

**KINGSWAY CHRISTIAN EDUCATION ASSOCIATION INC. ADMINISTRATION AND
SUPPORT STAFF ENTERPRISE BARGAINING AGREEMENT 2011**

AG 19 OF 2012

1. - TITLE

This agreement shall be known as the Kingsway Christian Education Association Inc. Administration and Support Staff Enterprise Bargaining Agreement 2011.

2. - ARRANGEMENT

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3. - PARTIES TO THE AGREEMENT

This agreement is made between the Board of the Kingsway Christian Education Association Inc; The Independent Education Union of Western Australia, Union of Employees (IEUWA); and United Voice, WA.

4. - DEFINITIONS

Unless otherwise expressly stated, the following terms shall mean

Award: Independent Schools' Administrative & Technical Officers' Award 1993
School Employees (Independent Day & Boarding Schools) Award 1980

Association: Kingsway Christian Education Association Inc.

College: Kingsway Christian College

Commission: Western Australian Industrial Relations Commission

Principal: the Principal appointed by the Board of the Association or the Executive Business Manager with delegated authority of the Principal

Union: The Independent Education Union of Western Australia, Union of Employees (IEUWA); and United Voice, WA.

5. - SCOPE OF AGREEMENT

- (1) This Agreement shall apply to all employees who are employed by the Association within the scope of the Awards listed in Clause 6 of this agreement in Western Australia and who are members or are eligible to be members of the Unions party to this agreement.
- (2) The number of employees covered by this agreement is 38.

6. - RELATIONSHIP TO PARENT AWARD

- (1) This Agreement shall be read and interpreted in conjunction with the
Independent Schools' Administrative & Technical Officers' Award 1993
School Employees (Independent Day & Boarding Schools) Award 1980
- (2) Where there is any inconsistency between this Agreement and the Awards, this Agreement will prevail to the extent of the inconsistency.

7. - DATE AND DURATION OF AGREEMENT

- (1) This agreement shall come into effect on and from the date on which it is registered by the Western Australian Industrial Relations Commission and will expire on 31 December 2012. The parties have agreed to meet no later than six months prior to the expiration of this agreement to review this agreement.
- (2) On the expiration of this Agreement and in the absence of the registration of a subsequent Enterprise Agreement the provisions of this Agreement shall apply until such time as a new Agreement is registered and takes effect.

8. - SINGLE BARGAINING UNIT

- (1) The union parties to this Agreement have formed a single bargaining unit.
- (2) The single bargaining unit has conducted negotiations with the Association and reached agreement.

9. - OBJECTIVES

- (1) The nature and purposes of this agreement are to:
 - (a) Consolidate and develop further initiatives arising out of the award restructuring process.

- (b) Accept a mutual responsibility to maintain a working environment, which will ensure that the Association and its employees become genuine participants and contributors to the College's aims, objectives and philosophy.
- (c) Safeguard and improve the quality and productivity of services by regularly reviewing work practices and by the shared responsibility for upgrading the professional skills and knowledge of employees.

10. - SALARY RATES

- (1) Salaries will be paid according to each employee's classification and level within the College career structure and will advance on the basis of qualification and experience.
 - (a) In the event that the Association believes it is unable to meet its obligations under this section, it shall notify the parties and will reconvene the bargaining unit for the purpose of reviewing salaries.
 - (b) The structure, salary scale and classifications are set out on Appendix A and B.
 - (c) Progression within a classification level: Within a classification, employees will advance by one increment step for each completed year of full-time equivalent service.
 - (d) Classification of Positions: The classification of a position shall be determined by reference to the qualifications required and the level of responsibility to be exercised.
- (2) **Overtime**
 - (a) All time worked at the direction of the employer which is outside the regular work pattern of full and part-time staff shall be deemed to be overtime worked and will be either paid at casual rates or alternatively accrued and subsequently taken as time in lieu.
 - (b) The rate of pay for casual work is at the normal rate of pay plus a casual loading as specified in the underlying Award.
 - (c) Pay at the casual rate does not accrue any leave entitlements or further benefits other than the Superannuation Guarantee Contribution.
 - (d) With reference to Clause 10 (2)(a) above the employee may, with the approval of his/her line manager and as soon as possible after accrual, take time in lieu at a time that is mutually convenient to both parties.

11. – SALARY PACKAGING AND DEFERRED SALARY SACRIFICE SCHEME

- (1) **Salary Packaging**
 - (a) The College agrees to provide employees with the opportunity to take their remuneration in a combination of salary and benefits, provided that such arrangements are at no cost to the College and in a form which is consistent with State and Federal law.
 - (b) The parties agree that salary packaging is dependent on continuation of the current or comparable legislation framework and will continue so long as changes to the legislative

framework do not result in additional costs to the College to provide the salary packaging.

- (c) The College will consult with employees if the legislative changes necessitate changes to or the discontinuance of the salary packaging scheme and undertakes that reasonable notice of not less than three months will be given if the salary packaging scheme is to be altered as a result of changes in the legislative framework.

(2) **Deferred Salary Sacrifice Scheme (DSSS)**

- (a) The DSSS applies to a continuous 5 year period.
- (b) An employee participating in the DSSS will work for the first four years of their participation in the DSSS and receive 80% of their ordinary fortnightly salary for each of those years. The balance of their fortnightly salary for all of the four years will be deferred and paid to the employee in the fifth year of the Scheme in twenty six equal fortnightly payments.
- (c) Participation in the Scheme must be approved in writing by the Principal who will take into account the needs of the College:
- (i) If a participating employee ceases to be employed by the Association prior to completing the five year period of the Scheme, the employee will be paid the full amount that has been deferred into the DSSS.
 - (ii) The leave period will be for a continuous period of twelve calendar months commencing in the fifth year of participation in the DSSS.
 - (iii) The employee will retain accumulated sick and long service leave entitlements accrued prior to the commencement of the leave period but will not accrue any leave entitlements during the leave period.
 - (iv) The leave period will not be taken into account in calculating an employee's period of service.
 - (v) For clarity, the period of leave does not constitute a break in service.

12. – HOURS OF WORK

(1) **Ordinary Hours**

- (a) The ordinary hours of work for full-time administrative and support employees shall be five days of 7.5 hours to be worked between Monday and Friday inclusive, for a minimum of 40 weeks per year.
- (b) The ordinary hours of work for full-time maintenance and grounds employees shall be five days of 8.0 hours to be worked between Monday and Friday inclusive, for a minimum of 48 weeks per year.

(2) **Stand Down**

- (a) For operational reasons the employer may require a reduction in the number of days or weeks worked by an employee in a year. The reduced days or weeks beyond the entitled annual leave and public holidays shall be deemed stand down time without pay.
- (b) For personal reasons the employee, on application and with the agreement of the employer, may work for a reduced number of days or weeks in a year. The employee

must have completed twelve (12) months of continuous service before becoming eligible to apply under this clause. The reduced days or weeks beyond the entitled annual leave and public holidays shall be deemed stand down time without pay.

- (c) When stand down is agreed, the employee's annual salary will be adjusted to reflect the proportion of a full-time equivalent load worked by the employee through the year. This adjusted salary will be paid in equal fortnightly payments through the year.
- (d) Accrual of leave entitlements will be adjusted to reflect the proportion of a full-time equivalent load worked by the employee through the year.

13. – LEAVE

(1) Annual Leave

- (a) Employees will be eligible for four (4) weeks Annual Leave for each completed year of service.
- (b) Such leave shall be taken as soon as practicable after accrual at a time agreed with the employee's line manager and employees shall not accrue more than six (6) weeks' annual leave.

(2) Summer Break and Employee Re commencement

- (a) All employees, except those employees stood down under the provisions of one of the parent Awards, shall be entitled to be absent from work on full pay for the period from two (2) working days prior to Christmas Day, and recommencing work on the second Monday in January of the following year, except in the event of an emergency.
- (b) The period of paid leave referred to in sub clause 13(2)(a) above is in addition to the annual paid leave entitlement of employees referred to in sub clause 13(1) above.

(3) Sick Leave

- (a) An employee who is unable to attend or remain at the place of employment during the normal hours of duty by reason of personal ill health or injury shall be entitled to payment during such absence in accordance with the following provisions.
- (b) Entitlement to payment shall be twelve and one half (12½) day's pay for each completed year of service. Such leave will accrue on a weekly basis.
- (c) An employee who claims an entitlement under this clause shall provide to the employer evidence that would satisfy a reasonable person of the entitlement.
- (d) If in the first of successive years of service with the employer, an employee is absent on the ground of personal ill health or injury for a period longer than his/her entitlement to paid sick leave, payment may be adjusted at the end of that year of service, or at the time the employees services terminate, if before the end of that year of service, to the extent that the employee has become entitled to further paid Sick Leave during that year of service.

- (e) A temporary employee shall retain the benefit of accumulated Sick Leave on appointment as a permanent employee provided that the service is continuous.
- (f) The unused portions of the entitlement to paid Sick Leave in any one year shall accumulate from year to year and subject to this sub clause may be claimed by the employee if the absence by reason of personal ill health or injury exceeds the period for which entitlement has accrued during that year at the time of the absence. Provided that the employee shall not be entitled to claim payment for any period exceeding thirteen weeks in any one year of service.
- (g) An employee on paid leave shall accrue an entitlement to payment under this clause.
- (h) The provisions of this sub clause with respect to payment do not apply to employees who are entitled to payment under the Workers' Compensation and Rehabilitation Act 1981 nor to employees whose injury or illness is the result of the employees own misconduct.

(4) **Carers Leave**

(a) Use of Sick Leave

- (i) An employee with responsibilities in relation to either members of his/her immediate family or members of his/her household who need care and support shall be entitled to use, in accordance with this sub clause, any Sick Leave entitlement for absences to provide care and support for such persons when they are ill. Such leave shall not exceed twelve and one half (12 ½) days in any calendar year and is not cumulative.
- (ii) The employee shall, if required, provide a written statement as to the fact of illness of the person for whom the care and support is required.
- (iii) The entitlement to use Sick Leave is subject to:
 - (aa) the employee being responsible for the care of the person concerned; and
 - (bb) the person concerned being either a member of the employees immediate family or a member of the employees household.
 - (cc) the term "immediate family" includes:
 - (aaa) a spouse (including a former spouse), of the employee; and
 - (bbb) child or an adult child (including an adopted child, a step child or an ex nuptial child), parent, parent-in-law, grandparent, grandchild or sibling of the employee.
- (iv) The employee shall, wherever practicable, give the employer notice prior to the absence of the intention to take leave, the name of the person requiring care and his/her relationship to the employee, the reasons for taking such leave and the estimated length of absence. If it is not practicable for the employee to give prior notice of absence, the employee shall notify the employer by telephone of such absence at the first opportunity on the day of absence.

(b) Use of Unpaid Leave

An employee may elect, with the consent of the employer, to take Unpaid Leave for the purpose of providing care to a family member who is ill.

(5) **Compassionate and Bereavement Leave**

- (a) An employee may apply for Compassionate or Bereavement Leave of up to five (5) days.

- (b) Compassionate or Bereavement Leave of more than two (2) days will be debited against unutilized Sick Leave.
 - (c) Compassionate or Bereavement Leave is not to be taken during a period of any other leave.
 - (d) An employee who applies for Compassionate or Bereavement Leave may be required to provide the College, if requested to do so, evidence that would satisfy a reasonable person as to the necessity of the leave.
- (6) **Special Leave**
- (a) Nothing in this agreement varies the right of an employee to apply for Special Leave or the rights of the College in relation to an application for Special Leave.
- (7) **Leave Without Pay**
- (a) Approval of an application for Leave Without Pay is at the discretion of the Principal, acting in accordance with College policy, and the provisions of the Award.
 - (b) Where granted, Leave Without Pay will not exceed one (1) year.
 - (c) Leave Without Pay will not be counted for the calculation of the employees period of service but it is not a break in service.
 - (d) Whilst on Leave Without Pay an employee will not accumulate any leave entitlements for the duration of that leave.
- (8) **Examination and Professional Development Leave**
- (a) Leave with pay may be granted to an employee to attend compulsory examinations in an approved course of study or a professional development course.
 - (b) For a course of study or a professional development course to be approved, it must have been assessed and endorsed by the Principal as relevant to the position held by the employee or likely to benefit the employee and the College.
- (9) **Paid Maternity Leave**
- (a) When, at the time of her expected date of delivery or the date of placement in the case of an adoption, a female employee has completed a period of 2 years continuous service to the College she will be entitled to 6 weeks' pay at her current rate of pay in addition to any other entitlement.
 - (b) Employees taking leave under this clause will, in addition to any entitlement they may have pursuant to Commonwealth of Australia legislation, be entitled to access other accumulated leave due to them.
 - (c) Employees taking leave under this clause must give a minimum notice period of ten (10) weeks of the intent to take leave and provide a doctor's letter confirming the expected due date, or a letter confirming the expected date of placement.
- (10) **Notice of Intent to Take Leave**

- (a) An employee shall, wherever reasonable and practicable, give the College prior notice of the intention to take leave, the reasons for taking such leave and the estimated length of absence.
- (b) If it is not practicable for the employee to give prior notice of absence, the employee shall notify the College by telephone of such absence at the first opportunity.

14. - ANNUAL LEAVE LOADING

An annual leave loading equivalent to 17.5% of salary will be paid for a maximum of four (4) weeks' leave.

15. - LONG SERVICE LEAVE

- (1) Employees who have completed eight years of continuous service with the College shall be entitled to take ten weeks Long Service Leave. The salary shall be the current salary multiplied by the weighted average Full Time Equivalent hours worked over the previous eight years.
- (2) This leave is to be taken within 12 months of it falling due, or in special circumstances, at a later date agreed with the Principal.
- (3) Thereafter for each additional four (4) years continuous service, an employee may, with the agreement of the Principal, take a period of long service leave of up to five (5) weeks duration.
- (4) Long Service Leave is to be taken in full or in modules of five (5) weeks, except as provided for in sub-clause 15 (3).
- (5) Where an employee who has completed at least eight years continuous service faces a pressing family or financial circumstance, the employee may apply to the Principal to receive a lump sum payment in lieu of up to five (5) weeks Long Service Leave.
- (6) Subject to the employee providing evidence that would satisfy a reasonable person as to the circumstances referred to in clause 15(5), the College will not unreasonably refuse an application made pursuant to the clause 15(5).
- (7) An employee shall have a pro-rata entitlement to Long Service Leave when after the completion of at least seven (7) continuous years of service but less than eight (8) years of continuous years of service and employment is terminated:
 - (a) by the employee's death;
 - (b) in any circumstances otherwise than for serious misconduct;

the amount of the leave entitlement shall be such proportion of 10 weeks' of leave as such number of completed years of such service bears to 8 years.

- (8) This clause does not prevent the Principal from agreeing to other arrangements for access to accumulated entitlements in exceptional circumstances including illness or family crisis.

16. - APPRAISAL AND PERFORMANCE MANAGEMENT

The performance management and appraisal of all employees will take place annually, in accordance with College Policy.

17. - SECURITY

- (1) In the interests of student and employees security, all employees are to wear identification badges at all times.
- (2) Prior to commencing employment, an employee will be required to provide the Association with a valid criminal history clearance and a Working With Children Check.
- (3) The Association may, at its absolute discretion, refuse to proceed with an offer of employment if it is not satisfied as to the character of the prospective employee.
- (4) Current employees will be required to provide the Association with a criminal history clearance each four (4) years or at a shorter interval determined by the College. The College will meet the cost of obtaining criminal history clearance for all employees complying with this requirement.
- (5) Current employees are required to hold a valid Working With Children Check. Renewal of the Working With Children Check will be at the employees' expense
- (6) Notwithstanding any provision of this clause, it remains the obligation of employees who becomes aware of any matter that may adversely affect their status in relation to any of the clearances required by this clause or by statute, to advise the Principal of the circumstances.
- (7) Notwithstanding anything in this Agreement, employees will be required to meet any additional requirements [whether statutory or otherwise] introduced by the State or Federal Government whose purpose is to protect school students.

18. - REDUNDANCY PROVISIONS

- (1) The provisions of the Award will apply where an employee is made redundant.
- (2) If an employee is made redundant and is re-employed within six (6) calendar months of being made redundant, their continuity of service for all purposes of this Agreement shall be regarded as unbroken.
- (3) If the Association succeeds in obtaining employment for an employee made redundant under the terms of this clause, and the employee accepts that employment, the Association may make application to the Western Australian Industrial Relations Commission to have the severance pay provisions of this Agreement set aside to the extent of the number of weeks awarded in severance pay but not elapsed by the time the employee commences the new employment.

19. – DISPUTE RESOLUTION PROCEDURE

- (1) When an employee believes that they have a grievance the following process should be followed:
 - (a) Every attempt should be made to resolve a grievance in the first instance by discussion between the affected parties at a local level.

- (b) For clarity Clause 19(1) (a) does not preclude an employee from seeking external advice from their union or another source, nor is the local level discussion required where the complainant sincerely believes it to be inappropriate.
 - (c) If it is not possible to resolve the matter by local discussion, the aggrieved employee must put the matter in writing and lodge the grievance with the Principal, or if the grievance relates to the Principal, with the Board of the Association.
 - (d) If the parties are unable to resolve the dispute, it shall be resolved in accordance with the Association's dispute resolution procedure, which includes the option for either party to refer the matter to the Western Australian Industrial Relations Commission.
- (2) While this procedure is being followed, work shall continue as normal.

20. - CONSULTATION CLAUSE

- (1) If the College is seriously considering major workplace change/s that are likely to have a significant effect on the employee covered by this agreement, the College will consult with the Union and any employee who will be affected by the decision.
- (2) As soon as practicable the College will discuss with the Union and the relevant employee the introduction of the change; and the effect the change is likely to have on them.
- (3) The College will discuss measures to avert or mitigate the adverse effect of the change on the employees.
- (4) For the purposes of the discussion the College will provide the Union and the relevant employees in writing:
 - (a) all relevant information about the change including the nature of the change proposed;
 - (b) information about the expected effects of the change on the employees; and
 - (c) any other matters likely to affect the employees.
- (5) The College will give prompt and genuine consideration to matters raised about the major change by the relevant employees.
- (6) As soon as a final decision has been made, the College will notify the Union and the employees affected, in writing, and explain the effects of the decision.
- (7) The College commits to act in good faith in relation to the consultation process provided in this clause.
- (8) While the consultations are taking place, the parties will respect the status quo.
- (9) In this clause:
'Good faith' includes obligations to meet, disclose relevant information, genuinely consider proposals and respond with reasons, and to refrain from capricious or unfair conduct that undermines consultation.
- (10) "A major change is likely to have a significant effect on employees" if it results in:
 - (a) the termination of the employment of employees; or
 - (b) major change to the composition, operation or size of the College's workforce or to the skills required of employees; or

- (c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
- (d) the alteration of hours of work; or
- (e) the need to retrain employees; or
- (f) the need to relocate employees to another workplace; or
- (g) the restructuring of jobs; or
- (h) changes to the legal or operational structure of the College.

21. - NO FURTHER CLAIMS

It is a condition of this agreement that the parties will not seek any further claims with respect to salaries or conditions unless they are consistent with the State Wage Case Principles.

22. - NO REDUCTION

Nothing contained herein shall entitle the Association to reduce the salary or conditions of an employee which prevailed prior to entering into this agreement, except where provided for by this agreement.

23. - NO PRECEDENT

It is a condition of this agreement that the parties will not seek to use the terms contained herein as a precedent for other enterprise agreements, whether they involve the Association or not.

24. - SIGNATORIES

Signed

.....
(Signature)

Richard Sullivan

.....
(Name of signatory in block letters)
Kingsway Christian Education Association Inc.

Signed & Sealed

.....
(Signature)

Nigel Briggs

.....
(Name of signatory in block letters)
The Independent Education Union of
Western Australia, Union of Employees

Signed

.....
(Signature)

David Kelly

.....
(Name of signatory in block letters)
United Voice, WA

**APPENDIX A
SALARY SCALES**

KINGSWAY CHRISTIAN EDUCATION ASSOCIATION INC. ADMINISTRATION AND SUPPORT STAFF ENTERPRISE
BARGAINING AGREEMENT 2011

STEP		CURRENT	JUL-10		JUL-11		JUL-12	
		INCLUDING 4%	2% ADJUSTMENT		5.5%		4%	
		(01/07/2010)						
LEVEL 1	1	\$33,898	1.1	\$34,550	1.1	\$36,450	1.1	\$37,908
	2	\$34,335	1.2	\$34,995	1.2	\$36,920	1.2	\$38,397
	3	\$34,775	1.3	\$35,444	1.3	\$37,393	1.3	\$38,889
	4	\$35,213	1.4	\$35,890	1.4	\$37,864	1.4	\$39,379
	5	\$35,651	1.5	\$36,337	1.5	\$38,335	1.5	\$39,869
	6	\$36,089	1.6	\$36,783	1.6	\$38,806	1.6	\$40,358
LEVEL 2	1	\$37,405	2.1	\$38,124	2.1	\$40,221	2.1	\$41,830
	2	\$38,280	2.2	\$39,016	2.2	\$41,162	2.2	\$42,809
	3	\$39,157	2.3	\$39,910	2.3	\$42,105	2.3	\$43,789
	4	\$40,034	2.4	\$40,804	2.4	\$43,048	2.4	\$44,770
	5	\$40,912	2.5	\$41,699	2.5	\$43,992	2.5	\$45,752
	6	\$41,787	2.6	\$42,591	2.6	\$44,933	2.6	\$46,730
LEVEL 3	1	\$43,541	3.1	\$44,378	3.1	\$46,819	3.1	\$48,692
	2	\$44,592	3.2	\$45,450	3.2	\$47,949	3.2	\$49,867
	3	\$45,644	3.3	\$46,522	3.3	\$49,080	3.3	\$51,044
	4	\$46,696	3.4	\$47,594	3.4	\$50,212	3.4	\$52,220
	5	\$47,747	3.5	\$48,665	3.5	\$51,342	3.5	\$53,395
	6	\$48,800	3.6	\$49,738	3.6	\$52,474	3.6	\$54,573
LEVEL 4	1	\$49,826	4.1	\$50,784	4.1	\$53,577	4.1	\$55,720
	2	\$50,853	4.2	\$51,831	4.2	\$54,682	4.2	\$56,869
	3	\$51,880	4.3	\$52,878	4.3	\$55,786	4.3	\$58,017
	4	\$52,906	4.4	\$53,923	4.4	\$56,889	4.4	\$59,165
	5	\$53,931	4.5	\$54,968	4.5	\$57,991	4.5	\$60,311
	6	\$54,959	4.6	\$56,016	4.6	\$59,097	4.6	\$61,461
LEVEL 5	1	\$56,123	5.1	\$57,202	5.1	\$60,348	5.1	\$62,762
	2	\$56,960	5.2	\$58,055	5.2	\$61,248	5.2	\$63,698
	3	\$57,795	5.3	\$58,906	5.3	\$62,146	5.3	\$64,632
	4	\$58,632	5.4	\$59,760	5.4	\$63,046	5.4	\$65,568
	5	\$59,466	5.5	\$60,610	5.5	\$63,943	5.5	\$66,501
	6	\$60,301	5.6	\$61,461	5.6	\$64,841	5.6	\$67,435

**APPENDIX B
CLASSIFICATIONS**

KINGSWAY CHRISTIAN EDUCATION ASSOCIATION INC.
ADMINISTRATION AND SUPPORT STAFF ENTERPRISE BARGAINING AGREEMENT 2011.

On commencement of employment, an employee shall be placed in one of the following levels dependent upon classification, qualification and experience:

Level 1.

- (a) The employee at this level requires no prior experience or formal qualifications in the performance of the job and works under direct supervision.

Examples:

general clerical assistant, switchboard operator, word processing operator, data entry operator, laboratory assistant, library assistant, school secretary, grounds and maintenance assistant, canteen assistant, and any assistant employed within the terms of Clause 5. - Scope of this Agreement.

Level 2.

- (a) The employee at this level performs duties under general supervision, may have acquired some relevant qualifications and is competent in the performance of tasks associated within Level 1 positions.

Examples:

general clerical assistant, accounts clerk, switchboard operator, word processing operator, data entry operator, laboratory assistant, library assistant, school secretary, grounds and maintenance assistant, canteen assistant, and any assistant employed within the terms of Clause 5. - Scope of this Agreement.

Level 3.

- (a) The employee at this level works as a competent skilled officer under general supervision, and has knowledge, skills and demonstrated capacity to undertake complex tasks. The officer is likely to have TAFE/TERTIARY or equivalent qualifications.

Examples:

Technician employed in the audio visual, computer, media, library or laboratory departments and/or any other technician employed in the school, grounds and maintenance officers, secretary, bookkeeper, computer system supervisor, senior clerk or senior computer operator, accounts officer, records officer and school secretary.

Level 4.

- (a) The officer at this level, through formal qualification or job responsibility, is fully competent in the performance of the job function and works under limited supervision. The officer would have initiative and discretion in the work program and may be responsible for the supervision of other administrative and/or technical officers.

Examples:

Assistant bursar and/or registrar, senior finance officer, senior laboratory technician, personal assistant, school and /or principal's secretary in a secondary school and office manager with supervisory duties.

Level 5.

- (a) The officer at this level, through formal qualification or job responsibility, is fully competent in the performance of the job function and would have a high degree of autonomy, initiative, discretion and decision making in the work program. The officer may be responsible for the supervision of other administrative and/or technical officers.

Examples:

Senior officer, executive assistant.

**KINGSWAY CHRISTIAN EDUCATION ASSOCIATION INC. ADMINISTRATION AND
SUPPORT STAFF ENTERPRISE BARGAINING AGREEMENT 2011**

WESTERN AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

PARTIES	THE INDEPENDENT EDUCATION UNION OF WESTERN AUSTRALIA, UNION OF EMPLOYEES AND OTHERS	APPLICANTS
	-v-	
	(NOT APPLICABLE)	RESPONDENT
CORAM	ACTING SENIOR COMMISSIONER P E SCOTT	
DATE	WEDNESDAY, 11 APRIL 2012	
FILE NO/S	AG 19 OF 2012	
CITATION NO.	2012 WAIRC 00216	

Result	Agreement registered
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Order

HAVING heard Ms M Cook on behalf of The Independent Education Union of Western Australia, Union of Employees, as agent for the applicant and Mr B Palmer on behalf of United Voice, WA Branch, and by consent, the Commission, pursuant to the powers conferred under the *Industrial Relations Act 1979*, hereby orders:

THAT the Kingsway Christian Education Association Inc. Administration and Support Staff Enterprise Bargaining Agreement 2011, in the terms of the following schedule be registered on the 11th day of April 2012 and shall replace the Parent Controlled Christian Education Association Northern Suburbs Inc Schools' Non-Teaching Employees (Enterprise Bargaining) Agreement 2004.

ACTING SENIOR COMMISSIONER P E SCOTT