

INTERIM SETTLEMENT AGREEMENT (DRAFT 6.0)

PARTIES:

- A. Independent Education Union of Australia (“the Union”);
- B. Catholic Employment Relations Ltd;
- C. Trustees of the Roman Catholic Church for the Diocese of Armidale trading as Armidale Catholic Schools;
- D. Trustees of the Roman Catholic Church for the Diocese of Bathurst;
- E. Trustees of the Roman Catholic Church for the Archdiocese of Canberra and Goulburn;
- F. Diocese of Lismore Catholic Schools Limited;
- G. Trustees of the Roman Catholic Church for the Diocese of Maitland- Newcastle; trading as the Diocese of Maitland-Newcastle Catholic Schools Office;
- H. Sydney Catholic Schools Limited ACN 619 137 343 as trustee for Sydney Catholic Schools Trust ABN 26 158 447 082;
- I. Catholic Schools Parramatta Diocese Limited;
- J. Trustees of the Roman Catholic Church for the Diocese of Wagga Wagga;
- K. The Trustees of the Roman Catholic Church for the Diocese of Wilcannia-Forbes; and
- L. Trustees for the Wollongong Diocese Catholic School System.

Parties C. – L. above are also referred to as “the Employers”.

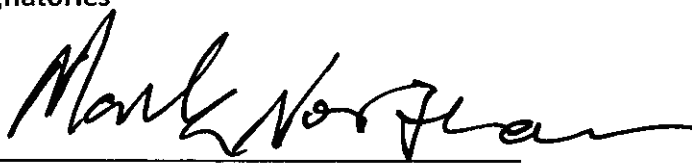
The Parties AGREE:

1. On and from 26 May 2023, the Employers will apply the provisions of Attachment A as if they were a term of the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2020 (‘the current Agreement’) to the extent that they are more beneficial to employees than the provisions of Clause 16 – Classification Structure for General Employees.
2. On and from 1 June 2023, the Employers will apply the provisions of Attachment B as if they were a term of the current Agreement to the extent that they are more beneficial to employees than the provisions of Clause 37 – Parental Leave and Related Entitlements.
3. On and from 26 May 2023, or as soon as practicable, the Employers will apply the rates of pay and allowances contained in Attachment C as if they were a term of the current Agreement to the extent that they are more beneficial to employees.
4. As soon as practicable, the Employers will pay to each Employee covered by the current Agreement the difference (if any) between the rates of pay provided by the operation of this Order and the amount actually received by the Employee for the period from the first full pay period on or after 1 January 2023.
5. The Employers will ensure that the annual salaries set out in Attachment C are increased by the same percentage increase on base salaries provided to teachers and

support staff employed by the NSW Department of Education, where those increases are applied before 31 December 2023. Such percentage increases will also be applied to any salary-related allowances in the current Agreement.

6. The Trustees of the Roman Catholic Church for the Archdiocese of Canberra and Goulburn and the Independent Education Union of Australia agree to continue discussions concerning the appropriate rate of pay and classifications for ACT teachers.
7. Until 31 December 2023, the Employers will also match for general employees and NSW teachers covered by the current Agreement any one-off payments paid to all or a materially significant cohort of NSW Government teachers and/or school employees. This will not apply to ACT teachers.
8. On and from 26 May 2023 until 31 December 2023, the Union will not make or pursue any new claims for implementation prior to either 31 December 2023 or the making of a replacement Agreement, whichever is earlier.
9. The Union and each of the Employers, together and separately, consent to any dispute about the operation or application of this Interim Settlement Agreement being arbitrated by the Fair Work Commission pursuant to s.240(5) of the *Fair Work Act*, on the basis that the parties undertake to first follow in substance the steps set out as pre-arbitration requirements in the dispute resolution clause contained in the current Agreement.
10. The Parties agree that the dispute (B2023/133) will remain on foot before the Commission only to the extent necessary as to permit an Order to be made consistent with this Interim Settlement Agreement.

Signatories

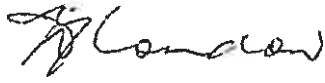

Date: 26/5/23

Mark Northam, Branch Secretary on behalf of
Independent Education Union of Australia - NSW/ACT Branch




Date:

Ian Yard-Smith, CEO and Managing Director, on behalf of
Catholic Employment Relations Ltd



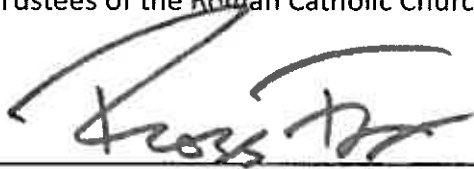
Date: 25/05/23

David Condon, Acting Director of Schools on behalf of Trustees of the Roman Catholic Church for the Diocese of Armidale trading as Armidale Catholic Schools



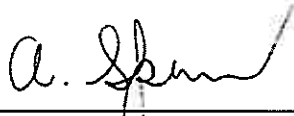
Date: 23-05-2023

Christina Trimble, Director of Schools on behalf of Trustees of the Roman Catholic Church for the Diocese of Bathurst



Date: 25/5/23

Ross Fox, Director of Schools on behalf of Trustees of the Roman Catholic Church for the Archdiocese of Canberra and Goulburn



Date: 24.05.2023

Adam Spence, Director of Schools/CEO on behalf of Diocese of Lismore Catholic Schools Limited



Date: 25 May 2023

Sean Scanlon, Chief Executive Officer on behalf of Trustees of the Roman Catholic Church for the Diocese of Maitland- Newcastle; trading as the Diocese of Maitland-Newcastle Catholic Schools Office



Date: 23/5/23

Anthony Farley, Executive Director of Sydney Catholic Schools on behalf of Sydney Catholic Schools Limited ACN 619 137 343 as trustee for Sydney Catholic Schools Trust ABN 26 158 447 082



Date: 24 May 2023

Jack de Groot, Executive Director of Schools on behalf of Catholic Schools Parramatta Diocese Limited



Date: 24 May 2023

Andrew Watson, Director of Schools on behalf of
Trustees of the Roman Catholic Church for the Diocese of Wagga Wagga;



Date: 24 May 2023

Peggy Saab, Director on behalf of
The Trustees of the Roman Catholic Church for the Diocese of Wilcannia-Forbes



Date: 24 May 2023

Peter Hill, Director of Schools on behalf of
Trustees for the Wollongong Diocese Catholic School System

Attachment A

PART 5 - CLASSIFICATION OF GENERAL EMPLOYEES

16. CLASSIFICATION STRUCTURE FOR GENERAL EMPLOYEES

16.1 General Employees must be classified according to the structure set out in this clause, under the occupational streams set out in **subclauses 16.4 to 16.6**.

16.2 For the purposes of this clause a 'Regional Diocese' means the following Employers:

- (a) Trustees of the Roman Catholic Church for the Diocese of Armidale trading as Armidale Catholic Schools;
- (b) Trustees of the Roman Catholic Church for the Diocese of Bathurst;
- (c) Trustees of the Roman Catholic Church for the Archdiocese of Canberra and Goulburn;
- (d) Diocese of Lismore Catholic Schools Limited;
- (e) Trustees of the Roman Catholic Church for the Diocese of Maitland-Newcastle, trading as the Diocese of Maitland-Newcastle Catholic Schools Office
- (f) Trustees of the Roman Catholic Church for the Diocese of Wagga Wagga;
- (g) The Trustees of the Roman Catholic Church for the Diocese of Wilcannia-Forbes;
- (h) Trustees for the Wollongong Diocese Catholic School System.

16.3 TRANSITIONAL PROVISIONS

From first full pay period on or after 1 January 2023:

- (a) A new classification step 4.4 applicable to the Classroom and Learning Support Services Stream will come into effect. At that time, General Employees in the Classroom and Learning Support Services Stream with at least 12 months continuous service at step 4.3 will automatically progress to step 4.4.
- (b) A new classification Level 5A within the Classroom and Learning Support Services Stream will come into effect. At that time, existing General Employees whose position satisfies the criteria set out in **paragraph 16.6(d)** will be reclassified to classification step 5A.1.
- (c) New arrangements for the requirements to appoint School Administrative Services Employees at Level 6 will come into effect (see **subparagraph 16.5(d)(i)**)
 - (i) Existing General Employees employed at Level 5 and Level 6 whose position satisfies the new requirements will be reclassified to Level 6A or 6B as appropriate.

Provided that where an existing General Employee at Level 5 reports to an existing General Employee at Level 6, they will not be reclassified to Level 6.

- (ii) Existing ICT officers at Level 6 will be reclassified to Level 6A.

16.4 SCHOOL OPERATIONAL SERVICES STREAM

A General Employee engaged in the School Operational Services Stream will be classified at one of the following levels:

(a) SCHOOL OPERATIONAL SERVICES - LEVEL 1

- (i) A **School Operational Services - Level 1** position is one where the General Employee:
 - (A) applies knowledge and skills to a limited range of tasks and roles;
 - (B) works within established and predictable routines;
 - (C) follows standard procedures in a predefined order and requiring the use of limited discretion;
 - (D) works under close supervision, or in the case of a more experienced General Employee working alone, routine supervision; and
 - (E) is not required to have formal qualifications or work experience upon engagement.
- (ii) Indicative duties

A Level 1 General Employee within this occupational stream may perform the following indicative duties:

- a range of general cleaning tasks in a school such as:
 - (1) sweeping/ vacuuming floors;
 - (2) washing desks/cupboards and windows;
 - (3) emptying bins/ disposing of rubbish;
 - (4) cleaning and sanitising bathrooms;
 - (5) dusting and polishing student and office furniture;
 - (6) occasionally undertaking more complex cleaning tasks including carpet and furniture cleaning; and
- taking general care of school vehicles, including driving buses for less than 25 passengers.

- (iii) Examples of positions which typically fall under this level include: cleaner, bus driver (25 passengers or less).

(b) SCHOOL OPERATIONAL SERVICES - LEVEL 2

(i) **A School Operational Services - Level 2** position is one where the General Employee ordinarily performs work above and beyond the skills of a Level 1 position, and:

- (A) applies knowledge and skills to a range of tasks and roles;
- (B) usually works within routines, methods and procedures, but some discretion is involved in selection of equipment, work organisation, services and actions;
- (C) is provided with routine supervision of straightforward tasks, moving to general direction. Cleaners at this level are responsible for the supervision of other School Operational Services Employees; and
- (D) does not have a trade qualification (certificate III), but has a skill level which assumes and requires knowledge, training or experience relevant to the duties to be performed.

(ii) Indicative duties

A Level 2 General Employee within this occupational stream may perform the following indicative duties:

- a range of maintenance and outdoor duties such as:
 - (1) non-specialised repair work;
 - (2) undertaking general gardening tasks including preparation and planting procedures;
 - (3) operating, maintaining and adjusting turf machinery under general supervision;
 - (4) applying fertilisers, fungicides, herbicides and insecticides under general supervision;
 - (5) responding to alarms, following emergency procedures and preparing incident reports, inspecting and securing buildings;
 - (6) providing assistance to qualified tradespersons in building and furniture maintenance;
- a range of cleaning duties such as:
 - (1) responsibility for the purchasing, storage and distribution of cleaning equipment and chemicals;
 - (2) the direct supervision and responsibility of cleaning work by School Operational Services Level 1 General Employees;
 - (3) producing rosters for cleaning General Employees;
 - (4) assisting management in the selection of new cleaning General Employees;
 - (5) assisting management with the initial employment training and induction of new Employees;
 - (6) inspecting and securing buildings; and
- Taking general care of school vehicles including driving buses for 25 or more passengers.

(iii) Examples of positions which typically fall under this level include: non-trade qualified building maintenance employee, non-trade qualified grounds maintenance employee, cleaning supervisor, school bus driver (25 or more passengers).

(c) SCHOOL OPERATIONAL SERVICES - LEVEL 3

(i) A **School Operational Services - Level 3** position is one where the General Employee ordinarily performs work above and beyond the skills of a Level 2 position, and:

- (A) applies in-depth knowledge and a broad range of skills in a variety of roles and tasks;
- (B) uses discretion and judgement in planning and organising and achieving outcomes in time constraints;
- (C) works under general direction. A General Employee at this level may work semi-autonomously (if working alone). A General Employee at this level may be required to supervise other School Operational Services Employees; and
- (D) requires a skill level which assumes and requires knowledge and training equivalent to completion of a trades qualification (or certificate III).

(ii) Indicative duties

A Level 3 General Employee within this occupational stream may perform the following indicative duties:

- general maintenance work which includes the use of trade accredited skills in areas such as carpentry, plumbing or electrical services;
- control and responsibility for the maintenance of gardens, sports grounds and/or facilities which includes the use of accredited trade skills in areas such as horticulture, gardening or in the maintenance of sports grounds;
- responsibility for operating, maintaining and adjusting turf machinery, as appropriate;
- cleaning and inspecting machinery after each use, reporting any problems to the appropriate manager;
- applying the skills taught in a trades certificate, including performance of a range of construction, maintenance and repair tasks, using precision hand and power tools and equipment. In some cases this will involve familiarity with the work of other trades or require further training;
- responsibility for the security and basic maintenance of school property;

- responsibility for planning, scheduling and supervising of all aspects of gardening maintenance;
 - responsibility for the purchasing, distribution and accounting of relevant tools and materials; and
 - assisting in the day to day running of a retail facility, for example a uniform shop or canteen, in a non-supervisory capacity.
- (iii) Examples of positions which typically fall under this level include: qualified tradesperson, non-supervisory retail employee.
- (iv) Level 3A Indicative duties
- A Level 3A General Employee within this occupational stream may perform the following indicative duties:
- responsibility for managing a retail facility, for example a uniform shop or canteen;
 - rostering and supervising other staff and volunteers;
 - managing a budget and overseeing banking functions and the payment of accounts;
 - responsibility for ordering and purchasing goods for resale; and
 - overseeing the preparation of goods for sale, and maintaining a detailed knowledge of client needs, pricing policies and products.
- (v) Examples of positions which typically fall under Level 3A include: Canteen Manager, Uniform Shop Manager.
- (d) SCHOOL OPERATIONAL SERVICES - LEVEL 4
- (i) A **School Operational Services - Level 4** position is one where the General Employee ordinarily performs work above and beyond the skills of a Level 3 position, and:
- (A) is self-directed in applying their substantial in-depth technical knowledge;
 - (B) uses discretion and judgment to plan and organise their work and the work of others;
 - (C) applies their technical training and experience to solve problems and expertise to the making of decisions;
 - (D) has overall responsibility for managing/ coordinating a particular school operational function; and
 - (E) requires a skill level equivalent to trades qualification (or certificate III).
- (ii) Indicative duties

A Level 4 General Employee within this occupational stream may perform the following indicative duties:

- overseeing/ managing an operational function of the school such as building/grounds maintenance, school security;
- responsibility for planning, scheduling and supervising of all aspects of building and/or gardening maintenance;
- actively contributing to, and supporting, planning processes with regard to assets and maintenance of school premise;
- identifying all building and furniture maintenance and repairs, as well as minor renovations;
- unlocking school facilities at start of day and securing them at night;
- assessing and undertaking urgent maintenance out of hours and/or arrange for such maintenance to be carried out;
- assisting the Principal or other staff with out of hours functions;
- understanding and working within budget guidelines;
- Assisting in the selection and training of new staff and may prepare rosters;
- co-ordinating and supervising subcontractors and periodical contracts;
- prioritising maintenance tasks and managing work within budget;
- understanding architectural drawings;
- ensuring that all health and safety issues are managed to a high standard;
- understanding and assisting in emergency evacuation procedures;
- managing a school carpentry workshop in a safe manner; and
- working on complex engineering or interconnected electrical circuits and/or exercises high precision trades skills using various materials and/or specialised techniques.

(iii) Examples of positions which typically fall under this level include: building maintenance/ facilities manager, head grounds person, security manager.

16.5 SCHOOL ADMINISTRATIVE SERVICES STREAM

A General Employee engaged in the School Administrative Services Stream will be classified at one of the following levels:

(a) SCHOOL ADMINISTRATIVE SERVICES - LEVEL 3

(i) A **School Administrative Services- Level 3** position is intended to be a role with a limited scope of duties that does not constitute the work of a School Administrative Services – Level 4 position. A School Administrative Services- Level 3 General Employee:

- (A) performs a limited range of clerical and administrative tasks and roles;
- (B) works within routines, methods and procedures;

- (C) is provided with close supervision, or in the case of a more experienced General Employee routine supervision, of straightforward tasks; and
- (D) is not required to have formal qualifications or work experience upon engagement.

(ii) Indicative duties

A Level 3 General Employee within this occupational stream may perform the following indicative duties:

- basic clerical duties including filing, collating, handling mail, checking figures;
- operating routine office equipment, such as a computer, photocopier, scanner, facsimile, binding machine, guillotine, franking machine, calculator etc;
- conveying messages across school grounds;
- assisting or providing occasional relief for a reception function; and
- shopping.

(iii) Examples of positions which typically fall under this level include: clerical aide.

(b) SCHOOL ADMINISTRATIVE SERVICES - LEVEL 4

(i) A **School Administrative Services - Level 4** position is one where the General Employee ordinarily performs work above and beyond the skills of a Level 3 position, and:

- (A) applies knowledge with depth in some areas and a broad range of skills in a variety of roles and tasks;
- (B) uses discretion and judgement in planning and organising and achieving outcomes in time constraints;
- (C) typically works under the general supervision and direction of a School Administrative Services Level 5 or Level 6 General Employee. This may not apply to General Employees working in primary schools in Regional Dioceses that have an enrolment of less than 100 students where a Level 5 or 6 employee is not employed. Provided also that this will not apply to an ICT support officer; and
- (D) performs duties that typically require a skill level which assumes and requires knowledge and training equivalent to completion of certificate III, or completion of year 12 or completion of certificate II, with relevant work experience.

(ii) Indicative duties

A Level 4 General Employee within this occupational stream may perform the following indicative duties:

- a wide range of professional support, administration, secretarial and clerical duties, including typing, word processing, data entry, maintaining email and computerised records, database information, payroll information (including PHRIS manager functions), staff recruitment administration, casual administration including booking and payment of casuals, Google applications, electronic rolls, attendance records, student enrolments, student information and petty cash;
- assisting with basic follow up of WHS issues and implementation of WHS management system, including checking licenses of onsite contractors;
- undertaking reception and general office duties;
- responding to enquiries from students, parents, employees, and the general public;
- assisting with management of the school office;
- providing administrative support to school executive, including arranging appointments, diaries and preparing both confidential and general correspondence;
- word processing of routine correspondence, including internal and external publications, teacher programmes and teaching aids;
- assisting with the preparation of internal and external publications including school websites, newsletters and other media;
- providing assistance in various financial management tasks, including preparation of school budget, school fees, monthly reconciliation of finance accounts and GST reports, annual finance and administration rollover;
- assisting with the coordination of school functions and events;
- providing technical and user support including help desk, software upgrades, virus protection, printing systems desktop/notebooks and server maintenance;
- maintaining communication systems and equipment;
- managing and developing school website and intranet;
- assisting with ICT projects as required; and
- assisting with the maintenance of hardware and software components of computer network.

(iii) Examples of positions which typically fall under this level include: administration officer, school secretary, accounts clerk and ICT assistant or Helpdesk support.

(c) SCHOOL ADMINISTRATIVE SERVICES - LEVEL 5

- (i) **A School Administrative Services – Level 5** position is one where the General Employee ordinarily performs work above and beyond the skills of a Level 4 position, and:
- (A) exercises substantial responsibility, independent judgement and initiative with a detailed knowledge of complex office procedures;
 - (B) has and uses advanced skills and knowledge in the operation of complex equipment and procedures;
 - (C) typically works under the general supervision and direction of a School Administrative Services Level 6 General Employee, provided that this may not apply to an ICT support officer;
 - (D) assists in planning future sectional/office-organisational or resources and equipment needs; and
 - (E) will have completed relevant post-secondary training or have significant and substantial technical and procedural knowledge and skill which may be deemed by the Employer as being comparable with a diploma or certificate IV with relevant work experience, a certificate III with relevant and extensive work experience, or an equivalent combination of relevant experience and/or training. For the avoidance of doubt, a General Employee who, at the time of appointment to this level, was not required to have a Certificate IV or Diploma, will not later be required to obtain either qualification.

(ii) Indicative duties

A Level 5 Employee within this occupational stream may perform the following indicative duties:

- preparation of the school budget, preparation of monthly finance accounts/ GST reports, school fee billing and payment and recovery of school fees, and managing cash management accounts;
- providing executive support to senior staff and associated school committees;
- providing advice requiring knowledge of policies and/or the interpretation of rules or regulations within area of operation;
- applying inventory and purchasing control procedures;
- drafting and handling correspondence, which may include confidential correspondence;
- Implementing enrolment processes and maintenance of student database;
- coordinating school functions and events;
- assisting with the induction of new staff including casual Teachers;

- making recommendations for the development of ICT infrastructure considering the needs of new applications and equipment redundancy; and
- providing technical direction for software upgrades, licensing, back up recovery, virus protection, printing systems, server maintenance procedures and network security.
- supervising and maintaining hardware and software components of a school computer network.

(iii) Examples of positions which typically fall under this level include: senior administration officer and ICT officer.

(d) SCHOOL ADMINISTRATIVE SERVICES - LEVEL 6

(i) Schools must employ at least one School Administrative Services Level 6 position as follows:

(A) A Level 6A position may only be employed in Primary Schools with enrolments of fewer than 400 students in a Regional Diocese.

(B) Primary schools in Regional Dioceses with enrolments of fewer than 400 students must employ at least one Level 6A position.

Provided that this requirement does not apply to schools in a Regional Diocese with enrolments of fewer than 100 students, except in the case of the Diocese of Wollongong and the Diocese of Maitland-Newcastle.

(C) All other schools must employ at least one Level 6B position.

(ii) A school may appoint a Level 6 ICT senior officer at Level 6A. The appointment of an ICT senior officer must be in addition to any requirement to appoint at least one School Administrative Level 6 position under **subparagraph 16.5(d)(i)**.

(iii) Appointments to Level 6 are based upon school type and enrolments and job type as set out at **subparagraphs 16.5(d)(i) and (ii)**, and General Employees have no right of automatic progression between Levels 6A and 6B.

(iv) A **School Administrative Services - Level 6** position is one where the General Employee ordinarily performs work above and beyond the skills of a Level 4 and 5 position, and:

(A) exercises substantial responsibility, independent judgement and initiative with a detailed knowledge of complex office procedures;

(B) has and uses advanced skills and knowledge in the operation of complex equipment and procedures;

- (C) resolves operational problems for staff and coordinates work within the school office, monitors work quality of those supervised and is responsible for those supervised;
- (D) assists in planning future sectional/office-organisational or resources and equipment needs; and
- (E) will have completed relevant post-secondary training or have significant and substantial technical and procedural knowledge and skill which may be deemed by the Employer as being comparable with a diploma or certificate IV with relevant work experience, a certificate III with relevant and extensive work experience, or an equivalent combination of relevant experience and/or training. For the avoidance of doubt, a General Employee who, at the time of appointment to this level, was not required to have a Certificate IV or Diploma, will not later be required to obtain either qualification.

(v) Indicative duties

A Level 6 General Employee within this occupational stream may perform the following indicative duties:

- supervision and management of General Employees at a lower level including overseeing their recruitment, work allocation, professional development, performance appraisal and training;
- responsibility for the secretarial and/or financial administration of the school office;
- preparation of the school budget;
- overseeing the preparation of monthly finance accounts/ GST reports, school fee billing and payment and recovery of school fees, and managing cash management accounts;
- supervising the operations of the school office and other administrative activities, in the area of enrolment, equipment and statistical returns;
- providing executive support to senior staff and associated school committees;
- providing advice requiring knowledge of policies and/or the interpretation of rules or regulations within area of operation;
- applying inventory and purchasing control procedures;
- initiating and handling correspondence, which may include confidential correspondence;
- overseeing enrolment processes and maintenance of student database;
- coordinating school functions and events;
- assisting with the induction of new staff including casual Teachers;

- coordinating the planning of the school's ICT infrastructure, equipment and applications in order to meet emerging and long term needs;
 - overseeing the maintenance of the school's ICT infrastructure;
 - making recommendations regarding school ICT issues, practices and opportunities; and
 - developing and review of school ICT policies and procedures
- (vi) Examples of positions which typically fall under this level include: senior school secretary, executive assistant, financial secretary (however named), Principal's secretary and ICT senior officer.

16.6 CLASSROOM AND LEARNING SUPPORT SERVICES STREAM

An Employee engaged in the Classroom and Learning Support Services Stream will be classified at one of the following levels:

- (a) CLASSROOM AND LEARNING SUPPORT SERVICES – LEVEL 3
- (i) A **Classroom and Learning Support Services - Level 3** position is intended to be a role with a limited scope of duties which does not constitute the work of a Classroom and Learning Support Services Level 4 position. A Classroom and Learning Support Services - Level 3 employee:
- (A) performs a limited range of tasks and roles;
 - (B) works within routines, methods and procedures;
 - (C) is provided with routine supervision of straightforward tasks; and
 - (D) is not required to have formal qualifications or work experience upon engagement.
- (ii) Indicative duties
- A Level 3 General Employee within this occupational stream may perform the following indicative duties:
 - basic care of flora and fauna;
 - shopping;
 - toileting, other than assisted toileting of high needs students;
 - non-education related excursion preparation;
 - setting up of rooms for exams or displays;
 - basic assistance to other classroom support services employees in food preparation for food technology classes;
 - checking books in and out; and
 - unpacking, checking and sorting of gear.
- (iii) Examples of positions which typically fall under this level include: School Aide.

(b) CLASSROOM AND LEARNING SUPPORT SERVICES - LEVEL 4

- (i) A **Classroom and Learning Support Services - Level 4** position is one where the General Employee ordinarily performs work above and beyond the skills of a Level 3 position, and:
- (A) applies knowledge with depth in some areas and a broad range of skills in a variety of roles and tasks;
 - (B) uses discretion and judgement in planning and organising and achieving outcomes in time constraints;
 - (C) works under general direction. General Employees at this level may work semi-autonomously and may be required to supervise other Classroom and Learning Support Services employees; and
 - (D) performs duties that typically require a skill level which assumes and requires knowledge and training equivalent to completion of certificate III, or completion of year 12 or completion of certificate II, with relevant work experience.
- (ii) Indicative duties

A Level 4 General Employee within this occupational stream may perform the following indicative duties:

- toileting, washing and dressing disabled or other students;
- travelling with students with a disability;
- assisting therapists in their work with students;
- carrying out individual programs of a self help nature that develop independent living skills in students;
- supervising students in non-teaching periods (including on excursions);
- supervising groups of students other than in a classroom situation, including taking responsibility for the library if no teacher librarian is present;
- undertaking playground supervision, where such a policy has been developed and approved by an Employer in accordance with **subclause 13.1**.
- assisting in teaching duties under the direction and general supervision of a Teacher, including assisting a Teacher with a small group of students in an area adjacent to that concurrently used by the responsible Teacher;
- under direction, taking students for their individualised teaching plans in specific areas, and reporting to Teachers on, and charting, student progress;
- taking part in case management meetings with Teachers;
- working in collaboration with a Teacher or group of Teachers in the implementation of learning and teaching strategies for an individual

student, groups of students or class, including students with special needs and recognised disabilities, and gifted and talented students;

- researching reference material under the direction of a Teacher;
- assisting with the selection and preparation of teaching resources that meet student needs and interests;
- preparation of displays, charts, diagrams and models;
- receiving, issuing, distributing, stock-taking and safeguarding of teaching resources, goods, supplies, stores, materials and equipment, other than dangerous goods;
- monitoring expenditure on resources;
- providing technical assistance in the operation of a library, laboratory or technology centre;
- preparing descriptive cataloguing for library materials, supervising library circulation systems, answering reference and information enquiries, and providing guidance in the use of information systems;
- assembling and dismantling of, and carrying out minor maintenance on, equipment or teaching aids for demonstration or practical work;
- preparation of practical work for use in the classroom, including general and complex laboratory experiments;
- preparing simple chemical solutions and, under instruction, more complicated solutions;
- developing and using appropriate storage systems, including for dangerous and toxic substances consistent with material safety data sheets;
- specialised care of flora and fauna;
- assisting in the training of other Classroom and Learning Support Services Level 3 and 4 General Employees;
- interpreting for non-English-speaking students and Teachers, and interpreting within the school community (bi-lingual aides only); and
- assisting a Teacher to take a group of students for duties of a non-teaching nature involving skills in a language other than English (bi-lingual aides only).

- (iii) Examples of positions which typically fall under this level include: school assistant, school support officer, learning support officer, Aboriginal education officer, home school liaison officer, integration aide, food technology assistant, art assistant, TAS assistant, music assistant, agriculture assistant, laboratory assistant, library/audio-visual assistant, book room assistant, bi-lingual aides and Teachers' aides.

(c) **CLASSROOM AND LEARNING SUPPORT SERVICES - LEVEL 5**

- (i) A **Classroom and Learning Support Services - Level 5** position is one where the General Employee ordinarily performs work above and beyond the skills of a Level 4 position, and:

- (A) possesses knowledge of workplace procedures/ practices required by the Employer including a detailed knowledge of complex procedures relevant to the position;
- (B) has responsibility for their own work, and where appropriate, the work of those who are supervised;
- (C) resolves complex operational problems and coordinates work within a department of the school;
- (D) assists in planning future department or school organisational needs; and
- (E) performs duties that typically require a skill level which assumes and requires knowledge or training equivalent to either a diploma or certificate IV with relevant work experience, a certificate III with extensive work experience, or an equivalent combination of relevant experience and/or training. For the avoidance of doubt, a General Employee who, at the time of appointment to this level, was not required to have a Certificate IV or Diploma, will not later be required to obtain either qualification.

(ii) Indicative duties

A Level 5 General Employee within this occupational stream may perform the following indicative duties:

- supervision and management of General Employees at a lower level including overseeing their recruitment, work allocation, professional development, performance appraisal and training;
- planning teaching programs in conjunction with Teachers;
- preparing reports for parents in conjunction with Teachers;
- providing in-service to Teachers in specific technical or other areas;
- planning and preparing, in conjunction with Teachers, student assessment and reporting and the preparation of student portfolios, including discussing student progress with Teachers;
- researching reference material for Teachers, and to support programmes for quality teaching and learning;
- maintaining budgetary information for one or more areas, such as kitchens, laboratories, libraries or workrooms;
- repairing equipment requiring technical knowledge and expertise;
- purchasing of resources in conjunction with a Teacher or other qualified member of staff;
- supervise travel training for a student with a mild intellectual disability; and
- providing specialist technical advice, direction and assistance in the employee's area of expertise using the application of knowledge gained through formal study/qualifications applicable to this level.

- (iii) Examples of positions which typically fall under this level include: senior school assistant, senior classroom support specialist, Teacher aide coordinator, professional assistant, Aboriginal education officer.
- (d) CLASSROOM AND LEARNING SUPPORT SERVICES - LEVEL 5A
- (i) A **Classroom and Learning Support Services - Level 5A** position is one where a General Employee engaged as an Aboriginal education officer is appointed to a role that, in addition to the duties set out for Levels 4 or 5, involves community liaison, family support or integration of Aboriginal perspectives into the operation of the school.
- (ii) Indicative duties
- A Level 5A General Employee within this occupational stream may perform the following indicative duties:
- support Aboriginal cultural awareness for all students with particular reference to Aboriginal students;
 - help maintain effective relationships between Aboriginal students, Aboriginal parents, the Aboriginal community and school staff; and
 - liaise with Principal and school staff on protocols for interacting with the Aboriginal community in relation to staff and Aboriginal students in the school and in Aboriginal education activities.

16.7 PROGRESSION

- (a) General Employees will typically commence on the first step of the classification level to which they are appointed.
- Provided that the Employer will recognise comparable and relevant service performed by a General Employee with another Employer named in this Agreement, or with the Trustees of the Roman Catholic Church for the Diocese of Broken Bay, when determining the commencement step for the General Employee.
- (b) General Employees will progress to the next step within that classification level upon the completion of 12 months of service with the Employer, provided that:
- (i) Step 4 within the Level 4 classification can only be accessed by General Employees in the Classroom and Learning Support Services stream. All other General Employees at Level 4 may only progress to step 3.
- (ii) Appointments to Level 6 are based upon school type and enrolments and job type, as set out at **subparagraphs 16.5(d)(i) and (ii)** and General Employees have no right of automatic progression between Levels 6A and 6B.
- (c) For the purpose of **paragraph 16.5 (b)**, 12 months of service is defined as 12 months service, excluding unpaid leave, provided that where a full-time or part-time

General Employee works four school terms in a given year such employee will be regarded as having worked 12 months.

16.8 RECLASSIFICATION

- (a) A General Employee may apply for reclassification to a higher level.
- (b) Such application must be made in writing and should identify the grounds and reasons for reclassification, having reference to skills utilised, duties actually performed and the classification structure set out in **subclauses 16.4 to 16.6**.
- (c) Where an application is made by the General Employee in writing to the Employer for reclassification to a higher level, the Employer will determine the application within a reasonable period.
- (d) Reclassification to a higher level will take place from the first full pay period on or after the date the application was made.
- (e) The General Employee will be placed on the first step of the new level following reclassification.

Attachment B

37. PARENTAL LEAVE AND RELATED ENTITLEMENTS

Except as varied by this clause, all other entitlements and requirements relating to parental leave under the Act will apply. All periods of paid parental leave will count as service for the purposes of this Agreement, the Act and any other statutory entitlement. Periods of unpaid parental leave will not count as service, except as provided in **paragraph 15.5(c)** of this Agreement.

37.1 PAID PARENTAL LEAVE (INITIAL PRIMARY CARE-GIVER)

- (a) An Employee will be entitled to take paid parental leave in accordance with this subclause if:
 - (i) they have an entitlement to and take parental leave under the Act; and
 - (ii) they will be the primary person responsible for the care of the child from the child's date of birth (being birth-related leave under the Act) or, in the case of adoption (being adoption-related leave under the Act) from the child's date of placement with the Employee.
- (b) Paid parental leave of up to 14 weeks will be paid at the rate of pay the Employee would have received if the Employee had not taken parental leave. For example, where an Employee is on flexible working arrangements at the time of taking parental leave, the rate of pay will be at the rate at the time of taking the leave, i.e. the FTE or hours of the temporary arrangement rather than the permanent FTE or hours of the Employee. If the period of parental leave granted to the Employee is for less than 14 weeks then the period of paid parental leave will be for the lesser period.
- (c) For Teachers and General Employees not required to work 48 weeks per year (i.e. General Employees paid an averaged rate of pay in accordance with **subclause 21.2**), this period of paid parental leave will be exclusive of non-term weeks.
- (d) The Employee may elect to be paid during the period of paid leave in **paragraph 37.1(b)** either in accordance with the usual Employer payment schedule or as a lump sum payment in advance.
- (e) Where an Employee applies for a lump sum payment in advance under **paragraph 37.1(d)**, the Employee will give the Employer at least one month's notice of that intention.
- (f) If an Employee has commenced paid parental leave and subsequently the Employee's pregnancy results in a stillbirth or death of a child, the Employee will be entitled to retain payment in accordance with this subclause equivalent to the salary/wages for the period of parental leave taken by the Employee.
- (g) Other than by agreement with the Employer, paid parental leave will commence no earlier than 12 weeks (inclusive of non-term weeks) prior to the expected date of

birth or, in the case of adoption, from the date of the child's placement with the employee for adoption.

- (h) Non-term weeks within the period of paid parental leave will be deemed to be non-term days worked by the Teacher or General Employee for the purpose of **Clause 33 – Salary Adjustment Formula and Student Vacation Periods** or **Clause 34 – Annual Adjustment of Salary Formula**.
- (i) An Employee on paid parental leave in accordance with this clause will not be employed as a casual employee by their Employer during such paid leave.
- (j) Where an Employee gives birth to a child while on unpaid leave (other than parental leave in relation to the birth of the same child) the Employee will be entitled to parental leave in accordance with the Act. However, the Employee will not be entitled to an additional 14 weeks' payment in accordance with **paragraph 37.1(b)**.

Notation:

The Employers are of the view that, In the case of Teachers and General Employees not required to work 48 weeks per year (i.e. paid an averaged rate of pay subject to **subclause 21.2**), parental leave should preferably commence on the day following the last teaching day of a term and conclude on the day preceding the first teaching day of a term. In order to facilitate this practice, the Employers are prepared to extend the period of parental leave beyond the maximum entitlement of the Act, should the Employee agree to return from parental leave at the commencement of the term immediately following the maximum period to be afforded by the Act.

37.2 PAID PARENTAL LEAVE (NOT INITIAL PRIMARY CAREGIVER)

- (a) Where an Employee has an entitlement to, and takes, parental leave under the Act but is not the initial primary care giver as defined at **paragraph 37.1(a)**, the Employee will be entitled to paid parental leave in accordance with this subclause.
- (b) The Employee will be entitled to two weeks' paid parental leave on and from the date of their child's birth, or on the day on which their child or the primary care giver leaves hospital following the child's birth, or in the case of adoption, the date of the child's placement.
- (c) The Employee and Employer may agree that the parental leave entitlement provided in **subclause 37.2(b)** is taken at another time in the four weeks before the date, or expected date, of birth of the child or date of placement, and not later than 12 months after the date of birth or placement. The agreement must be recorded in writing.
- (d) An Employee who was not the initial primary care giver, but who subsequently becomes the primary person responsible for the care of the child because the initial primary care giver has returned to work or studies, will be entitled to a maximum period of 12 weeks paid parental leave. This period of paid parental leave must be

taken within the 12 month period commencing from the date of the child's birth or in the case of adoption, from the date of the child's placement. This period of up to 12 weeks paid parental leave is in addition to the two week entitlement to paid parental leave under **paragraph 37.2(b)**.

- (e) For Teachers and General Employees not required to work 48 weeks per year (ie paid an averaged rate of pay in accordance **with subclause 21.2**), this period will be inclusive of non-term weeks falling within the 12 week paid parental leave period under **paragraph 37.2(d)**. Provided that "non-term weeks" will not include a period of four weeks of annual leave to which the Employee is entitled and which is generally taken in the first four weeks of the summer pupil vacation period.
- (f) Parental leave under this subclause will be paid at the rate of pay the Employee would have received if the Employee had not taken parental leave.
- (g) The Employee may elect to be paid during the period of leave in **paragraph 37.2(d)** either in accordance with the usual Employer payment schedule or as a lump sum payment in advance.
- (h) If requested by the Employer, the Employee must provide evidence that would satisfy a reasonable person that the initial primary care giver has resumed work or studies and the Employee has assumed the role of primary care giver.
- (i) The entitlement to paid parental leave in **paragraphs 37.2(b) and (d)** is inclusive of, and not in addition to, the Employee's entitlement to take unpaid parental leave (including concurrent leave) in accordance with the Act.

37.3 PRIOR SERVICE WITH ANOTHER EMPLOYER OR CATHOLIC INDEPENDENT SCHOOL IN NSW OR THE ACT

For the purposes of eligibility for paid parental leave under this clause, an Employee who is not eligible for such leave because they have less than 12 months continuous service as required under the Act, will nevertheless be deemed to have completed 12 months of continuous service with the current Employer if, immediately prior to commencement of service with the current Employer, they had 12 months of continuous service with another Employer named in this Agreement, The Trustees of the Roman Catholic Church for the Diocese of Broken Bay, or a Catholic Independent School operating in NSW or the ACT.

37.4 NOTICE PERIODS

Notice periods for parental leave applications are provided under the Act.

37.5 TEMPORARY EMPLOYEES

- (a) A temporary Employee will be entitled to paid parental leave in accordance with **subclause 37.1** and this **subclause 37.5** if they have an entitlement to and take parental leave under the Act and all other relevant criteria required under this **clause 37** are satisfied.

- (b) If the employment of a temporary Employee ceases after the commencement, and before the completion, of a period of paid parental leave granted under **subclause 37.1**, the temporary Employee will be paid the remaining balance of the 14 weeks paid parental leave entitlement, provided the temporary Employee has completed at least three years continuous service with the Employer at the time of cessation of employment. The payment will be made as a lump sum payment within 14 days of the cessation of their employment.

37.6 CASUAL EMPLOYEES

An Employer will not fail to re-engage an eligible casual Employee because:

- (a) the Employee is expecting the birth of their child; or
- (b) the Employee is or has been immediately absent on parental leave.

The Employer's rights in relation to engagement and re-engagement of casual Employees are not affected, other than in accordance with this clause.

37.7 COMMUNICATION DURING PARENTAL LEAVE

- (a) Where an Employee is on parental leave and a definite decision has been made to introduce significant change at the workplace, the Employer will take reasonable steps to:
 - (i) make information available in relation to any significant effect the change will have on the status or responsibility level of the position the Employee held before commencing parental leave; and
 - (ii) provide an opportunity for the Employee to discuss any significant effect the change will have on the status or responsibility level of the position the Employee held before commencing parental leave.
- (b) The Employee will take reasonable steps to inform the Employer about any significant matter that will affect the Employee's decision regarding the duration of parental leave to be taken, whether the Employee intends to return to work, and whether the Employee intends to request to return to work on a part-time basis.
- (c) The Employee will also notify the Employer of changes of address or other contact details that might affect the Employer's capacity to comply with **paragraph 37.5(a)**.

37.8 RIGHT TO REQUEST EXTENSION OF PARENTAL LEAVE

- (a) Employees may request extensions to parental leave in accordance with the Act.

Attachment C

SCHEDULE A - TEACHERS' SALARIES & ALLOWANCES

TABLE 1A – NSW TEACHERS SALARIES

	Annual Salary from ffpp on or after 1/1/2022 (\$)	Annual Salary from 1/7/2022 (\$)	Annual Salary from ffpp on or after 1/1/23 (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
CONDITIONALLY ACCREDITED TEACHER (LEVEL 1)	66,494	66,661	68,355
CONDITIONALLY ACCREDITED TEACHER (LEVEL 2)	73,737	73,922	75,800
BAND 1 (GRADUATE) TEACHER	73,737	73,922	75,800
BAND 2 (PROFICIENT) TEACHER LEVEL 1	88,935	89,158	91,423
BAND 2 (PROFICIENT) TEACHER LEVEL 2	88,935	89,158	91,423
BAND 2 (PROFICIENT) TEACHER LEVEL 3	96,531	96,773	99,232
BAND 2 (PROFICIENT) TEACHER LEVEL 4	100,336	100,587	103,142
BAND 2 (PROFICIENT) TEACHER LEVEL 5	109,978	110,253	113,054
BAND 3 (HIGHLY ACCOMPLISHED) TEACHER	117,060	117,353	120,334

	Fortnightly Salary from ffpp on or after 1/1/2022* (\$)	Fortnightly Salary from 1/7/2022* (\$)	Fortnightly Salary from ffpp on or after 1/1/2023* (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
CONDITIONALLY ACCREDITED TEACHER (LEVEL 1)	2,550.45	2,556.87	2,621.84
CONDITIONALLY ACCREDITED TEACHER (LEVEL 2)	2,828.27	2,835.37	2,907.40
BAND 1 (GRADUATE) TEACHER	2,828.27	2,835.37	2,907.40
BAND 2 (PROFICIENT) TEACHER LEVEL 1	3,411.21	3,419.76	3,506.64
BAND 2 (PROFICIENT) TEACHER LEVEL 2	3,411.21	3,419.76	3,506.64
BAND 2 (PROFICIENT) TEACHER LEVEL 3	3,702.56	3,711.85	3,806.16
BAND 2 (PROFICIENT) TEACHER LEVEL 4	3,848.50	3,858.14	3,956.14
BAND 2 (PROFICIENT) TEACHER LEVEL 5	4,218.33	4,228.89	4,336.32
BAND 3 (HIGHLY ACCOMPLISHED) TEACHER	4,489.97	4,501.22	4,615.56

* Fortnightly salary calculated in accordance with **subclause 18.1** - annual salary multiplied by 14 and divided by 365.

TABLE 2A – NSW Teachers – Casual Rates

	Casual daily rate from ffpp on or after 1/1/2022[^] (\$)	Casual daily rate from 1/7/2022[^] (\$)	Casual daily rate from ffpp on or after 1/1/2023[^] (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
CONDITIONALLY ACCREDITED TEACHER (LEVEL 1)	343.93	344.80	353.57
CONDITIONALLY ACCREDITED TEACHER (LEVEL 2)	381.40	382.36	392.07
BAND 1 (GRADUATE) TEACHER	381.40	382.36	392.07
BAND 2 (PROFICIENT) TEACHER LEVEL 1	460.01	461.17	472.88
	Casual half daily rate from ffpp on or after 1/1/2022^{^^} (\$)	Casual half daily rate from 1/7/2022^{^^} (\$)	Casual half daily rate from ffpp on or after 1/1/2023^{^^} (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
CONDITIONALLY ACCREDITED TEACHER (LEVEL 1)	171.97	172.40	176.79
CONDITIONALLY ACCREDITED TEACHER (LEVEL 2)	190.70	191.18	196.04
BAND 1 (GRADUATE) TEACHER	190.70	191.18	196.04
BAND 2 (PROFICIENT) TEACHER LEVEL 1	230.00	230.59	236.44

[^] Casual daily rate is calculated in accordance with **subparagraph 18.2(c)(ii)**- the appropriate annual rate in **subclause 18.1** divided by 203 + an additional 5% loading

^{^^} Casual half-day rate is calculated in accordance with **subparagraph 18.2(c)(ii)**- the appropriate annual rate in **subclause 18.1** divided by 406 + an additional 5% loading.

TABLE 3A – Allowances for NSW Promotion Positions

Allowances for Assistant Principal Positions (Except for Archdiocese of Sydney and the Diocese of Parramatta)

ASSISTANT PRINCIPAL PRIMARY	Annual Allowance from ffpp on or after 1/1/2022 (\$)	Annual Allowance from 1/7/2022 (\$)	Annual Allowance from ffpp on or after 1/1/2023 (\$)
Primary Enrolment in a Primary Department at previous year's census date	2.04% Increase	0.25% Increase	2.54% Increase
101-250 STUDENTS [^]	27,138	27,206	27,898
251-400 STUDENTS [^]	30,323	30,399	31,172
401-600 STUDENTS [^]	33,679	33,764	34,622
601-800 STUDENTS	37,199	37,292	38,240
801+ STUDENTS	40,719	40,821	41,858
	Fortnightly Allowance from ffpp on or after 1/1/2022 (\$)	Fortnightly Allowance from 1/7/2022 (\$)	Fortnightly Allowance from ffpp on or after 1/1/2023 (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
101-250 STUDENTS [^]	1,040.91	1,043.52	1,070.07
251-400 STUDENTS [^]	1,163.08	1,165.99	1,195.64
401-600 STUDENTS [^]	1,291.80	1,295.06	1,327.97
601-800 STUDENTS	1,426.82	1,430.38	1,466.74
801+ STUDENTS	1,561.83	1,565.74	1,605.52

ASSISTANT PRINCIPAL SECONDARY Secondary Enrolment in a secondary department at previous year's census date	Annual Allowance from ffpp on or after 1/1/2022 (\$)	Annual Allowance from 1/7/2022 (\$)	Annual Allowance from ffpp on or after 1/1/2023 (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
201-300 STUDENTS	33,679	33,764	34,622
301-600 STUDENTS	37,199	37,292	38,240
601-900 STUDENTS	40,719	40,821	41,858
901-1200 STUDENTS	44,234	44,345	45,472
1201+ STUDENTS	47,756	47,876	49,093
	Fortnightly Allowance from ffpp on or after 1/1/2022 (\$)	Fortnightly Allowance from 1/7/2022 (\$)	Fortnightly Allowance from ffpp on or after 1/1/2023 (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
201-300 STUDENTS	1,291.80	1,295.06	1,327.97
301-600 STUDENTS	1,426.81	1,430.38	1,466.74
601-900 STUDENTS	1,561.82	1,565.74	1,605.52
901-1200 STUDENTS	1,696.65	1,700.91	1,744.14
1201+ STUDENTS	1,831.74	1,836.34	1,883.02

Allowances for Coordinators

	Annual Allowance from ffpp on or after 1/1/2022 (\$)	Annual Allowance from 1/7/2022 (\$)	Annual Allowance from ffpp on or after 1/1/2023 (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
COORDINATOR 1	8,551	8,573	8,791
COORDINATOR 2	17,098	17,141	17,577
COORDINATOR 3^^	25,648	25,713	26,367
	Fortnightly Allowance from ffpp on or after 1/1/2022* (\$)	Fortnightly Allowance from 1/7/2022* (\$)	Fortnightly Allowance from ffpp on or after 1/1/2023* (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
COORDINATOR 1	327.98	328.83	337.19
COORDINATOR 2	655.81	657.47	674.19
COORDINATOR 3^^	983.76	986.26	1,011.34

^^ The Coordinator 3 Allowance does not apply to Teachers employed by the Archdiocese of Canberra and Goulburn in NSW.

* Fortnightly allowance calculated in accordance with **paragraph 19.2(a)** - annual allowance multiplied by 14 and divided by 365.

TABLE 3B – Salaries for Assistant Principals in the Archdiocese of Sydney and Diocese of Parramatta

ASSISTANT PRINCIPAL PRIMARY Primary Enrolment in a Primary Department at previous year's census date	Annual Salary from ffpp on or after 1/1/2022 (\$)	Annual Salary from 1/7/2022 (\$)	Annual Salary from ffpp on or after 1/1/2023 (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
101-250 STUDENTS	137,114	137,457	140,949
251-400 STUDENTS	140,303	140,654	144,227
401-600 STUDENTS	143,658	144,018	147,677
601-800 STUDENTS	147,179	147,547	151,295
801+ STUDENTS	150,699	151,076	154,914
	Fortnightly Salary from ffpp on or after 1/1/2022 (\$)	Fortnightly Salary from 1/7/2022 (\$)	Fortnightly Salary from ffpp on or after 1/1/2023 (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
101-250 STUDENTS	5,259.17	5,272.33	5,406.27
251-400 STUDENTS	5,381.48	5,394.95	5,532.00
401-600 STUDENTS	5,510.17	5,523.98	5,664.33
601-800 STUDENTS	5,645.22	5,659.34	5,803.10
801+ STUDENTS	5,780.24	5,794.70	5,941.91

ASSISTANT PRINCIPAL SECONDARY Secondary Enrolment in a secondary department at previous year's census date	Annual Salary from ffpp on or after 1/1/2022 (\$)	Annual Salary from 1/7/2022 (\$)	Annual Salary from ffpp on or after 1/1/2023 (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
201-300 STUDENTS	143,658	144,018	147,677
301-600 STUDENTS	147,179	147,547	151,295
601-900 STUDENTS	150,699	151,076	154,914
901-1200 STUDENTS	154,213	154,599	158,526
1201-1500 STUDENTS	157,735	158,130	162,147
1500+ STUDENTS	162,617	163,024	167,165
	Fortnightly Salary from ffpp on or after 1/1/2022* (\$)	Fortnightly Salary from 1/7/2022* (\$)	Fortnightly Salary from ffpp on or after 1/1/2023* (\$)
	2.04% Increase	0.25% Increase	2.54% Increase
201-300 STUDENTS	5,510.17	5,523.98	5,664.33
301-600 STUDENTS	5,645.23	5,659.34	5,803.10
601-900 STUDENTS	5,780.24	5,794.70	5,941.91
901-1200 STUDENTS	5,915.02	5,929.83	6,080.45
1201-1500 STUDENTS	6,050.11	6,065.27	6,219.34
1500+ STUDENTS	6,237.37	6,252.98	6,411.81

* Fortnightly salary calculated in accordance with **paragraph 19.2(a)** - annual salary multiplied by 14 and divided by 365.

TABLE 4 – Allowances for Teachers**OTHER ALLOWANCES**

SPECIAL EDUCATION TEACHER ALLOWANCE	Allowance from ffpp on or after 1/1/2022 (\$)	Allowance from 1/7/2022 (\$)	Allowance from ffpp on or after 1/1/2023 (\$)
Full-time teacher (per annum)	3,295	3,304	3,388
Full time teacher (fortnightly)	126.38	126.73	129.95
Part-time or Casual Teacher (per day)	16.23	16.28	16.69

SPECIAL GEOGRAPHIC ALLOWANCE	Annual Allowance from ffpp on or after 1/1/2022 (\$)	Annual Allowance from 1/7/2022 (\$)	Annual Allowance from ffpp on or after 1/1/2023 (\$)
Diocese of Armidale	3,070	3,078	3,157
Diocese of Wilcannia-Forbes	2,901	2,909	2,983
Archdiocese of Canberra and Goulburn	2,006	2,011	2,062
	Fortnightly Allowance from ffpp on or after 1/1/2022 (\$)	Fortnightly Allowance from 1/7/2022 (\$)	Fortnightly Allowance from ffpp on or after 1/1/2023 (\$)
Diocese of Armidale	117.75	118.06	121.10
Diocese of Wilcannia-Forbes	111.27	111.58	114.42
Archdiocese of Canberra and Goulburn	76.94	77.13	79.09

SCHEDULE B - GENERAL EMPLOYEES' RATES OF PAY AND ALLOWANCES

TABLE 1A – General Employees – Unaveraged Annual Rate of Pay (48 weeks per year)

Classification Level and Step	Annual Salary from ffpp on or after 1/1/2022	Annual Salary from 1/7/2022	Annual Salary from ffpp on or after 1/1/2023
	2.04% increase	0.25% increase	2.54% increase (min)
	(\$)	(\$)	(\$)
Level 1.1	49,668	49,793	51,058
Level 1.2	53,626	53,761	55,127
Level 2.1	54,079	54,215	55,593
Level 2.2	56,363	56,504	57,940
Level 2.3	57,389	57,533	58,995
Level 3.1	63,553	63,712	65,331
Level 3.2	63,793	63,953	65,578
Level 3.3	64,036	64,197	65,828
Level 3A	64,912	65,075	66,728
Level 4.1	64,912	65,075	73,527
Level 4.2	69,314	69,488	74,855
Level 4.3	73,702	73,887	80,303
Level 4.4	-	-	85,435
Level 5	77,507	77,701	85,435
Level 5A.1	-	-	92,924
Level 5A.2	-	-	95,560
Level 6	88,082	88,303	-
Level 6A	-	-	95,441
Level 6B	-	-	98,135

TABLE 1B – General Employees – Unaveraged Weekly Rate of Pay (48 weeks per year)

Classification Level and Step	Weekly rate of pay from ffpp on or after 1/1/2022	Weekly rate of pay from 1/7/2022	Weekly rate of pay from ffpp on or after 1/1/2023
	2.04% increase	0.25% increase	2.54% increase (min)
	(\$)	(\$)	(\$)
Level 1.1	952.59	954.99	979.25
Level 1.2	1028.50	1031.09	1057.29
Level 2.1	1037.19	1039.80	1066.23
Level 2.2	1080.99	1083.70	1111.24
Level 2.3	1100.67	1103.43	1131.47
Level 3.1	1218.89	1221.94	1252.99
Level 3.2	1223.49	1226.56	1257.73
Level 3.3	1228.15	1231.24	1262.52
Level 3A	1244.96	1248.08	1279.79
Level 4.1	1244.96	1248.08	1410.18
Level 4.2	1329.38	1332.72	1435.65
Level 4.3	1413.54	1417.09	1540.14
Level 4.4	-	-	1638.57
Level 5	1486.52	1490.24	1638.57
Level 5A.1	-	-	1782.20-
Level 5A.2	-	-	1832.76
Level 6	1689.34	1693.57	-
Level 6A	-	-	1830.48
Level 6B	-	-	1882.14

TABLE 1C – General Employees – Unaveraged Part-time Hourly Rate of Pay (48 weeks per year)

Classification Level and Step	Part-time rate of pay from ffpp on or after 1/1/2022	Part-time rate of pay from 1/7/2022	Part-time rate of pay from ffpp on or after 1/1/2023
	2.04% increase	0.25% increase	2.54% increase (min)
	(\$)	(\$)	(\$)
Level 1.1	25.07	25.13	25.77
Level 1.2	27.07	27.13	27.82
Level 2.1	27.29	27.36	28.06
Level 2.2	28.45	28.52	29.24
Level 2.3	28.97	29.04	29.78
Level 3.1	32.08	32.16	32.97
Level 3.2	32.20	32.28	33.10
Level 3.3	32.32	32.40	33.22
Level 3A	32.76	32.84	33.68
Level 4.1	32.76	32.84	37.11
Level 4.2	34.98	35.07	37.78
Level 4.3	37.20	37.29	40.53
Level 4.4	-	-	43.12
Level 5	39.12	39.22	43.12
Level 5A.1	-	-	46.90
Level 5A.2	-	-	48.23
Level 6	44.46	44.57	-
Level 6A	-	-	48.17
Level 6B	-	-	49.53

TABLE 1D – General Employees – Averaged Weekly Rate of Pay (School Terms only)

Classification Level and Step	Weekly rate of pay from ffpp on or after 1/1/2022	Weekly rate of pay from ffpp on or after 1/7/2022	Weekly rate of pay from ffpp on or after 1/1/2023
	2.04% increase	0.25% increase	2.54% increase (min)
	(\$)	(\$)	(\$)
Level 1.1	857.33	859.49	881.33
Level 1.2	925.65	927.98	951.56
Level 2.1	933.47	935.82	959.61
Level 2.2	972.89	975.33	1000.12
Level 2.3	990.60	993.09	1018.32
Level 3.1	1097.00	1099.75	1127.69
Level 3.2	1101.14	1103.90	1131.96
Level 3.3	1105.34	1108.12	1136.27
Level 3A	1120.46	1123.27	1151.81
Level 4.1	1120.46	1123.27	1269.16
Level 4.2	1196.44	1199.45	1292.09
Level 4.3	1272.19	1275.38	1386.13
Level 4.4	-	-	1474.71
Level 5	1337.87	1341.22	1474.71
Level 5A.1	-	-	1603.98
Level 5A.2	-	-	1649.48
Level 6	1520.41	1524.21	-
Level 6A	-	-	1647.43
Level 6B	-	-	1693.93

TABLE 1E – General Employees – Averaged Hourly Rate of Pay (School Terms only)

Classification Level and Step	Part-time hourly rate of pay from ffpp on or after 1/1/2022	Part-time hourly rate of pay from ffpp on or after 1/7/2022	Part-time hourly rate of pay from ffpp on or after 1/1/2023
	2.04% increase	0.25% increase	2.54% increase (min)
	(\$)	(\$)	(\$)
Level 1.1	22.56	22.62	23.19
Level 1.2	24.36	24.42	25.04
Level 2.1	24.57	24.63	25.25
Level 2.2	25.60	25.67	26.32
Level 2.3	26.07	26.13	26.80
Level 3.1	28.87	28.94	29.68
Level 3.2	28.98	29.05	29.79
Level 3.3	29.09	29.16	29.90
Level 3A	29.49	29.56	30.31
Level 4.1	29.49	29.56	33.40
Level 4.2	31.49	31.56	34.00
Level 4.3	33.48	33.56	36.48
Level 4.4	-	-	38.81
Level 5	35.21	35.30	38.81
Level 5A.1	-	-	42.21
Level 5A.2	-	-	43.41
Level 6	40.01	40.11	-
Level 6A	-	-	43.35
Level 6B	-	-	44.58

TABLE 2 – General Employees – Casual Rates

Classification Level and Step	Casual rate of pay from ffpp on or after 1/1/2022	Casual rate of pay from 1/7/2022	Casual rate of pay from ffpp on or after 1/1/2023
	2.04% increase	0.25% increase	2.54% increase (min)
	(\$)	(\$)	(\$)
Level 1.1	31.34	31.41	32.21
Level 1.2	33.84	33.91	34.78
Level 2.1	34.11	34.20	35.08
Level 2.2	35.56	35.65	36.55
Level 2.3	36.21	36.30	37.23
Level 3.1	40.10	40.20	41.21
Level 3.2	40.25	40.35	41.38
Level 3.3	40.40	40.50	41.53
Level 3A	40.95	41.05	42.10
Level 4.1	40.95	41.05	46.39
Level 4.2	43.73	43.84	47.23
Level 4.3	46.50	46.61	50.66
Level 4.4	-	-	53.90
Level 5	48.90	49.03	53.90
Level 5A.1	-	-	58.63
Level 5A.2	-	-	60.29
Level 6	55.58	55.71	-
Level 6A	-	-	60.21
Level 6B	-	-	61.91

TABLE 3 – Allowances for General Employees

OTHER ALLOWANCES

Allowance	Rate from ffpp on or after 1/1/2022 (\$)	Rate from 1/7/2022 (\$)	Rate from ffpp on or after 1/1/2023 (\$)
First Aid per week	20.77	20.82	21.35
First Aid per day	4.15	4.16	4.27
Health Care Procedures per week	21.65	21.71	22.26
Health Care Procedures per day	4.33	4.34	4.45
Uniform and Laundry	8.25	8.25	8.25
Broken Shift per period of duty *	8.64	8.66	8.88

* **Broken Shift Allowance** – Note: the maximum amount payable under this allowance is a maximum of two payments per day.

**ANNEXURE H – OTHER CONDITIONS OF EMPLOYMENT APPLICABLE TO
TEACHERS EMPLOYED IN THE ARCHDIOCESE OF SYDNEY**

Subclause 8.4 - Religious Education Coordinator Allowances

RELIGIOUS EDUCATION COORDINATOR PRIMARY LEVEL 1	Annual Allowance from ffpp on or after 1/1/2022 (\$)	Annual Allowance from 1/7/2022 (\$)	Annual Allowance from ffpp on or after 1/1/2023 (\$)
LEVEL 1 1-250 STUDENTS	19,237	19,286	19,776
LEVEL 1 251-400 STUDENTS	21,372	21,426	21,971
LEVEL 1 400+ STUDENTS	25,645	25,710	26,364
	Fortnightly Allowance from ffpp on or after 1/1/2022 (\$)	Fortnightly Allowance from 1/7/2022 (\$)	Fortnightly Allowance from ffpp on or after 1/1/2023 (\$)
LEVEL 1 1-250 STUDENTS	737.86	739.74	758.54
LEVEL 1 251-400 STUDENTS	819.75	821.82	842.73
LEVEL 1 400+ STUDENTS	983.64	986.14	1,011.23

RELIGIOUS EDUCATION COORDINATOR SECONDARY LEVEL 1	Annual Allowance from ffpp on or after 1/1/2022 (\$)	Annual Allowance from 1/7/2022 (\$)	Annual Allowance from ffpp on or after 1/1/2023 (\$)
LEVEL 1 1-300 STUDENTS	19,237	19,286	19,776
LEVEL 1 300+ STUDENTS	25,645	25,710	26,364
	Fortnightly Allowance from ffpp on or after 1/1/2022 (\$)	Fortnightly Allowance from 1/7/2022 (\$)	Fortnightly Allowance from ffpp on or after 1/1/2023 (\$)
LEVEL 1 1-300 STUDENTS	737.86	739.74	758.54
LEVEL 1 300+ STUDENTS	983.64	986.14	1,011.23

RELIGIOUS EDUCATION COORDINATOR LEVEL 2	Annual Allowance from ffpp on or after 1/1/2022 (\$)	Annual Allowance from 1/7/2022 (\$)	Annual Allowance from ffpp on or after 1/1/2023 (\$)
LEVEL 2 PRIMARY AND SECONDARY	17,098	17,141	17,577
	Fortnightly Allowance from ffpp on or after 1/1/2022 (\$)	Fortnightly Allowance from 1/7/2022 (\$)	Fortnightly Allowance from ffpp on or after 1/1/2023 (\$)
LEVEL 2 PRIMARY AND SECONDARY	655.81	657.46	647.19

ASSISTANT REC	Annual Allowance from ffpp on or after 1/1/2022 (\$)	Annual Allowance from 1/7/2022 (\$)	Annual Allowance from ffpp on or after 1/1/2023 (\$)
	8,551	8,573	8,791
Fortnightly Allowance from ffpp on or after 1/1/2022 (\$)	Fortnightly Allowance from 1/7/2022 (\$)	Fortnightly Allowance from ffpp on or after 1/1/2023 (\$)	
327.98	328.83	337.19	

YOUTH MINISTRY COORDINATOR	Annual Allowance from ffpp on or after 1/1/2022 (\$)	Annual Allowance from 1/7/2022 (\$)	Annual Allowance from ffpp on or after 1/1/2023 (\$)
	8,551	8,573	8,791
Fortnightly Allowance from ffpp on or after 1/1/2022 (\$)	Fortnightly Allowance from 1/7/2022 (\$)	Fortnightly Allowance from ffpp on or after 1/1/2023 (\$)	
327.98	328.83	337.19	