

# QUEENSLAND LOCAL GOVERNMENT INDUSTRY AWARD - STATE 2014

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## PART 1 - Title and Operation

### 1. Title

This Award is known as the *Queensland Local Government Industry Award - State 2014*.

### 2. Operation and transitional arrangements

- (a) Clause 1 and clause 2 of this Award commence operation on 1 October 2014 subject to the provisions of section 824 of the Act. The remaining clauses of this Award commence on 1 January 2015 subject to the provisions of section 824 of the Act.
- (b) This Award applies to individual employers and their employees subject to section 824 of the Act.
- (c) The monetary obligations imposed on employers by this Award may be absorbed into overaward payments unless inconsistent with the express terms of an applicable industrial instrument. Nothing in this Award requires an employer to maintain or increase any overaward payment.
- (d) The making of this Award is not intended to result in the reduction of the existing wage or salary level of any employee covered by the Award.

### 3. Definitions and interpretation

Unless the context otherwise requires, in this Award:

**Act** means the *Industrial Relations Act 1999*

**afternoon shift** means a shift finishing after 1800 and at or before 2400

**Australian Qualifications Framework (AQF)** means the national system of recognition for the issue of vocational qualifications

**broken shift** means a shift of work performed by an employee on one day which is broken into not more than 2 periods (excluding rest pauses and meal breaks), where the unpaid break in between such periods is greater than one hour

**commission** means the Queensland Industrial Relations Commission

**continuous shift work** means work done by employees where the hours of work are regularly rotated in accordance with a shift roster covering a 24 hour per day operation over a 7 day week

**day shift** means any shift worked as part of a non-continuous shift work system or a continuous shift work system which is not an afternoon shift or a night shift

**day work** means a single period of work (excluding a meal break) performed during the spread of ordinary hours which is not part of a non-continuous shift work system or a continuous shift work system

**day worker** means a person who works day work

**double rates** means twice the applicable rate which would otherwise apply

**employer** means an employer engaged in the local government industry which engages employees in one or more classifications covered by this Award

**exempted employee** means those senior officers who have entered into a written contract as described in clause 4.2

**junior** means an employee under 21 years of age other than an apprentice or a trainee as defined in the *Further Education and Training Act 2014*, engaged in any non-trade calling to which this Award applies

**local government industry** means all activities undertaken by local governments created pursuant to the *Local Government Act 2009* including activities undertaken by owned or controlled corporations of local governments to the extent that such corporations are declared not to be national system employers

**majority of shift** means the day on which the major proportion of ordinary hours is worked on any shift where the starting and finishing times of that shift occur on different days

**night shift** means a shift finishing after 2400 and at or before 0800

**non-continuous shift work** means work regularly rotated in accordance with a roster which prescribes 2 or more shifts (day, afternoon or night) per day, but does not cover a 24 hour per day operation over a 7 day week (see continuous shift work)

**nursing employee** means a Registered Nurse, an Enrolled Nurse and an Assistant in Nursing

**ordinary hourly rate** shall, unless the context indicates otherwise, mean the ordinary weekly rate prescribed in this Award for a relevant classification of employee divided by the ordinary weekly working hours prescribed by this Award for the same classification of employee

**public holiday** has the same meaning as that provided in Schedule 5 of the Act

**QES** means the Queensland Employment Standards contained in Part 2 of Chapter 2A of the Act

**shift work** means work performed by an employee on day shift, afternoon shift or night shift, either solely or in any combination thereof, as part of a non-continuous shift work system or a continuous shift work system

**shift worker** means an employee who works shift work

**working year**, for teachers delivering an early childhood education program and their assistants, means the period commencing on 1 January and finishing on 31 December of the same year and shall be the basis for the calculation of all service increments and leave entitlements for such employees

## 4. Coverage

**4.1** This Award applies to:

- (a) Employers (other than Brisbane City Council) throughout Queensland in the local government industry;
- (b) Employees (other than exempted employees) of employers described in clause 4.1(a) engaged in any of the classifications contained in this Award; and
- (c) The following industrial organisations:

- (i) Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland;
  - (ii) Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland;
  - (iii) Plumbers & Gasfitters Employees' Union Queensland, Union of Employees;
  - (iv) Queensland Independent Education Union of Employees;
  - (v) Queensland Nurses' Union of Employees;
  - (vi) Queensland Services, Industrial Union of Employees;
  - (vii) The Electrical Trades Union of Employees Queensland;
  - (viii) The Association of Professional Engineers, Scientists and Managers, Australia, Queensland Branch, Union of Employees;
  - (ix) The Australian Workers' Union of Employees, Queensland;
  - (x) Transport Workers' Union of Australia, Union of Employees (Queensland Branch); and
  - (xi) United Voice, Industrial Union of Employees, Queensland,
- to the exclusion of any other award.

#### **4.2 Exemption of senior officers**

- (a) This Award shall not apply to any employer in respect of a senior officer where the employer and the senior officer concerned enter into a written contract of employment which states that this Award is not to apply to the terms and conditions of employment of the senior officer.
- (b) This clause will only apply where the following conditions are met:
  - (i) prior to the senior officer entering into the contract the employer has:
    - (A) brought the provisions of this Award to the attention of the senior officer; and
    - (B) if the effect of an exemption under this clause also means that the senior officer will no longer be covered by a certified agreement, that fact must be advised in writing to the officer;
  - (ii) a copy of the proposed contract is given to the senior officer or the person to be appointed as a senior officer seven (7) clear days prior to the contract being entered into by the senior officer or the appointee;
  - (iii) the contract is voluntarily entered into by the senior officer or the appointee; and
  - (iv) at the time it is agreed and/or renewed the contract's terms and conditions do not result, on balance, in a reduction in the overall terms and conditions of the senior officer under this Award or relevant agreement certified under the Act.

- (c) For the purposes of this clause, the term **senior officer** covers the following positions:

**chief executive officer** - is a chief executive officer as defined under the *Local Government Act 2009* (Qld), from time to time are ultimately accountable for the performance of the functions or programmes.

**senior executive employee** - is an employee of the local government entity concerned:

- (i) who reports directly to the chief executive officer; and
- (ii) whose position ordinarily would be considered to be a senior position in the local government's corporate structure.

**department head** - is an officer appointed as such by the local government entity concerned who:

- (i) is the principal decision maker or manager of a department or operationally distinct unit or part of the local government comprising a major function or programme; or
- (ii) holds a managerial, leadership or regulatory compliance position responsible for an operationally distinct unit or part of the local government, who may act independently subject only to the local government's policy or the overriding administrative review of the chief executive officer and is held finally accountable for the performance of the unit or part of the local government.

## 5. Queensland Employment Standards

The QES and this Award contain the minimum conditions of employment for employees covered by this Award.

## 6. Individual flexibility arrangements and facilitative award provisions

### 6.1 Individual flexibility arrangements

- (a) (i) The employer and an employee covered by this Award may agree to make an individual flexibility arrangement to vary the effect of the terms of this Award in relation to one or more of the following matters:
  - (A) arrangements about when work is performed;
  - (B) overtime rates;
  - (C) penalty rates;
  - (D) allowances;
  - (E) leave loading; and
- (ii) the arrangement meets the genuine needs of the employer and employee in relation to one or more of the matters mentioned in clause 6.1(a)(i); and
- (iii) the arrangement is genuinely agreed to by the employer and employee.

- (b) The employer must ensure the terms of the individual flexibility arrangement -
  - (i) are only about matters required or permitted to be in this Award;
  - (ii) are not non-allowable provisions; and
  - (iii) must not result, on balance, in an overall reduction in the entitlements or protections the employee has under this Award.
- (c) The employer must ensure the individual flexibility arrangement -
  - (i) is in writing and signed by the employer and employee; and
  - (ii) states -
    - (A) the names of the employer and employee; and
    - (B) the terms of this Award that will be varied by the arrangement; and
    - (C) how the arrangement will vary the effect of the terms; and
    - (D) how the arrangement will not result, on balance, in an overall reduction in the entitlements or protections the employee has under this Award; and
    - (E) the day on which the arrangement commences; and
  - (iii) if the employee is under 18 years of age - is signed by a parent or guardian of the employee.
- (d) The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- (e) An individual flexibility arrangement may be terminated -
  - (i) by either the employee or employer giving written notice of -
    - (A) a period agreed between the parties of up to 12 months; or
    - (B) if no period has been agreed - 28 days; or
  - (ii) by the employer and employee at any time if they agree in writing to the termination.

## **6.2 Procedures to implement facilitative award provisions**

Wherever facilitative provisions appear in this Award which allow for determination of the conditions of employment by agreement between the employer and the majority of employees affected, the following procedures shall apply:

- (a) Facilitative award provisions can be negotiated between management and employees who are directly affected by such proposals.
- (b) Employees may be represented by their local union delegate/s, their union official/s or any other person authorised to represent them.
- (c) In determining the outcome from facilitative provisions, neither party should unreasonably withhold agreement.



- (d) Agreement is defined as obtaining consent of greater than 50% of employees directly affected.
- (e) Any agreement reached must be documented, and shall incorporate a review period.

## **PART 2 - Consultation and Dispute Resolution**

### **7. Consultation**

- (a) This clause applies if:
  - (i) the employer has made a definite decision to introduce a major change to production, program, organisation, structure, or technology in relation to its enterprise; and
  - (ii) the change is likely to have a significant effect on some or all employees (relevant employees) of the enterprise.
- (b) The employer must notify the relevant employees of the decision to introduce the major change.
- (c) The employer is not required to:
  - (i) notify the relevant employees or a representative of the decision until the time the employer considers appropriate; or
  - (ii) consult with the relevant employees or a representative about the decision until the employer notifies the relevant employees or the representative of the decision; or
  - (iii) consult with the relevant employees or a representative about the decision other than in relation to implementation of the decision; or
  - (iv) disclose confidential or commercially sensitive information to the relevant employee or a representative.
- (d) The relevant employees may appoint a representative for the purposes of the procedures in this clause if the representative is a union entitled to represent the employees' industrial interests.
- (e) If:
  - (i) the relevant employees appoint a representative under clause 7(d) for the purposes of consultation; and
  - (ii) the relevant employees advise the employer of the identity of the representative,the employer must recognise the representative.
- (f) As soon as practicable after notifying the relevant employees of the decision under clause 7(b) the employer must:
  - (i) discuss with the relevant employees:
    - (A) the implementation of the change; and
    - (B) the effect the implementation of the change is likely to have on the relevant employees; and

- (C) measures the employer is taking to avert or mitigate the adverse effect of the implementation of the change on the relevant employees; and
- (ii) for the purposes of the discussion - provide, in writing, to the relevant employees:
  - (A) information about the implementation of the change including the nature of the change proposed; and
  - (B) information about the expected effects of the implementation of the change on the relevant employees; and
  - (C) any other matters regarding the implementation of the change likely to affect the relevant employees.
- (g) The employer must give prompt and genuine consideration to matters raised about the implementation of the major change by the relevant employees.
- (h) In this clause, a major change is likely to have significant effect on employees if it is likely to result in:
  - (i) the termination of the employment of employees; or
  - (ii) a major change to the composition, operation or size of the employer's workforce or the skills required of employees; or
  - (iii) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
  - (iv) an alteration of hours of work; or
  - (v) the need to retrain employees; or
  - (vi) the need to relocate employees to another workplace; or
  - (vii) the restructuring of jobs.

## **8. Dispute resolution**

### **8.1 Procedure for resolution of disputes arising under this Award or the QES**

- (a) This clause applies to a dispute regarding:
  - (i) a matter arising under this Award; or
  - (ii) the QES.
- (b) An employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this clause if the representative is a union entitled to represent the employee's industrial interests.
- (c) In the first instance, the parties to the dispute must try to resolve the dispute at the workplace level, by discussions between the employee and the relevant supervisors or management, or both.

- (d) If discussions at the workplace level do not resolve the dispute, a party to the dispute may refer the matter to the commission.
- (e) The commission may deal with the dispute as follows:
  - (i) the commission may first attempt to resolve the dispute as it considers appropriate, including mediation, conciliation, expressing an opinion or making a recommendation;
  - (ii) if the commission does not resolve the dispute under clause 8.1(e)(i), the commission may then deal with the dispute in accordance with its jurisdiction under the Act.

*Note:*

- 1. If the commission arbitrates the dispute, it may also use the powers that are available to it under the Act.
  - 2. Chapter 9 of the Act provides for appeals against particular decisions made by the commission.
- (f) While the dispute resolution procedure is being conducted, work must continue in accordance with this Award and the Act.
  - (g) Subject to applicable work health and safety legislation, an employee must not unreasonably fail to comply with a direction by the employer to perform work, whether at the same or another workplace, that is safe and appropriate for the employee to perform.
  - (h) The parties to the dispute agree to be bound by a decision made by the commission in accordance with this clause.

## **8.2 Procedure for resolution of individual disputes**

- (a) The matters to be dealt with under this procedure include all grievances or disputes between an employee and an employer in respect of any industrial matter other than a dispute regarding a matter arising under this Award or the QES, which are to be dealt with in accordance with clause 8.1. The procedure applies to a grievance or dispute involving a single employee or any number of employees.
- (b) The objective of this dispute resolution procedure is to avoid disputes by the resolution of issues through measures based on consultation, co-operation and discussion and to avoid interruption to the performance of work and consequential loss of production and salaries.
- (c) In the event of an employee/s having a grievance or dispute the employee/s shall in the first instance attempt to resolve the matter with the immediate supervisor, who shall respond to such request as soon as reasonably practicable under the circumstances. Where the grievance or dispute concerns alleged actions of the immediate supervisor or allegations of sexual harassment the employee/s may bypass this level in the procedure.
- (d) If the grievance or dispute is not resolved, the employee/s or their representative may refer the matter to the next higher level of management for discussion. Such discussion should take place as soon as possible after the request by the employee/s or their representative.
- (e) While the dispute resolution procedure is being conducted, work must continue in accordance with this Award and the Act.
- (f) Subject to applicable work health and safety legislation, and scope of practice in the case of Nursing employees, an employee must not unreasonably fail to comply with a direction by the employer to perform work, whether at the same or another workplace, that is safe and appropriate for the employee to perform.

- (g) If the dispute remains unresolved after the parties have genuinely attempted to achieve a settlement thereof, then notification of the existence of the dispute is to be given to the commission in accordance with the provisions of the Act.
- (h) All parties to the dispute shall give due consideration to matters raised or any suggestion or recommendation made by the commission with a view to the prompt settlement of the dispute.
- (i) Any Order or Decision of the commission (subject to the parties' right of appeal under the Act) will be final and binding on all parties to the dispute.
- (j) Discussions at any stage of the procedure shall not be unreasonably delayed by any party, subject to acceptance that some matters may be of such complexity or importance that it may take a reasonable period of time for the appropriate response to be made. If genuine discussions are unreasonably delayed or hindered, it shall be open to any party to give notification of the dispute in accordance with the provisions of the Act.

## **PART 3 - Types of Employment and Termination of Employment**

### **9. Types of employment**

An employee may be employed on a full-time, part-time, casual or maximum term basis. Employees shall be advised in writing of their employment category and, where relevant, their classification level upon engagement.

#### **9.1 Full-time employment**

A full-time employee is one who is engaged to work an average of 36.25; 37.5 or 38 hours per week as prescribed in clause 15 of this Award.

#### **9.2 Part-time employment**

- (a) A part-time employee is an employee who:
  - (i) is engaged to work a regular pattern of ordinary hours each week or fortnight that are less than the ordinary hours worked by an equivalent full-time employee; and
  - (ii) receives, on a *pro rata* basis, the same salary and conditions of employment to those of an equivalent full-time employee who performs the same kind of work.
- (b) For each ordinary hour worked a part-time employee will be paid no less than:
  - (i) 1/36.25th of the minimum weekly rate of pay for their classification where an equivalent full-time employee's ordinary hours of work are 36.25 hours per week; or
  - (ii) 1/38th of the minimum weekly rate of pay for their classification where an equivalent full-time employee's ordinary hours of work are 38 hours per week; or
  - (iii) in the case of a teacher delivering an early childhood education program, 1/37.5th of the minimum weekly rate of pay for the relevant teacher band and level as prescribed in Schedule 2,

with a minimum payment as for 3 hours' work each day worked or other minimum payment as prescribed in the table below:

Occupation, classification, group or area	Minimum payment
Employees in the Children's services and early childhood education stream (see clause 12.1(b))	2 hours
Employees in the Health, sports and fitness group of the General stream (see clause 12.1(a))	2 hours
Employees in the Hospitality group of the General stream (see clause 12.1(a))	2 hours

- (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 to be taken into account in the *pro rata* calculation of all leave and other 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, plus the applicable shift allowance.
- (d) All time worked in excess of the agreed hours will be paid at the appropriate overtime rate.

### 9.3 Casual employment

- (a) A casual employee is one engaged and paid as such.
- (b) A casual employee is entitled to receive, on a *pro rata* basis, the same pay and conditions of employment, other than leave entitlements, to those of an equivalent full-time employee who performs the same kind of work.
- (c) For each ordinary hour worked a casual employee will be paid no less than:
  - (i) 1/36.25th of the minimum weekly rate of pay for their classification where an equivalent full-time employee's ordinary hours of work are 36.25 hours per week; or
  - (ii) 1/38th of the minimum weekly rate of pay for their classification where an equivalent full-time employee's ordinary hours of work are 38 hours per week;
  - (iii) in the case of a teacher delivering an early childhood education program, 1/37.5th of the minimum weekly rate of pay for the relevant teacher band and level as prescribed in Schedule 2,

plus a casual loading of 23%, or other loading as prescribed in the table in clause 15.4(b).
- (d) Each engagement stands alone with a minimum payment as for 3 hours' work or other minimum payment as prescribed in the table below:

Occupation, classification, group or area	Minimum payment
Employees in the Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils) group of the General stream who are working as library assistants	2 hours
Employees in the Aged care (other than nursing) group of the General stream and nurses in the Nursing stream working in an aged care facility	2 hours
Employees in the Children's services and early childhood education stream	2 hours
Employees in the Health, sports and fitness group of the General stream	2 hours
Employees in the Hospitality group of the General stream	2 hours
Employees in the Tour guides group of the General stream	2 hours
Employees undertaking cleaning activities, caretakers or employees working at cemeteries	2 hours

- (e) Casual employees shall be entitled to receive overtime, weekend penalties and public holiday penalty payments in accordance with the terms of this Award.
- (f) The long service leave entitlement of casual employees is prescribed in clause 22.

#### **9.4 Maximum-term employment**

- (a) Subject to clause 9.4(b) and (c), a maximum-term employee is one who is engaged for a specified period of time or for a specified task.
- (b) A maximum-term employee's employment may be terminated by the employer before the specified period of time or before the completion of the specified task in the following circumstances:
  - (i) by written agreement with the employee; or
  - (ii) in the event of an incapacity which prevents the employee from performing the duties they were employed to perform; or
  - (iii) in the event of misconduct (in which case the termination may be without notice); or
  - (iv) by the employer providing six months' pay in lieu of notice or the amount of wages due to the employee for the balance of the contract, whichever is the lesser amount.
- (c) A maximum-term employee may terminate their employment by the giving of four weeks' notice or the forfeiture of wages for any shortfall in the four weeks' period of notice.

#### **9.5 Probationary employment**

- (a) Except where the employer and an employee agree to a different period or no period of probation prior to the 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.
- (b) The employer may terminate the employment of an employee who is on probation at any time during the probationary period.
- (c) Where an employee's service is considered satisfactory or where an employee's service exceeds the designated probationary period or agreed extension the employee's appointment will be deemed to be confirmed.

#### **9.6 Incidental and peripheral tasks**

- (a) An employer may direct an employee to carry out such duties as are reasonably within the limits of the employee's skill, competence and training.
- (b) An employer may direct an employee to carry out such duties and use such tools, equipment and plant as may be required provided that the employee has been properly trained in the use of such tools, equipment and plant.
- (c) Any direction issued by an employer pursuant to clauses 9.6(a) and (b) shall be consistent with the employer's responsibilities to provide a safe and healthy working environment.

### **10. Termination of employment**

#### **10.1 Notice of termination by the employer**

Notice of termination by the employer is provided for in Division 9 of the QES. Clauses 10.2 to 10.6 supplement the QES provisions.

#### **10.2 Notice of termination by an employee**

- (a) Unless otherwise agreed between the employer and an employee the notice of termination required by an employee, other than a casual employee and an employee classified at wage level 9 or below, will be the same as that required of an employer, save and except that there is no requirement on the employee to give additional notice based on the age of the employee concerned.
- (b) In the case of an employee classified at wage level 9 or below, the period of notice is to be one week or other period agreed between the employer and the employee.
- (c) If an employee fails to give the required notice the employer will have the right to withhold monies due to the employee with a maximum amount equal to the ordinary time rate for the period of notice.

#### **10.3 Notice cannot be offset**

In the absence of mutual agreement between the employer and the employee, annual leave or any part thereof must not be considered as or nominated as notice for the purpose of giving notice of termination of employment.

#### **10.4 Job search entitlement**

Where the 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.

#### **10.5 Statement of employment**

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

#### **10.6 Abandonment of employment**

- (a) An employee who has been absent for a period of 7 working days without the consent of the employer and who does not, during such time, establish to the satisfaction of the employer a reasonable cause for the absence shall be deemed to have abandoned their employment.
- (b) Before an employee is terminated on the basis of abandonment of employment, the employer shall make a reasonable effort to contact the employee.
- (c) Any termination of employment on the basis of abandonment shall be effective as from the date of the last attendance at work or the last day's absence in respect of which consent was granted.

### **11. Redundancy**

#### **11.1 Redundancy pay**

Redundancy pay is provided for in Division 9 of the QES. Clauses 11.2 to 11.4 supplement the QES provisions.

#### **11.2 Transfer to lower paid duties**

- (a) Where an employee is transferred to lower paid duties by reason of redundancy the employee shall be entitled to the same period of notice of transfer as the employee would have been entitled to if the employee's employment had been terminated under the redundancy pay provisions of the QES.
- (b) The employer may, at the employer's option, make payment in lieu thereof of an amount equal to the difference between the former amounts the employer would have been liable to pay and the new lower amount the employer is liable to pay the employee for the number of weeks of notice still owing.
- (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.



### **11.3 Employee leaving during notice period**

An employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice. The employee is entitled to receive the benefits and payments they would have received under this clause had they remained in employment until the expiry of the notice, but is not entitled to payment instead of notice.

### **11.4 Job search entitlement**

- (a) An employee given notice of termination in circumstances of redundancy must be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.
- (b) If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment the employee must, at the request of the employer, produce proof of attendance at an interview or the employee will not receive payment for the time absent. For this purpose a statutory declaration will be sufficient.
- (c) Clause 11.4 applies instead of clause 10.4 in cases of redundancy.

## **PART 4 - Minimum Wage and Salary Levels, Allowances and Related Matters**

### **12. Classifications and minimum wage and salary levels**

#### **12.1 Classification structure**

Employees covered by this Award are to be classified into one of three streams as follows:

- (a) **General local government industry stream (the General stream)**
  - (i) The General stream comprises those employees in the following groups:
    - Administrative, technical, community service, supervisory and managerial (Indigenous Councils) group
    - Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils) group
    - Aged care (other than nursing) group
    - Building trades group
    - Clerical (Indigenous Councils) group
    - Engineering and electrical/electronic group
    - Health services officers group
    - Health, sports and fitness group
    - Hospitality group
    - Operations group
    - Theatrical group
    - Tour guides group
  - (ii) Definitions and position descriptors for classification titles in each group in the General stream, as listed in clause 12.1(a)(i), are contained in Schedule 3.

(b) **Children's services and early childhood education stream**

- (i) The Children's services and early childhood education stream comprises those employees engaged in the provision of outside school hours care, vacation care and/or the delivery of early childhood education programs, including employees assisting in the delivery of such early childhood education programs.
- (ii) Definitions and position descriptors for employees in the Children's services and early childhood education stream are contained in Schedule 4.

(c) **Nursing stream**

- (i) The Nursing stream comprises all employees classified in accordance with the definitions and position descriptors contained in Schedule 5.
- (ii) Nursing employees are:
  - (A) those roles subject to the regulation of the Nursing and Midwifery Board of Australia and administered by the Australian Health Practitioner Regulation Agency and those roles that fall under the direct supervision of such regulated role; and
  - (B) the duties of which reflect the appropriate competencies based on the Australian Nursing & Midwifery Accreditation Council national competency standards, and duties which require basic skills training or experience as directed by a registered nurse.

**12.2 Classification and wage levels - General stream**

- (a) **Existing employees** - from the date of operation of this Award to their employment in accordance with section 824 of the Act, all existing employees in the General stream are to:
  - (i) retain the classification which applied to them immediately prior to the commencement of this Award; and
  - (ii) be paid at the wage level assigned to that classification in Schedule 1 for the relevant group.
- (b) **New employees** - all employees in the General stream who commence employment after this Award starts to apply to their employer in accordance with section 824 of the Act are to be:
  - (i) classified into the appropriate classification having regard to the definitions and position descriptors contained in Schedule 3; and
  - (ii) paid at the wage level assigned to that classification in Schedule 1 for the relevant group.
- (c) **Indigenous Councils** - notwithstanding anything else in this Award:
  - (i) existing employees at the date of operation of this Award employed by Indigenous Councils under the *Municipal Officers' Award (Aboriginal and Islander Community Councils) Award 2004* are to be classified in the Administrative, technical, community service, supervisory and managerial (Indigenous Councils) group of the General stream in accordance with the provisions of clause 12.2(a).
  - (ii) existing employees at the date of operation of this Award employed by Indigenous Councils under the *Clerical Employees' Award - State 2012* are to be classified in the Clerical (Indigenous Councils) group of the General stream in accordance with the provisions of clause 12.2(a).

- (iii) all persons who commence employment with an Indigenous Council after this Award starts to apply to their employer in accordance with section 824 of the Act and who would previously have been, but for the operation of this Award, classified under either the *Municipal Officers' Award (Aboriginal and Islander Community Councils) Award 2004* or the *Clerical Employees' Award - State 2012* are to be classified in either the Administrative, technical, community service, supervisory and managerial (Indigenous Councils) or the Clerical (Indigenous Councils) group of the General stream, whichever of those two groups other comparable employees of their employer are classified under.

### 12.3 Classification and wage levels - Children's services and early childhood education stream

- (a) **Existing employees** - from the date of application of this Award to their employment in accordance with section 824 of the Act, all existing employees in the Children's services and early childhood education stream are to:
  - (i) retain the classification which applied to them immediately prior to the commencement of this Award; and
  - (ii) be paid at the wage level assigned to that classification in Schedule 2.
- (b) **New employees** - all employees in the Children's services and early childhood education stream who commence employment after this Award starts to apply to their employer in accordance with section 824 of the Act are to be:
  - (i) classified into the appropriate classification having regard to the definitions and position descriptors contained in Schedule 4; and
  - (ii) paid at the wage level assigned to that classification in Schedule 2.

### 12.4 Classification and wage levels - nursing employees

Classifications and wage rates for all nursing employees are contained in Schedule 5.

### 12.5 Minimum wages and salaries

- (a) General stream

The minimum wages and salaries payable to employees in the General stream are prescribed in the tables in Schedule 1. The table at clause 12.5(a) provides a consolidated version of the wage levels and applicable wage rates for all employees classified in this stream.

As from 1 October 2014 <sup>1</sup>		As from 1 October 2015		As from 1 October 2016	
Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
1.1	683.30	1A	692.30	1	697.80
1.2	688.80	1A	692.30	1	697.80
1.3	697.80	1B	697.80	1	697.80
2.1	705.30	2A	712.30	2	718.80
2.2	708.30	2A	712.30	2	718.80
2.3	712.30	2A	712.30	2	718.80
2.4	718.80	2B	718.80	2	718.80
3.1	727.30	3A	732.30	3	740.30
3.2	732.30	3A	732.30	3	740.30

Queensland Local Government Industry Award - State 2014

As from 1 October 2014 <sup>1</sup>		As from 1 October 2015		As from 1 October 2016	
Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
3.3	740.30	3B	740.30	3	740.30
4.1	742.30	4A	750.80	4	758.30
4.2	750.80	4A	750.80	4	758.30
4.3	758.30	4B	758.30	4	758.30
5.1	767.00	5A	770.00	5	770.00
5.2	770.00	5A	770.00	5	770.00
6.1	783.00	6A	790.50	6	790.50
6.2	790.50	6A	790.50	6	790.50
7.1	795.50	7A	800.00	7	813.50
7.2	800.00	7A	800.00	7	813.50
7.3	804.00	7B	813.50	7	813.50
7.4	813.50	7B	813.50	7	813.50
8.1	820.50	8A	825.50	8	835.00
8.2	825.50	8A	825.50	8	835.00
8.3	835.00	8B	835.00	8	835.00
9.1	838.00	9A	847.50	9	858.50
9.2	847.50	9A	847.50	9	858.50
9.3	852.50	9B	858.50	9	858.50
9.4	858.50	9B	858.50	9	858.50
10.1	862.00	10A	872.50	10	881.50
10.2	872.50	10A	872.50	10	881.50
10.3	876.50	10B	881.50	10	881.50
10.4	881.50	10B	881.50	10	881.50
11.1	888.00	11A	893.00	11	905.50
11.2	893.00	11A	893.00	11	905.50
11.3	905.50	11B	905.50	11	905.50
12.1	910.00	12A	912.50	12	929.00
12.2	912.50	12A	912.50	12	929.00
12.3	921.50	12B	929.00	12	929.00
12.4	929.00	12B	929.00	12	929.00
13.1	935.00	13A	943.50	13	951.50
13.2	943.50	13A	943.50	13	951.50
13.3	951.50	13B	951.50	13	951.50
14.1	958.50	14A	963.00	14	975.50
14.2	963.00	14A	963.00	14	975.50
14.3	968.50	14B	975.50	14	975.50
14.4	975.50	14B	975.50	14	975.50
15.1	979.00	15A	985.00	15	999.50
15.2	985.00	15A	985.00	15	999.50

As from 1 October 2014 <sup>1</sup>		As from 1 October 2015		As from 1 October 2016	
Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
15.3	991.50	15B	999.50	15	999.50
15.4	999.50	15B	999.50	15	999.50
16.1	1,005.50	16A	1,011.00	16	1,020.00
16.2	1,011.00	16A	1,011.00	16	1,020.00
16.3	1,020.00	16B	1,020.00	16	1,020.00
17.1	1,022.50	17A	1,027.50	17	1,041.50
17.2	1,027.50	17A	1,027.50	17	1,041.50
17.3	1,033.50	17B	1,041.50	17	1,041.50
17.4	1,041.50	17B	1,041.50	17	1,041.50
18.1	1,050.00	18A	1,062.50	18	1,081.50
18.2	1,062.50	18A	1,062.50	18	1,081.50
18.3	1,075.50	18B	1,081.50	18	1,081.50
18.4	1,081.50	18B	1,081.50	18	1,081.50
19.1	1,097.00	19A	1,112.00	19	1,130.50
19.2	1,112.00	19A	1,112.00	19	1,130.50
19.3	1,120.00	19B	1,130.50	19	1,130.50
19.4	1,130.50	19B	1,130.50	19	1,130.50
20.1	1,138.00	20A	1,166.00	20	1,166.00
20.2	1,166.00	20A	1,166.00	20	1,166.00
21.1	1,199.00	21A	1,199.00	21	1,199.00

*Notes:*

- <sup>1</sup> Includes the arbitrated wage adjustment payable under the 1 September 2014 Declaration of General Ruling.

- (b) Children's services and early childhood education stream

The minimum wage levels applying to employees in this stream are prescribed in Schedule 2.

- (c) Nursing stream

The minimum wage levels applying to employees in this stream are prescribed in Schedule 5.

## 12.6 Council categorisation

- (a) The council category used for senior officer salary purpose in the Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils) group of the General stream shall be determined using the following scoring table:

Council category	Cumulative category determination score (net expenditure + employee levels units + separately valued properties level)
1	3 - 5

2	5.5 - 7.5
3	8 - 10
4	10.5 - 12.5
5	13 - 15
6	15.5 - 17.5
7	18 - 20
8	20.5 and above

- (b) Each council shall determine its category at the end of each financial year and adjust senior officers' salaries accordingly. Such adjusted salaries shall operate from 1 August following such review.
- (c) The three components of the cumulative category determination score shall be derived using the following scoring table:

Category determination score <sup>1</sup>	Net expenditure <sup>2</sup>	Employee levels <sup>4</sup>	Separately valued properties <sup>5</sup>
	Total operating expenditure (\$million) <sup>3</sup>	Units as at 30 June	Separately valued properties (000's)
1	0-2	0-50	0-1
2	2-5	50-100	1-2
3	5-10	100-200	2-4
4	10-20	200-400	4-8
5	20-40	400-800	8-16
6	40-80	800-1600	16-30
7	80-160	~	32-64
8	>160	~	64-128

Notes:

<sup>1</sup> The respective category determination scores shall be:

- (a) increased by 0.5 when the net expenditure, employee level units or separately valued properties level is within minus 10% of the maximum limit; and
- (b) decreased by 0.5 when the net expenditure, employee level units or separately valued properties level is within plus 10% of the minimum limit.

<sup>2</sup> **Net expenditure** is the figure derived from operating expenditure plus capital expenditure less depreciation as contained in the operating and capital funding statements respectively, of the audited financial statements of the employer. Those figures are required to be compiled in accordance with the Local Government Finance Standards. The net expenditure figure for the employer is rounded to the nearest million dollars to facilitate scoring.

<sup>3</sup> **The dollar values** relating to total operating expenditure shall automatically increase or decrease by the previous 12 month Consumer Price Index (CPI) figure published by the Australian Bureau of Statistics. The adjustment shall take place prior to 30 June each year. The results of this calculation shall be cumulative and, as a consequence, records of the adjustment shall be maintained by each employer and shall form the basis of calculations in subsequent years.

<sup>4</sup> **Employee levels** are determined by including each full-time employee as a unit. Each person employed on a basis other than full-time is to be included with a unit value calculated as follows:

$$1 \text{ unit} \times \frac{\text{annual 'ordinary' hours worked}}{\text{full time annual 'ordinary' hours worked}}$$

- <sup>5</sup> The number of **properties** is to equal the total number of **separately valued properties** as per the Valuer General's Valuation Roll for the local government area concerned. Where such roll includes properties subdivided for building unit title or strata title purposes, each lot thereby created shall be added to the total, as if it were a separately valued property.

## 12.7 Additional payments

(a) General stream

(i) Hospitality group - late work payment

- (A) An employee who is required to work any ordinary hours between 2200 to 2400 Monday to Friday inclusive shall be paid an additional \$1.80 per hour for any hour or part thereof for any time worked within the said hours with a minimum payment of \$2.65.
- (B) An employee who is required to work any ordinary hours between 0000 and 0600 Monday to Friday inclusive shall be paid an additional \$2.65 per hour for any hour or part thereof for any time worked within the said hours.

(b) Children's services and early childhood education stream - Directors' allowance

- (i) A teacher appointed as a director under this Award shall be paid the following allowance in addition to their wage level as prescribed in Schedule 2:
- 1 Unit - \$37.90 per week
  - 2 Units - \$56.90 per week
- (ii) Teachers sharing the responsibility of the role of director shall be entitled to 50% of the appropriate allowance.
- (iii) Where a teacher is appointed to relieve the director or teacher in charge the following additional amounts shall be paid whilst in charge:
- 1 Unit - \$9.48 per day
  - 2 Units - \$14.21 per day

## 12.8 Payment of wages and salaries

- (a) Unless otherwise agreed between an employer and a majority of its employees, wages and salaries shall be paid weekly and may, at the discretion of the employer, be paid by electronic funds transfer, cash or cheque.
- (b) The employer may stipulate the completion day for each pay cycle and payment to employees shall be made not later than 3 days after the completion of this stipulated pay cycle.
- (c) Payment of outstanding wages and other entitlements to an employee who has terminated their employment or had their employment terminated shall be made no later than the second working day after the employee's employment ceases.

## 12.9 Junior rates - General stream

- (a) Subject to clause 12.9(b), the minimum wage rates payable to junior employees classified in one of the groups in the General stream shall be as follows:

<b>Age of employee</b>	<b>% of relevant minimum adult rate</b>
under 18 years of age	65
18 and under 19 years of age	75
19 and under 20 years of age	85
20 years of age and over	100

- (b) Notwithstanding the provisions of clause 12.9(a), junior employees engaged in the following occupations or work areas shall be paid the full adult rate:
- (i) Builders' labourer engaged on building construction work;
  - (ii) cleaner;
  - (iii) watchperson;
  - (iv) parking meter maintenance; and
  - (v) employees engaged at cemeteries.

#### **12.10 Performing work for more than one employer**

Where an employee in the Administrative, technical, community service, supervisory and managerial (Indigenous Councils) group of the General stream performs work for more than one employer, with the agreement of such employers, the employee shall be paid at the appropriate wage level for the classification concerned plus an additional 10% paid *pro rata* by such employers on a basis to be mutually agreed between each of the parties to the arrangement.

#### **12.11 Mixed functions**

- (a) An employee primarily engaged performing duties at a higher level than their usual classification/wage level for a total of more than 4 hours on any day shall be paid at the rate applicable to such higher level for the entire day.
- (b) Clause 12.11 does not apply to employees in the following groups in the General stream:
- (i) Administrative, technical, community service, supervisory and managerial (Indigenous Councils) group;
  - (ii) Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils) group; and
  - (iii) Clerical (Indigenous Councils) group.

#### **12.12 Higher duties**

- (a) Where an employee is instructed to perform duties or relieve another employee, for which a higher rate of pay is prescribed in this Award, the relieving employee will be paid the higher rate if the period of relieving is more than one day.
- (b) Clause 12.12 only applies to those employees in the following groups in the General stream:



- (i) Administrative, technical, community service, supervisory and managerial (Indigenous Councils) group;
- (ii) Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils) group;
- (iii) Clerical (Indigenous Councils) group.

### **13. Allowances**

#### **(a) Local government industry allowance**

An allowance of \$0.50 per hour worked is to be paid to employees in the Building trades group, Engineering and electrical/electronic group and the Operations group, respectively, of the General stream in recognition of the potential discomfort arising from the working environment in the local government industry, the wearing of personal protective equipment and additional responsibilities to ensure safe working practices. The allowance is to compensate employees for the working environment, disabilities and conditions associated with the performance of their roles, including the following activities:

- (i) work at quarries, gravel pits, crushing plants, screening plants and similar plants where such plants are in operation. However, the local government industry allowance shall not apply if the plants are operated in a wet process method or other method that prevents the occurrence of a dust nuisance.
- (ii) construction, reconstruction, alteration, repair and/or maintenance work as described at clause 13(a)(iii), including:
  - (A) climatic conditions where working in the open on all types of work;
  - (B) the physical disadvantages of having to climb stairs or ladders and including work at heights above 7.5m from the ground;
  - (C) dust blowing in the wind on construction sites;
  - (D) sloppy, muddy or wet conditions;
  - (E) dirty conditions and handling dirty materials including bitumen, tar, asphalt, and tarred material;
  - (F) droppings from newly poured concrete;
  - (G) working on all types of scaffold other than a single plank or bosun's chair;
  - (H) the lack of usual amenities associated with factory work;
  - (I)
    - (i) working in water up to a depth not exceeding 750mm;
    - (ii) employees who are required to work in water to a depth exceeding 750mm shall also be entitled to be paid in accordance with clause 13(p).
- (iii) all work performed on site on the construction, reconstruction, alteration, repair and/or maintenance of:

- (A) pipelines, culverts, box culverts, bridges, overpasses, underpasses, and concrete work incidental thereto;
  - (B) kerbing, guttering, channelling, roads, footpaths, traffic islands, concrete walls;
  - (C) land reclamation;
  - (D) ornamental lakes, concrete ornamental gardens, retaining walls, wharves, piers, jetties, buildings or similar structures;
  - (E) water towers, water treatment works, water mains (including repair to trunk mains and/or reticulation mains), working in water of such depth as will overtop the toecap of a normal boot, water services;
  - (F) reservoirs, dams, barrages, weirs or similar structures;
  - (G) sewerage and sewerage treatment works, pumping stations or treatment works, including whilst making connections to live sewers.
- (iv) work at rubbish dumps, landfills, waste collection and transfer stations, including burning off, moving of burnt or burning materials, containment of grassfires and bushfires.
  - (v) cleaning up of stormwater channels, pipes, tunnels and other drains, and use of mechanical gully excavators, picking up street refuse, collection and removal of dead animals, emptying rubbish and litter bins, removal of litter, dumped material and animal matter from parks, restoration of vandalised or damaged equipment, recovery operations following storms, floods and bushfires, cleaning lavatories and other city or town cleansing activities.
  - (vi) vegetation and pest control including tree maintenance, tree lopping, tree climbing, (including use of chainsaws from cherry-pickers), total extraction of trees and removal, groundsel eradication, weed control, mosquito and pest control involving use of herbicides, insecticides and other poisonous or toxic substances, including working from a boat or aquatic weed harvester on water or aerial spraying.
  - (vii) all work performed at cemeteries.
  - (viii) various disabilities encountered by employees in the Engineering and electrical/electronic group in the performance of work in the local government industry such as working on the repair or maintenance of dirty plant and equipment, undertaking other dirty work, exposure to wet or oily surfaces and equipment, working in confined spaces, handling insulation materials, working in excessive heat.
  - (ix) various disabilities encountered by employees in the Building trades group in the performance of work in the local government industry such as working with second hand timber, handling and laying large blocks, use of epoxy materials, handling insulation materials, undertaking dirty and/or dusty work, working in confined spaces, working in excessive heat.

The payment prescribed in clause 13(a) shall be in full compensation for all current environmental and working conditions not specifically compensated elsewhere in clause 13 or allowed for in any other provision of this Award.

Employees shall not be entitled to the local government industry allowance where they are:

- in receipt of an additional disability payment or site allowance for a specific project; or

- involved in the operation of a dam, weir or barrage, or on the construction or maintenance of tourist facilities, gardening, grass cutting or other agricultural operations at a dam, weir or barrage; or
- normally employed at a sewerage treatment plant and/or sewerage pumping station.

(b) **Aged care nurses - availability allowance**

A nursing employee or other employee working in an aged care facility operated by a local government, who is required to remain on the employer's premises and be available for duty during their meal break shall be paid an allowance of \$10.45 per shift.

(c) **Broken shift allowance**

Employees, other than casual employees, who work a broken shift will be paid a broken shift allowance of \$12.88 per day.

(d) **Camp and accommodation allowance**

- (i) Where for the performance of work it is necessary for employees to live in a camp provided by the employer either because there are no reasonable transport facilities to enable such employees to travel to and from home each day or because such employees are directed to live in such camp:

(A) such employees shall be paid a camping allowance of \$15.24 for each day (including Saturday and Sunday) the employees live in camp.

(B) when employees live in a camp during the week and return home or are 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, such employees shall be paid the camping allowance for each of the normal working days.

- (ii) The camp shall be provided free of charge by the employer with board and accommodation of a suitable standard.

(e) **Rubbish and sanitary operations allowance**

- (i) Drivers of rubbish vehicles and their assistants primarily engaged on the collection of refuse shall be paid an additional amount of \$1.50 per hour whilst directly engaged on such work.
- (ii) Drivers of sanitary vehicles and their assistants shall be paid an additional amount of \$1.70 per hour whilst directly engaged on such work.

(f) **First aid allowance**

Where an employer appoints an employee who holds an appropriate first-aid certificate as a first-aid attendant, such employee shall be paid an additional \$15.65 per week for each week in which an employee works 3 days or more.

(g) **Leading hand allowance**

- (i) An employee appointed by the employer to be in charge of the work of other employees shall be entitled to an additional daily allowance, as follows:

- |   | <b>Per day</b> |
|---|----------------|
|   | <b>\$</b>      |
| (A) in charge of 2 or more but less than 6 employees            | 5.15           |
| (B) in charge of 6 or more employees but less than 11 employees | 7.73           |
| (C) in charge of 11 or more employees                           | 10.30          |
- (ii) The additional allowance shall be regarded as part of the normal wage of the employee concerned and shall be taken into consideration in the computation of overtime, payment for annual leave, sick leave, public holidays and week-end work.
- (iii) The additional allowance shall not apply to employees:
- (A) whose classification and wage level is predicated on them being responsible for the work of other employees; or
  - (B) engaged in the operation and/or control of an installation or council facility (such as a treatment plant, rubbish tip, waste disposal facility, swimming pool or animal pound).
- (iv) For the purposes of calculating the number of employees the leading hand might be in charge of, employees who normally work in conjunction with the leading hand (such as a labourer assisting a tradesperson) shall not be counted.
- (h) **Live sewer work allowance**
- (i) Employees engaged on live sewer work or cleaning septic tanks shall, during ordinary hours, be paid at the rate of time and a-half for all time so engaged. During overtime or on week-ends or public holidays employees shall be paid one-half of the ordinary hourly rate in addition to the relevant overtime, week-end or public holiday rate for all time engaged on live sewer work.
  - (ii) The allowance shall also apply to include a minimum payment of one hour for work on pumps after removal from a pumping station or treatment works for cleaning or stripping.
  - (iii) Employees who are on any day required to carry out work in connection with the release of blockages in sewerage lines, septic tanks and connections thereto shall be paid not less than 4 hours at the appropriate rates.
  - (iv) This allowance shall not apply to employees engaged at sewerage treatment plants or pumping stations.
  - (v) For the purposes of this clause, **live sewer work** shall mean work carried out in situations where there is direct personal connection with sewage. The term shall also include work in connection with septic tanks and cleaning of mechanical plant if such plant is contaminated with sewage. Where personal connection with a sewer or septic tank is blocked by a disc, plug, valve, water seal or other means, the live sewer rate shall not apply.
  - (vi) The local government industry allowance prescribed in clause 13(a) shall not be paid in addition to the allowance prescribed in clause 13(h).
- (i) **Motor vehicle allowance**

- (i) Where an employer requires an employee to use their own vehicle in or in connection with the performance of their duties, such employee shall be paid an allowance for each kilometre of authorised travel as follows:

- (A) motor vehicle - \$0.77 per kilometre;

- (B) motorcycle - \$0.26 per kilometre.

- (ii) An employer may require an employee to record full details of all such official travel requirements in a log book.

(j) **Night supervisor allowance - registered nurse**

A registered nurse who is required to undertake the duties of night supervisor shall be paid an additional amount of \$10.27 per night whilst so engaged.

(k) **Overtime meal allowances and meal breaks**

- (i) An employee working day work required to work overtime for:

- (A) more than 2 hours after ordinary ceasing time or for more than one hour continuing beyond 1800 on any normal working day; or

- (B) more than 4 hours on a Saturday, Sunday or rostered day off;

shall be provided with an adequate meal at the employer's expense or paid a meal allowance of \$12.40 in lieu of the provision of such a meal.

- (ii) A shift worker required to work overtime for:

- (A) more than 2 hours after ordinary ceasing time on any normal working day; or

- (B) more than 4 hours on a Saturday, Sunday or rostered day off;

shall be provided with an adequate meal at the employer's expense or paid a meal allowance of \$12.40 in lieu of the provision of such a meal.

- (iii) Before commencing the overtime mentioned in clauses 13(k)(i)(A) and 13(k)(ii)(A) the employee shall be entitled to take a 30 minute unpaid meal break.

- (iv) 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(k)(i) or (ii), the employee will be entitled to a 30 minute meal break and either provided with an adequate meal at the employer's expense or paid an additional meal allowance of \$12.40.

- (v) 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 \$12.40 for such prepared meal.

(l) **Tool allowances**

- (i) The following tool allowances shall be paid in addition to the ordinary hourly rates for the tradespersons set out hereunder who supply and use their own tools:

	Per Week
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	\$
Carpenter and/or Joiner	25.40
Plumber and Gasfitter	25.40
Plasterer and Tiler	21.00
Engineering Tradesperson	21.00
Electrical Tradesperson	21.00
Bricklayer	18.00

	Per Week \$
Stonemason	18.00*
Waterproofer	9.90
Signwriter, Painter, Glazier	6.10
Licensed Drainer	6.10

\* Payable only when on site

- (ii) These allowances shall not be paid while the employee is absent on annual leave.

(m) **Trailer allowance**

- (i) Employees driving a motor vehicle to which a light trailer is attached (i.e. where the loaded mass of the trailer does not require the vehicle and trailer to be considered as a Gross Combination Mass - GCM) shall be paid an extra \$2.58 per day.
- (ii) The extra payment prescribed in clause 13(m)(i) shall not apply to employees driving articulated vehicles or machinery floats and/or low loaders.
- (iii) The term trailer does not include - caravans, compressors, concrete mixers, welding plants and road brooms.

(n) **Truck crane or straddle unloader allowance**

An employee required to operate a truck crane or straddle unloader shall be paid an extra \$2.95 per day.

(o) **Uniforms and laundry allowance**

- (i) Where employees are required to wear a uniform or any other distinctive type of clothing, such uniform or clothing shall be supplied, maintained, and laundered at the employer's expense and shall remain the property of the employer.
- (ii) Where uniforms or clothing are not supplied or laundered by the employer as required by clause 13(o)(i) the following allowances shall be paid:
- (A) employees who supply their own uniforms or clothing shall receive an allowance at the rate of \$156.00 per annum which shall be paid on a *pro rata* basis each pay day;
- (B) employees required to launder their own uniforms or clothing shall be paid an extra \$1.85 per week.

(p) **Working in water allowance**

Employees who are required to work in water to a depth exceeding 750mm shall be paid an extra \$1.71 per hour, with a minimum payment of \$3.42.

(q) **Work in the rain allowance**

- (i) Where an employee is required to perform work in the rain and by so doing gets clothing wet the employee shall be paid double rates for all work so performed. Such payment shall continue until the employee finishes work or until the clothing dries or is able to be changed, whichever is earlier.
- (ii) An employee entitled to an additional payment pursuant to clause 13(q)(i) shall not be entitled to any additional payments prescribed by clause 13(p).
- (iii) This clause shall not apply to rubbish and sanitary employees in receipt of the allowance prescribed in clause 13(e).

(r) **Adjustment of allowances**

- (i) Other than the expense related allowances at clauses 13(i), (k) and (o), respectively, all other allowances specified in clause 13, with the exception of clause 13(s), will be automatically increased from the same date and in the same manner as such monetary allowances are adjusted in any State Wage Case decision or other decision of the commission adjusting minimum wage rates in this Award.
- (ii) Also at the time of any adjustment to the wage rates in this Award, expense related allowances at clauses 13(i), (k) and (o), respectively will be automatically increased 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.
- (iii) The **applicable index figure** is the index figure published by the Australian Bureau of Statistics for the Eight Capitals Consumer Price Index (Cat No. 6401.0), as follows:

<u>Allowance</u>	<u>Applicable Consumer Price Index figure</u>
Overtime meal allowance	Take-away and fast foods sub-group
Uniforms and laundry allowance	Clothing and footwear group
Motor vehicle allowance	Private motoring sub-group

(s) **Divisional and district allowances**

- (i) In addition to the rates of wages set out in this Award, the following amounts shall be paid to employees to whom this Award applies employed in the following divisions and districts:

	Per Week
Southern Division, Western District	\$1.10
Mackay Division	\$0.95
Northern Division, Eastern District	\$1.10
Northern Division, Western District	\$3.35

The divisional and district allowances for junior employees shall be half those prescribed for adult employees.

- (ii) The Divisions and Districts shall be as follows:

**Northern Division:** That portion of the State along or north of a line commencing at the junction of the sea-coast within the 21<sup>st</sup> parallel of south latitude; then by that parallel of latitude due west to 147 degrees of east longitude; then by that meridian of longitude due south to 22 degrees 30 minutes of south latitude; then by that parallel of latitude due west to the western border of the State.

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.

**Mackay Division:** That portion of the State within boundaries commencing at the junction of the sea-coast with the 21<sup>st</sup> parallel of south latitude; then by that parallel due west to 147 degrees of east longitude; then by that meridian of longitude due south to 22 degrees of south latitude; then by that parallel of latitude due east to the sea-coast; then by the sea-coast northerly to the point of commencement.

**Southern Division:** That portion of the State not included in the Northern or Mackay 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 by that meridian of longitude due north to 25 degrees of south latitude; then by that parallel of latitude due west to 147 degrees of east longitude; then by that meridian of longitude due north to the southern boundary of the Mackay Division.

Western District: The remainder of the Southern Division.

## 14. Superannuation

- (a) All local governments and local government entities subject to this Award must comply with superannuation arrangements prescribed in the *Local Government Act 2009* and the *Local Government Regulation 2012*.
- (b) Employers employing persons defined as being "non-contributory members" of the LG Super Scheme pursuant to s 223 of the *Local Government Act 2009* shall, on behalf of such employees, contribute an amount to the LG Super Scheme that the local government or entity must make to avoid being required to pay the superannuation guarantee charge under the *Superannuation Guarantee (Administration) Act 1992* in respect to such employees.
- (c) Where federal legislation provides for choice of fund rights to employees and an employee fails to elect a superannuation fund to which employer contributions are directed, the employer will direct contributions to such fund as prescribed in the abovementioned Queensland legislation.

## PART 5 - Hours of Work, Breaks, On Call, Overtime, Shift Work, Weekend Work



## 15. Hours of work

### 15.1 Ordinary hours of duty

- (a) Subject to the provisions of clause 15.1, the ordinary hours of duty for employees covered by this Award shall be an average of 38 hours per week, with a maximum of 8 hours per day, or other hours as prescribed in the table below:

Stream, group, classification or area	Ordinary hours of work per week (average)	Maximum ordinary hours of duty per day
Employees in the Administrative, technical, community service, supervisory and managerial (Indigenous Councils) group of the General stream	36.25	7.25
Employees in the Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils) group of the General stream	36.25	7.25
Teachers delivering an early educational program in the Children's services and early childhood education stream	37.5 of which not more than 27.5 hours shall relate to the teaching of an early childhood program	Not specified
Employees in the Hospitality group of the General stream	38	10  Broken shifts may be worked within a maximum of a 12 hour spread
Employees in the Aged care (other than nursing) group of the General stream	average of 38	10
Employees in the Theatrical group of the General stream <ul style="list-style-type: none"> <li>Stage manager and technical stage manager</li> </ul>	Ordinary hours may be extended to 48 hours per week for the three weeks immediately preceding opening performance of production; 45 hours per week for each other week during engagement by the additional payment of \$40.10 per week	Not specified
Employees in the Tour guides group of the General stream	Up to 50 ordinary hours in any 5 days, with the excess over 38 hours being banked into an accumulated time off account	Up to 12 hours by mutual agreement

Stream, group, classification or area	Ordinary hours of work per week (average)	Maximum ordinary hours of duty per day
	Such accumulated time off to be taken (at ordinary time rates) within 12 months or paid out on cessation of employment	

- (b) An employer and an employee or groups of employees may agree that the ordinary hours of work are to exceed 7.25, 7.5 or 8 hours on any day (as the case may be), to a maximum of 10 hours.
- (c) Depending upon the maximum ordinary hours that may be worked as provided in clauses 15.1(a) and (b), the hours shall be worked on one of the following bases:
  - (i) 36.25 or 37.5 or 38 ordinary hours within a work cycle not exceeding 7 consecutive days; or
  - (ii) 72.5 or 75 or 76 ordinary hours within a work cycle not exceeding 14 consecutive days; or
  - (iii) 108.75 or 112.5 or 114 ordinary hours within a work cycle not exceeding 21 consecutive days; or
  - (iv) 145 or 150 or 152 ordinary hours within a work cycle not exceeding 28 consecutive days; or
  - (v) any other arrangement mutually agreed between the employer and the affected employee or employees, provided that the ordinary hours do not exceed an average of 36.25, 37.5 or 38 hours (as the case may be).
- (d) Different methods of working a 36.25, 37.5 or 38 hour week may apply to individual employees, groups or sections of employees in each location concerned.
- (e) The method of working a 36.25, 37.5 or 38 hour week may be altered by the employer after giving 7 days' notice or such shorter period as may be mutually agreed upon between the employer and the majority of affected employees.
- (f)
  - (i) 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 5 rostered days off.
  - (ii) Where such agreement has been reached, the accrued rostered days off shall be taken within 12 calendar months of the date on which the first rostered day off was accrued. Consent to accrue rostered days off shall not be unreasonably withheld by either party.

## 15.2 Shift work arrangements

- (a) An employer may require specific work to be performed on the basis of shift work.
- (b) All full-time employees' and part-time employees' rosters will provide for any one of the following combinations of days free from rostered work in each fortnight:
  - (i) 2 periods comprising 2 days each;

- (ii) 3 consecutive days and one stand-alone day;
  - (iii) one period of 4 consecutive days; or
  - (iv) if requested in writing by the employee and agreed to by the employer, an amendment of any of the above combinations so as to enable 2 stand-alone days free from rostered work.
- (c) Prior to implementing a system of shift work, consultation shall take place between the employer and the affected employees.
- (d) The ordinary working hours of shift workers shall be inclusive of a paid crib break of not less than 30 minutes duration.
- (e) A roster setting out the employees' days of duty and starting and finishing times on such days shall either be displayed in a convenient place or made available electronically to employees at least one work cycle in advance.
- (f) Subject to clauses 15.2(g), (h) and (i), a shift shall consist of not more than 10 hours inclusive of crib time.
- (g) In any arrangement of ordinary working hours where the ordinary hours of duty are to exceed 8 hours on any shift, the arrangement of hours shall be subject to agreement between the employer and the affected employees.
- (h) By agreement between an employer and the affected employees, ordinary hours of duty not exceeding 12 hours on any day may be worked subject to:
- (i) the employer and the employees concerned being guided by occupational health and safety considerations;
  - (ii) appropriate health and monitoring procedures being introduced and observed;
  - (iii) suitable roster arrangements being made;
  - (iv) proper supervision being provided; and
  - (v) in the case of employees in the nursing stream, safe clinical practice.
- (i) Except at the regular changeover of shifts, an employee shall not be required to work more than one shift in each 24 hours.

### **15.3 Spread of ordinary hours of duty - day workers**

- (a) (i) Subject to clause 15.4(a)(ii), the spread of ordinary hours for day workers shall be 0600 to 1800 Monday to Friday, or other days of work, spread of ordinary hours and conditions as prescribed in the table in clause 15.3(iv) below.
- (ii) Notwithstanding the spread of ordinary hours prescribed in clause 15.3(a)(i) and in the table in clause 15.3(iv) below, an employer and an employee or a group of employees (who may be represented by their local union delegate/s, their union officials or any other person authorised to represent them) may agree that:
- (A) the ordinary hours of duty may be worked on any five out of seven days per week including Saturday and Sunday; and/or

(B) the prescribed spread of ordinary hours may be altered.

(iii) Consent to vary the days of ordinary duty or the spread of ordinary hours of duty shall not be unreasonably withheld by either party.

(iv) table:

Stream, group, classification or area	Days of work, spread of ordinary hours and conditions
<p>Both Administrative, technical, community service, supervisory and managerial groups of the General stream</p> <ul style="list-style-type: none"> <li>employees directly engaged on the enforcement or monitoring the observance of Council by-laws</li> </ul>	<ul style="list-style-type: none"> <li>as determined by the employer after consultation with the employees concerned.</li> <li>where broken shifts are worked, there shall not be more than 16 hours between the starting and finishing time on any one day.</li> </ul>
<p>Employees in the Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils) group of the General stream</p> <ul style="list-style-type: none"> <li>administrative and clerical employees working in customer call centres</li> <li>employees required to work unusual working hours not classed as shift work including: <ul style="list-style-type: none"> <li>employees employed at civic centres and theatres</li> <li>Art Gallery Directors at Townsville City Council, Ipswich City Council and Noosa Shire Council, and employees who attend to the community development and welfare needs of the community</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>0600 to 2130, Monday to Friday and 0600 to 1200, Saturday</li> <li>hours of duty may be worked on any five days Monday to Saturday, both days inclusive, according to a roster which shall provide for two consecutive days off each week.</li> </ul>
<p>Administrative, technical, community service, supervisory and managerial (Indigenous Councils) group of the General stream</p> <ul style="list-style-type: none"> <li>community development officers</li> <li>all casual employees</li> </ul>	<ul style="list-style-type: none"> <li>hours of duty are to be worked on any five days Monday to Saturday, both days inclusive, according to a roster which shall provide for two consecutive days off each week.</li> <li>0730 to 1930, Monday to Friday and 0900 to 1200, Saturday</li> </ul>
<p>Aged care (other than nursing) group of the General stream</p> <ul style="list-style-type: none"> <li>all employees</li> </ul>	<ul style="list-style-type: none"> <li>0600 to 2200, Monday to Sunday</li> </ul>
<p>Children's services and early childhood education stream</p> <ul style="list-style-type: none"> <li>all employees</li> </ul>	<ul style="list-style-type: none"> <li>0600 to 1900, Monday to Friday</li> </ul>
<p>Engineering and electrical/electronic group of the General stream</p> <ul style="list-style-type: none"> <li>all employees</li> </ul>	<ul style="list-style-type: none"> <li>0600 to 1800, Monday to Sunday</li> <li>any arrangement of hours which includes a Saturday as ordinary hours shall be subject to agreement between the employer and the employee or majority of employees involved.</li> </ul>

Stream, group, classification or area	Days of work, spread of ordinary hours and conditions
	<ul style="list-style-type: none"> <li>the spread of hours may be altered by up to one hour at either end of the spread provided there is agreement between the employer and the majority of employees involved.</li> </ul>
<p>Health, sports and fitness group of the General stream</p> <ul style="list-style-type: none"> <li>all employees (other than those engaged to work in swim schools)</li> <li>employees engaged to work in swim schools</li> </ul>	<ul style="list-style-type: none"> <li>0530 to 2400, Monday to Sunday</li> <li>0000 to 2400, Monday to Sunday</li> </ul>
<p>Hospitality group of the General stream</p> <ul style="list-style-type: none"> <li>all employees</li> </ul>	<ul style="list-style-type: none"> <li>0000 to 2400, Monday to Sunday</li> </ul>
<p>Nursing stream</p> <ul style="list-style-type: none"> <li>employees other than levels 4 and 5 Registered Nurse</li> <li>Levels 4 and 5 Registered Nurses</li> </ul>	<ul style="list-style-type: none"> <li>0600 to 1800, Monday to Sunday</li> <li>0000 to 2400, Monday to Sunday</li> </ul>
<p>Operations group of the General stream</p> <ul style="list-style-type: none"> <li>caretakers</li> <li>cleaners</li> <li>employees engaged at aerodromes or airports</li> <li>employees engaged at swimming pools</li> </ul>	<ul style="list-style-type: none"> <li>as determined by the employer after consultation with the employees involved.</li> <li>caretakers provided with quarters shall not be deemed to be working because they open and close the premises of which they are in charge;</li> <li>caretakers shall unlock and open premises before and after their ordinary working hours without extra remuneration.</li> <li>where premises are required to be kept open until 2230, the time occupied after 2230 closing and locking shall be paid for at overtime rates.</li> <li>0000 to 2400, Monday to Sunday</li> <li>0500 to 2300, Monday to Sunday</li> <li>as determined by the employer after consultation with the employees concerned.</li> <li>except in the case of managers, caretakers or persons in charge, work may be performed on the basis of a broken shift within a spread of 12 hours from the starting time each day with not more than 2 breaks other than meal breaks or rest pauses.</li> </ul>

Stream, group, classification or area	Days of work, spread of ordinary hours and conditions
<ul style="list-style-type: none"> <li>motor bus drivers and depot attendants engaged in bus services</li> <li>sanitary and garbage workers</li> <li>street sweepers and/or cleaners, operators of street sweeping and flushing machines, sewer cleaners underground, pump attendants</li> <li>water and sewerage treatment plant employees</li> </ul>	<ul style="list-style-type: none"> <li>as determined by the employer and contained in a roster displayed in a prominent place in the depot.</li> <li>except in the case of unforeseen circumstances, (such as the illness or absence of another driver), or where the employee/s concerned agree, the roster shall not be changed unless 6 days' notice of such change is given by the employer.</li> <li>0400 to 1600, Monday to Sunday</li> <li>as determined by the employer based on the requirements of the work.</li> <li>where such employees are required to work their ordinary hours before 0600 or after 1800, Monday to Friday, inclusive, an additional amount of 25% of the ordinary time hourly rate shall be paid for all hours worked before 0600 or after 1800 on such days.</li> <li>as determined by the employer after consultation with the employees concerned.</li> </ul>
<p>Theatrical group of the General stream</p> <ul style="list-style-type: none"> <li>employees engaged in mechanical, property, light and stage managers departments</li> <li>projectionists</li> <li>ticket sellers, ushers and other front of house staff</li> <li>utility persons</li> </ul>	<ul style="list-style-type: none"> <li>0800 to 2330, Monday to Sunday</li> <li>0800 to 2400, Monday to Sunday</li> <li>0800 to 2330, Monday to Sunday</li> <li>0630 to 2400, Monday to Sunday (from starting time to ceasing time shall not exceed 10.5 hours)</li> </ul>
<p>Tour guides group of the General stream</p> <ul style="list-style-type: none"> <li>all employees</li> </ul>	<ul style="list-style-type: none"> <li>0000 to 2400, Monday to Sunday</li> </ul>

- (b) The ordinary hours of duty of employees having workers under their immediate supervision shall, if so determined by the employer, be the same as the ordinary hours of duty of the workers being supervised.
- (c) Where special circumstances, such as tidal or flood waters, unusual traffic flows or climatic conditions, necessitate work outside the spread of ordinary hours prescribed in clause 15.3(a)(i) of this Award on a particular job or project, such work may be performed outside the spread of ordinary hours without payment of overtime. However, the maximum number of ordinary daily hours of duty shall not be exceeded.

- (d) Employees are required to observe the nominated starting and finishing times for the work day, including designated breaks, to maximise available working time. Preparation for starting and finishing work, including personal clean up, shall be in the employee's time.

#### 15.4 Payment for working ordinary hours - day workers

- (a) Except where otherwise provided in the table in clause 15.4(b) below, all ordinary hours of duty performed by a day worker within the ordinary spread of hours prescribed in clause 15.3 shall be paid for as follows:
- (i) Monday to Friday - ordinary time;
  - (ii) between 0000 and 2400 on a Saturday - time and one half;
  - (iii) between 0000 and 2400 on a Sunday - double time; and
  - (iv) between 0000 and 2400 on a public holiday - at the rate prescribed in clause 23.1.
- (b) Table:

Stream, group, classification or area	Day of week or time of day	Rate of payment
<b>Operations group of the General stream</b> <ul style="list-style-type: none"> <li>employees working in camps, maintenance patrol operations or where special circumstances exist where it is mutually agreed that the ordinary hours in any of the work cycles prescribed in clause 15.1(b) may be worked on consecutive days.</li> <li>street sweepers and/or cleaners, operators of street sweeping and flushing machines, sewer cleaners underground, pump attendants</li> </ul>	0000 to 2400, Monday to Friday 0000 to 2400, Saturday 0000 to 2400, Sunday  Ordinary hours before 0600 or after 1800	Ordinary time  Ordinary time  Ordinary time  An additional amount of 25% of the ordinary time hourly rate
<b>Nursing stream</b> <ul style="list-style-type: none"> <li>all employees other than those who have negotiated an annualised salary arrangement or Levels 4 and 5 Registered Nurses</li> <li>employees who have negotiated an annualised salary arrangement and levels 4 and 5 Registered Nurses</li> </ul>	0000 to 2400, Saturday 0000 to 2400, Sunday  0000 Monday to 2400 Sunday	Time and one-half Time and three-quarters  Ordinary time
<b>Aged care (other than nursing) group of the General stream</b> <ul style="list-style-type: none"> <li>all employees</li> </ul>	0000 Saturday to 2400 Sunday	Time and one-half
<b>Health, sports and fitness group of the General stream</b> <ul style="list-style-type: none"> <li>all employees</li> </ul>	0000 Saturday to 2400 Saturday 0000 Sunday to 2400 Sunday	Time and one-quarter  Time and one-half

Stream, group, classification or area	Day of week or time of day	Rate of payment
Hospitality group of the General stream <ul style="list-style-type: none"> <li>all employees (other than casuals)</li> </ul>	0000 Saturday to 2400 Sunday	Time and one-half
<ul style="list-style-type: none"> <li>casual employees</li> </ul>	0000 Saturday to 2400 Sunday	Ordinary time plus a loading of 73%
Administrative, technical, community service, supervisory and managerial (Indigenous Councils) group of the General stream <ul style="list-style-type: none"> <li>community development officers</li> </ul>	0000 Monday to 2400 Saturday	Ordinary time
<ul style="list-style-type: none"> <li>casual employees</li> </ul>	0730 to 1730, Monday to Friday	19% loading on ordinary hourly rate
	1730 to 2130, Monday to Friday	25% loading on ordinary hourly rate
	0900 to 1200, Saturday	25% loading on ordinary hourly rate
Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils) group of the General stream <ul style="list-style-type: none"> <li>casual employees</li> </ul>	0600 to 2130, Monday to Friday	25% loading on ordinary hourly rate
	0600 Saturday to 1200 Saturday	31% loading on ordinary hourly rate
<ul style="list-style-type: none"> <li>all employees - including casual employees mentioned immediately above - where agreement has been reached for ordinary hours to be worked on Saturday or Sunday in accordance with clause 15.3(a)</li> </ul>	0000 Saturday to 2400 Saturday	Time and one-quarter
	0000 Sunday to 2400 Sunday	Time and one-half
<ul style="list-style-type: none"> <li>employees required to work unusual working hours not classed as shift work including:                             <ul style="list-style-type: none"> <li>employees employed at civic centres and theatres,</li> <li>Art Gallery Directors at Townsville City Council, Ipswich City Council and Noosa Shire Council, and</li> <li>employees who attend to the community development and welfare needs of the community</li> </ul> </li> </ul>	0000 Monday to 2400 Sunday	Employees are to be paid a 15% loading of ordinary weekly salary to compensate the employee for working irregular hours
Theatrical group of the General stream <ul style="list-style-type: none"> <li>all employees</li> </ul>	0000 Saturday to 2400 Saturday	Ordinary time
	0000 Sunday to 2400 Sunday	Double time



Stream, group, classification or area	Day of week or time of day	Rate of payment
Tour guides group of the General stream <ul style="list-style-type: none"> <li>all employees</li> </ul>	2200 to 0600, the following day, Monday to Friday 0000 Saturday to 2400 Sunday	Ordinary time loading of 15%  Time and one-half

### 15.5 Payment for working ordinary hours - shift workers

- (a) Subject to clause 15.5(c), all employees working an afternoon shift or night shift as described in clause 15.5(d), Monday to Friday, inclusive, are to be paid an additional allowance of:
- (i) 12.5% per afternoon shift worked;
  - (ii) 15% per night shift worked.
- (b) Subject to clause 15.5(c) all ordinary hours of duty worked by a shift worker on a weekend or a public holiday will 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.
- (c) The payments prescribed in clauses 15.5(a) and (b) shall be calculated on a majority of shift basis. This means, for example:
- (i) if the majority of the ordinary hours of a shift which commenced on a Friday are worked on a Saturday, the whole of the shift is to be treated as having been worked on a Saturday; and
  - (ii) if the majority of the ordinary hours of a shift which commenced on a Saturday are worked on a Sunday, the whole of the shift is to be treated as having been worked on a Sunday; and
  - (iii) if the majority of the ordinary hours of a shift which commenced on a Sunday are worked on a Monday, the whole of the shift is to be treated as having been worked on a Monday.
- (d) Unless otherwise agreed between the employer and the majority of employees affected:
- (i) an afternoon shift shall be a shift finishing after 1800 and at or before 2400;
  - (ii) a night shift shall be a shift finishing after 2400 and at or before 0800.
- (e) A part-time or casual employee in the Health, sports and fitness group of the General stream may be required to work not more than 2 shifts of not less than 3 hours' duration within a span of 12 hours from the start of their first shift on any one day to the end of the second shift on that day.

## 16. Meal breaks

- (a) Full-time employees shall be entitled to an unpaid meal break of not less than 30 minutes and not more than one hour to be taken between the third and sixth hour after the ordinary starting time each day at times convenient to maintain the continuity of work.
- (b) A part-time employee or casual employee working for 5 hours or less on any one day is not entitled to a meal break unless agreed to by the employer.
- (c) The timing and duration of a meal break having been determined as the recognised meal break in accordance with clause 16(a) may only be altered by mutual agreement to a proposed change or by the giving of one week's notice to the employee/s concerned.
- (d) Except as provided elsewhere in clause 16, all work done during the recognised meal break shall be paid for at double time. Such payment will continue until a meal break is taken.
- (e) Where a particular task (for example: a concrete pour or the removal of a fallen tree across a road) may be completed if work is continued for up to 30 minutes into the normal meal break, the meal break may be delayed up to a maximum of 30 minutes, without penalty. The normal meal break shall be taken on the completion of the job or when 30 minutes has elapsed.
- (f) Where the work situation requires it, the employer and the employee/s may agree to reduce the normal meal break duration if it exceeds 30 minutes to 30 minutes, to be taken within the normal starting and ceasing time of the meal break.
- (g) Employees in the Children's services and early childhood education stream who are required to remain available in the workplace to supervise or otherwise attend to children under their care shall be entitled to a 30 minute paid meal break, to be considered as time worked, where the employee works for at least 5 hours on any day.
- (h)
  - (i) If a nurse's meal break is interrupted by work or enquiries pertaining to work, other than in relation to an emergency, the meal break is to be paid at the overtime rate prescribed in clause 16(d);
  - (ii) In the event of an emergency circumstance occurring during a nurse's meal break, such meal break may be interrupted or delayed without penalty.
- (i) All shift workers shall be allowed not less than 30 minutes for a meal break, without deduction of salary, with such break being taken at a time which maintains the continuity of work.

## **17. Rest pauses**

- (a) Every full-time employee shall be entitled to a rest pause of 10 minutes' duration in the employer's time in the first and second half of the working day. Such rest pauses shall be taken at such times as will not interfere with continuity of work where continuity is necessary.
- (b) The employer may determine that the rest pauses may be combined into one 20 minute rest pause, with such 20 minute rest pause and the meal break arranged in such a way that the ordinary working day is broken up into 3 approximately equal working periods.
- (c) Subject to clause 17(d), every part-time employee or casual employee who is engaged to work more than 4 hours shall be entitled to a single rest pause of 10 minutes, to be taken no earlier than 3 hours after the commencement of the employee's ordinary shift, and at a time that will not interfere with continuity of work where continuity is necessary.
- (d) Part-time or casual employees who are engaged to work more than 6.5 hours in any one engagement shall be entitled to rest pauses as for a full-time employee.

## **18. Overtime**

### **18.1 Overtime - general**

- (a) An employer may require an employee to work reasonable overtime at overtime rates.
- (b) Overtime is to be calculated to the nearest quarter of an hour.

### **18.2 Payment for overtime - day workers**

Except as provided elsewhere in clauses 15 and 18:

- (a) All authorised overtime worked by an employee in excess of their ordinary daily hours of duty or outside their spread of ordinary working hours on a Monday to Friday, inclusive, 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 their rostered 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 3 hours' work.
- (c) 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 3 hours' work.
- (d) All authorised overtime worked by an employee on a Sunday shall be paid at the rate of double time with a minimum payment as for 3 hours' work.
- (e) All authorised overtime worked by an employee on a public holiday shall be paid at the rate prescribed in clause 23.1.
- (f) The minimum payments provided in clauses 18.2(b), (c) and (d) shall not apply where such overtime is performed immediately preceding or following ordinary hours.

### **18.3 Payment for overtime - shift workers**

- (a) Subject to clause 18.3(b), all shift workers are to be paid for all overtime at the rate of double time.
- (b) All authorised overtime worked by a shift worker on a public holiday shall be paid at the rate prescribed in clause 23.1.

### **18.4 Time off in lieu (TOIL)**

- (a) Employees classified at wage level 17.1 or above shall not be entitled to payment for overtime but shall be entitled to time off in lieu of any overtime worked on a time for time basis.
- (b) In lieu of the provisions of clauses 18.2 and 18.3 and subject to mutual agreement between the employer and an employee, an employee who works either outside of the spread of ordinary working hours or in excess of their ordinary daily hours of duty on any day may be granted time off in lieu of overtime worked on a time for time basis.
- (c) Where the employee has applied for time off in lieu and been refused time off in lieu and three months have elapsed since the overtime was worked and the time off in lieu has not been taken, the overtime accrued shall be immediately paid out at the applicable overtime rates.

### **18.5 Recall to duty - other than from on call**

- (a) An employee (other than an employee on call) having been recalled to perform duty shall be paid for the time worked with a minimum payment for 3 hours for each call out at the prescribed overtime rate, calculated as from the time the employee commences, or recommences, work. Except in the case of unforeseen circumstances arising, the employee shall not be required to work the full 3 hours if the job the employee was recalled to perform is completed within a shorter period.
- (b) Notwithstanding the provisions of clause 18.5(a), an employee recalled to perform duty may be required to perform additional work of a breakdown or emergent nature which arises during the course of the work which was the subject of the recall.
- (c) Overtime worked in the circumstances specified in clause 18.5 shall not be regarded as overtime for the purposes of clause 18.9 where the actual time worked is less than 3 hours on such recall or on each of such recalls.
- (d) The minimum payment prescribed in clause 18.5(a) shall not apply where the overtime is performed immediately preceding and/or is continuous with ordinary hours of duty.
- (e) Clause 18.5 shall not apply in cases where it is customary for an employee to return to the employer's premises to perform a specific job outside of ordinary working hours.
- (f) Where an employee is recalled to perform duty on more than one occasion on any one day, the employee shall not be entitled to be paid more than 6 hours of the minimum payment prescribed in clause 18.5(a).

### **18.6 Transport costs on recall**

Where an employee is recalled to perform work during an off duty period the employee shall be provided with transport to and from the employee's home or be refunded the reasonable cost of such transport.

### **18.7 On call - additional payment**

- (a) Where an employee is instructed to be available on call outside ordinary or rostered working hours the employee will be paid, in addition to their ordinary weekly rate of pay, an amount in accordance with the following:
  - (i) where the employee is on call during any day or night outside their ordinary working hours, Monday to Friday: \$20.00 for each day and/or night during which the employee remains on call; and
  - (ii) where the employee is on call during any day or night outside their ordinary working hours on a Saturday: \$30.00 for each day and/or night during which the employee remains on call; and
  - (iii) where the employee is on call during any day or night outside their ordinary working hours on a Sunday: \$40.00 for each day and/or night during which the employee remains on call; and
  - (iv) where the employee is on call during any day or night outside their ordinary working hours on a public holiday: \$40.00 for each day and/or night during which the employee remains on call.
- (b) Employees required to remain on call must be able to be contacted and be able to respond within a reasonable period of time.

- (c) An employee shall not be considered to be on call due solely to a customary arrangement whereby the employee returns to the employer's premises outside ordinary hours to perform a specific job or task.

#### **18.8 Recall to duty - from on call**

- (a) If an employee is recalled to perform duty whilst on call on any day or night outside their ordinary working hours in accordance with clause 18.7(a), the employee shall be paid for the time worked with a minimum payment as for 3 hours for each call out at the prescribed overtime rate.
- (b)
  - (i) An employee on call who undertakes normal duties remotely, i.e. without the need to return to their usual place of employment, shall be entitled to be paid at the applicable overtime rate for the time actually taken to deal with such matters, with a minimum payment of not less than one hour each day.
  - (ii) For the purpose of clause 18.8(b)(i) normal duties includes: providing advice; referring callers to other staff or organisations; taking details of complaints/incidents for resolution during ordinary hours; directing staff to attend any incidents; correcting/resolving faults via internet; and, making and receiving phone calls in order to manage the employer's business.
  - (iii) The employee will be responsible for the recording of the nature and the times of contact in relation to matters of the type described in clause 18.8(b)(ii).
- (c) Any overtime payable in accordance with clause 18.8(b) shall be in addition to the appropriate on call payment prescribed in clause 18.7(a).
- (d) Where an employee is recalled to perform duty on more than one occasion on any one day, the employee shall not be entitled to be paid more than 6 hours of the minimum payment prescribed in clause 18.8(a).

#### **18.9 Fatigue leave/rest period after overtime**

- (a) An employee who works so much overtime between the termination of ordinary work on one day and the commencement of ordinary work on the next day so that 10 consecutive hours off duty has not occurred shall be released after completion of such overtime until 10 consecutive hours off duty occur without loss of pay for ordinary working time occurring during such absence.
- (b) If, on the instructions of the employer, an employee resumes or continues ordinary work without having had 10 consecutive hours off duty the employee shall be paid double rates until released from duty and shall then be entitled to be absent until 10 consecutive hours off duty has occurred without loss of pay for ordinary working time occurring during such absence.
- (c) The provisions of clause 18.9 shall apply to shift workers who rotate from one shift to another as if 8 hours were substituted for 10 hours when overtime is worked:
  - (i) for the purposes of changing shift rosters; or
  - (ii) when a shift worker does not report for duty; or
  - (iii) where a shift is worked by arrangement between the employees themselves.

#### **18.10 Meal breaks on overtime**

- (a) Employees working overtime are entitled to meal breaks as prescribed in clause 13(k).

- (b) All work done during the normal meal break shall be paid for in accordance with clause 16(d).

## **PART 6 - Leave of Absence and Public Holidays**

### **19. Annual leave**

Annual leave is provided for in Division 3 of the QES. Clauses 19.1 to 19.3 supplement the QES.

#### **19.1 Payment for annual leave**

- (a) Subject to clause 19.1(c) an employee (other than a shift worker) proceeding on annual leave is entitled to receive the following payments:
  - (i) an amount equal to the wage rate being paid to the employee immediately before the employee takes the leave for the period of such leave; and
  - (ii) a further amount equal to 17.5% of the wage rate being paid to the employee immediately before the employee takes the leave for the period of such leave.
- (b) Subject to clauses 19.1(c) a shift worker proceeding on annual leave is entitled to receive the following payment(s):
  - (i) an amount equal to the wage rate being paid to the employee immediately before the employee takes the leave for the period of such leave calculated according to the employee's roster or projected roster including shift, weekend or public holiday penalties; or
  - (ii) an amount equal to the wage rate being paid to the employee immediately before the employee takes the leave for the period of such leave plus a further amount equal to 17.5% of the salary being paid to the employee immediately before the employee takes the leave for the period of such leave, excluding any shift, weekend or public holiday penalties,

whichever is the higher.
- (c) Leading hand allowances and night supervisor allowance payable for ordinary time worked shall be included in the wage rate used for calculating an employee's annual leave payment as set out in clauses 19.1(a) and (b).

#### **19.2 Annual close down**

- (a) Where an employer closes down its operations or a section or sections thereof for the purposes of allowing annual leave to all or the bulk of the employees in the section or sections concerned, the following provisions shall apply:
  - (i) by the giving of not less than 90 days' notice the employer may direct all employees in the section or sections concerned to take leave for the duration of the closedown and allow those who are not then qualified for sufficient annual leave to cover the period of the close down to take paid leave on a proportionate basis and to take such accumulated time off/rostered days off as may be available to the employee to apply towards the close down period.
  - (ii) all time during which an employee is stood down without pay for the purpose of clause 19.2(a)(i) shall count as service in the next 12 monthly qualifying period.

- (b) Notwithstanding clause 19.2(a), where there is agreement between the employer and the majority of employees concerned, the employer may close down its operations or a section or sections thereof on one additional occasion in any 12 month period for the purpose of allowing additional annual leave for a period agreed with its employees.

### **19.3 Early childhood teachers/assistants delivering an early childhood education program**

- (a) A teacher/assistant engaged in the delivery of an early childhood education program shall be entitled to be paid for a full calendar year if they have been employed for a standard teaching year, usually of 41 or 42 weeks.
- (b) Any such employee who ceases duty after at least 10 teaching weeks shall be paid the proportion of the employee's salary for that calendar year that the employee's services, excluding vacation periods, bears to the standard teaching year, usually of 41 or 42 weeks.
- (c) Any such employee who ceases duty before completing 10 weeks of employment shall be paid an amount equal to 1/12th (8.333%) of their ordinary pay for the period of employment.
- (d) A teacher/assistant is to be paid annual leave loading as follows:
  - (i) where the teacher/assistant has been engaged for the whole of the standard teaching year: an amount of 17.5% of the employee's ordinary salary on the basis of 4 weeks annual leave;
  - (ii) where the teacher/assistant has been engaged for at least 10 weeks but less than the standard teaching year, an amount calculated as follows: (employee's ordinary salary in \$) x (number of teaching weeks ÷ 42) x (4 weeks) x 17.5% = quantum of annual leave loading to be paid.

## **20. Personal leave**

- (a) Personal leave is provided for in Division 4 of the QES and covers:
  - (i) sick leave;
  - (ii) carer's leave;
  - (iii) bereavement leave; and
  - (iv) cultural leave.
- (b) In addition to the provisions of Subdivision 2 of Division 4 of the QES an employee's accumulated sick leave entitlements are preserved when:
  - (i) the employee is absent from work on unpaid leave granted by the employer;
  - (ii) the employer or employee terminates the employee's employment and the employee is re-employed within 3 months;
  - (iii) the employee's employment is terminated because of illness or injury and the employee is re-employed by the same employer without having been employed in the interim.
- (c) In lieu of the provisions at s 71FA(1) of the Act, an employee in the Administrative, technical, community service supervisory and managerial "(Indigenous Councils) group or the Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils)" group of the General stream shall be entitled to sick leave as follows:

- (i) where the employee's anniversary date of commencement with their employer falls between 1 January 2015 and 31 December 2015, both dates inclusive - 15 days sick leave on full pay;
- (ii) where the employee's anniversary date of commencement with their employer falls between 1 January 2016 and 31 December 2016, both dates inclusive - 14 days sick leave on full pay;
- (iii) where the employee's anniversary date of commencement with their employer falls between 1 January 2017 and 31 December 2017, both dates inclusive - 13 days sick leave on full pay;
- (iv) where the employee's anniversary date of commencement with their employer falls between 1 January 2018 and 31 December 2018, both dates inclusive - 12 days sick leave on full pay;
- (v) where the employee's anniversary date of commencement with their employer falls between 1 January 2019 and 31 December 2019, both dates inclusive - 11 days sick leave on full pay;
- (vi) where the employee's anniversary date of commencement with their employer falls on or after 1 January 2020 - 10 days sick leave on full pay.

## **21. Parental leave**

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

- (a) birth-related leave for an employee who is pregnant or whose spouse gives birth;
- (b) adoption leave; and
- (c) surrogacy leave.

## **22. Long service leave**

- (a) Long service leave, including for casual employees, is provided for in Division 6 of the QES. Clause 22(b) supplements the QES.
- (b) In lieu of the provisions of section 71HB(2)(a) and (b) of the Act, employees in the Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils) group of the General stream and teachers and their assistants in the Children's services and early childhood education stream delivering an early childhood education program who complete 10 years' continuous service are entitled to long service leave at the rate of 1.3 weeks on full pay for each year of continuous service and a proportionate amount for an incomplete year of service.

## **23. Public holidays**

Public holidays are provided for in Division 7 of the QES. Clauses 23.1 to 23.4 supplement the QES provisions.

### **23.1 Payment 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, will 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 will, 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 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 will be paid for such time at double the overtime rate prescribed in clauses 18.2 or 18.3, as the case may be.
- (c) An employee who would not normally be required to work on a public holiday but who is required to work on that day will 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.

### **23.2 Substitution**

- (a) Subject to statutory limitations (such as the time(s) that work may not be performed on Anzac Day) where there is agreement between the employer and an employee or employees, another ordinary working day may be substituted for a public holiday(s).
- (b) Where an employee is subsequently required to work on the substituted day they shall be paid at the rate prescribed in clause 23.1.

### **23.3 Employees who do not ordinarily work Monday to Friday of each week**

- (a) An employee who does not ordinarily work Monday to Friday of each week is entitled to public holidays as follows:
  - (i) a full-time employee is entitled to either payment for each public holiday or a substituted day's leave.
  - (ii) where a public holiday falls on a Saturday or a Sunday (e.g. Australia Day) but is substituted for another day, all employees who would ordinarily have worked on such Saturday or Sunday but who are not rostered to work on such day are entitled to payment for the public holiday or a substituted day's leave.
- (b) For the purpose of clause 23.3(a), payment for each public holiday or the taking of a substituted day's leave will be equivalent to one fifth of the employee's ordinary weekly hours paid at the ordinary hourly rate.
- (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 rate of double time if it is a Saturday and double time and one-half if it is a Sunday.
- (d) Nothing in clause 23.3 confers a right to any employee to payment for a public holiday as well as a substituted day in lieu.

#### **23.4 Rostered day off on a public holiday**

- (a) An employee (other than a casual employee) who is rostered off duty on any public holiday shall be paid an additional day's wage or, by mutual agreement between the Employer and the employee, be granted a day's holiday in lieu at a time to be mutually arranged between the Employer and the employee concerned, including by taking it in conjunction with annual leave.
- (b) For the purpose of clause 23.4(a), an additional day's wage or a day's holiday in lieu means one fifth of the employee's ordinary weekly hours paid at the ordinary hourly rate.
- (c) 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.

#### **24. Jury service**

Jury service is provided for in Division 8 of the QES.

#### **25. Professional development and study leave**

- (a) Employees undertaking relevant courses of study or attending training courses may be permitted time off with or without pay and may have any compulsory fees associated with the study and/or training reimbursed at the discretion of the employer.
- (b) Teachers engaged in the delivery of early childhood education will be provided with 3 paid days per annum professional development leave to attend structured professional development activities agreed with their employer.
- (c) Teachers engaged in the provision of children's services, such as child care or outside school hours care, will be provided with 5 paid days per annum professional development leave to attend structured professional development activities agreed with their employer.

#### **26. Conference leave**

Time off without loss of salary or annual leave may be granted by an employer to an employee to attend approved seminars and/or annual conferences or any recognised institute or other body deemed relevant.

#### **27. Service leave**

- (a) Where:
  - (i) an employee attends camps, courses or schools of Her Majesty's Naval, Military or Air Forces on service leave; and
  - (ii) where the service pay received by such employee is less than the employee's ordinary hourly rate of remuneration as an employee employed by the employer,

the employer shall pay the employee the amount of the difference between the employee's service pay and the employee's ordinary remuneration.

- (b) Service pay for the purposes of this clause means and includes all payments received by the employee from Her Majesty's Forces in respect of service, during the period of service leave, on whatever day or days, Sunday to Monday both inclusive, of the week or weeks in question.

## **PART 7 - Transfers, Travelling, Camps and Equipment**

### **28. Transfer and appointment expenses**

- (a) An employee who accepts an appointment may be paid for reasonable expenses incurred, including:
  - (i) the conveyancing of self, family and effects to the centre to which the employee is appointed;
  - (ii) board and lodging;
  - (iii) other items of expenditure related to taking up duty.
- (b) An employee who is transferred (other than at their own request) from one centre to another shall be paid for reasonable expenses incurred, including:
  - (i) the conveyancing of self, family and effects to the centre to which the employee is transferred;
  - (ii) temporary board and lodging;
  - (iii) other items of expenditure related to taking up duty.
- (c) Nothing in clauses 28(a) and 28(b) is to be taken to prevent an employer from exercising their discretion to pay all or part of the expenses of an employee who is appointed or is transferred from one centre to another centre at their own request.

### **29. 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 to perform special duty,

is to be reimbursed actual and reasonable expenses for accommodation, meals and incidental expenses necessarily incurred by the employee.

- (b) An employee undertaking travel in accordance with clause 29(a) shall be entitled to be paid at their ordinary hourly rate, to a maximum of 8 hours on any one day.

### **30. Patient escort**

When a nurse is required to travel as escort for a patient they shall be paid at the appropriate rate for all time the patient is under their care. When returning from such escort such employee shall be paid for a maximum of 12 hours out of every 24 hours at the ordinary hourly rate provided that when returning on a rostered day off they shall be granted in addition a day off in lieu or an additional day added to their next recreation leave.

### **31. Camps**

- (a) Where employees are required to live in an established camp, living accommodation shall be provided in caravans, huts or transportable units and, where practicable, occupancy shall be restricted to no more than one person per hut, unit, caravan or compartment. Where employees are required to live in a camp, reasonable and sufficient standards of living shall apply.
- (b) An employee undertaking travel to camp in accordance with clause 31(a) shall be entitled to be paid at their ordinary hourly rate, to a maximum of 8 hours on any one day.

### **32. Equipment and instruments**

- (a) Where an employee is required to provide their own equipment and/or instruments, other than those for which a tool allowance is paid pursuant to clause 13(1), the employer must reimburse the employee the reasonable cost of such equipment and/or instruments.
- (b) Where equipment and/or instruments are supplied without cost to the employee they shall remain the property of the employer.
- (c) It is the responsibility of the employee to ensure, where practicable, that the employee's equipment and/or instruments are securely stored at the completion of each day's work or shift.
- (d) Where employees are required to provide their own equipment and/or instruments, the employer shall, where practicable, provide secure storage facilities.

### **33. Employees required to report to a depot**

- (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 allowance prescribed in clause 13(i).
- (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 purposes of this clause, **reasonable cost** shall mean the payment of the amount prescribed by clause 13(i).
- (c) In the circumstances outlined in clauses 33(a) and (b), travelling between the depot and the job that occurs outside an employee's ordinary hours of duty shall be paid for at the employee's ordinary hourly rate.

### **34. Employees required to report directly to the job site**

- (a) Where an employee is required to report directly to a job site any additional time taken to travel to the job site compared to travelling from the employee's home to the usual depot shall be paid for at the employee's ordinary hourly rate.
- (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(i) for that part of the trip that exceeds the distance between the employee's normal place of residence and the usual depot.
- (c) Where there is agreement between the employer and the majority of employees concerned different travelling arrangements may apply.

## Schedule 1 - Classifications and Wage Levels for Employees in the General Stream

### S1.1 Administrative, technical, community service, supervisory and managerial (Indigenous Councils) group

(i) (A) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
<i>Administrative officer</i>						
Administrative officer, grade 1, year 1	3.1	727.30	3A	732.30	3	740.30
Administrative officer, grade 1, year 2	4.1	742.30	4A	750.80	4	758.30
Administrative officer, grade 1, year 3	5.1	767.00	5A	770.00	5	770.00
Administrative officer, grade 2, year 1	6.1	783.00	6A	790.50	6	790.50
Administrative officer, grade 2, year 2	7.1	795.50	7A	800.00	7	813.50
Administrative officer, grade 2, year 3	8.1	820.50	8A	825.50	8	835.00
Administrative officer, grade 3, year 1	8.2	825.50	8A	825.50	8	835.00
Administrative officer, grade 3, year 2	9.2	847.50	9A	847.50	9	858.50
Administrative officer, grade 3, year 3	10.2	872.50	10A	872.50	10	881.50
Administrative officer, grade 4, year 1	10.4	881.50	10B	881.50	10	881.50
Administrative officer, grade 4, year 2	12.2	912.50	12A	912.50	12	929.00
Administrative officer, grade 4, year 3	13.2	943.50	13A	943.50	13	951.50
<i>Clerical officer</i>						
Clerical officer, year 1	1.1	683.30	1A	692.30	1	697.80
Clerical officer, year 2	1.2	688.80	1A	692.30	1	697.80
Clerical officer, year 3	1.3	697.80	1B	697.80	1	697.80
Clerical officer, year 4	2.2	708.30	2A	712.30	2	718.80
Clerical officer, year 5	3.1	727.30	3A	732.30	3	740.30
Clerical officer, year 6	3.2	732.30	3A	732.30	3	740.30
Clerical officer, year 7	4.1	742.30	4A	750.80	4	758.30
<i>Stenographer and Accounting machine operator</i>						
Stenographer and Accounting machine operator, year 1	1.1	683.30	1A	692.30	1	697.80

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
Stenographer and Accounting machine operator, year 2	1.2	688.80	1A	692.30	1	697.80
Stenographer and Accounting machine operator, year 3	1.3	697.80	1B	697.80	1	697.80
Stenographer and Accounting machine operator, year 4	2.2	708.30	2A	712.30	2	718.80
Stenographer and Accounting machine operator, year 5	3.1	727.30	3A	732.30	3	740.30
<i>Typist</i>						
Typist, year 1	1.1	683.30	1A	692.30	1	697.80
Typist, year 2	1.2	688.80	1A	692.30	1	697.80
Typist, year 3	1.3	697.80	1B	697.80	1	697.80
Typist, year 4	2.1	705.30	2A	712.30	2	718.80
Typist, year 5	3.1	727.30	3A	732.30	3	740.30
<i>Overseer</i>						
Assistant overseer	10.3	876.50	10B	881.50	10	881.50
Overseer	11.1	888.00	11A	893.00	11	905.50
<i>Community development officer</i>						
Community development officer, grade 1, year 1	7.1	795.50	7A	800.00	7	813.50
Community development officer, grade 1, year 2	8.2	825.50	8A	825.50	8	835.00
Community development officer, grade 1, year 3	9.2	847.50	9A	847.50	9	858.50
Community development officer, grade 2, year 1	9.2	847.50	9A	847.50	9	858.50
Community development officer, grade 2, year 2	10.3	876.50	10B	881.50	10	881.50
Community development officer, grade 2, year 3	12.1	910.00	12A	912.50	12	929.00
<i>Project officer</i>						
Project officer, grade 1	13.3	951.50	13B	951.50	13	951.50
Project officer, grade 2	14.4	975.50	14A	975.50	14	975.50
Project officer, grade 3	16.1	1,005.50	16A	1,011.00	16	1,020.00
Project officer, grade 4	17.4	1,041.50	17B	1,041.50	17	1,041.50
Project officer, grade 5	18.3	1,075.50	18B	1,081.50	18	1,081.50

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
Project officer, grade 6	19.2	1,112.00	19A	1,112.00	19	1,130.50
Project officer, grade 7	19.4	1,130.50	19B	1,130.50	19	1,130.50
Project officer, grade 8	20.2	1,166.00	20A	1,166.00	20	1,166.00
<i>Social worker</i>						
Social worker, year 1	9.2	847.50	9A	847.50	9	858.50
Social worker, year 2	10.3	876.50	10B	881.50	10	881.50
Social worker, year 3	12.1	910.00	12A	912.50	12	929.00
<i>Supervisor/Foreperson</i>						
Supervisor/Foreperson grade 3	6.2	790.50	6A	790.50	6	790.50
Supervisor/Foreperson grade 2	8.1	820.50	8A	825.50	8	835.00
Supervisor/Foreperson grade 1	9.1	838.00	9A	847.50	9	858.50
Supervisor/Foreperson special, grade B	9.2	847.50	9A	847.50	9	858.50
Supervisor/Foreperson special, grade A	10.1	862.00	10A	872.50	10	881.50
Supervisor/Foreperson in charge	10.3	876.50	10B	881.50	10	881.50
<i>Technical supervisor</i>						
Technical supervisor - engineering/works, grade 1, year 1	13.1	935.00	13A	943.50	13	951.50
Technical supervisor - engineering/works, grade 1, year 2	13.3	951.50	13B	951.50	13	951.50
Technical supervisor - engineering/works, grade 2	14.2	963.00	14A	963.00	14	975.50
Technical supervisor - engineering/works, grade 3	15.2	985.00	15A	985.00	15	999.50
Technical supervisor - engineering/works, grade 4	16.3	1,020.00	16B	1,020.00	16	1,020.00
<i>Welfare assistant</i>						
Welfare assistant, year 1	3.1	727.30	3A	732.30	3	740.30
Welfare assistant, year 2	3.2	732.30	3A	732.30	3	740.30
Welfare assistant, year 3	4.1	742.30	4A	750.80	4	758.30
Welfare officer, year 1	7.1	795.50	7A	800.00	7	813.50
Welfare officer, year 2	8.2	825.50	8A	825.50	8	835.00
Welfare officer, year 3	9.2	847.50	9A	847.50	9	858.50

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
<i>Chief executive officer</i>						
Chief executive officer, grade 1	13.2	943.50	13A	943.50	13	951.50
Chief executive officer, grade 2	14.2	963.00	14A	963.00	14	975.50
Chief executive officer, grade 3	15.4	999.50	15B	999.50	15	999.50
Chief executive officer, grade 4	17.2	1,027.50	17A	1,027.50	17	1,041.50
Chief executive officer, grade 5	18.3	1,075.50	18B	1,081.50	18	1,081.50
Chief executive officer, grade 6	19.2	1,112.00	19A	1,112.00	19	1,130.50
Chief executive officer, grade 7	20.1	1,138.00	20A	1,166.00	20	1,166.00

## (i) (B) Additional payments for Chief executive officers

Chief executive officers classified above grade 7 are entitled to be paid the following amounts in addition to the wage rate prescribed for a Chief executive officer grade 7.

Grade	Additional Amount Per Week \$
8	41
9	88
10	134
11	170

## (ii) (A) Classifications and wage levels after 1 October 2016

Classification	As from 1 October 2016	
	Wage level	Award Rate Per Week \$
<i>Administrative officer</i>		
Administrative officer, grade 1, year 1	3	740.30
Administrative officer, grade 1, year 2	4	758.30
Administrative officer, grade 1, year 3	5	770.00
Administrative officer, grade 2, year 1	6	790.50
Administrative officer, grade 2, year 2	7	813.50
Administrative officer, grade 2, year 3	8	835.00
Administrative officer, grade 3, year 1	8	835.00
Administrative officer, grade 3, year 2	9	858.50
Administrative officer, grade 3, year 3	10	881.50
Administrative officer, grade 4, year 1	10	881.50
Administrative officer, grade 4, year 2	12	929.00



Classification	As from 1 October 2016	
	Wage level	Award Rate Per Week \$
Administrative officer, grade 4, year 3	13	951.50
<i>Clerical officer</i>		
Clerical officer, year 1, year 2 and year 3	1	697.80
Clerical officer, year 4 and year 5	2	718.80
Clerical officer, year 6 and year 7	3	740.30
Clerical officer, year 8	4	758.30
<i>Stenographer and Accounting machine operator</i>		
Stenographer and Accounting machine operator, year 1, year 2 and year 3	1	697.80
Stenographer and Accounting machine operator, year 4 and year 5	2	718.80
Stenographer and Accounting machine operator, year 6	3	740.30
<i>Typist</i>		
Typist, year 1, year 2 and year 3	1	697.80
Typist, year 4 and year 5	2	718.80
Typist, year 6	3	740.30
<i>Overseer</i>		
Assistant overseer	10	881.50
Overseer	11	905.50
<i>Community development officer</i>		
Community development officer, grade 1, year 1	7	813.50
Community development officer, grade 1, year 2	8	835.00
Community development officer, grade 1, year 3	9	858.50
Community development officer, grade 2, year 1	9	858.50
Community development officer, grade 2, year 2	10	881.50
Community development officer, grade 2, year 3	12	929.00
<i>Project officer</i>		
Project officer, grade 1	13	951.50
Project officer, grade 2	14	975.50
Project officer, grade 3	16	1,020.00
Project officer, grade 4	17	1,041.50
Project officer, grade 5	18	1,081.50
Project officer, grade 6 and grade 7	19	1,130.50
Project officer, grade 8	20	1,166.00
<i>Social worker</i>		
Social worker, year 1	9	858.50
Social worker, year 2	10	881.50
Social worker, year 3	12	929.00

Classification	As from 1 October 2016	
	Wage level	Award Rate Per Week \$
<i>Supervisor/Foreperson</i>		
Supervisor/Foreperson grade 3	6	790.50
Supervisor/Foreperson grade 2	8	835.00
Supervisor/Foreperson grade 1	9	858.50
Supervisor/Foreperson special	10	881.50
Supervisor/Foreperson in charge	10	881.50
<i>Technical supervisor</i>		
Technical supervisor - engineering/works, grade 1	13	951.50
Technical supervisor - engineering/works, grade 2	14	975.50
Technical supervisor - engineering/works, grade 3	15	999.50
Technical supervisor - engineering/works, grade 4	16	1,020.00
<i>Welfare assistant</i>		
Welfare assistant, year 1 and year 2	3	740.30
Welfare assistant, year 3	4	758.30
Welfare officer, year 1	7	813.70
Welfare officer, year 2	8	835.00
Welfare officer, year 3	9	858.50
<i>Chief executive officer</i>		
Chief executive officer, grade 1	13	951.50
Chief executive officer, grade 2	14	975.50
Chief executive officer, grade 3	15	999.50
Chief executive officer, grade 4	17	1,041.50
Chief executive officer, grade 5	18	1,081.50
Chief executive officer, grade 6	19	1,130.50
Chief executive officer, grade 7	20	1,166.00

## (ii) (B) Additional payments for Chief executive officers

Chief executive officers classified above grade 7 are entitled to be paid the following amounts in addition to the wage rate prescribed for a Chief executive officer grade 7.

Grade	Additional Amount Per Week \$
8	41
9	88
10	134
11	170

## S1.2 Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils) group

### (i) (A) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
<i>Administrative, technical and community services</i>						
Level 1, year 1	1.3	697.80	1B	697.80	1	697.80
Level 1, year 2	2.1	705.30	2A	712.30	2	718.80
Level 1, year 3	3.1	727.30	3A	732.30	3	740.30
Level 1, year 4	3.3	740.30	3B	740.30	3	740.30
Level 1, year 5	4.2	750.80	4A	750.80	4	758.30
Level 1, year 6	5.1	767.00	5A	770.00	5	770.00
Level 2, year 1	6.1	783.00	6A	790.50	6	790.50
Level 2, year 2	7.2	800.00	7A	800.00	7	813.50
Level 2, year 3	8.1	820.50	8A	825.50	8	835.00
Level 2, year 4	8.3	835.00	8B	835.00	8	835.00
Level 3, year 1	9.2	847.50	9A	847.50	9	858.50
Level 3, year 2	9.4	858.50	9B	858.50	9	858.50
Level 3, year 3	10.2	872.50	10A	872.50	10	881.50
Level 3, year 4	~	888.00	~	888.00	~	888.00
Level 4, year 1	11.3	905.50	11B	905.50	11	905.50
Level 4, year 2	12.3	921.50	12B	929.00	12	929.00
Level 4, year 3	13.1	935.00	13A	943.50	13	951.50
Level 4, year 4	13.3	951.50	13B	951.50	13	951.50
Level 5, year 1	14.3	968.50	14A	975.50	14	975.50
Level 5, year 2	15.2	985.00	15A	985.00	15	999.50
Level 5, year 3	15.4	999.50	15B	999.50	15	999.50
Level 6, year 1	17.2	1,027.50	17A	1,027.50	17	1,041.50
Level 6, year 2	18.2	1,062.50	18A	1,062.50	18	1,081.50
Level 6, year 3	19.1	1,097.00	19A	1,112.00	19	1,130.50
Level 7, year 1	19.2	1,112.00	19A	1,112.00	19	1,130.50
Level 7, year 2	20.1	1,138.00	20A	1,166.00	20	1,166.00
Level 7, year 3	20.2	1,166.00	20A	1,166.00	20	1,166.00
Level 8, year 1	21.1	1,199.00	21A	1,199.00	21	1,199.00

## (i) (B) Additional payments for senior officers and employees

Senior officers and certain employees classified at classification Level 8 are entitled to payment of additional amounts, as specified in the following table:

Administrative, Technical and Community Services employees			Department Head			Deputy CEO; Deputy Director Engineering Services and Qualified Accountant			Director, Engineering Services		
Classification	Year	Additional Payment \$ Per Week	Council Category	Year	Additional Payment \$ Per Week	Council Category	Year	Additional Payment \$ Per Week	Council Category	Year	Additional Payment \$ Per Week
in addition to Level 21 (\$33 increments)			in addition to Level 21 (\$103 then \$28 increments)			in addition to Level 20 (\$19 then \$34 increments)			in addition to Level 21 (\$195 then \$43 increments)		
Level 8	2	33				1	1	Level 20	1	1	195
Level 8	3	66				1	2	19	1	2	238
Level 8	4	99				1	3	53	1	3	281
Level 8	5	132				2	1	87	2	1	324
						2	2	121	2	2	367
						2	3	155	2	3	410
						3	1	189	3	1	453
						3	2	223	3	2	496
						3	3	257	3	3	539
						4	1	291	4	1	582
						4	2	325	4	2	625
						4	3	359	4	3	668
			5	1	103	5	1	393	5	1	711
			5	2	131	5	2	427	5	2	754
			5	3	159	5	3	461	5	3	797
			6	1	187	6	1	495	6	1	840
			6	2	215	6	2	529	6	2	883
			6	3	243	6	3	563	6	3	926
			7	1	271	7	1	597	7	1	969
			7	2	299	7	2	631	7	2	1,012
7	3	327	7	3	665	7	3	1,055			
8	1	355	8	1	699	8	1	1,098			
8	2	383	8	2	733	8	2	1,141			
8	3	411	8	3	767	8	3	1,184			

## (ii) (A) Classifications and wage levels after 1 October 2016

Classification	As from 1 October 2016	
	Wage Level	Award Rate Per Week \$
<i>Administrative, technical and community services</i>		
Level 1, year 1	1	697.80
Level 1, year 2	2	718.80
Level 1, year 3 and 4	3	740.30
Level 1, year 5	4	758.30
Level 1, year 6	5	770.00
Level 2, year 1	6	790.50
Level 2, year 2	7	813.50
Level 2, year 3	8	835.00
Level 3, year 1	9	858.50
Level 3, year 2	9	858.50
Level 3, year 3	10	881.50
Level 3, year 4 <sup>1</sup>	Level 10 + preservation payment of \$6 pw	887.50
Level 4, year 1	11	905.50
Level 4, year 2	12	929.00
Level 4, year 3	13	951.50
Level 5, year 1	14	975.50
Level 5, year 2	15	999.50
Level 6, year 1	17	1,041.50
Level 6, year 2	18	1,081.50
Level 6, year 3	19	1,130.50
Level 7, year 1	19	1,130.50
Level 7, year 2	20	1,166.00
Level 8, year 1	21	1,199.00

Note:

- <sup>1</sup> Access to this wage level is only available to employees who meet the following criteria:
- the employee commenced employment with their employer before this Award started to apply to their employer in accordance with section 824 of the Act; and
  - on the day this Award started to apply to their employer in accordance with section 824 of the Act the employee was classified as a Level 3 employee under the Award that applied to them immediately prior to the commencement of this Award (that is, the *Queensland Local Government Officers' Award 1992*); and
  - the employee has completed 12 months of service at classification Level 3, year 3.

## (ii) (B) Additional payments for senior officers and employees

Senior officers and certain employees classified at classification Level 8 are entitled to payment of additional amounts, as specified in the following table:

Administrative, Technical and Community Services employees			Department Head			Deputy CEO; Deputy Director Engineering Services and Qualified Accountant			Director, Engineering Services		
Classification	Year	Additional Payment \$ Per Week	Council Category	Year	Additional Payment \$ Per Week	Council Category	Year	Additional Payment \$ Per Week	Council Category	Year	Additional Payment \$ Per Week
in addition to Level 21 (\$33 increments)			in addition to Level 21 (\$103 then \$28 increments)			in addition to Level 20 (\$19 then \$34 increments)			in addition to Level 21 (\$195 then \$43 increments)		
Level 8	2	33				1	1	Level 20	1	1	195
Level 8	3	66				1	2	19	1	2	238
Level 8	4	99				1	3	53	1	3	281
Level 8	5	132				2	1	87	2	1	324
						2	2	121	2	2	367
						2	3	155	2	3	410
						3	1	189	3	1	453
						3	2	223	3	2	496
						3	3	257	3	3	539
						4	1	291	4	1	582
						4	2	325	4	2	625
						4	3	359	4	3	668
			5	1	103	5	1	393	5	1	711
			5	2	131	5	2	427	5	2	754
5	3	159	5	3	461	5	3	797			
6	1	187	6	1	495	6	1	840			
6	2	215	6	2	529	6	2	883			
6	3	243	6	3	563	6	3	926			
7	1	271	7	1	597	7	1	969			
7	2	299	7	2	631	7	2	1,012			
7	3	327	7	3	665	7	3	1,055			
8	1	355	8	1	699	8	1	1,098			
8	2	383	8	2	733	8	2	1,141			
8	3	411	8	3	767	8	3	1,184			

**S1.3 Aged care (other than nursing) group**

## (i) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
Canteen assistant, year 1	2.1	705.30	2A	712.30	2	718.80
Canteen assistant, after year 1	2.3	712.30	2A	712.30	2	718.80
Domestic, catering and all other adult employees, year 1	2.1	705.30	2A	712.30	2	718.80
Domestic, catering and all other adult employees, after year 1	2.3	712.30	2A	712.30	2	718.80
Employees on washing machines, rinsers and hydroextractors, and seamstresses, year 1	2.1	705.30	2A	712.30	2	718.80
Employees on washing machines, rinsers and Hydroextractors, and seamstresses, after year 1	2.3	712.30	2A	712.30	2	718.80
Gardener	2.1	705.30	2A	712.30	2	718.80
Handyperson/maintenance person	2.1	705.30	2A	712.30	2	718.80
Kitchenhand	2.1	705.30	2A	712.30	2	718.80
Laundry hand, year 1	2.1	705.30	2A	712.30	2	718.80
Laundry hand, after year 1	2.3	712.30	2A	712.30	2	718.80
Personal care attendant	2.3	712.30	2A	712.30	2	718.80
Cook	4.2	750.80	4A	750.80	4	758.30
Chief cook	5.1	767.00	5A	770.00	5	770.00

## (ii) Classifications and wage levels after 1 October 2016

Classification	As from 1 October 2016	
	Wage level	Award Rate Per Week \$
All employees other than Cook and Chief cook	2	718.80
Cook	4	758.30
Chief cook	5	770.00

**S1.4 Building trades group**

## (i) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage level	Award Rate Per Week \$
<i>Building worker</i>						
Building worker, level 1(a), new entrant	1.3	697.80	1B	697.80	1	697.80
Building worker, level 1(b), after 3 months in the industry	2.3	712.30	2A	712.30	2	718.80
Building worker, level 1(c), after 12 months in the industry	2.4	718.80	2B	718.80	2	718.80
Building worker, level 1(d)	3.2	732.30	3A	732.30	3	740.30
Building worker, level 2	4.2	750.80	4A	750.80	4	758.30
<i>Building tradesperson</i>						
Building tradesperson, level 1	5.1	767.00	5A	770.00	5	770.00
Building tradesperson, level 2	6.2	790.50	6A	790.50	6	790.50
Building tradesperson, level 3	7.4	813.50	7B	813.50	7	813.50

## (ii) Classifications and wage levels after 1 October 2016

Classification	As from 1 October 2016	
	Wage level	Award Rate Per Week \$
<i>Building worker</i>		
Building worker, level 1(a), new entrant	1	697.80
Building worker, level 1(b), after 3 months in the industry	2	718.80
Building worker, level 1(d)	3	740.30
Building worker, level 2	4	758.30
<i>Building tradesperson</i>		
Building tradesperson, level 1	5	770.00
Building tradesperson, level 2	6	790.50
Building tradesperson, level 3	7	813.50



**S1.5 Clerical (Indigenous Councils) group**

## (i) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
Level 1 (1 <sup>st</sup> year of service)	2.3	712.30	2A	712.30	2	718.80
Level 1 (2 <sup>nd</sup> year of service)	2.4	718.80	2B	718.80	2	718.80
Level 1 (3 <sup>rd</sup> year of service)	3.1	727.30	3A	732.30	3	740.30
Level 1 (4 <sup>th</sup> year of service)	3.3	740.30	3B	740.30	3	740.30
Level 2 (1 <sup>st</sup> year of service)	4.2	750.80	4A	750.80	4	758.30
Level 2 (2 <sup>nd</sup> year of service)	4.3	758.30	4B	758.30	4	758.30
Level 2 (3 <sup>rd</sup> year of service)	5.1	767.00	5A	770.00	5	770.00
Level 3 (1 <sup>st</sup> year of service)	7.2	800.00	7A	800.00	7	813.50
Level 3 (2 <sup>nd</sup> year of service)	7.4	813.50	7B	813.50	7	813.50
Level 4 (1 <sup>st</sup> year of service)	8.2	825.50	8A	825.50	8	835.00
Level 4 (2 <sup>nd</sup> year of service)	8.3	835.00	8B	835.00	8	835.00
Level 5 (1 <sup>st</sup> year of service)	10.2	872.50	10A	872.50	10	881.50
Level 5 (2 <sup>nd</sup> year of service)	10.4	881.50	10B	881.50	10	881.50

## (ii) Classifications and wage levels after 1 October 2016

Classification	As from 1 October 2016	
	Wage Level	Award Rate Per Week \$
Level 1 (1 <sup>st</sup> year of service)	2	718.80
Level 1 (3 <sup>rd</sup> year of service)	3	740.30
Level 2 (1 <sup>st</sup> year of service)	4	758.30
Level 2 (3 <sup>rd</sup> year of service)	5	770.00
Level 3 (1 <sup>st</sup> year of service)	7	813.50
Level 4 (1 <sup>st</sup> year of service)	8	835.00
Level 5 (1 <sup>st</sup> year of service)	10	881.50

**S1.6 Engineering group**

## (i) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
C14	1.1	683.30	1A	692.30	1	697.80
C13	1.2	688.80	1A	692.30	1	697.80
C12	2.2	708.30	2A	712.30	2	718.80
C11	3.2	732.30	3A	732.30	3	740.30
C10	5.1	767.00	5A	770.00	5	770.00
C9	6.2	790.50	6A	790.50	6	790.50
C8	7.4	813.50	7B	813.50	7	813.50
C7	8.3	835.00	8B	835.00	8	835.00
C6	10.4	881.50	10B	881.50	10	881.50
C5	11.3	905.50	11B	905.50	11	905.50
C4	12.4	929.00	12B	929.00	12	929.00
C3	14.4	975.50	14A	975.50	14	975.50
C2(a)	15.4	999.50	15B	999.50	15	999.50
C2(b)	17.4	1,041.50	17B	1,041.50	17	1,041.50

## (ii) Classifications and wage levels after 1 October 2016

Classification	As from October 2016	
	Wage Level	Award Rate Per Week \$
Entry level (C13 and C14)	1	697.80
C12	2	718.80
C11	3	740.30
C10	5	770.00
C9	6	790.50
C8	7	813.50
C7	8	835.00
C6	10	881.50
C5	11	905.50
C4	12	929.00
C3	14	975.50
C2(a)	15	999.50
C2(b)	17	1,041.50

**S1.7 Health services officers group**

## (i) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
Level 2, year 1	3.1	727.30	3A	732.30	3	740.30
Level 2, year 2	4.1	742.30	4A	750.80	4	758.30
Level 2, year 3	4.3	758.30	4B	758.30	4	758.30
Level 2, year 4	6.1	783.00	6A	790.50	6	790.50
Level 3, year 1	6.2	790.50	6A	790.50	6	790.50
Level 3, year 2	7.3	804.00	7B	813.50	7	813.50
Level 3, year 3	8.1	820.50	8A	825.50	8	835.00
Level 3, year 4	8.3	835.00	8B	835.00	8	835.00
Level 4, year 1	9.4	858.50	9B	858.50	9	858.50
Level 4, year 2	10.2	872.50	10A	872.50	10	881.50
Level 4, year 3	11.2	893.00	11A	893.00	11	905.50
Level 4, year 4	12.1	910.00	12A	912.50	12	929.00

## (ii) Classifications and wage levels after 1 October 2016

Classification	As from 1 October 2016	
	Wage Level	Award Rate Per Week \$
Level 2, year 1	3	740.30
Level 2, year 2	4	758.30
Level 2, year 4	6	790.50
Level 3, year 1	6	790.50
Level 3, year 2	7	813.50
Level 3, year 4	8	835.00
Level 4, year 1	9	858.50
Level 4, year 2	10	881.50
Level 4, year 3	11	905.50
Level 4, year 4	12	929.00

**S1.8 Health, sports and fitness group**

## (i) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
<i>Fitness industry workers</i>						
Support staff, level 1	1.1	683.30	1A	692.30	1	697.80
Support staff, level 2	1.1	683.30	1A	692.30	1	697.80
Fitness instructor, level 1	1.1	683.30	1A	692.30	1	697.80
Fitness instructor, level 2	1.1	683.30	1A	692.30	1	697.80
Fitness instructor, level 3	2.3	712.30	2A	712.30	2	718.80
Fitness trainer, level 4	3.3	740.30	3B	740.30	3	740.30
Fitness trainer/therapist, level 5	5.1	767.00	5A	770.00	5	770.00
Fitness therapist, level 6	6.2	790.50	6A	790.50	6	790.50
<i>Swim school workers</i>						
Swim school worker, level 1	1.1	683.30	1A	692.30	1	697.80
Swim school worker, level 2	1.1	683.30	1A	692.30	1	697.80
Swim school worker, level 3	2.3	712.30	2A	712.30	2	718.80
Swim school worker, level 4	3.3	740.30	3B	740.30	3	740.30
<i>Indoor sports centre workers</i>						
Indoor sports centre worker, level 1	1.2	688.80	1A	692.30	1	697.80
Indoor sports centre worker, level 2	1.2	688.80	1A	692.30	1	697.80
Indoor sports centre worker, level 3	3.1	727.30	3A	732.30	3	740.30
<i>Support staff, swim schools and indoor sports venues</i>						
Support staff, level 1	1.1	683.30	1A	692.30	1	697.80
Support staff, level 2	1.2	688.80	1A	692.30	1	697.80
Support staff, level 3	2.2	708.30	2A	712.30	2	718.80

## (ii) Classifications and wage levels after 1 October 2016

Classification	As from 1 October 2016	
	Wage Level	Award Rate Per Week \$
<i>Fitness industry workers</i>		
Support staff, levels 1 and 2	1	697.80
Fitness instructor, levels 1 and 2	1	697.80
Fitness instructor, level 3	2	718.80
Fitness trainer, level 4	3	740.30
Fitness trainer/therapist, level 5	5	770.00
Fitness therapist, level 6	6	790.50
<i>Swim school workers</i>		
Swim school worker, levels 1 and 2	1	697.80
Swim school worker, level 3	2	718.80
Swim school worker, level 4	3	740.30
<i>Indoor sports centre workers</i>		
Indoor sports centre worker, levels 1 and 2	1	697.80
Indoor sports centre worker, level 3	3	740.30
<i>Support staff, swim schools and indoor sports venues</i>		
Support staff, levels 1 and 2	1	697.80
Support staff, level 3	2	718.80

**S1.9 Hospitality group**

## (i) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
Hospitality worker, introductory	1.1	683.30	1A	692.30	1	697.80
Hospitality worker, level 1	1.2	688.80	1A	692.30	1	697.80
Hospitality worker, level 2	2.3	712.30	2A	712.30	2	718.80
Hospitality worker, level 3	3.2	732.30	3A	732.30	3	740.30
Hospitality worker, level 4	5.1	767.00	5A	770.00	5	770.00
Hospitality worker, level 5	7.4	813.50	7B	813.50	7	813.50
Hospitality worker, level 6	8.3	835.00	8B	835.00	8	835.00

## (ii) Classifications and wage levels after 1 October 2016

Classification	As from 1 October 2016	
	Wage Level	Award Rate Per Week \$
Hospitality worker, introductory level and level 1	1	697.80
Hospitality worker, level 2	2	718.80
Hospitality worker, level 3	3	740.30
Hospitality worker, level 4	5	770.00
Hospitality worker, level 5	7	813.50
Hospitality worker, level 6	8	835.00

**S1.10 Operations group**

## (i) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
Level 1, first 6 months	2.2	708.30	2A	712.30	2	718.80
Level 1, after first 6 months	2.4	718.80	2B	718.80	2	718.80
Level 2	3.2	732.30	3A	732.30	3	740.30
Level 3	3.3	740.30	3B	740.30	3	740.30
Level 4	4.2	750.80	4A	750.80	4	758.30
Level 5	5.1	767.00	5A	770.00	5	770.00
Level 6	6.2	790.50	6A	790.50	6	790.50
Level 7	7.4	813.50	7B	813.50	7	813.50
Level 8	8.3	835.00	8B	835.00	8	835.00
Level 9	9.4	858.50	9B	858.50	9	858.50

## (ii) Classifications and wage levels after 1 October 2016

Classification	As from 1 October 2016	
	Wage Level	Award Rate Per Week \$
Level 1	2	718.80
Level 2 and 3	3	740.30
Level 4	4	758.30
Level 5	5	770.00
Level 6	6	790.50
Level 7	7	813.50
Level 8	8	835.00
Level 9	9	858.50

**S1.11 Theatrical group**

## (i) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
<i>Front of house</i>						
Front of house staff	1.1	683.30	1A	692.30	1	697.80
Program/merchandise seller	1.1	683.30	1A	692.30	1	697.80
Spruiker	1.2	688.80	1A	692.30	1	697.80
Usher, ticket taker, door attendant, cloakroom attendant, all other employees	1.3	697.80	1B	697.80	1	697.80
Ticket seller	1.1	683.30	1A	692.30	1	697.80
Senior ticket seller	2.1	705.30	2A	712.30	2	718.80
Ticket seller (booking)	3.1	727.30	3A	732.30	3	740.30
Coordinator	3.1	727.30	3A	732.30	3	740.30
<i>Back of house</i>						
Stage doorkeeper	1.2	688.80	1A	692.30	1	697.80
Stage assistant	1.2	688.80	1A	692.30	1	697.80
Utility person	1.2	688.80	1A	692.30	1	697.80
Stage property person, lights and flies	2.2	708.30	2A	712.30	2	718.80
Assistant theatre technician	3.1	727.30	3A	732.30	3	740.30
Assistant manager	3.2	732.30	3A	732.30	3	740.30
Assistant manager (2+ years experience)	3.3	740.30	3B	740.30	3	740.30
Employee required to work counterweights	3.2	732.30	3A	732.30	3	740.30
Head flyer	3.3	740.30	3B	740.30	3	740.30
Lightperson in perch, dome, boatswain's chair or swinging scaffold, or showing spotlight or flooding by arc lamp	3.2	732.30	3A	732.30	3	740.30
Person in charge of side	3.2	732.30	3A	732.30	3	740.30
Scenic artist/artist/set painter	3.3	740.30	3B	740.30	3	740.30
Stage carpenter or mechanist	3.3	740.30	3B	740.30	3	740.30
Stage coordinator	3.1	727.30	3A	732.30	3	740.30
Technician/lightperson	3.3	740.30	3B	740.30	3	740.30
Head lightperson	5.2	770.00	5A	770.00	5	770.00
Head property person	5.2	770.00	5A	770.00	5	770.00
Head stage carpenter or mechanist	5.2	770.00	5A	770.00	5	770.00
Projectionist	5.2	770.00	5A	770.00	5	770.00
Public address and/or sound operator	5.2	770.00	5A	770.00	5	770.00
Scene and/or set designer	5.2	770.00	5A	770.00	5	770.00



Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
Theatre technician	5.2	770.00	5A	770.00	5	770.00
Senior theatre technician	6.1	783.00	6A	790.50	6	790.50
Stage manager	6.1	783.00	6A	790.50	6	790.50
Stage manager	7.1	795.50	7A	800.00	7	813.50
Technical manager	7.3	804.00	7B	813.50	7	813.50
Technical stage manager	8.1	820.50	8A	825.50	8	835.00

## (ii) Classifications and wage levels after 1 October 2016

Classification	As from 1 October 2016	
	Wage Level	Award Rate Per Week \$
<i>Front of house</i>		
All employees other than Senior ticket seller, Ticket seller (bookings) and Coordinator	1	697.80
Senior ticket seller	2	718.80
Ticket seller (booking)	3	740.30
Coordinator	3	740.30
<i>Back of house</i>		
Dresser	1	697.80
Stage assistant	1	697.80
Stage doorkeeper	1	697.80
Utility person	1	697.80
Wardrobe attendant	1	697.80
Stage property person, lights and flies	2	718.80
Assistant theatre technician	3	740.30
Assistant manager	3	740.30
Employee required to work counterweights	3	740.30
Head flyer	3	740.30
Lightperson in perch, dome, boatswain's chair or swinging scaffold, or showing spotlight or flooding by arc lamp	3	740.30
Person in charge of side	3	740.30
Scenic artist/artist/set painter	3	740.30
Stage carpenter or mechanist	3	740.30
Technician/lightperson	3	740.30
Stage coordinator	3	740.30
Head lightperson	5	770.00

Classification	As from 1 October 2016	
	Wage Level	Award Rate Per Week \$
Head property person	5	770.00
Head stage carpenter or mechanist	5	770.00
Projectionist	5	770.00
Public address and/or sound operator	5	770.00
Scene and/or set designer	5	770.00
Theatre technician	5	770.00
Senior theatre technician	6	790.50
Stage manager	6	790.50
Stage manager	7	813.50
Technical manager	7	813.50
Technical stage manager	8	835.00

**S1.12 Tour guides group**

## (i) Transitional classifications and wage levels

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
Introductory tour guide, first 3 months	1.2	688.80	1A	692.30	1	697.80
Introductory tour guide, over 3 months and up to 6 months	2.2	708.30	2A	712.30	2	718.80
Tour guide, level 1	3.2	732.30	3A	732.30	3	740.30
Tour guide, level 2	5.1	767.00	5A	770.00	5	770.00
Tour guide, level 3	7.4	813.50	7B	813.50	7	813.50

## (ii) Classifications and wage levels after 1 October 2016

Classification	As from 1 October 2016	
	Wage Level	Award Rate Per Week \$
Introductory tour guide, first 3 months	1	697.80
Introductory tour guide, over 3 months and up to 6 months	2	718.80
Tour guide, level 1	3	740.30
Tour guide, level 2	5	770.00
Tour guide, level 3	7	813.50

## Schedule 2 - Classifications and Wage Levels for Employees in the Children's Services and Early Childhood Education Stream

### S2.1 (i) Transitional classifications and wage levels - Children's services

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
<i>Assistant children's services worker</i>						
Assistant children's services worker, unqualified, year 1	2.3	712.30	2A	712.30	2	718.80
Assistant children's services worker, unqualified, year 2	3.2	732.30	3A	732.30	3	740.30
Assistant children's services worker, unqualified, year 3	4.3	758.30	4B	758.30	4	758.30
<i>Children's services worker</i>						
Children's services worker, 1 year qualified, year 1	7.3	804.00	7B	813.50	7	813.50
Children's services worker, 1 year qualified, year 2	8.1	820.50	8A	825.50	8	835.00
Children's services worker, 1 year qualified, year 3	9.1	838.00	9A	847.50	9	858.50
<i>Group leader</i>						
Group leader, 1 year qualified, year 1	10.3	876.50	10B	881.50	10	881.50
Group leader, 1 year qualified, year 2	11.2	893.00	11A	893.00	11	905.50
Group leader, 1 year qualified, year 3	11.3	905.50	11B	905.50	11	905.50
Group leader, 2 year qualified, year 1	13.3	951.50	13B	951.50	13	951.50
Group leader, 2 year qualified, year 2	14.2	963.00	14A	963.00	14	975.50
Group leader, 2 year qualified, year 3	15.1	979.00	15A	985.00	15	999.50
Group leader, 3 year qualified, year 1	15.1	979.00	15A	985.00	15	999.50
Group leader, 3 year qualified, year 2	15.1	979.00	15A	985.00	15	999.50
<i>Assistant coordinator</i>						
Assistant coordinator, qualified, large service year 1	15.3	991.50	15B	999.50	15	999.50
Assistant coordinator, qualified, large service year 2	15.4	999.50	15B	999.50	15	999.50

Queensland Local Government Industry Award - State 2014

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
<i>Assistant director</i>						
Assistant director, 2 year qualified, year 1	15.3	991.50	15B	999.50	15	999.50
Assistant director, 2 year qualified, year 2	15.4	999.50	15B	999.50	15	999.50
Assistant director, 2 year qualified, year 3	16.2	1,011.00	16A	1,011.00	16	1,020.00
Assistant director, 3 year qualified, year 1	17.1	1,022.50	17A	1,027.50	17	1,041.50
Assistant director, 3 year qualified, year 2	17.3	1,033.50	17B	1,041.50	17	1,041.50
<i>Coordinator</i>						
Coordinator, unqualified, year 1	15.3	991.50	15B	999.50	15	999.50
Coordinator, unqualified, year 2	15.4	999.50	15B	999.50	15	999.50
Coordinator, unqualified, year 3	16.3	1,020.00	16B	1,020.00	16	1,020.00
Coordinator, qualified, small service, year 1	17.3	1,033.50	17B	1,041.50	17	1,041.50
Coordinator, qualified, small service, year 2	18.2	1,062.50	18A	1,062.50	18	1,081.50
Coordinator, qualified, large service, year 1	18.4	1,081.50	18B	1,081.50	18	1,081.50
Coordinator, qualified, large service, year 2	19.1	1,097.00	19A	1,112.00	19	1,130.50
Coordinator, qualified, large service, year 3	19.2	1,112.00	19A	1,112.00	19	1,130.50
Coordinator, qualified, large service, year 4	19.4	1,130.50	19B	1,130.50	19	1,130.50
<i>Director</i>						
Director, 2 year qualified, year 1	18.4	1,081.50	18B	1,081.50	18	1,081.50
Director, 2 year qualified, year 2	19.1	1,097.00	19A	1,112.00	19	1,130.50
Director, 2 year qualified, year 3	19.2	1,112.00	19A	1,112.00	19	1,130.50
Director, 2 year qualified, year 4	19.4	1,130.50	19B	1,130.50	19	1,130.50
Director, minimum 3 year qualified, year 1	19.2	1,112.00	19A	1,112.00	19	1,130.50
Director, minimum 3 year qualified, year 2	19.4	1,130.50	19B	1,130.50	19	1,130.50
Director, minimum 3 year qualified, year 3	20.2	1,166.00	20A	1,166.00	20	1,166.00
Director, minimum 3 year qualified, year 4	20.2	1,166.00	20A	1,166.00	20	1,166.00

Queensland Local Government Industry Award - State 2014

Classification	As from 1 October 2014		As from 1 October 2015		As from 1 October 2016	
	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$	Wage Level	Award Rate Per Week \$
Director, minimum 3 year qualified, year 5	21.1	1,199.00	21A	1,199.00	21	1,199.00
Director, minimum 3 year qualified, year 6	~	1,207.00	~	1,207.00	~	1,207.00
Director, minimum 3 year qualified, year 7	~	1,221.50	~	1,221.50	~	1,221.50
Director, minimum 3 year qualified, year 8	~	1,235.50	~	1,235.50	~	1,235.50
Director, minimum 3 year qualified, year 9	~	1,247.00	~	1,247.00	~	1,247.00

**S2.1 (ii) Classifications and wage levels after 1 October 2016 - Children's services**

Classification	As from 1 October 2016	
	Wage Level	Award Rate Per Week \$
<i>Assistant children's services worker</i>		
Assistant children's services worker, unqualified, year 1	2	718.80
Assistant children's services worker, unqualified, year 2	3	740.30
Assistant children's services worker, unqualified, year 3	4	758.30
<i>Children's services worker</i>		
Children's services worker, 1 year qualified, year 1	7	813.50
Children's services worker, 1 year qualified, year 2	8	835.00
Children's services worker, 1 year qualified, year 3	9	858.50
<i>Group leader</i>		
Group leader, 1 year qualified, year 1	10	881.50
Group leader, 1 year qualified, year 3	11	905.50
Group leader, 2 year qualified, year 1	13	951.50
Group leader, 2 year qualified, year 2	14	975.50
Group leader, 2 year qualified, year 3	15	999.50
Group leader, 3 year qualified	15	999.50
<i>Assistant coordinator</i>		
Assistant coordinator, qualified, large service	15	999.50
<i>Assistant director</i>		
Assistant director, 2 year qualified, year 1	15	999.50
Assistant director, 2 year qualified, year 3	16	1,020.00
Assistant director, 3 year qualified	17	1,041.50
<i>Coordinator</i>		
Coordinator, unqualified, year 1	15	999.50
Coordinator, unqualified, year 3	16	1,020.00
Coordinator, qualified, small service, year 1	17	1,041.50
Coordinator, qualified, small service, year 2	18	1,081.50
Coordinator, qualified, large service, year 1	18	1,081.50
Coordinator, qualified, large service, year 3	19	1,130.50
<i>Director</i>		
Director, 2 year qualified, year 1	18	1,081.50
Director, 2 year qualified, year 3	19	1,130.50
Director, minimum 3 year qualified, year 1	19	1,130.50
Director, minimum 3 year qualified, year 3	20	1,166.00
Director, minimum 3 year qualified, year 5 and above	21	1,199.00

**S2.1 (iii) Continued progression - Children's services**

Directors commencing employment before the operative date of this Award shall be entitled to progress through the relevant wage scales for their classification as prescribed in clause S2.1(i) of this Schedule and shall not have their wage progression limited to the amounts prescribed in clause S2.1(ii).

**S2.2 (i) Classifications and wage levels - Early childhood education**

<b>Classification</b>	<b>Award Rate Per Week from 1 October 2014 \$</b>
<i>Kindergarten/preschool assistant</i>	
Kindergarten/preschool assistant, grade 1, year 1	682.60
Kindergarten/preschool assistant, grade 1, year 2	692.60
Kindergarten/preschool assistant, grade 2, year 1	707.40
Kindergarten/preschool assistant, grade 2, year 2	717.40
Kindergarten/preschool assistant, grade 3, year 1	740.90
Kindergarten/preschool assistant, grade 3, year 2	751.20
<i>Exempted teacher</i>	
Exempted teacher, grade 1	740.80
Exempted teacher, grade 2	751.30
Exempted teacher, grade 3	763.80
<i>Teacher</i>	
Teacher, band 1, step 1	821.50
Teacher, band 1, step 2	837.00
Teacher, band 1, step 3	855.50
Teacher, band 1, step 4	875.50
Teacher, band 2, step 1	892.00
Teacher, band 2, step 2	925.00
Teacher, band 2, step 3	958.00
Teacher, band 2, step 4	991.50
Teacher, band 2, step 5	1,022.50
Teacher, band 3, step 1	1,047.50
Teacher, band 3, step 2	1,075.50
Teacher, band 3, step 3	1,102.50
Teacher, band 3, step 4	1,130.50

**S2.2 (ii) Progression - Teachers - Early childhood education**

Teachers (but not Exempt Teachers) will progress through the band and step structure identified in clause S2.2(i) above consistent with the definitions contained in Schedule 4.



## **Schedule 3 - General Stream - Definitions and Position Descriptors**

### **S3.1 Administrative, technical, community service, supervisory and managerial (Indigenous Councils) group**

#### **Classification and gradings**

All employees in this group shall be classified with due regard to the qualifications required and the level of duties and responsibilities entailed. In determining the salary and classification of an employee in the grade to which they are appointed, consideration shall be given to the employee's personal qualifications and experience appropriate to the duties performed.

#### **Review of grading**

The classification of employees in this group shall be reviewed as necessary and in any event at least annually. In reviewing the grade of a particular employee the employer shall take into consideration any or all of the following factors:

- (a) identifiable changes in the nature and volume of the work performed;
- (b) identifiable changes in the level of skill required to perform the work;
- (c) identifiable changes in the level of responsibility associated with the duties being performed;
- (d) identifiable changes in the value of the work being performed.

#### **Chief executive officer**

The appropriate grade for the Chief executive officer shall be determined having regard to the degree of responsibility, the personal qualifications and/or experience of the individual concerned.

#### **Definitions used in this group:**

A **Clerical officer** is an employee who:

- (a) works under direct supervision; and
- (b) performs a range of work from simple office tasks to clerical operations, performed in conformity with clear rules or guidelines that specify what is to be done, how it is to be done, when it is to be done; and
- (c) is subject to regular personal progress checks on the work being performed.

Without limiting the generality of the following clerical operations may involve:

- (a) simple computational work carried out on machines and equipment used to assist in performing clerical work, provided that such work is checked and certified as correct by the operative supervisor;
- (b) referring the public to appropriate channels and providing routine information;
- (c) filing;
- (d) handling mail;
- (e) operation of word-processors, photocopiers, scanners, facsimiles and the like.

An **Administrative officer grade 1** is an employee who occupies a position of which the overall duties and responsibilities are significantly higher or greater than those of a Clerical officer, both as being broader in scope and as requiring an understanding of the rules, guidelines etc, albeit clear and straightforward, that are to be applied to their area of work. The said duties and responsibilities may include the provision of information to the public that is not of a purely routine or formal nature, and will usually be performed under less constant and detailed supervision than those of a Clerical officer. In the case of stenographers, typists and other word-processor operators, the overall duties and responsibilities would extend significantly beyond the mechanical reproduction of material prepared by others.

An **Administrative officer grade 2** is an employee who occupies a position of which the duties and responsibilities require knowledge of a specific area of Council work together with an understanding of clear but more complex rules, guidelines etc that are to be applied. Those duties and responsibilities include, but are not limited to, the provision of information to the public that is of a more sensitive nature than that dealt with by a grade 1 employee and may be performed with only remote supervision.

An **Administrative officer grade 3** is an employee who occupies a position of which the duties and responsibilities require knowledge of an area of Council work that is usually more extensive than that of an Administrative officer grade 2, as well as a thorough understanding of the procedures and statutes, by-laws etc that apply. Those duties and responsibilities will often include supervision of Clerical officers or other Administrative officers and may include some aspects of their training.

An **Administrative officer grade 4** is an employee who occupies a position of which the duties and responsibilities require sufficient understanding of a substantial area of administration, as well as of the established procedures and of all the legal instruments applying, for them to recognise when non-routine or special action is called for. Supervision of the work of Clerical officers or other Administrative officers, and participation in their training, will normally form part of those duties and responsibilities.

A **Welfare assistant** is an employee who does not hold formal qualifications in the field of social welfare and who works under the direction and supervision of a Welfare officer or a qualified Social worker in carrying out duties associated with social welfare programs.

A **Welfare officer** is an employee who, as a minimum requirement, holds a recognised Diploma or Certificate in social work from a recognised tertiary education institution and who works under supervision on duties which are concerned primarily with case work relating to individuals or families.

A **Community development officer** is an employee who has qualifications and experience acceptable to the employer, and whose primary duties are to facilitate the efforts of an employer to establish an information and communication network between the employer and the local community served by it in the interests of the development of the community. The primary duties of a Community development officer shall also include the assessment of social needs of the local community and work within that community to develop resources to meet any identified needs, and to present information resulting from any assessment in a practicable form for use by the employer.

A **Social worker** is an employee who holds a Degree related to social work from a recognised university or a Post-Graduate Diploma in social work from a recognised university or tertiary education institution, or who is otherwise eligible for membership of the Australian Association of Social Workers and whose duties are concerned with community development or community group work, which may include the supervision and management of other welfare workers.

An **Assistant overseer** is an employee who has been classified as such by the employer.

A **Supervisor/Foreperson in charge** is an employee classified as such by the employer, who is employed in a supervisory capacity and who is not under the supervision of an Overseer or Assistant overseer, but who is directly responsible to the Engineer or Chief executive officer.

A **Supervisor/Foreperson special grade** is an employee classified as such at the discretion of the employer. In appointing an employee to the position of Supervisor/Foreperson special grade the employer shall have regard to any or all of the following identifiable changes in:

- (a) the nature and volume of the work performed;
- (b) the level of skill required to perform the work;
- (c) the level of responsibility associated with the duties being performed;
- (d) the value of work being performed.

A **Technical supervisor - engineering/works** is an employee employed by the employer to undertake a level of responsibility for the day-to-day direction, control and supervision of an area of work including the direction, control and supervision of other Council employees or of contractors engaged on work in the Council's engineering/works activities, who has obtained a formal qualification in a course relevant to their position, or who, whilst having no such formal qualification, has accumulated satisfactory service of such duration and of such a nature that they are qualified by experience to carry out the duties of a Technical supervisor - engineering/works. Such duties may include technical and/or managerial responsibilities performed either independently or under the general direction of a Professional engineer, and shall include the supervision, direction and control of other Council employees or of contractors.

A **Technical supervisor - engineering/works grade 1** is a Technical supervisor - engineering/works who has been newly appointed to this type of work.

A **Technical supervisor - engineering/works grade 2** is a Technical supervisor - engineering/works who does not require direct and constant supervision by a more senior employee and who is engaged on a project or projects being work or works undertaken on behalf of the employer which involve any of the following: planning, coordination, construction, operation or maintenance of civil, mechanical or electrical installations by either day labourers or contractors such that the annual expenditure approved by the Council for the area of responsibility concerned is less than prescribed in the table below:

Type of work	Approved annual expenditure \$
Planning and design work	5 million
Contract work	1 million
Day labour construction, operation or maintenance works	½ million

A **Technical supervisor - engineering/works grade 3** is a Technical supervisor - engineering/works who does not require direct and constant supervision by a more senior employee, and who is engaged on a major project being work similar to the works mentioned in the definition of Technical supervisor - engineering/works grade 2, wherein the annual expenditure approved by Council for the area of responsibility concerned is equal to or higher than the appropriate figure contained in the table of annual expenditures in the grade 2 definition.

A **Technical supervisor - engineering/works grade 4** is a Technical supervisor - engineering/works appointed as such who:

- (a) has a significant level of responsibility for the overall direction, control and supervision of an area of work; or
- (b) is required to undertake significant extra duties or responsibilities; or
- (c) has obtained additional qualifications and/or experience relative to the field of work.

### **S3.2 Administrative, technical, community service, supervisory and managerial (other than Indigenous Councils) group**

#### **Level 1**

##### **Characteristics**

Employees work under close direction and undertake routine activities which require the practical application of basic skills and techniques.

General features of this level consist of performing clearly defined activities with outcomes being readily attainable and clearly defined. Employees' duties at this level will be closely monitored with instruction and assistance being readily available.

Freedom to act is limited by standards and procedures. However, with experience, employees at this level may have sufficient freedom to exercise judgement in the planning of their own work within those confines.

Positions initially at this level will involve employees in extensive on-the-job training including familiarisation with the goals and objectives of the work section. Employees will be responsible for the timeliness of their work and required to use basic numeracy, written and verbal communication skills.

Supervision of other employees is not a feature at this level.

##### **Requirements**

Skills, knowledge, experience, qualifications and/or training (some or all of the following are needed to perform work at this level):

- (a) a developing knowledge of the section/department function and operation;
- (b) basic knowledge of work area requirements and the practices and procedures relevant to the work area (e.g. administration/clerical, construction, maintenance or horticulture);
- (c) a developing knowledge of work practices and policies of the relevant work area;
- (d) basic numeracy, keyboard, written and verbal communication skills relevant to the work area;
- (e) no formal qualifications are required at this level;
- (f) employers are expected to offer substantial on-the-job training;
- (g) it is desirable that employees are studying for an appropriate certificate or undertaking either internal or external training.

##### **Responsibilities**

A position at this level may include some of the following inputs or those of a similar value:

- (a) undertake routine activities of a clerical and/or support nature;
- (b) undertake straight forward operation of keyboard equipment including data input and basic word-processing;
- (c) provide routine information including general reception and telephonist duties;

- (d) apply established practices and procedures.

Additional responsibilities specific to Administrative employees:

- (a) perform general stenographic duties.

Additional responsibilities specific to Community and Environmental Services employees:

- (a) undertake routine library duties involving routine shelving, issues and returns;
- (b) enforce compliance with traffic by-laws and regulations at an elementary level.

Additional responsibilities specific to Technical employees:

- (a) where prime responsibility is for the technical oversight of work performed by outside employees, employees may be required to arrange a minor works activity within established methods as part of the training process;
- (b) where the prime responsibility lies in a technical/drafting field, trainee technical employees apply established practices and procedures in the conduct of a range of technical activities.

### **Organisational relationships**

- (a) Works under direct supervision.

### **Extent of authority**

- (a) Work outcomes are clearly monitored.
- (b) Freedom to act limited by standards and procedures.
- (c) Solutions to problems found in established procedures and instructions, assistance readily available.
- (d) No scope for interpretation.

## **Level 2**

### **Characteristics**

Employees work under regular direction within clearly defined guidelines and undertake a range of activities requiring the application of acquired skills and knowledge. Graduates initially appointed at the top of this level will be under the direct supervision of a more senior employee.

General features at this level consist of performing functions which are defined by established routines, methods, standards and procedures with limited scope to exercise initiative in applying work practices and procedures. Assistance will be readily available. Employees may be responsible for a minor function or the operational supervision of minor works programs and/or may contribute specific knowledge and/or specific skills to the work of the Council. In addition, employees may be required to assist more senior employees with specific projects.

Employees will be expected to have an understanding of work procedures relevant to their work area and may provide assistance to lower classified employees concerning established procedures. In addition, employees may be required to assist in establishing procedures to meet the objectives of a minor function. This level may be considered the first level of supervision for minor works programs/projects.

Employees will be responsible for managing time, planning and organising their own work and may be required to oversee and/or guide the work of a limited number of lower classified employees. Employees could be required to resolve minor work procedural issues in the relevant work area within established constraints.

### **Appointment and progression**

This level is the appointment level for employees who have completed an appropriate Certificate and are required to undertake work related to that Certificate. Any graduate with a relevant three year Degree who utilises that qualification to undertake professional work within such profession is to be appointed to the top wage level in level 2. Graduates will advance to the first step of level 3 after 12 months' satisfactory service.

Additional provisions specific to Technical employees:

- (a) supervisors may also be appointed to this level if they have suitable experience and/or a post-trade certificate.

### **Requirements**

Skills, knowledge, experience, qualifications and/or training (some or all of the following are needed to perform work at this level):

- (a) basic skills in oral and written communication with clients and other members of the public;
- (b) knowledge of established work practices and procedures relevant to the work area;
- (c) knowledge of policies, by-laws and regulations relating to the work area;
- (d) understanding of clear but complex rules;
- (e) understanding of basic computing concepts;
- (f) application of techniques relevant to the work area;
- (g) developing knowledge of statutory requirements relevant to the work area;
- (h) no formal qualifications required;

OR entry point for three year Degree/Associate Diploma/appropriate Certificate without experience;

OR will have attained through previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required;

OR appropriate on-the-job training and relevant experience.

Additional requirements specific to Community and Environmental Services and Technical employees:

OR appropriate post-trade certificate relevant to the work area.

Additional requirements specific to Technical employees:

OR qualifications accepted as both relevant and equivalent.

## **Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- (a) undertake a range of activities requiring the application of established work procedures and may exercise limited initiative and/or judgement within clearly established procedures and/or guidelines;
- (b) achieve outcomes which are clearly defined.

Additional responsibilities specific to Administrative employees:

- (a) operate a computer and/or programs and peripheral equipment;
- (b) initiate corrective action at an elementary level;
- (c) operate a word processor and/or other business software and be conversant with and utilise the functions of those systems and be proficient in their use;
- (d) operate a desk top publisher at a routine/basic level;
- (e) provide secretarial support requiring the exercise of sound judgement, initiative, confidentiality and sensitivity in the performance of work;
- (f) perform tasks of a sensitive nature including the provision of more than routine information, the receiving and accounting for monies and assistance to clients/ratepayers.

Additional responsibilities specific to Community and Environmental Services employees:

- (a) perform tasks of a sensitive nature including the provision of more than routine information;
- (b) provide paraprofessional support to qualified librarians;
- (c) oversee the work of unqualified library staff and/or take charge of a library outlet or function within the library;
- (d) undertake inspectorial duties involving the enforcement of general by-laws/regulations, assist more senior employees with special projects;
- (e) assist with elementary building, health or animal and plant control inspections under the regular direction of a more senior qualified employee;
- (f) operate a community service program at an elementary level;
- (g) perform tasks within a community service program requiring knowledge of established work practices and procedures relevant to the work area.

Additional responsibilities specific to Technical employees:

- (a) where prime responsibility is to supervise outside employees:
  - (i) plan and coordinate the activities of employees within a single works function of Council;
  - (ii) supervise the day-to-day operation of a minor works project;
  - (iii) be responsible for a minor works project/program.

- (b) where prime responsibility lies in a technical field:
  - (i) apply established practices and procedures in the conduct of a range of technical activities including the fields of construction, engineering, surveying and horticulture;
  - (ii) be responsible for a minor project.

#### **Organisational relationships**

- (a) Works under regular supervision.
- (b) Oversees and guides a limited number of lower classified employees.
- (c) Where relevant, supervises minor works programs/projects.

#### **Extent of authority**

- (a) Work outcomes monitored.
- (b) Freedom to act within established guidelines.
- (c) Solutions to problems may require the exercise of limited judgement, with guidance to be found in procedures, precedents and guidelines. Assistance is available when problems occur.
- (d) Graduates receive instructions.
- (e) Plan and coordinate work for minor work programs.

### **Level 3**

#### **Characteristics**

Employees work under general direction in the application of procedures, methods and guidelines which are well established. However, graduates initially appointed at this level will be under the direct supervision of a more senior employee.

General features of this level involve solving problems of limited difficulty using knowledge, judgement and work organisational skills acquired through qualifications and/or previous work experience. Assistance is available from more senior employees. Employees may receive instruction on the broader aspects of the work. In addition, employees may provide assistance to lower classified employees.

Positions at this level allow employees the scope for exercising initiatives in the application of established work procedures. At this level employees may be required to supervise. Employees with supervisory responsibilities may undertake some complex operational work and may undertake planning and coordination of activities within the work area.

Employees will be responsible for managing and planning their own work and that of subordinate employees and may be required to deal with formal disciplinary issues within the work area. Supervisors should have a basic knowledge of the principles of human resource management and be able to assist subordinate employees with on-the-job training.



### **Appointment and progression**

Three year Degree holders shall progress to this level after the completion of 12 months' service at the top of level 2. This is the appointment level for any graduate with a relevant four year Degree who is required to undertake work within their qualification.

Graduates shall advance to the 3rd year incremental step after 12 months' service on the 1st step of this level and shall progress to the 1st step of level 4 after a further 12 months' service. Employees with Certificate qualifications relevant to the work area shall be promoted to this level once they have obtained the appropriate Certificate and have had relevant satisfactory service and undertaken work related to the responsibilities under this level.

### **Requirements**

Skills, knowledge, experience, qualifications and/or training (some or all of the following are needed to perform work at this level):

- (a) thorough knowledge of work activities performed within the work area;
- (b) sound knowledge of procedural/operational methods of the work area;
- (c) may utilise professional or specialised knowledge;
- (d) ability to apply computing concepts;
- (e) working knowledge of statutory requirements relevant to the work area;
- (f) entry level for four year Degree in the relevant discipline;

OR entry level for three year Degree plus Graduate Diploma in the relevant discipline;

OR Associate Diploma with experience;

OR three year Degree plus one year professional experience in the relevant discipline;

OR appropriate Certificate with relevant experience;

OR attained, through previous appointments, service and/or study, an equivalent level of expertise and experience to undertake the range of activities required.

### **Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- (a) undertake responsibility for various activities in a specialised area;
- (b) exercise responsibility for a function within the work area;
- (c) assist in a range of functions and/or contribute to interpretation of matters for which there are no clearly established practices and procedures although such activity would not be the sole responsibility of the employee;
- (d) where prime responsibility lies in a professional field under direct supervision, employees at this level:
  - (i) may undertake some minor phase of a broad or more complex assignment;

- (ii) provide assistance to more senior employees.

Additional responsibilities specific to Administrative employees:

- (a) provide secretarial and/or administrative support requiring a high degree of judgement, initiative, confidentiality and sensitivity in the performance of work;
- (b) sufficiently proficient in the operation of a computer to enable modification and/or correction of computer software systems/packages and/or the identification of operational problems. This level could include systems administrators in small to medium sized Councils whose responsibility includes the security/integrity of the system;
- (c) apply computing programming knowledge and skills in systems development, maintenance and implementation under direction of a more senior employee;
- (d) provide a service utilising the full functions of a desk top publisher.

Additional responsibilities specific to Community and Environmental Services employees:

- (a) supervise the work of other paraprofessional library staff;
- (b) take charge of a small library branch;
- (c) regularly undertake general inspections to enforce compliance with various Acts, (excluding those relating to building/health) Regulations, by-laws and policies, including the presentation of materials for prosecution of offences as required;
- (d) advise landholders/local authorities/government officers on eradication/control techniques and measures and inform them of their obligations under the relevant legislation;
- (e) provide advice on requirements for compliance with relevant Acts, Regulations, codes, standards, by-laws and Council policies. Undertake basic health or building inspections;
- (f) undertake minor development assessment duties;
- (g) coordinate elementary community service programs or a single program at a more complex level;
- (h) where prime responsibility lies in a professional field, employees at this level would undertake at least some of the following:
  - (i) perform duties of a specialised nature;
  - (ii) provide a range of library and information services in a small library or in a large library predominantly involved in the provision of a particular library service or function;
  - (iii) plan and coordinate elementary community-based projects/programs;
  - (iv) perform moderately complex functions including social planning, demographic analysis, survey design and analysis.

Additional responsibilities specific to Technical employees:

- (a) where prime responsibility is to supervise the work of outside employees, supervision may extend to several elements of the work:
  - (i) plan and coordinate minor works;
  - (ii) exercise responsibility for a number of minor works and determine objectives for the functions under their control.

- (b) where the prime responsibility lies in a technical field, employees at this level:
  - (i) perform moderately complex functions in various fields including construction, engineering surveying and horticulture;
  - (ii) assist and review work done by subordinate employees.
- (c) at this level there is scope for exercising initiative in the application of established work practices.

### **Organisational relationships**

- (a) Works under general supervision (except for graduates, who work under direct supervision).
- (b) Supervision of other employees.
- (c) Operates as a member of a professional team.

### **Extent of authority**

- (a) May set outcome/objectives for specific projects.
- (b) Graduates receive instructions on the broader aspects of the work.
- (c) Freedom to act within defined/established practices.
- (d) Problems can usually be solved by reference to procedures, documented methods and instructions. Assistance is available when problems occur.

## **Level 4**

### **Characteristics**

Employees work under general direction in functions that require the application of skills and knowledge appropriate to the work. Guidelines and work procedures are generally established.

General features at this level require the application of knowledge and skills which are gained through qualifications and/or previous experience in the discipline. Employees will be expected to contribute knowledge in establishing procedures in the appropriate work related field. In addition, employees at this level may be required to supervise various functions within a work area or activities of a complex nature.

Positions may involve a range of work functions which could contain a substantial component of supervision or require employees to provide specialist expertise/advice in their relevant discipline. Work at this level requires a sound knowledge of program, activity, operational policy or service aspects of the work performed within a function or a number of work areas.

Employees require skills in managing time, setting priorities, planning and organising their own work and that of subordinate employees, where supervision is a component of the position, to achieve specific objectives. Employees will be expected to set outcomes and further develop work methods where general work procedures are not defined.

### **Appointment and progression**

Graduates will progress to the first incremental step of this level once two years' service at level 3 are completed and will progress to the 3rd incremental step in this level following an additional year of service.

Additional provisions specific to Community and Environmental Services employees:

- (a) employees undertaking health or building inspections shall be promoted to this level once they have had the appropriate experience and undertaken work related to the responsibilities under this level.

### **Requirements**

Skills, knowledge, experience, qualifications and/or training (some or all of the following are needed to perform work at this level):

- (a) knowledge of statutory requirements relevant to work area;
- (b) knowledge of section procedures, policies and activities;
- (c) sound discipline knowledge gained through previous experience, training or education;
- (d) knowledge of the role of departments within Council and/or service functions;
- (e) specialists require an understanding of the underlying principles in the relevant discipline;
- (f) relevant four year Degree with two years of relevant experience or three year Degree with three years of relevant experience;

OR Associate Diploma with relevant experience;

OR lesser formal qualifications with substantial years of relevant experience;

OR attained, through previous appointments, service and/or study, an equivalent level of expertise and experience to undertake the range of activities required.

### **Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- (a) undertake activities which may require the employee to exercise judgement and/or contribute critical knowledge and skills where procedures are not clearly defined;
- (b) exercise responsibility for various functions within a work area;
- (c) perform duties of a specialised nature requiring the development of expertise over time or previous knowledge;
- (d) identification of specific or desired performance outcomes;
- (e) contribute to interpretation and administration of matters for which there are no clearly established procedures;
- (f) where the prime responsibility lies in a professional field, employees:

- (i) discuss techniques, procedures and/or results with clients on straight forward matters;
- (ii) lead a team within a discipline related project.

Additional responsibilities specific to Administrative employees:

- (a) provide administrative support of a complex nature to more senior employees;
- (b) undertake a wide range of activities associated with program, activity or service delivery;
- (c) undertake computer operations requiring technical expertise and experience and may exercise initiative and judgement in the application of established procedures and practices;
- (d) apply computer programming knowledge and skills in systems development, maintenance and implementation.

Additional responsibilities specific to Community and Environmental Services employees:

- (a) exercise responsibility for various functions within a work area including compliance with regulations, codes and procedures;
- (b) ensure plans, permits, applications etc comply with the various relevant Acts, codes, regulations and standards;
- (c) undertake site inspections and determine compliance with appropriate legislation, regulations and codes;
- (d) provide assistance on building or health applications including liaison with clients;
- (e) where the prime responsibility lies in a professional field, employees would undertake at least some of the following:
  - (i) liaise with other professionals at a technical level;
  - (ii) provide a reference, research and/or technical information service, including the facility to understand and develop technologically based systems;
  - (iii) carry out a variety of activities in the field of library services requiring initiative and judgement in the selection and application of established principles, techniques and methods;
  - (iv) perform a range of planning functions exercising knowledge of statutory and legal requirements;
  - (v) provide advice on development applications for land division etc and general planning procedures and requirements;
  - (vi) assist more senior employees with the planning and coordination of a community program of a complex nature.

Additional responsibilities specific to Technical employees:

- (a) where the prime responsibility is to supervise the work of outside employees, employees at this level:
  - (i) exercise responsibility for work groups including the completion of work assignments, standards of work quality and/or compliance with regulations, codes and specifications;
  - (ii) assist more senior employees with the establishment of work programs of a complex nature;
  - (iii) responsible for a part of the works program budget.

- (b) where the prime responsibility lies in a technical field, employees at this level:
  - (i) undertake projects which impact on the sections and/or department's programs;
  - (ii) carry out a variety of activities in the field of technical operation requiring initiative and judgement in the selection and application of established principles, techniques and methods.

#### **Organisational relationships**

- (a) Works under general direction.
- (b) Supervises subordinate employees or works in a specialised field.

#### **Extent of authority**

- (a) Required to set outcomes within defined constraints.
- (b) Provides specialist, technical or professional advice.
- (c) Freedom to act governed by clear objectives and/or budget constraints.
- (d) Solutions to problems generally found in precedents, guidelines or instructions. Assistance is usually available.

### **Level 5**

#### **Characteristics**

Employees are subject to general direction from more senior employees. Employees undertake a range of functions requiring the application of a high level of knowledge and skills to achieve results in line with departmental and/or Council goals.

Employees adhere to established work practices. However, they may be required to exercise initiative and judgement where practices and direction are not clearly defined.

General features at this level indicate the involvement in establishing sectional/departmental programs and procedures. Positions will include a range of work functions and may involve the supervision of a section or, in the case of small Councils, a department. Work may span more than one discipline. Employees may be required to assist in the preparation of, or prepare, the departmental budget. Employees will be required to provide expert advice to lower classified employees.

Positions at this level demand the application of knowledge which is gained through qualifications and/or previous experience in the discipline. Employees will be required to set priorities and monitor workflows in their area of responsibility, which may include establishing work programs in small Councils.

Employees are required to set project priorities, plan and organise their own work and that of subordinate employees and establish the most appropriate operational methods for the section/department. In addition, interpersonal skills are required to gain the co-operation of clients and employees. Employees responsible for projects and/or functions will be required to establish outcomes to achieve departmental/Council goals. Specialists may be required to provide multi-disciplinary advice.

#### **Appointment and progression**

Graduates will progress to the first incremental step of this level on the completion of two years' service at level 4 and will progress to the next incremental step after a further year of service.

Additional provisions specific to Technical employees:

- (a) employees employed with technical qualifications shall progress to this level once they have completed 12 months' satisfactory service at the top wage level in level 4.

### **Requirements**

Skills, knowledge, experience, qualifications and/or training (some or all of the following are needed to perform work at this level):

- (a) knowledge of departmental programs, policies and activities;
- (b) sound discipline knowledge gained through experience;
- (c) knowledge of the role of Council's structure and service;
- (d) relevant Degree with relevant experience;

OR Associate Diploma with substantial experience;

OR less formal qualifications with specialised skills sufficient to perform the duties required at this level;

OR attained through previous appointments, service and/or study an equivalent level of experience and expertise to undertake the range of activities required at this level.

Additional requirements specific to Community and Environmental Services and Technical employees:

OR qualifications in more than one discipline.

### **Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- (a) responsible for a range of functions within the section and/or department requiring a high level of knowledge and skills;
- (b) undertake responsibility for a moderately complex project;
- (c) undertake a minor phase of a broader or more complex professional assignment;
- (d) assist with the preparation of, or prepare, departmental or section budgets;
- (e) set priorities and monitor workflow in areas of responsibility;
- (f) provide expert advice to lower classified employees;
- (g) exercise judgement and initiative where procedures not clearly defined;
- (h) where the prime responsibility lies in a professional field, employees at this level would:
  - (i) under general direction, undertake tasks of a specialised and/or detailed nature;
  - (ii) exercise professional judgement within prescribed areas;
  - (iii) provide reports on progress of project activities, including recommendations.

Additional responsibilities specific to Administrative employees:

- (a) understand all areas of computer operation to enable the provision of advice and assistance when non-standard procedures/processes are required;
- (b) undertake analysis/design for the development and maintenance of projects and/or undertake programing in specialist areas. May exercise responsibility for a specialised area of Council's computing operation;
- (c) undertake publicity assignments within the framework of Council's publicity and promotions program. Such assignments would be of limited scope and complexity but would involve the coordination of facets of the total program including media liaison, design and layout of publications/displays and editing.

Additional responsibilities specific to Community and Environmental Services employees:

- (a) undertake duties in the disciplines of building and health utilising knowledge of procedures and statutory requirements relevant to the work areas;
- (b) operate as a specialist employee in the relevant discipline where decisions made and taken rest with the employee with no reference to a more senior employee;
- (c) where the prime responsibility lies in a professional field, employees at this level would undertake at least some of the following:
  - (i) carry out planning studies for particular projects including aspects of design, formulation of policy, implementation procedures and presentation;
  - (ii) exercise a high level of interpersonal skills in dealing with the public and other organisations;
  - (iii) plan, develop and operate a community service program of a moderately complex nature.

Additional responsibilities specific to Technical employees:

- (a) where prime responsibility is to supervise outside employees, employees at this level:
  - (i) exercise operational responsibility for works programs;
  - (ii) exercise judgement and initiative where procedures not clearly defined;
  - (iii) establish work programs in small Councils.
- (b) where prime responsibility lies in a technical field:
  - (i) lead teams on moderately complex technical projects;
  - (ii) exercise significant initiative and judgement in the selection and application of established principles, techniques;
  - (iii) supervise the work of other employees;
  - (iv) provide reports to management and/or recommendations on technical suitability of equipment procedures, processes and results.

**Organisational relationships**

- (a) Works under general direction.
- (b) Supervises other employees.



### **Extent of authority**

- (a) Exercise a degree of autonomy.
- (b) Control projects and/or programs.
- (c) Set outcomes for subordinates.
- (d) Establish priorities and monitor workflow in areas of responsibility.
- (e) Solutions to problems can generally be found in documented techniques, precedents, guidelines or instructions. Assistance is available when required.

### **Level 6**

#### **Characteristics**

Employees operate under limited direction from more senior employees and undertake a range of functions for which operational policies, practices and guidelines may need to be developed. General features at this level allow employees the scope to influence the operational activities of the section, department and/or Council. Employees will be expected to contribute to the management of the section/department, assist in the preparation of, or prepare, budgets, establish procedures, work practices etc. Employees at this level will be required to provide expert advice to lower classified employees.

Positions at this level will require responsibility for decision making in their particular work area and the provision of expert advice. Employees will be required to provide consultation and assistance relevant to the work section and/or department. Employees will be required to set outcomes for the work area for which they are responsible so as to achieve the objectives of the department and/or Council. Employees may exercise managerial responsibility for a work area, work independently as specialists or may be a senior member of a single discipline project team or provide specialist support to a range of programs/activities.

Positions at this level may be identified by the impact of activities undertaken or achievement of stated outcomes/objectives for the work area. Managing time is essential so outcomes can be achieved. A high level of interpersonal skills is required to resolve organisational issues, negotiate contracts, develop and motivate subordinate employees, and understand and implement effective human resource management practices.

#### **Requirements**

Skills, knowledge, experience, qualifications and/or training (some or all of the following are needed to perform work at this level):

- (a) discipline/specialist skills and/or supervision/management abilities exercised within a multi-disciplinary, or in a major single function, operation;
- (b) discipline knowledge gained through experience, training or education;
- (c) appreciation of the long term goals of the organisation;
- (d) detailed knowledge of program activities and work practices relevant to the work area;
- (e) knowledge of organisation structures or functions;
- (f) comprehensive knowledge of Council policies relevant to the section/department;
- (g) comprehensive knowledge of statutory requirements relevant to the discipline;

- (h) Degree with substantial experience;

OR Associate Diploma with substantial experience;

OR lesser formal qualifications with a combination of experience, expertise and competence sufficient to perform the duties required at this level.

### **Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- (a) undertake significant projects and/or functions involving the use of analytical skills;
- (b) provide advice on matters of complexity within the work area and/or discipline;
- (c) undertake a range of duties within the work area, including problem definition, planning and the exercise of judgement;
- (d) provide advice on policy matters and contribute to their development;
- (e) negotiate on matters of significance within the section and/or department, with other bodies and/or members of the public;
- (f) control and coordinate a work area within budgetary constraints;
- (g) exercise a degree of autonomy, within budgetary constraints, in establishing the operation of the work area;
- (h) undertake duties which involve more than one discipline;
- (i) provide a consultancy service for a range of activities;
- (j) where prime responsibility is in a professional field, employees at this level:
  - (i) provide support to a range of activities or programs;
  - (ii) control and coordinate projects;
  - (iii) contribute to the development of new procedures and methodology;
  - (iv) provide expert/specialist advice/assistance relevant to the discipline;
  - (v) supervise/manage the operation of a discrete element which is part of a larger office;
  - (vi) supervise on occasions other professional employees within the discipline;
  - (vii) provide consultancy services for a range of activities.

Additional responsibilities specific to Technical employees:

- (a) where prime responsibility is to supervise outside staff, employees at this level:
  - (i) control and coordinate the works program within budgetary constraints;
  - (ii) supervise a large outside workforce and/or contractors;
  - (iii) exercise a degree of autonomy, within budgetary constraints, in establishing works programs.
- (b) where the prime responsibility is in a technical field, employees at this level:
  - (i) contribute to the development of new techniques and methodology.

### **Organisational relationships**

- (a) Works under limited direction.
- (b) Supervision of employees.

### **Extent of authority**

- (a) May manage a work area.
- (b) Exercises a degree of autonomy (advice available on complex or unusual matters).
- (c) Manages significant projects and/or functions.

## **Level 7**

### **Characteristics**

Employees operate under limited direction and exercise managerial responsibility for various functions within the department and/or Council or operate as a specialist, a member of a specialised professional team or independently. General features at this level require the employee's involvement in establishing operational procedures which impact on activities undertaken and outcomes achieved by Council and/or activities undertaken by sections of the community served by the Council. Employees will also be required to monitor policies and activities within the work area.

Employees are involved in the formation/establishment of programs, the procedures and work practices within the department and will be required to provide assistance to other employees, sections and/or departments. Positions at this level require the taking of responsibility for decision making and the provision of expert advice to other areas of Council. Employees at this level would be expected to undertake the control and coordination of a section, department and/or significant work area. Employees require a good understanding of the long term goals of Council.

Employees may be identified by the level of responsibility for decision making, the exercise of judgement and delegated authority and the provision of expert advice. The management of staff is normally a feature at this level and employees are responsible for a significant work area. Employees are required to set outcomes in relation to their section and/or function and may be required to negotiate matters on behalf of the work area.

### **Appointment and progression**

Graduates required to perform duties relevant to their tertiary qualification shall progress to this level once they have completed three years' satisfactory service at level 6 and undertake work related to the responsibilities under this level.

### **Requirements**

Skills, knowledge, experience, qualifications and/or training (some or all of the following are needed to perform work at this level):

- (a) comprehensive knowledge of Council's policies and procedures.
- (b) application of a high level of discipline knowledge.
- (c) qualifications are generally beyond those normally acquired through tertiary education alone, typically acquired through completion of higher education qualifications to Degree level and extensive relevant experience.

OR less formal qualifications with acquisition of considerable skills and extensive relevant experience to an equivalent standard;

OR a combination of experience, expertise and competence sufficient to perform the duties required at this level.

### **Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- (a) undertake managerial or specialised functions under a wide range of conditions to achieve results in line with divisional/corporate goals;
- (b) exercise managerial control, involving the planning, direction, control and evaluation of operations which include providing analysis and interpretation for either a major single discipline or multi-discipline operation;
- (c) develop work practices and procedures for various projects;
- (d) establish work area outcomes;
- (e) prepare budget submissions for senior officers and/or Council;
- (f) develop and implement significant operational procedures;
- (g) review operations to determine their effectiveness;
- (h) develop appropriate methodology and apply proven techniques in providing specialised services;
- (i) where prime responsibility lies in a professional field, employees at this level:
  - (i) control and coordinate projects within an organisation in accordance with corporate goals;
  - (ii) provide advice on policy matters and contribute to their development;
  - (iii) provide a consultancy service to a wide range of clients;
  - (iv) may engage in complex professional problem-solving.

Additional responsibilities specific to Technical employees:

- (a) where prime responsibility is to supervise outside staff, employees at this level:
  - (i) develop and implement significant works programs.
- (b) where prime responsibility is in a technical field, employees at this level:
  - (i) develop appropriate methodology and apply proven techniques in providing specialised technical services;
  - (ii) exercise significant levels of initiative in the accomplishment of technical objectives.

### **Organisational relationships**

- (a) Works under limited direction.
- (b) Normally supervises other employees and establishes and monitors work outcomes.

### **Extent of authority**

- (a) Manages a work area of Council.
- (b) Has significant delegated authority. Selection of methods and techniques are based on sound judgement (guidance is not always readily available within the organisation).
- (c) Decisions and actions taken at this level may have a significant effect on programs/projects/work areas being managed.

### **Level 8**

#### **Characteristics**

Employees are subject to broad direction from senior employees and exercise managerial responsibility for a department/Council's relevant activity. Employees may operate as a senior specialist providing multi-functional advice to either various departments or directly to Council. General features of this level require the employee's involvement in the initiation and formulation of extensive projects/programs which impact on Council's goals and objectives. Employees are involved in the identification of current and future options and the development of strategies to achieve desired outcomes.

Additional features include: providing financial, specialised technical, professional and/or administrative advice on policy matters within the department and/or Council. Employees will be required to develop and implement techniques, work practices and procedures in all facets of the work area to achieve corporate goals.

Employees require a high level of proficiency in the application of theoretical or scientific approaches in the search of optimal solutions to new problems and opportunities which may be outside of the original field of specialisation.

Employees at this level will be required to take responsibility for decision making within the constraints of divisional/corporate policy and require the employee to provide advice and support to other areas of Council. Employees will have significant impact upon Council's policies and programs and will be required to provide initiative, and have the ability to formulate, implement, monitor and evaluate projects and/or programs. Positions may be identified by the significant independence of action within the constraints of departmental or corporate policy.

#### **Requirements**

Skills, knowledge, experience, qualifications and/or training (some or all of the following are needed to perform work at this level):

- (a) detailed knowledge of Council's policies, programs, procedures and practices;
- (b) high level of discipline knowledge;
- (c) detailed knowledge of statutory requirements;
- (d) qualifications are generally beyond those normally acquired through a Degree course and experience in the field of specialist expertise. (Could be acquired through further qualifications in the field of expertise or in management.)

OR lesser formal qualifications together with the acquisition of considerable skills and extensive and diverse experience relative to an equivalent standard;

OR a combination of experience, expertise and competence sufficient to perform the duties of the position.

### **Responsibilities**

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- (a) undertake work of significant scope and/or complexity, major portions of which require initiative;
- (b) undertake duties of an innovative, novel and/or critical nature with little or no professional direction;
- (c) undertake functions across a range of administrative, specialist or operational areas which include specific programs/activities, management of service delivery and the provision of high level advice;
- (d) provide specialist advice on policy matters and contribute to the development/review of policies;
- (e) manage extensive projects/programs in accordance with departmental/corporate goals. This may require the development, implementation and evaluation of those goals;
- (f) where the prime responsibility is in a professional field, employees at this level:
  - (i) contribute to the development of operational policy;
  - (ii) assess and review the standards and work of other professional personnel/external consultants;
  - (iii) initiate and formulate departmental/Council programs;
  - (iv) implement Council objectives within corporate goals;
  - (v) develop and recommend ongoing plans and programs for department/Council;
  - (vi) provide specialist advice;
  - (vii) ensure the outcome of work of significant scope and/or complexity.

Additional responsibilities specific to Technical employees:

- (a) where prime responsibility is in the supervision of outside employees, employees at this level:
  - (i) conduct technical support programs and sub-programs within the framework of Council's operating program;
  - (ii) offer consultancy service;
  - (iii) provide on-going evaluation and development/revision of methodology/techniques and/or the application of a high level of analytical skills in the attainment and satisfying of technical objectives.

### **Organisational relationships**

- (a) Works under broad direction.
- (b) Manages a department/section or operates as a senior specialist.

### **Extent of authority**

- (a) Manages a work area of Council at a higher level of ability.

- (b) Authority to implement and initiate change in area of responsibility within organisational goals and constraints.
- (c) Exercises control of organisational elements, accountable for the quality, effectiveness, cost and timeliness of programs/projects under their control.
- (d) Solutions to problems require an analytical approach and elements of development and creativity within the scope of divisional/corporate policies.
- (e) Methods, procedures and processes are less well defined and employees are expected to contribute to their development and adaptation.

#### **Director of engineering services**

The Director of engineering services is an employee who holds a Local Government Engineer's Certificate and is appointed as such by a Council. The Director of engineering services is totally responsible for Council's construction and maintenance works programs including roads, water, sewerage, parks etc. The Director will be the principal decision maker and may act independently, subject only to Council policy and the overriding administrative review of the Chief executive officer, and is held finally accountable for the performance of the functions or programs under their control/direction. The Director shall be responsible for planning and directing professional, scientific, administrative and technical services and other specialised programs requiring extensive professional and managerial experience.

#### **Deputy chief executive officer**

The Deputy chief executive officer is an employee appointed as such by a Council who is required to deputise for the Chief executive officer. Such officer is the principal decision maker and manager of a department comprising a number of major functions and/or programs which occupy a significant proportion of Council resources and/or policy attention and may act independently, subject only to Council policy and the overriding administrative and/or technical review of the Chief executive officer. The Deputy chief executive officer is held finally accountable for the performance of the functions and/or programs under their control/direction. The Deputy chief executive officer shall have wide latitude in exercising independent judgement and shall be required to perform work of very significant difficulty and accountability.

#### **Deputy director of engineering services**

The Deputy director of engineering services is an employee who holds a Local Government Engineer's Certificate and is appointed as such by a Council. Such employee is required to deputise for the Director of engineering services and is also the principal decision maker and manager of a department or departments comprising a number of major functions and/or programs which occupy a significant proportion of Council resources and/or policy attention. The Deputy director of engineering services may act independently, subject only to Council policy and the overriding administrative and/or technical review of the Chief executive officer and/or Director of engineering services, and is held finally accountable for the performance of the functions and/or programs under their control/direction. They shall have wide latitude in exercising independent judgement and shall be required to perform work of very significant difficulty and accountability.

#### **Qualified accountant**

A Qualified accountant is an officer who holds the Local Government Clerk's Certificate or academic qualifications acceptable for admission to the Australian Society of Certified Practising Accountants and/or the Chartered Institute of Accountants who is appointed as such by a Council and is required to oversee the entire financial management of the local authority concerned. Such employee would be the principal decision maker and manager of a department comprising a number of major functions and/or programs which occupy a significant proportion of Council resources and/or policy attention. The

Qualified accountant may act independently, subject only to Council policy and the overriding administrative and/or technical review of the Chief executive officer, and is held finally accountable for the performance of the functions and/or programs under their control/direction. They shall have wide latitude in exercising independent judgement and shall be required to perform work of very significant difficulty and accountability.

### **Department head**

A Department head is an employee appointed as such by a Council who is the principal decision maker and manager of a department comprising a major function or program which occupies a significant proportion of Council resources and/or policy attention. A Department head may act independently, subject only to Council policy and the overriding administrative review of the Chief executive officer, and is held finally accountable for the performance of the functions and/or programs under their control/direction.

## **S3.3 Aged care services (other than Nursing group)**

### **Classification definition**

A **Cook** is an employee who is employed substantially in the cooking and/or preparing of food. Employees engaged in cooking eggs or making toast, tea, coffee or similar drinks shall not be considered to be performing the work of a Cook.

## **S3.4 Building trades group**

### **Outline of classification structure**

The definitions below guide the classification of employees in this group by indicating the standard of skill and indicative tasks required of a particular role.

Building trades employees at each classification level may be required to have the competencies for the level or levels below their own level. When required, employees at each level will undertake lower level duties as well as performing tasks incidental to work at their level.

### **Structure of Building worker level 1 (BW1) classification levels**

<b>BW1 (a):</b>	Upon commencement in the industry (i.e. new entrant)
<b>BW1 (b):</b>	After 3 months in the industry
<b>BW1(c):</b>	After 12 months in the industry
<b>BW1 (d):</b>	Upon fulfilling the substantive requirements of Building worker level 1

### **Definitions:**

#### **Building worker level 1 (BW1)**

- (a) A **Building worker level 1 (BW1)** works under general supervision in one or more aspects of building and/or construction activities in the local government industry and will:
  - (i) have completed, in accordance with recognised prior learning principles, a construction skills test equivalent to the required competency standards; or
  - (ii) have completed relevant structured training equivalent to the required competency standards.



(b) Skills and duties

An employee at this level:

- (i) may be part of a self-directed work area team (WAT);
- (ii) may be required to perform a range of duties in one or more area of the overall building and/or construction industry;
- (iii) works from instructions and procedures;
- (iv) assists in the provision of on-the-job training to a limited degree;
- (v) coordinates work in a team environment or works individually under general supervision;
- (vi) is responsible for assuring the quality of their own work;
- (vii) has a qualification in first aid.

(c) Indicative tasks

Indicative tasks that an employee may perform at this level include the following:

- (i) uses precision measuring instruments;
- (ii) basic material handling functions;
- (iii) operates small plant and pneumatic machinery;
- (iv) inventory and store control;
- (v) uses a range of hand tools and oxy welding equipment;
- (vi) has a knowledge of the construction process and understands the sequencing of construction functions;
- (vii) is able to provide first aid assistance to other employees.

(d) The BW1 classification incorporates the following (traditionally used) job titles/positions:

Steel erector (whether prefabricated or otherwise)	Demolition worker (after 4 months' experience)	Labourer assisting any other tradesperson	Roof layer (malthoid or similar material)
Assistant powder monkey	Crane hand	Mixer driver (concrete)	Jackhammer person
Assistant rigger	Crane chaser	Plasterer's labourer	Concrete formwork Stripper
Bricklayer's labourer	Dump cart operator	Under pinner	Labourer
Cement gun operator	Gantry hand	Steel or bar bender to pattern or plan	Trades labourer
Concrete cutting or drilling machine operator	Gear hand	Aluminium alloy structural erector	Concrete gang, including concrete floater

**Building worker level 2 (BW2)**

(a) A **Building worker level 2 (BW2)** works under limited supervision in one or more aspects of building and/or construction activities in the local government industry and will:

- (i) have completed in accordance with recognised prior learning principles a construction skills test equivalent to the required competency standards; or
- (ii) have completed relevant structured training equivalent to the required competency standards.

(b) Skills and duties

An employee at this level:

- (i) may be part of a self-directed work area team (WAT);

- (ii) may be responsible for the supervision of one or more employees working at BW1 level;
- (iii) can interpret plans and drawings relevant to their functions;
- (iv) assists with the provision of on-the-job training;
- (v) assumes responsibility for allocating tasks within a WAT within the area of the employee's skills, competence and training;
- (vi) has some responsibility for the order and purchase of materials within defined parameters;
- (vii) is able to sequence functions relevant to the employee's WAT; and
- (viii) applies quality control techniques to the employee's own work and that of other employees within the WAT.

(c) Indicative tasks

Indicative tasks that an employee may perform at this level include the following:

- (i) calculates safe loads and stress factors;
  - (ii) measures accurately using specialised equipment;
  - (iii) non-trade's maintenance of relevant plant and equipment;
  - (iv) anticipates and plans for constant changes to the work environment.
- (d) The BW2 classification incorporates the following (traditionally used) job titles/positions:

Certified scaffolder	Foundation shafts worker	Rigger	Dog person	Powder monkey
Concrete finisher	Hoist or winch driver	Steel fixer	Tack solderer	

**Building tradesperson level 1 (BT 1)**

- (a) A **Building tradesperson level 1 (BT1)** works individually or in a team environment in a building trade applying in the local government industry and will:
- (i) have successfully completed a relevant trade apprenticeship or its AQF equivalent, or
  - (ii) have successfully completed, in accordance with recognised prior learning principles, a competency assessment for this level.
- (b) Skills and duties

An employee at this level demonstrates:

- (i) understanding of quality control techniques;
- (ii) ability to inspect products and/or materials for conformity with established standards;
- (iii) good interpersonal communications skills;
- (iv) ability to work in a safe manner so as not to cause self injury or injury to others;
- (v) ability to exercise discretion and utilise basic fault-finding skills in the cause of their work;

- (vi) ability to work under general supervision either individually or in a team environment; and
- (vii) ability to instruct apprentices in the correct performance of work.

(c) Indicative tasks

Indicative tasks that an employee may perform at this level include the following:

- (i) trade skills associated with a relevant certificated trade;
  - (ii) non-trade tasks incidental to their work;
  - (iii) informal on-the-job guidance to a limited degree;
  - (iv) instruction of apprentices in the correct performance of trade-related skills.
- (d) The BT1 classification incorporates, but is not limited to, the following (traditionally used) job titled/positions:

Bricklayer	Machinist	Sandblaster	Licensed Drainer	Joiner	Tiler
Carpenter	Mason	Shopfitter	Water proofer	Plumber	Glazier
Floor specialist	Painter	Signwriter	Plasterer		

**Building tradesperson level 2 (BT 2)**

(a) A **Building tradesperson level 2 (BT2)** will:

- (i) have successfully completed an additional 12 points of relevant structured training from another trade or post-trade in addition to the requirements of a BT1, or
  - (ii) have successfully completed, in accordance with recognised prior learning principles, a competency assessment for this level.
- (b) The above training requirements may be obtained in relation to a range of skills including, but not limited to, trade skills in comparable trades other than that in which they are primarily employed which would allow an employee to perform a range of duties across trades as required by an employer.
- (c) In order to be classified at this level a tradesperson may be required to establish they have undertaken the necessary training (either on or off-the-job) or has the necessary experience and is competent to perform the duties involved as well as meet existing licensing requirements, where applicable.
- (d) A BT2 includes a Plumber or Licensed Drainer whose duties require that they have an additional 12 points of training beyond their own trade classification at BT1.
- (e) Skills and duties

An employee at this level:

- (i) performs work to the extent of their skills, competence and training; and
- (ii) will have completed the required training; or
- (iii) will have the equivalent skills gained through work experience in accordance with the prescribed standards for this level.

A BT2 works above and beyond a BT1 and to the level of their training:

- (i) exercises skills gained through satisfactory completion of the training prescribed for this level or through satisfactory completion of a skills assessment for this level;
- (ii) exercises discretion within the scope of this level;
- (iii) works under general supervision either individually or in a team environment;

- (iv) understands and implements quality control techniques;
- (v) provides guidance and assistance as part of a work team;
- (vi) works in a safe manner so as not to injure themselves or other employees; and
- (vii) exercises trade skills relevant to the requirements of the enterprise at a level higher than an employee at BT1.

(f) Indicative tasks

The following indicative tasks, which an employee at this level may perform, are subject to the employee having appropriate trade and post-trade training or experience to enable the employee to perform the particular indicative tasks:

- (i) assists in the provision of on-the-job training in conjunction with other tradespersons and supervisors;
- (ii) operates and maintains a wide range of complex machines or equipment in the workplace;
- (iii) ability to apply relevant legislation to the work of self and others;
- (iv) ability to carry out any other tasks as directed in accordance with their level of skill training; and
- (v) utilises trade skills not related to the employee's designated core trade.

**Building tradesperson level 3 (BT 3)**

(a) A **Building tradesperson level 3 (BT3)** will:

- (i) have successfully completed an additional 12 points of relevant structured training from another trade or post-trade in addition to the requirements of a BT2, or
- (ii) have successfully completed, in accordance with recognised prior learning principles, a competency assessment for this level.

(b) The above training requirements may be obtained in relation to a range of skills in comparable trades other than that in which they are primarily employed, which would allow an employee to perform a range of duties across trades as required by an employer.

(c) In order to be classified at this level a tradesperson may be required to establish they have undertaken the necessary training (either on or off-the-job) or has the necessary experience and is competent to perform the duties involved as well as meet existing licensing requirements, where applicable.

(d) A BT3 includes a Plumber, Licensed Plumber or Licensed Drainer whose duties require them to use additional licences and/or endorsement that equate to an additional 12 points of training beyond their own trade classification at level 2, from the table below:

<b>Licences and Endorsements</b>	<b>Points</b>
Thermostatic mixing valves	3.2
Backflow prevention	4
Restricted electrical licence	5.6
Urban irrigation installation	8.2
Gas installers licence	12

(e) Skills and duties

- (i) An employee at this level performs work to the extent of their skills, competence and training and will have:

(A) completed the required training; or

- (B) gained the equivalent skills through work experience in accordance with the prescribed standards for this level.
- (ii) A BT3 works above and beyond a BT2 and to the level of their training:
  - (A) exercises the skills attained through satisfactory completion of the training and standard prescribed for this classification;
  - (B) provides guidance and assistance as part of a work team;
  - (C) assists in the provision of training in conjunction with supervisors and trainers;
  - (D) understands and implements quality control techniques and is responsible for the quality of their work and is able to identify faults in the work of others at this or lower levels;
  - (E) works in a safe manner so as not to injure themselves or other employees;
  - (F) is able to identify hazards and unsafe work practices which may affect others in the team environment;
  - (G) exercises excellent interpersonal skills;
  - (H) performs work under limited supervision either individually or in a team environment; and
  - (I) exercises discretion within their level of skill.
- (f) Indicative tasks

The following indicative tasks which an employee at this level may perform are subject to the employee having appropriate trade and post-trade training or experience to enable the employee to perform the particular indicative tasks:

- (i) exercises high precision trade skills using various materials and/or specialised techniques;
- (ii) utilises additional trade licences;
- (iii) utilises post-trade skills;
- (iv) utilises trade skills not related to the employee's designated core trade; and
- (v) performs tasks on a CAD/CAM terminal in the performance of routine modifications.

### S3.5 Clerical (Indigenous Councils) group

#### Classification criteria

The following descriptors are to be used to determine the appropriate classification level of an employee classified in the Clerical employees group of the General stream. The descriptors consist of **characteristics** and **typical duties/skills**.

The **characteristics** are the principal or primary guide to classification as they are designed to indicate the level of basic knowledge, a comprehension of issues, problems and procedures required and the level of responsibility/accountability of a particular position.

**Typical duties/skills** are a non-exhaustive list of duties/skills that may be comprehended within the particular classification level. They are an indicative guide only and at any particular level employees may be expected to undertake duties of any level lower than their own.

All adult employees shall be classified in one of the following levels:

#### Clerical employee - level 1

Level 1 in this structure is to be viewed as the level at which employees learn and gain competency in the basic clerical skills required by the employer which, in many cases, would lead to progression through the classification structure as an employee's competency and skills are increased and utilised.

### **Characteristics**

Employees at this level may include the initial recruit who may have limited relevant experience. Initially, work is performed under close direction using established practices, procedures and instructions. Later, work is likely to be performed under routine supervision with intermittent checking.

Such employees perform routine clerical and office functions requiring an understanding of clear, straightforward rules or procedures. Problems can usually be solved by reference to established practices, procedures and instructions.

Employees are responsible and accountable for their own work within established routines, methods and procedures and the less experienced employee's work may be subject to checking at all stages. The more experienced employee may be required to give assistance to less experienced employees in the same classification.

### **Typical duties/skills**

Indicative typical duties and skills in this level may include:

- (a) directing telephone callers to appropriate staff, issuing and receiving standard forms, relaying internal information and greeting of visitors e.g. reception, switchboard.
- (b) telephonists involved in the manipulation of communication apparatus, including computerised keyboard/switchboard/call centre.
- (c) maintenance of basic manual and/or computerised records.
- (d) filing, recording, matching, checking and batching of accounts, records, invoices, orders, store requisitions etc.
- (e) handling, recording or distributing mail, including messenger service.
- (f) simple stock control functions (e.g. seeing that the office or department has adequate supplies of stationery, standard printed forms, tea room amenities etc) within clearly established parameters.
- (g) copy typing and audio typing. The routine operation of a range of equipment including adding machines, calculators, cash registers, facsimiles, photocopiers, guillotines, franking machines, switchboard, computerised radio/telephone equipment, or any other equipment to facilitate communications, paging systems, telephone/intercom systems, telephone answering machines.
- (h) the basic use of keyboard-operated equipment including: computers, word processors, personal computers and attached printers.

### **Clerical employee - level 2**

#### **Characteristics**

Employees at this level have had sufficient experience and/or training to enable them to carry out their assigned duties under limited supervision.

Employees are responsible and accountable for their own work, with checking related to overall progress. In some situations detailed instructions may be necessary. Employees are required to exercise judgement and initiative within a broad range of their skills and knowledge.

The work of employees at this level may be subject to final checking and as required progress checking. Such employees may be required to check the work and/or provide guidance to other employees at a lower level and/or provide assistance to less experienced employees at the same level.

### **Typical duties/skills**

Indicative typical duties and skills in this level may include:

- (a) reception/switchboard/call centre duties as in level 1 and, in addition, responding to enquiries where presentation and the use of interpersonal skills, together with the acquisition of sound knowledge of the Council's operations and services, are a key aspect of the position, e.g. reception/switchboard.
- (b) specialised operations of computerised radio/telephone equipment, personal computers and word processors.
- (c) word processing e.g. the use of a word processing software package to create, format, edit, correct, print and save text documents.
- (d) stenographer solely employed to take shorthand at 100 words per minute and to transcribe by means of appropriate keyboard equipment at 98% accuracy.
- (e) copy typing and audio typing at 65 words per minute at 98% accuracy.
- (f) maintenance of records and/or journals, including initial processing and recording relating to the following:
  - (i) reconciliation of accounts balance;
  - (ii) incoming/outgoing cheques;
  - (iii) invoices;
  - (iv) debit/credit items;
  - (v) payroll data;
  - (vi) petty cash imprest system;
  - (vii) letters etc.
- (g) secretarial - performing a broad range of clerical functions within this level.
- (h) computer applications involving clerical skills at this level, which may include one or more of the following functions:
  - (i) create a data base/files/records;
  - (ii) spreadsheet/worksheet;
  - (iii) graphics;
  - (iv) accounting/payroll file following standard procedures and using existing models/fields of information.

### **Clerical employee - level 3**

#### **Characteristics**

Employees at this level will have achieved a standard to be able to perform specialised or non-routine tasks or features of the work.

Work is likely to be without supervision with general guidance on progress and outcomes sought and involve the application of knowledge with depth in some areas and a broad range of skills. Initiative, discretion and judgement are required in carrying out assigned duties.

Employees at this level may be required to give assistance and/or guidance (including guidance in relation to quality of work and which may require some allocation of duties) to employees in level 1 and 2 and would be able to train such employees by means of personal instruction and demonstration.

### **Typical duties/skills**

Indicative typical duties and skills in this level may include:

- (a) prepare cash payment summaries; banking report and bank statements; calculate and maintain wage and salary records; follow credit referral procedures; apply purchasing and inventory control requirements; post journals to ledger etc, at a higher level than at level 2.
- (b) provide detailed advice and information on the Council's programs and services; respond to client/public/supplier problems within own functional area utilising a high degree of interpersonal skills.
- (c) secretarial - performing a broad range of clerical functions at a higher level than at level 2.
- (d) apply computer software packages utilising clerical skills at a higher level than at level 2.

### **Clerical employee - level 4**

#### **Characteristics**

Employees at this level will have achieved a level of organisation or industry specific knowledge sufficient for them to give independent advice and/or information to the organisation and clients in relation to specific areas of their responsibility.

Whilst not a pre-requisite, a feature of this level is responsibility for supervision of employees in lower levels in terms of coordinating work flow, checking progress and resolving problems.

Judgement is required in planning and selecting appropriate equipment, services, techniques and work organisation for self and others.

Employees at this level exercise initiative, discretion and judgement regularly in the performance of their duties. They are able to train employees in levels 1-3 by personal instruction and demonstration.

### **Typical duties/skills**

Indicative typical duties and skills in this level may include:

- (a) secretarial/executive services - performing a broad range of clerical functions at a level higher than at level 3.
- (b) maintain executive diary; attend executive/organisational meetings and take minutes; establish and/or maintain current working and personal filing systems for senior executives; answer executive correspondence from verbal or handwritten instructions.
- (c) responsibility for the preparation of financial/tax schedules; calculation of costings and/or wage and salary requirements; completion of personnel/payroll data for authorisation; reconciliation of accounts to balances.
- (d) advise on/provide information on one or more of the following:
  - (i) employment conditions;
  - (ii) workers' compensation procedures and regulations;
  - (iii) superannuation entitlements, procedures and regulations.



- (e) apply computer software packages utilising clerical skills at a level higher than at level 3.

### **Clerical employee - level 5**

#### **Characteristics**

Employees at this level are subject to broad guidance or direction and would report to more senior employees as required.

Such employees will typically have worked or studied in a relevant field and will have achieved a standard of relevant and/or specialist knowledge and experience sufficient to enable them to independently advise on a range of activities and features and contribute, as required, to the determination of objectives, within the relevant field(s) of their expertise.

Employees at this level are responsible and accountable for their own work and may have delegated responsibility for the work under their control or supervision in terms of, *inter alia*: scheduling workloads; resolving operational problems; monitoring the quality of work produced; counselling staff for performance as well as work related matters.

Level 5 employees would also be able to train and to supervise employees in lower levels by means of personal instruction and demonstration. They often exercise initiative, discretion and judgement in the performance of their duties.

The possession of relevant post-secondary qualifications may be appropriate, but not essential.

#### **Typical duties/skills**

Indicative typical duties and skills in this level may include:

- (a) operates and is responsible for a complex and diverse payroll system.
- (b) application of detailed knowledge of the organisation's objectives, performance, projected areas of growth, and general industry conditions for the purposes of assisting in developing policy or new services to meet changing consumer needs or other circumstances.
- (c) application of computer software packages including evaluating and determining optimum software solutions or the integration of complex word processing/data/graphics text.
- (d) prepare internal reports for management in any or all of the following areas:
  - (i) account/financial;
  - (ii) staffing;
  - (iii) legislative requirements;
  - (iv) other significant Council activities/operations.
- (e) finalise quotations or costings by applying a detailed knowledge of variable inputs, margins, market conditions, supply and delivery arrangements.
- (f) executive secretary/executive assistant who performs a broad range of executive support functions with minimal direction or supervision.

### **S3.6 Engineering and electrical/electronic group**

Employees in this group are to be classified according to the level of competency they hold and are required to use in their work. The classification definitions provide descriptors of the nature of the work performed at each classification level. Where there is a query about the classification of an employee,

their classification should be determined in accordance with the National Metal and Engineering Competency Standards Implementation Guide (Implementation Guide). A copy of the guide can be downloaded at [www.mskills.com.au](http://www.mskills.com.au).

Competency can be shown by formal qualifications or by the actual exercise of skills. If an employee holds the minimum training requirement for a particular classification level in this Award, and they are required by the employer to use or will be required by the employer to use those skills in their job, then they cannot be classified below that particular classification level. For example, a person who holds a trade certificate and is required to use those skills cannot be classified below the C10 classification.

The classification structure can be summarised as follows:

Classification levels	Classification title	Minimum training/requirement
<b>C1</b>	Professional engineer/Professional scientist	Degree
<b>C2(b)</b>	Principal technical officer	Advanced Diploma or equivalent and sufficient additional training so as to enable the employee to meet the requirements of the relevant classification definition and to perform work within the scope of this level.
<b>C2(a)</b>	Leading technical officer	Advanced Diploma or equivalent and sufficient additional training so as to enable the employee to meet the requirements of the relevant classification definition and to perform work within the scope of this level.
	Principal supervisor/Trainer/Coordinator	Advanced Diploma or equivalent of which at least 50% of the competencies are in supervision/training.
<b>C3</b>	Engineering associate/Laboratory technical officer - level II	Advanced Diploma of Engineering, or equivalent.
<b>C4</b>	Engineering associate/Laboratory technical officer - level I	80% towards an Advanced Diploma of Engineering, or equivalent.
<b>C5</b>	Advanced engineering tradesperson - level II	Diploma of Engineering - Advanced Trade, or equivalent.
	Engineering/Laboratory technician - level V	Diploma of Engineering - Technical, or equivalent.
<b>C6</b>	Advanced engineering Tradesperson - level I	C10 + 80% towards a Diploma of Engineering - Advanced Trade, or equivalent.
	Engineering/Laboratory technician - level IV	50% towards an Advanced Diploma of Engineering, or 85% towards a Diploma of Engineering - Technical, or equivalent.
<b>C7</b>	Engineering/Manufacturing tradesperson - special class level II	Certificate IV in Engineering, or C10 + 60% towards a Diploma of Engineering, or equivalent.
	Engineering/Laboratory technician - level III	Certificate IV in Manufacturing Technology, provided that the minimum experience required for a Technology Cadet has been completed, or Certificate IV in Laboratory Techniques, or 45% towards an Advanced Diploma of Engineering, or 70% towards a Diploma of Engineering - Technical, or equivalent
<b>C8</b>	Engineering/ Manufacturing tradesperson - special class level I	C10 + 40% towards a Diploma of Engineering, or equivalent
	Engineering/Laboratory technician- level II	40% towards an Advanced Diploma of Engineering, or 60% towards a Diploma of Engineering - Technical, or equivalent

Classification levels	Classification title	Minimum training/requirement
<b>C9</b>	Engineering/ Manufacturing tradesperson - level II	C10 + 20% towards a Diploma of Engineering or equivalent
	Engineering/Laboratory technician - level I	Certificate III in Engineering-Technician, or Certificate III in Laboratory Skills, or Certificate III in Manufacturing Technology, provided that the minimum experience required for a Technology Cadet has been completed, or 50% towards a Diploma of Engineering, or equivalent
<b>C10</b>	Engineering/Manufacturing tradesperson - level I	Recognised Trade Certificate, or Certificate III in Engineering - Mechanical Trade, or Certificate III in Engineering - Fabrication Trade, or Certificate III in Engineering - Electrical/Electronic Trade, or equivalent
	Engineering/Manufacturing systems employee - level V	Engineering Production Certificate III, or Certificate III in Engineering - Production Systems, or equivalent
<b>C11</b>	Engineering/Manufacturing employee - level IV	Engineering Production Certificate II, or Certificate II in Engineering - Production Technology, or Certificate II in Sampling and Measurement, or equivalent
	Laboratory tester	
<b>C12</b>	Engineering/Manufacturing employee - level III	Engineering Production Certificate I or Certificate II in Engineering, or equivalent
<b>C13</b>	Engineering/Manufacturing employee - level II	In-house training
<b>C14</b>	Engineering/Manufacturing employee - level I	Up to 38 hours induction training

Definitions for the purpose of determining classifications of employees in this group:

**or equivalent** means:

- (a) any training which a registered training provider (e.g. TAFE) has recognised as equivalent to an accredited course which Manufacturing Skills Australia (MSA) recognises for this level. This can include advanced standing through recognition of prior learning and/or overseas qualifications; or
- (b) where competencies meet the requirements set out in the MSA competency standards in accordance with the Implementation Guide.

**work within the scope of this level** means:

- (a) for an employee who does not hold a qualification listed as a minimum training requirement, the employee shall apply skills within the enterprise selected in accordance with the Implementation Guide. Competencies selected must be MSA competency standards.
- (b) where an employee has a relevant qualification recognised as a minimum training requirement for the level at which the employee seeks to be classified and the employee is exercising or will be required to exercise the skills and knowledge gained from that qualification necessary for that level of work, the employee shall be classified appropriately. It is up to the employer to demonstrate reasons for a qualification that is a

recognised minimum training requirement not being regarded as relevant for an employee's work.

**Engineering associate** is a generic term which includes technical officers in a wide range of disciplines, including laboratories and quality assurance; drafting officers; planners and other para-professionals.

**Engineering streams** are the 3 broad engineering streams recognised within these classification definitions, namely:

- (a) **Electrical/electronic stream** - includes the design, assembly, manufacture, installation, modification, testing, fault finding, commissioning, maintenance and service of all electrical and electronic devices, systems, equipment and controls, e.g., electrical wiring, motors, generators, programable logic controllers (PLC) and other electronic controls, instruments, refrigeration, telecommunications, radio, and television, communication and information processing equipment.
- (b) **Mechanical stream** - includes the design, assembly, manufacture, installation, modification, testing, fault finding, commissioning, maintenance and service of all mechanical equipment, machinery, fluid power systems, automotive mechanics, instruments, refrigeration, and the use of related computer controlled equipment, e.g., computer numeric controlled machine tools.
- (c) **Fabrication/vehicle building stream** - includes fabrication, forging, carpentry, plumbing, founding, structural steel erection, electroplating, metal spinning, metal polishing, sheet metal work and the use of related computer controlled equipment. This includes fabrication in all metals, plastics, carbon fibre, composite materials, ceramics and other materials.

**Vocational fields** are the 5 vocational fields recognised within the classification structure of this group as follows:

- (a) **Trade** includes an employee who possesses as a minimum qualification a trade certificate in any of the 3 engineering streams or a Certificate IV in Engineering, including higher engineering trades or special class trades.
- (b) **Technical field** includes:
  - (i) production planning, including scheduling, work study, and estimating materials, handling systems and like work;
  - (ii) technical work including inspection, quality control, supplier evaluation, laboratory, non-destructive testing, technical purchasing, and design and development work (prototypes, models, specifications) in both product and process areas and like work;
  - (iii) design and drafting and like work.
- (c) **Engineering/Production field** includes employees primarily engaged in production work including production, distribution, stores and warehousing, but does not require a qualification in a trade, technical, professional or supervisory field.
- (d) **Supervisor/Trainer/Coordinator field** includes employees who are:
  - (i) responsible for the work of other employees and/or provision of on-the-job training including coordination and/or technical guidance; or
  - (ii) responsible for supervision and/or training of other supervisors or trainers; or
  - (iii) responsible primarily for the exercise of technical skills, as defined, up to the level of their skill and competence and who are additionally involved in the supervision/training of other employees.

- (e) **Professional field** includes an employee who possesses an academic qualification which enables that employee to become a graduate member of the Institute of Engineers, Australia or an academic qualification in science.

**Trainer/Supervisor/Coordinator - level I** is an employee who is responsible for the work of other employees and/or provision of structured on-the-job training. Such an employee has completed 9 modules of training in supervision and/or training. Despite the above definition, an employee who has not completed the specified training or equivalent for this level may enter this classification if they have 6 months' demonstrated performance at the relevant level of supervision.

**Trainer/Supervisor/Coordinator - level II** is an employee who is responsible for supervision and/or training of Trainers/Supervisors/Coordinators - level I. Such an employee has completed 15 modules of training in supervision and/or training. Despite the above definition, an employee who has not completed the specified training or equivalent for this level may enter this classification if they have 6 months' demonstrated performance at the relevant level of supervision until such times as competency standards for this level are finalised.

**Trainer/Supervisor/Coordinator - technical** is an employee who is responsible primarily for the exercise of skills in a technical field, as defined, up to the level of their skill and competence and who is additionally involved in the supervision/training of other technical employees.

Notes:

1. Indicative tasks for classification levels are to be used as a guide only in the event that the classification of an employee is called into question. Indicative tasks are tasks which an employee may perform in the relevant classification.
2. A Trainer/Supervisor/Coordinator - level 1 shall be paid not less than 122% of the highest rate paid to the highest technically qualified employee supervised or trained.
3. A Trainer/Supervisor/Coordinator - level 2 shall be paid not less than 115% of the highest rate paid to persons supervised or trained.

## C14

### Engineering/Production employee - level I

- (a) Is an employee who is undertaking up to 38 hours' induction training which may include information on the enterprise, conditions of employment, introduction to supervisors and fellow workers, training and career path opportunities, plant layout, work and documentation procedures, occupational health and safety, equal employment opportunity and quality control/assurance.
- (b) An employee at this level performs routine duties essentially of a manual nature and to the level of their training:
- (i) performs general labouring and cleaning duties;
  - (ii) exercises minimal judgement;
  - (iii) works under direct supervision; or
  - (iv) is undertaking structured training so as to enable them to work at the C13 level.
- (c) This classification level shall not apply to employees who have previously completed up to 3 months' employment at this level. Such employees shall be classified at no lower than level C13.

### **C13**

#### **Engineering/Production employee - level II**

- (a) Is an employee who has completed up to 3 months' structured training so as to enable the employee to perform work within the scope of this level.
- (b) An employee at this level performs work above and beyond the skills of an employee at C14 and to the level of their skills, competence and training:
  - (i) works in accordance with standard operating procedures and established criteria;
  - (ii) works under direct supervision either individually or in a team environment;
  - (iii) understands and undertakes basic quality control/assurance procedures including the ability to recognise basic quality deviations/faults;
  - (iv) understands and utilises basic statistical process control procedures;
  - (v) follows safe work practices and can report workplace hazards.
- (c) Indicative tasks which an employee at this level may perform are:
  - (i) repetition work on automatic, semi-automatic or single purpose machines or equipment;
  - (ii) assemble components using basic written, spoken and/or diagrammatic instructions in an assembly environment;
  - (iii) basic soldering or butt and spot welding skills or cutting scrap with an oxy-acetylene blow pipe;
  - (iv) use selected hand tools;
  - (v) boiler cleaning;
  - (vi) maintain simple records;
  - (vii) use hand trolleys and pallet trucks;
  - (viii) assist in the provision of on-the-job training in conjunction with tradespersons and supervisors/trainers.

### **C12**

#### **Engineering/Production employee - level III**

- (a) Is an employee who possesses an Engineering Production Certificate I, or has completed an AQF Level I traineeship, or equivalent (including the use of 32 competency points from the Implementation Guide) so as to enable the employee to perform work within the scope of this level.
- (b) An employee at this level performs work above and beyond the skills of an employee at C13 and to the level of their skills, competence and training:
  - (i) is responsible for the quality of their own work subject to routine supervision;
  - (ii) works under routine supervision either individually or in a team environment;
  - (iii) exercises discretion within their level of skills and training;
  - (iv) assists in the provision of on-the-job training.
- (c) Indicative tasks which an employee at this level may perform are:
  - (i) operates flexibly between assembly stations;
  - (ii) operates machinery and equipment requiring the exercise of skill and knowledge beyond that of an employee at level C13;
  - (iii) non-trade engineering skills;
  - (iv) basic tracing and sketching skills;

- (v) receiving, despatching, distributing, sorting, checking, packing (other than repetitive packing in a standard container or containers in which such goods are ordinarily sold), documenting and recording of goods, materials and components;
- (vi) basic inventory control in the context of a production process;
- (vii) basic keyboard skills;
- (viii) advanced soldering techniques;
- (ix) operation of machinery requiring certification at 1D or 1E level;
- (x) operation of mobile equipment including industrial trucks and cranes;
- (xi) ability to measure accurately;
- (xii) assists one or more tradespersons;
- (xiii) welding which requires the exercise of knowledge and skills above C13;
- (xiv) erecting and/or installing television and other electronic impulse transmitting and/or receiving antennae;
- (xv) assists in the provision of on-the-job training in conjunction with tradespersons and supervisors/trainers.

## C11

### Engineering/Production employee - level IV

- (a) Is an employee who possess an Engineering Production Certificate II, or has completed an AQF Level II Traineeship, or equivalent (including the use of 64 competency points from the Implementation Guide) so as to enable the employee to perform work within the scope of this level.
- (b) An employee at this level performs work above and beyond the skills of an employee at C12 and to the level of their skills, competence and training:
  - (i) works from complex instructions and procedures;
  - (ii) assists in the provision of on-the-job training;
  - (iii) coordinates work in a team environment or works individually under general supervision;
  - (iv) is responsible for assuring the quality of their own work.
- (c) Indicative tasks which an employee at this level may perform are:
  - (i) uses precision measuring instruments;
  - (ii) machine setting, loading and operation;
  - (iii) rigging (certificated);
  - (iv) inventory and store control including licensed operation of all appropriate materials handling equipment;
  - (v) use of tools and equipment within the scope (basic non-trades) maintenance;
  - (vi) computer operation at a level higher than that of an employee at C12 level;
  - (vii) intermediate keyboard skills;
  - (viii) basic engineering, fault finding and repair skills;
  - (ix) perform basic quality checks on the work of others;
  - (x) licensed and certified for industrial truck, machinery and/or crane operating to a level higher than C12;
  - (xi) has a knowledge of the employer's operation as it relates to the work process;
  - (xii) lubrication of production machinery and similar equipment;
  - (xiii) assists in the provision of on-the-job training in conjunction with tradespersons and supervisors/trainers;
  - (xiv) in addition to the primary task of assisting tradespersons, is required, as a minor part of their duties, to drive a vehicle (over 1.27t) used in connection with the work of a work team;
  - (xv) delivery, installation, adjustment and testing of electronic products, not requiring the skill of a tradesperson.

## C10

### Engineering tradesperson - level I

- (a) Is an employee who:
  - (i) holds a trade certificate (through the completion of an AQF Level III apprenticeship) or tradespersons' rights certificate (through recognition by Trades Recognition Australia or Training and Employment Recognition Council) as an Engineering tradesperson (any stream) - level I or equivalent; and
  - (ii) is able to exercise the skills and knowledge of the engineering trade so as to enable the employee to perform work within the scope of this level.
- (b) An Engineering tradesperson - level I works above and beyond an employee at C11 and to the level of their skills, competence and training:
  - (i) operates lifting equipment incidental to their work;
  - (ii) performs non-trade tasks incidental to their work;
  - (iii) performs work under limited supervision either individually or in a team environment;
  - (iv) understands and applies quality control techniques;
  - (v) exercises discretion within the scope of this classification level;
  - (vi) exercises keyboard skills at a level higher than C11;
  - (vii) able to inspect products and/or materials for conformity with established operational standards;
  - (viii) exercises good interpersonal and communications skills;
  - (ix) performs work which while primarily involving the skills of the employee's trade is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.

### Production systems employee

- (a) Is an employee who, while still being primarily engaged in Engineering/Production work applies the skills acquired through the successful completion of a Certificate Level III qualification or equivalent (including the use of 96 competency points from the Implementation Guide) in the production, distribution, or stores functions.
- (b) A Production systems employee is an employee who possess an Engineering Production Certificate III, or has completed an AQF Level III traineeship or equivalent so as to enable the employee to perform work within the scope of this level.
- (c) A Production systems employee works above and beyond an employee at C11 and to the level of their skills, competence and training undertakes Engineering tradesperson - level I requirements (iii) - (viii).
- (d) Indicative tasks which an employee at this level may perform are:
  - (i) approves and passes first off samples and maintains quality of product;
  - (ii) works from production drawings, prints or plans;
  - (iii) operates, sets up and adjusts all production machinery in a plant including production process welding to the extent of training;
  - (iv) can perform a range of engineering maintenance functions including;
  - (v) removing equipment fastenings including use of destructive cutting equipment;
  - (vi) lubrication of production equipment;
  - (vii) running adjustments to production equipment;



- (viii) able to operate all lifting equipment;
- (ix) basic production scheduling and materials handling within the scope of the production process or directly related functions within raw materials/finished goods locations in conjunction with technicians;
- (x) understands and applies computer techniques as they relate to production process operations;
- (xi) operation of machinery requiring certification at 1A or 2A levels;
- (xii) high level stores and inventory responsibility beyond the requirements of an employee at C11;
- (xiii) assists in the provision of on-the-job training in conjunction with tradespersons and trainers;
- (xiv) has a sound knowledge of the employer's operations as it relates to the production process.

## **C9**

### **Engineering tradesperson - level II**

- (a) Is an Engineering tradesperson (any stream) - level II who has completed the following training requirements:
  - (i) 3 appropriate modules in addition to the training requirements of C10 level; or
  - (ii) 3 appropriate modules towards a Diploma; or
  - (iii) 6 appropriate modules towards an Advanced Diploma; or
  - (iii) equivalent (including the use of 12 competency points from the Implementation Guide beyond the C10 classification).
- (b) An Engineering tradesperson - level II works above and beyond a tradesperson at C10, to the level of their skills and competence and training performs work within the scope of this level and:
  - (i) undertakes Engineering tradesperson - level I requirements (i) - (v); and
  - (ii) provides trade guidance and assistance as part of a work team.

### **Engineering technician - level I**

- (a) Is an employee who has the equivalent level of training of a C9 Engineering tradesperson or equivalent so as to enable the employee to apply skills within the scope of this level. The skills exercised by the Engineering technician level I are in the technical fields as defined by this Award including drafting, planning or technical tasks requiring technical knowledge.
- (b) At this level the employee is engaged on routine tasks in the technical fields.

## **C8**

### **Engineering tradesperson - special class level I**

- (a) A Special class engineering tradesperson - level I means a:
  - (i) Special class engineering tradesperson (any stream) - level I; or
  - (ii) Higher engineering tradesperson,

who has completed the following training requirement:

- (A) 6 appropriate modules in addition to the training requirements of C10 level;  
or

- (B) 6 appropriate modules towards a Diploma; or
  - (C) 6 appropriate modules towards an Advanced Diploma;
  - (D) a Higher Engineering Tradesperson apprenticeship; or
  - (E) equivalent (including the use of 24 competency points from the Implementation Guide beyond the requirements of C10).
- (b) An Engineering tradesperson special class - level I works above and beyond a tradesperson at C9, to the level of their skills, competence and training performs work within the scope of this level and:
- (i) undertakes Engineering tradesperson - level I requirements (i) - (iii);
  - (ii) provides trade guidance and assistance as part of a work team;
  - (iii) assists in the provision of training in conjunction with supervisors and trainers; and
  - (iv) understands and implements quality control techniques.

#### Engineering technician - level II

- (a) Is an employee who has the equivalent level of training of a C8 Engineering tradesperson special class - level I or equivalent so as to enable the employee to apply skills within the scope of this level. The skills exercised by the Engineering technician level II are in the technical fields as defined by this Award including drafting, planning or technical tasks requiring technical knowledge.
- (b) At this level the employee is required to exercise judgement and skill in excess of that required at C9 under the supervision of technical or professional employees.
- (c) Indicative tasks which an employee at this level may perform are:
- (i) exercises high precision trade skills using various materials and/or specialist techniques;
  - (ii) performs operations on a CAD/CAM terminal in the performance of routine modifications to NC/CNC programs;
  - (iii) installs, repairs, maintains, tests, modifies, commissions and/or fault finds on complex machinery and equipment which utilises hydraulic and/or pneumatic principles and in the course of such work, is required to read and understand hydraulic and pneumatic circuitry which controls fluid power systems;
  - (iv) works on complex or intricate circuitry which involves examining, diagnosing and modifying systems comprising inter-connected circuits.

### C7

#### Engineering tradesperson - special class level II

- (a) A Special class engineering tradesperson - level II means a Special class engineering tradesperson (any stream) - level II who has completed the following training requirement:
- (i) 3 appropriate modules in addition to the requirements of C8 level; or
  - (ii) 9 appropriate modules towards an Advanced Certificate; or
  - (iii) 9 appropriate modules towards an Associate Diploma;
  - (iv) an AQF Level 4 Certificate; or
  - (v) equivalent (including the use of 36 competency points from the Implementation Guide beyond the requirements of C10).
- (b) An Engineering tradesperson - special class level II works above and beyond a tradesperson at C8, to the level of their skills, competence and training performs work within the scope of this level and:

- (i) undertakes Engineering tradesperson - level I requirements (i) - (iv);
- (ii) provides trade guidance and assistance as part of a work team; and
- (iii) provides training in conjunction with supervisors and trainers.

*[NB: The AQF 4 Certificate referred to in this definition is not directly comparable with previous post-trade qualifications such as ASF4 Level post-trade courses. The possession of these previous qualifications does not necessarily justify classification of a tradesperson to this level. Parties should refer to the Implementation Guide.]*

#### Engineering technician - level III

- (a) Is an employee who has the equivalent level of training of a C7 - Engineering tradesperson special class level II or equivalent so as to enable the employee to apply skills within the scope of this level. The skills exercised by the Engineering technician level III are in the technical fields as defined by this Award including drafting, planning or technical tasks requiring technical knowledge.
- (b) At this level the employee is engaged in detail drafting and/or planning or technical duties requiring judgement and skill in excess of that required of a technician at C8 under the supervision of technical or professional employees.
- (c) Indicative tasks which an employee at this level may perform are:
  - (i) works on machines or equipment which utilise complex mechanical, hydraulic and/or pneumatic circuitry and controls or a combination thereof;
  - (ii) works on machinery or equipment which utilises complex electrical/electronic circuitry and controls;
  - (iii) works on instruments which make up a complex control system which utilises some combination of electrical electronic, mechanical or fluid power principles;
  - (iv) applies advanced computer numerical control techniques in machining or cutting or welding or fabrication;
  - (v) exercises intermediate CAD/CAM skills in the performance of routine modifications to programs;
  - (vi) works on complex or intricate interconnected electrical circuits at a level above C8;
  - (vii) works on complex radio/communication equipment.

### C6

#### Advanced engineering tradesperson - level I

- (a) means an Advanced engineering tradesperson (any stream) - level I who has completed:
  - (i) 12 appropriate modules of a Diploma; or
  - (ii) 12 appropriate modules of an Advanced Diploma; or
  - (iii) equivalent (including the use of 48 competency points from the Implementation Guide beyond the requirements of C10).
- (b) An Advanced engineering tradesperson - level I works above and beyond a tradesperson at C7, to the level of their skills, competence and training performs work within the scope of this level and:
  - (i) undertakes Engineering tradesperson - level I requirements (i) - (iii) and (v);
  - (ii) undertakes Engineering tradesperson - special class level I requirements (i) and (ii);
  - (iii) undertakes quality control and work organisation at a level higher than for C7; and
  - (iv) prepares reports of a technical nature on specific tasks or assignments.

Engineering technician - level IV

- (a) Is an employee who has the equivalent level of training of a C6 - Advanced engineering tradesperson level I or equivalent so as to enable the employee to apply skills within the scope of this level. The skills exercised by the Engineering technician level IV are in the technical fields as defined by this Award including drafting, planning or technical tasks requiring technical knowledge.
- (b) At this level the employee is engaged in detail drafting and/or planning and/or technical duties requiring judgement and skill in excess of that required of a technician at C7 under the supervision of technical and/or professional employees.
- (c) Indicative tasks which an employee at this level may perform are:
  - (i) works on combinations of machines or equipment which utilises complex electronic, mechanical and fluid power principles;
  - (ii) works on instruments which make up a complex control system which utilise some combination of electrical, electronic, mechanical, fluid power principles and electronic circuitry containing complex analogue and/or digital control systems utilising integrated circuitry;
  - (iii) applies computer integrated manufacturing techniques involving a higher level of computer operating and programming skills than for C7;
  - (iv) works on various forms of machinery and equipment which are electronically controlled by complex digital and/or analogue control systems using integrated circuitry.

**C5**

Advanced engineering tradesperson - level II

- (a) means an Advanced engineering tradesperson (any stream) - level II who has completed:
  - (i) a Diploma; or
  - (ii) 15 modules or 2nd year part-time of an Advanced Diploma; or
  - (iii) equivalent (including the use of 60 competency points from the Implementation Guide beyond the requirements of C10).
- (b) An Advanced engineering tradesperson - level II works above and beyond a tradesperson at level C6 and, to the level of their skills, competence and training, performs work within the scope of this level and:
  - (i) undertakes Engineering tradesperson - level I requirements (i) and (ii);
  - (ii) provides technical guidance or assistance within the scope of this level;
  - (iii) assists in the provision of on-the-job training in conjunction with supervisors and trainers;
  - (iv) prepares reports of a technical nature on tasks or assignments within the employee's skills and competence;
  - (v) has an overall knowledge and understanding of the operating principle of the systems and equipment on which the tradesperson is required to carry out their task.

Engineering technician - level V

- (a) Is an employee who has the equivalent level of training of a C5 - Advanced engineering tradesperson level II or equivalent so as to enable the employee to apply skills within the scope of this level. The skills exercised by the Engineering technician level V are in the

technical fields as defined by this Award including drafting, planning or technical tasks requiring technical knowledge.

- (b) At this level the employee is required to exercise judgement and skill in excess of that required at level C6.
- (c) Indicative tasks which an employee at this level may perform are:
  - (i) through a systems approach able to exercise high level diagnostic skills on complex forms of machinery, equipment and instruments which utilises some combination of electrical, electronic, mechanical or fluid power principles;
  - (ii) set up, commission, maintain and operate sophisticated maintenance, production and test equipment and/or systems involving the application of computer operating skills at a higher level than a C6;
  - (iii) works on various forms of machinery and equipment electronically controlled by complex digital and/or analogue control systems using integrated circuitry;
  - (iv) works on complex electronics or instruments or communications equipment or control systems which utilise electronic principles and electronic circuitry containing complex analogue and/or digital control systems using integrated circuitry.

## **C4**

### Engineering associate - level I

- (a) An Engineering associate - level I means an employee who works above and beyond an Engineering technician at level C5 and has successfully completed the 3rd year part-time (or 22 modules) of an Advanced Diploma or equivalent and is engaged in:
  - (i) making of major design drawings or graphics or performing technical duties in a specific field of engineering, laboratory or scientific practice such as research design, testing, manufacture, assembly, construction, operation, diagnostics and maintenance of equipment facilities or products, including computer software, quality processes, occupational health and safety and/or standards and plant and material security processes and like work; or
  - (ii) planning of operations and/or processes including the estimation of requirements of staffing, material cost and quantities and machinery requirements, purchasing materials or components, scheduling, work study, industrial engineering and/or materials handling process.

## **C3**

### Engineering associate - level II

- (a) An Engineering associate - level II means an employee who works above and beyond an Engineering associate at level C4 and has successfully completed an Advanced Diploma or the equivalent level of accredited training and is engaged in:
  - (i) performing drafting, or planning or technical duties which require the exercise of judgement and skill in excess of that required by an Engineering associate at level C4; or
  - (ii) possesses the skills of an Engineering associate - level I in a technical field and exercises additional skills in a different technical field, as defined.

## **C2(a)**

### Leading technical officer

- (a) Leading technical officer means an employee who works above and beyond an Engineering associate - level II at level C3 and has successfully completed 7 modules in addition to an

Advanced Diploma or equivalent. An employee at C2(a) is able to perform or coordinate work in more than one engineering, scientific or technical field as defined, or performs duties in a technical, engineering or scientific field which requires the exercise of judgement and/or skill in excess of that required of an Engineering associate - level II.

**Principal engineering trainer/supervisor/coordinator**

- (a) Principal engineering trainer/supervisor/coordinator means a Trainer/supervisor/coordinator who has completed an Advanced Diploma of which 15 modules are supervision/training modules or equivalent and who when engaged at this level:
  - (i) possesses a sound knowledge of occupational health and safety, industrial relations, and communications processes and is able to use this knowledge in training and leading the work of others;
  - (ii) possesses a general knowledge and awareness of the administrative, business, and marketing strategies of the enterprise;
- (b) Indicative tasks which an employee at this level may perform are:
  - (i) plans, writes and delivers training programs for all engineering/production employees, apprentices, trainees, trade and lower technical levels;
  - (ii) plans and directs the work of engineering/production employees especially in new work organisation environments, e.g., group work arrangements, CIM production techniques.

**C2(b)**

Definition/descriptors/indicative tasks have not been established for this level.

### **S3.7 Health service officers group**

**Classification levels**

All positions in this group are to be categorised into one of four levels, as follows:

**Health services officer - level 1**

**Purpose of the position**

Contribute to the provision of health services within the community to ensure they are of a high standard within policy guidelines and meet the expressed needs of the community. Enhance Aboriginal and Torres Strait Islander (ATSI) peoples' access to curative, educational and preventative health services in that community to improve the community's health status.

**Duties and responsibilities**

This position will be one of a trainee and, as such, will entail learning the responsibilities and disciplines involved in Aboriginal and Islander health care. Employees at this level will receive both clinical and educational training and will liaise with community members and work under professional employees to ensure their training is complete.

**Qualifications**

- (a) Basic understanding and knowledge of Aboriginal and Torres Strait Islander culture and traditional practices.

- (b) Ability to work as part of a team and communicate effectively with community people in a culturally appropriate way.
- (c) Demonstrate good interpersonal, written and oral communication skills.

## **Health services officer - level 2**

### **Purpose of the position**

Same as that specified for Health services officer - level 1

### **Duties and responsibilities**

- (a) As part of a multi-disciplinary team: develop, implement and evaluate appropriate, accessible and affordable health care services to a community.
- (b) Liaise with community members and other professional employees to ensure community participation and involvement in the health of the community, to ensure that the identified health needs of the community are being met.
- (c) Participate with other professional employees in research and assessment in conjunction with the community to identify the community's health needs.
- (d) Develop, implement and evaluate, with other professional employees, appropriate health, promotional and educational programs using innovative and culturally appropriate teaching strategies.
- (e) Develop professional practice, knowledge and clinical skills to enhance professional development, through formal educational and in-service programs.
- (f) Establish and maintain a communication network between health providers and the Aboriginal and Torres Strait Islander community.
- (g) Perform administrative duties as required.
- (h) Assess, treat or refer clients to other health professionals, providing adequate follow up and documenting procedures within safe practice guidelines.

### **Qualifications (in addition to level 1 qualifications)**

- (a) Have an understanding and knowledge of Aboriginal and Torres Strait Islander culture and traditional practices.
- (b) Aboriginal and Islander Health Worker Education Program - requirement to participate in certificate level course.

## **Health services officer - level 3**

### **Purpose of the position**

Responsible for the implementation of health services within a community to ensure they are of a high standard within policy guidelines and meet the expressed needs of the community. Enhance ATSI peoples' access to curative, educational and preventative health services in that community to improve the community's health status.

**Duties and responsibilities (in addition to level 2 duties and responsibilities)**

- (a) Provide and maintain a high standard of professional practice and clinical skills to enhance the professional development of self and others.
- (b) Maintain confidentiality.

**Qualifications**

- (a) Knowledge and experience in delivering health care in an educational/clinical or community setting.
- (b) Intimate understanding and knowledge of Aboriginal and Torres Strait Islander culture and traditional practices is essential.
- (c) Demonstrated ability to work as part of a team and communicate effectively with community people in a culturally appropriate way.
- (d) Proven ability to access, treat and refer clients, providing adequate follow up and documenting procedures.
- (e) Demonstrated good interpersonal, written and oral communication skills.

**Health services officer (Clinical/Educational/Community) - level 4**

Responsible for the coordination of health services within either clinical/community/educational/sectorial setting to ensure it is of a high standard within policy guidelines and meets the expressed needs of the community. Enhance ATSI peoples' access to curative, educational and preventative health services in that community to improve the community's health status.

**Duties and responsibilities (in addition to level 3 duties and responsibilities)**

- (a) Act as team leader to coordinate, implement and evaluate appropriate, accessible and affordable health care services.
- (b) Promote community participation and involvement in the health of the community.
- (c) Conduct research and assessment in conjunction with the community to identify the community's health needs.
- (d) Liaise effectively with government, non-government and community groups to ensure that the identified health needs of the community are being met.
- (e) Ensure appropriate health promotional and educational programs are developed, implemented and evaluated using innovative and culturally appropriate teaching strategies.
- (f) Co-ordinate staff development programs to enhance the ongoing professional and cultural development of all staff.
- (g) Practice and maintain a high level of advanced clinical skills, and knowledge base for safe practice.
- (h) Perform administrative duties in terms of staff leave, study leave, contract employment, staff selection and assessment processes.



- (i) Promote and maintain confidentiality.
- (j) Provide leadership and support to all employees and act to rectify unsafe practice.
- (k) Work in isolation.
- (l) Participate in staff selection and assessment processes.
- (m) Advise the community leaders and other health professionals on health issues, related to Aboriginal and Torres Strait Islander people in that community.

### **Qualifications**

- (a) Proven knowledge and experience in delivering health care in an educational/clinical or community setting is essential.
- (b) Demonstrated ability to communicate at all levels.
- (c) A high standard of oral and written communication skills.
- (d) Respected and accepted by the community (essential).
- (e) Demonstrated ability to coordinate a team of health professionals.
- (f) Understanding and knowledge of Aboriginal and Torres Strait Islander culture and traditional practices is essential.
- (g) Formal educational qualifications commensurate with the responsibilities of this position are highly desirable.
- (h) Previous management experience is highly desirable.

## **S3.8 Health, sports and fitness group**

### **Fitness industry workers**

#### **Fitness instructor - gym, group, aqua**

#### **Definitions:**

**Gym instructor** shall mean an employee involved in all aspects of fitness instruction other than Group or Aqua exercise programs

**Group instructor** shall mean an employee who leads any form of group or aerobic exercise program to music

**Aqua instructor** shall mean an employee who leads any form of water based group or aerobic exercise program to music

The following describes the nature of the work performed by Fitness instructors (Gym, Group, Aqua) levels 1, 2, and 3.

- (a) Designs and delivers exercise programs for low risk (apparently healthy) individuals in a controlled environment. A person trained in fitness activity possesses specific competencies to instruct low risk (apparently healthy) individual and group clients in specified work environments, under predictable circumstances.

- (b) A Fitness Instructor facilitates skill transfer or development to clients in order that they may exercise independently or with minimal supervision. This requires the Instructor to be able to:
  - (i) conduct an initial client induction including basic screening, fitness appraisal, program development and exercise instruction;
  - (ii) design individualised training programs within the context of a long-term plan;
  - (iii) critique technique and apply a variety of appropriate instructional strategies in a range of exercise modalities; and
  - (iv) regularly appraise client's fitness and skill acquisition and modify their program accordingly.

**Fitness trainer - personal trainer, specific populations**

- (a) Designs and delivers exercise programs for low risk (apparently healthy) individuals (in small groups) in a somewhat less controlled environment. Possesses a wide range of relevant instructing and fitness-specific competencies and facilitates the development in clients of a fit and healthy lifestyle in a range of environments.
- (b) A Fitness trainer works with low risk (apparently healthy) clients in both predictable and unpredictable circumstances. A Fitness trainer must be able to:
  - (i) develop, conduct and evaluate long term periodised fitness plans;
  - (ii) evaluate and analyse the performance of individual clients or groups in a variety of fitness settings;
  - (iii) provide advice on a range of areas related to health and fitness;
  - (iv) undertake basic dynamic postural screening using applied biomechanics;
  - (v) apply teaching methods and instructional styles in a variety of indoor and outdoor fitness settings; and
  - (vi) supervise and train other fitness staff.
- (c) A Fitness trainer may take further vocational training in other areas, such as:
  - (i) musculoskeletal rehabilitation exercise instruction after referral from and under any guidelines set by a medical or suitably qualified allied health professional;
  - (ii) exercise for specific population groups; and
  - (iii) lifestyle planning and behaviour modification.

**Fitness therapist**

- (a) A Fitness therapist:
  - (i) delivers and monitors exercise interventions for moderate risk people, working in close operation with suitably credentialed allied health professionals and/or medical practitioners;
  - (ii) is skilled in working in a variety of environments relating to the delivery of higher level fitness training, sports conditioning and other fitness and health related activities;
  - (iii) is involved in the delivery of exercise programs for moderate (at risk) clients in a range of unpredictable circumstances, and be involved in program design or modification for low risk clients but not moderate (at risk) clients.
- (b) A Fitness therapist is able to:
  - (i) work in a variety of environments e.g. hospital, fitness centre, private home, portable gym;

- (ii) deliver corrective exercise and rehabilitation for at risk specific populations in collaboration with and under the guidance and supervision of allied health professionals, e.g. physiotherapists;
- (iii) plan, modify and deliver higher level fitness training, sports conditioning, sports training, dealing with elite athletes;
- (iv) manage GP referrals requesting admission into and supervision within specific approved programs;
- (v) liaise with a range of other professionals from both the fitness and health industries, and engage in project management and health promotional activities; and
- (vi) carry out the functions of middle management, including staff management and training.

## **Levels**

Fitness industry workers (as above) shall be paid at the appropriate level in line with the following definitions, so far as they are applicable to the type of work performed:

### **Level 1 - Fitness instructor**

- (a) Employees at this level:
  - (i) do not have previous experience in the industry; and
  - (ii) do not possess industry recognised qualifications; and/or
  - (iii) are undertaking industry recognised training and are employed to carry out work associated with the classification of Fitness instructor.
- (b) Employees shall work under direct supervision according to specific instructions and procedures, which are prescribed by a more senior instructor or appropriately qualified manager.
- (c) During this period employees shall become familiar with all aspects of the establishment's operations of the establishment in which they work.

### **Level 2 - Fitness instructor**

- (a) Employees at this level:
  - (i) shall have relevant industry experience; and/or
  - (ii) be recognised at Certificate III level of the Fitness Industry Training Package; and
  - (iii) are employed to carry out work associated with the role of Fitness instructor in the designated specialisation of gym, group or aqua.
- (b) Employees at this level shall work under general supervision which requires operation within defined areas of responsibility with adherence to established guidelines and procedures.

### **Level 3 - Fitness instructor**

In addition to skills and training required by a level 2 - Fitness instructor, a level 3 employee shall be accredited through the National Instructor Registration program by Fitness Australia.

### **Level 4 - Fitness trainer**

- (a) Employees at this level:
  - (i) hold a Certificate IV level of the Fitness Industry Training Package; and/or

- (ii) are employed to carry out work associated with the classification of Fitness trainer in the designated specialisation of Fitness trainer - personal trainer, specific populations.
- (b) Employees at this level work under limited supervision and guidance and are required to exercise initiative and judgement in the performance of their duties.
- (c) Employees in this level receive broad instructions and their work is checked intermittently.

#### **Level 5 - Fitness trainer/Fitness therapist**

- (a) Employees at this level:
  - (i) hold a Certificate IV level of the Fitness Industry Training Package; and/or
  - (ii) are accredited through the National Instructor Registration program by Fitness Australia; and
  - (iii) are employed to carry out work associated with the classification of Fitness trainer in the designated specialisation of Fitness trainer/Fitness therapist; or
- (b) Hold a Diploma level qualification of the Fitness Industry Training Package and are employed to carry out work associated with the classification of Fitness therapist.

#### **Level 6 - Fitness therapist**

Employees at this level hold a Diploma level qualification of the Fitness Industry Training Package and/or are accredited through the National Instructor Registration program by Fitness Australia and are employed to carry out work associated with the classification of Fitness therapist.

#### **Support staff - level 1**

- (a) Employees in this classification at this level work under direct supervision with specific instructions and procedures and receive appropriate in-house training.
- (b) Duties may include any or all of the following:
  - (i) general counter duties, including reception; taking bookings; dealing with member and membership enquiries; sale of products; activities organising and customer liaison;
  - (ii) general tidying/cleaning of immediate work area;
  - (iii) other duties as directed;
  - (iv) (Unqualified) playroom attendant; and
  - (v) cleaner/handyperson duties.
- (c) Duties at this level are performed within established guidelines and determined procedures.

#### **Support staff - level 2**

Employees at this level shall perform duties as specified at Support staff - level 1, but with limited supervision. Employees may be required to exercise some initiative in the performance of their duties.

#### **Swim school workers**

##### **Level 1**

- (a) An employee at this level works under general supervision and uses some judgement in predictable circumstances and:

- (i) has successfully completed the centre's relevant induction course; or
  - (ii) has successfully completed the centre's relevant induction course and holds an Australian Swimming Inc. Green Licence for Coaching.
- (b) Typical duties/skills (the tasks below are a guide only and not an exhaustive list):
- (i) beginner Instructor; and
  - (ii) holder of current Austswim registration or equivalent.

## Level 2

- (a) An employee at this level works under general supervision and exercises limited discretion within defined procedures.
- (b) Typical duties/skills/experience (the tasks below are a guide only and not an exhaustive list):
- (i) (A) has successfully completed the centre's relevant induction training and is an intermediate instructor who holds a current Austswim registration or equivalent; and
  - (B) has performed 12 hours per year of recognised workshops and 250 hours of instructing learn-to-swim classes and holds a second recognised instructing qualification; or
  - (ii) has successfully completed the centre's relevant induction training and has delivered 350 hours of instructing learn-to swim; or
  - (iii) has successfully completed the centre's relevant induction course and holds an Australian Swimming Inc. Bronze Coaching Licence.

## Level 3

- (a) An employee at this level works under limited supervision and performs work of a higher level of complexity than an employee at level 2.
- (b) Typical duties/skills/experience:

An employee at this level shall be an experienced instructor who:

- (i) (A) has successfully completed the centre's relevant induction training and holds a current Austswim registration or equivalent; and
- (B) has performed 12 hours per year of recognised workshops and 500 hours of instructing learn-to-swim classes and holds a third recognised swim instructing qualification; or
- (ii) has successfully completed the centre's relevant induction training and has delivered 700 hours of instructing learn-to-swim; or
- (iii) (A) holds an Australian Swimming Inc. Bronze Coaching Licence; and
- (B) has performed 12 hours per year of recognised workshops and 500 hours of coaching junior squads and attended a recognised seminar/conference within the past 12 months, or conducted 700 hours of coaching of junior squads.

## Level 4

An employee at this level has aggregate skills and experience and qualifications required of level 2 and 3 instructors and works from complex instructions and procedures, being able to coordinate work in a team environment or work individually under general supervision.

## **Indoor sports centre workers**

### **Level 1**

Employees at this level work under supervision with specific instruction and procedures. Duties may include any or all of the following:

- (a) general counter duties including reception;
- (b) assist in the delivery of sport & recreation programs;
- (c) taking bookings and general enquiries;
- (d) sale of various products;
- (e) organising activities;
- (f) operation of cash registers and use of electronic swipe devices;
- (g) customer liaison;
- (h) general tidying/cleaning of immediate work area;
- (i) cleaner/gardening or handyperson duties;
- (j) umpiring or refereeing of competitions; and
- (k) other suitable duties as may be directed from time to time.

### **Level 2**

Employees at this level shall perform the duties listed in level 1 and will require limited supervision. These employees may be required to exercise some initiative in the performance of their duties. Other duties may include:

- (a) general administration and preparation of rosters;
- (b) answer and guide enquiries regarding teams for competitions;
- (c) reconciliation of cash;
- (d) facilitate the delivery of sport and recreation programs;
- (e) customer service; and
- (f) maintenance of ladders, records and data bases.

### **Level 3**

Employees at this level will be responsible for the coordination of one or more sports within a facility. They will supervise staff. They will work from complex instructions and procedures. Their duties may include all of the roles in level 2 plus any or all of the following:

- (a) preparation of staff rosters;
- (b) preparation of fixtures and draws;

- (c) coordinate sport & recreation programs;
- (d) supervision of support staff;
- (e) training, supervision and assessment of umpires and referees;
- (f) supervision and coordination of team coaches and player training programs; and
- (g) purchase of stock.

### **Support staff - swim schools and indoor sports venues**

Employees engaged as support staff work within established guidelines and determined procedures.

#### **Support staff - level 1**

- (a) An employee in this classification and at this level works under direct supervision with specific instructions and procedures and shall undertake appropriate in house training to acquire a working knowledge of the daily operations of the centre in which they are engaged. Upon successful completion of 3 months' probationary employment, shall be eligible for promotion to a more senior position, upon a vacancy being available to be filled.
- (b) Indicative tasks for work performed at level 1 are as follows:
  - (i) basic cleaning tasks;
  - (ii) gardening and labouring tasks;
  - (iii) handyperson duties;
  - (iv) general counter duties; and
  - (v) other duties as directed within the scope of their knowledge and experience at this level.

#### **Support staff - level 2**

- (a) An employee in this classification and at this level shall be able to perform duties prescribed above for Support staff - level 1 and work under general supervision using some judgement in predictable circumstances.
- (b) Indicative tasks for work performed by an employee at level 2 are as follows:
  - (i) counter duties, including reception: operation of cash registrars, use of electronic swipe devices, taking bookings, dealing with member and membership enquiries;
  - (ii) customer liaison;
  - (iii) basic record keeping; and
  - (iv) other duties as directed within the scope of their knowledge and experience at this level.

#### **Support staff - level 3**

- (a) An employee in this classification and at this level shall be able to perform duties described above for Support staff - level 2 and work under limited supervision. Employees may be required to exercise some initiative in the performance of their duties.
- (b) Indicative tasks for work performed by an employee at a level 3 are as follows:
  - (i) assists with training employees at levels 1 and 2;
  - (ii) playroom attending;
  - (iii) membership product or services sales;

- (iv) activities organising;
- (v) promotional activities;
- (vi) supervision of other support staff; and
- (vii) other duties as directed within the scope of their knowledge and experience at this level.

### **S3.9 Hospitality group**

#### **Classification levels**

All positions in this group are to be categorised into one of seven (7) work levels, as follows:

#### **Introductory level**

- (a) The introductory wage level shall apply to a new employee who enters the industry and who has not demonstrated the competency requirements of level 1 below. An employee at this level will remain at this level for up to 3 months while training is undertaken to allow the employee to progress to level 1.

- (b) Indicative level of responsibility

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

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

#### **Level 1**

- (a) Level 1 employees shall include the following (traditionally used) job titles/positions:

- (i) Food and beverage attendant grade 1;
- (ii) Kitchen attendant grade 1;
- (iii) Kitchenhand;
- (iv) Singlehand cook;
- (v) House attendant grade 1;
- (vi) Guest service grade 1;
- (vii) Hospitality services grade 1;
- (viii) Employee grade 2.

- (b) Indicative duties:

- (i) setting, clearing and cleaning tables and areas of plates, glasses, ashtrays etc;
- (ii) general cleaning duties within a kitchen, scullery or food preparation area, including the cleaning of cooking and general utensils and crockery;
- (iii) assisting employees who are cooking or who are engaged on food and beverage activities, not including service to customers;
- (iv) assembly and preparation of ingredients for cooking;
- (v) handling, storing and distributing a variety of goods and hospitality products, including pantry items and linen;
- (vi) preparation of salad ingredients and/or distribution to a buffet bar, bistro or other food outlet;
- (vii) rubbish removal;
- (viii) laundry and/or linen duties which may include minor repairs to linen or clothing such



- as buttons, zips, seams and working with flat materials;
- (ix) collection and delivery of guests' personal dry cleaning and laundry, linen and associated material to and from accommodation areas;
- (x) basic maintenance duties; and
- (xi) parking guest vehicles.

(c) Indicative experience and/or qualifications:

Progression towards an AQF 2 qualification relevant to the employer.

(d) Indicative level of responsibility:

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

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

## Level 2

(a) Level 2 employees shall include the following (traditionally used) job titles/positions:

- (i) Food and beverage attendant grade 2;
- (ii) Food and beverage attendant grade 2 & 3;
- (iii) Employee grade 3;
- (iv) Kitchen attendant grade 2;
- (v) Hospitality services grade 2;
- (vi) House attendant grade 2;
- (vii) Cook - grade 1;
- (viii) Leisure attendant grade 1;
- (ix) Guest service grade 2;
- (x) Storeperson grade 1;
- (xi) Doorperson/security officer grade 1.

(b) Indicative duties:

- (i) 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;
- (ii) assisting in the cellar,
- (iii) receiving and storing general and perishable goods;
- (iv) receipt of monies;
- (v) attending a snack bar, coffee shop or other food and beverage outlet including taking orders and/or serving food and beverages;
- (vi) personalised guest services;
- (vii) taking reservations, greeting and seating guests, transferring guests' baggage and or property including delivery duties;
- (viii) operation of coin dispensing machine;
- (ix) payment of authorised jackpots, not requiring attendance at the device nor maintenance of detailed records;
- (x) undertaking general waiting and butler duties including basic food and beverage services;
- (xi) cooking of breakfasts, snacks and other basic meals and food items requiring regular

- supervision and limited experience;
- (xii) specialised non-cooking duties associated with a kitchen or food preparation area;
- (xiii) servicing accommodation areas and cleaning thereof including assisting with dry cleaning processes;
- (xiv) driving a passenger or courtesy vehicle;
- (xv) cleaning duties using specialised equipment and chemicals;
- (xvi) undertaking routine repair work and maintenance not generally performed by a tradesperson;
- (xvii) engaged in activities such as internal promotions and set ups for functions, basic merchandising for promotional activities, door and other minor security duties, bingo or other leisure activities and ushering for shows;
- (xviii) acting as an assistant instructor or pool attendant including testing pools and spas, setting up equipment, distribution and care of equipment and the taking of bookings, power boat observer; and
- (xix) assisting with the maintenance of dress standards and good order in the establishment.

(c) Indicative experience and/or qualifications:

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

(d) Indicative level of responsibility:

An employee at this level would require general supervision and:

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

### **Level 3**

(a) Level 3 employees shall include the following (traditionally used) job titles/positions:

- (i) Food and beverage attendant grade 3;
- (ii) Food and beverage attendant grade 4;
- (iii) Employee grade 4;
- (iv) Kitchen attendant grade 3;
- (v) Storeperson grade 2;
- (vi) House attendant grade 3;
- (vii) Guest service grade 3;
- (viii) Hospitality services grade 3;
- (ix) Cook - grade 2;
- (x) Leisure attendant grade 2;
- (xi) Handyperson;
- (xii) Forklift driver;
- (xiii) Timekeeper/Security officer grade 1.

(b) Indicative duties:

- (i) supplying (not serving) dispensing or mixing of liquor including a range of

- sophisticated drinks;
  - (ii) full control of a cellar or liquor store or outlet including the receipt, delivery and recording of goods within such areas;
  - (iii) 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;
  - (iv) receipt of monies and cash handling;
  - (v) attending a wagering terminal (TAB, Keno) or similar electronic gaming terminal (poker machine), holding the appropriate license and performing duties such as floor payouts, correction of minor gaming device faults and general machine maintenance;
  - (vi) receiving, storing and distributing goods including the operation of mechanical lifting devices such as forklifts;
  - (vii) major repair of linen and/or clothing;
  - (viii) dry cleaning;
  - (ix) supervision of laundry services;
  - (x) taking/directing of classes, tours and leisure activities associated with sporting areas, health and fitness activities and swimming pools; and
  - (xi) timekeeping of employees, general security including security of keys and supervision of dress standard maintenance and good order in the establishment.
- (c) Indicative experience and/or qualifications:
- As required at Level 2 and, in addition, progress towards an AQF 3 qualification relevant to the employer.
- (d) Indicative level of responsibility:
- Same as that required at Level 2.

#### **Level 4**

- (a) Level 4 employees shall include the following (traditionally used) job titles/positions:
- (i) Food and beverage attendant grade 4;
  - (ii) Food and beverage attendant grade 5;
  - (iii) Baker, Butcher, Cook, Dry Cleaner, Pastrycook, Tailor or other apprenticeship calling;
  - (iv) Commis chef;
  - (v) Cook - grade 3;
  - (vi) Guest service grade 4;
  - (vii) Employee grade 5;
  - (viii) Hospitality services grade 4;
  - (ix) Leisure attendant grade 3.
- (b) Indicative duties:
- (i) undertaking specialised waiting and butler duties in a fine dining room or restaurant e.g. bookings/cashier or maitre'd;
  - (ii) maintaining and rotating stock and stock balancing;
  - (iii) engaged in a variety of trade level activities such as cooking, baking, butchering, pastrycooking and/or setting up of an on-site kitchen; and
  - (iv) planning, coordinating and implementing leisure activities for guests and patrons.
- (c) Indicative experience and/or qualifications:
- (i) 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
- (ii) Possession of a Recognition Certificate issued in accordance with the provisions of the *Further Education and Training Act 2014* or a predecessor Act.

(d) Indicative level of responsibility:

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

- (i) receive only limited instructions normally confined to a clear statement of objectives;
- (ii) have their work measured in terms of the achievement of stated objectives;
- (iii) be fully competent and very experienced in a technical sense and requires little guidance in the performance of work;
- (iv) operate with autonomy either individually or within a work team; and
- (v) lead or supervises a work team.

## Level 5

(a) Level 5 employees shall include the following (traditionally used) job titles/positions:

- (i) Cook - grade 4;
- (ii) Demi chef;
- (iii) Employee grade 6;
- (iv) Food and beverage supervisor;
- (v) Food and beverage attendant grade 6;
- (vi) Guest service supervisor;
- (vii) Hospitality services grade 5;
- (viii) Relief duty supervisor.

(b) Indicative duties:

- (i) the duties of a designated duty supervisor, with 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;
- (ii) coordinating the work of employees engaged in guest service and/or housekeeping;
- (iii) being solely responsible for supervision, training and coordination of gaming staff and/or food and/or beverage staff and/or house attendant employees and/or other cooks or kitchen employees in a single kitchen establishment where no Level 4 or above cooks are employed; and
- (iv) maintenance or service and operational standards, preparation of operational reports and staff rostering.

(c) Indicative experience and/or qualifications:

As required at Level 4 and, in addition, has progress towards an AQF 4 qualification or higher relevant to the employer.

(d) Indicative level of responsibility:

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

- (i) demonstrate an understanding of a broad knowledge base incorporating some theoretical concepts;
- (ii) apply solutions to a defined range of unpredictable problems;
- (iii) identify, analyse and evaluate information from a variety of sources;
- (iv) identify and apply skill and knowledge to a variety of contexts with some depth in

- some areas;
- (v) take responsibility for their own outputs in relation to a specified human resource standards; and
- (vi) provide hands on supervisory direction for a work team usually on site.

## **Level 6**

- (a) Level 6 employees shall include the following (traditionally used) job titles/positions:
  - (i) Cook grade 5 - Head chef;
  - (ii) Chef de Partie;
  - (iii) Duty supervisor.
- (b) Indicative duties:
  - (i) duties of a duty supervisor with the responsibility for administrative and accounting activities and responsibility for the maintenance of service and operational standards as required by a duty manager;
  - (ii) general and specialised duties including supervision or training of other kitchen staff, ordering and stock control;
  - (iii) solely responsible for other cooks and other kitchen employees in the kitchens;
  - (iv) responsibility for a safe or counting room, liaising with accounting staff and duty managers, solely responsible for takings and floats, ordering of coins and notes, 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
  - (v) 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.
- (c) Indicative experience and/or qualifications:

Possession of an AQF 4 qualification or higher relevant to the employer.
- (d) Indicative level of responsibility:

Same as that required at Level 5.

## **S3.10 Operations group**

### **Characteristics of levels**

All positions in this group are categorised into one of nine work levels, as follows:

### **Level 1**

Employees, including certain employees during their first 6 months of employment, would perform a range of basic tasks in accordance with specific guidelines and procedures. Work would be performed under regular supervision.

Activities normally associated with this level would include:

- (a) basic labouring tasks;
- (b) cleaning;

- (c) caretaking;
- (d) basic operational or maintenance tasks associated with cemeteries, depots or swimming pools;
- (e) basic hospitality tasks relating to serving of drinks and cooking;
- (f) driving a rigid motor vehicle up to 4.5t GVM.

Occupations normally associated with this level include:

- (a) Labourer grade 1;
- (b) Surveyors labourer;
- (c) Driller - water wells up to 300 metres;
- (d) Driller - water wells over 300 metres;
- (e) Driller - sub artesian bores up to 300 metres;
- (f) Municipal baths - other employees;
- (g) Caretaker;
- (h) Day cleaner;
- (i) Other employees:
  - (i) Cemeteries;
  - (ii) Bar attendant/drink waiter;
- (j) Cook (other than included elsewhere);
- (k) Bus depot attendants;
- (l) Car park attendants;
- (m) Watchpersons/gatekeepers.

## **Level 2**

Employees perform a range of tasks involving general skills. Typically, industry experience enables the application of such general skills to the requirements of the work. Work would be performed under regular supervision.

Activities normally associated with this level would include:

- (a) Surveyor's chainperson grade II;
- (b) Bitumen asphalt or concrete work;
- (c) Operation of a variety of hand held power tools or machinery (including motor mowers);
- (d) General gardening duties;
- (e) Driving a rigid motor vehicle exceeding 4.5t GVM up to 11t GVM;

- (f) Driving a motor bus carrying fare paying passengers with less than 12 seats;
- (g) General sewerage or water maintenance work;
- (h) Assisting rubbish or sanitary vehicle drivers.

Occupations normally associated with this level include:

- (a) Labourer grade 2;
- (b) Surveyor's chainperson grade II;
- (c) Surveyor's cooks;
- (d) Head driller - water wells up to 300 metres;
- (e) Head driller - water wells over 300 metres;
- (f) Driller - sub artesian bores 300 metres to 600 metres;
- (g) Head driller - sub artesian bores up to 300 metres;
- (h) Head driller - sub artesian bores 300 metres to 600 metres;
- (i) Driller - sub artesian bores over 600 metres;
- (j) Turncock;
- (k) Motor vehicle driver with capacity over 1.27t to 3.04t;
- (l) Motor vehicle driver with capacity over 3.04t to 6.08t;
- (m) Rubbish vehicle driver's assistant;
- (n) Sanitary vehicle driver's assistant;
- (o) Driver of motor bus;
- (p) Single hand cook.

### **Level 3**

Employees perform a broad range of tasks requiring developed industry skills. Employees would exercise a broad knowledge of construction and/or maintenance activities and either individually or as part of a team be able to undertake a substantial proportion of typical projects. The work would be performed under general supervision.

Activities normally associated with this level would include:

- (a) Surveyor's chainperson grade I;
- (b) pipelaying, concrete finishing, scaffolding;
- (c) supervision of refuse tip (tip master);
- (d) skilled gardening work (e.g. grafting, propagating);

- (e) driving a rigid motor vehicle exceeding 11t GVM up to 15t GVM;
- (f) driving a motor bus with more than 12 seats;
- (g) store operations;
- (h) Person in charge - municipal baths;
- (i) operation of small ride-on equipment or light mechanical plant;
- (j) operation of light mechanical plant including ride-on mower/tractor with implements, motor vehicles with capacity exceeding 6.08t, pneumatic tyred tractor without powered attachments up to 70 KW, pneumatic tyred tractor with powered attachments up to 35 KW, crawler tractor without powered attachments up to 4,536 kgs, crawler tractor with powered attachments up to 2,721 kgs, powered vibrating road roller up to 4 tonne, pneumatic tyred powered road roller up to 8 tonne, steel wheeled powered road roller up to 8 tonne , pile driving machine, motor mower driver - cemeteries.

Occupations normally associated with this level include:

- (a) Labourer grade 3;
- (b) Labourer grade 4;
- (c) Operator of ride-on mower/tractor with implements;
- (d) Form setter's assistant;
- (e) Gearperson or derrickperson;
- (f) Surveyor's chainperson grade 1;
- (g) Patrolperson animal control grade 1;
- (h) Beach inspector - first 6 months;
- (i) Parking patrol officer - first 12 months;
- (j) Persons in charge - municipal baths;
- (k) Driver of motor vehicles with capacity exceeding 6.08t;
- (l) Operator of pneumatic tyred tractor without powered attachments to 70 KW;
- (m) Operator of pneumatic tyred tractor with powered attachments up to 35 KW;
- (n) Operator of crawler tractor without powered attachments up to 4535 kgs;
- (o) Operator of crawler tractor with powered attachments up to 2721 kgs;
- (p) Operator of powered vibrating road roller up to 4 tonne;
- (q) Operator of pneumatic tyred powered road roller up to 8 tonne;
- (r) Operator of steel wheeled powered road roller up to 8 tonne;



- (s) Operator of pile driving machine;
- (t) Motor mower driver - cemeteries;
- (u) Attendant to graves.

#### **Level 4**

Employees perform more highly skilled and often, specialised tasks. In some cases these tasks would require formal training and involve the holding of an appropriate authority. A sound knowledge of Council by-laws or legislative provisions relevant to the area of work would also be a feature. The work would be performed under general supervision.

Activities normally associated with this level would include:

- (a) Operation of large ride-on equipment (e.g. skid steer loader exceeding 2,000cc) or ride-on mower exceeding 12 h.p.);
- (b) Dogging, Rigging;
- (c) General by-laws enforcement (with relevant experience);
- (d) Grave digging;
- (e) Beach inspector (second 6 months of experience);
- (f) Operation of forklifts and hydraulic mobile platforms;
- (g) Surveyor's instrument hand;
- (h) Driving a rigid motor vehicle exceeding 15t GVM;
- (i) Driving a rigid motor vehicle (truck tractor) and heavy trailer combination (trailer having loaded mass of 3.5t or more) not exceeding 22.5t GCM;
- (j) Driving an articulated vehicle (with 3 axles) not exceeding 24t GCM).

Occupations normally associated with this level include:

- (a) Labourer grade 5;
- (b) Surveyor's instrument hand;
- (c) Operator of automotive ride-on linemarker;
- (d) Beach Inspector - second 6 months;
- (e) By-laws patrolperson grade 1;
- (f) Patrolperson animal control grade 2;
- (g) Parking patrol officer - thereafter;
- (h) Rigger;
- (i) Grave digger;

- (j) Head waiter;
- (k) Operator of forklift up to 5000 kg;
- (l) Operator of forklift over 5000 kg;
- (m) Operator of hydraulic mobile platform;
- (n) Earthmoving equipment assistant serviceperson;

## **Level 5**

Employees perform work at the trade or equivalent level. This would generally involve the selection and application of appropriate skills to suit varying demands of the work. Supervision or direction of other employees would often be a feature of this level. The work would be performed under limited supervision.

Activities normally associated with this level would include:

- (a) form setting (requiring trade level skills);
- (b) bridge carpentry;
- (c) parking meter maintenance;
- (d) Beach Inspector (12 months' experience);
- (e) Manager - municipal baths;
- (f) Supervisor by-law enforcement activities;
- (g) qualified Cook;
- (h) assist in the operation of a water treatment plant;
- (i) Horticulturalist (trade qualified);
- (j) driving a rigid motor vehicle (truck tractor) and heavy trailer combination (trailer having loaded mass of 3.5t or more) exceeding 22.5t GCM;
- (k) driving an articulated vehicle exceeding 24t GCM;
- (l) driving a low loader not exceeding 43t GCM;
- (m) earthmoving equipment serviceman;
- (n) operation of medium mechanical plant; including backhoe, street sweeping machine, single unit grader up to 35 KW, scraper loader up to 10 cubic metre capacity, excavator up to .5 cubic metre capacity, front-end or overhead loader up to 2.25 cubic metre capacity, pneumatic tyred tractor without powered attachment over 70 KW, pneumatic tyred tractor with powered attachment 35 to 110 KW, crawler tractor without powered attachment over 4,535 kgs shipping weight, crawler tractor with powered attachment 2,721 to 18,143 kgs shipping weight, powered vibrating road roller over 4 tonne, pneumatic tyred powered road roller over 8 tonne, steel wheeled powered road roller over 8 tonne, mobile crane up to 15 tonne.

Occupations normally associated with this level include:

- (a) Ganger - 4 persons or under;
- (b) Ganger - 5 to 10 persons;
- (c) Noxious plant supervisor;
- (d) Operator of street sweeping machine;
- (e) Ganger class B on water supply and sewerage;
- (f) Batching plant operator;
- (g) Dam and reservoir caretaker;
- (h) Water treatment plant operator's assistant;
- (i) Beach inspector - after 12 months;
- (j) Form setter;
- (k) Bridge carpenter;
- (l) Bridge carpenter - concrete bridges;
- (m) By-laws patrolperson grade 2;
- (n) Patrolperson animal control grade 3;
- (o) Manager - municipal baths;
- (p) Parking meter maintenance attendant;
- (q) Qualified cook;
- (r) Operator of single unit grader up to 35 KW;
- (s) Operator of scraper loader up to 10 cubic metre capacity;
- (t) Operator of excavator up to 0.5 cubic metre capacity;
- (u) Operator of front-end or overhead loader up to 2.25cubic metre capacity;
- (v) Operator of pneumatic tyred tractor without powered attachments;
- (w) Operator of pneumatic tyred tractor with powered attachment up to 110 KW;
- (x) Operator of crawler tractor without powered attachment - over 4535 kgs shipping weight;
- (y) Operator of crawler tractor with powered attachment 2721 to 18143 kgs shipping weight;
- (z) Operator of powered vibrating road roller over 4 tonnes;
- (aa) Operator of pneumatic tyred powered road roller over 8 tonnes;
- (bb) Operator of steel wheeled powered road roller over 8 tonnes;

- (cc) Earthmoving equipment serviceperson;
- (dd) Backhoe operator;
- (ee) Driver of mobile crane - up to 15 tonnes.

## **Level 6**

Employees would exercise trade or equivalent skills at a level higher than that applicable in Level 5. The work would generally involve the application of such skills in a more complex area or to a more advanced degree. The work would generally be performed under remote supervision.

Activities normally associated with this level would include:

- (a) assist in the operation of a sewerage treatment plant;
- (b) operation of primary treatment plants;
- (c) diving;
- (d) coordination of by-laws, monitoring and enforcement operation;
- (e) driving a rigid motor vehicle (truck tractor) and heavy trailer(s) combination (trailer having loaded mass of 3.5 tonnes or more) exceeding 42.5 GCM;
- (f) driving an articulated or double articulated vehicle exceeding 42.5 GCM;
- (g) driving a low loader exceeding 43 tonnes GCM;
- (h) operation of heavy mechanical plant; single unit grader over 35 KW, scraper loader over 10 cubic metre capacity, excavator over 0.5 cubic metres, front-end or overhead loader over 2.25 cubic metres, pneumatic tyred tractor with powered attachment over 110 KW, crawler tractor with powered attachment over 18,143 kgs shipping weight, mobile crane 15 to 100 tonnes.

Occupations normally associated with this level include:

- (a) Ganger - more than 10 persons;
- (b) Shire/City ranger;
- (c) Senior Shire/City ranger;
- (d) Impounder grade 1;
- (e) Impounder grade 2;
- (f) Ganger class A - water supply and sewerage;
- (g) Operator - primary treatment plant;
- (h) Sewerage treatment plant operator's assistant;
- (i) Diver;
- (j) Operator of single unit grader over 35 KW;

- (k) Operator of scraper loader over 10 cubic metre capacity;
- (l) Operator of excavator over 0.5 cubic metre capacity;
- (m) Operator of front-end or overhead loader over 2.25 cubic metre capacity;
- (n) Operator of pneumatic tyred tractor with powered attachment - over 110 KW;
- (o) Operator of crawler tractor with powered attachments over 18143 kgs shipping weight;
- (p) Driver of mobile crane - over 15 tonnes.

### **Level 7**

Employees would exercise precision skills in areas involving advanced and specialised processes or technology. A general feature of this level would be the detection and rectification of problems requiring detailed knowledge (beyond that applicable at the trade or equivalent level) of a specialised area. Skills appropriate at this level would generally be acquired through the completion of appropriate courses of study. Employees would be expected to exercise a significant level of discretion in relation to the organisation of work, the application of appropriate skills and timeframes for completion under remote supervision.

### **Level 8**

Employees would exercise precision skills in a more complex and substantial area of work than applies in Level 7. The work would involve detailed knowledge of complex equipment and automated processes which would be acquired through courses of study and significant relevant experience. The ability to identify and resolve problems which may occur throughout the area of work would be an essential element. Employees would exercise extensive discretion in relation to the selection and organisation of appropriate work processes and resources under remote supervision.

Activities normally associated with this level would include:

- (a) operation of a class II sewerage treatment plant;
- (b) operation of a water treatment plant.

Occupations normally associated with this level include:

- (a) Operator class II sewerage treatment plant;
- (b) Operator water treatment plant.

### **Level 9**

At this level, employees would operate major installations involving highly complex equipment and automated processes. This would require extensive authority to determine appropriate procedures and corrective measures without reference to senior officers.

Activities normally associated with this level would include:

- (a) operation of a class I sewerage treatment plant.

Occupations normally associated with this level include:

- (a) Operator class I sewerage treatment plant.

### S3.11 Theatrical group

#### Classification definitions

In this group:

An **Assistant theatre technician** is an employee who, under the direction of a Theatre technician or a Senior theatre technician, assists in the maintenance and operation of a theatre's technical systems. The Assistant theatre technician may be required to operate a spot light during performances

**Front of house staff** are employees who carry out front of house duties, which may include ticket taking, attending doors and ushering

A **Front of house coordinator** is an employee who, in addition to other front of house duties, is responsible for the coordination of Front of house staff and the efficient functioning of the front of house services during productions

A **Head lightperson** is an employee who is in charge of the light department and who supervises the work of one or more employees

A **Head property person** is an employee who is in charge of the property department and who supervises the work of one or more employees

A **Head stage carpenter or mechanist** is an employee who is in charge of the mechanical department and who supervises the work of one or more employees

A **Program/merchandise seller** is an employee whose principle duty is the selling of programs and/or merchandise, including the handling of cash

A **Projectionist** is an employee whose primary duty is to be in charge of projection equipment and presentation of pictures and sound entertainment, including the supervision and running maintenance of the projection equipment

A **Senior theatre technician** is an employee appointed as such by the employer who is required to undertake a level of responsibility significantly higher than that of a technician. Such responsibility shall include the supervision of a Theatre technician or Assistant theatre technician

A **Senior ticket seller** is an employee who, in addition to the major function of ticket selling, assists in the coordination and functioning of a box office, booking office and related areas

A **Stage assistant** is an employee is primarily engaged on unskilled duties relating to the preparation of the stage and back-stage areas for productions

A **Stage coordinator** is an employee engaged in the preparation (including carpentry work) of stage and backstage areas for a production and the operation of mechanical systems during productions

A **Technical manager** is an employee who has overall responsibility for the operation and maintenance of technical systems and the supervision of employees

A **Theatre technician** is an employee required to perform technical and operational duties related to lighting systems, sound systems and other technical systems, including the operation of such systems during performances. The duties of this position may include the operation and maintenance of projection equipment

A **Ticket seller** is an employee whose principle duty is selling tickets

An **Utility person** is an employee who is mainly engaged on unskilled work but who performs slightly skilled repair work for the maintenance of the premises and/or billboards wherever situated

### **S3.12 Tour guides group**

#### **Classifications**

Employees in this group shall be classified as follows:

#### **Introductory tour guide**

Employees with no relevant industry experience may be employed as an Introductory tour guide for the first 6 months at two levels. During the first 3 months as an Introductory tour guide A, and for the subsequent period of 3 months as an Introductory tour guide B.

#### **Tour guide - level 1**

An employee having undertaken 6 months' employment at the introductory level or an employee with relevant industry experience that is at least equivalent to the introductory level. An employee at this level:

- (a) should be versed in guest services and public relations skills;
- (b) should understand matters of cultural sensitivity concerning tourists from other nations;
- (c) should have reasonable knowledge of tourism attractions and facilities in the area;
- (d) should also have a good understanding of the health and safety obligations required for the protection of tourists that may not understand dangers associated with the Australian environment and wildlife; and
- (e) may be required to hold the appropriate driver authorisation.

Indicative tasks of an employee at this level may include any of the following:

- (a) conducting and/or supervising a number of tourists on a tour;
- (b) collecting cash;
- (c) driving an appropriate vehicle; and
- (d) promotional activities and incidental sales.

#### **Tour guide - level 2**

An employee at this level possesses the skills of a level 1 employee and:

- (a) is required to have detailed knowledge of the tourism attractions and facilities in the area; and
- (b) to fluently use a second language in the course of their duties.

A second language is a language other than the employee's first language or native tongue.

#### **Tour guide - level 3**

An employee at this level possesses the skills of a level 2 employee and is required to fluently use more than two languages in the course of their duties.

## **Schedule 4 - Children's Services and Early Childhood Education Stream - Definitions and Position Descriptors**

### **S4.1 Classification definitions**

In this schedule:

**year(s) of formal training** means training as may be completed in a college of Technical and Further Education, or a University or such similar institution that may be relevant to the early childhood education field

**equivalent accredited professional in-service hours** means 175 hours

**teacher** means a person who holds a qualification accepted by the Queensland College of Teachers to teach in Queensland, or a person who is qualified to teach in the early childhood education field

**centre** includes a licenced child care centre, outside school hours care facility, or vacation care facility, and a kindergarten or preschool at which an early childhood education program is offered

**child care legislation** means either the *Education and Care Services National Law (Queensland) Act 2011* or the *Education and Care Services Act 2013*, depending on the type of service being operated

### **S4.2 Classification descriptors - Children's services**

Employees are to be classified in accordance with the following definitions/descriptors:

#### **Assistant children's services worker - unqualified**

- (a) An assistant children's services worker is:
  - (i) engaged in the provision of child care within a centre; and/or
  - (ii) engaged in functions in or in connection with the general operation of the centre including, but not limited to, all aspects of food preparation and service, cleaning and maintenance of all areas of the centre (internal and external) to the standards required by the employer.
- (b) An employee at this level is:
  - (i) unqualified; and
  - (ii) employed to assist at an outside school hours care and/or vacation care service; and/or
  - (iii) has successfully completed year 12 at secondary school; and/or
  - (iv) is at least 17 years of age and is undertaking or has completed a Child Care Practice Certificate at a TAFE Institute.
- (c) Duties undertaken by an employee at this level include, but are not limited to, some or all of the following:
  - (i) supervise children's activities;
  - (ii) supervise sports activities;
  - (iii) ensure the health and safety of the children in their care;
  - (iv) take a genuine interest in the children, their activities and participate in these activities as much as possible;
  - (v) give each child individual attention and comfort as required;
  - (vi) routine communication with parents to the level of the employee's competence;



- (vii) assist in developing and implementing programs and activities;
- (viii) implement daily routine;
- (ix) assist in the implementation of the early childhood program under supervision;
- (x) understand and work according to the employer's policies.
- (xi) work in accordance with the licensing requirements of child care legislation;
- (xii) perform general duties associated with the operation of the service, including but not limited to all aspects of food preparation, service and cleaning/maintenance of all areas of the premises (internal and external).

**Children's services worker - 1 year qualified**

- (a) A children's services worker is:
  - (i) engaged in the provision of child care within a centre; and/or
  - (ii) engaged in functions in or in connection with the general operation of the centre including but not limited to all aspects of food preparation and service, cleaning and maintenance of all areas of the centre (internal and external) to the standards required by the employer.
- (b) An employee at this level:
  - (i) has completed an AQF Certificate 3 or 4 in Children's services but has not been appointed to the position of group leader; or
  - (ii) is a cook who prepares at least one full meal per day for each of a substantial proportion of children present at the centre.
- (c) Duties undertaken by an employee at this level include, but are not limited to, some or all of the following:
  - (i) any of the duties undertaken by an Assistant children's services worker - unqualified;
  - (ii) coordinate and direct activities of unqualified workers engaged in the implementation of programs and activities in group settings;
  - (iii) liaise with parents;
  - (iv) ensure a safe environment is provided for the children;
  - (v) ensure that records are maintained and are up-to-date concerning each child in their care;
  - (vi) assist in the development, implementation and evaluation of daily routines;
  - (vii) be responsible to the Director for the assessment of students on placement;
  - (viii) ensure the employer's policies are adhered to;
  - (ix) assist the Director in the assessment of students on placement to the level of their competency;
  - (x) under direction, work with individual children with particular needs;
  - (xi) undertake and implement the requirements of quality assurance; and
  - (xii) administer first aid to the level of their competency when appropriate.

**Group leader - 1 year qualified**

- (a) An employee at this level has completed an AQF Certificate 3 or 4 in Children's services.
- (b) Duties undertaken by an employee at this level include, but are not limited to, some or all of the following:
  - (i) carrying out the work of a Group leader;
  - (ii) the coordination of the activities of a group of children;
  - (iii) general supervision of workers in the centre;
  - (iv) assisting in the centre's or the service's administrative functions;
  - (v) any of the duties of Children's services worker - 1 year qualified;

- (vi) ensure that a developmentally appropriate program is planned and implemented for each child;
- (vii) assess the needs of each child and monitor the child's progress;
- (viii) maintain effective communication with a parent of each child in the group that the person leads; and
- (ix) administer first aid to the level of their competency when appropriate.

**Group leader - 2 year qualified**

- (a) An employee at this level:
  - (i) has completed an AQF Diploma in the field of Children's services; or
  - (ii) is a Registered nurse who has enrolled in or has successfully completed an appropriate bridging course in early childhood studies.
- (b) Duties undertaken by an employee at this level include, but are not limited to, some or all of the following:
  - (i) any of the duties of a Group leader - 1 year qualified or less;
  - (ii) work as the person in charge of a group of children in the age range from birth to 12 years;
  - (iii) take responsibility in consultation with the Director for the preparation, implementation and evaluation of a developmental program for individuals and groups of children in care;
  - (iv) coordinate and direct the activities of workers engaged in the implementation and evaluation of developmental programs and activities in a group setting;
  - (v) contribute, through the Director, to the development of the centre or service's policies;
  - (vi) ensure that the policies and practices of the employer are maintained; and
  - (vii) administer first aid to the level of their competency when appropriate.

**Group leader - 3 year qualified**

- (a) An employee at this level has completed an Advanced Diploma or higher qualification in the field of Children's services or education.
- (b) Duties undertaken by an employee at this level include, but are not limited to, some or all of the duties of a Group leader - 2 year qualified.

**Assistant coordinator - qualified - large service**

- (a) An employee at this level is required to assist a Coordinator of after school hours care as prescribed by the child care legislation to manage a licensed outside school hours care service licensed to accommodate 60 or more children at any time of the day.
- (b) Duties undertaken by an employee at this level include, but are not limited to, some or all of the following:
  - (i) all of the duties of an Children's services worker - 1 year qualified;
  - (ii) in consultation with the Coordinator prepare, implement and evaluate developmentally appropriate programs for individual children or groups of children in care;
  - (iii) supervise employees and ensure such employees fulfil their various duties and responsibilities;
  - (iv) ensure a safe environment is maintained for both children and staff;
  - (v) ensure records are maintained accurately for each child in care;
  - (vi) ensure the employer's policies and procedures are adhered to;

- (vii) liaise as need be with members of a child's family; and
- (viii) administer first aid to the level of their competency when appropriate.

**Assistant director - 2 year qualified**

- (a) An employee at this level:
  - (i) has completed an AQF Diploma in Children's services;
  - (ii) is employed to assist a Director of a service; and
  - (iii) is approved in terms of the relevant legislation to have charge of the centre in the absence of the Director.
- (b) Duties undertaken by an employee at this level include, but are not limited to, some or all of the following:
  - (i) all of the duties of a Group leader - minimum 3 year qualified;
  - (ii) prepare, implement and evaluate developmentally appropriate programs for individual children or groups of children in care, including those with special needs (such as children with disabilities and children of non-English speaking background);
  - (iii) supervise the programs and the quality of care that the service provides;
  - (iv) ensure records are maintained accurately for each child in care;
  - (v) ensure the employer's policies and procedures are adhered to;
  - (vi) administer first aid to the level of their competency when appropriate;
  - (vii) supervise qualified and unqualified workers;
  - (viii) planning and coordinate in-service training for the centre or service;
  - (ix) maintain the service's policies and practices;
  - (x) maintain effective liaison with other agencies in the community;
  - (xi) take responsibility for the day-to-day management of the centre or service in the temporary absence of the Director; and
  - (xii) administer first aid to the level of their competency when appropriate.

**Assistant director - 3 year qualified**

- (a) An employee at this level:
  - (i) has completed an AQF Advanced Diploma or higher qualification in Children's services or education;
  - (ii) is employed to assist a Director of a service; and
  - (iii) is approved in terms of the relevant legislation to have charge of the centre in the absence of the Director.
- (b) Duties undertaken by an employee at this level include, but are not limited to, some or all of the duties undertaken by an Assistant director - 2 year qualified.

**Coordinator - unqualified**

- (a) An employee at this level has no relevant post-secondary qualification and coordinates and manages an after school hours and/or vacation care service for children.
- (b) Duties undertaken by an employee at this level include, but are not limited to, some or all of the following:
  - (i) develop and/or oversee programs and ensure they offer a balance of flexibility, variety, safety and fun;
  - (ii) supervise the programs/activities and ensure each staff member is fulfilling their relevant duties and responsibilities;

- (iii) carry out administration tasks including fee collection and receipting, banking, payment of staff, etc;
- (iv) administer first aid when appropriate to the level of their competency;
- (v) work positively in working with parents and/or committees; and
- (vi) understand and work in accordance with the service's policies.

**Coordinator - qualified - small service**

- (a) An employee at this level has completed an AQF Diploma in Children's services and coordinates and manages an after school hours and/or vacation care service for up to 59 children.
- (b) Duties undertaken by an employee at this level include, but are not limited to, some or all of the duties undertaken by a Coordinator - unqualified who manages an after school hours and/or vacation care service.

**Coordinator - qualified - large service**

- (a) An employee at this level has completed an AQF Diploma in Children's services and coordinates and manages an after school hours and/or vacation care service for 60 or more children.
- (b) Duties undertaken by an employee at this level include, but are not limited to, some or all of the duties undertaken by a Coordinator - unqualified who manages an after school hours and/or vacation care service.

**Director - 2 year qualified**

- (a) An employee at this level has completed an AQF Diploma in Children's services and is employed as the Director of a service other than an after school hours and/or vacation care service.
- (b) Duties undertaken by an employee at this level include, but are not limited to, some or all of the following:
  - (i) responsibility for the overall administration of the centre or service;
  - (ii) develop, implement and supervise developmental programs and the quality of care that the service provides;
  - (iii) maintain the service's policies and practices;
  - (iv) establish a process for the recruitment, orientation and support of staff;
  - (v) identify and assist in meeting in-service training needs of staff;
  - (vi) establish and maintain effective communication systems with staff and parents;
  - (vii) establish and maintain liaison with other agencies in the community (as required);
  - (viii) maintain the centre's records;
  - (ix) recruit employees in consultation with the Manager/Owner or Licensee of the centre;
  - (x) keep day-to-day accounts and handle clerical administrative matters;
  - (xi) ensure that the centre or service adheres to all relevant Regulations;
  - (xii) formulate and evaluate annual budgets in liaison with relevant authorities where necessary;
  - (xiii) all of the duties of an Assistant director;
  - (xiv) administer first aid when appropriate to the level of their competency.

**Director - minimum 3 year qualified**

- (a) An employee at this level has completed an AQF Advanced Diploma or higher qualification in the field of Children's services or education and is employed as the Director of a service other than an after school hours and/or vacation care service.

- (b) Duties undertaken by an employee at this level include, but are not limited to, some or all of the duties undertaken by a Director - 2 year qualified.

### **S4.3 Classification descriptors - Early childhood education**

Employees are to be classified in accordance with the following definitions/descriptors:

#### **Exempted teacher, grade 1**

An employee at this level does not hold formal qualifications accepted by the Queensland College of Teachers for registration as a Teacher in Queensland but holds approval from the College to be in charge of an educational program in a kindergarten or preschool.

#### **Exempted teacher, grade 2**

An employee at this level does not hold formal qualifications accepted by the Queensland College of Teachers for registration as a Teacher in Queensland but holds approval from the Board to be in charge of an educational program in a kindergarten or preschool and has completed:

- (a) one year of formal training; or
- (b) the equivalent number of accredited professional in-service hours.

#### **Exempted teacher, grade 3**

An employee at this level does not hold formal qualifications accepted by the Queensland College of Teachers for registration as a Teacher in Queensland but holds approval from the Board to be in charge of an educational program in a kindergarten or preschool and has completed:

- (a) a minimum of two years of formal training; or
- (b) the equivalent number of accredited professional in-service hours.

#### **Kindergarten/Preschool assistant, grade 1**

An employee at this level is engaged in assisting in the delivery of an early childhood education program at a centre under the direction of either a Teacher or an Exempted teacher and is untrained.

#### **Kindergarten/Preschool assistant, grade 2**

An employee at this level is engaged in assisting in the delivery of an early childhood education program at a centre under the direction of either a Teacher or an Exempted teacher and has completed:

- (a) one year of formal training; or
- (b) the equivalent number of accredited professional in-service hours.

#### **Kindergarten/Preschool assistant, grade 3**

- (a) An employee at this level is engaged in assisting in the delivery of an early childhood education program at a centre under the direction of either a Teacher or an Exempted teacher and has completed:
  - (i) a minimum of two years of formal training; or
  - (ii) the equivalent number of accredited professional in-service hours.

- (b) An employee with 3 years of formal training or the equivalent number of accredited professional in-service hours shall be appointed at grade 3, year 2.

**Teacher - band 1 - step 1**

An employee at this level is a Teacher admitted to the service with 3 years of teacher training or such other qualifications recognised by the employer.

**Teacher - band 1 - step 2**

An employee at this level is a Teacher admitted to the service with 3 years of teacher training or such other qualifications recognised by the employer and 1 year of teaching experience.

**Teacher - band 1 - step 3**

An employee at this level is a Teacher admitted to the service with 3 years of teacher training or such other qualifications recognised by the employer and 2 years of teaching experience.

**Teacher - band 1 - step 4**

An employee at this level is a Teacher admitted to the service with 3 years of teacher training or such other qualifications recognised by the employer and 3 years of teaching experience.

**Teacher - band 2 - step 1**

An employee at this level is a Teacher admitted to the service with:

- (a) 3 years of teacher training or such other qualifications recognised by the employer and at least 4 years of teaching experience; or
- (b) an approved Degree from a recognised university or an approved equivalent tertiary qualification.

**Teacher - band 2 - step 2**

An employee at this level is a Teacher admitted to the service with:

- (a) 3 years of teacher training or such other qualifications recognised by the employer and 5 years of teaching experience; or
- (b) an approved Degree from a recognised university or equivalent and at least 1 year of teaching experience.

**Teacher - band 2 - step 3**

An employee at this level is a Teacher admitted to the service with:

- (a) 3 years of teacher training or such other qualifications recognised by the employer and 6 years of teaching experience; or
- (b) an approved Degree from a recognised university or equivalent and at least 2 years of teaching experience.

**Teacher - band 2 - step 4**

An employee at this level is a Teacher admitted to the service with:

- (a) 3 years of teacher training or such other qualifications recognised by the employer and 7 years of teaching experience; or
- (b) an approved Degree from a recognised university or equivalent and at least 3 years of teaching experience.

**Teacher - band 2 - step 5**

An employee at this level is a Teacher admitted to the service with:

- (a) 3 years of teacher training or such other qualifications recognised by the employer and 8 years of teaching experience; or
- (b) an approved Degree from a recognised university or equivalent and at least 4 years of teaching experience.

**Teacher - band 3 - step 1**

An employee at this level is a Teacher admitted to the service with:

- (a) 3 years of teacher training or such other qualifications recognised by the employer and:
  - (i) 9 years of teaching experience; and
  - (ii) who has kept a portfolio of their professional development activities which has been submitted to and validated by a joint employer/union validation committee; or
- (b) an approved Degree from a recognised university or equivalent and at least 5 years of teaching experience.

**Teacher - band 3 - step 2**

An employee at this level is a Teacher admitted to the service with:

- (a) 3 years of teacher training or such other qualifications recognised by the employer and 11 years of teaching experience; or
- (b) 3 years of Teacher training or such other qualifications recognised by the employer and at least 10 years of teaching experience and at least 60 hours or 8 days of professional development activities in their own time and a portfolio of these activities and any other relevant material which has been submitted to and validated by a union/employer validation committee; or
- (c) an approved Degree from a recognised university or equivalent and at least 6 years of teaching experience.

**Teacher - band 3 - step 3**

An employee at this level is a Teacher admitted to the service with:

- (a) 3 years of teacher training or such other qualifications recognised by the employer and 13 years of teaching experience; or
- (b) 3 years of teacher training or such other qualifications recognised by the employer and at least 11 years of teaching experience and at least 120 hours or 16 days of professional development activities in their own time and a portfolio of these activities and any other relevant material which has been submitted to and validated by a union/employer validation committee; or

- (c) an approved Degree from a recognised university or equivalent and at least 7 years of teaching experience.

**Teacher - band 3 - step 4**

An employee at this level is a Teacher admitted to the service with:

- (a) 3 years of teacher training or such other qualifications recognised by the employer and 15 years of teaching experience; or
- (b) 3 years of teacher training or such other qualifications recognised by the employer and at least 12 years of teaching experience and at least 180 hours or 24 days of professional development activities in their own time and a portfolio of these activities and any other relevant material which has been submitted to and validated by a union/employer validation committee; or
- (c) an approved Degree from a recognised university or equivalent and at least 8 years of teaching experience.



## **Schedule 5 - Nursing Stream - Definitions, Position Descriptors, Wage Rates and Leave**

### **PART A - Definitions and position descriptors**

#### **S5.1 Definitions**

**Assistant in nursing** means an employee other than one registered with the Nursing and Midwifery Board of Australia or its successor or one who is training for the purpose of such registration, who is under the direct control or supervision of a Registered nurse and whose employment is solely to assist a Registered nurse or Enrolled nurse in the provision of nursing care to persons.

**Nursing care** means:

- (a) giving assistance to a person who because of disability is unable to maintain their bodily needs without frequent assistance;
- (b) carrying out tasks which are directly related to the maintenance of a person's bodily needs where that person because of disability is unable to carry those tasks for themselves; and
- (c) assisting a Registered nurse or Enrolled nurse to carry out their nursing duties.

#### **S5.2 Assistant in nursing**

##### **Assistant in nursing - level 1**

- (a) An employee at this level will have obtained proficiency necessary to perform work at this level.
- (b) An employee at this level is required to:
  - (i) exercise discretion and judgement within their level of skill and training;
  - (ii) receive on or off-the-job training or has received training;
  - (iii) work under direct or indirect supervision of a Registered nurse;
  - (iv) demonstrate an understanding of standards required in the nursing industry and actively participate in the implementation of those standards; and
  - (v) active involvement in, and contributes to, continuous improvement.
- (c) Indicative tasks/skills of this level, may include but not be limited to the following:
  - (i) provide input on observation;
  - (ii) record on standard structured pro forma;
  - (iii) assist in delivery of nursing care under direct supervision of a Registered nurse; or
  - (iv) assist with medications on the request of the client/resident within a delegated or assigned range of duties, subject to legislative requirements.

##### **Assistant in nursing - level 2**

- (a) An employee at this level will perform work above the skills of an Assistant in nursing - level 1 and will have obtained proficiency and qualifications to perform work at this level.
- (b) An employee at this level is required to:
  - (i) have obtained a Level III Certificate or equivalent;

- (ii) operate under direct supervision of a Registered nurse;
  - (iii) exercise discretion and judgement within their level of skill and training;
  - (iv) demonstrate an understanding of standards required in the nursing industry; and
  - (v) assist employees undertake structured training.
- (c) Indicative tasks/skills of this level, in addition to level 1, may include but not be limited to:
- (i) input into resident assessment;
  - (ii) input into documentation using a variety of flow charts;
  - (iii) input into orientation of employees;
  - (iv) data collection; or
  - (v) assist in delivery of nursing care under direct supervision of a Registered nurse.

### **Assistant in nursing - level 3**

- (a) An employee appointed to this level will perform work above and beyond the skills of an Assistant in nursing - level 2 and will have obtained proficiency and qualifications to perform work at this level.
- (b) An employee at this level is required to:
- (i) have obtained a Level IV Certificate or equivalent qualification or level of experience and competency;
  - (ii) exercise discretion and decision making/responsibility within their level of skill and training;
  - (iii) demonstrate the effective application of standards required in the nursing industry;
  - (iv) provide on-the-job and in-service training in non-clinical areas as directed; and
  - (v) work under supervision of a Registered nurse.
- (c) Indicative tasks/skills of this level in addition to those prescribed for an Assistant in nursing - level 2, may include but not limited to:
- (i) coordination of non-clinical activities by other Assistants in nursing;
  - (ii) management of continence resources;
  - (iii) provision of manual handling education.

## **S5.3 Enrolled nurse**

### **Enrolled nurse - level 1**

- (a) An employee at this level is required to:
- (i) have obtained a Diploma level qualification in nursing;
  - (ii) hold current registration with the Nursing and Midwifery Board of Australia as an Enrolled Nurse;
  - (iii) work under minimal supervision;
  - (iv) exercise discretion and decision making/responsibility within their level of skill and training;
  - (v) provide on-the-job and in-service training; and
  - (vi) demonstrate the effective application of standards required in nursing.
- (b) Indicative tasks/skills of this level, may include but not limited to:
- (i) administer medications in accordance with authorised certification;
  - (ii) input into formulation implementation and evaluation of the care plan;
  - (iii) interpret signs and symptoms and report changes;

- (iv) input into orientation of employees;
- (v) deliver nursing care under supervision; and
- (vi) coordination of team resources.

#### **Enrolled nurse - level 2**

- (a) An employee appointed to this level will perform work above and beyond the skills of an Enrolled nurse - level 1 and will have obtained proficiency and qualifications necessary to perform work at this level.
- (b) An employee at this level is required to:
  - (i) have obtained an advanced diploma level qualification or equivalent;
  - (ii) hold current registration with the Nursing and Midwifery Board of Australia as an Enrolled Nurse;
  - (iii) work under minimal professional supervision and will coordinate other employees;
  - (iv) exercise discretion and decision making/responsibility within their level of skill and training and within the scope of practice for Enrolled nurses;
  - (v) provide and maintain documentation as required;
  - (vi) assist with training and orientation of new staff in non-clinical duties
  - (vii) demonstrate the effective application of standards in nursing; and
  - (viii) contribute information for the assessment of clients' needs.
- (c) Indicative tasks/skills in addition to those prescribed for an Enrolled nurse - level 2, may include but are not limited to:
  - (i) accountability to Registered nurse for client care;
  - (ii) coordinating lower level staff;
  - (iii) participation in the gathering of information to enable the comprehensive assessment of clients and residents;
  - (iv) participate in the evaluation of care plan;
  - (v) implement the care plan
  - (vi) monitor and report outcomes of clinical practice to the Registered nurse; or
  - (vii) input into orientation and training of staff in non-clinical areas of non-clinical skills.

### **S5.4 Registered nurse**

#### **Registered nurse - level 1**

- (a) An employee at this level is required to:
  - (i) have obtained a Bachelor Degree in Nursing;
  - (ii) hold current registration with the Nursing and Midwifery Board of Australia as a Registered Nurse;
  - (iii) work under minimal supervision and supervise other employees;
  - (iv) exercise discretion and decision making/responsibility within their level of skill and training;
  - (v) provide and maintain documentation as required;
  - (vi) provide training;
  - (vii) demonstrate the effective application of standards in nursing; and
  - (viii) undertake the assessment of clients' needs.
- (b) Indicative tasks/skills in addition to those prescribed for an Enrolled nurse - level 2, may include but are not limited to:
  - (i) accountability for client care;

- (ii) responsible for lower level staff;
  - (iii) responsible for comprehensive assessment of clients and residents;
  - (iv) formulate, implement and evaluate care plan;
  - (v) monitor outcomes of clinical practice;
  - (vi) input into orientation and training of staff; and
  - (vii) perform competency assessments.
- (c) Indicative titles include:
- (i) Occupational health nurse - grade 1
  - (ii) Occupational health nurse - grade 2
  - (iii) Immunisation program nurse

### **Registered nurse - level 2**

- (a) An employee appointed to this level will perform work above and beyond the skills of a Registered nurse - level 1 and will have obtained proficiency and qualification necessary to perform work at this level.
- (b) An employee at this level is required to:
- (i) have obtained a Bachelor Degree in Nursing;
  - (ii) hold current registration with the Nursing and Midwifery Board of Australia as a Registered Nurse;
  - (iii) work under supervision and supervise others;
  - (iv) exercise discretion and decision making/responsibility within their level of skill and training; and
  - (v) demonstrate the effective application of standards required in the age care sector.
- (c) Indicative tasks/duties required for this level in addition to those prescribed for a Registered nurse - level 1 may include but are not limited to:
- (i) designated clinical specialty and provide advice to Registered nurse 1, or clinical practice within specialty;
  - (ii) input into orientation and training of staff;
  - (iii) act as a resource;
  - (iv) perform competency assessments; or
  - (v) responsibility for resource coordination.
- (d) Indicative titles include:
- (i) Clinical nurse
  - (ii) Primary health care nurse
  - (iii) Community health care nurse

### **Registered nurse - level 3**

- (a) An employee appointed to this level will perform work above and beyond the skill of a Registered nurse - level 2 and will have obtained proficiency and qualification necessary to perform work at this level.
- (b) An employee at this level is required to:
- (i) have obtained a Bachelor Degree in Nursing;
  - (ii) hold current registration with the Nursing and Midwifery Board of Australia as a Registered Nurse;

- (iii) supervise a range of staff;
  - (iv) work under minimal supervision;
  - (v) exercise discretion and decision making/responsibilities within their level of skill and training; and
  - (vi) demonstrate the effective application of standards in nursing.
- (c) Indicative tasks/skills of this level in addition to those prescribed for a Registered nurse - level 2, may include but are not limited to:
- (i) coordinates service delivery;
  - (ii) coordinate and critically evaluate research, processes and outcomes;
  - (iii) responsible for resource management;
  - (iv) responsible for professional development of staff;
  - (v) develop policy and procedures;
  - (vi) clinical consultant to staff; or
  - (vii) accountable for the management of the human and material resources.
- (d) Indicative titles include:
- (i) Clinical nurse consultant
  - (ii) Nurse manager
  - (iii) Nurse educator

#### **Registered nurse - level 4**

- (a) An employee appointed to this level will perform work above and beyond the skills of a Registered nurse - level 3 and will have obtained proficiency and qualifications necessary to perform work at this level.
- (b) An employee at this level is required to:
- (i) have obtained a Bachelor Degree in Nursing;
  - (ii) hold current registration with the Nursing and Midwifery Board of Australia as a Registered Nurse;
  - (iii) work under minimal supervision and would supervise other employees;
  - (iv) exercise discretion and decision making/responsibility within their level of skill and training; and
  - (v) demonstrate the effective application of standards in nursing.
- (c) A Nurse practitioner is required in addition to:
- (i) have obtained a Masters in Nurse Practitioner; and
  - (ii) hold current registration with the Nursing and Midwifery Board of Australia as a Nurse practitioner.
- (d) Indicative tasks/skills of this level in addition to those prescribed for a Registered nurse - level 3, may include but are not limited to:
- (i) an expert in clinical practice;
  - (ii) research quality indicators and improvements in work practice;
  - (iii) being accountable for the effective and efficient management of human and material resources; or
  - (iv) being accountable for the development and coordination of nursing management systems.
- (e) Indicative titles include:

- (i) Assistant director of nursing
- (ii) Nurse practitioner

#### **Registered nurse - level 5**

- (a) An employee appointed to this level will perform work above and beyond the skills of a Registered nurse - level 4 and will have obtained proficiency and qualifications necessary to perform work at this level.
- (b) An employee at this level is required to:
  - (i) have obtained a Bachelor Degree in Nursing;
  - (ii) hold current registration with the Nursing and Midwifery Board of Australia as a Registered Nurse;
  - (iii) responsible to the committee of management, board or senior management;
  - (iv) exercise discretion and decision making/responsibility within their level of skill and training and will exercise managerial responsibilities;
  - (v) responsible for the formation/establishment of programs, operational procedures and policies; and
  - (vi) manage staff and the operation of a health service or facility.
- (c) Indicative tasks/skills of this level in addition to those prescribed for a Registered nurse - level 4, may include but are not limited to:
  - (i) accountable for the strategic and operational directions of the facility; or
  - (ii) represent and promote the facility to governments and to the local community.
- (d) Indicative titles include:
  - (i) Director of nursing

### **PART B - Wage rates, classification and progression**

#### **S5.5.1 Wages (adults and juniors)**

<b>Classification</b>	<b>Level</b>	<b>Award Rate Per Week from 1 October 2014 \$</b>
Assistant in nursing - level 1	Paypoint 1	740.50
	Paypoint 2	751.00
Assistant in nursing - level 2	Paypoint 1	764.00
	Paypoint 2	779.00
Assistant in nursing - level 3		802.50
Enrolled nurse - level 1	Paypoint 1	858.50
	Paypoint 2	870.50
Enrolled nurse - level 2	Paypoint 1	875.00
	Paypoint 2	880.00
Registered nurse - level 1	Paypoint 1	884.50
	Paypoint 2	941.00
	Paypoint 3	998.00
	Paypoint 4	1050.00

Registered nurse - level 2	Paypoint 1 Paypoint 2	1097.00 1135.00
Registered nurse - level 3	Paypoint 1 Paypoint 2	1192.00 1234.50
Registered nurse - level 4	Grade 1 Grade 2 Grade 3	1348.00 1431.00 1513.50
Registered nurse - level 5	Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6	1348.00 1419.00 1513.50 1608.50 1765.50 1932.50

### S5.5.2 Progression through grades

Progression for all classifications for which there is more than one paypoint will be by annual movement to the next paypoint, or in the case of a part-time or casual employee 1976 hours of experience, having regard to the acquisition and use of skill described in the definitions contained in Schedule 5, Part A - Definitions and position descriptors.

### S5.5.3 Classification levels

- (a) **Existing employees** - from the date of application of this Award to their employment in accordance with section 824 of the Act, all existing nursing employees will be:
- (i) classified into the appropriate classification and wage level as prescribed in Schedule 5, Part A - Definitions and position descriptors, in accordance with the translation table below; and
  - (ii) paid at the wage level assigned to their classification and wage level as prescribed in clause S5.5.1.

Existing classification level			New classification level
Nurses Aged Care Award - State 2005	Nurses Award - State 2005	Nurses Domiciliary Services Award - State 2004	Queensland Local Government Industry Award - State 2014
Assistant Nurse: Entry Level 1.1	Assistant in Nursing - crèches & kindergartens: 1st year (junior) 2nd year (junior) 3rd year (junior) 4th year 5th year		Assistant in nursing - level 1.1
Assistant Nurse - Level 1.2			Assistant in nursing - level 1.2
Assistant Nurse - Level 2.1			Assistant in nursing - level 2.1
Assistant Nurse - Level 2.2			Assistant in nursing - level 2.2

Existing classification level			New classification level
Nurses Aged Care Award - State 2005	Nurses Award - State 2005	Nurses Domiciliary Services Award - State 2004	Queensland Local Government Industry Award - State 2014
Assistant Nurse - Level 3			Assistant in nursing - level 3
Enrolled Nurse: Level 1.1 Level 1.2 Level 1.3(a) Level 1.3(b) Level 2.1		Enrolled Nurse: Year 1 Year 2 Year 3 Year 4 Year 5	Enrolled nurse - level 1.1
Enrolled Nurse - Level 2.2			Enrolled nurse - level 1.2
Registered Nurse - Level 1.1	Occupational Health Nurse Grade 1: 1 <sup>st</sup> year 2 <sup>nd</sup> year 3 <sup>rd</sup> year Occupational Health Nurse Grade 2: 1 <sup>st</sup> year 2 <sup>nd</sup> year 3 <sup>rd</sup> year	Registered Nurse Level 1: Grade 1 Grade 2	Registered nurse - level 1.1
Registered Nurse - Level 1.2	Occupational Health Nurse Grade 1: 4 <sup>th</sup> year Occupational Health Nurse Grade 2: 4 <sup>th</sup> year 5 <sup>th</sup> year	Registered Nurse Level 1: Grade 3 Grade 4	Registered nurse - level 1.2
Registered Nurse - Level 1.3	Occupational Health Nurse Grade 2: 6 <sup>th</sup> year 7 <sup>th</sup> year	Registered Nurse Level 1: Grade 5 Grade 6	Registered nurse - level 1.3
Registered Nurse - Level 1.4	Occupational Health Nurse Grade 2: 8 <sup>th</sup> year	Registered Nurse Level 1: Grade 7 Grade 8	Registered nurse - level 1.4
Registered Nurse - Level 2.1		Registered Nurse Level 2: Grade 1 Grade 2 Branch Supervisor - supervising up to 8	Registered nurse - level 2.1
Registered Nurse - Level 2.2		Registered Nurse Level 2: Grade 3 Grade 4 Branch Supervisor - supervising over 8	Registered nurse - level 2.2
Registered Nurse - Level 3.1		Registered Nurse Level 3: Grade 1 Grade 2	Registered nurse - level 3.1
Registered Nurse - Level 3.2		Registered Nurse Level 3: Grade 3 Grade 4	Registered nurse - level 3.2



Existing classification level			New classification level
Nurses Aged Care Award - State 2005	Nurses Award - State 2005	Nurses Domiciliary Services Award - State 2004	Queensland Local Government Industry Award - State 2014
		Nursing Supervisor	
Registered Nurse - Level 4, Grade 1		Registered Nurse - Level 4, Grade 1	Registered nurse - level 4, grade 1
Registered Nurse - Level 4, Grade 2		Registered Nurse - Level 4, Grade 2	Registered nurse - level 4, grade 2
Registered Nurse - Level 4, Grade 3		Registered Nurse - Level 4, Grade 3	Registered nurse - level 4, grade 3
Registered Nurse - Level 5, Grade 1		Registered Nurse - Level 5, Grade 1	Registered nurse - level 5, grade 1
Registered Nurse - Level 5, Grade 2		Registered Nurse - Level 5, Grade 2	Registered nurse - level 5, grade 2
Registered Nurse - Level 5, Grade 3		Registered Nurse - Level 5, Grade 3	Registered nurse - level 5, grade 3
Registered Nurse - Level 5, Grade 4		Registered Nurse - Level 5, Grade 4	Registered nurse - level 5, grade 4
		Registered Nurse - Level 5, Grade 5	Registered nurse - level 5, grade 5
		Registered Nurse - Level 5, Grade 6	Registered nurse - level 5, grade 6

- (b) **New employees** - all nursing employees who commence employment after this Award starts to apply to their employer in accordance with section 824 of the Act are to be:
- (i) classified into the appropriate classification having regard to the definitions and position descriptors contained in Schedule 5, Part A - Definitions and position descriptors and clause S5.5.4, respectively; and
  - (ii) paid at the wage level assigned to their classification and wage level as prescribed in clause S5.5.1.

#### **S5.5.4 Total experience to count**

- (a) For the purpose of determining the rate of wages payable, an employee will be given credit for all previous continuous nursing service.
- (b) Previous service includes time spent as a nursing employee in obtaining additional nursing certificates other than the General Nursing Certificate.
- (c) In calculating continuous nursing service for the purpose of clause S5.5.4(b), any period of service (other than time spent as a nursing employee on full pay in obtaining additional nursing certificates) prior to an absence of over 3 years from nursing duties covered by a relevant nursing Award or relevant nursing enterprise agreement will not be taken into account.
- (d) An employee working less than 376 hours of service per year may undertake an assessment, approved by the employer and the QNU, to retain the employee's current years' of service classification.
- (e) On termination of employment each employee must be given a signed and dated certificate setting out the duration of employment at that facility, capacity of employment, details of any advancement (or reversal of advancement) in grade and, in the instance of part-time and casual employees, the total hours worked.

- (f) Any employee unable to provide proof of previous experience within 4 weeks of engagement will be paid at the appropriate rate of pay for the first year of service or the year to which proof of experience is provided for the class of employee so appointed. Wages will continue at this rate of pay until proof of previous experience is provided to the employer or until such time as service has been accumulated to warrant payment at a higher rate. Where proof of previous experience is not provided within 4 weeks of engagement, wages will continue to be paid at that rate of pay until such time as further proof of previous experience is provided to the employer and only then will the higher rate become payable from the date the proof of experience was supplied. The employer will advise the employee of this requirement at the time of engagement.
- (g) Subject to proof of previous experience being provided within 4 weeks, the employer must adjust previous payments back to the date of commencement.

## **PART C - Annual leave**

### **S5.6.1 Quantum of leave**

- (a) In lieu of the provisions of section 71EA(1) of the Act, every full-time and part-time nurse shall at the end of each calendar year of employment be entitled to annual leave on full pay as follows:
  - (i) not less than 6 weeks if employed on shift work where 3 shifts per day are worked over a period of 7 days per week and where an employee works over more than 2 roster periods which involves a combination of day, evening and night shifts;
  - (ii) not less than 5 weeks in any other case;
  - (iii) a nurse whose employment is terminated prior to the expiration of a full year of employment shall be entitled to a *pro rata* equivalent of annual leave as provided for above.
- (b) The annual leave loading of 17.5% prescribed in clauses 19.1(a)(ii) and (b)(ii) of this Award shall only apply to 152 hours of the annual leave payments prescribed in clauses 19.1(a)(i) and (b)(i), respectively.