

ENTERPRISE AGREEMENT

NO: E.A. 406 /1995

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PRICE: \$ 58-00

ROYAL FLYING DOCTOR SERVICE
of AUSTRALIA
(New South Wales Section)

**CLERICAL AND ADMINISTRATIVE
EMPLOYEES AND AUDITORIUM STAFF
ENTERPRISE AGREEMENT**

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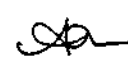





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**THE ROYAL FLYING DOCTOR SERVICE OF AUSTRALIA
(NEW SOUTH WALES SECTION)
CLERICAL AND ADMINISTRATIVE EMPLOYEES AND AUDITORIUM STAFF
ENTERPRISE AGREEMENT**

MEMORANDUM OF AGREEMENT

PARTIES:

ROYAL FLYING DOCTOR SERVICE OF AUSTRALIA (NEW SOUTH WALES SECTION) (ACN 000 032 422) ("RFDS") and

The employees who are employed in the trades or occupations covered by this agreement.

1. DEFINITIONS

1.1 "Awards" means the Clerks (State) Award (NSW), the Clerks Redundancy (State) Award (NSW) and any award which may from time to time apply to employees covered by this Agreement.

1.2 "Casual Employee" means a person engaged on an hourly basis other than as a permanent part-time or full-time employee.

1.3 "Commission" means the New South Wales Industrial Relations Commission.

1.4 "Hourly rate of pay" means the employee's weekly rate of pay divided by 38.

1.5 "Employee" means an employee of the RFDS employed by the RFDS in its operations at either:

1.5.1 its Broken Hill Base;

1.5.2 its Sydney office.

and who is employed in a trade or occupation covered by this Agreement.

1.6 "Home base" means the base at which an employee from time to time is permanently domiciled as defined by Letter of Appointment.

1.7 "Part-time employee" means an employee working less than the ordinary hours prescribed for a full-time employee of the same classification.

1.8 "Public Holiday" means

New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Local Labour Day, Christmas

Day, Boxing Day and any other day duly proclaimed as a public holiday within the State of New South Wales.

- 1.9 "Relevant Association" means any one or more of the registered employee organisations to which employees of the RFDS belong.
- 1.10 "Relevant Annexure" means the annexure which forms part of this Agreement and which is applicable to the particular employee.
- 1.11 "RFDS" means the Royal Flying Doctor Service of Australia (New South Wales Section) (ACN 000 032 422).
- 1.12 "Seniority" means the employee's grade.
- 1.13 "Total Salary" means the salary of the employee prescribed in the relevant annexure to this Agreement.
- 1.14 "Weekly Rate of Pay" means the employee's total salary divided by 52.

2. ENTERPRISE FOR WHICH AGREEMENT IS MADE

This Agreement is made to cover the Royal Flying Doctor Service (NSW Section) ("RFDS"). RFDS carries on business from Broken Hill and at its Sydney office at Level 9, Suite 91, 110 Sussex Street Sydney.

3. TRADES OR OCCUPATIONS TO WHICH THE AGREEMENT RELATES

This Agreement relates to the following trades and occupations:

- 3.1 Administrative Officer;
- 3.2 Director's Personal Assistant; and
- 3.3 Auditorium Staff.

4. NO DURESS

The parties to this Agreement declare that it has been fully discussed between them and that no party has entered into it under duress.

5. AWARDS NOT TO APPLY

The terms of this Agreement prevail over the terms of the Awards and operate to their full exclusion. This Agreement determines all of the terms and conditions of employment for employees of the RFDS.

7. It is accepted that due to the RFDS operating in remote areas a greater period of notice will be given where circumstances permit. Where an employee resigns on account of domestic or other pressing necessity, RFDS shall waive any period of notice in excess of two weeks which the employee is unable to work without forfeiture of any monies for that period.

7.8 Nothing in this Agreement shall derogate from the right of the RFDS at Common Law to terminate without notice an employee for reasons which are to be stated in writing to the employee at the time of dismissal, or for an employee to seek reinstatement in accordance relevant State or Commonwealth legislation relating to termination of employment.

7.9 An employee may request a Certificate of Service on termination and the RFDS shall provide such Certificate within 7 days of the employee's last day of work.

8. CASUAL EMPLOYEES

8.1 The rate of pay for casual employees shall be as set out in the Relevant Annexure to this Agreement.

8.2 Casual employees shall not be entitled to Redundancy, Leave of Absence, Parental Leave, leave for Jury Service or Loss of Licence Allowance as provided in this Agreement or the Relevant Annexure.

9. PART TIME EMPLOYEES

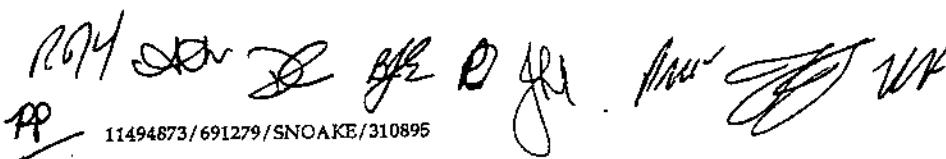
9.1 Part-time employees shall be paid a salary proportional to the salary of a full-time employee of the same classification and grade, according to the number of ordinary weekly hours worked by the part-time employee as a proportion of the ordinary weekly hours worked by a full-time employee of the same classification and grade.

9.2 A part-time employee shall be entitled to payments in respect of annual leave, sick leave, and all other authorised paid leave on a pro-rata basis calculated using the average weekly ordinary hours worked over the 12 month period immediately prior to taking such leave (or such lesser period if the employee has been employed for less than 12 months) as a proportion of the ordinary weekly hours worked by a full-time employee of the same classification and grade.

9.3 The ordinary hours of part time employees shall be a set number of hours as negotiated from time to time between the RFDS and the employee, and shall not equal or exceed those of a full-time employee of the same classification and grade.

9.4 A part-time employee shall only be entitled to payment for overtime where the employee's Relevant Annexure so provides.

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- 7.7 It is accepted that due to the RFDS operating in remote areas a greater period of notice will be given where circumstances permit. Where an employee resigns on account of domestic or other pressing necessity, RFDS shall waive any period of notice in excess of two weeks which the employee is unable to work without forfeiture of any monies for that period.
- 7.8 Nothing in this Agreement shall derogate from the right of the RFDS at Common Law to terminate without notice an employee for reasons which are to be stated in writing to the employee at the time of dismissal, or for an employee to seek reinstatement in accordance relevant State or Commonwealth legislation relating to termination of employment.
- 7.9 An employee may request a Certificate of Service on termination and the RFDS shall provide such Certificate within 7 days of the employee's last day of work.

8. CASUAL EMPLOYEES

- 8.1 The rate of pay for casual employees shall be as set out in the Relevant Annexure to this Agreement.
- 8.2 Casual employees shall not be entitled to Sick Leave, Annual Leave, Redundancy, Leave of Absence, Parental Leave or Loss of Licence Allowance as provided in this Agreement or the Relevant Annexure.

9. PART TIME EMPLOYEES

- 9.1 Part-time employees shall be paid a salary proportional to the salary of a full-time employee of the same classification and grade, according to the number of ordinary weekly hours worked by the part-time employee as a proportion of the ordinary weekly hours worked by a full-time employee of the same classification and grade.
- 9.2 A part-time employee shall be entitled to payments in respect of annual leave, sick leave, and all other authorised paid leave on a pro-rata basis calculated using the average weekly ordinary hours worked over the 12 month period immediately prior to taking such leave (or such lesser period if the employee has been employed for less than 12 months) as a proportion of the ordinary weekly hours worked by a full-time employee of the same classification and grade.
- 9.3 The ordinary hours of part time employees shall be a set number of hours as negotiated from time to time between the RFDS and the employee, and shall not equal or exceed those of a full-time employee of the same classification and grade.
- 9.4 A part-time employee shall only be entitled to payment for overtime where the employee's Relevant Annexure so provides.

- 9.5 Where a part-time employee's usual day of work falls on a public holiday such employee shall not lose pay for the day.
- 9.6 Part-time employees shall be entitled to equal access to all training and promotional opportunities.
- 9.7 A full-time employee who converts to part-time employment shall transfer all accrued entitlements and his/her employment shall be deemed to be continuous.
- 9.8 A full-time employee who requests part-time work and is given such work may revert to full-time employment on a specified future date by agreement with the RFDS. Such agreement shall be recorded in writing.
- 9.9 No existing full-time employee shall be transferred by the RFDS to part-time employment without the agreement and written consent of the employee.
- 9.10 A part-time employee who converts to full-time employment shall transfer all accrued entitlements and his/her employment shall be deemed continuous.

10. SALARY CLASSIFICATIONS

- 10.1 Employees shall be classified by the RFDS and paid in accordance with the structure set out in the Relevant Annexure to this Agreement.
- 10.2 The hourly rate of pay for employees for ordinary hours of employment shall not be less than the rate which would have otherwise been applicable from time to time under the relevant award.

11. PAYMENT OF SALARIES

- 11.1 Salaries shall be paid fortnightly. Salaries will be paid by cheque or by electronic funds transfer into an account of the employee's choice in a bank, building society, credit union or other financial institution not later than the second Friday of each fortnightly pay period.

12. INCREASES IN SALARIES

- 12.1 The following salary increases are payable on the base rates set out in the relevant annexures:

12.1.1 A further 2% commencing on the implementation of an appropriate Quality Assurance Program agreed upon between the parties to this Agreement. In the event that such a Quality Assurance Program has not been implemented by 6 months after the date of certification of the agreement, the increases shall be payable from that date, provided that the employees can be said to have taken all steps as were reasonably required of them by way of support for and contribution to the

implementation of the Quality Assurance Program; and

12.1.2 A further 2% commencing on or after the date on which the RFDS is accredited by the Australian Council on Health Care Standards. In the event that such accreditation is not achieved within 6 months after the date of certification of the Agreement, the increase shall be payable from that date provided that the employees can be said to have taken all steps as were reasonably required of them to achieve accreditation.

12.1.3 However, wage increases under Clause 12.1.2 will be applied on a departmental basis in the event that some departments achieve accreditation but others do not.

12.2 The parties agree to conduct negotiations during the life of this Agreement to identify further productivity measures. A further salary increase in addition to the increases specified in Clause 9.1 shall be payable if the parties reach agreement on the implementation of such further productivity measures and the quantum of the salary increase.

13. LABOUR FLEXIBILITY AND TEAM WORK

13.1 This Agreement recognises the pivotal role of team work in enabling the RFDS to effectively carry out its functions. In order to facilitate team work, employees in all disciplines may perform a wide range of functions and duties. Work which is incidental or peripheral to their main tasks or functions, will be performed by mutual agreement only.

13.2 In carrying out all duties, employees shall ensure and take all necessary steps to ensure that the quality, accuracy and completion of any job or task is carried out to the satisfaction of appropriately qualified RFDS management. Employees shall not impose any unreasonable restrictions or limitations on the measurement and/or review of work methods or the utilisation of labour under the terms and conditions of this Agreement.

14. STAFF APPRAISAL, PROCEDURE AND PERFORMANCE AGREEMENTS

14.1 The parties shall co-operate in the development and implementation of agreed staff appraisal procedures, and shall observe such agreed procedures.

15. HIGHER GRADE DUTIES

15.1 An employee who is called upon to relieve another employee in a higher classification or act in a vacant position in a higher classification shall have his or her base rate of salary increased by 10% for the period of relief.

15.2 An employee who is called upon to act in a vacant position of a higher classification for a period greater than 3 months shall be entitled to receive the full remuneration applicable to the higher classification for that period.

15.3 The provisions of Clauses 15.1 and 15.2 shall not apply where an employee in a higher classification is absent from duty on a rostered day off, unless it is necessary for another employee to act in a position of a higher classification because the employee who usually occupies that position cannot be contacted on his/her rostered day off.

16. ROSTERING

16.1 The times of work for employees on rostered shifts shall be displayed on a roster in a place conveniently accessible to employees.

16.2 The roster shall be displayed at least 2 weeks prior to the commencing date of the first working period in the roster.

16.3 Notwithstanding the provisions of Clause 16.2, a roster may be altered for reasonable reasons at any time to enable the RFDS to operate.

16.4 Prior to the date of such roster change, affected employees shall be notified in writing, or where circumstances do not permit written notice, verbally.

16.5 All rosters shall be retained by the RFDS for at least 6 years.

17. ANNUAL LEAVE

17.1 All employees are entitled to annual leave in accordance with the relevant annexure to this Agreement.

17.2 Annual leave may be taken in one or more separate periods as agreed between the employee and RFDS.

17.3 An employee before proceeding on annual leave shall have the option of being paid his or her total salary for the period of leave to be taken.

17.4 On termination, an employee shall be paid:

17.4.1 an amount for all untaken annual leave entitlements which have fallen due in relation to any completed years of service;

17.4.2 for any period of employment which is less than one year, a pro rata amount calculated as follows:

- (a) employees whose entitlement to annual leave is 4 weeks per year - an amount equal to 1/12th of their total salary received during the period of employment which is less than 1 year;

- (b) for employees who are entitled to greater than 4 weeks annual leave per year - the amount in (a) plus an additional amount calculated as follows:

$$\begin{array}{r} \text{Weekly rate} \\ \text{of pay} \end{array} \times \begin{array}{r} \text{No. of weeks worked} \\ \text{in period of employ-} \\ \text{ment which is less} \\ \text{than one year} \end{array} \times \begin{array}{r} \text{No. of weeks entitlement} \\ \text{to annual leave in excess} \\ \text{of 4} \end{array}$$

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- 17.5 Where annual leave has been granted to an employee in advance of that employee becoming entitled to such leave, and the employee subsequently terminates his/her employment or is terminated by the RFDS before completing 12 months continuous service in respect of which leave was granted, the RFDS may deduct the cash equivalent of the unearned leave from any amounts owed to the employee on termination.

18. LEAVE LOADING

- 18.1 An employee before proceeding on annual leave shall be paid annual leave loading of 17.5% of his/her total salary for the period of leave taken.
- 18.2 However, an employee shall only be entitled to leave loading in respect of only 4 weeks annual leave per year, regardless whether they are entitled to greater than four weeks annual leave per year.

19. SICKLEAVE

All employees shall be entitled to sick leave in accordance with the relevant annexure to this Agreement.

20. LONG SERVICE LEAVE

All employees shall be entitled to long service leave in accordance with the Long Service Leave Act (NSW) 1955.

21. SPECIAL LEAVE

- 21.1 Special Leave with pay shall be granted in extraordinary or emergency circumstances where an employee is forced to be absent from duty because of an urgent pressing necessity.
- 21.2 Special Leave shall be limited to the time necessary to cover the immediate emergency.
- 21.3 Such leave shall be granted on the following principles:

21.3.1 Death and funeral of parent, spouse, child, sibling, grandparent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law and any other relative where special

circumstances exist, for example, the employee residing with the deceased.

21.3.2 Illness in the family: Sufficient leave shall be granted to meet the immediate emergency and to allow the employee to make any other arrangements considered necessary.

21.3.3 Unforeseen emergencies which clearly prevent attendance for duty, for example, floods, bushfires, etc.

21.4 Special Leave shall not normally exceed 3 working days within each year. However, additional leave may be granted in exceptional circumstances.

22. LEAVE OF ABSENCE

22.1 An employee may, upon written request, be granted leave of absence without pay.

22.2 When such leave is granted the employee shall retain his/her seniority for a period of up to 12 months.

22.3 An employee who engages in other employment whilst on such leave may lose seniority or be dismissed unless approval in writing to engage in other employment is first obtained from the RFDS.

23. PARENTAL LEAVE

23.1 Maternity Leave

Maternity leave shall be granted in accordance with the **Industrial Relations Act (NSW) 1991**.

23.2 Paternity Leave

Paternity leave shall be granted in accordance with the **Industrial Relations Act (NSW) 1991**. However, Section 44(2) of the **Industrial Relations Act (NSW) 1991** shall not apply to RFDS employees.

23.3 Adoption Leave

Adoption leave shall be granted in accordance with the **Industrial Relations Regulations (Commonwealth) 1989**.

24. UNIFORMS

24.1 Where the RFDS requires a uniform to be worn, it shall provide such uniform for both summer and winter use.

24.2 An employee shall wear such uniform at all times while on duty and shall keep the uniform in good order and condition.

- 24.3 The cleaning and maintenance of the uniform shall be the responsibility of the employee.
- 24.4 Uniforms shall be supplied at the time of appointment and replaced at a time mutually agreed by the employee and the RFDS.
- 24.5 On termination of employment all uniforms shall be returned to the RFDS.

25. TRAINING

- 25.1 The RFDS shall be responsible for providing suitable and necessary training for all of its employees in all relevant facets of its activities.
- 25.2 The provision of optional training shall be at the discretion of the RFDS.
- 25.3 Employees shall be allowed time off without loss of pay for the purposes of attending courses and examinations conducted by the RFDS and/or other bodies approved in advance by the RFDS.
- 25.4 An employee shall not be required to attend for duty on any night shift which immediately precedes an examination. However, an employee undergoing examinations may be required to accept a shift change in order to avoid such night shift.

26. MEDICAL EXAMINATION

- 26.1 A full and complete medical examination including audiometry shall be taken by all employees at the commencement of duty with the RFDS.
- 26.2 Medical examinations may be taken if requested each 12 months at the expense of the RFDS.

27. PERSONAL RECORDS

- 27.1 Any personal file, equipment record or check report of any employee whether kept at the RFDS head office or another office, shall be open to inspection by that employee during normal business hours and in the presence of a person nominated by the RFDS.
- 27.2 An employee's personal file or check report shall be available only to the employee, the Executive Director and the Manager - Finance & Administration. The Executive Director's Personal Assistant may also have access to an employee's personal file for filing and administration purposes as directed by the Executive Director. Information of a confidential nature contained therein shall not be divulged to any other person without the prior consent of the employee.

28. NO EXTRA CLAIMS

- 28.1 It is a term of this Agreement that the parties undertake that for the duration of this Agreement they will not pursue any extra claims, award or overaward, except in accordance with any Principles of State Wage Case Decisions directly related to enterprise agreements.
- 28.2 The rates of pay specified in this Agreement shall apply for the duration of the Agreement, subject only to any increases specified in the Agreement.
- 28.3 For the duration of this Agreement there shall be no application of any increases pursuant to National or State Wage Case Decisions, except those which relate directly to enterprise agreements. Any movements in Award rates of pay during the term of this Agreement will be taken into consideration at the time the Agreement is renegotiated.

29. DISPUTE SETTLEMENT PROCEDURES

- 29.1 Where a matter which may become a dispute arises concerning one or more Employees it shall be dealt with in the following manner:
- 29.1.1 The Employee, or a representative from the Relevant Association shall raise the matter with RFDS' representative at the workplace;
- 29.1.2 If the matter is not resolved then it shall be raised by the Employee or the Relevant Association with RFDS.
- 29.1.3 If the matter continues to remain unresolved, either party may refer the matter to the Commission.
- 29.1.4 In all circumstances work shall continue normally, and the RFDS shall make no change to the prejudice of the Relevant Association with respect to the matter in dispute, either during discussions between the parties or whenever the matter is before the Commission.
- 29.1.5 Clause 29.1.4 shall not apply in circumstances where a bona fide safety issue is the primary issue in dispute.

30. SUPERANNUATION

- 30.1 The RFDS shall in respect of each week of employment of an Employee pay to the RFDS National Superannuation Fund an amount equivalent to the percentage specified as the minimum required under Superannuation Guarantee Legislation.
- 30.2 The RFDS shall remit contributions to the fund on a monthly basis.
- 30.3 The RFDS may suspend for the applicable period contributions made on behalf of an Employee if the Employee is absent for reasons other

than annual leave, long service leave, sick leave, workers compensation or other authorised absence.

- 30.4 For the purpose of this Clause "ordinary time earnings" shall be calculated according to the Employee's Total Salary as specified in the Relevant Annexure.

31. REDUNDANCY

31.1 Discussion before terminations

Where the RFDS has made a decision that it no longer wishes the job an Employee has been doing done by anyone, and this is not due to the ordinary and customary turnover of labour, and that decision may lead to termination of employment, the RFDS shall hold discussions with the Employee directly affected, and, if the Employee so directs, with his/her Relevant Association.

The discussions shall take place as soon as practicable after the RFDS has made a definite decision referred to in Clause 31.1. The discussions shall cover, among other things:

31.1.1 Any reasons for the proposed termination;

31.1.2 Measures to avoid or minimise the termination; and

31.1.3 Measures to mitigate any adverse effect of any terminations on the employees concerned.

For the purposes of the discussion, the RFDS shall, as soon as practicable, provide to the Employee concerned, all relevant information about the proposed terminations including:

31.1.4 The reasons for the proposed termination;

31.1.5 The number and categories of employees likely to be affected; and

31.1.6 The number of employees normally employed and the period over which the terminations are likely to be carried out.

However the RFDS shall not be required to disclose confidential information, the disclosure of which would be contrary to RFDS interests.

31.2 Transfer to Lower Paid Duties

Where an Employee is transferred to lower paid duties for reasons set out in Clause 31.1, the Employee shall be entitled to the same period of notice of transfer as he/she would have been entitled to if his/her employment had been terminated, and the RFDS may at its discretion make a payment in lieu thereof, of an amount equal to the difference

between the former ordinary time rate of pay and the new lower ordinary time rate for the number of weeks of notice still owing.

31.3 Severance Pay

In addition to the period of notice prescribed for ordinary termination in Clause 7, an employee whose employment is terminated for reasons set out in Clause 31.1 shall be entitled to the following amount of severance pay in respect of a continuous period of service, based on the Employee's Total Salary as specified in the Relevant Annexure:

Period of Continuous Service	Severance Pay	
	If employee under 45 years of age	If employee 45 or more years of age
Less than 1 year	nil	nil
more than 1 but less than 2 years	4 weeks' pay	5 weeks' pay
more than 2 but less than 3 years	6 weeks' pay	7.5 weeks' pay
more than 3 but less than 4 years	7 weeks' pay	8.75 weeks' pay
more than 4 years	8 weeks' pay + 2 weeks' pay for each year of service thereafter to a maximum of 40 weeks	10 weeks' pay + 2 weeks' pay for each year of service thereafter to a maximum of 40 weeks

31.4 Employee Leaving During Notice

An employee whose employment is terminated for reasons set out in Clause 31.1 may terminate his/her employment during the period of notice and, if so, shall be entitled to the same benefits and payments under this clause had he/she remained with the employer until the expiry of such notice. However, in such circumstances the employee shall not be entitled to payment in lieu of notice.

31.5 Alternative Employment

31.5.1 Clause 31.3 shall not apply where the RFDS obtains acceptable alternative employment for an Employee.

31.5.2 In this clause "acceptable alternative employment" includes employment in a position which has at least the same level of remuneration and which is of equal or better status than the position held by the Employee with the RFDS.

31.6 Time off Work During Notice Period

During the period of notice of termination given by the RFDS, an Employee shall be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.

If the Employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the Employee shall, at the request of the RFDS, produce proof of attendance at an interview, or he/she shall not receive payment for the time absent. For this purpose a Statutory Declaration will be sufficient.

31.7 **Employees with less than 1 Year's Service**

Clause 31 shall not apply to employees with less than 1 year's continuous service, and the general obligation of the RFDS should be no more than to give employees with less than 1 year's service an indication of the impending redundancy at the first reasonable opportunity, and to take such steps as may be reasonable to facilitate the obtaining by the employee of suitable alternative employment.

31.8 **Employees Exempted**

Clause 31 does not apply where employment is terminated as a consequence of conduct which justifies dismissal without notice as prescribed in Clause 7.6.

32. **NOTICE BOARD**

The RFDS shall provide a notice board of reasonable dimensions in a prominent place at each of its Employees' home bases for dissemination of information to Employees and for use by Employees in relation to matters concerning their Relevant Association.

33. **AVAILABILITY OF AGREEMENT**

The RFDS shall provide each Employee with a copy of this Agreement and his/her Relevant Annexure.

34. **OTHER BENEFITS**

The provision of other benefits to an Employee in addition to that Employee's entitlements under this Agreement shall be a matter of private negotiation between the RFDS and that Employee.

35. **SAVINGS PROVISION**

The provisions or operation of this Agreement shall in no way reduce any benefits and entitlements being enjoyed by any Employee in accordance with that Employee's terms of employment prior to the commencement of this Agreement.

36. **DURATION**

36.1 This Agreement will operate for a period of 12 months from the date of registration of the Agreement.

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36.2 The parties agree to commence negotiations for a new agreement no later than 3 months prior to the expiration of this Agreement.

37. **RELEVANT ANNEXURES**

37.1 The following documents are annexed to, and form part of, this Agreement:

37.1.1 Annexure A - Special Conditions for Administrative Officers

37.1.2 Annexure B - Special Conditions for Director's Personal Assistant.

37.1.3 Annexure C - Special Conditions for Auditorium Staff.

ANNEXURE "A"

SPECIAL CONDITIONS FOR ADMINISTRATIVE OFFICERS

A.1. DEFINITIONS

In this Annexure:

- A.1.1 "Administrative Officer" means a person employed to carry out administrative and clerical tasks by the RFDS.
- A.1.2 "Clerical and Administrative staff" includes Administrative Officers.
- A.1.3 "Rostered working hours" means the hours an employee is rostered to work.

A.2. SALARIES

- A.2.1 Administrative Officers shall be paid the annual salaries from the first pay period commencing on or after the date of registration of this Agreement as follows:

	TOTAL SALARY \$
Administrative Officer Grade 1	19,656
Administrative Officer Grade 2	21,944
Administrative Officer Grade 3	22,464
Administrative Officer Grade 4	24,440
Administrative Officer Grade 5	26,485
Administrative Officer Grade 6	28,496
Administrative Officer Grade 7	30,368

A.3. BROKEN HILL ALLOWANCE

- A.3.1 Those employees based in Broken Hill shall be paid an allowance of \$645 per annum in addition to the salaries set out in Clause A.2.1.

A.4. HOURS OF WORK

- A.4.1 The ordinary hours of work for full-time Clerical and Administrative staff shall not be less than 152 hours per 28 calendar days, as rostered by the RFDS. However, the ordinary hours of work for full-time Clerical and Administrative Staff shall not exceed 40 per week averaged over a 52 week period.
- A.4.2 The ordinary hours of work for part-time Clerical and Administrative Staff shall be as rostered by the RFDS, subject to Clause 9.3 of this Agreement.

A **OVERTIME**

A .1 The hourly rate of pay shall be used in the calculation of overtime.

A.5.2 Clerical and Administrative Staff required to work outside the rostered working hours shall be paid overtime at the rate of time and a half for the first two hours and double time thereafter, for all time worked outside rostered working hours.

A.5.3 Where mutually agreed, time off in lieu of payment for overtime worked shall be granted.

A.6. **HOLIDAYS**

A.6.1 Clerical and Administrative Staff shall be entitled to leave without loss of pay on the following public holidays:

New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Local Labour Day, Christmas Day, Boxing Day and any other day duly proclaimed as a public holiday within the State of New South Wales.

A.7. **ANNUAL LEAVE**

A.7.1 **General**

Clerical and Administrative Staff who have completed 12 months' continuous service with the RFDS shall be entitled to 4 consecutive weeks' annual leave on full pay for each completed year of service, in accordance with the Annual Holidays Act (NSW) 1944.

A.7.2 **Broken Hill-Based Employees**

Broken Hill-based Clerical and Administrative Staff are entitled to one week's further leave on full pay in addition to their entitlement under Clause A.7.1.

A.8. **SICKLEAVE**

A.8.1 Clerical and Administrative Staff shall be entitled to 2 weeks' sick leave per annum fully accumulative to a total of 52 weeks.

A.8.2 If an employee is absent on sick leave for longer than 2 days, a certificate by a registered medical practitioner is to be submitted and is to certify that the employee is unfit for work.

A.8.3 Untaken sick leave is not payable on resignation or termination.

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A. CASUAL EMPLOYMENT

A.9 The RFDS may employ casual Administrative Officers.

A.9.2 An Administrative Officer employed on casual hire shall be paid for each hour or part thereof worked at an hourly rate calculated by adding a loading of 15% to the hourly rate of pay of a permanent employee of the same classification and grade.

A. 10. JURY SERVICE

A.10.1 An employee shall notify the RFDS as soon as possible of the date upon which he/she is required to attend for jury service. Further, the employee shall give the RFDS proof of his/her attendance, the duration of such attendance and the amount received in respect of such jury service.

A.10.2 A permanent employee required to attend for jury service during his/her ordinary working hours shall be reimbursed by the RFDS an amount equal to the difference between the amount paid in respect of his/her attendance for such jury service and the amount of wage he/she would have received in respect of the ordinary time he/she would have worked had he/she not been on jury service.

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ANNEXURE "B"

SPECIAL CONDITIONS FOR DIRECTOR'S PERSONAL ASSISTANT

B.1. DEFINITIONS

In this Annexure:

- B.1.1 "Clerical and Administrative Staff" includes the Director's Personal Assistant.
- B.1.2 "Director's Personal Assistant" means a person appointed to that position by the RFDS.
- B.1.3 "Rostered working hours" means the hours an employee is rostered to work.

B.2. SALARIES

- B.2.1 The Director's Personal Assistant shall be paid an annual salary from the first pay period commencing on or after the date of registration of this Agreement as follows:

	Base Rate	Broken Hill Allowance	Supervisor Allowance	TOTAL SALARY
	\$	\$	\$	\$
Directors Personal Assistant	30,368	\$645	3,037	34,050

B.3. HOURS OF WORK

- B.3.1 The ordinary hours of work for the Director's Personal Assistant shall not be less than 152 hours per 28 calendar days. However, the ordinary hours of work for the Director's Personal Assistant shall not exceed 40 per week averaged over a 52 week period.

B.4. OVERTIME

- B.4.1 Clerical and Administrative Staff required to work outside the rostered working hours shall be paid overtime at the rate of time and a half for the first two hours and double time thereafter, for all time worked outside rostered working hours.
- B.4.2 Where mutually agreed, time off in lieu of payment for overtime worked shall be granted.

B.5. HOLIDAYS

- B.5.1 Clerical and Administrative Staff shall be entitled to leave without loss of pay on the following public holidays:

New Years Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Local Labour Day, Christmas Day, Boxing Day and any other day duly proclaimed as a public holiday within the State of New South Wales.

B.6. ANNUAL LEAVE

B.6.1 General

Clerical and Administrative Staff who have completed 12 months' continuous service with the RFDS shall be entitled to 4 consecutive weeks' annual leave on full pay for each completed year of service in accordance with the Annual Holidays Act (NSW) 1944.

B.6.2 Broken Hill based Employees

Broken Hill based Clerical and Administrative Staff are entitled to one week's further leave on full pay in addition to their entitlement under Clause B.7.1.

B.7. SICK LEAVE

B.7.1 Clerical and Administrative Staff shall be entitled to 2 weeks' sick leave per annum fully accumulative to a total of 52 weeks.

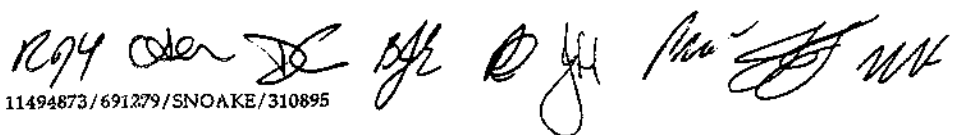
B.7.2 If an employee is absent on sick leave for longer than 2 days, a certificate by a registered medical practitioner is to be submitted and is to certify that the employee is unfit for work.

B.7.3 Untaken sick leave is not payable on resignation or termination.

B. 8. JURY SERVICE

B.8.1 An employee shall notify the RFDS as soon as possible of the date upon which he/she is required to attend for jury service. Further, the employee shall give the RFDS proof of his/her attendance, the duration of such attendance and the amount received in respect of such jury service.

B.8.2 A permanent employee required to attend for jury service during his/her ordinary working hours shall be reimbursed by the RFDS an amount equal to the difference between the amount paid in respect of his/her attendance for such jury service and the amount of wage he/she would have received in respect of the ordinary time he/she would have worked had he/she not been on jury service.

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ANNEXURE "C"

SPECIAL CONDITIONS FOR AUDITORIUM STAFF

C.1. DEFINITIONS

C.1.1 "Auditorium staff" means the Public Relations Officer and Tour Guide.

C.1.2 "Public Relations Officer" means a person appointed to that position.

C.1.3 "Tour Guide" means a person appointed to that position.

C.2. SALARIES

C.2.1 The Public Relations Officer and Tour Guide shall be paid the annual salaries from the first pay period commencing after registration of this Agreement as follows:

	Base Rate	Broken Hill Allowance	Supervisor Allowance	TOTAL SALARY
	\$	\$	\$	\$
Public Relations Office	21,528	645	2,153	24,326
Tour Guide	21,528	645		22,173

C.3. BROKEN HILL ALLOWANCE

C.3.1 Those employees based in Broken Hill shall be paid an allowance of \$645 per annum in addition to the salaries set out in Paragraph 2.

C.4. HOURS OF WORK

C.4.1 The ordinary hours of work for full-time Auditorium staff shall not be less than 152 hours per 28 calendar days, as rostered by the RFDS. However, the ordinary hours of work for the Auditorium Staff shall not exceed 40 per week averaged over a 52 week period.

C.4.2 The ordinary hours of work of part-time Auditorium Staff shall be as rostered by the RFDS, subject to Clause 9.3 of this Agreement.

C.5. OVERTIME

C.5.1 The hourly rate of pay shall be used in the calculation of overtime.

C.5.2 Auditorium staff required to work outside the rostered working hours shall be paid overtime at the rate of time and a half for the first two hours and double time thereafter, for all time worked outside rostered working hours.

C.5.3 Where mutually agreed, time off in lieu of overtime for the period of overtime worked shall be granted.

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C.6. HOLIDAYS

C.6.1 Auditorium staff shall be entitled to leave without loss of pay on the following public holidays.

New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Local Labour Day, Christmas Day, Boxing Day and any other day duly proclaimed as a public holiday within the State of New South Wales.

C.7. ANNUAL LEAVE

C.7.1 General

Auditorium Staff who have completed 12 months' continuous service with the RFDS shall be entitled to 4 consecutive weeks' annual leave on full pay for each completed year of service in accordance with the Annual Holidays Act (NSW) 1944.

C.7.2 Broken Hill based Employees

Broken Hill based Auditorium Staff are entitled to one week's further leave on full pay in addition to their entitlement under paragraph C.7.1.

C.8. SICK LEAVE

C.8.1 Auditorium Staff shall be entitled to 2 weeks' sick leave per annum fully accumulative to a total of 52 weeks.

C.8.2 If an employee is absent on sick leave for longer than 2 days, a certificate by a registered medical practitioner is to be submitted and is to certify that the employee is unfit for work.

C.8.3 Untaken sick leave is not payable on resignation or termination.

C.9. JURY SERVICE

C.9.1 An employee shall notify the RFDS as soon as possible of the date upon which he/she is required to attend for jury service. Further, the employee shall give the RFDS proof of his/her attendance, the duration of such attendance and the amount received in respect of such jury service.

C.9.2 A permanent employee required to attend for jury service during his/her ordinary working hours shall be reimbursed by the RFDS an amount equal to the difference between the amount paid in respect of his/her attendance for such jury service and the amount of wage he/she would have received in respect of the ordinary time he/she would have worked had he/she not been on jury service.

RAY *DC* *BGE* *DJH* *AN* *WV*

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The common seal of ROYAL FLYING DOCTOR SERVICE OF AUSTRALIA (NEW SOUTH WALES SECTION) is affixed in accordance with its articles of association.



[Handwritten Signature]
.....
Signature of authorised person

[Handwritten Signature]
.....
Signature of authorised person

C. CHAIRMAN
.....
Office held

SECRETARY
.....
Office held

W. SWINGLER
.....
Name of authorised person (print)

C. S. THOMSON
.....
Name of authorised person (print)

SIGNED BY THE EMPLOYEES

Signed by *R. TAYLOR*
in the presence of:

P. McDonald
.....
Signature of witness

R. G. Taylor
.....
Signature of

P. M. DONALD
.....
Name of witness (print)

Signed by *D. CAMPBELL*
in the presence of:

P. McDonald
.....
Signature of witness

D. Campbell
.....
Signature of

P. M. DONALD
.....
Name of witness (print)

Signed by *R. OLDMAN*
in the presence of:

P. McDonald
Signature of witness

Ronald Oldman
Signature of

P. MCDONALD
Name of witness (print)

Signed by *B. ELLIS*
in the presence of:

P. McDonald
Signature of witness

Barbara J. Ellis
Signature of

P. MCDONALD
Name of witness (print)

Signed by *J. HIBBERD*
in the presence of:

P. McDonald
Signature of witness

J. Hibberd
Signature of

P. MCDONALD
Name of witness (print)

Signed by *A. MUSCAT*
in the presence of:

P. McDonald
Signature of witness

A. Muscat
Signature of

P. MCDONALD
Name of witness (print)

Signed by *R. ELLIOTT*
in the presence of:

McDonald
Signature of witness

R. Elliott
Signature of

P. MCDONALD
Name of witness (print)

Signed by *R. PICKUP*
in the presence of:

McDonald
Signature of witness

R. Pickup
Signature of

P. MCDONALD
Name of witness (print)

Signed by *K. FABISZEWSKI*
in the presence of:

McDonald
Signature of witness

K. Fabiszewski
Signature of

P. MCDONALD
Name of witness (print)

Signed by *K. JACOBSON*
in the presence of:

McDonald
Signature of witness

K. Jacobson
Signature of

P. MCDONALD
Name of witness (print)