

The Exposure Draft was first published on 17 May 2016. Subsequent amendments to the draft are as follows:

Publication date	Reason for amendments	Clauses affected
5 January 2017	Incorporate changes resulting from <a href="#">PR580863</a>	Schedule F
	Incorporate changes resulting from <a href="#">[2016] FWCFB 3500</a> , <a href="#">PR579907</a> , <a href="#">PR579621</a> and <a href="#">PR581528</a>	17, 19, Schedule C, Schedule D
	Incorporate changes resulting from <a href="#">PR582951</a>	21, Schedule G, Schedule H
	Incorporate changes resulting from <a href="#">PR584065</a>	19.5, Schedule I
20 February 2017	Incorporates feedback from the parties at the hearing on 8 February 2017 ( <a href="#">Transcript</a> ).	13.3, 14.1, 17.3(a)(i), 17.3(a)(ii), 17.3(b)(i), 17.3(c)(i), 18.4(d), 19.4(a), 19.6(a)(ii), 24.2, 24.3, A.2.8, Schedule C

## EXPOSURE DRAFT

### Aboriginal Community Controlled Health Services Award 2016

This exposure draft has been prepared by staff of the Fair Work Commission based on the **Aboriginal Community Controlled Health Services Award** (the Aboriginal health services award) as at 17 May 2016. This exposure draft does not seek to amend any entitlements under the Aboriginal health services award but has been prepared to address some of the structural issues identified in modern awards.

The review of this award in accordance with s.156 of the *Fair Work Act 2009* is being dealt with in matter [AM2014/250](#). Additionally a number of common issues are being dealt with by the Commission which may affect this award. Transitional provisions have not been included in this exposure draft pending the outcome of the review.

This draft does not represent the concluded view of the Commission in this matter.

No examples have been included in this exposure draft. Parties are asked to submit [examples](#) that clarify the operation of particular provisions.

#### Table of Contents

	Page
<b>Part 1— Application and Operation of this Award .....</b>	<b>4</b>
1. Title and commencement .....	4

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

2.	Definitions .....	4
3.	The National Employment Standards and this award.....	6
4.	Coverage .....	6
5.	Effect of variations made by the Fair Work Commission .....	7
6.	Award flexibility for individual arrangements .....	7
7.	Facilitative provisions for flexible working practices .....	9
<b>Part 2— Types of Employment and Classifications .....</b>		<b>9</b>
8.	Types of employment .....	9
9.	Full-time employment.....	9
10.	Part-time employment.....	9
11.	Casual employment.....	10
12.	Classifications.....	10
<b>Part 3— Hours of Work .....</b>		<b>11</b>
13.	Ordinary hours of work.....	11
14.	Rostering arrangements .....	11
15.	Unpaid meal breaks .....	11
<b>Part 4— Wages and Allowances .....</b>		<b>12</b>
16.	Minimum wages .....	12
17.	Allowances.....	17
18.	Superannuation .....	19
<b>Part 5— Overtime and Penalty Rates .....</b>		<b>21</b>
19.	Overtime .....	21
20.	Shiftwork .....	24
<b>Part 6— Leave and Public Holidays .....</b>		<b>25</b>
21.	Annual leave .....	25
22.	Personal/carer’s leave and compassionate leave .....	29
23.	Parental leave and related entitlements.....	29
24.	Public holidays.....	29
25.	Community service leave.....	30
26.	Ceremonial leave .....	30
<b>Part 7— Consultation and Dispute Resolution .....</b>		<b>30</b>
27.	Consultation regarding major workplace change .....	30
28.	Consultation about changes to rosters or hours of work.....	31
29.	Dispute resolution .....	32

<b>Part 8— Termination of Employment and Redundancy</b> .....	<b>32</b>
30. Termination of employment .....	32
31. Redundancy .....	33
32. Transfer to lower paid job on redundancy .....	33
33. Employee leaving during redundancy notice period .....	33
34. Job search entitlement .....	33
<b>Schedule A —Classification Definitions</b> .....	<b>34</b>
<b>Schedule B —Summary of Hourly Rates of Pay</b> .....	<b>44</b>
<b>Schedule C —Summary of Monetary Allowances</b> .....	<b>63</b>
<b>Schedule D —Supported Wage System</b> .....	<b>65</b>
<b>Schedule E —National Training Wage</b> .....	<b>68</b>
<b>Schedule F —2016 Part-day Public Holidays</b> .....	<b>79</b>
<b>Schedule G —Agreement to Take Annual Leave in Advance</b> .....	<b>81</b>
<b>Schedule H —Agreement to Cash Out Annual Leave</b> .....	<b>82</b>
<b>Schedule I —Agreement for Time Off Instead of Payment for Overtime</b> .....	<b>83</b>

## Part 1—Application and Operation of this Award

### 1. Title and commencement

- 1.1 This award is the *Aboriginal Community Controlled Health Services Award 2016*.
- 1.2 This modern award, as varied, commenced operation on 1 January 2010.
- 1.3 Neither the making of this award nor the operation of any transitional arrangements is intended to result in a reduction in the take-home pay of employees covered by the award. On application by or on behalf of an employee who suffers a reduction in take-home pay as a result of the making of this award or the operation of any transitional arrangements, the Fair Work Commission may make any order it considers appropriate to remedy the situation

### 2. Definitions

In this award, unless the contrary intention appears:

**Aboriginal community controlled health services** are incorporated Aboriginal organisations, initiated and based in an Aboriginal community. They are governed by a representative Aboriginal Board of Management which is elected by the local Aboriginal community. They deliver holistic and culturally appropriate health and well-being services to the Aboriginal community which controls them.

**Aboriginal health worker** includes a person who is registered with a national, State or Territory registration body, where registration is required in the State or Territory where the person is employed

NOTE: Registration as an Aboriginal health worker is required in one or more States or Territories. Where registration is required, an employee employed in the relevant State or Territory will not be employed as an Aboriginal health worker unless they are registered with the relevant State or Territory registration body. It is intended that a national registration system will be implemented and variations to the definition of Aboriginal health worker will be sought once that registration system is established.

Parties are asked to advise whether the underlined text in the ‘NOTE’ attached to the definition of ‘Aboriginal health worker’ is still relevant.

**Aboriginal knowledge and cultural skills—level 1** means:

- (a) an understanding, awareness and sensitivity to Aboriginal culture and lore, kinship and skin relationships, local cultural values, the ability to conduct oneself in a culturally appropriate manner and an understanding that Aboriginal culture is not homogenous throughout Australia;
- (b) where relevant, a knowledge of one or more relevant Australian Aboriginal language groups;
- (c) an ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele through knowledge of the relevant

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

Australian Aboriginal community, the ability to effectively communicate with Aboriginal people, and a knowledge of cultural conventions and appropriate behaviour;

- (d) an awareness of the history and role of Aboriginal organisations in the relevant region, an understanding of the organisations and their goals and the environment in which the organisations operate;
- (e) the ability to function effectively at work in an Aboriginal organisation; and
- (f) an understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginal identity

**Aboriginal knowledge and cultural skills—level 2** means Aboriginal knowledge and cultural skills—level 1 plus a thorough knowledge of the history and role of Aboriginal organisations in the region, including an understanding of the organisations and their goals and knowledge of the political and economic environment in which the organisations operate

~~**Aboriginal knowledge and cultural skills—level 3** means Aboriginal knowledge and cultural skills levels 1 and 2, plus an understanding, awareness and/or sensitivity to local, national and international cultural values and a clear understanding of Aboriginal organisations, their establishment and goals, and the political and economic environment in which the organisations operate at a local, national and international level~~

**Aboriginal person** will be taken to include a Torres Strait Islander person

As the term ‘Aboriginal person’ is not used in the award, parties are asked to comment on whether the definition should instead read “**Aboriginal** will be taken to include Torres Strait Islander”

**Act** means the *Fair Work Act 2009* (Cth)

**bilingual** means a recognised proficiency in English as well as any one of the languages normally used by the employer’s customers/clients

~~**defined benefit member** has the meaning given by the *Superannuation Guarantee (Administration) Act 1992* (Cth)~~

**employee** means national system employee within the meaning of the Act

**employer** means national system employer within the meaning of the Act

~~**exempt public sector superannuation scheme** has the meaning given by the *Superannuation Industry (Supervision) Act 1993* (Cth)~~

~~**MySuper product** has the meaning given by the *Superannuation Industry (Supervision) Act 1993* (Cth)~~

**NES** means the National Employment Standards as contained in [sections 59 to 131](#) of the *Fair Work Act 2009* (Cth)

**on-hire** means the on-hire of an employee by their employer to a client, where such employee works under the general guidance and instruction of the client or a representative of the client

**standard rate** means the minimum weekly wage for an Aboriginal Health Worker Grade 2 Level 1 in clause 16.1(a)

### 3. The National Employment Standards and this award

- 3.1 The [National Employment Standards](#) (NES) and this award contain the minimum conditions of employment for employees covered by this award.
- 3.2 Where this award refers to a condition of employment provided for in the NES, the NES definition applies.
- 3.3 The employer must ensure that copies of the award and the NES are available to all employees to whom they apply, either on a notice board which is conveniently located at or near the workplace or through accessible electronic means.

### 4. Coverage

- 4.1 This industry award covers employers throughout Australia in the Aboriginal community controlled health services industry and their employees in the classifications listed in clause 16—Minimum wages to the exclusion of any other modern award.
- 4.2 **Aboriginal community controlled health services** are incorporated Aboriginal organisations, initiated and based in an Aboriginal community. They are governed by a representative Aboriginal Board of Management which is elected by the local Aboriginal community. They deliver holistic and culturally appropriate health and well-being services to the Aboriginal community which controls them.
- 4.3 This award covers any employer which supplies labour on an on-hire basis in the industry set out in clauses 4.1 and 4.2 in respect of on-hire employees in classifications covered by this award, and those on-hire employees, while engaged in the performance of work for a business in that industry. This subclause operates subject to the exclusions from coverage in this award.
- 4.4 This award covers employers which provide group training services for trainees engaged in the industry and/or parts of industry set out at clauses 4.1 and 4.2 and those trainees engaged by a group training service hosted by a company to perform work at a location where the activities described herein are being performed. This subclause operates subject to the exclusions from coverage in this award.
- 4.5 The award does not cover:
- (a) an employee excluded from award coverage by the Act;
  - (b) employees who are covered by a modern enterprise award, or an enterprise instrument (within the meaning of the *Fair Work (Transitional Provisions and*

*Consequential Amendments) Act 2009* (Cth)), or employers in relation to those employees; or

- (c) employees who are covered by a State reference public sector modern award, or a State reference public sector transitional award (within the meaning of the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* (Cth)), or employers in relation to those employees.

**4.6** Where an employer is covered by more than one award, an employee of that employer is covered by the award classification which is most appropriate to the work performed by the employee and to the environment in which the employee normally performs the work.

NOTE: Where there is no classification for a particular employee in this award it is possible that the employer and that employee are covered by an award with occupational coverage.

## **5. Effect of variations made by the Fair Work Commission**

A variation to this award does not affect any right, privilege, obligation or liability that a person acquired, accrued or incurred under the award as it existed prior to that variation.

## **6. Award flexibility for individual arrangements**

**6.1** Notwithstanding any other provision of this award, an employer and an individual employee may agree to vary the application of certain terms of this award to meet the genuine individual needs of the employer and the individual employee. The terms the employer and the individual employee may agree to vary the application of, are those concerning:

- (a) arrangements for when work is performed;
- (b) overtime rates;
- (c) penalty rates;
- (d) allowances; and
- (e) leave loading.

**6.2** The employer and the individual employee must have genuinely made the agreement without coercion or duress. An agreement under this clause can only be entered into after the individual employee has commenced employment with the employer.

**6.3** The agreement between the employer and the individual employee must:

- (a) be confined to a variation in the application of one or more of the terms listed in clause 6.1; and
- (b) result in the employee being better off overall at the time the agreement is made than the employee would have been if no individual flexibility agreement had been agreed to.

- 6.4** The agreement between the employer and the individual employee must also:
- (a) be in writing, name the parties to the agreement and be signed by the employer and the individual employee and, if the employee is under 18 years of age, the employee's parent or guardian;
  - (b) state each term of this award that the employer and the individual employee have agreed to vary;
  - (c) detail how the application of each term has been varied by agreement between the employer and the individual employee;
  - (d) detail how the agreement results in the individual employee being better off overall in relation to the individual employee's terms and conditions of employment; and
  - (e) state the date the agreement commences to operate.
- 6.5** The employer must give the individual employee a copy of the agreement and keep the agreement as a time and wages record.
- 6.6** Except as provided in clause 6.4(a) the agreement must not require the approval or consent of a person other than the employer and the individual employee.
- 6.7** An employer seeking to enter into an agreement must provide a written proposal to the employee. Where the employee's understanding of written English is limited the employer must take measures, including translation into an appropriate language, to ensure the employee understands the proposal.
- 6.8** The agreement may be terminated:
- (a) by the employer or the individual employee giving 13 weeks' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
  - (b) at any time, by written agreement between the employer and the individual employee.
- NOTE: If any of the requirements of [s.144\(4\)](#), which are reflected in the requirements of this clause, are not met then the agreement may be terminated by either the employee or the employer, giving written notice of not more than 28 days (see [s.145](#) of the Act).
- 6.9** The notice provisions in clause 6.8(a) only apply to an agreement entered into from the first full pay period commencing on or after 4 December 2013. An agreement entered into before that date may be terminated in accordance with clause 6.8(a), subject to four weeks' notice of termination.
- 6.10** The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between an employer and an individual employee contained in any other term of this award.



## 7. Facilitative provisions for flexible working practices

7.1 A facilitative provision provides that the standard approach in an award provision may be departed from by agreement between an employer and an individual employee, or an employer and the majority of employees in the enterprise or part of the enterprise concerned.

7.2 Facilitative provisions in this award are contained in the following clauses:

Clause	Provision	Agreement between an employer and:
24.2	Public holidays—substitution	An individual or the majority of employees

## Part 2—Types of Employment and Classifications

### 8. Types of employment

#### 8.1 Employment categories

Employees under this award will be employed in one of the following categories:

- (a) full-time employment;
- (b) part-time employment; or
- (c) casual employment.

8.2 At the time of engagement an employer will inform each employee in writing whether they are employed on a full-time, part-time or casual basis.

8.3 An employer may direct an employee to carry out such duties that are within the limits of the employee’s skill, competence and training, consistent with the respective classification of that employee.

### 9. Full-time employment

A full-time employee is engaged to work 38 hours per week or an average of 38 ordinary hours per week in accordance with clauses 13—Ordinary hours of work and 14—Rostering arrangements.

### 10. Part-time employment

Part-time employment provisions may be affected by [AM2014/196](#)

10.1 A part-time employee is an employee who:

- (a) is engaged to work less than an average of 38 ordinary hours per week;

- (b) has reasonably predictable hours of work; and
- (c) receives, on a pro rata basis, equivalent pay and conditions to those of full-time employees who do the same kind of work.

**10.2** Before commencing employment, the employer and employee will agree in writing on a regular pattern of work including:

- (a) the number of hours to be worked each week;
- (b) the days of the week the employee will work;
- (c) and the starting and finishing times each day.

**10.3** The terms of the agreement may be varied by agreement and recorded in writing.

**10.4** A part-time employee will be rostered for a minimum of four consecutive hours on any shift.

**10.5** All time worked in excess of the hours as mutually arranged or varied will be overtime and paid for at the rates prescribed in clause 19—Overtime .

## **11. Casual employment**

Casual employment provisions may be affected by [AM2014/197](#)

**11.1** A casual employee is engaged as such on an hourly basis.

**11.2** Unless otherwise stated, for each ordinary hour worked a casual employee will be paid:

- (a) the minimum hourly rate for the employee's classification; and
- (b) a casual loading of **25%** instead of the paid leave entitlements of full-time and part-time employees.

**11.3** The minimum period of engagement of a casual employee is three hours.

## **12. Classifications**

**12.1** Classification definitions are set out in Schedule A—Classification Definitions.

**12.2** Employers must advise their employees in writing of their classification upon commencement and of any subsequent changes to their classification.

## Part 3—Hours of Work

### 13. Ordinary hours of work

- 13.1 The ordinary hours of work for a full-time employee are an average of 38 hours per week over a fortnight.
- 13.2 No more than 10 ordinary hours of work (exclusive of meal breaks) may be worked in any one day.

### 13.3 Span of hours

- (a) Unless otherwise stated, ordinary hours are worked between 7.00 am and 7.00 pm, Monday to Friday.
- (b) Ordinary hours of work for shiftworkers will be worked from Monday to Sunday inclusive.

### 14. Rostering arrangements

- 14.1 ~~Subject to clause 28,~~ The starting and finishing time for each day will not be changed without at least seven working days' notice unless:
- (a) necessary because of the absence from duty of other employees or a shortage of staff; or
- (b) with the consent of the employee.
- 14.2 The period of notice for casual employees of a change in starting and finishing time for each day will be at least 24 hours.

### 15. Unpaid meal breaks

- 15.1 An employee who works more than five hours will be entitled to an unpaid meal break of between 30 and 60 minutes.
- 15.2 The time of taking the meal break may be varied by agreement between the employer and employee.

Parties are asked to comment on how the timing of the unpaid meal break is determined so as to then be capable of variation.

## Part 4—Wages and Allowances

### 16. Minimum wages

Rates updated as a result of AWR 2016

#### 16.1 Classifications

Parties are asked to advise how employees progress between levels within a grade.

(a) **Aboriginal Health Worker/Aboriginal Community Health Worker employees**

An employer must pay adult employees the following minimum wages for ordinary hours worked by the employee:

Employee classification	Minimum weekly rate	Minimum hourly rate
	\$	\$
<b>Grade 1</b>		
Level 1	747.00	19.66
Level 2	800.60	21.07
Level 3	827.90	21.79
<b>Grade 2</b>		
Level 1	871.20	22.93
Level 2	916.70	24.12
Level 3	961.30	25.30
<b>Grade 3</b>		
Level 1	988.10	26.00
Level 2	1014.70	26.70
Level 3	1038.00	27.32
<b>Grade 4</b>		
Level 1	1062.80	27.97

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

<b>Employee classification</b>	<b>Minimum weekly rate</b>	<b>Minimum hourly rate</b>
	<b>\$</b>	<b>\$</b>
Level 2	1087.80	28.63
Level 3	1114.10	29.32

**(b) Administrative employees**

An employer must pay adult employees the following minimum wages for ordinary hours worked by the employee:

<b>Employee classification</b>	<b>Minimum weekly rate</b>	<b>Minimum hourly rate</b>
	<b>\$</b>	<b>\$</b>
<b>Grade 1</b>		
Level 1	741.50	19.51
Level 2	744.20	19.58
Level 3	759.90	20.00
Level 4	770.70	20.28
Level 5	793.00	20.87
<b>Grade 2</b>		
Level 1	805.30	21.19
Level 2	819.50	21.57
Level 3	833.70	21.94
Level 4	845.80	22.26
Level 5	860.20	22.64
<b>Grade 3</b>		
Level 1	875.60	23.04
Level 2	891.30	23.46
Level 3	901.00	23.71
Level 4	917.00	24.13
<b>Grade 4</b>		
Level 1	931.40	24.51

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

<b>Employee classification</b>	<b>Minimum weekly rate</b>	<b>Minimum hourly rate</b>
	<b>\$</b>	<b>\$</b>
Level 2	953.80	25.10
Level 3	971.00	25.55
Level 4	988.90	26.02
<b>Grade 5</b>		
Level 1	1008.50	26.54
Level 2	1029.50	27.09
Level 3	1051.00	27.66
<b>Grade 6</b>		
Level 1	1063.20	27.98
Level 2	1083.20	28.51
Level 3	1105.60	29.09
Level 4	1148.10	30.21
Level 5	1182.40	31.12
<b>Grade 7</b>		
Level 1	1210.50	31.86
Level 2	1243.20	32.72
<b>Grade 8</b>		
Level 1	1255.90	33.05
Level 2	1288.10	33.90
Level 3	1331.40	35.04
Level 4	1362.80	35.86

**(c) Dental employees**

An employer must pay adult employees the following minimum wages for ordinary hours worked by the employee:

<b>Employee classification</b>	<b>Minimum weekly rate</b>	<b>Minimum hourly rate</b>
	<b>\$</b>	<b>\$</b>
<b>Dental Assistant</b>		
Grade 1	707.00	18.61
Grade 2	721.60	18.99
Grade 3	736.50	19.38
Grade 4	783.30	20.61
Grade 5	809.70	21.31
<b>Dental Therapist Grade 1</b>		
Level 1	847.20	22.29
Level 2	869.40	22.88
Level 3	897.40	23.62
Level 4	931.90	24.52
Level 5	977.80	25.73
Level 6	1023.00	26.92
Level 7	1057.80	27.84
<b>Dental Therapist Grade 2</b>		
Level 1	1072.70	28.23
Level 2	1096.90	28.87
Level 3	1120.30	29.48
Level 4	1140.40	30.01
Level 5	1166.00	30.68

**(d) Ancillary employees**

An employer must pay adult employees the following minimum wages for ordinary hours worked by the employee:

<b>Employee classification</b>	<b>Minimum weekly rate</b>	<b>Minimum hourly rate</b>
	<b>\$</b>	<b>\$</b>
Cleaner	735.90	19.37

<b>Employee classification</b>	<b>Minimum weekly rate</b>	<b>Minimum hourly rate</b>
	<b>\$</b>	<b>\$</b>
Driver—Grade 1	766.50	20.17
Driver—Grade 2	786.60	20.70
Caretaker	786.60	20.70

See Schedule B for a summary of hourly rates of pay, including overtime and penalties.

## 16.2 Junior employees

A junior employee will be paid the following percentage of the ordinary rate prescribed by this award for the appropriate adult classification:

<b>Age</b>	<b>% of the appropriate adult rate</b>
At 16 years and under	50
At 17 years	60
At 18 years	70
At 19 years	80
At 20 years	90

## 16.3 Supported wage system

For employees who because of the effects of a disability are eligible for a supported wage, see Schedule D—Supported Wage System.

## 16.4 National training wage

For employees undertaking a traineeship, see Schedule E—National Training Wage.

## 16.5 Payment of wages

- (a) Wages will be paid weekly or fortnightly.
- (b) Wages will be paid by cash, cheque, or electronic funds transfer into the bank or financial institution account nominated by the employee, as determined by the employer.

NOTE: Regulations 3.33(3) and 3.46(1)(g) of *Fair Work Regulations 2009* set out the requirements for pay records and the content of payslips including the requirement to separately identify any allowance paid.

## 16.6 Higher duties

An employee engaged for one day or more during any pay period on duties carrying a higher rate than their ordinary classification will be paid an allowance equal to the



difference between their own ordinary rate of pay and the minimum rate of pay for the higher classification.

## 17. Allowances

17.1 Employers must pay to an employee the allowances the employee is entitled to under this clause. See Schedule C for a summary of monetary allowances and method of adjustment.

### 17.2 Wage related allowance

Monetary amounts in this clause adjusted as a result of AWR 2016

#### (a) Bilingual qualification allowance

- (i) **Bilingual** means a recognised proficiency in English as well as any one of the languages normally used by the employer's customers/clients.
- (ii) In recognition of the increased effectiveness and productivity of bilingual employees, an employee who is competently bilingual and who is regularly required in the course of their duties to use one or more of these languages in addition to English will be paid an annual allowance of:

Level	\$ per annum
Level 1	1802.77
Level 2	3608.34

- (iii) For the purposes of this clause:
- **Level 1** is an elementary level. This level of accreditation is appropriate for employees who are capable of using a minimal knowledge of language for the purpose of simple communication.
  - **Level 2** represents a level of ability for the ordinary purposes of general business, conversation, reading and writing.
- (iv) Proof of bilingual proficiency and accreditation will be obtained before an employee will be entitled to this allowance. Bilingual accreditation is obtained by the employee confirming their bilingual proficiency in writing from an interpreting or translating service agreed by the employer and the employee.

Parties are asked to comment on whether proof of bilingual accreditation should be specified as having to come from NAATI or a similar body.

### 17.3 Expense related allowances

Monetary amounts in this clause adjusted as a result of AWR 2016

**(a) Clothing and laundry allowances**

**(i) Clothing allowance**

Where the employer requires an employee to wear any special clothing such as a uniform, overalls or suitable industrial clothing, safety boots or shoes, the employer must:

- reimburse the employee the cost of purchasing a reasonable number of such special items of clothing; or
- provide the employee with the special clothing; or
- by agreement with the employee, pay the employee the lesser of **\$1.20** per day or part thereof on duty or **\$5.92** per week.

**(ii) Laundry allowance**

Where an employer requires an employee to wear any special clothing in accordance with clause 17.3(a)(i), the employer will also:

- provide reasonable laundering and maintenance of such clothing free of cost; or
- reimburse the employee for reasonable laundering and maintenance of such clothing; or
- pay the employee the lesser of **\$0.26** per day or part thereof on duty and **\$1.29** per week.

**(iii)** All special clothing provided by the employer will remain the property of the employer.

**(iv)** The clothing allowance but not the laundry allowance will be paid during all absences on leave, except absences on long service leave and absences on personal/carer's leave beyond 21 days.

**(v)** Where, prior to the taking of leave, an employee was paid a clothing allowance other than at the weekly rate, the rate to be paid during absence on leave will be an average of the allowance paid during the four weeks immediately preceding the taking of leave.

**(b) Travelling, transport and fares**

**(i)** An employee required and authorised to use their own motor vehicle in the course of their duties will be paid an allowance of not less than \$0.78 per kilometre.

**(ii)** When an employee is involved in travelling on duty, all reasonably incurred expenses with respect to fares, meals and accommodation will be met by the employer on production of receipts or other evidence acceptable to the employer.

- (iii) The employee and employer must agree prior to travel commencing as to the standard of travel, accommodation and meals to be paid before any allowance is paid.
- (iv) The employee will not be entitled to reimbursement for expenses referred to in clause 17.3(b)(ii) which exceed the mode of transport, meals or the standard of accommodation agreed with the employer, for these purposes.
- (v) Where an employee is required to work at a place away from their normal place of work, all time reasonably spent travelling to and from the place of work will be paid for at the minimum hourly rate for the employee's classification.

**(c) Meal allowance**

- (i) An employee required to work more than one hour after the usual finishing time or, in the case of a shiftworker, when the overtime work on any shift exceeds one hour, the employer must:
  - ~~Supply an adequate meal, where the employer has adequate cooking and dining facilities; or if the employer has adequate cooking and dining facilities, be supplied with an adequate meal; or~~
  - ~~Pay~~ a meal allowance of **\$12.48** in addition to any overtime payments.
- (ii) Where overtime work referred to in clause 17.3(c)(i) exceeds four hours, an additional meal allowance of **\$11.25** must be paid.
- (iii) Clauses 17.3(c)(i) and 17.3(c)(ii) will not apply when an employee could reasonably return home for a meal within the meal break.
- (iv) On request, the meal allowance will be paid on the same day as the overtime is worked.

See Schedule C for a summary of monetary allowances.

## **18. Superannuation**

### **18.1 Superannuation legislation**

- (a) Superannuation legislation, including the *Superannuation Guarantee (Administration) Act 1992* (Cth), the *Superannuation Guarantee Charge Act 1992* (Cth), the *Superannuation Industry (Supervision) Act 1993* (Cth) and the *Superannuation (Resolution of Complaints) Act 1993* (Cth), deals with the superannuation rights and obligations of employers and employees. Under superannuation legislation individual employees generally have the opportunity to choose their own superannuation fund. If an employee does not choose a superannuation fund, any superannuation fund nominated in the award covering the employee applies.

- (b) The rights and obligations in these clauses supplement those in superannuation legislation.

## 18.2 Employer contributions

An employer must make such superannuation contributions to a superannuation fund for the benefit of an employee as will avoid the employer being required to pay the superannuation guarantee charge under superannuation legislation with respect to that employee.

## 18.3 Voluntary employee contributions

- (a) Subject to the governing rules of the relevant superannuation fund, an employee may, in writing, authorise their employer to pay on behalf of the employee a specified amount from the post-taxation wages of the employee into the same superannuation fund as the employer makes the superannuation contributions provided for in clause 18.2.
- (b) An employee may adjust the amount the employee has authorised their employer to pay from the wages of the employee from the first of the month following the giving of three months' written notice to their employer.
- (c) The employer must pay the amount authorised under clauses 18.3(a) or (b) no later than 28 days after the end of the month in which the deduction authorised under clauses 18.3(a) or (b) was made.

## 18.4 Superannuation fund

Unless, to comply with superannuation legislation, the employer is required to make the superannuation contributions provided for in clause 18.2 to another superannuation fund that is chosen by the employee, the employer must make the superannuation contributions provided for in clause 18.2 and pay the amount authorised under clauses 18.3(a) or (b) to one of the following superannuation funds or its successor:

- (a) AustralianSuper; or
- (b) HESTA Super; or
- (c) any superannuation fund to which the employer was making superannuation contributions for the benefit of its employees before 12 September 2008, provided the superannuation fund is an eligible choice fund and is a fund that offers a MySuper product or is an exempt public sector superannuation scheme; or
- (d) a superannuation fund or scheme which the employee is a defined benefit member of.

**MySuper product** has the meaning given by the *Superannuation Industry (Supervision) Act 1993 (Cth)*

**exempt public sector superannuation scheme** has the meaning given by the *Superannuation Industry (Supervision) Act 1993 (Cth)*

defined benefit member has the meaning given by the *Superannuation Guarantee (Administration) Act 1992 (Cth)*

## Part 5—Overtime and Penalty Rates

### 19. Overtime

19 amended in accordance with [PR584065](#) (19.5 substituted).

#### 19.1 Overtime rates

- (a) The employee will be paid at **150%** of the minimum hourly rate for the first two hours and **200%** of the minimum hourly rate thereafter for all work performed:
- (i) in excess of the number of hours fixed as a day's, a week's or a fortnight's work (as the case may be); or
  - (ii) outside the span of hours in clause 13.3(a).

(b) **Broken shifts**

For all work performed by an employee rostered to work a broken shift, the employee will be paid:

- (i) for work outside a spread of nine hours from the time of commencing work—**150%** of the minimum hourly rate; and
- (ii) for work outside a spread of 12 hours from the time of commencing work—**200%** of the minimum hourly rate.

#### 19.2 Minimum engagement for weekend and public holiday work

An employee required to work overtime on a Saturday, Sunday or public holiday, will be engaged for at least four hours' or paid for four hours' work at the appropriate rate, except where such overtime is continuous with overtime commenced on the previous day.

**19.3** These extra rates will be in substitution for and not cumulative upon the shift loading prescribed in clause 20—Shiftwork.

#### 19.4 Rest period after overtime

- (a) If an employee works so much overtime between the end of their ordinary hours on one day and the start of ordinary hours on the next day that they do not at least 10 consecutive hours off duty, the employer must:
- (i) release the employee after the end of the overtime until the employee has had at least 10 consecutive hours off duty; and
  - (ii) pay the employee for any ordinary working time that falls within the period of absence.

- (b) If the employer requires the employee to resume or continue work, and the employee has not had 10 consecutive hours off duty, the employer must:
  - (i) pay the employee at **200%** of the minimum hourly rate until the employee is released for 10 consecutive hours; and
  - (ii) once the employee is released from duty, pay the employee for any ordinary working time that falls within the period of absence.

#### **19.5 Time off instead of payment for overtime**

- (a) An employee and employer may agree in writing to the employee taking time off instead of being paid for a particular amount of overtime that has been worked by the employee.
- (b) Any amount of overtime that has been worked by an employee in a particular pay period and that is to be taken as time off instead of the employee being paid for it must be the subject of a separate agreement under clause 19.5.
- (c) An agreement must state each of the following:
  - (i) the number of overtime hours to which it applies and when those hours were worked;
  - (ii) that the employer and employee agree that the employee may take time off instead of being paid for the overtime;
  - (iii) that, if the employee requests at any time, the employer must pay the employee, for overtime covered by the agreement but not taken as time off, at the overtime rate applicable to the overtime when worked;
  - (iv) that any payment mentioned in subparagraph (iii) must be made in the next pay period following the request.

Note: An example of the type of agreement required by this clause is set out at **Schedule X**. There is no requirement to use the form of agreement set out at **Schedule X**. An agreement under clause 19.5 can also be made by an exchange of emails between the employee and employer, or by other electronic means.

- (d) The period of time off that an employee is entitled to take is the same as the number of overtime hours worked.

EXAMPLE: By making an agreement under clause 19.5 an employee who worked 2 overtime hours is entitled to 2 hours' time off.

- (e) Time off must be taken:
  - (i) within the period of 6 months after the overtime is worked; and
  - (ii) at a time or times within that period of 6 months agreed by the employee and employer.
- (f) If the employee requests at any time, to be paid for overtime covered by an agreement under clause 19.5 but not taken as time off, the employer must pay

the employee for the overtime, in the next pay period following the request, at the overtime rate applicable to the overtime when worked.

- (g) If time off for overtime that has been worked is not taken within the period of 6 months mentioned in paragraph (e), the employer must pay the employee for the overtime, in the next pay period following those 6 months, at the overtime rate applicable to the overtime when worked.
- (h) The employer must keep a copy of any agreement under clause 19.5 as an employee record.
- (i) An employer must not exert undue influence or undue pressure on an employee in relation to a decision by the employee to make, or not make, an agreement to take time off instead of payment for overtime.
- (j) An employee may, under section 65 of the Act, request to take time off, at a time or times specified in the request or to be subsequently agreed by the employer and the employee, instead of being paid for overtime worked by the employee. If the employer agrees to the request then clause 19.5 will apply, including the requirement for separate written agreements under paragraph (b) for overtime that has been worked.

Note: If an employee makes a request under section 65 of the Act for a change in working arrangements, the employer may only refuse that request on reasonable business grounds (see section 65(5) of the Act).

- (k) If, on the termination of the employee's employment, time off for overtime worked by the employee to which clause 19.5 applies has not been taken, the employer must pay the employee for the overtime at the overtime rate applicable to the overtime when worked.

Note: Under section 345(1) of the Act, a person must not knowingly or recklessly make a false or misleading representation about the workplace rights of another person under clause 19.5.

## 19.6 On call and recall

Monetary amounts in this clause adjusted as a result of AWR 2016

- (a) If an employee is rostered by the employer to remain on call and in readiness to be recalled to work after ordinary working hours, the employee will be paid an on call allowance of:
  - (i) **\$17.16** for any 24 hour period or part thereof during which the employee is on call during an off duty period; or
  - (ii) **\$34.33** for any 24 hour period ~~or part thereof~~ on any public holiday or part thereof during which the employee is on call.
- (b) An employee who is on call and is recalled for duty for any period during an off duty period, will be paid from the time of receiving recall until the time of finishing recall duty, with a minimum of one hour's payment for such recall at the following rates:

**Exposure draft – Aboriginal Community Controlled Health Services Award 2016**

- (i) within a spread of 12 hours from the commencement of the last period of ordinary duty—**150%** of the minimum hourly rate;
  - (ii) outside a spread of 12 hours from the commencement of the last period of ordinary duty—**200%** of the minimum hourly rate; or
  - (iii) on days observed as public holidays—**200%** of the minimum hourly rate.
- (c) If the employee is recalled and does not have an uninterrupted break of six hours between midnight and the time of commencement of the next period of ordinary duty, the employee will be entitled to six hours off duty from the time of finishing the last recall to the time of commencing the next period of duty without loss of pay.
- (d) An employee who is recalled to work overtime during an off duty period and which is not continuous with the next succeeding rostered period of duty will be paid for a minimum of three hours' work at the appropriate overtime rate.
- (e) Clause 19.6(d) will not apply:
- (i) in cases where it is customary for an employee to return to the employer's premises for periods not exceeding 30 minutes each to perform a specific job outside their ordinary working hours in which case the employee will be paid for a minimum of one hour's work at the appropriate rate for each time the employee is so recalled; or
  - (ii) where the overtime is continuous (subject to a reasonable meal break) with the commencement of ordinary working time.

**19.7** In the event of an employee finishing any period of overtime at a time when reasonable means of transport are not available for the employee to return to their place of residence, the employer will provide adequate transport free of cost to the employee.

## **20. Shiftwork**

**20.1** If the ordinary rostered hours of work of an employee start or finish between 7.00 pm and 7.00 am, the employee will be paid at **115%** of the minimum hourly rate for their classification.

**20.2** If a shiftworker is required to work ordinary hours continuously for a period exceeding four weeks on a shift wholly within the hours of 7.00 pm and 7.00 am the employee will be paid at **130%** of the minimum hourly rate for their classification for that shift.

**20.3** A shiftworker will be paid at **150%** of the minimum hourly rate for their classification for ordinary hours worked on a Saturday.

**20.4** A shiftworker will be paid at **200%** of the minimum hourly rate for their classification for ordinary hours worked on a Sunday.



- 20.5** Shift penalties for casual employees are calculated upon the employee’s minimum hourly rate, prior to the addition of the **25%** casual loading.
- 20.6** The whole of a shift will be deemed to be worked on the day on which the shift commenced.

## **Part 6—Leave and Public Holidays**

### **21. Annual leave**

21 amended in accordance with [PR582951](#). (21.3 substituted; 21.5-21.9 inserted)

#### **21.1 Leave entitlement**

- (a) Annual leave is provided for in the NES. This clause contains additional provisions. It does not apply to casual employees.
- (b) For the purpose of the NES a shiftworker is defined as an employee who is regularly rostered to work ordinary shifts on Sundays and public holidays (that is, not less than 10 in any 12 month period).

NOTE: Where an employee is receiving overaward payments such that the employee’s base rate of pay is higher than the rate specified under this award, the employee is entitled to receive the higher rate while on a period of paid annual leave (see ss.16 and 90 of the Act).

#### **21.2 Annual leave loading**

- (a) In addition to their ordinary pay, an employee, other than a shiftworker, will be paid an annual leave loading of **17.5%** of their ordinary rate of pay.
- (b) Shiftworkers, in addition to their ordinary pay, will be paid the higher of:
- (i) an annual leave loading of **17.5%** of their ordinary rate of pay; or
  - (ii) the weekend and shift penalties the employee would have received had they not been on leave during the relevant period.

#### **21.3 Close-down**

An employer may require an employee to take annual leave as part of a close-down of its operations by giving at least four weeks’ notice.

#### **21.4 Public holidays falling during annual leave**

Annual leave will be exclusive of any public holidays prescribed in the NES or clause 24—Public holidays of this award.

#### **21.5 Annual leave in advance**

- (a) An employer and employee may agree in writing to the employee taking a period of paid annual leave before the employee has accrued an entitlement to the leave.
- (b) An agreement must:
  - (i) state the amount of leave to be taken in advance and the date on which leave is to commence; and
  - (ii) be signed by the employer and employee and, if the employee is under 18 years of age, by the employee’s parent or guardian.

Note: An example of the type of agreement required by clause 21.5 is set out at Schedule G. There is no requirement to use the form of agreement set out at Schedule G.

- (c) The employer must keep a copy of any agreement under clause 21.5 as an employee record.
- (d) If, on the termination of the employee’s employment, the employee has not accrued an entitlement to all of a period of paid annual leave already taken in accordance with an agreement under clause 21.5, the employer may deduct from any money due to the employee on termination an amount equal to the amount that was paid to the employee in respect of any part of the period of annual leave taken in advance to which an entitlement has not been accrued.

#### **21.6 Cashing out of annual leave**

- (a) Paid annual leave must not be cashed out except in accordance with an agreement under clause 21.6.
- (b) Each cashing out of a particular amount of paid annual leave must be the subject of a separate agreement under clause 21.6.
- (c) An employer and an employee may agree in writing to the cashing out of a particular amount of accrued paid annual leave by the employee.
- (d) An agreement under clause 21.6 must state:
  - (i) the amount of leave to be cashed out and the payment to be made to the employee for it; and
  - (ii) the date on which the payment is to be made.
- (e) An agreement under clause 21.6 must be signed by the employer and employee and, if the employee is under 18 years of age, by the employee’s parent or guardian.

- (f) The payment must not be less than the amount that would have been payable had the employee taken the leave at the time the payment is made.
- (g) An agreement must not result in the employee's remaining accrued entitlement to paid annual leave being less than 4 weeks.
- (h) The maximum amount of accrued paid annual leave that may be cashed out in any period of 12 months is 2 weeks.
- (i) The employer must keep a copy of any agreement under clause 21.6 as an employee record.

Note 1: Under section 344 of the Fair Work Act, an employer must not exert undue influence or undue pressure on an employee to make, or not make, an agreement under clause 21.6.

Note 2: Under section 345(1) of the Fair Work Act, a person must not knowingly or recklessly make a false or misleading representation about the workplace rights of another person under clause 21.6.

Note 3: An example of the type of agreement required by clause 21.6 is set out at Schedule H. There is no requirement to use the form of agreement set out at Schedule H.

#### **21.7 Excessive leave accruals: general provision**

Note: Clauses 21.7 to 21.9 contain provisions, additional to the National Employment Standards, about the taking of paid annual leave as a way of dealing with the accrual of excessive paid annual leave. See Part 2.2, Division 6 of the Fair Work Act.

- (a) An employee has an **excessive leave accrual** if the employee has accrued more than 8 weeks' paid annual leave (or 10 weeks' paid annual leave for a shiftworker, as defined by clause 21.1(b)).
- (b) If an employee has an excessive leave accrual, the employer or the employee may seek to confer with the other and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual.
- (c) Clause 21.8 sets out how an employer may direct an employee who has an excessive leave accrual to take paid annual leave.
- (d) Clause 21.9 sets out how an employee who has an excessive leave accrual may require an employer to grant paid annual leave requested by the employee.

#### **21.8 Excessive leave accruals: direction by employer that leave be taken**

- (a) If an employer has genuinely tried to reach agreement with an employee under clause 21.7(b) but agreement is not reached (including because the employee refuses to confer), the employer may direct the employee in writing to take one or more periods of paid annual leave.
- (b) However, a direction by the employer under paragraph (a):

- (i) is of no effect if it would result at any time in the employee’s remaining accrued entitlement to paid annual leave being less than 6 weeks when any other paid annual leave arrangements (whether made under clause 21.7, 21.8 or 21.9 or otherwise agreed by the employer and employee) are taken into account; and
  - (ii) must not require the employee to take any period of paid annual leave of less than one week; and
  - (iii) must not require the employee to take a period of paid annual leave beginning less than 8 weeks, or more than 12 months, after the direction is given; and
  - (iv) must not be inconsistent with any leave arrangement agreed by the employer and employee.
- (c) The employee must take paid annual leave in accordance with a direction under paragraph (a) that is in effect.
  - (d) An employee to whom a direction has been given under paragraph (a) may request to take a period of paid annual leave as if the direction had not been given.

Note 1: Paid annual leave arising from a request mentioned in paragraph (d) may result in the direction ceasing to have effect. See clause 21.8(b)(i).

Note 2: Under section 88(2) of the Fair Work Act, the employer must not unreasonably refuse to agree to a request by the employee to take paid annual leave.

**21.9 Excessive leave accruals: request by employee for leave**

- (a) Clause 21.9 comes into operation from 29 July 2017.
- (b) If an employee has genuinely tried to reach agreement with an employer under clause 21.7(b) but agreement is not reached (including because the employer refuses to confer), the employee may give a written notice to the employer requesting to take one or more periods of paid annual leave.
- (c) However, an employee may only give a notice to the employer under paragraph (b) if:
  - (i) the employee has had an excessive leave accrual for more than 6 months at the time of giving the notice; and
  - (ii) the employee has not been given a direction under clause 21.8(a) that, when any other paid annual leave arrangements (whether made under clause 21.7, 21.8 or 21.9 or otherwise agreed by the employer and employee) are taken into account, would eliminate the employee’s excessive leave accrual.
- (d) A notice given by an employee under paragraph (b) must not:
  - (i) if granted, result in the employee’s remaining accrued entitlement to paid annual leave being at any time less than 6 weeks when any other paid

- annual leave arrangements (whether made under clause 21.7, 21.8 or 21.9 or otherwise agreed by the employer and employee) are taken into account; or
- (ii) provide for the employee to take any period of paid annual leave of less than one week; or
  - (iii) provide for the employee to take a period of paid annual leave beginning less than 8 weeks, or more than 12 months, after the notice is given; or
  - (iv) be inconsistent with any leave arrangement agreed by the employer and employee.
- (e) An employee is not entitled to request by a notice under paragraph (b) more than 4 weeks' paid annual leave (or 5 weeks' paid annual leave for a shiftworker, as defined by clause 21.1(b)) in any period of 12 months.
- (f) The employer must grant paid annual leave requested by a notice under paragraph (b).

## 22. Personal/carer's leave and compassionate leave

Personal/carer's leave and compassionate leave are provided for in the NES.

## 23. Parental leave and related entitlements

Parental leave and related entitlements are provided for in the NES.

## 24. Public holidays

This public holiday provision may be affected by [AM2014/301](#)

24.1 Public holiday entitlements are provided for in the NES.

### 24.2 Payment for working on a public holiday

- (a) Any employee required to work on a public holiday will be paid as follows:
  - (i) **payment** at the rate of **250%** of the minimum hourly rate for all time worked; or
  - (ii) **payment** at the rate of **150%** of the minimum hourly rate, plus one day off at the ordinary time rate, that is, an hour for each hour worked.
- (b) Casual employees who are required to work on public holidays will, instead of the casual loading in clause 11.2(b), be paid an additional **50%** of the minimum hourly rate for such work.

### 24.3 Substitution

- (a) By agreement between the employer and the majority of employees in the enterprise or part of the enterprise concerned, an alternative day may be taken as the public holiday instead of any of the prescribed days.
- (b) An employer and an individual employee may agree to the employee taking another day as the public holiday instead of the day which is being observed as the public holiday in the enterprise or part of the enterprise concerned.

### 24.4 Part-day public holidays

The part-day public holidays schedule may be affected by [AM2014/301](#)

For provisions relating to part-day public holidays see Schedule F—2015 Part-day public holidays.

## 25. Community service leave

Community service leave is provided for in the NES

## 26. Ceremonial leave

An employee who is legitimately required by indigenous tradition to be absent from work for Aboriginal or Torres Strait Islander ceremonial purposes will be entitled to up to 10 working days unpaid leave in any one year, with the approval of the employer.

## Part 7—Consultation and Dispute Resolution

### 27. Consultation regarding major workplace change

- (a) **Employers to notify**
  - (i) Where an employer has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the employer must notify the employees who may be affected by the proposed changes and their representatives, if any.
  - (ii) **Significant effects** include termination of employment; major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations; and the restructuring of jobs. Provided that where this award makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

**(b) Employers to discuss change**

- (i)** The employer must discuss with the employees affected and their representatives, if any, the introduction of the changes referred to in clause 27(a), the effects the changes are likely to have on employees and measures to avert or mitigate the adverse effects of such changes on employees and must give prompt consideration to matters raised by the employees and/or their representatives in relation to the changes.
- (ii)** The discussions must commence as early as practicable after a definite decision has been made by the employer to make the changes referred to in clause 27(a).
- (iii)** For the purposes of such discussion, the employer must provide in writing to the employees concerned and their representatives, if any, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employees and any other matters likely to affect employees provided that no employer is required to disclose confidential information the disclosure of which would be contrary to the employer's interests.

**28. Consultation about changes to rosters or hours of work**

- (a)** Where an employer proposes to change an employee's regular roster or ordinary hours of work, the employer must consult with the employee or employees affected and their representatives, if any, about the proposed change.
- (b)** The employer must:
  - (i)** provide to the employee or employees affected and their representatives, if any, information about the proposed change (for example, information about the nature of the change to the employee's regular roster or ordinary hours of work and when that change is proposed to commence);
  - (ii)** invite the employee or employees affected and their representatives, if any, to give their views about the impact of the proposed change (including any impact in relation to their family or caring responsibilities); and
  - (iii)** give consideration to any views about the impact of the proposed change that are given by the employee or employees concerned and/or their representatives.
- (c)** The requirement to consult under this clause does not apply where an employee has irregular, sporadic or unpredictable working hours.
- (d)** These provisions are to be read in conjunction with other award provisions concerning the scheduling of work and notice requirements.

## **29. Dispute resolution**

- 29.1** In the event of a dispute about a matter under this award, or a dispute in relation to the NES, in the first instance the parties must attempt to resolve the matter at the workplace by discussions between the employee or employees concerned and the relevant supervisor. If such discussions do not resolve the dispute, the parties will endeavour to resolve the dispute in a timely manner by discussions between the employee or employees concerned and more senior levels of management as appropriate, which may include the Board of Management.
- 29.2** If a dispute about a matter arising under this award or a dispute in relation to the NES is unable to be resolved at the workplace, and all appropriate steps under clause 29.1 have been taken, a party to the dispute may refer the dispute to the Fair Work Commission.
- 29.3** The parties may agree on the process to be utilised by the Fair Work Commission including mediation, conciliation and consent arbitration.
- 29.4** Where the matter in dispute remains unresolved, the Fair Work Commission may exercise any method of dispute resolution permitted by the Act that it considers appropriate to ensure the settlement of the dispute.
- 29.5** An employer or employee may appoint another person, organisation or association to accompany and/or represent them for the purposes of this clause.
- 29.6** While the dispute resolution procedure is being conducted, work must continue in accordance with this award and the Act. Subject to applicable occupational 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.

## **Part 8—Termination of Employment and Redundancy**

### **30. Termination of employment**

**30.1** Notice of termination is provided for in the NES.

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

The notice of termination required to be given by an employee is the same as that required of an employer except that there is no requirement on the employee to give additional notice based on the age of the employee concerned. If an employee fails to give the required notice the employer may withhold from any monies due to the employee on termination under this award or the NES, an amount not exceeding the amount the employee would have been paid under this award in respect of the period of notice required by this clause less any period of notice actually given by the employee.



### **31. Redundancy**

Redundancy pay is provided for in the NES.

### **32. Transfer to lower paid job on redundancy**

Where an employee is transferred to lower paid duties by reason of redundancy, the same period of notice must be given as the employee would have been entitled to if the employment had been terminated and the employer may, at the employer's option, make payment instead of an amount equal to the difference between the former ordinary time rate of pay and the ordinary time rate of pay for the number of weeks of notice still owing.

### **33. Employee leaving during redundancy notice period**

An employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice. The employee is entitled to receive the benefits and payments they would have received under clause 31—Redundancy had they remained in employment until the expiry of the notice, but is not entitled to payment instead of notice.

### **34. Job search entitlement**

#### **34.1 Job search entitlement for notice of termination of employment**

Where an 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. The time off is to be taken at times that are convenient to the employee after consultation with the employer.

#### **34.2 Job search entitlement—redundancy**

##### **(a) Time off seeking other employment**

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) Proof of attendance**

(i) If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the employee must, at the request of the employer, produce proof of attendance at an interview or they will not be entitled to payment for the time absent. For this purpose a statutory declaration is sufficient.

(ii) This entitlement applies instead of clause 34.1.

## **Schedule A—Classification Definitions**

### **A.1 Aboriginal Health Workers**

**A.1.1 Aboriginal Health Worker Grade 1 / Aboriginal Community Health Worker Grade 1** means an employee in their first year of service who will generally have no direct experience in the provision of Aboriginal health services.

They will provide primary health services education and liaison duties under the direct supervision of an Aboriginal Health Worker Grade 2, 3 or 4.

**A.1.2 Aboriginal Health Worker Grade 2 / Aboriginal Community Health Worker Grade 2** means:

- (a) a person who has completed Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care or equivalent, or the required Aboriginal Community Health Worker qualification;
- (b) a person with other qualifications or experience deemed equivalent by an Aboriginal community controlled health service; or
- (c) an Aboriginal Health Worker Grade 1 who has been promoted to Aboriginal Health Worker Grade 2 after having been assessed by their employer as having the requisite competence. It would be expected that in all but exceptional circumstances such a person would have had a minimum of one year's experience at Grade 1.
- (d) An Aboriginal Health Worker Grade 2 is expected to provide a range of health functions of a clinical, preventative, rehabilitative or promotional nature under the general direction of other staff of the Aboriginal community controlled health service.
- (e) Duties include, under the direct supervision of an Aboriginal Health Worker Grade 3 or 4:
  - (i) assist in the provision of comprehensive primary health care and education of clients, in conjunction with other members of the health care team;
  - (ii) under instruction assist in the provision of standard medical treatments in accordance with established medical protocols;
  - (iii) collect and record data from clients which will assist in the diagnosis and management of common medical problems and medical emergencies;
  - (iv) in line with policies and programs established by the health team, participate in educating and informing the community about preventative health measures; and
  - (v) undertake orientation and training programs as available.

- (f) An Aboriginal Health Worker or Aboriginal Community Health Worker required by State or Territory legislation to maintain registration as a condition of their employment who holds a Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care or equivalent or the required qualification for an Aboriginal Community Health Worker will be classified as no less than a Grade 2 Level 2 Aboriginal Health Worker/Aboriginal Community Health Worker.

It is desirable that staff at this grade should have Aboriginal knowledge and cultural skills—level 1.

**A.1.3 An Aboriginal Health Worker Grade 3 is:**

- (a) A **Senior Aboriginal Health Worker**, a person who independently undertakes a full range of duties, including dealing with the most complex matters. A Senior AHW would hold either Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) or Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Community) or equivalent. Workers will be expected to perform their duties with little supervision, and may be required to work as a sole practitioner remote from the health service; or
- (b) An **Aboriginal Health Worker—Team Leader**, a person who heads a small team of Aboriginal Health Workers. Workers at this level will be required to hold expert knowledge of Aboriginal health issues, as well as assisting with the planning and supervision of other workers' duties. An Aboriginal Health Worker—Team Leader would hold either Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) or Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Community) or equivalent; or
- (c) An **Aboriginal Health Worker** who holds a Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) or Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Community) or equivalent.

(Note: An Aboriginal Health Worker required by State or Territory legislation to maintain registration as a condition of their employment and who holds a Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) or Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care (Community) or equivalent must be classified as no less than a Grade 3 Level 2 Aboriginal Health Worker).

It is desirable that employees at this grade have Aboriginal knowledge and cultural skills—level 1.

**A.1.4 Aboriginal Health Worker Grade 4 means:**

- (a) A person who performs a senior co-ordinating role in respect of Aboriginal Health Workers within an Aboriginal community controlled health service. An Aboriginal Health Worker with either a Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) or Diploma of Aboriginal and/or

Torres Strait Islander Primary Health Care (Community) or other qualifications or experience deemed equivalent by the Aboriginal community controlled health service will be classified at this grade.

- (b) An Aboriginal Health Worker required by State or Territory legislation to maintain registration as a condition of their employment who holds a either Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care (Practice) or Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care (Community) or equivalent will be classified as no less than a Grade 4 Level 2 Aboriginal Health Worker and their classification descriptor will be Aboriginal Health Worker Practitioner Grade 4 Level 2.

It is desirable that staff at this grade should have Aboriginal knowledge and cultural skills—level 2.

## **A.2 Administrative**

### **A.2.1 Grade 1**

- (a) This is the base of the administrative classification structure. There are no prescribed educational qualifications required.
- (b) Positions at this level work under close direction and initially require the application of basic skills and routines such as providing receptionist services, straight-forward operation of keyboard equipment, filing, photocopying, collating, collecting and distributing, carrying out routine checks by simple comparisons, simple coding, maintaining basic records, mail procedures, obtaining or providing information about straight-forward matters and routine user maintenance of office equipment.
- (c) The work may involve a combination of the activities outlined above including keyboard, clerical and other duties. Keyboard tasks usually involve the straight-forward operation of keyboard equipment but may include the keying of data containing specialised or unusual technical terms or complicated tables or diagrams which demand considerable judgment about layout, and the manipulation and interpretation of data before and during entry.
- (d) Initially work is performed under close direction using established routines, methods and procedures and there is little scope for deviating from these. Tasks should be mixed to provide a range of work experience; some may be of a routine operational nature. Problems can usually be solved by reference to straight-forward methods, procedures and instructions. Assistance is available if required when problems arise.
- (e) Staff undertaking work at this grade would normally become competent in individual tasks after a limited period of training or experience.
- (f) The work performed may be routine in nature but some knowledge and application of specific procedures, instructions, regulations or other requirements relating to general administration (e.g. personnel or finance operations) and to specific departmental programs or activities may be required.

- (g) Staff at this grade may assist senior members of staff in the task being undertaken by them. Work may include drafting basic material for inclusion in reports and submissions, including form or routine letters and checking applications for benefits or grants.

#### **A.2.2 Grade 2**

- (a) This level encompasses a range of work which requires routine experience or the application of skills derived from work of a similar nature and a general knowledge of the work to be performed. This is the first level which may include a supervisory role. Staff may be required to follow and interpret rules, regulations, guidelines, instructions and procedures, and be capable of undertaking a range of duties requiring judgment, liaison and communication within the health service, with clients of the health service and with other interested parties.
- (b) Positions at this grade usually work under general direction and the work is subject to regular checks. Detailed instructions are not necessary and there is scope for staff to exercise initiative in applying established work practices and procedures.
- (c) The solution of problems may require the exercise of limited judgment, though guidance would be available in guidelines, procedures, regulations and instructions. The understanding of the information should allow decisions or policies relating to specific circumstances to be explained. Liaison within the health service, with clients of the health service, or with other interested parties may be necessary.
- (d) This is the first grade of which formal delegations may be found within the operations of the work area (e.g. approval of annual, personal and carer's leave and examination of accounts).
- (e) Secretarial/administrative support positions may be included in this grade where this is warranted, having regard to:
  - (i) the range of knowledge and skills required;
  - (ii) the degree of independence and responsibility assumed in undertaking tasks; and
  - (iii) the degree of direction given by the supervisor.
- (f) Positions where there is a frequently recurring need to take and transcribe verbatim the proceedings of conferences or deputations are included in this grade.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 1.

#### **A.2.3 Grade 3**

- (a) Positions at this grade usually work under general direction and require relevant experience combined with a broad knowledge of the functions and

activities of the health service and a sound knowledge of the major activity performed within the work area. Positions with supervisory responsibilities may undertake some complex operation work and may assist with, or review, work undertaken by subordinates or team members.

- (b) Positions with supervisory responsibilities may include a degree of planning and coordination and tasks such as monitoring staff attendance and work flow.
- (c) Problems faced may be complex yet broadly similar to past problems. Solutions generally can be found in rules, regulations, guidelines, procedures and instructions though these may require some interpretation and application of judgment. There is scope for the exercise of initiative in application of established work practices and procedures.
- (d) Positions at this grade may exercise delegations. Decisions made may have an impact on the relevant health service (e.g. on financial resources), but are normally of a limited procedural or administrative importance.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 1.

#### **A.2.4 Grade 4**

- (a) Positions at this grade usually work under general direction within clear guidelines and established work practices and priorities, in functions which require the application of knowledge, skills and techniques appropriate to the work area. Work at this grade requires a sound knowledge of program, activity, policy or service aspects of the work performed within a functional element, or a number of work areas. The Grade 4 position is the first grade where technical or professional qualifications may be required or desirable.
- (b) Work is usually performed under general direction and may cover a range of tasks associated with program activity or administrative support to senior officers. Tasks may include providing administrative support to staff within technical or professional structures. This may include the collection and analysis of data and information and the preparation of reports, publications, papers and submissions including findings and recommendations.
- (c) Positions at this level may have supervisory responsibilities over staff operating a wide range of equipment or undertaking a variety of tasks in the area of responsibility.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 1.

#### **A.2.5 Grade 5**

- (a) Positions at this level work under general direction in relation to established priorities, task methodology and work practices to achieve results in line with the corporate goals of the health service.
- (b) Positions at this grade may, under general direction of work priorities, undertake the preparation of preliminary papers, draft complex correspondence

for senior officers, undertake tasks of a specialist or detailed nature, assist in the preparation of procedural guidelines, provide information or interpretation to other interested parties, exercise specific process responsibilities and oversee and co-ordinate the work of subordinate staff.

- (c) Work may involve specialist subject matter of a professional or technical project, procedural or processing nature, or a combination of these functions.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 1.

#### **A.2.6 Grade 6**

- (a) Positions at this grade may manage the operations of an organisational element usually under limited direction. Positions at this grade undertake various functions, under a wide range of conditions to achieve a result in line with the goals of the health service. Immediate subordinate positions may include staff in a technical or professional structure, in which case supervision may involve the exercising of technical or professional skills or judgment.
- (b) Positions at this grade are found in a variety of operating environments and structural arrangements. The primary areas may be:
  - (i) Managing the operations of a discrete organisational element usually under limited direction;
  - (ii) Under limited direction in relation to priorities and work practices provide administrative support to a particular program or activity; or
  - (iii) Providing subject matter, expertise or policy advice, to senior employees, the Chief Executive Officer, or the Board of Management including technical or professional advice, across a range of programs or activities undertaken by the health service.
- (c) Positions at this grade would be expected to set and achieve priorities, monitor work flow and/or manage staffing resources to meet objectives.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 2.

#### **A.2.7 Grade 7**

- (a) Positions at this grade, under limited direction, usually manage the operations of an organisational element, or undertake a management function, or provide administrative, technical, or professional support to a particular program or activity, across a range of administrative or operational tasks to achieve a result in line with the goals of the health service.
- (b) Positions at this grade may undertake a management function involved in the administration of a program or activity within an organisation. This includes the provision of advice or undertaking tasks related to the management or administration of a program or activity, service delivery or corporate support function, including project work, policy, technical, professional or program

issues or administrative matters. Liaison with other elements of the organisation, government agencies, state and local authorities and community organisations can be a feature.

- (c) Positions at this grade may represent the health service at meetings, conferences and seminars. In some circumstances the supervisor or subordinates may be, or include staff in technical or professional structures, in which case supervision is for administrative purposes only. In all other circumstances, supervision may involve the exercise of technical or professional skill or judgment.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 2.

### **A.2.8 Grade 8**

Positions at this grade will be the Chief Executive Officer of an Aboriginal community controlled health service other than those classified at Grade 7 who reports to and is responsible for the administration of the health service to the Board of Management and to whom heads of programs or activities within the health service report and are responsible.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 3.

Aboriginal knowledge and cultural skills—level 3 means Aboriginal knowledge and cultural skills levels 1 and 2, plus an understanding, awareness and/or sensitivity to local, national and international cultural values and a clear understanding of Aboriginal organisations, their establishment and goals, and the political and economic environment in which the organisations operate at a local, national and international level

## **A.3 Dental**

### **A.3.1 Dental Assistant Grade 1**

Employees at this grade will have no prior experience as a dental assistant. Appointment to this level will be for a period of three months after which the employee will progress to the appropriate level. While employed at this grade employees will:

- (a) work under direct supervision;
- (b) gain familiarisation with a range of basic dental and/or clerical tasks; and
- (c) gain familiarisation with the employer's policies including health and safety.

**A.3.2 Dental Assistant Grade 2** means an employee who has obtained the skills required of a Dental Assistant Grade 1 who performs solely dental assistant duties and has no formal qualifications.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 1.



**A.3.3 Dental Assistant Grade 3** means:

- (a) a person who has completed a dental assistant qualification performing solely dental assistant duties;
- (b) an unqualified Dental Assistant performing a combination of duties including routine clerical, reception duties and dental assistant duties; or
- (c) an unqualified Dental Assistant performing solely Dental Assistant duties who has 12 months' experience at Grade 2.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 1.

**A.3.4 Dental Assistant Grade 4** means:

- (a) An unqualified Dental Assistant performing solely dental assistant duties who has 12 months' experience at Grade 3 and has demonstrated competence in the following areas:
  - (i) knowledge of dental equipment;
  - (ii) sterilisation techniques with attention to infection control;
  - (iii) basic understanding of techniques and procedures;
  - (iv) understanding of the set-up prior to procedures; or
- (b) an unqualified Dental Assistant performing a combination of dental assistant, clerical and reception duties who has 12 months' experience at Grade 3;
- (c) a qualified Dental Assistant performing solely dental assistant duties who has 12 months' experience at Grade 3; or
- (d) a qualified Dental Assistant performing a combination of dental assistant, clerical and reception duties.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 1.

**A.3.5 Dental Assistant Grade 5** means:

- (a) an unqualified Dental Assistant performing a combination of dental assistant, clerical and reception duties who has 12 months' experience at Grade 4;
- (b) a qualified Dental Assistant performing solely dental assistant duties who has 12 months' experience at Grade 4; or
- (c) a qualified Dental Assistant performing a combination of dental assistant, clerical and reception duties who has 12 months' experience at Grade 4.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 1.

**A.3.6 Dental Therapist Grade 1** works under the professional supervision of a higher grade professional officer as to method of approach and requirements and is a professional practitioner who performs normal professional work and exercises individual knowledge, skills, professional judgment and initiative in the application of professional principles, techniques and methods.

- (a) This grade is the professional formation phase of a professional officer. It includes new graduates generally lacking practical experience in the application of their professional knowledge.
- (b) The work requires initiative and professional judgment. Since experience is limited, this level is normally expected to apply only established principles, techniques and methods in early postgraduate years. With professional development, it is expected that new techniques and methods will be learnt and applied to progressively more difficult problems.
- (c) Initially work is subject to professional supervision. As experience is gained, the contribution and the level of professional judgment increases and professional supervision decreases, until a wide range of professional tasks is capable of being performed with little technical direction.
- (d) When experienced, advice and guidance may be provided to less experienced professional staff. They are not required to provide general professional guidance but may be required to provide general supervision of and/or train technical and other non-professional staff.
- (e) Staff may be required to develop and apply advanced techniques learnt during the undergraduate course or later; however, decisions to incorporate such new techniques into normal procedures would be taken at a higher level.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 1.

**A.3.7 Dental Therapist Grade 2** works as a professional practitioner, performs normal professional work under general professional guidance, and may perform novel, complex or critical professional work under professional supervision.

- (a) Staff at this grade perform normal professional work of an organisational unit, or of a specialised professional field encompassed by the work of the unit, and accept technical responsibility for those tasks.
- (b) Staff may also be expected to perform difficult or novel, complex or critical professional work where they are isolated from immediate professional supervision, for example, because of remoteness of the functional work area. Staff at this grade are expected to exercise independent professional judgment when required, particularly in recognising and solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaption or modification.
- (c) Staff may carry out research under professional supervision and may be expected to contribute to advances in the techniques used.

- (d) Work at this grade may include professional supervision of Dental Therapists Grade 1 together with general supervision over technical and other personnel. Dental Therapists at this level may also be required to guide Dental Therapists Grade 1 in the methods to be used, policies to be followed and standards to be observed with respect to the professional work performed by the organisational unit.
- (e) Staff may provide an advisory role up to the level of expertise.
- (f) Staff are required to understand industry problems if advice on interpretation of regulations or standards is required and to undertake associated liaison tasks.

It is desirable that staff at this grade have Aboriginal knowledge and cultural skills—level 1.

#### **A.4 Ancillary**

It is desirable that all ancillary staff have Aboriginal knowledge and cultural skills—level 1.

- A.4.1 Cleaner** means a person who performs tasks customarily performed by cleaners utilising a range of materials and equipment to clean a range of surfaces in order to restore or maintain buildings in a clean and hygienic condition.
- A.4.2 Driver—Grade 1** means a person whose primary duties include undertaking a range of driving activities on behalf of the employer in a vehicle that has the capacity to carry between one and 15 passengers.
- A.4.3 Driver—Grade 2** means a person whose primary duties include undertaking a range of driving activities on behalf of the employer in a vehicle that has the capacity to carry 16 or a greater number of passengers.
- A.4.4 Caretaker** means a person who is responsible for the supervision of an Aboriginal community controlled health service premises out of hours including opening and closing the premises before and after each day of business.

## Schedule B—Summary of Hourly Rates of Pay

Rates updated as a result of AWR 2016

NOTE: Employers who meet their obligations under this schedule are meeting their obligations under the award.

### B.1 Aboriginal Health Worker adult employees

#### B.1.1 Full-time and part-time adult employees—ordinary, shiftworker and penalty rates

	All employees	Shiftworkers				All employees	
	Ordinary hours	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday	Public holiday
	% of minimum hourly rate						
	100%	115%	130%	150%	200%	150% plus one day off <sup>3</sup>	250%
	\$	\$	\$	\$	\$	\$	\$
<b>Grade 1</b>							
Level 1	19.66	22.61	25.56	29.49	39.32	29.49	49.15
Level 2	21.07	24.23	27.39	31.61	42.14	31.61	52.68
Level 3	21.79	25.06	28.33	32.69	43.58	32.69	54.48
<b>Grade 2</b>							
Level 1	22.93	26.37	29.81	34.40	45.86	34.40	57.33
Level 2	24.12	27.74	31.36	36.18	48.24	36.18	60.30
Level 3	25.30	29.10	32.89	37.95	50.60	37.95	63.25
<b>Grade 3</b>							
Level 1	26.00	29.90	33.80	39.00	52.00	39.00	65.00
Level 2	26.70	30.71	34.71	40.05	53.40	40.05	66.75
Level 3	27.32	31.42	35.52	40.98	54.64	40.98	68.30
<b>Grade 4</b>							

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	All employees	Shiftworkers				All employees	
	Ordinary hours	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday	Public holiday
	<b>% of minimum hourly rate</b>						
	100%	115%	130%	150%	200%	150% plus one day off <sup>3</sup>	250%
	\$	\$	\$	\$	\$	\$	\$
Level 1	27.97	32.17	36.36	41.96	55.94	41.96	69.93
Level 2	28.63	32.92	37.22	42.95	57.26	42.95	71.58
Level 3	29.32	33.72	38.12	43.98	58.64	43.98	73.30
<p><sup>1</sup>Outside normal span of hours means where the ordinary rostered hours of work of an employee finish between 7.00 pm and 7.00 am or commence between 7.00 pm and 7.00 am in accordance with clause 20.1.</p> <p><sup>2</sup>Continuous night shift means where a shiftworker is required to work ordinary hours continuously for a period exceeding four weeks on a shift wholly within the hours of 7.00 pm and 7.00 am the employee, paid with respect to that shift in accordance with clause 20.2.</p> <p><sup>3</sup>At the ordinary time rate, that is, an hour for each hour worked in accordance with clause 24.2(a)(ii).</p>							

**B.1.2 Full-time and part-time adult employees—overtime rates**

	Employees other than shiftworkers		Shiftworkers - broken shifts		All employees	
	Outside the span of hours <sup>1</sup>	Outside the span of hours <sup>1</sup>	Outside a spread of nine hours <sup>2</sup>	Outside a spread of 12 hours <sup>3</sup>	Excess hours <sup>4</sup>	
	First two hours	After two hours			First two hours	After two hours
	<b>% of minimum hourly rate</b>					
	150%	200%	150%	200%	150%	200%
	\$	\$	\$	\$	\$	\$
<b>Grade 1</b>						
Level 1	29.49	39.32	29.49	39.32	29.49	39.32

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	Employees other than shiftworkers		Shiftworkers - broken shifts		All employees	
	Outside the span of hours <sup>1</sup>	Outside the span of hours <sup>1</sup>	Outside a spread of nine hours <sup>2</sup>	Outside a spread of 12 hours <sup>3</sup>	Excess hours <sup>4</sup>	
					First two hours	After two hours
	<b>% of minimum hourly rate</b>					
	<b>150%</b>	<b>200%</b>	<b>150%</b>	<b>200%</b>	<b>150%</b>	<b>200%</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Level 2	31.61	42.14	31.61	42.14	31.61	42.14
Level 3	32.69	43.58	32.69	43.58	32.69	43.58
<b>Grade 2</b>						
Level 1	34.40	45.86	34.40	45.86	34.40	45.86
Level 2	36.18	48.24	36.18	48.24	36.18	48.24
Level 3	37.95	50.60	37.95	50.60	37.95	50.60
<b>Grade 3</b>						
Level 1	39.00	52.00	39.00	52.00	39.00	52.00
Level 2	40.05	53.40	40.05	53.40	40.05	53.40
Level 3	40.98	54.64	40.98	54.64	40.98	54.64
<b>Grade 4</b>						
Level 1	41.96	55.94	41.96	55.94	41.96	55.94
Level 2	42.95	57.26	42.95	57.26	42.95	57.26
Level 3	43.98	58.64	43.98	58.64	43.98	58.64

<sup>1</sup>Outside the span of hours of 7.00am to 7.00pm Monday to Friday in accordance with clause 19.1(a).

<sup>2</sup>Outside a spread of nine hours from the time of commencing work by an employee rostered to work broken shifts in accordance with clause 19.1(b).

<sup>3</sup>Outside a spread of 12 hours from the time of commencing work by an employee rostered to work broken shifts in accordance with clause 19.1(b).

<sup>4</sup>In excess of the number of hours fixed as a day's, a week's or a fortnight's work as the case may be in accordance with clause 19.1(a).

**B.1.3 Casual adult employees—ordinary, shiftwork and penalty rates**

	All employees	Shiftworkers				All employees
	Day	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday
	<b>% of minimum hourly rate</b>					
	<b>125%</b>	<b>140%</b>	<b>155%</b>	<b>175%</b>	<b>225%</b>	<b>150%</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Grade 1</b>						
Level 1	24.58	27.52	30.47	34.41	44.24	29.49
Level 2	26.34	29.50	32.66	36.87	47.41	31.61
Level 3	27.24	30.51	33.77	38.13	49.03	32.69
<b>Grade 2</b>						
Level 1	28.66	32.10	35.54	40.13	51.59	34.40
Level 2	30.15	33.77	37.39	42.21	54.27	36.18
Level 3	31.63	35.42	39.22	44.28	56.93	37.95
<b>Grade 3</b>						
Level 1	32.50	36.40	40.30	45.50	58.50	39.00
Level 2	33.38	37.38	41.39	46.73	60.08	40.05
Level 3	34.15	38.25	42.35	47.81	61.47	40.98
<b>Grade 4</b>						
Level 1	34.96	39.16	43.35	48.95	62.93	41.96
Level 2	35.79	40.08	44.38	50.10	64.42	42.95
Level 3	36.65	41.05	45.45	51.31	65.97	43.98

<sup>1</sup>**Outside normal span of hours** means where the ordinary rostered hours of work of an employee finish between 7.00 pm and 7.00 am or commence between 7.00 pm and 7.00 am in accordance with clause 20.1.

<sup>2</sup>**Continuous night shift** means where a shiftworker is required to work ordinary hours continuously for a period exceeding four weeks on a shift wholly within the hours of 7.00 pm and 7.00 am the employee, paid with respect to that shift in accordance with clause 20.2.

## B.2 Administrative adult employees

### B.2.1 Full-time and part-time adult employees—ordinary, shiftwork and penalty rates

	All employees	Shiftworkers				All employees	
	Ordinary hours	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday	Public holiday
	% of minimum hourly rate						
	100%	115%	130%	150%	200%	150% plus one day off <sup>3</sup>	250%
	\$	\$	\$	\$	\$	\$	\$
<b>Grade 1</b>							
Level 1	19.51	22.44	25.36	29.27	39.02	29.27	48.78
Level 2	19.58	22.52	25.45	29.37	39.16	29.37	48.95
Level 3	20.00	23.00	26.00	30.00	40.00	30.00	50.00
Level 4	20.28	23.32	26.36	30.42	40.56	30.42	50.70
Level 5	20.87	24.00	27.13	31.31	41.74	31.31	52.18
<b>Grade 2</b>							
Level 1	21.19	24.37	27.55	31.79	42.38	31.79	52.98
Level 2	21.57	24.81	28.04	32.36	43.14	32.36	53.93
Level 3	21.94	25.23	28.52	32.91	43.88	32.91	54.85
Level 4	22.26	25.60	28.94	33.39	44.52	33.39	55.65
Level 5	22.64	26.04	29.43	33.96	45.28	33.96	56.60
<b>Grade 3</b>							
Level 1	23.04	26.50	29.95	34.56	46.08	34.56	57.60
Level 2	23.46	26.98	30.50	35.19	46.92	35.19	58.65
Level 3	23.71	27.27	30.82	35.57	47.42	35.57	59.28
Level 4	24.13	27.75	31.37	36.20	48.26	36.20	60.33



Exposure draft – Aboriginal Community Controlled Health Services Award 2016

	All employees		Shiftworkers			All employees	
	Ordinary hours	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday	Public holiday
	% of minimum hourly rate						
	100%	115%	130%	150%	200%	150% plus one day off <sup>3</sup>	250%
	\$	\$	\$	\$	\$	\$	\$
<b>Grade 4</b>							
Level 1	24.51	28.19	31.86	36.77	49.02	36.77	61.28
Level 2	25.10	28.87	32.63	37.65	50.20	37.65	62.75
Level 3	25.55	29.38	33.22	38.33	51.10	38.33	63.88
Level 4	26.02	29.92	33.83	39.03	52.04	39.03	65.05
<b>Grade 5</b>							
Level 1	26.54	30.52	34.50	39.81	53.08	39.81	66.35
Level 2	27.09	31.15	35.22	40.64	54.18	40.64	67.73
Level 3	27.66	31.81	35.96	41.49	55.32	41.49	69.15
<b>Grade 6</b>							
Level 1	27.98	32.18	36.37	41.97	55.96	41.97	69.95
Level 2	28.51	32.79	37.06	42.77	57.02	42.77	71.28
Level 3	29.09	33.45	37.82	43.64	58.18	43.64	72.73
Level 4	30.21	34.74	39.27	45.32	60.42	45.32	75.53
Level 5	31.12	35.79	40.46	46.68	62.24	46.68	77.80
<b>Grade 7</b>							
Level 1	31.86	36.64	41.42	47.79	63.72	47.79	79.65
Level 2	32.72	37.63	42.54	49.08	65.44	49.08	81.80
<b>Grade 8</b>							
Level 1	33.05	38.01	42.97	49.58	66.10	49.58	82.63
Level 2	33.90	38.99	44.07	50.85	67.80	50.85	84.75

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	All employees	Shiftworkers				All employees	
	Ordinary hours	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday	Public holiday
	<b>% of minimum hourly rate</b>						
	100%	115%	130%	150%	200%	150% plus one day off <sup>3</sup>	250%
	\$	\$	\$	\$	\$	\$	\$
Level 3	35.04	40.30	45.55	52.56	70.08	52.56	87.60
Level 4	35.86	41.24	46.62	53.79	71.72	53.79	89.65
<sup>1</sup> Outside normal span of hours means where the ordinary rostered hours of work of an employee finish between 7.00 pm and 7.00 am or commence between 7.00 pm and 7.00 am in accordance with clause 20.1. <sup>2</sup> Continuous night shift means where a shiftworker is required to work ordinary hours continuously for a period exceeding four weeks on a shift wholly within the hours of 7.00 pm and 7.00 am the employee, paid with respect to that shift in accordance with clause 20.2. <sup>3</sup> At the ordinary time rate, that is, an hour for each hour worked in accordance with clause 24.2(a)(ii).							

**B.2.2 Full-time and part-time adult employees—overtime rates**

	Employees other than shiftworkers		Shiftworkers - broken shifts		All employees	
	Outside the span of hours <sup>1</sup>	Outside the span of hours <sup>1</sup>	Outside a spread of nine hours <sup>2</sup>	Outside a spread of 12 hours <sup>3</sup>	Excess hours <sup>4</sup>	
					First two hours	After two hours
	<b>% of minimum hourly rate</b>					
	150%	200%	150%	200%	150%	200%
	\$	\$	\$	\$	\$	\$
<b>Grade 1</b>						
Level 1	29.27	39.02	29.27	39.02	29.27	39.02
Level 2	29.37	39.16	29.37	39.16	29.37	39.16
Level 3	30.00	40.00	30.00	40.00	30.00	40.00

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

	Employees other than shiftworkers		Shiftworkers - broken shifts		All employees	
	Outside the span of hours <sup>1</sup>	Outside the span of hours <sup>1</sup>	Outside a spread of nine hours <sup>2</sup>	Outside a spread of 12 hours <sup>3</sup>	Excess hours <sup>4</sup>	
	First two hours	After two hours			First two hours	After two hours
% of minimum hourly rate						
	150%	200%	150%	200%	150%	200%
	\$	\$	\$	\$	\$	\$
Level 4	30.42	40.56	30.42	40.56	30.42	40.56
Level 5	31.31	41.74	31.31	41.74	31.31	41.74
<b>Grade 2</b>						
Level 1	31.79	42.38	31.79	42.38	31.79	42.38
Level 2	32.36	43.14	32.36	43.14	32.36	43.14
Level 3	32.91	43.88	32.91	43.88	32.91	43.88
Level 4	33.39	44.52	33.39	44.52	33.39	44.52
Level 5	33.96	45.28	33.96	45.28	33.96	45.28
<b>Grade 3</b>						
Level 1	34.56	46.08	34.56	46.08	34.56	46.08
Level 2	35.19	46.92	35.19	46.92	35.19	46.92
Level 3	35.57	47.42	35.57	47.42	35.57	47.42
Level 4	36.20	48.26	36.20	48.26	36.20	48.26
<b>Grade 4</b>						
Level 1	36.77	49.02	36.77	49.02	36.77	49.02
Level 2	37.65	50.20	37.65	50.20	37.65	50.20

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

	Employees other than shiftworkers		Shiftworkers - broken shifts		All employees	
	Outside the span of hours <sup>1</sup>	Outside the span of hours <sup>1</sup>	Outside a spread of nine hours <sup>2</sup>	Outside a spread of 12 hours <sup>3</sup>	Excess hours <sup>4</sup>	
	First two hours	After two hours			First two hours	After two hours
% of minimum hourly rate						
	150%	200%	150%	200%	150%	200%
	\$	\$	\$	\$	\$	\$
Level 3	38.33	51.10	38.33	51.10	38.33	51.10
Level 4	39.03	52.04	39.03	52.04	39.03	52.04
<b>Grade 5</b>						
Level 1	39.81	53.08	39.81	53.08	39.81	53.08
Level 2	40.64	54.18	40.64	54.18	40.64	54.18
Level 3	41.49	55.32	41.49	55.32	41.49	55.32
<b>Grade 6</b>						
Level 1	41.97	55.96	41.97	55.96	41.97	55.96
Level 2	42.77	57.02	42.77	57.02	42.77	57.02
Level 3	43.64	58.18	43.64	58.18	43.64	58.18
Level 4	45.32	60.42	45.32	60.42	45.32	60.42
Level 5	46.68	62.24	46.68	62.24	46.68	62.24
<b>Grade 7</b>						
Level 1	47.79	63.72	47.79	63.72	47.79	63.72
Level 2	49.08	65.44	49.08	65.44	49.08	65.44

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

	Employees other than shiftworkers		Shiftworkers - broken shifts		All employees	
	Outside the span of hours <sup>1</sup>	Outside the span of hours <sup>1</sup>	Outside a spread of nine hours <sup>2</sup>	Outside a spread of 12 hours <sup>3</sup>	Excess hours <sup>4</sup>	
	First two hours	After two hours			First two hours	After two hours
	<b>% of minimum hourly rate</b>					
	<b>150%</b>	<b>200%</b>	<b>150%</b>	<b>200%</b>	<b>150%</b>	<b>200%</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Grade 8</b>						
Level 1	49.58	66.10	49.58	66.10	49.58	66.10
Level 2	50.85	67.80	50.85	67.80	50.85	67.80
Level 3	52.56	70.08	52.56	70.08	52.56	70.08
Level 4	53.79	71.72	53.79	71.72	53.79	71.72
<sup>1</sup> Outside the span of hours of 7.00am to 7.00pm Monday to Friday in accordance with clause 19.1(a).						
<sup>2</sup> Outside a spread of nine hours from the time of commencing work by an employee rostered to work broken shifts in accordance with clause 19.1(b).						
<sup>3</sup> Outside a spread of 12 hours from the time of commencing work by an employee rostered to work broken shifts in accordance with clause 19.1(b).						
<sup>4</sup> In excess of the number of hours fixed as a day's, a week's or a fortnight's work as the case may be in accordance with clause 19.1(a).						

**B.2.3 Casual adult employees—ordinary, shiftwork and penalty rates**

	All employees	Shiftworkers				All employees
	Day	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday
	<b>% of minimum hourly rate</b>					
	<b>125%</b>	<b>140%</b>	<b>155%</b>	<b>175%</b>	<b>225%</b>	<b>150%</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Grade 1</b>						
Level 1	24.39	27.31	30.24	34.14	43.90	29.27

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

	All employees	Shiftworkers				All employees
	Day	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday
	% of minimum hourly rate					
	125%	140%	155%	175%	225%	150%
	\$	\$	\$	\$	\$	\$
Level 2	24.48	27.41	30.35	34.27	44.06	29.37
Level 3	25.00	28.00	31.00	35.00	45.00	30.00
Level 4	25.35	28.39	31.43	35.49	45.63	30.42
Level 5	26.09	29.22	32.35	36.52	46.96	31.31
<b>Grade 2</b>						
Level 1	26.49	29.67	32.84	37.08	47.68	31.79
Level 2	26.96	30.20	33.43	37.75	48.53	32.36
Level 3	27.43	30.72	34.01	38.40	49.37	32.91
Level 4	27.83	31.16	34.50	38.96	50.09	33.39
Level 5	28.30	31.70	35.09	39.62	50.94	33.96
<b>Grade 3</b>						
Level 1	28.80	32.26	35.71	40.32	51.84	34.56
Level 2	29.33	32.84	36.36	41.06	52.79	35.19
Level 3	29.64	33.19	36.75	41.49	53.35	35.57
Level 4	30.16	33.78	37.40	42.23	54.29	36.20
<b>Grade 4</b>						
Level 1	30.64	34.31	37.99	42.89	55.15	36.77
Level 2	31.38	35.14	38.91	43.93	56.48	37.65
Level 3	31.94	35.77	39.60	44.71	57.49	38.33
Level 4	32.53	36.43	40.33	45.54	58.55	39.03
<b>Grade 5</b>						
Level 1	33.18	37.16	41.14	46.45	59.72	39.81

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

	All employees	Shiftworkers				All employees
	Day	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday
	% of minimum hourly rate					
	125%	140%	155%	175%	225%	150%
	\$	\$	\$	\$	\$	\$
Level 2	33.86	37.93	41.99	47.41	60.95	40.64
Level 3	34.58	38.72	42.87	48.41	62.24	41.49
<b>Grade 6</b>						
Level 1	34.98	39.17	43.37	48.97	62.96	41.97
Level 2	35.64	39.91	44.19	49.89	64.15	42.77
Level 3	36.36	40.73	45.09	50.91	65.45	43.64
Level 4	37.76	42.29	46.83	52.87	67.97	45.32
Level 5	38.90	43.57	48.24	54.46	70.02	46.68
<b>Grade 7</b>						
Level 1	39.83	44.60	49.38	55.76	71.69	47.79
Level 2	40.90	45.81	50.72	57.26	73.62	49.08
<b>Grade 8</b>						
Level 1	41.31	46.27	51.23	57.84	74.36	49.58
Level 2	42.38	47.46	52.55	59.33	76.28	50.85
Level 3	43.80	49.06	54.31	61.32	78.84	52.56
Level 4	44.83	50.20	55.58	62.76	80.69	53.79
<p><sup>1</sup><b>Outside normal span of hours</b> means where the ordinary rostered hours of work of an employee finish between 7.00 pm and 7.00 am or commence between 7.00 pm and 7.00 am in accordance with clause 20.1.</p> <p><sup>2</sup><b>Continuous night shift</b> means where a shiftworker is required to work ordinary hours continuously for a period exceeding four weeks on a shift wholly within the hours of 7.00 pm and 7.00 am the employee, paid with respect to that shift in accordance with clause 20.2.</p>						

### B.3 Dental employees

#### B.3.1 Full-time and part-time adult employees—ordinary, shiftwork and penalty rates

	All employees	Shiftworkers				All employees	
	Ordinary hours	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday	Public holiday
% of minimum hourly rate							
	100%	115%	130%	150%	200%	150% plus one day off <sup>3</sup>	250%
	\$	\$	\$	\$	\$	\$	\$
<b>Dental assistant</b>							
Grade 1	18.61	21.40	24.19	27.92	37.22	27.92	46.53
Grade 2	18.99	21.84	24.69	28.49	37.98	28.49	47.48
Grade 3	19.38	22.29	25.19	29.07	38.76	29.07	48.45
Grade 4	20.61	23.70	26.79	30.92	41.22	30.92	51.53
Grade 5	21.31	24.51	27.70	31.97	42.62	31.97	53.28
<b>Dental therapist grade 1</b>							
Grade 1	22.29	25.63	28.98	33.44	44.58	33.44	55.73
Grade 2	22.88	26.31	29.74	34.32	45.76	34.32	57.20
Grade 3	23.62	27.16	30.71	35.43	47.24	35.43	59.05
Grade 4	24.52	28.20	31.88	36.78	49.04	36.78	61.30
Grade 5	25.73	29.59	33.45	38.60	51.46	38.60	64.33
Grade 6	26.92	30.96	35.00	40.38	53.84	40.38	67.30
Grade 7	27.84	32.02	36.19	41.76	55.68	41.76	69.60
<b>Dental therapist grade 2</b>							
Level 1	28.23	32.46	36.70	42.35	56.46	42.35	70.58
Level 2	28.87	33.20	37.53	43.31	57.74	43.31	72.18
Level 3	29.48	33.90	38.32	44.22	58.96	44.22	73.70
Level 4	30.01	34.51	39.01	45.02	60.02	45.02	75.03



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	All employees		Shiftworkers			All employees	
	Ordinary hours	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday	Public holiday
	<b>% of minimum hourly rate</b>						
	100%	115%	130%	150%	200%	150% plus one day off <sup>3</sup>	250%
	\$	\$	\$	\$	\$	\$	\$
Level 5	30.68	35.28	39.88	46.02	61.36	46.02	76.70
<p><sup>1</sup>Outside normal span of hours means where the ordinary rostered hours of work of an employee finish between 7.00 pm and 7.00 am or commence between 7.00 pm and 7.00 am in accordance with clause 20.1.</p> <p><sup>2</sup>Continuous night shift means where a shiftworker is required to work ordinary hours continuously for a period exceeding four weeks on a shift wholly within the hours of 7.00 pm and 7.00 am the employee, paid with respect to that shift in accordance with clause 20.2.</p> <p><sup>3</sup>At the ordinary time rate, that is, an hour for each hour worked in accordance with clause 24.2(a)(ii).</p>							

**B.3.2 Full-time and part-time adult employees—overtime rates**

	Employees other than shiftworkers		Shiftworkers - broken shifts		All employees	
	Outside the span of hours <sup>1</sup>	Outside the span of hours <sup>1</sup>	Outside a spread of nine hours <sup>2</sup>	Outside a spread of 12 hours <sup>3</sup>	Excess hours <sup>4</sup>	
	First two hours	After two hours			First two hours	After two hours
	<b>% of minimum hourly rate</b>					
	150%	200%	150%	200%	150%	200%
	\$	\$	\$	\$	\$	\$
<b>Dental assistant</b>						
Grade 1	27.92	37.22	27.92	37.22	27.92	37.22
Grade 2	28.49	37.98	28.49	37.98	28.49	37.98
Grade 3	29.07	38.76	29.07	38.76	29.07	38.76
Grade 4	30.92	41.22	30.92	41.22	30.92	41.22
Grade 5	31.97	42.62	31.97	42.62	31.97	42.62

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

	Employees other than shiftworkers		Shiftworkers - broken shifts		All employees	
	Outside the span of hours <sup>1</sup>	Outside the span of hours <sup>1</sup>	Outside a spread of nine hours <sup>2</sup>	Outside a spread of 12 hours <sup>3</sup>	Excess hours <sup>4</sup>	
	First two hours	After two hours			First two hours	After two hours
	% of minimum hourly rate					
	150%	200%	150%	200%	150%	200%
	\$	\$	\$	\$	\$	\$
<b>Dental therapist grade 1</b>						
Grade 1	33.44	44.58	33.44	44.58	33.44	44.58
Grade 2	34.32	45.76	34.32	45.76	34.32	45.76
Grade 3	35.43	47.24	35.43	47.24	35.43	47.24
Grade 4	36.78	49.04	36.78	49.04	36.78	49.04
Grade 5	38.60	51.46	38.60	51.46	38.60	51.46
Grade 6	40.38	53.84	40.38	53.84	40.38	53.84
Grade 7	41.76	55.68	41.76	55.68	41.76	55.68
<b>Dental therapist grade 2</b>						
Level 1	42.35	56.46	42.35	56.46	42.35	56.46
Level 2	43.31	57.74	43.31	57.74	43.31	57.74
Level 3	44.22	58.96	44.22	58.96	44.22	58.96
Level 4	45.02	60.02	45.02	60.02	45.02	60.02
Level 5	46.02	61.36	46.02	61.36	46.02	61.36
<p><sup>1</sup><b>Outside normal span of hours</b> means where the ordinary rostered hours of work of an employee finish between 7.00 pm and 7.00 am or commence between 7.00 pm and 7.00 am in accordance with clause 20.1.</p> <p><sup>2</sup><b>Continuous night shift</b> means where a shiftworker is required to work ordinary hours continuously for a period exceeding four weeks on a shift wholly within the hours of 7.00 pm and 7.00 am the employee, paid with respect to that shift in accordance with clause 20.2.</p> <p><sup>3</sup>At the ordinary time rate, that is, an hour for each hour worked in accordance with clause 24.2(a)(ii).</p>						

**B.3.3 Casual adult employees—ordinary, shiftwork and penalty rates**

	<b>All employees</b>	<b>Shiftworkers</b>				<b>All employees</b>
	<b>Day</b>	<b>Outside normal span of hours<sup>1</sup></b>	<b>Continuous night shift<sup>2</sup></b>	<b>Saturday</b>	<b>Sunday</b>	<b>Public holiday</b>
	<b>% of minimum hourly rate</b>					
	<b>125%</b>	<b>140%</b>	<b>155%</b>	<b>175%</b>	<b>225%</b>	<b>150%</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Dental assistant</b>						
Grade 1	23.26	26.05	28.85	32.57	41.87	27.92
Grade 2	23.74	26.59	29.43	33.23	42.73	28.49
Grade 3	24.23	27.13	30.04	33.92	43.61	29.07
Grade 4	25.76	28.85	31.95	36.07	46.37	30.92
Grade 5	26.64	29.83	33.03	37.29	47.95	31.97
<b>Dental therapist grade 1</b>						
Level 1	27.86	31.21	34.55	39.01	50.15	33.44
Level 2	28.60	32.03	35.46	40.04	51.48	34.32
Level 3	29.53	33.07	36.61	41.34	53.15	35.43
Level 4	30.65	34.33	38.01	42.91	55.17	36.78
Level 5	32.16	36.02	39.88	45.03	57.89	38.60
Level 6	33.65	37.69	41.73	47.11	60.57	40.38
Level 7	34.80	38.98	43.15	48.72	62.64	41.76
<b>Dental therapist grade 2</b>						
Level 1	35.29	39.52	43.76	49.40	63.52	42.35
Level 2	36.09	40.42	44.75	50.52	64.96	43.31
Level 3	36.85	41.27	45.69	51.59	66.33	44.22
Level 4	37.51	42.01	46.52	52.52	67.52	45.02
Level 5	38.35	42.95	47.55	53.69	69.03	46.02
<p><sup>1</sup><b>Outside normal span of hours</b> means where the ordinary rostered hours of work of an employee finish between 7.00 pm and 7.00 am or commence between 7.00 pm and 7.00 am in accordance with clause 20.1.</p> <p><sup>2</sup><b>Continuous night shift</b> means where a shiftworker is required to work ordinary hours continuously for a period exceeding four weeks on a shift wholly within the hours of 7.00 pm and 7.00 am the employee, paid with respect to that shift in accordance with clause 20.2.</p>						

## B.4 Ancillary employees

### B.4.1 Full-time and part-time adult employees—ordinary, shiftwork and penalty rates

	All employees	Shiftworkers				All employees	
	Ordinary hours	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday	Public holiday
% of minimum hourly rate							
	100%	115%	130%	150%	200%	150% plus one day off <sup>3</sup>	250%
	\$	\$	\$	\$	\$	\$	\$
Cleaner	19.37	22.28	25.18	29.06	38.74	29.06	48.43
Driver—Grade 1	20.17	23.20	26.22	30.26	40.34	30.26	50.43
Driver—Grade 2	20.70	23.81	26.91	31.05	41.40	31.05	51.75
Caretaker	20.70	23.81	26.91	31.05	41.40	31.05	51.75

<sup>1</sup>**Outside normal span of hours** means where the ordinary rostered hours of work of an employee finish between 7.00 pm and 7.00 am or commence between 7.00 pm and 7.00 am in accordance with clause 20.1.

<sup>2</sup>**Continuous night shift** means where a shiftworker is required to work ordinary hours continuously for a period exceeding four weeks on a shift wholly within the hours of 7.00 pm and 7.00 am the employee, paid with respect to that shift in accordance with clause 20.2.

<sup>3</sup>At the ordinary time rate, that is, an hour for each hour worked in accordance with clause 24.2(a)(ii).

**B.4.2 Full-time and part-time adult employees—overtime rates**

	Employees other than shiftworkers		Shiftworkers - broken shifts		All employees	
	Outside the span of hours <sup>1</sup>	Outside the span of hours <sup>1</sup>	Outside a spread of nine hours <sup>2</sup>	Outside a spread of 12 hours <sup>3</sup>	Excess hours <sup>4</sup>	
	First two hours	After two hours			First two hours	After two hours
% of minimum hourly rate						
	150%	200%	150%	200%	150%	200%
	\$	\$	\$	\$	\$	\$
Cleaner	29.06	38.74	29.06	38.74	29.06	38.74
Driver—Grade 1	30.26	40.34	30.26	40.34	30.26	40.34
Driver—Grade 2	31.05	41.40	31.05	41.40	31.05	41.40
Caretaker	31.05	41.40	31.05	41.40	31.05	41.40

<sup>1</sup>Outside normal span of hours means where the ordinary rostered hours of work of an employee finish between 7.00 pm and 7.00 am or commence between 7.00 pm and 7.00 am in accordance with clause 20.1.

<sup>2</sup>Continuous night shift means where a shiftworker is required to work ordinary hours continuously for a period exceeding four weeks on a shift wholly within the hours of 7.00 pm and 7.00 am the employee, paid with respect to that shift in accordance with clause 20.2.

<sup>3</sup>At the ordinary time rate, that is, an hour for each hour worked in accordance with clause 24.2(a)(ii).

**B.4.3 Casual adult employees—ordinary, shiftwork and penalty rates**

	All employees	Shiftworkers				All employees
	Day	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday
% of minimum hourly rate						
	125%	140%	155%	175%	225%	150%
	\$	\$	\$	\$	\$	\$
Cleaner	24.21	27.12	30.02	33.90	43.58	29.06
Driver—Grade 1	25.21	28.24	31.26	35.30	45.38	30.26
Driver—	25.88	28.98	32.09	36.23	46.58	31.05

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

	All employees	Shiftworkers				All employees
	Day	Outside normal span of hours <sup>1</sup>	Continuous night shift <sup>2</sup>	Saturday	Sunday	Public holiday
	% of minimum hourly rate					
	125%	140%	155%	175%	225%	150%
	\$	\$	\$	\$	\$	\$
Grade 2						
Caretaker	25.88	28.98	32.09	36.23	46.58	31.05
<sup>1</sup> <b>Outside normal span of hours</b> means where the ordinary rostered hours of work of an employee finish between 7.00 pm and 7.00 am or commence between 7.00 pm and 7.00 am in accordance with clause 20.1. <sup>2</sup> <b>Continuous night shift</b> means where a shiftworker is required to work ordinary hours continuously for a period exceeding four weeks on a shift wholly within the hours of 7.00 pm and 7.00 am the employee, paid with respect to that shift in accordance with clause 20.2.						

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## Schedule C—Summary of Monetary Allowances

Monetary amounts in this clause adjusted as a result of AWR 2016

See clause 17 for full details of allowances payable under this award.

### C.1 Wage related allowances

The wage related allowances in this award are based on the standard rate as defined in clause 2—Definitions as the minimum weekly wage for an Aboriginal Health Worker Grade 2 Level 1 in clause 16.1(a) = **\$871.20**

Allowance	Clause	% of standard rate \$871.20	\$ per annum unless stated otherwise
Bilingual qualification allowance:	17.2(a)		
Level 1		206.93%	\$1802.77
Level 2		414.18%	\$3608.34
On call and recall allowances:	19.5(a)		
After ordinary working hours—other than public holiday	19.6(a)	1.97%	\$17.16 per any 24 hour period or part thereof
Public holiday	19.6(a)(ii)	3.94%	\$34.33 per any 24 hour period or part thereof

#### C.1.1 Adjustment of wage related allowances

Wage related allowances are adjusted in accordance with increases to wages and are based on a percentage of the standard rate as specified.

### C.2 Expense related allowance

The following expense related allowances will be payable to employees in accordance with clause 17.3:

Allowance	Clause	\$
Clothing allowance	17.3(a)	
Uniform allowance—the lesser of:	17.3(a)(i)	
Per day or part thereof; or		\$1.20 per day or part thereof
Per week		\$5.92 per week
Laundry allowance—the	17.3(a)(i)	

Allowance	Clause	\$
lesser of:		
Per day or part thereof; or		\$0.26 per day or part thereof
Per week		\$1.29 per week
Travelling, transport and fares—use of own motor vehicle	17.3(b)(i)	\$0.78 per km
Meal allowance	17.3(c)	
Overtime of more than one hour after usual finishing time	17.3(c)(i)	\$12.48 per occasion
Overtime exceeding four hours	17.3(c)(ii)	\$11.25 per occasion

### C.2.1 Adjustment of expense related allowances

- (a) At the time of any adjustment to the [standard rate](#), each expense related allowance will be 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.
- (b) 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:

Allowance	Applicable Consumer Price Index figure
Uniform/laundry allowances	Clothing and footwear group
Meal allowance	Take-away and fast foods sub-group
Vehicle allowance	Private motoring sub-group



## Schedule D—Supported Wage System

Schedule D updated in accordance with [PR581528](#)

**D.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 terms of this award.

**D.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), as amended from time to time, 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](http://www.jobaccess.gov.au)

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

### **D.3 Eligibility criteria**

**D.3.1** 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.

**D.3.2** This schedule does not apply to any existing employee who has a claim against the employer which is subject to the provisions of workers compensation legislation or any provision of this award relating to the rehabilitation of employees who are injured in the course of their employment.

## **D.4 Supported wage rates**

**D.4.1** Employees to whom this schedule applies will be paid the applicable percentage of the relevant minimum wage according to the following schedule:

<b>Assessed capacity (clause D.5) %</b>	<b>Relevant minimum wage %</b>
10	10
20	20
30	30
40	40
50	50
60	60
70	70
80	80
90	90

**D.4.2** Provided that the minimum amount payable must be not less than \$82 per week.

**D.4.3** Where an employee's assessed capacity is **10%**, they must receive a high degree of assistance and support.

## **D.5 Assessment of capacity**

**D.5.1** 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 Supported Wage System 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.

**D.5.2** 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.

## **D.6 Lodgement of SWS wage assessment agreement**

**D.6.1** All SWS wage assessment agreements under the conditions of this schedule, including the appropriate percentage of the relevant minimum wage to be paid to the employee, must be lodged by the employer with the Fair Work Commission.

**D.6.2** All SWS wage assessment agreements must be agreed and signed by the employee and employer parties to the assessment. Where a union which has an interest in the award is not a party to the assessment, the assessment will be referred by the Fair Work Commission to the union by certified mail and the agreement will take effect unless an objection is notified to the Fair Work Commission within 10 working days.

## **D.7 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 supported wage system.

## **D.8 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.

## **D.9 Workplace adjustment**

An employer wishing to employ a person under the provisions of this schedule 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 in consultation with other workers in the area.

## **D.10 Trial period**

- D.10.1** In order for an adequate assessment of the employee's capacity to be made, an 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.
- D.10.2** 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.
- D.10.3** The minimum amount payable to the employee during the trial period must be no less than \$82 per week.
- D.10.4** Work trials should include induction or training as appropriate to the job being trialled.
- D.10.5** 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 D.5.

## Schedule E—National Training Wage

### E.1 Title

This is the *National Training Wage Schedule*.

### E.2 Definitions

In this schedule:

**adult trainee** is a trainee who would qualify for the highest minimum wage in Wage Level A, B or C if covered by that wage level

**approved training** means the training specified in the training contract

**Australian Qualifications Framework (AQF)** is a national framework for qualifications in post-compulsory education and training

**out of school** refers only to periods out of school beyond Year 10 as at the first of January in each year and is deemed to:

- (a) include any period of schooling beyond Year 10 which was not part of or did not contribute to a completed year of schooling;
- (b) include any period during which a trainee repeats in whole or part a year of schooling beyond Year 10; and
- (c) not include any period during a calendar year in which a year of schooling is completed

**relevant State or Territory training authority** means the bodies in the relevant State or Territory which exercise approval powers in relation to traineeships and register training contracts under the relevant State or Territory vocational education and training legislation

**relevant State or Territory vocational education and training legislation** means the following or any successor legislation:

Australian Capital Territory: *Training and Tertiary Education Act 2003*;

New South Wales: *Apprenticeship and Traineeship Act 2001*;

Northern Territory: *Northern Territory Employment and Training Act 1991*;

Queensland: *Vocational Education, Training and Employment Act 2000*;

South Australia: *Training and Skills Development Act 2008*;

Tasmania: *Vocational Education and Training Act 1994*;

Victoria: *Education and Training Reform Act 2006*; or

Western Australia: *Vocational Education and Training Act 1996*

**trainee** is an employee undertaking a traineeship under a training contract

**traineeship** means a system of training which has been approved by the relevant State or Territory training authority, which meets the requirements of a training package developed by the relevant Industry Skills Council and endorsed by the National Quality Council, and which leads to an AQF certificate level qualification

**training contract** means an agreement for a traineeship made between an employer and an employee which is registered with the relevant State or Territory training authority

**training package** means the competency standards and associated assessment guidelines for an AQF certificate level qualification which have been endorsed for an industry or enterprise by the National Quality Council and placed on the National Training Information Service with the approval of the Commonwealth, State and Territory Ministers responsible for vocational education and training, and includes any relevant replacement training package

**Year 10** includes any year before Year 10

### **E.3 Coverage**

**E.3.1** Subject to clauses E.3.2 to E.3.6 of this schedule, this schedule applies in respect of an employee covered by this award who is undertaking a traineeship whose training package and AQF certificate level is allocated to a wage level by clause E.7 to this schedule or by clause E.5.4 of this schedule.

**E.3.2** This schedule only applies to AQF Certificate Level IV traineeships for which a relevant AQF Certificate Level III traineeship is listed in clause E.7 to this schedule.

**E.3.3** This schedule does not apply to:

- (a) the apprenticeship system;
- (b) qualifications not identified in training packages; or
- (c) qualifications in training packages which are not identified as appropriate for a traineeship.

Parties are asked to identify “any training program which applies to the same occupation and achieves essentially the same training outcome as an existing apprenticeship in an award as at 25 June 1997” that they consider should not be covered by this Schedule.

**E.3.4** This schedule does not apply to qualifications not identified in training packages or to qualifications in training packages which are not identified as appropriate for a traineeship.

**E.3.5** Where the terms and conditions of this schedule conflict with other terms and conditions of this award dealing with traineeships, the other terms and conditions of this award prevail.

**E.3.6** At the conclusion of the traineeship, this schedule ceases to apply to the employee.

## E.4 Types of Traineeship

The following types of traineeship are available under this schedule:

- E.4.1** a full-time traineeship based on 38 ordinary hours per week, with **20%** of ordinary hours being approved training; and
- E.4.2** a part-time traineeship based on less than 38 ordinary hours per week, with **20%** of ordinary hours being approved training solely on-the-job or partly on-the-job and partly off-the-job, or where training is fully off-the-job.

## E.5 Minimum Wages

### E.5.1 Minimum wages for full-time traineeships

#### (a) Wage Level A

Subject to clause E.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level A by clause E.7.1 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
	\$	\$	\$
School leaver	302.20	332.80	396.50
Plus 1 year out of school	332.80	396.50	461.40
Plus 2 years out of school	396.50	461.40	537.00
Plus 3 years out of school	461.40	537.00	614.80
Plus 4 years out of school	537.00	614.80	
Plus 5 or more years out of school	614.80		

#### (b) Wage Level B

Subject to clause E.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level B by clause E.7.2 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	Per week	per week
	\$	\$	\$
School leaver	302.20	332.80	385.80
Plus 1 year out of school	332.80	385.80	443.80
Plus 2 years out of school	385.80	443.80	520.40

	<b>Highest year of schooling completed</b>		
	<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>
	<b>per week</b>	<b>Per week</b>	<b>per week</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Plus 3 years out of school	443.80	520.40	593.60
Plus 4 years out of school	520.40	593.60	
Plus 5 or more years out of school	593.60		

**(c) Wage Level C**

Subject to clause E.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level C by clause E.7.3 are:

	<b>Highest year of schooling completed</b>		
	<b>Year 10</b>	<b>Year 11</b>	<b>Year 12</b>
	<b>per week</b>	<b>per week</b>	<b>per week</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
School leaver	302.20	332.80	385.80
Plus 1 year out of school	332.80	385.80	434.30
Plus 2 years out of school	385.80	434.30	485.20
Plus 3 years out of school	434.30	485.20	540.60
Plus 4 years out of school	485.20	540.60	
Plus 5 or more years out of school	540.60		

**(d) AQF Certificate Level IV traineeships**

(i) Subject to clause E.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level IV traineeship are the minimum wages for the relevant full-time AQF Certificate Level III traineeship with the addition of **3.8%** to those minimum wages.

(ii) Subject to clause E.5.3 of this schedule, the minimum wages for an adult trainee undertaking a full-time AQF Certificate Level IV traineeship are as follows, provided that the relevant wage level is that for the relevant AQF Certificate Level III traineeship:

<b>Wage level</b>	<b>First year of traineeship</b>	<b>Second and subsequent years of traineeship</b>
	<b>per week</b>	<b>per week</b>
	<b>\$</b>	<b>\$</b>
Wage Level A	638.50	663.20

Wage level	First year of traineeship	Second and subsequent years of traineeship
	per week	per week
	\$	\$
Wage Level B	616.00	639.70
Wage Level C	560.60	581.80

## E.5.2 Minimum wages for part-time traineeships

### (a) Wage Level A

Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level A by clause E.7.1 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
School leaver	9.94	10.96	13.05
Plus 1 year out of school	10.96	13.05	15.19
Plus 2 years out of school	13.05	15.19	17.66
Plus 3 years out of school	15.19	17.66	20.21
Plus 4 years out of school	17.66	20.21	
Plus 5 or more years out of school	20.21		

### (b) Wage Level B

Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level B by clause E.7.2 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
School leaver	9.94	10.96	12.70
Plus 1 year out of school	10.96	12.70	14.60
Plus 2 years out of school	12.70	14.60	17.13
Plus 3 years out of school	14.60	17.13	19.54



	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
Plus 4 years out of school	17.13	19.54	
Plus 5 or more years out of school	19.54		

**(c) Wage Level C**

Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level C by clause E.7.3 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
School leaver	9.94	10.96	12.70
Plus 1 year out of school	10.96	12.70	14.28
Plus 2 years out of school	12.70	14.28	15.95
Plus 3 years out of school	14.28	15.95	17.78
Plus 4 years out of school	15.95	17.78	
Plus 5 or more years out of school	17.78		

**(d) School-based traineeships**

Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for a trainee undertaking a school-based AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Levels A, B or C by clause E.7 are as follows when the trainee works ordinary hours:

Year of schooling	
Year 11 or lower	Year 12
per hour	per hour
\$	\$
9.94	10.96

**(e) AQF Certificate Level IV traineeships**

**(i)** Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level IV traineeship are the minimum wages for the relevant part-time AQF

Certificate Level III traineeship with the addition of **3.8%** to those minimum wages.

- (ii) Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for an adult trainee undertaking a part-time AQF Certificate Level IV traineeship are as follows, provided that the relevant wage level is that for the relevant AQF Certificate Level III traineeship:

Wage level	First year of traineeship	Second and subsequent years of traineeship
	per hour	per hour
	\$	\$
Wage Level A	21.00	21.82
Wage Level B	20.24	21.03
Wage Level C	18.44	19.15

**(f) Calculating the actual minimum wage**

- (i) Where the full-time ordinary hours of work are not 38 or an average of 38 per week, the appropriate hourly minimum wage is obtained by multiplying the relevant minimum wage in clauses E.5.2(a)–(e) of this schedule by 38 and then dividing the figure obtained by the full-time ordinary hours of work per week.
- (ii) Where the approved training for a part-time traineeship is provided fully off-the-job by a registered training organisation, for example at school or at TAFE, the relevant minimum wage in clauses E.5.2(a)–(e) of this schedule applies to each ordinary hour worked by the trainee.
- (iii) Where the approved training for a part-time traineeship is undertaken solely on-the-job or partly on-the-job and partly off-the-job, the relevant minimum wage in clauses E.5.2(a)–(e) of this schedule minus **20%** applies to each ordinary hour worked by the trainee.

**E.5.3 Other minimum wage provisions**

- (a) An employee who was employed by an employer immediately prior to becoming a trainee with that employer must not suffer a reduction in their minimum wage per week or per hour by virtue of becoming a trainee. Casual loadings will be disregarded when determining whether the employee has suffered a reduction in their minimum wage.
- (b) If a qualification is converted from an AQF Certificate Level II to an AQF Certificate Level III traineeship, or from an AQF Certificate Level III to an AQF Certificate Level IV traineeship, then the trainee must be paid the next highest minimum wage provided in this schedule, where a higher minimum wage is provided for the new AQF certificate level.

#### E.5.4 Default wage rate

The minimum wage for a trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate level are not allocated to a wage level by clause E.7 is the relevant minimum wage under this schedule for a trainee undertaking an AQF Certificate to Level I–III traineeship whose training package and AQF certificate level are allocated to Wage Level B.

### E.6 Employment conditions

**E.6.1** A trainee undertaking a school-based traineeship may, with the agreement of the trainee, be paid an additional loading of **25%** on all ordinary hours worked instead of paid annual leave, paid personal/carer’s leave and paid absence on public holidays, provided that where the trainee works on a public holiday then the public holiday provisions of this award apply.

**E.6.2** A trainee is entitled to be released from work without loss of continuity of employment and to payment of the appropriate wages to attend any training and assessment specified in, or associated with, the training contract.

**E.6.3** Time spent by a trainee, other than a trainee undertaking a school-based traineeship, in attending any training and assessment specified in, or associated with, the training contract is to be regarded as time worked for the employer for the purposes of calculating the trainee’s wages and determining the trainee’s employment conditions.

**Note:** The time to be included for the purpose of calculating the wages for part-time trainees whose approved training is fully off-the-job is determined by clause E.5.2(f)(ii) and not by this clause.

**E.6.4** Subject to clause E.3.5 of this schedule, all other terms and conditions of this award apply to a trainee unless specifically varied by this schedule.

### E.7 Allocation of Traineeships to Wage Levels

Parties are asked to review the packages listed to ensure the lists are complete and up-to-date.

The wage levels applying to training packages and their AQF certificate levels are:

#### E.7.1 Wage Level A

Training package	AQF certificate level
Aeroskills	II
Aviation	I, II, III
Beauty	III
Business Services	I, II, III
Chemical, Hydrocarbons and Refining	I, II, III
Civil Construction	III
Coal Training Package	II, III
Community Services	II, III

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

<b>Training package</b>	<b>AQF certificate level</b>
Construction, Plumbing and Services Integrated Framework	I, II, III
Correctional Services	II, III
Drilling	II, III
Electricity Supply Industry—Generation Sector	II, III (III in Western Australia only)
Electricity Supply Industry—Transmission, Distribution and Rail Sector	II
Electrotechnology	I, II, III (III in Western Australia only)
Financial Services	I, II, III
Floristry	III
Food Processing Industry	III
Gas Industry	III
Information and Communications Technology	I, II, III
Laboratory Operations	II, III
Local Government (other than Operational Works Cert I and II)	I, II, III
Manufactured Mineral Products	III
Manufacturing	I, II, III
Maritime	I, II, III
Metal and Engineering (Technical)	II, III
Metalliferous Mining	II, III
Museum, Library and Library/Information Services	II, III
Plastics, Rubber and Cablemaking	III
Public Safety	III
Public Sector	II, III
Pulp and Paper Manufacturing Industries	III
Retail Services (including wholesale and Community pharmacy)	III
Telecommunications	II, III
Textiles, Clothing and Footwear	III
Tourism, Hospitality and Events	I, II, III

<b>Training package</b>	<b>AQF certificate level</b>
Training and Assessment	III
Transport and Logistics	III
Water Industry (Utilities)	III

**E.7.2 Wage Level B**

<b>Training package</b>	<b>AQF certificate level</b>
Animal Care and Management	I, II, III
Asset Maintenance	I, II, III
Australian Meat Industry	I, II, III
Automotive Industry Manufacturing	II, III
Automotive Industry Retail, Service and Repair	I, II, III
Beauty	II
Caravan Industry	II, III
Civil Construction	I
Community Recreation Industry	III
Entertainment	I, II, III
Extractive Industries	II, III
Fitness Industry	III
Floristry	II
Food Processing Industry	I, II
Forest and Forest Products Industry	I, II, III
Furnishing	I, II, III
Gas Industry	I, II
Health	II, III
Local Government (Operational Works)	I, II
Manufactured Mineral Products	I, II
Metal and Engineering (Production)	II, III
Outdoor Recreation Industry	I, II, III
Plastics, Rubber and Cablemaking	II
Printing and Graphic Arts	II, III
Property Services	I, II, III
Public Safety	I, II
Pulp and Paper Manufacturing Industries	I, II

Exposure draft – Aboriginal Community Controlled Health Services Award 2016

<b>Training package</b>	<b>AQF certificate level</b>
Retail Services	I, II
Screen and Media	I, II, III
Sport Industry	II, III
Sugar Milling	I, II, III
Textiles, Clothing and Footwear	I, II
Transport and Logistics	II
Visual Arts, Craft and Design	I, II, III
Water Industry	I, II

**E.7.3 Wage Level C**

<b>Training package</b>	<b>AQF certificate level</b>
Agri-Food	I
Amenity Horticulture	I, II, III
Conservation and Land Management	I, II, III
Funeral Services	I, II, III
Music	I, II, III
Racing Industry	I, II, III
Rural Production	I, II, III
Seafood Industry	I, II, III

## Schedule F—2016 Part-day Public Holidays

The part-day public holidays schedule may be affected by [AM2014/301](#)

Schedule F amended in accordance with [PR580863](#)

This schedule operates where this award otherwise contains provisions dealing with public holidays that supplement the NES.

- F.1** Where a part-day public holiday is declared or prescribed between 7.00 pm and midnight on Christmas Eve (24 December 2016) or New Year's Eve (31 December 2016) the following will apply on Christmas Eve and New Year's Eve and will override any provision in this award relating to public holidays to the extent of the inconsistency:
- (a) All employees will have the right to refuse to work on the part-day public holiday if the request to work is not reasonable or the refusal is reasonable as provided for in the NES.
  - (b) Where a part-time or full-time employee is usually rostered to work ordinary hours between 7.00 pm and midnight but as a result of exercising their right under the NES does not work, they will be paid their ordinary rate of pay for such hours not worked.
  - (c) Where a part-time or full-time employee is usually rostered to work ordinary hours between 7.00 pm and midnight but as a result of being on annual leave does not work, they will be taken not to be on annual leave between those hours of 7.00 pm and midnight that they would have usually been rostered to work and will be paid their ordinary rate of pay for such hours.
  - (d) Where a part-time or full-time employee is usually rostered to work ordinary hours between 7.00 pm and midnight, but as a result of having a rostered day off (RDO) provided under this award, does not work, the employee will be taken to be on a public holiday for such hours and paid their ordinary rate of pay for those hours.
  - (e) Excluding annualised salaried employees to whom clause F.1(f) applies, where an employee works any hours between 7.00 pm and midnight they will be entitled to the appropriate public holiday penalty rate (if any) in this award for those hours worked.
  - (f) Where an employee is paid an annualised salary under the provisions of this award and is entitled under this award to time off in lieu or additional annual leave for work on a public holiday, they will be entitled to time off in lieu or pro-rata annual leave equivalent to the time worked between 7.00 pm and midnight.
  - (g) An employee not rostered to work between 7.00 pm and midnight, other than an employee who has exercised their right in accordance with clause F.1(a),

**Exposure draft – Aboriginal Community Controlled Health Services Award 2016**

will not be entitled to another day off, another day's pay or another day of annual leave as a result of the part-day public holiday.

This schedule is not intended to detract from or supplement the NES.

This schedule is an interim provision and subject to further review.

DRAFT



## Schedule G—Agreement to Take Annual Leave in Advance

Schedule G—Agreement to Take Annual Leave in Advance inserted in accordance with [PR582951](#)

Link to PDF copy of [Agreement to Take Annual Leave in Advance](#).

Name of employee: \_\_\_\_\_

Name of employer: \_\_\_\_\_

**The employer and employee agree that the employee will take a period of paid annual leave before the employee has accrued an entitlement to the leave:**

The amount of leave to be taken in advance is: \_\_\_\_\_ hours/days

The leave in advance will commence on: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Signature of employee: \_\_\_\_\_

Date signed: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Name of employer representative: \_\_\_\_\_

Signature of employer representative: \_\_\_\_\_

Date signed: \_\_\_\_/\_\_\_\_/20\_\_\_\_

*[If the employee is under 18 years of age - include:]*

**I agree that:**

**if, on termination of the employee's employment, the employee has not accrued an entitlement to all of a period of paid annual leave already taken under this agreement, then the employer may deduct from any money due to the employee on termination an amount equal to the amount that was paid to the employee in respect of any part of the period of annual leave taken in advance to which an entitlement has not been accrued.**

Name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date signed: \_\_\_\_/\_\_\_\_/20\_\_\_\_

## Schedule H—Agreement to Cash Out Annual Leave

Schedule H—Agreement to Cash Out Annual Leave inserted in accordance with [PR582951](#)

Link to PDF copy of [Agreement to Cash Out Annual Leave](#).

Name of employee: \_\_\_\_\_

Name of employer: \_\_\_\_\_

### **The employer and employee agree to the employee cashing out a particular amount of the employee's accrued paid annual leave:**

The amount of leave to be cashed out is: \_\_\_\_\_ hours/days

The payment to be made to the employee for the leave is: \$\_\_\_\_\_ subject to deduction of income tax/after deduction of income tax (strike out where not applicable)

The payment will be made to the employee on: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Signature of employee: \_\_\_\_\_

Date signed: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Name of employer representative: \_\_\_\_\_

Signature of employer representative: \_\_\_\_\_

Date signed: \_\_\_\_/\_\_\_\_/20\_\_\_\_

*Include if the employee is under 18 years of age:*

Name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date signed: \_\_\_\_/\_\_\_\_/20\_\_\_\_

## Schedule I—Agreement for Time Off Instead of Payment for Overtime

Schedule I— Agreement for time off instead of payment for overtime inserted in accordance with [PR584065](#).

Link to PDF copy of [Agreement for Time Off Instead of Payment for Overtime](#).

Name of employee: \_\_\_\_\_

Name of employer: \_\_\_\_\_

**The employer and employee agree that the employee may take time off instead of being paid for the following amount of overtime that has been worked by the employee:**

Date and time overtime started: \_\_\_/\_\_\_/20\_\_\_ am/pm

Date and time overtime ended: \_\_\_/\_\_\_/20\_\_\_ am/pm

Amount of overtime worked: \_\_\_\_\_ hours and \_\_\_\_\_ minutes

**The employer and employee further agree that, if requested by the employee at any time, the employer must pay the employee for overtime covered by this agreement but not taken as time off. Payment must be made at the overtime rate applying to the overtime when worked and must be made in the next pay period following the request.**

Signature of employee: \_\_\_\_\_

Date signed: \_\_\_/\_\_\_/20\_\_\_

Name of employer representative: \_\_\_\_\_

Signature of employer representative: \_\_\_\_\_

Date signed: \_\_\_/\_\_\_/20\_\_\_