

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA03/249

**TITLE: Royal Society for the Prevention of Cruelty to Animals New South Wales Inc. Staff Enterprise Agreement 2003-2006**

**I.R.C. NO:** IRC3/4658

**DATE APPROVED/COMMENCEMENT:** 22 September 2003

**TERM:** 36

**NEW AGREEMENT OR  
VARIATION:** New

**GAZETTAL REFERENCE:** 23 January 2004

**DATE TERMINATED:**

**NUMBER OF PAGES:** 23

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** The agreement applies to employees employed by the Society located at 204 Rockwood Rd, Yagoona NSW 2031, engaged in the classifications of administration, the inspectorate, shelters and clinics (excluding positions of Veterinarian or Inspector) which are placed at grades 1 to 9 of the Society's grading structure. It covers employees who fall under the Animal Welfare, Institutional (State) Award; Clerical and Administrative Employees (State) Award; and Broken Hill Commerce and Industry Consent Award 2001

**PARTIES:** Royal Society For The Prevention of Cruelty To Animals New South Wales -&- the Australian Liquor, Hospitality and Miscellaneous Workers Union, New South Wales Branch, New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union, The Broken Hill Town Employees' Union, Leigh Nicholas Achis, Sheree Addison, Alisha Joy Aland, Kristy Jane Allen, Leigh Mark Allen, Nathan Allport, Lynette Maree Allway, Kylie Rosina Armson, Stephen Arnold, Timothy Scott Arnold, Heather Margaret Aspinall, Josephine Maria Assuncao, Janet Atkins, Clare Yvonne Baker, Judith Baker, Rebecca Jane Bartley, Richard Bashford, Deyan Basoeki, Jacqueline Linda Bateman, Clare Bates, Susan Daphne Bates, Rochelle Baxter, Rachel Baynham, Belinda Joy Beach, Sharnee Becker, Patricia Grace Behrens, Sandra Bell, Debra Frances Bennett, Amanda Binger, Nicole Birrel, Lisa Gaye Bohringer, Sharnee Botfield, Donna Amy Bracamonte, Matthew Francis Bramston, John Brown, Margaret Bunyan, Lisa Elizabeth Byrnes, Melissa Carlon, Jasper Catchlove, Tanya Cerniauskas, Narelle Chaffey, Jennifer Chapman, Gail Patricia Chirgwin, Gemma Clarke, Lucy Cleary, Elaine Colebeck, Ronald

Collett, Kevin Donald Cooper, Leanne Janelle Cooping, Angeline Hope Coulter, Diane Louise Crouch, Zoe Cutcher, Skye Danaher, Amanda Dawson, Susan De Burgh, Melissa De Roo, Samantha Louise Dean, Toni Maria Denmeade, Helene Dillon, Tanya Dominguez, Samantha Doughan, Lana Douglas, Rebecca Dovey, Rodney John Dunbar, Pauline Ann Dwyer, Karen Julie Egan, Leza Denise Ellis, Harry Arthur Ellsmore, Craig John Eltherington, Steven Mark Epps, Caroline Jane Eustace, Michele Evans, Carolyn Joy Fenner, Rebecca Ferguson, Rebecca Kelly Fitzsimmons, Kynan James Ford, Debra Lea Fox, Andrew Fulton, Michael Galka, Katrina Melanie Gilham, Patrick John Gilham, Christopher Glen, Tammy Kathleen Gregson, Sonja Hansen, Wendy Elizabeth Haskell, Nicola May Hawkins, Kelly Hedderman, Leonardus Johannus Hellegers, Anna Marie Herring, Joanne Lisa Hocking, Jenny Maree Holmes, Donna Marie Hough, Diane Hugo, Louise Marie Humphrey, Jodi Hunt, Andrew Robert Hutton, Elsie Catherine Hyde, Alana Jamieson, Eliska Amelia Jerabek, Diane Johnstone, Michael Bradley John Kelly, Georgia Knudsen, Nicole Elise Koslover, Danielle Larsen, Lynette Marree Lee, Laurel Adele Ling, Bethany Michelle Livingston, Deidre Anne Long, Belinda Lucas, Gustavo Lundt, Natasha Maree Lynch, Vasanti Satish Mane, Julie Melanie Marten, Anne Mason, Sinead Sara McGirr, Paul Benjimen McIntyre, Sandra Lillian McKee, Zoe Melville, Kathleen mary Michel, Jessica Middleton, Beth Louise Munro, Jane Elizabeth Murphy, Rebecca O'connor, Monica Ojeda, Debbie Lee Olds, Belinda Summa Page, Joanna Elisa Parrag, Gai Pepperall, Lisa Pepperall, Anita Pledger, Amanda Jane Purkiss, Michael Puzicha, Heidi Ann Quine, Janelle Rands, Carol Anne Rebb, Christie Helen Reeves, Christie Sue Reeves, Glenda Louise Riley, Jessica Rivett, Heather Robertson, Fay Marlene Rolton, Joanne Louise Ross, Tiffany Lenore Samin, Mark Sargent, Deborah Ann Sayers, Robert Anthony Schibeci, Karen Jane Schlieper, Melissa Anne Seewitz, Roger Duncan Seymour, Kamlesh Kant Sharma, Tina Sibbons, Carolina Andrea Silva, Karissa Lee Simeon, Cherie Michelle Simon, Ann Maureen Singleton, Sue Gai Skelton, Maryjane Skulander, Miriam Sole, Debbie Laurie Spencer, Debbie Louise Spencer, Miranda Jane Strathearn, Shaalee Stubbs, Simone Sutherland, Georgia Talbot Talbot, Trinny Tao, Natalie Margaret Tasker, Gary Taylor, Wendy Gillian Taylor, Sharn Renee Thelan, Suzanne Lynne Thompson, Cathy Louise Turner, Jana Tusa, Julie Lyn Valenta, Susan Vanzwav, Ingrid Liana Varnerin

# THE ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS NSW INC. STAFF ENTERPRISE AGREEMENT 2003 - 2006

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## 1. Title and Intention of the Parties

This Enterprise Agreement is made in accordance with the provisions of sections 29 to 47 of the *Industrial Relations Act 1996*, and shall be known as the Royal Society for the Prevention of Cruelty to Animals New South Wales Inc. Staff Enterprise Agreement 2003 - 2006. The Agreement shall provide the basis for consistently determining the salaries and conditions of employment for staff of the Society.

## 2. The Parties

The Parties to this Agreement are the Royal Society for the Prevention of Cruelty to Animals New South Wales Inc., the Australian Liquor, Hospitality and Miscellaneous Workers' Union, New South Wales Branch, the New South Wales Local Government, Clerical, Administrative, Energy, Airlines and Utilities Union, the Broken Hill Town Employees Union and the employees defined as staff by this Agreement whether signatories or not.

## 3. Duress

This Agreement has been entered into without duress by any party.

## 4. Duration

The Agreement shall come into operation from the date of approval by the Industrial Relations Commission of New South Wales and shall remain in force for a period of three (3) years.

## 5. Definitions

Society: Shall mean the Royal Society for the Prevention of Cruelty to Animals New South Wales Inc.

Part-time Employee: Shall mean an employee engaged by the week but who is required to work a constant number of ordinary hours each week less than the ordinary number of hours prescribed for weekly employees.

Casual employee: Shall mean an employee engaged and paid as such, but shall not include an employee working 38 ordinary hours or more per week, and shall not include an employee who is required to work a constant number of ordinary hours each week.

Policy: Shall mean policy adopted by the Society.

Salary: Shall mean the salary for the Grade for the position as established through the process of Job Evaluation. Salary shall not include superannuation payments.

Salary System: Shall determine the salary range for each employee and the method of receiving increases above the minimum of the range relevant for the Grade of the position.

Staff: Shall mean employees employed by the Society in administration, the inspectorate, shelters and clinics in positions other than Veterinarian or Inspector which are placed at Grades 1 to 9 of the Society's grading structure.

Weekly Rate of Pay Shall mean the salary and any allowances normally received by the employee but shall not include overtime payments.

## 6. Anti-Discrimination

- 6.1 It is the intention of the parties bound by this Agreement to seek to achieve the object in section 3(f) of the *Industrial Relations Act 1996* to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of race, sex, marital status, disability, homosexuality, transgender identity, age and responsibilities as a carer.
- 6.2 It follows that in fulfilling their obligations under the dispute resolution procedure prescribed by the Award the parties have obligations to take all reasonable steps to ensure that the operation of the provisions of this Agreement are not directly or indirectly discriminatory in their effects. It will be consistent with the fulfilment of these obligations for the parties to make application to vary any provision of the Agreement that, by its terms or operation, has a direct or indirect discriminatory effect.
- 6.3 Under the *Anti-Discrimination Act 1977*, it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.
- 6.4 Nothing in this clause is to be taken to affect:
  - (a) any conduct or act which is specifically exempted from anti-discrimination legislation;
  - (b) offering or providing junior rates of pay to persons under 21 years of age;
  - (c) any act or practice of a body established to propagate religion which is exempted under section 56(d) of the *Anti-Discrimination Act 1977*;
  - (d) a party to this award from pursuing matters of unlawful discrimination in any State or federal jurisdiction.

- 6.5 This clause does not create legal rights or obligations in addition to those imposed upon the parties by the legislation referred to in this clause.

#### NOTES

- (a) Employers and employees may also be subject to Commonwealth anti-discrimination legislation.
- (b) Section 56(d) of the *Anti-Discrimination Act 1977* provides:  
"Nothing in the Act affects any other act or practice of a body established to propagate religion that conforms to the doctrines of that religion or is necessary to avoid injury to the religious susceptibilities of the adherents of that religion."

### 7. Salaries

#### 7.1 Salary System

- 7.1.1 Staff shall be paid in accordance with the salary range for the Grade into which the Society's Job Evaluation System places their position.
- 7.1.2 Progression through the Salary range established for the Grade shall be based on the performance of the employee exceeding the requirements of the position and is supported by specific achievements. This preliminary rating of superior performance is to be established at the performance review between the employee and the supervisor/manager. The review process will ensure that there is consistency across the organisation in evaluating the performance of staff. Steps of progression within the salary range for the Grade shall be equivalent to 25% of the range for the Grade.
- 7.1.3 Promotion to a higher grade, regardless of the placement of the employee in the salary range, shall be without loss of pay.
- 7.1.4 Where an employee decides to take a position placed at a lower grade in the salary structure the employee shall have their salary reduced consistent with the salary range for the grade of the position to which they have moved.
- 7.1.5 The implementation of the salary system and other features of this Agreement shall not affect the operation of policy and its application to staff of the Society.

#### 7.2 Salary Range

Staff of the Society shall be paid a salary in the range detailed below based on the Grade of the position they hold.

Grade	Work Value Point Range	Salary Range Per Week As from 1 July 2003	Salary Range Per Annum As from 1 July 2003
9	800 - 849	\$764.50 - \$841.00	\$39,886 - \$43,875
8	700 - 799	\$724.70 - \$797.20	\$37,814 - \$41,595
7	600 - 699	\$685.00 - \$753.50	\$35,742 - \$39,316
6	500 - 599	\$645.30 - \$709.80	\$33,670 - \$37,037
5	450 - 499	\$605.50 - \$666.10	\$31,598 - \$34,758
4	400 - 449	\$565.90 - \$622.50	\$29,526 - \$32,479
3	350 - 399	\$526.20 - \$578.80	\$27,454 - \$30,199
2	250 - 349	\$486.50 - \$535.20	\$25,387 - \$27,926
1	150 - 249	\$448.40	\$23,397

#### 7.3 Salary Range Increases

The salary ranges detailed above, and other money allowances contained in this Agreement, shall be reviewed in June in each year of the Agreement and shall be adjusted by a minimum percentage consistent with the percentage change in the Wage Cost Index across Australia for the preceding twelve months as measured from March to March by the Australian Bureau of Statistics (ABS) (Publication Number: 6345.0). Increases consistent with the Wage Cost Index shall be operative from the beginning of the first full pay period to commence on or after 1 July in each year of the Agreement.

#### 7.4 Allowances

##### 7.4.1 Euthanasia Allowance

- (a) An employee trained and certified as someone capable of carrying out the euthanasia of animals and is required to do so as a regular feature of their work will be paid an allowance of \$70.00 per week.
- (b) Positions placed at Grade 7 and above in the classification structure shall not receive the allowance when required to euthanase animals as such payment has been included in the evaluation and grading of these positions.
- (c) An employee who is required to euthanase animals on an intermittent basis will be paid an allowance of \$10.00 per day.

7.4.2 An employee who is certified by an accredited first aid training provider and who is required by the Society to be in charge of a first aid kit and/or to administer first aid shall be paid an allowance in addition to the salary detailed above of \$9.70 per week.

7.4.3 An employee who is employed in the County of Yancowinna shall receive an allowance of \$12.40 per week. This allowance shall be paid in addition to other amounts prescribed by this Agreement and shall apply for all purposes of the Agreement. This allowance shall be paid on a proportionate basis for part-time and casual employees.

#### 7.5 Higher Duties

Higher duties shall be paid at the level of the position being relieved only when the employee acting in these higher duties does so for four (4) shifts or more in any two (2) week period or for two (2) consecutive days.

### **8. Payment of Employees**

- 8.1 The Society shall pay employees employed pursuant to this Agreement by the fortnight.
- 8.2 The Society shall pay by direct credit to the employee's nominated account. The Society shall meet all charges ancillary to such payment.
- 8.3 The Society shall fix a regular day for the payment of employees. The Society may alter the pay day if there is prior agreement with the employees affected.
- 8.4 The Society shall be entitled to deduct from the employee's salary such amounts as the employee authorises in writing.

### **9. Expenses**

All reasonable expenses, including out-of-pocket, accommodation and travelling expenses, incurred in connection with the employee's duties shall be paid by the Society and, where practicable shall be included in

the next pay period. The method and mode of travelling and any other travelling arrangements shall be arranged mutually between the Society and the employee.

### **10. Hours of Work**

- 10.1 The ordinary hours of work shall be rostered over a twelve week period to provide an average of thirty-eight (38) per week.
- 10.2 The ordinary hours of work shall be worked over the seven days of the week provided that employees required to work on Saturday and/or Sunday shall be paid the pattern of working hours loadings detailed below.
- 10.3 The commencing and finishing times of staff currently in operation may be altered by agreement between the manager and the employees affected.
- 10.4 Any agreement to alter the spread of hours as provided for in this clause must be genuine with no compulsion to agree.
- 10.5 The rostered ordinary hours of work shall be notified to employees by the Society displaying the roster in a conspicuous and accessible place on the premises where the employee is employed. The hours of commencing and ceasing work, once notified, shall not be changed without the payment of overtime unless the employee is given two weeks' notice of such change.
- 10.6 There shall be no broken shifts except for meal breaks unless by agreement with the employee(s) involved.
- 10.7 An employee shall be allowed a break of not less than half an hour or more than one hour for a meal on each day of the week. The period during which such meals shall be taken, when once fixed, shall not be altered without seven days' notice being given to the employees affected.
- 10.8 An employee called upon to work during the ordinary meal break shall be paid overtime rates for all such time worked. Provided that in the case of an emergency, where it is necessary to work up to 15 minutes after the usual ceasing time for lunch, this provision shall not apply.
- 10.9 In the event of any employee being allowed a period of less than 30 minutes for the purpose of having a meal, no deduction shall be made for time so spent by the employee in having a meal, except when the shortened meal break is taken for the benefit and at the request of the employee.
- 10.10 All employees shall be allowed and shall take a break of 15 minutes for tea between 9:30 am and 11:00 am or between 4:00 pm and 4:45 pm.
- 10.11 An employee required to work on any day shall be paid a minimum payment of four hours at the appropriate rate for each start.
- 10.12 Pattern of Working Hours Loading
  - 10.12.1 The calculation of the loading shall be based on the following three categories of the time when the hours are worked.
    - (a) Ordinary hours worked between midnight on Sunday and midnight on Friday shall not attract a loading.
    - (b) Ordinary hours worked between midnight on Friday and midnight on Saturday shall attract a loading of 50%.
    - (c) Ordinary hours worked between midnight on Saturday and midnight on Sunday shall attract a loading of 100%.

- 10.12.2 Employees employed in positions placed in Grade 9 of the classification structure shall not be entitled to the loading referred to paragraph 10.12.1 above.

### **11. Overtime**

- 11.1 Except where otherwise provided all time worked by direction before the agreed commencement of ordinary hours, or later than the agreed completion of ordinary hours, shall be paid for at the rate of time and a half for the first two hours and double time thereafter.
- 11.2 Where the employee and the supervisor/manager agree the overtime worked may be taken as time off in lieu equivalent to the actual hours worked. Time off in lieu shall be taken at a time that is mutually convenient to the employee and their supervisor/manager.
- 11.3 Overtime worked on Sunday shall be paid for at the rate of double time.
- 11.4 An employee required to work overtime in excess of two hours shall be granted a paid crib break of 20 minutes, such crib break to be taken at the conclusion of ordinary time worked and prior to commencing overtime. A further 20 minute paid crib break shall be granted after each four hours of overtime worked; provided that the employee is required to continue working beyond such crib break. The Society and an employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that the Society shall not be required to make any payment in respect of any time allowed in excess of 20 minutes.

#### **11.5 Meal Allowance**

Where an employee is required to work overtime in excess of one hour on any day or shift and the employee was not given notice of such requirement on the previous working day the employee shall be paid a meal allowance of \$10.15.

#### **11.6 On-Call**

An employee required to be on-call for the purpose of responding to after hour's calls shall receive an allowance of \$65.00 per day. Where the employee is required to return to work the provisions of sub-clause 11.7 Call Out shall apply.

#### **11.7 Call Out**

11.7.1 For the purposes of this Agreement, an employee shall be deemed to be on a call out if the employee is recalled to work overtime without receiving notice before ceasing work.

11.7.2 Any employee, who is called back to work as defined in sub-clause 11.7.1, shall be paid for a minimum of four (4) hours work at the appropriate overtime rate for each time so recalled. Provided that any subsequent call outs occurring within a four hour period of a call out shall not attract any additional payment. An employee working on a call out shall be paid the appropriate overtime rate from the time that such employee departs for work.

The employee shall not be required to work the full four hours if the job that the employee was recalled to perform is completed within a shorter period.

- 11.8 Employees employed in positions placed in Grade 9 of the classification structure and above shall not be entitled to the payment of overtime.

### **12. Public Holidays**

- 12.1 The days on which holidays shall be observed are as follows: New Years' Day; Australia Day; Good Friday; Easter Saturday; Easter Monday; Anzac Day; Queen's Birthday; Labour Day; Christmas Day;



Boxing Day; Union Picnic Day; and all special days proclaimed as holidays to be observed throughout the whole of the State of NSW.

- 12.2 Where any of the holidays prescribed by this Agreement fall on a day ordinarily worked by the employee, the employee shall not have a reduction in salary.
- 12.3 Where an employee is required to work ordinary hours on a holiday as prescribed by this Agreement, the employee shall be paid at the penalty rate of double time and one half for the time worked on the day. A minimum payment of four hours at the penalty rate shall be paid for each start.
- 12.4 Seven-day shift workers rostered off on a holiday shall receive payment for the day.
- 12.5 Where the employee is absent from his or her employment on the working day before and the working day after a public holiday without reasonable excuse, or without the consent of the Society, the employee shall not be entitled to payment for such holiday.

### **13. Annual Leave**

- 13.1 Annual leave of absence consisting of 4 weeks at the ordinary rate of pay, exclusive of public holidays observed on working days shall be granted to an employee, after each 12 months service and, except as provided for in sub-clause 13.2, shall be taken on its due date or as soon as is mutually convenient thereafter to the Society and the employee.
- 13.2 The Society may direct an employee to take annual leave by giving at least four weeks prior notification where the employee has accumulated in excess of eight weeks annual leave.
- 13.3 The Society shall pay each employee before the commencement of the employee's annual leave except where by agreement with the employee normal pay arrangement may be maintained during a period of annual leave.
- 13.4 On resignation or termination of employment, the Society shall pay to the employee any accrued untaken annual leave. In addition, the employee shall be paid annual leave on a proportionate basis being equal to one twelfth of the employee's ordinary weekly rate of pay for each completed week of service since their last anniversary. Provided that the employee shall not receive payment for more than four weeks annual leave for any period of twelve months. The amount payable shall be calculated according to the ordinary rate of pay applicable at the date of termination of service.
- 13.5 Where an employee receives a varying rate of pay for 6 months in the aggregate in the preceding 12 month period, the employee's ordinary rate of pay shall be deemed to be the average weekly rate of pay earned during the period actually worked over the 12 months immediately preceding the annual leave or the right to payment under this clause.
- 13.6 In addition to the annual leave prescribed above seven-day shift shall be allowed seven consecutive days' leave, including non-working days.
- 13.7 In addition to the annual leave prescribed above employees employed in the County of Yancowinna (Broken Hill) shall be allowed seven consecutive days' leave, including non-working days.
- 13.7 Where an employee with 12 months' continuous service is engaged for part of the 12-month period as a seven-day shift worker, or is employed in the County of Yancowinna, the employee shall be entitled to have the period of 28 consecutive days' leave, including non working days, increased by three and one-third hours for each completed month the employee is continuously engaged in such work.
- 13.8 Where the employment of a seven-day shift worker is terminated and he or she thereby becomes entitled to payment in lieu of an annual holiday with respect to a period of employment, the employee shall also be entitled to an additional payment of three and one-third hours at such ordinary rate of pay for each completed month of service as a seven-day shift worker since their last anniversary.

- 13.9 Where the employment of an employee employed in the County of Yancowinna is terminated and he or she thereby becomes entitled to payment in lieu of an annual holiday with respect to a period of employment, the employee shall also be entitled to a payment equivalent to 5/47ths of the salary received in the relevant period.

#### **14. Annual Leave Loading**

- 14.1 Before an employee is given and takes an annual holiday or where, by agreement between the employer and the employee the annual holiday is given and taken in more than one separate period, then before each of such separate periods the Society shall pay the employee a loading determined in accordance with this clause.
- 14.2 The loading is payable in addition to the pay for the period of holiday given and taken and due to the employee under this Agreement.
- 14.3 The loading is to be calculated in relation to any period of annual holiday to which the employee becomes or has become entitled under this Agreement (but excluding days added to compensate for public or special holidays worked or public or special holidays falling on an employee's rostered day off not worked) or, where such holiday is given and taken in separate periods, then in relation to each such period.
- 14.4 The loading is the amount payable for the period or the separate period, as the case may be, stated in sub-clause 14.3, at the rate per week of 17.5 per cent of the appropriate ordinary-time weekly rate of pay prescribed by this Agreement for the Grade of the position in which the employee was employed immediately before commencing his/her annual holiday, but shall not include any working hours loading or other allowances prescribed by this Agreement.
- 14.5 No loading is payable to an employee who takes an annual holiday wholly or partly in advance; provided that, if the employment of such an employee continues until the day when he or she would have become entitled under the Annual Holidays Act to an annual holiday, the loading then becomes payable in respect of the period of such holiday and is calculated in accordance with sub-clause 14.4, applying the rate payable to the position of the employee on that day.
- 14.6 Where the Society determines to temporarily close down part or all of its activities for the purpose of giving an annual holiday or leave without pay to the employees concerned:-
- 14.6.1 An employee who is entitled under the Act to an annual holiday, and who is given and takes such a holiday shall be paid the loading calculated in accordance with subclause 14.4.
- 14.6.2 An employee who is not entitled to an annual holiday and who is given and takes leave without pay shall be paid, in addition to the amount payable under this Agreement, such proportion of the loading that would have been payable to the employee under this clause if the employee became entitled to an annual holiday prior to the closedown as the qualifying period of employment in completed weeks bears to 52.
- 14.7
- 14.7.1 When the employment of an employee is terminated by the employer for a cause other than misconduct, and at the time of termination the employee has not been given and has not taken the whole of an annual holiday to which the employee became entitled, the employee shall be paid a loading calculated in accordance with sub-clause 14.4 for the period not taken.
- 14.7.2 Except as provided by paragraph 14.7.1 no loading is payable on the termination of an employee's employment.

- 14.8 Where the weekend loading payable (not including time on a public or special holiday) to an employee for the period of leave exceeds the loading calculated in accordance with this clause, then the higher amount shall be paid to the employee in lieu of the annual leave loading.

### 15. Long Service Leave

- 15.1 Long service leave shall accrue on the following basis for employees other than those employed in the County of Yancowinna (Broken Hill):

Length of Service	Entitlement
After 5 years service	4.3 weeks
For every completed period of five years service thereafter	4.3 weeks

- 15.2 Long service leave shall accrue on the following basis for employees employed in the County of Yancowinna:

Length of Service	Entitlement
After 5 years service	6.5 weeks
For every completed period of five years service thereafter	6.5 weeks

- 15.3 Where an employee has completed more than five years service with the Society and is terminated for any cause, long service leave shall be deemed to have accrued for the employee's total length of service and the Society shall pay an amount equivalent to such long service leave, less such leave already taken, computed in accordance with the tables in sub-clauses 15.1 or 15.2.
- 15.4 An employee who has completed more than five years service with the Society may take long service leave for any period by agreement with the employee's manager.
- 15.5 Provisions not included in this Agreement shall be drawn from the *Long Service Leave Act 1955* or any variation of that Act.

### 16. Sick Leave

- 16.1 If an employee is absent from work, except on account of illness, a proportionate deduction shall be made from the salary of the employee for the time lost.
- 16.2 Employees who are unable, due to sickness, to attend for work shall be entitled during each year of service to the amount of sick leave as prescribed in sub-clause 16.3, subject to the following conditions:
- 16.2.1 The Society shall be satisfied that the sickness is such that it justifies the time off, and
- 16.2.2 That the illness or injury does not arise from engaging in other employment, and
- 16.2.3 That the proof of illness to justify payment may be required after two (2) days absence, or after two (2) separate periods in each service year, and
- 16.2.4 When requested, proof of illness (which shall include certification from a qualified medical/health practitioner, registered with the appropriate government authority) shall indicate the employee's inability to undertake their normal duties.
- 16.3 The Society shall not be liable to pay an employee for absence due to illness for more than that prescribed in the following schedule:
- 16.3.1 After 3 months continuous service - 1 days' pay.

- 16.3.2 After 4 months completed service - 2 days' pay.
- 16.3.3 After 6 months completed service - 3 days' pay.
- 16.3.4 After 8 months completed service - 4 days' pay.
- 16.3.5 After 10 months completed service - 5 days' pay.
- 16.3.6 During the second year of service - 8 days' pay.
- 16.3.7 During the third and subsequent years of service - 10 days' pay.
- 16.4 Service with the Society before the date of approval of this Agreement shall be taken into account in determining entitlements in sub-clause 16.3.
- 16.5 An employee who has been employed for three months and who has taken sick leave in that period shall be paid for such absence at the end of the said three months in accordance with the scale at clause 16.3.1.
- 16.6 The Society may require staff to attend a doctor nominated by the Society at the Society's cost.
- 16.7 Sick leave shall accumulate from year to year so that the balance of the entitlement to sick leave not taken in any one year of service may be taken in a subsequent year or years.
- 16.8 Christmas Bonus
  - 16.8.1 Each full time and part-time employee shall be entitled to receive in the last pay period of every calendar year a bonus.
  - 16.8.2 The bonus is calculated on the number of day's sick leave, which have not been taken in the calendar year.
  - 16.8.3 The employee will be entitled to be paid the equivalent of twenty-five (25) percent of any sick leave, which they have not used during the last calendar year.
  - 16.8.4 Therefore, if an employee has not used any of their sick leave, and they were entitled to eight (8) days leave, they would receive 2 days pay as a Christmas bonus.
  - 16.8.5 This bonus will have no effect on sick leave accrual and shall not be used as a counselling or performance management tool.

### **17. Personal Carer's Leave**

- 17.1 Use of sick leave: an employee, other than a casual employee, with responsibilities in relation to a class of person set out in subclause 17.3 who needs the employee's care and support shall be entitled to use, in accordance with this subclause, any current or accrued sick leave entitlement, provided for at clause 16 Sick Leave of this Agreement, for absences to provide care and support for such persons when they are ill. Such leave may be taken for part of a single day.
- 17.2 The employee shall, if required, establish either by production of a medical certificate or statutory declaration, the illness of the person concerned and that the illness is such as to require care by another person. In normal circumstances, an employee must not take carer's leave under this subclause where another person has taken leave to care for the same person.
- 17.3 The entitlement to use sick leave in accordance with this subclause is subject to:

17.3.1 the employee being responsible for the care of the person concerned; and

17.3.2 the person concerned being:

- (a) a spouse of the employee; or
- (b) a de facto spouse who, in relation to the person, is a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person; or
- (c) a child or an adult child (including an adopted child, a step child, foster child or an ex nuptial child), parent (including a foster parent, step parent and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster or step sibling) of the employee or spouse or de facto spouse of the employee; or
- (d) a same sex partner who lives with the employee as the de facto partner of that employee on a bona fide domestic basis; or
- (e) a relative of the employee who is a member of the same household, where for the purposes of this paragraph:
  - (1) "relative" means a person related by blood, marriage or affinity;
  - (2) "affinity" means a relationship that one spouse because of marriage has to blood relatives of the other; and
  - (3) "household" means a family group living in the same domestic dwelling.

17.4 An employee shall, wherever practicable, give the Society notice prior to the absence of the intention to take leave, the name of the person requiring care and that person's 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.

17.5 Time off in Lieu of Payment for Overtime: An employee may, with the consent of the Society, elect to take time off in lieu accumulated in accordance with the provisions of this Agreement for the purpose of providing care and support for a person in accordance with subclause 17.3.

17.6 Makeup: An employee may elect, with the consent of the Society, to work "make-up time", under which the employee takes time off during ordinary hours and works those hours at a later time, within the spread of ordinary hours provided in the Agreement, at the ordinary rate of pay for the purpose of providing care and support for a person in accordance with subclause 17.3.

17.7 Annual Leave and Leave Without Pay: An employee may elect, with the consent of the Society, to take annual leave or leave without pay for the purpose of providing care and support for a person in accordance with subclause 17.3. Such leave shall be taken in accordance with clause 13 Annual Leave and clause 20 Leave Without Pay of this Agreement.

## **18. Other Paid Leave**

18.1 Jury Service Leave

A employee required to attend for jury service during the employee's ordinary working hours shall be reimbursed by the Society an amount equal to the difference between the amount in respect of the employee's attendance for such jury service and the amount of wage the employee would have received

in respect of the ordinary time the employee would have worked had the employee not been on jury service.

An employee shall notify the Society as soon as possible of the date upon which the employee is required to attend for jury service. Further the employee shall give the Society proof of attendance, the duration of such attendance and the amount received in respect of such jury service.

## 18.2 Bereavement Leave

Where an employee is absent from duty because of the death of a person in accordance with paragraphs 18.2.1 to 18.2.6 below and provides satisfactory evidence to the Society of such, the employee shall be granted two days leave with pay upon application.

Persons in respect to whom bereavement leave may be claimed shall include:

18.2.1 a spouse of the employee, or

18.2.2. a de facto spouse, who, in relation to a person, is a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person in a bona fide domestic basis although not legally married to that person, or

18.2.3 a child or an adult child (including an adopted child, a step child, foster child or an ex nuptial child), parent (including foster, step parents and legal guardian), parents of spouse, grandparent, grandchild or sibling (including half, foster and step sibling) of the employee or spouse or de facto spouse of the employee, or

18.2.4 a same sex partner who lives with the employee as the de facto partner of that employee on a bona fides domestic basis; or

18.2.5 a relative of the employee who is a member of the same household, where for the purposes of this paragraph;

(a) "relative" means a person related by blood, marriage or affinity;

(b) "affinity" means a relationship that one spouse because of marriage has to blood relatives of the other; and

(c) "household" means a family group living in the same domestic dwelling.

18.2.6 other relatives with whom an affinity is held at the sole discretion of management.

## 18.3 Animal Compassionate Leave

18.3.1 An employee with more than twelve months service with the Society shall be entitled to take their sick leave accrual as compassionate leave in order to care for a sick animal that is the employee's personal pet.

18.3.2 Compassionate leave taken in order to care for a sick animal shall be deducted from the employee's sick leave entitlement.

18.3.3 An employee shall be entitled to a maximum of five (5) days per year in order to care for a sick animal.

18.3.4 An employee shall be also entitled two days animal compassionate leave in the case of the death of the employee's personal pet.

18.3.5 Management reserve the discretionary right to require evidence of the illness or injury of the animal.

#### 18.4 Special Leave

18.4.1 Employees who serve in the Rural Fire Service or the State Emergency Service and who are required to attend fires or emergencies during ordinary working hours shall receive the rate of pay as if they had been at work on that day.

18.4.2 Management reserve the sole discretion to allow special leave to employees required to perform other emergency voluntary work.

18.4.3 An employee who is engaged in such voluntary service and is required to attend a fire or emergency shall notify the Society of the absence from work and the expected duration of such absence as soon as is practicable.

#### 18.5 Natural Disaster Leave

18.5.1 Where an employee is prevented from attending work as a result of natural disaster the employee shall receive the rate of pay as if they had been at work on that day.

18.5.2 The approval of payment for such absences shall be at the sole discretion of management.

### **19. Leave Without Pay**

19.1 Periods of leave without pay, shall be taken at a time mutually convenient to the Society and the employee, and shall not be regarded as service for the purpose of computing long service leave, sick leave or annual leave. Such periods of leave without pay shall not however, constitute a break in the employee's continuity of service.

19.2 An employee shall not be entitled to any payment for public holidays during an absence on approved leave without pay.

#### 19.3 Trade Union Training Leave

An employee who has been sponsored by the union to attend a course of training conducted by or with the support of the Trade Union Training Australia Inc, shall be entitled to leave without pay to attend such course; provided that the Society shall not be called upon to provide more than five (5) days leave without pay per calendar year irrespective of the number of employees who attend the aforementioned courses.

### **20. Part-Time Employment**

20.1 A part-time employee shall mean an employee who is engaged on the basis of a regular number of hours which are less than the full-time ordinary hours in accordance with clause 10 Hours of Work of this Agreement.

20.2 Prior to commencing part-time work the Society and the employee shall agree upon the conditions under which the work is to be performed including:

20.2.1 The hours to be worked by the employee, the days upon which they shall be worked and the commencing times for the work.

20.2.2 The nature of the work to be performed.

- 20.2.3 The rate of pay as paid in accordance with this Agreement.
- 20.3 The conditions may also stipulate the period of part-time employment.
- 20.4 The conditions may be varied by consent.
- 20.5 The conditions or any variation to them must be in writing and retained by the Society. A copy of the conditions and any variations to them must be provided to the employee by the Society.
- 20.6 A part-time employee may work more than their regular number of hours at their ordinary hourly rate by agreement. Where an employee works hours in excess of the ordinary hours as prescribed in clause 10 Hours of Work of this Agreement, the provisions of clause 11 Overtime, shall apply.
- 20.7 Part-time employees shall receive all conditions prescribed by the Agreement on a pro-rata basis of the regular hours worked. An adjustment to the accrued leave entitlements may be required at the conclusion of each service year based on the proportion of actual hours worked.
- 20.8 Where a public holiday falls on a day where a part-time employee would have regularly worked the employee shall be paid for the hours normally worked on that day.
- 20.9 A change to full-time employment from part-time employment or to part-time employment from full-time employment shall not constitute a break in the continuity of service. All accrued entitlements shall be calculated in proportion to the hours worked in each employment arrangement.

## **21. Casual Employment**

- 21.1 A casual employee shall mean an employee engaged on a day to day basis.
- 21.2 A casual employee shall be paid the hourly rate for ordinary hours worked in accordance with clause 10 Hours of Work.
- 21.3 Overtime shall be paid where a casual employee works outside the ordinary hours for that position. In cases where there are no ordinary hours for the position, overtime shall be paid for the hours worked in excess of those prescribed in clause 10 Hours of Work.

In addition to the amounts prescribed by subclause 21.2, a twenty percent loading, calculated on the ordinary hourly rate, shall be paid. This loading shall not attract any penalty. This loading shall be paid in lieu of all leave, excluding annual leave, and severance pay prescribed by the Agreement.

- 21.4 Casual employees engaged on a regular and systematic basis shall:
- 21.4.1 Have access to annual performance assessment.
- 21.4.2 Have their service as a casual counted as service for the purpose of calculating long service leave where the service as a casual employee is continuous with their appointment to a permanent position in the Society. In calculating the long service leave entitlement in such cases there shall be a deduction of the long service leave accrued whilst the employee was employed as a casual.

## **22. Grievance and Dispute Procedures**

- 22.1 Nothing in this procedure shall be interpreted so as to limit the right of an employee to seek support or representation at any stage of the procedure. Representation may include the employee's union delegate or official.



- 22.2 Representatives, or support people, have the right to reasonable access to and time with an aggrieved employee consistent with the Society’s Grievance Policy and Procedure.
- 22.3 A grievance or dispute shall be dealt with as follows:
  - 22.3.1 The employee(s) shall notify the supervisor of any grievance or dispute and the remedy sought, in writing.
  - 22.3.2 A meeting shall be held between the employee(s) and the relevant supervisor to discuss the grievance or dispute and the remedy sought within two working days of notification.
  - 22.3.3 If the matter remains unresolved, the employee(s) may request the matter be referred to the manager for discussion. A further meeting between all parties shall be held as soon as practicable.
  - 22.3.4 If the matter remains unresolved the manager shall provide the employee(s) with a written response. The response shall include the reasons for not implementing any proposed remedy.
- 22.4 During this procedure and while the matter is in the course of negotiation the work practices existing prior to the dispute shall as far as practicable proceed as normal.

**23. Notice of Termination**

- 23.1 An employee shall give to the Society a minimum of one weeks’ notice of their intention to terminate their employment. If no such notice is provided, the Society shall be entitled to deduct pay equivalent to the required notice from any entitlements payable under this Agreement.
- 23.2 The Society and an employee may agree to a shorter period of notice for the purpose of this subclause, in special circumstances.
- 23.3 The Society shall give to an employee a period of notice of termination in accordance with the following scale or by payment in lieu thereof:

Employee's Period Of Continuous Service	Period Of Notice
Less than 1 year	At least 1 week
1 year and less than 3 years	At least 2 weeks
3 years and less than 5 years	At least 3 weeks
5 years and beyond	At least 4 weeks

- 23.4 The provisions of this clause shall be read subject to the provisions of clause 24 Workplace Change and Redundancy, of this Agreement.

**24. Workplace Change and Redundancy**

- 24.1 The Society's Duty to Notify
  - 24.1.1 Where the Society has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on staff, the Society shall notify the staff who may be affected by the proposed changes and the unions to which they belong.
  - 24.1.2 "Significant effects" include termination of employment, major changes in the composition, operation or size of the Society's workforce or in the skills required, the elimination or diminution of job opportunities, promotion opportunities or job tenure, the alteration of hours of work, the need for retraining or transfer of staff to other work or locations and the restructuring of jobs.

Provided that where this Agreement makes provision for the alteration of any of the matters referred to herein an alteration shall be deemed not to have significant effect.

24.2 The Society's Duty to Discuss Change

24.2.1 The Society shall discuss with the employee(s) affected and the unions to which they belong, inter alia, the introduction of the changes referred to in paragraphs 24.1.1 and 24.1.2, what effects the changes are likely to have and the measures to avert or mitigate the adverse changes on employee(s) and shall give prompt consideration to matters raised by the employees and/or the unions in relation to the changes and may reconsider its original decision.

24.2.2 The discussion shall commence as early as practicable after a definite decision has been made by the Society to make the changes referred to in paragraphs 24.1.1 and 24.1.2.

24.2.3 For the purposes of the discussion, the Society shall provide to the employee(s) concerned and the unions all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employee(s) and any other matters likely to affect employee(s).

24.3 Discussion Before Termination

24.3.1 Where the Society has made a definite decision the Society no longer wishes the job the employee has been doing done by anyone pursuant to paragraphs 24.1.1 and 24.1.2 and that decision may lead to the termination of employment, the employer shall hold discussions with the employee directly affected and with the union to which they belong.

24.3.2 The discussion shall take place as soon as it is practicable after the Society has made a definite decision which will invoke the provision of paragraph 24.3.1 and shall cover, inter alia, any reasons for the proposed terminations, measures to avoid or minimise the terminations and measures to mitigate any adverse effects of the terminations of the employee(s) concerned. Measures to mitigate the adverse affect on the employee may include consideration of re-training opportunities, redeployment, recruitment advice, the payment of relocation allowances, provision of additional notice, access to an employee assistance program, financial advice and such other assistance as may be reasonably available.

24.3.3 For the purposes of the discussion, the Society shall, as soon as practicable, provide to the employees concerned and the unions to which they belong, all relevant information about the proposed terminations including the reasons for the proposed terminations, the number and category of employee(s) likely to be effected and the number of employee(s) normally employed and the period over which the terminations are likely to be carried out. Provided that the Society shall not be required to disclose confidential information the disclosure of which would adversely affect the Society.

24.4 Severance Pay

24.4.1 This subclause shall apply where an employee is terminated due to redundancy. The Society shall be exempt from the operation of this subclause where the employee concerned has been offered, but has refused to accept, an alternative position within the Society's organisation structure of comparable skill and accountability levels and remuneration no less than the position previously held by the employee.

24.4.2 In addition to any required period of notice the employee shall be entitled to the following;

Completed Years of Service with the Society	Entitlement
Less than 1 year	Nil

1 year and less than 2 years	5 weeks pay
2 years and less than 3 years	9 weeks pay
3 years and less than 4 years	13 weeks pay
4 years and less than 5 years	15 weeks pay
5 years and less than 6 years	18 weeks pay
6 years and thereafter	20 weeks pay

- 24.5 An employee who resigns during the period of notice is entitled to the same redundancy payments provided in this clause as if they had remained in the Society's employment until the expiry of the notice period.
- 24.6 During a period of notice of termination given by the Society, an employee shall be allowed up to one day off without loss of pay during each week of notice for the purpose of seeking other employment. Where required by the Society the employee shall provide proof of attendance at an interview.
- 24.7 If the employee agrees to be redeployed by the Society into a lower paid position, the employee's existing salary and conditions shall be maintained for a period equivalent to the amount of notice and redundancy pay that the employee would be entitled to under this Agreement. Provided that should the employee resign during the period of salary maintenance, as provided for by this subclause, the balance of any notice and redundancy pay that the employee would have been entitled to for the remainder of the period of salary maintenance shall be paid on termination.
- 24.8 The Society shall, upon receipt of a request from an employee to show employment has been terminated, provide to the employee a written statement specifying the period of the employee's employment and the classification or the type of work performed by the employee.
- 24.9 The Society shall, upon receipt of a request from an employee whose employment has been terminated, provide to the employee an "Employment Separation Certificate" in the form required by the Department of Social Security.
- 24.10 In the event that the Society determines that a position is redundant, the Society where practicable, shall firstly offer such redundancy on a voluntary basis.
- 24.11 Subject to an application by the Society and further order of the Industrial Relations Commission of New South Wales, the Society may pay a lesser amount (or no amount) of severance pay than that contained in 24.4.2 above if the Society obtains acceptable alternative employment for an employee.
- 24.12 Nothing in this clause shall restrict an employee with ten years service or more and the Society from agreeing to further severance payments.

### **25. Renegotiation of the Agreement**

The parties to this Agreement shall meet to renegotiate the provisions contained herein six (6) months prior to the date of its cessation. Should there be no agreement between the parties the existing provisions shall remain in force until rescinded by the making of a new Enterprise Agreement.

Signed on behalf of the Royal Society for the Prevention of Cruelty to Animals NSW Inc.

Chief Executive Officer

Signed on behalf of the Australian Liquor, Hospitality and Miscellaneous Workers' Union, New South Wales Branch)

Secretary

Signed On Behalf Of The New South Wales Local Government, Clerical, Administrative, Energy, General Secretary Airlines And Utilities Union

General Secretary

Signed on behalf of the Broken Hill Town Employees' Union

Secretary

Signed on behalf of the Shop Distributive And Allied Employees' Association)

Secretary

Signed by Debbie Spencer in the presence of: Wendy Haskell

Signed by Wendy Haskell in the presence of: Debbie Spencer

Signed by Andrew Hutton in the presence of: Debbie Spencer

Signed by Dee Long in the presence of: Debbie Spencer

Signed by Sonda Hansen in the presence of: Debbie Spencer

Signed by Annette White in the presence of: Debbie Spencer

Signed by Diane Grouch in the presence of: Debbie Spencer

Signed by Susan Vanzan in the presence of: Debbie Spencer

Signed by Heidi Quine in the presence of: Simone Williams

Signed by Caroline Eustace in the presence of: Heidi Quine

Signed by Belinda Lucas in the presence of: Heidi Quine

Signed by Simone Williams in the presence of: Heidi Quine

Signed by Jasper Catchlove in the presence of: Heidi Quine

Signed by Leo Hellegers in the presence of: Heidi Quine

Signed by Michael Puzioha in the presence of: Heidi Quine

Signed by K. Ford in the presence of: Heidi Quine

Signed by Jody Wilmen in the presence of: Eliza Walker

Signed by Pam Walton in the presence of: Eliza Walker

Signed by Helene Dillon in the presence of: Eliza Walker

Signed by Sheree Addison in the presence of: Eliza Walker

Signed by Rebecca Fitzsimmons in the presence of: Eliza Walker

Signed by Miranda Strathearn in the presence of: Pam Walton

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Signed by John Muirhead in the presence of:	Pam Walton
Signed by Lyn Allaway in the presence of:	Eliza Walker
Signed by Glenda Riley in the presence of:	Pam Walton
Signed by Rochelle Baxter in the presence of:	Eliza Walker
Signed by Pamela Wells in the presence of:	Pam Walton
Signed by Christie Reeves in the presence of:	Pam Walton
Signed by Steve Epps in the presence of:	
Signed by Chris Glen in the presence of:	
Signed by Tanya Cerniauskas in the presence of:	Pam Walton
Signed by Heather Aspinall in the presence of:	Eliza Walker
Signed by Robert Schibeci in the presence of:	Amanda Purkiss
Signed by John Brown in the presence of:	Amanda Purkiss
Signed by Paul McIntyre in the presence of:	Gai Pepperall
Signed by Angeline Coulter in the presence of:	Gai Pepperall
Signed by Kathleen Michel in the presence of:	Gai Pepperall
Signed by Carol Robb in the presence of:	Gai Pepperall
Signed by Cherie Simon in the presence of:	Gai Pepperall
Signed by Eliska Jerabek in the presence of:	Gai Pepperall
Signed by Clare Bates in the presence of:	Gai Pepperall
Signed by Rebecca Bartley in the presence of:	Gai Pepperall
Signed by Lisa Pepperall in the presence of:	Gai Pepperall
Signed by Gai Pepperall in the presence of:	Eliza Walker
Signed by Rebecca Dovey in the presence of:	Amanda Purkiss
Signed by Joanne Rose in the presence of:	Amanda Purkiss
Signed by Natalie Tasker in the presence of	Judith Wright
Signed by Judith Baker in the presence of	Judith Wright
Signed by Sandra Williamson in the presence of	Donna Bracamonte
Signed by Jackie Bateman in the presence of	Sandra Williamson

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Signed by Judith Wright in the presence of	Natalie Tasker
Signed by Sharn Thelan in the presence of	Sandra Williamson
Signed by Stephen Arnold in the presence of	
Signed by Sue Skelton in the presence of	Stephen Arnold
Signed by Stephen Arnold in the presence of	Sue White
Signed by Diane Johnstone in the presence of	Melissa Carlon
Signed by Melissa Carlon in the presence of	Diane Johnstone
Signed by Narelle Chaffey in the presence of	Janelle Yates
Signed by Janelle Yates in the presence of	Mark Sargent
Signed by Mark Sargent in the presence of	Janelle Yates
Signed by Sinead McGirr in the presence of	Russel Cox
Signed by Jennifer Chapman in the presence of	Gail Chirgwin
Signed by Leanne Cooping in the presence of	Jenny Chapman
Signed by Samantha Doughan in the presence of	Jenny Chapman
Signed by Rebecca Ferguson in the presence of	Jenny Chapman
Signed by Belinda Beach in the presence of	Jenny Chapman
Signed by Simone Sutherland in the presence of	Jenny Chapman
Signed by Rodney Dunbar in the presence of	Amanda Purkiss
Signed by Louise Humphrey in the presence of	Russell Cox
Signed by Lisa Bohringer in the presence of	John Worley
Signed by John Worley in the presence of	Lisa Bohringer
Signed by Melissa Seewitz in the presence of	Lisa Bohringer
Signed by Sue Merrick in the presence of	Melissa Seewitz
Signed by Cathy Turner in the presence of	Melissa Seewitz
Signed by Ann Singleton in the presence of	Melissa Seewitz
Signed by Leigh Allen in the presence of	
Signed by Alisha Hand in the presence of	Leigh Allen
Signed by Alana Young in the presence of	Amanda Purkiss

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Signed by Tina Sibbons in the presence of	Amanda Purkiss
Signed by Gemma Clarke in the presence of	Amanda Purkiss
Signed by Amanda Binger in the presence of	Amanda Purkiss
Signed by Noela Wynne in the presence of	L.A. Haggart
Signed by Lisa Byrnes in the presence of	L.A. Haggart
Signed by Deyan Basoeki in the presence of	L.A. Haggart
Signed by Elsie Catherine Hyde in the presence of	Merridy Wall
Signed by Lynette Maree Lee in the presence of	Merridy Wall
Signed by Elaine Colbeck in the presence of	Merridy Wall
Signed by Fay Marlene Rolton in the presence of	Merridy Wall
Signed by Debbie Olds in the presence of	Merridy Wall
Signed by Merridy May Wall in the presence of	Debbie Olds
Signed by Margaret Anne Bunyan in the presence of	Merridy Wall
Signed by Donna Hough in the presence of	Amanda Purkiss
Signed by Danielle Larsen in the presence of	Amanda Purkiss
Signed by Pat Behrens in the presence of	Russel Cox
Signed by Jessica Middleton in the presence of	Anna Herring
Signed by Anita Pledger in the presence of	Anna Herring
Signed by Julie Marter in the presence of	Anna Herring
Signed by Kelly in the presence of	Anna Herring
Signed by Tammy Gregson in the presence of	Anna Herring
Signed by Christie Reeves in the presence of	Anna Herring
Signed by Clare Baker in the presence of	Anna Herring
Signed by Tanya Dominguez in the presence of	Anna Herring
Signed by Samantha Dean in the presence of	Anna Herring
Signed by Janet Atkins in the presence of	Anna Herring
Signed by Nicole Birrel in the presence of	Anna Herring
Signed by Karissa Simeon in the presence of	Anna Herring

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Signed by Alana Jamieson in the presence of	Anna Herring
Signed by Anna Herring in the presence of	
Signed by Gustavo Lundt in the presence of	Anna Herring
Signed by Leigh Achis in the presence of	Anna Herring
Signed by Rachel Baynham in the presence of	Anna Herring
Signed by Ingrid Varnerin in the presence of	Anna Herring
Signed by Matthew Bramston in the presence of	Karen Schlieper
Signed by Zoe Cutcher in the presence of	Karen Schlieper
Signed by Susan de Burgh in the presence of	Anna Herring
Signed by Tanya Langajans in the presence of	Anna Herring
Signed by Lucy Cleary in the presence of	Anna Herring
Signed by Kirsty Allen in the presence of	Anna Herring
Signed by Zoe Melville in the presence of	Amanda Purkiss
Signed by Laina Weller in the presence of	Amanda Purkiss
Signed by Amanda Dawson in the presence of	Amanda Purkiss
Signed by Jane Murphy in the presence of	Amanda Purkiss
Signed by Helen Wilson in the presence of	Amanda Purkiss
Signed by Kevin Cooper in the presence of	Amanda Purkiss
Signed by Amanda Purkiss in the presence of	Kevin Cooper
Signed by Richard Bashford in the presence of	Amanda Purkiss
Signed by Ron Collett in the presence of	Amanda Purkiss
Signed by Patrick Gilham in the presence of	Amanda Purkiss
Signed by Sue Bates in the presence of	Amanda Purkiss
Signed by Nathan Alport in the presence of	Amanda Purkiss
Signed by Achis in the presence of	Amanda Purkiss
Signed by Warwick Walker in the presence of	Amanda Purkiss
Signed by Belinda Page in the presence of	Amanda Purkiss
Signed by Josephine Assuncao in the presence of	Amanda Purkiss



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Signed by Michael Galka in the presence of	Amanda Purkiss
Signed by Jenny Holmes in the presence of	Amanda Purkiss
Signed by Janelle Rands in the presence of	Amanda Purkiss
Signed by Deborah Sayers in the presence of	Amanda Purkiss
Signed by Georgia Talbot in the presence of	Amanda Purkiss
Signed by Wendy Taylor in the presence of	Amanda Purkiss
Signed by Nicola Hawkins in the presence of	Amanda Purkiss
Signed by Diane Hugo in the presence of	Amanda Purkiss
Signed by Shaalee Stubbs in the presence of	Amanda Purkiss
Signed by Andrew Fulton in the presence of	Amanda Purkiss
Signed by Karen Schlieper in the presence of	Amanda Purkiss
Signed by Tiffany Samin in the presence of	Amanda Purkiss
Signed by Deb Salzke in the presence of	Amanda Purkiss
Signed by Jessica Rivett in the presence of	Amanda Purkiss
Signed by Georgia Knudsen in the presence of	Amanda Purkiss
Signed by Kim Kodsy in the presence of	Amanda Purkiss
Signed by Anna Wood in the presence of	Amanda Purkiss
Signed by Geoff Windsor in the presence of	Amanda Purkiss
Signed by Pauline Owyer in the presence of	Amanda Purkiss
Signed by Heather Robertson in the presence of	Amanda Purkiss
Signed by Liza Ellis in the presence of	Amanda Purkiss
Signed by Joanna Parrag in the presence of	Amanda Purkiss
Signed by Trinny Tao in the presence of	Amanda Purkiss
Signed by Monica Ojeda in the presence of	Amanda Purkiss
Signed by Kylie Armson in the presence of	Amanda Purkiss
Signed by S. McKee in the presence of	Amanda Purkiss
Signed by Toni Denmeade in the presence of	Amanda Purkiss
Signed by Michele Evans in the presence of	Amanda Purkiss

Signed by Sandra Bell in the presence of	Amanda Purkiss
Signed by Roger Seymour in the presence of	Amanda Purkiss
Signed by Debra Fox in the presence of	Amanda Purkiss
Signed by Nicole Koslover in the presence of	Amanda Purkiss
Signed by Vicky Wollen in the presence of	Amanda Purkiss
Signed by Lana Douglas in the presence of	Amanda Purkiss
Signed by Melanie Ward in the presence of	Amanda Purkiss
Signed by Tim Arnold in the presence of	Amanda Purkiss
Signed by Bethany Livingston in the presence of	Amanda Purkiss
Signed by Katrina in the presence of	Amanda Purkiss
Signed by Sharnee Becker in the presence of	Amanda Purkiss
Signed by Carolyn Fenner in the presence of	Amanda Purkiss
Signed by Michael Kelly in the presence of	Amanda Purkiss
Signed by Natasha Lynch in the presence of	Amanda Purkiss
Signed by Craig Eltherington in the presence of	Amanda Purkiss
Signed by Deanna Douglas in the presence of	Amanda Purkiss