

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 1999 - ss. 140G and 140GC - Variation of modern award
ss. 140G(3)(a) and 140GC(2)(a) - Commission acting on its own initiative

**GENERAL EMPLOYEES (QUEENSLAND GOVERNMENT DEPARTMENTS)
AND OTHER EMPLOYEES AWARD - STATE 2015**

Matter No. MA/2016/4

DEPUTY PRESIDENT O'CONNOR
DEPUTY PRESIDENT KAUFMAN
INDUSTRIAL COMMISSIONER NEATE

26 August 2016

DETERMINATION

This matter coming on for hearing before the Commission at Brisbane on 26 August 2016 this Commission orders that the said Award be varied as follows as from 1 September 2016:

1. By deleting the heading of Part 1 in both the Table of Contents and the Award itself and inserting the following in lieu thereof:

PART 1 - Title and Operation

2. By deleting clause 1 and inserting the following in lieu thereof:

1. Title

This Award is known as the *General Employees (Queensland Government Departments) and Other Employees Award - State 2015*.

3. In clause 3:

- (a) By deleting the definition of "classification level" and inserting the following in lieu thereof:

classification level comprises a minimum salary rate plus a range of increments in a particular stream through which employees will be eligible to progress

- (b) By deleting the definition of "commission" and inserting the following in lieu thereof:

Commission means the Queensland Industrial Relations Commission

- (c) By deleting the titles "cultural centre entity" and "cultural centre entities" wherever they appear in the Award and substituting the title "cultural centre" or "cultural centres", as the circumstance requires, in lieu thereof.

- (d) By deleting the definition of "cultural centre" and inserting the following in lieu thereof:

cultural centre means one of the entities listed in Schedule 7

- (e) By deleting the definition of "employee" and inserting the following in lieu thereof:

employee means a person described in clause 4.1(a) of this Award

- (f) By deleting the definition of "rostered day off" and inserting the following in lieu thereof:

rostered day off means a day, other than a scheduled day off, on which an employee is not rostered for duty as a result of time accrued under the method of working ordinary hours implemented in accordance with clauses 15.1(a) to (f), inclusive, or clause 15.2

- (g) By deleting the definition of "scheduled day(s) off" and inserting the following in lieu thereof:

scheduled day off means:

- for an employee whose ordinary hours of duty are Monday to Friday: Saturday and Sunday
- for an employee whose ordinary hours of duty include a Saturday and/or Sunday: one of the two days each week, or four days each fortnight, that the employee is not rostered for duty in accordance with clause 15.1(g). Depending on the working arrangements, a Saturday and/or Sunday may also be a scheduled day off

- (h) By inserting a new definition for "union" as follows:

union means one of the industrial organisations of employees mentioned in clause 4.1(c)

4. By deleting clause 4.3 and inserting the following in lieu thereof:

4.3 In addition to conditions of employment provided in this Award, Schedule 8 provides for entitlements under specified directives to be extended to particular employees until 18 September 2017.

5. By deleting clause 5 and inserting the following in lieu thereof:

5. The Queensland Employment Standards and this Award

This Award together with the QES provide for a minimum safety net of enforceable conditions of employment for employees covered by this Award.

6. By deleting clause 6.1(c) and inserting the following in lieu thereof:

- (c) Any proposed genuine agreement reached between an employer and employees in an enterprise is contingent upon the agreement being submitted to the Commission in accordance with Chapter 6 of the Act and is to have no force or effect until approval is given.

7. By deleting clauses 6.2(f) and (h) and inserting the following in lieu thereof:

- (f) Where a provision refers to agreement by the majority of employees affected, all employees directly affected shall be consulted. This consultation shall be undertaken where practicable as a group, or in groups. Should the consultation process identify employees with specific concerns which relate to either equity or occupational health and safety issues, such concerns may be catered for on an individual basis subject to operational requirements.

- (g) ...

- (h) Where the agreement relates to either the working of ordinary hours on other than a Monday to Friday basis, the introduction of shift work or a change to the shift roster, the relevant union/s are to be notified in writing at least one week in advance of agreement being sought.

8. By deleting the heading of clause 7.1 and inserting the following in lieu thereof:

7.1 Prevention and settlement of disputes - Award matters

9. By deleting clauses 7.1(a) and (b) and inserting the following in lieu thereof:
- (a) The objectives of this procedure are the avoidance and resolution of any disputes over matters covered by this Award by measures based on the provision of information and explanation, consultation, co-operation and negotiation.
 - (b) Subject to legislation, while the dispute procedure is being followed normal work is to continue except in the case of a genuine safety issue. The *status quo* existing before the emergence of a dispute is to continue whilst the procedure is being followed. No party shall be prejudiced as to the final settlement by the continuation of work.
10. By deleting clauses 7.1(d) and (e) and inserting the following in lieu thereof:
- (d) In the event of any disagreement between the parties as to the interpretation or implementation of this Award, the following procedures shall apply:
 - (i) the matter is to be discussed by the employee's union representative and/or the employee/s concerned (where appropriate) and the immediate supervisor in the first instance. The discussion should take place within 24 hours and the procedure should not extend beyond 7 days;
 - (ii) if the matter is not resolved as per clause 7.1(d)(i), it shall be referred by the union representative and/or the employee/s to the appropriate management representative who shall arrange a conference of the relevant parties to discuss the matter. This process should not extend beyond 7 days;
 - (iii) if the matter remains unresolved it may be referred to the chief executive for discussion and appropriate action. This process should not exceed 14 days;
 - (iv) if the matter is not resolved then it may be referred by either party to the Commission.
 - (e) Nothing contained in this procedure shall prevent a union or the employer from intervening in respect of matters in dispute should such action be considered conducive to achieving resolution.
11. By deleting clause 7.2 and inserting the following in lieu thereof:

7.2 Employee grievance procedures - other than Award matters

- (a) The objectives of the procedure are to promote the prompt resolution of grievances by consultation, co-operation and discussion to reduce the level of disputation and to promote efficiency, effectiveness and equity in the workplace.
- (b) The following procedure applies to all industrial matters within the meaning of the Act:
 - Stage 1: In the first instance the employee shall inform such employee's immediate supervisor of the existence of the grievance and they shall attempt to solve the grievance. It is recognised that an employee may exercise the right to consult such employee's union representative during the course of Stage 1.
 - Stage 2: If the grievance remains unresolved, the employee shall refer the grievance to the next in line management ("the manager"). The manager will consult with the relevant parties. The employee may exercise the right to consult or be

represented by such employee's union representative during the course of Stage 2.

Stage 3: If the grievance is still unresolved, the manager will advise the chief executive and the aggrieved employee may submit the matter in writing to the chief executive if such employee wishes to pursue the matter further. If desired by either party the matter shall also be notified to the relevant union.

- (c) The chief executive shall ensure that:
- (i) the aggrieved employee or such employee's union representative has the opportunity to present all aspects of the grievance; and
 - (ii) the grievance shall be investigated in a thorough, fair and impartial manner.
- (d) The chief executive may appoint another person to investigate the grievance. The chief executive may consult with the relevant union in appointing an investigator. The appointed person shall be other than the employee's supervisor or manager.
- (e) If the matter is notified to the union, the investigator shall consult with the union during the course of the investigation. The chief executive shall advise the employee initiating the grievance, such employee's union representative and any other employee directly concerned of the determinations made as a result of the investigation of the grievance.
- (f) The procedure is to be completed in accordance with the following time frames unless the parties agree otherwise:
- Stage 1: Discussions should take place between the employee and such employee's supervisor within 24 hours and the procedure shall not extend beyond 7 days.
 - Stage 2: Not to exceed 7 days.
 - Stage 3: Not to exceed 14 days.
- (g) If the grievance is not settled the matter may be referred to the Commission by the employee or the union.
- (h) Subject to legislation, while the grievance procedure is being followed normal work is to continue except in the case of a genuine safety issue. The *status quo* existing before the emergence of a grievance or dispute is to continue while the procedure is being followed. No party shall be prejudiced as to the final settlement by the continuation of work.
- (i) Where the grievance involves allegations of sexual harassment an employee should commence the procedure at Stage 3.

12. By deleting clauses 8.2(b) and (c) and inserting the following in lieu thereof:

- (b) For each ordinary hour worked a part-time employee shall be paid no less than 1/76th of the minimum fortnightly rate of pay for their classification.
- (c)
 - (i) By mutual agreement with their employer, a part-time employee may elect to work additional ordinary hours above their regular hours, up to and including full-time equivalent hours. The additional hours so worked are also to be taken into account in the *pro rata* calculation of all entitlements.
 - (ii) Any such additional hours are to be treated as follows:

- (A) day workers - additional hours worked within the spread of ordinary hours prescribed in clause 15.3 are to be paid for at the ordinary hourly rate;
- (B) shift workers - to be paid for at the ordinary hourly rate.

13. By replacing the stream titles which commence without a capital letter, wherever they appear in the Award, so as to commence with a capital letter, in the manner shown in the table below:

administrative stream	<i>replace with</i>	Administrative stream
operational stream	<i>replace with</i>	Operational stream
forestry stream	<i>replace with</i>	Forestry stream
hospitality stream	<i>replace with</i>	Hospitality stream

14. By deleting 8.3(a)(ii) and inserting the following in lieu thereof:
- (ii) A casual employee cannot be employed to work more ordinary hours than are worked by an equivalent full-time employee each week or fortnight, as the case may be.
15. By deleting clause 8.3(c) and inserting the following in lieu thereof:
- (c) For each hour worked a casual employee shall be paid no less than 1/76th of the minimum fortnightly rate of pay for their classification plus a casual loading of 23%.
16. By deleting clause 8.4(a) and inserting the following in lieu thereof:
- (a) Except where the employer and an employee agree to a different period or no period of probation prior to commencement of employment, the engagement of a full-time or part-time employee will in the first instance be subject to a probationary period of 3 months duration. If a period of probation of longer than 3 months is agreed, it must:
 - (i) be agreed in writing; and
 - (ii) be a reasonable period having regard to the nature and circumstances of the employment
17. By deleting clause 8.5 "Recognition of service while on probation".
18. By renumbering clause 8.6 "Anti-discrimination" to become clause 8.5 as well as updating the clause reference at 8.6(b) to reference "clause 8.5".
19. By deleting clause 9.2(a) and inserting the following in lieu thereof:
- (a) Unless otherwise agreed between the employer and an employee the notice of termination required by an employee, other than a casual employee, will be:
 - (i) for an employee of the Rabbit Board - one week or one week's salary forfeited in lieu;
 - (ii) for an employee of Agriculture employed within the Forestry stream - one week or one week's salary forfeited in lieu;
 - (iii) for an employee engaged within the Hospitality stream - one week or one week's salary forfeited in lieu; and
 - (iv) for all other employees, 2 weeks or 2 weeks' salary forfeited in lieu.
20. By deleting clause 9.4 and inserting the following in lieu thereof:

9.4 Job search entitlement

Where an employer has given notice of termination to an employee for reasons other than redundancy, the employee must be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. The time off is to be taken at times that are convenient to the employee after consultation with the employer.

21. By deleting clause 9.5 and inserting the following in lieu thereof:

9.5 Statement of employment

An employer shall, in the event of termination of employment, provide upon request to an employee who has been terminated a written statement specifying the period of employment and the classification or type of work performed by the employee.

22. By deleting the Note in clause 10.1 and inserting the following in lieu thereof:

Note: Where a directive about redundancy and retrenchment covers an employee, the provisions of the directive apply to the employee to the extent it provides a more generous entitlement.

23. By deleting clause 10.2 and inserting the following in lieu thereof:

10.2 Consultation before termination

- (a) Where an employer decides that the employer no longer wishes the job an employee/s has been doing to be done by anyone, and this is not due to the ordinary and customary turnover of labour, and that decision may lead to termination of employment, the employer shall consult the employee/s directly affected and, where relevant, their union/s.
- (b) The consultation shall take place as soon as it is practicable after the employer has made a decision which will invoke the provisions of clause 10.2(a) and shall cover the reasons for the proposed terminations and measures to avoid or minimise the terminations and/or their adverse effects on the employee/s concerned.
- (c) For the purpose of the consultation the employer shall, as soon as practicable, provide in writing to the employee/s concerned and, where relevant, their union/s, all relevant information about the proposed terminations including the reasons for the proposed terminations, the number and categories of employees likely to be affected, the number of workers normally employed and the period over which the terminations are likely to be carried out.
- (d) Notwithstanding the provision of clause 10.2(c), the employer shall not be required to disclose confidential information, the disclosure of which would be adverse to the employer's interests.

24. By deleting clause 10.3(c) and inserting the following in lieu thereof:

- (c) The amounts must be worked out on the basis of:
 - (i) the ordinary working hours to be worked by the employee; and
 - (ii) the amounts payable to the employee for the hours including, for example, allowances, loadings and penalties; and
 - (iii) any other amounts payable under the employee's employment contract.

25. By deleting clause 10.6(a) and inserting the following in lieu thereof:

- (a) Where a business is, whether before or after the date of commencement of this Award, transmitted from the employer (transmittor) to another employer (transmittee) and an employee who at the time of such transmission was an employee of the transmittor of the business becomes an employee of the transmittee:
 - (i) the continuity of the employment of the employee shall be deemed not to have been broken by reason of such transmission; and
 - (ii) the period of employment which the employee has had with the transmittor or any prior transmittor shall be deemed to be service of the employee with the transmittee.

26. By deleting the introductory paragraph in clause 10.7 as well as clause 10.7(a) and inserting the following in lieu thereof:

The provisions of clause 10.6 are not applicable where a business is, before or after the date of commencement of this Award, transmitted from the employer (transmittor) to another employer (transmittee) in any of the following circumstances:

- (a) where the employee accepts employment with the transmittee which recognises the period of continuous service which the employee had with the transmittor and any prior transmittor to be continuous service of the employee with the transmittee; or

27. By deleting clause 10.8 and inserting the following in lieu thereof:

10.8 Alternative employment

An employer, in a particular case, may make application to the Commission to have the general severance pay prescription amended if the employer obtains acceptable alternative employment for an employee.

28. By deleting clause 10.9 and inserting the following in lieu thereof:

Clauses 10.1 to 10.8 shall not apply:

- (a) where employment is terminated as a consequence of misconduct on the part of the employee; or
- (b) to an employee engaged for a specific period or task/s; or
- (c) to a casual employee; or
- (d) to an employee with less than one year's continuous service, in which case the general obligation on the employer should be no more than to give the relevant employee an indication of the impending redundancy at the first reasonable opportunity and to take such steps as may be reasonable to facilitate the obtaining by the employee of suitable alternative employment.

29. By deleting clause 11 and inserting the following in lieu thereof:

11. Consultation - Introduction of changes

11.1 Employer's duty to notify

- (a) Where an employer decides to introduce changes in production, program, organisation, structure or technology, that are likely to have significant effects on employees, the employer shall notify the employees who may be affected by the proposed changes and, where relevant, their union/s.

- (b) 'Significant effects' includes termination of employment; major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or diminution of job opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations and the restructuring of jobs.
- (c) Where the Award makes provision for alteration of any of the matters referred to in clauses 11.1(a) and (b) an alteration shall be deemed not to have significant effect.

11.2 Employer's duty to consult over change

- (a) The employer shall consult the employees affected and, where relevant, their union/s about the introduction of the changes, the effects the changes are likely to have on employees (including the number and categories of employees likely to be dismissed, and the time when, or the period over which, the employer intends to carry out the dismissals) and ways to avoid or minimise the effects of the changes (e.g. by finding alternate employment).
 - (b) The consultation must occur as soon as practicable after making the decision referred to in clause 11.1.
 - (c) For the purpose of such consultation the employer shall provide in writing to the employees concerned and, where relevant, their union/s, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employees, and any other matters likely to affect employees.
 - (d) Notwithstanding the provision of clause 11.2(c) the employer shall not be required to disclose confidential information, the disclosure of which would be adverse to the employer's interests.
30. By deleting the heading of Part 4 in both the Table of Contents and the Award itself and inserting in lieu thereof:

PART 4 - Minimum Salary Levels, Allowances and Related Matters

31. By inserting a note immediately below the heading for Part 4 as follows:

(Note: The wage rates and salary levels prescribed in this Award do not apply to employees to whom the provisions of Schedule 5 (Supported Wage System) apply.)

32. By deleting clause 12.2 and inserting the following in lieu thereof:

12.2 Allocation to stream and classification levels

- (a) Subject to clause 12.1(a)(ii) allocation of employees to the Administrative or Operational streams and to classification levels within those streams shall be in accordance with the generic level statements contained in Schedules 1 and 2. These statements reflect the degree of complexity and responsibility of duties, skills and knowledge proceeding from the lowest to the highest classification levels. Their purpose is to provide an indication as to the classification level appropriate to any packaging of duties.
- (b) An employee appointed pursuant to s 147 of the *Public Service Act 2008* shall have their previous service as a public service employee counted for the purpose of determining their commencing paypoint and calculation of their salary increment, provided that the employee is reappointed within 12 months of cessation of employment and the employee's previous employment was terminated other than by way of disciplinary action.

- (c) Allocation of employees engaged by Agriculture within the Forestry stream to classification levels within that stream shall be in accordance with the generic level statements contained in Schedule 3.
- (d) Allocation of employees within the Hospitality stream to classification levels within that stream shall be in accordance with the generic level statements contained in Schedule 4.
- (e) Where a new position is created and its allocation cannot be determined the matter may be discussed with the relevant employee/s and, where requested, their representative, and/or referred to the Commission for resolution.
- (f) Notwithstanding anything contained elsewhere in this Award, an applicant who is appointed to a position may, at the discretion of the relevant employer, be offered and appointed to any paypoint within a level based on recognition of skills, knowledge and abilities.

33. By deleting clause 12.3 and inserting the following in lieu thereof:

12.3 Minimum salary levels

(a) **Administrative stream**

The minimum salaries payable to employees within the Administrative stream, including employees under 21 years of age, are prescribed in the table below:

Classification Level	Paypoint	Relativity to Age 21 Rate %	Award Rate ¹ Per Fortnight \$ ²	Annual Salary ³ \$ ²
Level 1	1	80	1,370	35,742
	2	84	1,438	37,516
	3	89	1,524	39,760
Level 2 Age 21 ⁴	1	100	1,712 ⁴	44,664
	2		1,755	45,786
	3		1,799	46,934
	4		1,844	48,108
	5		1,889	49,282
	6		1,934	50,456
	7		1,983	51,734
	8		2,039	53,195
Level 3	1		2,172	56,665
	2		2,253	58,779
	3		2,333	60,866
	4		2,412	62,927
Level 4	1		2,553	66,605
	2		2,634	68,718
	3		2,717	70,884
	4		2,799	73,023
Level 5	1		2,944	76,806
	2		3,027	78,971
	3		3,110	81,137
	4		3,193	83,302
Level 6	1		3,366	87,816

Classification Level	Paypoint	Relativity to Age 21 Rate %	Award Rate ¹ Per Fortnight \$ ²	Annual Salary ³ \$ ²
	2		3,443	89,824
	3		3,519	91,807
	4		3,595	93,790
Level 7	1		3,755	97,964
	2		3,845	100,312
	3		3,933	102,608
	4		4,021	104,904
Level 8	1		4,152	108,322
	2		4,231	110,383
	3		4,309	112,418
	4		4,386	114,426

Notes:

- ¹ Includes the arbitrated wage adjustment payable under the 1 September 2016 Declaration of General Ruling.
- ² Rounded to the nearest dollar.
- ³ Annual salaries (fortnightly rate x 26.089) are for reference purposes only.
- ⁴ Identifies the minimum salary payable to an employee aged 21 years and over classified in the Administrative stream.

(b) **Operational stream**

The minimum salaries payable to employees within the Operational stream, including employees under 21 years of age, are prescribed in the table below:

Classification Level	Paypoint	Relativity to Age 21 Rate %	Award Rate ¹ Per Fortnight \$ ²	Annual Salary ³ \$ ²
Level 1	1	71	1,216	31,724
	2	76	1,301	33,942
	3	82	1,404	36,629
	4	87	1,489	38,847
	5	93	1,592	41,534
	6	98	1,678	43,777
Level 2 Age 21 ⁴	1	100	1,712 ⁴	44,664
	2		1,757	45,838
	3		1,804	47,065
	4		1,850	48,265
Level 3	1		1,878	48,995
	2		1,915	49,960
	3		1,954	50,978
	4		1,995	52,048
Level 4	1		2,075	54,135
	2		2,140	55,830
	3		2,206	57,552
	4		2,270	59,222
Level 5	1		2,328	60,735
	2		2,402	62,666

Classification Level	Paypoint	Relativity to Age 21 Rate %	Award Rate ¹ Per Fortnight \$ ²	Annual Salary ³ \$ ²
	3		2,478	64,649
	4		2,553	66,605
Level 6	1		2,660	69,397
	2		2,730	71,223
	3		2,799	73,023
Level 7	1		2,929	76,415
	2		2,998	78,215
	3		3,068	80,041

Notes:

¹ Includes the arbitrated wage adjustment payable under the 1 September 2016 Declaration of General Ruling.

² Rounded to the nearest dollar.

³ Annual salaries (fortnightly rate x 26.089) are for reference purposes only.

⁴ Identifies the minimum salary payable to an employee aged 21 years and over classified in the Operational stream.

(c) **Forestry stream**

The minimum salaries payable to employees engaged by Agriculture within the Forestry stream, including employees under 21 years of age, are prescribed in the table below:

Classification Level	AQF Level	Award Rate ¹ Per Fortnight \$ ²	Annual Salary ³ \$ ²
Level 1 First 3 months' service Thereafter		1,490	38,873
		1,511	39,420
Level 2 1st year of service 2nd year of service 3rd and 4th year of service 5th year of service		1,533	39,994
		1,555	40,568
		1,577	41,142
		1,610	42,003
Level 3	3	1,659	43,282
Level 4	3	1,708	44,560
Level 5	4	1,753	45,734
Level 6	5	1,905	49,700

Notes:

¹ Includes the arbitrated wage adjustment payable under the 1 September 2016 Declaration of General Ruling.

² Rounded to the nearest dollar.

³ Annual salaries (fortnightly rate x 26.089) are for reference purposes only.

(d) **Hospitality stream**

The minimum salaries payable to adult employees engaged within the Hospitality stream are prescribed in the table below:

Classification Level	Award Rate¹ Per Fortnight \$²	Annual Salary³ \$²
Introductory	1,409	36,759
Wage Level 1	1,443	37,646
Wage Level 2	1,495	39,003
Wage Level 3	1,532	39,968
Wage Level 4	1,610	42,003
Wage Level 5	1,708	44,560
Wage Level 6	1,753	45,734

Notes:

- ¹ Includes the arbitrated wage adjustment payable under the 1 September 2016 Declaration of General Ruling.
² Rounded to the nearest dollar.
³ Annual salaries (fortnightly rate x 26.089) are for reference purposes only.

(e) **South Bank stream**

The minimum salaries payable to adult employees engaged within the South Bank stream are prescribed in the table below:

Classification Level	Award Rate¹ Per Fortnight \$²	Annual Salary³ \$²
Car park supervisor	1,489	38,847
Car park attendant	1,437	37,490

Notes:

- ¹ Includes the arbitrated wage adjustment payable under the 1 September 2016 Declaration of General Ruling.
² Rounded to the nearest dollar.
³ Annual salaries (fortnightly rate x 26.089) are for reference purposes only.

(f) **Junior employees - Hospitality stream and South Bank stream**

- (i) Junior employees within the Hospitality stream and South Bank stream, respectively, shall be entitled to not less than the following proportion of the appropriate adult rate for the relevant classification:

Under 17 years of age	55%
17 and under 18 years of age	65%
18 and under 19 years of age	75%
19 and under 20 years of age	85%

- (ii) Junior rates shall be calculated in multiples of 10 cents with any result of 5 cents or more being taken to the next highest 10 cent multiple.
- (iii) Junior employees in the Hospitality stream may be employed in the sale of liquor on reaching the age of 18 years. Where such a junior is employed, the adult Award rate for the work being performed shall be paid. An employer may at any time demand the production of a birth certificate or other satisfactory proof for the purpose of ascertaining the correct age of the junior employee. If a birth certificate is required, the cost shall be borne by the employer.

(g) **Rabbit Board stream**

- (i) The minimum salaries payable to employees engaged within the Rabbit Board stream are prescribed in the table below:

Classification Level	Award Rate¹ Per Fortnight \$²	Annual Salary³ \$²
Employee undertaking training	1,409	36,759
General construction and maintenance worker Grade 1	1,453	37,907

Notes:

¹ Includes the arbitrated wage adjustment payable under the 1 September 2016 Declaration of General Ruling.

² Rounded to the nearest dollar.

³ Annual salaries (fortnightly rate x 26.089) are for reference purposes only.

- (ii) Any new employee who is undertaking training shall receive a full-time wage of not less than the rate shown in the table in clause 12.3(g)(i) for a period not exceeding 8 months.
- (iii) Notwithstanding the provision of clause 12.3(g)(ii) the training rate shall not apply to those employees who are adequately skilled to perform the duties of the general construction and maintenance worker grade 1.

(h) Payment of salaries

Salaries shall be paid fortnightly, or weekly in the case of car park attendants employed by South Bank, and may at the discretion of the chief executive be paid by electronic funds transfer.

34. By deleting clause 12.4 and inserting the following in lieu thereof:

12.4 Late work payment - Hospitality stream

- (a) An employee in the Hospitality stream who is required to work any ordinary hours between 2200 to 2400 Monday to Friday, inclusive, shall be paid an additional \$1.84 per hour for any hour or part thereof for any time worked within the said hours with a minimum payment of \$2.76 (i.e. one and one-half hours).
- (b) An employee who is required to work any ordinary hours between 0000 and 0600 Monday to Friday, inclusive, shall be paid an additional \$2.76 per hour for any hour or part thereof for any time worked within the said hours.

35. By deleting clause 12.7 and inserting the following in lieu thereof:

12.7 Incidental and peripheral tasks

An employer may direct an employee to carry out duties that are within the particular employee's skill, competence and training provided:

- (a) the direction does not affect the employee's entitlement to higher or other duties allowances provided in this Award; and
- (b) all such directions are consistent with the employer's responsibilities to provide a safe and healthy working environment.

36. By deleting clauses 12.8(a) and (b) and inserting the following in lieu thereof:

- (a) An employee appointed to the Administrative stream who has satisfied assessment requirements for an AQF3, AQF4, AQF5 or AQF6 qualification acceptable to the chief executive shall be paid no less than classification level 2, paypoint 1.
- (b) An employee appointed to the Administrative stream who has satisfied examination requirements for a degree or other post-secondary qualification acceptable to the chief executive shall be paid not less than classification level 2, paypoint 7.

37. By deleting clause 12.9 and inserting the following in lieu thereof:

12.9 Movement between classification levels - other than Hospitality, South Bank and Rabbit Board streams

- (a) Except as provided below and in Schedule 3 of this Award, movement between classification levels will be based on appointment on merit to vacancies.
- (b) Annual increments will continue to apply in accordance with the relevant provisions of clause 12.11 to employees moving between classification level 1 and classification level 2 of the Administrative stream.
- (c) Subject to clause 12.2(f) an employee promoted to a position at a higher classification level within the same stream shall be appointed to paypoint one of that higher classification level.
- (d) Appointment to level 6 of the Forestry stream is by way of promotion of existing level 5 staff to level 6 by way of progression based on satisfying certain criteria as detailed in Schedule 3 with respect to holding exceptional skills and capacity.
- (e) Farmhands and gardeners employed by Agriculture will be eligible to apply for progression to level 3 of the Operational stream upon satisfying the following criteria:
 - (i) must have performed duties at a satisfactory standard at level OO2 paypoint 4 for a minimum of 12 months before becoming eligible for progression to level OO3; and
 - (ii) holds mandatory qualifications and certificates relevant to the operations of the local work or industry area, as determined by the department; and
 - (iii) demonstrates core competencies specific to the local work or industry area and other specific criteria, e.g. workplace health and safety, computer literacy, etc, as determined by the department.
- (f) An agricultural assistant employed by DET will be eligible for progression to level 3 of the Operational stream upon satisfying criteria specified by the chief executive at the date the agricultural assistant ceased to be award-free.

38. By deleting clause 12.12 and inserting the following in lieu thereof:

12.12 Performance of higher duties - other than Forestry stream and Hospitality stream

- (a) An employee, other than an employee engaged in the Forestry stream or Hospitality stream, directed to temporarily fill a position for more than three consecutive working days at a higher classification level within the same stream shall be paid extra remuneration at the first paypoint of the classification level of the position being temporarily filled.
- (b) An employee directed to temporarily fill a position for more than three consecutive working days at a classification level within a different stream as determined by this Award shall be paid extra remuneration either:

- (i) at the first paypoint of the classification level of the position being temporarily filled; or
- (ii) at the next highest paypoint above their existing salary level, within the classification level of the position being temporarily filled,

whichever is higher.

Note: Where a directive about higher duties covers an employee, the provisions of the directive apply to the employee to the extent it provides a more generous entitlement.

39. By deleting clauses 12.13(a) and (b) and inserting the following in lieu thereof:

- (a) An employee temporarily called upon to perform all, or a substantial part, of the duties of a position at a higher level within the Forestry stream at levels FE2 to FE5 for a minimum of one working day, will, subject to certification by the employee's supervisor, attract a pay rate applicable to the higher level.
- (b) An employee temporarily called upon to perform all, or a substantial part, of the duties of a position at a higher level within the Forestry stream at levels FE6 or FE7 for a minimum of three working days, will, subject to certification by the employee's supervisor, attract a pay rate applicable to the higher level.

40. By deleting clause 12.15 and inserting the following in lieu thereof:

12.15 Cleaners employed by State Government departments and agencies as at 12 November 1993

Cleaners employed by departments and agencies of the State of Queensland as at 12 November 1993 are entitled to certain additional all purpose allowances as prescribed in Schedule 6.

41. By deleting clause 13 and inserting the following in lieu thereof:

13. Allowances

13.1 Adverse conditions allowance

All employees engaged by Agriculture within the Forestry stream working in the open and thereby being subject to adverse conditions such as working in isolated and undeveloped locations, exposure to heat, cold, wind, wetness, dust, mud, dirty conditions and lack of amenities are to be paid an allowance at the rate of \$30.20 per week which shall be treated as part of their ordinary rate of pay for all purposes of this Award.

13.2 Broken work allowance

An employee, other than school crossing supervisors, engaged on work where the ordinary hours of duty are subject to a break in continuity other than for the purposes of meal breaks to a maximum of one hour and for rest pauses shall be paid an additional \$7.78 per day for each day so worked.

13.3 Camp allowance and accommodation

- (a) Where for the performance of work it is necessary for an employee to live in a camp provided by the employer either because there are no reasonable transport facilities to enable the employee to travel to and from home each day or because the employee is directed to live in such camp the employee shall be paid a camping allowance of \$15.85 for each day (including Saturday and Sunday) they live in camp.

- (b) When an employee lives in a camp during the week and returns home or is otherwise absent from camp for not more than 2 nights during such week, but do not absent themselves from the job for any of the ordinary working hours, they shall be paid the camping allowance for each of the five normal working days.
- (c) The camp shall be provided free of charge by the employer with board and accommodation of a suitable standard.
- (d) In lieu of the provisions at clauses 13.3(a), (b) and (c), an employee of the Rabbit Board may, by mutual agreement with the employer, determine a fair and reasonable allowance for the purchase and maintenance of camp equipment provided that such allowance is no less than the entitlement prescribed in clauses 13.3(a), (b) and (c).
- (e) An employee of the Rabbit Board, while living or stationed on the fence, shall be provided sufficient accommodation for the employee and their partner free of charge.
- (f) Clause 13.3 does not apply to the following employees:
 - (i) a teacher aide attending an established school camp; and
 - (ii) an employee engaged by Agriculture within the Forestry stream who is occupying barracks as their permanent place of residence.

13.4 Dingo barrier fence personnel and employees within the Forestry stream engaged by Agriculture

- (a) All dingo barrier fence personnel engaged by Agriculture are entitled to wet weather and waterproof clothing.
- (b) Where an employee is required to work away from their designated headquarters at such a distance that they cannot reasonably return to their place of residence overnight, the employer will either:
 - (i) provide the employee with reasonable board and lodging; or
 - (ii) pay an accommodation allowance of \$400.40 per week (\$57.20 per day) but such allowance is not to be treated as salary.
- (c) Where an employee's services are terminated while working away on site, such employee shall be transported by the employer as soon as practicable to the nearest means of public transport.

13.5 Divisional and District parities

- (a) In addition to the rates of wages set out in this Award the following weekly amounts shall be paid to employees employed in the Divisions and Districts referred to hereunder:

Division and District	Per week \$
Northern Division, Eastern District	1.05
Northern Division, Western District	3.25
Mackay Division	0.90
Southern Division, Western District	1.05

- (b) Divisions:
 - (i) Northern Division - That portion of the State along or north of a line commencing at the

junction of the sea coast with the 21st parallel of south latitude; then from that latitude due west to 147 degrees of east longitude; then from that longitude due south to 22 degrees 30 minutes of south latitude; then from that latitude due west to the western border of the State.

- (ii) Mackay Division - That portion of the State within the following boundaries: Commencing at the junction of the sea-coast with the 21st parallel of south latitude; then from that latitude due west to 147 degrees of east longitude; then from that longitude due south to 22 degrees of south latitude; then from that latitude due east to the sea coast; then from the sea-coast northerly to the point of commencement.
- (iii) Southern Division - That portion of the State not included in the Northern or Mackay Divisions.

(c) Districts:

(i) Northern Division:

Eastern District - That portion of the Northern Division along or east of 144 degrees 30 minutes of east longitude.

Western District - The remainder of the Northern Division.

(ii) Southern Division:

Eastern District - That portion of the Southern Division along or east of a line commencing at the junction of the southern border of the State with 150 degrees of east longitude; then from that longitude due north to 25 degrees of south latitude; then from that latitude due west to 147 degrees of east longitude; then from that longitude due north to the southern boundary of the Mackay Division.

Western District - The remainder of the Southern Division.

13.6 First-aid allowance

- (a) An employee holding a certificate in first-aid issued by the Queensland Ambulance Service or equivalent qualification, who is appointed in writing by the chief executive as a first-aid attendant shall be paid an additional \$3.28 per day, or in the case of an employee engaged in the Forestry stream an extra \$16.40 per week where the employee is appointed for three days or more.
- (b) This allowance shall be treated as part of the ordinary rate of pay for the purposes of annual leave (but not loading on leave), sick leave, long service leave and all other paid leave.

13.7 Laundry allowance

An employee who is required to launder departmental items at their own expense shall be paid the following additional allowances:

Lab coat or overall	\$0.60 per item
Pillow cases, tea towels or bath mats	\$0.25 per item
Quilt or blanket	\$0.40 per item
Bed sheet	\$0.30 per item
Towels	\$0.25 per item

13.8 Live/raw sewerage

- (a) An employee who on any day is required to remove or release blockages in septic lines/or toilet connections or engaged in work involving personal contact with live or raw sewerage, other than merely by hosing, shall be paid for a minimum of 4 hours at the rate of time and one-half.
- (b) Clause 13.1 does not apply to an employee while they are in receipt of the live/raw sewerage allowance.

13.9 Motor vehicle allowance

- (a) Where an employer requires an employee to use their own vehicle in or in connection with the performance of their duties, the employee shall be paid an allowance for each kilometre of authorised travel as follows:
 - (i) motor vehicle - \$0.77 per kilometre; and
 - (ii) motorcycle - \$0.26 per kilometre.
- (b) An employer may require an employee to record full details of all such official travel requirements in a log book.

Note: Where a directive about motor vehicle allowances covers an employee, the provisions of the directive apply to the employee to the extent it provides a more generous entitlement.

13.10 Overtime meal allowances and meal breaks

- (a) An employee working day work required to work overtime for:
 - (i) more than 2 hours after ordinary ceasing time or for more than one hour continuing beyond 1800 on any normal working day; or
 - (ii) more than 4 hours on a scheduled day off or a rostered day off,shall be provided with an adequate meal at the employer's expense or paid a meal allowance of \$12.85 in lieu of the provision of such meal.
- (b) A shift worker required to work overtime for:
 - (i) more than 2 hours after ordinary ceasing time on any normal working day; or
 - (ii) more than 4 hours on a scheduled day off, public holiday or a rostered day off,shall be provided with an adequate meal at the employer's expense or paid a meal allowance of \$12.85 in lieu of the provision of such meal.
- (c) An employee working overtime in the circumstance mentioned in clause 13.10(a)(i) shall be entitled to take a 30 minute unpaid meal break at a time agreed between the employer and employee.
- (d) An employee working overtime in the circumstance mentioned in clause 13.10(b)(i) shall be entitled to take a 30 minute paid crib break after the first 2 hours worked.
- (e) Where the employer requires the employee to continue working for a further 4 hours of continuous overtime work in either of the situations mentioned in clauses 13.10(a) or (b), the employee shall

be entitled to a 30 minute unpaid meal break and either provided with an adequate meal at the employer's expense or paid an additional meal allowance of \$12.85.

- (f) Where an employee has been given notice to work overtime on the previous working day or prior thereto, and has brought to work a prepared meal and such overtime is cancelled, the employee shall be paid a meal allowance of \$12.85 for such prepared meal.
- (g) An employee engaged by Agriculture within the Forestry stream, who is required to commence work more than 2 hours before the ordinary commencing time, shall be allowed one-half hour for breakfast in the employer's time provided the employee resumes work at the end of such half hour.
- (h) Notwithstanding the provisions of clause 13.10(e), where an employee engaged by Agriculture within the Forestry stream is required to continue working overtime in any of the situations mentioned in clauses 13.10(a) or (b), the employee shall be entitled to:
 - (i) a 30 minute paid meal break after the expiration of the said 2 hours, or one hour beyond 1800; and
 - (ii) a 45 minute paid meal break after each further 4 hours worked.

Note: Where a directive about overtime meal allowance covers an employee, including those employees captured under Schedule 8 of this Award, the directive applies to the extent it provides a more generous entitlement.

13.11 Risk allowance - employees handling materials or animals infected with disease pathogenic to humans

An employee of Agriculture employed at a regional experimental station, research station or animal health station who is required to handle materials or animals infected with disease pathogenic to humans shall be paid an additional \$21.50 per fortnight.

13.12 Special allowance - Agriculture

In addition to the salaries prescribed in this Award, all employees engaged by Agriculture within the Forestry stream shall be paid a special allowance of \$32.25 per week which is to be treated as part of their ordinary rate of pay for all purposes of this Award.

13.13 Toilet cleaning allowance

- (a) An employee, other than one employed as a cleaner by DET in a school, environmental education centre or outdoor education centre, who is required to clean toilets connected with septic tanks or sewerage shall be paid an additional \$1.84 per day.
- (b) A unit support officer of DET who is required to perform maintenance duties on clivus multrum composting toilet systems shall be paid an additional \$14.49 per hour.

13.14 Uniform allowance

- (a) Where the employer requires an employee to wear a uniform, the employee shall be supplied suitable uniforms of good quality as approved by the employer. Uniforms shall be replaced by the employer on a fair wear and tear basis.
- (b) Where an employee is required to wear uniforms the employer must launder the uniform without charge to the employee or pay the employee an extra \$0.42 per day.

- (c) Where uniforms are supplied to an employee engaged in the Hospitality stream, the employer may charge a deposit for the supply of such uniforms, subject to the following conditions:
 - (i) the employer shall refund the amount of the deposit on return of uniforms at the point of termination of employment;
 - (ii) the employer may retain the deposit if the uniforms are not returned of termination;
 - (iii) the maximum deposit which may be charged is \$40.00 per uniform.

13.15 Waterproof clothing

- (a) An Agricultural assistant or support officer employed by DET in an environmental education centre who is required to work in the rain shall be provided with suitable waterproof clothing by the employer.
- (b) An employee of the Rabbit Board who is compelled to work in wet weather shall be supplied with oilskin coats or other suitable covering.

13.16 Wet conditions and work in the rain

- (a) The following conditions apply to:
 - (i) employees engaged by Agriculture within the Forestry stream;
 - (ii) employees of the Rabbit Board; and
 - (iii) employees of Agriculture employed at regional experimental stations, research stations and animal health stations or as farm supervisors.
- (b) Subject to clause 13.16(c), all time lost through wet conditions shall be paid for, provided the employee turns up for work and holds themselves in readiness. The supervising employee or employee who acts in the absence of that employee, and under whose direction the employee is working, shall decide whether it is too wet to work.
- (c) When an employee is prevented by wet weather from following their usual vocation, unless the employee is willing to perform any work the employer may direct them to do during such wet weather, they shall not be entitled to payment for such time lost.
- (d) Where practicable, suitable waterproof clothing shall be supplied by the employer to an employee who is required to work in the rain.
- (e) Notwithstanding the foregoing, if during the performance of work the employee gets their clothes wet, the employee shall be paid double time for all work performed and such payment shall continue until the employee is able to change into dry clothing or until that person ceases work, whichever is the earlier.

13.17 Adjustment of monetary allowances

- (a) Other than the expense related allowances at clauses 13.3 (camp allowance and accommodation), 13.4 (accommodation allowance - employees within the Forestry stream), 13.7 (laundry allowance), 13.9 (motor vehicle allowance), 13.10 (overtime meal allowances and meal breaks), 13.14 (uniform allowance) and Divisional and District parities at clause 13.5, respectively, all other monetary allowances specified in clause 13 shall be automatically adjusted from the same

date and in the same manner as monetary allowances are adjusted in any State Wage Case decision or other decision of the Commission adjusting minimum wage rates in this Award.

- (b) The monetary allowances in clauses 12.4(a) and (b) (late work payment - Hospitality stream) shall also be adjusted in the same manner and at the same time as monetary allowances are adjusted in accordance with clause 13.17(a).
- (c) At the time of any adjustment to the wage rates in this Award the expense related allowances at clauses 13.3 (camp allowance and accommodation), 13.4 (accommodation allowance - employees within the Forestry stream), 13.7 (laundry allowance), 13.9 (motor vehicle allowance), 13.10 (overtime meal allowances and meal breaks) and 13.14 (uniform allowance), respectively, shall be automatically adjusted by the relevant adjustment factor. The relevant adjustment factor for this purpose is the percentage movement in the applicable index figure most recently published by the Australian Bureau of Statistics since the allowance was last adjusted.
- (d) The applicable index figure is the index figure published by the Australian Bureau of Statistics for the Eight Capitals Consumer Price Index, as follows:

<u>Allowance</u>	<u>Eight Capitals Consumer Price Index</u> <u>(ABS Cat No. 6401.0 - Table 7)</u>
Accommodation allowance - employees within the Forestry stream <i>(last adjusted 1 September 2015)</i>	Domestic holiday, travel and accommodation sub-group
Camp allowance and accommodation <i>(last adjusted 1 September 2016)</i>	Other recreation, sport and culture sub-group
Motor vehicle allowance <i>(last adjusted 1 September 2014)</i>	Private motoring sub-group
Overtime meal allowance <i>(last adjusted 1 September 2016)</i>	Take-away and fast foods sub-group
Uniform and laundry allowance <i>(last adjusted 1 September 2014)</i>	Clothing and footwear group

42. By deleting clause 14 and inserting the following in lieu thereof:

14. Superannuation

- (a) Subject to Commonwealth legislation and clause 14(c), all employers subject to this Award, **other than the Rabbit Board**, must comply with superannuation arrangements prescribed in the *Superannuation (State Public Sector) Act 1990* (and associated Deed, Notice and Regulation).
- (b) The **Rabbit Board** will make superannuation contributions to QSuper or Sunsuper on behalf of all of its employees covered by this Award of not less than the amount set from time to time as the superannuation guarantee levy in the *Superannuation Guarantee (Administration) Act 1992* (Cth).
- (c) Where Commonwealth legislation provides for choice of fund rights to an employee subject to this Award, and that employee fails to elect which superannuation fund to which employer contributions are directed, the employer will direct contributions to the relevant fund described in the Act mentioned in clause 14(a) or the fund mentioned in clause 14(b), as appropriate.

43. By deleting the word "work" where it appears in the heading of clauses 15 and 15.1, respectively, and inserting the word "duty".
44. By deleting clause 15.1(e)(ii) and inserting the following in lieu thereof:
- (ii) Where the arrangement of ordinary hours of work provides for a rostered day off, the employer and an individual employee and/or the majority of employees concerned may agree to accrue up to a maximum of five rostered days off.
45. By deleting clause 15.1(f) and inserting the following in lieu thereof:
- (f) Notwithstanding clauses 15.1(b), (e) and (g), by mutual agreement between the employer and an individual employee and/or the majority of employees concerned, work in isolated localities may be performed over a 152 hours x 4 week cycle to provide for additional rostered days off to be taken at a time suitable to the employer and employee/s.
46. By deleting clause 15.1(g) and inserting the following in lieu thereof:
- (g) Scheduled days off - where work is performed on other than a Monday to Friday basis
 - (i) Unless prescribed elsewhere in this Award all employees whose ordinary hours of duty may be worked on days other than Monday to Friday shall be entitled to not less than two consecutive scheduled days off duty each week.
 - (ii) In lieu of two whole days off in each week, an employee may be allowed in each fortnightly period either one scheduled day off in one week and three consecutive scheduled days off in the other week or four consecutive scheduled days off.
 - (iii) Two consecutive scheduled days off, one at the end of one week and one at the beginning of the following week may be counted as meeting the requirements of clause 15.1(g)(i).
47. By deleting clauses 15.1(h)(iii) and (iv) and inserting the following in lieu thereof:
- (iii) Each employee shall be required to work no more than 30 days in each six week (42 days) work cycle.
 - (iv) The 12 days off each work cycle shall be allowed at a minimum of two consecutive days off in each instance, except in emergent circumstances or where there is mutual agreement between the employee and the employer.
48. By deleting clause 15.1(j) and inserting the following in lieu thereof:
- (j) Notwithstanding the provisions of clause 15.1, the following provisions apply to an employee in the Hospitality stream:
 - (i) Where an employee is rostered to work on four consecutive days for 10 or more hours per day, such employee shall not be rostered for work again for more than four consecutive days of such hours without a break of at least 48 hours between rostering periods.
 - (ii) An employee rostered to work shifts of 9 or more ordinary hours in a four week period shall be entitled to at least nine full days off per period, and in any other case, eight days off will be allowed.
 - (iii) No employee shall be rostered to work for more than 10 successive days without a day off.
49. By deleting clause 15.2(d) and inserting the following in lieu thereof:

- (d) A shift worker shall not perform more than two consecutive shifts (e.g. day shift/afternoon shift; afternoon shift/night shift).

50. By inserting a new clause 15.2(g) as follows:

- (g) The provisions of clause 15.2 do not apply to employees employed by Agriculture on motor vessels owned and operated by the Fisheries Research Branch.

51. By deleting clause 15.3(a)(iii) and inserting the following in lieu thereof:

<p>(iii) Department of Agriculture and Fisheries:</p> <ul style="list-style-type: none"> • Employees employed on motor vessels owned and operated by the Fisheries Research Branch • Field assistants, eradication team members, team leaders and assistant supervisors (eradication) - Biosecurity Incursion Management and Control - Biosecurity • Weed control personnel - Land Protection - Biosecurity • Air quality assessors 	<p>0000 to 2400, Monday to Sunday</p> <p>0500 to 2000, Monday to Sunday</p> <p>0500 to 2000, Monday to Sunday</p> <p>0600 to 2200, Monday to Sunday</p>
--	---

52. By deleting the words "one half" in clause 15.4(a)(ii), and wherever else it appears in the Award, and replacing with the word "one-half".

53. By deleting clause 15.4(d) and inserting the following in lieu thereof:

- (d) The extra payments prescribed in clause 15.4 will not apply where an employee works on their rostered day/s off in accordance with the provisions of clause 15.1(f).

54. By deleting clauses 15.5(a) and (b) and inserting the following in lieu thereof:

- (a) Subject to clauses 15.5(c) and (d), an employee who works an afternoon shift or night shift Monday to Friday, inclusive, shall be paid an additional allowance of 15% for all ordinary time worked on such shifts.
- (b) Subject to clause 15.5(c) all ordinary hours of duty worked by a shift worker on a weekend or a public holiday shall be paid for as follows:
- (i) between 0000 and 2400 on a Saturday - time and one-half;
 - (ii) between 0000 and 2400 on a Sunday - double time; and
 - (iii) between 0000 and 2400 on a public holiday - at the rate prescribed in clause 23.1.

55. By deleting clause 15.5(d) and inserting the following in lieu thereof:

- (d) The provisions of clause 15.5 do not apply to employees employed by Agriculture on motor vessels owned and operated by the Fisheries Research Branch.

56. By deleting clause 16.1(a) and inserting the following in lieu thereof:

- (a) All day workers who work in excess of 5 hours on any day shall be allowed not less than 30 minutes for an unpaid meal break between the third and sixth hours of duty. In the case of employees engaged within the Hospitality stream, 6 hours shall be substituted for 5.

57. By deleting clauses 17(a) and (b) and inserting the following in lieu thereof:

- (a) All employees, other than those engaged within the Hospitality stream, are entitled to a paid rest pause of 10 minutes duration in the employer's time in the first and second half of the working day, subject to the following:
 - (i) a total of 10 minutes for an employee who works for more than 4 hours but less than 6 ordinary hours in any day; or
 - (ii) a total of 20 minutes for an employee who works for at least 6 ordinary hours in any day.
- (b) An employee engaged within the Hospitality stream is entitled to a paid rest pause of 10 minutes duration in the employer's time in the first and second half of the working day, subject to the following:
 - (i) a total of 10 minutes for an employee who works for more than 4 hours but less than 8 ordinary hours in any day;
 - (ii) a total of 20 minutes for an employee who works for at least 8 ordinary hours in any day.

58. By deleting clause 18.1(a) and inserting the following in lieu thereof:

- (a) Employees shall work reasonable overtime whenever necessary in the opinion of the chief executive, but 24 hours' notice shall be given, where practicable, to an employee required to work overtime.

59. By deleting the introductory paragraph in clause 18.2 as well as subclauses 18.2(a), (b) and (d) and inserting the following in lieu thereof:

Except as provided in clauses 8.2, 18.3 and 18.4:

- (a) All authorised time worked by an employee in excess of their ordinary daily hours of duty or outside their spread of ordinary working hours on any day, Monday to Friday, shall be paid at the rate of time and one-half for the first 3 hours and double time thereafter.
- (b) All authorised overtime worked by an employee on a Saturday shall be paid at the rate of time and one-half for the first 3 hours and double time thereafter with a minimum payment as for 2 hours' work.
- (c) ...
- (d) All authorised overtime worked by an employee on the employee's rostered day off or first or third scheduled day off shall be paid at the rate of time and one-half for the first 3 hours and double time thereafter with a minimum payment as for 2 hours' work.

60. By deleting clauses 18.5(c) and (d) and inserting the following in lieu thereof:

- (c) An employee engaged by Agriculture within the Forestry stream who is called out between 0000 and 0600 shall be paid at the rate of double time.
- (d) Notwithstanding clause 18.5(a),

- (i) an employee engaged by Agriculture within the Forestry stream who is recalled to perform duty after completing the normal or prescribed hours or after completion of the rostered shift and having left the job site shall be paid for a minimum of 4 hours' work at the appropriate overtime rate for each time the employee is so recalled;
- (ii) should the employee be called out again within that 4 hour period, no further minimum payment will apply to that work which shall be separately paid for at appropriate overtime rates;
- (iii) except in the case of unforeseen circumstances the employee will not be required to work the full 4 hours if the job for which the employee has been recalled is completed within a shorter period.

61. By deleting clause 18.8(a) and inserting the following in lieu thereof:

- (a) **Monday to Friday** - an employee on call being recalled to perform duty shall be paid for the time worked at the overtime rate prescribed in clause 18.2, 18.3 or 18.4, such time to be calculated as from home and return with a minimum payment as for 2 hours' work.

62. By deleting clause 18.10(h)(ii) and inserting the following in lieu thereof:

- (ii) who work less than 2 hours when recalled to duty inclusive of travelling time, on one or more recalls.

63. By deleting clause 18.11 and inserting the following in lieu thereof:

18.11 Meal breaks on overtime

All employees who work overtime are entitled to meal breaks and, where relevant, meal allowances as prescribed in clause 13.10.

64. By deleting the Note in clause 19 and inserting the following in lieu thereof:

Note: Where a directive about annual leave covers an employee, including those employees captured under Schedule 8 of this Award, the directive applies to the extent that it provides a more generous entitlement.

65. By deleting the Note in clause 20 and inserting the following in lieu thereof:

Note: Where a directive about sick leave or bereavement leave covers an employee, the provisions of the relevant directive apply to the employee to the extent it provides a more generous entitlement.

66. By deleting clause 21 and inserting the following in lieu thereof:

21. Parental leave

(a) Parental leave is provided for in Division 5 of the QES and covers:

- (i) birth-related leave for an employee who is pregnant or whose spouse gives birth;
- (ii) adoption leave; and
- (iii) surrogacy leave.

- (b) Notwithstanding the provisions of Subdivision 2 of Division 5 of the QES, all full-time and part-time employees are entitled to parental leave upon commencement of employment.
- (c) (i) An employee who is pregnant, whether or not she has given her employer written notice of the date/s on which she proposes to start and/or end maternity leave, must:
 - (A) commence maternity leave at least 6 weeks prior to the expected date of birth of her child; and
 - (B) remain on maternity leave until at least 6 weeks after the birth of the child.
- (ii) An employer may at the request of the employee and on receipt of a certificate from a medical practitioner certifying that in the opinion of the medical practitioner:
 - (A) the employee is fit for duty until a specified date - reduce the period mentioned in clause 21(c)(i)(A); or
 - (B) the employee is fit to resume duty - reduce the period mentioned in clause 21(c)(i)(B).
- (iii) If the employer makes a decision under clause 21(c)(ii)(A) to reduce the period, the approval is of effect until:
 - (A) the day specified in the medical certificate; or
 - (B) the day 14 days after the day the employer revokes the decision by giving written notice to the employee; or
 - (C) the employee commences maternity leave; or
 - (D) the day of the employee's confinement,whichever happens first.
- (d) An employee who is pregnant, during the term of her pregnancy until 6 weeks before the expected date of birth of her child or lesser period as approved by the employer, may request to work part-time or other flexible work arrangements.
- (e) An employee who has taken leave to attend compulsory interviews or examinations as part of an adoption process or who has taken leave to attend compulsory interviews or court hearings associated with a surrogacy arrangement may request that such leave be taken as paid annual leave.
- (f) In addition to the provisions of Subdivision 6 of Division 5 of the QES an employee who has returned to work on a part-time basis may seek to return to the position they held prior to commencing parental leave.
- (g) If the position mentioned in clause 21(f) no longer exists but there are other positions available that the employee is qualified for and is capable of performing, the employee is entitled to be employed in a position that is, as nearly as possible, comparable in status and remuneration to that of the employee's former position.
- (h) The employer must make a position to which the employee is entitled available to the employee.
- (i) (i) An employee who is the parent of a child may apply, at any time, to their employer to work on a part-time basis in order to be the child's primary caregiver when not at work.

- (ii) The requirements concerning the manner in which the employee may make an application to work part-time under clause 21(i)(i) are the same as those contained in the QES with respect to applications to return to work on a part-time basis for an employee on parental leave (i.e. s 71 GT).
- (iii) The period in relation to which an application under clause 21(i) may be made cannot extend beyond the day the child is required to be enrolled for compulsory schooling under the *Education (General Provisions) Act 2006*.
- (iv) The requirements concerning the manner by which the employer is to assess any application by an employee to work part-time are the same as those contained in the QES with respect to assessing applications to return to work on a part-time basis for an employee on parental leave (i.e. s 71GU).

Note: Where a directive about paid parental leave covers an employee, the provisions of the directive apply to the employee to the extent it provides a more generous entitlement.

67. By deleting the Note in clause 22 and inserting the following in lieu thereof:

Note: Where a directive about long service leave covers an employee, the provisions of the directive apply to the employee to the extent it provides a more generous entitlement.

68. By deleting clause 23.1 and inserting the following in lieu thereof:

23.1 Payment for public holidays and for work on a public holiday

- (a) An employee (other than a casual employee) who would normally work on a day on which a public holiday falls and who:
 - (i) is not required to work on that day, shall be paid for the ordinary hours the employee would normally have worked if that day had not been a public holiday;
 - (ii) is required to work on the public holiday shall, in addition to the payment prescribed in clause 23.1(a)(i), be paid at the rate of time and one-half for any hours worked, with a minimum payment as for 4 hours' work for the day.
- (b) An employee (including a casual employee) who would normally work on a day on which a public holiday falls and who performs authorised overtime outside the employee's ordinary working hours for that day shall be paid for such time at double the overtime rate prescribed in clauses 18.2, 18.3 or 18.4, as the case may be.
- (c) An employee (including a casual employee) who would not normally be required to work on a public holiday but who is required to work on that day shall be paid at the rate of double time and one-half for any hours worked, with a minimum payment as for 4 hours' work for the day.
- (d) The minimum payment provided in clauses 23.1(a) or (c) shall not apply where the work performed on the public holiday is immediately preceding or following ordinary hours.
- (e) For shift workers, the payments described in clause 23.1 shall be calculated on a majority of shift basis (see the examples at clause 15.5(c)).

69. By deleting clause 23.4 and inserting the following in lieu thereof:

23.4 Employees who do not ordinarily work Monday to Friday of each week

- (a) An employee (other than a casual employee) who does not ordinarily work Monday to Friday of each week is entitled to either payment for each public holiday or a substituted day's leave.
- (b) Where a public holiday would have fallen on a Saturday or a Sunday (e.g. Australia Day) but is substituted for another day, an employee (other than a casual employee) who would ordinarily have worked on such Saturday or Sunday but who is not rostered to work on such day is entitled to payment for the public holiday or a substituted day's leave.
- (c) Where Christmas Day falls on a Saturday or a Sunday and the public holiday is observed on another day, an employee required to work on Christmas Day (i.e. 25 December) is to be paid at the usual rate for work performed on a Saturday or Sunday, as the case may be, plus a loading of 50% of the ordinary hourly rate.
- (d) For the purpose of clause 23.4(a) **payment for each public holiday and a substituted day's leave** means:
 - (i) for full-time employees: 7.6 hours at ordinary rates; and
 - (ii) for part-time employees: the number of ordinary hours normally worked on the same day of the week on which the holiday falls.
- (e) Nothing in clause 23.4 confers a right to any employee to payment for a public holiday as well as a substituted day in lieu.

70. By deleting the Note in clause 24 and inserting the following in lieu thereof:

Note: Where a directive about court attendance or jury service covers an employee, the provisions of the directive apply to the employee to the extent it provides a more generous entitlement.

71. By deleting clause 26 and inserting the following in lieu thereof:

26. Travelling and relieving expenses

- (a) An employee who is required to:
 - (i) travel on official duty; or
 - (ii) to take up duty away from the employee's usual place of work to relieve another employee;
or
 - (iii) to perform special duty,is to be provided, where necessary as determined by the employer, with reasonable transport and accommodation and reimbursed actual and reasonable expenses for transport, accommodation, meals and incidental expenses necessarily incurred by the employee.
- (b) Where an employee is required to travel between their usual place of employment and a distant location, and they could not reasonably be expected to return to their place of residence overnight, the employee is to be paid travelling time at ordinary rates up to a maximum of 8 hours per day for time spent in travelling in excess of rostered ordinary hours.

72. By deleting clauses 27(a) and (b) and inserting the following in lieu thereof:

- (a) Where an employer requires an employee to report to the usual depot and then travel to a job site located within 5 km of the depot, and the employee chooses to use their own vehicle to undertake such travel, the employee will not be paid the motor vehicle allowance prescribed in clause 13.9.
- (b) Where an employer requires an employee to report to the usual depot and then travel to a job site in excess of 5 km from the depot, the employer shall provide transport to the job site and return, or compensate the employee for the reasonable cost of travel. Where the employee uses their own vehicle, for the purpose of this clause, **reasonable cost** shall mean the payment of the amount prescribed by clause 13.9.

73. By deleting clauses 28(b) and (c) and inserting the following in lieu thereof:

- (b) Employees who use their own motor vehicle to travel directly to a job site shall be paid the motor vehicle allowance prescribed in clause 13.9 for that part of the trip that exceeds the distance between the employee's normal place of residence and the usual depot.
- (c) Where an employee resides in a camp and is required to report directly to the job site using their own motor vehicle they shall be paid the motor vehicle allowance prescribed in clause 13.9 for that part of the trip that would otherwise exceed the regular distance between the employee's normal place of residence and the usual depot.

74. By deleting clause 31 and inserting the following in lieu thereof:

31. Union encouragement

- (a) The parties recognise the right of individuals to join a union and will encourage that membership. However, it is also recognised that union membership remains at the discretion of individuals.
- (b) An application for union membership and information on the relevant union/s will be provided to all employees at the point of engagement.
- (c) Information on the relevant union/s will be included in induction materials.
- (d) Union representative/s will be provided with the opportunity to discuss union membership with new employees.

75. By deleting clause 32(b) and inserting the following in lieu thereof:

- (b) Employees will be given full access to union delegates/officials during working hours to discuss any employment matter or seek union advice, provided that service delivery is not disrupted and work requirements are not unduly affected.

76. By deleting clauses 33(d) and (e) and inserting the following in lieu thereof:

- (d) Upon request and subject to approval by the chief executive, employees may be granted paid time off in special circumstances to attend management committee meetings, union conferences, and Australian Council of Trade Unions (ACTU) Congress.
- (e) The granting of industrial relations education leave or any additional special leave should not impact adversely on service delivery, work requirements or the effectiveness and efficiency of the work unit concerned. At the same time, such leave shall not be unreasonably refused.

77. By deleting Schedules 1-7 and inserting Schedules 1- 8 as follows:

Schedule 1 - Generic Level Statements - Administrative stream

Administrative officer level 1 (AO1)

Entry to this level is either by commencement of a traineeship or through selection based on standardised vocational testing.

Work level description

Work at this level usually involves a combination of keyboard, clerical and other duties requiring the application of basic office skills and routines.

Characteristics of the work

Performed under close direction using established routines, methods and procedures with little scope for deviating from these.

Problems can usually be solved by reference to procedures, well documented methods and instructions. Initially direct guidance is given when problems arise. Ready access to advice and assistance is available.

The work may involve giving technical and procedural advice to other staff (for example relating to the operation of office equipment used in the work area). It may require the acquisition of knowledge and specific procedures, instructions, regulations or other requirements relating to general administration (e.g. personnel or finance operations) and/or specific departmental programs and activities.

Work at this level does not include supervisory responsibilities although more experienced staff may assist new staff by providing guidance and advice.

As individual employees develop more experience and knowledge they will be required to exercise greater judgement and make decisions in their allocated duties, although these will be confined by instructions, established practices and procedures of written guidelines.

Duties and skills

Work at this level may progressively involve an employee in a range of activities requiring the use of written and numeric skills, clerical skills, written and verbal communication, equipment skills (e.g. keyboard) and other work skills appropriate to the discipline. These skills should be readily transferable between organisations.

Administrative officer level 2 (AO2)

The minimum skills required for entry to this level are as defined in the traineeship curriculum or through standardised vocational testing.

Work level description

Work at this level usually encompasses a range or combination of administrative activities and operations which require the application of skills and experience in administrative/clerical work and a general knowledge of the work to be performed.

The work will involve achieving clearly defined and established outcomes and/or basic problem solving within guidelines and contributing knowledge or skills or information specific to the work of the agency.

Characteristics of the work

Work is usually performed under close supervision and may involve undertaking a range of duties requiring judgement, liaison and communication within an agency and with other interested parties.

The solution of problems may require the exercising of basic judgement, although knowledge required to perform work is usually related to precedents, guidelines, procedures, regulations and instructions and from senior staff. It may require some knowledge and application of specific procedures, instructions, regulations or other requirements relating to general administration and activities.

Work at this level does not include supervisory responsibilities although more experienced staff may assist new staff by providing guidance and advice.

Duties and skills

Knowledge required to perform work is usually related to guidelines, instructions and procedures relevant to the function of the level.

Familiarity with the functions of related work areas and of relationships between organisational elements may be required.

At this level, basic resolution of problems by reference to established procedures may be required.

Work at this level may involve an employee in a range of activities requiring the use of written and numeric skills, clerical skills, written and verbal communication, equipment skills (e.g. keyboard) and other work skills appropriate to the discipline. These skills should be readily transferable between organisations.

Administrative officer level 3 (AO3)

Work level description

Work at this level usually requires relevant experience combined with a broad knowledge of the agency's functions and activities and a sound knowledge of the major activity performed within the work area. The work may include preparing preliminary reports, papers and correspondence which usually relate to a specific organisational function or discipline, providing or interpreting information for clients or other interested parties and general administrative support to senior officers.

Supervisory responsibilities may involve some complex operational work and may involve assisting with, or reviewing the work undertaken by, subordinates or team members.

Scope exists for exercising initiative in the application of established work practices and procedures although this level may require expertise to resolve issues within a day-to-day environment for which there may not be clearly established procedures.

Effective judgement and work organisation skills are required which have been acquired through previous experience, demonstrated capacity or post secondary education or partial completion of same.

Characteristics of the work

Work is usually performed under general direction and may involve preparing papers, briefing notes, correspondence or other written material.

Decisions made or delegations exercised at this level may have an impact on the relevant agency's operations, but are normally of limited procedural or administrative importance.

Work at this level may include responsibility for training, involvement in working with staff to develop work performance, planning and co-ordinating tasks and work flow.

Duties and skills

Work at this level requires a sound knowledge of the activities usually performed within the work area and their impact upon the activities of other organisations.

Supervisory responsibilities include on-the-job training and staff assessment and performance counselling in relation to the work area. This level usually requires the application of personnel-related functions such as orientation of staff, staff attendance and recommendation of leave arrangements, written and verbal communication, interpretation and liaison skills to solve basic problems together with interpersonal skills to deal with non-routine matters and analytical abilities appropriate to the work area.

Administrative officer level 4 (AO4)

Work level description

Work at this level is usually performed in relation to established priorities, task methodology and work practices to achieve results in line with the corporate goals of the agency.

The work may include preparing papers and reports, drafting complex correspondence for senior officers, undertaking activities of a specialist or detailed nature, assisting in the preparation of procedural guidelines, providing, interpreting and analysing information for clients or other interested parties, exercising specific process responsibilities, and overseeing and co-ordinating the work of subordinate staff.

Work at this level includes supervision of a work group, small work area or office within the total organisational structure and co-ordination of a range of agency functions.

Characteristics of the work

Work is performed under general direction as to work priorities and may be of a technical or professional, project, procedural or processing nature, or a combination of these.

Direction exercised over work performed at this level may be less direct than at lower levels and is usually related to task methodologies and work practices. Staff would be expected to set priorities and to monitor work flow in the area of responsibility.

The work at this level requires the application of knowledge usually gained through previous experience in the discipline or from post secondary or tertiary study. The work may require the co-ordination of a range of agency functions and the exercising of judgement and/or delegated authority in areas where precedents or procedures are not clearly defined.

Independent action may be exercised at this level, particularly in local office situations, for example, developing local procedures, management strategies and guidelines.

Any decisions taken or delegations exercised would be limited by the application of rules, regulations, guidelines or procedures.

The extent of supervisory responsibility would depend on the operational work of the area and factors such as work priorities, complexity of the work and the number of subordinate staff.

Duties and skills

Work performed at this level will require the ability to supervise staff, set priorities, monitor work flow and develop local strategies or work practices.

This may include responsibility for the development of appropriate training programmes related to group development, application of equal employment opportunity, industrial relations principles and an awareness of occupational health and safety guidelines and principles. Staff assessment and counselling may involve providing advice in relation to personal and career development relating to work requirements.

Liaison and communication skills and the capacity to negotiate may be required, particularly for activities involving liaison or communication with clients or other interested groups.

Work at this level requires general knowledge of the agency's operations, combined with a specialist knowledge of major activities within the work area.

In program, activity or service delivery areas staff should have the knowledge to interpret and apply standard policies, specific procedures and regulations or other guideline material to specific situations. They should be able to disseminate information about an agency's operations particularly in relation to policy aspects or program, activity or service delivery to clients.

Work at this level may require the ability to investigate, interpret or evaluate information where legislation, regulations, instructions or procedural guidelines do not give adequate or specific answers.

Administrative officer level 5 (AO5)

Work level description

Work at this level may include a variety of functions as follows:

- managing the operations of a discrete organisational element, program or activity; or
- the operations of an organisational element which is part of a larger office within the total organisational structure; or
- under limited direction in relation to priorities and work practices, providing administrative support to a particular program, activity or administrative function and consultancy service to external organisations; or
- providing subject matter expertise or policy advice across a range of programs or activities undertaken by the agency.

Work at this level may include the preparation of documentation for complex correspondence purposes and for decision by senior officers.

Responsibilities may include liaison and co-ordination within and across functions including agency representation and overseeing and co-ordinating the work of other staff assisting in this area.

Work at this level may include operation within a number of specialist or multi-disciplinary teams or independently.

Characteristics of the work

Work is usually performed under limited direction as to work priorities and the detailed conduct of the task.

Direction exercised over work performance at this level includes, depending on the functional role required, the provision of advice, guidance and/or direction in relation to a project, detailed processing, and other work practices.

Independent action may be exercised within constraints set by senior management.

Any decision taken or delegation exercised tends to be governed by the application of rules, regulations or agency operating instructions or procedures. While such decisions may impact on agency operations and resources, they are usually limited to the specific work area involved.

Managerial responsibilities would usually depend on the specific activities undertaken. Staff at this level would be expected to set and achieve priorities, monitor work flow and/or manage staffing resources to meet objectives.

Duties and skills

Work at this level requires a knowledge of agency operations and the ability to interpret legislation, regulations and other guideline material relating to the operations and functions of the work area.

Work at this level may require:

- the ability to investigate, analyse, interpret or evaluate information for the guidance of staff or clients, or undertake research in relation to technical matters;
- well developed liaison and communication skills and the ability to negotiate with clients or other interested parties, within parameters decided by senior management;
- significant managerial ability, including the ability to supervise staff, set priorities, monitor work flow, develop local strategies, procedures and work practices, and allocate resources.

This includes demonstrated personnel management skills, the ability to apply equal employment opportunity principles and procedures and industrial relations principles and occupational health and safety guidelines. Responsibility for the identification of training needs and the development of appropriate training programmes for the work unit may be undertaken at this level.

Administrative officer level 6 (AO6)

Work level description

Work at this level may involve providing advice including policy, administrative, or specialist; undertaking work related to the management or administration of a program or activity; service delivery or corporate support functions, including project work and work policy development; preparation or co-ordination of research papers, submissions on policy, technical, professional or program issues, or administrative matters.

Liaison with other elements of the organisation, other government agencies, local authorities or community organisations is usually a feature.

Work also includes the preparation, or overseeing the preparation, of correspondence and replies to Parliamentary Questions, Ministerial representations and other briefing material; and representing the

agency at meetings, conferences or seminars. Management of diverse occupational groups may be required of this level.

Characteristics of the work

Work is undertaken at this level with limited direction as to work priorities and the detailed conduct of the task. The tasks undertaken may be of a complex or specific nature encompassing a major area of agency operations.

Direction exercised over work performed at this level may, depending on the function role required, be by way of providing general guidance and advice.

Work at this level may involve control and/or co-ordination of projects or programs within an agency in accordance with corporate goals, and requires the development, implementation and evaluation of agency activities.

Work at this level may involve independence of action including the use and allocation of resources within the constraints laid down by senior management.

Decisions taken or delegations exercised at this level may have major impact on the day-to-day operations of the work area. The impact of such decisions on agency operations is likely to be limited to a specific work area or function. Delegations exercised may, depending on the nature of the work required, involve making determinations, instigating another course of action, or reviewing previous decisions.

Managerial responsibilities may be an important function of the work at this level, but this can vary widely depending on factors such as work area, location, priorities, work load, operational deadlines and the availability of staff resources to assist.

Guidelines, rules, instructions or procedures for use by other staff and interested parties may be developed at this level.

Duties and skills

Management skills and abilities necessary to undertake the allocation and monitoring of resources, the review of operations to determine their effectiveness and contribute to the development of policy initiatives or corporate strategies are usually required at this level. A knowledge of financial program management techniques related to the activity or corporate goal of the work area is usually required at this level, together with demonstrated personnel management skills and the ability to apply equal employment procedures and implement training and staff development.

Well developed liaison and communication skills and the ability to negotiate or communicate, under limited direction, on behalf of the agency with clients or other interested parties may be needed.

Work at this level requires a knowledge and awareness of agency operations, as related to government initiatives or policies.

The ability to apply or interpret legislation, regulations, instructions or other guideline material relating to the operations, policies or functions of the work area; and the capacity to undertake high level research, reviews or investigations including the preparation of reports and associated papers may also be required.

Administrative officer level 7 (AO7)

Work level description

Work at this level may involve control of an organisational element involved in the administration or co-ordination of a specific program, activity or corporate support function at either the section or branch head level, to achieve a result in line with the corporate goals of the agency.

The work may include developing policy and/or providing policy, financial, specific subject matter or administrative advice, including specialist advice or undertaking high level project work; developing, implementing and reviewing policy instructions and administrative or specialist procedures for the guidance of functional elements of the agency; initiating and formulating recommendations for agency programs; processing representations to the Minister, preparing replies to Parliamentary Questions, preparing briefing notes for senior level managers, assisting in the preparation of Cabinet Submissions and correspondence; liaising with other government bodies and community organisations including the preparation of public information on programs, activities or services; and representing the agency at meetings, conferences or seminars.

Work undertaken at this level may also be required to deal with a complex and diverse operating environment.

Characteristics of the work

Work is undertaken at this level with broad direction usually from a senior level manager or comparable officer in relation to priorities and the detailed conduct of the task. The activities undertaken would be of a complex or specific nature encompassing a significant element of total agency operations.

Work at this level may involve, depending on the functional role, significant independence of action including the use or allocation of resources within the constraints or guidelines laid down by senior management.

Decisions taken at this level may, depending on the degree of autonomy of function and the degree of delegated authority, have significant impact on the day-to-day operations of a specific work area and may also have significant effects elsewhere within the agency.

Management responsibilities are usually a significant function at this level. The percentage of the total work taken up in management functions and the character of the direction given to subordinates would depend on the nature of the work area, location, workload factors, priorities and staff resources allocated.

The development of guidelines, rules, regulations, procedures or instructions for either staff or other interested parties may be co-ordinated at this level.

Duties and skills

Management skills and the abilities necessary to monitor resource allocations, evaluate program effectiveness, manage staff and resources, formulate policy initiatives and develop corporate strategy proposals are usually required at this level. A knowledge of financial program management practices appropriate to the program or activity or corporate goal of the organisational element in which a position is located, are usually required at this level.

Work at this level requires the application of a high level of discipline, knowledge, a detailed knowledge of both government policies and procedures and an appreciation of their application in relation to agency operations. Staff at this level would be expected to have the ability to undertake personnel management functions and to plan, develop and implement programmes associated with equal employment opportunity, occupational health and safety, and staff development and counselling within the functional area of responsibility.

Work may require the ability to interpret and provide advice on legislation, regulations, instructions or other guideline material relating to the policies, operations or functions of the work area; and the capacity to undertake specific or major research, investigations or reviews and prepare associated papers or reports.

Liaison and communication skills of a high order, including the capacity and ability to negotiate or communicate on behalf of the agency with clients or other interested groups, perhaps to finality, may be needed.

Administrative officer level 8 (AO8)

Work level description

Work at this level may involve responsibility for a major program or programs at statewide level and of critical importance to the agency, operating within broad policy guidelines, or be responsible for a service-wide function.

High levels of discipline, expertise and experience are required combining elements of planning, organising, directing and evaluating to determine goals and priorities within the framework of the corporate objectives of the agency or of other Agencies.

This level will require a capacity for original thinking, creativity, the exercise of significant levels of independent judgement, and the exercise of delegated authority as required.

The work may include providing specialist consultancy advice within or across agencies, developing policy and interpreting, reviewing and implementing policy instructions, setting objectives in the work area, processing representations to the Minister, overseeing responses to Parliamentary Questions, preparation of reports to government, preparing ministerial briefing notes and correspondence, liaising with other government bodies and community organisations, including the provision of public information on programs, activities or services; and representing the agency at meetings, conferences or seminars.

Characteristics of the Work

Work is undertaken at this level, usually under the broad direction of a senior executive, with significant levels of independent judgement in keeping with the complex nature of work undertaken and the allocation of resources within the constraints or guidelines laid down by senior executives. Delegations exercised at this level may, depending on the functional role, involve being the final authority in the process of approving the expenditure of funds, undertaking specific action in line with the policy of the agency, or reviewing any previous action or decisions in the work area.

Management responsibilities are usually a significant function at this level, with management of a number of significant projects being involved both within and outside the agency.

The development of guidelines, rules, regulations, procedures or instructions for staff or other interested parties may be instigated at this level.

Work at this level may include analysis of organisational design and the formulation of strategic plans for staff and organisational development.

Duties and skills

Management skills and the abilities necessary to determine resource allocations, manage staff and resources, formulate policy initiatives and develop corporate strategies are usually required at this level. A knowledge of financial program management practices and the evaluation of the results of program activities against stated objectives are normally required at this level.

Work at this level requires the application of a high level of discipline and knowledge including detailed knowledge of both government policies and procedures and their application in relation to agency operations. Staff at this level with managerial responsibilities would be required to oversee the implementation of personnel management functions and to plan, develop and implement programmes associated with equal employment opportunity, occupational health and safety, and formulate policies and plans for staff and organisational development.

Liaison and communication skills to enable the effective resolution of complex organisational issues, including the capacity and ability to negotiate or communicate on behalf of the agency with clients or other interested groups, often to finality, may be required.

Schedule 2 - Generic Level Statements - Operational stream

Operational officer level 1 (OO1)

Work level description

Training, both on and off-the-job, is a dominant feature of this level.

Characteristics of the work

Work at this level is performed under close supervision and direction following standard routines, methods and procedures with little scope for deviation or the exercise of initiative or judgement in the selection of appropriate means to complete the work assignment. Limited responsibility exists for the final outcome.

The routines, methods and procedures to be followed are at a level consistent with skills acquired. Direct guidance is given when problems arise.

Positions at this level have no supervisory responsibility.

Duties and skills

Employees at this level usually perform repetitive tasks which are fully prescribed and are usually performed in response to standardised instructions or requests. There is only limited scope for interpretation.

Operational officer level 2 (OO2)

Work level description

Positions at this level involve the delivery of operational services whose work routines, methods, and procedures are clearly established and there is limited scope for deviation.

Training, both on and off the job, is often a dominant feature of this level.

Characteristics of the work

Work may initially be performed under close supervision by a more experienced officer, however, this supervision is expected to reduce as experience increases. Employees at this level may operate individually or as a member of a project team within a work group.

Limited discretion is available for the selection of the appropriate means of completing duties or tasks. Guidance is always available and work outcomes may be closely monitored.

Positions at this level may have limited supervisory responsibilities with more experienced staff assisting new staff by providing guidance and advice.

Duties and skills

Positions at this level may involve an employee in a range of activities including the performance of non-repetitive tasks governed by established procedures, specific guidelines and standardised instructions.

Duties may include field support or regulatory inspection activities and data collection and recording.

Appointees to this level undertake a range of functions requiring the practical application of acquired skills and knowledge.

Technical skills not requiring trade or equivalent qualifications are required in order to safely and effectively operate basic machinery to perform routine and standard functions, and organise duties across a working day to meet regular work load requirements.

Operational officer level 3 (OO3)

Work level description

Appointment to this level requires proven expertise in the particular discipline with demonstrated proficiency in applying established techniques.

An understanding of the agency's functions coupled with detailed knowledge of the work units' operations, practices and procedures is necessary for competent performance.

Characteristics of the work

Employees at this level work under general direction and undertake a range of functions which may require the application of trade based skills and experience or the practical application of a high level of skills.

Employees at this level may operate individually or as a member of a project team within a work group.

Supervision of subordinate employees within a small discrete work group or function may be a feature of this level.

Assistance is usually available if required when problems occur, although problems are usually resolvable by reference to procedures, documented methods and instructions.

Whilst there is some scope for the exercising of initiative in the application of established work practices and procedures, problems can generally be solved by reference to documented methods and instructions.

Duties and skills

Work at this level requires a sound knowledge of the agency's functions and the requirements of the discipline.

A sound knowledge of the operating procedures is required.

Supervisory responsibilities may include co-ordination of work-flow processes, training of subordinate staff, responsibility of quality of output of the workgroup, staff assessment and performance counselling in relation to subordinates.

Knowledge and compliance with regulations, codes and specifications may be required.

Duties at this level may include application of trade based skills or equivalent involving field work, design/modification of equipment, research projects, support services and the collating and analysis of specimens or data.

Operational officer level 4 (OO4)

Work level description

Work at this level requires specialised knowledge within the discipline.

Work is undertaken under limited direction as to work priorities and the detailed conduct of the task. Employees may be responsible for larger work groups or functions, field groups or district operations.

High levels of initiative in accomplishing objectives may be required to be exercised either on an individual basis or in a multi-disciplinary unit.

Characteristics of the work

Work is performed either independently with guidance from superiors only received for those aspects of work which involve new or sophisticated techniques or relate to areas outside the positions normal span of activity.

There is scope for the exercise of initiative in the application of established work practices and procedures.

Duties and skills

Duties include the supervision of a work group or function, field group or regional operation, with responsibility for the standard of workmanship, completion of work assignments and allocation of resources.

Interpretation of guideline material and documented precedents and the application of judgment may be required in the determining of solutions to problems.

Operational officer level 5 (OO5)

Work level description

Work at this level requires specialised knowledge of complex though conventional methods and techniques.

High levels of autonomy and initiative may be required to be exhibited in accomplishing objectives and undertaking projects.

Management of large work groups may be a factor.

Characteristics of the work

Employees at this level are subject to limited direction and may exercise managerial responsibility for a large and complex work program.

Usually only broad guidance and advice is provided as to operational requirements and deadlines to achieve end results in line with operating goals.

Duties and skills

Duties may involve detailed planning, directing, co-ordinating or financial control within budget, material and workforce limitations established by management and the implementation of overall agency policies.

Managerial responsibility includes training of subordinate staff, co-ordination of workflow processes, responsibility for quality of output of the work unit, performance assessment and review, staff counselling, career planning and development, application of equal employment opportunity principles as well as implementing occupational health and safety guidelines and principles.

Operational officer levels 6 and 7 (OO6 & OO7)

Work level description

Work at these levels require specialised knowledge and may be undertaken autonomously. These are managerial levels and may include responsibility for large and complex work groups.

Characteristics of the work

Responsibilities at these levels will reflect the size and complexity of agency operations and will normally entail significant independence of action in the allocation of resources within constraints imposed by management.

Work is performed under limited direction with a significant degree of discretion permitted within the boundaries of broad guidelines to achieve organizational goals.

Duties and skills

Duties at these levels reflect the independent operation of the employee and may involve significant allocation of resources.

Management of work units may include prioritising work, training staff, monitoring of work flow and setting of local strategic plans. Assessment and review of the standard of work of subordinate staff is also a requirement of these levels.

Work at these levels require a knowledge and awareness of agency operations as well as detailed knowledge of major activities of the work unit.

The requirement to interpret legislation, regulations and other guidance material relating to the operations and functions of the work area is necessary for adequate performance at these levels.

Schedule 3 - Generic Level Statements - Employees engaged by Agriculture and Fisheries in the Forestry stream

Section 1 - Definitions

In this Schedule:

assessment means the process of collecting evidence and making judgements on whether competency has been achieved to confirm that the individual can perform to the standard expected in the workplace, or as expressed in the relevant industry/enterprise competency standards contained in the relevant endorsed National Industry Training Package, or the learning outcomes of an accredited course.

forestry worker means an employee who is multi-skilled and competent in performing a range of routine tasks or functions under general supervision and who typically would not be required to possess technical or specialist skills or knowledge or a qualification with an outcome higher than AQF Level 3 for wage level 2. A forestry worker would typically span a new entrant in the forestry sector up to an experienced worker who builds on their levels of skill and knowledge over a 5 year period. Additionally, it would include an inexperienced plant operator i.e. with less than one year's cumulative experience.

ganger and/or **overseer** means a person who has been authorised by the employer to act, and take a leadership role on its behalf, in the management, supervision, implementation and application of a diverse range of projects and routine activities. Four levels of supervision are recognised (ganger, overseer grade 2, overseer grade 1 and principal overseer) depending and based on an increasing level of responsibility they are authorised to exercise.

Without limiting the meaning of its application, the **ganger** or **overseer** would typically be responsible for the following activities and functions:

- project management of a diverse variety of routine and complex projects and activities including management of human, financial and physical resources where appropriate;
- interaction with customers including problem solving where appropriate;
- ensuring on site compliance with a variety of statutes and employer policies, including Workplace Health and Safety requirements, Guidelines and Procedures and Local Laws;
- performance management including taking initial action over diminished work performance, and
- interaction with various levels of gangers and overseers and/or senior management.

A **ganger** will typically lead and supervise a small work team (generally less than 10 employees) on small projects or activities of a routine or cyclical nature where the work is clearly specified and well defined in its requirements.

overseer - grade 2 will typically lead and supervise either a large work team (generally more than 10 employees) on small projects or activities of a routine or cyclical nature, or a small work team on projects or activities of a complex nature where the work is typically highly variable and intricate in nature, may not always be clearly specified and requires a high level of interpretation and therefore individual responsibility to meet requirements.

overseer - grade 1 will typically co-ordinate and supervise ganger and overseer grade 2 activities on projects or activities of a complex nature where the work is typically highly variable and intricate in nature, may not always be clearly specified and requires a high level of interpretation, co-ordination and therefore individual responsibility to meet requirements.

principal overseer will typically manage and supervise a number of other gangers and overseers grades 2 and 1 on projects or activities of a complex nature and is generally responsible for the overall implementation of on-site activities.

The work is typically highly variable and intricate in nature, may not always be clearly specified and requires a high level of specialised skills and knowledge, interpretation and therefore individual responsibility to meet requirements.

Responsibilities at this level will reflect the size and complexity of agency operations and will normally entail significant input and interaction with senior staff into on-site policy development and implementation including the allocation of resources within constraints imposed by senior management.

points means the points assigned to an employee who successfully completes units or elements of competence within a qualification, non-accredited course or other accredited training that may lead to the issue of a Statement of Attainment, qualification or other form of recognition. The formula used may evolve over time but has a foundation where the value of points is determined through a consultative process involving the industrial parties typically in an enterprise bargaining or other similar industrial exercise.

The determination process will involve consideration of the complexity and effort required to achieve the competency where one point is equivalent to 10 hours of time nominally assigned from the unit/s or element/s of competence undertaken.

A minimum of 12 points (or 120 hours) of additional training must be completed before an employee can be assessed as having met the progression requirements for wage level 4 and an additional 12 points for progression to wage level 5 of this classification structure.

The points system is designed to identify and quantify different levels of multi-skilling and knowledge possessed by specialist forestry workers typically employed in wage levels 3, 4 and 5.

recognition of prior learning (RPL) means recognition of competence currently held, regardless of how, when or where the learning occurred. Under National Industry Training Package guidelines RPL is one of the pathways available to prove a person's competence. Competence can be determined through any combination of formal or informal training and education, work experience or general life experience. In order to grant RPL, the assessor must be confident that the candidate is currently competent against the industry or enterprise competency standards specified in the relevant endorsed National Industry Training Package or outcomes specified for accredited courses. This evidence may take a variety of forms and could include certification, references from past employers, testimonials from clients, work samples and/or practical assessment. The assessor must ensure that the evidence is authentic, valid, reliable, current and sufficient.

registered training organisation means an organisation recognised within the meaning of the *Further Education and Training Act 2014* or its successor that is registered to deliver training and issue qualifications.

specialist forestry worker means an employee other than a ganger or overseer, who is competent in performing a range of specialist tasks or functions under limited supervision over and above those normally performed by a forestry worker. A specialist forestry worker may typically be required to possess a variety of operator's tickets or licenses or other qualification/s including skills and competencies higher than an AQF Level 3 outcome which are relevant to their area of speciality. The employee would typically possess a high degree of technical knowledge and ability and be able to apply this technical knowledge and ability to their particular field/s of work and speciality.

specialty fields means, without limiting the application of this meaning, a specialist forestry worker who may be engaged on a number of specialist fields such as:

- plant operators using a variety of equipment with more than 1 year's experience;
- survey and site design;
- fire management at training level 2 and above;
- forest mensuration;
- operating geographical Global Positioning Systems (GPS);
- any other area of operation or function considered to carry a level of responsibility, skill or knowledge over and above a specialist forestry worker as defined at wage level 3 e.g. plant instructor, chainsaw instructor or safety rehabilitation officer.

statement of attainment means a certificate recognising that a person has one or more of the learning outcomes identified for a particular qualification or accredited course.

supervision within the classification structure relates to the ganger and overseer classification levels and the increasing value or worth the employee is to the employer in terms of the degree of autonomy, decision-making, problem-solving, application and responsibility of the employee as an individual or within a work team environment.

Four levels of supervision are recognised and are as follows:

regular supervision applies to a person who is a new entrant employee or who has limited experience and who:

- works under close direction using established routines, methods and procedures with little scope for deviating from these;
- is not required to provide more than basic judgement and application of basic problem solving skills; and
- usually operates within a work team with very limited autonomy.

Employees at this level of supervision would normally be remunerated at wage level 1.

general supervision applies to a person who:

- receives general instructions usually covering only the broader technical aspects of the work;
- may be subject to progress checks, but such checks are usually confined to ensuring that, in broad terms, satisfactory progress is being made;
- has their assignments and work reviewed on completion;
- although technically competent and well experienced, there may be occasions on which the person will receive more detailed instructions;
- usually operates within a work team but may have specified areas of autonomy to perform a range of allocated activities and functions.

Employees at this level of supervision would normally be remunerated at wage level 2.

limited supervision applies to a person who:

- receives only limited instructions normally confined to a clear statement of objectives;
- has their work measured in terms of the achievement of stated objectives;
- is fully competent and very experienced in a technical sense and requires little guidance in the performance of work;
- operates with autonomy either individually or within a work team; and
- leads or supervises a work team.

Employees at this level of supervision would normally be remunerated at wage levels 3 and 4.

remote supervision applies to a person who:

- demonstrates understanding of a broad knowledge base incorporating some theoretical concepts;
- develops and applies a number of strategic solutions to a range of unpredictable problems;
- identifies, analyses and evaluates information from a variety of sources;
- identifies and applies skill and knowledge to a wide variety of contexts with some depth in some areas;
- takes responsibility for own outputs in relation to specified human resource standards; and
- provides strategic "hands on" management direction or co-ordination for a number of other team leaders usually on site.

Employees at this level of supervision would normally be remunerated at wage levels 5 and 6.

work team means a group of employees who work as a crew, gang or team to plan and execute routine functions and maintenance tasks relevant to their employer's business. Work teams are generally autonomous of direct managerial supervision and perform their tasks in a way that maximises productivity and multi-skilling.

Section 2 - Classification criteria and supporting principles

Classification process

The employer shall determine an employee's classification relevant to a particular classification level in the Forestry stream through the following process:

- an analysis is to be undertaken to establish the requisite skills and responsibilities for each identified position, which may require a position description to be written for each position. Such an analysis shall be consistent with the occupational analysis and supporting competency registry, developed by workers in conjunction with various independent experts and the industrial parties, that underpins this classification structure.
- each position is classified by reference to the classification criteria in accordance with Section 3 of Schedule 3.
- employees are notified in writing of their appointment to a position and the classification level of that position.

Classification criteria

Classification criteria as outlined in Section 3 of Schedule 3 are guidelines to determine the appropriate classification level and consist of:

- relativities for each classification level;
- isolated characteristics that should not be used to justify the classification of a position;
- indicative duties that represent where the majority of the employee's duties are located (i.e. it is not mandatory that an employee performs every duty in a classification level and where it is acknowledged that some duties are only relevant for certain sectors of the employer's business);
- indicative experience and/or qualifications; and
- indicative levels of responsibility.

Guide to classification

The characteristics nominated above are the principal guide for classification to a particular classification level as they are designed to indicate the level of basic knowledge, comprehension of issues, procedures required, the level of autonomy, accountability, supervision or training involved with the position.

Characteristics of classification levels

The characteristics of a classification level must be read as a whole to gain an understanding of the position and the performance requirement. Isolated characteristics should not be used to justify the classification of a position. The key issue to be analysed in properly classifying an employee is the level of initiative, responsibility/accountability, competency and generalist and/or specialist skills that an employee is required to exercise in performing the employee's work within the parameters of the characteristics of the position.

Attributes and skills for classification levels not exhaustive

The attributes and skills for each classification level are indicative of those required for each classification level. They are by no means an exhaustive list of the skills, attributes, duties or tasks included in each position within each classification level and employees may be expected to carry out additional duties or tasks as requested, which require skills that are not listed. Additionally, individual position descriptions may be developed to supplement these broad attributes.

Employees deemed to have skills and/or qualifications

Some typical duties/skills will appear at more than one classification level. This acknowledges that skill acquisition is based on a building process that commences from simply undertaking and/or performing a task through a range of supervising, co-ordinating and managing activities. Because of this, the classification or re-classification of a position needs to be done by reference to the specific characteristics of the classification level. As an example, because an employee may be utilising a set of skills comprehended at a higher classification level than that to which the employee has been appointed, the employee assumes the level of qualification, initiative, accountability and competence envisaged by the characteristics of the higher classification level irrespective of whether the employee holds formal qualifications specified for that higher classification level.

Skills required versus skills possessed

Payment for skills required in a particular position and used on a regular basis and not skills/qualifications possessed is an acknowledgement that some employees are over-qualified for the position in which they will be engaged.

Employees' responsibilities

All employees will be required, in addition to performing their own tasks, to carry out tasks and responsibilities of employees at lower classification levels. All employees are required to observe the relevant legislative requirements as applied to their position, (for example the interpretation of various statutes that may be outlined in the employer's policy and procedure manuals). The ability to provide excellent customer service, where the customer may be external or internal, underpins all classification levels.

Multi-skilling process

Multi-skilling recognises employees working in non-traditional work areas and requires employees to perform duties and use skills that are not a part of their designated "core" trade or skills set. Higher skill levels may be beneficial to business operation and it is acknowledged employees should be remunerated according to the skills they are required to use.

Re-classification

In seeking upward re-classification, employees will be required to demonstrate that they meet the requirements of the specific skill level in accordance with the criteria outlined in this Award and that they are required to carry out the duties at that level.

In seeking re-classification an employee shall establish that they are engaged on duties and possess associated competencies outside their normal role and that those competencies are required to be used by the employer. It is acknowledged that some additional competencies may be required to be used on an infrequent basis and that recognition of the use of these competencies shall be managed through a consultative process involving the industrial parties typically in an enterprise bargaining or other similar initiative.

Section 3 - Classification levels and Award relativities

Wage level 1 - entry level labourer (87.5% - 90%)

Indicative skills, knowledge, experience and/or qualifications

Although there is no mandatory qualification requirement for employees, the indicative level of skill and knowledge required would be commensurate with FPI20105 Certificate II in Forest Growing and Management.

An employee at this wage level would typically possess a very basic understanding and knowledge of policies, procedures statutes, etc.

An employee at this wage level will normally not possess any qualifications and would remain at the 87.5% nominal relativity level for a period of 3 months' cumulative service before progressing to the 90% nominal relativity level.

Indicative duties

Employees at this level perform a defined range of activities most of which may be routine and predictable including but not limited to the following fields:

- site establishment and maintenance;
- breeding and propagation;
- tree growing and maintenance;
- grading and testing;
- warehouse and distribution;
- machinery and equipment;
- load handling;
- safety & quality processes;
- administration and business;
- occupational health and safety procedures.

Indicative level of responsibility

Employees at this level would require regular supervision (as defined).

Wage level 2 - forestry worker (92.5% - 100%)

Indicative skills, knowledge, experience and/or qualifications

An employee at this wage level would typically be a new entrant to the forestry sector or a plant operator with less than 1 year's experience. All employees (except the inexperienced plant operator) would gain 5 years or more of industry experience within this wage level with a basic understanding and knowledge of policies, procedures statutes, etc.

Possession of, or skills reflecting, an AQF 3 qualification as required in FPI30111 Certificate III in Forest Growing and Management.

Progression throughout this wage level shall be based on the completion of cumulative periods of service as follows:

1 st year of service	92.5%
2 nd year of service	95%
3 rd and 4 th years of service	97.5%

5th year of service* 100%

(* Employees (other than plant operators) must provide evidence that their skills are equivalent to an AQF 3 qualification. Evidence would include assessment outcomes in the form of a qualification or statement of attainment issued by a Registered Training Organisation, RPL determinations or other methods or processes that the employer may develop consistent with human resource strategies.)

Indicative duties

Duties performed shall be of a broad nature consistent with those of a forestry worker (as defined). Employees at this level perform a range of varied activities or knowledge application where there are clearly defined parameters.

Employees at this level undertake a variety of activities including but not limited to those fields associated with wage level 1 workers plus:

- operating plant and machinery;
- driving trucks;
- fire control;
- communications and relationships;
- planning and analysis.

Indicative level of responsibility

Employees at this level would require regular supervision (as defined) typically for the first 2 years' experience and general supervision (as defined) thereafter.

Wage level 3 - ganger, specialist forestry worker, experienced plant operator (105%)

Indicative skills, knowledge, experience and/or qualifications

An employee at this wage level would typically have sound industry experience and knowledge of policies, procedures statutes, etc. required for a:

- ganger; or
- a specialist forestry worker with less than 12 points; or
- a plant operator with more than 12 months' experience.

The significant degree of differences between this wage level and wage level 4 and above would include:

- the level of supervision;
- the number of specialist fields recognised;
- the number of points achieved relevant to the wage level.
- possession of or skills reflecting an AQF 3 qualification and progression towards an AQF 4 typically as required by FPI40111 Certificate IV in Forest Operations or higher qualification or other similar qualification as amended from time to time relevant to the employer.
- possession of units of competence at AQF 3 or equivalent course of instruction in disciplines such as:
 - supervision; and/or
 - front line management; and/or
 - leadership.

Appointment to this level is in accordance with the employer's needs as determined by advertising from time to time.

Indicative duties

Activities performed shall be of a broad nature consistent with those of a ganger, specialist forestry worker, experienced plant operator (105%) and shall include but not be limited to:

- those fields associated with level 2 forestry workers plus:
 - harvesting operations;
 - training and assessment.

Indicative level of responsibility

Employees at this level would require limited supervision (as defined).

Wage level 4 - overseer grade 2, specialist forestry worker (12 points) (110%)

Indicative skills, knowledge, experience and/or qualifications

An employee at this wage level would typically have sound industry experience and knowledge of policies, procedures statutes, etc. required for a:

- overseer grade 2; or
- a specialist forestry worker with 12 points but less than 24 points.

The significant degree of differences between this wage level and wage level 5 and above would include:

- the level of supervision;
- the number of specialist fields recognised;
- the number of points achieved relevant to the wage level.
- possession of units of competence at AQF 3 or equivalent course of instruction in disciplines such as:
 - supervision; and/or
 - front line management; and/or
 - leadership.
- possession of or skills reflecting an AQF 3 qualification and progression towards an AQF 4 typically as required by FPI40111 Certificate IV in forest operations or higher qualification or other similar qualification as amended from time to time relevant to the employer.

Appointment to this level is in accordance with the employer's needs as determined by advertising from time to time.

Indicative duties

Duties performed shall be of a broad nature consistent with those of an overseer grade 2 or other specialist forestry worker including those activities required for a level 3 specialist forestry worker.

Indicative level of responsibility

Employees at this level would require limited supervision (as defined).

Wage level 5 - overseer grade 1, specialist forestry worker (24 points) (115%)

Indicative skills, knowledge, experience and/or qualifications

An employee at this wage level would typically have sound industry experience and knowledge of policies, procedures statutes, etc. required for a:

- overseer - grade 1; or
- a specialist forestry worker with more than 24 points.

The significant degree of differences between this wage level and wage level 6 would be the overall level of responsibility.

Possession of or skills reflecting an AQF 4 qualification relevant to the employer.

Possession of units of competence at AQF 4 or equivalent in a qualification or course of instruction in disciplines such as:

- supervision; and/or
- front line management; and/or
- leadership.

Appointment to this level is in accordance with the employer's needs as determined by advertising from time to time.

Indicative duties

Duties performed shall be of a broad nature consistent with those of an overseer - grade 1 or other specialist forestry worker as outlined above.

Indicative level of responsibility

Employees at this level would require remote supervision as defined.

Wage level 6 - principal overseer (130%)

Employees who have completed at least 2 years' service as an overseer grade 1 may make application to progress to this level by addressing the following criteria:

- demonstrated technical expertise in one or more areas of a discipline as shown by:
 - high level of accuracy and precision in undertaking procedures; and either
 - examples of modifications to standard procedure and practices and contributions to the development of new techniques and methodologies; or
 - technical contribution at a local level.
- possession of higher technical qualifications or developmental experience through attendance at specialist seminars or in-service presentations relevant to the discipline.
- evidence of recognition by peers, industry or other client groups as shown by one or more of the following (activities used as evidence will vary with the discipline of the applicant):
 - original in-service presentations;

- published papers;
 - active involvement in conferences and seminars;
 - consultancies;
 - recognition as a resource person who collects, collates and imparts knowledge in a particular area;
 - preparation of significant internal reports.
- demonstrated levels of performance and innovation through:
 - a history of satisfactory performance; and
 - demonstrated high levels of efficiency and effectiveness; and
 - demonstrated high levels of efficiency and initiative.

Indicative skills, knowledge, experience and/or qualifications

Possession of a relevant diploma or equivalent

Possession of units of competence/modules in a qualification or course of instruction in disciplines such as:

- supervision; and/or
- front line management; and/or
- leadership.

An employee at this wage level would typically have very extensive industry experience and a very broad and extensive knowledge of policies, procedures statutes, etc. as defined for a principal overseer.

Indicative duties

Duties performed shall be of a broad nature consistent with those of a principal overseer.

Indicative level of responsibility

Employees at this level would require remote supervision (as defined).

Schedule 4 - Generic Level Statements - Employees engaged in the Hospitality stream

Introductory - 78%

Introductory employees shall include the following classifications/callings or combination thereof:

Employee grade 1

Indicative experience and/or qualifications

The introductory wage level shall apply to a new employee who enters the industry and who has not demonstrated the competency requirements of wage level 1 below.

An employee at this wage level will remain at the wage level for up to 3 months while training is undertaken to allow the employee to progress to wage level 1.

Indicative level of responsibility

An employee at this wage level would require regular supervision as they are a new entrant or have limited experience and who:

- work under close direction using established routines, methods and procedures with little scope for deviating from these;
- are not required to provide more than basic judgement and application of basic problem solving skills; and
- usually operate within a work team with very limited authority.

Wage level 1 - 82%

Wage level 1 employees shall include the following classifications/callings or combination thereof:

- Food and beverage attendant grade 1
- Kitchen attendant grade 1
- Kitchenhand
- Singlehand cook
- Hospitality services employee grade 1

Indicative duties

Wage level 1 shall mean an employee who is engaged in activities such as:

- setting, clearing and cleaning tables and areas of plates, glasses, ashtrays etc.;
- general cleaning duties within a kitchen, scullery or food preparation area, including the cleaning of cooking and general utensils and crockery used therein;
- assisting employees who are cooking or who are engaged on food and beverage activities not including service to customers;
- assembly and preparation of ingredients for cooking;
- handling, storing and distributing a variety of goods and hospitality products, including pantry items and linen;
- preparation of salad ingredients and/or distribution to a buffet bar, bistro or other food outlet;
- rubbish removal;
- laundry and/or linen duties which may include minor repairs to linen or clothing such as buttons, zips, seams and working with flat materials; and

- basic maintenance duties.

Indicative experience and/or qualifications

- Progression towards an AQF 2 qualification relevant to the employer.

Indicative level of responsibility

An employee at this wage level would require regular supervision as they have limited experience and who:

- work under close direction using established routines, methods and procedures with little scope for deviating from these;
- are not required to provide more than basic judgement and application of basic problem solving skills; and
- usually operate within a work team with very limited authority.

Wage level 2 - 88%

Wage level 2 employees shall include the following classification/callings or combination thereof:

- Food and beverage attendant grade 2
- Food and beverage attendant grade 2 & 3
- Kitchen attendant grade 2
- Hospitality services employee grade 2
- Cook - grade 1
- Storeperson grade 1

Indicative duties

Wage level 2 shall mean an employee who is engaged in activities such as:

- selling, supplying (not serving), dispensing or mixing of a range of alcoholic and non-alcoholic beverages, liquor store activities including the sale of specialised stock lines and/or takeaway liquor from a bottle shop or other liquor outlet consistent with the Liquor Act 1992 and/or employer policy;
- assisting in the cellar,
- receiving and storing general and perishable goods;
- receipt of monies;
- attending a snack bar, coffee shop or other food and beverage outlet including taking orders and/or serving food and beverages;
- taking reservations, greeting and seating guests;
- undertaking general waiting and butler duties including basic food and beverage services with LED records;
- cooking of breakfasts, snacks and other basic meals and food items requiring regular supervision and limited experience;
- specialised non-cooking duties associated with a kitchen or food preparation area;
- cleaning duties using specialised equipment and chemicals;
- undertaking routine repair work and maintenance not generally performed by a tradesperson;
- an employee engaged in activities such as internal promotions, and set ups for functions, basic merchandising for promotional activities, door and other minor security duties and ushering for shows; and
- assisting with the maintenance of dress standards and good order in the establishment.

Indicative experience and/or qualifications

- Possession of an AQF 2 qualification or completion of a Traineeship at AQF 2 relevant to the employer.

Indicative level of responsibility

An employee at this wage level would require general supervision and who:

- receives general instructions usually covering the broader technical aspects of the work; and
- are subject to progress checks, but such checks are usually confined to ensuring in broad terms, satisfactory progress is being made; and
- has their assignments and work reviewed on completion; and
- although technically competent and well experienced, there may be occasions on which the employee will receive more detailed instructions; and
- usually operates in a work team but may have specified areas of autonomy to perform a range of allocated activities and functions.

Wage level 3 - 92.4%

Wage level 3 employees shall include the following classifications/callings or combination thereof:

- Food and beverage attendant grade 3
- Kitchen attendant grade 3
- Storeperson grade 2
- Hospitality services employee grade 3
- Cook - grade 2
- Handyperson
- Forklift driver

Indicative duties

Wage level 3 shall mean an employee who is engaged in activities such as:

- supplying (not serving) dispensing or mixing of liquor including a range of sophisticated drinks;
- full control of a cellar or liquor store or outlet including the receipt, delivery and recording of goods within such areas;
- cooking a range of meals requiring general supervision including a la carte cooking, grill cooking, deep frying and other cooking activities assigned by a higher level employee including setting up of an on-site kitchen;
- receipt of monies and cash handling;
- receiving, storing and distributing goods including the operation of mechanical lifting devices such as forklifts; and
- timekeeping of staff, general security including security of keys and supervision of dress standard maintenance and good order in the establishment.

Indicative experience and/or qualifications

- Possession of an AQF 2 qualification or completion of a traineeship at AQF 2 and progress towards an AQF 3 qualification relevant to the employer.

Indicative level of responsibility

An employee at this wage level would require general supervision and who:

- receives general instructions usually covering the broader technical aspects of the work; and
- are subject to progress checks, but such checks are usually confined to ensuring in broad terms, satisfactory progress is being made; and
- has their assignments and work reviewed on completion; and
- although technically competent and well experienced, there may be occasions on which the employee will receive more detailed instructions; and
- usually operates in a work team but may have specified areas of autonomy to perform a range of allocated activities and functions.

Wage level 4 - 100%

Wage level 4 employees shall include the following classifications/callings or combination thereof:

- Food and beverage attendant grade 4
- Bread baker, butcher, cook, dry cleaner, pastrycook, tailor or other apprenticeship calling
- Commis chef
- Cook - grade 3
- Hospitality services employee grade 4

Indicative duties

Wage level 4 shall mean an employee who is engaged in activities such as:

- undertaking specialised waiting and butler duties in a fine dining room or restaurant e.g. bookings/cashier or maitre'd;
- maintaining and rotating stock and stock balancing;
- engaged in a variety of trade level activities such as cooking, baking, butchering, pastrycooking and/or setting up of an on-site kitchen; and
- planning, co-ordinating and implementing leisure activities for guests and patrons.

Indicative experience and/or qualifications

- Possession of an AQF 3 qualification or completion of an Apprenticeship or Traineeship at AQF 3 or equivalent (such as a City and Guilds qualification) or a qualification with an AQF level 3 outcome or who possesses a Recognition Certificate issued in accordance with the provisions of the *Vocational Education, Training and Employment Act 2000*.

Indicative level of responsibility

An employee at this wage level would require limited supervision and who:

- receives only limited instructions normally confined to a clear statement of objectives;
- has their work measured in terms of the achievement of stated objectives;
- is fully competent and very experienced in a technical sense and requires little guidance in the performance of work;
- operates with autonomy either individually or within a work team; and
- leads or supervises a work team.

Wage level 5 - 110%

Wage level 5 employees shall include the following classifications/callings or combination thereof:

- Cook - grade 4
- Demi chef
- Food and beverage supervisor
- Food and beverage attendant grade 6
- Hospitality services grade 5
- Relief duty supervisor

Indicative duties

Wage level 5 shall mean an employee who is engaged in activities such as:

- a designated duty supervisor who has the responsibility for general operations, including the maintenance of operational standards during the temporary absence of the regular or principal manager, including when the principal manager is rostered off during a particular shift;
- being solely responsible for supervision, training and co-ordination of food and/or beverage staff and/or other cooks or kitchen employees in a single kitchen establishment where no Wage Level 4 or above cooks are employed; and
- maintenance or service and operational standards, preparation of operational reports and staff rostering.

Indicative experience and/or qualifications

- Possession of an AQF 3 qualification or completion of an Apprenticeship or Traineeship at AQF 3 or equivalent (such as a City and Guilds qualification) or a qualification with an AQF Level 3 outcome or who possesses a Recognition Certificate issued in accordance with the provisions of the *Vocational Education, Training and Employment Act 2000* and has progress towards an AQF 4 qualification or higher relevant to the employer.

Indicative level of responsibility

An employee at this Wage Level would require remote supervision and who:

- demonstrates understanding of a broad knowledge base incorporating some theoretical concepts;
- applies solutions to a defined range of unpredictable problems;
- identifies, analyses and evaluates information from a variety of sources;
- identifies and applies skill and knowledge to a variety of contexts with some depth in some areas;
- takes responsibility for their own outputs in relation to a specified human resource standards; and
- provides "hands on" supervisory direction for a work team usually on site.

Wage level 6 - 115%

Wage level 6 employees shall include the following classifications/calling or combination thereof:

- Cook grade 5 - head chef
- Chef de partie
- Duty supervisor

Indicative duties

Wage level 6 shall mean an employee who is engaged in activities such as:

- duties of a duty supervisor, who has the responsibility for administrative and accounting activities and responsibility for the maintenance of service and operational standards as required by a duty manager;

- an employee that has general and specialised duties including supervision or training of other kitchen staff, ordering and stock control;
- solely responsible for other cooks and other kitchen employees in the kitchens;
- an employee who has the responsibility for a safe or counting room, liaise with accounting staff and duty managers, solely responsible for takings and floats, ordering of coin, banking of takings (from all outlets), maintain and process payroll, dissection of wages, administration of superannuation, payroll tax and other payroll records, keep all records, change and maintain audit trails; and
- an employee who has responsibility for the full supervision of personnel and functions associated with the accounting and cash management functions, accurate reporting and submission of statutory terms, ensure all accounting taxation and administration functions are in compliance with legislative requirements.

Indicative experience and/or qualifications

- Possession of an AQF 4 qualification or higher relevant to the employer.

Indicative level of responsibility

An employee at this wage level would require remote supervision and who:

- demonstrates understanding of a broad knowledge base incorporating some theoretical concepts;
- applies solutions to a defined range of unpredictable problems;
- identifies, analyses and evaluates information from a variety of sources;
- identifies and applies skill and knowledge to a variety of contexts with some depth in some areas;
- takes responsibility for their own outputs in relation to specified human resource standards; and
- provides "hands on" supervisory direction for a work team usually on site.

Schedule 5 - Supported Wage System

This Schedule defines the conditions which will apply to employees who because of the effects of a disability are eligible for a supported wage under the supported wage system.

Definitions - In this Schedule:

approved assessor means a person accredited by the management unit established by the Commonwealth under the supported wage system to perform assessments of an individual's productive capacity within the supported wage system

assessment instrument means the tool provided for under the supported wage system that records the assessment of the productive capacity of the person to be employed under the supported wage system

disability support pension means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the *Social Security Act 1991* (Cth), or any successor to that scheme

relevant minimum wage means the minimum wage prescribed in this Award for the class of work for which an employee is engaged

supported wage system (sws) means the Commonwealth Government system to promote employment for people who cannot work at full Award wages because of a disability, as documented in the Supported Wage System Handbook. The Handbook is available from the following website: www.jobaccess.gov.au

sws wage assessment agreement means the document in the form required by the Department of Social Services that records the employee's productive capacity and agreed wage rate

Eligibility criteria

- (a) Employees covered by this Schedule will be those who are unable to perform the range of duties to the competence level required within the class of work for which the employee is engaged under this Award, because of the effects of a disability on their productive capacity, and who meet the impairment criteria for receipt of a disability support pension.
- (b) This Schedule does not apply to any existing employee who has a claim against the employer which is subject to the provisions of the *Workers' Compensation and Rehabilitation Act 2003*.

Supported wage rates

- (a) Employees to whom this Schedule applies will be paid the applicable percentage of the relevant minimum wage according to the following Table and Note:

Assessed capacity (see below)	Relevant minimum wage*
10%	10%
20%	20%
30%	30%
40%	40%
50%	50%
60%	60%
70%	70%
80%	80%
90%	90%

*Note: The minimum amount payable to an employee receiving a supported wage must not be less than \$82 per week.

- (b) Where an employee's assessed capacity is 10%, the employee must receive a high degree of assistance and support.

Assessment of capacity

- (a) For the purpose of establishing the percentage of the relevant minimum wage, the productive capacity of the employee will be assessed in accordance with the sws by an approved assessor, having consulted the employer and employee and, if the employee so desires, a union which the employee is eligible to join.
- (b) All assessments made under this Schedule must be documented in a sws wage assessment agreement, and retained by the employer as a time and wages record in accordance with the Act.

Review of assessment

The assessment of the applicable percentage should be subject to annual or more frequent review on the basis of a reasonable request for such a review. The process of review must be in accordance with the procedures for assessing capacity under the sws.

Other terms and conditions of employment

Where an assessment has been made, the applicable percentage will apply to the relevant minimum wage only. Employees covered by the provisions of this Schedule will be entitled to the same terms and conditions of employment as other workers covered by this Award on a *pro rata* basis.

Workplace adjustment

If the employer wishes to employ a person under the provisions of this Schedule it must take reasonable steps to make changes in the workplace to enhance the employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation.

Trial period

- (a) In order for an adequate assessment of the employee's capacity to be made, the employer may employ a person under the provisions of this Schedule for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.
- (b) During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum wage for a continuing employment relationship will be determined.
- (c) The minimum amount payable to the employee during the trial period must be no less than the amount recorded in the Note under the Table (above).
- (d) Work trials should include induction or training as appropriate to the job being trialled.
- (e) Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment (see **Assessment of capacity** - above).

Schedule 6 - Cleaners employed by State Government Departments and Agencies

Cleaners who were employed by departments and agencies of the State of Queensland as at 12 November 1993 (a qualified cleaner) continue to retain entitlement to an all purpose broken work allowance (BWA) and an all purpose non-absorbable, non-adjustable allowance (NANA). These entitlements continue to exist while such cleaners:

- (a) Remain in employment with the State of Queensland; and
- (b) Continue to work as a cleaner on a permanent, part-time or casual basis.

A qualified cleaner's entitlement to NANA depends upon the nature of their employment as at 12 November 1993 as well as their period of employment as at that date. There are two separate NANA entitlements, as follows:

- (a) **Group 1 - all full-time, casual and part-time cleaners (other than those part-time cleaners working a 30 hour week) as at 12 November 1993**

Date of commencement	NANA ¹ Per Fortnight (of 76 hours) ² \$
between 12 November 1991 and 11 November 1993	31.24
between 12 November 1990 and 11 November 1991	41.37
on or before 11 November 1990	51.76

- (b) **Group 2 - part-time cleaners working a 30 hour week as at 12 November 1993**

Date of commencement	NANA ¹ Per Fortnight (of 60 hours) ² \$
between 12 November 1991 and 11 November 1993	16.24
between 12 November 1990 and 11 November 1991	24.24
on or before 11 November 1990	32.44

The entitlement of a qualified cleaner to BWA, NANA or both allowances, as well as their classification level, is set out in the table below:

Type of cleaner as at 12 November 1993	Classification	BWA Per Day ¹ \$	NANA ¹ Entitlement ² \$
(a) 38 hour a week cleaner required to attend work once per day	002(4)	-	as per Group 1 (above)
(b) 38 hour a week cleaner required to attend work twice per day	002(4)	as per clause 13.2	as per Group 1 (above)
(c) Part-time cleaner working 30 hours per week required to attend work once per day	002(4)	-	as per Group 2 (above)
(d) Part-time cleaner working 30 hours per week required to attend work twice per day	002(4)	as per clause 13.2	as per Group 2 (above)
(e) Part-time cleaner working other than 30 hours per week required to attend work once per day	002(4)	-	as per Group 1 (above) paid on a <i>pro rata</i> basis (reflecting the number of hours worked ÷ 76)

Type of cleaner as at 12 November 1993	Classification	BWA Per Day ¹ \$	NANA ¹ Entitlement ² \$
(f) Part-time cleaner working other than 30 hours per week required to attend work twice per day	002(4)	as per clause 13.2	as per Group 1 (above) paid on a <i>pro rata</i> basis (reflecting the number of hours worked ÷ 76)
(g) Casual cleaner required to attend work once per day	002(4)	-	as per Group 1 (above) paid on a <i>pro rata</i> basis (reflecting the number of hours worked ÷ 76)
(h) Casual cleaner required to attend work twice a day	002(4)	as per clause 13.2	as per Group 1 (above) paid on a <i>pro rata</i> basis (reflecting the number of hours worked ÷ 76)

Notes:

- ¹ The BWA and NANA amounts shown are payable for all purposes of the Award, including: overtime, shift penalties, weekend work, work on public holidays, annual leave, annual leave loading and long service leave.
- ² The NANA is a non-adjustable allowance.

Schedule 7 - List of Cultural Centres

- Queensland Art Gallery (including the Gallery of Modern Art)
- Queensland Museum
- State Library of Queensland
- The following business units of the Arts Queensland Division of the Department of Premier and Cabinet -
 - Judith Wright Centre of Contemporary Arts
 - The Centre of Contemporary Arts Cairns

Determination

Schedule 8 - Directives which apply as a term of this Award

The terms and conditions of employment of the directives specified in the table below shall apply to the classifications of employees in the departments, classifications, groups or areas listed, until 18 September 2017 after which, where a directive about the matters contained in column 2 covers an employee, the provisions of the directive will continue to apply to the employee.

Department, classification, group or area	Directive or part of directive about
<p>(a) Department of Agriculture and Fisheries:</p> <ul style="list-style-type: none"> ○ Employees employed on motor vessels owned and operated by the Fisheries Research Branch ○ Farm supervisors ○ Dingo barrier fence personnel ○ Assistant operations officer, senior operations officer and project officer - barrier fences ○ Employees engaged in the Forestry stream 	<ul style="list-style-type: none"> • Locality allowance (excluding casuals) • Domestic travelling and relieving expenses • International travelling, relieving and living expenses • Annual leave (excluding casuals) • Leave for study and examination purposes (excluding casuals) • Field staff, to the extent the directive provides for time off in lieu of overtime arrangements • Locality allowance (excluding casuals) • Recreation leave (excluding casuals) • Locality allowance (excluding casuals) • Recreation leave (excluding casuals) • Domestic travelling and relieving expenses • International travelling, relieving and living expenses
<p>(b) Various Departments (including Department of Agriculture and Fisheries):</p> <ul style="list-style-type: none"> ○ Gardeners 	<ul style="list-style-type: none"> • Recreation leave (excluding casuals) • Leave for study and examination purposes (excluding casuals) • Locality allowance (excluding casuals)
<p>(c) Various Departments:</p> <ul style="list-style-type: none"> ○ Storepersons 	<ul style="list-style-type: none"> • Locality allowance (excluding casuals) • Recreation leave (excluding casuals) • Leave for study and examination purposes (excluding casuals) • Overtime meal allowance, provided that in lieu of the qualifying period therein for work performed before or after ordinary starting and ceasing time, the following shall apply: <ul style="list-style-type: none"> ○ after 2 hours where such overtime commences before 1800; ○ after one hour where such overtime commences at or after 1800.
<p>(d) Department of Transport and Main Roads:</p> <ul style="list-style-type: none"> ○ Cost clerks and timekeepers ○ Operation support officers 	<ul style="list-style-type: none"> • Domestic travelling and relieving expenses • International travelling, relieving and living expenses • Transfer expenses • Transfer expenses

Determination

Department, classification, group or area	Directive or part of directive about
<ul style="list-style-type: none"> ○ Operations officers ○ Store managers and storepersons 	<ul style="list-style-type: none"> • Overtime meal allowance • Domestic travelling and relieving expenses • International travelling, relieving and living expenses • Overtime meal allowance • Domestic travelling and relieving expenses • International travelling, relieving and living expenses • Locality allowance (excluding casuals)
<p>(e) Department of Aboriginal and Torres Strait Islander Partnerships:</p> <ul style="list-style-type: none"> ○ Employees engaged in retail stores in Indigenous communities: assistant store managers and store managers ○ Employees engaged in retail stores in Indigenous communities: store managers only 	<ul style="list-style-type: none"> • Leave and travel concessions - isolated centres • Recreation leave (excluding casuals) • Transfer and appointment expenses • Domestic travelling and relieving expenses • International travelling, relieving and living expenses
<p>(f) Department of Justice and Attorney-General:</p> <ul style="list-style-type: none"> ○ Centre managers and relief centre managers - outlook services 	<ul style="list-style-type: none"> • Recreation leave (excluding casuals)

78. By updating the table of contents by deleting Schedules 1-7 and inserting Schedules 1- 8 as follows:

Schedule 1 - Generic Level Statements - Administrative stream

Schedule 2 - Generic Level Statements - Operational stream

Schedule 3 - Generic Level Statements - Employees engaged by Agriculture and Fisheries in the Forestry stream

Schedule 4 - Generic Level Statements - Employees engaged in the Hospitality stream

Schedule 5 - Supported Wage System

Schedule 6 - Cleaners employed by State Government Departments and Agencies

Schedule 7 - List of Cultural Centres

Schedule 8 - Directives which apply as a term of this Award

Dated: 26 August 2016

By the Commission,
M. Shelley,
Deputy Industrial Registrar.

Operative Date: 1 September 2016
Determination - Correction of error

Released: 26 August 2016