

**THE PRESBYTERIAN LADIES' COLLEGE
(SCHOOL OFFICERS) EMPLOYEE COLLECTIVE AGREEMENT 2006**

1. Title

This Agreement will be known as the Presbyterian Ladies' College (School Officers) Employee Collective Agreement 2006 ("this Agreement").

2. Arrangement

This Agreement is arranged as follows:

Clause No:

1. Title
 2. Arrangement
 3. Parties bound
 4. Relationship to Awards
 5. Duration
 6. Salary Levels
 7. Classification Structure
 8. Remuneration Packaging
 9. School Camps/Overnight activities
 10. Superannuation
 11. Long Service Leave
 12. Annual Leave
 13. Parental Leave
 14. Sick Leave
 15. Carer's/Bereavement Leave
 16. Hours of work
 17. Additional hours of work & overtime
 18. Study Assistance
 19. Severance Pay
 20. Introduction of Major Change
 21. Letter of Appointment
 22. Redundancy
 23. Termination of Employment
 24. Grievance and Dispute Resolution Procedure
 25. Variation of Agreement
- Schedule 1 – PLC Salary Scale
Schedule 2.A – PLC Classification Structure
Schedule 2.B – PLC Indicative Duties
Schedule 3 – Victorian Independent Schools - Clerical/Administrative Employees – Award
2004

3. Parties Bound

- 3.1 This Agreement binds Presbyterian Ladies' College ("the College") (ABN 16 005 650 386), and School Officers employed by the College, and is an Employee Collective Agreement with employees pursuant to Part 8 of the Workplace Relations Act 1996 (Cth).
- 3.2 This Agreement covers Clerical Staff employed by the College pursuant to the Victorian Independent Schools – Clerical/ Administrative Employees – Award 2004 ("the Award"), hereinafter known as School Officers.
- 3.3 This Agreement covers staff who work in the PLC Uniform Shop, the Registrars' Office, Business Office, Principal's Office, Development Office, Junior School Office and other administrative units, hereinafter known as School Officers.

4. Relationship to Awards

- 4.1 The terms and conditions of employment for School Officers as specified in this Agreement will operate in conjunction with the Victorian Independent Schools – Clerical/Administrative Employees – Award 2004 as part of this agreement as at Schedule 3.
- 4.2 All of the terms of the Award at clause 4.1 above prescribing entitlements for employees, shall, as they stood on the 15 February 2006 and subject only to 4.3 below, be terms of this Agreement.
- 4.3 Where the terms of this Agreement as opposed to the terms incorporated by reason of Schedule 3 differ, these terms shall prevail to the extent of any inconsistency.

5. Duration

This Agreement will apply from the date of lodgement of this Agreement and will remain in effect until 31 July 2007.

6. Salary Levels

In lieu of the rates of pay specified by clause 14 of the Award, a full-time School Officer will be paid not less than the annual rates of pay set out in Schedule 1. This schedule also specifies allowances payable for positions of responsibility for the term of the Agreement.

7. Classification Structure

- 7.1 In lieu of the classification structure specified by clause 13 of the Award, School Officers will be classified as per the classification structure specified in Schedule 2.
- 7.2 If a School Officer believes that the nature of the job has changed to such an extent as to warrant a re-classification, the School Officer will apply to the Principal with supporting evidence. If a dispute arises as to the level of classification, the grievance and dispute resolution procedure specified at clause 24 of this Agreement will apply. Where a staff member's position is reclassified, the rate of pay for the new position will be higher than the previous classification.

8. Remuneration Packaging

8.1 Application

The College wishes to facilitate the provision of salary and benefit packages to School Officers whose employment is covered by this Agreement.

8.2 Definitions

For the purpose of this clause

Benefits means the benefits nominated by the School Officer from the benefits provided by the College.

Benefit Value means the amount specified by the College as the cost to the College of the Benefit provided including Fringe Benefits Tax, if any:

Fringe Benefits Tax means tax imposed by the Fringe Benefits Tax Act 1986 (Cwth)

8.3 Conditions of Employment

Except as provided by this clause, a School Officer must be employed at a salary based on a rate of pay and otherwise on terms and conditions not less than those prescribed by this Agreement.

8.4 Remuneration Packaging

The College may offer to provide and the School Officer may agree in writing to accept:

- the Benefits nominated by the School Officer; and
- a salary equal to the difference between the Benefit Value and the salary which would have applied to the School Officer under 8.3 in the absence of an agreement under this subclause.

8.5 Benefits

The Benefits will be those made available by the College.

8.6 Notification of Benefit Value

The College must advise the School Officer in writing of the Benefit Value before the School Officer and the College enter into an agreement pursuant to 8.4.

8.7 Calculation of Salary During Leave

During the currency of an agreement under 8.4:

- a School Officer who takes leave on full pay will receive the Benefits and salary referred to in 8.4 of this clause;
- a School Officer who takes leave without pay is not entitled to any Benefits during the period of leave;
- a School Officer who takes leave on less than full pay will receive a pro-rata payment of salary.

8.8 Other Payments

Any other payment under this Agreement, calculated by reference to the School Officer's salary, however described, and payable:

- during employment; or
- on termination of employment in respect of untaken paid leave; or
- on death

will be at the rate of pay which would have applied to the School Officer under 8.3 of this clause, in the absence of an agreement under 8.4 of this clause.

9. School Camps / Overnight Activities

Those School Officers required to attend overnight curriculum based camps will be paid a \$50 per night allowance.

10. Superannuation

10.1 A School Officer may elect to have employer superannuation contributions paid into any compliant fund. A School Officer may vary the choice of superannuation fund only once in a twelve month period.

10.2 School Officers in receipt of a responsibility allowance will have the allowance included in their pay for superannuation purposes.

11. Long Service Leave

11.1 A School Officer who has completed 10 years' continuous employment with the employer is entitled to 13 weeks' long service leave.

11.2 School Officers who are qualifying for Long Service Leave will be able to take their leave on a pro-rata basis after having completed 8 years service. This clause replaces section 74 of the Long Service Leave Act 1992 (Vic).

11.3 Those School Officers who have qualified to take Long Service Leave will be able to cash-out up to 50% of their entitlement in conjunction with the taking of leave.

11.4 School Officers will be entitled to pro-rata Long Service Leave payment on either resignation or redundancy after 7 years.

12. Annual Leave

A School Officer is entitled to 5 weeks' (25 days) annual leave per annum, fully cumulative. In addition, the School Officer will receive a minimum 4 additional days as leave per annum, these days being Easter Tuesday, the mid-term break in August and November and pre Christmas.

13. Parental Leave

13.1 Where an employee is granted unpaid parental leave in accordance with the Award to be the primary caregiver of a child, the employee is entitled to payment at the ordinary rate of pay, including allowances where relevant, for the first fourteen weeks of the period of:

13.1.1 maternity leave, provided that the leave would otherwise have been

unpaid and is taken before the child is fourteen weeks old:

- 13.1.2 adoption leave, provided that the leave would otherwise have been unpaid and is taken during the first fourteen weeks of the child's placement with the employee:
- 13.1.3 paternity leave, provided that the leave would otherwise have been unpaid and is taken before the child is fourteen weeks old.
- 13.2 Where an employee is granted paternity or adoption leave in accordance with the Award at the time of the birth of a child or placement of a child for adoption and is not the primary caregiver of the child, the employee is entitled to payment at the ordinary rate of pay for up to five days of paternity or adoption leave that would otherwise have been unpaid leave, provided the leave is taken within six weeks of the birth, or placement, of the child.
- 13.3 Where the College employs both parents of the child, only one parent will be entitled to paid leave under 13.1
- 13.4 Paid parental leave cannot be taken concurrently with any other paid leave entitlement.
 - 13.4.1 Periods of paid and unpaid parental leave are not counted for the purpose of accrual of any benefits or entitlements under this Agreement or the Award specified in clause 3 of this Agreement.
 - 13.4.2 The employee has an entitlement to take a period of parental leave of 104 weeks.

14. Sick Leave

A School Officer is entitled to 15 days sick leave per annum. Sick leave is leave to which a School Officer is entitled without loss of pay because the School Officer is unable to perform duties by reason of personal illness or injury. Sick leave is fully cumulative and accumulated sick leave is to be used if the sick leave entitlement for the year is exhausted.

15. Carer's/Bereavement Leave

- 15.1 **Carer's Leave:** An employee shall be entitled, subject to their accrued sick leave, to use up to 15 days personal leave during each year of service to care for members of the employee's immediate family or household who are sick and require the employee's care and support or require care as a result of an unexpected emergency. Carer's leave does not accrue from year to year and each day of carer's leave taken diminishes the personal leave entitlement.
- 15.2 **Bereavement Leave:** In addition to the bereavement leave entitlement in clause 25.4 of the attached award, an employee is entitled to use 2 of those 3 days of bereavement leave for compassionate leave. For the purpose of this clause, an employee is entitled to compassionate leave because a member of the employee's immediate family or a member of the employee's household has contracted or developed a personal illness, or sustained a personal injury or illness that poses a threat to life.

16. Hours of Work

16.1 The normal working week for a full-time School Officer of the College, will be 35 hours.

16.2 Normal hours of duty per day will be from 8.30am to 4.30pm Monday to Friday with fifteen minutes for morning tea and one hour for lunch. Hours of duty per day may vary from office to office within the College to meet operational and other requirements; however the minimum lunch break will be no less than half-an-hour, with an additional ten minutes tea break provided.

16.3 Rostered Day Off

A full-time School Officer will be entitled to one Rostered Day Off a month subject to following:

- a. A School Officer may agree with their supervisor to vary their normal hours of work in a regular alternate time in order to accrue one Rostered Day Off a month or two half days off per month.
- b. One Rostered Day Off a month will equal seven hours.
- c. Rostered Days Off may be accumulated and taken in school holiday period by mutual agreement with the school officer and the supervisor.

17. Additional Hours of Work – Overtime

17.1 When an Officer is required, for operational reasons to work more than their scheduled hours per day, time-in-lieu or paid overtime arrangements must be agreed to with the Officer and their supervisor prior to the additional hours being worked.

17.2 Paid overtime is to be paid at a rate of one and a half times the ordinary rate of pay.

17.3 Time accrued due to extra hours worked must be acquitted within ten weeks (one term) of the additional hours being worked. Should time in lieu not be taken within ten weeks, then paid overtime will be paid to the School Officer within the following pay period.

18. Study Assistance

Some form of financial assistance may be provided to all staff undertaking a Principal approved course of study.

19. Severance Pay

19.1 The following subclauses replace the entitlements to severance pay described by Clause 10.3.1 of the Award.

19.2 If a School Officer is under 45 years of age, severance pay shall be in accordance with the following scale:

Period of Continuous Service	Severance Pay
Less than 1 year	Nil
1 year but less than 2 years	4 weeks pay
2 years but less than 3 years	8 weeks pay
3 years but less than 4 years	10 weeks pay
4 year's but less than 5 years	12 weeks pay
5 years but less than 6 years	14 weeks pay
6 years but less than 8 years	16 weeks pay
8 years and over	2 weeks pay for each year of service up to 30 weeks

19.3 Where a School Officer is 45 years old or over, severance pay shall be in accordance with the following scale:

Period of Continuous Service	Severance Pay
Less than 1 year	Nil
1 year but less than 2 years	5 weeks pay
2 years but less than 3 years	10 weeks pay
3 years but less than 4 years	12.5 weeks pay
4 years but less than 5 years	15 weeks pay
5 years but less than 6 years	17.5 weeks pay
6 years but less than 8 years	20 weeks pay
8 years and over	2.5 weeks pay for each year of service up to 37.5 weeks

20. Introduction Of Major Change

20.1 The College's Duty To Notify

20.1.1 Where the College has made a definite decision to introduce major changes in:

- production
- program
- organisation
- structure, or
- technology

that are likely to have significant effects on School Officers, the College will notify all School Officers of the proposed changes and the Independent Education Union of Australia (hereafter known as the 'Union').

20.1.2 Significant effects include: termination of employment, major changes in the composition, operation or size of the College's workforce or in the skills required the alteration of hours of work the need for retraining or transfer of School Officers to other work or locations the restructuring of jobs.

20.1.3 With the exception that where the Award makes provision for alterations of any of the matters referred to in this clause an alteration will be deemed not to have significant effect.

20.2 The College's Duty To Discuss Change

20.2.1 The College will discuss with the School Officers and where an employee or employees elect to be represented by the Union, the Union:

- the introduction of the changes referred to in 21.1.1
- the effects the changes are likely to have on School Officers
- measures to avert or mitigate the adverse effects of such changes on School Officers

20.2.2 The College will give prompt consideration to matters raised by the School Officers and the Union in relation to the changes.

20.2.3 The College will commence discussions as early as practicable after the College has made a definite decision to make the changes referred to in 20.1.1.

20.2.4 For the purposes of such discussion and subject to 21.2.5, the College will provide in writing to the School Officers and consistent with 20.2 the Union, all relevant information about the changes including:

- the nature of the changes proposed
- the expected effects of the changes on School Officers; and
- any other matters likely to affect School Officers.

20.2.5 For the purposes of such discussions under 21.2.4, the College will not be required to disclose confidential information which would be inimical to the College's interests.

21. Letter of Appointment

Upon engagement, the College will provide a School Officer with a letter of appointment.

22. Redundancy

22.1 Discussions Before Termination

22.1.1 Where the College has made a definite decision that the College no longer wishes the job the School Officer has been doing done by anyone and this is not due to the ordinary and customary turnover of labour and that decision may lead to termination of employment. the College will hold discussions with the School Officer directly affected and where an employee or employees elect to be represented by the Union, the Union.

22.1.2 The College will hold discussions as soon as practicable after the College has made a definite decision which will invoke the provisions of 22.1.1.

22.1.3 Pursuant to 22.1.2, the College will discuss, inter alia; the reasons for the proposed terminations measures to avoid or minimise the terminations measures to mitigate any adverse effects of any termination on the School Officer concerned.

22.1.4 For the purposes of the discussion pursuant to 22.1.2, the College will, as soon as practicable, provide in writing to the School Officers concerned and consistent with 22.1.1, the Union, all relevant information about the proposed terminations including: the reasons for the proposed terminations the number and categories of School

Officers to be affected and the number of School Officers normally employed the period over which the terminations are likely to be carried out.

22.1.5 Where a School Officer is identified for termination of employment, the College will provide all details pertaining to their entitlements and will pay for one consultation with a registered Counsellor of their choice.

22.1.6 For the purposes of 22.1.2, 22.1.3 and 22.1.4, the College is not required to disclose confidential information the disclosure of which would be inimical to the College's interests.

23. Termination of Employment

23.1 Termination by the College

23.1.1 Except in the case of redundancy, the College may terminate the employment of a School Officer:

- summarily; or
- on notice, for reasons related to the School Officer's conduct or performance.

23.1.2 If the College is considering whether to terminate a School Officer's employment for reasons related to 23.1.1, the College must give the School Officer an opportunity to be heard in defence of the allegations unless the College could not reasonably have been expected to give the School Officer that opportunity.

23.2 Summary Dismissal

The College may terminate a School Officer's employment summarily where that School Officer is guilty of serious misconduct of a kind such that it would be unreasonable to require the College to continue the employment during the notice period.

23.3 Conduct or Performance

If the College is considering whether to terminate a School Officer's employment for reasons related to conduct or performance, the College must apply the Due Process provisions set out in 23.4.

23.4 Due Process

23.4.1 Due Process will commence with the College advising the School Officer in writing of:

- the College's concerns with the School Officer's conduct or performance
- the time, date and place of the first Due Process meeting
- the School Officer's right to be accompanied by a nominee of the School Officer's choice at all Due Process meetings
- the College's right to terminate the School Officer's employment should Due Process not resolve the College's concerns.

23.4.2 Due Process meetings will:

- include discussion of the College's concerns with the School Officer's conduct or performance
- give the School Officer an opportunity to respond to the College's concerns
- include discussions of any counselling or assistance, where appropriate, available to the School Officer include documentation, where appropriate
- set periods of review, as appropriate.

23.4.3 If following Due Process the College's decision is to terminate the employment of a School Officer, then the College must give notice in accordance with clause 10.1 of the Award.

24. Grievance and Dispute Resolution Procedure

Matters in dispute arising from this Agreement shall be dealt with in accordance with the provisions of the Award. Save that any rights of the Independent Education Union of Australia to participate in the dispute settling procedures therein or represent an employee bound by the Agreement in this respect shall be subject to the Union being the representative of the employees' choice.

25. Variation of Agreement

This Agreement may be varied in accordance with the requirements of the Workplace Relations Act 1996 (Cwth) as amended from time to time.

**SCHEDULE 2.A
PRESBYTERIAN LADIES' COLLEGE (SCHOOL OFFICERS) EMPLOYEE COLLECTIVE AGREEMENT 2006:
CLASSIFICATION STRUCTURE**

LEVEL 1

General Work Description

This classification applies to employees who are engaged in routine duties requiring no specific skill, prior experience or prior training. On the job training will be provided. The School Officer may be undertaking external training.

At the conclusion of the established training period or on successful completion of the training program, or on attaining satisfactory progress towards the acquisition of a relevant qualification the School Officer will progress to the next level. The maximum duration for appointment at this level is one year.

Direction

The School Officer at this level requires direct supervision meaning:

- The work performed is checked regularly;
- The choice of actions required is clear;
- Routines are established, methods and procedures are predictable.

Supervision

The School Officer at this level receives direct supervision from a higher level School Officer (excluding Level 2).
A School Officer at this level shall not supervise other School Officers.

LEVEL 2

General Work Description

An employee at this level is not required to have any qualifications and is required to perform any combination of a wide range of functions under direct supervision. The School Officer, after gaining experience, may exercise some degree of autonomy and discretion. The School Officer at this level would need little or no prior experience to perform the tasks required.

Direction

The School Officer at this level receives specific direction meaning:

- Receives instructions on what is required and how it is to be performed;
- Is subject to progress checks with tasks being continuously monitored;
- Requires basic technical knowledge or prior experience.

Supervision

The School Officer at this level receives direct supervision from a higher level School Officer

LEVEL 3

General Work Description

An employee at this level undertakes duties which require knowledge and skills which may be gained by the completion of a relevant one or two year post-secondary certificate or approved trade certificate or equivalent or from the on-the-job experience considered relevant by the employer. The employee may be required to perform any combination of a wide range of functions under routine direction but may, after gaining experience, exercise some degree of autonomy.

Direction

The School Officer at this level receives routine direction meaning:

- Receives instructions on what is required, on unusual or difficult features and when new techniques or practices are involved, on the method of approach;
- Is normally subject to progress checks, usually confined to the unusual or difficult aspects, and has assignments reviewed on completion;
- Has the technical knowledge and/or experience to perform basic duties usually without technician instruction.

Supervision

The School Officer at this level receives direct supervision from a higher level School Officer, Principal or Senior Executive of the College. The School Officer at this level may be expected to supervise School Officers from Level 1 or 2.

LEVEL 4

General Work Description

The employee, in addition to the knowledge and skills required at Level 3, is required to undertake duties needing additional experience or knowledge such as may be gained by the completion of a relevant three year post-secondary qualification or from on-the-job experience considered relevant by the employer.

The employee is often required to exercise significant initiative and discretion and is required to demonstrate expertise.

Direction

The School Officer at this level will receive general direction meaning:

- Receives general instructions, usually covering only the broader technical aspects of the work;
- May be subject to progress checks usually confined to ensuring that, in broad terms, satisfactory progress is being made;
- Although technically competent and well experienced may on occasion, receive more detailed instruction.

Supervision

The School Officer at this level receives little direct supervision and would be expected to take significant initiative and responsibility but would still be responsible to a Level 5 & 6 School Officer, Principal or other Senior Executive of the College

The School Officer at this level may be expected to supervise School Officers from levels 1, 2 and 3 and could have

- Senior responsibilities in office or other administration.

LEVEL 5

General Work Description

The employee, in addition to the knowledge and skills required at Level 4, may be required to be directly supervising other employees in a large unit within the workplace or across the workplace.

Positions at this level may, under general direction, assist with the co-ordination of the financial, personnel and other support services.

If in a support role to a senior administrator a position at this level would, generally, be required to manage a specific support function or assist the senior administrator in the management of support functions. This may include supervision of staff delivering a single support function, for example, operation of the office.

The employee has the skills required to do the job either as a result of experience or qualifications or both, and may include positions similar to those of previous Levels, but involving more complex duties.

Direction

The School Officer at this level would receive limited direction meaning:

- Receives limited instructions normally comprising a clear statement of objectives;
- Has work usually measured in terms of the achievement of stated objectives;
- Is fully competent and very experienced in a technical sense and requires little guidance during the performance of work.

Supervision

The School Officer at this level would normally be responsible to the Principal or other Senior Executive of the College.

The School Officer at this level may be expected to supervise School Officers from Levels 1, 2, 3 and 4 and have overall responsibility for a administration unit. The School Officer at this level would have a high degree of initiative, discretion and capacity to program work.

LEVEL 6

General Work Description

An employee would be appointed to this level where there is a requirement to manage a specific functional responsibility (e.g. the emotional/pastoral needs of students) or where that employee has responsibility for the coordination of library resources, information technology, or office administration.

The employee would be responsible for providing key support and timely advice to senior management, as well as undertaking effective liaison on behalf of the education institution with the general community, government agencies and service providers.

Positions at this level would be a support role to the Principal involving responsibility for the function or the resource.

The School Officer at this level should be professionally qualified with respect to the particular area of functional responsibility or have the necessary experience to manage that function.

Direction

The School Officer at this level would receive general direction only meaning:

- Is fully competent in a professional sense and requires no guidance during the performance or work;
- Has responsibility and broad ranging accountability for the structure, management and output of the work of others;
- High level judgement is required in planning, design, operational, technical and/or management functions;
- Is recognized as the 'expert practitioner' within the specific functional area(s).

Supervision

The School Officer at this level would normally be responsible to the Principal or other Senior Executive of the College. The School Officer at this level may be expected to supervise School Officers from Levels 1, 2, 3, 4 and 5.

LEVEL 7

General Work Description

The key feature which distinguishes this position from the Level 6 School Officer is the overall management responsibilities and level of accountability and contribution to the policy framework within the school.

An employee would be appointed to this level only if that employee has responsibilities of a professional nature which are greater than those envisaged for School Officers Level 6.

The School Officer at this level would normally be directly responsible to the Principal or nominee of the Principal

The School Officer at this level must be professionally qualified with respect to the particular area of functional responsibility and must have the necessary experience to manage that function.

Direction

The School Officer at this level manages the support services within the broad policy objectives, meaning:

- Influences the development of operational strategies and resource allocation and provides advice which initiates new developments in policy, practice and precedent;
- Determines priorities and practices, which are based upon the broad policy objectives.

Supervision

The School Officer may be required to provide a service to individuals or groups of staff

The School Officer at this level may be expected to supervise School Officers from all other levels.

**SCHEDULE 2.B
PRESBYTERIAN LADIES' COLLEGE (SCHOOL OFFICERS) EMPLOYEE COLLECTIVE AGREEMENT 2006:
INDICATIVE DUTIES**

OFFICE ADMINISTRATION

Level 2

- Basic photocopying
- Collecting/sorting mail
- Obtain basic data or factual information from given sources eg. Books, reports, manuals, catalogues, tables, forms etc.
- Undertake keyboard and clerical duties
- Maintain basic records of office stationery equipment
- Perform receptionist duties
- Carry out clerical secretarial functions involving routine office procedures
- Setting up and care of public address system
- Assist with general organization of excursions eg. Booking of buses, phone contact with relevant organizations
- Make appointments and maintain diary records
- Maintain, enter and retrieve data from the school's computer system
- Assist in production of written communications to parents

Level 3

- Production of advanced photocopy materials eg. School booklets, fliers
- Respond to enquiries, and where appropriate, refer to relevant members of staff
- Enter and obtain reports from the school computer system
- Provide clerical, keyboard and office management support to the Principal and other staff within the school
- Assist in maintaining student profiles, files, records

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- Assist in procedures for new enrolments
- Order and purchase school supplies
- Maintain and update office system and admin records within the school
- Assist in the completion of complex admin reports or processes
- Liaise on behalf of the Principal with school community and service providers

Level 4

- Provide secretarial support to management personnel
- Establish/maintain working filing system
- Providing secretarial support eg. Liaising with parents, taking of minutes and writing of reports, arranging schedules/appointments
- Utilise complex computer equipment to compile school data base
- Maintain hardware and software of computer network and provide user support
- Assisting in the development of budget proposals
- Coordinate the implementation of requisitioning, purchasing and issuing procedures

Level 5

- Manage a major administrative/services support unit of the College
- Determine and manage services of the unit in consultation with the Principal
- Where appropriate, ensure the adequate training of administration staff
- Have responsibility for the purchase and maintenance of stocks
- Have significant input into budgetary decision making
- Devise rosters
- Have overall responsibility for updating office procedures
- Devising and implementing procedures and school policy, relating to student and staff safety and well being

Level 6

- Coordinate the clerical/administrative services in the various offices
- Overall responsibility for the efficient operation/coordination of the various offices
- Overall responsibility for supervision and for ensuring the training of personnel in the offices
- Report to management/school board and make recommendations concerning the provision of services
- Liaise with heads of campus and heads of department concerning the provision of administrative support and office procedures
- Coordinate promotions procedures within the offices
- Undertake a significant role in selection and hire of staff
- Manage the work practices and priorities of support staff

FINANCE/PERSONNEL

Level 2

- Collecting/sorting and counting of monies
- Basic bookkeeping under supervision
- Maintain petty cash and assist with recording financial transactions
- Filing according to school procedures
- Check delivery of stock against invoice documents
- Record leave and payroll data for staff
- Accurately enter and retrieve basic financial data from record systems
- Register positions applications and arrange interview times
- Prepare recruitment documentation (eg. Selection reports, advertising proformas)
- Provide straightforward information to staff on basic details relating to their employment
- Calculate staff entitlements eg. POE's recreational leave, benefits

Level 3

- Prepare and record petty cash transactions, undertake bank transactions
- Process source documents eg. Invoices, cheques, bank statements
- Maintain accounting/bookkeeping records
- Administer school banking
- Provide routine financial reports
- Assist in the preparation of the school budget through the collection and ordering of relevant financial data
- Coordinate appointment times for job applicants
- Maintain staff records
- Provide standard information and advice to staff on salaries and conditions of employment

Level 4

- Assist the Principal in administration of the school's recruitment procedures
- Reconcile school spending against budget
- Provide basic information to staff on relevant awards and conditions
- Provide advice to program coordinators and teaching staff on spending against budget
- Maintain the school's financial records
- Prepare financial documentation and data for budget preparation

Level 5

Accountable to Senior Management for

- Management and direction of the preparation of annual budget such as curriculum and grounds and regular financial statements and contribute to financial decision-making by Senior Management
- Assist in the process by which adjustments are made to the budget as events unfold
- Assist the bursar/accountant by providing supporting data and documentation on which budgetary proposals are developed
- Liaise on the bursar's/accountant's behalf with other staff (eg. Head of Departments) involved in budgetary decision making
- Assist with the preparation of reports regarding financial/budgetary matters
- Assist with providing/developing records required by the bursars
- On request, liaise with systemic/government organisations regarding financial/budgetary/policy matters
- Coordination of the accounting processes at the school and ensuring that all funds, including school investments, are effectively accounted for according to school and CEO policy
- Manage the personnel function including the maintenance of personnel records, payroll functions and provision of advice in regard to conditions of employment for all school staff
- Assist in the development of induction programs for new staff and orient new staff and volunteers to school

Level 6

- Assist in the preparation of the College's annual Wages and Salaries budget
- Report to management and make recommendations concerning the Wages and Salaries budget
- Provide advice to staff on conditions of service
- Provide advice to Senior Management on Human Resource matters



Australian Government
Office of the Employment Advocate

Agreement number: 06148902



Attention: Human Resources Manager
PRESBYTERIAN LADIES' COLLEGE
141 BURWOOD HIGHWAY
BURWOOD VIC 3125

Declaration Receipt - Employee collective agreement

This receipt confirms that the Employment Advocate has received a declaration form from the employer, PRESBYTERIAN LADIES' COLLEGE on 26/05/2006.

The employer has declared that a copy of an employee collective agreement was lodged. The employer's declaration applies to the agreement named in the declaration form as THE PRESBYTERIAN LADIES' COLLEGE SCHOOL OFFICERS EMPLOYEE COLLECTIVE AGREEMENT 2006. An employee collective agreement starts operating on the date of lodgement.

Within 21 days of receiving this receipt, the employer must take reasonable steps to give copies of this receipt to all employees whose employment is subject to the employee collective agreement at the time the employer receives this receipt. If the employer does not give copies of this receipt to these employees, an employer who is an individual may be liable for a penalty of up to \$3,300 and an employer who is a body corporate may be liable for a penalty of up to \$16,500.

The Australian Fair Pay and Conditions Standard, in the *Workplace Relations Act 1996*, sets five minimum conditions. The minimum conditions in the Standard will apply, if the conditions in the employee collective agreement are less favourable to the employee. Additionally, certain protected award conditions are included in the employee collective agreement, unless the agreement specifically excludes or changes these protected award conditions.

You should keep this receipt for your records. If you have any questions in relation to this receipt or the employee collective agreement, please contact the Office of the Employment Advocate on 1300 366 632 and quote the agreement number at the top of this receipt.

More information about your rights and obligations is also available in the fact sheet, *My Workplace Agreement*.

Peter McIlwain
EMPLOYMENT ADVOCATE

29/05/2006