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15 October 2021

(SENT TO: RELEVANT EMPLOYEE REPRESENTATIVE ORGANISATIONS)

**WITHOUT PREJUDICE**

Dear xxxx

**TERMS OF OFFER  
ASSISTANTS TO THE MEMBERS OF THE SOUTH AUSTRALIAN PARLIAMENT  
ENTERPRISE AGREEMENT 2021**

I refer to various general and other meetings and discussions, and correspondence, concerning negotiations for a new enterprise agreement to replace the current Assistants to Members of the South Australian Parliament Enterprise Agreement.

The attached 'Terms of Offer' (Offer) is made as a total 'package offer' for a new *Assistants to the Members of the South Australian Parliament 2021*. It has regard to the various claims made by unions and employee bargaining representatives, and to the various discussions and negotiations concerning a new agreement. The Offer is contingent on the finalisation of formal terms of an enterprise agreement, acceptance by a majority of employees who vote during a ballot process, and requisite approval by the South Australian Employment Tribunal (SAET) pursuant to the *Fair Work Act 1994*.

For convenience, the following are key aspects of the Offer:

- Three (3) year agreement from date of approval by SAET and negotiations for a new agreement to commence no earlier than 6 months and no later than 3 months from the nominal expiry;
- 3 x 1.5% p.a. general salary increases from the first full pay period commencing on or after 1 October 2021, 1 October 2022 and 1 October 2023;
- Amending the existing clause within the current agreement to maintain the existing Study Assistance Agreement for the life of a new agreement, in lieu of the current provision that requires parties to agree to implement a new Study Assistance Program;
- Continuation of the existing Training Working Party to meet quarterly;
- Inclusion of the term 'Working from Home' within the current Voluntary Flexible Working Arrangements clause;
- Sharing of paid maternity or adoption leave when both parents are employed within the SA Public Sector, subject to all other provisions within the current clause.

In addition to the above and forming part of the Offer, but not for inclusion in the proposed *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021*, the declared employer supports the establishment of a Consultative Forum to facilitate discussions between employees, employee representative organisations and Electorate Services within the first 3 months of approval of a new agreement by SAET. Items to be discussed, but not limited to, include exploring the utilisation of electronic timesheets as compared to paper-based timesheets, and exploring opportunities for increased funding for relief staff.

Should you require clarification or wish to discuss any of the matters in this Offer, please contact Simon Johnson, Director, Enterprise Bargaining on 0466 365 133.

Please note that this Offer is also being provided to other employee representative organisations.

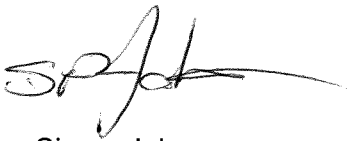
Your response to the Terms of Offer would be welcomed by 12.00pm, Friday 22 October 2021.

Yours sincerely

**Chief Executive, Department of Treasury and Finance**

(Declared employer of public employees pursuant to the *Fair Work (General) Regulations 2009*)

per:

A handwritten signature in black ink, appearing to read 'SPJ', with a long horizontal flourish extending to the right.

Simon Johnson

**DIRECTOR, ENTERPRISE BARGAINING  
INDUSTRIAL RELATIONS AND POLICY BRANCH**

Attachment: Terms of Offer: Proposed Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021

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## Terms of Offer for a new Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021

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This without prejudice Terms of Offer (Offer) is made as a 'total package offer' in full settlement of all claims made for a new *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021*, consequent on the various claims made by the associations and employee representatives, and the discussions that have occurred with a view to developing a new agreement.

The Department of Treasury and Finance, Industrial Relations and Policy Branch, on behalf of the declared employer, reserves the right to vary, withdraw or correct any unintended aspect of this Offer. The Offer is subject to the finalisation of formal terms of a new *Assistants to the Members of the South Australian Parliament 2021*, acceptance, and requisite approval by the South Australian Employment Tribunal (SAET) pursuant to the *Fair Work Act 1994*.

Except where indicated, the following proposals outline the nature or intended effect of each aspect of the Offer on the basis that, where applicable, issues of detail or clarification can be the subject of further discussion in the finalisation of the terms of an enterprise agreement to become the subject of requisite *Fair Work Act 1994* approval processes.

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### Period of Agreement

It is proposed that the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021* will come into effect on the date of approval by the SAET for a nominal period of three years.

Negotiations for a new enterprise agreement will commence no earlier than six months and no later than three months from the nominal expiry date of a new *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021*.

### Salary Increases

It is proposed to provide for three (3) annual salary increases of 1.5% payable from the first full pay period on or after 1 October 2021, 1 October 2022 and 1 October 2023.

### Proposed Amendments to current Provisions

It is proposed to amend the following existing clauses in a new *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021*:

- Insert a sub-clause to clause 17.2 – 'Training Working Party', to provide for the Training Working Party to meet quarterly;
- Amend clause 17.1.1 of clause 17.1 – 'Study Assistance', such that the Study Assistance Agreement currently in place, continues;
- Insert the term 'working from home' into clause 12 – 'Worklife Flexibility';
- Expand clause 8.9 of clause 8 – 'Paid Maternity Leave and Paid Adoption Leave' so as to enable prospective parents who work in the SA public sector to share the applicable maternity or adoption leave, subject to all other provisions within the current clause.

## SEPARATE FROM THE ENTERPRISE AGREEMENT

### Consultative forum

It is proposed that within three (3) months of the approval of the *Assistants to the Members of the South Australian Parliament Enterprise Agreement 2021*, a consultative forum will be established to facilitate discussions between employees, employee representatives' organisations and Electorate Services. Items to be discussed, but not limited to, include exploring the utilisation of electronic timesheets as compared to paper-based timesheets, and exploring opportunities for increased funding for relief staff.

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