

QUEENSLAND AGRICULTURAL COLLEGES AWARD – STATE 2014

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PART 1—Title and Operation

1. Title

This award is known as the *Queensland Agricultural Colleges Award – State 2014*.

2. Operation

Subject to section 824 of the Act, this award operates from 31 August 2014.

3. Definitions and interpretations

Unless the context otherwise requires, in this award:

Act means the *Industrial Relations Act 1999*

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

college means the Queensland Agricultural Training Colleges established in accordance with the provisions of the *Queensland Agricultural Training Colleges Act 2005*

commission means the Queensland Industrial Relations Commission

domestic and general employees means those employees identified as such in Schedule 2

employees other than domestic and general employees means those employees identified as such in Schedule 2

employer means the Queensland Agricultural Training Colleges established in accordance with the provisions of the *Queensland Agricultural Training Colleges Act 2005*

generic level statement means a broad, concise statement of the duties, skills and responsibilities indicative of a given classification level

increment means for all employees an increase in salary from one paypoint to the next highest paypoint within a classification level

instructor means a person appointed as such and who conducts/manages formal and/or informal training programs and undertakes associated functions and incidental duties within that person's area of expertise and otherwise as required by the employer which may include production activities of the college

paypoint means the specific rate of remuneration payable to an employee within a classification level

principal executive officer means the person appointed under Part 3A section 35A of the *Agricultural College Act 2005* as principal executive officer of the college and who is responsible for the day to day management of the college

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

rostered day off means a day accrued as a result of the method of working ordinary hours where employees are rostered off duty on various days of the week during a particular work cycle, such that employees may have one or more days off duty during that cycle

TOIL means time off in lieu of payment for overtime

4. Coverage

This award applies to:

- (a) Employees engaged by the Queensland Agricultural Training Colleges pursuant to the *Queensland Agricultural Training Colleges Act 2005* whose salaries or rates of pay are fixed by this award; and
- (b) The principal executive officer of the Queensland Agricultural Training Colleges as the employer of employees covered by this award; and
- (c) The following industrial organisations:
 - (i) Together Queensland, Industrial Union of Employees; and
 - (ii) United Voice, Industrial Union of Employees, Queensland,

to the exclusion of any other award.

5. The Queensland Employment Standards and this award

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; and
 - (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 principal executive officer 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 and shall have the right to be represented by their local union official/s.
- (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 employees 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 a 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 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 the employer in respect to 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 shall be 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) 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.
- (f) Whilst all of the above procedure is being followed, normal work shall continue except in the case of a genuine safety issue. Further, the *status quo* existing before the emergence of the grievance or dispute is to continue whilst the disputes procedure is being followed.
- (g) 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.
- (h) 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.
- (i) 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

- (a) An employee may be employed on a full-time, part-time or casual basis.
- (b) At the point of engagement of each employee, the employer will provide the employee with a letter of engagement setting out the terms and conditions of the employee's appointment, including whether the engagement is on a full-time, part-time, fixed-term or casual basis and the duration of any probationary period.

9.1 Full-time employment

A full-time employee is an employee who is engaged to work an average of 76 ordinary hours per fortnight.

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 fortnight which are less than the ordinary hours worked by an equivalent full-time employee; and
 - (ii) receives, on a *pro rata* basis, the same pay 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 1/76th of the minimum fortnightly rate of pay for their classification.
- (c) Part-time employees are eligible for payment of salary increments in accordance with the provisions of clause 12.9(a)(ii).

9.3 Casual employment

- (a) (i) A casual employee is an employee who is engaged and paid as such.
 - (ii) A casual employee can not be employed to work more ordinary hours than are worked by an equivalent full-time employee each week or fortnight, as the case might be.
- (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 hour worked, a casual employee will be paid no less than 1/76th of the minimum fortnightly rate of pay for their classification plus a casual loading of 23%.
- (d) Each engagement stands alone, with a minimum payment as for 2 hours' work made in respect to each engagement.
- (e) The casual loading of 23% is paid instead of annual leave, paid personal/carer's leave, notice of termination, redundancy benefits and the other attributes of full-time or part-time employment. The loading constitutes part of the casual employee's salary for the purpose of calculating overtime, weekend penalties and public holiday payments, where relevant.

(f) The long service leave entitlement of casual employees is recorded in clause 22.

9.4 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.

9.5 Anti-discrimination

- (a) In fulfilling their obligations under this award, the parties must take reasonable steps to ensure that neither the award provisions nor their operation are directly or indirectly discriminatory in their effects. Discrimination includes:
 - (i) discrimination on the basis of sex, relationship status, family responsibilities, pregnancy, parental status, breastfeeding, age, race, impairment, religious belief or religious activity, political belief or activity, trade union activity, lawful sexual activity, gender identity, sexuality and association with, or in relation to, a person identified on the basis of any of the above attributes;
 - (ii) sexual harassment; and
 - (iii) racial and religious vilification.
- (b) Nothing in clause 9.5 is to be taken to affect:
 - (i) any different treatment (or treatment having different outcomes) which is specifically exempted under the *Anti-Discrimination Act 1991*;
 - (ii) an employee, employer or registered organisation, pursuing matters of discrimination, including by application to the Australian Human Rights Commission/Anti-Discrimination Commission Queensland.

10. Termination of employment

10.1 Notice by the employer

Notice of termination 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 employee

Unless otherwise agreed between the employer and an employee, the notice of termination required to be given by an employee, other than a casual employee, will be two weeks or 2 weeks' salary forfeited

in lieu. If an employee fails to give notice, the employer shall have the right to withhold monies due to the employee with a maximum amount equal to the ordinary time rate for a 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 cannot 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, an employee must be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. This time off shall 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 Return of materials

- (a) Upon termination of employment, all materials and/or property in the possession of or under the control of the employee which is the property of the employer is to be returned to the employer.
- (b) If the employee fails to return materials and/or property of the employer in good condition, allowing for fair wear and tear, the employer will be entitled to deduct from monies due a sum not exceeding the value of such materials and/or property.

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 in accordance with the redundancy pay provisions of the QES.
- (b) The employer may, at the employer's option, make a single 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 and the new amount the employee is liable to pay 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

An employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice. The employee is entitled to the benefits and payments they would have received under this clause had they remained with the employer until the expiry of such 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 shall, at the request of the employer, be required to produce proof of attendance at an interview or the employee shall 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 Salary Levels, Allowances and Related Matters

12. Classification and minimum salary levels

12.1 Classification structure

Employees covered by this award are to be classified into one of five streams - one of which is further broken down into two groups - as follows:

(a) Administrative stream

- (i) the administrative stream comprises those roles, the duties of which apply to the functional areas identified in clause 12.1(a)(ii), the incumbents of which are required to possess a range of skills appropriate to the stream.
- (ii) the functional areas include agency administration, human resource management, finance, customer service, development and implementation of policy, information and advisory services.

(b) Professional stream

The professional stream comprises roles:

- (i) to which are attached a mandatory degree qualification or agreed equivalent as determined by the principal executive officer; and
- (ii) the duties of which reflect:
 - (A) a combination of practitioner and/or specialist responsibilities; or
 - (B) an identifiable specialisation/management in a profession.

(c) Technical stream

The technical stream comprises roles:

- (i) to which are attached a mandatory diploma, advanced diploma or agreed equivalent as determined by the principal executive officer; and
- (ii) the duties of which reflect:
 - (A) a combination of practitioner and/or specialist responsibilities providing direct assistance to, but on occasion acting in isolation from, other employees; and/or
 - (B) supervision of employees in this or other streams.

(d) Operational stream

- (i) the operational stream comprises those roles, the duties of which apply to various functional areas, the incumbents of which are required to possess a range of skills appropriate to this stream.
- (ii) employees in the operational stream are to be further classified, for certain purposes of this award, into two groups:
 - (A) domestic and general employees, and
 - (B) employees other than domestic and general employees designated to the operational stream,

as set out in Schedule 2.

(e) Instructional stream

The instructional stream comprises persons who conduct/manage formal and/or informal training programs and who undertake associated functions and incidental duties as required.

12.2 Allocation to stream and classification levels

- (a) Allocation of employees to the administrative, professional, technical and operational streams and to classification levels within those streams shall be in accordance with the occupational allocations contained in Schedule 2 and the generic level statements contained in Schedule 3. These statements reflect the degree of complexity and responsibility of duties, skills and knowledge proceeding from the lowest to the highest classification levels. Their purpose is to provide an indication as to the classification level appropriate to any packaging of duties.
- (b) Where a new position is created and its allocation cannot be determined the matter may be discussed with the relevant employee(s) and, where requested, their representative and/or referred to the commission for resolution.
- (c) Allocation of instructors to classification levels within the instructional stream shall be in accordance with clauses 12.10 and 12.11.

12.3 Minimum salary levels

- (a) The minimum salaries payable to employees covered by this award, including employees under 21 years of age, are prescribed in the tables below:

<u>Administrative stream</u>			<u>Professional stream</u>				
Classification Level	Award Rate¹ Per Fortnight³	Annual Salary⁴	Classification Level	Award Rate¹ Per Fortnight³	Annual Salary⁴		
Level 1	1 2 3	1,170 1,288 1,407	30,524 33,603 36,707	Level 1 At age 21 ²	1 2 3 4 5 6 7	1,170 1,288 1,407 1,604 1,671 1,738 1,809	30,524 33,603 36,707 41,847 43,595 45,343 47,195
Level 2	1 At age 21 ² 3 4 5 6 7 8	1,539 1,580 1,619 1,659 1,701 1,741 1,784 1,829	40,151 41,221 42,238 43,282 44,377 45,421 46,543 47,717	Level 2	1 2 3 4 5 6	1,945 2,053 2,155 2,268 2,376 2,483	50,743 53,561 56,222 59,170 61,987 64,779
Level 3	1 2 3 4	1,948 2,021 2,095 2,169	50,821 52,726 54,656 56,587	Level 3	1 2 3 4	2,607 2,686 2,765 2,844	68,014 70,075 72,136 74,197
Level 4	1 2 3 4	2,298 2,373 2,449 2,525	59,953 61,909 63,892 65,875	Level 4	1 2 3 4	3,027 3,104 3,181 3,259	78,971 80,980 82,989 85,024
Level 5	1 2 3 4	2,659 2,735 2,812 2,888	69,371 71,353 73,362 75,345	Level 5	1 2 3 4	3,407 3,488 3,570 3,651	88,885 90,998 93,138 95,251
Level 6	1 2 3 4	3,047 3,118 3,188 3,259	79,493 81,346 83,172 85,024	Level 6	1 2 3 4	3,772 3,844 3,916 3,988	98,408 100,286 102,165 104,043
Level 7	1 2 3 4	3,407 3,488 3,570 3,651	88,885 90,998 93,138 95,251				
Level 8	1 2 3 4	3,772 3,844 3,916 3,988	98,408 100,286 102,165 104,043				

<u>Technical stream</u>			<u>Operational stream</u>			
Classification Level	Award Rate¹ Per Fortnight³	Annual Salary⁴	Classification Level	Award Rate¹ Per Fortnight³	Annual Salary⁴	
Level 1	1,170	30,524	Level 1	998	26,037	
	1,288	33,603		1,084	28,280	
	1,407	36,707		1,172	30,576	
At age 21 ²	1,604	41,847		1,260	32,872	
	1,671	43,595		1,349	35,194	
	1,738	45,343		1,437	37,490	
	1,809	47,195				
Level 2	1,836	47,899	Level 2	1,539	40,151	
	1,899	49,543		1,582	41,273	
	1,966	51,291		1,623	42,343	
	2,034	53,065		1,665	43,438	
	2,101	54,813				
	2,169	56,587				
Level 3	2,298	59,953	Level 3	1,691	44,116	
	2,360	61,570		1,724	44,977	
	2,421	63,161		1,757	45,838	
	2,483	64,799		1,791	46,725	
Level 4	2,607	68,014	Level 4	1,862	48,578	
	2,691	70,205		1,918	50,039	
	2,773	72,345		1,978	51,604	
				2,038	53,169	
Level 5	2,888	75,345	Level 5	2,091	54,552	
	2,973	77,563		2,160	56,352	
	3,058	79,780		2,229	58,152	
	3,143	81,998		2,298	59,953	
Level 6	3,244	84,633	Level 6	2,398	62,561	
	3,325	86,746		2,461	64,205	
	3,407	88,885		2,525	65,875	
			Level 7	2,645	69,005	
				2,709	70,675	
				2,773	72,345	

<u>Instructional stream</u>			
Salary step	Classification	Award Rate¹ Per Fortnight³	Annual Salary⁴
1	Assistant Instructor Instructor Lvl 1	2,175	56,744
2		2,215	57,787
3		2,414	62,979
4		2,523	65,823
5		2,631	68,640
6		2,742	71,536
7		2,854	74,458
8		2,966	77,380
9		3,079	80,328

<u>Instructional stream</u>			
Salary step	Classification	Award Rate¹ Per Fortnight³ \$	Annual Salary⁴ \$
10	Senior Instructor	3,154	82,285
11		3,229	84,241
12		3,304	86,198

Notes:

- ¹ Includes the arbitrated wage adjustment payable under the 1 September 2013 Declaration of General Ruling.
- ² Identifies the minimum salary payable to an employee aged 21 years and over classified in that particular stream.
- ³ Rounded to the nearest dollar.
- ⁴ Annual salaries are for reference purposes only.

- (b) Salaries will be paid fortnightly and may at the discretion of the employer be paid by electronic funds transfer.

12.4 Work allocation

An employee appointed to or relieving in a role within a classification level may be allocated and subsequently reallocated to any role within that particular classification level.

12.5 Incidental and peripheral tasks

- (a) The employer may direct an employee to carry out such duties that are within the particular employee's skill, competence and training provided:
 - (i) the duties are not designed to promote de-skilling;
 - (ii) where the employer directs an employee to carry out duties to use tools and equipment the employee has been properly trained in the use of such tools and equipment; and
 - (iii) all such directions are consistent with the employer's responsibilities to provide a safe and healthy working environment.
- (b) An employee may be required to serve at any location where the employer has or is establishing business operations.

12.6 Recognition of qualifications

- (a) An employee appointed to the **administrative** stream who has satisfied examination requirements for a degree or other post-secondary qualification acceptable to the **principal executive officer** shall be paid not less than classification level 2, paypoint 7.
- (b) An employee appointed to level 1 of the **technical stream**, having obtained the prerequisite qualifications, shall be appointed to the minimum rate prescribed in level 2 of that stream.
- (c) An employee appointed to level 1 of the **professional stream** having obtained the prerequisite qualifications, shall be appointed to level 2 of that stream and commence at the appropriate paypoint as set out hereunder:

3 year qualification paypoint (1)

4 year qualification	paypoint (2)
5 year qualification	paypoint (3)

- (d) An employee appointed to level 2 of the **professional stream**, who acquires or possesses qualifications higher than the minimum prerequisite qualifications e.g. Honours, Masters and Doctorates, will commence at or progress to the appropriate paypoint as set out hereunder:

4 year qualification	paypoint (2)
5 year qualification	paypoint (3)
6 year qualification	paypoint (4)
7 year qualification	paypoint (5)
8 year qualification	paypoint (6)

12.7 Movement between classification levels - general

- (a) Except as provided below, movement between classification levels will be based on appointment on merit to advertised vacancies.
- (b) Annual increments will continue to apply, in accordance with the relevant provisions of clause 12.9, to employees moving between classification level 1 and classification level 2 of the administrative stream.
- (c) Movement of employees from level 2 to level 3 within the **professional** and **technical** streams will be subject to:
 - (i) the employee concerned having served at least 12 months on the maximum salary prescribed for a level 2 employee; and
 - (ii) a recommendation from a selection panel that the applicant is worthy of promotion. The merit of the applicant is to be evaluated in relation to the prescribed criteria (see clause 12.8) through:
 - (A) an assessment of a written application from the applicant; and
 - (B) an interview of the applicant; and
 - (C) a certificate addressing the prescribed criteria, from the principal executive officer of the college in which the employee is working or a senior employee knowledgeable in the employee's capabilities, that the employee is worthy of promotion based on assessment of the employee.
- (d) Notwithstanding anything contained elsewhere in this award, an applicant who is appointed to a position may, at the discretion of the employer, be offered and appointed to any paypoint within a level based on recognition of skills, knowledge and abilities.
- (e) An employee promoted to a position at a higher classification level within the same stream shall be appointed to paypoint one of that higher classification level.

12.8 Prescribed criteria for movement between classification levels

- (a) **Professional stream**

Applicants for movement within the professional stream from level 2 to level 3 shall be assessed by a selection panel on the following criteria:

- (i) demonstrated professional expertise in one or more areas of a discipline as shown by:

- (A) detailed knowledge of standard professional tasks;
 - (B) examples of modifications to standard procedures and practices and contributions to the development of new techniques and methodologies;
 - (C) professional contribution relevant to the discipline at a local level.
- (ii) possession of postgraduate qualifications or postgraduate developmental experience through attendance at specialist seminars or in-service presentations relevant to the discipline.
 - (iii) evidence of recognition by peers, industry or other client groups as shown by one or more of the following (the activities used as evidence will vary with the discipline of the applicant):
 - (A) original in-service presentations;
 - (B) published papers;
 - (C) active involvement in conferences and seminars;
 - (D) consultancies;
 - (E) recognition as a resource person who collects, collates and imparts knowledge in a particular area;
 - (F) preparation of significant internal reports.
 - (iv) demonstrated levels of performance and innovation through:
 - (A) a history of satisfactory performance;
 - (B) demonstrated high levels of efficiency and effectiveness;
 - (C) demonstrated high level of responsibility and initiative.
- (b) **Technical stream**
- Applicants for movement within the technical stream from level 2 to level 3 shall be assessed by a selection panel on the following criteria:
- (i) demonstrated technical expertise in one or more areas of a discipline as shown by:
 - (A) detailed technical knowledge and experience;
 - (B) high levels of accuracy and precision in undertaking procedures;
 - (C) technical contribution at a local level.
 - (ii) possession of higher technical qualifications or developmental experience through attendance at specialist seminars or in-service presentations relevant to the discipline.
 - (iii) evidence of recognition by peers, industry or other client groups as shown by one or more of the following (the activities used as evidence will vary with the discipline of the applicant):
 - (A) original in-service presentations;

- (B) published papers;
 - (C) active involvement in conferences and seminars;
 - (D) consultancies;
 - (E) recognition as a resource person who collects, collates and imparts technical knowledge in a particular area;
 - (F) preparation of significant internal reports.
- (iv) demonstrated levels of performance and innovation through:
 - (A) a history of satisfactory performance;
 - (B) demonstrated high levels of efficiency and effectiveness;
 - (C) demonstrated high level of responsibility and initiative.

12.9 Movement within classification levels - increments

Movement within classification levels is based on meeting the following requirements:

- (a) Except in the case of an employee who is paid the prescribed basic salary on attaining the age of 21 years or in the case of a promotion, from one classification level to another, an increase is not to be made to the salary of any employee until:
 - (i) in the case of a full-time employee, the employee has received a salary at a particular classification and paypoint for a period of 12 months.
 - (ii) in the case of a part-time employee:
 - (A) the employee has received a salary at a particular classification and paypoint for a period of at least 12 months; and
 - (B) the employee has worked 1,200 ordinary hours in such classification.
- (b) Notwithstanding anything contained elsewhere in this award, an employee is not entitled to move to the next salary increment level by virtue of the award unless:
 - (i) in the case of employees:
 - (A) in levels 1 and 2 of the **administrative, professional** and **technical** streams; and
 - (B) in levels 1, 2 and 3 of the **operational** stream,
the conduct, diligence and efficiency of the employee has been certified by the principal executive officer to have been and to be satisfactory;
 - (ii) in the case of employees in the instructional stream, performance objectives have been achieved as certified by the principal executive officer.

12.10 Appointment and progression - instructional stream

- (a) The following minimum conditions shall apply to the appointment of instructors:

- (i) **Assistant instructor:** a certificate IV in training and assessment (or equivalent) and a vocational qualification or demonstrated competencies and experience appropriate to the position (i.e. at or above the level of the competencies to be delivered). Where the candidate does not have the certificate IV in training and assessment it must be obtained within the 6 month probation period and at the candidate's expense.
 - (ii) **Instructor level 1** (commences at salary level 3): progression to this level requires 12 months' service plus specified instructional and vocational qualifications and experience. The minimum instructional qualification is the certificate IV in training and assessment (or equivalent) and the minimum vocational qualification a certificate IV (or equivalent) in a field relevant to the instructional role.
 - (iii) **Instructor level 2** (commences at salary step 7): progression to this level requires specified instructional and vocational qualifications. The minimum instructional qualification is the diploma in training and assessment (or equivalent) and the vocational qualification a relevant degree (or a postgraduate/vocational graduate certificate) in a relevant field.
 - (iv) **Senior instructor** (commences at salary step 10): progression to this level requires 12 months service at step 9 and written undertaking to perform additional duties/teaching excellence/leadership role.
- (b) Except as provided in clauses 12.10(a)(i), (ii), (iii), (iv) and 12.11, progression from one salary step to a higher salary step within each classification shall be by annual increments on satisfactory performance.
 - (c) Providing all the mandatory salary progression/appointment point requirements have been met, a candidate for employment may be appointed to an appropriate step within the applicable appointment range based on relevant experience.

12.11 Appointment and progression - senior instructor

- (a) Instructors on step 9 of the salary scale may elect to progress to senior instructor following the required 12 months service at step 9 and written undertaking to perform additional duties/teaching excellence/leadership role.
- (b) The minimum instructional qualification to progress to senior instructor is the diploma in training and assessment (or equivalent) and the vocational qualification a relevant degree (or a postgraduate/vocational graduate certificate) in a relevant field.
- (c) The additional duties expected of a senior instructor may include:
 - (i) leadership in teaching practice;
 - (ii) teacher plus team leadership;
 - (iii) mentoring (teachers/tutors);
 - (iv) industry liaison work;
 - (v) accountability (delegation of financial or staffing);
 - (vi) marketing (development of promotional strategies);
 - (vii) performance of high level duties of a critical nature to the business provided that these duties are not those expected of directors;
 - (viii) international projects/business.

- (d) The list of additional duties is meant to be indicative only and is not exhaustive. However the allocation of additional duties will demonstrate the improvement of teaching practice through leadership and mentoring as the highest of the above listed priorities.
- (e) Should a senior instructor fail to meet their undertaking they shall be made subject to a review of their duties and classification which includes assessment of factors impacting on the ability of the senior instructor to achieve undertakings. Such a review may consider a re-allocation of duties or a removal of the senior instructor classification whereby the employee would return to step 9.
- (f) There will be no quotas to limit the number of senior instructors.

12.12 Performance of higher duties

- (a) An employee directed to temporarily fill a position for more than 3 consecutive working days at a higher classification level within the same stream shall be paid extra remuneration at the first paypoint of the classification level of the position being temporarily filled.
 - (b) An employee directed to temporarily fill a position for more than 3 consecutive working days at a classification level within a different stream as determined by this award shall be paid extra remuneration either:
 - (i) at the first paypoint of the classification level of the position being temporarily filled; or
 - (ii) at the next highest paypoint above their existing paypoint, within the classification level of the position being temporarily filled,
- whichever is higher.

13. Allowances

- (a) Broken work allowance – domestic and general employees
 - (i) all employees engaged on work where the ordinary hours of duty are subject to a break in continuity, other than meal breaks up to a maximum of one hour and rest pauses as prescribed by this award, will be paid an allowance at the rate of \$7.16 per day for each day so worked.
 - (ii) the allowance prescribed by clause 13(a)(i) will be paid in addition to the ordinary rate of pay prescribed by this award.
- (b) First aid allowance

An employee holding a current certificate in first aid issued by the Queensland Ambulance Service, or equivalent qualifications, who is appointed in writing by the employer as a first aid attendant, will be paid an allowance at the rate of \$3.04 per day, in addition to the ordinary rate of pay prescribed by this award.
- (c) Overtime meal allowance and meal breaks
 - (i) an employee required to work overtime for:
 - (A) more than two hours after their ordinary ceasing time or more than one hour continuing beyond 1800 in the case of a day worker on any normal working day; or
 - (B) more than four hours on a Saturday or Sunday,

shall be provided with an adequate meal at the employer's expense or paid a meal allowance of \$12.10 in lieu of the provision of such meal.

(ii) where the employer requires the employee to continue working for a further four hours of continuous overtime work in either of the situations mentioned in clause 13(c)(i), 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 \$12.10.

(iii) 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 \$12.10 for such prepared meal.

(d) Motor vehicle allowance

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

- (A) motor vehicle—\$0.75 per kilometre; and
- (B) motorcycle—\$0.25 per kilometre.

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

(e) Adjustment of allowances

(i) other than the expense related allowances at clauses 13(c) and (d), respectively, all other allowances specified in clause 13 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(c) and (d), 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
Motor vehicle allowance	Private motoring sub-group

14. Superannuation

- (a) Subject to federal legislation, the employer must comply with superannuation arrangements prescribed in the *Superannuation (State Public Sector) Act 1990* (and associated Deed, Notice and Regulation).
- (b) Where federal legislation provides for choice of fund rights to an employee subject to this award, and that employee fails to elect which superannuation fund to which employer contributions are directed, the employer will direct contributions to such fund as prescribed by 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) The ordinary hours of duty for all employees covered by this award, exclusive of meal breaks, shall be an average of 38 hours per week and are not to exceed 10 hours per day.
- (b) The ordinary hours for domestic and general employees are to be worked on one of the following bases as agreed between the employer and the employees concerned:
 - (i) 38 hours within a work cycle not exceeding 7 consecutive days; or
 - (ii) 76 hours within a work cycle not exceeding 14 consecutive days; or
 - (iii) 114 hours within a work cycle not exceeding 21 consecutive days; or
 - (iv) 152 hours within a work cycle not exceeding 28 consecutive days.
- (c) The ordinary working hours for domestic and general employees may be rostered to provide for 3 working periods within the spread of hours prescribed in clause 15.2(a)(i).
- (d) The ordinary hours for **instructors** are to be worked on one of the following bases as agreed between the employer and the employee concerned:
 - (i) 38 hours within a work cycle not exceeding 7 consecutive days; or
 - (ii) 76 hours within a work cycle not exceeding 14 consecutive days; or
 - (iii) 114 hours within a work cycle not exceeding 21 consecutive days; or
 - (iv) 152 hours within a work cycle not exceeding 28 consecutive days.
- (e) The employer and an employee or groups of employees may agree that the ordinary hours of work are to exceed 8 hours on any day, thus enabling more than one day to be taken off during a particular work cycle.
- (f) Different methods of working a 38 hour week may apply to individual employees, groups or sections of employees in each work location concerned.
- (g)
 - (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 10 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 Spread of ordinary hours of duty

- (a) The spread of ordinary hours of duty for employees covered by this award shall be 0600 to 2100 Monday to Friday, or other spread of hours as recorded in the table below:

Department, classification, group or area	Spread of ordinary hours
(i) domestic and general employees	Within a spread of 12 hours between 0500 to 2400, Monday to Sunday

- (b) Where the employer and the individual employee or various groups of employees agree, the spread of daily hours may be altered.
- (c) The employer may stagger the ordinary starting and finishing times of various groups of employees or individual employees.
- (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 will be in the employee's time.
- (e) Unless prescribed elsewhere in this award all employees shall, where practicable, be entitled to not less than two consecutive days off duty each week.
- (f) For **instructors**, where it is mutually agreed between the college and the employee, any variation up to 8 days off in the case of a work cycle over a 4 week period will be allowable in lieu of the 2 days per week.

15.3 Payment for working ordinary hours on weekends - domestic and general employees

- (a) All time worked by domestic and general employees between 2400 on Friday and 2400 on Sunday, up to and including 8 hours in any one shift, will be paid for at one and one-half times the ordinary rate of pay.
- (b) Any time worked beyond 8 hours will be paid as overtime as prescribed in clause 18.1.

15.4 Organisational (flexible) hours of work arrangements

- (a) Employees other than domestic and general employees
 - (i) Schedule 1 provides a framework within which flexible hours of work arrangements and related conditions are to be implemented for employees other than domestic and general employees.
 - (ii) A part-time employee who is engaged in a role where operational requirements allows for the application of organisational hours of work arrangements may, by mutual agreement, participate in organisational hours of work arrangements.
 - (iii) Hours of work arrangements are to be determined by the principal executive officer after consultation with the employees directly affected.
 - (iv) Organisational hours of work arrangements are to be implemented in accordance with the provisions of Schedule 1.

- (b) Domestic and general employees

Subject to operational requirements, the principal executive officer may implement appropriate flexible hours of work arrangements for domestic and general employees in accordance with clause 15.4 and Schedule 1.

16. Meal breaks

Employees will not be required to work for more than 5 hours without being allowed an unpaid break of at least 30 minutes.

17. Rest pauses

17.1 Domestic and general employees

- (a) All domestic and general employees are entitled to a 10 minute rest pause, in the employer's time, in each of the first and second half of the working day.
- (b) The employer may determine that the rest pauses may be combined into one 20 minute rest pause to be taken in the first part of the ordinary working day with the 20 minute rest pause and the meal break arranged in such a way that the ordinary working day is broken into approximately 3 equal working periods.
- (c) All rest pauses shall be taken at such times as will not interfere with the continuity of work where such continuity is necessary.

17.2 Employees other than domestic and general employees

Where practicable, employees are entitled to a paid rest pause(s), totalling at least 20 minutes per day, to be taken at a time(s) to suit operational requirements as determined by the employer.

18. Overtime

18.1 Payment for overtime - domestic and general employees

- (a) All authorised time worked by domestic and general employees:
 - (i) in excess of the ordinary hours of work as prescribed in clauses 15.1 and 15.3; or
 - (ii) outside the daily spread of working hours prescribed in clause 15.2,will be deemed overtime and paid at the rate prescribed in clauses 18.1(b) and (c).
- (b) Subject to clause 18.1(c), overtime will be paid for at the rate of time and one-half for the first 3 hours and double time thereafter.
- (c) Overtime performed by employees on a Sunday will be paid for at the rate of double time.

18.2 Payment for overtime - all employees other than domestic and general employees

- (a) Except where otherwise provided in clause 18.2(e), all overtime worked by employees other than domestic and general employees shall be compensated on the basis of equivalent time off in lieu (TOIL).
- (b) Staff are to have reasonable access to utilising accrued TOIL. Where possible and practicable, staff are to be afforded the opportunity to utilise TOIL before accruals are in excess of the limit of 228 hours and within 12 months of accrual.

- (c) Payment for accrued TOIL at ordinary rates may occur at the employee's election in the following circumstances:
 - (i) for accrued TOIL in excess of the specified limit; or
 - (ii) where accrued TOIL is not utilised within 12 months of its date of accrual.
- (d) Payment in accordance with clause 18.2(c) is subject to both an employee having taken reasonable steps to avoid excessive TOIL balances and the employee having been refused an application to take such time off.
- (e) Employees may elect to receive payment for any authorised overtime worked in excess of ordinary hours on any day, instead of time off in lieu, provided such election is made prior to the working of the authorised overtime.
- (f) Such overtime shall be paid for at the rate of time and a-half for the first 3 hours and double time thereafter when worked on Monday to Saturday, inclusive, and at the rate of double time when worked on a Sunday.
- (g) Overtime shall be calculated to the nearest quarter of an hour.
- (h) A minimum accrual of TOIL as for 2 hours' work shall apply to all overtime worked on a Saturday or Sunday, provided that such minimum shall not apply where the overtime is performed immediately preceding and/or following ordinary hours of work.
- (i) All authorised overtime worked by an employee on a public holiday shall be accrued as TOIL at the rate prescribed in clause 23.1.

18.3 On call – additional payments – all employees other than domestic and general employees

- (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 rate of pay, an allowance based upon the hourly rate of the classification of professional officer level 3, paypoint 4 (**the prescribed hourly rate**) in accordance with the following scale:
 - (i) where the employee is on call throughout the whole of a rostered day off, an accrued day off or a public holiday: 95% of the prescribed hourly rate;
 - (ii) where an employee is on call during the night only of a rostered day off, an accrued day off or public holiday: 60% of the prescribed hourly rate; and
 - (iii) where an employee is on call on any other night: 47.5% of the prescribed hourly rate.
- (b) For the purpose of calculating the hourly rate, the divisor shall be based upon a 38 hour week and calculated to the nearest 5c.
- (c) For the purpose of clause 18.3, a **night** is deemed to consist of those hours falling between 1700 and 0800 or mainly between such hours. **Rostered day off** includes the 2 days in 7 not part of ordinary working hours, e.g. Saturday and Sunday for employees whose ordinary working days are Monday to Friday.

18.4 Recall to duty – from on call – all employees other than domestic and general employees

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

- (b) **Saturday or a Sunday** - an employee on call being recalled to perform duty on a Saturday or a Sunday is to be paid for such overtime at the appropriate overtime rate prescribed in clause 18.2 with a minimum payment as for 2 hours' work inclusive of travelling time from home and return **or**, at the employee's option, be granted time off in lieu at a mutually convenient time on a time for time basis.
- (c) **Public holiday** - an employee on call being recalled to perform duty on a public holiday is to be paid for such overtime at the appropriate overtime rate prescribed in clause 23.1 with a minimum payment as for 4 hours' work inclusive of travelling time from home and return **or**, at the employee's option, be granted time off in lieu at a mutually convenient time on a time for time basis.
- (d) Accrued time off in lieu shall be taken in periods mutually agreed between the principal executive officer and the employee.
- (e) An employee on call who undertakes duties without the need to leave the employee's place of residence shall be entitled to the following:
 - (i) where providing advice, referring callers to other staff or organisations, taking details of complaints/incidents for resolution during ordinary hours or directing other staff to attend an incident (normally no greater than 10 minutes for each occurrence) - payment at the overtime rate prescribed in clause 18.2 for the actual time worked up to a maximum of 2 hours on any one day. Where at least 4 calls in this category are taken between 2200 and 0600, such calls shall be deemed to constitute a minimum of one hour's work;
 - (ii) where undertaking normal duties (e.g. correcting/resolving faults via internet, making and receiving phone calls in order to manage an incident other than provided for in clause 18.4(e)(i) above) - payment at the overtime rate prescribed in clause 18.2 for actual time worked with a minimum payment of one hour for each time the employee performs such duties. Should such employee be recalled again to perform duties separately within the minimum one hour period, no further payment shall apply.
 - (iii) the employee will be responsible for the recording of the nature and the times of contact in respect of the types of matters mentioned in clauses 18.4(e)(i) and (ii), respectively for subsequent verification by the principal executive officer.
- (f) Any overtime payable in accordance with clause 18.4 shall be in addition to the on call allowances prescribed in clause 18.3(a).

18.5 Fatigue leave/rest period after overtime

- (a) An employee who works so much overtime between the termination of ordinary work on the one day and the commencement of ordinary work on the next day who has not had at least 10 consecutive hours off duty between those times will be released after completion of the overtime until the employee has had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during the absence.
- (b) If, on the instructions of the employer an employee resumes or continues work without having had 10 consecutive hours off duty, the employee will be paid double rates until released from duty for such period. The employee will then be entitled to be absent until the employee has had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- (c) This clause does not apply to employees other than domestic and general employees who reside or remain on or about their place of work and are required to perform duties on an intermittent basis outside their ordinary hours of duty.

18.6 Restrictions regarding on call arrangements

Where practicable the principal executive officer shall not require an employee to be continuously available on call for a period in excess of 6 weeks.

18.7 Transport costs on recall

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

18.8 Meal breaks on overtime

All employees covered by this award who are required to work beyond their normal programmed working hours and the working of such time does not allow them to return to their homes or lodgings for a meal will be entitled to meal breaks and, where relevant, meal allowances as prescribed in clause 13(c).

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

An employee proceeding on annual leave is entitled to receive the following payments:

- (a) An amount equal to the salary level being paid to the employee immediately before the employee takes the leave for the period of such leave; and
- (b) A further amount equal to 17.5% of the amount payable in accordance with clause 19.1(a).

19.2 Time of taking annual leave

- (a) Employees may be required to take their annual leave during college vacations, particularly where the employer designates a mandatory closure. In all other circumstances annual leave will be taken at a time mutually agreed to between the employer and the employee.
- (b) In relation to employees other than domestic and general employees, where practicable, at least 6 months' notice of a mandatory closure is to be provided to affected employees.

19.3 Christmas/New Year closure

- (a) Subject to clause 19.3(b), all affected employees will have their annual leave entitlements debited by the number of ordinary hours they would have worked between Christmas Day and New Year's Day inclusive when there is a compulsory closure of a college over the Christmas/New Year period.
- (b) Employees may elect to use credit time, and in the case of employees other than domestic and general employees, TOIL, instead of annual leave during the Christmas/New Year closure.
- (c) The opportunity for employees to work additional time throughout the year for use during the Christmas/New Year closedown will not be unreasonably withheld.

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 is entitled to use any sick leave to which they have an entitlement for carer's leave purposes.
- (c) An employee may also elect, with the consent of the employer, to take annual leave for carer's leave purposes.

21. Parental leave

- (a) Parental leave is provided for in Division 5 of the QES and covers:
 - (i) birth-related leave for an employee who is pregnant or whose spouse gives birth;
 - (ii) adoption leave; and
 - (iii) surrogacy leave.
- (b) Notwithstanding the provisions of Subdivision 2 of Division 5 of the QES, all full-time and part-time employees are entitled to parental leave upon commencement of employment.
- (c) An employee who is pregnant, during the term of her pregnancy until 6 weeks before the expected date of birth of her child, or lesser period as approved by the employer, may request to work part-time or other flexible work arrangements.
- (d) An employee who has taken leave to attend compulsory interviews or examinations as part of an adoption process or who has taken leave to attend compulsory interviews or court hearings associated with a surrogacy arrangement may request that such leave be taken as paid annual leave.
- (e) In addition to the provisions of Subdivision 6 of Division 5 of the QES an employee who has returned to work on a part-time basis may seek to return to the position they held prior to commencing parental leave.
- (f) If the position mentioned in clause 21(e) no longer exists but there are other positions available that the employee is qualified for and is capable of performing, the employee is entitled to be employed in a position that is, as nearly as possible, comparable in status and remuneration to that of the employee's former position.
- (g) The employer must make a position to which the employee is entitled available to the employee.

22. Long service leave

- (a) Long service leave, including for casual employees, is provided for in Division 6 of the QES. Clauses 22(b) and (c) supplement the QES.

- (b) In lieu of the provisions of section 71HB(2)(a) and (b) of the Act, employees 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.
- (c) An employee entitled to long service leave may take such leave in periods of not less than 2 weeks subject to agreement by the employer. An employee requesting in excess of 2 weeks but less than 4 weeks long service leave is required to give at least 3 months' written notice to the employer. An employee requesting long service leave in excess of 4 weeks will be required to give at least 6 months' written notice to the employer.

23. Public holidays

Public holidays are provided for in Division 7 of the QES. Clauses 23.1 to 23.5 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 (including a casual employee) who would normally work on a day on which a public holiday falls and who performs authorised overtime outside the employee's ordinary working hours for that day will be paid for such time at double the overtime rate prescribed in clauses 18.1 or 18.2, as the case may be.
- (c) An employee (including a casual employee) who would not normally be required to work on a public holiday but who is required to work on that day 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 and/or following ordinary hours.

23.2 Rostered day off falling on a public holiday

Where a public holiday falls on an employee's rostered day off, the employee will receive another day in lieu thereof or one day will be added to the employee's annual leave, or, alternatively, one day's wages at ordinary rates will be paid in addition to the employee's weekly wage.

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

- (a) Employees who do not ordinarily work Monday to Friday of each week are 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 would have fallen 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) 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.
- (c) 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 Equivalent time off

- (a) An employee who performs work on any public holiday, or any day appointed under the *Holidays Act 1983* to be kept in place of any such holiday may, by mutual agreement with the employer, receive time off equivalent to the number of hours worked with a minimum of 4 hours in lieu of monetary compensation.
- (b) Where an employee takes equivalent time off such employee shall, in addition, be paid at half the ordinary rate with a minimum as for 4 hours' work.

23.5 Substitution

- (a) Subject to statutory limitations (such as the time(s) work may not be performed on Anzac Day), where there is agreement between the principal executive officer 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.

24. Jury service

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

PART 7—Transfers, Travelling and Working Away from Usual Place of Work

25. Transfer and appointment expenses

- (a) Eligible employees when appointed or when transferred (other than at their own request) from one centre to another may be paid for expenses incurred, including:
 - (i) the conveyancing of self, family and effects to the centre to which the employee is appointed or transferred;
 - (ii) board and lodging;
 - (iii) other items of expenditure related to taking up duty.
- (b) Nothing in clause 25(a) is to be taken to prevent the principal executive officer from exercising their discretion to pay all or part of the expenses of an employee who is transferred from one centre to another centre at their own request.

26. Travelling and relieving expenses

An employee who is required to:

- (a) Travel on official duty; or

- (b) 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.

PART 8—Accommodation, Meals and Uniforms

27. Accommodation and meals

- (a) Where full board and lodging is provided to an employee by the employer or an employee living off the premises has made arrangements to have a meal or meals (including breakfast, lunch or an evening meal) provided by the employer, appropriate deduction/s may be made from the employee's pay.
- (b) The employer may determine the appropriate deduction to apply based on a fair and reasonable amount for lodgings and for each meal provided to the employee, as may be particular to their location and circumstances.
- (c) Any amendment to board and lodging deductions should be negotiated with employee representative/s prior to introduction.

28. Clothing

- (a) The employer will provide aprons for cooks, catering assistants and kitchenhands.
- (b) Where employees are required to wear special uniforms, the employer will supply such uniforms. Laundering of such uniforms will be the responsibility of the employee.

Schedule 1—Organisational Hours of Work Arrangements

S1.1 Arrangements

The purpose of Schedule 1 is to provide a framework within which the Queensland Agricultural Training Colleges may arrange organisational hours of work and related conditions of employment to:

- (a) Provide management with greater flexibility in organising and administering the hours worked by employees in a way which enhances the operations of the organisation;
- (b) Provide some flexibility to employees in determining their hours of work; and
- (c) Provide for the accrual of hours to be taken during mandatory closure periods.

Hours of work arrangements are to be recorded in writing and advised to affected employees.

S1.2 Core times and variable periods

- (a) **Core times** are those periods during the day when all employees shall perform ordinary duty unless absent on an approved leave.

The **core times** are 0900 to 1200 and 1400 to 1600 Monday to Friday inclusive.

- (b) **Variable periods** are the time spans outside of **core times** and within the **spread of hours** during which an employee may vary their commencing and ceasing times.

Credit time will only be granted for attendance during **variable periods** if work is available for an employee to perform.

- (c) The **core times** and **variable periods** specified above do not apply to employees participating in rostered day off arrangements.

S1.3 Standard hours

Where an employee's time management is deemed to be unsatisfactory, the principal executive officer may direct the employee to work **standard hours**.

Unless otherwise agreed with the affected employee, **standard hours** shall be from 0830 to 1645 Monday to Friday inclusive, with a lunch break of 40 minutes between 1200 and 1400.

S1.4 Credit time and debit time

- (a) A **standard day** is 7 hours and 36 minutes (i.e. 7.6 hours).
- (b) **Credit time** is the amount of time worked in excess of a **standard day** that an employee performs on an ordinary working day.
 - (i) employees will accrue **credit time** for such work performed within the **spread of hours** up to 10 hours on any one day, (e.g. maximum of 2.4 hours **credit time** per day).
 - (ii) there is no limit to the amount of **credit time** that can be accumulated during a **settlement period**.
 - (iii) subject to S1.4(b)(iv), up to 38 hours **credit time** will be paid on cessation of employment.
 - (iv) Where notice of termination has not been provided in accordance with clause 10.1 or clause 10.2, the following shall apply:

- (A) in the event that an employee fails to provide notice there shall be no entitlement to compensation for **credit time** existing on cessation of employment; or
 - (B) in the event that the employer fails to provide notice an entitlement to compensation for **credit time** existing up to a maximum of 38 hours on cessation of employment.
- (c) **Debit time** is the difference between a **standard day** and the amount of time worked by an employee which is less than a **standard day** on an ordinary working day.
- (i) a maximum of 7.6 hours of **debit time** can be accumulated within a **settlement period**.
 - (ii) **debit time** existing on cessation of employment will be deducted at ordinary rates from any monies owed to the employee at the date of cessation.

S1.5 Settlement periods and carryover

- (a) A **settlement period** is the prescribed period of time during which employees may accumulate **credit time** and **debit time**.
 - (i) the **settlement period** is 28 days, commencing at the beginning of a pay period.
 - (ii) during each **settlement period** of 28 days, an employee must account for 152 hours by way of time actually worked, approved leave, public holidays, **credit time** and/or **debit time**.
- (b) **Carryover** is the amount of accumulated **credit time** or **debit time** which an employee may carry over between consecutive **settlement periods**.
 - (i) the maximum **carryover** allowed from one settlement period to another is 76 hours **credit time** and 7.6 hours **debit time**.
 - (ii) at the end of the **settlement period**, **debit time** in excess of 7.6 hours shall be deducted from the employee's pay.
 - (iii) at the end of the **settlement period**, **credit time** in excess of 76 hours shall be forfeited.
 - (iv) no approval is available for any **carryover** of accruals in excess of the amounts prescribed above.

S1.6 Scheduling and taking of credit time

- (a) Credit time may only be taken with the prior approval of the employee's supervisor.
- (b) With the exception of the mandatory Christmas/New Year closure employees may take a maximum of 15.2 hours credit leave within a 2 week period. Additional credit leave within a 2 week period is subject to approval from the employee's supervisor and conditions established by the principal executive officer.

Schedule 2—Stream Allocation

The following existing positions or classes of position are to be allocated to the streams as indicated hereunder:

S2.1 Domestic and general employees

Operational stream

Catering Assistant
Cleaner
Cook
Domestic
Domestic Coordinator
Domestic Supervisor
Gardener
Grounds Person
Grounds Person/Gardener
Kitchenhand
Laundryhand
Maintenance Person

S2.2 Employees other than domestic and general employees

Administrative stream

Administrative Assistant
Administration Manager
Administration Officer
Administrative Support Officer
Compliance Officer
Coordinator Contracts
Coordinator Marketing and Promotions
Director
Executive Officer
Marketing Manager
Manager
Project Officer
Senior Administration Officer
Student Services Coordinator
Student Services Manager
Training Coordinator

Professional stream

Librarian

Technical stream

Library Technician

Operational stream

Duty Officer
Production Coordinator
Production Officer
Senior Production Officer
Support Officer

Instructional stream

Assistant Instructor
Instructor Level 1
Instructor Level 2
Senior Instructor

Schedule 3—Generic Level Statements

Section 3.1 – Administrative Stream

(a) Administrative Officer Level 1

Work Level Description (AO1)

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

Characteristics of the Work

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

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

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

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

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

Duties and Skills

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

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

(b) Administrative Officer Level 2

Work Level Description (AO2)

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

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

Characteristics of the Work

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

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

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

Duties and Skills

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

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

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

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

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

(c) Administrative Officer Level 3

Work Level Description (AO3)

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

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

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

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

Characteristics of the Work

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

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

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

Duties and Skills

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

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

(d) **Administrative Officer Level 4**

Work Level Description (AO4)

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

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

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

Characteristics of the Work

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

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

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

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

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

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

Duties and Skills

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

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

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

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

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

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

(e) Administrative Officer Level 5

Work Level Description (AO5)

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

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

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

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

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

Characteristics of the Work

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

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

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

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

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

Duties and Skills

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

Work at this level may require -

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

This includes demonstrated personnel management skills, the ability to apply equal employment opportunity principles and procedures and industrial relations principles and occupational health and safety guidelines.

Responsibility for the identification of training needs and the development of appropriate training programmes for the work unit may be undertaken at this level.

(f) Administrative Officer Level 6

Work Level Description (AO6)

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

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

Work also includes the preparation or overseeing the preparation, of correspondence and replies to Parliamentary Questions, Ministerial representations and other briefing material; and representing the Office at meetings, conferences or seminars. Management of diverse occupational groups may be required of this level.

Characteristics of the Work

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

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

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

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

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

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

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

Duties and Skills

Management skills and abilities necessary to undertake the allocation and monitoring of resources, the review of operations to determine their effectiveness and contribute to the development of policy initiatives or corporate strategies are usually required at this level.

A knowledge of financial program management techniques related to the activity or corporate goal of the work area is usually required at this level, together with demonstrated personnel management skills and the ability to apply equal employment procedures and implement training and staff development.

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

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

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

(g) Administrative officer Level 7

Work Level Description (AO7)

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

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

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

Characteristics of the Work

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

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

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

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

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

Duties and Skills

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

Work at this level requires the application of a high level of discipline, knowledge, a detailed knowledge of both Government policies and procedures and an appreciation of their application in relation to Office operations.

Staff at this level would be expected to have the ability to undertake personnel management functions and to plan, develop and implement programmes associated with equal employment opportunity, occupational health and safety, and staff development and counselling within the functional area of responsibility.

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

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

(h) Administrative Officer Level 8

Work Level Description (AO8)

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

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

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

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

Characteristics of the Work

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

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

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

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

Duties and Skills

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

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

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

Section 3.2 – Professional Stream

(a) Professional Officer Level 1

Work Level Description (PO1)

Work at this level is restricted to those employees who have met the minimum entry requirements under the relevant legislation e.g. *Public Service Act 2008* plus the education requirements for acceptance into an appropriate tertiary institution.

Appointment to this level is solely for the purpose of fulfilling prerequisite education and/or training prior to appointment to the substantive grade (degree) in the professional stream.

A requirement at this level is the successful completion of the educational or training requirements of the particular professional group.

Appointees to this level may be enrolled as a full-time or part-time student, and if part-time, may be required to do work associated with the relevant profession, but at a level and under a degree of supervision appropriate to the skills held. This may include some work which would normally be carried out by Level 2 (i.e. Practising) Professional, provided such work is verified or validated by a qualified and experienced professional employee.

Characteristics of the Work

Work within this Level is performed under close supervision following standard routines, methods and procedures with little scope for deviation, or the exercise of initiative or judgment.

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

Skills and knowledge will be acquired and demonstrated on a progressive basis consistent with the formal and informal training undertaken.

Positions at this level have no supervisory responsibility, although more experienced staff may be expected to assist new staff by providing basic advice and guidance.

Duties and Skills

This level recognises that duties and skills will increase in complexity as the employee moves through the education and training phase.

Employees at this level usually perform repetitive tasks which are fully prescribed and are usually performed in response to standardised instructions or requests.

Employees at this level may undertake a combination of routine clerical, analysis, preparatory and operative duties requiring the application of basic skills and routines.

(b) Professional Officer Level 2

Work Level Description (PO2)

Positions at this level consist of employees with a minimum of a degree qualification or agreed equivalent and who are identified as belonging to the generic groupings listed in the definition statement.

Mandatory qualifications exist for entry to this level with an expectation of the application of professional knowledge gained through formal studies.

Positions at this level involve the delivery of basic professional services which are in support of agency objectives.

Characteristics of the Work

Work is initially performed under close supervision by a more experienced professional, however, this supervision is expected to reduce as experience increases. Guidance is always close at hand.

The solution of problems may require the exercise of professional judgement through the selection and application of procedures, methods and standards, however guidance from senior staff is readily available.

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

Positions at this level generally have no supervisory responsibilities although more experienced employees may assist new employees by providing guidance and advice.

Possession of the mandatory tertiary qualification and experience is required for positions within this level. Additionally, knowledge of basic practices and procedures relevant to the discipline is required. Professional judgement may be exercised within prescribed areas, however the provision of results are subject to verification and validation.

Duties and Skills

Positions at this level may involve an employee in a range of activities including the analysis and interpretation of findings as they relate to the elements of the work. They could also include the preparation of reports incorporating recommendations on basic operations.

Employees at this level perform non-repetitive tasks, governed by established procedures, specific guidelines and standardised instructions.

Employees shall have obtained professional knowledge as indicated by successful completion of the appropriate three year undergraduate degree or diploma and be able to apply theoretical aspects of the relevant discipline to basic problems or minor phases of broader assignments.

(c) Professional Officer Level 3

Work Level Description (PO3)

This level usually requires professional expertise in one or more areas of a discipline. Detailed knowledge of standard professional tasks are required with scope existing for exercising initiative in the application of established work practices and procedures.

At this level some supervisory responsibility of subordinate staff may be required. The degree of supervision is variable depending on the assignment or project.

Employees will be required to progressively obtain greater specialised knowledge through postgraduate qualifications or postgraduate developmental experience through attendance at specialist seminars and achieve higher level of outcomes under reducing professional direction.

Characteristics of the Work

Work is usually performed under general guidance with the general quality of output monitored by superiors. However, the technical content of the work is not normally subject to direct supervision. Guidance may be given in reviewing work programs or on unusual features of an assignment.

Employees are expected to exercise initiative in the application of professional practices either as a member (in some situations as leader) or a specialist professional in multi-disciplinary teams or independently and may deputise for the professional head of a small work unit.

Employees at this level may have supervisory responsibilities for technical staff, if required, together with responsibilities for training and development of subordinate professional staff within the discipline.

Duties and Skills

Work at this level requires the undertaking of more complex activities and the selection and application based on professional judgement of new and existing techniques and methodologies.

Employees may carry out research under professional supervision and may be expected to contribute to the advances of the techniques used.

Supervisory responsibilities include on-the-job training, staff assessment and performance counselling in relation to subordinates with the discipline or para professionals, as well as authority for the verification and validation of work results of supervised staff.

Duties also include the responsibility for varied professional assignments, requiring knowledge of either a broad or specialised field. Problems would be addressed by the use of combinations of standard procedures and/or modifications of standard procedures.

(d) Professional Officer Level 4

Work Level Description (PO4)

Work at this level usually requires the exercise of professional independence combined with competence derived from extensive experience and/or additional study.

High levels of initiative are required to be exhibited in accomplishing objectives and undertaking complex projects, which may be either on an individual basis as a recognised specialist, a professional practitioner with responsibilities for complex duties or as a senior specialist or leader in a multi-disciplinary team and may deputise for a professional head of a work unit.

The management of work groups may be a function of this level.

Characteristics of the Work

Work is performed with limited or no professional supervision. Professional guidance from superiors is only received for those aspects of work which involve new or sophisticated techniques or relate to areas outside the normal span of activity.

Any standard professional task within the discipline, (including problem definition, planning, execution, analysis and reporting) is expected to be performed by an officer of this level.

Work at this level requires the development and provision of professional advice and consultancy services to other Agencies, industry representatives and the public. The level of information provided and recommendations made influence the decisions of others, including superiors and peers, especially in the monitoring, development and delivery of programs.

The general quality of advice given is monitored by superiors and is subject to professional standards.

The application of knowledge obtained through postgraduate specialist qualifications or extensive recognised expertise is required for appointment to this level.

Professional specialists at this level would undertake work with significant scope and/or complexity and/or undertake professional duties of an innovative, novel and/or critical nature without professional direction.

Duties and Skills

The duties undertaken at this level are of a complex and varied nature. They require detailed knowledge of the Agency's operations combined with a specialist or very high level of practitioner knowledge of major activities in the work unit.

Managerial responsibility may cover a small number of professional and related technical staff, and includes training of subordinate staff, co-ordination of workflow processes, responsibility for quality of output of the work unit, performance assessment and review, staff counselling, career planning and development,

application of equal employment opportunity principles as well as implementing occupational health and safety guidelines and principles.

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

(e) Professional Officer Level 5

Work Level Description (PO5)

Appointees to this level are recognised as authorities within a particular specialised field of expertise or they may have extensive knowledge within the professional discipline and broad experience spanning more than one professional discipline.

Positions at this level may have professional responsibility for a large work group.

Characteristics of the Work

Work at this level may involve the exercise of substantial professional judgement based on knowledge of national initiatives and involvement in the development/application of discipline principles and new technology and/or knowledge of critical work which can involve a number of personnel from the disciplines or a variety of disciplines.

Work is usually performed without professional direction with a discretion permitted within the boundaries of broad guidelines to achieve organisational goals.

This level requires that appointees be recognised by their peers as expert professionals in their field either as practitioners or as professional specialists. This recognition is acknowledged by higher qualifications or by publications in refereed scientific journals.

The development and application of discipline principles and new technology may be a feature of this level, requiring the exercise of substantial professional judgement.

Management, initiation and formulation of research programs, major project or management of a scientific service or enterprise involving both a service and research work are features of this level.

Management of large work units, including prioritising work, training of staff, monitoring or work flow and setting of local strategic plans is often a feature of this level. Assessment and review of the standard of work of subordinate professional staff may also be required.

Positions within this level will generally have a very high profile within the discipline and will operate within broad guidelines to achieve specific objectives with professional independence.

Duties and Skills

Work at this level requires a detailed knowledge of both Governmental policies and procedures and an appreciation of their application in relation to agency operations. The ability to interpret and provide advice on legislation, regulations and other guideline material relating to the operations and functions of the work area is required.

Duties may span a range of activities in a complex, specialised environment and may include contributing to the formulation of corporate policy and the implementation of policy directives.

The provision of expert advice on a consultancy basis to outside bodies, Agencies and the public as well as participation on inter-agency committees to develop policy, planning and other initiatives is required.

Significant managerial skills and the abilities necessary to monitor resource allocations, evaluate professional, technical and economic impacts of programs, formulate policy and corporate strategy proposals are a requirement of positions within this level.

The management of very complex projects involving a number of personnel from either the discipline or a variety of professional disciplines may be required.

(f) Professional Officer Level 6

Work Level Description (PO6)

Work at this level is usually under the broad direction of a senior executive and includes a requirement for high levels of expertise and experience to determine professional objectives and priorities within the frameworks of an agency's corporate goals and in the absence of general professional guidance.

Appointees to this level are recognised as national or international authorities within their discipline and have generally made a significant contribution to the development of professional understanding on a national or international basis.

High levels of expertise and experience are required with a comprehensive knowledge of a recognised professional discipline.

This level may require the management of programs of critical importance to the State, to satisfy the Government's objectives or the agency's corporate goals.

Characteristics of the Level

Work is undertaken in a highly complex or specialised field to establish and/or modify standards, guidelines, concepts, theories, techniques or principles, both by adapting precedents and by making significant departures from traditional approaches.

In the absence of other evidence higher qualifications or national/international professional recognition of expertise is considered essential to undertake duties at this level.

The provision of expert specialist consultancy skills with critical impacts to the industry, to the State and at times the Nation must be combined with the exercise of total professional independence.

Duties and Skills

The lack of precedent is a significant feature of the majority of duties and actions undertaken.

Development and overseeing the implementation of new and high level programs and major investigations is a significant feature of this level, as is an emphasis on strategic management.

Section 3.3 – Technical Stream

(a) Technical Officer Level 1

Work Level Description (TO1)

Work at this level is restricted to those employees who have met the minimum entry requirements under the relevant legislation e.g. *Public Service Act 2008* plus the education requirements for acceptance into the appropriate tertiary institution.

Appointment to this level is solely for the purpose of fulfilling prerequisite education and/or training prior to appointment to the substantive grade in the Technical stream.

A requirement at this level is the successful completion of the educational or training requirements of the particular technical group.

Appointees to this level may be enrolled as a full-time or part-time student, and if part-time, may be required to do work associated with the relevant occupation, but at a level and under a degree of supervision appropriate to the skills held. This may include some work which normally would be carried out by Level 2 (i.e. Practising) Technical Officer, provided such work is verified or validated by a qualified and experienced technical employee.

Characteristics of the Work

Work within this Level is performed under close supervision following standard routines, methods and procedures with little scope for deviation, or the exercise of initiative or judgment.

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

Skills and knowledge will be acquired and demonstrated on a progressive basis consistent with the formal and informal training undertaken. Positions at this level have no supervisory responsibility, although more experienced staff may be expected to assist new staff by providing basic advice and guidance.

Duties and Skills

This level recognises that duties and skills will increase in complexity as the employee moves through the education and training phase.

Employees at this level usually perform repetitive tasks which are fully prescribed and are usually performed in response to standardised instructions or requests.

Employees at this level may undertake a combination of routine clerical, analysis, preparatory and operative duties requiring the application of basic skills and routines.

(b) Technical Officer Level 2

Work Level Description (TO2)

Positions at this level consist of employees with a minimum of a diploma, advanced diploma, qualification, or agreed equivalent and who are identified as belonging to the generic groupings listed in the definition statement.

Positions at this level involve the delivery of basic technical services which are in support of agency objectives.

Characteristics of the Work

Work is initially performed under close supervision by a more experienced professional or technical officer, however, this supervision is expected to reduce as experience increases. Guidance is always close at hand and work outcomes are closely monitored.

The solution of problems may require the exercise of basic technical judgement through the application of standard procedures, methods and standards, however guidance from senior staff is readily available.

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

Positions at this level generally have no supervisory responsibilities although more experienced staff may assist new staff by providing guidance and advice.

Knowledge of basic practices and procedures relevant to the discipline is required with the possibility of specialisation in work application.

Duties and Skills

Positions at this level may involve an employee in a range of activities including the analysis of findings as they relate to the elements of the work. They could also include the preparation of reports incorporating recommendations on basic technical investigations, tests or measurements.

Employees at this level perform non-repetitive tasks, governed by established procedures, specific guidelines and standardised instructions. Work is generally undertaken under technical guidance of senior staff.

Skills are generally transferable within particular disciplines.

Employees shall be required to have technical knowledge as indicated by successful completion of the appropriate diploma, advanced diploma, qualification and be able to apply theoretical aspects of the relevant discipline to basic problems or minor phases of broader assignments.

(c) Technical Officer Level 3

Work Level Description (TO3)

Work at this level requires detailed technical knowledge and experience with demonstrated high levels of accuracy and precision. An understanding of the agency's functions, coupled with detailed knowledge of the units' operations, practices and procedures is necessary for competent performance.

An employee may be required to undertake a range of moderately complex tasks and functions or specialisation in a particular discipline may be a feature of work at this level.

Characteristics of the Work

Work at this level is undertaken autonomously with limited guidance. Guidance is available for complex or unusual problems, research or moderately complex experimental work. However, the contribution of experience to resolve issues on a day to day basis for which there may be no established procedure is a requirement of this level.

Supervision of small work groups and responsibility for quality of output by the group may be a feature of this level.

Duties and Skills

The determination, conduct and evaluation of standard technical practices and procedures is required at this level. Significant technical responsibility exists for the application of new techniques to moderately complex problems and may be combined with limited specialist research.

Supervisory responsibilities would be limited and would include on-the-job training, staff assessment and performance counselling in relation to subordinates within the discipline.

(d) Technical Officer Level 4

Work Level Description (TO4)

Appointment to this level requires proven technical expertise and competence with demonstrated proficiency in applying established technical disciplines over several years either on an individual basis or as a member of a multi-disciplinary unit as either a technical practitioner or a technical specialist.

High levels of initiative in accomplishing technical objectives which may be either on an individual basis as a recognised technical specialist or as a senior technical specialist in a multi-disciplinary unit are required.

Characteristics of the Work

Work is performed either independently, with limited guidance from superiors only received for those aspects of work which involve new or sophisticated techniques or relate to areas outside the position's normal span of activity, or as a member of a specialist or multi-disciplinary team.

Specialist technical consultancy either in the particular area of expertise or in a specialist area of expertise is required as is a high level of technical assistance to the work group.

The general quality of advice given is monitored by superiors and is subject to professional standards.

Management of work groups may be a feature of this level.

Duties and Skills

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

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

The investigation of a range of operating and design issues is a key duty of this level.

(e) Technical Officer Level 5

Work Level Description (TO5)

This level requires a high level of knowledge of complex though conventional methods and techniques of a particular discipline resulting from many years' experience and/or advanced technical training.

High levels of autonomy and initiative are required to be exhibited in accomplishing objectives and undertaking complex research projects, which may be either on an individual basis as a recognised technical specialist or as a senior technical specialist in a multi-disciplinary team. Employees would be expected to work with only broad guidelines in accomplishing objectives and undertaking complex projects.

The management of large technical work units which may be located across several work sites or involved in several programs may be a function of this level.

Characteristics of the Work

Higher qualifications or further study or research experience is usually a characteristic of this level.

Management of large technical work units, including prioritising work, training of staff, monitoring of work flow and setting of local strategic plans is often a feature of this level. Assessment and review of the standard of work of subordinate technical staff may also be required.

Work at this level requires the development and provision of specialist technical advice and consultancy services to other Agencies, industry representatives and the public. The level of information provided and recommendations made influence the decisions of others, including superiors and peers, especially in the monitoring, development and delivery of programs.

Duties and Skills

The duties undertaken at this level are of a complex and varied nature. They require detailed knowledge of the agency's operations combined with a specialist knowledge of major activities within the work unit.

Key duties and skills include the development of innovative methodologies, the application of proven techniques to specialised technical services and the undertaking of significant projects requiring the use of analytical skills.

The development and implementation of research studies, the preparation of reports and the formulation of recommendations and strategic plans in relation to the operation of the unit are key duties at this level.

(f) Technical Officer Level 6

Work Level Description (TO6)

Appointees at this level are recognised as authorities within a particular specialised technical field of expertise. This expertise is exhibited through extensive knowledge and experience within the area of specialisation possibly gained through either research or further qualifications.

Positions at this level may have managerial responsibility for major work units.

High levels of initiative are required to be exhibited in accomplishing objectives and undertaking complex projects, which may be either on an individual basis as a recognised technical specialist or as a senior technical specialist in a multi-disciplinary team.

Characteristics of the Work

Work is usually performed without technical direction with a degree of individual discretion permitted within broad guidelines to achieve organisational goals.

The development and application of discipline principles and new technology may be a feature of this level, requiring the exercise of substantial technical judgement.

Positions within this level will generally have a very high profile within the discipline and will operate within broad guidelines to achieve specific objectives with technical independence.

Duties and Skills

Work at this level requires a detailed knowledge of both Governmental policies and procedures and an appreciation of their application in relation to agency operations. The ability to interpret and provide advice on legislation, regulations and other guideline material relating to the operations and functions of the work area is required.

Duties may span a range of activities in a complex, specialised environment and may include contributing to the formulation of corporate policy and the implementation of policy directives.

The development of appropriate techniques in providing specialised technical services and the formulation of complex programs within the framework of objectives and priorities of major work units are key duties to this level.

The provision of expert advice on a consultancy basis to outside bodies, Agencies and the public as well as participation on inter-agency committees to develop policy, planning and other initiatives is required.

Significant managerial skills and the abilities necessary to monitor resource allocations, evaluate program effectiveness, formulate policy and corporate strategy proposals are a requirement of positions within this level.

Section 3.4 – Operational Stream

(a) Operational Officer Level 1

Work Level Description (OO1)

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

Characteristics of the Level

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

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

Positions at this level have no supervisory responsibility.

Duties and Skills

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

(b) Operational Officer Level 2

Work Level Description (OO2)

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

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

Characteristics of the Level

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

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

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

Duties and Skills

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

Duties may include field support or regulatory inspection activities and data collection and recording. Appointees to this level undertake a range of functions requiring the practical application of acquired skills and knowledge.

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

(c) Operational Officer Level 3

Work Level Description (OO3)

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

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

Characteristics of the Level

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

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

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

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

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

Duties and Skills

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

A sound knowledge of the operating procedures is required.

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

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

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

(d) Operational Officer Level 4

Work Level Description (OO4)

Work at this level requires specialised knowledge within the discipline.

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

Employees may be responsible for larger work groups or functions, field groups or district operations.

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

Characteristics of the Work

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

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

Duties and Skills

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

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

(e) Operational Officer Level 5

Work Level Description (OO5)

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

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

Management of large work groups may be a factor.

Characteristics of the Level

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

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

Duties and Skills

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

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

(f) Operational Officers Levels 6 & 7

Work Level Description (OO6 & OO7)

Work at this level requires specialised knowledge and may be undertaken autonomously.

These are managerial levels and may include responsibility for large and complex work groups.

Characteristics of the Work

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

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

Duties and Skills

Duties at this level reflect the independent operation of the employee and may involve significant allocation of resources.

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

Work at this level requires a knowledge and awareness of agency operations as well as detailed knowledge of major activities of the work unit.

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

Schedule 4—Supported Wage System

S4.1 This Schedule defines the conditions which will apply to employees who because of the effects of a disability are eligible for a supported wage under the supported wage system.

S4.2 In this Schedule:

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

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

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

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

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

sws wage assessment agreement means the document in the form required by the Department of Education, Employment and Workplace Relations that records the employee's productive capacity and agreed wage rate

S4.3 Eligibility criteria

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

S4.4 Supported wage rates

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

Assessed capacity (see clause S4.5) %	Relevant minimum wage %
10	10
20	20
30	30
40	40
50	50
60	60
70	70
80	80
90	90

- (b) Provided that the minimum amount payable must be not less than \$80 per week.
- (c) Where an employee's assessed capacity is 10%, the employee must receive a high degree of assistance and support.

S4.5 Assessment of capacity

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

S4.6 Review of assessment

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

S4.7 Other terms and conditions of employment

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

S4.8 Workplace adjustment

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

S4.9 Trial period

- (a) In order for an adequate assessment of the employee's capacity to be made, the employer may employ a person under the provisions of this Schedule for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.
- (b) During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum wage for a continuing employment relationship will be determined.
- (c) The minimum amount payable to the employee during the trial period must be no less than the amount prescribed in clause S4.4(b).
- (d) Work trials should include induction or training as appropriate to the job being trialled.
- (e) Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment under clause S4.5.