paid double rates for all work so performed. Such payment shall continue until such time as the employee finishes work or is able to change into dry clothing.
 - c. Employees will make every effort to seek approval to work in the rain without protective clothing prior to doing so.
- 10.5.2 Maintenance employees required to operate machinery producing loud volumes of noise shall, upon request, be supplied, at the Employer's expense, with earmuffs or other suitable protective gear mutually agreed upon.
- 10.5.3 Maintenance and facilities employees required to wear a special type of footwear will, after six months' service with the Employer, be provided with such footwear. These employees shall be entitled to the issue of no fewer than two pairs of footwear per year.
- 10.5.4 Employees who are required to wear a uniform or College-branded clothing in accordance with the College's dress code will be provided with such items.

10.6 Hours of Work and Overtime

10.6.1 Hours of Work

- a. The ordinary hours of work for an employee shall not exceed 38 hours per week and will be worked on no more than five days in any seven-day period.
- b. For employees (other than employees covered by (c) or (d) below), such ordinary hours of work shall be worked continuously (except for meal breaks) between 7.00am and 6.00pm, Mondays to Fridays inclusive.
- c. For maintenance and facilities employees, cleaners, coaches and security officers such ordinary hours of work will be worked between 6.00am and 6.00pm, Mondays to Fridays inclusive.
- d. For bus drivers, such ordinary hours of work will be worked between 5.30am and 5.30pm, Mondays to Fridays inclusive.
- e. For employees (other than casuals) the normal starting and finishing times of ordinary hours shall be established at the point of engagement and may only be varied by the employer with two weeks' notice, or a shorter period by mutual agreement.

10.6.2 Broken shifts

- a. This clause does not apply to casual employees.
- b. An employee classified at Level 1 to 5 may be required to work a broken shift, and this requirement has been taken into account in calculating the School Officer rates outlined in Part 9.
- c. The maximum spread between the start of the first period of duty and the end of the second period of duty for a broken shift is 12 hours. Any hours in excess of this 12-hour spread will be paid for as overtime.

10.6.3 Overtime

- a. Except as provided in the following clause (Time in Lieu), all time required and approved by the Employer to be worked:
 - i. in excess of 38 hours per week; or
 - ii. outside the prescribed spread of ordinary hours; or
 - iii. in excess of 10 hours on any one day,

shall be paid for at the rate of time and a half for the first three hours and double time thereafter.

- b. Where an employee is entitled to more than one penalty or overtime rate, the employee will be entitled to the highest single penalty rate.

10.6.4 Time in Lieu

- a. Where the Employer requires and approves an employee to work overtime, the employee may agree to receive time in lieu for the equivalent hours worked to be taken at a mutually convenient time.
- b. This arrangement will be mutually agreed to by both parties prior to the extra time being worked.
- c. Any accrued time in lieu not taken within six months of its accrual shall be paid at the rate of time and one-half.
- d. If, on the termination of the employee's employment, time in lieu of overtime worked by the employee has not been taken, the Employer must pay the employee for the overtime at the overtime rate applicable to the overtime when worked.

10.7 Breaks

10.7.1 Rest Pauses

- a. Full-time employees shall receive a paid rest pause of 10 minutes' duration in the first half and the second half of each day worked.
- b. Employees other than full-time employees, who work a minimum of four consecutive ordinary hours but no more than six consecutive ordinary hours on any one day shall receive a rest pause of 10 minutes' duration. Employees who work in excess of six consecutive ordinary hours (excluding the meal break) on any one day shall receive a rest pause of 10 minutes' duration in the first half and the second half of the period worked.
- c. Rest pauses shall be taken at such times as will not interfere with continuity of work where continuity is necessary.
- d. The Employer and the employee may agree that rest pauses are combined.

10.7.2 Meal Break

- a. Employees are entitled to an unpaid meal break of not less than 30 consecutive minutes after they have worked five continuous hours.

10.8 School Officer Classification Criteria

Characteristics and Qualifications | Competency of Employee

Levels 1 and 2	Level 3	Level 4	Level 5	Level 6	Level 7
Competency at this level involves application of knowledge and skills to a range of tasks and roles	Competency at this level involves application of knowledge with depth in some areas and a broad range of skills	Competency at this level involves self-directed application of knowledge with depth in some areas and a broad range of skills	Competency at this level involves self-directed application of knowledge with substantial depth in some areas	Competency at this level involves self-directed development and application of professional knowledge with substantial depth in some areas	Competency at this level involves the use of initiative in self-directed development and application of expert knowledge with extensive recognised expertise in some areas
There is a defined range of contexts where the choice of actions required is clear	There is a range of roles and tasks in a variety of contexts	There is a wide variety of tasks and roles in a variety of contexts.	A range of technical and/or other skills are applied to roles and functions in both varied and highly specific contexts.	A broad range of professional skills are applied to roles and functions in both varied and highly specific contexts.	A breadth and depth of professional skills are applied to roles and functions in both varied and highly specific contexts.
There is limited complexity of choice	There is some complexity in the extent and choice of actions required	There is complexity in the ranges and choice of actions required	Competencies are normally used independently and both routinely and non-routinely.	A proportion of competencies involve complex, specialized or professional functions.	A high proportion of competencies involve significant scope and/or complex, specialised or professional functions.
Competencies are normally checked within well-established routines, methods and procedures	Competencies are normally used within routines, methods and procedures	Competencies are normally used within a variety of routines, methods and procedures	Discretion and judgement are required in planning and selecting appropriate equipment, service techniques and work organisation for self and/or others.	Competencies are used independently and are substantially non-routine with initiative being exercised in the application of professional practices	Duties of an innovative and/or critical nature are undertaken without professional direction and initiative is exercised in the application of professional practices
Limited discretion and judgement about possible actions is involved	Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.	Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services actions and achieving outcomes within time constraints.		Significant discretion and judgement are required in planning, design, professional, technical or supervisory functions related to services, operations or processes for self and/or others.	Significant discretion and independent judgement are required within constraints set by management.

Characteristics and Qualifications | Supervision of Employees' Work

Levels 1 and 2	Level 3	Level 4	Level 5	Level 6	Level 7
Works under direct and/or routine supervision depending on function.	Works under limited supervision.	Work is carried out under general supervision.	Works under general supervision and/or broad guidance depending on function.	Works under broad guidance.	Work is usually performed under general guidance with limited or no professional supervision.
Work is intermittently checked.	Work may be checked in relation to overall progress	Progress and outcomes sought are under general guidance.		Work is usually measured in terms of the achievement of stated objectives to agreed standards.	The general quality of work is monitored by school management and is subject to stated objectives and professional standards.
May take the form of general guidance where working in teams is involved.	May take the form of broad guidance.			May be less direct than at lower levels and usually be related to task methodology and work practices.	
May involve detailed instructions in some situations;	May involve a level of autonomy when working in teams.			May involve a level of autonomy in accordance with a broad plan or budget strategy.	

Characteristics and Qualifications | Supervision of Others

Levels 1 and 2	Level 3	Level 4	Level 5	Level 6	Level 7
An employee at this level will have no supervisory responsibilities	Peer assistance may be provided to others.	The work of others may be supervised	Responsibility for the planning and management of the work of others may be involved	Responsibility for the supervision and monitoring of the work of others and of workflow in the area of responsibility may be involved.	Responsibility for the setting and achieving of objectives by a work section and its staff may be involved.
An experienced employee may assist others by providing peer support in the completion of routine tasks	An employee may have limited responsibility for guidance of the work of others	Responsibility for the work and organisation of others in limited areas.	Supervision and training of lower level staff may be involved.	Leadership and development of teams and responsibility for outcomes may be required.	Responsibility for assessment, training and development and performance counselling of staff may be required.
	Team co-ordination may be required	Teams may be guided or facilitated.			
		Training of subordinate staff may be required.			

Characteristics and Qualifications | Level 1 to 7 Qualifications Matrix

Levels 1 and 2	Level 3	Level 4	Level 5	Level 6	Level 7
Junior Certificate is the minimum formal qualification. No experience is required.	Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.	Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.	Tertiary qualifications at Associate Diploma/Diploma level or equivalent qualifications relevant to the position may be required by the employer or knowledge, qualifications and experience that are determined by the employer as necessary to successfully carry out the duties of the position.	Relevant formal qualifications at degree level are required.	Formal qualifications at degree level are required, along with relevant post graduate qualifications or extensive and relevant experience as required by the employer to reflect higher levels of professional outcomes.

Typical Duties/Skills | Employee Assisting Student Learning

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Assist developmentally appropriate student learning, either individually or in groups, under the direct supervision of an academic staff member where limited discretion and judgement are involved.	Assist developmentally appropriate student learning, either individually or in groups, where some discretion and judgement are involved in evaluating and assessing (under the supervision of an academic staff member(s)) the learning needs of students.	Assist developmentally appropriate student learning, either individually or in groups, under the general supervision of an academic staff member(s). Employees at this level are required to exercise discretion and judgement to modify education programmes to meet the learning needs of specific students.	Apply a range of technical and other skills involving the self-directed application of knowledge gained through formal studies/qualifications applicable to this level or knowledge and experience that are determined by the employer as necessary to successfully carry out the duties of the position. This may include: developing the framework for and providing the instruction to students (within a structured learning environment) under the general supervision of an academic staff member(s); providing pastoral ministry and support for students.	Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree. This may include: the gathering, analysis and interpretation of data; or preparation of reports and the consequent giving of advice to other professional staff to assist student learning; or providing pastoral ministry; or providing counselling and/or guidance support for students.	Undertake more complex professional activities involving the selection and application, based on professional judgement, of new and existing techniques and methodologies requiring the exercise of professional independence combined with competence derived from extensive experience and/or additional study.
Under direct supervision of a higher level officer or members of the academic staff prepare and clear away materials for display/use in classrooms or libraries.					
Perform within well-established routines tasks associated with the mass production of printed material including collating, stapling, binding, folding, cutting, etc	Within routines, methods and procedures carry out liaison between the school, the student and the student's family where some discretion and judgement are involved.	Carry out liaison between the school, the student and the student's family where discretion and judgement are required in relation to planning, actions and achieving outcomes.	Under broad guidance, supervise the operations of the school's processes and activities in relation to overseas students. This may include: enrolment; family liaison; and placement.	Provide professional advice to staff and students in the officer's area of expertise or qualification.	Undertake supervisory responsibilities which may include on the job training, staff assessment and performance counselling in relation to staff in lower level positions.
Under direct and /or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs.	Support students in relation to their physical needs where some discretion and judgement are involved.	Within a variety of routines, methods and procedures provide significant assistance in the enrolment, family liaison and placement of overseas students			Operate and be accountable for the quality of output of a section or function within the school.
Support students in relation to their physical needs.					

Typical Duties/Skills | Laboratory Employees

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	
Provide science program assistance where limited discretion and judgement are involved	Provide science program assistance where some discretion and judgement are involved.	Responsibility for and/or training of subordinate staff in limited areas may be required.	Apply a range of technical and other skills involving the self-directed application of knowledge gained through formal studies/qualifications applicable to this level or knowledge and experience that are determined by the employer as necessary to successfully carry out the duties of the position. This may include: designing laboratory experiments; and appropriate responsibility for the application of workplace health and safety requirements in the laboratory	Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree.	Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree and post graduate qualifications and/or other professional development and/or industry experience.	
Maintain science equipment, materials and specimens not requiring a depth of knowledge or technical skills.	Assist in the design/demonstration of experiments under supervision of an academic staff member(s) where some discretion and judgement are involved.	Design and demonstrate experiments, within a variety of routines and procedures, under the supervision of an academic staff member(s) where discretion and judgement are required.		Operate (at a level consistent with the qualifications required) a laboratory. This may (or may not) include responsibility for the supervision, monitoring and training of staff in lower level positions.		Responsibility for the operation of a laboratory which provides complex and varied services. This may (or may not) include responsibility for the supervision, monitoring and training of professional staff and staff in lower level positions.
Under the direct supervision of an academic staff member(s) prepare and maintain laboratory teaching areas including routine setting up and dismantling of items of equipment for use in experimental, observational and teaching activities	Under direction, prepare, maintain, organize, set-up and dismantle equipment and materials for routine experiments or student projects and dispose of waste materials.	Where there is complexity in the range and choice of action and discretion and judgement are required: prepare, maintain and dispense solutions, chemical mixtures, compounds and cultures; prepare, maintain, organise, set-up and dismantle equipment and material for experiments.		Administer the allocation and monitoring of resources in the laboratory.		
Assist in the demonstration of experiments and scientific equipment under the direct supervision of an academic staff member(s).	Peer assistance and/or guidance may be provided for other assistants in a laboratory.			Support employees reporting to the position in policies to be followed, methods to be used and standards to be observed.	Provide professional advice to staff and students in the officer's area of expertise.	
	Under direction and within existing routines, methods and procedures, prepare, maintain and dispense stock solutions, simple chemical mixtures and compounds, cultures or similar materials.			Formulate procedural policy and guidelines in the employee's area of responsibility	Responsibility for direction and support of employees reporting to the position in policies to be followed, methods to be used and standards to be observed.	

				Recommendations for decision and prepare supporting statements as necessary.	Provide subject matter expertise and/or policy advice across a range of programs or activities undertaken by the organizational area. Formulate policies and provide specialist advice on policy development to senior management.
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Typical Duties/Skills | Administration Employees

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<p>Use keyboard skills to produce a document from written text using a standard format.</p> <p>Receive and deal with enquiries within well-established routines, including the provision of general information and assistance to the public, parents, students and other employees.</p> <p>Perform a range of general clerical duties at a basic level, for example, filing, handling mail, maintaining records</p> <p>Operate, within well-established routines, office equipment such as: computer, photocopier, facsimile, binding machine, guillotine, laminator, franking machine, calculators, switchboard, etc.</p> <p>Under the direct supervision of the principal or nominee, contact parents, students and/or others in relation to school attendance and related matters</p> <p>Under the direct supervision of the principal or nominee assist with the arrangement of group meetings, morning teas, meetings of parents</p>	<p>Carry out a wide range of secretarial and clerical duties at an advanced level, including shorthand, typing, word processing and maintaining manual and computerized records.</p> <p>Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.</p> <p>Enter financial data into computer and prepare financial and management reports for review and authorization by senior management</p> <p>Prepare and process payroll transactions within routines, methods and procedures.</p> <p>Within routines, methods and procedures: provide administrative support to senior management; arrange appointments and diaries; and prepare correspondence.</p> <p>Within routines, methods and procedures, prepare and dispatch statements to debtors and payments to creditors, follow up on unpaid accounts; prepare bank reconciliations and reconcile accounts to balance; maintain wage and salary records.</p> <p>Maintain petty cash float and expenses for accounting purposes.</p>	<p>Provide administrative support to senior management of a school where discretion and judgement are required, including: taking minutes; shorthand; organising appointments and diaries; initiating and handling correspondence (which may include confidential correspondence);</p> <p>monitoring telephone calls; and establishing and/or maintaining working filing systems.</p> <p>Within a variety of routines, methods and procedures apply inventory and purchasing control procedures, prepare monthly summaries of debtors and creditors ledger transactions and reconcile these.</p> <p>Apply knowledge of advanced functions of computer software packages and to manage data ie. modify fields of information, develop new databases or spreadsheet models; or graph previously prepared spreadsheets.</p> <p>From verbal or rough handwritten instructions; answer non-standard executive correspondence,</p>	<p>Provide executive support to senior management and associated committees concerning designated aspects of school management.</p> <p>Direct and supervise the work of administrative/clerical and/or other staff.</p> <p>Under broad guidance, supervise the operations of the school's office and other administrative activities, in the areas of enrolment, equipment and statistical staffing returns.</p> <p>Under broad guidance, supervise the operations of the school's processes and activities in relation to overseas students. This may include: enrolment; family liaison; and placement.</p> <p>Prepare the accounts of the school to operating statement stage and assist in the formulation of period and year-end entries.</p> <p>Provide advice requiring knowledge of policies and / or the interpretation of rules or regulations within their area of operation.</p> <p>Assist in developing policy and procedures relating to</p>	<p>Operate and be responsible for an autonomous section and all its operations.</p> <p>Provide professional advice to staff and students in the officer's area of expertise.</p> <p>Monitor and analyse regular management information, such as staffing and financial resource usage; ensure that associated information systems are maintained and that regular reports are provided to management.</p> <p>Provide financial, policy, or planning advice which may include providing reports, statistical surveys and advice on regulations and procedures.</p> <p>Monitor expenditure against a budget at a school level, draft financial forecasts / budgets at organizational level and / or prepare complex financial reports.</p> <p>Administer programs with a range of tasks such as advice on financial implications, interpretation of information, assistance and advice concerning complex issues.</p> <p>Prepare correspondence which is complex, original and which initiates or responds to new cases or situations.</p>	<p>Supervise staff including implementation and participation in induction, training, review, counselling and appraisal</p> <p>Manage the work of administrative officers and other staff, assigning and outlining the work, advising on administrative problems, and revising work for accuracy and adequacy.</p> <p>Identify policies and procedures requiring review or re-development and define relevant issues.</p> <p>Provide written reports to the school executive on complex matters, suggesting alternative courses of action and analysing the implications of each alternative.</p> <p>Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or clients.</p> <p>Be substantively involved in the construction of annual and forward planning school budgets</p> <p>Manage the operations of a discrete organizational</p>

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<p>and external parties, parent/teacher nights etc. Carry out minor cash transactions including receipting, balancing and banking.</p> <p>Monitor and maintain stock levels of stationery/materials for office/department within established parameters including reordering.</p> <p>Within well-established routines, sort, prepare and record documents (e.g. invoices, cheques, correspondence) on a daily basis; file such documents in the appropriate system.</p> <p>Within well-established routines, receive and distribute incoming mail, collect outgoing mail, maintain mail registers and records and collate and dispatch documents for bulk handling.</p> <p>Perform, within well-established routines, tasks associated with the mass production of printed material including collating, stapling, binding, folding, cutting, etc.</p>	<p>Assist in the preparation of internal and external publications.</p> <p>Assist in the enrolment function including handling initial enquiries and arranging interviews.</p> <p>Under supervision, prepare Government and Statutory Authority returns for authorization by senior management.</p> <p>Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets.</p> <p>Under direction and within routines, methods and procedures: draft agenda for meetings; assemble supporting documents for informal meetings; take and produce minutes.</p> <p>Draft and type routine correspondence from brief oral or written instructions. Respond to requests for information including drafting routine correspondence in reply.</p> <p>Maintain established central filing / records systems in accordance with routines, methods and procedures. This would include: creating and indexing new files, retrieving records; distributing files within the school as requested, monitoring file locations and identifying and processing inactive and closed files.</p> <p>Maintain a store through such duties as participation in ordering</p>	<p>prepare papers, briefing notes, or other written material.</p> <p>Utilising a variety of routines, methods and procedures, calculate and maintain wage and salary records; perform routine classification determinations; and process resignations, retirements and redundancies in accordance with relevant award entitlements.</p> <p>Within a variety of routines, methods and procedures provide significant assistance in the preparation of: financial information to trial balance; budgets; cash flow records; balance sheets; trading accounts; cash management analysis; FBT and entity disclosure requirements.</p> <p>NOTE An employee is not required to perform all duties listed to satisfy this skill descriptor.</p> <p>Train staff classified at lower levels by means of personal instruction and demonstration.</p> <p>Within a variety of routines, methods and procedures provide significant assistance in the enrolment,</p>	<p>their work area and identifying future trends.</p> <p>Under broad guidance supervise the administration of specialized salary and payroll requirements, which may include: eligible termination payments, superannuation trust deed requirements, redundancy calculations or workers' compensation claims.</p> <p>Prepare for senior management financial reports relating to the employee's area of responsibility.</p> <p>Apply a knowledge of relevant industrial awards and agreements and occupational health and safety requirements.</p> <p>Provide general advice to staff in these areas.</p> <p>Original writing of promotional and advertising material. Coordination of, and participation in, marketing activities.</p> <p>Design of promotional and marketing plans.</p> <p>Responsibility for liaison with media.</p>	<p>Formulate procedural policy and guidelines in the employee's area of responsibility; submit recommendations for decision and prepare supporting statements as necessary.</p> <p>Direct and support employees reporting to the position in policies to be followed, methods to be used and standards to be observed.</p> <p>Advise and assist in the preparation of the school budget.</p> <p>Provide executive support to Principals and senior management.</p> <p>Provide advice or make recommendations requiring detailed knowledge of policies, and/or the interpretation of rules or regulations within established guidelines, relating to a major function of the organizational work areas.</p> <p>Supervise staff including participation in induction, training, review, counselling and appraisal and providing feedback on performance.</p> <p>Develop systems and procedures for implementation in accordance with school policy.</p> <p>Provide financial, policy and planning advice and investigate, interpret or evaluate information</p>	<p>area, program or administrative function.</p> <p>Provide subject matter expertise and/or policy advice across a range of programs or activities undertaken by the organisational area, formulate policies and provide specialist advice on policy formulation to senior management.</p> <p>Undertake high level research, review or investigations including the preparation of reports and associated papers to provide advice to the school on the operational and/or future directions of the employee's section and to contribute to the development of that section in the educational context of the school.</p> <p>Prepare papers, investigate and present information with recommendations for decision by senior officers.</p>

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
	<p>and issue of expendable stores, recording of stock levels, maintaining records of equipment distribution, delivery dockets, invoices and payment vouchers and responsibility for keys.</p> <p>Make and record appointments on behalf of another and, where necessary, resolve involved appointment scheduling problems.</p> <p>Make travel and accommodation bookings in line with a given itinerary.</p> <p>Within routines, methods and procedures carry out liaison between the school, the student and the student's family where some discretion and judgement are involved.</p>	<p>family liaison and placement of overseas students.</p>		<p>for the guidance of staff or clients.</p> <p>Original writing of promotional and advertising material requiring significant discretion and judgement concerning content and design.</p> <p>Management of, and participation in, marketing activities.</p> <p>Design of promotional and marketing plans requiring initiative in the application of professional practices.</p> <p>Responsibility for representing the school in the media.</p>	

Typical Duties/Skills | Information Services and Resource Employees

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<p>Process basic transactions such as issues and returns, produce overdue lists, entry of orders in a computerised system, perform stock takes, entering of accession information into computer.</p> <p>Operate and demonstrate the use of audio-visual equipment where there is limited complexity.</p> <p>Maintain a booking system for equipment use and for the organisation of repairs and replacement of equipment.</p> <p>Within well-established routines, methods and procedures, record audio/video programs and maintain a catalogue system of such recordings.</p> <p>Perform a range of general duties at a basic level, for example, minor book repairs, photocopying and shelving. Receive and deal with initial requests for information from library clients.</p> <p>Under the direct supervision of an academic staff member(s), assist in the demonstration of routine library operations and procedures.</p> <p>Under the direct supervision of an academic staff member(s),</p>	<p>Search and verify bibliographical data where some discretion and judgement are involved.</p> <p>Copy catalogue books, magazines, journals and recorded material where some discretion and judgement are involved.</p> <p>Maintain circulation systems where some discretion and judgement are involved.</p> <p>Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.</p> <p>Assist in the demonstration of complex audio visual or computer equipment under supervision of academic staff member(s) where some discretion and judgement are involved.</p>	<p>Responsibility for and/or training of subordinate staff in limited areas may be required</p> <p>Within a variety of routines and procedures and with a depth of knowledge in some areas: demonstrate to staff and students the use of complex audio visual or computer equipment; or monitor performance of and carry out repairs to specialised equipment.</p>	<p>Apply a range of technical and other skills involving the self-directed application of knowledge gained through formal studies/qualifications applicable to this level or knowledge and experience that are determined by the employer as necessary to successfully carry out the duties of the position.</p> <p>This may include: independent and original cataloguing and classification following precedents and standards; monitoring the performance of, and carrying out repairs to, specialised equipment; and developing the framework for and providing the instruction to students (within a structured learning environment) under the general supervision of an academic staff member(s).</p>	<p>Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree.</p> <p>Operate (at a level consistent with the qualifications required) a library/resource centre.</p> <p>This may (or may not) include responsibility for the supervision, monitoring and training of staff in lower level positions.</p> <p>Administer the allocation and monitoring of resources in the library/resource centre.</p> <p>Support employees reporting to the position in policies to be followed, methods to be used and standards to be observed.</p> <p>Provide professional advice to staff and students in the officer's area of expertise.</p> <p>Formulate procedural policy and guidelines in the employee's area of responsibility; submit</p>	<p>Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree and post graduate qualifications and/or other professional development and/or industry experience.</p> <p>Responsibility for the operation of a library/resource centre which provides complex and varied services. This may (or may not) include responsibility for the supervision, monitoring and training of professional staff and staff in lower level positions.</p> <p>Manage the allocation and monitoring of resources in the library/resource centre. Responsibility for direction and support of employees reporting to the position in policies to be followed, methods to be used and standards to be observed.</p> <p>Provide subject matter expertise and/or policy advice across a range of programs or activities undertaken by the organizational area, formulate policies and provide specialist advice on</p>

<p>assist in the supervision of students in the library.</p> <p>Under direct supervision of a higher level officer or members of the academic staff prepare and clear away materials for display/use in classrooms or libraries.)</p>				<p>recommendations for decision and prepare supporting statements as necessary.</p>	<p>policy formulation to senior management.</p>
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Typical Duties/Skills | Computer/ICT Employees

Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
<p>Use keyboard skills to produce a document from written text using a standard format.</p> <p>Operate within well-established routines, office equipment, such as, computer, photocopier, facsimile, binding machine, guillotine, laminator, franking machine, calculators, switchboard, etc.</p>	<p>Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets.</p>	<p>Within a variety of routines, methods and procedures, maintain the hardware and software components of a computer network and provide user support.</p> <p>Responsibility for and/or training of subordinate staff in limited areas may be required.</p>	<p>Apply a range of technical and other skills involving the self-directed application of knowledge gained through formal studies/qualifications applicable to this level or knowledge and experience that are determined by the employer as necessary to successfully carry out the duties of the position.</p> <p>This may include: Assisting with systems analysis and design in relation to the development and maintenance of computer systems; and assisting with application programming (eg modification of package systems; and investigation of malfunctions in operational programs).</p>	<p>Operate and be responsible for the computing section of the school and all its operations.</p> <p>Perform non-routine professional tasks governed by procedures or guidelines. Within such constraints the employee is responsible for the independent performance of such functions.</p> <p>Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or management in the computing area.</p> <p>Be responsible for the development of software, hardware or applications systems based on the use of current computer techniques.</p> <p>Be responsible for the development of computer systems, and recommend changes and improvements in systems where appropriate.</p> <p>Undertake maintenance programming tasks, including investigation and design requirements necessary to implement changes to existing systems.</p> <p>Provide advice to the senior executive of the school on the operations/future directions of the section by utilising acquired knowledge and experience.</p> <p>Carry out a range of tasks necessary to support and develop systems software or other support processes.</p>	<p>Operate and be responsible for the computing section which provides complex and varied services to the school community including being responsible for the supervision, monitoring and development of other staff reporting to the position.</p> <p>Research and examine likely long-term requirements for computer systems, suggest alternative plans and strategies and report on their feasibility.</p> <p>Consult with departmental computer users to understand and meet the needs of the department and resolve problems concerning systems. Investigate and design the implementation of computer systems to meet specific needs of work areas.</p> <p>Carry out a range of complex and varied tasks requiring the selection and application of new and existing techniques and methodologies necessary to support and develop systems software or other support processes.</p> <p>Develop and present appropriate computer training courses.</p>

Typical Duties/Skills | Maintenance Employees

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
At this level, an employee is engaged to assist in a range of general duties applicable to the maintenance and development of College facilities and grounds.	At this level, an employee has completed structured training so as to enable the employee to perform work within the scope of this level. An employee at this level performs work above and beyond the skills of a Maintenance Employee - Level 1 and to the level of their training	At this level, an employee is engaged to assist and carry out, with or without direction, duties pertaining to the maintenance and development of College facilities and grounds, and performs work above and beyond the skills of a Grounds/Maintenance Employee - Level 2 and to the level of their training	At this level, an employee (Tradesperson) has satisfactorily attained the appropriate level of training at trade or equivalent level.	At this level, an employee has satisfactorily attained the appropriate level of training at the trade or equivalent level and carries out and/or manages aspects pertaining to the general maintenance and development of College facilities and surrounds.	At this level, an employee is responsible for the total management of the Maintenance Department, College Facilities and surrounds, but does not include employees who have the right to engage and/or terminate the services of other employees.
Performs routine duties essentially of a manual nature and to the level of their training.	Works under direct supervision either individually or in a team environment.	Is responsible for the quality of their own work subject to routine supervision.	Understands and applies quality control techniques.	Understands and applies quality control techniques.	Exercises discretion within the scope of this level
Works under direct supervision	Understands and undertakes basic quality control/assurance procedures.	Works under routine supervision either individually or in a team environment.	Exercises good interpersonal and communications skills.	Exercises good interpersonal and communications skills.	Understands and implements quality control measures.
Exercises minimal judgement	Understands and utilises basic statistical process control procedures.	Exercises discretion within their level of skills and training.	Performs work without supervision either individually, or in a team environment.	Capable of performing work without supervision, either individually or in a team environment.	Provides trade guidance and assistance.
Assists in the general maintenance and development of facilities and surrounds.	Operates and/or maintains machinery.	Assists in the training and/or supervision of employees at Levels 1 and 2.	Performs non-trade work incidental to their work.	Supervision and training of subordinate staff, including tradespersons.	Preparation of budgets and financial reports.
			Operates and/or maintains a wide range of machinery and equipment.		
Labouring and operation of some machinery.	For sporting events, set out and mark fields for play	Major non-trade maintenance of equipment.	Training and supervision of employees at Levels 1, 2 and 3, and including apprentices.	Presentation of written and/or verbal reports, general liaison with management.	Planning for the overall development of the maintenance department in consultation with management.
	Maintains simple records.	Completes basic records.			

	Assists in the maintenance of playing surfaces.	Assists in the construction and installation of facilities and systems. Operates a specialised range of machinery as appropriate for a school.	Construction of surfaces, gardens. Installation and maintenance of irrigation and drainage systems. Control and maintenance of stores and facilities. Stock control, record keeping. Plans the work programme in consultation with management. Trades maintenance of equipment.	Activities requiring application of specialist skills.	Supervision and co-ordination of large numbers of subordinate staff, including development of staffing and training plans, staff counselling and assisting management in the selection of personnel.
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Typical Duties/Skills | Security Officers

Level 2	Level 3
Watch, guard or protect persons and/or Premises and/or property.	Securing, watching, guarding and/or protecting as directed, including responding to and attending to alarm signals, and required to patrol in a vehicle two or more separate establishments or sites.
Be stationed at an entrance and/or exit and whose principal duties include the control of movement of persons, vehicles, goods and/or property coming out of or going into Premises or property, including vehicles carrying goods of any description, to ensure that the quantity and description of such goods is in accordance with the requirements of the relevant document and includes an area or door attendant or commissionaire in a commercial building.	Monitoring and responding to electronic intrusion, detection or access control equipment terminating at a visual display unit and/or computerised printout (except for simple closed circuit television systems).
Respond to basic fire/security alarms at the designated post.	Operating a public weighbridge by a security officer appropriately licensed to do so.
In performing the duties referred to above, the security officer may be required to use electronic equipment such as hand-held scanners, walk-through detectors and simple closed circuit television systems utilising basic keyboard skills.	Monitoring and operating integrated intelligent building management and security systems, terminating at a visual display unit or computerised print out, which requires data input from the security officer.

Typical Duties/Skills | Sports Coaches

Level 1 and 2	Level 3	Level 4 and 5	Level 6
Providing assistance to sporting teams/squads under the supervision of a teacher or other employee at a higher classification level.	Providing assistance to individuals and/or sporting teams/squads under the supervision of a teacher or other employee at a higher classification level.	Instructing individual students as part of an extra-curricular sporting program.	Responsible for overall management and delivery of the full coaching/training program or a significant distinct part of a coaching/training program for one or more sporting disciplines
Assisting with equipment and the preparations for, and conducting of, training sessions and/or sporting events.	Assisting with equipment and the preparations for, and conducting of, training sessions and/or sporting events.	Coaching, including developing sports training sessions and programs, for individuals and/or teams/squads in various sporting disciplines.	Supervising employees, including instructional services employees (Grades 1, 2, 3 and/or 4) or coaching (individuals, squads and/or teams) and managing sporting facilities
Occupational equivalent: Junior sports assistant, sports assistant.	Occupational equivalent: Assistant sports coach.	Supervising employees at a lower classification level.	Occupational equivalent: Head coach
		Occupational equivalent: Sports coach.	

PART 11. SCHEDULE C - TEACHERS

11.1 Application and Operation

11.1.1 This Schedule applies to teachers who work in the Junior Learning, Middle or Senior Learning, or Virtual Learning Communities.

11.1.2 Definitions

- a. The "Act" means the *Fair Work Act 2009* as amended or replaced from time to time.
- b. "4-Year Trained Teacher" means a person appointed as a Teacher who holds an Approved degree or qualification in education from a recognised Australian tertiary education institution of at least four years of full-time study or an equivalent tertiary qualification recognised by the relevant teacher registration or accreditation authority.
- c. "Teacher" means and includes any employee other than a member of the Executive, who is registered or permitted by the relevant teacher registration authority and able to be ordinarily engaged in teaching full-time or part time as an employee of the College.
- d. "Year of Service" for the purpose of assessing the salary payable to a teacher, shall be determined with due regard to qualifications and years of service in a capacity equivalent to the particular category of teacher in a school or schools in Australia accredited by the relevant State or Territory school accreditation authority, and such other teaching service as the College may recognise.

11.2 Hours of Duty

11.2.1 Ordinary hours of duty for teachers consist of the following types:

- a. Curriculum Activities (including contact and preparation and correction time);
- b. Co-curriculum Activities; and
- c. Professional and Community Activities.

11.3 Annual Quantum of Hours

11.3.1 All Curriculum and Co-curriculum Activities for a full-time teacher will be worked within an annual quantum of 1230 hours per annum.

11.3.2 Where possible, in February of each year, the College will provide teachers with a breakdown of the annual quantum of hours with reference to the School Calendar.

11.3.3 Subject to subclause 11.7, within the annual quantum of hours, the weekly hours of a full-time teacher will consist of 30 hours of curriculum and co-curriculum activities, of which not more than one third will be performed before 9:00am and after 5:00pm.

11.4 Curriculum Activities

11.4.1 Curriculum Activities consist of the following categories:

- a. Contact Time, which is timetabled classroom teaching and timetabled pastoral care time; and
- b. Preparation and Correction Time, which is timetabled time to assist teachers to prepare and assess the delivery of educational programs to students.

11.5 Contact Time

- 11.5.1 Subject to any agreement referred to in clause 11.5.2, contact time for full time teachers will not exceed the following:
- i. for Teachers timetabled for the majority of the time in classes from Years 7 to 12 – 20 hours and 40 minutes per week;
 - ii. for Teachers timetabled for the majority of the time in classes from Prep to Year 6 – 24 hours and 50 minutes per week.
- 11.5.2 A Teacher and the Executive Head of College may agree that a Teacher will perform contact time in excess of the above limits, provided the annual quantum of hours are not exceeded, by reducing the hours of co-curriculum activities performed by the teacher.

11.6 Preparation and Correction Time

- 11.6.1 The primary and main function of preparation and correction time is for teachers to undertake tasks related to the preparation of lessons, correction and feedback, and to undertake tasks necessary for them to effectively carry out their role as teachers.
- 11.6.2 During preparation and correction time, teachers undertake to engage actively and diligently in tasks related directly to the following:
- a. collaborative or individual preparation, planning and correction;
 - b. planning for class and group teaching instruction;
 - c. planning for student excursions and curriculum related activities;
 - d. setting and correcting assessment items;
 - e. evaluating and assessing student work;
 - f. curriculum planning; and
 - g. compilation of assessment records.
- 11.6.3 The following weekly preparation and correction time allocations will apply for a full-time teacher:
- a. for teachers who are timetabled for the majority of the year in Years 7 to 12 classes - a minimum 20% of the contact hours per week;
 - b. for teachers who are timetabled for the majority of the year in Prep to Year 6 classes - a minimum 2.5 hours per week; or
 - c. for teachers who are timetabled for the majority of the year to deliver Virtual Learning Community classes – a minimum of (a) or (b) above shall apply or other such allocation by consultation between the teacher and the College.
- 11.6.4 Preparation and correction time will be provided in blocks of at least 30 minutes.
- 11.6.5 Part-time teachers will be allocated preparation and correction time on a pro rata basis.
- 11.6.6 Occasionally a teacher may be required to undertake duties during their preparation and correction time as a result of unplanned timetable changes or scheduled College events. If this occurs, the College will consult with the teacher to ensure that they receive their minimum entitlement when averaged over the period of one term.

11.7 Co-curriculum Activities

- 11.7.1 Co-curriculum Activities are those activities which include but are not limited to those activities in the Group A and Group B lists of Co-curriculum activities set out below.

- 11.7.2 **Group A:** Co-Curriculum Activities which are included in the 30 weekly hours of curriculum and co-curriculum activities are as follows:
- a. timetabled chapel services during school hours;
 - b. timetabled assemblies;
 - c. timetabled supervision duties (for example, lunch and before and after school);
 - d. timetabled sport and cultural activities during school hours; and
 - e. ad hoc supervision or cover periods for absent teachers.
- 11.7.3 **Group B:** Co-curriculum Activities which are included in the annual quantum of 1230 hours but not within the weekly 30 hours are as follows:
- a. College scheduled staff meetings outside of timetabled school hours;
 - b. scheduled professional development sessions during term weeks outside school hours; and
 - c. scheduled professional development sessions during non-term days.
- 11.7.4 If a teacher is required to spend significant time in preparing for timetabled sports and cultural activities during school hours, they may apply for additional non-contact time in which to undertake the preparation.

11.8 Professional and Community Activities

- 11.8.1 Professional and Community Activities are those:
- a. which Teachers are required to perform in fulfilling their professional responsibilities as teachers;
 - b. which are reasonably required for a teacher to be an active member of the College community; and
 - c. which provide opportunities for student development and engagement.
- 11.8.2 Professional and Community Activities include but are not limited to the following:
- a. attending subject and information evenings;
 - b. attending meetings (for example, faculty, planning, and subject level meetings);
 - c. attending school camps outside school hours whether international or interstate;
 - d. attending College community events including P & F meetings;
 - e. providing tutorials and student support;
 - f. writing policies and procedures;
 - g. undertaking non-scheduled professional development, whether College-directed or personal);
 - h. attending educational meetings such as panels;
 - i. attending committees such as strategic planning committees;
 - j. attending or leading educational conferences and/or workshops; and
 - k. parent/teacher communications including interviews and parent evenings.
- 11.8.3 Professional and Community Activities are not included in the calculation of the annual quantum of 1230 hours.

- 11.8.4 To meet the reasonable expectations of the College and its community, it is acknowledged that teachers will contribute to non-timetabled, approved, sporting, cultural and community activities on an honorary and voluntary basis. These activities may include, but are not limited to:
- a. Bands;
 - b. Choir;
 - c. Dance;
 - d. Drama and musicals;
 - e. Debating;
 - f. Public speaking;
 - g. Chess;
 - h. Readers cup;
 - i. Clubs;
 - j. Camps;
 - k. Academic tutorials; and
 - l. Events like discos and the College fete.

This contribution will be approximately 30 hours per College year in addition to the annual quantum of hours outlined in this Schedule. It is not the intention of the College to count individuals' hours of co-curricular contribution, or to strictly enforce the completion of 30 hours of co-curricular activities.

11.9 Meal Breaks

- 11.9.1 Teachers are entitled to an unpaid meal break of at least 30 continuous minutes duration per day.
- 11.9.2 Where a teacher is required to undertake supervision or other duties during the timetabled meal break and they are unable to take a break of 30 continuous minutes, the College will consult with the teacher to ensure that:
- a. the teacher receives a minimum continuous unpaid meal break of at least 20 minutes during each working day, not later than five hours after commencing work; and
 - b. the total period for unpaid breaks for a full-time teacher is no less than 150 minutes per teacher per week. This cannot be averaged over a longer period.
 - c. Where teachers in specialist roles are required to perform duties throughout the course of scheduled meal breaks, an un-paid meal break of at least 30 minutes shall be provided at an alternative time by agreement between the College and the individual teacher.

11.10 Wages and Wage-related Matters

11.10.1 Salaries | 4 Year Trained Teachers

- a. The scale of minimum salaries, as contained in Schedule A of this Agreement, shall apply.

11.10.2 Incremental Progression | 4-Year Trained Teachers

- a. 4-Year trained Teachers shall be appointed at Band 2, Step 1.
- b. A Teacher employed by the College as a 4-Year trained teacher in their first year of teaching service who has a bachelor's degree with first or second degree honours from a

recognised Australian tertiary education institution plus one year of Teacher education or two approved bachelor degrees from a recognised Australian tertiary education institution plus at least one year of Teacher education shall commence on the salary prescribed for Band 2, Step 2. For clarity, this provision requires that to be eligible to commence on Band 2 step 2 a teacher would require a minimum of 5 years' full time equivalent tertiary study.

- c. In addition, a 4-Year trained teacher who has obtained a post graduate qualification from a recognised University (for example, post-graduate qualification, Masters or higher) that is approved by the College as being relevant to the teacher's role at the College, will be entitled to progress one additional salary step to that otherwise applying pursuant to this Schedule up to the maximum salary of Band 3. Such progression will apply from the date the teacher provides evidence to the reasonable satisfaction of the College, of obtaining the relevant qualification.
- d. In addition, a teacher who has obtained a doctoral qualification from a recognised University that is approved by the College as being relevant to the teacher's role at the College, will be entitled to an allowance for all purposes of \$5,000 per annum once the teacher has been on the maximum salary of Band 3 for a period of at least 12 months. This allowance will not be paid during a period that the teacher is appointed to a College Leadership Position in accordance with Schedule D or as a Highly Accomplished Teacher.
- e. Except as otherwise provided by this Agreement, progression from one salary Step to a higher salary Step shall be by annual increment up to a maximum salary of Band 3.

11.10.3 Travel Allowance

- a. A Teacher required by the College to use the employee's personal motor vehicle in the performance of duties will be paid the following allowances:
 - i. \$0.96 per km for the use of an employee's motor car, with a maximum payment of up to 400 kilometres per week, or
 - ii. \$0.32 per km for the use of an employee's motorcycle, with a maximum payment of up to 400 kilometres per week.
- b. The allowance under this clause is only payable where a College vehicle is unavailable and prior approval has been provided by the Executive Head of College.

11.11 Recognition of Prior Non-Teaching Service and Experience

- a. In accordance with this clause a teacher, or applicant for the position of teacher, may apply to have prior non-teaching service and experience recognised for the purposes of salary classification. Full time and part-time service and/or experience can be recognised.
- b. Where an existing employee successfully makes application for the recognition of prior non-teaching service in accordance with this clause, they will be paid at the adjusted rate from the date the application is made.
- c. A teacher or applicant for the position of teacher may seek recognition for multiple categories of prior non-teaching employment in one application.
- d. Applications for recognition of previous non-teaching service and experience should relate to employment in an area/s relevant to their current teaching role. Recognition will be given only to employment that ceased in the five-year period prior to the date of appointment.
- e. The five-year limitation in this clause may be extended by the Employer where special circumstances are demonstrated by the teacher or applicant.
- f. The relevance of the prior non-teaching experience must be demonstrated by the employee and accepted by the employer as being applicable to the current teaching role.

- g. For the purposes of this clause any prior non-teaching service as an apprentice or trainee will not be recognised as relevant prior service.
- h. Should prior non-teaching service and experience be recognised for salary classification purposes, 33% of any such recognised service will count towards determining the classification.

11.12 Salary Increments

- 11.12.1 Except as otherwise provided in this Schedule and subject to satisfactory conduct, diligence, and efficiency, a full-time Teacher shall receive annual increments in salary according to the scale of salaries applicable until the Teacher reaches Band 3 Step 4 (and will receive the applicable salary for which the Teacher is eligible under Part 9 - Schedule A).
- 11.12.2 On the first day of the first full pay period on or after the commencement of this Agreement:
 - a. a Teacher classified at Band 2 Step 5 will move to Band 3 Step 1; and
 - b. Band 2 Step 5 will cease to exist.
- 11.12.3 From the first full pay period on or after the commencement of this Agreement, a Teacher will progress to the Senior Teacher classification (and receive the applicable salary for Senior Teacher under Part 9 - Schedule A) provided that the Teacher has completed:
 - a. at least nine years' of full-time equivalent teaching service (in accordance with this clause 11.12 and clause 11.13); or
 - b. one (1) year of full-time equivalent service at Band 3 Step 4,whichever occurs first.

11.13 Types of Employment

11.13.1 Full-Time

- a. A full-time teacher is engaged to work the maximum hours and maximum weeks per year prescribed by this Agreement.

11.13.2 Part-Time

- a. A part-time teacher is engaged to work on a regular basis for less than the hours of a full-time teacher prescribed by this Agreement.
- b. A part-time teacher is entitled to the benefits prescribed by this Agreement on a pro rata basis. The pro rata basis will be calculated by dividing the number of hours prescribed for the part-time teacher from time to time by the number of teaching hours prescribed for a full-time teacher under this Agreement.
- c. Part-time teachers may be requested to work additional hours to the prescribed hours (but not exceeding a full-time teaching load) to support the operational requirements of the College. This practice will not exceed 20 consecutive working days unless there is agreement between the Employer and the employee. Such additional hours will be paid at the ordinary rate of pay and will accrue pro rata leave entitlements.
- d. A part-time teacher shall be deemed to have completed a year of service for the purpose of salary increments on completion of the equivalent annual hours of a full-time teacher.
- e. Where a public holiday falls on a day upon which an employee is normally engaged, that employee shall be paid the appropriate rate for the number of hours normally worked on that day.

11.13.3 Supply Teacher

- a. A supply teacher shall be employed on an intermittent basis to relieve a teacher absent from duty or to meet a short-term staffing need. Supply teachers are engaged on a casual basis.
- b. A supply teacher shall be employed for a minimum period of three hours in any one engagement. There shall be a minimum payment of three hours (i.e. half a day) for each day so employed. Where a supply teacher is engaged for a full day, the teacher will be paid for six hours.
- c. Supply teachers do not receive preparation and correction time for the first three days of any one engagement.
- d. A supply teacher shall be deemed to have completed a year of service, for the purpose of salary increments when the aggregate amount of time paid for is 1230 hours.
- e. A supply teacher shall be paid at the rate as prescribed by this Agreement for a teacher of equivalent teaching experience and academic qualifications.
- f. The hourly casual rate payable to a supply teacher is outlined in Part 9 of this Agreement, which is inclusive of casual loading.
- g. A supply teacher shall not be entitled to payment for public holidays or other paid leave entitlements.

11.13.4 Fixed Term Teachers

- a. A fixed term teacher is a teacher who:
 - i. is engaged for a limited term with a specified commencement and cessation date.
 - ii. is engaged for an identifiable short term need which could include:
 - special projects;
 - filling the position of a specified Teacher who is on nominated leave from the school; or
 - filling the position of a Teacher arising from a resignation, where such position is declared vacant and no suitable permanent Teacher is available.
- b. Fixed term teachers will be employed for an initial period of no greater than 12 months.
- c. If the identifiable short-term need exists after the 12-month period, the fixed term appointment may be extended by mutual agreement.
- d. Any agreement reached between a school and an individual Teacher as prescribed by this clause shall be in writing, signed by both parties, and shall clearly identify the terms, conditions and specific duration of the appointment.
- e. A fixed term teacher shall be paid at the appropriate rate as prescribed by this Agreement for a teacher of equivalent teaching experience and academic qualifications and shall be paid the proportion of the annual salary which relates to the period worked.
- f. Fixed term teachers shall accrue pro rata annual entitlements for personal/carer's leave, proportion of salary and annual leave for the period worked.
- g. The leave loading of 17.5 % on four weeks' salary will be paid on the pro rata annual leave accrual.

- h. Where a public holiday falls on a day upon which an employee is normally engaged, that employee shall be paid the appropriate rate for the number of hours normally worked on that day.

11.14 Annual Leave

11.14.1 Proportion of Salary and Annual Leave

- a. The four weeks of annual leave provided for in the NES is deemed to be taken during the school holiday periods or included in proportion of salary payments.
- b. A Teacher upon appointment shall be paid as from the date upon which the Teacher commenced Duty, provided that a Teacher who has taught (or has been granted leave with pay by the school) for each day of the College's school year will be paid as for a full calendar year commencing on the first of January.
- c. A Teacher who teaches for less than one full school year will be paid the proportion of the teacher's annual salary of that year that the teacher's service (excluding school holiday periods) bears to the academic weeks in that school year. The proportion of salary shall be calculated on the salary which the employee was receiving immediately before cessation of employment.
- d. A Teacher whose prescribed hours of work have varied during a school year (for example, full-time to part-time status or vice versa or change in part-time hours) will receive a payment at the end of the school year of no less than what would be paid in accordance with the method set out in clause 22 of the *Educational Services (Teachers) Award* (Pro rata payment of salary inclusive of annual leave).

11.14.2 Annual Leave Loading

- a. A Teacher who has taught (or has been granted paid leave by the school) for each day of the College year shall receive an annual leave loading equivalent to 17.5% of four weeks' salary calculated upon the salary which the employee was receiving immediately before commencing the Christmas holiday period.
- b. A Teacher who teaches for less than one full year will be paid the proportion of the annual leave loading prescribed above that the teacher's service (excluding school holidays) bears to the academic weeks in that school year, provided that such loading shall be calculated upon the salary which the employee was receiving immediately before cessation of employment.
- c. The annual leave loading shall be paid to the Teacher at the commencement of the Christmas holiday period or at the time of cessation of employment.

11.15 Highly Accomplished Teacher Certification

11.15.1 From the first full pay period on or after the commencement of this Agreement, a Teacher will be classified as Highly Accomplished Teacher (and will receive the salary for this classification outlined in Part 9 – Schedule A) provided the Teacher:

- a. holds full registration through the Queensland College of Teachers (**QCT**); and
- b. holds current certification for Highly Accomplished Teacher status through a nationally recognised certifying authority, and provides satisfactory evidence of such certification to the College; and
- c. meets the eligibility criteria, requirements and expectations outlined in the College's Highly Accomplished Teacher Policy.

11.15.2 For the avoidance of doubt, where a Teacher meets the requirements of clause 11.15.1 above, they will be classified at the Highly Accomplished Teacher classification (regardless of the classification the Teacher would have been on under clause 11.12 – Salary Increments).

PART 12. SCHEDULE D - COLLEGE LEADERS

12.1 Definition

- 12.1.1 A College Leader is a teacher who has been appointed to a College Leadership position in accordance with this Schedule.
- 12.1.2 The position of a College Leader is to provide support to the College Executive and to the College's learning communities, in the following areas:
 - a. Curriculum;
 - b. Pastoral Care; and
 - c. Administrative responsibilities.
- 12.1.3 College Leaders may be appointed in the Early Learning, Junior, Middle, Senior or Virtual learning communities.
- 12.1.4 College Leaders do not include members of the Executive.

12.2 College Leadership Structure

- 12.2.1 The Executive Head of College will determine the most appropriate College Leadership structure, including the number of positions, and the nature and level of those positions.
- 12.2.2 The College may from time to time implement alterations to College Leadership structures in accordance with the provisions of this Schedule, to meet the changing operational requirements of the College.
- 12.2.3 The list of leadership positions in the tables in clause 12.9 of this Schedule is a list of possible positions only. The College is not required to have an employee always appointed to every position described in this Schedule.

12.3 Tenure

- 12.3.1 The Executive Head of College will determine the period of tenure for each College Leadership position.

12.4 Remuneration

- 12.4.1 College Leaders are paid a teacher's salary in accordance with Part 9 - Schedule A of this Agreement.
- 12.4.2 In addition to the teacher salary they receive, College Leaders will be paid additional remuneration in accordance with the tables in section 12.9 of this Schedule. Additional Remuneration as provided for in the table in clause 12.9 is not subject to the annual salary increases provided for in clause 3.1 of this Agreement.
- 12.4.3 The Executive Head of College will determine the level for each position, based on the accountability and responsibility of the role.
- 12.4.4 Subject to clause 12.4.2, the teacher salary combined with the additional remuneration as prescribed in the tables in section 12.9 of this Schedule, form the total remuneration paid to College Leaders for all purposes of this Agreement. College Leaders will receive this remuneration for the duration of the tenure of the position including during periods of paid leave.
- 12.4.5 College Leaders may request a review of their remuneration and time release.

12.5 Time Release

- 12.5.1 The Executive Head of College will allocate Time Release to College Leaders on a case by case basis taking into account the responsibility and accountability of the position.

12.6 Selection and Appointment

- 12.6.1 The suitability of an applicant for a College Leadership position will be based on the requirements of the position description and the strategic and operational needs of the College. The Executive Head of College will be responsible for making the College Leader appointments.
- 12.6.2 A teacher appointed to a College Leadership position will be provided with a letter of appointment outlining the level of the position in accordance with the tables in section 12.9 of this Schedule, the period of tenure and the time release for the position.

12.7 Termination of Appointment

- 12.7.1 A teacher appointed to a College Leadership position will retain that position for the designated period of tenure outlined in the letter of appointment unless:
- a. the teacher's performance or conduct in the role of College Leader has been determined by the Executive Head of College to be unsatisfactory to the extent that continuation in the position is not appropriate; or
 - b. the Executive Head of College decides to discontinue the College Leader position due to the College undertaking organisational, academic or administrative change that results in the alteration or cessation of the duties, accountabilities or responsibilities of the existing position. Affected employees will be consulted in relation to such a decision in accordance with the Consultation clause in this Agreement.
- 12.7.2 Notice periods equivalent to that required for termination of employment in this Agreement will be required:
- a. by the Employer if the Employer terminates the appointment of the teacher to the College Leadership position in accordance with the reasons outlined in this Schedule and prior to the end of the period of tenure; or
 - b. by the employee if the employee wishes to terminate their appointment to the College Leadership position prior to the end of the period of tenure.
- 12.7.3 Reversion to role of Teacher after ending of College Leadership position:
- a. A teacher whose appointment to a College Leadership position ends upon the expiration of the tenure period will continue to be employed as a teacher in accordance with this Agreement.
 - b. A College Leader who wishes to resign from a College Leadership position and revert to the role of a teacher during the tenure of the appointment, may do so subject to the agreement of the Executive Head of College and the availability of a suitable teaching role.
 - c. College Leaders whose engagement as a College Leader is terminated for misconduct or poor performance, are not entitled to continuation of employment with the College as a teacher.

12.8 Project Leader

- a. For the purposes of this Schedule, a Project Leader is a teacher who undertakes a specified project or task that is of significance to the operational requirements of the College and justifies appointment to a College Leadership position.
- b. Examples of such projects or tasks may include:
 - i. facilitating co-curricular programs;
 - ii. coordination of the College's enrichment programs; and

- iii. projects related to continuous improvement initiatives.
- c. A teacher may apply in writing to the Executive Head of College where they believe that a project or task is of significance to the operational requirements of the College and justifies an appointment as a College Leadership position in accordance with this Schedule. Decisions in respect of such applications are at the discretion of the Executive Head of College. The Dispute Resolution Procedure in this Agreement does not apply to decisions made under this clause.

12.9 Rates of Additional Remuneration and Time Release for College Leaders

CO-CURRICULAR LEADER POSITIONS				
	Position	Time Release	Range of Additional Remuneration	
		Range - Minutes per week (Based on 1.0 FTE = of 1800)	<i>Min</i>	<i>Max</i>
CO1	Special Project	0	\$3,000.00	\$5,000.00
CO2	Co-ordinator	0 - 200	\$4,000.00	\$9,000.00
CO3	Head of Program	400 - 900	\$9,000.00	\$17,000.00
CO4	Director	700 - 1000	\$16,000.00	\$26,000.00
CURRICULUM LEADER POSITIONS				
	Position	Time Release	Range of Additional Remuneration	
		Range - Minutes per week (Based on 1.0 FTE = of 1800)	<i>Min</i>	<i>Max</i>
CLP1	Special Project	0	\$4,000.00	\$6,000.00
CLP2	Year Level Leader	0 - 200	\$6,000.00	\$10,000.00
CLP3	Co-ordinator	200 - 400	\$5,000.00	\$13,000.00
CLP4	Head of Faculty	400 - 900	\$12,000.00	\$20,000.00
CLP5	Director	800 - 1200	\$16,000.00	\$26,000.00
CLP6	Deputy Head of Community	1100 - 1400	\$26,000.00	\$40,000.00

PASTORAL LEADER POSITIONS

	Position	Range - Range – Minutes per week (Based on 1.0 FTE = of 1800)	Range of Additional Remuneration	
			<i>Min</i>	<i>Max</i>
PLP1	Special Project	0	\$4,000.00	\$6,000.00
PLP2	Year Level Leader	0 - 200	\$6,000.00	\$10,000.00
PLP3	Co-ordinator	200 - 400	\$5,000.00	\$12,000.00
PLP4	Head of House	400 - 900	\$12,000.00	\$20,000.00
PLP5	Director	800 - 1200	\$16,000.00	\$26,000.00
PLP6	Deputy Head in Community	1100 - 1400	\$26,000.00	\$40,000.00

PART 13. SCHEDULE E - EARLY LEARNING CENTRE AND OUTSIDE SCHOOL HOURS CARE STAFF

13.1 Schedule Coverage

13.1.1 This Schedule applies to all employees who work in the Early Learning Centre (ELC) or Outside School Hours Care (OSHC) including the following:

- a. Early Childhood Teachers; and
- b. Child Services Staff.

13.1.2 Child Services Staff include:

- a. Early Learning Centre Assistant Educators
- b. OSHC Educators;
- c. OSHC Co-ordinators;
- d. Assistant Directors;
- e. Directors (who are not registered teachers with QCT).

13.2 Types of Employment

13.2.1 Terms of engagement

- a. On appointment, the College will provide employees (other than casual employees) with an employment contract stating the classification and rate of salary applicable on commencement, and the hours to be worked.
- b. For part-time employees, the employment contract will include the hours to be worked and the days to be worked as per the roster.
- c. Where the College engages an employee on a fixed term basis, the employment contract will inform the employee of the reason the employment is fixed term, the date of commencement and the period of the employment.
- d. For Early Childhood Teachers, the employment contract will include the employee's teaching load and details of their extracurricular commitment. For part time Early Childhood Teachers, the teaching load and extracurricular commitment will be expressed as a percentage of that of a full-time Early Childhood Teacher.

13.2.2 Full-time employment

- a. A full-time employee is an employee engaged to work an average of 38 ordinary hours per week.

13.2.3 Part-time employment

- a. A part-time employee is an employee who is engaged to work on a regular basis for less than 38 ordinary hours per week.
- b. A part-time employee is entitled to the benefits under this Schedule on a pro rata basis.
- c. For Child Services Staff, the pro rata basis will be calculated by dividing the number of ordinary hours prescribed for the part-time employee from time to time by 38.
- d. For Early Childhood Teachers, the pro rata basis will be calculated by dividing the number of face-to-face teaching hours by the number of face-to-face teaching hours in a full-time load.

- e. Subject to clause 13.2.3(d), the College cannot vary a part-time employee's prescribed ordinary hours or days of attendance unless:
 - i. the employee consents; or
 - ii. where such a variation is required as a result of a change in funding, enrolment or curriculum and the College provides four weeks' notice.

13.2.4 Fixed Term

- a. A fixed term employee is one engaged to work either full time or part time with a specified commencement and cessation date.

13.2.5 Fixed term employment – Early Childhood Teachers

- a. An employee may be employed for a fixed period of time for a period of at least four weeks, but no more than 12 months, on either a full-time or part-time basis to:
 - i. undertake a specified project for which funding has been made available;
 - ii. undertake a specified task which has a limited period of operation; or
 - iii. replace an employee who is on leave, performing other duties temporarily or whose employment has terminated after the commencement of the school year. Where the replacement arrangement extends beyond 12 months, the fixed term employment may be extended for up to a further 12 months.

13.2.6 Rate of Payment | Part-Time, Fixed Term

- a. A person employed under the categories outlined in this clause 13.2 (Types of Employment) shall be paid at the appropriate classification hourly rate multiplied by the number of hours worked.

13.2.7 Casual employment – Early Childhood Teachers (Supply Teachers)

- a. A supply teacher shall be employed on an intermittent basis to relieve an Early Childhood Teacher absent from duty or to meet a short-term staffing need. Supply teachers are engaged on a casual basis.
- b. A supply teacher shall be employed for a minimum period of three hours in any one engagement. There shall be a minimum payment of three hours for each day so employed.
- c. A supply teacher shall be paid at the rate as prescribed by this Agreement for a teacher of equivalent teaching experience and academic qualifications.
- d. The hourly casual rate payable to Early Childhood Teachers is outlined in Part 9, which is inclusive of casual loading .
- e. A supply teacher shall not be entitled to payment for public holidays or other paid leave entitlements.

13.2.8 Casual employment – Non-teaching staff

- a. A casual employee is an employee engaged as such and must be paid the hourly casual rate outlined in Part 9 of this Agreement for the relevant classification, which is inclusive of casual loading.
- b. A casual employee is one engaged for temporary and relief purposes.
- c. A casual employee will be paid a minimum of two hours pay for each engagement. A casual employee engaged in OSHC may satisfy this two hour requirement by working one hour before school and one hour after school on the same day.

- d. A casual employee will be paid overtime for work in the following circumstances:
 - i. in excess of eight hours on any one day or shift; or
 - ii. outside the ordinary spread of hours; or
 - iii. in excess of 38 hours in any one week.

13.3 Classification Structure - Child Services Staff

13.3.1 Child Services Staff are those employees of the College whose principal duties are to work in the ELC or OSHC with children but who are not Early Childhood Teachers.

13.3.2 All Child Services Staff will be classified by the College into one of the five levels as listed below in this Schedule in accordance with the employee's skills, responsibilities, qualifications, experience in the industry and duties.

13.3.3 Level One

- a. A Level One, (Step 1 and 2) employee is an employee who is unqualified and has commenced studying or actively working towards an approved qualification in either the ELC or OSHC.
- b. A Level One, (Step 3 and 4) employee, is an employee who has completed a Certificate 3 in Children's Services or an equivalent qualification for an ELC position. For an OSHC educator, 1 year of progressive study is recognised as the equivalent.
- c. An employee at this level has limited knowledge and experience in children's services.
- d. Indicative duties of a Level One employee:
 - i. Assisting in the implementation of the children's program under supervision.
 - ii. Assisting in the implementation of daily care routines.
 - iii. Developing awareness of and assisting in the maintenance of the health and safety of the children in care.
 - iv. Giving each child individual attention and comfort as required.
 - v. Understanding and working according to the relevant policies and procedures.
 - vi. Demonstrating knowledge of hygienic handling of food and equipment.
 - vii. Assist in the preparation, implementation and evaluation of developmentally appropriate programs for individual children and groups.
 - viii. Record observations of individual children or groups for program planning purposes.

13.3.4 Level Two

- a. A Level Two employee is one who has completed a Diploma of Children's Services or equivalent qualification for an ELC Educator. For an OSHC educator, a National Quality Framework Approved (NQF) qualification is recognised as the equivalent.
- b. An employee appointed at this level will also undertake the same duties and perform the same tasks as a Level 1 employee.
- c. Indicative duties of a Level Two employee:
 - i. Assisting in the preparation, implementation and evaluation of developmentally appropriate programs for individual children or groups.
 - ii. Recording observations of individual children or groups for program planning purposes for qualified staff.
 - iii. Under direction, working with individual children with particular needs.

- iv. Assisting in the direction of untrained staff.
 - v. Undertaking and implementing the requirements of quality assurance.
 - vi. Working in accordance with food safety regulations.
- d. An employee at this level is required to work within the role of Responsible Person and as a person in charge of a group of children as directed by the Director.

13.3.5 Level Three

- a. A Level Three employee is one who has completed a Diploma of Children's Services or equivalent qualification for an ELC Educator and is appointed as the person in charge of a group of children.
- b. An employee at this level will also perform the same duties and tasks as a Level 2 employee.
- c. Indicative duties of a Level Three employee:
 - i. Responsible (in consultation with the Assistant Director/Director) for the preparation, implementation and evaluation of a developmentally appropriate program for individual children or groups.
 - ii. Responsible to the Assistant Director/Director for the supervision of students on placement.
 - iii. Responsible for ensuring a safe environment is maintained for both staff and children.
 - iv. Responsible for ensuring that records are maintained accurately for each child in their care.
 - v. Developing, implementing and evaluating daily care routines.
 - vi. Ensuring that relevant policies and procedures are adhered to.
 - vii. Developing, implementing and evaluating daily routines.
 - viii. Liaising with families, both in general and in particular, regarding the childrens' development.

13.3.6 Level Four

- a. A Level Four employee holds a relevant degree or a 3 or 4 year Early Childhood qualification or equivalent qualification and may be appointed as an Assistant Director of a service.
- b. An employee at this level will also perform the same duties and tasks as a Level 3 employee.
- c. Indicative duties of a Level Four employee:
 - i. Co-ordinating and directing the activities of employees engaged in the implementation and evaluation of developmentally appropriate programs.
 - ii. Contributing, through the Director, to the development of relevant policies.
 - iii. Co-ordinating operations including Occupational Health and Safety, program planning, and staff training.
 - iv. Responsible for the day-to-day management of the centre or service in the temporary absence of the Director and for management and compliance with licensing and all statutory and quality assurance issues.
 - v. Generally, supervise all employees within the service.

13.3.7 Level Five – OSHC Co-ordinator

- a. A Level Five employee is appointed as the OSHC Co-ordinator.
- b. A Level 5 employee holds a relevant degree or a 3 or 4 year Early Childhood qualification or equivalent qualification.
- c. The OSHC Co-ordinator will take on the same duties and perform the same tasks as a Level Four employee.
- d. Indicative duties of a Level Five employee:
 - i. Maintain day to day accounts and handle all administrative matters;
 - ii. Ensure all staff implement service policies and procedures;
 - iii. Responsibility for the supervision and monitoring of the work of others;
 - iv. Responsibility for the supervision and monitoring of the work of others and of workflow in the area of responsibility may be involved;
 - v. Management of service provision.
 - vi. Responsible for the development of service policies and procedures.

13.3.8 Level Six – Director – Early Learning Centre

- a. A Director of an ELC typically requires a skill level which assumes and requires knowledge or training equivalent to:
 - i. a relevant degree with at least four years of subsequent relevant experience;
 - ii. extensive experience and management expertise in early childhood centres; or
 - iii. an equivalent combination of relevant experience and/or education/training.
- b. Indicative duties of a Director:
 - i. Responsibility as a director, being responsible for the overall management and administration of the facility, including:
 - ii. Supervising the implementation of developmentally appropriate programs for children;
 - iii. Recruiting staff in accordance with relevant regulations, as directed by the Principal;
 - iv. Maintaining day-to-day accounts and handling all administrative matters;
 - v. Ensuring that the facility adheres to all relevant regulations and statutory requirements;
 - vi. Ensuring that the facility meets or exceeds quality assurance requirements;
 - vii. Liaising with families and outside agencies;
 - viii. Formulating and evaluating annual budgets;
 - ix. Providing professional leadership and development to employees;
 - x. Developing and maintaining policies and practices for the facility.

13.4 Early Childhood Teacher Classification

- 13.4.1 An Early Childhood Teacher is a teacher (as is defined in clause 11.1.2(c) of this Agreement) who is engaged to work as an Early Childhood Teacher in the Early Learning Centre of the College.

- 13.4.2 An Early Childhood Teacher, or applicant for the position of Early Childhood Teacher, may apply to have prior non-teaching service and experience recognised for the purposes of salary classification. Full time and part-time service and/or experience can be recognised. The following will count as service:
- a. teaching experience in preschools, kindergartens, multi-purpose centres, early intervention services, long day care centres and other similar services;
 - b. teaching experience of children from four to eight years (or in the infants' department) of a school registered and/or accredited under the relevant authority in each state or territory;
 - c. service as a lecturer in early childhood education or child development, as a child development officer or equivalent; and
 - d. service as a diploma qualified childcare worker, at the rate of one year for every three years' service up to a maximum of four years.
- 13.4.3 On appointment, an employee will be classified and placed on the appropriate level on the salary scale according to their qualifications and teaching experience.

13.5 Wage Rates – Early Childhood Teachers

13.5.1 The minimum rates of pay for Early Childhood Teachers are set out in Schedule A of this Agreement.

13.5.2 Incremental Progression | Early Childhood Teachers

- a. 4-Year trained Early Childhood Teachers shall be appointed at Band 2, Step 1.
- b. An Early Childhood Teacher employed by the College as a 4-Year trained teacher in their first year of teaching service who has a bachelor's degree with first or second degree honours from a recognised Australian tertiary education institution plus one year of Teacher education or two approved bachelor degrees from a recognised Australian tertiary education institution plus at least one year of Teacher education shall commence on the salary prescribed for Step 2. For clarity, this provision requires that to be eligible to commence on Band 2 step 2 a teacher would require a minimum of 5 years' full time equivalent tertiary study.
- c. In addition, a 4-Year trained Early Childhood Teacher who has obtained a post graduate qualification from a recognised University (for example, post-graduate qualification, Masters or higher) that is approved by the College as being relevant to the teacher's role at the College, will be entitled to progress one additional salary step to that otherwise applying pursuant to this Schedule up to the maximum salary of Band 3. Such progression will apply from the date the teacher provides evidence to the reasonable satisfaction of the College of obtaining the relevant qualification.
- d. In addition, a 4-Year trained Early Childhood Teacher who has obtained a doctoral qualification from a recognised University that is approved by the College as being relevant to the Early Childhood Teacher's role at the College, will be entitled to an allowance for all purposes of \$5,000 per annum once the Early Childhood Teacher has been on the maximum salary of Band 3 for a period of at least 12 months. This allowance will not be paid during a period that the Early Childhood Teacher is appointed to a College Leadership Position in accordance with Part 12 - Schedule D.
- e. Except as otherwise provided by this Agreement, progression from one salary Step to a higher salary Step shall be by annual increment up to a maximum salary of Band 3.
- f. Part time teachers and casual (supply) Teachers shall be deemed to have completed a year of service, for the purpose of salary increments when the aggregate amount of time paid for is 1634 hours.

13.6 Wage Ranges – Child Services Staff

13.6.1 The minimum rates of pay for Child Services Staff are set out in Part 9 - Schedule A of this Agreement.

13.6.2 Salary Incremental increases

- a. Except as otherwise provided in this Schedule and subject to satisfactory conduct, diligence, and efficiency, a full-time employee shall receive annual increments in salary according to the scale of salaries applicable until the employee receives the maximum salary for which they are eligible under this Schedule, and the salaries and wages as set out in Part 9 - Schedule A.
- b. Part time and casual Child Services Staff shall be deemed to have completed a year of service, for the purpose of salary increments when the aggregate amount of time paid for is 1320 hours. An employee may not progress to the next yearly pay increment more than once in a 12-month period.

13.6.3 Juniors

The rates of pay for junior employees at Level 1 only shall be as follows:

Table 1 Percentage Rates for Junior Employees

Age Range	Percentage of appropriate adult minimum rate
15 and under 16 years of age	45
16 and under 17 years of age	50
17 and under 18 years of age	55
18 and under 19 years of age	65
19 and under 20 years of age	75
20 and under 21 years of age	85

Juniors appointed to a level 2 position or above shall be paid the appropriate rate for that level.

13.7 Hours of Work – Child Services Staff and Early Learning Teachers

13.7.1 Subject to this clause, a full-time employee's ordinary hours of work will be 38 per week.

13.7.2 For an employee covered by this Schedule, the ordinary hours of work will be worked between the hours of 6.00am and 6.30pm from Monday to Friday and will not exceed eight hours in duration on any day.

13.8 Non-contact time – Early Learning Teachers

13.8.1 Early Learning Teachers who are responsible for programming and planning for a group of children will be entitled to a minimum of three hours per week of non-contact time.

13.8.2 During this non-contact time, the Early Learning Teacher is not required to teach or supervise children or perform other duties directed by the College.

13.8.3 Non-contact time is for the purpose of planning, preparing, researching and programming activities.

13.9 Broken shifts

13.9.1 This clause does not apply to casual employees.

13.9.2 A Child Services Staff employee employed at Level 1 to Level 5 may be required to work a broken shift, and this requirement has been taken into account in calculating the rates outlined in Part 9.

- 13.9.3 The maximum spread between the start of the first period of duty and the end of the second period of duty for a broken shift is 12 hours. Any hours in excess of this 12-hour spread will be paid for as overtime (see clause 13.14).

13.10 Leave

- 13.10.1 Leave entitlements are in accordance with Part 5 of this Agreement.
- 13.10.2 Part-time and fixed term employees accrue pro rata entitlements of personal/carer's leave, annual leave and long service leave. The annual leave loading of 17.5% on four weeks will be paid on the pro rata accrual.
- 13.10.3 Where a public holiday falls on a day upon which an employee is normally engaged, that employee shall be paid the appropriate rate for the number of hours normally worked on that day.

13.11 Child Services Staff - Leave

- 13.11.1 Child Services Staff may take annual leave as approved by the ELC Director and the OSHC Co-Ordinator or OSHC Supervisor as appropriate.
- 13.11.2 The approval of annual leave for Child Services Staff is subject to operational requirements.
- 13.11.3 Child Services Staff will be required to take annual leave during the Christmas/New Year closure period. Where an employee has insufficient annual leave accrual to cover the Christmas/New Year closure period, the employee may be required to take leave without pay.

13.12 Vacation Leave – Early Childhood Teachers

- 13.12.1 Early Childhood Teachers receive a total of nine weeks' vacation leave per calendar year comprised of the following;
- a. four weeks annual leave in accordance with the NES; and
 - b. five weeks special vacation leave which must include the Christmas/New Year closure period.
- 13.12.2 All vacation leave is to be taken in blocks of at least one week (including public holidays), and must be taken during school holiday periods unless otherwise agreed between the Employer and the employee.

13.13 Breaks

13.13.1 Rest Pauses

- a. Full-time employees shall receive a paid rest pause of 10 minutes' duration in the first half and the second half of each day worked.
- b. Employees other than full-time who work a minimum of four consecutive ordinary hours but no more than six consecutive ordinary hours on any one day shall receive a rest pause of 10 minutes' duration. Employees who work in excess of six consecutive ordinary hours (excluding the meal break) on any one day shall receive a rest pause of 10 minutes' duration in the first half and the second half of the period worked.
- c. Such rest pauses shall be taken at such times as will not interfere with continuity of work where continuity is necessary.
- d. The School and Employees may agree, however, that rest pauses may be combined.

13.13.2 Meal breaks

- a. An employee shall be entitled to an unpaid meal break of not less than half an hour and not more than one hour per working day no later than 5 hours after commencing work.

13.14 Overtime

13.14.1 Overtime Rates

- a. Subject to (b) below, an employee will be paid overtime for all authorised work performed outside of, or in excess of the ordinary or rostered hours at the rate of time and a half for the first three hours and double time thereafter.
- b. Part-time employees who agree to work ad hoc hours in addition to their normal prescribed hours (such agreement cannot be unreasonably refused) will be paid at ordinary time for those additional hours, up to a maximum of 38 hours per week, provided the additional time worked is during the ordinary hours of operation of the early childhood service. Such additional hours will count for the purposes of all accrued entitlements. However, no part-time employee may work in excess of eight hours in any day without the payment of overtime.
- c. Where an employee is entitled to more than one penalty or overtime rate, the employee will be entitled to the highest single penalty rate.

13.14.2 Time off instead of overtime payment

- a. An employee and the Employer may agree that an employee will be provided with time off instead of being paid an overtime payment for all authorised work performed outside of or in excess of the ordinary or rostered hours.
- b. Overtime taken as time off during ordinary time hours must be taken at the ordinary time rate, that is, an hour for each hour worked.
- c. Where an employee and the Employer have agreed to time off instead of payment for overtime under this clause, and such time has not been taken within six months of accrual or during the non-term weeks agreed in writing between an employee and the Employer, the Employer must, if requested by an employee, provide payment, at the rate provided for the payment of overtime in this Schedule, for any overtime worked.
- d. If, on the termination of the employee's employment, time in lieu of overtime worked by the employee has not been taken, the Employer must pay the employee for the overtime at the overtime rate applicable to the overtime when worked.

13.14.3 Meetings and Professional Development

- a. Employees will receive time in lieu for afterhours staff meetings and approved professional development that takes place outside normal hours of work or on weekends.
- b. The time in lieu accrued in accordance with this clause will be recorded by the ELC Director and must be taken within the same calendar year in which it was accrued at a mutually agreed time.

13.15 Allowances

13.15.1 First Aid or Specialised Care Allowance

- a. First Aid Allowances and Specialised Care Allowances are each paid at the rate of \$20.00 per week in accordance with this clause.
- b. Part time employees, and employees on an annualised salary receive a pro rata allowance.
- c. Eligible employees may receive either a First Aid Allowance or a Specialised Care Allowance, but not both.

- d. A First Aid or Specialised Care Allowance is payable to employees subject to the following conditions:
 - i. the employee is required by the College to be aware of a student or students with medical conditions;
 - ii. the employee holds a QAS (or equivalent) first aid qualification;
 - iii. if receiving a First Aid Allowance, the employee is appointed as a first aid officer; and
 - iv. the employee is able and required to participate in the administration of medication or emergency treatment to the student or students (on the basis of a treatment regime advised by parents).
- e. An employee who is designated by the College to engage with or assist particular students with ongoing specialised care needs (for example, medical, manual handling and/or hygiene procedures) will receive a Specialised Care Allowance.
- f. Where a first aid qualification is required, the College will pay for the employee to obtain the qualification including annual renewals.
- g. First Aid Allowances and Specialised Care Allowances do not apply to Early Childhood Teachers.

13.15.2 Travel Allowance

- a. An employee required by the College to use the employee's personal motor vehicle in the performance of duties will be paid the following allowances:
 - i. \$0.96 per km for the use of an employee's motor car, with a maximum payment of up to 400 kilometres per week, or
 - ii. \$0.32 per km for the use of an employee's motorcycle, with a maximum payment of up to 400 kilometres per week.
- b. The allowance under this clause is only payable where a College vehicle is unavailable and prior approval has been provided by the Executive Head of College.

PART 14. SCHEDULE F – ALLIED HEALTH STAFF

14.1 Schedule Coverage

- 14.1.1 This Part 14 Schedule F applies to Allied Health Staff only.
- 14.1.2 “Allied Health Staff” means an employee whose principal duties are to support the health and wellbeing of students, and employees, where appropriate and deemed necessary by the College. Examples of such roles are outlined in clause 14.1.4.
- 14.1.3 The employment conditions for Allied Health Staff are primarily contained in Part 10 - Schedule B (School Officers), except for the determination of wages and classification levels under clause 14.2 in this Schedule F.
- 14.1.4 For the avoidance of doubt, Allied Health Staff includes the following roles:
 - a. Counsellor;
 - b. Nurse / First aid officer;
 - c. Chaplain; or
 - d. Student Wellbeing Officer.
- 14.1.5 For the avoidance of doubt, the First Aid or Specialised Care Allowance under Part 10 – Schedule B does not apply to an employee employed in the role of Nurse or First Aid Officer.

14.2 Classification - Allied Health

14.2.1 Classification Process

- a. The Employer shall determine the classification of a position through the following process:
 - i. An analysis is to be undertaken to establish the skills and responsibilities required of each identified position and role description written for each position.
 - ii. Each position is classified by reference to the classification criteria outlined in this schedule using the role description of the position.
 - iii. Employees are appointed to a position at the appropriate level within the structure and to a step in the level according to experience based on years of service as prescribed by this schedule.
- b. If at anytime an employee or the Employer considers that the skills and responsibilities as required by the Employer for a position have altered or do not reflect the classification determined, our review of the classification applicable to the position is to be undertaken in accordance with this clause and an appropriate classification determined. The employee will make a written request for a classification review outlining the reasons for the request. However, except in exceptional circumstances such as a change in the skills and/or responsibilities required, or a change in the conditions under which the work is performed, no employee shall be permitted to seek a reclassification of their position on more than one occasion in a 12 month period.
- c. Where disagreement arises as to the outcome of a classification review it will be dealt with under the dispute resolution clause in this Agreement. At any meeting specified in that procedure, the person who made the decision about the classification review shall, wherever possible, participate.
- d. All Allied Health Staff will be classified by the College into one of the levels provided under this Schedule, listed below in accordance with the requirements of the role.

14.2.2 Classification Criteria

- a. The classification criteria consists of a guideline used to determine the appropriate classification level under this Schedule. The criteria consists of characteristics and indicative duties as outlined in the relevant clause of this Schedule.
- b. The characteristics are the principle guide to classification, as they are designed to indicate:
 - i. the skill, complexity and responsibility of tasks typically required at each level;
 - ii. comprehension of issues;
 - iii. problem solving and procedures required;
 - iv. the level of autonomy and accountability; and
 - v. supervision requirements involved with the position.
- c. The characteristics of a level must be read as a whole to gain an understanding of the position and the performance requirements. Isolated characteristics should not be used to justify the classification of a position.
- d. The indicative duties/skills are in an exhaustive list of duties/skills that may be comprehend did within a particular level. They reflect the competences of a particular level. They are an indicative guide only and at any particular level employees may be expected to undertake duties of any level lower than their own. Employees at any particular level may perform/utilise one such duty/skill or many of them depending on the particular work allocated to them. Indicative duties/skills should not be used as a primary determinant in classifying employees but may be useful if the characteristics of a level cannot be easily applied in an individual instance.
- e. Some of the characteristics have been included in the indicative duties/skills at each level. Where there is and inconsistency between the characteristics and the indicative duties/skills, the characteristics will prevail over the indicative duties/skills.
- f. The key issue to be looked at in properly classifying an employee is the level of initiative, responsibility/accountability, competency and skill that an employee is required to exercise in performing the employees work within the parameters of the characteristics, read as a whole, of the position.
- g. It should be noted that some typical duties/skills appear at one level only while others appear at more than one level. Because of this the classification or reclassification of a position needs to be done by reference to the specific characteristics of the level. As an example, because an employee is required to utilise a skill comprehended at a higher level than that to which the employee has been appointed, the employee assumes the level of initiative, responsibility/accountability, skill and competency envisaged by the characteristics of the higher level.

14.2.3 Classification - Level One

a. Qualifications

A Level One employee holds a relevant certificate, diploma, other qualifications and/or relevant experience within the required field.

b. Competency

This level involves application of knowledge with depth in some areas and a broad range of skills. There are a range of roles and tasks in a variety of contexts, including but not limited to mentoring and supporting students/families in a more informal setting. There is some complexity in the extent and choice of actions required. Competencies are normally used within routines,

methods and procedures. Some discretion and judgment is involved in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

c. Judgment, independence and problem solving

Independent judgment is required to identify, select and apply the most appropriate available guidelines and procedures, interpret precedents and adapt standard methods or practices to meet variations in facts and/or conditions. The employee may apply extensive diagnostic skills, theoretical knowledge and techniques to a range of procedures and tasks, proficiency in the work area's rules and regulations, procedures requiring expertise in a specialist area or broad knowledge of a range of personnel and functions.

d. Level of supervision

Supervision is generally present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Some positions will require;

- i. routine supervision to general direction depending upon experience and the complexity of the tasks, and/or
- ii. general direction.

e. Positions will generally report to the Deputy and may;

- i. supervise or co-ordinate others to achieve objectives;
- ii. liaise with employees (eg: councillors or co-ordinators) at similar or higher levels; and/or
- iii. undertake stand-alone work.

f. Indicative duties of a Level One employee:

- i. Chaplain
 - a) Provide proactive pastoral support and guidance for students.
 - b) Involvement in Devotions, Gatherings or/and assemblies.
 - c) May be involved in the running of parent and/or student groups and programs.
- ii. Student Welfare Officer
 - a) Providing assistance to individuals under instruction.
 - b) Work collaboratively with other Wellbeing staff to deliver programs to students.
 - c) Manage students on internal suspension.
 - d) Manage student programs.
 - e) Provide support, guidance and supervision of students.
- iii. First Aid Officer (first aid allowance included in rate) - Providing first aid with associated responsibilities.

14.2.4 Classification - Level Two

- a. A Level Two Allied Health employee holds a diploma, degree or relevant experience within the required field.
- b. Competency

Competency at this level involves self-directed application of knowledge with substantial depth in some areas. A range of technical and other skills are applied to roles and functions in both varied and highly specific contexts. Competencies are normally used independently and both

routinely and non-routinely. Discretion and judgment are required in planning and selecting appropriate equipment, service techniques and work organisation for self and/or others.

c. Judgment, independence and problem solving

Problem solving involves the identification and analysis of diverse problems. Solve problems through the standard application of theoretical principles and techniques at degree level. Apply standard technical training and experience to solve problems. Apply expertise to the making of decisions. Being responsible for co-ordinating a team to provide an administrative service.

d. Level of supervision

Routine supervision to general direction, depending on tasks involved and experience. Employees at this level will generally report to the Deputy as well as being responsible for external supervision, working within guidance from the co-ordinator.

e. Indicative duties of a Level Two employee:

i. Counsellor

- a) Provide welfare services to students.
- b) Performing guidance and counselling, within defined accountabilities.
- c) Providing specialist health services and/or therapy services to students.

ii. Senior Chaplain

- a) Provide proactive pastoral support and guidance for students.
- b) Involvement in Devotions, Gatherings or/and assemblies.
- c) May be involved in the running of parent and/or student groups and programs.

iii. First Aider/Nurse (first aid allowance included in rate)

- a) Provide first aid services and/or primary nursing care.
- b) Provide other services associated with first aid/nursing.

14.2.5 Classification - Level Three

a. A Level Three employee holds a relevant degree with subsequent relevant experience and/or extensive experience and specialist expertise in the required field.

b. Competency

- i. Competency at this level involves the development and application of professional knowledge in a specialised area/s and utilising a broad range of skills. Competencies are normally applied independently and are substantially non-routine.
- ii. Competency at this level involves the delivery of professional services within defined accountability levels. Employees may operate individually or as a member of a team.
- iii. Significant discretion and judgment is required in planning, designing professional, technical or supervisory functions related to services, operations or processes.
- iv. Employees are expected to plan their own professional development and such increased knowledge, relevant to the position held, will be applied to the work situation.
- v. Perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. Employees would have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected. In technical and administrative areas, have a depth or breadth of expertise developed through extensive relevant experience and application.

c. Judgment, independence and problem solving

Employees have discretion to innovate within own function and take responsibility for outcomes, design, develop and test complex equipment, systems and procedures, undertake planning involving resources use and develop proposals for resource allocation, exercise high level diagnostic skills on sophisticated equipment or systems, and/or analyse and report on data and experiments.

d. Level of supervision

In some positions, general direction is appropriate. In other positions, broad direction would apply. May have extensive supervisory and line management responsibility for general employees. Supervision is present to review established objectives. May supervise other staff at levels below Level Three.

e. Indicative occupations and duties of a Level Three employee:

i. Senior Counsellor

- a) Oversea area providing guidance and hands on assistance.
- b) Promote and develop polices to the wider school community.

ii. Senior First Aider/Nurse

- a) Providing health education and guidance acting in a resource capacity to the school community, in addition to providing primary care with its associated administrative duties.

14.2.6 Classification - Level Four

a. Qualifications

A Level Four employee holds a relevant degree or postgraduate degree and/or a minimum of four (4) years extensive experience and specialist expertise in the required field.

b. Competency

- i. Within constraints set by management, employees exercise initiative in the application of professional practices demonstrating independent discretion and judgment, which may have effect beyond a work area. An employee at this level is expected to carry a high proportion of tasks involving complex, specialised or professional functions.
- ii. An employee may independently relate existing policy to work assignments or rethink the way a specific body of knowledge is applied in order to solve problems. In professional or technical positions, the employee may be a recognised authority in a specialised area.

c. Judgment, independence and problem solving

Independently relate existing policy to work assignments, rethink the way a specific body of knowledge is applied in order to solve problems, adapt procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. This may involve stand-alone work or the supervision of employees in order to achieve objectives. It may also involve the interpretation of policy which has an impact beyond the immediate work area.

d. Level of supervision

Broad direction. May manage other staff at levels below Level Four (4).

e. Indicative occupations and duties of a Level Five employee:

- i. Specialist – Co-ordinate programs provided by the College.

14.2.7 Classification - Level Five

a. Qualifications

A Level Five employee holds a relevant degree, postgraduate degree and/or extensive experience and management expertise in the required field.

b. Competency

At this level is likely to require the development of new ways of using a specific body of knowledge which applies to work assignments, or may involve the integration of other specific bodies of knowledge.

c. Judgment, independence and problem solving

Employees at this level are responsible for program development and implementation. Provide strategic support and advice requiring integration of a range of school policies and external requirements, and an ability to achieve objectives operating within complex organisation structures.

d. Level of supervision

Broad direction, working with a degree of autonomy. May have management responsibility for a functional area and/or manage other employees with the function.

e. Indicative occupations and duties of a Level Five employee:

Co-ordinator - Managing a service discipline with employee/s under supervision.

14.3 Wages and wage-related Matters

14.3.1 The minimum rates of pay for Allied Health Staff are set out in Part 9 - Schedule A of this Agreement.

14.3.2 Incremental Advancement

- a. Except as otherwise provided in this Schedule and subject to satisfactory conduct, diligence, an efficiency, a full-time employee shall receive annual increments in salary according to the scale of salaries applicable until the employee receives the maximum salary for which they are eligible under this Schedule, and the salaries and wages as set out in Part 9 - Schedule A.
- b. Part time and casual Allied Health Staff shall be deemed to have completed a year of service the purpose of salary increments when the aggregate amount of time paid for is 1320 hours. An employee may not progress to the next yearly pay increment more than once in a 12 month.
- c. Progression from one level to a higher level is either by appointment to such higher level as a result of vacancy at that level or the employer requiring the employee to perform at a higher level in accordance with the classification criteria set out under this schedule.

14.3.3 Recognition of Previous Service for Salary Purposes

- a. Recognition of years of service for salary purposes shall include all relevant previous service in a similar role within the non-government education industry, or relevant experience in a state school, at or above the classification level of the position to which the employee is appointed. Only service in the preceding five years will be considered.
- b. Other government or private industry experience may also be recognised where the College considers this relevant to the position to which the employee is appointed.
- c. The provision of documentary evidence of previous employment as Allied Health Staff shall be the responsibility of the employee.

- d. Notwithstanding the above, other forms of documentary evidence may be accepted at the discretion of the Employer.

14.3.4 Reimbursement of Supervision Fees

If the College requires an employee employed in the role of Counsellor to hold registration with a specific professional counsellors' association (within Queensland and/or Australia), the Employee will be reimbursed supervision fees associated with maintaining such registration to a maximum of \$150.00 per term. An application for payment or reimbursement must be made in writing to the College and accompanied with the appropriate proof of payment or invoice.