

Adelaide Community Healthcare Alliance – Clerical Employees – Enterprise Agreement 2023

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Part 1—Application and Operation

1. Title

This Agreement is the *Adelaide Community Healthcare Alliance – Clerical Employees – Enterprise Agreement 2023*.

2. Commencement and Operation

2.1 This Agreement will operate seven days after this Agreement is approved by the Fair Work Commission. This Agreement will operate until 1 April 2027.

2.2 This Agreement operates to the exclusion of all Awards, Agreements and other industrial instruments.

3. Definitions and interpretation

3.1 In this Agreement, unless the contrary intention appears:

Act means the *Fair Work Act 2009* (Cth)

default fund employee means an employee who has no chosen fund within the meaning of the *Superannuation Guarantee (Administration) Act 1992* (Cth)

employee means an employee performing solely or largely clerical and administrative duties, whose duties are covered by the classifications in Schedule B, who is employed by the Adelaide Community Healthcare Alliance Incorporated

employer means Adelaide Community Healthcare Alliance Incorporated ('ACHA')

NES means the National Employment Standards as contained in sections 59 to 131 of the *Fair Work Act 2009* (Cth)

shiftworker is an employee who is regularly rostered to work their ordinary hours outside the ordinary hours of work of a day worker as defined in clause 27.

3.2 Where this Agreement refers to a condition of employment provided for in the NES, the NES definition applies.

4. Coverage

This Agreement covers employees solely or largely engaged in clerical and administrative duties that fit within the Classification Definitions in Schedule B who are employed by the employer at a premises owned, operated or leased by the employer which includes but is not limited to hospitals, medical facilities and office buildings.

5. Access to the Agreement

The employer must ensure that copies of this Agreement is available to all employees to whom they apply either on a noticeboard which is conveniently located at or near the workplace or through electronic means, whichever makes them more accessible.

6. The National Employment Standards and this Agreement

- 6.1** The NES and this Agreement contain the minimum conditions of employment for employees covered by this Agreement.
- 6.2** Where a term of the Agreement is less beneficial than the National Employment Standards, then the National Employment Standard will apply to the extent that the Agreement is less beneficial.

7. Agreement flexibility

- 7.1** Notwithstanding any other provision of this Agreement, an employer and an individual employee may agree to vary the application of certain terms of this Agreement to meet the genuine individual needs of the employer and the individual employee. The terms the employer and the individual employee may agree to vary the application of are those concerning:
- (a) arrangements for when work is performed;
 - (b) overtime rates;
 - (c) penalty rates;
 - (d) allowances; and
 - (e) leave loading.
- 7.2** The employer and the individual employee must have genuinely made the agreement without coercion or duress. An agreement under this clause can only be entered into after the individual employee has commenced employment with the employer.
- 7.3** The agreement between the employer and the individual employee must:
- (a) be confined to a variation in the application of one or more of the terms listed in clause 7.1; and

- (b) result in the employee being better off overall at the time the agreement is made than the employee would have been if no individual flexibility agreement had been agreed to.

7.4 The agreement between the employer and the individual employee must also:

- (a) be in writing, name the parties to the agreement and be signed by the employer and the individual employee and, if the employee is under 18 years of age, the employee's parent or guardian;
- (b) state each term of this Agreement that the employer and the individual employee have agreed to vary;
- (c) detail how the application of each term has been varied by agreement between the employer and the individual employee;
- (d) detail how the agreement results in the individual employee being better off overall in relation to the individual employee's terms and conditions of employment; and
- (e) state the date the agreement commences to operate.

7.5 The employer must give the individual employee a copy of the agreement and keep the agreement as a time and wages record.

7.6 Except as provided in clause 7.4(a) the agreement must not require the approval or consent of a person other than the employer and the individual employee.

7.7 An employer seeking to enter into an agreement must provide a written proposal to the employee. Where the employee's understanding of written English is limited the employer must take measures, including translation into an appropriate language, to ensure the employee understands the proposal.

7.8 The agreement may be terminated:

- (a) by the employer or the individual employee giving 13 weeks' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
- (b) at any time, by written agreement between the employer and the individual employee.

Note: If any of the requirements of s.144(4), which are reflected in the requirements of this clause, are not met then the agreement may be terminated by either the employee or the employer, giving written notice of not more than 28 days (see s.145 of the *Fair Work Act 2009* (Cth)).

7.9 The notice provisions in clause 7.8(a) only apply to an agreement entered into from the first full pay period commencing on or after 4 December 2013. An agreement entered into before that date may be terminated in accordance with clause 7.8(a), subject to four weeks' notice of termination.

- 7.10** The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between an employer and an individual employee contained in any other term of this Agreement.

Part 2—Consultation and Association Rights

8. Consultation

- (a)** It is an accepted principle that effective workplace relationships can only be achieved if appropriate consultation between the industrial parties occurs on a regular basis.
- (b)** The following consultation principles are applicable:
 - (i)** Consultation involves the sharing of information and the exchange of views between the employer and the persons or bodies that must be consulted and the genuine opportunity for them to contribute to any decision making process.
 - (ii)** Employers must consult in good faith.
 - (iii)** Workplace change that affects a significant number of Allied Health employees should not be implemented before appropriate consultation has occurred with HSU representatives; and
 - (iv)** HSU representatives are to be given the opportunity to adequately consult with the people they represent in the workplace, in relation to any proposed changes that may affect employees' working conditions or services employees provide.

9. Consultation Related to Change

This term applies if the employer:

- (a)** has made a definite decision to introduce a major change to production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on the employees; or
- (b)** proposes to introduce a change to the regular roster or ordinary hours of work of employees.

Major change

- (c)** For a major change referred to in paragraph 9(a):
 - (i)** the employer must notify the relevant employees of the decision to introduce the major change and their union; and
 - (ii)** subclauses 9 (d) to 9 (l) apply.

- (d) The relevant employees may appoint a representative for the purposes of the procedures in this term.
- (e) If:
 - (i) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
 - (ii) the employee or employees advise the employer of the identity of the representative;

the employer must recognise the representative.

- (f) As soon as practicable after making its decision, the employer must:
 - (i) discuss with the relevant employees and their union:
 - (ii) the introduction of the change; and
 - (iii) the effect the change is likely to have on the employees; and
 - (iv) measures the employer is taking to avert or mitigate the adverse effect of the change on the employees; and
- (g) for the purposes of the discussion--provide, in writing, to the relevant employees and their union:
 - (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.
- (h) However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
- (i) The employer must give prompt and genuine consideration to matters raised about the major change by the relevant employees or their union.
- (j) If a term in this agreement provides for a major change to production, program, organisation, structure or technology in relation to the enterprise of the employer, the requirements set out in paragraph 9 (c) i. and subclauses 9 (d) and 9 (f) are taken not to apply.
- (k) In this term, a major change is **likely to have a significant effect on employees** if it results in:
 - (i) the termination of the employment of employees; or
 - (ii) major change to the composition, operation or size of the employer's workforce or to the skills required of employees; or

- (iii) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
 - (iv) the alteration of hours of work; or
 - (v) the need to retrain employees; or
 - (vi) the need to relocate employees to another workplace; or
 - (vii) the restructuring of jobs.
- (l) Where the employer is proposing changes in rostering, consultation will occur in accordance with the terms of Schedule 2.3 (Model Consultation Term) of the Fair Work Act 2009.

10. Associations Rights

10.1 Employee Representation

- (a) Each employee will be accorded by the employer with a right to the representation of their choice in connection with performance and disciplinary procedures, resolution of workplace disputes and grievances and under the external dispute settlement procedure.
- (b) The employer will for the purposes of this clause recognise as an HSU representative each employee notified in writing to it by the HSU as an accredited work site representative but representation by the HSU on behalf of a relevant employee is not limited to representation by an accredited worksite representative.
- (c) The employer will make provision for accredited worksite representatives to devote reasonable working time to:
 - (i) involvement in the representation at the workplace level of relevant employees in respect of performance and disciplinary procedures, workplace disputes and grievances; and
 - (ii) participation in external dispute settlement procedures on behalf of relevant employees.
- (d) For the purpose of this clause "relevant employees" means those employees who have chosen the HSU or an accredited worksite representative to represent them.

10.2 Recognition of Worksite Representatives

- (a) An employee elected as an HSU Worksite Representative will, upon notification to the employer, be recognised as an accredited representative of the Union. An accredited Worksite Representative is allowed reasonable time during working hours to interview and/or meet with the employer or the employers' representative on industrial matters affecting employees whom they represent.
- (b) Subject to the prior approval of the employer, a worksite representative will be allowed at a place designated by the employer a reasonable period of time during

working hours to interview a duly accredited official from the HSU, in accord with Right of Entry requirements.

10.3 Trade Union Training Leave

- (a) Up to five (5) full days per year, cumulative for a maximum of two (2) years, will be allowed for an employee who is a member of the HSU, elected as a Worksite Representative to attend Trade Union Training. For the avoidance of doubt, leave cannot be accumulated beyond ten (10) days and leave is provided on a pro rata basis to part-time employees.
- (b) Fourteen days' notice must be given to the employer.
- (c) All applications for leave must be made in writing detailing:
 - the name of the employee seeking leave
 - period of time for which leave is sought
 - title and description
 - the place or places where the said course will be held.
- (d) Leave of Absence granted pursuant to this clause, will count as service for all purposes of this Agreement.
- (e) Each employee on leave approved in accordance with this clause, will be paid the rate they would otherwise have received in attendance at work.
- (f) All expenses (such as travel, accommodation and meals) associated with or incurred by the employee attending a training course as provided in this clause will be the responsibility of the employee or the Union.
- (g) An employee may be required to satisfy the employer of attendance at the course to qualify for payment of leave.
- (h) In the event of a disagreement arising from the outcome of this clause, the matter may be settled using the Dispute Settlement Procedures of the Agreement.
- (i) The Employer is not obliged to provide more than 10 days total paid training leave per ACHA hospital per calendar year.

Part 3—Dispute Resolution

11. Resolving Workplace Concerns or Disputes

- 11.1** The object of this dispute resolution process is to genuinely attempt to resolve disputes regarding the operation of the terms of this Agreement and the NES by genuine negotiation at the workplace level.
- 11.2** An employee is entitled to have representation of their choice at any stage of the dispute resolution process.
- 11.3** Should a dispute arise, the followings steps will be taken:
- Step 1** As soon as practicable after the issue or claim has arisen, it will be considered jointly by the supervisor and the employee concerned, through negotiation and discussion.
- Step 2** If the dispute is not resolved, the issue or claim will be considered jointly by the appropriate senior representative of Adelaide Community Healthcare Alliance in conjunction with the employee, who will attempt to settle the dispute by Agreement. The parties may choose to engage an external independent facilitator to assist the dispute to be resolved at a workplace level.
- Step 3** If the dispute is not resolved at the workplace level, the parties either individually or jointly may refer the matter to the FWC to settle the dispute:
- (a) about any matters arising under this Agreement, and/or
 - (b) in relation to the application and operation of the NES.
- 11.4** In dealing with a dispute under this Clause, FWC shall initially attempt to settle the dispute by conciliation. If conciliation fails to settle the dispute, FWC will arbitrate the dispute.
- 11.5** While a concern or dispute is being dealt with, work will continue as normal except where there is a bona fide concern regarding an immediate threat to health or safety. Where there is a bona fide safety issue, employees must perform alternative work as directed. There will be no bans, stoppages or limitations on the way that work is customarily performed.

Part 4—Types of Employment and Termination of Employment

12. Types of employment

12.1 Employment categories

- (a) Employees under this Agreement will be employed in one of the following categories:
 - (i) full-time;
 - (ii) part-time; or

(iii) casual.

- (b) At the time of engagement an employer will inform each employee whether they are employed on a full-time, part-time or casual basis. An employer may direct an employee to carry out such duties that are within the limits of the employee's skill, competence and training, consistent with the respective classification.

12.2 Full-time employment

A full-time employee is engaged to work 37.5 hours per week or an average of 37.5 hours per week pursuant to clause 26—Ordinary hours of work of this Agreement. Employees employed prior to 3 February 2017 on a 38 hour working week prior may elect to maintain this 38 hour working arrangement.

12.3 Part-time employment

- (a) A part-time employee is an employee who is engaged to work less than the full-time hours of an average of 37.5 hours.
- (b) The terms of this Agreement will apply on a pro rata basis to part-time employees on the basis that the ordinary weekly hours for full-time employees are 37.5.
- (c) Before commencing employment, ACHA and the Employee will agree in writing on:
- (i) the span of hours that the Employee may be rostered within;
 - (ii) the rostered hours, where the nature of the role entails certainty regarding likely rostered hours, and there will not be any operational requirement to vary hours in the future; and
 - (iii) the agreed minimum number of contracted hours to be worked per week or fortnight
- (d) Clauses 12.3(c)(i), 12.3(c)(ii), and/or 12.3(c)(iii), immediately above, may be varied by an agreement in writing between ACHA and the Employee.
- (e) Additional ordinary hours that would normally require the calling of a casual shall be offered in the first instance to available part time Employees
- (f) A part-time Employee may agree in writing to work more hours in any week or fortnight than the agreed minimum number of contracted hours. By way of clarification, an agreement under this clause includes a situation where ACHA records additional hours in an electronic or paper based time and attendance system and the part-time Employee attending for work for the additional hours. ACHA will maintain time and attendance records for recording purposes. Where an agreement to work extra hours exists, then these hours will be paid at the ordinary time rate of pay (subject to the application of any penalty for work outside the spread of hours). Provided that all time worked by a part-time Employee which are in excess of the ordinary hours as prescribed in clause 26.2 the Agreement, or 75 hours per fortnight, will be paid at the applicable overtime rates prescribed by this Agreement

- (g) Any hours (agreed to as described in clause 12.3(f)) worked by the part-time Employee in addition to the agreed minimum number of contracted hours, and paid at ordinary time rates of pay, will count towards the accrual of annual leave, long service leave and personal leave.
- (h) Outside of an agreement described in clauses 12.3(f) and 13.3(g), part-time Employees will not be directed to work, at ordinary time rates of pay, above the Employee's agreed minimum number of contracted hours.
- (i) Where an Employees has worked regularly above their base contracted hours consistently for six or more months, then the Employee may request ACHA to consider modifying the base number of contracted hours. Where ACHA assesses that there is an operational capacity to change base contracted hours, then this may result in a written agreement between the parties. A request made by an Employee under this sub-clause 12.3(i) will not be unreasonably refused by ACHA.

12.4 Casual employment

- (a) A casual employee is an employee engaged as such on an hourly basis, other than as a part-time, full-time or fixed-term employee, to work up to and including 38 ordinary hours per week.
- (b) A casual employee will be paid per hour calculated at the rate of 1/38th of the weekly rate appropriate to the employee's classification. In addition, a loading of 25% of that rate will be paid instead of the paid leave entitlements of full-time employees.
- (c) The minimum period of engagement of a casual employee is three hours.

13. Termination of employment

13.1 Notice of termination is provided for in the NES.

13.2 Notice of termination by an employee

The notice of termination required to be given by an employee is the same as that required of an employer except that there is no requirement on the employee to give additional notice based on the age of the employee concerned. If an employee fails to give the required notice the employer may withhold from any monies due to the employee on termination under this Agreement or the NES, an amount not exceeding the amount the employee would have been paid under this Agreement in respect of the period of notice required by this clause less any period of notice actually given by the employee.

13.3 Job search entitlement

Where an employer has given notice of termination to an employee, an employee must be allowed up to one day’s time off without loss of pay for the purpose of seeking other employment. The time off is to be taken at times that are convenient to the employee after consultation with the employer.

14. Redundancy

14.1 An Employee is entitled to be paid redundancy pay by the Employer if the Employee’s employment is terminated:

- (a) at the Employer’s initiative because the Employer no longer requires the job done by the Employee to be done by anyone, except where this is due to the ordinary and customary turnover of labour, or
- (b) because of the insolvency or bankruptcy of the Employer.

14.2 The amount of the redundancy pay equals the total amount payable to the Employee for the redundancy pay period worked out using the following table at the Employee’s Ordinary Rate of Pay for Their ordinary hours of work in a week:

Employee’s Period of Continuous Service with the Employer on Termination	Redundancy Pay Period
1 year but less than 2 years	4 weeks
2 years but less than 3 years	6 weeks
3 years but less than 4 years	7 weeks
4 years but less than 5 years	8 weeks
5 years but less than 6 years	10 weeks
6 years but less than 7 years	11 weeks
7 years but less than 8 years	13 weeks
8 years but less than 9 years	14 weeks
9 years but less than 10 years	16 weeks
At least 10 years	16 weeks

14.3 Variation of Redundancy Pay for other Employment or Incapacity to Pay

14.3.1 This sub-Clause applies if:

- (a) an Employee is entitled to be paid an amount of redundancy pay by the Employer because of Clause 14.1(a); and
- (b) the Employer:
 - (i) obtains other acceptable employment for the Employee, or
 - (ii) cannot pay the amount.

- 14.3.2 On application by the Employer, FWC may determine that the amount of redundancy pay is reduced to a specified amount (which may be nil) that FWC considers appropriate.
- 14.3.3 The amount of redundancy pay to which the Employee is entitled in sub-Clause 14.2 is the reduced amount specified in the FWC determination.

14.4 Exclusions from Obligation to Pay Redundancy Pay

- 14.4.1 Clause 14 does not apply to the termination of an Employee's employment if, immediately before the time of the termination, or at the time when the person was given notice of the termination as described in Clause 14.3 (whichever happened first), the Employee's period of continuous service with the Employer is less than 12 months.
- 14.4.2 The Award may include a term specifying other situations in which redundancy does not apply to the termination of an Employee's employment. If the Award that is in operation includes such a term (the award term), this Agreement shall incorporate the award term by reference (and as in force from time to time) into the Agreement, and it covers all of the Employees who are also covered by the Award term.

14.5 Transfer of Employment Situations that affect the Obligation to Pay Redundancy Pay

- 14.5.1 If sub-section 22(5) of the Act does apply (which deals with the recognition of and continuity of an Employee's service) to a transfer of employment in relation to an Employee, an Employee is not entitled to redundancy pay under Clause 14 in relation to the termination of Their employment.
- 14.5.2 An Employee is not entitled to redundancy pay under Clause 14 in relation to the termination of their employment with the Management if:
- (a) the Employee rejects an offer of employment made by another employer (the second employer) that:
 - (i) is on terms and conditions substantially similar to, and, considered on an overall basis, no less favourable than the Employee's terms and conditions of employment with the Employer immediately before the termination; and
 - (ii) recognises the Employee's service with Employer, for the purpose of this Act; and
 - (b) had the Employee accepted the offer, there would have been a transfer of employment in relation to the Employee as defined by the Act.
- 14.5.3 If, upon an application by the Employee to FWC, FWC is satisfied that sub-Clause 14.5.2 operates unfairly to the Employee, it may order the Employer to pay the Employee a specified amount of redundancy pay (not exceeding the amount that would be payable but for sub-Clause 14.2) that FWC considers appropriate. In those circumstances, the Employer shall pay the Employee that amount of redundancy pay.

14.6 Limits on Scope of Clause 14 of this Agreement

14.6.1 This clause does not apply to any of the following Employees:

- (a) an Employee employed for a specified period of time, for a specified task, or for the duration of a specified season;
- (b) an Employee whose employment is terminated because of serious misconduct;
- (c) a casual Employee;
- (d) an Employee (other than an apprentice) to whom a training arrangement applies and whose employment is for a specified period of time or is, for any reason, limited to the duration of the training arrangement;
- (e) an Employee prescribed by the regulations of the Act as an Employee to whom the NES for redundancy does not apply.

14.6.2 Sub-Clause 14.6.1(a) does not prevent this Part of the Agreement from applying to an Employee if a substantial reason for employing the Employee as described in that paragraph was to avoid the application of this Part.

14.6.3 Clause 14 (redundancy) does not apply to:

- (a) an Employee who is an apprentice, or
- (b) to an Employee prescribed by the regulations to the Act as an Employee to whom redundancy does not apply.

14.7 Transfer to lower paid duties

Where an employee is transferred to lower paid duties by reason of redundancy, the same period of notice must be given as the employee would have been entitled to if the employment had been terminated and the employer may, at the employer's option, make payment instead of an amount equal to the difference between the former ordinary time rate of pay and the ordinary time rate of pay for the number of weeks of notice still owing.

14.8 Employee leaving during notice period

An employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice. The employee is entitled to receive the benefits and payments they would have received under this clause had they remained in employment until the expiry of the notice, but is not entitled to payment instead of notice.

14.9 Job search entitlement

- (a) An employee given notice of termination in circumstances of redundancy must 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.
- (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 must,

at the request of the employer, produce proof of attendance at an interview or they will not be entitled to payment for the time absent. For this purpose a statutory declaration is sufficient.

- (c) This entitlement applies instead of clause 13.3.

Part 5—Minimum Wages and Related Matters

15. Classifications

All employees covered by this Agreement must be classified according to the structure and definitions set out in Schedule B. From the commencement of this Agreement, the role of Medical records will be paid at Clerical Employee – level 5.

16. Minimum rates of pay for Clerical employees

16.1 Progression through pay points

Progression for all classifications for which there is more than one pay point will be by annual movement to the next pay point having regard to the acquisition and use of skills, or in the case of a part-time or casual employee, 1824 hours of similar experience.

16.2 Minimum rates of pay

	First Full Pay Period to Commence On or After				
	1 July 2022	1 July 2023	1 July 2024	1 July 2025	1 July 2026
Wage increase	1.60%	At least 4.00%	4.00%	3.00%	3.00%
Level 1 - Year 1	\$ 23.0327	\$ 25.3277	\$ 26.3408	\$ 27.1310	\$ 27.9449
Level 1 - Year 2	\$ 23.9471	\$ 26.3315	\$ 27.3847	\$ 28.2063	\$ 29.0525
Level 2 - Year 1	\$ 23.9471	\$ 26.3315	\$ 27.5217	\$ 28.3473	\$ 29.1977
Level 2 - Year 2	\$ 24.1087	\$ 26.3315	\$ 27.6593	\$ 28.4890	\$ 29.3437
Level 3 - Year 1	\$ 24.8615	\$ 27.3458	\$ 28.4397	\$ 29.2929	\$ 30.1717
Level 3 - Year 2	\$ 24.8615	\$ 27.3458	\$ 28.5819	\$ 29.4393	\$ 30.3225
Level 4 - Year 1	\$ 25.1562	\$ 27.6628	\$ 28.7693	\$ 29.6324	\$ 30.5214
Level 4 - Year 2	\$ 25.2907	\$ 27.6628	\$ 28.9132	\$ 29.7806	\$ 30.6740
Level 5 - Year 1	\$ 26.0148	\$ 28.6032	\$ 29.7474	\$ 30.6398	\$ 31.5590
Level 5 - Year 2	\$ 26.6863	\$ 28.6032	\$ 29.8961	\$ 30.7930	\$ 31.7168
Level 6 - Year 1	\$ 27.9537	\$ 30.1459	\$ 31.3518	\$ 32.2923	\$ 33.2611
Level 6 - Year 2	\$ 27.9537	\$ 30.1459	\$ 31.5085	\$ 32.4538	\$ 33.4274
Level 7 - Year 1	\$ 28.4379	\$ 30.6848	\$ 31.9122	\$ 32.8696	\$ 33.8557
Level 7 - Year 2	\$ 28.4379	\$ 30.6848	\$ 32.0718	\$ 33.0339	\$ 34.0250
Level 8 - Year 1	\$ 29.3777	\$ 31.7309	\$ 33.0001	\$ 33.9901	\$ 35.0098
Level 8 - Year 2	\$ 29.8335	\$ 32.5656	\$ 33.8683	\$ 34.8843	\$ 35.9308
Level 8 - Year 3	\$ 31.8984	\$ 34.8480	\$ 36.2419	\$ 37.3292	\$ 38.4490
Level 9 - Year 1	\$ 32.4537	\$ 35.4714	\$ 36.8903	\$ 37.9970	\$ 39.1369
Level 9 - Year 2	\$ 33.5785	\$ 36.7288	\$ 38.1980	\$ 39.3439	\$ 40.5242
Level 9 - Year 3	\$ 33.8495	\$ 37.0247	\$ 38.5057	\$ 39.6608	\$ 40.8506

17. Salary Packaging

Salary packaging is available to employees on the following terms.

- (a) Participation in ACHA's salary packaging arrangement is entirely optional for employees.
- (b) Salary sacrificing under this Agreement allows the Employee to voluntarily elect to receive a component, which will not exceed the grossed up taxable figure prescribed by the ATO from time to time, of their remuneration in a form other than take home pay.
- (c) Where an employee enters into a salary sacrifice arrangement with ACHA the employee will indemnify ACHA against any taxation liability arising from that arrangement. This obligation will survive any termination of employment for whatever reason.
- (d) ACHA will nominate a provider of salary sacrificing services to manage these arrangements. The employee will be responsible for the costs of managing these arrangements by the provider
- (e) ACHA will meet the cost of implementing the administrative and payroll arrangements necessary for the introduction of salary sacrifice to the employees under this Agreement.
- (f) Should the Australian Taxation Office vary its current ruling and legislation in relation to salary sacrifice, ACHA reserves the right to alter or withdraw from any and all salary sacrifice arrangements, policies and practices without notice or compensation. In the event that ACHA withdraws from Salary Sacrifice Arrangements, employee's wages will revert to those specified in this Agreement.
- (g) All existing entitlements such as superannuation, leave loading, penalties and overtime etc., will be based on the pre-packaged salary.
- (h) The employees covered under this Agreement will have access to salary sacrifice arrangements subject to the following provisions:
 - (i) Requesting access to a salary sacrifice arrangement is a voluntary decision to be made by the individual employee.
 - (ii) Salary packing benefits can only be paid from available funds held by the nominated provider in relation to an employee.
 - (iii) ACHA will be at liberty to provide a nominated provider with such information about the employee as the nominated provider may require to administer the program.
 - (iv) The terms of the employees sacrifice arrangements are to remain confidential between the employee and the nominated provider; and.
 - (v) ACHA will treat as confidential all information obtained from the employee for the purposes of the arrangement and shall not divulge such

information to any person (other than the nominated provider) without the employee's prior written consent

- (i) The obligations as to confidentiality, and any financial obligation, including the payment or assessment of Fringe Benefits Tax survive any expiry, revocation or termination of the salary packaging arrangements.
- (j) The employee wishing to enter into a salary sacrifice arrangement will be required to sign a document, which acknowledges and agrees that:
 - (i) They have sought expert advice in relation to entering into such an arrangement;
 - (ii) They understand that in the event that Fringe Benefits Tax (FBT) becomes payable on the benefit items which are selected, the salary sacrifice arrangements shall lapse and a new arrangement be put in place whereby the total cost of salary sacrificing to ACHA does not increase;
 - (iii) If the employee elects to continue with sacrificing, the cost of the payment of the FBT will be passed back to the employee, or benefit items can be converted back to the agreed salary as per this Agreement; and
 - (iv) That upon resignation or termination of employment ACHA will be, by deduction from final payments or upon demand, reimbursed any amounts of over expenditure.

18. Use of private vehicle allowance

When an employee is required by an employer to use their own motor vehicle in the performance of their duties, they shall be reimbursed at the rate set out in Schedule C – Allowances. This will take effect from Approval of this Agreement.

19. Working through break allowance

Where an Employee is directed by the Employer not to leave the premises during an unpaid meal break or is otherwise unable to take an unpaid meal break free of all duties they must receive an allowance as set out in Schedule C for each half hour of the meal break. This will take effect from Approval of this Agreement.

20. Laundry Allowance

Employees required by the employer to wear uniforms will be paid an allowance as set out in Schedule C – Allowances.

21. Meal allowances

- (a) An employee will be supplied with an adequate meal where an employer has adequate cooking and dining facilities or be paid a meal allowance as outlined in Schedule C - Allowance in addition to any overtime payment as follows:

- (i) when required to work after the usual finishing hour of work beyond one hour or, in the case of shiftworkers, when the overtime work on any shift exceeds one hour.
- (ii) Provided that where such overtime work exceeds four hours a further meal allowance of as outlined in Schedule C - Allowance will be paid.
- (b) Clause 21(a) will not apply when an employee could reasonably return home for a meal within the meal break.
- (c) On request meal allowance will be paid on the same day as overtime is worked.

22. On call allowances

An Employee required by ACHA to be on call will receive the following additional amounts for each 24-hour period or part thereof:

- (a) when the on call period is between Monday and Friday inclusive— the amount set out in Schedule C - Allowances, per 24-hour period; and
- (b) when the on call period is on a Weekend or public holiday— the amount set out in Schedule C - Allowances, per 24-hour period.

This will take effect from Approval of this Agreement.

23. Payment of wages

23.1 Frequency of payment

Wages will be paid weekly or fortnightly or, by agreement between the employer and the majority of employees, monthly.

23.2 Method of payment

Wages will be paid by cash, cheque or electronic funds transfer, as determined by the employer, into the bank or financial institution account nominated by the employee.

24. Workload Management

- 24.1** The parties to this agreement acknowledge that employees and management have a responsibility to maintain a balanced workload and recognise the adverse effects that excessive workloads may have on employee/s and the quality of client care.
- 24.2** To ensure that employee concerns involving excessive workloads are effectively dealt with by Management the following procedures should be applied:
 - (a) In the first instance, employee/s should discuss the issue with their immediate supervisor and, where appropriate, explore solutions.
 - (b) If a solution cannot be identified and implemented, the matter should be referred to an appropriate senior manager for further discussion.

- (c) If a solution still cannot be identified and implemented, the matter should be referred to the General Manager for further discussion.
 - (d) The outcome of the discussions at each level and any proposed solutions should be recorded in writing and fed back to the effected employees.
- 24.3** If any issues regarding workload management are identified by a party to the agreement, the employer and the union shall meet as soon as practicable to consult with each other with the intention of resolving any issues.
- 24.4** If the issue is still unresolved, the employee/s may advance the matter through Clause 11 Disputes Resolution.

25. Superannuation

The subject of superannuation is dealt with extensively by federal legislation which prescribes the obligations and entitlements regarding superannuation. This clause is ancillary to and supplements those provisions.

25.1 Definitions

- (a) Default fund means the HESTA superannuation fund (or its successor) while it provides a “MySuper product” as defined by the Act.
- (b) Preferred superannuation fund means a fund that meets the definition of a superannuation fund in the Superannuation Guarantee (Administration) Act 1992 (Cth).

25.2 Existing Employees

- (a) An Employee may elect to have the Employee’s contributions made to the Employee’s preferred superannuation fund.

25.3 New Employees

- (a) The Employer will offer to make superannuation contributions on behalf of an Employee to:
 - (i) the Employee’s preferred superannuation fund, or
 - (ii) HESTA (or successor).

25.4 New Employee does not nominate fund

If the Employee does not nominate a fund, the Employer will contact the ATO to confirm if the Employee has a ‘stapled’ fund. If the Employee has a ‘stapled’ fund, the Employer will make contributions into that account. If the Employee does not have a ‘stapled fund’ and does not choose a complying super fund within 28 days of commencing employment, the Employer will pay superannuation contributions to the default fund.

26. Ordinary hours of work

- 26.1** The ordinary hours of work for a full-time employee will be an average of 37.5 hours per week in a fortnight or four week period. However, where an employee is employed before 3 February 2017 and that employee's full-time hours of work are based on an average of 38 hours per week, then that employee will have this this 38 hour full-time arrangement preserved.
- 26.2** Not more than 10 ordinary hours of work (exclusive of meal breaks) are to be worked in any one day.

27. Span of hours

- 27.1** Unless otherwise stated, the ordinary hours of work for a day worker will be worked between 6.00 am and 6.00 pm Monday to Friday. The exception to this arrangement applies for employees employed before 3 February 2017 whereby ordinary hours of work are extended to 8.00 pm. Refer to Clause 29 for payment arrangements.

28. Rostering

- (a) The ordinary hours of work for each employee will be displayed on a fortnightly roster in a place conveniently accessible to employees. The roster will be posted at least two weeks before the commencement of the roster period.
- (b) Seven days' notice will be given of a change in a roster. However, a roster may be altered at any time to enable the functions of the hospital, facility or organisation to be carried on where another employee is absent from duty on account of illness or in an emergency.
- (c) Unless the employer otherwise agrees, an employee desiring a roster change will give seven days' notice except where the employee is ill or in an emergency.

29. Saturday and Sunday work

- 29.1** For employees employed before 3 February 2017:
- (a) For all ordinary hours worked between midnight Friday and midday Saturday, a day worker will be paid their ordinary hourly rate and an additional 50% loading.
- (b) For all ordinary hours worked between midday Saturday and midnight Sunday, a day worker will be paid their ordinary hourly rate and an additional 100% loading.
- (c) A casual employee who works between midnight Friday and midday Saturday will be paid a loading of 75% in lieu of the normal casual loading of 25% and will be paid a loading of 125% in lieu of the normal casual loading of 25% for work between midday Saturday and midnight Sunday.
- 29.2** For employees employed from 3 February 2017:

- (a) For all ordinary hours worked between midnight Friday and midnight Sunday, a day worker will be paid their ordinary hourly rate and an additional 50% loading.
- (b) A casual employee who works on a Saturday or Sunday will be paid a loading of 75% for all time worked instead of the casual loading of 25%.

30. Breaks

30.1 Meal breaks

- (a) An employee who works in excess of five hours will be entitled to an unpaid meal break of not less than 30 minutes and not more than 60 minutes.
- (b) The time of taking the meal break may be varied by agreement between the employer and employee.

30.2 Tea breaks

- (a) Every employee will be entitled to a paid 10 minute tea break in each four hours worked at a time to be agreed between the employer and employee.
- (b) Subject to agreement between the employer and employee, such breaks may alternatively be taken as one 20 minute tea break.
- (c) Tea breaks will count as time worked.

31. Overtime penalty rates

31.1 Overtime rates

- (a) An employee who works in excess of the ordinary hours on any day or shift prescribed in clause 23 will be paid at the rate of:
 - (i) time and a half for the first two hours; and
 - (ii) double time thereafter.
- (b) All overtime worked on a Sunday will be paid at the rate of double time.
- (c) These extra rates will be in substitution for and not cumulative upon the shift loading prescribed in clause 32—Shiftwork.
- (d) All time worked by part-time employees in excess of the rostered daily ordinary full-time hours will be overtime and will be paid as prescribed in clause 28.1(a).

31.2 Rest period after overtime

- (a) An employee who works so much overtime between the termination of their ordinary work on one day and the commencement of ordinary work on the next day that they have not had at least 10 consecutive hours off duty will be released after completion of such overtime until they have had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during this absence.

- (b) If, on the instructions of the employer, the employee resumes or continues work without having had 10 hours off duty, the employee will be paid at the rate of double time until they are released from duty for such a period. The employee is then entitled to be absent until they have had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

31.3 Time off instead of payment for overtime

- (a) An employee may elect, with the consent of the employer, to take time off instead of payment for overtime at a time agreed with the employer.
- (b) Overtime taken as time off during ordinary hours will be taken at the ordinary time rate, that is, an hour for each hour worked.

31.4 Recall to work overtime

An employee who is recalled to work overtime after leaving the employer's premises will be paid for a minimum of two hours' work at the appropriate overtime rate.

31.5 Rest break during overtime

An employee working overtime will take a paid rest break of 20 minutes after each four hours of overtime worked if required to continue work after the break.

32. Shiftwork

- 32.1** For employees employed on or before 3 February 2017, ordinary rostered hours worked between 6.00 pm and 8.00 pm Monday to Friday will be paid at the rate of an additional 50% loading and ordinary rostered hours worked after 8.00 pm Monday to Friday will be paid at the rate of an additional 100% loading.
- 32.2** For employees employed after 3 February 2017, where the ordinary rostered hours of work of a shiftworker finish between 6.00 pm and 8.00 am or commence between 6.00 pm and 6.00 am, the employee will be paid an additional of 15% of their ordinary rate of pay.

33. Higher duties

- 33.1** An employee engaged for 2 hours or less in any duties carrying a higher rate than the classification in which they are ordinarily employed will be paid at the higher rate for the time worked at the higher level.
- 33.2** An employee engaged for more than 2 hours in any duties carrying a higher rate than the classification in which they are ordinarily employed will be paid at the higher rate for the full day or shift worked at the higher level.

Part 6—Leave and Public Holidays

34. Annual leave

Annual leave is provided for in the NES. This clause contains additional provisions.

34.1 Quantum of leave

- (a) The NES provides that an employee who is defined as a shiftworker under this clause is entitled to an additional one week of annual leave on the same terms and conditions.
- (b) For the purpose of the NES, a shiftworker is an employee who works 4 or more hours on 10 or more weekends per year.

34.2 Annual leave loading

- (a) In addition to their ordinary pay, an employee, other than a shiftworker, will be paid an annual leave loading of 17.5% of their ordinary rate of pay.
- (b) Shiftworkers, in addition to their ordinary pay, will be paid the higher of:
 - (i) an annual leave loading of 17.5% of their ordinary rate of pay; or
 - (ii) the weekend and shift penalties the employee would have received had they not been on leave during the relevant period.

34.3 Leave in advance

- (a) An employer may allow an employee to take annual leave either wholly or partly in advance of an entitlement accruing.
- (b) Where annual leave has been taken in advance and the employment of the employee is terminated before completing the required amount of service to account for the leave, the employer is entitled to deduct the amount of leave in advance which is still owing from any remuneration payable to the employee upon termination of employment.

35. Public holidays

Public holidays are provided for in the NES. This clause contains additional provisions.

35.1 Substitution

An employer and the employees may, by agreement, substitute another day for a public holiday. Where there is no agreement, the employer may substitute another day but not so as to give an employee less time off work than the employee would have had if the employee had received the public holiday.

35.2 Payment for working on a public holiday

Any employee required to work on a public holiday will be paid double time and a half for all time worked.

36. Personal/carer's leave and compassionate leave

Personal/carer's leave and compassionate leave are provided for in the NES.

37. Community service leave

Community service leave is provided for in the NES.

38. Ceremonial leave

An employee who is legitimately required by Aboriginal tradition to be absent from work for Aboriginal ceremonial purposes will be entitled to up to 10 working days unpaid leave in any one year, with the approval of the employer.

39. Parental leave

39.1 Basic entitlement

Parental leave is provided for in the NES.

39.2 Paid parental leave

- (a) Full-time and part-time employees with more than one (1) year of service and less than five (5) years' service are entitled to receive eight (8) weeks' paid parental leave. Full-time and part-time employees with five (5) or more years' service are entitled to receive twelve (12) weeks' paid parental leave.
- (b) To be eligible for paid parental leave, the following criteria will apply:
 - (i) Employee must provide evidence that they are the primary care giver of the child.
 - (ii) Unless otherwise agreed, the paid parental leave will commence being paid immediately following the birth of the child or when the employee takes custody of an adopted child.
 - (iii) Paid parental leave is paid at the employee's base rate of pay (i.e., no shift penalties or loadings are payable).
 - (iv) The period of paid parental leave is not extended by any public holidays or other leave entitlement.
 - (v) Upon application the employee may receive the paid parental leave entitlement at half pay over either 16 weeks or 24 weeks as the case may be.

40. Long Service Leave

- 40.1** Employees are entitled to long service leave in accordance with the South Australian *Long Service Leave Act 1987*.
- 40.2** Long service leave may be taken in single days.

41. Study Leave

- 41.1** Up to three (3) days paid professional development leave over one year for full time employees to attend professional development. Any request for leave beyond 3 days will be subject to the applicable processes within the Employer in relation to paid or unpaid leave. Pro-rata entitlements apply for all part time Employees. This Clause will not apply to casual Employees.

42. Family and Domestic Violence Leave

- 42.1** For the purpose of this clause, family violence is defined as violent or threatening behaviour (including physical, sexual, emotional, psychological or financial abuse) directed towards an employee by a member of the person's immediate family or household that causes the employee physical or psychological harm that has been reported to the police and/or may be the subject of an Apprehended Violence Order.
- 42.2** An employee experiencing family and domestic violence will have access to up to fifteen (15) days per year of paid leave to attend legal proceedings, counselling, appointments with a medical or legal practitioner and relocation and safety activities directly associated with alleviating the effects of family and domestic violence. This leave entitlement is non-cumulative from year to year.
- 42.3** Upon exhaustion of the paid leave entitlement, an employee may request further periods of unpaid leave, for the same activities for which paid leave would be available.
- 42.4** To access paid and unpaid leave, where requested, the employee will provide the employer with evidence, to the employer's satisfaction, substantiating the purpose(s) of the leave and that the leave is related to alleviating the effects of family violence. Whilst an employer may accept a variety of evidence in support of an application for leave, if requested by the employer, the evidence shall constitute a Family Violence Order or Police Report. In collecting evidence in support of a leave application, to protect privacy, it will be sufficient for the Employer to source evidence establishing the definition of family violence. It will therefore generally be unnecessary to access significant detail related to the precise circumstances of the family violence.
- 42.5** Matters related to family violence can be sensitive matters and therefore, information collected by an employer associated with accessing leave will be managed in a sensitive manner. Employees encountering circumstances of family violence are also encouraged to discuss other ways where the Employer may be able to assist them.

Schedule A—Signatories

This Agreement is signed by the following parties and/or bargaining representatives:

Name: Paul Evans

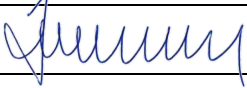
Position: Chief Executive Officer

Signing for: Adelaide Community Healthcare Alliance Incorporated

Signature: 

Address: 1 Flinders Drive, Bedford Park SA 5042

Date: 30/1/24

Witness Sign: 

Name: William Elrick

Position: Branch Secretary

Signing for: Health Services Union SA/NT Branch

Signature: 

Address: 170 Greenhill Rd Parkside SA 5063

Date: 30 January 2024

Witness Sign: 

Name: _____

Position: _____

Signing for: _____

Signature: _____

Address: _____

Date: _____

Witness Sign _____

Schedule B—Classification Definitions

B.1 Clerical employees—definitions

B.1.1 Clerical employee—level 1

Entry level:

An employee with less than three months work experience in the industry and who performs basic duties.

An employee at this level:

- works within established routines, methods and procedures;
- has minimal responsibility, accountability or discretion;
- works under direct or routine supervision, either individually or in a team; and
- is not required to have previous experience or training.

Indicative roles at this level are:

General and administrative services

General clerk

B.1.2 Clerical Employee—level 2

An employee at this level:

- is capable of prioritising work within established routines, methods and procedures;
- is responsible for work performed with a limited level of accountability or discretion;
- works under limited supervision, either individually or in a team;
- possesses sound communication skills; and
- requires specific on-the-job training and/or relevant skills training or experience.

In addition to level 1, other indicative roles at this level are:

General and administrative services

General clerk/Typist
(between 3 months and less than 1 years' service)

B.1.3 Clerical Employee—level 3

An administrative/clerical employee at this level undertakes a range of basic clerical functions within established routines, methods and procedures.

Indicative roles performed at this level are:

General and administrative services

General clerk/Typist (second and subsequent years of service)

Receptionist

B.1.4 Clerical Employee—level 4

An employee at this level:

- is capable of prioritising work within established policies, guidelines and procedures;
- is responsible for work performed with a medium level of accountability or discretion;
- works under limited supervision, either individually or in a team;
- possesses good communication, interpersonal and/or arithmetic skills; and
- requires specific on-the-job training, may require formal qualifications and/or relevant skills training or experience at Certificate III level.

Indicative roles performed at this level are:

General and administrative services

Clerk (ward, casualty etc.)

Medical imaging administration

B.1.5 Clerical Employee—level 5

An employee at this level:

- is capable of functioning semi autonomously, and prioritising their own work within established policies, guidelines and procedures;
- is responsible for work performed with a substantial level of accountability;
- works either individually or in a team;
- in the case of an administrative/clerical employee, requires a comprehensive knowledge of medical terminology and/or a working knowledge of health insurance schemes;
- may require basic computer knowledge or be required to use a computer on a regular basis;
- possesses administrative skills and problem solving abilities;
- possesses well developed communication, interpersonal and/or arithmetic skills; and
- requires substantial on-the-job training and may require formal qualifications at trade or certificate level and/or relevant skills training or experience.

Indicative roles performed at this level are:

General and administrative services

Medical audio typist

Medical records

Medical imaging administration

Medical stenographer

Secretary

B.1.6 Clerical Employee—level 6

An employee at this level:

- is capable of functioning with a high level of autonomy, and prioritising their work within established policies, guidelines and procedures;
- is responsible for work performed with a substantial level of accountability and responsibility;
- works either individually or in a team;

- may require comprehensive computer knowledge or be required to use a computer on a regular basis;
- possesses administrative skills and problem solving abilities;
- possesses well developed communication, interpersonal and/or arithmetic skills; and
- may require formal qualifications at post-trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.

Indicative roles performed at this level are:

General and administrative services

Computer clerk (advanced)

Pay clerk (advanced)

Library technician

Medical imaging administration

B.1.7 Clerical Employee—level 7

An employee at this level:

- is capable of functioning autonomously, and prioritising their work and the work of others within established policies, guidelines and procedures;
- is responsible for work performed with a substantial level of accountability and responsibility;
- may supervise the work of others, including work allocation, rostering and guidance;
- works either individually or in a team;
- may require comprehensive computer knowledge or be required to use a computer on a regular basis;
- possesses developed administrative skills and problem solving abilities;
- possesses well developed communication, interpersonal and/or arithmetic skills; and
- may require formal qualifications at trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.

Indicative roles performed at this level are:

General and administrative services

General clerical supervisor

General services supervisor

Medical imaging
Administration

B.1.8 Clerical Employee—level 8

Employees at this level will typically have worked or studied in a relevant field and will have achieved a standard of relevant and/or specialist knowledge and experience sufficient to enable them to independently advise on a range of activities and features and contribute, as required, to the determination of objectives, within the relevant field/s of their expertise.

They are responsible and accountable for their own work; and may have delegated responsibility for the work under their control or supervision, in terms of, inter alia, scheduling workloads, resolving operations problems, monitoring the quality of work produced as well as counselling staff for performance as well as work related matters.

They would also be able to train and to supervise employees in lower levels by means of personal instruction and demonstration. They often exercise initiative, discretion and judgment in the performance of their duties.

The possession of relevant post-secondary qualifications may be appropriate but not essential.

Indicative typical duties and skills in this level may include:

- operating and having responsibility for a complex and diverse payroll system;
- applying detailed knowledge of the organisation's objectives, performance, projected areas of growth, product trends and general industry conditions for the purposes of assisting in developing policy or new products and services to meet changing market needs or other circumstances;
- using computer software packages including evaluating and determining optimum software solutions or the integration of complex word processing/data/graphics text;
- finalising quotations or costings by applying a detailed knowledge of variable inputs, margins, market conditions, supply and delivery arrangements; or
- preparing internal reports for management in any or all of the following areas:
 - account/financial;
 - staffing;

- legislative requirement; and
- other significant company activities/operations.

B.1.9 Clerical Employee—level 9

Work at this level is usually performed in relation to established priorities, task methodology and work practices to achieve results in line with the organisation goals.

The work may include preparing papers and reports, drafting complex correspondence for senior employees, undertaking activities of a specialist or detailed nature, assisting in the preparation of procedural guidelines, providing, interpreting and analysing information for clients or other interested parties, exercising specific process responsibilities, and overseeing and co-ordinating the work of subordinate staff.

Work at this level includes supervision of a work group, small work area or office within the total organisational structure and co-ordination of a range of organisation functions.

Work is performed under general direction as to work priorities and may be of a technical or professional, project, procedural or processing nature, or a combination of these.

Direction exercised over work performed at this level may be less direct than at lower levels and is usually related to task methodologies and work practices. Employees at this level are expected to set priorities and to monitor work flow in the area of responsibility.

The work at this level requires the application of knowledge usually gained through previous experience in the discipline or from post-secondary or tertiary study. The work may require the co-ordination of a range of organisation functions and the exercising of judgment and/or delegated authority in areas where precedents or procedures are not clearly defined.

Independent action may be exercised at this level, e.g. developing procedures, management strategies and guidelines.

Indicative typical duties and skills at this level may include:

- supervising staff, setting priorities, monitoring work flow, and the development of strategies or work practices;
- having responsibility for the development of appropriate training programmes related to group development;
- applying equal employment opportunity and industrial relations principles;
- providing advice in relation to personal and career development related to work requirements;
- liaising or communicating with clients or other interested groups;
- general knowledge of the organisation's operations, combined with specialist knowledge of major activities within the work area; or

- being able to investigate interpret or evaluate information where legislation, regulations, instructions or procedural guidelines do not give adequate or specific answers.

Schedule C – Allowances

Allowance	First Full Pay Period to Commence On or After				
	1 July 2022	1 July 2023	1 July 2024	1 July 2025	1 July 2026
		At Least 4%	4.00%	3.00%	3.00%
Laundry Allowance	\$0.0408	\$0.0800	\$0.0832	\$0.0857	\$0.0883
Private Vehicle use	NA	\$0.9600	\$0.9984	\$1.0284	\$1.0592
On Call - Monday to Friday	NA	\$22.8492	\$23.7632	\$24.4761	\$25.2103
On Call - Weekends & Public Holidays	NA	\$45.5826	\$47.4059	\$48.8281	\$50.2929
Working through break - Monday to Friday	NA	\$13.5639	\$14.1065	\$14.5296	\$14.9655
Working through break - Weekends & Public Holidays	NA	\$17.6483	\$18.3542	\$18.9049	\$19.4720
Overtime Meal	\$14.6837	\$15.2711	\$15.8819	\$16.3584	\$16.8491
Overtime Meal - overtime exceeds 4 hours	\$11.1760	\$11.6230	\$12.0880	\$12.4506	\$12.8241