



# DECISION

*Fair Work Act 2009*  
s.185—Enterprise agreement

## **The Anglican Schools Commission Incorporated Trading as AngliSchools** (AG2026/535)

### **ANGLISCHOOLS WA SUPPORT STAFF ENTERPRISE AGREEMENT**

Educational services

DEPUTY PRESIDENT O'KEEFFE

PERTH, 10 APRIL 2026

#### *Application for approval of the AngliSchools WA Support Staff Enterprise Agreement*

[1] An application has been made for approval of an enterprise agreement known as the *AngliSchools WA Support Staff Enterprise Agreement (the Agreement)*. The Application was made pursuant to s.185 of the *Fair Work Act 2009 (the Act)*. It has been made by The Anglican Schools Commission Incorporated Trading as AngliSchools (**the Applicant**). The Agreement is a single enterprise agreement.

[2] The *Fair Work Legislation Amendment (Secure Jobs, Better Pay) Act 2022 (Cth)* (Amending Act) made a number of changes to enterprise agreement approval processes in Part 2-4 of the Fair Work Act, that commenced operation on 6 June 2023. The notification time for the Agreement under s.173(2) was 5 December 2025 and the Agreement was made on 4 March 2026. Accordingly, both the genuine agreement and the better off overall test requirements are those applying on and from 6 June 2023.

[3] The Applicant expressed the view that the Agreement passes the Better Off Overall Test (BOOT) and provided a summary of why it expressed this view. Consistent with s.193A(3) of the Act I have given consideration to this view when determining whether the Agreement passes the BOOT. The Independent Education Union of Australia, who were a bargaining agent, did not express a view as to whether the Agreement passes the BOOT.

[4] Given the decision of the Federal Court Full Court in *Construction, Forestry and Maritime Employees Union v Australian Industry Group* [2025] FCAFC 187, the Agreement delegates' rights term needed to be addressed. Pursuant to s.205A of the Act, I have inserted into the Agreement the new delegates' rights clause from the *Educational Services (Schools) General Staff Award 2020* which was inserted by the Full Bench decision in [2026] FWCFB 5.

[5] The Applicant has provided written undertakings. 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.

[6] Subject to the undertakings referred to above, I am satisfied that each requirement of ss186, 187 and 188 as are relevant to this application for approval have been met. The undertakings are taken to be a term of the Agreement.

[7] The Independent Education Union of Australia (**IEU**) lodged a Form F18 statutory declaration giving notice under s.183 of the Act that it wants the Agreement to cover it. In accordance with s.201(2) of the Act, I note the Agreement covers the IEU.

[8] The Agreement is approved and, in accordance with s.54 of the Act, will operate from 17 April 2026. The nominal expiry date of the Agreement is 31 December 2028.



DEPUTY PRESIDENT

Printed by authority of the Commonwealth Government Printer

<AE532564 PR798525>

**ANNEXURE A**

FWC Matter No: AG2026/535

Applicant: The Anglican Schools Commission Incorporated

**Section 185 – Application for approval of a single enterprise agreement**

**Undertaking – Section 190**

I, Kiel Anthony, Director of Human Resources, have the authority given to me by The Anglican Schools Commission Incorporated to give the following undertakings with respect to the *AngliSchools WA Support Staff Enterprise Agreement* ("the **Agreement**"):

1. Clause 11.2 (Probation Period)  
Clause 11.2 is deleted from the Agreement and will have no effect.
2. Clause 18.4 (Under and Over Payment)  
The Anglican Schools Commission Incorporated provides an undertaking that clause 18.4 will:
  - (a) only apply where the Employee has provided specific authorisation for the deduction; and
  - (b) not be used to deduct or withhold any entitlements provided for in the National Employment Standards.
3. Clause 19 (Unauthorised Absence and Welfare Checks)  
The Anglican School Commission Incorporated provides an undertaking that an Employee deemed to have abandoned their employment under clause 19 will still be entitled to the provisions of section 117 of the *Fair Work Act 2009* (Cth).
4. Clause 37 (Redundancy)  
The redundancy provisions in clause 37 of the Agreement are to be read with and subject to the requirements under section 120 of the *Fair Work Act 2009* (Cth).
5. The Anglican Schools Commission Incorporated provides an undertaking that clause 48.1(g) and clause 55 will:
  - (a) not be used to withhold any entitlements provided for in the National Employment Standards; and
  - (b) only be used where the employee has provided specific authorisation for the deduction.
6. The Anglican Schools Commission Incorporated provides an undertaking that prior to a Part-Time Employee who is covered by the Agreement commences work, the Employer and Employee will agree in writing on the hours worked by the Employee, the days on which the Employee will work, and the starting and finishing times for the work.
7. Clause 51.2(b) (Penalty Rates)  
The Anglican School Commission Incorporated provides an undertaking that the reference to "Boarding Staff" in clause 51.2(b) of the Agreement is replaced with "Domestic Employees".

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 2 April 2026



ANGLISCHOOLS  
WA SUPPORT STAFF  
ENTERPRISE AGREEMENT

Note - In accordance with s.205A of the *Fair Work Act 2009* (Cth) the most favourable term of the delegates' rights terms in the relevant modern awards, as determined by the Fair Work Commission, is taken to be a term of the agreement. This agreement is to be read together with an undertaking given by the employer. The undertaking is also taken to be a term of this agreement. A copy of these terms can be found at the end of the agreement.

PART 1 – APPLICATION AND OPERATION OF AGREEMENT .....	4
1. Title .....	4
2. Arrangement.....	4
3. Definitions.....	4
4. Scope and Parties Bound .....	5
5. Commencement Date of Agreement and Period of Operation.....	5
6. No Extra Claims.....	6
7. Relationship to Awards.....	6
8. National Employment Standards.....	6
PART 2 – GENERAL CONDITIONS OF EMPLOYMENT .....	7
9. Modes of Employment .....	7
10. Right to Request Casual Conversion .....	9
11. Probation Period.....	9
12. Payment of Wages .....	9
13. Payment on Termination of Employment.....	9
14. Salary Packaging .....	10
15. Supported Wage .....	10
16. Superannuation .....	11
17. Travelling Expenses.....	11
18. Under and Over Payment .....	12
19. Unauthorised Absence and Welfare Checks.....	12
20. Personal/Carer’s Leave .....	12
21. Compassionate Leave .....	13
22. Family and Domestic Violence Leave.....	14
23. Community Service Leave.....	14
24. Infectious Diseases Leave .....	15
25. Special Leave.....	15
26. Long Service Leave.....	16
27. Parental Leave.....	18
28. Leave Without Pay .....	23
29. Deferred Salary Scheme .....	23
30. Public Holidays.....	26
31. Substitution of Public Holidays .....	26
32. Equality of Leave Provisions .....	26
33. Dispute Resolution.....	27
34. Flexibility.....	28
35. Requests for Flexible Working Arrangements .....	29
36. Consultation Regarding Major Workplace Change.....	30

37.	Redundancy .....	33
38.	Employer and School Policies .....	35
39.	Employee Assistance Program.....	35
40.	Confidentiality .....	35
41.	Protective Clothing .....	35
42.	Right to Disconnect.....	35
43.	Workplace Delegates’ Rights .....	36
PART 3 – CONDITIONS OF EMPLOYMENT FOR SUPPORT STAFF .....		39
44.	Contract of Service .....	39
45.	Classifications and Salaries .....	41
46.	Ordinary Hours of Work.....	42
47.	Breaks .....	44
48.	Annual Leave and Non-Term Time.....	45
49.	Stand Down During Non-Term Time and Averaging.....	49
50.	Shift Work .....	52
51.	Penalty Rates .....	53
52.	Overtime .....	53
53.	Classifications .....	55
54.	Higher Duties .....	56
55.	Termination of Employment.....	56
Signatures.....		58
Schedule 1 – Administrative and Technical Officer Salary Scales and Classifications .....		59
Schedule 2 – Education Assistant Salary Scales and Classifications.....		81
Schedule 3 – Gardeners, Grounds, Building Maintenance and Domestic Employee Salary Scales and Classifications.....		84
Schedule 4 – Psychologist, Social Worker, Counsellor and Nurse Salary Scales and Classifications .....		89
Schedule 5 – Boarding House Salary Scales and Classifications .....		99
Schedule 6 – Outside School Hours Care Salary Scales and Classifications .....		100

## PART 1 – APPLICATION AND OPERATION OF AGREEMENT

### 1. Title

This Agreement shall be known as the AngliSchools WA Support Staff Enterprise Agreement (the Agreement) and is a Single Enterprise Agreement made pursuant to section 172(2) of the Fair Work Act 2009 (Cth).

### 2. Arrangement

This Agreement is arranged as per the Contents table above.

### 3. Definitions

- 3.1 “Act” means the *Fair Work Act 2009* (Cth).
- 3.2 “Annual Increment” means completion of one year of Continuous Service with AngliSchools.
- 3.3 “School” shall mean AngliSchools Language College, Esperance Anglican Community School, Frederick Irwin Anglican School, Georgiana Molloy Anglican School, John Septimus Roe Anglican Community School, John Wollaston Anglican Community School, Peter Carnley Anglican Community School, Peter Moyes Anglican Community School, St George’s Anglican Grammar School, St James’ Anglican School, St Mark’s Anglican Community School, St Matthew’s Anglican School, Swan Valley Anglican Community School and any additional school in Western Australia which is administered by the Employer.
- 3.4 “Award” means the *Educational Services (Schools) General Staff Award 2020*.
- 3.5 “Casual Support Staff” means a Support Staff engaged as a casual employee as defined in the Act.
- 3.6 “Continuous Service” means a period of unbroken service with the Employer by an Employee and shall include full-time, part-time and temporary service (fixed-term and maximum term contracts), paid leave and unpaid leave of less than two (2) consecutive weeks, within AngliSchools.
- 3.7 “Employees” means Support Staff, covered by this Agreement.
- 3.8 “Employer” means The Anglican Schools Commission Inc. trading as AngliSchools.
- 3.9 “FWC” means the Fair Work Commission.
- 3.10 “Support Staff” means those persons within the scope of the *Educational Services (Schools) General Staff Award 2020* but does not include the Business Manager or Bursar however named.
- 3.11 “Immediate family” of the Employee shall mean a spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild or sibling of an employee, or a child, parent, grandparent, grandchild or sibling of an employee’s spouse

or de facto partner. It includes step-relations (eg. step-parents and step-children) as well as adoptive relations.

- 3.12 "NES" means the National Employment Standards contained in Part 2-2 of the Fair Work Act.
- 3.13 "Non-Term Time" means the periods of school holidays or vacations as designated by the School in its annual calendar. It does not include any days allocated for professional development, whether at the commencement or conclusion of the school year or otherwise.
- 3.14 "Partial Redundancy" shall mean a situation where there is a reduction of 20% or greater of the Support Staff' normal ordinary working hours.
- 3.15 "Part-Time Employee" shall mean an Employee employed regularly on the staff of a School and who works less than the normal hours that a Full-Time Employee is required to work.

#### 4. Scope and Parties Bound

- 4.1 Subject to clause 4.2, this Agreement shall cover the Employer and Support Staff employed by the Employer in Western Australia.
- 4.2 This Agreement shall not apply to:
- a) persons appointed as Principals (however titled); and
  - b) persons appointed as a Deputy Principal, Head of School, Head of Sub-School or Other Senior Staff (however titled); and
  - c) Teachers; and
  - d) apprentices and trainees; and
  - e) persons instructing students in the areas of music or other individual arts and engaged on an individual fee basis, including but not limited to Music Tutors; and
  - f) sports coaches and trainers (unless appointed as Teachers); and
  - g) persons employed as Business or Financial Managers or Bursars (however titled) employed in a senior management or executive positions who have managerial responsibilities including the delegated authority to act for the Employer from time to time in the recruitment, training and dismissal of Employees.

#### 5. Commencement Date of Agreement and Period of Operation

- 5.1 This Agreement will come into effect 7 days after the date of approval by the Fair Work Commission and will expire on 31 December 2028. The terms and conditions of this Agreement remain in place until a subsequent agreement is registered.
- 5.2 This Agreement does not exclude the NES and the NES will continue to apply to the extent that the Agreement is detrimental, in any respect, when compared to the NES.
- 5.3 The Employer will commence the bargaining process for a replacement Enterprise Agreement within six months before the expiry of this Agreement.

## 6. No Extra Claims

- 6.1 The parties agree that the wage increases and other improvements in conditions of employment provided for by this Agreement are in settlement of all existing claims made by Support Staff for the life of the Agreement.
- 6.2 It is a term of this Agreement that the parties will not pursue any extra claims, award or over award, for improvement in wages or other terms and conditions of employment for the life of the Agreement.

## 7. Relationship to Awards

This Agreement operates to the complete exclusion of all Awards which would otherwise apply to any of the Employees covered by this Agreement including but not limited to the *Educational Services (Schools) General Staff Award 2020*.

## 8. National Employment Standards

- 8.1 The National Employment Standards (NES) as contained in Part 2-2 of the Act are the minimum entitlements to which an Employee covered by this Agreement is entitled. This Agreement may provide ancillary or supplementary terms in respect of the NES.
- 8.2 This Agreement provides enterprise specific detail where it deals with a matter provided for in the NES.

## PART 2 – GENERAL CONDITIONS OF EMPLOYMENT

### 9. Modes of Employment

The Employer may employ a Full Time, Part-time, Fixed Term or Casual Employee. The Employer may direct an Employee to perform such duties as are within the limits of the Employee's skill, competence and training.

#### 9.1 Full-Time Employee

The Employer may engage an Employee on a full-time basis in accordance with this Agreement.

#### 9.2 Part-Time Employee

The Employer may engage an Employee on a part-time basis in accordance with this Agreement.

#### 9.3 Fixed Term Employee

The Employer may engage an Employee on a fixed term basis in accordance with this Agreement.

- a) Fixed-Term employment means employment for a specified term or ascertainable period, for which the instrument of engagement will specify the starting and finishing dates of that employment (or instead of a finishing date, will specify the circumstance(s) or contingency relating to a specific task or project, upon the occurrence of which the term of the employment will expire).
- b) The use of Fixed Term employment shall be limited to the employment of an Employee in clause 9.3c) to 9.3h).
- c) Specific task or project  
A definable work activity that has a starting time and that is expected to be completed within an anticipated timeframe. Without limiting the generality of that circumstance, it will also include a period of employment provided for from identifiable funding external to the employer, not being funding that is part of an operating grant from government or funding comprised of payments of fees made by or on behalf of students.
- d) Vocational Education and Training Employee  
VET Employees involved in delivery, and/or support for delivery, of Vocational Education and Training may be employed for a contract period not exceeding 2 years.
- e) Replacement Employee  
An Employee undertaking work activity replacing a Full-Time or Part-Time Employee for a definable period for which the replaced Employee is either:
  - (i) on authorised leave of absence; or
  - (ii) temporarily seconded/transferred away from their usual work area; or
  - (iii) performing the duties of a vacant position for which the employer has made a definite decision to fill and has commenced recruitment action; or
  - (iv) a position the normal occupant of which is performing higher duties pending the outcome of recruitment action initiated by the employer and in progress for those vacant higher duties position until a Full-Time or Part-Time Employee is engaged for the vacant position or vacant higher duties position as applicable; or
  - (v) undertaking reduced work hours as a part of an approved return to work arrangement.

- f) Pre-retirement contract  
Where a Full-Time or a Part-Time Employee declares that it is their intention to retire, a Fixed-Term contract expiring on or around the relevant retirement date may be adopted as the appropriate type of employment for a period of up to 2 years.
- g) Innovation or reorganisation  
Where the Employer or a discrete section of the Employer is undergoing or is about to undergo major organisational change including discontinuation of a work area, or where a new course, new system, market research or organisational unit is being developed and implemented, a Fixed-Term contract can be used for Employees either in the work area, or employed in support of the change. The contract may have a term of up to 2 years. In the case of discontinuation of a work area, if the decision to discontinue the work area is reversed, or should for any other reason the Employee's position or substantially the same position continue beyond the 2 year period, the Employee shall be offered that work on a continuing basis. In the case of a new course, new system, market research or organisational unit, if the position or substantially the same position occupied by the Employee continues beyond the expiry of the contract, the Employee shall, subject only to satisfactory performance, be offered continuing employment in that position.
- h) Temporary Replacement  
To temporarily replace an Employee who has resigned and where an ongoing replacement cannot be appointed in a reasonable timeframe.
- i) A Fixed Term Employee is not entitled to any of the following benefits under this Agreement:
  - (i) notice of termination (where the date of cessation of employment is stated at the time of appointment).
  - (ii) Redundancy.

#### 9.4 Casual Employee

The Employer may engage an Employee on a casual basis in accordance with this Agreement.

- a) A Casual Employee is entitled to the rate of pay specified in Schedule 1 – Administrative and Technical Officer Salary Scales and Classifications to Schedule 6 – Outside School Hours Care Salary Scales and Classifications as appropriate. This rate of pay includes a loading in lieu of paid leave entitlements and other service-related entitlements.
- b) A Casual Employee is not entitled to any of the following benefits under this Agreement:
  - (i) Notice of termination of employment
  - (ii) Redundancy
  - (iii) Salary packaging
  - (iv) Annual leave
  - (v) Jury service leave
  - (vi) School holidays
  - (vii) Non-attendance time
  - (viii) Special Leave
  - (ix) Paid personal/carer's leave
  - (x) Paid compassionate leave
- c) A Casual Employee is entitled to unpaid carer's leave, unpaid parental leave, unpaid compassionate leave, unpaid jury service leave, paid family and domestic violence leave and long service leave, where eligible.

- d) A Casual Support Staff will be engaged and paid for a minimum of 2 hours for each engagement.

## 10. Right to Request Casual Conversion

Offers and requests for conversion from casual employment to full time or part-time employment are provided for in the Act.

## 11. Probation Period

- 11.1 An Employee's employment is contingent upon the satisfactory completion of a six-month probation period.
- 11.2 If the Employer is to terminate the employment of an Employee during the first six months of the Employee's employment, the Employer does not need to provide the relevant notice of termination in clause 55.
- 11.3 If the Employer is to terminate the employment of an Employee within the first six months of the Employee's employment commencing, the Employee is entitled to one week notice or payment in lieu of notice.
- 11.4 If the Employee resigns within the first six months of the Employee's employment commencing, then the Employee is required to give the same notice required of the Employer in clause 11.3.
- 11.5 For the avoidance of doubt, an Employee will only be subject to a probation period in accordance with this clause for the first six months of Continuous Service with the Employer and not subject to probation period when transferring to a different School.

## 12. Payment of Wages

- 12.1 Wages shall be paid at least monthly (on or before the 15th day of each month, provided that payment is in advance for the remainder of the calendar month) by electronic funds transfer into an account nominated by the Employee.
- 12.2 During the period of operation of the Agreement the Employer undertakes to conduct an internal review into paying wages fortnightly.

## 13. Payment on Termination of Employment

- 13.1 The Employer must pay an Employee no later than 7 calendar days after the day on which the Employee's employment terminates:
  - a) the Employee's wages under this Agreement for any complete or incomplete pay period up to the end of the day of termination; and
  - b) all other amounts that are due to the Employee under this Agreement and the NES.
- 13.2 The requirement to pay wages and other amounts under this clause is subject to further order of the FWC and the employer making deductions authorised by this Agreement or the Act.

## 14. Salary Packaging

- 14.1 The Employer will allow salary packaging by Employees on condition that participating Employees:
- a) Meet the full cost of the services of an Employer approved remuneration consultant.
  - b) Obtain independent financial advice on the implications of salary packaging for the Employee.
  - c) Agree that the Employer is not liable for the effect of any change to taxation law or rulings concerning salary packaging.
  - d) Will reimburse the Employer for any Fringe Benefits Tax payable or paid by the Employer on the Employee's behalf under the terms of this clause.
- 14.2 Definitions for the purposes of this clause:
- a) "Benefits" means the benefits nominated and received by the Employee.
  - b) "Benefit Value" means the amount specified by the School as the cost to the School of the benefit provided including Fringe Benefit Tax, if any. The School must advise the Employee in writing of the Benefit Value.
  - c) "Fringe Benefit Tax" means tax imposed by the *Fringe Benefits Tax Act 1986* as amended.
  - d) The Employer may offer to provide and the Employee may agree in writing to accept a salary equal to the difference between the Benefit Value and the salary which would have applied to the Employee under clause 14.3a), had salary packaging not been accepted.
- 14.3 Conditions of Employment
- a) Except as provided by this clause, Employees must be employed at a salary based rate of pay, and on terms and conditions, not less than those prescribed by the Agreement.
  - b) For all purposes of the Agreement, salary shall be deemed to include the value of any benefits provided under this clause.
- 14.4 During the currency of an Agreement:
- a) Any Employee who takes paid leave on full pay shall receive the Benefits and salary referred to in clauses 14.2a) and 14.2d).
  - b) If an Employee takes leave without pay the Employee will not be entitled to any benefits during the period of leave.
  - c) If an Employee takes paid leave on less than full pay they shall receive:
    - (i) the Benefits if the reduced pay is still sufficient to cover the nominated Benefit; and
    - (ii) any balance of salary as agreed between the Employer and the Employee.

## 15. Supported Wage

- 15.1 This Agreement incorporates the provisions of Schedule E – Supported Wage System of the *Educational Services (Schools) General Staff Award 2020* as in force from time to time, provided that:
- a) The supported wage rates will be calculated using the rates of pay contained in this Agreement instead of the minimum wage rates provided under the Award; and
  - b) The Employee will be entitled to all other terms and conditions of employment under this Agreement.

## 16. Superannuation

- 16.1 The Employer currently makes, and will continue to make, an Employer superannuation contribution, of ordinary time earnings, in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth) (SGAA) legislation, to a complying superannuation fund nominated by the Employee, excluding a fund where the Employer is required to become a participating Employer. Should the Employee not nominate a complying superannuation fund for this purpose, the contribution will be made into:
- a) the Employee's stapled fund; or
  - b) if the Australian Taxation Office does not identify a stapled fund for the Employee, to the Employer's default fund provided that the Employer's default fund must offer a MySuper product as defined in the *Superannuation Industry (Supervision) Act 1993* (Cth).
- 16.2 For the purposes of this clause, 'basic earnings' shall mean in respect of any Quarter:
- a) the minimum annual rate of salary prescribed from time to time for the Employee by clause 45 for any Quarter; and
  - b) the amount of any other payment defined as "Ordinary Time Earnings" in the SGAA:
- up to the maximum contribution base, as defined in the SGAA, in respect of any Quarter.
- 16.3 From 1 July 2026 clause 16 may be impacted by the *Superannuation Guarantee Charge Amendment Act 2025* and the *Treasury Laws Amendment (payday Superannuation) Act 2025* at which time the provisions of those acts will apply where relevant.
- 16.4 Exceptions
- a) Unless it is necessary for the purpose of clause 16.1 for the Employer to avoid paying Superannuation Guarantee Charge, the Employer shall not be required to make contributions pursuant to this Agreement in respect of an Employee who:
    - (i) is absent from their employment without pay, for such period of absence without pay; or
    - (ii) is referred to in section 27 (Salary or wages: general exclusions) of the SGAA.
  - b) In respect of an Employee who is absent on leave at half pay, the Employer shall only be required to make superannuation contributions in respect of the period of leave on half pay based on the salary received by the Employee during the period of leave on half pay.

## 17. Travelling Expenses

- 17.1 Where an Employee is required by the Employer to work away from their usual place of employment the Employer shall pay the Employee any reasonable travelling expenses incurred except where an allowance is paid in accordance with clause 17.2.
- 17.2 Where an Employee is required and authorised to use their own motor vehicle in the course of duty, the Employee will be paid a vehicle allowance as follows:
- a) Motor car: \$0.96 per kilometre travelled.
  - b) Motorbike: \$0.33 per kilometre travelled.
- 17.3 Payment under this clause is subject to a maximum of 400 kilometres per week and the travel must be approved in advance by the Employee's Line Manager through a written and signed application before the travel occurs.

## 18. Under and Over Payment

- 18.1 Where an underpayment occurs, the Employer will endeavour to make the correction within one pay period.
- 18.2 Where an Employee is overpaid an amount of salary or other remuneration, the Employer will notify the Employee who may authorise the Employer to recover the overpayment from the next available pay or in salary instalments or by some other agreed means.
- 18.3 The Employer and the Employee may agree, in writing, on deduction by instalments to recover the overpayment.
- 18.4 If no agreement is made within two pay periods from notification of the overpayment, the Employee authorises the Employer to recover the overpayment through salary deduction:
- a) In full in the next available pay period, where the overpayment is equal to or less than 10% of the total gross salary instalment payable; or
  - b) In instalments commencing from the next available pay period, until the overpayment is repaid. Instalment amounts are to be the lesser of 10% of the total gross salary instalment or the remaining balance of the overpayment.
- 18.5 An Employee who is facing financial hardship may make application to vary the instalments to the Employer.
- 18.6 The Employer may by agreement deduct from the Employee's final pay, including any leave entitlements, on cessation of employment, any overpayment balance remaining outstanding, or any debt owing. This applies whether or not the Employee and the Employer have previously agreed to the deduction of the overpayment by instalment.

## 19. Unauthorised Absence and Welfare Checks

- 19.1 Where an Employee is absent without notification, the Employer will make reasonable attempts to contact the Employee and ensure their welfare.
- 19.2 If there is no response received from the Employee within a reasonable period, the matter will be managed under a disciplinary procedure.
- 19.3 An unauthorised absence under this clause will not constitute resignation.

## 20. Personal/Carer's Leave

- 20.1 Personal/carers leave is as provided for in the NES except where this Agreement provides ancillary or supplementary terms.
- 20.2 For a Full Time Employee, the leave entitlement shall be 12.5 days per year of service. Part-time Employees are entitled to paid personal/carers leave on a pro rata basis on specified hours in clause 46.
- 20.3 Paid personal leave may be taken by the Employee because of a personal illness or injury.

- 20.4 Paid carer's leave may be taken by the Employee to provide care or support to a member of the Employee's Immediate Family or a member of the Employee's household, who requires care or support because of a personal illness, injury, or an unexpected emergency affecting the member.
- 20.5 An Employee must notify the Employer of the Employee's absence as soon as reasonably practicable. The notice must be to the effect that the Employee requires the leave because of a personal illness or injury or to provide care or support to a member of the Employee's Immediate Family or household as the member is suffering either a personal illness or injury or an unexpected emergency.
- 20.6 An Employee is entitled to personal/carer's leave provided that if directed by the Employer:
- a) The Employee produces a medical certificate from a Registered Health Practitioner or statutory declaration to the Employer for any absence of more than two consecutive days.
  - b) The Employee provides a medical certificate from a Registered Health Practitioner or statutory declaration to the Employer for any absence continuous with a school holiday or public holiday to which the Employee is entitled and which would not otherwise require the production of a certificate.
  - c) The Employee produces a medical certificate from a Registered Health Practitioner or a statutory declaration to the Employer where the number of days of paid sick leave already taken without the production of a medical certificate or a statutory declaration exceeds five days in the one year.
- 20.7 An Employee, including a Casual Employee, is entitled to take up to two days unpaid carer's leave for each occasion that a member of the Employee's Immediate Family or household requires care and support due to:
- a) a personal illness or injury, of the member; or
  - b) an unexpected emergency affecting the member.
- 20.8 An Employee cannot take unpaid Carer's Leave under this clause if the Employee could instead take paid Personal/Carer's Leave.
- 20.9 An Employee's entitlement to take unpaid Carer's Leave under this clause is subject to the Employee meeting the notice and evidence requirements set out in clause 20.5 and 20.6.
- 20.10 The Employer must not fail to re-engage a Casual Employee because the Employee accessed the entitlements provided for in this clause. The rights of the Employer to engage or not to engage a Casual Employee are otherwise not affected.

## 21. Compassionate Leave

- 21.1 Compassionate Leave is provided for in accordance with the Act unless where this Agreement provides ancillary or supplementary terms.
- 21.2 An Employee is entitled to compassionate leave if:
- a) A member of their Immediate Family or household dies, or contracts or develops a life-threatening illness or injury.
  - b) The Employee attends a funeral or memorial service for a member of their Immediate Family or household.

- c) A baby in their immediate family or household is stillborn.
- d) They have a miscarriage.
- e) Their current spouse or de facto partner has a miscarriage.

21.3 Where an Employee is entitled to paid compassionate leave in accordance with clause 21.2 they are entitled to paid leave of up to three days.

21.4 The three days leave are not required to be consecutive and may be taken in any separate period as agreed with the Employer.

21.5 An Employee may be required to provide to the Employer evidence that would satisfy a reasonable person of their entitlement to leave under this clause.

## 22. Family and Domestic Violence Leave

22.1 All Employees are entitled to 10 days paid family and domestic violence leave each year in accordance with the Act. This includes full-time, part-time and casual Employees.

22.2 Employees who are experiencing family and domestic violence can take this leave to deal with the impacts of family and domestic violence where it is not practical to do so outside their work hours. This might include:

- a) making arrangements for their own or an immediate family member's safety (including relocation);
- b) attending court or accessing police services;
- c) attending counselling, accessing support services or attending appointments with medical, financial, or legal professionals.

22.3 Employees can access the full amount of leave from the day they commence employment. The leave can be taken as single or multiple days, or as part days by agreement. An Employee's leave balance renews each year on their work anniversary and does not accumulate from year to year if it is not used.

22.4 Applications for leave will be dealt with confidentially and sensitively and can be sent directly to the Principal.

22.5 The Employer may request reasonable evidence that the leave was used for the purpose of dealing with family and domestic violence issues. Evidence will only be sighted, and no copies will be made or recorded.

## 23. Community Service Leave

23.1 An Employee who engages in an eligible community service activity may apply to be absent from their employment on Community Service Leave as per the Act.

23.2 Eligible community service activities include:

- a) a voluntary emergency management activity;
- b) jury duty, including attendance for jury selection; or
- c) Defence Force Reserve service or training (either an annual training camp, or one school or course of instruction).

- 23.3 The entitlement to paid or unpaid leave will be in accordance with the Act, or where more beneficial entitlements prevail, other relevant legislation which includes:
- a) *Juries Act 1957 (WA)*;
  - b) *Emergency Management Act 2005 (WA)*; or
  - c) *Defence Reserve Service (Protection) Act 2001*.
- 23.4 An Employee absent due to jury service is entitled to be paid for the entire period of jury service at the usual earnings that the Employee would have reasonably expected during that period.
- 23.5 An Employee absent due to voluntary emergency management activities is entitled to be paid when absent because of an emergency management response. Employees are not entitled to payment where they choose to partake in emergency management prevention, preparedness or recovery work.
- 23.6 An Employee absent due to being called for service or training as a member of the Australian Defence Force Reserve is entitled to leave without pay. An Employee absent for this reason cannot be compelled by the Employer to use paid leave entitlements for this period.
- 23.7 Employees must provide as much notice as possible to the Employer when accessing leave in accordance with this clause.
- 23.8 Employees must provide reasonable evidence to the Employer when accessing leave in accordance with this clause.

## 24. Infectious Diseases Leave

- 24.1 An Employee is entitled to leave with pay where a medical practitioner certifies that the Employee, as a direct result of exposure while carrying out their duties, contracts one of the following infectious diseases through contact in the workplace:
- a) German measles
  - b) Measles
  - c) Mumps
  - d) Chickenpox
  - e) Glandular fever
  - f) Scarlet fever
  - g) Whooping cough
  - h) Rheumatic fever
  - i) Hepatitis
- 24.2 The Employee must produce a medical certificate that specifically names the disease, and the Employee shall request in writing that the leave not be debited against personal leave.

## 25. Special Leave

- 25.1 The Employer will, upon sufficient cause being shown, grant an Employee special leave on full pay not exceeding three working days in any one calendar year, subject to the following provisions.

- 25.2 Special leave can only be taken for matters:
- a) of a personal and pressing nature; and
  - b) which arise with little or no notice; and
  - c) which require immediate attention; and
  - d) that cannot reasonably be conducted outside normal business hours; and
  - e) for which there is no other paid leave entitlement available.
- 25.3 An Employee may take more than one day of special leave at a time, subject to the Employer's consideration of the circumstances supporting the Employee's request before granting approval.
- 25.4 Notification of a request for special leave is to be made as soon as is practicable.
- 25.5 Failure to notify the Employer as soon as is practicable will result in this leave being treated as absent without leave.
- 25.6 An Employee may be required by the Employer to provide an explanation of the reasons for taking special leave.
- 25.7 Special leave entitlements do not accrue.
- 25.8 The Principal's discretion in considering requests is not to be harshly or unfairly exercised.
- 25.9 The provisions of this clause do not apply to Casual Employees.

## 26. Long Service Leave

- 26.1 Employees are entitled to long service leave in accordance with this Agreement which will prevail over the *Long Service Leave Act 1958 (WA)* where more favourable conditions are specified in this Agreement.
- 26.2 An Employee's entitlement to paid long service leave for each year of service within AngliSchools, will accrue at the rate of 1.43 weeks per year of service.
- 26.3 Subject to clause 26.4, an Employee who has accrued an entitlement of leave corresponding to a complete term shall be entitled to take such leave.
- 26.4 The process required for the taking of leave shall be as follows:
- a) the Employer shall advise the Employee of their impending entitlement to take long service leave prior to the completion of term three in the year preceding the entitlement becoming due;
  - b) the Employee shall advise the Employer no later than the commencement of term four of the preceding year of their intention or otherwise to take leave;
  - c) where an agreement has been reached for the taking of long service leave and circumstances arise that necessitate an adjustment of such leave, then any request for the adjustment shall not be unreasonably withheld.
- 26.5 Where the Continuous Service of an Employee during the period of accrual contains any period which is less than full time then that Employee's entitlement shall be calculated as follows:
- a) the number of weeks accrued shall be in accordance with clause 26.2; and

- b) payment for the period accrued shall be the average that the Employee's hours bears to that of a full time Employee over the accrual period.
- 26.6 The Employee continues to accrue long service leave entitlement for any period during which the Employee is absent on full pay from their duties; long service leave does not accrue for any period exceeding two weeks during which the Employee is absent on unpaid leave.
- 26.7 For the purposes of calculating long service leave entitlement:
- a) Where the Employer terminates the Employee's employment and re-employs the Employee within 6 months from the effective date of termination the Employer shall recognise all prior service.
  - b) Where an Employee resigns and is re-employed within 6 months from the effective date of termination the recognition of any prior service with the school and the entitlement associated with that service shall be at the discretion of the Principal and confirmed in writing at the time of re-employment.
  - c) Such a break in service shall be deemed to be 'leave without pay' for the purposes of calculating that Employee's entitlement.
  - d) An Employee will not accrue Long Service Leave during the break in service.
  - e) The provisions of this clause only apply to Long Service Leave.
- 26.8 Vacation leave observed by the school shall count for the purposes of calculating an Employee's entitlement to long service leave.
- 26.9 Any public holiday which occurs during the period an Employee is on long service leave shall not be treated as part of the long service leave and extra days in lieu thereof shall be granted.
- 26.10 Where an Employee has become entitled to a period of long service leave in accordance with this clause, the Employee shall commence such leave within two years of the entitlement accruing, unless mutually agreeable arrangements have been made between the Employee and Employer by one of the following options:
- a) as a term with the excess entitlement being retained as unused accrued long service leave; or
  - b) as a semester, with approved leave without pay for that portion which exceeds the fully accrued long service leave entitlement; or
  - c) with the agreement of the Employer, as a term with the excess entitlement being paid in lieu; or
  - d) with the agreement of the Employer, a lesser period may be taken than that prescribed in this clause. The Employer shall not unreasonably or harshly refuse the request;
  - e) where a period of leave of less than 2 weeks is being requested the requirements of clause 26.4b) do not apply.
- For the purposes of this clause a semester is defined as school terms 1 and 2, or 3 and 4.
- 26.11 Having made reasonable attempts to organise mutually agreeable arrangements without success, the Employer may request for the Employee to take the leave during the following year. Such discretion will not be exercised harshly or unfairly.

- 26.12 Payment for long service leave shall be made at the same time as the Employee's salary would have been paid if the Employee had remained at work, or by agreement between the Employee and the Employer, made in full before the Employee goes on leave.
- 26.13 Where an Employee has completed at least 5 years continuous service and employment is terminated –
- a) by the Employee's death; or
  - b) in any circumstances, other than serious misconduct;
- the amount of leave shall be such as has accrued under the provisions of clause 26.2.
- 26.14 In the case to which clause 26.13 applies, and in any case in which an Employee who has become entitled to leave hereunder is terminated before such leave is taken or fully taken, the Employer shall:
- a) upon termination of employment otherwise than by death, pay to the Employee; or
  - b) upon termination of employment by death, pay to the authorised representative of the Employee,
- a sum equivalent to the amount which would have been payable in respect of the period of leave to which the Employee is entitled or deemed to have been entitled and which would have been taken but for such termination.
- Such payment shall be deemed to have satisfied the obligation of the Employer in respect of leave hereunder.
- 26.15 Accrued Long Service Leave entitlements are portable within AngliSchools.
- 26.16 Where an Employee is ill during a period of long service leave and produces at the time, or as soon as practicable thereafter, medical evidence that would satisfy a reasonable person that as a result of illness or injury the Employee was confined to their place of residence or a medical facility for a period of at least 14 consecutive calendar days, the Employer shall grant paid personal leave, or where personal leave entitlements are exhausted, unpaid personal leave for the period during which the Employee was so confined and reinstate long service leave equivalent to the period of confinement.
- a) The period of reinstated leave will not change the return date or extend the current period of long service leave.

## 27. Parental Leave

- 27.1 Parental leave is as provided for in the Act, except where this Agreement provides ancillary or supplementary terms.

### Eligibility for Unpaid Parental Leave

- 27.2 An Employee shall become entitled to take up to 52 consecutive weeks of unpaid leave in respect of:
- a) the birth of a child to the Employee or the Employee's spouse/de facto partner; or
  - b) the placement of a child with the Employee with a view to the adoption of the child by the Employee.
  - c) An additional period of unpaid leave of up to 52 consecutive weeks can be taken on request to the School (up to a total of 104 consecutive weeks of Parental

Leave).

- 27.3 An Employee is entitled to take parental leave if:
- a) The Employee has had at least 12 months' Continuous Service with the Employer immediately preceding the date upon which the Employee proceeds upon such leave; and
  - b) has given the Employer at least 10 weeks' written notice of their intention to take such leave, and the start and finish dates of such leave.

- 27.4 An Employee shall not be in breach of this Agreement as a consequence of failure to give the stipulated period of notice in accordance with this clause, if such failure is occasioned by the confinement occurring earlier than the presumed date.

#### Paid Parental Leave

- 27.5 An Employee with at least two years Continuous Service with the Employer,
- a) who gives birth to a child; or
  - b) is the primary carer for an adopted child who is not the natural child or the stepchild of the Employee or the Employee's partner, is under the age of five and has not lived continuously with the Employee for six months or longer; and
- who makes application to take parental leave, shall be entitled to 14 weeks paid parental leave as follows.

- 27.6 Paid parental leave as provided in this Agreement will count as qualifying service for the purposes of calculating an Employee's annual leave, sick leave and long service leave entitlement under this Agreement.

- 27.7 The rate of salary to be applied shall be the Employee's weekly rate at the time parental leave commenced.

- 27.8 Superannuation in accordance with clause 16 will be paid on paid parental leave.

- 27.9 If an Employee has taken a previous period of paid parental leave, the Employee is not entitled to the benefit described in this clause 27.5 to 27.8 for another period of paid parental leave unless the Employee returns to work for a period of at least 12 months following the previous period of parental leave. Only full-time, part-time and temporary service will count towards the 12-month return-to-work period. The Employee will be entitled to unpaid parental leave in accordance with the Act.

#### Paid Partner Leave

- 27.10 An Employee with at least two years Continuous Service with the Employer who is not the primary carer is entitled to two weeks paid partner leave. Paid partner leave can be taken flexibly within the first 6 months of the birth of the child or in the case of adoption the placement date, in minimum periods of one week.

- 27.11 The notice requirements for paid partner leave are 10 weeks as per clause 27.3b) and exceptions as per 27.4.

- 27.12 Paid partner leave will count as qualifying service under this Agreement.
- 27.13 The rate of salary to be applied shall be the Employee's weekly rate at the time the paid partner leave commenced.
- 27.14 Superannuation in accordance with clause 16 will be paid on paid partner leave.

Parental Leave to start 6 weeks before the birth

- 27.15 Subject to clauses 27.19, 27.22 and 27.29, the period of parental leave for a female Employee shall be for an unbroken period of up to 52 weeks and shall include up to six weeks' leave to be taken immediately before the presumed date of confinement, unless in respect of any period closer to the expected date of birth a medical practitioner has certified that the Employee is fit to work.

Transfer to a Safe Job

- 27.16 Where in the opinion of a duly qualified medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the Employee make it inadvisable for the Employee to continue at her present work, the Employee shall, if the Employer deems it practicable, be transferred to a safe job at the rate and on the conditions attached to that job until the commencement of parental leave. If the transfer to a safe job is not practicable, the Employee may, or the Employer may require the Employee to, take leave for such period as is certified necessary by a duly qualified medical practitioner. Such leave shall be treated as parental leave for the purposes of clauses 27.27 to 27.31.

Variation of Period of Parental Leave

- 27.17 The period of parental leave may be lengthened by agreement between the Employee and the Employer in accordance with the provisions of clause 28 (Leave Without Pay).
- 27.18 The period of parental leave may be shortened by agreement between the Employee and the Employer.

Cancellation of Parental Leave

- 27.19 Parental leave, applied for but not commenced, shall be cancelled when the pregnancy terminates other than by the birth of a living child.
- 27.20 Subject to clause 27.21, where the pregnancy terminates other than by the birth of a living child, it shall be the right of the Employee or Employee's spouse/de facto partner to resume work at a time nominated by the Employer which shall not exceed four weeks from the date of notice in writing by the Employee to the Employer that they desire to resume work.
- 27.21 An Employee's right to resume work within the period specified in clause 27.20 shall be subject to the practicality of enabling the Employee to resume within that period, but in any case that limitation shall not be invoked to extend the period of leave beyond the date originally agreed to. Where the Employee's resumption is delayed, they may undertake temporary employment with another Employer without affecting

their contract of service with the school from which he or she took parental leave.

#### Special Parental Leave and Sick Leave

27.22 Where the pregnancy of an Employee or an Employee's spouse/de facto partner not then on parental leave terminates after 12 weeks other than by the birth of a living child then:

- a) the Employee shall be entitled to such period of unpaid leave (to be known as special parental leave) as a duly qualified medical practitioner certifies as necessary before the Employee's return to work; or
- b) for illness other than the normal consequences of confinement the Employee shall be entitled, either instead of or in addition to special parental leave, to such paid sick leave as to which the Employee is then entitled and which a duly qualified medical practitioner certifies as necessary before the Employee returns to work.

27.23 Where an Employee not then on parental leave suffers illness related to the Employee's pregnancy, the Employee may take such paid sick leave as to which the Employee is then entitled and such further unpaid leave (to be known as special parental leave) as a duly qualified medical practitioner certifies as necessary before the Employee returns to work.

27.24 For the purposes of clauses 27.29 to 27.31, parental leave shall include special parental leave.

27.25 An Employee returning to work after the completion of a period of leave taken pursuant to this clause shall be entitled to the position which the Employee held immediately before proceeding on such leave or, in the case of an Employee who was transferred to a safe job pursuant to clause 27.16, to the position the Employee held immediately before such transfer.

27.26 Where such position no longer exists but there are other positions available, for which the Employee is qualified and the duties of which the Employee can perform, the Employee shall be entitled to a position as nearly comparable in status and salary or wage to that of the Employee's former position.

#### Parental Leave and Other Leave Entitlements

27.27 An Employee may take, in conjunction with or in addition to parental leave, any annual leave or long service leave or any part thereof to which the Employee is then entitled.

27.28 Paid sick leave or other paid authorised absences including payment for public holidays (excluding annual leave or long service leave), shall not be available to an Employee during the Employee's absence on parental leave.

#### Effect of Parental Leave on Employment

27.29 Notwithstanding any provision to the contrary, absence on parental leave shall not

break the continuity of service of an Employee but shall not be considered in calculating the period of service for any purpose of this Agreement. Except that an Employee will accrue annual leave, personal leave and long service leave entitlement during the period of paid parental leave as provided in clause 27.7.

#### Termination of Employment

- 27.30 An Employee on parental leave may terminate employment at any time during the period of leave by notice given in accordance with this Agreement.
- 27.31 The Employer shall not terminate the employment of an Employee on the grounds of the Employee's pregnancy or of the Employee's absence on parental leave, but otherwise the rights of an Employer in relation to termination of employment are not hereby affected.

#### Return to Work

- 27.32 An Employee shall confirm their intention to return to work in writing to the Employer not less than 10 weeks prior to the expiration of parental leave. Provided that if an Employee returning to work requests to return in a capacity other than that which they held prior to going on parental leave, then this request must be made subject to clause 35 (Requests for Flexible Working Arrangements) and received in writing at least one full term before the expected date of return.
- 27.33 Provided the requirements of clause 27.32 above have been met, an Employee shall be entitled to a position commensurate with the Employee's qualifications, experience, status and previous classification.
- 27.34 By agreement between the Employee and the Principal an Employee may work, on return from parental leave, in a flexible manner in accordance with clause 35.

#### Replacement Employees

- 27.35 A replacement Employee is an Employee specifically engaged as a result of an Employee proceeding on parental leave.
- 27.36 Before an Employer engages a replacement Employee under this clause, the Employer shall inform that person of the temporary nature of the employment and of the rights of the Employee who is being replaced.
- 27.37 Before an Employer engages a person to replace an Employee temporarily promoted or transferred to replace an Employee exercising their rights under this clause, the Employer shall inform that person of the temporary nature of the promotion or transfer and of the rights of the Employee who is being replaced.
- 27.38 Nothing in this clause shall be construed as requiring the Employer to engage a replacement Employee.
- 27.39 A replacement Employee shall not be entitled to any of the rights conferred by

this clause except where their employment continues beyond the twelve months' qualifying period.

27.40 The provisions of clause 27.5 to clause 27.14 do not apply to Casual Employees.

## 28. Leave Without Pay

28.1 A period of Leave Without Pay (LWOP) may be granted upon application by an Employee. While the Employer holds final authority to approve LWOP, the Employer must exercise this discretion fairly and responsibly.

28.2 An Employee making an application under this clause must state the period and the reason for the leave. The maximum period for LWOP is one year.

28.3 Continuous service is not broken by LWOP, however, LWOP for periods exceeding two weeks does not count towards continuous service for any purpose under this Agreement.

28.4 Unless agreed otherwise, prior to commencing LWOP, an Employee returning to work following a period of LWOP has the right to return to the position the Employee held before taking leave. If the Employee is unable to be placed in the position held before leave, the Employee is entitled to be placed in a position equivalent to their former position.

28.5 Unless it was the approved reason for taking leave, an Employee on LWOP must seek approval from the Employer if intending to undertake alternative employment. In the case of Casual Employment the Employee does not need approval but must inform the Employer.

28.6 No payment will be made for a Public Holiday falling within a period of LWOP.

28.7 The provisions of this clause do not apply to Casual Employees.

## 29. Deferred Salary Scheme

29.1 Employees may apply to have their salary payments deferred in accordance with the provisions of this clause.

### 29.2 Eligibility

- a) Ongoing Employees who have Continuous Service with the Employer for a minimum of two years, including full-time and part-time Employees, are eligible to apply.
- b) Approval of applications will be determined by the Employer based on the needs and requirements of the school.

29.3 Period of Leave

- a) The period of leave will be for 12 months, from 1 January to 31 December.
- b) The year of leave, the fifth year, will be taken in accordance with the conditions as prescribed in clause 28 Leave Without Pay of this Agreement.
- c) Should alternative employment be sought during the year of leave, the Employee is to advise the Employer.
- d) The Employee will not be permitted to defer the Period of Leave unless approved by the Employer.

29.4 Payment of Salary

- a) During the four-year accrual period participants in the scheme receive 80% of their normal monthly salary and will be taxed at this reduced rate of pay. Normal salary is defined as an Employee's normal salary plus any associated allowances. In the fifth year, when leave is taken, the participants will receive the money contributed over the four-year period. This amount will be paid in a lump sum payment, or if nominated by the Employee in monthly instalments when normal salary would have been paid.
- b) The participant will be taxed only on the amount actually received, in this case approximately 80% of the normal salary (including allowances). This is a significant taxation incentive for participants. It is recommended that, prior to entering into this scheme, prospective participants discuss taxation implications and other related issues with their accountant or financial adviser.
- c) It should be noted that interest is not paid on amounts accumulated during the accrual period. Interest accrued will be utilised to offset the administrative costs of the scheme.

29.5 Suspension of Contributions

- a) Participation in the scheme will be suspended during any period of unpaid leave. Any period of unpaid leave will reduce payments into the fund and therefore proportionately reduce the accrued payment in the year of leave.
- b) A participant may elect to suspend contributions for a period of less than 12 months only once during the accrual period. This will also reduce the accrued payment in the year of leave.
- c) The Employer may approve a suspension of contribution for a period of 12 months at the request of the participant. Such a suspension will extend the taking of the year of leave by one year.

29.6 Withdrawal

- a) The participant may withdraw from the scheme by providing a minimum of 6 months' notice to the Employer in writing. It should be noted that only the exact money paid into the scheme will be paid in a lump sum on withdrawal and no interest will be paid on this amount.
- b) The participant who withdraws from the scheme will be taxed on the lump sum payment and any other salary received during that financial year. Significant taxation implications may therefore apply. It is recommended that, prior to

entering into this scheme, prospective participants discuss taxation implications and other related issues with their accountant or financial adviser.

29.7 Long Service Leave, Personal Leave and Increment Entitlements

- a) A participant in the scheme will accrue the above entitlements at 100% of the normal accrual rate over the first four years only. The year of leave is a non-accrual period.
- b) If a participant becomes eligible for long service leave during the fourth year of the deferred salary scheme, the long service leave entitlement will further be deferred and taken in the fifth year of the scheme or taken in the final term/semester of the fourth year of the scheme, or the first term/semester of the sixth year.

29.8 Workers' Compensation

- a) Participants in the scheme are covered by workers' compensation during the first four years of the scheme at 100% of their normal salary. Participants in receipt of workers' compensation during the first four years may elect to continue in the deferred salary scheme or suspend their contributions until their return to full duties.
- b) Any period of suspension due to workers' compensation shall be undertaken in accordance with clause 29.5.
- c) During the year of leave, the participant is not covered by workers' compensation.

29.9 Superannuation

- a) Employer superannuation contributions are paid according to the Superannuation Guarantee (Administration) Act 1992. Accordingly, the Employer Superannuation Guarantee (SG) will be paid at the relevant SG rate, as determined by the Australian Taxation Office (ATO), based on 80% of salary paid during the four years of the deferred salary scheme deductions and then paid at the relevant SG rate during the period of leave. The SG dollar value paid to the nominated and registered superannuation fund in accordance with the Act, is calculated by multiplying the SG rate applicable at the time of taking the year of leave by the total amount of salary collected during the four-year accrual period.

29.10 Fund Management

- a) The scheme will be managed by AngliSchools. During the four-year accrual period, schools will remit 20% of salary foregone to AngliSchools monthly. Participants will receive a statement from AngliSchools at the end of each year showing the amount accumulated in the scheme. At the beginning of the year when leave is taken, the accumulated amount will be paid in accordance with clause 29.4. All contributions to the scheme are guaranteed by AngliSchools.

#### 29.11 Portability

- a) Employees can maintain their participation in the scheme should they transfer between Schools.
- b) The Employee is obliged to notify the Principal prior to appointment of their participation in the Deferred Salary Scheme and the date that leave is due to be taken.

#### 29.12 Implementation Date

- a) Applications for participation in the scheme can be made from the commencement of the Agreement.
- b) Applications are to be forwarded to the Principal by the close of business 31 July the year before intending to commence the Deferred Salary Scheme.
- c) The School will notify the Employee of the result of their application by 1 October of the same year.

### 30. Public Holidays

- 30.1 For the purposes of this Agreement, public holidays are gazetted by the WA Government and currently include New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, ANZAC Day, Monarch's Birthday, Labour Day, Christmas Day and Boxing Day, and any other day, or part day, recognised under the NES as a public holiday.
- 30.2 Employees, other than a Casual Employee, shall be entitled to the public holidays in clause 30.1 without loss of pay, provided that an Employee shall only be paid for such holidays as occur on those days which the Employee normally works.
- 30.3 Should an Employee be requested to and accept to work on a public holiday, all time worked on a public holiday as per clause 30.1 shall be paid for at the rate of double time and one half at the unaveraged ordinary time rate with a minimum payment of four hours.

### 31. Substitution of Public Holidays

- 31.1 By agreement between the Employer and the majority of Employees, an alternative day may be taken as a public holiday instead of any of the days specified by the NES. The agreement will be recorded in writing and made available to every affected Employee.
- 31.2 Any such agreement must be recorded in the time and wages records kept by the Employer.
- 31.3 Where substitution is agreed, the substituted day will be the public holiday for all purposes of this agreement.

### 32. Equality of Leave Provisions

- 32.1 The Employer maintains that there should be equality of leave provisions between Support Staff in WA and other Employees of AngliSchools such as Teaching Staff.

- 32.2 The Employer undertakes that during the Term of the Agreement, Support Staff will have equality of leave provisions with Teaching Staff for clauses 20, 21, 22, 23, 24, 25, 26, 27, 28, and 29 as these are leave provisions which apply consistently for Employees of AngliSchools.
- 32.3 If any changes are made to leave provisions in a Teaching Staff Enterprise Agreement after the commencement of this Agreement which results in more favourable leave provisions under the above clauses, then the leave provisions will be updated to ensure equality between Employees.

### 33. Dispute Resolution

- 33.1 If a dispute relates to:
- a) a matter arising under this Agreement; or
  - b) the National Employment Standards;
- this clause sets out procedures to settle the dispute.
- 33.2 An Employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this term.
- 33.3 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.
- 33.4 If discussions at the workplace level do not resolve the dispute, a party to the dispute may refer the matter to FWC.
- 33.5 FWC may deal with the dispute in two stages:
- a) FWC will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and
  - b) if FWC is unable to resolve the dispute at the first stage, FWC may then:
    - (i) arbitrate the dispute; and
    - (ii) make a determination that is binding on the parties.
- Note: If FWC arbitrates the dispute, it may also use the powers that are available to it under the FW Act.*
- A decision that FWC makes when arbitrating a dispute is a decision for the purpose of Div 3 of Part 5.1 of the FW Act. Therefore, an appeal may be made against the decision.*
- 33.6 While the parties are trying to resolve the dispute using the procedures in this term:
- a) an Employee must continue to perform his or her work as he or she would normally unless he or she has a reasonable concern about an imminent risk to his or her health or safety; and
  - b) an Employee must comply with a direction given by the Employer to perform

- other available work at the same workplace, or at another workplace, unless:
- (i) the work is not safe; or
  - (ii) applicable occupational health and safety legislation would not permit the work to be performed; or
  - (iii) the work is not appropriate for the employee to perform; or
  - (iv) there are other reasonable grounds for the Employee to refuse to comply with the direction.

33.7 The parties to the dispute agree to be bound by a decision made by FWC in accordance with this term.

### 34. Flexibility

34.1 An Employer and an Employee covered by this Agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the Agreement if:

- a) the Agreement deals with one or more of the following matters:
  - (i) overtime rates;
  - (ii) penalty rates;
  - (iii) arrangements about when work is performed; and
  - (iv) allowances; and
- b) the arrangement meets the genuine needs of the Employer and Employee in relation to one or more of the matters mentioned in clause 34.1a); and
- c) is genuinely agreed to by the Employer and Employee.

34.2 The Employer must ensure that the terms of the individual flexibility arrangement:

- a) are about permitted matters under section 172 of the Act; and
- b) are not unlawful terms under section 194 of the Act; and
- c) result in the Employee being better off overall than the Employee would be if no arrangement was made.

34.3 The Employer must ensure that the individual flexibility arrangement:

- 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 arrangement; and
  - (ii) how the arrangement 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 arrangement; and
- e) states the day on which the arrangement commences and when the arrangement ends.

34.4 The Employer must give the Employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

- 34.5 The arrangement cannot be more than 12 months from the commencement date. The Employee can reapply after the conclusion of the arrangement.
- 34.6 The Employer or the Employee may terminate the individual flexibility arrangement:
- a) by giving no more than 28 days written notice to the other party to the arrangement; or
  - b) if the Employer and Employee agree in writing — at any time.

### 35. Requests for Flexible Working Arrangements

- 35.1 An Employee can request flexible working arrangements in accordance with section 65 of the Act.
- 35.2 Full-time and part-time Employees can request flexible working arrangements if they have completed 12 months continuous service with the Employer and they:
- a) are the parent, or have responsibility for the care, of a child who is school aged or younger
  - b) are a carer (under the *Carer Recognition Act 2010*)
  - c) are a person with disability
  - d) are 55 or older
  - e) are pregnant
  - f) are experiencing family and domestic violence, or
  - g) provide care or support to an immediate family or household member who is experiencing family and domestic violence.
- 35.3 Casual Employees can request flexible working arrangements if:
- a) they meet one of the criteria listed in 35.2a) to 35.2g)
  - b) they've been working for the Employer regularly and systematically for at least 12 months; and
  - c) there's a reasonable expectation of continuing work with the Employer on a regular and systematic basis.

#### Responding to the request

- 35.4 Before responding to a request made under section 65 of the Act, the Employer must discuss the request with the Employee and genuinely try to reach agreement on a change in working arrangements that will reasonably accommodate the Employee's circumstances having regard to:
- a) the needs of the Employee arising from their circumstances;
  - b) the consequences for the Employee if changes in working arrangements are not made; and
  - c) any reasonable business grounds for refusing the request.
- 35.5 The Employer must give the Employee a written response to a request within 21 days, stating whether the Employer grants or refuses the request.

- What the written response must include if the Employer refuses the request
- 35.6 If the Employer refuses the request and has not reached an agreement with the Employee under clause 35.4 and 35.5 the written response, under section 65(4) of the Act, must include details of the reasons for the refusal, including the business ground or grounds for the refusal and how the ground or grounds apply.
- 35.7 If the Employer and Employee could not agree on a change in working arrangements under clause 35.4 and 35.5, then the written response under section 65(4):
- a) must state whether or not there are any changes in working arrangements that the Employer can offer the Employee so as to better accommodate the Employee's circumstances; and
  - b) must, if the Employer can offer the Employee such changes in working arrangements, set out those changes in working arrangements; and
  - c) may include an offer to consider alternative options for the parties to consider.

What the written response must include if a different change in wording arrangements is agreed

- 35.8 If the Employer and the Employee reached an agreement under clause 35.4 and 35.5 on a change in working arrangements that differs from that initially requested by the Employee, then the Employer must provide the Employee with a written response to their request setting out the agreed change(s) in working arrangements.
- 35.9 Disputes about whether the Employer has discussed the request with the Employee and responded to the request in the way required by this clause, can be dealt with in accordance with clause 33 – Dispute Resolution.

## 36. Consultation Regarding Major Workplace Change

- 36.1 This term applies if the Employer:
- a) has made a definite decision to introduce a major change to production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on the Employees; or
  - b) proposes to introduce a change to the regular roster or ordinary hours of work of Employees.
- 36.2 Major Change
- a) For a major change referred to in clause 36.1:
    - (i) the Employer must notify the relevant Employees of the decision to introduce the major change; and
    - (ii) clauses 36.3 to 36.9 apply.
- 36.3 The relevant Employees may appoint a representative for the purposes of the procedures in this term.

- 36.4 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;
  - c) the Employer must recognise the representative.
- 36.5 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) the 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.
- 36.6 However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees.
- 36.7 The Employer must give prompt and genuine consideration to matters raised about the major change by the relevant Employees.
- 36.8 If a term in this agreement provides for a major change to production, program, organisation, structure or technology in relation to the enterprise of the Employer, the requirements set out in clauses 36.2a), 36.3 and 36.5 are taken not to apply.
- 36.9 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 needs 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

- 36.10 For a change referred to in clause 36.1b):
- a) the Employer must notify the relevant Employees of the proposed change; and
  - b) clauses 36.11 to 36.15 apply.

- 36.11 The relevant Employees may appoint a representative for the purposes of the procedures in this term.
- 36.12 If:
- a) a relevant Employee appoints, or relevant Employees appoint, a representative for the purposes of the consultation, and
  - b) the Employee or Employees advise the Employer of the identity of the representative;
- the Employer must recognise the representative.
- 36.13 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, in writing, 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).
- 36.14 However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees.
- 36.15 The Employer must give prompt and genuine consideration to matters raised about the change by the relevant Employees.
- 36.16 For the purposes of clauses 36.10 to 36.15, the Employer’s educational timetable in respect of academic classes and student activities which:
- a) may operate on a term, semester or a School Year basis, and
  - b) ordinarily changes between one period of operation and the next, and
  - c) may change during the period of operation
- is not a regular roster.
- 36.17 However, where a change to an Employer’s educational timetable directly results in a change to:
- a) the number of ordinary hours of work of an Employee or,
  - b) to the spread of hours over which the Employee’s ordinary hours are required to be worked, or
  - c) the days over which the Employee is required to work,
- then clauses 36.11 to 36.15 will apply.

36.18 In this term relevant Employees means the Employees who may be affected by a change referred to in clause 36.1.

36.19 Where a matter is the subject of consultation pursuant to this clause, the status quo will be maintained until the parties agree that consultation has concluded, save where introduction of change is required to prevent risk to health and safety.

### 37. Redundancy

37.1 Redundancy occurs where the Employer has made a definite decision that the Employer no longer wishes the job that the Employee has been doing done by anyone and that decision leads to the termination of employment of the Employee, except where this is due to the ordinary and customary turnover of labour.

#### 37.2 Redundancy Disputes

- a) Where a redundancy dispute arises, and if it has not already done so, an Employer must provide the affected Employee(s) and the Employee's representative (if requested by any affected Employee(s)) in good time, with relevant information:
- (i) the reasons for any proposed redundancy;
  - (ii) the number and categories of Employees likely to be affected; and
  - (iii) the period over which any proposed redundancies are intended to be undertaken.

37.3 Where a redundancy dispute arises and discussions occur in accordance with this clause, the Employer will, as early as possible, consult on measures taken to avert or to minimise any proposed redundancies and measures to mitigate the adverse effects of any proposed redundancies on the Employees concerned.

#### 37.4 Transfer to lower paid duties

Where an Employee is transferred to lower paid duties for reasons set out above the Employee will be entitled to the same period of notice of transfer as the Employee would have been entitled to if the Employee's employment had been terminated. The Employer may, at its discretion, make payment in lieu thereof of an amount equal to the difference between the former ordinary time rate of pay and the new lower ordinary time rate for the number of weeks of notice still owing.

#### 37.5 Redundancy Pay

The redundancy payment for an Employee will be in accordance with the following:

<b>Period of Continuous Service</b>	<b>Redundancy Pay</b>
Less than 1 year	Nil
1 year and less than 2 years	4 weeks' pay*
2 years and less than 3 years	6 weeks' pay

3 years and less than 4 years	7 weeks' pay
4 years or more	2 weeks' pay per year of service to a maximum of 16 weeks

\*A week's pay means the ordinary time rate of pay for the Employee concerned  
 For the purposes of this clause continuous service will be calculated to include all service for which paid leave was applicable. Paid leave includes personal leave (sick leave, infectious diseases leave, carer's leave and compassionate leave), school holidays, long service leave and leave during which accident make-up payments are being received by the Employee. Periods of unpaid leave are not included, except at the discretion of the Employer.

37.6 Leaving during notice

An Employee, whose employment is terminated for reasons of redundancy, may terminate their employment during the period of notice and, if so, will be entitled to the same benefits and payments under clause 37.5 had the Employee remained with the Employer until the expiry of such notice. In such circumstances the Employee will not be entitled to payment in lieu of notice.

37.7 Alternative employment

The Employer is not obliged to pay severance pay if the Employee accepts alternative employment with the Employer.

37.8 Time off during notice period

- a) During the period of notice of termination an Employee will 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 may be required to produce proof of attendance at an interview or the Employee may not receive payment for the time absent. For this purpose, a statutory declaration will be sufficient.

37.9 Partial Redundancy

Where an Employee is transferred to a reduced FTE by reason of Partial Redundancy, the Employee must be given four weeks notice and the Employer may, at the Employer's option, make payment instead of an amount equal to the difference between the former rate of salary and the new rate of salary for the number of weeks of notice still owing.

37.10 Where an Employee is subject to a Partial Redundancy, a pro rata compensatory redundancy payment in accordance with clause 37.5 will be provided to the Employee at the date when the partial redundancy takes effect.

### 38. Employer and School Policies

- 38.1 Employees must abide by all AngliSchools and School policies and protocols that are updated and published annually in the staff handbook, relevant portal or as they are made available to employees. Failure to comply with these requirements may result in disciplinary action being taken by the School which may include termination of employment. Neither AngliSchools or School policies are incorporated into and do not form part of this agreement.

### 39. Employee Assistance Program

- 39.1 For the period of the Agreement, the Employer will provide an Employee Assistance Program (EAP) for Employees.
- 39.2 The EAP will include the provision of confidential and independent advice and counselling services to Employees, with the cost of the EAP borne by the Employer.
- 39.3 Employees will be entitled to access up to a maximum of 6 sessions per year to be used by the Employee or members of their Immediate Family.

### 40. Confidentiality

- 40.1 Employees must not discuss operational matters of AngliSchools or the School or incidents involving students, staff or parents with anyone other than the Principal and other teachers and staff that need to know about the incident.
- 40.2 Employees will not during the time of their employment or following termination reveal any of the Confidential Information of the School to any person whatsoever, unless authorised in writing by the School.
- 40.3 "Confidential Information" includes personal and organisational information and any information that relates to the financial and commercial activities of AngliSchools or the School, the unauthorised disclosure of which may embarrass, harm or prejudice AngliSchools or the School or any of its employees or its students. It does not extend to information already in the public domain unless such information arrived there by unauthorised means.

### 41. Protective Clothing

- 41.1 Where a school requires that an Employee wear protective clothing in the course of their duties, other than with respect to sporting activity, such clothing shall be supplied by the Employer.
- 41.2 Protective clothing so issued shall remain the property of the Employer and be maintained in good order and condition by the Employee, fair wear and tear excepted.

### 42. Right to Disconnect

- 42.1 The Employer recognises an Employee's right to disconnect outside of normal working hours.

42.2 In accordance with the Act, Employees have the right to refuse to monitor, read or respond to contact (or attempted contact) from the Employer or other employment related third parties outside their working hours, unless that refusal is unreasonable.

42.3 This does not apply in the case of an emergency.

### 43. Workplace Delegates' Rights

43.1 This clause provides for the exercise of the rights of workplace delegates as set out in section 350C of the Act.

43.2 In this clause:

- a) Employer means the Employer of the workplace delegate;
- 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.

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

43.4 An Employee who ceases to be a workplace delegate must give written notice to the Employer within 14 days.

43.5 Right of representation

A workplace delegate may represent the industrial interests of Eligible Employees who wish to be represented by the workplace delegate in matters including:

- a) consultation about major workplace change;
- b) consultation about changes to rosters or hours of work;
- c) resolution of disputes;
- d) disciplinary processes;
- e) 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
- f) any process or procedure within an award, enterprise agreement or policy of the Employer under which Eligible Employees are entitled to be represented and which concerns their industrial interests.

43.6 Entitlement to reasonable communication

- a) A workplace delegate may communicate with Eligible Employees for the purpose of representing their industrial interests under this clause 43. 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.

43.7 Entitlement to reasonable access to the workplace and workplace facilities

- a) The Employer 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 Employer is not required to provide access to or use of a workplace facility under clause 43.7a) 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 Employer does not have access to the facility at the enterprise and is unable to obtain access after taking reasonable steps.

**43.8 Entitlement to reasonable access to training**

The Employer will 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:

- a) In each year commencing 1 July, the Employer is not required to provide access to paid time for training to more than one workplace delegate per 50 Eligible Employees.
- b) 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:
  - (i) Full-time or part-time Employees; or
  - (ii) Regular casual Employees.
- c) 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.
- d) The workplace delegate must give the Employer not less than 5 weeks' notice (unless the Employer 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.
- e) If requested by the Employer, the workplace delegate must provide the employer with an outline of the training content.
- f) The employer 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.
- g) The workplace delegate must, within 7 days after the day on which the training ends, provide the employer with evidence that would satisfy a reasonable person of their attendance at the training.

**43.9 Exercise of entitlements under this clause :**

- a) A workplace delegate's entitlements under this clause 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 Employer, 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.
- b) This clause does not require the Employer to provide a workplace delegate with access to electronic means of communication in a way that provides individual contact details for Eligible Employees.
  - c) This clause does not require an Eligible Employee to be represented by a workplace delegate without the employee's agreement.

43.10 The Employer will not:

- a) unreasonably fail or refuse to deal with a workplace delegate; or
- b) knowingly or recklessly make a false or misleading representation to a workplace delegate; or
- c) unreasonably hinder, obstruct or prevent the exercise of the rights of a workplace delegate under the Act or this clause.

## PART 3 – CONDITIONS OF EMPLOYMENT FOR SUPPORT STAFF

### 44. Contract of Service

- 44.1 On appointment, the Employer shall provide all Full-Time, Part-Time and Fixed-Term Support Staff with a contract of employment setting out the following:
- a) the commencement date of employment;
  - b) the classification and rate of pay;
  - c) the number of ordinary hours to be worked each week;
  - d) the number of weeks to be worked throughout the year;
  - e) a statement in relation to superannuation entitlements; and
  - f) if there will be a period of stand down during Non-Term Time, or whether the pay will be averaged and paid over the year in accordance with clause 49.
- 44.2 If there is a requirement to work during Non-Term Time, the number of such days/weeks to be worked shall be clearly specified in the contract of employment.
- 44.3 If there is a requirement for Boarding Staff to vacate premises during Non-Term Time, this must be clearly indicated at the time of engagement and should be included in the letter of appointment.
- 44.4 The Employer will notify Support Staff who are paid an average rate of pay in writing of the start date that will apply to their employment.
- 44.5 Full-Time Employee
- a) A Full-Time Employee is any Employee, other than a Casual or Part-Time Employee, who is employed to work 37.5 ordinary hours per week except for Education Assistants who will be a Full-Time Employee when employed to work 32.5 hours per week or as otherwise prescribed in clause 46 Ordinary Hours of Work or clause 50 Shift Work.
- 44.6 Part-Time Employee
- a) A Part-Time Employee is an Employee who works a constant number of hours each week/cycle which is less than 37.5 hours per week except for Education Assistants which is less than 32.5 hours per week or as otherwise prescribed in clause 46 Ordinary Hours of Work or clause 50 Shift Work.
  - b) Subject to clause 44.6d) and 44.6f), Part-Time Employees except for Education Assistants shall be paid for each hour worked during ordinary time one thirty-seventh point five (1/37.5) of the minimum weekly rate (as calculated in accordance with clause 45.4 or clauses 49.3 to 49.6 in the case of an Employee receiving an average rate of pay) for the level at which they are employed.
  - c) Subject to clause 44.6d) and 44.6f), Part-Time Education Assistants shall be paid for each hour worked during ordinary time one thirty-two point five (1/32.5) of the minimum weekly rate (as calculated in accordance with clause 45.4) for the level at which they are employed.

- d) Boarding Staff who work in a Part-time capacity shall be paid at the same weekly rate as a Full-Time Employee with the corresponding classification but in that proportion which the number of hours for which the Part-Time Employee is rostered to work bears to the number of hours for which a Full-Time Employee at that boarding house is rostered to work.
- e) The hourly rates for Part-Time Employees shall be calculated to the nearest whole cent.
- f) Minimum Engagement for Part-Time Employees must be paid for a minimum of two hours each start and if working a broken shift in accordance with clause 50.3.
- g) Additional Hours for Part-Time Employees
  - (i) The Employer may request, but not require, a Part-Time Employees to work additional hours in accordance with the provisions of this clause.
  - (ii) Where a Part-Time Employees works additional hours other than in accordance with clause 49.12 the Employee shall be paid for all such additional hours:
    - A at the casual rate of pay for the relevant classification, provided that the additional hours fall within applicable daily spread of hours in clause 46 Ordinary Hours of Work or 50 Shift Work and do not result in the Employee working more than eight ordinary hours on that day; and
    - B In all other cases the Employee will be entitled to payment at the appropriate overtime rate of pay.
    - C If the Employees salary is averaged in accordance with clause 49 the casual rate of pay to be used is the unaveraged wage.
  - (iii) Where a Part-Time Employee works additional hours during Non-Term Time in accordance with clause 49.12 the terms of that clause will apply.
  - (iv) Where additional hours are worked continuously on a day the Employee is already attending for work, the minimum casual engagements under clause 44.7b) shall not apply.
  - (v) Additional hours worked by a Part-Time Employee in accordance with this clause do not accrue leave entitlements under this Agreement or the NES.

#### 44.7 Casual Employee

- a) Subject to clause b), Casual Employees shall be paid:
  - (i) for each hour worked during ordinary time, 1/37.5 of the minimum weekly rate or at 1/32.5 for Education Assistants only (calculated in accordance with clause 45.4) for the level at which they are employed; plus
  - (ii) 25 per cent of that amount (inclusive of payment in lieu of annual leave, annual leave loading, paid personal leave, paid carer's leave and redundancy payments required to be paid under the Act).

Note: The casual hourly rate is calculated on the unaveraged wage.

- b) Minimum Engagement for Casual Employee
  - (i) A Casual Employee must be employed and paid for a minimum of two hours each start.
- c) The hourly rates for Casual Employees shall be calculated to the nearest whole cent, any amount less than a half cent in the result will be disregarded.

## 45. Classifications and Salaries

- 45.1 The following salary increases will be applied to Support Staff (excluding Psychologists, Counsellors and Social Workers) during the term of the Agreement. All rates contained in Schedule 1 – Administrative and Technical Officer Salary Scales and Classifications to Schedule 6 – Outside School Hours Care Salary Scales and Classifications are inclusive of the below increases:
  - a) 4.5% increase effective from 1 July 2025.
  - b) 3% increase effective from 1 January 2026.
  - c) 3% increase effective from 1 January 2027.
  - d) 3% increase effective from 1 January 2028.
- 45.2 Salaries for the various classifications are contained in Schedule 1 – Administrative and Technical Officer Salary Scales and Classifications to Schedule 6 – Outside School Hours Care Salary Scales and Classifications of this Agreement. Salaries noted as effective from 1 July 2024 are for comparison purposes only.
- 45.3 For the avoidance of doubt, salaries listed to take effect from the Commencement of the Agreement are either new salary rates which have been adjusted to account for the increases in clause 45.1 or are for new classifications or coverage which did not apply prior to the commencement of the Agreement. The minimum salaries for all Support Staff classifications are listed in the Schedules.
- 45.4 For the purposes of determining weekly or fortnightly salary, the annual salaries as prescribed from Schedule 1 – Administrative and Technical Officer Salary Scales and Classifications to Schedule 6 – Outside School Hours Care Salary Scales and Classifications, shall be divided by 52.16 or 26.08 respectively or by 12 if monthly.
- 45.5 For Support Staff classified as Psychologists, Counsellors, Social Workers or Nurses the salary tables provided in Schedule 4 – Psychologist, Social Worker, Counsellor and Nurse Salary Scales and Classifications are applicable from the Commencement of the Agreement.
  - a) Employees previously receiving annual increases in July in alignment with Support Staff who have not received annual increases since 1 July 2024 will receive a 4.5% increase back paid from 1 July 2025 to 31 December 2025 and a 3% increase from

1 January 2026 up to (but not beyond) the Commencement Date of this Agreement at their current salary.

- b) Employees previously receiving annual increases in December in alignment with Teacher salary arrangements will not be entitled to a backpay as salary increases have been enacted from 1 December 2025.
- c) Employees will transition to a rate of pay as per Schedule 4 – Psychologist, Social Worker, Counsellor and Nurse Salary Scales and Classifications from the commencement of the Agreement through consultation between the Employee and Employer as to the most appropriate Averaged or Unaveraged Salary dependent on the previous working arrangements prior to the commencement of the Agreement.
- d) The above transitional payments in clauses 45.5a) and 45.5b) are one-off adjustments to ensure alignment of salary increase timing and do not create an ongoing entitlement.

## 46. Ordinary Hours of Work

### 46.1 Education Assistants

- a) The ordinary hours of work shall be 32.5 per week to be worked Monday to Friday inclusive.
- b) The spread of hours is between 7:30am and 4:30pm.

### 46.2 Administrative and Technical Officers

- a) The ordinary hours of work shall be 37.5 per week to be worked Monday to Friday inclusive.
- b) The spread of hours is between 7:00am and 6:00pm.

### 46.3 Psychologists, Social Workers, Counsellors and Nurses

- a) The ordinary hours of work shall be 37.5 per week to be worked Monday to Friday inclusive.
- b) The spread of hours is between 7:00am and 6:00pm.
- c) Employees classified as a full-time Psychologist will be provided up to 37.5 hours (equivalent to one week) of paid release time per calendar year to undertake professional supervision requirements. This entitlement may be taken as whole days or in part-hours, as approved by the Employer. The entitlement applies pro-rata for part-time Employees. Unused hours do not accrue and will not be paid out on termination, and the Employer may request reasonable supporting evidence of an Employees claim to this entitlement.

### 46.4 Maintenance, Grounds, Building Maintenance and Domestic Employees

- a) The ordinary hours of work shall be 37.5 per week to be worked Monday to Saturday inclusive as set out below.
- b) The spread of hours is between 6:00am and 6:00pm Monday to Friday and 6:00am to 12:00 noon Saturday.

- c) A Maintenance, Grounds, Building Maintenance or Domestic Employee may be required to perform ordinary hours until up to 12:00 noon on Saturday only to perform essential watering duties or marking playing field areas which cannot be performed Monday to Friday. The provisions of clause 51 shall apply in relation to ordinary hours worked by a Maintenance, Grounds, Building Maintenance or Domestic Employee on a Saturday.

#### 46.5 Boarding Staff

- a) Subject to this clause, the ordinary hours of work for a full-time Boarding Staff will be 37.5 hours per week.
- b) The ordinary hours of work in clause 46.5a) may be averaged across a period of up to 12 months but shall not exceed 172 hours in any period of four school term weeks. The averaging of hours shall be pro rata for part-time employees.
- c) Where Boarding Staff hours of work are averaged over a period of 12 months, they will be paid the applicable annual rate in clause 45 (pro-rated for Part-time employees) for all weeks of the year, excluding periods of unpaid leave provided for in this Agreement or the NES and clause 50, clause 51 and clause 52 will not apply.
- d) Where a Part-Time Employee works:
  - (i) in the case of an Employee whose hours have been averaged pursuant to clause 46.5b), additional hours in excess of their rostered hours, the additional hours must be paid at casual rates;
  - (ii) in all other cases, in excess of their ordinary hours of work, the additional hours shall be paid pursuant to clause 52.
- e) In respect of Boarding Staff whose hours are averaged pursuant to clause 46.5b):
  - (i) where the Employee's employment ceases in the middle of an averaging period;
  - (ii) where the Employee's employment commences after the start of the averaging period; or
  - (iii) in the case of a Part-Time Employee, where the Employee's ordinary hours have been increased or decreased during the averaging period (not including on a casual basis pursuant to clause 46.5b);then the Employer shall:
  - (iv) at the cessation of employment;
  - (v) at the next first day of the School year; or
  - (vi) when the ordinary hours of work changed; (whichever of the above situations apply)

compare the total amount paid to the Employee since the start of the averaging period (or commencement of employment whichever is later) with the amount

the Employee would have earned if their hours had not been averaged in accordance with clause 46.

Where the amount paid to the Employee is the lesser amount of the two compared, the Employee shall be paid the difference between the amount paid and such higher amount.

- f) For the purposes of this comparison, the hourly rate for an Employee whose hours of work have not been averaged is calculated by dividing the applicable weekly full-time salary by 37.5.
- g) The ordinary hours may be rostered on any day from Monday to Sunday between 6.00 am and 6.00 pm.
- h) The provisions of clause 51 shall apply in relation to ordinary hours worked by Boarding Staff on a Sunday, where an employee's hours are not averaged in accordance with clause 49.
- i) All Boarding Staff shall be entitled to 48 hours off duty each week or 96 hours off each fortnight, at a time mutually convenient to the Employer and the Boarding Staff. Such time off shall be consecutive, as far as practicable, unless the Boarding Staff and the Employer agree otherwise.
- j) An Employee rostered on duty during mealtimes shall be entitled to a meal and shall be allowed sufficient time to have such meal.

#### 46.6 Out of School Hours Care

- a) The ordinary hours of work shall be 37.5 per week to be worked Monday to Friday inclusive.
- b) The spread of hours is between 6:30am and 6:30pm.

#### 46.7 Variation of Daily Span of Hours

- a) Where a daily span of hours is specified in clause 46, and there is mutual agreement between the Employer and a majority of Support Staff in the particular group at a School, the starting and finishing times may be varied by up to one hour so long as the total hours remain unchanged.

### 47. Breaks

- 47.1 Support Staff shall be allowed a tea break of 10 minutes daily for each completed 3 hours worked. Such breaks will count as time worked and will be taken at a time suitable to the Employer. When Support Staff work more than 6 hours but less than 9 hours in a day they will be entitled to two 10 minute tea breaks which may be taken as separate breaks or:
  - a) the Employer and the Employee may agree to one tea break of 20 minutes; or
  - b) the Employer may require one tea break of 20 minutes, where the Support Staff is engaged as an Education Assistant.

- 47.2 Support Staff who work more than five hours in a day will be provided with an unpaid meal break of not less than 30 minutes and not more than one hour. The meal break will be taken between 12.00 noon and 2.00 pm, or no later than five hours after the start of the shift, whichever occurs first.
- 47.3 Support Staff classified in Schedule 5 – Boarding House Salary Scales and Classifications of this Agreement who are rostered on duty during meal times shall be entitled to a meal and shall be allowed sufficient time to have such meal.

## 48. Annual Leave and Non-Term Time

### 48.1 Education Assistants

- a) An Education Assistant shall be allowed the Non-Term Time granted by the school in which they are employed, including school holidays and Christmas vacations, without deduction of pay.
- b) The Non-Term Time granted by the school are those granted to Teachers in the gazetted year by the school. In years where there are professional development days to commence or conclude the year, these days may be required to be worked by Education Assistants.
- c) The holidays specified in clause 48.1a) are inclusive of the 4 weeks annual leave provided in the NES.
- d) Where an Education Assistant has been paid for leave and school holidays, which at the time of termination has not been fully accrued, the Employer may deduct from any monies owed that portion to which the Education Assistant is not entitled in accordance with clause 48.1g).
- e) Where the employment of an Education Assistant is terminated by the Employer prior to the attainment of the accrued annual leave and school holidays, then the provisions of clause 48.1d) shall not apply.
- f) An Education Assistant who works less than the full school year shall be entitled to pro rata payment of school holiday periods in accordance with clause 48.1g).
- g) For the purposes of calculating the Non-Term time proportionate to their length of service the following calculation will apply:

$$P = \frac{S \times C}{B} - D$$

(i) Definitions:

P = The balance of overpayment or underpayment

S = Total salary paid for Term weeks worked

C = Number of Non-Term Time weeks in the school year

B = Number of Term weeks in the school year

D = Salary already paid for non-term weeks

*Example:*

*A Step 5 Education Assistant – Qualified is employed from 1 January 2026 to 30 August 2026. Based on a usual school calendar and Non-Term Time the Education Assistant will work 25.8 (25 weeks and 4 days) term weeks and be paid for 8.8 (8 weeks and 4 days) Non-Term Time weeks at a salary of \$66,289. The school calendar results in 39.2 weeks of Term time and 13 weeks of Non-Term Time in the year from 1 January to 31 December.*

*The calculation is completed as follows:*

$$S = 25.8 \times \$1,270.88 \text{ (} S = \$32,788.65 \text{)}$$

$$D = 8.8 \times \$1,270.88 \text{ (} D = \$11,183.73 \text{)}$$

$$P = \frac{32,788.65 \times 13}{39.2} - 11,183.73$$

$$P = -309.94$$

*The Education Assistant is overpaid by \$309.94 as of 30 August 2026. Clauses 48.1d) to 48.1f) will apply as relevant.*

48.2 Administrative and Technical Officers, Psychologists, Social Workers, Counsellors, Nurses, Maintenance, Grounds, General, Boarding and any other not listed in clause 46.1, 46.3, and 46.4.

- a) Administrative and Technical Officers, Psychologists, Social Workers, Counsellors, Nurses, Maintenance, Grounds, General, Boarding and any other not listed are entitled to four weeks annual leave as per the NES.
- b) Administrative and Technical Officers, Psychologists, Social Workers, Counsellors, Nurses, Maintenance, Grounds, General, Boarding and any other Employees not listed are required to apply for Annual Leave, which is subject to approval by the Employer or have Annual Leave paid in accordance with clause 49.

48.3 Averaged Wage Support Staff

- a) For Support Staff whose wages are averaged in accordance with clause 49 the payment for annual leave forms part of the averaged wage that is paid in equal instalments throughout the year during term time and Non-Term Time.

48.4 Payment on Termination of Employment

- a) Averaged Wage Support Staff

Where Support Staff receive an averaged wage in accordance with clause 49, and the Employee's employment ceases, the provisions of clause 49.13 shall apply. This clause provides for a reconciliation between the amount paid under the averaged wage and the amount that would have been paid had the Employee been paid on an unaveraged basis, including accrued annual leave entitlements.

- b) Unaveraged Wage Support Staff

Where an Employee's wages are not averaged, and the Support Staff's employment ceases, the Support Staff shall be paid all accrued but untaken annual leave.

#### 48.5 Annual Leave Management

- a) Annual leave accrual of more than six weeks (or the equivalent for part-time Employees) will be regarded as 'excess leave' for the purposes of this clause.
- b) Where an Employee has accrued excess leave and has not applied for leave which will eliminate the excess, the Employer will notify the Employee that leave must be taken at a mutually agreed time within the next four months. The amount of leave to be taken must be sufficient to reduce the Employee's excess leave, including leave accrued during the 4-month notice period, to below four weeks (pro-rata for part-time Employees) of annual leave accrual.
- c) Where an Employee has not sufficiently reduced their excess leave balance in accordance with this clause the Employer will require the Employee to take the specified period of leave within the next 3 months.
- d) An Employee will not be required to take the specified period of leave where an agreed leave management plan has been approved by the Employer.
- e) An Employee may elect to cash out the excess annual leave to reduce the leave accrual.

#### 48.6 Cashing out of Annual Leave

- a) An Employee may cash out an amount of accrued but untaken annual leave on the following basis:
  - (i) the Employee may elect to cash out an amount of annual leave such that the Employee's remaining accrued annual leave entitlement after cashing out is not less than 4 weeks;
  - (ii) the Employee must make a written election, to the Employer, stating that the Employee wishes to cash out a portion of their accrued annual leave;
  - (iii) the Employer, in its discretion, provides written authorisation to the Employee to cash out the accrued annual leave; and
  - (iv) the Employee shall be paid at least the full amount that would have been payable to the Support Staff had the Employee taken the leave that they cash out in accordance with this clause a).
- b) If an Employee cashes out an amount of accrued annual leave in accordance with this clause:
  - (i) the Employer will, within a reasonable time, give the Employee the amount of pay they would have received if they had taken the annual leave that the Employee cashed out; and
  - (ii) the Employee will no longer be entitled to the annual leave they have cashed out.

#### 48.7 Leave Loading

- a) An Employee shall be entitled to a leave loading equivalent to 17.5 per cent of four weeks' salary, subject to the provisions below.

##### Averaged Salary Employees

- b) Where an Employee is paid an averaged salary, including those employed as Education Assistants, Psychologists, Counsellors, Social Workers or Nurses:

The Employee shall qualify for leave loading where they have

- (i) completed twelve months of Continuous Service with the Employer; or
- (ii) been employed for all four school terms in a calendar year.

Payment of leave loading shall be made in the final pay in December of that year, provided the qualification requirements above are met.

- c) An Employee who has not completed 12 months of Continuous Service and has not been employed for all four school terms in a calendar year is not entitled to a leave loading payment in December of that year.
- d) Where an Employee subsequently completes 12 months of Continuous Service in the following calendar year, the Employee shall receive the full leave loading for that initial period of employment in the December pay of that following year.
- e) For the avoidance of doubt, the payment of leave loading shall be calculated on a pro-rata basis for the entire period of employment up to the date of payment in December, based on an entitlement of four weeks' leave loading for each completed twelve months of Continuous Service.
- f) By way of example, if an Employee has completed eighteen months of Continuous Service at the time of payment, the Employee shall be entitled to leave loading equivalent to 17.5 per cent of six weeks' salary.
- g) If employment terminates prior to December of that following year, whether by resignation or otherwise, the Employee shall be paid a pro-rata amount of leave loading calculated on the period of Continuous Service completed since commencement up to the date of termination.

##### Unaveraged Salary Employees

- h) Where an Employee is paid an unaveraged salary, leave loading shall be paid at the time annual leave is taken, calculated at 17.5 per cent of the salary payable for the period of leave taken.
- i) Where the Employee and Employer agree, an Employee may elect to have leave loading equivalent to 17.5% of 4 weeks salary paid in the December pay as per an Averaged Salary Employee.
- j) If employment terminates, the Employee shall receive a pro-rata payment of leave loading on any payment in lieu of untaken annual leave.

## 49. Stand Down During Non-Term Time and Averaging

- 49.1 The Employer may elect to stand down Employees on leave without pay during Non-Term Time when no work is available except for Education Assistants who are paid during Non-Term Time.
- a) An Employee who was not subject to stand down during Non-Term Time prior to the commencement of this Agreement shall not be subject to stand down unless the Employee provides written agreement.
- 49.2 Where an Employee is stood down in accordance with clause 49.1 the Employer may elect to pay the Employee the appropriate weekly rate of pay determined in accordance with clause 45 during only the periods worked, or to average the Employee's payment of wages over the year.
- 49.3 When the Employer elects to average the Employee's payment of wages in accordance with clauses 49.1 and 49.2, the rates will be paid in equal instalments throughout the year including while the Employee is on annual leave. A year is defined as commencing on the date that the Employee started being paid an averaged wage.
- 49.4 When the Employer elects to average the Employee's payment of wages in accordance with this clause, the appropriate Averaged Weeks Rate in the Schedules must be used and the corresponding averaged wage applied. Averaged Weeks Rates for 45, 43, 41, 40, 39 and 38 weeks worked are provided for in the Agreement.
- 49.5 In determining the applicable salary for the averaged rate, the following calculation methodology is used, taking into account weeks worked, annual leave and public holidays occurring during the stand down period:
- a) Explanatory Formula
- $$\text{Averaged Wage} = (\text{Unaveraged Wage} \times (\text{weeks worked per year} + 4 \text{ weeks annual leave} + \text{public holidays occurring in stand down expressed as weeks})) \div 52.16$$
- b) 45 Weeks per Year
- $$\text{Averaged Wage} = (\text{Unaveraged Wage} \times (45 + 4 + .8)) \div 52.16$$
- c) 44 Weeks Per Year (only applicable to Psychologists, Social Workers and Counsellors)
- $$\text{Averaged Wage} = (\text{Unaveraged Wage} \times (44 + 4 + 1)) \div 52.16$$
- d) 43 Weeks per Year
- $$\text{Averaged Wage} = (\text{Unaveraged Wage} \times (43 + 4 + 1)) \div 52.16$$
- e) 41 Weeks per Year
- $$\text{Averaged Wage} = (\text{Unaveraged Wage} \times (41 + 4 + 1.2)) \div 52.16$$
- f) 40 Weeks Per Year
- $$\text{Averaged Wage} = (\text{Unaveraged Wage} \times (40 + 4 + 1.2)) \div 52.16$$
- g) 39 Weeks per Year
- $$\text{Averaged Wage} = (\text{Unaveraged Wage} \times (39 + 4 + 1.2)) \div 52.16$$

h) 38 Weeks per Year

$$\text{Averaged Wage} = (\text{Unaveraged Wage} \times (38 + 4 + 1.2)) \div 52.16$$

- 49.6 Part-time averaged rates shall be calculated by determining the full-time averaged wage then applying the FTE to determine a pro-rata wage.
- 49.7 This averaged wage is the applicable rate for all purposes under this Agreement, except where specified. For the calculation of casual rates (clause 44), shift penalties (clause 50), penalty rates (clause 51), overtime (clause 52), or public holidays (clause 30) the unaveraged wage must be used.
- 49.8 An Employee's contract of employment shall be deemed not to have been broken for the purposes of this Agreement and/or any other relevant statute during periods of stand down on leave without pay. Leave will continue to accrue during such periods.
- 49.9 Public Holidays During Stand Down
- a) Unaveraged Wage Employee - If an Employee receives an unaveraged wage, the Employee must receive payment for such public holidays if it falls on a day which they usually work.
  - b) Averaged Wage Employee - Payment for such public holidays during stand down is part of the averaged wage so no additional payment is required when an averaged wage is being paid to an Employee.
- 49.10 In accordance with the Employee's letter of appointment, and any agreed variations to such letter, an Employee may be required to work during the Non-Term Time during which the Employee is ordinarily stood down.
- 49.11 If the Employee's letter of appointment, and any agreed variations to the letter, do not specifically designate the period to be worked during Non-Term Time, the Employee shall be given eight weeks' notice of a request to work during a Non-Term Time prior to the commencement of the Non-Term Time. The Employee may be requested to work during the ordinary hours and days which the Employee normally works, provided that the Employee may agree to work on different days or for different hours or with a lesser period of notice.
- 49.12 An Employee who works as outlined in clause 49.11 (where the period required to be worked is not specifically designated in the Employee's letter of appointment or any agreed variations to this letter) shall be paid at the casual rate of pay for the relevant classification in addition to any other remuneration received if the Employee is paid an averaged wage pursuant to clauses 49.3 to 49.6.
- 49.13 Where an Employee receives an average rate of pay, in accordance with clause 48, and the Employee's employment ceases, the Employer shall compare the total amount received by the Employee during that current school year since the School Service Date (or the date of commencement of employment of the Employee if after the School Service Date that year) with the amount the Employee would have earned if their salary had not been averaged in accordance with clause 55, including accrued annual leave. Where the amount paid to the Employee is the lesser amount of the two compared, the Employee shall, upon termination, be paid the difference between the averaged amount

paid and such higher amount. Where the amount paid to the Employee is the greater of the two compared, the Employer may deduct from the Employee's final salary payment the difference, not exceeding the equivalent of two weeks salary.

49.14 For the purposes of the calculation in clause 49.13 the following shall apply:

- a) The Employer shall calculate the start date and end date and determine the amount of weeks of employment.
- b) The Employer will then calculate the working weeks and stand down weeks expressed as the amount of weeks.
- c) The total of a) and b) must be equal.
- d) The Employer will then calculate the number of public holidays which occurred during stand down weeks expressed as working weeks (for example, 3 public holidays will be equivalent to 0.6 weeks and 5 public holidays equivalent to 1 week)
- e) The amount of annual leave accrued shall be calculated by taking the total of a) and b) and divided by 52.16 and multiplied by 4 to determine the amount of annual leave accrued expressed in weeks.
- f) The total weeks of a) b) d) and e) will be multiplied by the unaveraged weekly rate of pay to determine the unaveraged amount which should have been paid to the Employee.
- g) The averaged wage paid is determined by the amount received by the Employee over the period.
- h) The Employer will provide to Schools and make available to affected Employees an approved calculator for the accurate and consistent application of this clause.

49.15 Transitional Arrangements for Employees on Averaged or Smoothed Rates prior to the commencement of the Agreement.

- a) This clause is applicable to Employees employed on an Averaged or Smoothed rate of pay prior to the commencement of the Agreement.
- b) Smoothed rates of pay are calculated by the Employer for the school year or service period in advance.
- c) The Employer may elect to maintain an Employee's agreed Smoothed rate of pay until 31 December 2026 to support payroll continuity during the transition to averaged wage arrangements in accordance with 49.5.
- d) Notwithstanding the continuation of the Smoothed rate, any Employee who remains on their agreed Smoothed rate until 31 December 2026 shall receive a 4.5% increase to their current salary effective 1 July 2025 and 3% increase of their salary effective 1 January 2026, backdated accordingly.
- e) Prior to 1 January 2027, the Employer will consult in good faith with the Employee to determine the most appropriate averaged wage under clause 49.5.

- f) It is acknowledged that, as a result of implementing this Agreement, the calculation and resulting value of an Employee's averaged or Smoothed salary may change in accordance with clause 49.
- g) By mutual agreement between the Employee and Employer, an Employee may transition to a new averaged wage in accordance with clause 49.5 on commencement of the Agreement.

## 50. Shift Work

50.1 The ordinary hours for shiftwork will:

- a) be worked continuously each shift (except for broken shifts and meal breaks);
- b) not exceed 10 hours, inclusive of a meal break in any single shift; and
- c) be rostered in accordance with clause 50.4.

50.2 The following shift definitions apply:

- a) day shift is a shift which commences and ceases wholly within the spread of ordinary hours identified in clause 46;
- b) afternoon shift is a shift which is not a day shift and which finishes after the ordinary hours identified in clause 46; and at or before midnight;
- c) night shift is a shift which is not a day shift and which finishes after midnight and before 6.00 am.

50.3 Broken shifts

- a) An Employee may be rostered to work ordinary hours in a broken shift, that is a rostered shift in two periods of duty, exclusive of breaks, per day, with a minimum payment (other than for a casual) of two hours for each period of duty.
- b) An Employee, other than a casual, required to work a broken shift will be paid at the ordinary time rate plus a penalty of 15% of the ordinary time rate.
- c) The maximum spread between the start of the first period of duty and cease of the second period of duty for a broken shift is 12 hours. Any hours in excess of this 12-hour spread will be paid for as overtime.

50.4 Rostering

- a) For Employees working to a roster, a roster showing normal starting and finishing times and the name of each Employee will be prepared by the employer and will be displayed in a place conveniently accessible to the Employee at least seven days before the commencement of the roster period.
- b) An Employee may be rostered to work on a Saturday, Sunday or public holiday outside the spread of ordinary hours and will be paid the appropriate penalty in accordance with clause 51 Penalty rates.
- c) A roster may be altered by mutual consent at any time or by amendment of the roster by the employer on seven days' notice.

- d) Notwithstanding clause 50.4c), a roster may be altered at any time to enable the functions of the employer to be carried out where another Employee is absent from work due to illness or in an emergency. In such circumstances, unless agreed between the employer and the Employee, an Employee must be given 48 hours' notice of a change to a rostered shift. If 48 hours' notice is not provided, the Employee will be entitled to a penalty of 50% of the ordinary time rate instead of any other penalty that may apply.
- e) Where such alteration requires an Employee to work on a day which would otherwise have been the Employee's day off, the day off instead will be arranged by mutual consent.

## 51. Penalty Rates

### 51.1 Shiftwork:

- a) Afternoon shift and night shift will attract a penalty rate of 15% of the ordinary time rate.
- b) A permanent night shift will attract a penalty rate of 30% of the ordinary time rate.

### 51.2 Saturday and Sunday Work

- a) An Employee required to work ordinary time on a Saturday or Sunday will be paid the ordinary time rate of pay plus a penalty of 50% of the ordinary time rate for all ordinary hours worked on a Saturday and 100% of the ordinary time rate for all ordinary hours worked on a Sunday.
- b) Except that an Employee under the Gardeners, Grounds, Building Maintenance or Boarding Staff classification may be rostered to work on Saturday in accordance with clause 46.4.

51.3 The penalty rates within this clause 51 and in clause 52 are not cumulative. Where an Employee is entitled to more than one penalty or overtime rate, the Employee will be entitled to the highest single penalty rate.

## 52. Overtime

52.1 Subject to the provisions of clause 52 the Employer may request an Employee to work reasonable overtime at overtime rates, or as otherwise provided in clause 52. All time requested by the Employer to be worked outside the ordinary hours of work prescribed by clause 46 Ordinary Hours of Work or clause 50 Shift Work, shall be classified as overtime and shall be paid for at the unaveraged rate of time and one half for the first two hours and double time thereafter. In computing overtime, each day shall stand alone.

52.2 Notwithstanding clause 52.1, an Education Assistant whose ordinary hours of work under clause 46 are 32.5 hours per week shall be entitled to payment at overtime rates for all authorised time worked in excess of 37.5 hours in any week. Such overtime shall be paid at the rate of time and one half for the first two hours and double time thereafter.

52.3 Hours worked by an Education Assistant in excess of 32.5 hours but less than 37.5 hours on their ordinary days of work in any week shall be paid at the Employee's ordinary hourly rate of pay and shall not attract overtime rates.

52.4 For the avoidance of doubt, Casual Employees are entitled to overtime payments in accordance with this clause, on the basis that the overtime rate of pay will be calculated on the rate set out in clause 44.7a)(i), with the casual loading in clause 44.7a)(ii) added to that rate. For example, time and one half for a casual will be 175% (150% plus the 25% casual loading) of the minimum hourly rate.

52.5 Overtime on Weekends

- a) All overtime worked by Employees on a Saturday shall be paid for at the unaveraged rate of time and one half for the first two hours and double time thereafter. All overtime worked on a Sunday shall be paid at the unaveraged rate of double time.

52.6 Time Off in Lieu of Overtime

Where an Employee has performed duty on overtime, the Employee may be released from duty for a period not exceeding the period of overtime actually worked (that is an hour for each hour of overtime worked) subject to the conditions herein:

- a) An Employee may only be released from duty in lieu of payment for overtime at the request of the Employee and with the agreement of the Employer. Such agreement shall be in writing and be kept with the time and wages records.
- b) An Employee may not accumulate more than 20 hours to be taken as leave in lieu of overtime payment and must be taken within four weeks of the accrual. Where such leave is not taken in this period it shall be paid for at the appropriate overtime rate.
- c) this provision shall only apply in respect of overtime worked between Monday to Friday inclusive. Normal penalties for overtime worked on Saturday and Sunday shall apply for those days.

52.7 An Employee may refuse to work overtime in circumstances where the working of such overtime would result in the Employee working hours which are unreasonable.

What is unreasonable or otherwise will be determined having regard to section 62(3) of the Act, including:

- a) any risk to health or safety;
- b) the Employee's personal circumstances including any family and carer responsibilities;
- c) the needs of the Employer;
- d) the notice (if any) given by the Employer of the overtime and by the Employee of his or her intention to refuse it; and
- e) any other relevant matter.

## 53. Classifications

53.1 The classifications of positions are detailed in Schedule 1 – Administrative and Technical Officer Salary Scales and Classifications,

Schedule 2 – Education Assistant Salary Scales and Classifications, Schedule 3 – Gardeners, Grounds, Building Maintenance and Domestic Employee Salary Scales and Classifications, Schedule 4 – Psychologist, Social Worker, Counsellor and Nurse Salary Scales and Classifications, Schedule 5 – Boarding House Salary Scales and Classifications and Schedule 6 – Outside School Hours Care Salary Scales and Classifications.

53.2 Reclassification

- a) An Employee may apply to seek reclassification if regularly called upon to perform a substantial proportion of duties appropriate to the higher level. The Employer will examine the skills utilised and the duties performed by the Employee.
- b) Where an application is made for reclassification to a higher level, the Employer shall determine the application within one month of receipt of the application.
- c) Reclassification to a higher level shall take place from the first full pay period on or after the application has been approved by the Employer.
- d) Where appropriate, the Employee shall be placed on the first step of the new level following reclassification.

53.3 Progression

- a) All Employees shall progress as outlined specific to the relevant classification of the position in this clause subject to clause 53.3b).
- b) Where an Employer considers that the service of an Employee is not satisfactory and competent, and for that reason considers progression to the next step is not warranted, a formal review of these matters shall be undertaken by the Employer in accordance with clause 33 Dispute Resolution, before the date on which progression would otherwise occur.
- c) Progression – Education Assistants  
Employees classified as an Education Assistant shall be appointed to Step 1 of the appropriate classification level and shall progress to each further step within the level by Annual Increment.
- d) Progression – Administrative and Technical Officer  
Employees classified as an Administrative and Technical Officer shall be appointed to Step 1 of the appropriate classification level and shall progress to each further step within the level by Annual Increment.
- e) Progression – Gardeners, Grounds, Building Maintenance and Domestic Employees.  
Employees classified as a Gardener, Grounds, Building Maintenance or Domestic Employee shall be placed on the appropriate Level and Classification in Schedule 3

– Gardeners, Grounds, Building Maintenance and Domestic Employee Salary Scales and Classifications and will not progress unless reclassified.

f) Progression – Psychologists, Social Workers and Counsellors

Employees classified as a Psychologist, Social Worker or Counsellor shall be appointed to the relevant classification at Step 1 and progress to the next step within the classification by Annual Increment.

g) Progression – Nurses

Employees classified as a Nurse shall be appointed to Step 1 and progress to the next step within the classification by Annual Increment. Where a Nurse has prior experience they will be appointed at the appropriate Step based on years of service, whether or not such service was performed in schools.

## 54. Higher Duties

54.1 All Employees who are required to temporarily perform duties in a higher classification for more than five consecutive full days, shall be paid at the higher classification rate for the whole period during which those duties are performed.

## 55. Termination of Employment

### 55.1 Notice of Termination

- a) Except in the case of serious misconduct or gross neglect of duty the employment of any Employee (other than a Casual Employee) may be terminated by either party by giving notice to the other party as set out in this clause or by the payment or forfeiture of the equivalent weeks salary in lieu of notice in accordance with the below table:

<b>Period of Continuous Service with the Employer</b>	<b>Period of Notice</b>
Less than 1 year	At least 1 week
1 year and less than 2 years	At least 2 weeks
2 years and less than 3 years	At least 2 weeks; employees over 45 years receive 1 additional week
3 years and less than 5 years	At least 3 weeks; employees over 45 years receive 1 additional week

<b>Period of Continuous Service with the Employer</b>	<b>Period of Notice</b>
5 years or more	At least 4 weeks; employees over 45 years receive 1 additional week

- b) The Employer must give a Full-Time or Part-Time Employee notice in writing of the date of the last day of employment. The date of the last day of employment cannot be before the date on which the notice is given or the date on which payment in lieu of notice is made.
- c) Where the Employer wishes to terminate the employment of a Fixed Term Employee who is replacing another Employee in circumstances where the Employee being replaced wishes to return to work, the Employer will give the Fixed Term Employee two weeks' notice.

55.2 Forfeiture

- a) If an Employee fails to give notice in accordance with clause 55.1, or fails to work out the notice period, the Employer may, to the extent authorised by law, deduct from monies due, including any annual leave or long service leave payments, an amount equal to the gross ordinary rate of pay for the notice not worked, or not given to a maximum of one week pay. Any outstanding balance becomes a debt due to the Employer.
- b) Deductions pursuant to a) are from the Employee's gross salary before tax (i.e. one week's notice not worked, or not given will be fully satisfied by the deduction of an amount equal to one week's salary being withheld by the Employer before tax is applied).

55.3 Summary Dismissal

- a) The Employer may dismiss summarily any Employee on the grounds of serious misconduct or gross neglect of duty. An Employee dismissed summarily will only be paid up to the time of dismissal.

55.4 Suspension

- a) Notwithstanding any of the provisions in this Agreement, the Employer may suspend an Employee with pay while considering any matter which in the view of the Employer could lead to the Employee's dismissal.

Signatures

Signed

Pete Laurence

The Reverend Peter Laurence OAM  
Chief Executive Officer

The Anglican Schools Commission Inc.  
trading as AngliSchools

441 Murray Street  
Perth WA 6000

Witnessed by

Witness Name

KIEL ANTHONY 

Witness Address

441 MURRAY ST PERTH WA

Date

16/03/2026

Signed




Rebecca Collopy  
Branch Secretary

Independent Education Union of  
Australia WA Branch

1/224-226 Lord Street  
Perth WA 6000

Witnessed by

Witness Name

Adam Wallis 

Witness Address

IEU  
1/224-226 Lord Street, PERTH WA

Date

13-3-2026

## Schedule 1 – Administrative and Technical Officer Salary Scales and Classifications

Table 1

<b>Administrative and Technical Officer - Unaveraged (48 Weeks)</b>						
		<b>01-Jul-24</b>	<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Level 1	Step 1	\$57,567	\$60,158	\$61,963	\$63,822	\$65,737
	Step 2	\$58,242	\$60,863	\$62,689	\$64,570	\$66,507
	Step 3	\$58,918	\$61,569	\$63,416	\$65,318	\$67,278
	Step 4	\$59,588	\$62,269	\$64,137	\$66,061	\$68,043
	Step 5	\$60,261	\$62,973	\$64,862	\$66,808	\$68,812
	Step 6	\$60,935	\$63,677	\$65,587	\$67,555	\$69,582
Level 2	Step 1	\$62,945	\$65,778	\$67,751	\$69,784	\$71,878
	Step 2	\$64,297	\$67,190	\$69,206	\$71,282	\$73,420
	Step 3	\$65,639	\$68,593	\$70,651	\$72,771	\$74,954
	Step 4	\$66,980	\$69,994	\$72,094	\$74,257	\$76,485
	Step 5	\$68,327	\$71,402	\$73,544	\$75,750	\$78,023
	Step 6	\$69,674	\$72,809	\$74,993	\$77,243	\$79,560
Level 3	Step 1	\$72,359	\$75,615	\$77,883	\$80,219	\$82,626
	Step 2	\$73,976	\$77,305	\$79,624	\$82,013	\$84,473
	Step 3	\$75,591	\$78,993	\$81,363	\$83,804	\$86,318
	Step 4	\$77,203	\$80,677	\$83,097	\$85,590	\$88,158
	Step 5	\$78,811	\$82,357	\$84,828	\$87,373	\$89,994
	Step 6	\$80,426	\$84,045	\$86,566	\$89,163	\$91,838
Level 4	Step 1	\$76,393	\$87,556	\$90,183	\$92,888	\$95,675
	Step 2	\$79,086	\$89,522	\$92,208	\$94,974	\$97,823
	Step 3	\$81,774	\$91,488	\$94,233	\$97,060	\$99,972
	Step 4	\$84,467	\$93,453	\$96,257	\$99,145	\$102,119
	Step 5	\$87,149	\$95,419	\$98,282	\$101,230	\$104,267
	Step 6	\$89,841	\$97,385	\$100,307	\$103,316	\$106,415

Table 2

<b>Administrative and Technical Officer - Averaged (45 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Level 1	Step 1	\$57,436	\$59,159	\$60,934	\$62,763
	Step 2	\$58,109	\$59,853	\$61,649	\$63,498
	Step 3	\$58,783	\$60,547	\$62,363	\$64,234
	Step 4	\$59,452	\$61,235	\$63,072	\$64,964
	Step 5	\$60,124	\$61,927	\$63,785	\$65,699
	Step 6	\$60,796	\$62,619	\$64,498	\$66,434
Level 2	Step 1	\$62,802	\$64,686	\$66,627	\$68,626
	Step 2	\$64,150	\$66,075	\$68,057	\$70,098
	Step 3	\$65,489	\$67,454	\$69,478	\$71,563
	Step 4	\$66,827	\$68,832	\$70,897	\$73,024
	Step 5	\$68,171	\$70,216	\$72,323	\$74,493
	Step 6	\$69,515	\$71,600	\$73,748	\$75,960
Level 3	Step 1	\$72,194	\$74,359	\$76,589	\$78,888
	Step 2	\$73,807	\$76,021	\$78,302	\$80,651
	Step 3	\$75,419	\$77,682	\$80,012	\$82,413
	Step 4	\$77,027	\$79,337	\$81,717	\$84,169
	Step 5	\$78,631	\$80,990	\$83,420	\$85,922
	Step 6	\$80,242	\$82,649	\$85,129	\$87,683
Level 4	Step 1	\$83,594	\$86,103	\$88,685	\$91,346
	Step 2	\$85,472	\$88,036	\$90,677	\$93,397
	Step 3	\$87,349	\$89,969	\$92,668	\$95,449
	Step 4	\$89,225	\$91,902	\$94,659	\$97,499
	Step 5	\$91,102	\$93,835	\$96,650	\$99,549
	Step 6	\$92,979	\$95,769	\$98,641	\$101,600

Table 3

<b>Administrative and Technical Officer - Averaged (43 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Level 1	Step 1	\$55,360	\$57,021	\$58,732	\$60,494
	Step 2	\$56,009	\$57,689	\$59,420	\$61,203
	Step 3	\$56,659	\$58,358	\$60,109	\$61,912
	Step 4	\$57,303	\$59,022	\$60,792	\$62,616
	Step 5	\$57,951	\$59,689	\$61,480	\$63,324
	Step 6	\$58,598	\$60,356	\$62,167	\$64,033
Level 2	Step 1	\$60,532	\$62,348	\$64,218	\$66,145
	Step 2	\$61,831	\$63,687	\$65,597	\$67,564
	Step 3	\$63,122	\$65,016	\$66,967	\$68,976
	Step 4	\$64,412	\$66,344	\$68,335	\$70,385
	Step 5	\$65,707	\$67,679	\$69,709	\$71,800
	Step 6	\$67,002	\$69,012	\$71,083	\$73,215
Level 3	Step 1	\$69,584	\$71,671	\$73,821	\$76,036
	Step 2	\$71,140	\$73,274	\$75,472	\$77,736
	Step 3	\$72,693	\$74,874	\$77,120	\$79,434
	Step 4	\$74,243	\$76,470	\$78,764	\$81,127
	Step 5	\$75,789	\$78,063	\$80,405	\$82,817
	Step 6	\$77,342	\$79,662	\$82,052	\$84,513
Level 4	Step 1	\$80,573	\$82,990	\$85,480	\$88,044
	Step 2	\$82,382	\$84,854	\$87,399	\$90,021
	Step 3	\$84,191	\$86,717	\$89,319	\$91,999
	Step 4	\$86,000	\$88,580	\$91,238	\$93,975
	Step 5	\$87,809	\$90,444	\$93,156	\$95,951
	Step 6	\$89,618	\$92,307	\$95,076	\$97,928

Table 4

<b>Administrative and Technical Officer - Averaged (41 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Level 1	Step 1	\$53,284	\$54,883	\$56,529	\$58,226
	Step 2	\$53,909	\$55,526	\$57,192	\$58,908
	Step 3	\$54,534	\$56,170	\$57,855	\$59,591
	Step 4	\$55,154	\$56,808	\$58,513	\$60,268
	Step 5	\$55,777	\$57,451	\$59,174	\$60,949
	Step 6	\$56,401	\$58,093	\$59,836	\$61,631
Level 2	Step 1	\$58,262	\$60,010	\$61,810	\$63,665
	Step 2	\$59,513	\$61,298	\$63,137	\$65,031
	Step 3	\$60,755	\$62,578	\$64,456	\$66,389
	Step 4	\$61,996	\$63,856	\$65,772	\$67,746
	Step 5	\$63,243	\$65,141	\$67,095	\$69,108
	Step 6	\$64,490	\$66,424	\$68,417	\$70,469
Level 3	Step 1	\$66,975	\$68,984	\$71,053	\$73,185
	Step 2	\$68,472	\$70,526	\$72,642	\$74,821
	Step 3	\$69,967	\$72,066	\$74,228	\$76,455
	Step 4	\$71,459	\$73,602	\$75,810	\$78,085
	Step 5	\$72,947	\$75,135	\$77,389	\$79,711
	Step 6	\$74,442	\$76,675	\$78,975	\$81,344
Level 4	Step 1	\$77,552	\$79,878	\$82,274	\$84,743
	Step 2	\$79,293	\$81,672	\$84,122	\$86,645
	Step 3	\$81,034	\$83,466	\$85,970	\$88,549
	Step 4	\$82,775	\$85,258	\$87,816	\$90,450
	Step 5	\$84,516	\$87,052	\$89,663	\$92,353
	Step 6	\$86,257	\$88,846	\$91,511	\$94,256

Table 5

<b>Administrative and Technical Officer - Averaged (40 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Level 1	Step 1	\$52,131	\$53,695	\$55,306	\$56,965
	Step 2	\$52,742	\$54,324	\$55,954	\$57,633
	Step 3	\$53,354	\$54,954	\$56,602	\$58,301
	Step 4	\$53,960	\$55,579	\$57,246	\$58,964
	Step 5	\$54,570	\$56,207	\$57,893	\$59,630
	Step 6	\$55,180	\$56,835	\$58,541	\$60,297
Level 2	Step 1	\$57,001	\$58,711	\$60,472	\$62,287
	Step 2	\$58,224	\$59,971	\$61,770	\$63,623
	Step 3	\$59,440	\$61,224	\$63,061	\$64,952
	Step 4	\$60,654	\$62,474	\$64,348	\$66,279
	Step 5	\$61,874	\$63,731	\$65,642	\$67,612
	Step 6	\$63,094	\$64,986	\$66,936	\$68,944
Level 3	Step 1	\$65,525	\$67,491	\$69,515	\$71,601
	Step 2	\$66,990	\$68,999	\$71,070	\$73,201
	Step 3	\$68,453	\$70,506	\$72,622	\$74,800
	Step 4	\$69,912	\$72,009	\$74,169	\$76,395
	Step 5	\$71,368	\$73,509	\$75,714	\$77,986
	Step 6	\$72,830	\$75,015	\$77,265	\$79,584
Level 4	Step 1	\$75,873	\$78,149	\$80,493	\$82,909
	Step 2	\$77,577	\$79,904	\$82,301	\$84,770
	Step 3	\$79,280	\$81,659	\$84,109	\$86,632
	Step 4	\$80,983	\$83,413	\$85,916	\$88,493
	Step 5	\$82,687	\$85,168	\$87,722	\$90,354
	Step 6	\$84,390	\$86,922	\$89,530	\$92,215

Table 6

<b>Administrative and Technical Officer - Averaged (39 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Level 1	Step 1	\$50,977	\$52,507	\$54,082	\$55,705
	Step 2	\$51,575	\$53,122	\$54,716	\$56,358
	Step 3	\$52,173	\$53,738	\$55,350	\$57,011
	Step 4	\$52,766	\$54,349	\$55,980	\$57,659
	Step 5	\$53,363	\$54,964	\$56,613	\$58,311
	Step 6	\$53,959	\$55,578	\$57,246	\$58,963
Level 2	Step 1	\$55,740	\$57,412	\$59,134	\$60,909
	Step 2	\$56,936	\$58,645	\$60,404	\$62,216
	Step 3	\$58,125	\$59,869	\$61,666	\$63,515
	Step 4	\$59,312	\$61,092	\$62,925	\$64,813
	Step 5	\$60,506	\$62,321	\$64,190	\$66,116
	Step 6	\$61,698	\$63,549	\$65,455	\$67,419
Level 3	Step 1	\$64,076	\$65,997	\$67,977	\$70,017
	Step 2	\$65,508	\$67,473	\$69,497	\$71,582
	Step 3	\$66,938	\$68,946	\$71,015	\$73,145
	Step 4	\$68,365	\$70,416	\$72,528	\$74,704
	Step 5	\$69,789	\$71,883	\$74,039	\$76,260
	Step 6	\$71,219	\$73,355	\$75,556	\$77,823
Level 4	Step 1	\$74,194	\$76,420	\$78,713	\$81,074
	Step 2	\$75,860	\$78,136	\$80,480	\$82,894
	Step 3	\$77,526	\$79,852	\$82,248	\$84,716
	Step 4	\$79,191	\$81,567	\$84,015	\$86,535
	Step 5	\$80,857	\$83,283	\$85,782	\$88,355
	Step 6	\$82,523	\$84,999	\$87,549	\$90,175

Table 7

<b>Administrative and Technical Officer - Averaged (38 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Level 1	Step 1	\$49,824	\$51,319	\$52,859	\$54,445
	Step 2	\$50,408	\$51,920	\$53,478	\$55,082
	Step 3	\$50,993	\$52,522	\$54,098	\$55,721
	Step 4	\$51,572	\$53,120	\$54,713	\$56,355
	Step 5	\$52,156	\$53,720	\$55,332	\$56,992
	Step 6	\$52,739	\$54,321	\$55,950	\$57,629
Level 2	Step 1	\$54,479	\$56,113	\$57,797	\$59,531
	Step 2	\$55,648	\$57,318	\$59,037	\$60,808
	Step 3	\$56,810	\$58,515	\$60,270	\$62,078
	Step 4	\$57,970	\$59,710	\$61,501	\$63,346
	Step 5	\$59,137	\$60,911	\$62,738	\$64,620
	Step 6	\$60,302	\$62,111	\$63,974	\$65,893
Level 3	Step 1	\$62,626	\$64,504	\$66,439	\$68,433
	Step 2	\$64,026	\$65,946	\$67,925	\$69,962
	Step 3	\$65,424	\$67,387	\$69,408	\$71,490
	Step 4	\$66,818	\$68,823	\$70,887	\$73,014
	Step 5	\$68,210	\$70,256	\$72,364	\$74,535
	Step 6	\$69,608	\$71,696	\$73,847	\$76,062
Level 4	Step 1	\$72,516	\$74,691	\$76,932	\$79,240
	Step 2	\$74,144	\$76,369	\$78,659	\$81,019
	Step 3	\$75,772	\$78,046	\$80,387	\$82,799
	Step 4	\$77,400	\$79,722	\$82,114	\$84,577
	Step 5	\$79,028	\$81,399	\$83,841	\$86,356
	Step 6	\$80,656	\$83,076	\$85,568	\$88,135

Table 8

<b>Administrative and Technical Officer Classifications</b>		
<b>Level</b>	<b>Classification</b>	<b>Position Examples</b>
1	Employees at this level require no prior experience or formal qualifications in the performance of the job and work under direct supervision.	Office Junior Receptionist Art Technician Food Technician IT Helpdesk
2	Employees at this level perform duties under general supervision, may have acquired some relevant qualifications and are more competent in the performance of tasks associated within Level 1 position.	Administrative Assistant Receptionist Accounts Officer Library Officer Laboratory Assistant Student Services Assistant Uniform Shop Assistant
3	Employees at this level work as a competent skilled autonomous officer and have knowledge, skills and demonstrated capacity to undertake complex tasks. Employees are likely to have TAFE/Tertiary or equivalent qualifications.	Administrative Officer Accounts/Finance/HR/Enrolments Officer Student Services Officer Audio Visual Technician IT Technician Laboratory/Science Technician Library Technician Workshop Technician Uniform Shop Manager Canteen Manager
4	Employees at this level, through formal qualification or job responsibility, are fully competent in the performance of the job function. Employees at this level would have a high degree of autonomy, initiative and discretion in the work program and would be responsible for the supervision of other administrative and/or technical officers.	Office Manager Personal Assistant to Principal Assistant Business Manager Senior Finance Officer Student Services Manager Registrar

Table 9

Senior Administrative and Technical Officer - Unaveraged (48 Weeks)							
			01-Jul-24	01-Jul-25	01-Jan-26	01-Jan-27	01-Jan-28
School Category	Position Classification	Step	Per Annum	Per Annum	Per Annum	Per Annum	Per Annum
A 1250 or greater students enrolled	ICT Manager or Systems Administrator	Step 1	\$117,093	\$122,362	\$126,033	\$129,814	\$133,708
		Step 2	\$125,615	\$131,268	\$135,206	\$139,262	\$143,440
		Step 3	\$134,139	\$140,175	\$144,380	\$148,711	\$153,172
		Step 4	\$142,665	\$149,085	\$153,558	\$158,165	\$162,910
		Step 5	\$162,095	\$169,389	\$174,471	\$179,705	\$185,096
	Facilities Manager	Step 1	\$103,763	\$108,432	\$111,685	\$115,036	\$118,487
		Step 2	\$108,729	\$113,622	\$117,031	\$120,542	\$124,158
		Step 3	\$113,695	\$118,811	\$122,375	\$126,046	\$129,827
		Step 4	\$118,795	\$124,141	\$127,865	\$131,701	\$135,652
		Step 5	\$123,912	\$129,488	\$133,373	\$137,374	\$141,495
	Assistant Business Manager	Step 1	\$97,141	\$101,512	\$104,557	\$107,694	\$110,925
		Step 2	\$102,108	\$106,703	\$109,904	\$113,201	\$116,597
		Step 3	\$107,073	\$111,891	\$115,248	\$118,705	\$122,266
		Step 4	\$112,041	\$117,083	\$120,595	\$124,213	\$127,939
		Step 5	\$117,093	\$122,362	\$126,033	\$129,814	\$133,708
	PR/Community Relations/Marketing, PA to Principal and IT Network Engineer	Step 1	\$94,494	\$98,746	\$101,708	\$104,759	\$107,902
		Step 2	\$97,807	\$102,208	\$105,274	\$108,432	\$111,685
		Step 3	\$101,114	\$105,664	\$108,834	\$112,099	\$115,462
		Step 4	\$104,425	\$109,124	\$112,398	\$115,770	\$119,243
		Step 5	\$107,736	\$112,584	\$115,962	\$119,441	\$123,024
Senior Maintenance/Grounds Officer	Step 1	\$86,551	\$90,446	\$93,159	\$95,954	\$98,833	
	Step 2	\$90,854	\$94,942	\$97,790	\$100,724	\$103,746	
	Step 3	\$95,157	\$99,439	\$102,422	\$105,495	\$108,660	
	Step 4	\$99,459	\$103,935	\$107,053	\$110,265	\$113,573	
	Step 5	\$103,763	\$108,432	\$111,685	\$115,036	\$118,487	
B 600 to 1249 students enrolled	ICT Manager/Systems Administrator	Step 1	\$110,384	\$115,351	\$118,812	\$122,376	\$126,047
		Step 2	\$115,387	\$120,579	\$124,196	\$127,922	\$131,760
		Step 3	\$120,502	\$125,925	\$129,703	\$133,594	\$137,602
		Step 4	\$125,615	\$131,268	\$135,206	\$139,262	\$143,440
		Step 5	\$130,729	\$136,612	\$140,710	\$144,931	\$149,279
	Facilities Manager	Step 1	\$97,141	\$101,512	\$104,557	\$107,694	\$110,925
		Step 2	\$102,108	\$106,703	\$109,904	\$113,201	\$116,597
		Step 3	\$107,073	\$111,891	\$115,248	\$118,705	\$122,266
		Step 4	\$112,041	\$117,083	\$120,595	\$124,213	\$127,939
		Step 5	\$117,093	\$122,362	\$126,033	\$129,814	\$133,708
	Assistant Business Manager	Step 1	\$90,523	\$94,597	\$97,435	\$100,358	\$103,369
		Step 2	\$95,487	\$99,784	\$102,778	\$105,861	\$109,037
		Step 3	\$100,454	\$104,974	\$108,123	\$111,367	\$114,708
		Step 4	\$105,418	\$110,162	\$113,467	\$116,871	\$120,377
		Step 5	\$110,384	\$115,351	\$118,812	\$122,376	\$126,047
	PR/Community Relations/Marketing,	Step 1	\$87,875	\$91,829	\$94,584	\$97,422	\$100,345
		Step 2	\$91,182	\$95,285	\$98,144	\$101,088	\$104,121

	PA to Principal and IT Network Engineer	Step 3	\$94,494	\$98,746	\$101,708	\$104,759	\$107,902	
		Step 4	\$97,807	\$102,208	\$105,274	\$108,432	\$111,685	
		Step 5	\$101,114	\$105,664	\$108,834	\$112,099	\$115,462	
	Senior Maintenance/Grounds Officer	Step 1	\$79,928	\$83,525	\$86,031	\$88,612	\$91,270	
		Step 2	\$84,893	\$88,713	\$91,374	\$94,115	\$96,938	
		Step 3	\$89,861	\$93,905	\$96,722	\$99,624	\$102,613	
		Step 4	\$94,825	\$99,092	\$102,065	\$105,127	\$108,281	
		Step 5	\$99,791	\$104,282	\$107,410	\$110,632	\$113,951	
	C 0 to 599 students enrolled	ICT Manager/Systems Administrator	Step 1	\$103,763	\$108,432	\$111,685	\$115,036	\$118,487
			Step 2	\$108,729	\$113,622	\$117,031	\$120,542	\$124,158
Step 3			\$113,695	\$118,811	\$122,375	\$126,046	\$129,827	
Step 4			\$118,795	\$124,141	\$127,865	\$131,701	\$135,652	
Step 5			\$123,912	\$129,488	\$133,373	\$137,374	\$141,495	
Facilities Manager		Step 1	\$90,523	\$94,597	\$97,435	\$100,358	\$103,369	
		Step 2	\$95,487	\$99,784	\$102,778	\$105,861	\$109,037	
		Step 3	\$100,454	\$104,974	\$108,123	\$111,367	\$114,708	
		Step 4	\$105,418	\$110,162	\$113,467	\$116,871	\$120,377	
		Step 5	\$110,384	\$115,351	\$118,812	\$122,376	\$126,047	
Assistant Business Manager		Step 1	\$86,551	\$90,446	\$93,159	\$95,954	\$98,833	
		Step 2	\$90,854	\$94,942	\$97,790	\$100,724	\$103,746	
		Step 3	\$95,157	\$99,439	\$102,422	\$105,495	\$108,660	
		Step 4	\$99,459	\$103,935	\$107,053	\$110,265	\$113,573	
		Step 5	\$103,763	\$108,432	\$111,685	\$115,036	\$118,487	
PR/Community Relations/Marketing, PA to Principal and IT Network Engineer		Step 1	\$81,252	\$84,908	\$87,455	\$90,079	\$92,781	
		Step 2	\$84,563	\$88,368	\$91,019	\$93,750	\$96,563	
		Step 3	\$87,875	\$91,829	\$94,584	\$97,422	\$100,345	
		Step 4	\$91,182	\$95,285	\$98,144	\$101,088	\$104,121	
		Step 5	\$94,494	\$98,746	\$101,708	\$104,759	\$107,902	

Table 10

Senior Administrative and Technical Officer - Averaged (45 Weeks)						
			01-Jul-25	01-Jan-26	01-Jan-27	01-Jan-28
School Category	Position Classification	Step	Per Annum	Per Annum	Per Annum	Per Annum
A 1250 or greater students enrolled	ICT Manager/Systems Administrator	Step 1	\$116,826	\$120,331	\$123,941	\$127,658
		Step 2	\$125,329	\$129,089	\$132,961	\$136,950
		Step 3	\$133,833	\$137,847	\$141,983	\$146,242
		Step 4	\$142,340	\$146,610	\$151,009	\$155,539
		Step 5	\$161,725	\$166,577	\$171,574	\$176,721
	Facilities Manager	Step 1	\$103,526	\$106,632	\$109,831	\$113,126
		Step 2	\$108,481	\$111,736	\$115,088	\$118,540
		Step 3	\$113,435	\$116,838	\$120,343	\$123,953
		Step 4	\$118,524	\$122,080	\$125,742	\$129,514
		Step 5	\$123,629	\$127,338	\$131,158	\$135,093
	Assistant Business Manager	Step 1	\$96,919	\$99,826	\$102,821	\$105,906
		Step 2	\$101,875	\$104,931	\$108,079	\$111,322
		Step 3	\$106,828	\$110,034	\$113,334	\$116,734
		Step 4	\$111,786	\$115,139	\$118,593	\$122,150
		Step 5	\$116,826	\$120,331	\$123,941	\$127,658
	PR/Community Relations/Marketing, PA to Principal and IT Network Engineer	Step 1	\$94,278	\$97,106	\$100,019	\$103,020
		Step 2	\$97,584	\$100,511	\$103,526	\$106,632
		Step 3	\$100,883	\$103,910	\$107,027	\$110,238
		Step 4	\$104,187	\$107,313	\$110,532	\$113,848
		Step 5	\$107,490	\$110,715	\$114,037	\$117,458
Senior Maintenance/Grounds Officer	Step 1	\$86,354	\$88,944	\$91,613	\$94,361	
	Step 2	\$90,646	\$93,365	\$96,167	\$99,052	
	Step 3	\$94,940	\$97,788	\$100,722	\$103,744	
	Step 4	\$99,232	\$102,209	\$105,276	\$108,434	
	Step 5	\$103,526	\$106,632	\$109,831	\$113,126	
B 600 to 1249 students enrolled	ICT Manager/Systems Administrator	Step 1	\$110,132	\$113,436	\$116,839	\$120,344
		Step 2	\$115,123	\$118,577	\$122,134	\$125,798
		Step 3	\$120,227	\$123,835	\$127,549	\$131,376
		Step 4	\$125,329	\$129,089	\$132,961	\$136,950
		Step 5	\$130,431	\$134,344	\$138,374	\$142,525
	Facilities Manager	Step 1	\$96,919	\$99,826	\$102,821	\$105,906
		Step 2	\$101,875	\$104,931	\$108,079	\$111,322
		Step 3	\$106,828	\$110,034	\$113,334	\$116,734
		Step 4	\$111,786	\$115,139	\$118,593	\$122,150
		Step 5	\$116,826	\$120,331	\$123,941	\$127,658
	Assistant Business Manager	Step 1	\$90,317	\$93,027	\$95,817	\$98,692
		Step 2	\$95,269	\$98,128	\$101,071	\$104,104
		Step 3	\$100,224	\$103,231	\$106,328	\$109,518
		Step 4	\$105,178	\$108,333	\$111,583	\$114,930
		Step 5	\$110,132	\$113,436	\$116,839	\$120,344
PR/Community Relations/Marketing,	Step 1	\$87,674	\$90,305	\$93,014	\$95,805	
	Step 2	\$90,974	\$93,703	\$96,514	\$99,410	

	PA to Principal and IT Network Engineer	Step 3	\$94,278	\$97,106	\$100,019	\$103,020
		Step 4	\$97,584	\$100,511	\$103,526	\$106,632
		Step 5	\$100,883	\$103,910	\$107,027	\$110,238
	Senior Maintenance/Grounds Officer	Step 1	\$79,746	\$82,138	\$84,603	\$87,140
		Step 2	\$84,699	\$87,240	\$89,857	\$92,552
		Step 3	\$89,656	\$92,346	\$95,116	\$97,970
		Step 4	\$94,609	\$97,447	\$100,370	\$103,382
		Step 5	\$99,564	\$102,550	\$105,626	\$108,795
C 0 to 599 students enrolled	ICT Manager/Systems Administrator	Step 1	\$103,526	\$106,632	\$109,831	\$113,126
		Step 2	\$108,481	\$111,736	\$115,088	\$118,540
		Step 3	\$113,435	\$116,838	\$120,343	\$123,953
		Step 4	\$118,524	\$122,080	\$125,742	\$129,514
		Step 5	\$123,629	\$127,338	\$131,158	\$135,093
	Facilities Manager	Step 1	\$90,317	\$93,027	\$95,817	\$98,692
		Step 2	\$95,269	\$98,128	\$101,071	\$104,104
		Step 3	\$100,224	\$103,231	\$106,328	\$109,518
		Step 4	\$105,178	\$108,333	\$111,583	\$114,930
		Step 5	\$110,132	\$113,436	\$116,839	\$120,344
	Assistant Business Manager	Step 1	\$86,354	\$88,944	\$91,613	\$94,361
		Step 2	\$90,646	\$93,365	\$96,167	\$99,052
		Step 3	\$94,940	\$97,788	\$100,722	\$103,744
		Step 4	\$99,232	\$102,209	\$105,276	\$108,434
		Step 5	\$103,526	\$106,632	\$109,831	\$113,126
	PR/Community Relations/Marketing, PA to Principal and IT Network Engineer	Step 1	\$81,066	\$83,498	\$86,003	\$88,583
		Step 2	\$84,370	\$86,901	\$89,508	\$92,194
		Step 3	\$87,674	\$90,305	\$93,014	\$95,805
		Step 4	\$90,974	\$93,703	\$96,514	\$99,410
		Step 5	\$94,278	\$97,106	\$100,019	\$103,020

Table 11

Senior Administrative and Technical Officer - Averaged (43 Weeks)						
			01-Jul-25	01-Jan-26	01-Jan-27	01-Jan-28
School Category	Position Classification	Step	Per Annum	Per Annum	Per Annum	Per Annum
A 1250 or greater students enrolled	ICT Manager/Systems Administrator	Step 1	\$112,603	\$115,981	\$119,461	\$123,044
		Step 2	\$120,799	\$124,423	\$128,155	\$132,000
		Step 3	\$128,995	\$132,865	\$136,851	\$140,956
		Step 4	\$137,195	\$141,311	\$145,551	\$149,917
		Step 5	\$155,879	\$160,556	\$165,373	\$170,334
	Facilities Manager	Step 1	\$99,784	\$102,778	\$105,861	\$109,037
		Step 2	\$104,560	\$107,697	\$110,928	\$114,256
		Step 3	\$109,335	\$112,615	\$115,993	\$119,473
		Step 4	\$114,240	\$117,667	\$121,197	\$124,833
		Step 5	\$119,161	\$122,736	\$126,418	\$130,210
	Assistant Business Manager	Step 1	\$93,416	\$96,218	\$99,105	\$102,078
		Step 2	\$98,193	\$101,139	\$104,173	\$107,298
		Step 3	\$102,967	\$106,056	\$109,238	\$112,515
		Step 4	\$107,745	\$110,977	\$114,306	\$117,735
		Step 5	\$112,603	\$115,981	\$119,461	\$123,044
	PR/Community Relations/Marketing, PA to Principal and IT Network Engineer	Step 1	\$90,871	\$93,596	\$96,404	\$99,296
		Step 2	\$94,056	\$96,878	\$99,784	\$102,778
		Step 3	\$97,237	\$100,154	\$103,159	\$106,253
		Step 4	\$100,421	\$103,434	\$106,537	\$109,733
		Step 5	\$103,605	\$106,713	\$109,915	\$113,212
	Senior Maintenance/Grounds Officer	Step 1	\$83,233	\$85,729	\$88,301	\$90,951
		Step 2	\$87,370	\$89,991	\$92,691	\$95,472
		Step 3	\$91,508	\$94,253	\$97,081	\$99,994
		Step 4	\$95,646	\$98,515	\$101,471	\$104,515
		Step 5	\$99,784	\$102,778	\$105,861	\$109,037
B 600 to 1249 students enrolled	ICT Manager/Systems Administrator	Step 1	\$106,151	\$109,336	\$112,616	\$115,994
		Step 2	\$110,962	\$114,291	\$117,720	\$121,252
		Step 3	\$115,882	\$119,359	\$122,939	\$126,628
		Step 4	\$120,799	\$124,423	\$128,155	\$132,000
		Step 5	\$125,717	\$129,488	\$133,372	\$137,373
	Facilities Manager	Step 1	\$93,416	\$96,218	\$99,105	\$102,078
		Step 2	\$98,193	\$101,139	\$104,173	\$107,298
		Step 3	\$102,967	\$106,056	\$109,238	\$112,515
		Step 4	\$107,745	\$110,977	\$114,306	\$117,735
		Step 5	\$112,603	\$115,981	\$119,461	\$123,044
	Assistant Business Manager	Step 1	\$87,052	\$89,664	\$92,354	\$95,125
		Step 2	\$91,826	\$94,581	\$97,418	\$100,341
		Step 3	\$96,602	\$99,500	\$102,485	\$105,560
		Step 4	\$101,376	\$104,417	\$107,550	\$110,776
		Step 5	\$106,151	\$109,336	\$112,616	\$115,994
	PR/Community Relations/Marketing,	Step 1	\$84,505	\$87,040	\$89,652	\$92,342
		Step 2	\$87,686	\$90,317	\$93,026	\$95,817

	PA to Principal and IT Network Engineer	Step 3	\$90,871	\$93,596	\$96,404	\$99,296	
		Step 4	\$94,056	\$96,878	\$99,784	\$102,778	
		Step 5	\$97,237	\$100,154	\$103,159	\$106,253	
	Senior Maintenance/Grounds Officer	Step 1	\$76,863	\$79,170	\$81,545	\$83,991	
		Step 2	\$81,638	\$84,087	\$86,609	\$89,207	
		Step 3	\$86,416	\$89,008	\$91,679	\$94,429	
		Step 4	\$91,189	\$93,925	\$96,743	\$99,645	
		Step 5	\$95,965	\$98,844	\$101,809	\$104,863	
	C 0 to 599 students enrolled	ICT Manager/Systems Administrator	Step 1	\$99,784	\$102,778	\$105,861	\$109,037
			Step 2	\$104,560	\$107,697	\$110,928	\$114,256
Step 3			\$109,335	\$112,615	\$115,993	\$119,473	
Step 4			\$114,240	\$117,667	\$121,197	\$124,833	
Step 5			\$119,161	\$122,736	\$126,418	\$130,210	
Facilities Manager		Step 1	\$87,052	\$89,664	\$92,354	\$95,125	
		Step 2	\$91,826	\$94,581	\$97,418	\$100,341	
		Step 3	\$96,602	\$99,500	\$102,485	\$105,560	
		Step 4	\$101,376	\$104,417	\$107,550	\$110,776	
		Step 5	\$106,151	\$109,336	\$112,616	\$115,994	
Assistant Business Manager		Step 1	\$83,233	\$85,729	\$88,301	\$90,951	
		Step 2	\$87,370	\$89,991	\$92,691	\$95,472	
		Step 3	\$91,508	\$94,253	\$97,081	\$99,994	
		Step 4	\$95,646	\$98,515	\$101,471	\$104,515	
		Step 5	\$99,784	\$102,778	\$105,861	\$109,037	
PR/Community Relations/Marketing, PA to Principal and IT Network Engineer		Step 1	\$78,136	\$80,480	\$82,895	\$85,381	
		Step 2	\$81,320	\$83,760	\$86,273	\$88,862	
		Step 3	\$84,505	\$87,040	\$89,652	\$92,342	
		Step 4	\$87,686	\$90,317	\$93,026	\$95,817	
		Step 5	\$90,871	\$93,596	\$96,404	\$99,296	

Table 12

Senior Administrative and Technical Officer - Averaged (41 Weeks)						
			01-Jul-25	01-Jan-26	01-Jan-27	01-Jan-28
School Category	Position Classification	Step	Per Annum	Per Annum	Per Annum	Per Annum
A 1250 or greater students enrolled	ICT Manager/Systems Administrator	Step 1	\$108,380	\$111,632	\$114,981	\$118,430
		Step 2	\$116,269	\$119,757	\$123,349	\$127,050
		Step 3	\$124,158	\$127,883	\$131,719	\$135,670
		Step 4	\$132,050	\$136,012	\$140,092	\$144,295
		Step 5	\$150,034	\$154,535	\$159,171	\$163,946
	Facilities Manager	Step 1	\$96,042	\$98,923	\$101,892	\$104,948
		Step 2	\$100,639	\$103,659	\$106,768	\$109,971
		Step 3	\$105,235	\$108,392	\$111,644	\$114,992
		Step 4	\$109,956	\$113,255	\$116,652	\$120,152
		Step 5	\$114,692	\$118,133	\$121,677	\$125,327
	Assistant Business Manager	Step 1	\$89,913	\$92,610	\$95,388	\$98,250
		Step 2	\$94,511	\$97,346	\$100,266	\$103,274
		Step 3	\$99,106	\$102,079	\$105,141	\$108,295
		Step 4	\$103,705	\$106,815	\$110,020	\$113,320
		Step 5	\$108,380	\$111,632	\$114,981	\$118,430
	PR/Community Relations/Marketing, PA to Principal and IT Network Engineer	Step 1	\$87,463	\$90,086	\$92,789	\$95,573
		Step 2	\$90,529	\$93,245	\$96,042	\$98,923
		Step 3	\$93,590	\$96,398	\$99,290	\$102,269
		Step 4	\$96,655	\$99,555	\$102,542	\$105,618
		Step 5	\$99,720	\$102,712	\$105,793	\$108,967
	Senior Maintenance/Grounds Officer	Step 1	\$80,111	\$82,514	\$84,990	\$87,540
		Step 2	\$84,094	\$86,616	\$89,215	\$91,892
		Step 3	\$88,077	\$90,719	\$93,441	\$96,244
		Step 4	\$92,059	\$94,821	\$97,666	\$100,596
		Step 5	\$96,042	\$98,923	\$101,892	\$104,948
B 600 to 1249 students enrolled	ICT Manager/Systems Administrator	Step 1	\$102,171	\$105,236	\$108,393	\$111,644
		Step 2	\$106,801	\$110,005	\$113,305	\$116,705
		Step 3	\$111,536	\$114,883	\$118,329	\$121,879
		Step 4	\$116,269	\$119,757	\$123,349	\$127,050
		Step 5	\$121,002	\$124,632	\$128,371	\$132,222
	Facilities Manager	Step 1	\$89,913	\$92,610	\$95,388	\$98,250
		Step 2	\$94,511	\$97,346	\$100,266	\$103,274
		Step 3	\$99,106	\$102,079	\$105,141	\$108,295
		Step 4	\$103,705	\$106,815	\$110,020	\$113,320
		Step 5	\$108,380	\$111,632	\$114,981	\$118,430
	Assistant Business Manager	Step 1	\$83,788	\$86,302	\$88,891	\$91,558
		Step 2	\$88,382	\$91,034	\$93,765	\$96,578
		Step 3	\$92,979	\$95,768	\$98,642	\$101,601
		Step 4	\$97,574	\$100,502	\$103,517	\$106,622
		Step 5	\$102,171	\$105,236	\$108,393	\$111,644
	PR/Community Relations/Marketing,	Step 1	\$81,336	\$83,776	\$86,290	\$88,879
		Step 2	\$84,397	\$86,930	\$89,537	\$92,224

	PA to Principal and IT Network Engineer	Step 3	\$87,463	\$90,086	\$92,789	\$95,573
		Step 4	\$90,529	\$93,245	\$96,042	\$98,923
		Step 5	\$93,590	\$96,398	\$99,290	\$102,269
	Senior Maintenance/Grounds Officer	Step 1	\$73,981	\$76,201	\$78,487	\$80,841
		Step 2	\$78,576	\$80,933	\$83,361	\$85,861
		Step 3	\$83,175	\$85,670	\$88,241	\$90,888
		Step 4	\$87,769	\$90,403	\$93,115	\$95,908
	Step 5	\$92,366	\$95,137	\$97,991	\$100,931	
C 0 to 599 students enrolled	ICT Manager/Systems Administrator	Step 1	\$96,042	\$98,923	\$101,892	\$104,948
		Step 2	\$100,639	\$103,659	\$106,768	\$109,971
		Step 3	\$105,235	\$108,392	\$111,644	\$114,992
		Step 4	\$109,956	\$113,255	\$116,652	\$120,152
		Step 5	\$114,692	\$118,133	\$121,677	\$125,327
	Facilities Manager	Step 1	\$83,788	\$86,302	\$88,891	\$91,558
		Step 2	\$88,382	\$91,034	\$93,765	\$96,578
		Step 3	\$92,979	\$95,768	\$98,642	\$101,601
		Step 4	\$97,574	\$100,502	\$103,517	\$106,622
		Step 5	\$102,171	\$105,236	\$108,393	\$111,644
	Assistant Business Manager	Step 1	\$80,111	\$82,514	\$84,990	\$87,540
		Step 2	\$84,094	\$86,616	\$89,215	\$91,892
		Step 3	\$88,077	\$90,719	\$93,441	\$96,244
		Step 4	\$92,059	\$94,821	\$97,666	\$100,596
		Step 5	\$96,042	\$98,923	\$101,892	\$104,948
	PR/Community Relations/Marketing, PA to Principal and IT Network Engineer	Step 1	\$75,206	\$77,462	\$79,786	\$82,179
		Step 2	\$78,271	\$80,619	\$83,038	\$85,529
		Step 3	\$81,336	\$83,776	\$86,290	\$88,879
		Step 4	\$84,397	\$86,930	\$89,537	\$92,224
		Step 5	\$87,463	\$90,086	\$92,789	\$95,573

Table 13

Senior Administrative and Technical Officer - Averaged (40 Weeks)						
			01-Jul-25	01-Jan-26	01-Jan-27	01-Jan-28
School Category	Position Classification	Step	Per Annum	Per Annum	Per Annum	Per Annum
A 1250 or greater students enrolled	ICT Manager/Systems Administrator	Step 1	\$106,035	\$109,216	\$112,492	\$115,867
		Step 2	\$113,752	\$117,165	\$120,679	\$124,300
		Step 3	\$121,471	\$125,115	\$128,868	\$132,733
		Step 4	\$129,192	\$133,068	\$137,060	\$141,172
		Step 5	\$146,786	\$151,190	\$155,726	\$160,398
	Facilities Manager	Step 1	\$93,963	\$96,782	\$99,686	\$102,677
		Step 2	\$98,461	\$101,415	\$104,457	\$107,591
		Step 3	\$102,957	\$106,046	\$109,227	\$112,503
		Step 4	\$107,576	\$110,803	\$114,127	\$117,551
		Step 5	\$112,210	\$115,576	\$119,043	\$122,615
	Assistant Business Manager	Step 1	\$87,967	\$90,605	\$93,324	\$96,124
		Step 2	\$92,465	\$95,239	\$98,096	\$101,039
		Step 3	\$96,961	\$99,870	\$102,866	\$105,951
		Step 4	\$101,460	\$104,503	\$107,639	\$110,867
		Step 5	\$106,035	\$109,216	\$112,492	\$115,867
	PR/Community Relations/Marketing, PA to Principal and IT Network Engineer	Step 1	\$85,570	\$88,137	\$90,780	\$93,504
		Step 2	\$88,570	\$91,227	\$93,963	\$96,782
		Step 3	\$91,565	\$94,312	\$97,141	\$100,055
		Step 4	\$94,563	\$97,400	\$100,322	\$103,332
		Step 5	\$97,561	\$100,489	\$103,503	\$106,608
Senior Maintenance/Grounds Officer	Step 1	\$78,377	\$80,728	\$83,150	\$85,645	
	Step 2	\$82,273	\$84,741	\$87,284	\$89,903	
	Step 3	\$86,170	\$88,755	\$91,418	\$94,161	
	Step 4	\$90,066	\$92,768	\$95,552	\$98,418	
	Step 5	\$93,963	\$96,782	\$99,686	\$102,677	
B 600 to 1249 students enrolled	ICT Manager/Systems Administrator	Step 1	\$99,959	\$102,958	\$106,047	\$109,228
		Step 2	\$104,489	\$107,624	\$110,853	\$114,179
		Step 3	\$109,122	\$112,396	\$115,768	\$119,241
		Step 4	\$113,752	\$117,165	\$120,679	\$124,300
		Step 5	\$118,383	\$121,934	\$125,592	\$129,360
	Facilities Manager	Step 1	\$87,967	\$90,605	\$93,324	\$96,124
		Step 2	\$92,465	\$95,239	\$98,096	\$101,039
		Step 3	\$96,961	\$99,870	\$102,866	\$105,951
		Step 4	\$101,460	\$104,503	\$107,639	\$110,867
		Step 5	\$106,035	\$109,216	\$112,492	\$115,867
	Assistant Business Manager	Step 1	\$81,974	\$84,434	\$86,967	\$89,576
		Step 2	\$86,469	\$89,064	\$91,735	\$94,488
		Step 3	\$90,967	\$93,696	\$96,507	\$99,402
		Step 4	\$95,462	\$98,326	\$101,276	\$104,314
		Step 5	\$99,959	\$102,958	\$106,047	\$109,228
	PR/Community Relations/Marketing,	Step 1	\$79,576	\$81,963	\$84,422	\$86,955
		Step 2	\$82,571	\$85,048	\$87,599	\$90,228

	PA to Principal and IT Network Engineer	Step 3	\$85,570	\$88,137	\$90,780	\$93,504	
		Step 4	\$88,570	\$91,227	\$93,963	\$96,782	
		Step 5	\$91,565	\$94,312	\$97,141	\$100,055	
	Senior Maintenance/Grounds Officer	Step 1	\$72,380	\$74,551	\$76,788	\$79,091	
		Step 2	\$76,876	\$79,181	\$81,557	\$84,003	
		Step 3	\$81,375	\$83,816	\$86,331	\$88,921	
		Step 4	\$85,870	\$88,446	\$91,099	\$93,832	
		Step 5	\$90,367	\$93,078	\$95,870	\$98,746	
	C 0 to 599 students enrolled	ICT Manager/Systems Administrator	Step 1	\$93,963	\$96,782	\$99,686	\$102,677
			Step 2	\$98,461	\$101,415	\$104,457	\$107,591
Step 3			\$102,957	\$106,046	\$109,227	\$112,503	
Step 4			\$107,576	\$110,803	\$114,127	\$117,551	
Step 5			\$112,210	\$115,576	\$119,043	\$122,615	
Facilities Manager		Step 1	\$81,974	\$84,434	\$86,967	\$89,576	
		Step 2	\$86,469	\$89,064	\$91,735	\$94,488	
		Step 3	\$90,967	\$93,696	\$96,507	\$99,402	
		Step 4	\$95,462	\$98,326	\$101,276	\$104,314	
		Step 5	\$99,959	\$102,958	\$106,047	\$109,228	
Assistant Business Manager		Step 1	\$78,377	\$80,728	\$83,150	\$85,645	
		Step 2	\$82,273	\$84,741	\$87,284	\$89,903	
		Step 3	\$86,170	\$88,755	\$91,418	\$94,161	
		Step 4	\$90,066	\$92,768	\$95,552	\$98,418	
		Step 5	\$93,963	\$96,782	\$99,686	\$102,677	
PR/Community Relations/Marketing, PA to Principal and IT Network Engineer		Step 1	\$73,578	\$75,785	\$78,059	\$80,401	
		Step 2	\$76,577	\$78,874	\$81,240	\$83,678	
		Step 3	\$79,576	\$81,963	\$84,422	\$86,955	
		Step 4	\$82,571	\$85,048	\$87,599	\$90,228	
		Step 5	\$85,570	\$88,137	\$90,780	\$93,504	

Table 14

Senior Administrative and Technical Officer - Averaged (39 Weeks)						
			01-Jul-25	01-Jan-26	01-Jan-27	01-Jan-28
School Category	Position Classification	Step	Per Annum	Per Annum	Per Annum	Per Annum
A 1250 or greater students enrolled	ICT Manager/Systems Administrator	Step 1	\$103,689	\$106,799	\$110,003	\$113,303
		Step 2	\$111,236	\$114,573	\$118,010	\$121,550
		Step 3	\$118,783	\$122,347	\$126,017	\$129,797
		Step 4	\$126,334	\$130,124	\$134,028	\$138,049
		Step 5	\$143,539	\$147,845	\$152,281	\$156,849
	Facilities Manager	Step 1	\$91,884	\$94,641	\$97,481	\$100,405
		Step 2	\$96,282	\$99,171	\$102,146	\$105,211
		Step 3	\$100,680	\$103,700	\$106,810	\$110,014
		Step 4	\$105,196	\$108,352	\$111,602	\$114,951
		Step 5	\$109,727	\$113,019	\$116,410	\$119,902
	Assistant Business Manager	Step 1	\$86,021	\$88,601	\$91,259	\$93,997
		Step 2	\$90,419	\$93,132	\$95,926	\$98,803
		Step 3	\$94,816	\$97,660	\$100,590	\$103,607
		Step 4	\$99,215	\$102,191	\$105,257	\$108,415
		Step 5	\$103,689	\$106,799	\$110,003	\$113,303
	PR/Community Relations/Marketing, PA to Principal and IT Network Engineer	Step 1	\$83,677	\$86,187	\$88,772	\$91,435
		Step 2	\$86,610	\$89,208	\$91,884	\$94,641
		Step 3	\$89,539	\$92,225	\$94,992	\$97,842
		Step 4	\$92,471	\$95,245	\$98,103	\$101,046
		Step 5	\$95,403	\$98,265	\$101,213	\$104,250
	Senior Maintenance/Grounds Officer	Step 1	\$76,643	\$78,942	\$81,311	\$83,750
		Step 2	\$80,453	\$82,867	\$85,353	\$87,914
		Step 3	\$84,264	\$86,792	\$89,396	\$92,078
		Step 4	\$88,074	\$90,716	\$93,438	\$96,241
		Step 5	\$91,884	\$94,641	\$97,481	\$100,405
B 600 to 1249 students enrolled	ICT Manager/Systems Administrator	Step 1	\$97,748	\$100,680	\$103,701	\$106,811
		Step 2	\$102,178	\$105,243	\$108,400	\$111,652
		Step 3	\$106,708	\$109,909	\$113,207	\$116,603
		Step 4	\$111,236	\$114,573	\$118,010	\$121,550
		Step 5	\$115,764	\$119,237	\$122,813	\$126,498
	Facilities Manager	Step 1	\$86,021	\$88,601	\$91,259	\$93,997
		Step 2	\$90,419	\$93,132	\$95,926	\$98,803
		Step 3	\$94,816	\$97,660	\$100,590	\$103,607
		Step 4	\$99,215	\$102,191	\$105,257	\$108,415
		Step 5	\$103,689	\$106,799	\$110,003	\$113,303
	Assistant Business Manager	Step 1	\$80,161	\$82,566	\$85,043	\$87,594
		Step 2	\$84,556	\$87,093	\$89,706	\$92,397
		Step 3	\$88,954	\$91,623	\$94,372	\$97,203
		Step 4	\$93,350	\$96,151	\$99,036	\$102,007
		Step 5	\$97,748	\$100,680	\$103,701	\$106,811
	PR/Community Relations/Marketing,	Step 1	\$77,815	\$80,150	\$82,555	\$85,032
		Step 2	\$80,744	\$83,167	\$85,661	\$88,231

	PA to Principal and IT Network Engineer	Step 3	\$83,677	\$86,187	\$88,772	\$91,435	
		Step 4	\$86,610	\$89,208	\$91,884	\$94,641	
		Step 5	\$89,539	\$92,225	\$94,992	\$97,842	
	Senior Maintenance/Grounds Officer	Step 1	\$70,778	\$72,902	\$75,089	\$77,342	
		Step 2	\$75,175	\$77,430	\$79,752	\$82,145	
		Step 3	\$79,574	\$81,962	\$84,421	\$86,954	
		Step 4	\$83,970	\$86,489	\$89,084	\$91,757	
			Step 5	\$88,368	\$91,018	\$93,749	\$96,561
	C 0 to 599 students enrolled	ICT Manager/Systems Administrator	Step 1	\$91,884	\$94,641	\$97,481	\$100,405
			Step 2	\$96,282	\$99,171	\$102,146	\$105,211
Step 3			\$100,680	\$103,700	\$106,810	\$110,014	
Step 4			\$105,196	\$108,352	\$111,602	\$114,951	
Step 5			\$109,727	\$113,019	\$116,410	\$119,902	
Facilities Manager		Step 1	\$80,161	\$82,566	\$85,043	\$87,594	
		Step 2	\$84,556	\$87,093	\$89,706	\$92,397	
		Step 3	\$88,954	\$91,623	\$94,372	\$97,203	
		Step 4	\$93,350	\$96,151	\$99,036	\$102,007	
		Step 5	\$97,748	\$100,680	\$103,701	\$106,811	
Assistant Business Manager		Step 1	\$76,643	\$78,942	\$81,311	\$83,750	
		Step 2	\$80,453	\$82,867	\$85,353	\$87,914	
		Step 3	\$84,264	\$86,792	\$89,396	\$92,078	
		Step 4	\$88,074	\$90,716	\$93,438	\$96,241	
		Step 5	\$91,884	\$94,641	\$97,481	\$100,405	
PR/Community Relations/Marketing, PA to Principal and IT Network Engineer		Step 1	\$71,950	\$74,109	\$76,332	\$78,622	
		Step 2	\$74,882	\$77,129	\$79,443	\$81,827	
		Step 3	\$77,815	\$80,150	\$82,555	\$85,032	
		Step 4	\$80,744	\$83,167	\$85,661	\$88,231	
		Step 5	\$83,677	\$86,187	\$88,772	\$91,435	

Table 15

Senior Administrative and Technical Officer - Averaged (38 Weeks)						
			01-Jul-25	01-Jan-26	01-Jan-27	01-Jan-28
School Category	Position Classification	Step	Per Annum	Per Annum	Per Annum	Per Annum
A 1250 or greater students enrolled	ICT Manager/Systems Administrator	Step 1	\$101,343	\$104,383	\$107,515	\$110,740
		Step 2	\$108,719	\$111,980	\$115,340	\$118,800
		Step 3	\$116,096	\$119,579	\$123,166	\$126,860
		Step 4	\$123,475	\$127,180	\$130,996	\$134,925
		Step 5	\$140,292	\$144,501	\$148,835	\$153,300
	Facilities Manager	Step 1	\$89,806	\$92,500	\$95,275	\$98,133
		Step 2	\$94,104	\$96,928	\$99,835	\$102,830
		Step 3	\$98,402	\$101,354	\$104,394	\$107,525
		Step 4	\$102,816	\$105,900	\$109,078	\$112,350
		Step 5	\$107,245	\$110,462	\$113,776	\$117,189
	Assistant Business Manager	Step 1	\$84,074	\$86,596	\$89,194	\$91,870
		Step 2	\$88,374	\$91,025	\$93,755	\$96,568
		Step 3	\$92,670	\$95,451	\$98,314	\$101,263
		Step 4	\$96,971	\$99,879	\$102,876	\$105,962
		Step 5	\$101,343	\$104,383	\$107,515	\$110,740
	PR/Community Relations/Marketing, PA to Principal and IT Network Engineer	Step 1	\$81,783	\$84,237	\$86,764	\$89,367
		Step 2	\$84,651	\$87,190	\$89,806	\$92,500
		Step 3	\$87,513	\$90,139	\$92,843	\$95,628
		Step 4	\$90,379	\$93,090	\$95,883	\$98,760
		Step 5	\$93,244	\$96,042	\$98,924	\$101,891
	Senior Maintenance/Grounds Officer	Step 1	\$74,909	\$77,156	\$79,471	\$81,856
		Step 2	\$78,633	\$80,992	\$83,422	\$85,925
		Step 3	\$82,357	\$84,828	\$87,373	\$89,994
		Step 4	\$86,081	\$88,664	\$91,324	\$94,064
		Step 5	\$89,806	\$92,500	\$95,275	\$98,133
B 600 to 1249 students enrolled	ICT Manager/Systems Administrator	Step 1	\$95,536	\$98,403	\$101,354	\$104,395
		Step 2	\$99,866	\$102,862	\$105,948	\$109,126
		Step 3	\$104,294	\$107,423	\$110,645	\$113,965
		Step 4	\$108,719	\$111,980	\$115,340	\$118,800
		Step 5	\$113,145	\$116,539	\$120,035	\$123,636
	Facilities Manager	Step 1	\$84,074	\$86,596	\$89,194	\$91,870
		Step 2	\$88,374	\$91,025	\$93,755	\$96,568
		Step 3	\$92,670	\$95,451	\$98,314	\$101,263
		Step 4	\$96,971	\$99,879	\$102,876	\$105,962
		Step 5	\$101,343	\$104,383	\$107,515	\$110,740
	Assistant Business Manager	Step 1	\$78,347	\$80,698	\$83,119	\$85,612
		Step 2	\$82,643	\$85,123	\$87,676	\$90,307
		Step 3	\$86,942	\$89,550	\$92,236	\$95,004
		Step 4	\$91,238	\$93,976	\$96,795	\$99,699
		Step 5	\$95,536	\$98,403	\$101,354	\$104,395
	PR/Community Relations/Marketing,	Step 1	\$76,055	\$78,336	\$80,687	\$83,108
		Step 2	\$78,917	\$81,285	\$83,723	\$86,235

	PA to Principal and IT Network Engineer	Step 3	\$81,783	\$84,237	\$86,764	\$89,367	
		Step 4	\$84,651	\$87,190	\$89,806	\$92,500	
		Step 5	\$87,513	\$90,139	\$92,843	\$95,628	
	Senior Maintenance/Grounds Officer	Step 1	\$69,177	\$71,253	\$73,390	\$75,592	
		Step 2	\$73,474	\$75,678	\$77,948	\$80,286	
		Step 3	\$77,774	\$80,107	\$82,511	\$84,986	
		Step 4	\$82,070	\$84,532	\$87,068	\$89,681	
		Step 5	\$86,369	\$88,959	\$91,628	\$94,377	
	C 0 to 599 students enrolled	ICT Manager/Systems Administrator	Step 1	\$89,806	\$92,500	\$95,275	\$98,133
			Step 2	\$94,104	\$96,928	\$99,835	\$102,830
Step 3			\$98,402	\$101,354	\$104,394	\$107,525	
Step 4			\$102,816	\$105,900	\$109,078	\$112,350	
Step 5			\$107,245	\$110,462	\$113,776	\$117,189	
Facilities Manager		Step 1	\$78,347	\$80,698	\$83,119	\$85,612	
		Step 2	\$82,643	\$85,123	\$87,676	\$90,307	
		Step 3	\$86,942	\$89,550	\$92,236	\$95,004	
		Step 4	\$91,238	\$93,976	\$96,795	\$99,699	
		Step 5	\$95,536	\$98,403	\$101,354	\$104,395	
Assistant Business Manager		Step 1	\$74,909	\$77,156	\$79,471	\$81,856	
		Step 2	\$78,633	\$80,992	\$83,422	\$85,925	
		Step 3	\$82,357	\$84,828	\$87,373	\$89,994	
		Step 4	\$86,081	\$88,664	\$91,324	\$94,064	
		Step 5	\$89,806	\$92,500	\$95,275	\$98,133	
PR/Community Relations/Marketing, PA to Principal and IT Network Engineer		Step 1	\$70,323	\$72,432	\$74,605	\$76,843	
		Step 2	\$73,188	\$75,384	\$77,646	\$79,975	
		Step 3	\$76,055	\$78,336	\$80,687	\$83,108	
		Step 4	\$78,917	\$81,285	\$83,723	\$86,235	
		Step 5	\$81,783	\$84,237	\$86,764	\$89,367	

## Schedule 2 – Education Assistant Salary Scales and Classifications

Table 1 – Education Assistant Salary

Education Assistants		
	01-Jul-24	01-Jul-25
Classification	Per Annum	Per Annum
WA Teach Aides & Assist Step 01	\$49,576	\$51,807
WA Teach Aides & Assist Step 02	\$50,431	\$52,700
WA Teach Aides & Assist Step 03	\$51,331	\$53,641
WA Teach Aides & Assist Step 04	\$52,415	\$54,774
WA Teach Aides & Assist Step 05	\$53,711	\$56,128
WA Teach Aides & Assist Step 06	\$55,378	\$57,870
WA Teach Aides & Assist Step 07	\$56,769	\$59,324
WA Teach Aides & Assist Step 08	\$57,088	\$59,657
WA Teach Aides & Assist Step 09	\$58,478	\$61,110
WA Teach Aides & Assist Step 10	\$59,828	\$62,520
WA Teach Aides & Assist Step 11	\$60,677	\$63,407
WA Teach Aides & Assist Step 12	\$61,307	\$64,066
WA Teach Aides & Assist Step 13	\$64,020	\$66,901

Table 2

Education Assistants					
			01-Jan-26	01-Jan-27	01-Jan-28
Current Classification	New Classification	Step	Per Annum	Per Annum	Per Annum
Step 4	Education Assistant – Unqualified	Step 1	\$56,417	\$58,110	\$59,853
Step 5		Step 2	\$57,812	\$59,546	\$61,332
Step 6		Step 3	\$59,606	\$61,394	\$63,236
Step 7		Step 4	\$61,104	\$62,937	\$64,825
Step 8	Education Assistant - Qualified	Step 1	\$61,447	\$63,290	\$65,189
Step 9		Step 2	\$62,943	\$64,831	\$66,776
Step 10		Step 3	\$64,396	\$66,328	\$68,318
Step 11		Step 4	\$65,309	\$67,268	\$69,286
Step 12		Step 5	\$66,289	\$68,278	\$70,326
New		Step 6	\$67,853	\$69,889	\$71,986
Step 10	Education Assistant - Special Learning Needs	Step 1	\$64,396	\$66,328	\$68,318
Step 11		Step 2	\$65,309	\$67,268	\$69,286
Step 12		Step 3	\$66,289	\$68,278	\$70,326
Step 13		Step 4	\$69,121	\$71,195	\$73,331
New		Step 5	\$70,459	\$72,573	\$74,750
New		Step 6	\$71,884	\$74,041	\$76,262
New	Education Assistant - Senior	Step 1	\$75,203	\$77,459	\$79,783

Table 3

<b>Education Assistant Classifications</b>	
<b>Classification</b>	<b>Requirements</b>
Unqualified	No qualification required.
Qualified	Must hold a Certificate III or IV in School Based Education Support or Education Support or equivalent.
Special Learning Needs	<p>Must hold a Certificate III or IV in School Based Education Support or Education Support or equivalent.</p> <p>An employee will be appointed as a Special Learning Needs Education Assistant where one of the following applies:</p> <ul style="list-style-type: none"> <li>a) The Employee’s duties are wholly dedicated to supporting a student or students who are identified through the NCCD process as requiring an Extensive Adjustment; or</li> <li>b) The Employee’s duties are wholly dedicated to supporting multiple students, each identified as requiring a Substantial Adjustment, and the position is specifically defined for the purpose of supporting that identified group of students.</li> </ul> <p>For the avoidance of doubt, an Employee is not entitled to be classified as a Special Learning Needs Education Assistant where the above conditions are not met.</p>
Senior	<p>Must hold a Certificate IV or Diploma in School Based Education Support or Education Support or equivalent.</p> <p>An Employee will be appointed to a Senior Education Assistant position based on the requirements and needs of the School and there is not automatic progression to Senior Education Assistant.</p> <p>A Senior Education Assistant may be required to:</p> <ul style="list-style-type: none"> <li>a) Provide leadership, mentoring, coaching and modelling of effective practice to other Education Assistants.</li> <li>b) Assist in the planning and delivery of school induction and training for Education Assistants.</li> <li>c) Support the performance management process for Education Assistants, including by undertaking classroom observations and providing feedback to the Principal, Business Manager or designated senior leader.</li> <li>d) Assist in the preparation and maintenance of rosters for Education Assistants, including coordination of relief staff.</li> <li>e) Contribute, in consultation with teachers, parents/caregivers, the School Psychologist and/or other relevant professionals, to the design and implementation of behaviour management plans, individual education plans and other documented plans.</li> <li>f) Provide support and strategies to teachers to promote positive student behaviour and support educational outcomes.</li> <li>g) Consult with Education Assistants to develop and implement strategies that assist teachers in the care and education of students.</li> <li>h) Coordinate, collect, and report data relevant to student support at a whole-school level; and</li> <li>i) Perform, as required, the duties of an Education Assistant.</li> </ul>

Table 4

<b>Education Assistant Classification Transitional Arrangements</b>	
<b>Classification</b>	<b>Requirements</b>
Unqualified	An Education Assistant remunerated on a Step lower than the annual rate of Step 1 will be placed on Step 1 on 1 January 2026 and progress by Annual Increments from the date of registration of the Agreement. No backpay will be made as the increase will only be from the date of registration.
Qualified	An Education Assistant classified as a Qualified EA who has completed more than one year service as a Step 12 Teacher Assistant under the previous agreement will progress to Step 6 of the Qualified classification from 1 January 2026. Matching is noted as the Current Classification to the New Classification.
Special Learning Needs	An Education Assistant classified as a Special Learning Needs EA who has completed more than one year service as a Step 13 Teacher Assistant under the previous agreement will progress to Step 5 of the Special Learning Needs classification from 1 January 2026. Education Assistants who have not completed one year of service as a Step 10-13 Teacher Assistant under the previous agreement will progress by Annual Increment. The date of Annual Increment to be used is when the Education Assistant was first appointed as Step 10-13 in the previous agreement. Education Assistants classified as Special Learning Needs employed at Step 8 or 9 of the previous Agreement will progress to Step 1 of the Special Learning Needs scale on 1 January 2026. Matching is noted as the Current Classification to the New Classification.
Senior	No Transitional Arrangements are required for this classification as it did not exist in the previous agreement. An Education Assistant may be appointed as a Senior Education Assistant at any time in accordance with Table 2.

## Schedule 3 – Gardeners, Grounds, Building Maintenance and Domestic Employee Salary Scales and Classifications

Table 1

<b>Grounds and Maintenance - Unaveraged (48 Weeks)</b>						
		<b>01-Jul-24</b>	<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Level</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Gardener, Grounds, Building and Maintenance	Level 1	\$60,852	\$63,590	\$65,498	\$67,463	\$69,487
	Level 2	\$63,501	\$66,359	\$68,350	\$70,401	\$72,513
	Level 3	\$66,146	\$69,123	\$71,197	\$73,333	\$75,533
	Level 4	\$68,797	\$71,893	\$74,050	\$76,272	\$78,560
Senior Gardener, Grounds, Building and Maintenance	Level 1	\$71,445	\$74,660	\$76,900	\$79,207	\$81,583
	Level 2	\$74,964	\$78,337	\$80,687	\$83,108	\$85,601
Head Gardener, Grounds, Building and Maintenance	Level 1	\$79,928	\$83,525	\$86,031	\$88,612	\$91,270

Table 2

<b>Grounds and Maintenance - Averaged (45 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Level</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Gardener, Grounds, Building and Maintenance	Level 1	\$60,713	\$62,535	\$64,411	\$66,343
	Level 2	\$63,357	\$65,257	\$67,216	\$69,232
	Level 3	\$65,996	\$67,976	\$70,015	\$72,115
	Level 4	\$68,640	\$70,700	\$72,821	\$75,006
Senior Gardener, Grounds, Building and Maintenance	Level 1	\$71,282	\$73,421	\$75,623	\$77,892
	Level 2	\$74,793	\$77,036	\$79,348	\$81,728
Head Gardener, Grounds, Building and Maintenance	Level 1	\$79,746	\$82,138	\$84,603	\$87,140

Table 3

<b>Grounds and Maintenance - Averaged (43 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Level</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Gardener, Grounds, Building and Maintenance	Level 1	\$58,518	\$60,274	\$62,083	\$63,945
	Level 2	\$61,067	\$62,899	\$64,786	\$66,730
	Level 3	\$63,610	\$65,519	\$67,484	\$69,509
	Level 4	\$66,159	\$68,144	\$70,189	\$72,294
Senior Gardener, Grounds, Building and Maintenance	Level 1	\$68,706	\$70,767	\$72,890	\$75,076
	Level 2	\$72,089	\$74,252	\$76,480	\$78,774
Head Gardener, Grounds, Building and Maintenance	Level 1	\$76,863	\$79,170	\$81,545	\$83,991

Table 4

<b>Grounds and Maintenance - Averaged (41 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Level</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Gardener, Grounds, Building and Maintenance	Level 1	\$56,324	\$58,014	\$59,754	\$61,547
	Level 2	\$58,777	\$60,540	\$62,357	\$64,227
	Level 3	\$61,225	\$63,062	\$64,954	\$66,902
	Level 4	\$63,678	\$65,589	\$67,557	\$69,583
Senior Gardener, Grounds, Building and Maintenance	Level 1	\$66,129	\$68,113	\$70,157	\$72,261
	Level 2	\$69,386	\$71,467	\$73,612	\$75,820
Head Gardener, Grounds, Building and Maintenance	Level 1	\$73,981	\$76,201	\$78,487	\$80,841

Table 5

<b>Grounds and Maintenance - Averaged (40 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Level</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Gardener, Grounds, Building and Maintenance	Level 1	\$55,105	\$56,758	\$58,461	\$60,215
	Level 2	\$57,504	\$59,230	\$61,007	\$62,837
	Level 3	\$59,900	\$61,697	\$63,548	\$65,454
	Level 4	\$62,300	\$64,169	\$66,095	\$68,077
Senior Gardener, Grounds, Building and Maintenance	Level 1	\$64,698	\$66,639	\$68,638	\$70,697
	Level 2	\$67,884	\$69,920	\$72,018	\$74,179
Head Gardener, Grounds, Building and Maintenance	Level 1	\$72,380	\$74,551	\$76,788	\$79,091

Table 6

<b>Grounds and Maintenance - Averaged (39 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Level</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Gardener, Grounds, Building and Maintenance	Level 1	\$53,886	\$55,503	\$57,168	\$58,883
	Level 2	\$56,232	\$57,919	\$59,657	\$61,447
	Level 3	\$58,574	\$60,332	\$62,142	\$64,006
	Level 4	\$60,922	\$62,749	\$64,632	\$66,571
Senior Gardener, Grounds, Building and Maintenance	Level 1	\$63,266	\$65,164	\$67,119	\$69,133
	Level 2	\$66,382	\$68,374	\$70,425	\$72,538
Head Gardener, Grounds, Building and Maintenance	Level 1	\$70,778	\$72,902	\$75,089	\$77,342

Table 7

<b>Grounds and Maintenance - Averaged (38 Weeks)</b>					
		<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Level</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Gardener, Grounds, Building and Maintenance	Level 1	\$52,667	\$54,247	\$55,874	\$57,551
	Level 2	\$54,960	\$56,609	\$58,308	\$60,057
	Level 3	\$57,249	\$58,967	\$60,736	\$62,558
	Level 4	\$59,543	\$61,330	\$63,170	\$65,065
Senior Gardener, Grounds, Building and Maintenance	Level 1	\$61,835	\$63,690	\$65,601	\$67,569
	Level 2	\$64,880	\$66,827	\$68,832	\$70,897
Head Gardener, Grounds, Building and Maintenance	Level 1	\$69,177	\$71,253	\$73,390	\$75,592

Table 8

<b>Gardeners, Grounds and Building Maintenance Classifications</b>		
<b>Classification</b>	<b>Level</b>	<b>Requirements</b>
Gardener, Grounds, Building and Maintenance	Level 1	The person at this level works under direct supervision in buildings maintenance, gardens or grounds.
	Level 2	The person at this level performs duties under general supervision, and may be required to operate machinery, ride on mowers, tractors and or similar equipment on an infrequent basis.
	Level 3	The person at this level works as a competent skilled autonomous person and will be required to operate machinery, large ride-on mowers, tractors or similar equipment routinely.
	Level 4	The person at this level would oversee maintenance or grounds for a small school or deputise for head of maintenance or grounds. The person would have trades or horticultural qualifications and substantial relevant experience within the role.
Senior Gardener, Grounds, Building and Maintenance	Level 1	The person at this level would oversee maintenance or grounds for a small or medium school or deputise for head of maintenance or grounds. The person would have trades or horticultural qualifications and substantial relevant experience within the role. The person may have supervision responsibility for a small number of maintenance or grounds staff.
	Level 2	The person at this level would oversee maintenance or grounds for a medium school or deputise for head of maintenance or grounds. The person would have trades or horticultural qualifications and substantial relevant experience within the role. The person may have supervision responsibility for a small number of maintenance or grounds staff.
Head Gardener, Grounds,	Level 1	The person at this level would oversee maintenance or grounds for a large school and responsible for the supervision of staff. The person would have trades qualifications and substantial

Building and Maintenance		relevant experience within the role. The person would not be responsible for supervision of contractors but would report directly to the Bursar/Business Manager/Facilities Manager.
--------------------------	--	--

Table 9

Domestic Employees - Unaveraged (48 Weeks)					
	01-Jul-24	01-Jul-25	01-Jan-26	01-Jan-27	01-Jan-28
Classification		Per Annum	Per Annum	Per Annum	Per Annum
Cleaner	\$58,191	\$60,810	\$62,634	\$64,513	\$66,448
Canteen Assistant	\$59,118	\$61,779	\$63,632	\$65,541	\$67,507
Cook	\$59,699	\$62,385	\$64,257	\$66,185	\$68,171
Bus Driver	N/A	\$62,385	\$64,257	\$66,185	\$68,171

Table 10

Domestic Employees - Averaged (45 Weeks)				
	01-Jul-25	01-Jan-26	01-Jan-27	01-Jan-28
Classification	Per Annum	Per Annum	Per Annum	Per Annum
Cleaner	\$58,059	\$59,800	\$61,594	\$63,442
Canteen Assistant	\$58,984	\$60,753	\$62,576	\$64,453
Cook	\$59,562	\$61,350	\$63,190	\$65,087
Bus Driver	\$59,562	\$61,350	\$63,190	\$65,087

Table 11

Domestic Employees - Averaged (43 Weeks)				
	01-Jul-25	01-Jan-26	01-Jan-27	01-Jan-28
Classification	Per Annum	Per Annum	Per Annum	Per Annum
Cleaner	\$55,960	\$57,639	\$59,368	\$61,148
Canteen Assistant	\$56,852	\$58,557	\$60,314	\$62,123
Cook	\$57,410	\$59,132	\$60,906	\$62,734
Bus Driver	\$57,410	\$59,132	\$60,906	\$62,734

Table 12

Domestic Employees - Averaged (41 Weeks)				
	01-Jul-25	01-Jan-26	01-Jan-27	01-Jan-28
Classification	Per Annum	Per Annum	Per Annum	Per Annum
Cleaner	\$53,862	\$55,477	\$57,141	\$58,855
Canteen Assistant	\$54,720	\$56,361	\$58,052	\$59,793
Cook	\$55,257	\$56,915	\$58,622	\$60,382
Bus Driver	\$55,257	\$56,915	\$58,622	\$60,382

Table 13

<b>Domestic Employees - Averaged (40 Weeks)</b>				
	<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Cleaner	\$52,696	\$54,276	\$55,905	\$57,581
Canteen Assistant	\$53,535	\$55,141	\$56,795	\$58,499
Cook	\$54,061	\$55,683	\$57,354	\$59,075
Bus Driver	\$54,061	\$55,683	\$57,354	\$59,075

Table 14

<b>Domestic Employees - Averaged (39 Weeks)</b>				
	<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Cleaner	\$51,530	\$53,076	\$54,668	\$56,308
Canteen Assistant	\$52,351	\$53,921	\$55,539	\$57,205
Cook	\$52,865	\$54,451	\$56,085	\$57,768
Bus Driver	\$52,865	\$54,451	\$56,085	\$57,768

Table 15

<b>Domestic Employees - Averaged (38 Weeks)</b>				
	<b>01-Jul-25</b>	<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Cleaner	\$50,364	\$51,875	\$53,431	\$55,034
Canteen Assistant	\$51,167	\$52,701	\$54,282	\$55,911
Cook	\$51,669	\$53,219	\$54,816	\$56,461
Bus Driver	\$51,669	\$53,219	\$54,816	\$56,461

## Schedule 4 – Psychologist, Social Worker, Counsellor and Nurse Salary Scales and Classifications

Table 1

<b>Psychologist - Unaveraged (48 Weeks)</b>				
		<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Provisional	Step 1	\$99,953	\$102,952	\$106,040
	Step 2	\$105,325	\$108,485	\$111,739
	Step 3	\$110,703	\$114,024	\$117,445
Registered	Step 1	\$116,071	\$119,553	\$123,140
	Step 2	\$121,439	\$125,082	\$128,835
	Step 3	\$130,188	\$134,094	\$138,116
	Step 4	\$135,984	\$140,064	\$144,265
	Step 5	\$141,250	\$145,488	\$149,852
	Step 6	\$146,531	\$150,927	\$155,455
Senior	Step 1	\$157,865	\$162,601	\$167,479
	Step 2	\$161,250	\$166,088	\$171,070
Lead	Step 1	\$173,743	\$178,955	\$184,324

Table 2

<b>Psychologist - Averaged (45 Weeks)</b>				
		<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Provisional	Step 1	\$95,431	\$98,294	\$101,242
	Step 2	\$100,560	\$103,576	\$106,684
	Step 3	\$105,694	\$108,865	\$112,131
Registered	Step 1	\$110,819	\$114,144	\$117,568
	Step 2	\$115,944	\$119,423	\$123,005
	Step 3	\$124,298	\$128,027	\$131,867
	Step 4	\$129,831	\$133,726	\$137,738
	Step 5	\$134,859	\$138,905	\$143,072
	Step 6	\$139,901	\$144,098	\$148,421
Senior	Step 1	\$150,722	\$155,244	\$159,901
	Step 2	\$153,954	\$158,573	\$163,330
Lead	Step 1	\$165,882	\$170,858	\$175,984

Table 3

<b>Psychologist - Averaged (44 Weeks)</b>				
		<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Provisional	Step 1	\$93,898	\$96,714	\$99,616
	Step 2	\$98,944	\$101,912	\$104,970
	Step 3	\$103,996	\$107,116	\$110,330
Registered	Step 1	\$109,039	\$112,310	\$115,680
	Step 2	\$114,082	\$117,504	\$121,029
	Step 3	\$122,301	\$125,970	\$129,749
	Step 4	\$127,746	\$131,578	\$135,525
	Step 5	\$132,693	\$136,673	\$140,774
	Step 6	\$137,654	\$141,783	\$146,037
Senior	Step 1	\$148,301	\$152,750	\$157,333
	Step 2	\$151,481	\$156,025	\$160,706
Lead	Step 1	\$163,217	\$168,114	\$173,157

Table 4

<b>Psychologist - Averaged (43 Weeks)</b>				
		<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Provisional	Step 1	\$91,981	\$94,741	\$97,583
	Step 2	\$96,925	\$99,833	\$102,828
	Step 3	\$101,874	\$104,930	\$108,078
Registered	Step 1	\$106,814	\$110,018	\$113,319
	Step 2	\$111,754	\$115,106	\$118,559
	Step 3	\$119,805	\$123,399	\$127,101
	Step 4	\$125,139	\$128,893	\$132,760
	Step 5	\$129,985	\$133,884	\$137,901
	Step 6	\$134,844	\$138,890	\$143,057
Senior	Step 1	\$145,275	\$149,633	\$154,122
	Step 2	\$148,390	\$152,841	\$157,426
Lead	Step 1	\$159,886	\$164,683	\$169,623

Table 5

<b>Psychologist - Averaged (41 Weeks)</b>				
		<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Provisional	Step 1	\$88,532	\$91,188	\$93,924
	Step 2	\$93,290	\$96,089	\$98,972
	Step 3	\$98,054	\$100,995	\$104,025
Registered	Step 1	\$102,808	\$105,893	\$109,069
	Step 2	\$107,563	\$110,790	\$114,113
	Step 3	\$115,312	\$118,772	\$122,335
	Step 4	\$120,446	\$124,059	\$127,781
	Step 5	\$125,110	\$128,864	\$132,729
	Step 6	\$129,788	\$133,681	\$137,692
Senior	Step 1	\$139,827	\$144,022	\$148,342
	Step 2	\$142,825	\$147,110	\$151,523
Lead	Step 1	\$153,890	\$158,507	\$163,262

Table 6

<b>Psychologist - Averaged (40 Weeks)</b>				
		<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Provisional	Step 1	\$86,616	\$89,214	\$91,891
	Step 2	\$91,271	\$94,009	\$96,829
	Step 3	\$95,931	\$98,809	\$101,773
Registered	Step 1	\$100,583	\$103,600	\$106,709
	Step 2	\$105,235	\$108,392	\$111,644
	Step 3	\$112,816	\$116,201	\$119,687
	Step 4	\$117,839	\$121,374	\$125,015
	Step 5	\$122,402	\$126,074	\$129,857
	Step 6	\$126,979	\$130,788	\$134,712
Senior	Step 1	\$136,800	\$140,904	\$145,131
	Step 2	\$139,734	\$143,926	\$148,243
Lead	Step 1	\$150,560	\$155,076	\$159,729

Table 7

<b>Psychologist - Averaged (39 Weeks)</b>				
		<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Provisional	Step 1	\$84,699	\$87,240	\$89,858
	Step 2	\$89,252	\$91,929	\$94,687
	Step 3	\$93,809	\$96,623	\$99,522
Registered	Step 1	\$98,358	\$101,308	\$104,348
	Step 2	\$102,907	\$105,994	\$109,174
	Step 3	\$110,320	\$113,630	\$117,039
	Step 4	\$115,232	\$118,689	\$122,249
	Step 5	\$119,694	\$123,285	\$126,984
	Step 6	\$124,169	\$127,894	\$131,731
Senior	Step 1	\$133,774	\$137,787	\$141,920
	Step 2	\$136,642	\$140,741	\$144,964
Lead	Step 1	\$147,229	\$151,645	\$156,195

Table 8

<b>Psychologist - Averaged (38 Weeks)</b>				
		<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Provisional	Step 1	\$82,783	\$85,267	\$87,825
	Step 2	\$87,232	\$89,849	\$92,545
	Step 3	\$91,687	\$94,437	\$97,270
Registered	Step 1	\$96,132	\$99,016	\$101,987
	Step 2	\$100,578	\$103,596	\$106,704
	Step 3	\$107,824	\$111,059	\$114,391
	Step 4	\$112,625	\$116,004	\$119,484
	Step 5	\$116,986	\$120,496	\$124,111
	Step 6	\$121,360	\$125,001	\$128,751
Senior	Step 1	\$130,747	\$134,669	\$138,710
	Step 2	\$133,551	\$137,557	\$141,684
Lead	Step 1	\$143,898	\$148,215	\$152,661

Table 9

<b>Counsellor and Social Worker - Unaveraged (48 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$99,953	\$102,952	\$106,040
Step 2	\$105,325	\$108,485	\$111,739
Step 3	\$110,703	\$114,024	\$117,445
Step 4	\$116,071	\$119,553	\$123,140
Step 5	\$121,439	\$125,082	\$128,835
Step 6	\$130,188	\$134,094	\$138,116

Table 10

<b>Counsellor and Social Worker - Averaged (45 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$95,431	\$98,294	\$101,242
Step 2	\$100,560	\$103,576	\$106,684
Step 3	\$105,694	\$108,865	\$112,131
Step 4	\$110,819	\$114,144	\$117,568
Step 5	\$115,944	\$119,423	\$123,005
Step 6	\$124,298	\$128,027	\$131,867

Table 11

<b>Counsellor and Social Worker - Averaged (44 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$93,898	\$96,714	\$99,616
Step 2	\$98,944	\$101,912	\$104,970
Step 3	\$103,996	\$107,116	\$110,330
Step 4	\$109,039	\$112,310	\$115,680
Step 5	\$114,082	\$117,504	\$121,029
Step 6	\$122,301	\$125,970	\$129,749

Table 12

<b>Counsellor and Social Worker - Averaged (43 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$91,981	\$94,741	\$97,583
Step 2	\$96,925	\$99,833	\$102,828
Step 3	\$101,874	\$104,930	\$108,078
Step 4	\$106,814	\$110,018	\$113,319
Step 5	\$111,754	\$115,106	\$118,559
Step 6	\$119,805	\$123,399	\$127,101

Table 13

<b>Counsellor and Social Worker - Averaged (41 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$88,532	\$91,188	\$93,924
Step 2	\$93,290	\$96,089	\$98,972
Step 3	\$98,054	\$100,995	\$104,025
Step 4	\$102,808	\$105,893	\$109,069
Step 5	\$107,563	\$110,790	\$114,113
Step 6	\$115,312	\$118,772	\$122,335

Table 14

<b>Counsellor and Social Worker - Averaged (40 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$86,616	\$89,214	\$91,891
Step 2	\$91,271	\$94,009	\$96,829
Step 3	\$95,931	\$98,809	\$101,773
Step 4	\$100,583	\$103,600	\$106,709
Step 5	\$105,235	\$108,392	\$111,644
Step 6	\$112,816	\$116,201	\$119,687

Table 15

<b>Counsellor and Social Worker - Averaged (39 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$84,699	\$87,240	\$89,858
Step 2	\$89,252	\$91,929	\$94,687
Step 3	\$93,809	\$96,623	\$99,522
Step 4	\$98,358	\$101,308	\$104,348
Step 5	\$102,907	\$105,994	\$109,174
Step 6	\$110,320	\$113,630	\$117,039

Table 16

<b>Counsellor and Social Worker - Averaged (38 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$82,783	\$85,267	\$87,825
Step 2	\$87,232	\$89,849	\$92,545
Step 3	\$91,687	\$94,437	\$97,270
Step 4	\$96,132	\$99,016	\$101,987
Step 5	\$100,578	\$103,596	\$106,704
Step 6	\$107,824	\$111,059	\$114,391

Table 17

<b>Nurse - Unaveraged (48 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$89,667	\$92,357	\$95,128
Step 2	\$92,729	\$95,511	\$98,376
Step 3	\$97,555	\$100,482	\$103,496
Step 4	\$103,169	\$106,264	\$109,452
Step 5	\$111,735	\$115,087	\$118,540

Table 18

<b>Nurse - Averaged (45 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$85,610	\$88,178	\$90,824
Step 2	\$88,533	\$91,189	\$93,925
Step 3	\$93,141	\$95,935	\$98,813
Step 4	\$98,501	\$101,456	\$104,500
Step 5	\$106,680	\$109,880	\$113,176

Table 19

<b>Nurse - Averaged (43 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$82,516	\$84,991	\$87,541
Step 2	\$85,333	\$87,893	\$90,530
Step 3	\$89,775	\$92,468	\$95,242
Step 4	\$94,941	\$97,789	\$100,723
Step 5	\$102,824	\$105,908	\$109,086

Table 20

<b>Nurse - Averaged (41 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$79,421	\$81,804	\$84,258
Step 2	\$82,133	\$84,597	\$87,135
Step 3	\$86,408	\$89,000	\$91,670
Step 4	\$91,381	\$94,122	\$96,946
Step 5	\$98,968	\$101,937	\$104,995

Table 21

<b>Nurse - Averaged (40 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$77,702	\$80,033	\$82,434
Step 2	\$80,356	\$82,766	\$85,249
Step 3	\$84,538	\$87,074	\$89,686
Step 4	\$89,403	\$92,085	\$94,847
Step 5	\$96,826	\$99,730	\$102,722

Table 22

<b>Nurse - Averaged (39 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$75,983	\$78,263	\$80,611
Step 2	\$78,578	\$80,935	\$83,363
Step 3	\$82,667	\$85,147	\$87,702
Step 4	\$87,425	\$90,047	\$92,749
Step 5	\$94,683	\$97,524	\$100,450

Table 23

<b>Nurse - Averaged (38 Weeks)</b>			
	<b>Commencement of Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Step 1	\$74,264	\$76,492	\$78,787
Step 2	\$76,800	\$79,104	\$81,477
Step 3	\$80,797	\$83,221	\$85,718
Step 4	\$85,447	\$88,010	\$90,650
Step 5	\$92,541	\$95,317	\$98,177

Table 24

<b>Classifications</b>	
<b>Classification</b>	<b>Requirements</b>
Provisional Psychologist	Must hold a Provisional Registration with the Psychology Board of Australia and the Australian Health Practitioners Regulation Agency.
Registered Psychologist	Must hold a General Registration with the Psychology Board of Australia and the Australian Health Practitioners Regulation Agency.
Senior Psychologist	Must hold a General Registration with the Psychology Board of Australia and the Australian Health Practitioners Regulation Agency. Senior Psychologists must have extensive experience and may be responsible for leading a small team of Psychologists, Social Workers, Counsellors and/or other student support staff.
Lead Psychologist	Must hold a General Registration with the Psychology Board of Australia and the Australian Health Practitioners Regulation Agency. Lead Psychologists must have extensive experience and are responsible for leading a large multidisciplinary team of Psychologists, Social Workers, Counsellors and/or other student support staff.
Social Worker	Must hold a Bachelor of Social Work and membership with the Australian Association of Social Workers.
Counsellor	Must hold relevant qualifications and membership with a relevant counselling body such as the Australian Register of Counsellors and Psychotherapists, Australian Counselling Association or Psychotherapy and Counselling Federation of Australia.
Nurse	Must hold General Registration with the Nursing and Midwifery Board of Australia and the Australian Health Practitioners Regulation Agency.

## Schedule 5 – Boarding House Salary Scales and Classifications

Table 1

<b>Boarding House</b>				
<b>Effective From</b>		<b>01-Jan-26</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
Boarding House Assistant	Step 1	\$59,638	\$61,427	\$63,270
	Step 2	\$61,385	\$63,227	\$65,124
Senior Boarding House Assistant	Step 1	\$63,711	\$65,622	\$67,591
	Step 2	\$66,035	\$68,016	\$70,056
Boarding House Supervisor	Step 1	\$68,363	\$70,414	\$72,526
	Step 2	\$70,688	\$72,809	\$74,993

Table 2

<b>Boarding House Classifications</b>	
<b>Classification</b>	<b>Requirements</b>
Boarding House Assistant	Performing basic duties to assist the person in charge of the boarding house in the daily routines involving the care of students and general functions of the boarding house.
Senior Boarding House Assistant	Deputising from time to time for the person in charge of the boarding house, while undertaking the basic duties as a Boarding House Assistant.
Boarding House Supervisor	Managing a boarding house, with significant responsibility for the welfare of students, which includes the maintenance of effective communication with the parents of students and the supervision of other boarding supervision employees.

## Schedule 6 – Outside School Hours Care Salary Scales and Classifications

Table 1

<b>Out of School Hours Care</b>				
		<b>Commencement of the Agreement</b>	<b>01-Jan-27</b>	<b>01-Jan-28</b>
<b>Classification</b>	<b>Step</b>	<b>Per Annum</b>	<b>Per Annum</b>	<b>Per Annum</b>
OSHC Assistant	Step 1	\$61,021	\$62,852	\$64,738
OSHC Educator	Step 1	\$64,154	\$66,079	\$68,061
	Step 2	\$65,300	\$67,259	\$69,277
OSHC Senior Educator	Step 1	\$67,718	\$69,750	\$71,843
	Step 2	\$71,115	\$73,248	\$75,445
OSHC Supervisor	Step 1	\$73,425	\$75,628	\$77,897
	Step 2	\$76,941	\$79,249	\$81,626
OSHC Coordinator	Step 1	\$87,616	\$90,244	\$92,951
	Step 2	\$90,431	\$93,144	\$95,938
	Step 3	\$93,227	\$96,024	\$98,905
	Step 4	\$101,526	\$104,572	\$107,709

Table 2

<b>Out of School Hours Care Classifications</b>	
<b>Classification</b>	<b>Requirements</b>
OSHC Assistant	An Assistant provides support through helping supervise children, setting up play areas, assisting in the daily activities and ensuring children’s needs are met. They undertake routine tasks and generally assist in the functioning of the centre.
OSHC Educator	An Educator will have a minimum Certificate III in Childcare or equivalent to assist in the delivery of age-appropriate programs, assist with supervising the children and in the overall functioning of the centre.
OSHC Senior Educator	A Senior Educator will have a minimum Diploma in Childcare or equivalent to assist in the delivery of age-appropriate programs, assist with supervising the children and in the overall functioning of the centre and additional supervisory tasks as required and directed by the Supervisor/Coordinator.
OSHC Supervisor	A Supervisor will have a minimum Certificate IV in Childcare or equivalent and oversees daily operations both within the centre and on excursions. They ensure the centre adheres to policies and regulations, maintain a safe environment, and provide guidance to assistants and educators on day-to-day activities.
OSHC Coordinator	A Coordinator manages the overall daily operations of the centre, including scheduling, resourcing, and communication between families, staff, and management. They ensure the centre is compliant in its operations and runs efficiently while supporting the needs of both children and staff.

## 28A. Workplace delegates' rights

[28A inserted by [PR774791](#); substituted retrospectively by [PR795700](#) ppc 01Jul24]

**28A.1** Clause 28A provides for the exercise of the rights of workplace delegates set out in section 350C of the [Act](#).

NOTE: Under section 350C(4) of the [Act](#) the employer is taken to have afforded a workplace delegate the rights mentioned in section 350C(3) if the employer has complied with clause 28A.

**28A.2** In clause 28A:

**(a) employer** means the employer of the workplace delegate;

**(b) delegate's organisation** means the employee organisation in accordance with the rules of which the workplace delegate was appointed or elected;

**(c) eligible workers** means members and persons eligible to be members of the workplace delegate's organisation who work in a particular enterprise.

**28A.3** Before exercising entitlements under clause 28A a workplace delegate must give the employer written notice of their appointment or election as a workplace delegate. If requested the workplace delegate must provide the employer with evidence that would satisfy a reasonable person of their appointment or election.

**28A.4** An employee who ceases to be a workplace delegate must give written notice to the employer within 14 days.

### 28A.5 Right of representation

A workplace delegate may represent the industrial interests of eligible workers who wish to be represented by the workplace delegate in matters including:

**(a)** consultation about major workplace change;

**(b)** consultation about changes to rosters or hours of work;

**(c)** resolution of disputes;

**(d)** disciplinary processes;

**(e)** 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

**(f)** any process or procedure within an award, enterprise agreement or workplace policy under which eligible workers are entitled to be represented and which concerns their industrial interests.

#### 28A.6 Entitlement to reasonable communication

**(a)** A workplace delegate may communicate with eligible workers in relation to their industrial interests under clause 28A.5. This includes discussing membership of the delegate's organisation and representation with eligible workers.

**(b)** A workplace delegate may communicate with eligible workers during working hours or work breaks or before or after work.

#### 28A.7 Entitlement to reasonable access to the workplace and workplace facilities

**(a)** The employer 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 workers;

**(ii)** a physical or electronic noticeboard;

**(iii)** electronic means of communication ordinarily used in the workplace by the employer to communicate with eligible workers and by eligible workers 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 employer is not required to provide access to or use of a workplace facility under clause 28A.7(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 employer does not have access to the facility at the enterprise and is unable to obtain access after taking reasonable steps.

#### 28A.8 Entitlement to reasonable access to training

Unless the employer is a small business employer, the employer 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 workers, subject to the following conditions:

**(a)** In each year commencing 1 July, the employer is not required to provide access to paid time for training to more than one workplace delegate per 50 eligible workers.

**(b)** The number of eligible workers will be determined on the day a delegate requests paid time to attend training as the number of eligible workers who are:

**(i)** full-time or part-time employees; or

**(ii)** regular casual employees.

**(c)** 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.

**(d)** The workplace delegate must give the employer not less than 5 weeks' notice (unless the employer 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.

**(e)** If requested by the employer, the workplace delegate must provide the employer with an outline of the training content.

**(f)** The employer 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.

**(g)** The workplace delegate must, within 7 days after the day on which the training ends, provide the employer with evidence that would satisfy a reasonable person of their attendance at the training.

#### 28A.9 Exercise of entitlements under clause 28A

**(a)** A workplace delegate's entitlements under clause 28A are subject to the conditions that the workplace delegate must, when exercising those entitlements:

**(i)** comply with the reasonable policies and procedures of the employer, including reasonable codes of conduct and requirements in relation to occupational health and safety and acceptable use of ICT resources;

**(ii)** not hinder, obstruct or prevent eligible workers exercising their rights to freedom of association.

**(b)** When exercising any entitlements under clause 28A, a workplace delegate must, other than in the reasonable exercise of those entitlements:

**(i)** comply with their duties and obligations as an employee; and

**(ii)** not hinder, obstruct or prevent the normal performance of work.

**(c)** Clause 28A does not require the employer to provide a workplace delegate with access to electronic means of communication in a way that provides individual contact details for eligible workers.

**(d)** Clause 28A does not require an eligible worker to be represented by a workplace delegate without the worker's agreement.

NOTE: Under section 350A of the [Act](#) the employer must not:

(a) unreasonably fail or refuse to deal with a workplace delegate; or

(b) knowingly or recklessly make a false or misleading representation to a workplace delegate; or

(c) unreasonably hinder or obstruct or prevent the exercise of the rights of a workplace delegate under the [Act](#) or clause 28A.

THE FAIR WORK COMMISSION

FWC Matter No: AG2026/535

Applicant: The Anglican Schools Commission Incorporated


**Section 185 – Application for approval of a single enterprise agreement**

**Undertaking – Section 190**

I, Kiel Anthony, Director of Human Resources, have the authority given to me by The Anglican Schools Commission Incorporated to give the following undertakings with respect to the *AngliSchools WA Support Staff Enterprise Agreement* ("the **Agreement**"):

1. Clause 11.2 (Probation Period)  
Clause 11.2 is deleted from the Agreement and will have no effect.
2. Clause 18.4 (Under and Over Payment)  
The Anglican Schools Commission Incorporated provides an undertaking that clause 18.4 will:
  - (a) only apply where the Employee has provided specific authorisation for the deduction; and
  - (b) not be used to deduct or withhold any entitlements provided for in the National Employment Standards.
3. Clause 19 (Unauthorised Absence and Welfare Checks)  
The Anglican School Commission Incorporated provides an undertaking that an Employee deemed to have abandoned their employment under clause 19 will still be entitled to the provisions of section 117 of the *Fair Work Act 2009* (Cth).
4. Clause 37 (Redundancy)  
The redundancy provisions in clause 37 of the Agreement are to be read with and subject to the requirements under section 120 of the *Fair Work Act 2009* (Cth).
5. The Anglican Schools Commission Incorporated provides an undertaking that clause 48.1(g) and clause 55 will:
  - (a) not be used to withhold any entitlements provided for in the National Employment Standards; and
  - (b) only be used where the employee has provided specific authorisation for the deduction.
6. The Anglican Schools Commission Incorporated provides an undertaking that prior to a Part-Time Employee who is covered by the Agreement commences work, the Employer and Employee will agree in writing on the hours worked by the Employee, the days on which the Employee will work, and the starting and finishing times for the work.
7. Clause 51.2(b) (Penalty Rates)  
The Anglican School Commission Incorporated provides an undertaking that the reference to "Boarding Staff" in clause 51.2(b) of the Agreement is replaced with "Domestic Employees".

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 2 April 2026