

# ENTERPRISE AGREEMENT

NO: E.A. 46 /1996

DATE REGISTERED: 5-2-96

PRICE: \$ 10-00

**THE LUCAS HEIGHTS FAMILY PRACTICE AND MEDICAL CENTRE  
CASUAL SECRETARIES ENTERPRISE AGREEMENT**

**1. Title of Agreement**

This agreement will be known as the Lucas Heights Family Practice and Medical Centre Casual Secretaries' Enterprise Agreement.

**2. Parties to the Agreement**

The enterprise agreement is made in accordance with the provision of sections 115 - 142 of the Industrial Relations Act 1991. The parties to this enterprise agreement are The Lucas Heights Family Practice and Medical Centre and its casual employees.

**3. The Enterprise**

The Enterprise for which the agreement was made is The Lucas Heights Family Practice and Medical Centre, 157 Old Illawarra Road, Lucas Heights.

**4. Trades or Occupations**

The trades/occupations covered by this agreement are **casual Secretaries (Clerks)** as defined by the **Clerks' (State) Award** and the **Clerks' (State) (Wages) Award**.

**5. Intention**

This agreement will only apply to employees in the occupations identified in clause 4 "Trades or Occupations".

**6. Incidence**

The agreement will regulate totally the terms and conditions of employment previously regulated by the **Clerks' (State) Award** and the **Clerks' (State) (Wages) Award**.

**7. Term**

This agreement will operate from the date of registration and remain in force for a period of three years unless varied or terminated earlier by the provisions provided by the Act.

**8. Hours**

- (i) Ordinary hours of employment will not exceed 38 hours per week, Monday to Saturday.
- (ii) Ordinary hours will be worked between 7:30am and 8:30pm Monday to Friday. Ordinary hours on a Saturday will be worked between 7:30am and 2:30pm.
- (iii) There is no minimum period of engagement per shift.

**9. Wages**

- (i) The minimum rates of pay for casual employees under this agreement will be as per the table below.

**ADULTS**

GRADE	CASUAL PER HR
3	\$13.22
2	\$13.51
1	\$14.30

- (ii) The minimum hourly rate for work performed during ordinary hours on a Saturday shall be the minimum hourly rate as per the table in 9(i) plus 50%.
- (iii) All wages will be indexed annually by CPI on the anniversary of the agreement.

**10. Overtime/Penalties**

Overtime/penalty rates shall be as follows:

- (i) Monday to Friday - the ordinary hourly rate plus 15% for hours worked after 6:00pm and 50% after 8:30pm.
- (ii) Saturdays - the ordinary hourly rate plus 75% for hours worked after 2:30pm.
- (iii) Sundays - the ordinary hourly rate plus 75% for all hours worked.

**11. Rostering Arrangements**

All rosters will be arranged by the employer on a fortnightly basis. Employees are required to notify the employer as soon as practicable if any difficulties occur with the rostering arrangements.

**12. Meal Breaks**

Meal breaks will be arranged by mutual agreement between the employer and employee. Employees can work up to six consecutive hours in any one day without a break for a meal.

**13. Annual Leave and Sick Leave**

Annual Holidays will be as provided by the Annual Holidays Act 1944.

Employees shall be entitled to 1 week sick leave for each year of service or pro rata based on the number of hours worked in the week in comparison to the 38 hours.

**14. Termination of Employment**

The employment of casual employees may be terminated by one hour's notice and the casual employee will be paid all monies due immediately upon the termination of employment.

The employer may dismiss an employee at any time for serious misconduct and wilful disobedience and will be liable for payment up to the time of dismissal.

**15. Workers Compensation**

Workers Compensation will be as provided by the Workers Compensation Act 1987.

**16. Occupational Health and Safety**

Occupational Health and Safety will be as provided by the Occupational Health and Safety Act 1983.

**17. Anti-Discrimination**

Anti-Discrimination will be as provided by the Anti-Discrimination Act 1977.

**18. Duress**


This agreement was not entered into under duress by any party to it.

*16 SW:*

*AM*  
*BRITTON*  
*19.1.96*

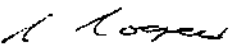

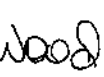
19. Signatories to the Agreement

Signed for an on behalf of

Signature  Dr NICHOLAS BRITTAIN.  
Printed Name and Occupation Medical Practitioner  
Common Seal of Company (if applicable)  
Date 25-10-95

and,

Signed by

Signature	Printed Name and Occupation	Date
	COLLEEN COOPER MEDICAL SECRETARIES	25.10.95
	LINDA Gilmore MEDICAL SECRETARY	25-10-95
	SUSAN WOOD Medical Secretary	25.10.95