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# **Office of Parliamentary Counsel**

## **Summary of working conditions**



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# Preliminary

## 1 Period of operation

OPC's current AWAs have a nominal expiry date of 10 May 2011.

## 2 Comprehensive agreement

OPC's AWAs are a comprehensive agreement, and exclude all protected award conditions (as defined in the *Workplace Relations Act 1996*, as amended from time to time) and provisions that are about, incidental to, or machinery provisions to, protected award conditions, within the Australian Public Service Award 1998 (as varied from time to time).

Note: The protected award conditions are award conditions that are excluded from the Agreement, that would, but for this Agreement, have effect in relation to the employment of employees under this Agreement and relate to the following matters: rest breaks, incentive based payments and bonuses, annual leave loadings, public holidays, monetary allowances, loadings for working overtime or for shift work, penalty rates, outworker conditions; and any other award conditions specified as protected award conditions in Regulations made under the *Workplace Relations Act 1996*.

## 3 Other policies and procedures

The AWAs are supported by OPC policies and procedures to provide more detailed guidance to managers and employees on the application of the provisions of this Agreement. Most of this material is set out in Office Procedural Circulars. Office Procedural Circulars are not incorporated into, and do not form part of, AWAs.

## 4 Termination of employment

The sole and exhaustive rights and remedies of an employee in relation to termination of employment are those that the employee enjoys:

- (a) under Division 4 of Part 12 of the *Workplace Relations Act 1996*; and
- (b) under other Commonwealth laws (including the Constitution); and
- (c) at common law.

# Working together

## Structures and processes

### 5 Workplace Consultative Committee

OPC has a Workplace Consultative Committee made up of staff and management representatives. The WCC is the primary method of consultation on matters affecting staff. More information about the WCC is contained in an Office Procedural Circular.

### 6 Consultation

In making decisions which affect employees, whether in relation to matters covered by AWAs or in relation to broader matters, OPC is committed to consultation with affected employees.

An Office Procedural Circular sets out the consultation and participative work practices in OPC.

## 7 Grievance officer

Employees annually elect an employee to be grievance officer for OPC. The functions of the grievance officer are to receive individual grievances from staff members and to take the grievances up with the appropriate body or person with a view to settling them.

## Roles and responsibilities

### 8 Leadership, management and teamworking

OPC management and employees recognise that, in general, OPC's work is best performed by people who are able to see themselves as members of a team with a common aim. An Office Procedural Circular sets out details of this, including the roles and responsibilities of management and employees in relation to this.

## Other matters

### 9 Managing unsatisfactory performance

OPC has a clear system for dealing with any underperformance issues. In general, it is the aim of OPC to address any such issues as early as possible to avoid them become major issues.

### 10 Probation

Arrangements for probation for employees joining OPC from outside the APS are set out in an Office Procedural Circular. The Office Procedural Circular covers the following topics:

- (a) who is engaged on probation;
- (b) the length of probation;
- (c) the basis of assessment during probation;
- (d) the appraisal system;
- (e) special provisions for employees on leave or attending Legal Workshop etc.;
- (f) what is to be done if employees are rated as "unsatisfactory";
- (g) special provisions for graduated return to work or exceptional circumstances.

### 11 Protection for whistleblowers

Details of OPC's whistleblowing arrangements are set out in an Office Procedural Circular.

FPC and the 2PCs are committed to ensuring that protection is provided against victimisation or discrimination for any employee of OPC reporting a breach or alleged breach of the APS Code of Conduct.

### 12 Employee assistance program

OPC provides access to counselling and related services on the basis set out in an Office Procedural Circular.

# Terms and conditions

## Working hours

### 13 Hours of work

The standard hours of work are 8.30 am until 12.30 pm and 1.30 pm until 5.00 pm Monday to Friday. This is 7 hours and 30 minutes per day or 37 hours and 30 minutes per week.

The span of hours during which employees may work normal hours is 7.00 am to 7.00 pm Monday to Friday. However, an employee on flex-time may only work normal hours in the periods from 7.00 am to 8.00 am and 6.00 pm to 7.00 pm with the express prior approval of his or her supervisor.

Employees must take a meal break of at least 30 minutes after working continuously for a 5 hour period. Employees on flex-time cannot work more than 10 hours of normal hours in a day.

### 14 Flex-time and flexible working hours

Employees (including part-time employees) performing duties in positions at APS Levels 1-6 are entitled to flex-time.

Executive Level employees and drafters (including part-time employees) may work flexible hours.

Supervisors may, if they think it appropriate, approve absences (including whole days) in recognition of substantial additional time worked by Executive Level employees and drafters who are working flexible working hours. Such approved absences need not be covered by any formal grant of leave.

Office Procedural Circulars provide details on the flex-time system and the flexible working hours arrangements.

## Other entitlements

### 15 Allowances

Employees are entitled to the allowances as set out in the following table in the circumstances set out in an Office Procedural Circular. The table sets out basic entitlement conditions and minimum amounts for some of those allowances.

Item	Allowance	Basic entitlement conditions	Minimum amount	Notes
1	Temporary performance allowance			
2	First aid certificate allowance	(a) possession of current first aid certificate recognised under an OPC; and (b) appointment by FPC as a First Aid Officer	\$12 per week	

1

<b>Item</b>	<b>Allowance</b>	<b>Basic entitlement conditions</b>	<b>Minimum amount</b>	<b>Notes</b>
3	Community language allowance			entitlement and rate fixed by an OPC
4	Allowance for office disabilities			entitlement and rate fixed by an OPC
5	Motor vehicle allowance	(a) authorisation by FPC to use a private motor vehicle for official purposes; and (b) FPC is satisfied that such use will result in greater efficiency or less expense to OPC	Rates published by the ATO	
6	Overtime meal allowance	(a) requirement to work overtime; and (b) meal break taken during performance of the overtime	\$24	This allowance is in addition to any overtime allowance payable under clause 28
7	Loss or damage to clothing or personal effects allowance	loss occurs in the course of employment		reimbursement basis
8	Prescription eyewear allowance	(a) prescription of eyewear by an optometrist or ophthalmologist; and (b) need to wear prescribed eyewear in performance of any work	\$310 every two years	
9	Dependant care cost allowance	(a) requirement to work outside ACT, or outside normal patterns of work; and (b) additional family care arrangements necessary as a result; and (c) costs minimised by employee; and (d) FPC given reasonable advance notice	reimbursement of reasonable expenses as determined by FPC	
10	Semi-official telephone allowance	(a) occupant of position determined by FPC; and (b) availability of private telephone for OPC use	\$120 per quarter	

2

## **16 Travel**

3

The entitlements of employees travelling on official business are set out in an Office Procedural Circular. FPC is to determine appropriate allowances having regard to the amount or rate of the allowance, or an equivalent allowance, that is payable to employees within the Attorney-General's Department or comparable agencies.

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1 **17 Accommodation**

2 All drafters are entitled to individual offices.

3 **18 Relocation**

4 Employees who relocate permanently on engagement, movement or promotion to OPC will  
5 receive assistance agreed with FPC.

6 **Part-time work**

7 **19 Overview**

8 Part-time work can provide advantages for OPC and for employees.

- 9 • For OPC, part-time work may provide an opportunity to employ people with special  
10 skills for whom OPC could not provide a full-time workload, or to retain trained  
11 employees.
- 12 • For employees, part-time work may provide an opportunity to strike a balance between  
13 work and their other commitments or interests.

14 There will be no arbitrary restrictions on the number of employees who may be granted  
15 permission to work part-time hours.

16 **20 Part-time hours**

17 An employee is working part-time if their average weekly normal hours are less than 37.5  
18 hours. These hours are to be worked during the normal bandwidth.

19 Example: A part-time employee may work a 9 day fortnight.

20 The number of hours worked and the work patterns of an employee granted permission to  
21 work part-time hours are to be as agreed between the employee and FPC from time to time.

22 **21 Salary and other benefits**

23 Salary and other benefits (except reimbursement benefits) for part-time employees will be  
24 calculated on a pro-rata basis. Reimbursement benefits will be paid on the same basis as for  
25 full-time employees.

26 **22 Permission to work part-time hours**

27 FPC may grant an employee permission to work part-time hours either indefinitely or for a  
28 specified period.

29 FPC must grant this permission to an employee returning to duty after maternity or parental  
30 leave who requests permission from FPC to work part-time hours for up to 12 months after  
31 returning to duty. Subject to operational requirements, FPC will not unreasonably refuse  
32 permission to other employees to work part-time hours.

## 1 Other matters

### 2 23 Staff development

3 Development opportunities, including the payment of financial assistance to approved  
4 students where appropriate, will be made available to employees in accordance with Office  
5 Procedural Circulars on staff development.

## 6 Classifications/local designations and remuneration

### 7 Salaries: general

#### 8 24 Salary increases

9 In recognition of the productivity improvements and savings in OPC, the following increases  
10 are payable under this Agreement:

- 11 (a) 4% increase in salary, payable from 10 May 2007; and
- 12 (b) 4% increase in salary, payable from 10 May 2008; and
- 13 (c) 4% increase in salary, payable from 10 May 2009; and
- 14 (d) 5% increase in salary, payable from 10 May 2010.

15 Each increase is to be calculated based on the salary immediately before the increase.

#### 16 25 Salary levels

17 The tables in Attachment A set out the salaries that are payable to employees under this  
18 Agreement.

#### 19 26 Retention bonus

20 FPC may determine that a retention bonus, of an amount determined by FPC, is payable in  
21 the circumstances determined by FPC. A retention bonus will not be payable to all  
22 employees.

#### 23 27 Broadband structure—non-drafting positions

24 The non-drafting classifications are grouped into 2 broadbands plus the 2 Executive Levels  
25 (which are not broadbanded). Broadband A covers APS 1, 2 and 3 and Broadband B covers  
26 APS 4, 5 and 6.

27 An employee can only move to a higher classification within a broadband by promotion or  
28 under clause 32.

29 An employee can only move to a classification in a higher broadband, or in an Executive  
30 Level, by promotion.

## 31 Overtime

### 32 28 Overtime payments

33 *General provisions*

34 Overtime is payable for work performed by APS 1 to 6 level employees at the direction of  
35 their supervisor:

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- (a) outside the normal bandwidth; or
- (b) on a public holiday; or
- (c) in excess of 10 hours in a single day.

An employee, other than a drafter, who is above the salary barrier is entitled to overtime for work outside the normal bandwidth or on a public holiday if the person’s supervisor requires the person to do the particular work involved at that time to avoid disruption to other OPC staff.

## Initial salaries and salary advancement

### 29 Initial salary—staff other than APC 1s

An employee (other than an employee who is already an APS employee or an employee engaged as an APC 1) is, on engagement, to be paid at the salary point for the classification determined by FPC.

An employee who is already an APS employee is, on movement to OPC, to be paid at the first salary point for the classification that is higher than the employee’s salary immediately before joining OPC or at such higher salary point for the classification as is determined by FPC.

If an employee moves to a position in OPC from another APS agency and the employee’s salary in the previous APS agency (*current salary*) exceeds the current maximum of the relevant classification under this Agreement then, at FPC’s discretion, the employee may be maintained on the current salary until the salary that would otherwise be payable to the employee equals or exceeds the current salary.

### 30 Initial salary—APC 1s

An employee (other than an employee who is already an APS employee) engaged as an APC 1 is, on engagement, to be paid:

- (a) at the first salary point in the APC 1 scale if the employee has not been admitted as a practitioner, however described, of the High Court or the Supreme Court of a State or Territory; or
- (b) at the second salary point in the APC 1 scale if the employee has been admitted as a practitioner, however described, of the High Court or the Supreme Court of a State or Territory; or
- (c) at such higher salary point in the APC 1 scale as is determined by FPC.

An employee who is already an APS employee who is engaged as an APC 1 is, on engagement, to be paid:

- (a) at the first salary point in the APC 1 scale if the employee has not been admitted as a practitioner, however described, of the High Court or the Supreme Court of a State or Territory; or
- (b) if the employee has been admitted as a practitioner, however described, of the High Court or the Supreme Court of a State or Territory, at the first salary point in the APC 1 scale that is higher than the employee’s salary immediately before joining OPC; or
- (c) at such higher salary point in the APC 1 scale as is determined by FPC.

Note: If an APS employee’s previous salary is higher than the top salary point in the APC 1 scale, the employee will be paid at the top salary point.

If a person moves to an APC 1 position in OPC from another APS agency and the person’s salary in the previous APS agency (*current salary*) exceeds the current maximum of the APC 1 level under this Agreement then, at FPC’s discretion, the person may be maintained

1 on the current salary until the salary that would otherwise be payable to the person equals or  
2 exceeds the current salary.

3 An APC 1 who is being paid at the first salary point and who gains admission as a  
4 practitioner, however described, of the High Court or the Supreme Court of a State or  
5 Territory will advance to the second salary point in the APC 1 scale.

### 6 **31 Salary advancement within classifications**

7 Salary advancement within classifications for employees will be linked to appraisal of the  
8 employee under the applicable Performance Management Program.

9 An employee who receives a rating of 3 (fully effective), and who is not on the top pay point  
10 of his or her classification, will advance to the next pay point with effect from the 1 July next  
11 after the end of the appraisal period.

12 However, an employee is not entitled to salary at a rate exceeding that which was payable on  
13 engagement, promotion or movement to the position until the employee has completed at  
14 least 3 months' service at the rate payable on engagement, promotion or movement.

15 An employee who receives a rating of 2 (adequate) will not be eligible for salary  
16 advancement, and may be counselled about his or her performance.

17 An employee who receives a rating of 1 (unsatisfactory) may be subject to action under the  
18 Office Procedural Circular dealing with managing unsatisfactory performance.

### 19 **32 Salary advancement between classifications within a broadband—employees other than** 20 **drafters**

21 An employee advances under this clause to a higher classification within a broadband if, and  
22 only if:

- 23 (a) management determines that there is sufficient work at the higher classification and  
24 determines that it cannot be performed by people currently at that level; and
- 25 (b) after management seeks expressions of interest from all staff who could be interested  
26 in performing the work, the employee is selected to perform that work; and
- 27 (c) the employee was rated as fully effective at the employee's last performance appraisal.

28 The selection of an employee to perform duties will be done by FPC or a panel appointed by  
29 FPC.

30 While FPC or the panel is to determine the process to be used to select the employee, it is  
31 expected that the selection process would involve (at a maximum) a short statement of claim  
32 by those seeking to be selected and short 'referee' comments from the supervisors of those  
33 employees.

34 An employee who is dissatisfied with a decision of a panel may seek a review of the decision  
35 by FPC.

### 36 **33 Salary on promotion within OPC**

37 An employee who is promoted within OPC is to be paid at the first salary point for the  
38 classification that is higher than the employee's salary immediately before being promoted  
39 or at such higher salary point for the classification as is determined by FPC.

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## 1 Other matters

### 2 34 Salary packaging

3 Salary packaging (that is, allowing employees to receive part of their remuneration in the  
4 form of non-cash benefits) is available to all employees. Detailed arrangements for salary  
5 packaging are set out in an Office Procedural Circular.

### 6 35 Superannuation

7 The parties to this Agreement recognise that employees who are eligible to join the Public  
8 Sector Superannuation Accumulation Plan (PSSap) have an option under the *Superannuation*  
9 *Guarantee (Administration) Act 1992*, to choose an alternative superannuation fund.

10 FPC agrees that if, an employee exercises choice of superannuation funds, then OPC will  
11 make employer contributions to the chosen fund at the rate of 15.4% of superannuation  
12 salary (or such higher amount as is required under Commonwealth legislation).

13 A choice made in accordance with this subclause is subject to the chosen fund being an  
14 approved fund which can accept employer contributions by electronic funds transfer and for  
15 which there are no fees and costs to be borne by OPC.

### 16 36 Notice of resignation or retirement from the APS

17 An employee who intends to resign or retire from the APS must give at least 2 weeks' notice  
18 unless the employee and FPC agree on an alternative period of notice.

## 19 Leave

### 20 Annual leave and purchased leave

#### 21 37 Accrual of annual leave credit

22 An employee is entitled to 20 days annual leave with pay for each full year of service.  
23 Annual leave entitlements accrue continuously, will be credited fortnightly and are  
24 cumulative.

#### 25 38 Overview of annual leave and purchased leave arrangements

26 Employees also have access to 2 options in relation to annual leave. The first is that  
27 employees will be able to take the leave at either full pay or half pay. The second is a  
28 purchased leave option under which additional leave may be purchased by the employees.

## 29 Personal/carer's leave

#### 30 39 Accrual of personal/carer's leave credit

31 An employee accrues the following personal/carer's leave credit:

- 32 (a) on the date of engagement—18 days with full pay;
  - 33 (b) on the next 1 January—a pro-rata credit for the period of service since the date of  
34 engagement;
  - 35 (c) on each subsequent 1 January—18 days with full pay, or a pro-rata credit for an  
36 employee with less than 12 months service since the previous 1 January.
-

1 Personal/carer's leave is cumulative.

## 2 **Leave for particular purposes**

### 3 **40 Maternity leave**

4 The entitlement to maternity leave is provided for under the *Maternity Leave*  
5 *(Commonwealth Employees) Act 1973*. An employee who is entitled to paid maternity leave  
6 under the *Maternity Leave (Commonwealth Employees) Act 1973* is entitled to up to 2 weeks  
7 additional paid maternity leave. However, the total paid maternity leave must not exceed 14  
8 weeks.

### 9 **41 Parental leave**

10 An employee who is the parent of a new-born child but who is not entitled to maternity leave  
11 under the *Maternity Leave (Commonwealth Employees) Act 1973* is entitled to up to 2 weeks  
12 of paid parental leave. This leave counts as service for all purposes.

### 13 **42 Adoption leave**

14 An ongoing APS employee with at least 12 months continuous service in the OPC, or  
15 another APS agency who has adopted a child and who will be the primary caregiver for the  
16 child is entitled to up to 8 weeks paid leave for the purposes of caring for the child. This  
17 leave counts as service for all purposes.

### 18 **43 Long service leave**

19 The entitlement to long service leave is provided for under the *Long Service Leave*  
20 *(Commonwealth Employees) Act 1976*. Leave will only be granted for a minimum period of  
21 7 consecutive calendar days.

### 22 **44 Other leave for particular purposes**

23 An Office Procedural Circular provides for the circumstances in which the following forms  
24 of leave can be taken:

- 25 (a) Defence Reserve service leave;
- 26 (b) War service sick leave;
- 27 (c) Ceremonial leave.

## 28 **Other leave**

### 29 **45 Leave with pay**

30 Leave with pay (to count as service for all purposes) will be granted to an employee in the  
31 following circumstances:

- 32 (a) if a family member, or a member of the household, of the employee dies—maximum  
33 of 3 days for each bereavement;
- 34 (b) if a family member, or a member of the household, of the employee:
  - 35 (i) contracts or develops a personal illness that poses a serious threat to his or her  
36 life; or
  - 37 (ii) sustains a personal injury that poses a serious threat to his or her life;  
38 maximum of 3 days for each occasion;

- 1 (c) if the employee's home or contents have been destroyed or significantly damaged by  
2 an event that FPC considers a disaster—maximum of 3 days;
- 3 (d) to enable the employee to attend an emergency (eg bushfire, flood) as a member of an  
4 emergency services organisation—maximum of 4 days;
- 5 (e) if the employee is required to serve on a jury or to give evidence at legal or industrial  
6 proceedings;
- 7 (f) in any other circumstances at FPC's discretion.

8 If a maximum period for the leave is specified in subclause (1), the period may be extended  
9 at FPC's discretion.

## 10 **Miscellaneous**

### 11 **46 Christmas/Easter shutdown etc.**

12 An employee who is working flex-time or flexible working hours is entitled to treat the  
13 following periods in the same way as a public holiday:

- 14 (a) from 1.30 pm on the last working day before 25 December;
- 15 (b) from 1.30 pm on the Thursday before Good Friday;
- 16 (c) the 2 days that would otherwise be normal working days between Christmas Day and  
17 New Year's Day.

18 An employee who is entitled to flex-time is entitled to one day of additional leave each  
19 calendar year on a day agreed with the employee's supervisor. This day is not cumulative  
20 and therefore cannot be carried forward to the next year.

## 21 **Performance management**

### 22 **47 Performance management**

23 OPC has Performance Management Programs in place for all staff.  
24

# Attachment A—Salaries

## 1 Salaries

**Table A—Salaries payable under this Agreement—employees other than drafters**

1. Broadband and classification or local designation	2. Pay points	3. Salary from 10 May 2007	4. Salary from 10 May 2008	5. Salary from 10 May 2009	6. Salary from 10 May 2010
<b>OPC Broadband A</b>					
APS Level 1	APS1.1	35172	36579	38042	39944
	APS1.2	36352	37806	39318	41284
	APS1.3	37336	38829	40383	42402
	APS1.4	38872	40427	42044	44146
APS Level 2	APS2.1	39803	41395	43051	45203
	APS2.2	40899	42535	44236	46448
	APS2.3	41973	43652	45398	47668
	APS2.4	43063	44786	46577	48906
	APS2.5	44140	45905	47741	50129
APS Level 3	APS3.1	45337	47150	49036	51488
	APS3.2	46515	48376	50311	52826
	APS3.3	47696	49604	51589	54168
	APS3.4	48933	50890	52926	55572
<b>OPC Broadband B</b>					
APS Level 4	APS4.1	50528	52550	54652	57384
	APS4.2	52136	54222	56391	59210
	APS4.3	53491	55631	57856	60749
	APS4.4	54863	57058	59340	62307
APS Level 5	APS5.1	56358	58612	60956	64004
	APS5.2	58126	60451	62869	66012
	APS5.3	59763	62153	64639	67871
APS Level 6	APS6.1	60871	63306	65838	69130
	APS6.2	62386	64882	67477	70851
	APS6.3	64094	66658	69324	72790
	APS6.4	67317	70010	72810	76451
	APS6.5	69923	72720	75629	79411
<b>Executive Level positions</b>					
Executive Level 1	E1.1	77354	80448	83666	87850
	E1.2	83583	86926	90403	94923
	E1.3	88980	92540	96241	101053
	E1.4	93928	97685	101592	106672
Executive Level 2	E2.1	88980	92540	96241	101053
	E2.2	93928	97685	101592	106672
	E2.3	101016	105057	109259	114722
	E2.4	104428	108606	112950	118597
	E2.5	107123	111408	115864	121658

**Table B—Salaries payable under this Agreement—non-SES drafters**

1. Classification or local designation	2. Pay points	3. Salary from 10 May 2007	4. Salary from 10 May 2008	5. Salary from 10 May 2009	6. Salary from 10 May 2010
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<b>1. Classification or local designation</b>	<b>2. Pay points</b>	<b>3. Salary from 10 May 2007</b>	<b>4. Salary from 10 May 2008</b>	<b>5. Salary from 10 May 2009</b>	<b>6. Salary from 10 May 2010</b>
Assistant Parliamentary Counsel Grade 1 (APC 1)	APC1.1 (APS 3.3)	47696	49604	51589	54168
	APC1.2 (APS 4.3)	53491	55631	57856	60749
	APC1.3 (APS 5.2)	58126	60451	62869	66012
	APC1.4 (APS 6.1)	60871	63306	65838	69130
	APC1.5 (APS 6.3)	64094	66658	69324	72790
	APC1.6 (APS 6.5)	69923	72720	75629	79411
	APC1.7 (APS 6.6)	77354	80448	83666	87850
	APC1.8 (APS 6.7)	83583	86926	90403	94923
	APC1.9 (APS 6.8)	88980	92540	96241	101053
Assistant Parliamentary Counsel Grade 2 (APC 2)	APC2.1 (E1.1)	77354	80448	83666	87850
	APC2.2 (E1.2)	83583	86926	90403	94923
	APC2.3 (E1.3)	88980	92540	96241	101053
	APC2.4 (E1.4)	93928	97685	101592	106672
Assistant Parliamentary Counsel Grade 3 (APC 3)	APC3.1 (E2.1)	88980	92540	96241	101053
	APC3.2 (E2.2)	93928	97685	101592	106672
	APC3.3 (E2.3)	101016	105057	109259	114722
	APC3.4 (E2.4)	104428	108606	112950	118597
	APC3.5 (E2.5)	107123	111408	115864	121658

1

<b>1. Classification or local designation</b>	<b>2. Pay points</b>	<b>3. Salary from 10 May 2007</b>	<b>4. Salary from 10 May 2008</b>	<b>5. Salary from 10 May 2009</b>	<b>6. Salary from 10 May 2010</b>
Senior Assistant Parliamentary Counsel (SES 1)	Lower	118199	122927	127844	134236
	Upper	127745	132855	138169	145078
First Assistant Parliamentary Counsel (SES 2)		155705	161933	168410	176831

## 2 Junior Rates of Pay

Junior rates of pay will apply to APS 1 Level, with rates expressed as a percentage of the rate as shown in Table A as follows:

- (a) Under 18 years—60 per cent;
- (b) At 18 years—70 per cent;
- (c) At 19 years—81 per cent;
- (d) At 20 years—91 per cent.

## 3 Workers eligible for a supported wage

An Office Procedural Circular sets out the conditions that will apply to employees who, because of the effects of a disability, are eligible for a supported wage under the Office Procedural Circular.