



DECISION

Fair Work Act 2009

s.185—Enterprise agreement

**Presbyterian Church of Queensland, Fairholme College Toowoomba
Trading AS Fairholme College
(AG2025/4324)**

FAIRHOLME COLLEGE ENTERPRISE AGREEMENT 2025

Educational services

COMMISSIONER HUNT

BRISBANE, 5 JANUARY 2026

Application for approval of the Fairholme College Enterprise Agreement 2025

[1] Presbyterian Church of Queensland, Fairholme College Toowoomba T/A Fairholme College (the Employer) has applied for approval of an enterprise agreement known as the *Fairholme College Enterprise Agreement 2025* (the Agreement). The application was made pursuant to s.185 of the *Fair Work Act 2009* (the Act). The Agreement is a single-enterprise agreement.

[2] The Fair Work Commission (the Commission) raised certain concerns regarding the Agreement with the Employer, and as a result, the Employer has provided written undertakings. A copy of the undertakings is attached at Annexure A. Pursuant to s.190(4) of the Act, I sought the views of the Independent Education Union of Australia (IEU) and the Australian Nursing and Midwifery Federation (ANMF) regarding the undertakings, allowing a period of two business days from receipt of the undertakings to provide any views. Both organisations advised that they continued to support the approval of the Agreement.

[3] I am satisfied that the undertakings will not cause financial detriment to any employee covered by the Agreement and that the undertakings will not result in substantial changes to the Agreement. Pursuant to s.190 of the Act, I accept the undertakings. In accordance with s.201(3) of the Act, I note that the undertakings are taken to be a term of the Agreement.

[4] I have taken into consideration the material filed in the Commission. Subject to the undertakings referred to above, I am satisfied that each of the requirements of ss.186, 187, 188 and 190 as are relevant to this application for approval have been met. The Agreement does not cover all of the employees of the employer, however, taking into account s.186(3) and (3A) I am satisfied that the group of employees was fairly chosen.

[5] The IEU and the ANMF, each being bargaining representatives for the Agreement, have given notice under s.183 that they want to be covered by the Agreement. In accordance with s.201(2) of the Act I note that the Agreement covers the IEU and the ANMF.

[6] The Agreement is approved and, in accordance with s.54 of the Act, will operate from 12 January 2026. The nominal expiry date of the Agreement is 31 December 2029.



COMMISSIONER

Printed by authority of the Commonwealth Government Printer

<AE531726 PR795455>

Note - this agreement is to be read together with an undertaking given by the employer. The undertaking is taken to be a term of the agreement. A copy of it can be found at the end of this agreement.



FAIRHOLME COLLEGE
TOOWOOMBA

FAIRHOLME COLLEGE
ENTERPRISE AGREEMENT 2025

TABLE OF CONTENTS

PART 1. APPLICATION AND OPERATION	6
1.1 TITLE	6
1.2 APPLICATION	6
1.3 PERIOD OF OPERATION	6
1.4 POSTING OF AGREEMENT	6
1.5 NO FURTHER CLAIMS	6
1.6 NATIONAL EMPLOYMENT STANDARDS	6
1.7 CONSULTATIVE ARRANGEMENTS FOR CONTINUOUS IMPROVEMENT.....	7
PART 2. AIMS OF THE COLLEGE	9
2.1 COLLEGE MISSION	9
2.2 ENDORSEMENT	9
2.3 OBJECTIVES OF THIS AGREEMENT.....	10
PART 3. DISPUTE RESOLUTION – PROCEDURE FOR PREVENTING AND SETTLING DISPUTES	11
3.1 PREAMBLE.....	11
3.2 PRINCIPLES OF DISPUTE RESOLUTION PROCEDURE.....	11
3.3 DISPUTE RESOLUTION PROCEDURE.....	11
PART 4. TERMS OF ENGAGEMENT	14
4.1 CONTRACT OF EMPLOYMENT	14
4.2 VARIATION	14
4.3 INDUCTION.....	14
4.4 INDIVIDUAL FLEXIBILITY ARRANGEMENT	14
4.5 STATEMENT OF EMPLOYMENT.....	15
4.6 TERMINATION OF EMPLOYMENT.....	15
4.7 CONSULTATION	17
4.8 REDUNDANCY	19
4.9 REQUESTING FLEXIBLE WORK ARRANGEMENTS	21
4.10 WORKPLACE DELEGATES' RIGHTS.....	22
PART 5. SALARY AND WAGES.....	26
5.1 SALARY AND WAGE RATES.....	26
5.2 WAGE INCREASES	26
5.3 PROGRESSION – TEACHING STAFF	27
5.4 AVERAGING OF WAGES FOR TERM TIME SCHOOL OFFICERS AND NURSES.....	27
5.5 SALARY PAYMENTS.....	27
5.6 SUPERANNUATION	28
5.7 STAFF COLLEGE FEE DISCOUNT.....	28
5.8 BLUE CARD.....	28
PART 6. LEAVE	29
6.1 PROPORTION OF SALARY – TEACHERS	29
6.2 ANNUAL LEAVE LOADING – TEACHERS	29
6.3 ANNUAL LEAVE – NON TEACHING EMPLOYEES	30
6.4 PERSONAL/CARER'S LEAVE	31
6.5 COMPASSIONATE LEAVE.....	31
6.6 PARENTAL LEAVE	32

6.7	LONG SERVICE LEAVE	33
6.8	FAMILY AND DOMESTIC VIOLENCE LEAVE	34
6.9	DEFENCE FORCE RESERVE LEAVE.....	35
6.10	COMMUNITY SERVICE LEAVE.....	35
6.11	NATURAL DISASTER AND EMERGENCY LEAVE	35
6.12	JURY SERVICE LEAVE.....	36
6.13	COURT ATTENDANCE.....	37
PART 7.	MISCELLANEOUS.....	38
7.1	JOB SHARE.....	38
7.2	INDUCTION PROCEDURE.....	38
7.3	COMMUNICATION STRATEGY	38
7.4	COLLEGE POLICIES.....	39
7.5	THE PARTIES ACKNOWLEDGE STAFF COMMITMENT TO COLLEGE POLICIES	39
7.6	PROFESSIONAL DEVELOPMENT AND TRAINING.....	39
7.7	TRAINING LEAVE.....	40
7.8	EFFICIENT AND ECONOMICAL USE OF RESOURCES	40
7.9	TEACHING RESOURCES.....	41
7.10	CURRICULUM REVIEW AND DEVELOPMENT.....	41
7.11	MONITORING OF HOURS OF DUTY	41
7.12	CAMP ARRANGEMENTS.....	41
PART 8.	WORKPLACE HEALTH & SAFETY, & ANTI-DISCRIMINATION.....	42
8.1	WORKPLACE HEALTH AND SAFETY.....	42
8.2	INCIDENTAL AND PERIPHERAL TASKS.....	42
8.3	EQUAL OPPORTUNITY & FREEDOM FROM DISCRIMINATION, BULLYING & HARASSMENT.....	42
PART 9.	SIGNATORIES	43
PART 10.	SCHEDULE – TEACHING STAFF.....	46
10.1	APPLICATION	46
10.2	DEFINITIONS	46
10.3	EMPLOYMENT CATEGORIES.....	47
10.4	INDUCTION	47
10.5	PART-TIME TEACHERS.....	47
10.6	CASUAL TEACHERS	48
10.7	FIXED TERM TEACHERS.....	48
10.8	WAGES – TEACHERS.....	50
10.9	SALARY INCREMENTS	52
10.10	CAREER STRUCTURE – TEACHING STAFF	52
10.11	HOURS OF WORK	52
10.12	EXTRA-CURRICULAR DUTIES.....	55
10.13	MEAL BREAK	55
10.14	RESIDENTIAL TEACHERS.....	55
10.15	REVIEW	55
10.16	BOARDER PREP SUPERVISION.....	56
10.17	PROMOTIONAL POSITIONS.....	56
10.18	SENIOR TEACHER CLASSIFICATION	59
10.19	TRANSITION FROM LEADING TEACHER TO EXPERIENCED SENIOR TEACHER.....	62
10.20	EXPERIENCED SENIOR TEACHER CLASSIFICATIONS.....	62

10.21	HIGHLY ACCOMPLISHED AND LEAD TEACHERS	63
PART 11.	SCHEDULE– NON-TEACHING STAFF	66
11.1	APPLICATION	66
11.2	FULL TIME EMPLOYMENT.....	66
11.3	CASUAL EMPLOYMENT.....	66
11.4	PART TIME EMPLOYMENT	66
11.5	TERM TIME AND FIXED TERM EMPLOYEES.....	67
11.6	CONTINUITY OF EMPLOYMENT.....	68
11.7	FIRST AID OFFICERS	68
11.8	MIXED FUNCTION	68
11.9	HOURS OF WORK	68
11.10	ROSTERING.....	68
11.11	OVERTIME.....	69
11.12	TIME OFF IN LIEU OF OVERTIME (TOIL)	69
11.13	PUBLIC HOLIDAYS	69
11.14	MEAL BREAK	70
11.15	REST PAUSE.....	70
11.16	FIRST AID KIT.....	70
PART 12.	SCHEDULE – SCHOOL OFFICERS.....	71
12.1	APPLICATION	71
12.2	CLASSIFICATION PROCESS	71
12.3	RECLASSIFICATION PROCESS FOR SCHOOL OFFICERS.....	71
12.4	INCREMENTAL ADVANCEMENT	72
12.5	WAGES – SCHOOL OFFICERS.....	73
12.6	CLASSIFICATION DEFINITIONS	75
PART 13.	SCHEDULE – BOARDING STAFF.....	94
13.1	APPLICATION	94
13.2	HOURS OF WORK – BOARDING HOUSE SUPERVISORS	94
13.3	CONSECUTIVE DAYS OFF – BOARDING HOUSE STAFF	94
13.4	BEING ROSTERED ON DURING MEAL TIMES – BOARDING HOUSE STAFF	94
13.5	TIME OFF ON WEEKENDS AND PUBLIC HOLIDAYS – BOARDING HOUSE SUPERVISORS.....	94
13.6	WAGES – DOMESTIC EMPLOYEES	96
13.7	WAGES – BOARDING HOUSE SUPERVISORS.....	97
13.8	KITCHEN ASSISTANT – TYPICAL DUTIES:	99
13.9	CATERING ASSISTANT – TYPICAL DUTIES:	99
13.10	LATE NIGHTS	100
13.11	WEEKEND WORK.....	100
13.12	BROKEN SHIFT ALLOWANCE.....	100
13.13	VEHICLES	100
13.14	SERVICE INCREMENTS – PROGRESSION OF BOARDING HOUSE SUPERVISORS.....	100
13.15	FORMATIVE APPRAISAL – BOARDING HOUSE SUPERVISORS.....	100
13.16	SUPERVISION OF STUDENTS BY BOARDING HOUSE STAFF	101
13.17	CAREER STRUCTURE	101
13.18	CLASSIFICATION STRUCTURE	101
13.19	INDICATIVE ROSTER ARRANGEMENTS.....	104
PART 14.	SCHEDULE – GROUND STAFF.....	107

14.1	APPLICATION	107
14.2	OVERTIME AND WEEKEND WORK.....	107
14.3	CLASSIFICATION DEFINITIONS.....	107
14.4	TRAINING	110
14.5	DISTRIBUTING FERTILISER OR SPRAYING	110
14.6	WORK IN THE RAIN.....	110
14.7	WASH-UP TIME	110
14.8	WAGES – GROUND STAFF	111
PART 15.	SCHEDULE – NURSES.....	112
15.1	APPLICATION	112
15.2	GENERIC LEVEL STATEMENTS – REGISTERED NURSES	112
15.3	DETERMINING THE LENGTH OF EXPERIENCE FOR PAY POINT.....	113
15.4	WAGES - NURSES	115
15.5	FULL TIME NURSES – ANNUALISED SALARY ARRANGEMENTS	116
15.6	OVERTIME WEEKEND WORK AND AFTERNOON/NIGHT SHIFTS	117
15.7	ALLOWANCES.....	119
15.8	SLEEPOVER	120
15.9	PROVISION OF A MEAL	121
15.10	CASUAL EMPLOYEES – CONVERSION TO PERMANENT EMPLOYMENT	121
PART 16.	APPENDIX 1 – TEACHING STAFF	122
16.1	AITSL AUSTRALIAN PROFESSIONAL STANDARDS FOR TEACHERS (CURRENT AS AT COMMENCEMENT OF AGREEMENT) .	122
16.2	EXAMPLE PROJECTS FOR SENIOR TEACHER APPLICANTS.....	125

PART 1. APPLICATION AND OPERATION

1.1 Title

1.1.1 This Agreement shall be known as the Fairholme College Enterprise Agreement 2025 (**Agreement**).

1.2 Application

This Agreement applies to the Presbyterian Church of Queensland, Fairholme College Toowoomba (the **College** or the **employer**) (ABN 16 917 099 053) and its employees for whom wage rates and classifications are contained in this Agreement (**employee** or **employees**) and to the Unions that are signatory to this Agreement.

1.3 Period of Operation

1.3.1 This Agreement shall commence operation from:

- (a) seven (7) days from the date it is approved by the Fair Work Commission; or
- (b) 1 January 2026,

whichever is later (**Commencement Date**).

1.3.2 This Agreement shall nominally expire on 31 December 2029.

1.3.3 The Agreement may only be terminated by any of the Parties to the Agreement in the manner prescribed in the *Fair Work Act 2009*.

1.3.4 Where this Agreement specifies an earlier operative date in relation to a particular provision, then that provision shall operate from that date for all staff employed at that earlier date.

1.4 Posting of Agreement

1.4.1 A copy of this Agreement will be made available electronically on the College intranet. If an employee is unable to access the College intranet site, the employee may request a hard copy of the Agreement, which the College will provide.

1.5 No Further Claims

1.5.1 This Agreement constitutes a closed Agreement in settlement of all matters for its duration. The Parties undertake that there will be no further claims in relation to any matter (wages or conditions) for the life of this Agreement.

1.6 National Employment Standards

1.6.1 This Agreement will be read and interpreted in conjunction with the National Employment Standards (**NES**) set out in the *Fair Work Act 2009* (Cth) (**Act**). Where there is an inconsistency between this agreement and the NES, and the NES provides a greater benefit, the NES provision will apply to the extent of the inconsistency.

1.7 Consultative Arrangements for Continuous Improvement

- 1.7.1 A College Consultative Committee is an important element in the consultative structure within the College to ensure all people affected have an opportunity to participate in the implementation and monitoring of the Agreement at the College level.
- 1.7.2 In agreeing to form a College Consultative Committee, all parties, management and employees, acknowledge the requirement for an atmosphere of mutual trust and co-operation. The overall purpose of the Committee is to provide an environment for greater two-way communication and in doing so, establish a forum in which employees are able to participate in the implementation of the Agreement. The College Consultative Committee will also provide management with the opportunity to utilise employee knowledge and experience.
- 1.7.3 The parties to this Agreement acknowledge that according to the authority and responsibility structure of the College, final decision-making remains the prerogative of the Principal and the College Board. The Principal and the College Board are committed to the process of consultation with employees, as appropriate.
- 1.7.4 The Parties agree that effective consultation is dependent upon:
 - (a) a commitment to participate;
 - (b) co-operation and consultation prior to decisions being made;
 - (c) effective communication processes within the College;
 - (d) training; and
 - (e) regular meetings.
- 1.7.5 The College Consultative Committee is established to implement, monitor and evaluate the Agreement at the College level. The objectives of the Committee are:
 - (a) to promote a co-operative approach to the implementation of the terms of the Agreement;
 - (b) to assist in the planning and necessary implementation of changes in work practices; and
 - (c) to provide a mechanism for employees to be involved in problem solving.
- 1.7.6 To achieve the above objectives, the College Consultative Committee will consult with all parties affected by the Agreement and monitor the progress of its implementation.
- 1.7.7 The College Consultative Committee will reflect the staffing structure of the College and would generally include:
 - (a) two (2) persons appointed by the College;
 - (b) one (1) employee union member elected by the IEUA College chapter; and
 - (c) three (3) members, one elected from each of the following areas:
 - (i) teaching;
 - (ii) School Officer; and

(iii) non-teaching staff.

(collectively “**Committee Members**”), provided that staff and the College may agree to an alternative structure as negotiated at the College/school level and notified to IEUA.

1.7.8 Sub-Committees may be formed to discuss specific issues.

1.7.9 Where appropriate, other relevant personnel will be co-opted for input on specific issues.

1.7.10 Three (3) meetings of the College Consultative Committee will be scheduled by the College each year. The College will provide the dates for the meetings no later than Week 1 of Term 1 each year. Meetings will be scheduled during term time. Additional meetings may be called at the request of a Committee Member.

1.7.11 In the event that no agenda items are submitted by seven (7) days prior to the scheduled meeting, the meeting may be cancelled by the College.

1.7.12 The Parties agree to support training to members of the College Consultative Committee no less than once per year or at the request of the Committee. No reasonable request by an employee to attend training, within the aforementioned parameters, will be refused.

PART 2. AIMS OF THE COLLEGE

2.1 College Mission

2.1.1 Fairholme College is a College of the Presbyterian Church of Queensland, with the following stated aims:

- (a) To lead students to a knowledge and understanding of the Christian faith and to nurture their growth in the Christian life.
- (b) To provide a program of the highest possible educational standards at all levels of primary and secondary education.
- (c) To prepare students for a life of service as well-educated, concerned and useful members of society, the community and the family, and as participating members of the Christian Church.
- (d) To offer the wider community an independent alternative form of education which aims to develop individual potential and serves to guide its students in such a way that they are capable of making responsible decisions and a personal Christian commitment for their future lives.

2.1.2 Fairholme College's Christian foundation pervades its whole life. The College upholds the principle of open entry to all students capable of conventional schooling.

2.1.3 The College believes that students perform best only when set real challenges. This is genuine pastoral care and it provides a sense of achievement and self-respect.

2.1.4 The College emphasises the traditional values of hard work, fair play and a pride in one's appearance and behaviour. The special character of the College lies in its harmonious balance between boarders and day students. The College was founded to provide a boarding school for rural families and continues to place heavy emphasis on its role as a 'home away from home'.

2.1.5 The College seeks to be a Christian College by emphasising the following.

- (a) The quality of relationships: At all levels, Principal - staff, staff - staff, staff - students, staff - parents, relationships are based on the Christian virtues of trust, mutual respect and tolerance. It is a "family" College where individuals are accepted.
- (b) The quest for truth: The Christian College encourages a hunger for truth, intellectual curiosity, and training for pupils to think for themselves. It presents the Christian message winsomely but respects the independence of those whose views differ.
- (c) Concern for the growth of persons: If the Christian College believes that each individual is known and loved by God, each member of the College community (staff, pupils, parents, Board) will be encouraged to develop his/her gifts for the service of God and humanity.

2.2 Endorsement

2.2.1 It is acknowledged that the current high levels of performance have been substantially contributed to by efforts of the Church, Board, Principal and staff with the support of the parents of the College. The parties to this Agreement acknowledge and will continue to work towards the achievement of the College Mission detailed in Clause 2.1.

2.3 Objectives of this Agreement

2.3.1 This Agreement provides a framework for management and employees to work together towards improving productivity and efficiency.

2.3.2 The Objectives of the Agreement are to develop a culture of workplace reform by:

- (a) Improving the quality of service to client groups;
- (b) Improving the quality of teaching;
- (c) Improving the learning outcomes for students;
- (d) Improving the quality of management;
- (e) Improving the effectiveness of support services in contributing to the provision of quality teaching and learning and the pastoral care of all students and staff;
- (f) Enhancing the provision of broad curriculum services for students through effective and efficient College arrangements and practices;
- (g) Developing collaborative and consultative decision-making processes;
- (h) Creating more effective College management and resourcing processes which increase flexibility, responsiveness and professionalism;
- (i) Reflecting upon and giving support to the principles of employment equity, social justice, and accountability;
- (j) Recognising the key role of staff members in Fairholme College;
- (k) Providing benefits to employees through improved wages linked to their contributions to the development and implementation of workplace reform and through improvements in the working environment;
- (l) Recognising the commitment of staff and management to the process and outcomes of Enterprise Bargaining; and
- (m) Reviewing resources to ensure cost minimisation without affecting quality or standards.

PART 3. DISPUTE RESOLUTION – PROCEDURE FOR PREVENTING AND SETTLING DISPUTES

3.1 Preamble

- 3.1.1 It is a term of this Agreement that in the event of a disagreement regarding the interpretation or application of the terms of this Agreement, or any matter pertaining to the employment of an employee covered by this Agreement, the following Dispute Resolution Procedure will be followed.
- 3.1.2 The parties agree to participate in the Dispute Resolution Procedure in good faith and in recognition that the satisfactory resolution of any dispute is in the interests of all parties to this Agreement.

3.2 Principles of Dispute Resolution Procedure

- 3.2.1 A party to this Agreement, or person subject to this Agreement, may initiate a dispute concerning the interpretation or application of this Agreement, or the benefits prescribed by this Agreement, at any time.
- 3.2.2 A party may choose to be represented at any stage by a representative, including a union representative or employer's organisation. The representative of a party will be recognised by any other party to the dispute.
- 3.2.3 A person acting as an employee representative in a dispute will be provided with ready access to employees so that relevant information and instructions can be provided.
- 3.2.4 In the first instance a dispute will be dealt with at the workplace level. If the dispute remains unresolved, conciliation may occur. If the dispute remains unresolved after conciliation, arbitration may be sought as a means of resolving the dispute.

3.3 Dispute Resolution Procedure

- 3.3.1 If a dispute relates to:
 - (a) a matter arising under the agreement; or
 - (b) the National Employment Standards; or
 - (c) any industrial matter;this clause sets out the procedure to settle the dispute.
- 3.3.2 An employee who is a party to a dispute may appoint a representative for the purposes of the Dispute Resolution Procedure. An employee may be represented at any stage of this process.
- 3.3.3 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. A response will be provided as soon as reasonably practicable.
- 3.3.4 Where the dispute concerns alleged actions of the immediate supervisor or manager the employee/s may bypass this level (subclause 3.3.3 above) in the Dispute Resolution Procedure.

3.3.5 If the dispute is not resolved under subclause 3.3.3, the matter may be referred to the next higher level of management for discussion. Such discussion should, if possible, take place as soon as practicable after the request has been made.

3.3.6 If the dispute involves allegations of discrimination or harassment by a supervisor or manager, the employee may commence this process by reporting the allegations to the next level of management beyond that of the supervisor or manager concerned. If there is no level of management beyond that involved in the allegation, the employee may proceed directly to the process outlined at subclause 3.3.9.

3.3.7 If the dispute is still unresolved after discussions mentioned earlier in this clause, the matter may be raised with the senior management of the employer or the employer's nominated industrial representative. This should occur as soon as it is evident that the earlier will not result in resolution of the dispute.

3.3.8 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,

3.3.9 The Fair Work Commission may deal with the dispute in two stages:

- (a) The Fair Work Commission may 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.

3.3.10 Note: If the Fair Work Commission arbitrates the dispute, it may also use the powers that are available to it under the Act. A decision that the 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, subject to the provisions of the legislation, an appeal may be made against the decision.

3.3.11 While the parties are trying to resolve the dispute using the Dispute Resolution Procedure;

- (a) an employee must continue to perform their work as they would normally unless they have a reasonable concern about an imminent risk to 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 employee reasonably believes that the work is not safe; or
 - (ii) applicable occupational health and safety legislation would not permit the work to be performed; or
 - (iii) the employee reasonably believes that 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; or
 - (v) the status quo existing before the emergence of the grievance or dispute is to continue.

- 3.3.12 The parties to the dispute agree to be bound by a decision made by the Fair Work Commission in accordance with this Dispute Resolution Procedure.
- 3.3.13 The parties agree that the reference to disputes or grievances in respect to any industrial matter in this clause includes disputes or grievances in relation to whether the employer had reasonable business grounds for refusing a request under the National Employment Standards for flexible working arrangements or an application to extend unpaid parental leave.

PART 4. TERMS OF ENGAGEMENT

4.1 Contract of Employment

4.1.1 At the point of engagement, each employee shall be advised in writing of the following:

- (a) their employment category;
- (b) their classification and pay point level;
- (c) the number of ordinary hours to be worked;
- (d) the duration of the engagement where the employment for a fixed period; and
- (e) where applicable, the days of the week to be worked, starting and finishing times, and whether these can be varied.

4.2 Variation

Subject to clause 4.7, the College may vary the terms of engagement of any employee other than a casual employee by providing two (2) weeks' notice of such changes unless a shorter period of notice is mutually agreed between the College and employee.

4.3 Induction

All new staff shall complete an induction process in accordance with the College's Induction Policy.

4.4 Individual Flexibility Arrangement

4.4.1 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 agreement 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 (a); and
- (c) the IFA is genuinely agreed to by the employer and employee.

4.4.2 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.

4.4.3 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.

4.4.4 The employer must give the employee a copy of the IFA within 14 days after it is agreed to.

4.4.5 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.

4.5 Statement of Employment

The College will, in the event of termination of employment and upon request from the relevant employee, provide a written statement specifying the period of employment and the classification or type of work performed by the employee.

4.6 Termination of Employment

4.6.1 Termination by the College – Full-Time and Part-Time Teachers:

- (a) The College shall provide full-time Teachers with at least one month's notice in writing of the termination of their services.
- (b) Full-time Teachers over 45 years of age at the time of the giving of notice, and with more than two (2) years' service with the College, shall be entitled to an additional week's notice.

(c) The College will provide part-time Teachers with the following notice in writing of the termination of their employment:

Employee's period of continuous service at the end of the day the notice is given	Notice period
Less than 3 years	2 weeks
More than 3 years but less than 5 years	3 weeks
More than 5 years'	4 weeks

(d) In addition to the notice in clause 4.6.1(c), part-time Teachers over 45 years of age at the time of the giving of notice and with not less than two (2) years' continuous service, will be entitled to an additional week's notice.

(e) The College may require a Teacher to work for all or part of the notice period and will pay the Teacher an amount in lieu of any portion of the notice period which the College does not require the Teacher to work.

(f) In calculating any payment in lieu of notice the ordinary time rate of pay for the employee concerned shall be used.

(g) The period of notice in clause 4.6.1 shall not apply in the case of dismissal for serious misconduct or other grounds that justify instant dismissal, or in the case of a casual employee, or an employee engaged by the hour or day, or an employee engaged under a fixed term contract or for a specific period or task.

4.6.2 Termination by the College – Non-Teaching Staff:

(a) The College shall provide non-teaching staff with four (4) weeks' notice in writing of the termination of their employment.

(b) In addition to the notice in clause 4.6.2(a) employees over 45 years of age at the time of the giving of notice and with not less than five (5) years' continuous service, shall be entitled to an additional week's notice.

(c) The College may require an employee to work for all or part of the notice period and will pay the employee an amount in lieu of any portion of the notice period which the College does not require the employee to work.

(d) In calculating any payment in lieu of notice the ordinary time rate of pay for the employee concerned shall be used.

(e) The period of notice in clause 4.6.2 shall not apply in the case of dismissal for serious misconduct or other grounds that justify instant dismissal, or in the case of a casual employee, or an employee engaged by the hour or day, or an employee engaged under a fixed term contract or for a specific period or task.

4.6.3 Notice of Termination by Employee

(a) The notice of termination required to be given by a Teacher shall be the same as that required of the College, except there shall be no additional notice based on the age of the employee

concerned.

- (b) Non-teaching staff are required to give notice of four (4) weeks.
- (c) If an employee fails to give the required notice, the College has the right to withhold wages due to the employee equal to the amount of notice not given but no more than:
 - (i) two (2) weeks' salary for Teachers; and
 - (ii) one (1) weeks' salary for non-teaching staff.
- (d) If the College has agreed to a shorter period of notice than that required under 4.6.3(a) or (b), then no deduction can be made under clause 4.6.3(c).
- (e) Any deduction made under clause 4.6.3(c) must not be unreasonable in the circumstances.

4.7 Consultation

4.7.1 This clause 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.

4.7.2 For a major change referred to in clause 4.7.1 (a):

- (a) the employer must notify the relevant employees of the decision to introduce the major change; and
- (b) clauses 4.7.3 to 4.7.9 apply.

4.7.3 The relevant employees may appoint a representative for the purposes of the procedures in this clause.

4.7.4 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.

4.7.5 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.

4.7.6 However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.

4.7.7 The employer must give prompt and genuine consideration to matters raised about the major change by the relevant employees.

4.7.8 If a clause 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 clauses 4.7.2(a) and clauses 4.7.3 and 4.7.5 are taken not to apply.

4.7.9 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.

Change to regular roster or ordinary hours of work

4.7.10 For a change to regular roster or ordinary hours of work of employees:

- (a) the employer must notify the relevant employees of the proposed change; and
- (b) clauses 4.7.11 to 4.7.15 apply.

4.7.11 The relevant employees may appoint a representative for the purposes of the procedures in this clause.

4.7.12 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.

- 4.7.13 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).

- 4.7.14 However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.

- 4.7.15 The employer must give prompt and genuine consideration to matters raised about the change by the relevant employees.

- 4.7.16 In this clause, 'relevant employees' means the employees who may be affected by a change referred to in clause 4.7.1.

4.8 Redundancy

4.8.1 Consultation

Where the College decides that it no longer wishes the job the employee has been doing to be done by anyone, and this is not due to the ordinary and customary turnover of labour, and that decision may lead to termination of employment, the College shall consult with the employee as per clause 4.7.

4.8.2 Transfer to Lower Paid Duties

- (a) Where an employee is transferred to lower paid duties for reasons set out in clause 4.8, the employee will be entitled to salary maintenance at their former substantive rate of pay for a period of twelve months from the date the transfer commences.
- (b) An employee's former substantive rate includes:
 - (i) the ordinary working hours that were worked by the employee; and
 - (ii) the amounts paid to the employee for those hours including for example, loadings and penalties; and
 - (iii) any other amounts that were payable under the employee's employment contract.
- (c) No extension to this period of time will be permitted.

(d) This clause does not apply where an employee's role has been made redundant and the employee voluntarily applies for and/or accepts a role within the College that is not considered a suitable alternative role for the purposes of redeployment.

4.8.3 Time off During Notice Period

(a) Where a decision has been made to terminate an employee in the circumstances outlined in clause 4.8.1, the employee shall be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment. This time off shall be taken when convenient to the employee after consultation with the College.

(b) If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the employee shall, at the request of the College, be required to produce proof of attendance at an interview or the employee shall not receive payment for the time absent. For this purpose, a statutory declaration will be sufficient.

4.8.4 Redundancy Pay

(a) In addition to the period of notice prescribed for ordinary termination in clause 4.6 and subject to any further order of the Fair Work Commission, an employee whose employment is terminated for reasons set out in clause 4.8.1, shall be entitled to redundancy pay in accordance with the following:

Employee's Period of Continuous Service with the College on termination	Redundancy pay period
Less than 1 year	nil
At least 1 year but not more than 2 years	4 weeks pay
More than 2 years but not more than 3 years	6 weeks pay
More than 3 years but not more than 4 years	7 weeks pay
More than 4 years but not more than 5 years	8 weeks pay
More than 5 years but not more than 6 years	10 weeks pay
More than 6 years but not more than 7 years	11 weeks pay
More than 7 years but not more than 8 years	13 weeks pay
More than 8 years but not more than 9 years	14 weeks pay
More than 9 years	16 weeks pay

(b) A 'Weeks' Pay' in the table above means the ordinary time rate of pay for the employee concerned provided that the following amounts are excluded from the calculation of the ordinary time rate of pay: overtime, penalty rates, disability allowances, shift allowances, special rates, fares and travelling time allowances, bonuses and any other ancillary payments.

4.8.5 Employee Leaving During Notice

An employee whose employment is terminated for reasons set out in clause 4.8.1 may terminate such employment during the period of notice, and, if so, shall be entitled to the same benefits and payments under this clause had such employee remained with the College

until the expiry of such notice provided that in such circumstances the employee shall not be entitled to payment in lieu of notice.

4.8.6 Alternative Employment

If the College obtains suitable alternative employment for an employee, the employee will not be entitled to redundancy pay. If the employee does not agree that it is suitable alternative employment, the employee may access the grievance and dispute settlement procedure in accordance with Part 3 of this Agreement.

4.8.7 Employees with Less than One Year's Service

Clause 4.8 shall not apply to employee/s with less than one year's continuous service and the general obligation on the College should be no more than to give relevant employee/s an indication of the impending redundancy at the first reasonable opportunity, and to take such steps as may be reasonable to facilitate the obtaining by the employee/s of suitable alternative employment.

4.8.8 Employees Exempted: Clause 4.8 shall not apply:

- (a) where employment is terminated as a consequence of misconduct on the part of the employee; or
- (b) to employees engaged for a specific period or task(s); or
- (c) to casual employees.

4.9 Requesting Flexible Work Arrangements

4.9.1 An employee may request a change in their working arrangements if any of the following circumstances apply to the employee and they would like the change in their working arrangements because of those circumstances:

- (a) the employee is pregnant;
- (b) the employee is the parent, or has responsibility for the care of a child who is of school age or younger;
- (c) the employer is a carer (within the meaning of the *Carer Recognition Act 2010*);
- (d) the employee has a disability;
- (e) the employee is 55 or older;
- (f) the employee is experiencing family and domestic violence;
- (g) the employee is providing care or support to a member of their immediate family or a member of their household who requires care or support because that member is experiencing family and domestic violence.

4.9.2 The employee is not entitled to make the request unless:

- (a) for an employee other than a casual employee, they have completed at least 12 months' continuous service immediately before making the request;

- (b) for a casual employee--the employee:
 - (i) is, immediately before making the request, a regular casual employee of the employer who has been employed on that basis for a sequence of periods of employment during a period of at least 12 months; and
 - (ii) has a reasonable expectation of continuing employment by the employer on a regular and systematic basis.

4.9.3 An eligible employee who is the parent of a child or has responsibility for the care of a child, and who is returning to work after taking parental or adoption leave, may request to work part-time to assist them to care for the child.

4.9.4 The request must be in writing and set out details of the change sought, the reasons for the change and the period for which the change is requested.

4.9.5 The College will give the employee a written response to the request within 21 days, stating whether the School grants or refuses the request.

4.9.6 If the College refuses the request, it will provide reason(s) for the refusal and will only do so on reasonable business grounds.

4.9.7 In making the decision whether to grant the request for a flexible working arrangement, the College will take the following into account:

- (a) the reasons for the request including the particular circumstances of the employee (including the impact on the employee of a refusal);
- (b) the impact that the new working arrangements would have on the College including the cost of the requested working arrangements; and
- (c) the impact that the new working arrangements would have on other employees.

4.10 Workplace Delegates' Rights

4.10.1 The rights of a workplace delegate are outlined in section 350A and 350C of the *Fair Work Act 2009*.

4.10.2 Clause 4.10 provides for the exercise of the rights of workplace delegates set out in section 350C of the Act.

4.10.3 In clause 4.10:

- (a) **employer** means the College;
- (b) **delegate's organisation** means the employee organisation in accordance with the rules of which the workplace delegate was appointed or elected; and
- (c) **eligible employees** means members and persons eligible to be members of the delegate's organisation who are employed by the employer in the enterprise.

4.10.4 Before exercising entitlements under clause 4.10, a workplace delegate must give the College written notice of their appointment or election as a workplace delegate. If requested, the workplace delegate must provide the College with evidence that would satisfy a reasonable person of their appointment or election.

4.10.5 An employee who ceases to be a workplace delegate must give written notice to the College within 14 days.

4.10.6 Right of representation

- (a) A workplace delegate may represent the industrial interests of eligible employees who wish to be represented by the workplace delegate in matters including:
 - (i) consultation about major workplace change;
 - (ii) consultation about changes to rosters or hours of work;
 - (iii) resolution of disputes;
 - (iv) disciplinary processes;
 - (v) enterprise bargaining where the workplace delegate has been appointed as a bargaining representative under section 176 of the Act or is assisting the delegate's organisation with enterprise bargaining; and
 - (vi) any process or procedure within an award, enterprise agreement or policy of the College under which eligible employees are entitled to be represented and which concerns their industrial interests.

4.10.7 Entitlement to reasonable communication

- (a) A workplace delegate may communicate with eligible employees for the purpose of representing their industrial interests under clause 4.10.6. This includes discussing membership of the delegate's organisation and representation with eligible employees.
- (b) A workplace delegate may communicate with eligible employees during working hours or work breaks, or before or after work.

4.10.8 Entitlement to reasonable access to the workplace and workplace facilities

- (a) The College must provide a workplace delegate with access to or use of the following workplace facilities:
 - (i) a room or area to hold discussions that is fit for purpose, private and accessible by the workplace delegate and eligible employees;
 - (ii) a physical or electronic noticeboard;
 - (iii) electronic means of communication ordinarily used in the workplace by the employer to communicate with eligible employees and by eligible employees to communicate with each other, including access to Wi-Fi;
 - (iv) a lockable filing cabinet or other secure document storage area; and
 - (v) office facilities and equipment including printers, scanners and photocopiers.
- (b) The College is not required to provide access to or use of a workplace facility under clause

4.10.8(a) if:

- (i) the workplace does not have the facility;
- (ii) due to operational requirements, it is impractical to provide access to or use of the facility at the time or in the manner it is sought; or
- (iii) the College does not have access to the facility at the enterprise and is unable to obtain access after taking reasonable steps.

4.10.9 Entitlement to reasonable access to training

- (a) The College must provide a workplace delegate with access to up to 5 days of paid time during normal working hours for initial training and at least one day each subsequent year, to attend training related to representation of the industrial interests of eligible employees, subject to the following conditions:
 - (i) In each year commencing 1 July, the College is not required to provide access to paid time for training to more than one workplace delegate per 50 eligible employees.
 - (ii) The number of eligible employees will be determined on the day a delegate requests paid time to attend training, as the number of eligible employees who are:
 - full-time or part-time employees; or
 - regular casual employees.
 - (iii) Payment for a day of paid time during normal working hours is payment of the amount the workplace delegate would have been paid for the hours the workplace delegate would have been rostered or required to work on that day if the delegate had not been absent from work to attend the training.
 - (iv) The workplace delegate must give the College not less than 5 weeks' notice (unless the College and delegate agree to a shorter period of notice) of the dates, subject matter, the daily start and finish times of the training, and the name of the training provider.
 - (v) If requested by the College, the workplace delegate must provide the College with an outline of the training content.
 - (vi) The College must advise the workplace delegate not less than 2 weeks from the day on which the training is scheduled to commence, whether the workplace delegate's access to paid time during normal working hours to attend the training has been approved. Such approval must not be unreasonably withheld.
 - (vii) The workplace delegate must, within 7 days after the day on which the training ends, provide the College with evidence that would satisfy a reasonable person of their attendance at the training.

4.10.10 Exercise of entitlements under clause 4.10

- (a) A workplace delegate's entitlements under clause 4.10 are subject to the conditions that the workplace delegate must, when exercising those entitlements:
 - (i) comply with their duties and obligations as an employee;
 - (ii) comply with the reasonable policies and procedures of the College, including reasonable codes of conduct and requirements in relation to occupational health and safety and acceptable use of ICT resources;

- (iii) not hinder, obstruct or prevent the normal performance of work; and
- (iv) not hinder, obstruct or prevent eligible employees exercising their rights to freedom of association.

4.10.11 Clause 4.10 does not require the College to provide a workplace delegate with access to electronic means of communication in a way that provides individual contact details for eligible employees.

4.10.12 Clause 4.10 does not require an eligible employee to be represented by a workplace delegate without the employee's agreement.

PART 5. SALARY AND WAGES

5.1 Salary and Wage Rates

5.1.1 The salary and wages for all classifications are set out in clause 10.8 (Teaching Staff), clause 12.5 (School Officers), clause 13.6 (Domestic Employees), clause 13.7 (Boarding House Supervisors), clause 14.8 (Ground Staff) or clause 15.4 (Nurses), of this Agreement.

5.2 Wage Increases

5.2.1 The salary and wages outlined in clause 10.8 (Teaching Staff), clause 12.5 (School Officers), clause 13.6 (Domestic Employees), clause 13.7 (Boarding House Supervisors), clause 14.8 (Ground Staff) and clause 15.4 (Nurses) are based on the following:

- (a) increasing the wages applicable from 1 January 2026 by 3.5%;
- (b) increasing the wages applicable from 1 January 2027 by 3%;
- (c) increasing the wages applicable from 1 January 2028 by 3%;
- (d) increasing the wages applicable from 1 January 2029 by 3%.

5.2.2 During the life of this Agreement, if a percentage-based increase to teachers' salaries/wages above the % increase specified in this Agreement is achieved in the Queensland State sector (**Education Queensland**), then the difference in the percentage-based increase to teachers' salaries/wages in Education Queensland compared with that specified for Employees covered by this Agreement in clause 5.2.1 above, will be applied to the salaries/wages for the relevant years, as set out in the relevant Parts of this Agreement. It will be applied from the first full pay period after the date that the respective increase for teachers in Education Queensland commences.

5.2.3 Except for the allowances set out in clause 5.2.4 below, allowances will be increased by the same quantum, and from the same date as the wage increases identified in clause 5.2.1 or 5.2.2 (whichever is greater).

5.2.4 The following allowances are set for the duration of the Agreement, and do not increase:

- (a) First aid allowance (Schedule – Non-Teaching Staff, clause 11.7);
- (b) Meal Break allowance (Schedule – Non-Teaching Staff, clause 11.14);
- (c) Fertiliser/Spraying allowance (Schedule – Ground Staff, clause 14.5);
- (d) Overtime meal allowance (Schedule – Nurses, clause 15.6.2);
- (e) Uniform and Laundry allowance (Schedule – Nurses, clause 15.7.3).

5.2.5 A junior employee appointed at classification Level 1 or 2 outlined in clause 13.6 (Domestic Employees), clause 13.7 (Boarding House Supervisors), clause 14.8 (Ground Staff) and clause 15.4 (Nurses) or Level 3 in clause 12.5 (School Officers) are to be paid at the following percentage of the appropriate adult rate for the position performed:

Age	% of adult rate
Under 17 years of age	50
17 years of age	60
18 years of age	70
19 years of age	80
20 years of age	90

5.3 Progression – Teaching Staff

5.3.1 A Graduate Teacher will commence on Band 2 Step 1 of the salary scale in Schedule 1.

5.3.2 Subject to satisfactory conduct, diligence and efficiency, a Teacher shall receive annual incremental increases in salary according to the salary scale as applicable until the Teacher reaches the maximum salary level for which the Teacher is eligible under this Agreement.

5.3.3 The process for progression to Senior Teacher, Experienced Senior Teacher 1, Experienced Senior 2, Highly Accomplished Teacher and Lead Teacher are contained in *Part 10, Schedule – Teaching Staff* of this Agreement.

5.3.4 The College will provide teaching staff with written notice at least two (2) months in advance of the date on which they are anticipated to become eligible to apply for progression to the Senior Teacher or Experienced Senior Teacher classifications.

5.4 Averaging of Wages for Term Time School Officers and Nurses

5.4.1 The College and an employee who works less than a full year may agree to average the employee's pay over the full year. Where such an agreement exists, it shall be recorded in writing between the College and employee, and a copy kept as part of the time and wages record.

5.4.2 Hours worked in excess of the employee's agreed normal working hours will be paid for at the next pay period at the applicable rate specified in the Agreement. Where there are substantive changes to the standard roster, a new calculation of average wages will occur.

5.5 Salary Payments

5.5.1 In respect to the wage and salary entitlements of all employees, the College will pay a full calendar month salary, subject to pro rata adjustment for casual and part-time employees, on the fifteenth day of the month or on the nearest working day before, should the fifteenth day be a Saturday, Sunday or public holiday.

5.5.2 Overtime payments excluding time in lieu will be made on the first pay day following the day on which the overtime was worked.

5.6 Superannuation

5.6.1 In addition to the wages that are prescribed in this Agreement, the College will make a superannuation contribution at the rate prescribed by the *Superannuation Guarantee (Administration) Act 1992* (**Superannuation Guarantee Contribution**) to all eligible employees into a fund of their choice in accordance with the requirements of the *Superannuation Guarantee (Administration) Act 1992*.

5.6.2 Where an employee has not exercised a choice in relation to the funds identified in this clause within 28 days of commencing employment, the College will comply with its obligations under the *Superannuation Guarantee (Administration) Act 1992*, 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 to its default fund, NGS Super or any successor complying fund.

5.6.3 The parties recognise that any additional superannuation contributions from employees are a matter of employee choice within the options available.

5.6.4 The College shall make available to all employees the following options of superannuation employer contributions in addition to the Superannuation Guarantee Contribution on the basis of a co-payment employee contribution:

Employee Contribution	Employer Contribution
1%	Additional 1%
3%	Additional 2%
4%	Additional 3%
5%	Additional 3.75%

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

5.7 Staff College Fee Discount

5.7.1 Children of full time members of the staff of Fairholme College (academic and non-academic) are entitled to a 33.3% remission of tuition fees at Fairholme College.

5.7.2 Children of part-time members of the staff of Fairholme College (working a minimum of 5 hours per week) are entitled to a 20% remission of tuition fees at Fairholme College.

5.8 Blue Card

5.8.1 The *Commission for Children and Young People and Child Guardian Act 2000* (Qld) requires people who work in regulated employment, to undergo screening (i.e. the Working with Children Check/Blue Card).

5.8.2 The College shall fund, for a non-teaching staff member, the renewal cost of the employee's Working with Children Check/Blue Card. The cost of an initial application for the Working with Children Check/ Blue Card shall not be met by the College.

PART 6. LEAVE

6.1 Proportion of Salary – Teachers

- 6.1.1 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 paid leave by the College) for each day of the school year at the College shall be paid as for a full calendar year commencing on 1st January. A Teacher who ceases Duty before completing 10 teaching weeks of employment shall be paid in lieu of vacation pay an amount equal to 1/12th of their ordinary pay for the period of employment.
- 6.1.2 A Teacher who ceases Duty after at least 10 teaching weeks of employment shall be paid the proportion of the Teacher's annual salary of that year that the Teacher's service excluding school vacations bears to a standard school year, provided that such proportion of salary shall be calculated on the salary which the employee was receiving immediately before cessation of employment.
- 6.1.3 A standard year shall be deemed for the purposes of clause 6.1 to be the total number of term weeks in a year which students are required to attend for educational purposes, as published in the College calendar for that year, for both Secondary and Primary Teaching Staff.
- 6.1.4 The statutory entitlement to 4 weeks' annual leave is deemed to be taken during school vacation periods. Permanent part time and fixed term teachers are entitled to a pro rata amount of annual leave deemed to be taken during school vacation periods.
- 6.1.5 For the purposes of clauses 6.1 and 6.2, salaries shall be regarded as including allowances prescribed by this Agreement.

6.2 Annual Leave Loading – Teachers

- 6.2.1 A Teacher who has taught (or has been granted paid leave by the College) for each day of the school year at the College shall receive an annual leave loading equivalent to 17.5% of 4 weeks' salary calculated upon the salary which such employee was receiving immediately before commencing the summer vacation.
- 6.2.2 A Teacher who commences employment after the beginning of a school year and:
 - (a) has actually taught for at least 20 weeks; or
 - (b) has taught for at least a full school term and who teaches to the end of the school year, shall be paid the proportion of the annual leave loading prescribed in clause 6.2.2 that the Teacher's service (excluding school vacations) bears to a standard school year.
- 6.2.3 A Teacher who resigns, having given the prescribed notice in writing, or whose services are terminated by the College for some reason or reasons other than serious misconduct and who has taught for at least the full first school term shall be paid the proportion of the annual leave loading prescribed in clause 6.2.2 that the Teacher's service (excluding school vacations) bears to a standard school year, provided that such loading shall be calculated based on the salary which the employee was receiving immediately before cessation of employment.
- 6.2.4 The full amount of the abovementioned annual leave loadings shall be paid to the Teacher at the commencement of the midsummer vacation or prior date of cessation of employment.

6.2.5 A standard year shall be deemed for the purposes of clause 6.2 to be the total number of term weeks in a year which students are required to attend for educational purposes, as published in the College calendar for that year, for teaching staff in both the Secondary and Primary Departments of the College.

6.3 Annual Leave – Non Teaching Employees

6.3.1 Permanent full-time non-teaching employees are entitled to 4 weeks' annual leave per annum. Part time, term time and fixed term non-teaching employees are entitled to a pro rata annual leave entitlement.

6.3.2 Annual leave shall be taken by all employees during school vacation periods unless otherwise agreed between the College and the employee.

6.3.3 If an employee and the College so agree, annual leave may be taken wholly or partly in advance before the employee has become entitled to annual leave:

- (a) An employee who has taken in advance, the whole of the annual leave that would be due at the end of a year of employment, is not entitled to any further annual leave at the end of that year of employment.
- (b) An employee who has taken in advance part of the annual leave that would be due at the end of a year of employment, becomes entitled at the end of that year of employment to the part of the annual leave not already taken.

6.3.4 In respect to annual leave entitlements to which clause 6.3 applies, annual leave pay (including any proportionate payments) shall comprise:

- (a) the employee's ordinary wage rate as prescribed by the Agreement for the period of the annual leave; and
- (b) a further amount calculated at the rate of 17.5% of the employee's ordinary wage.

6.3.5 Clause 6.3.4 shall not apply to:

- (a) any period or periods of leave exceeding four (4) weeks per annum in any other case.
- (b) the College (and its employees) who are already paying (or receiving) an annual leave bonus, loading or other annual leave payment which is not less favourable to employees.
- (c) full time (52 weeks non-teaching employees) can access up to three additional days to cover the period of shutdown between Christmas and New Year. This is non-cumulative and does not come off an employee's annual leave entitlement.

6.3.6 If an employee (other than a casual employee) is dismissed by the College or voluntarily leaves employment after any leave has become due, and without such leave having been taken, the employee shall be entitled to a payment in lieu calculated at the rate of wages which the employee was earning at the date of such dismissal or leaving, calculated in accordance with clause 6.3.4.

- 6.3.7 If the employment of any employee is terminated before the expiration of a full year of employment, such employee shall be paid, in addition to all other amounts due to the employee, an amount equal to 1/12th of ordinary pay for the period of employment calculated in accordance with clause 6.3.4.
- 6.3.8 Every employee shall be given at least 4 weeks' notice by the College of the commencement of annual leave, provided that less than 4 weeks' notice of the commencement of annual leave may be given by agreement between the College and the employee.

6.4 Personal/carer's Leave

- 6.4.1 All full time employees are entitled to 10 days of paid personal/carer's leave for each 12 months of continuous employment. Part time, term time and fixed term employees are entitled to personal/carer's leave on a pro rata basis. Casual employees are not entitled to paid personal/carer's leave.
 - (a) The College will permit employees to access up to 5 paid days of personal/carer's leave (or the pro-rata equivalent) within their first six months of employment in advance of the personal/carer's leave accruing.
 - (b) Any personal/carer's leave taken in advance by a new employee in accordance with clause 6.4.1(a) will be deducted from the entitlement under clause 6.4.1 once the leave entitlement accrues.
- 6.4.2 Personal/carer's leave may be taken:
 - (a) because the employee is not fit for work because of a personal illness or injury; or
 - (b) to provide care or support to a member of the employee's immediate family or household who requires care or support because of illness or injury, or because of an unexpected emergency.
- 6.4.3 For the purposes of this clause, 'Immediate Family' means a spouse, child, parent, grandparent, grandchild or sibling of the employee or a child, parent, grandparent, grandchild or sibling of the employee's spouse.
- 6.4.4 Personal/carer's leave is cumulative.
- 6.4.5 Entitlement to paid personal/carer's leave is subject to an Employee notifying the College of their absence as soon as reasonably practicably and wherever possible in sufficient time so that relief arrangements can be made. The Employee should also notify the College of the general nature and the estimated duration of the absence.
- 6.4.6 The employee will provide a Medical Certificate or statutory declaration as soon as reasonably practicable for absences in excess of two (2) days, and for personal/carer's leave that is taken on the working day immediately before or after a public holiday.

6.5 Compassionate Leave

- 6.5.1 Permanent employees are entitled to up to three days paid compassionate leave on each occasion of:
 - (a) the death of a member of their immediate family or household; or

- (b) to spend time with a member of their immediate family or household who is suffering from a serious injury or illness posing a threat to that person's life;
- (c) a child is stillborn, where the child would have been a member of the employee's immediate family, or a member of the employee's household, if the child had been born alive; or
- (d) the employee, or the employee's spouse or de facto partner, has a miscarriage.

6.5.2 Paragraph 6.5.1(d) does not apply:

- (a) if the miscarriage results in a stillborn child; or
- (b) to a former spouse, or former de facto partner, of the employee.

6.5.3 "Immediate family" in this clause shall have the same meaning as in clause 6.4.3.

6.5.4 Casual employees have the same entitlement to compassionate leave as permanent employees except that such leave is unpaid.

6.5.5 Payment for compassionate leave is subject to the employee providing the College with proof of the serious injury/illness or death, if requested by the College.

6.6 Parental Leave

6.6.1 The following provisions are to be read in conjunction with the *Fair Work Act 2009* (Cth) as replaced or amended from time to time.

6.6.2 College Paid Parental Leave

- (a) Eligible employees may access 14 weeks' paid parental leave (exclusive of vacation time) to be taken in accordance with Fairholme College's Parental Leave Policy.
- (b) The 14 week period of paid parental leave is inclusive of any public holidays arising within that time.
- (c) Paid parental leave can be taken at half pay for double the period of time.
- (d) Employees will continue to accrue superannuation, long service leave and other leave entitlements while on paid parental leave.

6.6.3 Adoption Leave

- (a) Eligible employees may access 14 weeks' paid adoption leave (exclusive of vacation time) to be taken in accordance with Fairholme College's Parental Leave Policy.

6.6.4 Partner/spousal Leave

- (a) Eligible employees who have completed at least 12 months' continuous service are entitled to 10 days of paid partner/spousal leave, to be taken within the first 12 months of the child's birth.
- (b) Employees may also be entitled to up to 52 weeks' unpaid leave after the employee's partner/spouse gives birth in accordance with the *Fair Work Act 2009*.

6.6.5 Eligible Employees

- (a) For the purpose of this clause 6.6, "eligible employees" are employees who meet the eligibility criteria for paid parental leave (as relevant) as outlined in Fairholme College's Parental Leave policy.
- (b) Employees who take a period of paid parental leave, paid adoption leave or paid partner/spousal leave must complete a further year's continuous service before they are eligible for a further period of paid parental leave.

6.6.6 Employer's Obligation

- (a) On becoming aware that an employee or an employee's spouse/partner is pregnant, or that an employee is adopting a child, the College must inform the employee of:
 - (i) the employee's entitlement to parental leave under this Agreement; and
 - (ii) the employee's obligations to notify the College of any matter in this Agreement.
- (b) The College cannot rely on an employee's failure to give a notice or other document required by this Agreement unless the College establishes that clause 6.6.6 been complied with.

6.7 Long Service Leave

- 6.7.1 All employees are entitled to accrue long service leave in accordance with the long service leave provisions of the *Industrial Relations Act 2016* (Qld), subject to the provisions of this clause.
- 6.7.2 All full-time employees will accumulate a Long Service Leave entitlement at the rate of 1.3 weeks per year of completed service from the date of engagement. Part-time and casual employees will be entitled to Long Service Leave on a pro rata basis.
- 6.7.3 Full time, part time and casual staff with seven (7) years continuous service may access their accrued Long Service Leave.
- 6.7.4 Long Service Leave may only be taken at a time which is mutually convenient to the College and the employee. The employee must provide six (6) months' notice of their intention to take leave to the employer. It is encouraged that Long Service Leave be taken in one term blocks but an employee may request a shorter period of not less than one day.
- 6.7.5 Upon redundancy, resignation, death, retirement, or total and permanent incapacity, a pro rata payment of Long Service leave shall be made to the employee where the employee has served more than seven years of recognised service, at the appropriate accrual rate for the staff member concerned.
- 6.7.6 If an employee becomes ill or is injured during long service leave for a period of more than 5 working days, they may make application to use any accrued personal leave that they have accrued. This application must be supported by a medical certificate.
- 6.7.7 Long Service Leave may be taken at half pay for double the period of time.

6.8 Family and Domestic Violence Leave

6.8.1 The College is committed to supporting employees who are experiencing family or domestic violence. An employee who is experiencing family or domestic violence may access up to 10 days per year of non-cumulative paid special leave 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 with children, family and others; and
- (h) other issues related to the domestic violence.

6.8.2 This 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.

6.8.3 It is not mandatory for an employee to have exhausted other forms of paid leave prior to accessing this special leave.

6.8.4 Employees should notify their supervisor of the taking of this special leave and the expected duration of the leave as soon as practicable.

6.8.5 An employee seeking to access this special leave may be required by the College 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. Where this is not possible, the employee should provide the evidence as soon as reasonably practicable after the leave has commenced.

6.8.6 An employee who supports a member of their immediate family or household who is experiencing family and domestic violence may use their existing carer's leave to:

- (a) accompany the person on activities related to matters as outlined in clause 6.8.1 above; or
- (b) to mind the children of the person so the person can undertake activities as outlined in clause 6.8.1 above.

6.8.7 Family and domestic violence has the same meaning as "family and domestic violence" as defined in the *Fair Work Act 2009* (Cth).

6.9 Defence Force Reserve Leave

- 6.9.1 Employees who are members of the Defence Force Reserve may apply for unpaid leave to attend camps or required courses offered in normal working hours, which may be granted at the discretion of the Principal.
- 6.9.2 Where the activity in clause 6.9.1 amounts to 'eligible community service activity' as defined by the *Fair Work Act 2009* (Cth), the National Employment Standards will apply, including to the approval of such leave.
- 6.9.3 The College will pay to an employee the difference between any monies received by the employee from the Defence Force Reserve (for their engagement in the activity outlined in clause 6.9.1 or 6.9.2) and the employee's base wages/salary for a period of up to a maximum of ten (10) days. This payment:
 - (a) is only payable once per calendar year; and
 - (b) will be made to the employee after the College is provided with documentation that satisfies the College of the amount (if any) paid by the Defence Force Reserves to the employee per day of service or participation.
- 6.9.4 The College will comply with its legislative requirements under the *Defence Reserve Service (Protection) Act 2001* (Cth) (as amended or replaced) in the event an Employee is absent on defence service.
- 6.9.5 The employee should give the College as much notice as possible of the dates they intend to be absent from work due to the activities outlined in clauses 6.9.1 or 6.9.2, and will seek to attend such activities during school vacations where possible.

6.10 Community Service Leave

- 6.10.1 Employees shall be entitled to community service leave in accordance with the National Employment Standards for activities including:
 - (a) Jury Service as per clause 6.12; and
 - (b) Voluntary emergency management activities with bodies including the following:
 - (i) State Emergency Service (SES);
 - (ii) Country Fire Authority (CFA);
 - (iii) The RSPCA (in respect of animal rescue during emergencies or natural disasters).

6.11 Natural Disaster and Emergency Leave

- 6.11.1 The parties to this Agreement recognise the importance of:
 - (a) keeping schools open whenever possible during times of natural disaster; and
 - (b) reopening schools as soon as possible after they have been required to close because of a natural disaster.

6.11.2 Employees will assist with keeping schools open to support students, families and the community and to provide continuity of teaching/learning as far as is feasible and safe to do so. Employees will attend work unless they are prevented by the circumstances described in clauses 6.11.3 and 6.11.4 below or are otherwise on approved leave. Subject to clauses 6.11.3 and 6.11.4 below, employees may be asked to assist with preparing for the reopening of a damaged school.

6.11.3 An employee who is prevented from attending work at the College because of floods, cyclonic disturbances, severe storms or bushfires (or other comparable natural disaster or emergency) may be granted special paid leave in the following circumstances;

- (a) where it is not practicable for the employee to either attend work at the College or work from home;
- (b) where the employee must, of necessity, remain at home to safeguard their family or property;
- (c) where the employee is required to remain at home to:
 - (i) have urgent temporary repairs carried out; and/or
 - (ii) to restore belongings; and/or
 - (iii) to clean up their residence; and/or
 - (iv) in order to enable occupation of the residence following a natural disaster.

An employee may also be granted special paid leave where because of floods, cyclonic disturbances, severe storms or bushfires (or other comparable natural disaster or emergency) they are required to return home before their usual finishing time at the College to ensure:

- (d) their personal safety;
- (e) the protection of their family and property; and/or
- (f) the availability of transport facilities, which may be disrupted or discontinued because of weather or environmental conditions.

6.11.4 The granting of the special paid leave described in this clause 6.11 is subject to the sole discretion of the Principal or their delegate.

6.11.5 An employee who is a member of the State Emergency Service, voluntary member of a local fire fighting unit, member of a Rural Fire Brigade, auxiliary of a Fire Brigade, Honorary Ambulance Officer, St John Ambulance volunteer or any other emergency service volunteer will be granted leave when called out for emergencies or to fight fires.

6.12 Jury Service Leave

6.12.1 The College acknowledges that teachers and other employees are not exempt from jury service. The College is to pay the employee their normal wages and allowances less any amount received by the employee for performing jury service (i.e. remuneration and allowances). The employee is required to provide the College with:

- (a) proof of attendance;

(b) duration of attendance; and

(c) the allowance received.

6.12.2 This clause is not applicable to an employee who is required to attend Court either as a witness or litigant, unless the College directs the employee to attend in relation to a work issue.

6.13 Court Attendance

6.13.1 Employees required to attend a court of justice in connection with their duties shall be paid:

(a) travelling time if outside their ordinary working hours;

(b) fares; and

(c) their ordinary time rate of pay for the time they are attending the court.

PART 7. MISCELLANEOUS

7.1 Job share

- 7.1.1 "Job share" is defined as a mode of employment where the duties, responsibilities and benefits of an employment classification contained in this Agreement are shared between two employees.
- 7.1.2 A request may be made by an existing employee to share the position the employee is currently holding. The request must be made to the College and must identify the proposed division of the position. If the request is accepted by the College:
 - (a) the employees who are parties to the proposal must negotiate a mutually suitable division of the work; and
 - (b) any residual position will be filled by the College.
- 7.1.3 A position subject to the job share arrangements as prescribed by this clause is not regarded as a fixed term arrangement but rather continues for an indefinite period.
- 7.1.4 The salaries paid to job share participants shall be in accordance with the scale of salaries prescribed in clause 5 (Salary and Wages) based on the percentage division of the work.
- 7.1.5 Employees subject to the job share arrangement prescribed by this clause shall be entitled to pro rata benefits of such leave, vacation periods, public holidays and all other accrued benefits to full-time employees based on the percentage division of the work.
- 7.1.6 If a participating employee is unable to attend for Duty because of illness, the other participant may be offered the day(s) work by the employer. If the offer is accepted by the participant, the employee shall be paid as a casual employee as prescribed by the relevant Wages Schedule.
- 7.1.7 Should either participating employee leave the employment of the College, the remaining employee may be offered the residue of employment. If this offer is not accepted by the remaining participant, the provisions of clause 7.1.2 shall be followed.
- 7.1.8 The number of job share positions at the College shall not exceed 14.3% of the total number of College employees (one in seven FTE) at any one time.

7.2 Induction Procedure

The Parties will continue to review and improve induction procedures over the life of the Agreement.

7.3 Communication Strategy

- 7.3.1 The Parties acknowledge that the management of communication is fundamental to the effective operation of the College and recognise the need to monitor and continually enhance the communication within the College and between the College and its clients.
- 7.3.2 The College Consultative Committee shall monitor and address issues arising from the operation of the Communication Strategy and arrangements within the College.

7.4 College Policies

- 7.4.1 The Parties acknowledge that the College will generate a range of policies designated to enhance the efficiency and effectiveness of the College as it strives to achieve its mission.
- 7.4.2 Policies are developed through the appropriate consultation mechanisms as outlined in clause 1.7 (Consultative Arrangements for Continuous Improvement).

7.5 The Parties acknowledge Staff commitment to College Policies

- 7.5.1 Employees agree to show a continuing commitment to, support for and participation in the development of College policies which are directed toward the achievement of the College Mission.
- 7.5.2 The Parties acknowledge that certain policies will be developed by the College Board and others as delegated by the College Board which do not involve the consultation mechanism as outlined in clause 1.7 (Consultative Arrangements for Continuous Improvement).
- 7.5.3 The College's Policies are not incorporated into and do not otherwise form part of this Agreement and may be varied from time to time by the College. A failure by the College to act in accordance with these policies is not a breach of this Agreement.

7.6 Professional Development and Training

- 7.6.1 The College is committed to continued enhancement of the skills of its employees through the provision of both internal and external professional development and training linked to:
 - (a) the goals of the College; and
 - (b) the personal goals of employees as related to their work.
- 7.6.2 The specific nature of an employee's skills requires professional development on an ongoing basis. It is the joint responsibility of both Fairholme College and the employee to have due regard to this requirement.
- 7.6.3 Fairholme College will provide a statement to each employee of professional learning provided by the College and undertaken by an employee for the purposes of fulfilling specific position requirements and/or Queensland College of Teachers (**QCT**) professional requirements.
- 7.6.4 A consultative process will be established to ensure staff are adequately consulted in determining the professional development programme of the College and how this may relate to their specific position and/or Queensland College of Teachers professional requirements. The consultative process will include consideration of the following matters and be conducted by the College Consultative Committee as established in clause 1.7 of this Agreement:
 - (a) access of staff to continuing professional learning opportunities which will contribute to their specific position and/or Queensland College of Teachers professional requirements;
 - (b) access for staff, who are absent on parental leave, special leave or unpaid leave, to continuing professional learning opportunities;
 - (c) support of staff access to continuing professional learning;

- (d) access to continuing professional learning opportunities within the hours of duty Agreement;
- (e) access to continuing professional learning opportunities outside of the hours of duty Agreement; and
- (f) adequate funding to all staff to fulfil their specific position and/or Queensland College of Teachers professional requirements.

7.7 Training Leave

- 7.7.1 Approval for attendance at courses that do not fall within clause 7.6 (Professional Development and Training) shall be subject to consultation between the College and the employee, and the following conditions:
 - (a) the training leave shall be non-cumulative;
 - (b) one month's notice must be given of the employee's intention to take training leave;
 - (c) the applicant employee shall have two years continuous service with the College at the time of taking training leave;
 - (d) the granting of training leave shall be subject to the reasonable convenience of the College having regard to the efficient operation of the College;
 - (e) no employee shall be granted a period of training leave greater than the duration of the course – i.e., travelling time is not included; and
 - (f) the College is not responsible for any additional costs associated with training leave except for the payment of relief employees where this is considered appropriate.
- 7.7.2 The maximum number of employees who may take training leave at the same time are two (2) Teachers, one (1) school officer and one (1) services staff member.
- 7.7.3 Applications for training leave must be submitted to the Principal within the time limits prescribed in clause 7.7.1 and must include the following documentation:
 - (a) an application for leave; and
 - (b) details of the course to be attended.

7.8 Efficient and Economical Use of Resources

- 7.8.1 The Parties agree to implement improved management practices, including cost centre budgeting over the life of the Agreement to reduce College operating costs as a proportion of overall costs.
- 7.8.2 Specific attention will include, but not be limited to, the following areas:
 - (a) telephone costs;
 - (b) photocopying costs;
 - (c) maintenance costs;

- (d) cleaning costs;
- (e) energy costs;
- (f) payroll costs; and
- (g) rework.

7.9 Teaching Resources

7.9.1 The College recognises the importance of the provision of access to teaching resources and equipment e.g. textbooks and computer software/hardware as the Principal considers necessary for curriculum delivery, support or management. All such resources which are provided or developed by the College or its staff using the paid time and resources of the College, shall remain the property of the College.

7.10 Curriculum Review and Development

- 7.10.1 The parties acknowledge the importance of on-going curriculum review and development, and undertake to contribute to its continuation, thereby promoting improvement in the quality of teaching and learning.
- 7.10.2 The parties acknowledge that curriculum development is an on-going process and a task for all professional educators. It is the final responsibility of the Principal to oversee curriculum in the College, to the satisfaction of the College Board.

7.11 Monitoring of Hours of Duty

7.11.1 The College Consultative Committee shall monitor and address issues arising from the operation of the Hours of Duty Agreement arrangements within the College.

7.12 Camp Arrangements

- 7.12.1 It is acknowledged that camps and retreats are an integral part of the College's activities and contribute to the experiences and learning opportunities for students.
- 7.12.2 In recognition of the impact of attending such activities on employees and their families, the College will pay employees a Camp Allowance to attend camps and participate in activities.

This amount will be \$100 per night when an employee is required to spend two nights away from their identified place of residence. This amount will be consistent across all year levels at the College.

7.12.3 Any changes to the arrangements pertaining to the Camp Allowance will be progressed through the School Consultative Committee as per clause 1.7.

PART 8. WORKPLACE HEALTH & SAFETY, & ANTI-DISCRIMINATION

8.1 Workplace Health and Safety

- 8.1.1 The Parties acknowledge their commitment to the provisions of the *Work Health and Safety Act 2011* (Qld) as amended or replaced, as it applies to the College.
- 8.1.2 The Workplace Health and Safety Committee will continue to investigate and where appropriate implement training, during gazetted meeting times where practicable, in Workplace Health and Safety issues such as first aid or cardiopulmonary resuscitation.
- 8.1.3 The College's Policies and Procedures includes a Responsibility Statement that sets out the objectives, duties, responsibilities and goals of a Workplace Health and Safety Committee.

8.2 Incidental and Peripheral Tasks

- 8.2.1 The College may direct an employee to carry out such duties as are reasonably within the limits of the employee's skill, competence and training.
- 8.2.2 The College may direct an employee to carry out such duties and use such tools and equipment as may be required, provided that the employee has been properly trained in the use of such tools and equipment (where relevant).
- 8.2.3 Any direction issued by the College pursuant to this clause shall be consistent with the employer's responsibilities to provide a safe and healthy working environment.
- 8.2.4 The College's Policies and Procedures includes a Responsibility Statement that sets out the objectives, duties, responsibilities and goals of a Workplace Health and Safety Committee.

8.3 Equal opportunity & freedom from discrimination, bullying & harassment

- 8.3.1 It is the intention of the parties to this Agreement to commit to and promote a College environment where:
 - (a) students, staff and others who engage in the College community are treated with dignity, courtesy, tolerance, understanding and respect;
 - (b) there is equality of opportunity in employment for all associated with the College;
 - (c) students and employees are encouraged to strive to reach their full potential;
 - (d) there is protection from unlawful discrimination, victimisation and vilification as defined by relevant legislation; and
 - (e) harassment of any kind, including bullying and sexual harassment, is unacceptable and will not be tolerated.

PART 9. SIGNATORIES

The signatures below testify that the Agreement has been endorsed by the Parties.

Signed for and on behalf of the Presbyterian
Church of Queensland Fairholme College
Toowoomba

ABN 16 917 099 053

40 Wirra Wirra Street, Toowoomba QLD 4350

Signature



Print Name *IAN CHRISTIAN ANDERSEN*

Position

CHAIRMAN

Date

26/11/25

Signature



Print Name

MARK FREEMAN

Position

BUSINESS MANAGER

Date

26/11/2025

Signed for and on behalf of Independent
Education Union of Australia – Queensland and
Northern Territory Branch

ABN 74 662 601 045

346 Turbot Street, Spring Hill QLD 4000

Signature



Print Name *NICHOLAS CHARLES SAHLQVIST*

Position *ASSISTANT SECRETARY*

Date *27/11/2025*

In the presence of

Signature



Print Name *KAREN ELIZABETH DEVIN*

Position *PROJECT OFFICER*

Date *27/11/2025*

Signed for and on behalf of the Queensland
Nurses and Midwives' Union of Employees/
Australian Nursing and Midwifery Federation
ABN 43 880 656 135

Signature 

Print Name Sarah Beaman

Position Secretary

Date 02/12/2025

In the presence of

Signature *M Dickins*

Print Name Merren Dickins

Position Executive Assistant

Date 02/12/2025

PART 10. SCHEDULE – TEACHING STAFF

10.1 Application

10.1.1 This Schedule applies to Teachers of the College for whom classifications and wages rates are contained within this schedule.

10.2 Definitions

10.2.1 Duty

- (a) 'Duty' includes all tasks related to the educational development of students and tasks concerned with the maintenance of good order and behaviour.
- (b) Such tasks include: class and group teaching and instruction; conducting excursions for instruction in school curriculum during school hours; setting and correcting assignments, tests, laboratory work, and examination papers; supervision of tests and examinations conducted in connection with the school curriculum; evaluating and assessing students' work; care of laboratories and their equipment; compiling mark registers; compiling syllabuses and work books; giving written reports on students' work and progress; and managing student behaviour.
- (c) In the case of Resident Teachers 'Duty' also means any supervision or other tasks in connection with the boarding establishment of the College required of the Resident Teacher.

10.2.2 Teacher

- (a) A 'Teacher' means a person appointed as a Teacher who:
 - (i) holds a degree in education or early childhood education from a recognised tertiary education institution or an equivalent tertiary qualification as determined by the National Office of Overseas Skills Recognition, or the Queensland College of Teachers, or in the case of early childhood teachers the relevant licensing and accreditation authority; and
 - (ii) whose classification and rate of pay is prescribed in clause 10.8 of this Agreement.

10.2.3 Graduate Teacher

- (a) A 'Graduate Teacher' means a person who has achieved the graduate level of the Australian Professional Standards for Teachers and holds provisional registration with the Queensland College of Teachers.
- (b) Fairholme is committed to supporting Graduate Teachers during their initial year of employment. In recognition of the unique needs of early career educators, the College will provide appropriate and reasonable support measures. These may include, but are not limited to:
 - (i) A reduced teaching load, subject to operational requirements; and
 - (ii) The assignment of a suitable experienced mentor.
- (c) Such support arrangements shall be determined collaboratively, taking into account the individual needs of the Graduate Teacher and the operational needs of the College. Flexibility in implementation is encouraged to ensure the effectiveness of the support provided.

10.3 Employment Categories

10.3.1 Teachers may be engaged in the following employment categories:

- (a) full-time;
- (b) part-time;
- (c) casual; and
- (d) fixed term.

10.4 Induction

10.4.1 A Teacher in their first year of experience shall participate in an induction process of one year's duration. In certain circumstances the Teacher and the College may agree that the Teacher should participate in the induction process for a further year.

10.4.2 The induction process shall be determined by the Principal in consultation with the Teacher to assist the Teacher's professional development. It shall be reviewed regularly throughout the year.

10.4.3 The College shall provide a written statement to the Teacher outlining the Teacher's progress and development. Where viewed as practical by the College this shall be provided no later than 4 weeks before the end of the school year and in any event not later than the submission of reports to the College of Teacher Registration.

10.5 Part-time Teachers

10.5.1 A part-time Teacher is a Teacher engaged as such and paid in accordance with this clause. The status and rate of payment of a part-time Teacher shall be determined by the College at the point of engagement as follows:

- (a) The hourly rate of payment for part-time Teachers is calculated by dividing the annual rate as prescribed by this Agreement into a fortnightly rate (using 26.089) and then dividing that fortnightly rate for a teacher of equivalent teaching experience and academic qualification by 50.
- (b) Part-time Teachers employed in accordance with this provision shall accrue a pro rata entitlement to personal and vacation periods based on the average weekly hours of employment.

10.5.2 A part-time Teacher in the Secondary College shall be allowed time for corrections, assessments or evaluations at the College not less than at the rate of one hour for every five hours of teaching time. This time shall be paid at the appropriate part time rate.

10.5.3 No part-time Teacher shall be employed in the College for more than an aggregate of sixteen hours of actual teaching per week.

10.5.4 The provisions of clause 10.9 of this Schedule (Salary Increments) applies to part-time Teachers, where a part-time Teacher is deemed to have completed a year of service. For the purpose of this clause and this clause only, a part-time Teacher will be deemed to have completed a year of service once they have completed 1000 hours of paid work.

10.5.5 Payment shall also be made at the prescribed rate to a part-time Teacher whose class or classes are not available unless notice of the unavailability of such classes has been given to the part-time Teacher on the preceding school day.

10.5.6 The parties agree to monitor the practicalities of the operation of the provisions for the employment of part-time Teachers.

10.6 Casual Teachers

10.6.1 A casual Teacher is an employee engaged on an intermittent basis to relieve a Teacher absent from Duty or to meet a short-term staffing need.

10.6.2 The hourly rate of payment for casual Teachers shall be calculated at Band 3 Step 1 of the salary scale, divided into a fortnightly rate (using 26.089) and then divided by 50, and adding the casual loading of 25%.

10.6.3 Casual Teachers in the Secondary College will be paid for Preparation and Correction Time in accordance with clause 10.11.6. Casual Teachers will not receive such payment in respect of the first two (2) days of any one engagement.

10.6.4 The provisions of clause 10.9 (Salary Increments) applies to casual Teachers where a casual Teacher is deemed to have completed a year of service. For the purpose of this clause and this clause only, a casual Teacher will be deemed to have completed a year of service once they have completed 1000 hours of paid work.

10.6.5 Payment shall also be made at the rate prescribed in clause 10.6.2 to a casual Teacher whose class or classes are not available unless notice of the unavailability of such classes has been given to the casual Teacher on the preceding school day.

10.6.6 Casual Teachers shall be engaged on either a half day or full day basis, provided that no casual teacher will be paid for less than a half day.

10.7 Fixed Term teachers

10.7.1 A 'Fixed Term Teacher' is one who is appointed by the College for a fixed period of time to accommodate an identifiable short-term need. An 'identifiable short-term need' could arise in circumstances such as the following:

- (a) to undertake a specified project for which funding has been made available;
- (b) to undertake a specified task which has a limited period of operation; and/or
- (c) to replace an employee who is on leave, performing other duties temporarily or whose employment has terminated after the commencement of the school year.

10.7.2 Fixed term Teachers will be employed for a period no greater than 12 months. They shall not be regarded as probationary Teachers, provided that if the identifiable short-term need exists after the 12 month period, the fixed term appointment may be re-negotiated.

10.7.3 Any fixed term agreement reached between the College 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.

10.7.4 Fixed term teachers shall be paid salary in accordance with the scale of salaries prescribed in Clause 10.8 (Wages – Teachers).

10.8 Wages – Teachers

Classification	As from 1 January 2025 (3% or \$35 per week, whichever is the greater)			As from 1 January 2026 (3.5%)			As from 1 January 2027 (3%)			
	Monthly	Casual	Annual	Monthly	Casual	Annual	Monthly	Casual	Annual	
Band 2	Step 1	7,484.00	86.05926	89,808.00	7,745.90	89.07087	92,950.80	7,978.30	91.74326	95,739.60
	Step 2	7,799.90	89.69182	93,598.80	8,072.90	92.83108	96,874.80	8,315.10	95.61616	99,781.20
	Step 3	8,157.20	93.80045	97,886.40	8,442.70	97.08345	101,312.40	8,696.00	99.99617	104,352.00
	Step 4	8,540.50	98.20806	102,486.00	8,839.40	101.64514	106,072.80	9,104.60	104.69470	109,255.20
Band 3	Step 1	8,893.60	102.26839	106,723.20	9,204.90	105.84806	110,458.80	9,481.00	109.02296	113,772.00
	Step 2	9,260.10	106.48281	111,121.20	9,584.20	110.20967	115,010.40	9,871.70	113.51566	118,460.40
	Step 3	9,630.70	110.74438	115,568.40	9,967.80	114.62072	119,613.60	10,266.80	118.05895	123,201.60
	Step 4	9,856.70	113.34317	118,280.40	10,201.70	117.31036	122,420.40	10,507.80	120.83023	126,093.60
Senior Teacher		10,307.20	118.52352	123,686.40	10,668.00	122.67239	128,016.00	10,988.00	126.35210	131,856.00
Experienced Senior Teacher	Step 1	10,699.20	123.03116	128,390.40	11,073.70	127.33758	132,884.40	11,405.90	131.15758	136,870.80
Experienced Senior Teacher	Step 2	10,870.30	124.99866	130,443.60	11,250.80	129.37407	135,009.60	11,588.30	133.25501	139,059.60
Highly Accomplished Teacher		11,333.20	130.32159	135,998.40	11,729.90	134.88328	140,758.80	12,081.80	138.92982	144,981.60
Lead Teacher		12,373.10	142.27950	148,477.20	12,806.20	147.25976	153,674.40	13,190.40	151.67772	158,284.80
PAR -	1	1,360.40		16,324.80	1,408.00		16,896.00	1,450.00		17,400.00
	2	1,020.30		12,243.60	1,056.00		12,672.00	1,087.50		13,050.00
	3	680.20		8,162.40	704.00		8,448.00	725.00		8,700.00
	4	340.10		4,081.20	352.00		4,224.00	362.50		4,350.00
Masters Degree Allowance		291.50		3,498.00	301.70		3,620.40	310.80		3,729.60
Doctorates Dearee Allowance		466.30		5,595.60	482.60		5,791.20	497.10		5,965.20

Classification		As from 1 January 2028 (3%)			As from 1 January 2029 (3%)		
		Monthly	Casual	Annual	Monthly	Casual	Annual
Band 2	Step 1	8,217.60	94.49500	98,611.20	8,464.10	97.32953	101,569.20
	Step 2	8,564.60	98.48519	102,775.20	8,821.50	101.43930	105,858.00
	Step 3	8,956.90	102.99628	107,482.80	9,225.60	106.08609	110,707.20
	Step 4	9,377.70	107.83510	112,532.40	9,659.00	111.06980	115,908.00
Band 3	Step 1	9,765.40	112.29330	117,184.80	10,058.40	115.66254	120,700.80
	Step 2	10,167.90	116.92169	122,014.80	10,472.90	120.42892	125,674.80
	Step 3	10,574.80	121.60067	126,897.60	10,892.00	125.24819	130,704.00
	Step 4	10,823.00	124.45475	129,876.00	11,147.70	128.18851	133,772.40
Senior Teacher		11,317.60	130.14221	135,811.20	11,657.10	134.04615	139,885.20
Experienced Senior Teacher	Step 1	11,748.10	135.09257	140,977.20	12,100.50	139.14485	145,206.00
Experienced Senior Teacher	Step 2	11,935.90	137.25210	143,230.80	12,294.00	141.36993	147,528.00
Highly Accomplished Teacher		12,444.30	143.09824	149,331.60	12,817.60	147.39085	153,811.20
Lead Teacher		13,586.10	156.22791	163,033.20	13,993.70	160.91494	167,924.40
PAR -	1	1,493.60		17,923.20	1,538.40		18,460.80
	2	1,120.20		13,442.40	1,153.80		13,845.60
	3	746.80		8,961.60	769.20		9,230.40
	4	373.40		4,480.80	384.60		4,615.20
Masters Degree Allowance		320.10		3,841.20	329.70		3,956.40
Doctorates Degree Allowance		517.00		6,204.00	532.50		6,390.00

10.9 Salary Increments

10.9.1 See clause 5.2 of this Agreement.

10.10 Career Structure – Teaching Staff

10.10.1 Professional Contribution Allowance

- (a) If a Teacher who is not of Senior Teacher, Experienced Senior Teacher, Highly Accomplished Teacher or Lead Teacher status, undertakes a significant project for which time release is not feasible, the College is willing to consider the payment of a Senior Teacher Allowance equivalent attached to their current band and step position.
- (b) Application for such an allowance must be made to the Principal.

10.10.2 Higher Qualification Allowance – Teachers

- (a) The parties acknowledge the benefits of further study and particularly the time and cost of undertaking and completing advanced qualifications.
- (b) To recognise advanced academic standing the parties agree that any staff holding Masters or Doctorates degrees (or equivalent) in a discipline relevant to the College shall receive the additional Higher Degree Allowance as prescribed in clause 10.8 once satisfactory evidence is provided to the College.

10.11 Hours of Work

10.11.1 Introduction

- (a) The parties acknowledge that Teachers contribute well in excess of the Hours of Work as outlined in this Schedule.
- (b) This Schedule prescribes the hours of work that the College may direct and require a Teacher to perform.

10.11.2 Hours of Duty

- (a) The ordinary hours of duty for Teachers covered by this Agreement shall be based on the annual quantum of 1230 hours.
- (b) Ordinary hours of duty shall be worked on a continuous basis and not more than one third of the agreed daily hours shall be worked before 8.00 am, or after 6.00 pm. These ordinary hours of duty shall be worked over a five day week Monday to Friday, over the length of the school year.
- (c) Teachers may be required to be on duty beyond the span of hours for up to four (4) identified special events per year. The special events will be listed in the College Calendar at the beginning of each year. Employees will be given 30 days' notice of any alterations to the special events listed in the College Calendar and 30 days' notice prior to working on special events. The hours worked are to be included within the quantum of ordinary hours.
- (d) Any duties of teachers required by the College greater than the total hours prescribed in this

Agreement, shall be regarded as overtime and paid at the rate of time and a half for the first three hours and double time thereafter. For the purposes of calculating overtime each teacher's duties shall be calculated in advance on a semester by semester basis using agreed notional times.

10.11.3 Calculation of the Hours

- (a) Each teacher's duties shall be calculated in advance on a semester by semester basis using agreed notional times for co-curricular duties.
- (b) The annual quantum is the tally of the two semesters in a calendar year.
- (c) The agreed daily hours shall be determined as part of this calculation.

10.11.4 Types of Duty

- (a) There are three types of 'Duty':
 - (i) Contact time;
 - (ii) Preparation and Correction time; and
 - (iii) Co-curricular duties.

10.11.5 Contact Time

- (a) Contact time shall be defined as programmed teaching, programmed pastoral care and programmed sport where it occurs in the normal week e.g. Wednesday afternoon.
- (b) The maximum contact time for teachers shall be as follows:
 - (i) Secondary classroom teachers - 20 hours 40 minutes per week
 - (ii) Primary classroom teachers - 24 hours 40 minutes per week

10.11.6 Preparation and Correction Time

- (a) Secondary Teachers
 - (i) The weekly Preparation and Correction Time shall be approximately 20% of the individual teacher's weekly timetabled contact time as part of programmed ordinary hours of work.
- (b) Primary Teachers
 - (i) The weekly Preparation and Correction Time for full-time primary Teachers shall be a minimum of two and a half hours (pro-rated for part-time primary Teachers).
 - (ii) Where a Primary Teacher's Preparation and Correction Time is eroded during the term due to unforeseen circumstances or interruptions, the College will provide additional time on a case by case basis at the discretion of the Principal/Head of Junior.

10.11.7 Co-curricular Duties

- (a) Where co-curricular duties are programmed during a Teacher's contact time, such co-curricular duties shall not be included in the calculation of "Co-curricular Duties" time. Duties identified below are defined as "Co-curricular duties" where they fall outside the programmed time as

determined in clause 10.11.6 of this Schedule (Preparation and Correction Time).

(b) The remainder of the total quantum of hours shall be defined as "Co-curricular duties" and may include, but are not restricted to, the following directed duties:

- (i) Class/playground/transport/detention supervision;
- (ii) Assemblies of students with staff;
- (iii) Form time and roll call which does not include instruction;
- (iv) Preparation and correction outside the programmed time;
- (v) Setting and correcting assignments;
- (vi) Supervision of tests and examinations conducted in connection with the College curriculum where in addition to those that occur in the normal program allocation;
- (vii) Evaluating and assessing students' work, and interdepartmental moderation;
- (viii) Report writing;
- (ix) Staff meetings, whole or subsets;
- (x) Educational activities associated with the programmed curriculum where in addition to those that occur in the normal program allocation;
- (xi) Parent/teacher interviews and parent contact evenings;
- (xii) Attendance at College for the required time before and after the commencement and finishing of classes;
- (xiii) College worship, chapel and services;
- (xiv) Supervision or cover periods outside contact time;
- (xv) Administrative duties e.g. record keeping, cataloguing, classifying, care and maintenance of laboratories, classrooms and their equipment;
- (xvi) Compiling syllabuses, work books and programs;
- (xvii) Preparation of folios for submission QSA;
- (xviii) Programmed tutorial and individual support where not part of Contact time;
- (xix) Preparation for Days of Excellence programs;
- (xx) College special events e.g. concerts, musicals, fetes and carnivals, open days, excursions, sports carnivals, socials etc.;
- (xxi) Professional development days or programmed sessions where not part of Contact time;
- (xxii) Training and coaching activities;
- (xxiii) Camps and retreats; and
- (xxiv) Managing clubs within the College (e.g. debating, chess).

10.11.8 Notional Time allocated to Co-curricular Duties

- (a) The College will, in its annual letter to staff at the commencement of the school year, assign a notional time to Co-curricular activities where that time is able to be quantified. These Co-curricular activities include:
 - (i) Yard Duty;
 - (ii) Assemblies / Pastoral Care Group / Chapel (middle/secondary teachers);
 - (iii) Staff meetings;
 - (iv) Spring Fair;
 - (v) Principal's welcome function;
 - (vi) Presentation evening;
 - (vii) Boarder prep (middle/secondary teachers).
- (b) Notional times allocated to Co-curricular duties may be amended from time to time in consultation with staff members and the Principal or the Principal's delegate.

10.12 Extra-Curricular Duties

- 10.12.1 Extra-curricular duties are those duties which fall outside the programmed ordinary hours of work (annual quantum of 1230 hours).
- 10.12.2 Such duties are honorary and voluntary and shall be arranged by agreement between the Teachers and the College.
- 10.12.3 The parties acknowledge that a variety of methods for providing practical recognition for the voluntary participation in extra-curricular activities exists and encourages any enhancement of such arrangements.

10.13 Meal Break

- 10.13.1 A Teacher will be entitled to an unpaid meal break of 30 minutes no later than five (5) hours after they commence work, where the Teacher is engaged or rostered to work for more than five (5) hours on a day.
- 10.13.2 The parties agree that flexibility regarding when and how meal breaks are taken may be necessary at times to not interfere with the operational needs of the College and its Teachers. In this case, alternative arrangements may be made (for example, time not taken may be provided at a later opportunity).

10.14 Residential Teachers

Notwithstanding the provisions of clause 10.2 of this Part 10 as it relates to residential teachers, a residential teacher who is engaged as a full-time teacher at the College may be required to spend not more than ten hours per week in resident duties as defined in this Agreement. These hours of duty shall be in exchange for the residential teacher's board and residence.

10.15 Review

The hours of duty will be reviewed periodically during the life of this Agreement.

10.16 Boarder Prep Supervision

10.16.1 The provisions in this clause applies for the life of this Agreement.

10.16.2 Academic staff with classes from Year 5 to Year 12 shall supervise Boarder Prep for eight nights per year for students in Years 7 to 10 only.

10.16.3 The College calendar will provide for two days' leave for academic staff following end of Term 4 as scheduled.

10.16.4 Supervision of Boarder Prep shall be up to one and a half hours per night finishing no later than 8.30pm Monday to Thursday during Terms 2 and 3 and no later than 9.30 pm in Terms 1 and 4 except in the case of supervision of Year 8 where the session shall conclude no later than 8.30pm in Terms 2 and 3 (9.00 pm in terms 1 and 4).

10.16.5 An employee who supervises in excess of eight sessions per year shall be paid at the rate of a Boarding Supervisor Level 4, pay point 1, for such supervision.

10.17 Promotional Positions

10.17.1 This clause 10.17 applies to all teachers appointed to promotional positions, with the exception of the Deputy Principal, and Teachers appointed to assist the Principal. It applies to those Teachers whose rates of pay and remuneration are prescribed by clause 10.8 of this Schedule.

10.17.2 A "Promotional Position" is defined as a teaching position within the promotional structure of the College (up to but not including Deputy Principal). A person who holds a promotional position is responsible for the co-ordination of all curricular and co-curricular duties associated with a subject or subject area, or the co-ordination of pastoral duties.

10.17.3 References to additional remuneration or allowances in this clause 10.17 are paid in addition to the relevant Band/Step salary applicable to the Teacher.

10.17.4 Where a Teacher who holds the Senior Teacher, EST1 or EST2 classification is successful in attaining a Position of Added Responsibility, in accepting the Position of Added Responsibility, the Teacher will be remunerated at Band 3 Step 4 and in accordance with this clause 10.17 (and not under clause 10.18 or 10.20).

10.17.5 The minimum number of Promotional Positions in the College shall be determined as follows:

- (a) Where the subject/s or subject area/s concerned in the Secondary College occupies at least 75 hours in the weekly teaching program and a minimum of six (6) Teachers are employed to teach that subject, a Level 1 PAR shall be appointed to each subject/s or subject area/s.
- (b) Where the subject/s or subject area/s concerned in the Secondary College occupies at least 50 hours in the weekly teaching program and a minimum of four (4) Teachers are employed to teach that subject, a Level 2 PAR shall be appointed to each subject/s or subject area/s.
- (c) Where the subject/s or subject area/s concerned in the Secondary College occupies at least 25 hours in the weekly teaching program and a minimum of two (2) Teachers are employed to teach that subject, a Level 3 PAR shall be appointed to each subject/s or subject area/s.
- (d) Where a Teacher has the sole responsibility for the co-ordination of the subject/s or subject area/s concerned in the Secondary College a Level 4 PAR shall be appointed to each

subject/s or subject area/s.

10.17.6 PAR Remuneration and release time – Academic:

(a) A Teacher who is appointed as a PAR, either as Head of Department or Head of House, or in any other position of added responsibility in the College, shall be entitled to additional remuneration and release time based on the provisions as set out in Table 1 below.

Table 1: Minimum PAR allocation: Secondary College					
PAR Level	Total PAR Unit Allocation	Minimum Salary Allowance Release	Minimum Time School Level	PAR Unit to be Regulated at	Conditions
1	8	2	2	4	75 hours + 6 teachers
2	6	1.5	1.5	3	50 hours + 4 teachers
3	4	1	1	2	25 hours + 3 teachers
4	2	0.5	0.5	1	1 teacher with sole responsibility

(b) For the purpose of determining the appropriate remuneration and release time for each level of PAR, one unit of allowance, and one unit of release time shall be calculated as follows:

(i) 1 unit of allowance = 3.45% of Band 3 Step 4 of the salary scale in this Schedule.

(ii) 1 unit of release time = 48 minutes per week.

(c) The total number of unit allocations identified in column 2 of table 1 shall be distributed as follows:

(i) 25% of total unit allocation paid as salary allowance

(ii) 25% of total unit allocation given as release time

(iii) 50% of total unit allocation to be distributed at school level as either salary allowance or release time or a combination of both.

(d) The distribution of total unit allocation set out in the sub-clause above shall be at school level and shall be agreed between the College and the individual Teacher. Should agreement not be reached, the PAR unit allocation shall be equally distributed between the salary allowance and release time, and at the request of the individual teacher. It shall be recorded in writing.

(e) Notwithstanding the provisions of this Part 10, the minimum number of PAR units allocated to the College shall be determined by the aggregation of unit values calculated by reference to Table 1, provided that the aggregated total shall not be less than the PAR units calculated in accordance with Table 2. Student numbers prescribed in Table 2 shall be based on the College Census figures from the previous year.

Table 2: Total College PAR allocation by student numbers – secondary	
Student Numbers	Total PAR Units
0 – 150	Nil
151 – 300	14
301 – 339	28
340 – 449	42
450 – 549	70
550 – 649	84
650 – 849	97
850 – 999	125
1000	153

(f) A Teacher appointed to a Promotional Position above Head of Department but below Deputy Principal shall be accredited with 12 PAR units. Units allocated to teachers employed in these positions shall be in addition to the minimum number of PAR units identified in Table 2.

10.17.7 The 12 PAR units prescribed shall be distributed between allowance units and release time units based on the formula prescribed above. The distribution of units shall be agreed between the Principal and the individual Teacher.

10.17.8 PARs – Primary

The allocation of PAR units within the primary school shall be negotiated at school level based on the academic and pastoral requirements of the College.

10.17.9 PARs – Pastoral

The allocation of PAR units for co-ordination of pastoral duties within the Secondary College shall be negotiated at school level based on the requirements of the College.

10.17.10 Selection procedures

- (a) Appointment to the position of PAR shall be at the discretion of the Principal acting for and on behalf of the College.
- (b) The suitability of an applicant for a position will be based on the requirements of the job description and general College needs.

(c) An appropriate set of criteria will be developed for each position.

10.17.11 Tenure

(a) A Teacher who is appointed to a promotional position shall retain that position except where:

- (i) the Promotional Position has been made redundant after consultation with the College Consultative Committee; or
- (ii) the Teacher's performance has been found deficient by a formal appraisal process.

(b) The condition in clause 10.17.11(a)(i) shall only be applied in circumstances where the College has undertaken academic and/or administrative change which has resulted in an alteration to the duties and/or responsibilities of the existing position.

(c) Where a Teacher vacates a Promotional Position (voluntarily or as outlined in clause 10.17.11(a)(i) or (ii)), the Teacher will be remunerated in accordance with clauses 5.3.1 and 5.3.2 of this Agreement, unless the Teacher meets the criteria for Senior Teacher under clause 10.18 or the criteria for EST1 or EST2 under 10.20 (in which case the Teacher will be become a Senior Teacher, EST1 or EST2 as applicable and be remunerated accordingly).

10.17.12 Consultation

(a) The College shall have the responsibility for the assignment of Teachers to the position of PAR.

(b) The level of PAR and associated duties shall be determined by the College following consultation with affected employees.

10.17.13 Contract of appointment

A Teacher appointed to a Promotional Position under this Part 10 shall be provided with an offer of appointment, in writing, which sets out the following:

(a) The total number of PAR unit points allocated to the position.

(b) The distribution of unit points as between salary allowance and time release.

10.17.14 Acting in a Position of Added Responsibility

(a) When a teacher holding a PAR is on leave, or when the PAR is vacated for a period of two weeks or more, the employee relieving in the PAR and undertaking the full and complete duties of the PAR will be paid the relevant allowance in keeping with the position's role description and for the duration of appointment.

(b) Any variation to this arrangement will be at the discretion of the Principal.

10.18 Senior Teacher Classification

10.18.1 Fairholme College believes that its academic staff do their best work in the classroom. To encourage and reward their experienced quality academic staff to concentrate on classroom learning and teaching as a possible alternative to seeking promoted administrative positions, the Senior Teacher classification has been implemented.

10.18.2 For a teacher to be classified as a Senior Teacher, they are required to:

- (a) meet the standard requirements for an incremental salary increase;
- (b) sign an undertaking that on request from the Principal they will assume on a continuing basis, such higher-level duties outlined in the Senior Teacher Action Plan;
- (c) have been on the classification Band 3 Step 4 for a period of 12 months;
- (d) fulfil the requirements of a classroom teacher as set out in the College Staff Handbook as amended from time to time; and
- (e) sign an undertaking to complete a 'Senior Teacher Action Plan' consistent with the requirements in clause 10.18.4 of this Schedule.

10.18.3 Once the requirements of clause 10.18.2 have been met and a Senior Teacher Action Plan consistent with clause 10.18.4 has been approved, Fairholme College will confirm the Teacher's eligibility to be a Senior Teacher. This confirmation will be provided to the Teacher within one month, in writing, and identifying the date of eligibility.

10.18.4 Senior Teacher Action Plan

- (a) A Teacher seeking classification as a Senior Teacher is required to submit a Senior Teacher Action Plan (STAP) which lists a project to be (or one currently being) undertaken by them as a classroom teacher. The STAP is a signed agreement between teacher and Principal and will indicate their commitment to high level professional practice as a classroom teacher and identify a current or planned project indicative of this.
- (b) The specific project will be endorsed by their Head of Department or Head of Teaching and Learning.
- (c) The Senior Teacher Action Plan will be shared with the Principal (or the Principal's delegate) in a meeting and if mutually agreed, will be signed by the Principal (or delegate) and the teacher.
- (d) A project identified in the Senior Teacher Action Plan will relate to an area of strength of practice or innovation within the Australian Institute for Teaching and School Leadership (**AITSL**) Australian Professional Standards for Teachers (**APST**) (refer to Appendix 1 – Teaching Staff):
 - (i) Know students and how they learn;
 - (ii) Know the content and how to teach it;
 - (iii) Plan for and implement effective teaching and learning;
 - (iv) Create and maintain supportive and safe learning environments;
 - (v) Assess, provide feedback and report on student learning
 - (vi) Engage in professional learning;
 - (vii) Engage professionally with colleagues, parents/carers and the community.
- (e) A Teacher will not be prejudiced by not having complied with the undertaking contained in clause 10.18.2(b) of this Part 10 due to circumstances beyond the control of the employee.

10.18.5 Classroom Allocation

- (a) The tasks of a Senior Teacher will not be so frequent or onerous as to detract from the Senior Teacher's primary role as a classroom teacher.
- (b) The normal classroom load of a Senior Teacher may be adjusted when necessary, from time to time at the discretion of the Principal, within available resources and consistent with clause 10.11.2 of this Schedule (Hours of Duty).

10.18.6 Fixed Term Teacher

- (a) A teacher engaged as a fixed term employee may access Senior Teacher classification after:
 - (i) completing at least three continuous school terms at the classification of Band 3 Step 4; and
 - (ii) satisfying the requirements set out in this Schedule for a Senior Teacher Action Plan.
- (b) If a fixed term teacher does not have Senior Teacher classification, they will not be expected to perform those additional tasks required of Senior Teachers.

10.18.7 Eligibility of Part-Time Teachers

- (a) Teachers who are employed on a part-time basis of at least 0.4 full time equivalent (FTE) may access Senior Teacher classification through the process identified in this Schedule. They shall receive a proportional salary rate based on the salary rate of a Senior Teacher.
- (b) Tasks undertaken by a part-time Teacher will reflect the proportion of time employed at the College.
- (c) Part-time Teachers may access Senior Teacher classification if the teacher has completed an engagement for a period of at least three school terms, and the Teacher has satisfied the requirements set out in this clause 10.18 for a Senior Teacher Action Plan.
- (d) If a part-time Teacher does not have Senior Teacher classification, they will not be expected to perform those additional tasks required of Senior Teachers.

10.18.8 Non-compliance with Senior Teacher requirements

- (a) If a Senior Teacher does not fulfil the higher level duties outlined in the STAP (and therefore does not fulfil the undertaking referred to in clause 10.18.2(b) then the Principal will:
 - (i) outline the nature of the non-compliance, in writing, to the Teacher; and
 - (ii) provide the Teacher with adequate opportunity to explain/redress the situation.
- (b) If the Teacher does not provide an explanation to the satisfaction of the Principal and/or after being given an opportunity to redress the situation, fails to do so. then:
 - (i) the Principal will provide a written determination to the Teacher outlining the teacher's non-compliance with the higher level duties outlined in the STAP (and therefore the undertaking); and
 - (ii) the Teacher will revert back to the classification of Band 3 Step 4 for a period of 12 months from the date of the Principal's written determination.

- (c) After the 12 month period, the Teacher is again eligible to apply for access to Senior Teacher classification. An opportunity to progress to the Senior Teacher classification will only be available again where the Teacher provides a renewed undertaking, and the Principal is satisfied that the undertaking will be honoured.
- (d) Any Teacher aggrieved by a decision not to appoint (or reappoint) them to, or to remove them from, the classification of Senior Teacher, may access the dispute resolution procedure in this Agreement.

10.18.9 Remuneration

Remuneration payable to a Senior Teacher, on appointment, is at the rate prescribed in clause 10.8 (Wages).

10.19 Transition from Leading Teacher to Experienced Senior Teacher

10.19.1 The classification of Leading Teacher will cease on 31 December 2021.

10.19.2 From 1 January 2022, the classifications of Experienced Senior Teacher 1 (**EST1**) and Experienced Senior Teacher 2 (**EST2**) will be introduced.

10.19.3 On 1 January 2022, an employee who was classified as a Leading Teacher as at 31 December 2021 will transition as follows:

- (a) where the employee has completed less than three (3) years' service as a Leading Teacher, the employee will be classified as EST1;
- (b) where the employee has completed at least three (3) years' service as a Leading Teacher, the employee will be classified as EST2.

10.20 Experienced Senior Teacher Classifications

10.20.1 Eligibility – Experienced Senior Teacher 1

- (a) All Senior Teachers with at least two (2) years' experience as a Senior Teacher at the College may apply.
- (b) An application from a Teacher who has not completed their senior teaching experience at Fairholme College may still be submitted and will be reviewed and considered on its merits.
- (c) Classification as an Experienced Senior Teacher 1 does not mean that teachers are required to perform duties over and above those they currently perform.

10.20.2 Application Process – Experienced Senior Teacher 1

- (a) Applicants for classification as an EST1 will be required to complete a written application and meet with the Principal (or Principal's delegate) to discuss their application by the due date.
- (b) Applications will be determined as follows:
 - (i) approved;
 - (ii) requires further information; or

- (iii) not approved.

10.20.3 Selection Criteria – Experienced Senior Teacher 1

- (a) The selection criteria for EST1 are the AITS Australian Professional Standards for Teachers which reflect the existing professional practice or practices of teachers within the College.
- (b) The selection criteria cover the tasks teachers undertake with students; the College community; each other as colleagues; and in relation to the curriculum that they teach. Applicants will be required to select and respond to four (4) criteria from the AITS Australian Professional Standards for Teachers, in written form - no more than 250 words per criterion, dot points may be included.

Criteria:

SC1 – Know students and how they learn.

SC2 – Know the content and how to teach it College.

SC3 – Plan for and implement effective teaching and learning. Engages in opportunities for community learning and connections through selecting real world contexts for learning and developing partnerships with parents, carers and community members to enhance student learning.

SC4 – Create and maintain supportive and safe learning environments.

SC5 – Assess, provide feedback and report on student learning.

SC 6 – Engage in professional learning.

SC 7 – Engage professionally with colleagues, parents/carers and the community.

- (c) For an application to be successful, applicants must demonstrate they have high-level practice in the four selected criteria.

10.20.4 Eligibility – Experienced Senior Teacher 2 (EST2)

From 1 January 2022 onwards, an EST1 will progress to EST2 after:

- (a) Completing three (3) years' service on EST1; and
- (b) A professional learning discussion occurs between the Teacher and the Principal (or delegate) using the Australian Institute for Teaching and School Leadership (AITSL) Highly Accomplished Teacher competencies to guide the discussion.

10.20.5 Remuneration

Remuneration payable to an EST1 or EST2 is at the rate prescribed in clause 10.8 (Wages).

10.21 Highly Accomplished and Lead Teachers

10.21.1 Overview

- (a) Highly Accomplished Teachers (**HAT**) and Lead Teachers (**LT**) are teachers who have been certified at the HAT or LT career stage of the Australian Professional Standards for Teachers (APST) through the national process, applied by the Certifying Authority in each participating State or Territory, and who are currently nationally recognised.

- (b) Certification is for five (5) years (**Certification Period**), at which time it must be renewed to continue.
- (c) There will be no quotas on applicants or successfully certified HAT or LT classifications.
- (d) The basis for certification as a HAT or LT is recognition of professional standards, not undertaking of additional duties.

10.21.2 Eligibility

An employee may be eligible to apply for certification as either a HAT or LT should they meet all of the following requirements:

- (a) Be an Australian citizen or permanent resident ('permanent resident' means the holder of a permanent visa within the meaning of section 30(1) of the *Migration Act 1958* (Cth));
- (b) Hold full teacher registration;
- (c) Have a minimum of five (5) years of registered recognised teaching experience as at the next date designated for portfolio submission;
- (d) Meet mandatory teaching requirements that have an 'authentic' teaching role' (i.e. hold an ongoing teaching role with students that requires the applicant to plan, prepare, teach, differentiate, assess and report (to students and parents) on student outcomes of an educational program);
- (e) For HAT certification, have completed at least (2) two annual performance reviews in the two years preceding application; or
- (f) For LT certification, have completed at least three (3) annual performance reviews in the three years preceding application; and
- (g) Have engaged in a professional discussion with the Principal or, where the Principal has delegated that responsibility to a delegate, with the delegate, on their readiness to apply.

10.21.3 Roles and Duties

Roles and duties undertaken by a Teacher classified as either HAT or LT will be identified and confirmed by consultation between the Teacher and the College. Such roles and duties will fall within the descriptors established for HAT or LT (as applicable) in the APST.

10.21.4 Portability/Recognition of HAT or LT certification

Teachers new to the College who:

- (a) have been certified as HAT or LT by a certifying body whose processes comply with those of the Australian Institute of Teaching and Leadership (AITSL);
- (b) have at least five (5) years' (6,000 hours) teaching experience; and
- (c) who provide satisfactory confirmation of their HAT or LT certification to the College,

will be classified as HAT or LT at the College for the remainder of the Certification Period.

10.21.5 Interaction with Positions of Added Responsibility

- (a) A Teacher who holds a position of added responsibility is not precluded from applying for certification as a HAT or LT.
- (b) Where a Teacher holds a HAT or LT classification and a position of added responsibility, the Teacher must decide, for the purpose of remuneration, whether to retain the position of added responsibility payment or be paid at the HAT or LT rate (as applicable).

10.21.6 Remuneration

- (a) Subject to clause 10.21.5(b), a Teacher who is currently certified and recognised as a HAT or LT in accordance with the APST, will be paid the HAT or LT rates of pay specified in clause 10.8 of this Schedule.
- (b) Payment at the HAT or LT classification level will cease when:
 - (i) the certification as a HAT or LT ceases; or
 - (ii) full teacher registration is withdrawn by the QCT.

10.21.7 Reviews

Reviews related to certification and renewal will be in accordance with the requirements and operational procedures of the Certifying Authority and under the relevant legislation.

10.21.8 Renewal

- (a) Renewal of certification is required every five (5) years. To be eligible, applicants must hold full registration, have been nationally certified as a HAT or LT for the previous five year period, and:
 - (i) meet mandatory teaching requirements that have an 'authentic teaching role' (i.e. hold an ongoing teaching role with students that requires the applicant to plan, prepare, teach, differentiate, assess and report (to students and parents) on student outcomes of an educational program); and
 - (ii) have continued to complete annual performance reviews at the relevant HAT or LT career stage in the previous five years.
- (b) Teachers must maintain the currency of their certification as HAT or LT for their classification and payment to be continued. Where renewal is not confirmed, or if the certification is otherwise revoked by the Certifying Authority, teachers will be paid in accordance with their teaching service as provided for in the Agreement.

PART 11. SCHEDULE– NON-TEACHING STAFF

11.1 Application

11.1.1 This Schedule applies to all non-teaching staff for whom classifications and wages are contained in the following parts of this Agreement:

- (a) Part 12, Schedule – School Officers;
- (b) Part 13, Schedule – Boarding Staff;
- (c) Part 14, Schedule – Ground Staff;
- (d) Part 15, Schedule – Nurses.

11.2 Full time employment

11.2.1 A full time employee is engaged to work across 52 weeks per year:

- (a) 38 ordinary hours per week; or
- (b) an average of 38 ordinary hours per week.

11.2.2 Employees other than casual or part-time employees are deemed to be full-time employees and are entitled to all the benefits provided by this Agreement.

11.3 Casual Employment

11.3.1 A casual employee is an employee who is engaged by the hour and is employed for less than 38 hours in any one week.

11.3.2 A casual employee shall be engaged for a minimum period of two (2) hours per engagement, or a minimum payment of two (2) hours per engagement.

11.3.3 A casual employee will be paid an hourly rate equal to 1/38th of the weekly rate prescribed in the relevant schedule for the classification under which they are engaged, with a loading of 25% on all hours paid. The casual loading is a payment made in lieu of paid leave to which the employee would otherwise be entitled.

11.3.4 A casual employee who has been employed for a period of at least 6 months may elect to notify the College of a request for casual conversion in accordance with the National Employment Standards.

11.4 Part time employment

11.4.1 A part-time employee is an employee who:

- (a) is employed for less than 38 ordinary hours per week on the basis of 52 weeks per annum (unless they are ground staff); or
- (b) if they are ground staff, is engaged on pre-determined days of the week for a regular number of hours, being at least 12 hours but no more than 32 hours per week; and

- (c) has reasonably predictable hours of work; and
- (d) receives, on a pro rata basis, equivalent pay and conditions to those of full-time employees covered by this Agreement.

11.4.2 Any variation to the work pattern, including the normal starting and finishing times prescribed in clause 11.9 of this Schedule, will be in accordance with the process for varying the ordinary hours of work of full-time employees.

11.4.3 Subject to clause 11.4.2, the agreed number of ordinary hours per week may be varied by mutual agreement. Any such agreed variation to the number of weekly hours of work will be recorded in writing.

11.4.4 All time worked outside the spread of ordinary working hours and the employee's normal starting and finishing times of ordinary hours will be overtime and paid at the rates prescribed in clause 11.11 (Overtime) of this Part 11.

11.4.5 A part-time employee employed under the provisions of this clause must be paid for ordinary hours worked at the rate of 1/38th of the weekly rate prescribed for the class of work performed.

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

11.4.7 Where an employee and the College agree in writing, part-time employment may be converted to full-time, and vice-versa. If such an employee transfers from full-time to part-time (or vice-versa), all accrued Agreement and legislative entitlements shall be maintained. Following transfer to part-time employment, accrual will occur in accordance with the provisions relevant to part-time employment.

11.5 Term time and fixed term employees

11.5.1 Term time or fixed term employees shall be entitled to be paid an hourly rate for ordinary hours worked equal to the appropriate weekly full-time rate divided by 38.

11.5.2 Term time and fixed term employees shall be entitled to receive pro rata entitlements.

11.5.3 A "Term-time employee" is a continuing employee engaged to work:

- (a) 38 ordinary hours per week but fewer than 52 weeks per annum; or
- (b) fewer than 38 ordinary hours per week and fewer than 52 weeks per annum.

11.5.4 A "Fixed term employee" is one engaged to work 38 ordinary hours or less per week with a specified commencement and cessation date.

11.5.5 Term-time or fixed term employees shall be entitled to be paid an hourly rate for ordinary hours worked equal to the appropriate weekly full-time rate divided by 38.

11.5.6 Where a public holiday falls on a day upon which an employee is normally employed, term time and fixed term employees shall be paid the appropriate rate for the number of hours normally worked on that day.

11.6 Continuity of employment

- 11.6.1 The interruption of employment due to the College term vacation shall not break continuity of employment nor terminate the employment.
- 11.6.2 The employee will recommence work no later than either 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 the College and employee.

11.7 First Aid Officers

- 11.7.1 School officers and other non-teaching employees who hold an appropriate First Aid certificate or equivalent, and who are required to use that qualification in their employment, should be appointed as First Aid Officers and receive an allowance, of \$19.20 per week. They should be reimbursed for costs associated with maintaining their First Aid certificate.

11.8 Mixed Function

- 11.8.1 An employee who is required to perform work on any day for which a higher rate of pay is prescribed shall be paid as follows:
 - (a) if more than four (4) hours on any day, the higher rate for the whole of such day; or
 - (b) if four (4) hours or less, then payment of the higher rate for 4 hours.

11.9 Hours of Work

- 11.9.1 The ordinary hours of work for an employee shall not exceed 38 hours per week averaged over each 12 month period beginning on 1 January each year.
- 11.9.2 Such ordinary hours of work shall be worked continuously (except for meal breaks) as follows:
 - (a) for School Officers – between 7:00am and 6:00pm Monday to Friday;
 - (b) for Boarding House employees – between 5.00am and 11:00pm Monday to Sunday; and
 - (c) for Ground staff — between 6am and 6:00pm Monday to Friday.
- 11.9.3 All other non-teaching employees do not have a limited span of ordinary hours but Parts 12 to 15 (as relevant) may provide for shift work arrangements.
- 11.9.4 In addition to the hours prescribed in this clause the College may require employees to work reasonable additional hours. However, employees are not required or requested to work additional hours unless they receive a specific direction from the College.

11.10 Rostering

- 11.10.1 Where ordinary hours of employees are to be worked in accordance with a roster, a copy of the roster shall be displayed in a place accessible to all employees.
- 11.10.2 Roster starting times shall not be altered, except in emergencies, other than by giving seven (7) days' notice. However, a roster may be altered at any time by mutual consent between the College and employee.

11.11 Overtime

11.11.1 All time worked outside of the hours prescribed in clause 11.9 of this Schedule shall be paid for at the rate of time and one-half for the first 3 hours and double time thereafter, except that shift workers will be paid double time for all overtime, except where the employee is granted time in lieu in accordance with clause 11.12 below.

11.12 Time off in lieu of overtime (TOIL)

11.12.1 Where the College requires an employee to work either before the normal starting times or after the normal finishing times contained in clause 11.9.2 of this Part 11 for up to a maximum of 2 hours on any one day, the employee may be granted time in lieu for the equivalent hours worked to be taken at a mutually convenient time or receive payment at the rate of time and one half for the time worked. Time off in lieu may only be taken with the express prior permission of the staff member's supervisor.

11.12.2 Where the College requires the employee to work more than 2 hours before the normal starting times or more than 2 hours beyond the normal finishing times on any one day, the employee may receive payment at the rate of time and a half for the first hour and double time thereafter for time worked beyond the first 2 hours. Alternatively, the employee may receive payment in accordance with clause 11.11 for the full period worked.

11.12.3 Any accrued time in lieu not taken or paid within 6 months of its accrual shall be paid at the rate of time and one-half.

11.12.4 At the request of the employee, any accrued TOIL may be paid to the employee during non-term time.

11.12.5 If any accrued TOIL remains owing to the employee on the termination of their employment, the College will make payment to the employee for the accrued TOIL at the overtime rate applicable at the time it was worked.

11.13 Public Holidays

11.13.1 An employee who would ordinarily be required to work on a day on which a public holiday falls but is not required to work on that public holiday, is entitled to full pay for the time the employee would ordinarily have been required to work on that day. This includes all work done by any employee on:

- (a) New Years Day;
- (b) Australia Day;
- (c) Good Friday;
- (d) Easter Saturday (the day after Good Friday);
- (e) Easter Monday;
- (f) Anzac Day;
- (g) Labour Day;

- (h) The Birthday of the Sovereign (i.e. King's birthday);
- (i) Christmas Day;
- (j) Boxing Day; or
- (k) any other day appointed under the *Holidays Act 1983* (Qld).

11.13.2 Where an employee is required to work on a public holiday they are entitled to be paid at the rate of double time and a half with a minimum of four (4) hours.

11.13.3 Where there is agreement between the College and an employee, a public holiday may be substituted for another day. In these circumstances, work performed on the substituted day will be paid at the rate of double time and a half of the employees' ordinary time rate of pay and work performed on the actual public holiday will be paid at the ordinary rate of pay.

11.14 Meal Break

11.14.1 An employee rostered for at least six (6) hours shall be entitled to an unpaid meal break of not less than half an hour and not more than one hour per working day.

11.14.2 Ground staff who are required to continue working for more than one and a-half hours beyond their ordinary finishing time shall be entitled to take a 30 minute paid meal break and shall be provided with an adequate meal by the College or paid an allowance of \$19.93 in lieu thereof.

11.14.3 Provided that where an employee has provided a meal because of receipt of notice to work overtime and such overtime is not worked such employee shall be paid \$19.93 for any meal so provided.

11.15 Rest Pause

11.15.1 Employees who work a minimum of four (4) consecutive ordinary hours but no more than six (6) consecutive ordinary hours on any one day shall receive a paid rest pause of 10 minutes' duration. Employees who work in excess of six (6) consecutive ordinary hours (excluding the meal break) on any one day shall receive a paid rest pause of 10 minutes' duration in the first half and the second half of the period worked.

11.15.2 Such rest pauses shall be taken at such times as will not interfere with operations of the College.

11.15.3 Notwithstanding the foregoing, where the College and an employee agree, the rest pauses may be combined.

11.16 First Aid Kit

11.16.1 A first-aid cabinet will be available for employees in cases of accidents. Such first-aid cabinet will be kept and maintained in accordance with the provisions of the *Work Health and Safety Act 2011* (Qld) that relate to such first-aid cabinets.

PART 12. SCHEDULE – SCHOOL OFFICERS

12.1 Application

12.1.1 This Part 12 applies to staff for whom classifications and wages are contained in this Part.

12.2 Classification Process

12.2.1 The College shall determine the classification of a position.

12.2.2 This will be done through the following process:

- (a) An analysis is to be undertaken to establish the skills and responsibilities required for each identified position and a position description written for each position.
- (b) Each position is classified by reference to the classification criteria set out in clause 12.6 of this Schedule using the position description developed in accordance with clause 12.2.2(a)
- (c) 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 defined.

12.2.3 If at any time an employee or the College considers that the skills and responsibilities, as required by the College 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 clause 12.3 of this Schedule and an appropriate classification determined. 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.

12.2.4 Where a disagreement arises as to the outcome of a classification review, it will be dealt with under the grievance procedure contained in Part 3 of this Agreement.

12.3 Reclassification Process for School Officers

12.3.1 A school officer may request a reclassification of their position. Such a request may be made either in relation to the existing classification level of a position, or where the classification level of the position has been changed.

12.3.2 Except in exceptional circumstances no employee shall be permitted to seek a reclassification of their position on more than one occasion in a 12-month period.

12.3.3 The employee will make a Request for Reclassification to the College in writing.

12.3.4 The College will consider the Request for Reclassification and notify the employee in writing of the decision regarding the employee's request.

12.3.5 If, after receiving the College's notification, the employee believes that their position has not been classified at the correct level, the employee may initiate a grievance in the terms of Part 3 (Grievance and Dispute Settling Process).

12.3.6 No existing School Officer, employed as at 1 January 2009, will have their level or remuneration reduced as a result of any re-classification that occurs under this clause 12.3.

12.3.7 Where a position is reclassified as a result of clause 12.3 to a reduced level of remuneration and/or a lower classification level, the incumbent School Officer's remuneration will not be reduced as a result of the reclassification as long as they remain in that role. For clarity, the School Officer will also receive the annual increases referred to in clause 5.2 (Wage Increases) of this Agreement

12.4 Incremental Advancement

- 12.4.1 Each level of the structure has varying pay steps which provide for yearly service increments within a level. Such increments are payable subject to satisfactory performance but will not be unreasonably withheld by the College.
- 12.4.2 For the purposes of establishing the entitlement of an employee to a yearly pay increment a year's service shall constitute 1976 hours of duty.
- 12.4.3 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 College requiring an employee to perform at a higher level in accordance with the classification criteria set out in clause 12.6.
- 12.4.4 An employee may be appointed to a higher level without having progressed through all paypoints within a lower level.

12.5 Wages – School Officers

Classification		As from 1 January 2025 (3% or \$35 per week, whichever is the greater)				As from 1 January 2026 (3.5%)				As from 1 January 2027 (3%)			
		Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual
Level 3	Step 1	5,983.50	45.26636	36.21308	71,802.00	6,192.90	46.85051	37.48041	74,314.80	6,378.70	48.25612	38.60490	76,544.40
	Step 2	6,059.90	45.84434	36.67547	72,718.80	6,272.00	47.44891	37.95913	75,264.00	6,460.20	48.87268	39.09815	77,522.40
	Step 3	6,140.80	46.45636	37.16509	73,689.60	6,355.70	48.08212	38.46570	76,268.40	6,546.40	49.52480	39.61984	78,556.80
	Step 4	6,183.50	46.77939	37.42352	74,202.00	6,399.90	48.41650	38.73320	76,798.80	6,591.90	49.86902	39.89522	79,102.80
Level 4	Step 1	6,266.10	47.40428	37.92342	75,193.20	6,485.40	49.06333	39.25066	77,824.80	6,680.00	50.53552	40.42841	80,160.00
	Step 2	6,392.30	48.35901	38.68721	76,707.60	6,616.00	50.05134	40.04107	79,392.00	6,814.50	51.55303	41.24243	81,774.00
	Step 3	6,524.20	49.35686	39.48549	78,290.40	6,752.50	51.08399	40.86719	81,030.00	6,955.10	52.61670	42.09336	83,461.20
Level 5	Step 1	6,697.80	50.67018	40.53614	80,373.60	6,932.20	52.44346	41.95477	83,186.40	7,140.20	54.01702	43.21361	85,682.40
	Step 2	6,826.50	51.64382	41.31505	81,918.00	7,065.40	53.45114	42.76091	84,784.80	7,277.40	55.05496	44.04397	87,328.80
	Step 3	6,957.10	52.63183	42.10546	83,485.20	7,200.60	54.47396	43.57917	86,407.20	7,416.60	56.10804	44.88643	88,999.20
Level 6	Step 1	7,137.80	53.99886	43.19909	85,653.60	7,387.60	55.88865	44.71092	88,651.20	7,609.20	57.56510	46.05208	91,310.40
	Step 2	7,467.50	56.49311	45.19449	89,610.00	7,728.90	58.47065	46.77652	92,746.80	7,960.80	60.22502	48.18002	95,529.60
	Step 3	7,812.20	59.10083	47.28066	93,746.40	8,085.60	61.16916	48.93532	97,027.20	8,328.20	63.00447	50.40358	99,938.40
	Step 4	8,191.10	61.96728	49.57383	98,293.20	8,477.80	64.13623	51.30898	101,733.60	8,732.10	66.06006	52.84804	104,785.20
	Step 5	8,564.00	64.78835	51.83068	102,768.00	8,863.70	67.05564	53.64451	106,364.40	9,129.60	69.06722	55.25378	109,555.20
Level 7	Step 1	8,675.60	65.63262	52.50610	104,107.20	8,979.20	67.92942	54.34353	107,750.40	9,248.60	69.96748	55.97398	110,983.20
	Step 2	8,837.20	66.85516	53.48413	106,046.40	9,146.50	69.19507	55.35606	109,758.00	9,420.90	71.27096	57.01677	113,050.80
	Step 3	8,997.70	68.06937	54.45550	107,972.40	9,312.60	70.45165	56.36132	111,751.20	9,592.00	72.56537	58.05229	115,104.00
	Step 4	9,156.60	69.27148	55.41719	109,879.20	9,477.10	71.69613	57.35690	113,725.20	9,761.40	73.84691	59.07753	117,136.80
	Step 5	9,316.40	70.48040	56.38432	111,796.80	9,642.50	72.94741	58.35793	115,710.00	9,931.80	75.13602	60.10882	119,181.60

Classification		As from 1 January 2028 (3%)				As from 1 January 2029 (3%)			
		Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual
Level 3	Step 1	6,570.10	49.70410	39.76328	78,841.20	6,767.20	51.19520	40.95616	81,206.40
	Step 2	6,654.00	50.33882	40.27106	79,848.00	6,853.60	51.84883	41.47907	82,243.20
	Step 3	6,742.80	51.01061	40.80849	80,913.60	6,945.10	52.54105	42.03284	83,341.20
	Step 4	6,789.70	51.36542	41.09233	81,476.40	6,993.40	52.90645	42.32516	83,920.80
Level 4	Step 1	6,880.40	52.05158	41.64126	82,564.80	7,086.80	53.61304	42.89043	85,041.60
	Step 2	7,018.90	53.09936	42.47949	84,226.80	7,229.50	54.69259	43.75407	86,754.00
	Step 3	7,163.80	54.19556	43.35645	85,965.60	7,378.70	55.82132	44.65705	88,544.40
Level 5	Step 1	7,354.40	55.63748	44.50999	88,252.80	7,575.00	57.30637	45.84509	90,900.00
	Step 2	7,495.70	56.70645	45.36516	89,948.40	7,720.60	58.40786	46.72629	92,647.20
	Step 3	7,639.10	57.79130	46.23304	91,669.20	7,868.30	59.52524	47.62019	94,419.60
Level 6	Step 1	7,837.50	59.29223	47.43378	94,050.00	8,072.60	61.07081	48.85665	96,871.20
	Step 2	8,199.60	62.03159	49.62527	98,395.20	8,445.60	63.89263	51.11410	101,347.20
	Step 3	8,578.00	64.89426	51.91541	102,936.00	8,835.30	66.84078	53.47263	106,023.60
	Step 4	8,994.10	68.04214	54.43371	107,929.20	9,263.90	70.08323	56.06658	111,166.80
	Step 5	9,403.50	71.13933	56.91146	112,842.00	9,685.60	73.27347	58.61878	116,227.20
Level 7	Step 1	9,526.10	72.06682	57.65346	114,313.20	9,811.90	74.22896	59.38316	117,742.80
	Step 2	9,703.50	73.40889	58.72711	116,442.00	9,994.60	75.61112	60.48889	119,935.20
	Step 3	9,879.80	74.74263	59.79411	118,557.60	10,176.20	76.98496	61.58797	122,114.40
	Step 4	10,054.20	76.06200	60.84960	120,650.40	10,355.80	78.34367	62.67493	124,269.60
	Step 5	10,229.80	77.39045	61.91236	122,757.60	10,536.70	79.71221	63.76977	126,440.40

12.6 Classification Definitions

12.6.1 Competency of Employee

Level 3	Level 4	Level 5	Level 6	Level 7
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 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 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 some complexity in the extent and choice of actions required	There is complexity in the ranges and choice of actions required		A proportion of competencies involve complex, specialized or professional functions.	A high proportion of competencies involve significant scope and/or complex, specialized or professional functions.
Competencies are normally used within routines, methods and procedures	Competencies are normally used within a variety of routines, methods and procedures	Competencies are normally used independently and both routinely and non-routinely.	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
Some discretion and judgement are involved in	Discretion and judgement are required for self and/or	Discretion and judgement are required in planning and	Significant discretion and judgement are required in	Significant discretion and independent judgement are

Level 3	Level 4	Level 5	Level 6	Level 7
selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.	others in planning, selection of equipment, work organisation, services actions and achieving outcomes within time constraints.	selecting appropriate equipment, service techniques and work organisation for self and/or others.	planning, design, professional, technical or supervisory functions related to services, operations or processes for self and/or others.	required within constraints set by management.

12.6.2 Supervision of Employees' Work

Level 3	Level 4	Level 5	Level 6	Level 7
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 may be checked in relation to overall progress			Work is usually measured in terms of the achievement of stated objectives to agreed standards.	The general quality of work is monitored by College management and is subject to stated objectives and professional standards.
May take the form of broad guidance.	Progress and outcomes sought are under general guidance.		May be less direct than at lower levels and usually be related to task methodology and work practices.	
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.	

12.6.3 Supervision of Others

Level 3	Level 4	Level 5	Level 6	Leve7
Peer assistance may be provided to others.	The work of others may be supervised			
An employee may have limited responsibility for guidance of the work of others	Responsibility for the work and organisation of others in limited areas.	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.
Team co-ordination may be required	Teams may be guided or facilitated.		Leadership and development of teams and responsibility for outcomes may be required.	
	Training of subordinate staff may be required.	Supervision and training of lower level staff may be involved.		Responsibility for assessment, training and development and performance counselling of staff may be required.

12.6.4 Levels 3 to 7 Qualifications Matrix

Level 3	Level 4	Level 5	Level 6	Level 7
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.

12.6.5 Typical Duties/Skills - Employees assisting Student Learning

Level 3	Level 4	Level 5	Level 6	Level 7
3.1 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.	4.1 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 programs to meet the learning needs of specific students.	5.1 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.	6.1 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.	7.1 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.
3.2 Within routines, methods and procedures carry out liaison between the College, the student and the student's family where discretion and judgement are required in relation to planning, actions and achieving outcomes.	4.2 Carry out liaison between the College, the student and the student's family where discretion and judgement are required in relation to planning, actions and achieving outcomes.	5.2 Under broad guidance, supervise the operations of the College's processes and activities in relation to overseas students. This may include: enrolment; family liaison; and placement.	6.2 Provide professional advice to staff and students in the officer's area of expertise or qualification.	7.2 Undertake supervisory responsibilities which may include on the job training, staff assessment and performance counselling in relation to staff in lower level positions.

Level 3	Level 4	Level 5	Level 6	Level 7
3.3 Support students in relation to their physical needs where some discretion and judgement are involved.	4.3 Within a variety of routines, methods and procedures provide significant assistance in the enrolment, family liaison and placement of overseas students.			7.3 Operate and be accountable for the quality of output of a section or function within the College.

12.6.6 Typical Duties/Skills - Laboratory Employees

Level 3	Level 4	Level 5	Level 6	Level 7
3.1 Provide science program assistance where some discretion and judgement are involved.	4.1 Responsibility for and/or training of subordinate staff in limited areas may be required.	5.1 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	6.1 Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree.	7.1 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.

Level 3	Level 4	Level 5	Level 6	Level 7
3.2 Assist in the design/demonstration of experiments under supervision of an academic staff member(s) where some discretion and judgement are involved.	4.2 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.		6.2 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.	7.2 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.
3.3 Under direction, prepare, maintain, organize, set-up and dismantle equipment and materials for routine experiments or student projects and dispose of waste materials.	4.3 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.		6.3 Administer the allocation and monitoring of resources in the laboratory.	7.3 Manage the allocation and monitoring of resources in the laboratory.
3.4 Peer assistance and/or guidance may be provided for other assistants in a laboratory.			6.4 Support employees reporting to the position in policies to be followed, methods to be used and standards to be observed.	7.4 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.

Level 3	Level 4	Level 5	Level 6	Level 7
3.5 Under direction and within existing routines, methods and procedures, prepare, maintain and dispense stock solutions, simple chemical mixtures and compounds, cultures or similar materials.			6.5 Provide professional advice to staff and students in the officer's area of expertise.	7.5 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.
			6.6 Formulate procedural policy and guidelines in the employee's area of responsibility; submit recommendations for decision and prepare supporting statements as necessary.	

12.6.7 Typical Duties/Skills – Administration Employees

Level 3	Level 4	Level 5	Level 6	Level 7
3.1 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.	4.1 Provide administrative support to senior management of a College where discretion and judgement are required, including: taking minutes; shorthand; organizing appointments and diaries; initiating and handling correspondence (which may include confidential correspondence); monitoring telephone calls; and establishing and/or maintaining working filing systems.	5.1 Provide executive support to senior management and associated committees concerning designated aspects of College management.	6.1 Operate and be responsible for an autonomous section and all its operations.	7.1 Supervise staff including implementation and participation in induction, training, review, counselling and appraisal
3.2 Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.	4.2 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.	5.2 Direct and supervise the work of administrative/clerical and/or other staff.	6.2 Provide professional advice to staff and students in the officer's area of expertise.	7.2 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.
3.3 Enter financial data into computer and prepare financial and management reports for review and authorization by senior management.	4.3 Apply knowledge of advanced functions of computer software packages and to manage data i.e. modify fields of information, develop new databases or	5.3 Under broad guidance, supervise the operations of the College's office and other administrative activities, in the areas of enrolment, equipment and statistical	6.3 Monitor and analyse regular management information, such as staffing and financial resource usage; ensure that associated information	7.3 Identify policies and procedures requiring review or re-development and define relevant issues.

Level 3	Level 4	Level 5	Level 6	Level 7
	spreadsheet models; or graph previously prepared spreadsheets.	staffing returns.	systems are maintained and that regular reports are provided to management.	
3.4 Prepare and process payroll transactions within routines, methods and procedures.	4.4 From verbal or rough handwritten instructions; answer non-standard executive correspondence, prepare papers, briefing notes, or other written material.	5.4 Under broad guidance, supervise the operations of the College's processes and activities in relation to overseas students. This may include: enrolment; family liaison; and placement.	6.4 Provide financial, policy, or planning advice which may include providing reports, statistical surveys and advice on regulations and procedures.	7.4 Provide written reports to the College executive on complex matters, suggesting alternative courses of action and analysing the implications of each alternative.
3.5 Within routines, methods and procedures: provide administrative support to senior management; arrange appointments and diaries; and prepare correspondence.	4.5 Utilizing 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.	5.5 Prepare the accounts of the College to operating statement stage and assist in the formulation of period and year-end entries.		7.5 Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or clients.

Level 3	Level 4	Level 5	Level 6	Level 7
3.6 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.	4.6 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. NOTE An employee is not required to perform all duties listed to satisfy this skill descriptor.	5.6 Provide advice requiring knowledge of policies and / or the interpretation of rules or regulations within their area of operation. Assist in developing policy and procedures relating to their work area and identifying future trends.		7.6 Be substantively involved in the construction of annual and forward planning College budgets
3.7 Maintain petty cash float and expenses for accounting purposes	4.7 Train staff classified at lower levels by means of personal instruction and demonstration.	5.7 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.		7.7 Manage the operations of a discrete organizational area, program or administrative function.

Level 3	Level 4	Level 5	Level 6	Level 7
3.8 Assist in the preparation of internal and external publications.	4.8 Within a variety of routines, methods and procedures provide significant assistance in the enrolment, family liaison and placement of overseas students.	5.8 Prepare for senior management financial reports relating to the employee's area of responsibility.		7.8 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 formulation to senior management.
3.9 Assist in the enrolment function including handling initial enquiries and arranging interviews.		5.9 Apply a knowledge of relevant industrial awards and agreements and occupational health and safety requirements. Provide general advice to staff in these areas.	6.9 Direct and support employees reporting to the position in policies to be followed, methods to be used and standards to be observed.	7.9 Undertake high level research, review or investigations including the preparation of reports and associated papers to provide advice to the College 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 College.
3.10 Under supervision, prepare Government and Statutory Authority returns for authorization by senior management.		5.10 Original writing of promotional and advertising material.	6.10 Advise and assist in the preparation of the College budget.	7.10 Prepare papers, investigate and present information with recommendations for decision by senior officers.

Level 3	Level 4	Level 5	Level 6	Level 7
3.11 Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets.		5.11 Coordination of, and participation in, marketing activities.	6.11 Provide executive support to Principals and senior management.	
3.12 Under direction and within routines, methods and procedures: draft agenda for meetings; assemble supporting documents for informal meetings; take and produce minutes.		5.12 Design of promotional and marketing plans.	6.12 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.	
3.13 Draft and type routine correspondence from brief oral or written instructions. Respond to requests for information including drafting routine correspondence in reply.		5.13 Responsibility for liaison with media.	6.13 Supervise staff including participation in induction, training, review, counselling and appraisal and providing feedback on performance.	

Level 3	Level 4	Level 5	Level 6	Level 7
3.14 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 College as requested, monitoring file locations and identifying and processing inactive and closed files.			6.14 Develop systems and procedures for implementation in accordance with College policy.	
3.15 Maintain a store through such duties as participation in ordering and issue of expendable stores, recording of stock levels, maintaining records of equipment distribution, delivery dockets, invoices and payment vouchers and responsibility for keys.			6.15 Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or clients.	
3.16 Make and record appointments on behalf of another and, where necessary, resolve involved appointment scheduling problems.			6.16 Original writing of promotional and advertising material requiring significant discretion and judgement concerning content and design.	
3.17 Make travel and accommodation bookings in line with a given itinerary.			6.17 Management of, and participation in, marketing activities.	

Level 3	Level 4	Level 5	Level 6	Level 7
3.18 Within routines, methods and procedures carry out liaison between the College, the student and the student's family where some discretion and judgement are involved.			6.18 Design of promotional and marketing plans requiring initiative in the application of professional practices.	
			6.19 Responsibility for representing the College in the media.	

12.6.8 Information Services and Resource Employees

Level 3	Level 4	Level 5	Level 6	Level 7
3.1 Search and verify bibliographical data where some discretion and judgement are involved.	4.1 Responsibility for and/or training of subordinate staff in limited areas may be required	5.1 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: independent and original cataloguing and classification following precedents and standards; monitoring the performance of, and carrying out repairs	6.1 Apply a range of professional knowledge gained through successful completion of an appropriate undergraduate degree.	7.1 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.

Level 3	Level 4	Level 5	Level 6	Level 7
		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).		
3.2 Copy catalogue books, magazines, journals and recorded material where some discretion and judgement are involved.	4.2 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.		6.2 Operate (at a level consistent with the qualifications required) a library/resource centre. This may (or may not) include responsibility for the supervision, monitoring and training of staff in lower level positions.	7.2 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.
3.3 Maintain circulation systems where some discretion and judgement are involved.			6.3 Administer the allocation and monitoring of resources in the library/resource centre.	7.3 Manage the allocation and monitoring of resources in the library/resource centre.
3.4 Respond to enquiries from staff, students, parents and the general public and address issues in accordance with routines, methods and procedures.			6.4 Support employees reporting to the position in policies to be followed, methods to be used and standards to be observed.	7.4 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.
3.5 Assist in the demonstration of complex audio visual or computer			6.5 Provide professional advice to staff and students in the officer's area of	7.5 Provide subject matter expertise and/or policy advice across a range of

Level 3	Level 4	Level 5	Level 6	Level 7
equipment under supervision of academic staff member(s) where some discretion and judgement are involved.			expertise. Formulate procedural policy and guidelines in the employee's area of responsibility; submit recommendations for decision and prepare supporting statements as necessary.	programs or activities undertaken by the organizational area, formulate policies and provide specialist advice on policy formulation to senior management.

12.6.9 Computer/ICT Employees

Level 3	Level 4	Level 5	Level 6	Level 7
3.1 Use software application packages for personal computers to create database file structures; and spreadsheets/work sheets.	4.1 Within a variety of routines, methods and procedures, maintain the hardware and software components of a computer network and provide user support.	5.1 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: Assisting with systems analysis and design in relation to the development and maintenance of computer systems; and assisting with application programming (e.g. modification of package	6.1 Operate and be responsible for the computing section of the College and all its operations.	7.1 Operate and be responsible for the computing section which provides complex and varied services to the College community including being responsible for the supervision, monitoring and development of other staff reporting to the position.

Level 3	Level 4	Level 5	Level 6	Level 7
		systems; and investigation of malfunctions in operational programs).		
	4.2 Responsibility for and/or training of subordinate staff in limited areas may be required.		6.2 Perform non-routine professional tasks governed by procedures or guidelines. Within such constraints the employee is responsible for the independent performance of such functions.	7.2 Research and examine likely long-term requirements for computer systems, suggest alternative plans and strategies and report on their feasibility.
			6.3 Provide financial, policy and planning advice and investigate, interpret or evaluate information for the guidance of staff or management in the computing area.	7.3 Consult with departmental computer users to understand and meet the needs of the department and resolve problems concerning systems.
			6.4 Be responsible for the development of software, hardware or applications systems based on the use of current computer techniques.	7.4 Investigate and design the implementation of computer systems to meet specific needs of work areas.
			6.5 Be responsible for the development of computer systems and recommend changes and improvements in systems where appropriate.	7.5 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

Level 3	Level 4	Level 5	Level 6	Level 7
				support processes.
			6.6 Undertake maintenance programming tasks, including investigation and design requirements necessary to implement changes to existing systems.	7.6 Develop and present appropriate computer training courses.
			6.7 Provide advice to the senior executive of the College on the operations/future directions of the section by utilising acquired knowledge and experience.	
			6.8 Carry out a range of tasks necessary to support and develop systems software or other support processes.	

PART 13. SCHEDULE – BOARDING STAFF

13.1 Application

13.1.1 This Part 13 applies to Boarding staff for whom classifications and wages are contained in this Part.

13.2 Hours of Work – Boarding House Supervisors

13.2.1 The rostered hours of work for full-time Boarding House Supervisors are averaged over a period of 12 months commencing at the start of a school year and shall be rostered in accordance with the indicative arrangements in clause 13.19. Rostered hours include a period where the employee is required to be available for duty other than a period overnight when the employee is sleeping on the premises.

13.2.2 The rostered hours of work for full-time Boarding House Supervisors takes into account payment of salary during vacation periods during any one year (Annualised Salary).

13.2.3 A Boarding House Supervisor will generally be required to be rostered to work 38 weeks per year, but no more than a maximum of 40 weeks per year.

13.2.4 A Boarding House Supervisor in receipt of an annualised salary who ceases employment during or before the conclusion of a school year, shall be paid the proportion of the Boarding House Supervisors annual salary of that school year which their actual hours of work bears to the 12 month period. The College will conduct a reconciliation to ensure that the Boarding House Supervisor has received no less than the proportion of the annualised salary that corresponds to the number of weeks actually worked.

13.2.5 If the total earnings paid to the Boarding House Supervisor calculated under clause 13.2.4 are less than the Minimum Entitlement, the College will pay the shortfall within the final pay cycle. If the total earnings exceed the Minimum Entitlement, no repayment will be required from the Boarding House Supervisor.

13.3 Consecutive Days Off – Boarding House Staff

13.3.1 All Boarding House Staff shall be entitled to a minimum of two (2) days off each week or a minimum average of two (2) days off each week during any four-week period.

13.3.2 Such time off shall be in accordance with the mutually agreed roster and shall be consecutive days unless the College and employee agree otherwise.

13.4 Being Rostered on during meal times – Boarding House Staff

13.4.1 A Boarding House Staff rostered on duty during meal times shall be provided with a meal and shall be allowed sufficient time to have their meal.

13.5 Time off on weekends and public holidays – Boarding House Supervisors

13.5.1 Boarding House Supervisors rostered on duty on Saturday and Sunday or on public holidays shall have a minimum of 90 minutes off duty.

13.5.2 Absence from the College campus during designated time off will be considered and mutually agreed, providing prior notice is given by the employee to the Head of Boarding or their delegate. Time off will be considered when there are smaller numbers of students to be supervised.

13.6 Wages – Domestic Employees

Classification	As from 1 January 2025 (3% or \$35 per week, whichever is the greater)				As from 1 January 2026 (3.5%)				As from 1 January 2027 (3%)			
	Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual
Laundry	5,239.10	39.63482	31.70786	62,869.20	5,422.50	41.02228	32.81782	65,070.00	5,585.20	42.25314	33.80251	67,022.40
Cleaning	5,583.70	42.24179	33.79343	67,004.40	5,779.10	43.72003	34.97602	69,349.20	5,952.50	45.03183	36.02547	71,430.00
Kitchen Assistant	5,220.10	39.49108	31.59287	62,641.20	5,402.80	40.87325	32.69860	64,833.60	5,564.90	42.09956	33.67965	66,778.80
Catering Assistant	5,373.10	40.64856	32.51885	64,477.20	5,561.20	42.07157	33.65726	66,734.40	5,728.00	43.33345	34.66676	68,736.00

Classification	As from 1 January 2028 (3%)				As from 1 January 2029 (3%)			
	Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual
Laundry	5,752.80	43.52106	34.81685	69,033.60	5,925.40	44.82682	35.86145	71,104.80
Cleaning	6,131.10	46.38298	37.10638	73,573.20	6,315.00	47.77422	38.21937	75,780.00
Kitchen Assistant	5,731.80	43.36220	34.68976	68,781.60	5,903.80	44.66341	35.73073	70,845.60
Catering Assistant	5,899.80	44.63315	35.70652	70,797.60	6,076.80	45.97219	36.77775	72,921.60

13.7 Wages – Boarding House Supervisors

Classification	As from 1 January 2025 (4% or \$35 per week, whichever is the greater)			As from 1 January 2026 (3.5%)			As from 1 January 2027 (3%)		
	Monthly	Casual	Annual	Monthly	Casual	Annual	Monthly	Casual	Annual
L1	5,371.50	40.63645	64,458.00	5,559.50	42.05871	66,714.00	5,726.30	43.32059	68,715.60
L2	5,441.40	41.16526	65,296.80	5,631.80	42.60568	67,581.60	5,800.80	43.88419	69,609.60
L3 Paypoint 1	5,511.70	41.69710	66,140.40	5,704.60	43.15642	68,455.20	5,875.70	44.45083	70,508.40
Paypoint 2	5,581.60	42.22590	66,979.20	5,777.00	43.70414	69,324.00	5,950.30	45.01519	71,403.60
Paypoint 3	5,651.50	42.75471	67,818.00	5,849.30	44.25111	70,191.60	6,024.80	45.57880	72,297.60
Paypoint 4	5,721.80	43.28654	68,661.60	5,922.10	44.80185	71,065.20	6,099.80	46.14619	73,197.60
L4 Paypoint1	5,792.00	43.81762	69,504.00	5,994.70	45.35109	71,936.40	6,174.50	46.71131	74,094.00
Paypoint 2	5,862.00	44.34718	70,344.00	6,067.20	45.89956	72,806.40	6,249.20	47.27643	74,990.40
Paypoint 3	5,932.10	44.87750	71,185.20	6,139.70	46.44804	73,676.40	6,323.90	47.84155	75,886.80
Paypoint 4	6,002.20	45.40782	72,026.40	6,212.30	46.99727	74,547.60	6,398.70	48.40743	76,784.40
L5 Paypoint1	6,077.50	45.97748	72,930.00	6,290.20	47.58660	75,482.40	6,478.90	49.01415	77,746.80
Paypoint 2	6,153.50	46.55244	73,842.00	6,368.90	48.18198	76,426.80	6,560.00	49.62769	78,720.00
Paypoint 3	6,232.00	47.14631	74,784.00	6,450.10	48.79628	77,401.20	6,643.60	50.26014	79,723.20
Paypoint 4	6,311.60	47.74850	75,739.20	6,532.50	49.41965	78,390.00	6,728.50	50.90243	80,742.00

Classification	As from 1 January 2028 (3%)			As from 1 January 2029 (3%)		
	Monthly	Casual	Annual	Monthly	Casual	Annual
L1	5,898.10	44.62029	70,777.20	6,075.00	45.95857	72,900.00
L2	5,974.80	45.20054	71,697.60	6,154.00	46.55622	73,848.00
L3 Paypoint 1	6,052.00	45.78457	72,624.00	6,233.60	47.15841	74,803.20
Paypoint 2	6,128.80	46.36558	73,545.60	6,312.70	47.75682	75,752.40
Paypoint 3	6,205.50	46.94583	74,466.00	6,391.70	48.35447	76,700.40
Paypoint 4	6,282.80	47.53062	75,393.60	6,471.30	48.95666	77,655.60
L4 Paypoint1	6,359.70	48.11238	76,316.40	6,550.50	49.55582	78,606.00
Paypoint 2	6,436.70	48.69490	77,240.40	6,629.80	50.15574	79,557.60
Paypoint 3	6,513.60	49.27667	78,163.20	6,709.00	50.75491	80,508.00
Paypoint 4	6,590.70	49.85994	79,088.40	6,788.40	51.35558	81,460.80
L5 Paypoint1	6,673.30	50.48483	80,079.60	6,873.50	51.99938	82,482.00
Paypoint 2	6,756.80	51.11652	81,081.60	6,959.50	52.64999	83,514.00
Paypoint 3	6,842.90	51.76789	82,114.80	7,048.20	53.32102	84,578.40
Paypoint 4	6,930.40	52.42984	83,164.80	7,138.30	54.00264	85,659.60

13.8 Kitchen Assistant – Typical Duties:

- 13.8.1 Cleaning, tidying and general assistant of kitchen, customer service areas, including the cleaning of equipment, crockery and general utensils ensuring they are hygienic;
- 13.8.2 assembly and preparation of ingredients for cooking;
- 13.8.3 handling, storing and distributing goods, including pantry items and linen;
- 13.8.4 setting and/or wiping down tables, removing food plates, and picking up cutlery, glasses and crockery;
- 13.8.5 assisting employees who are cooking;
- 13.8.6 general cleaning duties including disposing of rubbish;
- 13.8.7 providing general assistance to employees of a higher grade not including cooking;
- 13.8.8 serving prepared food as required;
- 13.8.9 washing, peeling, chopping and cutting foodstuffs; and
- 13.8.10 following Workplace Health and Safety Guidelines and any Food Safety Plan.

13.9 Catering Assistant – Typical Duties:

- 13.9.1 Preparing and/or cooking a range of food items required by the menu;
- 13.9.2 money handling for daily tuck-shop;
- 13.9.3 cleaning, tidying and general assistant of kitchen, customer service areas, including the cleaning of equipment, crockery and general utensils ensuring they are hygienic;
- 13.9.4 assembly and preparation of ingredients for cooking;
- 13.9.5 handling, storing and distributing goods, including pantry items and linen;
- 13.9.6 setting and/or wiping down tables, removing food plates, and picking up cutlery, glasses and crockery;
- 13.9.7 assisting employees who are cooking;
- 13.9.8 general cleaning duties including disposing of rubbish;
- 13.9.9 providing general assistance to employees of a higher grade not including cooking;
- 13.9.10 serving prepared food as required;
- 13.9.11 washing, peeling, chopping, and cutting foodstuffs; and
- 13.9.12 following Workplace Health and Safety Guidelines and any Food Safety Plan.

13.10 Late Nights

13.10.1 This clause applies to Boarding House Employees other than Boarding House Supervisors. Boarding House Supervisors will not be rostered to work between 11:00 p.m. and 5:00 a.m but remain on site to meet duty of care requirements.

13.10.2 All ordinary hours worked between 11:00 p.m. and 5:00 a.m. Monday to Friday will attract a penalty of 15% in addition to the ordinary rate.

13.10.3 Where a Boarding House Supervisor is interrupted during the period between 11:00 p.m. and 5:00 a.m. and required to perform work, they will be entitled to payment at 150% of their ordinary hourly rate for the time worked, with a minimum payment of 30 minutes per interruption. Such payment will be subject to the Supervisor recording the time of the interruption, the student involved, the nature of the issue, and the actions taken.

13.11 Weekend Work

13.11.1 This clause applies to Boarding House employees other than Boarding House Supervisors.

13.11.2 All ordinary hours worked between midnight Friday and midnight Saturday will attract a penalty of 25% in addition to the ordinary rate.

13.11.3 All ordinary hours worked between midnight Saturday and midnight Sunday will attract a penalty of 50% in addition to the ordinary rate.

13.12 Broken Shift Allowance

13.12.1 Where a full-time employee works a broken shift, they will be paid 5% in addition to the ordinary rate for every shift so worked.

13.13 Vehicles

13.13.1 Where an employee is required by the employer to use a motor vehicle for work purposes, it will be provided and maintained by the employer.

13.13.2 Alternatively, if the employee uses their own vehicle, they will be reimbursed in accordance with the rate outlined in the relevant ATO determination.

13.14 Service Increments – Progression of Boarding House Supervisors

13.14.1 An employee will progress with an annual incremental increase within the limitations of the income range for the employee's classification level, until the top paypoint is reached, subject to the employee satisfactorily achieving mutually agreed goals. The mutually agreed goals shall be determined using the formative appraisal process outlined in clause 13.15.

13.14.2 Annual incremental increases shall not be withheld when significant progress towards achieving mutual outcomes has been attained or when non-availability of resources or training prevents an employee from achieving significant progress towards agreed outcomes.

13.14.3 If an annual incremental increase is withheld, the employee will be given an opportunity to have the matter resolved through Part 3 of this Agreement.

13.15 Formative Appraisal – Boarding House Supervisors

13.15.1 At least once a year each Boarding House Supervisor, upon request from and together with the Head of Boarding or other identified supervisor, shall set mutually agreed goals.

13.15.2 The goal setting may consider any of the following:

- (a) continual improvements in productivity and efficiency;
- (b) training relevant to the needs of the Boarding School;
- (c) 'on the job' skills development;
- (d) meeting requirements of in-house professional development.

13.15.3 The Deputy Head of Boarding and the Head of Boarding (or other identified supervisor) may review and refine the agreed goals during the implementation stage.

13.15.4 At the conclusion of each year the progress towards the achievement of the agreed goals is to be determined by the Boarding House Supervisor and the person with whom they have undertaken the appraisal process.

13.15.5 Where there is a dispute with regard to the reasonable effort to achieve mutually agreed goals, the matter should be dealt with in accordance with Part 3 of this Agreement.

13.16 Supervision of students by Boarding House Staff

13.16.1 When Boarding House Staff are rostered on duty and there are greater or fewer than the normal number of students to be supervised, there will be consultation between the Director of Boarding and the Boarding House Staff concerned in determining supervisory levels.

13.17 Career Structure

13.17.1 A Boarding House Staff Classification Structure shall operate in accordance with this Agreement.

13.17.2 The parties have agreed that the College will give consideration to structures which will enhance career advancement based on recognition of relevant qualifications or experience which may be necessary to successfully carry out the duties of the position.

13.17.3 The College agrees to make payment upon completion of each unit of study as approved through the College process.

13.18 Classification Structure

13.18.1 Level 1 (Boarding House Assistant)

Boarding House Tutors who receive board and lodging in return for assisting Boarding House Supervisors Level 2 and above, will be classified as Level 1 for the purposes of this Agreement.

13.18.2 Level 2 (Boarding House Supervisor)

- (a) Characteristics: Employees shall be graded at this level where the principal characteristics of their position, as determined by the College, are identified as follows:

- (i) Responsibility for the smooth and efficient management of student activities in the boarding house.
- (ii) Highly developed knowledge, skills and capacity for self-directed application of appropriate techniques and equipment required to perform highly complex tasks involving substantial applied theoretical knowledge and interpersonal skills.
- (iii) Performs complex tasks without supervision.
- (iv) A significant part of the role will concern the welfare of the students and the maintenance of effective communication with parents.
- (v) Progression from one paypoint will be an annual increment up to L4 paypoint 4.

(b) Qualifications: Knowledge, relevant qualifications and/or experience may be required by the College as necessary to successfully carry out the duties of the position.

(c) Typical Duties of the Boarding House Supervisor shall include, but are not limited to:

- (i) ensuring students rise, attend to personal hygiene, personal housekeeping and community duties;
- (ii) supervising meals;
- (iii) assisting in the provision of a secure environment for students;
- (iv) supervising students with study and homework when required;
- (v) participating in student activities and outings as required;
- (vi) overseeing departure of students on weekend leave when required;
- (vii) reporting to higher level staff of incidents, accidents, maintenance requirements, and monitoring subsequent outcomes;
- (viii) adhering to all aspects of workplace health and safety of students and staff;
- (ix) attending to all fire alarms when on premises;
- (x) attending to security callouts;
- (xi) attending to any disturbances during sleepovers;
- (xii) accident/incident report writing when required;
- (xiii) supervising "Prep" checks of Grade 12 students;
- (xiv) distributing linen;
- (xv) accurate roll calling and bed checking when on duty;
- (xvi) providing information to the Boarding Office re weekend leave arrangements;
- (xvii) operating and setting of security system, and securing buildings and boarding house;
- (xviii) escorting and supervising of students on recreational activities;
- (xix) performing office duties including answering the front office telephone, reception, clerical work, distribution of mail, use of fax and photocopy equipment;

- (xx) liaising with parents as required and as provided for in College policy;
- (xxi) ensuring that students understand and adhere to College policies;
- (xxii) assisting in training of staff at lower classification levels;
- (xxiii) writing semester reports on individual Boarding House students for inclusion with their College report card;
- (xxiv) safe keeping of valuable items for students from time to time;
- (xxv) being responsible for specific duties as set by Head of Boarding;
- (xxvi) deputising for the Deputy Head of Boarding from time to time, as directed;
- (xxvii) implementing of College policy and procedures as directed; and
- (xxviii) responsibility for the running of the dining room.

13.18.3 Level 5 (Deputy Head of Boarding)

- (a) Characteristics: Employees shall be graded at this level where the principal characteristics of their position, as determined by the College are identified as follows.
 - (i) An employee at this level works under general supervision and/or broad guidance depending on functions and experience. They are accountable to the Head of Boarding.
 - (ii) Deputy Head of Boarding Level 5 may be required to carry out the duties described for lower level employees and will be required to make autonomous use of a high degree of theoretical knowledge or relevant previously acquired experience to initiate, plan and implement programs for students.
 - (iii) Responsibility for the planning and management of the work of others will be required, as well as responsibility for their general supervision.
 - (iv) Competency at this level involves self-directed application of knowledge with substantial depth in specialised areas.
 - (v) Judgement is required concerning service techniques and work organisation – both for themselves and for staff at lower levels. Supervision and training of staff at lower levels may be required.
 - (vi) Responsibility for decision making in areas identified by the Head of Boarding will be required.
- (b) Qualifications: Knowledge, relevant qualifications and/or experience may be required by the College as necessary to successfully carry out the duties of the position.
- (c) Typical Duties of the Level 5 Deputy Head of Boarding shall include, but are not limited to:
 - (i) any duties performed by lower level employees;
 - (ii) assisting with the co-ordination and implementation of training of staff at lower levels in liaison with the Head of Boarding;
 - (iii) assisting with co-ordination and direction of the activities of staff at lower levels as directed;
 - (iv) safe-keeping of valuable items for students;

- (v) responsibility for implementation of College policy and procedures as directed;
- (vi) participating in the planning and co-ordination of activities;
- (vii) liaising with parents as directed;
- (viii) supervising and monitoring of the daily program;
- (ix) staff roster/dining room roster;
- (x) responsibilities for specific duties as set by Head of Boarding; and
- (xi) acting in loco parentis as required.

13.19 Indicative Roster Arrangements

Boarding House Supervision - Standard Roster Duty Weeks

	Rostered Hours (max. per day)	Rostered Days (equivalent)	Days Allowed	Rostered Weeks (equivalent)
Student Term Time				37
Days prior to start of school in January	8	3	3	
Rostered Australia Day Public Holiday	14	1	2	
Rostered Public holidays during year	8/14	3	4	
Rostered Pupil Free Day	8	1	1	
Orientation Weekend	10/2	2	<u>5</u> <u>15</u>	3
			Standard Roster Weeks Per Annum	40

Standard Two Week Roster	Start Time	Finish Time	Hours
Monday	OFF 5pm	OFF 11pm	6.00
Tuesday	6:45am 3:00pm	9:00am 11:00pm	2.25 8.00
Wednesday	6:45am 3:00pm	9:00am 11:00pm	2.25 8.00
Thursday	6:45am OFF	9:00am OFF	2.25 OFF
Friday	DAY	OFF	
Saturday	OFF 6.00pm	OFF 10pm	4.00
Sunday	6:45am 1:30pm	12:00pm 10:00pm	5.25 8.50
Monday	6:45am 3:00pm	9:00am 11:00pm	2.25 8.00
Tuesday	DAY	OFF	
Wednesday	OFF 5.00pm	OFF 11pm	6.00
Thursday	6:45am 3:00pm	9:00am 11:00pm	2.25 8.00
Friday	6:45am 3:00pm	9:00am 11:00pm	2.25 8.00
Saturday	8:00am 1:30pm	12:00pm 6pm OFF	4.00 4.50
Sunday	DAY	OFF	
Duty Day	5:00am	6:45am	1.75

Standard Two Week Roster	Start Time	Finish Time	Hours
On-call, call-outs, excursions during non-roster periods (average for 2 week period)			6.00
Standard Hours for 2 week roster			100.00
Standard Hours for 4 week roster			200.00
Maximum Hours for 4 week roster			200.00

PART 14. SCHEDULE – GROUND STAFF

14.1 Application

This Part 14 applies to employees for whom classifications and wages are contained in this Part.

14.2 Overtime and Weekend Work

- 14.2.1 Overtime worked on a Monday to a Saturday shall be paid for at the rate of time and a half for the first three (3) hours on any one day and at the rate of double time thereafter.
- 14.2.2 All overtime worked on Sundays shall be paid for at the rate of double time.
- 14.2.3 All overtime worked on a Saturday or on a Sunday shall be subject to a minimum payment of two (2) hours work on each occasion that an employee is required to attend for duty.
- 14.2.4 Where an employee is recalled from home, to work overtime, the employee shall be paid for such time so worked at the rate of double time, with a minimum payment as for three (3) hours' work in respect of each such recall.

14.3 Classification Definitions

14.3.1 Ground staff – Level 1

Level 1 applies to an employee who is engaged to assist in a range of general duties applicable to the maintenance and development of turf areas and surrounds. An employee will remain at this level for a maximum of six (6) months.

- (a) Typical Duties of the Ground staff Level 1 include, but are not limited to the following:
 - (i) performs routine duties essentially of a manual nature and to the level of their training;
 - (ii) works under direct supervision; and
 - (iii) exercises basic judgement.
- (b) Indicative tasks and/or qualifications:
 - (i) Assists in the general maintenance and development of turf areas and surrounds;
 - (ii) laboring; and
 - (iii) operation of some machinery.

14.3.2 Ground staff – Level 2

Level 2 applies to an employee who 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 Ground staff – Level 1, and to the level of their training.

- (a) Typical Duties of the Ground staff Level 2 shall include, but are not limited to the following:
 - (i) works under direct supervision either individually or in a team environment;

- (ii) understands and undertakes basic quality control/assurance procedures; and
- (iii) understands and utilises basic statistical process control procedures.

(b) Indicative tasks and/or qualifications:

- (i) operates and/or maintains machinery;
- (ii) planting and maintaining trees and gardens;
- (iii) maintains simple records; and
- (iv) assists in the maintenance of playing surfaces, including setting up of greens, top dressing, fertilising under supervision, seeding, turfing, coring and sprigging.

14.3.3 Ground staff – Level 3

Level 3 applies to an employee who is engaged to assist and carry out, with or without direction, duties pertaining to the maintenance and development of turf areas and surrounds. Performs work above and beyond the skills of Ground staff Level 2 and to the level of their training.

(a) Typical Duties of the Ground staff Level 3 shall include, but are not limited to the following:

- (i) is responsible for the quality of their own work subject to routine supervision;
- (ii) works under routine supervision either individually or in a team environment; and
- (iii) exercises discretion within their level of skills and training.

(b) Indicative tasks and/or qualifications:

- (i) assists in the training and/or supervision of employees at Levels 1 and 2;
- (ii) major non-trade maintenance of equipment;
- (iii) assists in chemical and other spraying, where required to hold an appropriate licence;
- (iv) completes basic records;
- (v) assists in the construction and installation of facilities and systems; and
- (vi) operates a specialised range of machinery e.g. greens, mowers, fairway units.

14.3.4 Ground staff – Level 4

Level 4 applies to an employee who is a Tradesperson and who has satisfactorily attained the appropriate level of training at trade or equivalent level.

(a) Typical Duties of the Ground staff Level 4 shall include, but are not limited to the following:

- (i) understands and applies quality control techniques;
- (ii) exercises good interpersonal and communications skills;
- (iii) performs work without supervision either individually, or in a team environment; and

- (iv) performs non-trade work incidental to their work.
- (b) Indicative tasks and/or qualifications:
 - (i) operates and/or maintains a wide range of turf machinery and equipment;
 - (ii) training and supervision of employees at Levels 1, 2 and 3, including apprentices;
 - (iii) construction of surfaces and gardens;
 - (iv) installation and maintenance of irrigation and drainage systems;
 - (v) control and maintenance of stores and facilities;
 - (vi) stock control;
 - (vii) record keeping;
 - (viii) plans the work program in consultation with management; and
 - (ix) trades maintenance of equipment.

14.3.5 Ground staff – Level 5

Level 5 applies to employees who have satisfactorily attained the appropriate level of training at the trade or equivalent level and who carry out and/or manage greenkeeping aspects pertaining to the general maintenance and development of turf areas and surrounds.

- (a) Typical Duties of the Ground staff Level 5 shall include, but are not limited to the following:
 - (i) understands and applies quality control techniques;
 - (ii) exercises good interpersonal and communications skills; and
 - (iii) capable of performing work without supervision, either individually or in a team environment.
- (b) Indicative tasks and/or qualifications:
 - (i) supervision and training of subordinate staff, including tradespersons;
 - (ii) presentation of written and/or verbal reports, general liaison with management; and
 - (iii) activities requiring application of specialist skills.

14.3.6 Ground staff – Level 6

Level 6 applies to an employee who is responsible for the total management of a turf area and surrounds. Level 6 does not include employees who have the right to engage and/or terminate the services of other employees.

- (a) Typical Duties of the Ground staff Level 6 shall include, but are not limited to the following:
 - (i) exercises discretion within the scope of this level;
 - (ii) understands and implements quality control measures; and
 - (iii) provides trade guidance and assistance.

- (b) Indicative tasks and/or qualifications:
 - (i) preparation of budgets and financial reports;
 - (ii) planning for the overall development of the facility in consultation with management; and
 - (iii) 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.

14.4 Training

Where the College and employee agree that the employee should undergo training in accordance with clause 7.6 of this Agreement, the following apply:

- (a) Training may be undertaken either on or off the job.
- (b) If the training is undertaken during ordinary working hours, the employee concerned shall not suffer any loss of pay.
- (c) Any costs, including the standard fees for prescribed courses and prescribed textbooks, incurred in connection with the undertaking of the training shall be reimbursed by the College upon production of evidence of expenditure.
- (d) Reimbursement may be on an annual basis subject to the presentation of reports of satisfactory progress.
- (e) Travel costs incurred by an employee that exceed those normally incurred in travelling to and from their usual place of work may be reimbursed by the College.

14.5 Distributing fertiliser or spraying

- 14.5.1 Employees who are required to distribute fertiliser or who are engaged in spraying shall, upon request, be supplied with gloves, overalls, goggles and a double respirator at the employer's expense.
- 14.5.2 Alternatively, by mutual agreement, the employee will be paid an allowance of \$1.83 per week in lieu of equipment being provided by the school on the condition that the health and safety of the employee is not placed at any increased risk.

14.6 Work in the rain

- 14.6.1 When an employee's clothes get wet because the employee is required to work in the rain, the employee will be paid double rates for all work so performed. Such payment is to continue until such time as the employee finishes work or is able to change into dry clothing.
- 14.6.2 This clause shall not apply where the employee has been supplied with adequate rainproof clothing.

14.7 Wash-up time

Preparation for breaks where the employee needs to clean up or wash hands shall be done in the employer's time.

14.8 WAGES – Ground Staff

Classification	As from 1 January 2025 (3% or \$35 per week, whichever is the greater)				As from 1 January 2026 (3.5%)				As from 1 January 2027 (3%)			
	Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual
Level 1	5,262.60	39.81261	31.85008	63,151.20	5,446.80	41.20611	32.96489	65,361.60	5,610.20	42.44227	33.95381	67,322.40
Level 2	5,451.80	41.24394	32.99515	65,421.60	5,642.60	42.68738	34.14990	67,711.20	5,840.10	44.18151	35.34520	70,081.20
Level 3	5,641.10	42.67603	34.14083	67,693.20	5,838.50	44.16940	35.33552	70,062.00	6,042.80	45.71497	36.57198	72,513.60
Level 4	5,787.70	43.78509	35.02807	69,452.40	5,990.30	45.31780	36.25424	71,883.60	6,200.00	46.90422	37.52338	74,400.00
Level 5	5,963.40	45.11429	36.09144	71,560.80	6,172.10	46.69315	37.35452	74,065.20	6,388.10	48.32723	38.66179	76,657.20
Level 6	6,152.60	46.54563	37.23650	73,831.20	6,367.90	48.17442	38.53953	76,414.80	6,590.80	49.86070	39.88856	79,089.60

Classification	As from 1 January 2028 (3%)				As from 1 January 2029 (3%)			
	Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual
Level 1	5,778.50	43.71549	34.97239	69,342.00	5,951.90	45.02730	36.02184	71,422.80
Level 2	6,015.30	45.50693	36.40554	72,183.60	6,195.80	46.87245	37.49796	74,349.60
Level 3	6,224.10	47.08654	37.66923	74,689.20	6,410.80	48.49896	38.79917	76,929.60
Level 4	6,386.00	48.31135	38.64908	76,632.00	6,577.60	49.76084	39.80867	78,931.20
Level 5	6,579.70	49.77673	39.82138	78,956.40	6,777.10	51.27010	41.01608	81,325.20
Level 6	6,788.50	51.35634	41.08507	81,462.00	6,992.20	52.89737	42.31790	83,906.40

PART 15. SCHEDULE – NURSES

15.1 Application

15.1.1 This Part 15 applies to all Registered Nurses employed by the College.

15.2 Generic Level Statements – Registered Nurses

These generic level statements are intended as broad descriptions of the role at each level of the career structure and should be applicable in all health settings where nurses practise. Specific job descriptions will, however, need to be developed for the specific positions at each of the career structure levels, e.g. Clinical Nurse Consultant Accident & Emergency.

15.2.1 Level 2 - Clinical Nurse

Generic level statement	Responsibilities
A Clinical Nurse means a Registered Nurse who is appointed as such.	1. Provide comprehensive, person-centered direct care to student/staff 2. Practices independently and interdependently. 3. Practice reflects cultural and social changes within a school and Australian society. 4. Assumes accountability and responsibility for own actions 5. Work collaboratively with student's, families, staff and other health care team members to deliver evidence-based care, utilizing effective communication strategies.
The Clinical Nurse role requires a broad developing knowledge in professional nursing issues and a sound specific knowledge base in relation to a field of practice.	6. Manage medical services, co-ordinate referrals and ensure student and staff safety 7. Maintain accurate and secure records of all nursing activities according to college policies and procedures. 8. Acts as a role model for other Clinical Nurses and other non-health personnel in the provision of holistic student/staff care.
A Clinical Nurse assumes accountability and responsibility for their own actions and acts to rectify any unsafe nursing practices and/or unprofessional conduct.	9. Takes additional responsibility delegated from the Nurse Manager which clearly differentiates the role from that of the Registered Nurse e.g.: planning and co-ordination of health care education for students and staff; and other staff development activities; orientation and preceptorship for new staff.
A Clinical Nurse is subject to the regulations of the Australian Health Practitioner Regulation Agency (AHPRA) and holds a current annual license certificate as such.	10. Assist in the co-ordination, delivery and evaluation of annual health promotion activities such as Fluvax Clinics.
A Clinical Nurse works in accordance with the NMBA & NSQHS Standards.	11. Participates in college policy and procedures review as required by the College 12. Actively participates in college-wide professional development activities 13. Ensures a safe working environment. 14. May relieve Nurse Manager
A Clinical Nurse is responsible for the College population and is able to function in complex situations while providing support and direction to both other clinical and all non-health college personnel.	
A Clinical Nurse identifies, selects, implements and evaluates nursing interventions that have less predictable outcomes.	
The Clinical Nurse is able to demonstrate:	
<ul style="list-style-type: none">• advanced level clinical skills and problem-solving skills;• ability to triage, assess, manage and evaluate care;• planning and co-ordination skills in the clinical management of patient care;• the ability to work within a collegiate/team structure;• awareness of and involvement with the quality assurance process; and• contribution to professional practice of the Health Centre.	

15.2.2 Level 3 – Nurse Manager

Generic level statement	Responsibilities
A Nurse Manager means an employee appointed as such, who is a Registered Nurse, accountable for the management of human and material resources for the Health Centre.	1. Provides Professional leadership in the role of Nurse Manager within the School.
A Nurse Manager requires a broad developing knowledge in professional nursing issues and a sound specific knowledge base in a field of practice.	2. Provides leadership in clinical decision making.
The Nurse Manager collaborates with the Clinical Nurses to facilitate the provision of quality, cost-effective nursing care.	3. Provides nursing management of human and material resources for the effective functioning of the Health Centre
Nurse Managers must demonstrate management skills including: organisation and planning skills in relation to personnel and material resource management, awareness and understanding of staffing methodologies, leadership qualities, analytical and report writing skills.	3. Allocates and rosters staff for the Health Centre including Staff leave.
The Nurse Manager assumes accountability and responsibility for their own actions and acts to rectify any unsafe Nursing practices and/or unprofessional conduct.	4. Assists and supports nurses in direct student/staff care, human resource management, shift co-ordination, performance and/or change management.
The Nurse Manager is subject to the regulations of the Australian Health Practitioner Regulation Agency (AHPRA) and holds a current annual license certificate as such.	5. Participates in the formulation and implementation of health and safety policy and procedures of the school.
The Nurse Manager works in accordance with the NMBA & NSQHS Standards.	6. Ensure Health Centre Nurses work within their scope of practice, assess education needs and ensure professional development and mandatory training requirements are met yearly.
A Nurse Manager demonstrates an advanced level of clinical skill and problem-solving skills.	7. Participates in staff selection processes, orientation and performance review
	8. Ensures a safe working environment.
	9. On-Call 7 days a week – provides guidance, advice and support to Nurses' working alone out of hours.

15.3 Determining the length of experience for pay point

- 15.3.1 For the purpose of determining the rate of wages payable by reference to the year of service or paypoint of any employee, an employee shall be given credit for all previous continuous nursing service.
- 15.3.2 Previous nursing service shall include time spent in obtaining additional nursing qualifications other than the basic qualification required for registration as a nurse.
- 15.3.3 A part-time or casual nursing employee shall be required to complete the equivalent of a full working year (1,976 hours) from the time of their first appointment, enrolment or registration or of their last increment before being eligible for the next increment.
- 15.3.4 In calculating continuous nursing service for the purpose of this clause, the following shall not be counted as service:
 - (a) any period of service which took place prior to an absence of over three (3) years from nursing duties where those nursing duties were covered by a relevant nursing award or relevant

nursing agreement.

- (b) This exclusion does not apply to any period served as a nursing employee on full pay while obtaining additional nursing qualifications.

15.3.5 On termination of employment each nursing employee shall be given a statement of service setting out the duration of employment at that facility, capacity of employment, details of any advancement (or reversal of advancement) in paypoint and in the instance of part-time and casual employees, the total hours worked.

15.3.6 The employee is responsible for providing evidence of all previous experience for the purposes of calculating total service.

15.3.7 An employee who is unable to provide proof of their previous experience within four (4) weeks of engagement, will be paid at either the rate of pay for a first year of service at the College, or the rate of pay for the year for which proof of experience is provided. The employee will continue at this rate of pay until they provide evidence of their previous experience to the College or they accumulate sufficient service to warrant payment at a higher rate.

15.3.8 If the employee provides proof of previous experience within four (4) weeks of commencement, the College will backpay the higher rate to the date of commencement.

15.4 Wages - Nurses

Classification	As from 1 January 2025 (3% or \$35 per week, whichever is the greater)				Base Rate increase 10% on 1 January 2025				As from 1 January 2026 (3.5%)				
	Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual	
Level 2	Year 1	7,089.70	53.63498	42.90798	85,076.40	7,798.67	58.99847	47.19878	93,584.04	8,071.60	61.06324	48.85059	96,859.20
	Year 2	7,189.70	54.39150	43.51320	86,276.40	7,908.67	59.83065	47.86452	94,904.04	8,185.50	61.92492	49.53994	98,226.00
	Year 3	7,306.50	55.27511	44.22009	87,678.00	8,037.15	60.80262	48.64210	96,445.80	8,318.50	62.93109	50.34487	99,822.00
	Year 4	7,425.70	56.17688	44.94151	89,108.40	8,168.27	61.79457	49.43566	98,019.24	8,454.20	63.95769	51.16615	101,450.40

Classification	As from 1 January 2027 (3%)				As from 1 January 2028 (3%)				As from 1 January 2029 (3%)				
	Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual	Monthly	Casual	Hourly	Annual	
Level 2	Year 1	8,313.70	62.89478	50.31582	99,764.40	8,563.10	64.78154	51.82523	102,757.20	8,820.00	66.72504	53.38003	105,840.00
	Year 2	8,431.10	63.78293	51.02635	101,173.20	8,684.00	65.69617	52.55694	104,208.00	8,944.50	67.66690	54.13352	107,334.00
	Year 3	8,568.10	64.81936	51.85549	102,817.20	8,825.10	66.76362	53.41090	105,901.20	9,089.90	68.76688	55.01351	109,078.80
	Year 4	8,707.80	65.87622	52.70098	104,493.60	8,969.00	67.85225	54.28180	107,628.00	9,238.10	69.88805	55.91044	110,857.20

15.5 Full time Nurses – Annualised Salary arrangements

15.5.1 Agreement for an annualised salary

- (a) A full-time Registered Nurse and the College may enter into an agreement that the nurse is paid an annualised salary. The nurse must be paid at least the appropriate minimum monthly rate for the nurse as set out in clause 15.4 for the entire 12 months.
- (b) The employee's annual leave entitlement is included in the annualised salary and is deemed to be taken during semester breaks.

15.5.2 Exclusions from provisions of this Agreement

Nurses who enter into an annualised salary arrangement are excluded from the following provisions of this Agreement (as their annualised salary compensates for these entitlements):

- (a) Recall;
- (b) On-call allowance;
- (c) Meal breaks - extra payment for working during meal break;
- (d) Weekend work;
- (e) Afternoon and night duty;
- (f) Overtime;
- (g) Sleepover; and
- (h) Penalty rates for public holidays.

15.5.3 Negotiating the annualised salary

- (a) When negotiating the annualised salary the College and the nurse shall take into consideration the expected work requirements and the excluded provisions that would otherwise apply.
- (b) The terms and conditions of employment for a salaried employee agreed under this clause 15.5 shall not be less favourable overall than those that would otherwise apply if the employee had not entered into the salaried arrangement.

15.5.4 Recording the annualised salary arrangement

- (a) Annualised salary arrangements must be recorded in writing before it comes into effect, noting the agreement of both the College and the nurse. A copy must be kept as part of the nurse's time and wages record. The written agreement must include the following:
 - (i) the number of weeks to be worked under the arrangement;
 - (ii) the hours of work required;
 - (iii) the negotiated exclusions under clause 15.5.2 above;
- (b) For the purposes of this clause "sleepover" is defined as sleeping in at night to undertake duty

of care requirements and to be on-call for emergencies.

15.5.5 Review of annualised salary arrangement

- (a) Due to the nature of the arrangement, annualised salary arrangements must remain in place for the entire year.
- (b) Prior to the commencement of each subsequent year, the College and the nurse may review the arrangement. The College must not refuse a request of the nurse to review the arrangement at that time.
- (c) During any such review either party may elect to discontinue the annualised salary arrangement by giving four (4) weeks' notice in writing.
- (d) If the arrangement is discontinued, the nurse will revert to term-time employment unless another arrangement is negotiated.
- (e) If the annualised salary arrangement is renegotiated the new or amended agreement is to be recorded in accordance with clause 15.5.4 of this Schedule.

15.5.6 Treatment of salary upon termination or discontinuance of the arrangement

- (a) A nurse who is employed under an annualised salary arrangement and whose employment terminates, or who decides to discontinue the annualised salary arrangement in accordance with Clause 15.5.5(c) above, shall be paid the proportion of their annual salary of that year that their service (excluding school vacations) bears to the number of weeks in a year that they would ordinarily be required to work.
- (b) Such proportion of salary shall be calculated on the salary which the employee was receiving immediately before cessation of employment.

15.6 Overtime Weekend work and Afternoon/Night shifts

15.6.1 Entitlements

- (a) All time worked in excess of 10 hours per shift or the ordinary working hours as prescribed in clause 11.9 (Hours of Work) shall be overtime and shall be paid at the following rates:
 - (i) in the case of shift workers – at the rate of double time;
 - (ii) in the case of all other employees – at the rate of time and one-half for the first three (3) hours and double time thereafter on any one day;
 - (iii) all overtime on a Sunday shall be paid at the rate of double time.
- (b) Payment shall be made for all overtime worked. Time off in lieu shall not be regarded as payment.
 - (i) No employee engaged as a nurse shall be required to work after midnight unless directed by the College for a specified activity in accordance with clauses 15.7 and 15.8 (such as to be on call or perform a sleepover).

15.6.2 Overtime meal

- (a) The College will provide either a reasonable meal to nurses at College expense, or a payment

of \$19.93 in lieu of the meal, in circumstances where:

- (i) the nurse is called upon to continue work after their usual ceasing time; and
- (ii) the overtime either continues for more than two hours, OR the overtime extends for more than one hour AND continues past 6pm.

(b) The provision of this meal or the payment of the \$19.93 is in addition to the overtime payment due to the nurse.

15.6.3 10-hour break between shifts

When an employee is required to continue working after the completion of the employee's ordinary shift, the employee shall be allowed not less than 10 hours off duty without loss of pay in respect of the employee's next ordinary shift of duty.

15.6.4 Weekend work and afternoon/night shift - extra payment

- (a) All rostered ordinary hours worked by a nurse between midnight Friday and midnight Sunday up to and including 10 ordinary hours in any one shift, shall be paid for at the rate of ordinary time plus the additional percentage of the employee's ordinary time rate as follows:
 - (i) Midnight Friday to midnight Saturday 50%
 - (ii) Midnight Saturday to midnight Sunday 100%
- (b) All time worked by an employee during the above week-end period in excess of ordinary hours in any one shift shall be paid at the appropriate overtime rate in lieu of the above additional percentages:

A. Afternoon shift - extra payment

"Afternoon shift" means a shift where a majority of hours are worked after 12 midday and finished at or after 6.00 p.m.

(Afternoon shift workers shall be paid an allowance of 15% for each shift of ordinary hours.

B. Night shift - extra payment

Night shift is a shift commencing at or after 6.00 p.m. or before 7.30 a.m. the following day, the major portion of which is worked between 6.00 p.m. and 7.30 a.m.

(Night shift workers shall be paid an allowance of 15% for each shift of ordinary hours.

C. Casual Workers

In the case of a Casual Employee the shift allowance shall be calculated upon the relevant wage rate exclusive of the casual loading.

D. Weekend Work

Afternoon and night shift allowances shall not apply to Registered Nurses working on Saturday and Sunday when extra payment for week-end work applies.

15.6.5 Exemption - annualised salary arrangement

Clauses 15.6.1, 15.6.2 and 15.6.4 shall not apply to employees who have negotiated an annualised salary arrangement with the College.

15.7 Allowances

15.7.1 On-call allowances

- (a) This clause applies to employees who are rostered to be on-call at their private residence, or at any other mutually agreed place, other than the College premises.
- (b) An employee rostered to be on-call will be paid an allowance equal to one ordinary hour's pay for each period of up to 24 hours that the employee is required to be on-call.
- (c) If an employee rostered to be on-call is required to work, such work shall be remunerated at the appropriate overtime rate, in addition to the on-call allowance. A minimum payment of three (3) hours at the appropriate overtime rate shall be paid, except in the case of unforeseen circumstances arising, the employee shall not be required to work for three (3) hours if the work for which the employee was required, and any associated duty is completed within a shorter period. Entitlement to such remuneration shall commence from the time the employee starts work.
- (d) An employee who is required to work shall be provided with transport to and from the employee's home or shall be refunded the cost of such transport.
- (e) An employee on-call who usually lives out and who is required to remain on close call within the workplace precincts shall be provided with board and lodging free of charge in addition to any allowance payable pursuant to clause 15.7.9.
- (f) An employee who is required to remain on the employer's premises and is provided with board and lodging shall be paid the following amounts in addition to the amounts specified in clause 7.1.2.
 - (i) \$14.27 for each 24 hour period or part thereof when the on-call period is between rostered shifts of ordinary hours Monday to Friday inclusive;
 - (ii) \$17.84 for each 24 hour period or part thereof when the on-call period is on a Saturday;
 - (iii) \$23.78 for each 24 hour period or part thereof when the on-call period is on a Sunday, public holiday or a day when the employee is rostered off duty;
 - (iv) Payment of the amounts in this clause 15.7.1(f) shall be calculated by reference to the allowance applicable to the calendar day on which the major portion of the on-call period falls.
- (g) Clause 15.6.3 shall not apply when an employee has worked less than two (2) hours in total on one or more call-outs.
- (h) Clause 15.7 shall not apply to employees who have negotiated an annualised salary arrangement with the College in accordance with clause 15.5 of this Schedule.

15.7.2 Recall

The following provisions apply to employees who are not rostered to be on-call, but who are recalled to work.

- (a) An employee who is recalled to work shall be paid at the appropriate overtime rate, with a minimum of three (3) hours. The time spent travelling to and from the place of duty shall be deemed to be time worked.
- (b) Where an employee is recalled within three (3) hours of rostered commencement time, and the employee remains at work, only time spent in travelling to work shall be included with actual time worked for the purpose of overtime payment.
- (c) Except in the case of unforeseen circumstances arising, an employee who is recalled to work shall not be obliged to work for three (3) hours if the work for which the employee was recalled, any associated duty, is completed within a shorter period.
- (d) If an employee is recalled to work, the employee shall be provided with transport to and from the employee's home or shall be refunded the cost of such transport.
- (e) Where an employee is recalled to work within three (3) hours of commencing normal duty and the employee remains at work, the employee shall be provided with transport from the employee's home to the workplace or shall be refunded the cost of such transport.
- (f) The provisions of clause 15.6.3 shall not apply when an employee has actually worked less than two (2) hours in total on one or more call-outs.
- (g) This clause 15.7.2 shall not apply to employees who have negotiated an annualised salary arrangement with the College in accordance with clause 15.5.

15.7.3 Uniform and Laundry Allowance

- (a) The College shall supply free of charge, a uniform of a type or design considered most suitable, or in lieu thereof, an allowance at the rate of \$371.03 per annum shall be paid on a pro rata basis each pay day.
- (b) Where uniforms are not laundered at the College expense an allowance of \$2.20 per week shall be paid.
- (c) The uniform and laundry allowance shall only be payable where the College requires a uniform of a specific type to be worn but does not provide such uniform.

15.7.4 Higher Qualification Allowance - Nurses

- (a) The parties acknowledge the benefits of further study and particularly the time and cost of undertaking and completing advanced qualifications.
- (b) To recognise advanced academic standing the parties agree that any staff holding Masters or Doctorates degrees (or equivalent) in a discipline relevant to the College shall receive the additional Higher Degree Allowance as prescribed in the Wages Schedules.

15.8 Sleepover

- 15.8.1 This clause applies in lieu of clause 15.7.1 (On-call allowances) if the amount is higher, otherwise clause 15.7.1 shall operate.

15.8.2 Where the College requires a nurse to sleepover on the College premises or at a College camp site for a period outside that of the employee's normal rostered hours of duty the following arrangements will apply:

- (a) the employee is entitled to an hourly "sleepover allowance" equivalent to half the rate of pay that would have been paid had the nurse been required to perform work. A sleepover is defined as sleeping in at night to undertake duty of care requirements and to be on call for emergencies;
- (b) in lieu of "sleepover allowance", where the employee is required by the employer to perform work during a sleepover, the employee will be paid for the time worked at the applicable rate of pay with a minimum payment being for two (2) hours;
- (c) if the employee is permanent part-time or full-time the amounts payable under (a) and (b) will accrue leave entitlements on a pro rata basis. For example, an eight (8) hour sleep-over with worked performed on one 20 minute occasion will accrue leave entitlements as if five (5) hours had been worked (Half of the six (6) hours of sleepover equals three (3) hours PLUS two (2) hours worked); and
- (d) the employee will be provided with suitable accommodation, including reasonably convenient bathroom facilities, at no cost to the employee.

15.9 Provision of a meal

15.9.1 Due to the nature of the work, in lieu of the unpaid meal break as provided in clause 11.14 of Schedule – Non-Teaching Staff, nurses are to be provided with a paid meal break of half an hour to suit the exigencies of the College.

15.9.2 Nurses will be provided with a meal from the College Dining Hall which will be a choice of hot meal and salads, hot breakfast or another meal of a similar type. This meal is to be provided to all nurses on all shifts.

15.10 Casual employees – conversion to permanent employment

15.10.1 A casual nurse who has been engaged by the College on a regular and systematic basis for a period of 12 months will be provided with the opportunity to convert to permanent part-time employment in accordance with the NES.

PART 16. APPENDIX 1 – TEACHING STAFF

16.1 AITSL Australian Professional Standards For Teachers (current as at commencement of Agreement)

1. Know students and how they learn	1.1 Demonstrate knowledge and understanding of physical, social and intellectual development and characteristics of students and how these may affect learning.
	1.2 Demonstrate knowledge and understanding of research into how students learn and the implications for teaching.
	1.3 Demonstrate knowledge of teaching strategies that are responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socioeconomic background
	1.4 Demonstrate broad knowledge and understanding of the impact of culture, cultural identity and linguistic background on the education of students from Aboriginal and Torres Strait Islander backgrounds.
	1.5 Demonstrate knowledge and understanding of strategies for differentiating teaching to meet the specific learning needs of students across the full range of abilities.
	1.6 Demonstrate broad knowledge and understanding of legislative requirements and teaching strategies that support participation and learning of students with disability.
2. Know the content and how to teach it	2.1 Demonstrate knowledge and understanding of the concepts, substance and structure of the content and teaching strategies of the teaching area.
	2.2 Organise content into an effective learning and teaching sequence.
	2.3 Use curriculum, assessment and reporting knowledge to design learning sequences and lesson plans.
	2.4 Demonstrate broad knowledge of, understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages.
	2.5 Know and understand literacy and numeracy teaching strategies and their application in teaching areas.
	2.6 Implement teaching strategies for using ICT to expand curriculum learning opportunities for students.

3. Plan for and implement effective teaching and learning	3.1 Set learning goals that provide achievable challenges for students of varying abilities and characteristics.
	3.2 Plan lesson sequences using knowledge of student learning, content and effective teaching strategies.
	3.3 Include a range of teaching strategies.
	3.4 Demonstrate knowledge of a range of resources, including ICT, that engage students in their learning.
	3.5 Demonstrate a range of verbal and non-verbal communication strategies to support student engagement.
	3.6 Demonstrate broad knowledge of strategies that can be used to evaluate teaching programs to improve student learning.
	3.7 Describe a broad range of strategies for involving parents/carers in the educative process.
4. Create and maintain supportive and safe learning environments	4.1 Identify strategies to support inclusive student participation and engagement in classroom activities.
	4.2 Demonstrate the capacity to organise classroom activities and provide clear directions
	4.3 Demonstrate knowledge of practical approaches to manage challenging behaviour.
	4.4 Describe strategies that support students' wellbeing and safety working within school and/or system, curriculum and legislative requirements.
	4.5 Demonstrate an understanding of the relevant issues and the strategies available to support the safe, responsible and ethical use of ICT in learning and teaching.
5. Assess, provide feedback and report on student learning	5.1 Demonstrate understanding of assessment strategies, including informal and formal, diagnostic, formative and summative approaches to assess student learning.
	5.2 Demonstrate an understanding of the purpose of providing timely and appropriate feedback to students about their learning.

	5.3 Demonstrate understanding of assessment moderation and its application to support consistent and comparable judgements of student learning.
	5.4 Demonstrate the capacity to interpret student assessment data to evaluate student learning and modify teaching practice.
	5.5 Demonstrate understanding of a range of strategies for reporting to students and parents/carers and the purpose of keeping accurate and reliable records of student achievement.
6. Engage in professional learning	6.1 Demonstrate an understanding of the role of the Australian Professional Standards for Teachers in identifying professional learning needs.
	6.2 Understand the relevant and appropriate sources of professional learning for teachers.
	6.3 Seek and apply constructive feedback from supervisors and teachers to improve teaching practices.
	6.4 Demonstrate an understanding of the rationale for continued professional learning and the implications for improved student learning.
7. Engage professionally with colleagues, parents, carers and community	7.1 Understand and apply the key principles described in codes of ethics and conduct for the teaching profession.
	7.2 Understand the relevant legislative, administrative and organisational policies and processes required for teachers according to school stage.
	7.3 Understand strategies for working effectively, sensitively and confidentially with parents/carers.
	7.4 Understand the role of external professionals and community representatives in broadening teachers' professional knowledge and practice.

In the event the AITSL Australian Professional Standards for Teachers are updated and/or replaced, the revised and/or replacement standards should be referred to.

16.2 Example Projects for Senior Teacher Applicants

- (a) Be part of the pilot group reviewing the implementation processes for new technology (see Standard 3).
- (b) Mentor teachers in an aspect of practice e.g. Schoolbox applications (see Standard 3).
- (c) Take a lead role in an Independent Schools Queensland or school-based research project (see Standards 6 and 7).
- (d) Develop an innovative way of engaging parents in aspects of classroom learning (see Standard 7).
- (e) Create a tool for use within a subject area (e.g. data records, innovative use of Schoolbox etc.) (see Standards 1, 3 and 5).
- (f) Develop a new methodology for an aspect of College practice e.g. the way in which restorative practices is integrated into the Homegroup program (see Standard 4)
- (g) Be a mentor for a Year 12 leadership group and provide recommendations for best practice (see Standard 4).
- (h) Undertake active membership of and leadership within the RAP (reconciliation action plan) group (see Standards 1 and 7).
- (i) Review the course structure for a particular year level against curriculum requirements and make recommendations for betterment of practice. (see Standard 5).
- (j) Demonstrate innovative practice in the differentiation of curriculum (see Standards 1 and 3).

THE FAIR WORK COMMISSION

FWC Matter No.: AG2025/4324

Applicant: The Presbyterian Church of Queensland Fairholme College Toowoomba

Section 185 – Application for approval of a single enterprise agreement

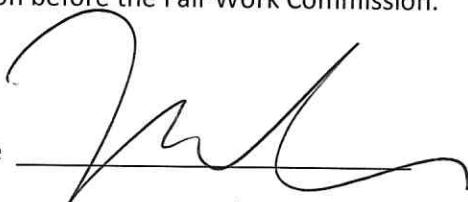
Undertaking – Section 190

I, Mark Freeman, Business Manager, have the authority given to me by The Presbyterian Church of Queensland Fairholme College Toowoomba to give the following undertakings with respect to the Fairholme College Enterprise Agreement 2025 ("the Agreement"):

1. With respect to clause 15.10 of the Agreement, the entitlement to casual conversion will be applied in accordance with sections 66B and 66F of the *Fair Work Act 2009*. This means a casual employee will be entitled to request conversion if they have been employed for at least 12 months and, in the last 6 months, have worked a regular pattern of hours on an ongoing basis.
2. With respect to clauses 4.6.1(f) and 4.6.2(d) of the Agreement, any payment in lieu of notice will be made at the "full rate of pay" as defined in section 18 of the Fair Work Act 2009, including all monetary entitlements.
3. With respect to clauses 4.6.1(g) and 4.6.2(e) of the Agreement, notice of termination will not be excluded except in cases of "serious misconduct" as provided by section 123(1)(b) of the Fair Work Act 2009.
4. With respect to clause 4.8.6 of the Agreement, severance pay will only be excluded where the Fair Work Commission has made an order under section 120 of the Fair Work Act 2009.
5. With respect to clause 4.8.8 of the Agreement, severance pay will only be excluded where employment is terminated for "serious misconduct" as provided by section 123(1)(b) of the Fair Work Act 2009.

These undertakings are provided on the basis of issues raised by the Fair Work Commission in the application before the Fair Work Commission.

Signature



Date

23/11/2025