

**The Racing Clubs Events Award—plain language exposure draft was last published on 29 January 2020. Changes since that date are as follows:**

Publication date	Amendments	Clauses affected
22 March 2019	<a href="#">Exposure Draft</a>	
29 January 2020	<a href="#">Exposure Draft</a>	
30 April 2020	Administrative change made by Modern Awards team	10.6, 12.6, 12.7, 12.10(e), 12.10(g), 12.10(k), 12.10(n), 12.10(p), 12.10(q), 12.10(r), A.2.4, B.1.2
	Incorporating change resulting from <a href="#">PR588725</a> at item C	23.8
	Incorporating changes resulting from <a href="#">[2019] FWCFB 8569</a> at [7] – [8]	Award title, 1.1, 17.5,
	Incorporating changes resulting from <a href="#">[2020] FWCFB 2124</a> at [341].	A.2.2
	Incorporating changes resulting from <a href="#">[2020] FWCFB 1837</a> ; <a href="#">PR718141</a>	Schedule X

## Racing Clubs Events Award 20~~20~~~~XX~~

This exposure draft has been prepared by staff of the Fair Work Commission based on the **Racing Clubs Events Award 2010** (the Racing Clubs award) as at 18 November 2016 and incorporates award updates up to 8 April 2020. This exposure draft does not seek to amend any entitlements under the Racing Clubs award. Instead, it has been prepared to address some of the structural issues identified in modern awards and to apply plain language drafting principles and techniques.

The review of this award in accordance with section 156 of the *Fair Work Act 2009* is being dealt with in matter [AM2014/282](#). Additionally a number of common issues are being dealt with by the Commission which may affect this award. Some transitional provisions have been deleted as a result of decisions made during the review.

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

### Table of Contents

<b>Part 1— Application and Operation of this Award .....</b>	<b>4</b>
1. Title and commencement .....	4
2. Definitions.....	4
3. The National Employment Standards and this award.....	5
4. Coverage .....	5
5. Individual flexibility arrangements.....	6
6. Requests for flexible working arrangements .....	7

**Racing Clubs Events Award 2020**

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 employees.....	10
10.	Part-time employees.....	10
11.	Casual employees—other than liquor employees .....	10
12.	Casual employment—liquor employees .....	13
13.	Classifications—other than liquor employees .....	17
14.	Classifications—liquor employees .....	20
<b>Part 3— Hours of Work .....</b>		<b>20</b>
15.	Ordinary hours of work.....	20
16.	Breaks.....	20
<b>Part 4— Wages and Allowances .....</b>		<b>21</b>
17.	Minimum rates .....	21
18.	Payment of wages .....	22
19.	Allowances.....	23
20.	Superannuation.....	25
<b>Part 5— Overtime and Penalty Rates .....</b>		<b>26</b>
21.	Overtime.....	26
22.	Penalty rates .....	28
<b>Part 6— Leave and Public Holidays.....</b>		<b>29</b>
23.	Annual leave .....	29
24.	Personal/carer’s leave and compassionate leave.....	33
25.	Parental leave and related entitlements.....	33
26.	Community service leave.....	33
27.	Unpaid family and domestic violence leave .....	33
28.	Public holidays.....	33
<b>Part 7— Consultation and Dispute Resolution.....</b>		<b>34</b>
29.	Consultation about major workplace change .....	34
30.	Consultation about changes to rosters or hours of work .....	35
31.	Dispute resolution .....	35
<b>Part 8— Termination of Employment and Redundancy .....</b>		<b>36</b>
32.	Termination of employment.....	36
33.	Redundancy.....	37

**Racing Clubs Events Award 2020**

**Schedule A —Summary of Hourly Rates of Pay ..... 39**  
**Schedule B —Summary of Monetary Allowances ..... 42**  
**Schedule C —Supported Wage System..... 44**  
**Schedule D —Agreement for Time Off Instead of Payment for Overtime..... 47**  
**Schedule E —Agreement to Take Annual Leave in Advance ..... 48**  
**Schedule F —Agreement to Cash Out Annual Leave..... 49**  
**Schedule G —Part-day Public Holidays ..... 50**  
**Schedule X —Additional Measures During the COVID-19 Pandemic..... 51**

## Part 1—Application and Operation of this Award

### 1. Title and commencement

Clause 1.1 updated to incorporate changes resulting from [\[2019\] FWCFB 8569](#) at [7] – [8]

- 1.1 This award is the *Racing Clubs Events Award 20~~20~~~~XX~~*.
- 1.2 This modern award commenced operation on 1 January 2010. The terms of the award have been varied since that date.
- 1.3 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.

### 2. Definitions

In this award, unless the contrary intention appears:

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

**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](#).

**employee in charge of tractor plant** means:

- (a) when 2 or more employees are employed at the plant at the one time, the employee who is invested with the superintendence and responsibility or who has to accept the superintendence and responsibility;
- (b) an employee who is invested with the superintendence and responsibility or who has to accept the superintendence and responsibility over one or more employees; or
- (c) when an employee is the only person of their class employed on the plant, the employee who does the general repair work of the plant in addition to the work of operating, but not when the employee merely assists a fitter or engineer to do such work

**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).

**leading hand** means an employee who is required to supervise, direct or be in charge of another employee or employees.

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

## Racing Clubs Events Award 2020

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

**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 rate for a Grade 4 racecourse attendant in clause 17.1.

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

- 3.1 The [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 engaged in the staging of events at horse and greyhound racing venues, including but not limited to thoroughbred, harness, trotting and greyhound racing clubs, and their employees in the classifications listed in clauses 13—Classifications—other than liquor employees and 14—Classifications—liquor employees to the exclusion of any other modern award.
- 4.2 This award covers any employer which supplies labour on an on-hire basis in the industry set out in clause 4.1 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. Clause 4.2 operates subject to the exclusions from coverage in this award.
- 4.3 This award covers employers which provide group training services for trainees engaged in the industry and/or parts of industry set out at clause 4.1 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. Clause 4.3 operates subject to the exclusions from coverage in this award.
- 4.4 This industry 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

## Racing Clubs Events Award 2020

- (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.

- 4.5** 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. Individual flexibility arrangements**

- 5.1** Despite anything else in this award, an employer and an individual employee may agree to vary the application of the terms of this award relating to any of the following in order to meet the genuine needs of both the employee and the employer:

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

- 5.2** An agreement must be one that is genuinely made by the employer and the individual employee without coercion or duress.

- 5.3** An agreement may only be made after the individual employee has commenced employment with the employer.

- 5.4** An employer who wishes to initiate the making of an agreement must:

- (a) give the employee a written proposal; and
- (b) if the employer is aware that the employee has, or reasonably should be aware that the employee may have, limited understanding of written English, take reasonable steps (including providing a translation in an appropriate language) to ensure that the employee understands the proposal.

- 5.5** An agreement must result in the employee being better off overall at the time the agreement is made than if the agreement had not been made.

- 5.6** An agreement must do all of the following:

- (a) state the names of the employer and the employee; and
- (b) identify the award term, or award terms, the application of which is to be varied; and

## Racing Clubs Events Award 2020

- (c) set out how the application of the award term, or each award term, is varied; and
- (d) set out how the agreement results in the employee being better off overall at the time the agreement is made than if the agreement had not been made; and
- (e) state the date the agreement is to start.

**5.7** An agreement must be:

- (a) in writing; and
- (b) signed by the employer and the employee and, if the employee is under 18 years of age, by the employee's parent or guardian.

**5.8** Except as provided in clause 5.7(b), an agreement must not require the approval or consent of a person other than the employer and the employee.

**5.9** The employer must keep the agreement as a time and wages record and give a copy to the employee.

**5.10** The employer and the employee must genuinely agree, without duress or coercion to any variation of an award provided for by an agreement.

**5.11** An agreement may be terminated:

- (a) at any time, by written agreement between the employer and the employee; or
- (b) by the employer or employee giving 13 weeks' written notice to the other party (reduced to 4 weeks if the agreement was entered into before the first full pay period starting on or after 4 December 2013).

NOTE: If an employer and employee agree to an arrangement that purports to be an individual flexibility arrangement under this award term and the arrangement does not meet a requirement set out in section 144 then the employee or the employer may terminate the arrangement by giving written notice of not more than 28 days (see section 145 of the [Act](#)).

**5.12** An agreement terminated as mentioned in clause 5.11(b) ceases to have effect at the end of the period of notice required under that clause.

**5.13** The right to make an agreement under clause 5 is additional to, and does not affect, any other term of this award that provides for an agreement between an employer and an individual employee.

## **6. Requests for flexible working arrangements**

### **6.1 Employee may request change in working arrangements**

Clause 6 applies where an employee has made a request for a change in working arrangements under section 65 of the [Act](#).

NOTE 1: Section 65 of the [Act](#) provides for certain employees to request a change in their working arrangements because of their circumstances, as set out in

## Racing Clubs Events Award 2020

section 65(1A). Clause 6 supplements or deals with matters incidental to the [NES](#) provisions.

NOTE 2: An employer may only refuse a section 65 request for a change in working arrangements on 'reasonable business grounds' (see section 65(5) and (5A)).

NOTE 3: Clause 6 is an addition to section 65.

### 6.2 Responding to the request

Before responding to a request made under section 65, the employer must discuss the request with the employee and genuinely try to reach agreement on a change in working arrangements that will reasonably accommodate the employee's circumstances having regard to:

- (a) the needs of the employee arising from their circumstances;
- (b) the consequences for the employee if changes in working arrangements are not made; and
- (c) any reasonable business grounds for refusing the request.

NOTE 1: The employer must give the employee a written response to an employee's section 65 request within 21 days, stating whether the employer grants or refuses the request (section 65(4)).

NOTE 2: If the employer refuses the request, then the written response must include details of the reasons for the refusal (section 65(6)).

### 6.3 What the written response must include if the employer refuses the request

- (a) Clause 6.3 applies if the employer refuses the request and has not reached an agreement with the employee under clause 6.2.
- (b) The written response under section 65(4) must include details of the reasons for the refusal, including the business ground or grounds for the refusal and how the ground or grounds apply.
- (c) If the employer and employee could not agree on a change in working arrangements under clause 6.2, then the written response under section 65(4) must:
  - (i) state whether or not there are any changes in working arrangements that the employer can offer the employee so as to better accommodate the employee's circumstances; and
  - (ii) if the employer can offer the employee such changes in working arrangements, set out those changes in working arrangements.

### 6.4 What the written response must include if a different change in working arrangements is agreed

If the employer and the employee reached an agreement under clause 6.2 on a change in working arrangements that differs from that initially requested by the employee,

## Racing Clubs Events Award 2020

then the employer must provide the employee with a written response to their request setting out the agreed change(s) in working arrangements.

### 6.5 Dispute resolution

Disputes about whether the employer has discussed the request with the employee and responded to the request in the way required by clause 6, can be dealt with under clause 31—Dispute resolution.

## 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:
11.4	Frequency of payment – casual	An individual
16.3(b)	Tea breaks – other than casual employees	The majority of employees
21.6	Time off instead of payment for overtime	An individual
22.2(c)	Penalty rates – public holiday	An individual
23.4	Annual leave in advance	An individual
23.9	Cashing out of annual leave	An individual
28.2	Substitution of public holidays by agreement	An individual

## Part 2—Types of Employment and Classifications

### 8. Types of employment

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

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

8.2 At the time of engagement an employer will inform each employee in writing of the terms of their engagement and, in particular, whether they are to be full-time, part-time or casual.

## 9. Full-time employees

A full-time employee is engaged to work an average of 38 hours per week.

## 10. Part-time employees

Administrative change made by Modern Awards team to clause 10.6

10.1 A part-time employee:

- (a) works less than full-time hours of 38 per week;
- (b) has predictable hours of work; and
- (c) receives, on a pro rata basis, equivalent pay and conditions to full-time employees in the same classification.

10.2 At the time of engagement the employer and the part-time employee will agree in writing on a regular pattern of work including:

- (a) the hours to be worked; and
- (b) the starting and finishing times on each day.

10.3 These hours, once fixed, can only be varied by mutual agreement.

10.4 Any agreed variation to the regular pattern of work will be recorded in writing.

### 10.5 Minimum engagement

An employer is required to roster a part-time employee for a minimum of 4 consecutive hours on any shift.

10.6 An employee who does not meet the definition of a part-time employee and who is not a full-time employee will be paid as a casual employee in accordance with clause 11—Casual employees—other than liquor employees or [clause 12](#)—Casual employment—liquor employees.

10.7 All time worked in excess of the hours as mutually arranged will be overtime and paid for at the rates prescribed in clause 21—Overtime.

10.8 A part-time employee must be paid for ordinary hours worked at the minimum hourly rate prescribed for the relevant classification.

10.9 A part-time employee will receive a minimum of eight full days off for each 4 week period.

## 11. Casual employees—other than liquor employees

11.1 Clause 11 applies to employees in the classifications in clause 13—Classifications—other than liquor employees.

11.2 A casual employee is an employee who is engaged and paid as a casual employee.

## Racing Clubs Events Award 2020

### 11.3 Casual loading

- (a) Except as provided in clause 11.6, a casual employee is to be paid the minimum hourly rate for the relevant classification in clause 17—Minimum rates, plus a loading of **25%**.
- (b) The casual loading is instead of all paid leave including annual leave, personal/carer's leave and public holidays not worked whether prescribed in this award or the [NES](#).

11.4 Casual employees must be paid at the termination of each engagement, but may agree to be paid weekly, fortnightly or monthly.

### 11.5 Minimum engagement

A casual employee who reports for work and is not allowed to start will be paid for 4 hours at the minimum rate for the relevant classification, which is expressed in the tables in clause 12—Casual employment—liquor employees as the minimum payment.

### 11.6 Sunday and public holiday rates

- (a) For work on Sundays a casual employee is to be paid **200%** of the minimum hourly rate prescribed in clause 17—Minimum rates for the relevant classification.
- (b) For work on a public holiday a casual employee is to be paid **250%** of the minimum hourly rate prescribed in clause 17—Minimum rates for the relevant classification.

### 11.7 Night cleaning duties

A casual employee engaged on night cleaning duties between the hours of 11.00 pm and 7.00 am will be paid **155%** of the minimum hourly rate (inclusive of a casual loading of **25%** and a shift allowance of **30%**) for all time worked. The provisions of clauses 15—Ordinary hours of work and 21—Overtime do not apply to night cleaning duties.

### 11.8 Right to request casual conversion

- (a) A person engaged by a particular employer as a regular casual employee may request that their employment be converted to full-time or part-time employment.
- (b) A **regular casual employee** is a casual employee who has in the preceding period of 12 months worked a pattern of hours on an ongoing basis which, without significant adjustment, the employee could continue to perform as a full-time employee or part-time employee under the provisions of this award.
- (c) A regular casual employee who has worked equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to full-time employment.

#### Racing Clubs Events Award 2020

- (d) A regular casual employee who has worked less than equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to part-time employment consistent with the pattern of hours previously worked.
- (e) Any request under clause 11.8 must be in writing and provided to the employer.
- (f) Where a regular casual employee seeks to convert to full-time or part-time employment, the employer may agree to or refuse the request, but the request may only be refused on reasonable grounds and after there has been consultation with the employee.
- (g) Reasonable grounds for refusal include that:
  - (i) it would require a significant adjustment to the casual employee's hours of work in order for the employee to be engaged as a full-time or part-time employee in accordance with the provisions of this award— that is, the casual employee is not truly a regular casual employee as defined in clause 11.8(b);
  - (ii) it is known or reasonably foreseeable that the regular casual employee's position will cease to exist within the next 12 months;
  - (iii) it is known or reasonably foreseeable that the hours of work which the regular casual employee is required to perform will be significantly reduced in the next 12 months; or
  - (iv) it is known or reasonably foreseeable that there will be a significant change in the days and/or times at which the employee's hours of work are required to be performed in the next 12 months which cannot be accommodated within the days and/or hours during which the employee is available to work.
- (h) For any ground of refusal to be reasonable, it must be based on facts which are known or reasonably foreseeable.
- (i) Where the employer refuses a regular casual employee's request to convert, the employer must provide the casual employee with the employer's reasons for refusal in writing within 21 days of the request being made.
- (j) If the employee does not accept the employer's refusal, this will constitute a dispute that will be dealt with under the dispute resolution procedure in clause 31—Dispute resolution. Under that procedure, the employee or the employer may refer the matter to the Fair Work Commission if the dispute cannot be resolved at the workplace level.
- (k) Where it is agreed that a casual employee will have their employment converted to full-time or part-time employment as provided for in clause 11.8, the employer and employee must discuss and record in writing:
  - (i) the form of employment to which the employee will convert – that is, full-time or part-time employment; and

### Racing Clubs Events Award 2020

- (ii) if it is agreed that the employee will become a part-time employee, the matters referred to in clause 10.2.
- (l) The conversion will take effect from the start of the next pay cycle following such agreement being reached unless otherwise agreed.
- (m) Once a casual employee has converted to full-time or part-time employment, the employee may only revert to casual employment with the written agreement of the employer.
- (n) A casual employee must not be engaged and re-engaged (which includes a refusal to re-engage), or have their hours reduced or varied, in order to avoid any right or obligation under clause 11.8.
- (o) Nothing in clause 11.8 obliges a regular casual employee to convert to full-time or part-time employment, nor permits an employer to require a regular casual employee to so convert.
- (p) Nothing in clause 11.8 requires an employer to increase the hours of a regular casual employee seeking conversion to full-time or part-time employment.
- (q) An employer must provide a casual employee, whether a regular casual employee or not, with a copy of the provisions of clause 11.8 within the first 12 months of the employee's first engagement to perform work. In respect of casual employees already employed as at 1 October 2018, an employer must provide such employees with a copy of the provisions of clause 11.8 by 1 January 2019.
- (r) A casual employee's right to request to convert is not affected if the employer fails to comply with the notice requirements in clause 11.8(q).

## 12. Casual employment—liquor employees

Administrative change made by Modern Awards team to clauses 12.7, 12.8, 12.9 and 12.10, 12.10(e), 12.10(g)(i), 12.10(k), 12.10(n), 12.10(o), 12.10(p), 12.10(q) and 12.10(r).

- 12.1 Clause 12 applies to liquor employees in the classifications set out in clause 14—Classifications—liquor employees. A casual employee is an employee who is engaged and paid as a casual employee.
- 12.2 Casual employees 19 years of age or over must be paid the minimum hourly rates in clause 12.4.
- 12.3 The formula set out in clause A.2.4 is used to adjust the hourly rates.

**Racing Clubs Events Award 2020**

**12.4 Penalty rates—adult employees**

Bar attendants, cashiers and adults engaged in picking up glasses must be paid the rate for work performed on any one day as follows, in accordance with clause 11.5:

<b>Day</b>	<b>Minimum hourly rate \$</b>	<b>Minimum payment \$</b>
Monday to Saturday	28.14	112.59
Sunday	38.09	152.39
Public holiday	47.63	190.56

**12.5 Penalty rates—junior employees**

Employees 18 years of age or under engaged in picking up glasses must be paid the rate for work performed on any one day as follows, in accordance with clause 11.5:

<b>Day</b>	<b>Minimum hourly rate \$</b>	<b>Minimum payment \$</b>
Monday to Saturday	22.52	90.06
Sunday	30.48	121.91
Public holiday	38.10	152.43

**12.6** Employees in charge of, or supervising the work of, bar attendants or cashiers must be paid an allowance of **\$20.70** per week.

**12.7** Employees working on a ‘shop day’, that is preparing for a function on the day before such function or cleaning up on the day after the function, must be paid as follows:

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<b>Day</b>	<b>Minimum hourly rate \$</b>
Monday to Saturday	28.14
Sunday	38.09
Public holiday	47.63

NOTE: See Schedule A—Summary of Hourly Rates of Pay for a summary of hourly rates of pay, including overtime and penalty rates.

**12.712.8** Employees must be paid an allowance of **\$4.54** per engagement where the employee finishes after 10.00 pm.

**12.812.9** The rates of pay in clause 12—Casual employment—liquor employees have been loaded to compensate employees for the casual nature of the work, weekend and holiday penalties and benefits otherwise available to full-time employees including annual leave, personal/carer’s leave, etc.

## Racing Clubs Events Award 2020

### 12.912.10 Right to request casual conversion

- (a) A person engaged by a particular employer as a regular casual employee may request that their employment be converted to full-time or part-time employment.
- (b) A **regular casual employee** is a casual employee who has in the preceding period of 12 months worked a pattern of hours on an ongoing basis which, without significant adjustment, the employee could continue to perform as a full-time employee or part-time employee under the provisions of this award.
- (c) A regular casual employee who has worked equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to full-time employment.
- (d) A regular casual employee who has worked less than equivalent full-time hours over the preceding period of 12 months' casual employment may request to have their employment converted to part-time employment consistent with the pattern of hours previously worked.
- (e) Any request under ~~this~~ clause ~~12.9~~12.10 must be in writing and provided to the employer.
- (f) Where a regular casual employee seeks to convert to full-time or part-time employment, the employer may agree to or refuse the request, but the request may only be refused on reasonable grounds and after there has been consultation with the employee.
- (g) Reasonable grounds for refusal include that:
  - (i) it would require a significant adjustment to the casual employee's hours of work in order for the employee to be engaged as a full-time or part-time employee in accordance with the provisions of this award—that is, the casual employee is not truly a regular casual employee as defined in clause ~~12.9(b)~~12.10;
  - (ii) it is known or reasonably foreseeable that the regular casual employee's position will cease to exist within the next 12 months;
  - (iii) it is known or reasonably foreseeable that the hours of work which the regular casual employee is required to perform will be significantly reduced in the next 12 months; or
  - (iv) it is known or reasonably foreseeable that there will be a significant change in the days and/or times at which the employee's hours of work are required to be performed in the next 12 months which cannot be accommodated within the days and/or hours during which the employee is available to work.
- (h) For any ground of refusal to be reasonable, it must be based on facts which are known or reasonably foreseeable.

#### Racing Clubs Events Award 2020

- (i) Where the employer refuses a regular casual employee's request to convert, the employer must provide the casual employee with the employer's reasons for refusal in writing within 21 days of the request being made.
- (j) If the employee does not accept the employer's refusal, this will constitute a dispute that will be dealt with under the dispute resolution procedure in clause 31—Dispute resolution. Under that procedure, the employee or the employer may refer the matter to the Fair Work Commission if the dispute cannot be resolved at the workplace level.
- (k) Where it is agreed that a casual employee will have their employment converted to full-time or part-time employment as provided for in clause ~~12.9~~ 12.10, the employer and employee must discuss and record in writing:
  - (i) the form of employment to which the employee will convert—that is, full-time or part-time employment; and
  - (ii) if it is agreed that the employee will become a part-time employee, the matters referred to in clause 10.2.
- (l) The conversion will take effect from the start of the next pay cycle following such agreement being reached unless otherwise agreed.
- (m) Once a casual employee has converted to full-time or part-time employment, the employee may only revert to casual employment with the written agreement of the employer.
- (n) A casual employee must not be engaged and re-engaged (which includes a refusal to re-engage), or have their hours reduced or varied, in order to avoid any right or obligation under clause ~~12.9~~ 12.10.
- (o) Nothing in clause ~~12.9~~ 12.10 obliges a regular casual employee to convert to full-time or part-time employment, nor permits an employer to require a regular casual employee to so convert.
- (p) Nothing in clause ~~12.9~~ 12.10 requires an employer to increase the hours of a regular casual employee seeking conversion to full-time or part-time employment.
- (q) An employer must provide a casual employee, whether a regular casual employee or not, with a copy of the provisions of clause ~~12.9~~ 12.10 within the first 12 months of the employee's first engagement to perform work. In respect of casual employees already employed as at 1 October 2018, an employer must provide such employees with a copy of the provisions of clause ~~12.9~~ 12.10 by 1 January 2019.
- (r) A casual employee's right to request to convert is not affected if the employer fails to comply with the notice requirements in ~~12.9(q)~~ 12.10(q).

### **13. Classifications—other than liquor employees**

#### **13.1 Introductory level**

- (a) Introductory level employee means an employee who enters the industry and who has not demonstrated the competency requirements of a Grade 1 racecourse attendant.
- (b) An employee at this level will undergo training for up to 3 months before progressing to grade 1.
- (c) Progression to grade 1 may be delayed for a further period of up to 3 months where it is agreed that further training is required.

#### **13.2 Grade 1 Racecourse Attendant**

Grade 1 racecourse attendant includes the following classifications:

- cloakroom attendant (not handling cash);
- door attendant;
- gate person;
- general attendant;
- parking attendant (not handling cash);
- cleaning and utility person;
- catching pen attendant;
- kennel attendant;
- numbers room attendant;
- parade official;
- ticket examiner;
- ticket taker;
- turnstile attendant (not handling cash);
- usher.

#### **13.3 Grade 2 Racecourse Attendant**

Grade 2 racecourse attendant includes the following classifications:

- assistant judge (greyhound fixtures);
- jockey room attendant;
- parking attendant (handling cash);
- bookmakers' price clerk;

## **Racing Clubs Events Award 2020**

- cloak room attendant (handling cash);
- programme seller;
- raceday office assistant;
- scratching board attendant;
- teleprint semaphore board operator;
- ticket/token seller, timekeeper (greyhound fixtures);
- turnstile attendant (handling cash);
- EFTPOS operator;
- general administration;
- general sales person;
- tour guide.

### **13.4 Grade 3 Racecourse Attendant**

Grade 3 racecourse attendant includes the following classifications:

- assistant starter;
- banker;
- barrier attendant;
- crowd controller;
- lure driver;
- kennel supervisor;
- raceday office assistant handling acceptances or wages;
- early gates;
- raceday veterinary assistant;
- starter (greyhounds);
- swab attendant;
- ticket seller operating a computer terminal with advance bookings facilities; and
- supervisor of one to 9 employees.

### **13.5 Grade 4 racecourse attendant**

Grade 4 racecourse attendant includes the following classifications:

- farrier;

## Racing Clubs Events Award 2020

- starter;
- mobile barrier driver;
- stewards patrol video camera operator; and
- supervisor of 10 or more employees.

### **13.6 Grade 1 Raceday Official**

Grade 1 raceday official includes the following classifications:

- ground announcer; and
- bird cage attendant.

### **13.7 Grade 2 Raceday Official**

Grade 2 raceday official includes the following classifications:

- racecourse inspector;
- betting supervisor;
- assistant clerk of scales;
- identification official,
- assistant clerk of the course; and
- timekeeper.

### **13.8 Grade 3 Raceday Official**

Grade 3 raceday official includes the following classifications:

- chief course inspector;
- clerk of scales;
- chief betting supervisor;
- clerk of the course; and
- assistant judge.

### **13.9 Grade 4 Raceday Official**

Grade 4 raceday official includes the following classifications:

- raceday judge; and
- raceday racecaller.

## **14. Classifications—liquor employees**

**14.1** Liquor employees include the following classifications:

- bar attendant;
- cashier;
- adult picking up glasses; and
- employees 18 years of age or under picking up glasses.

**14.2** Liquor employees are engaged on a casual basis as set out in clause 12—Casual employment—liquor employees.

## **Part 3—Hours of Work**

### **15. Ordinary hours of work**

**15.1** Except as provided elsewhere in this award the ordinary working hours are:

- (a) 38 hours per week; or
- (b) an average of 38 hours per week over a 4 week period.

**15.2** Once fixed, the starting and finishing times of employees other than casuals must not be altered except by agreement or by the employer on 14 days' notice.

**15.3** The provisions in clause 15.2 are subject to the requirements in clause 29—Consultation about major workplace change.

**15.4** All employees must be engaged for a minimum of 4 hours.

**15.5** Where a casual employee is required by their employer to attend an inquiry conducted under the Rules of Racing on a day other than that of a racing fixture at which they are employed, they must be paid for the time of such attendance at ordinary rates with a minimum of 2 hours pay, plus reasonable expenses.

### **16. Breaks**

**16.1 Rest breaks—casual employees**

- (a) Casual employees engaged for a minimum of 5 hours must be allowed a rest break of 20 minutes without deduction of pay.
- (b) Casual employees required to continue working for a further 5 hours must be allowed a further rest break of 20 minutes without deduction of pay.
- (c) Both of the above rest breaks must be taken at a time convenient to the employer but not at the beginning or the end of the period of duty.

## Racing Clubs Events Award 2020

### 16.2 Meal breaks—other than casual employees

- (a) An employee other than a casual employee must be allowed an unpaid meal break of not less than 30 minutes, not later than 5 hours after commencing work.
- (b) An employee other than a casual employee required to work through their normal meal break must be paid at the rate of **150%** of the minimum hourly rate until they receive a meal break of not less than 30 minutes.

### 16.3 Tea breaks—other than casual employees

- (a) An employee other than a casual employee must be allowed a tea break of 10 minutes' duration without deduction of pay during the morning and afternoon periods of each working day at a time to be arranged by the employer.
- (b) The afternoon tea break is not to be taken in any establishment where the majority of employees agree not to take the break and instead cease normal work 10 minutes earlier each day.

## Part 4—Wages and Allowances

### 17. Minimum rates

Clause 17.5 updated to incorporate changes resulting from [\[2019\] FWCFB 8569](#) at [7] – [8].

#### 17.1 Adult employee rates

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

Employee classification	Minimum weekly rate (full-time employee)	Minimum hourly rate
	\$	\$
Introductory level employee	740.80	19.49
Grade 1 racecourse attendant	762.10	20.06
Grade 2 racecourse attendant	791.30	20.82
Grade 3 racecourse attendant	818.50	21.54
Grade 4 racecourse attendant	862.50	22.70
Grade 1 raceday official	862.50	22.70
Grade 2 raceday official	889.50	23.41
Grade 3 raceday official	916.50	24.12
Grade 4 raceday official	941.10	24.77

## Racing Clubs Events Award 2020

### 17.2 Junior employee rates

Junior employees in the classifications in clause 13—Classifications—other than liquor employees must be paid a percentage of the Introductory level employee rate determined according to this table:

Age	% of Introductory level employee rate
18 years and under	75
19 years and over	100

NOTE: See Schedule A—Summary of Hourly Rates of Pay for a summary of hourly rates of pay, including overtime and penalty rates.

### 17.3 Higher duties

- (a) An employee required by the employer to perform work in a position for which a higher rate is fixed for more than 4 hours on any day, must be paid the rate applicable to that higher level for all work done on that day.
- (b) An employee required by the employer to perform work in a position for which a higher rate is fixed for up to 4 hours, must be paid the higher rate for the actual time worked at that higher level.

### 17.4 Supported wage system for employees with a disability

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

### 17.5 National training wage

- (a) Schedule E to the [Miscellaneous Award 2020XX](#) sets out minimum wage rates and conditions for employees undertaking traineeships.
- (b) This award incorporates the terms of Schedule E to the [Miscellaneous Award 2020XX](#) as at 1 July 2019. Provided that any reference to “this award” in Schedule E to the [Miscellaneous Award 2020XX](#) is to be read as referring to the *Racing Clubs Events Award 2020XX* and not the [Miscellaneous Award 2020XX](#).

## 18. Payment of wages

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.

- 18.1 Wages must be paid either by cash, cheque or electronic funds transfer into the bank or financial institution account nominated by the employee.

### 18.2 Payment on termination of employment

- (a) The employer must pay an employee no later than 7 days after the day on which the employee’s employment terminates:

### Racing Clubs Events Award 2020

- (i) the employee's wages under this award for any complete or incomplete pay period up to the end of the day of termination; and
  - (ii) all other amounts that are due to the employee under this award and the [NES](#).
- (b) The requirement to pay wages and other amounts under clause 18.2(a) is subject to further order of the Commission and the employer making deductions authorised by this award or the [Act](#).

NOTE 1: Section 117(2) of the [Act](#) provides that an employer must not terminate an employee's employment unless the employer has given the employee the required minimum period of notice or "has paid" to the employee payment instead of giving notice.

NOTE 2: Clause 18.2(b) allows the Commission to make an order delaying the requirement to make a payment under clause 18.2. For example, the Commission could make an order delaying the requirement to pay redundancy pay if an employer makes an application under section 120 of the [Act](#) for the Commission to reduce the amount of redundancy pay an employee is entitled to under the [NES](#).

NOTE 3: State and Territory long service leave laws or long service leave entitlements under section 113 of the [Act](#), may require an employer to pay an employee for accrued long service leave on the day on which the employee's employment terminates or shortly after.

## 19. Allowances

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.

- 19.1** Employers must pay to an employee the allowances the employee is entitled to under clause 19.

NOTE: See Schedule B—Summary of Monetary Allowances for a summary of monetary allowances and method of adjustment.

### 19.2 Wage-related allowances

#### (a) Tractor plant

An employee in charge of a tractor plant (as defined in clause 2—Definitions) must receive an additional payment of **\$25.88** per week or **\$0.68** per hour as the case may be.

#### (b) First aid attendant

An employee will be paid an allowance of **\$17.25** per week or **\$0.45** per hour if they:

- (i) hold a first aid qualification from the St John Ambulance or a similar body; and

## Racing Clubs Events Award 2020

(ii) are appointed by the employer to perform first aid duty.

### 19.3 Expense-related allowances

#### (a) Footwear for wet work

An employee required to work in the rain or in wet conditions underfoot at a race meeting must be paid an allowance of **\$6.00** per meeting to a maximum of **\$12.00** per week for the purpose of purchasing suitable footwear for such duties. Clause 19.3(a) does not apply where waterproof footwear is supplied by the employer.

#### (b) Protective clothing and equipment

Where an employee is required to wear protective clothing (e.g. oilskins, gumboots, overalls, goggles, safety boots, etc.), the employer must reimburse the employee on proof of purchase for the cost of purchasing such special clothing and equipment. The employee is responsible for maintaining these items in a serviceable condition. The provisions of clause 19.3(b) do not apply where the clothing and equipment is paid for by the employer.

#### (c) Loss of clothing

The employer must reimburse an employee up to a maximum of **\$819.38** per single claim if an employee's clothing is destroyed by fire in an employer's changing house or other shelter, provided that the destruction is not caused in any way by the employee's own wilful act or neglect.

#### (d) Accommodation

Where an employee is required by the employer to live on the premises and is required to act as caretaker, the employee must be paid an allowance equal to the amount of the rental charged by the employer for the accommodation at the said premises.

#### (e) Meal allowance

An employee who is required to work overtime for one and a half hours or more immediately after the completion of their ordinary hours of work on an ordinary working day or immediately after the completion of 8 hours of work on a Saturday, Sunday or public holiday, must be paid a meal allowance of **\$11.69** unless the employer provides a meal.

#### (f) Horse and saddlery

(i) Where an employer requires a clerk of the course or an assistant clerk of the course to supply their own horses and saddlery, the employer must pay the employee for an additional 2 hours at the minimum hourly rate per engagement.

(ii) Where an employer requires a clerk of the course or an assistant clerk of the course to provide their own riding apparel, the employer must either reimburse the employee for the cost of providing and maintaining the

## Racing Clubs Events Award 2020

riding apparel or pay the employee for an additional hour at the appropriate minimum hourly rate per engagement.

### **20. Superannuation**

#### **20.1 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.

#### **20.2 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.

#### **20.3 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 20.2.
- (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 20.3(a) or 20.3(b) no later than 28 days after the end of the month in which the deduction authorised under clauses 20.3(a) or 20.3(b) was made.

#### **20.4 Superannuation fund**

Unless, to comply with superannuation legislation, the employer is required to make the superannuation contributions provided for in clause 20.2 to another superannuation fund that is chosen by the employee, the employer must make the superannuation contributions provided for in clause 20.2 and pay the amount authorised under clauses 20.3(a) or 20.3(b) to one of the following superannuation funds or its successor:

- (a) AustralianSuper;

## Racing Clubs Events Award 2020

- (b) HOSTPLUS;
- (c) SunSuper;
- (d) AMP Superannuation Savings Trust;
- (e) CareSuper;
- (f) 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
- (g) a superannuation fund or scheme which the employee is a defined benefit member of.

## Part 5—Overtime and Penalty Rates

### 21. Overtime

- 21.1 All time worked in excess of 38 hours a week or in excess of 8 hours per day will be overtime.
- 21.2 Overtime is payable at the rate of **150%** of the minimum hourly rate for the first 2 hours and **200%** of the minimum hourly rate after 2 hours.
- 21.3 Except as provided in clause 21.4, in computing overtime each day's work will stand alone.
- 21.4 **Rest period after overtime**

When overtime work is necessary it will be arranged so that employees have at least 10 consecutive hours off duty between the work of successive days.

- (a) Where an employee (other than a casual employee) works so much overtime that there is less than 10 hours between finishing work on one day and starting work on the next day, the employee must be released, subject to clause 21.4(b) until they have had at least 10 consecutive hours off without loss of pay for ordinary working time occurring during such absence.
- (b) If, on the instructions of the employer, the employee resumes work or continues work without having had 10 consecutive hours off duty they will be paid at **200%** of the minimum hourly rate until the employee is released from duty for the period and the employee can then be absent until they have had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

**Racing Clubs Events Award 2020**

**21.5 Transport after overtime work**

When an employee, after having worked overtime, finishes work at a time when reasonable means of transport are not available the employer must provide the employee with transportation to their home.

**21.6 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 21.6.
- (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 clause 21.6(c)(iii) must be made in the next pay period following the request.

NOTE: An example of the type of agreement required by clause 21.6 is set out at Schedule D—Agreement for Time Off Instead of Payment for Overtime. There is no requirement to use the form of agreement set out at Schedule D—Agreement for Time Off Instead of Payment for Overtime. An agreement under clause 21.6 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 21.6 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 21.6 but not taken as time off, the employer must pay

## Racing Clubs Events Award 2020

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 clause 21.6(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 21.6 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 21.6 will apply, including the requirement for separate written agreements under clause 21.6(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 21.6 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 21.6.

## 22. Penalty rates

**22.1** Penalty rates for casual employees are dealt with in clauses 11—Casual employees—other than liquor employees and 12—Casual employment—liquor employees.

**22.2** Full-time and part-time employees are entitled to the following penalty rates:

- (a) for all time worked between midnight Saturday and midnight Sunday—**200%** of the relevant minimum hourly rate;
- (b) for all time worked on a public holiday—**250%** of the relevant minimum hourly rate with a minimum of 4 hours' pay; or
- (c) by agreement, an employee who works on a public holiday will be paid **150%** of the minimum hourly rate, and either:
  - (i) receive the equivalent paid time, added to the employee's annual leave, provided that the holiday is taken within 28 days of the public holiday; or

Racing Clubs Events Award 2020

- (ii) receive one day off instead of the public holiday during the week in which the public holiday falls.

## Part 6—Leave and Public Holidays

### 23. Annual leave

Clause 23.8 updated to incorporate changes resulting from [PR588725](#) at item C.

**23.1** Annual leave is provided for in the [NES](#). Annual leave does not apply to casual employees.

**23.2** Before the start of the employee’s annual leave the employer must pay the employee:

- (a) instead of the base rate of pay referred to in section 90(1) of the [Act](#), the amount the employee would have earned for working their normal hours, exclusive of overtime, had they not been on leave; and
- (b) an additional loading of **17.5%** of the relevant minimum wage in clause 17—Minimum rates.

### 23.3 Electronic funds transfer (EFT) payment of annual leave

Despite anything else in clause 23, an employee paid by electronic funds transfer (EFT) may be paid in accordance with their usual pay cycle while on paid annual leave.

### 23.4 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 23.4 is set out at Schedule E—Agreement to Take Annual Leave in Advance. There is no requirement to use the form of agreement set out at Schedule E—Agreement to Take Annual Leave in Advance.

- (c) The employer must keep a copy of any agreement under clause 23.4 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 23.4, the employer may deduct from any money due to the employee on termination an amount equal to the amount

## Racing Clubs Events Award 2020

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.

### 23.5 Temporary close-down

- (a) Where an employer intends temporarily to close (or reduce to nucleus) the place of employment or a section of it for the purpose, amongst others, of allowing annual leave to the employees concerned or a majority of them, the employer may give those employees one month's notice in writing of an intention to apply the provisions of clause 23.5. In the case of any employee engaged after notice has been given, notice must be given to that employee on the date of their engagement.
- (b) Where an employee has been given notice pursuant to clause 23.5(a) and the employee has:
  - (i) accrued sufficient annual leave to cover the full period of closing, the employee must take paid annual leave for the full period of closing;
  - (ii) insufficient accrued annual leave to cover the full period of closing, the employee must take paid annual leave to the full amount accrued and leave without pay for the remaining period of the closing; or
  - (iii) no accrued annual leave, the employee must take leave without pay for the full period of closing.
- (c) Public holidays that fall within the period of close down will be paid as provided for in this award and will not count as a day of annual leave or leave without pay.

### 23.6 Excessive leave accruals: general provision

NOTE: Clauses 23.6 to 23.8 contain provisions, additional to the [NES](#), 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 [Act](#).

- (a) An employee has an **excessive leave accrual** if the employee has accrued more than 8 weeks' paid annual leave.
- (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 23.7 sets out how an employer may direct an employee who has an excessive leave accrual to take paid annual leave.
- (d) Clause 23.8 sets out how an employee who has an excessive leave accrual may require an employer to grant paid annual leave requested by the employee.

### 23.7 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 23.6(b) but agreement is not reached (including because the employee

### Racing Clubs Events Award 2020

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 clause 23.7(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 23.6, 23.7 or 23.8 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 clause 23.7(a) that is in effect.
- (d) An employee to whom a direction has been given under clause 23.7(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 clause 23.7(d) may result in the direction ceasing to have effect. See clause 23.7(b)(i).

NOTE 2: Under section 88(2) of the [Act](#), the employer must not unreasonably refuse to agree to a request by the employee to take paid annual leave.

### 23.8 Excessive leave accruals: request by employee for leave

~~(a)~~—Clause 23.8 comes into operation from 20 December 2017.

~~(b)~~(a) If an employee has genuinely tried to reach agreement with an employer under clause 23.8(a)~~23.6(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.

~~(e)~~(b) However, an employee may only give a notice to the employer under clause 23.8(a)~~23.8(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 23.7(a) that, when any other paid annual leave arrangements (whether made under clause 23.6, 23.7 or 23.8 or otherwise agreed by the employer and employee) are taken into account, would eliminate the employee's excessive leave accrual.

## Racing Clubs Events Award 2020

~~(d)~~(c) A notice given by an employee under clause 23.8(a)~~23.8(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 23.6, 23.7 or 23.8 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)~~(d) An employee is not entitled to request by a notice under clause 23.8(a)~~23.8(b)~~ more than 4 weeks' paid annual leave in any period of 12 months.

~~(f)~~(e) The employer must grant paid annual leave requested by a notice under clause 23.8(a)~~23.8(b)~~.

### 23.9 Cashing out of annual leave

- (a) Paid annual leave must not be cashed out except in accordance with an agreement under clause 23.9.
- (b) Each cashing out of a particular amount of paid annual leave must be the subject of a separate agreement under clause 23.9.
- (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 23.9 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 23.9 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.

## Racing Clubs Events Award 2020

- (i) The employer must keep a copy of any agreement under clause 23.9 as an employee record.

NOTE 1: Under section 344 of the [Act](#), an employer must not exert undue influence or undue pressure on an employee to make, or not make, an agreement under clause 23.9.

NOTE 2: 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 23.9.

NOTE 3: An example of the type of agreement required by clause 23.9 is set out at Schedule F—Agreement to Cash Out Annual Leave. There is no requirement to use the form of agreement set out at Schedule F—Agreement to Cash Out Annual Leave.

### **24. Personal/carer’s leave and compassionate leave**

Personal/carer’s leave and compassionate leave are provided for in the [NES](#).

### **25. Parental leave and related entitlements**

Parental leave and related entitlements are provided for in the [NES](#).

### **26. Community service leave**

Community service leave is provided for in the [NES](#).

### **27. Unpaid family and domestic violence leave**

Unpaid family and domestic violence leave is provided for in the [NES](#).

NOTE 1: Information concerning an employee’s experience of family and domestic violence is sensitive and if mishandled can have adverse consequences for the employee. Employers should consult with such employees regarding the handling of this information.

NOTE 2: Depending upon the circumstances, evidence that would satisfy a reasonable person of the employee’s need to take family and domestic violence leave may include a document issued by the police service, a court or family violence support service, or a statutory declaration.

### **28. Public holidays**

**28.1** Public holiday entitlements are provided for in the [NES](#).

#### **28.2 Substitution of public holidays by agreement**

- (a) An employer and employee may agree to substitute another day for a day that would otherwise be a public holiday under the [NES](#).

## Racing Clubs Events Award 2020

- (b) An employer and employee may agree to substitute another part-day for a part-day that would otherwise be a part-day public holiday under the [NES](#).

**28.3** An employee who works on a public holiday will be paid in accordance with clause 11.6, 12 or 22.2.

### **28.4 Part-day public holidays**

For provisions relating to part-day public holidays see Schedule G—Part-day Public Holidays.

## **Part 7—Consultation and Dispute Resolution**

### **29. Consultation about major workplace change**

**29.1** If an employer makes a definite decision to make major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the employer must:

- (a) give notice of the changes to all employees who may be affected by them and their representatives (if any); and
- (b) discuss with affected employees and their representatives (if any):
  - (i) the introduction of the changes; and
  - (ii) their likely effect on employees; and
  - (iii) measures to avoid or reduce the adverse effects of the changes on employees; and
- (c) commence discussions as soon as practicable after a definite decision has been made.

**29.2** For the purposes of the discussion under clause 29.1(b), the employer must give in writing to the affected employees and their representatives (if any) all relevant information about the changes including:

- (a) their nature; and
- (b) their expected effect on employees; and
- (c) any other matters likely to affect employees.

**29.3** Clause 29.2 does not require an employer to disclose any confidential information if its disclosure would be contrary to the employer's interests.

**29.4** The employer must promptly consider any matters raised by the employees or their representatives about the changes in the course of the discussion under clause 29.1(b).

**29.5** In clause 29 **significant effects**, on employees, includes any of the following:

- (a) termination of employment; or

## Racing Clubs Events Award 2020

- (b) major changes in the composition, operation or size of the employer's workforce or in the skills required; or
- (c) loss of, or reduction in, job or promotion opportunities; or
- (d) loss of, or reduction in, job tenure; or
- (e) alteration of hours of work; or
- (f) the need for employees to be retrained or transferred to other work or locations; or
- (g) job restructuring.

**29.6** Where this award makes provision for alteration of any of the matters defined at clause 29.5, such alteration is taken not to have significant effect.

### **30. Consultation about changes to rosters or hours of work**

**30.1** Clause 30 applies if an employer proposes to change the regular roster or ordinary hours of work of an employee, other than an employee whose working hours are irregular, sporadic or unpredictable.

**30.2** The employer must consult with any employees affected by the proposed change and their representatives (if any).

**30.3** For the purpose of the consultation, the employer must:

- (a) provide to the employees and representatives mentioned in clause 30.2 information about the proposed change (for example, information about the nature of the change and when it is to begin); and
- (b) invite the employees to give their views about the impact of the proposed change on them (including any impact on their family or caring responsibilities) and also invite their representative (if any) to give their views about that impact.

**30.4** The employer must consider any views given under clause 30.3(b).

**30.5** Clause 30 is to be read in conjunction with any other provisions of this award concerning the scheduling of work or the giving of notice.

### **31. Dispute resolution**

**31.1** Clause 31 sets out the procedures to be followed if a dispute arises about a matter under this award or in relation to the [NES](#).

**31.2** The parties to the dispute must first try to resolve the dispute at the workplace through discussion between the employee or employees concerned and the relevant supervisor.

**31.3** If the dispute is not resolved through discussion as mentioned in clause 31.2, the parties to the dispute must then try to resolve it in a timely manner at the workplace through

## Racing Clubs Events Award 2020

discussion between the employee or employees concerned and more senior levels of management, as appropriate.

- 31.4** If the dispute is unable to be resolved at the workplace and all appropriate steps have been taken under clauses 31.2 and 31.3, a party to the dispute may refer it to the Fair Work Commission.
- 31.5** The parties may agree on the process to be followed by the Fair Work Commission in dealing with the dispute, including mediation, conciliation and consent arbitration.
- 31.6** If the dispute remains unresolved, the Fair Work Commission may use any method of dispute resolution that it is permitted by the [Act](#) to use and that it considers appropriate for resolving the dispute.
- 31.7** A party to the dispute may appoint a person, organisation or association to support and/or represent them in any discussion or process under clause 31.
- 31.8** While procedures are being followed under clause 31 in relation to a dispute:
- (a) work must continue in accordance with this award and the [Act](#); and
  - (b) an employee must not unreasonably fail to comply with any direction given by the employer about performing work, whether at the same or another workplace, that is safe and appropriate for the employee to perform.
- 31.9** Clause 31.8 is subject to any applicable work health and safety legislation.

## Part 8—Termination of Employment and Redundancy

### 32. Termination of employment

NOTE: The [NES](#) sets out requirements for notice of termination by an employer. See sections 117 and 123 of the [Act](#).

#### 32.1 Notice of termination by an employee

- (a) Clause 32.1 applies to all employees except those identified in sections 123(1) and 123(3) of the [Act](#).
- (b) An employee must give the employer notice of termination in accordance with **Table 1—Period of notice** of at least the period specified in column 2 according to the period of continuous service of the employee specified in column 1.

**Table 1—Period of notice**

Column 1	Column 2
Employee's period of continuous service with the employer at the end of the day the notice is given	Period of notice
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks

## Racing Clubs Events Award 2020

<b>Column 1</b>	<b>Column 2</b>
<b>Employee's period of continuous service with the employer at the end of the day the notice is given</b>	<b>Period of notice</b>
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

NOTE: The notice of termination required to be given by an employee is the same as that required of an employer except that the employee does not have to give additional notice based on the age of the employee.

- (c) In clause 32.1(b) **continuous service** has the same meaning as in section 117 of the [Act](#).
- (d) If an employee who is at least 18 years old does not give the period of notice required under clause 32.1(b), then the employer may deduct from wages due to the employee under this award an amount that is no more than one week's wages for the employee.
- (e) If the employer has agreed to a shorter period of notice than that required under clause 32.1(b), then no deduction can be made under clause 32.1(d).
- (f) Any deduction made under clause 32.1(d) must not be unreasonable in the circumstances.

### 32.2 Job search entitlement

- (a) Where an employer has given notice of termination to an employee, the employee must be allowed time off without loss of pay of up to one day for the purpose of seeking other employment.
- (b) The time off under clause 32.2 is to be taken at times that are convenient to the employee after consultation with the employer.

## 33. Redundancy

NOTE: Redundancy pay is provided for in the [NES](#). See sections 119 to 123 of the [Act](#).

### 33.1 Transfer to lower paid duties on redundancy

- (a) Clause 33.1 applies if, because of redundancy, an employee is transferred to new duties to which a lower ordinary rate of pay applies.
- (b) The employer may:
  - (i) give the employee notice of the transfer of at least the same length as the employee would be entitled to under section 117 of the [Act](#) as if it were a notice of termination given by the employer; or

## Racing Clubs Events Award 2020

- (ii) transfer the employee to the new duties without giving notice of transfer or before the expiry of a notice of transfer, provided that the employer pays the employee as set out in clause 33.1(c).
- (c) If the employer acts as mentioned in clause 33.1(b)(ii), the employee is entitled to a payment of an amount equal to the difference between the ordinary rate of pay of the employee (inclusive of all-purpose allowances, shift rates and penalty rates applicable to ordinary hours) for the hours of work the employee would have worked in the first role, and the ordinary rate of pay (also inclusive of all-purpose allowances, shift rates and penalty rates applicable to ordinary hours) of the employee in the second role for the period for which notice was not given.

### 33.2 Employee leaving during redundancy notice period

- (a) An employee given notice of termination in circumstances of redundancy may terminate their employment during the minimum period of notice prescribed by section 117(3) of the [Act](#).
- (b) The employee is entitled to receive the benefits and payments they would have received under clause 33 or under sections 119 to 123 of the [Act](#) had they remained in employment until the expiry of the notice.
- (c) However, the employee is not entitled to be paid for any part of the period of notice remaining after the employee ceased to be employed.

### 33.3 Job search entitlement

- (a) Where an employer has given notice of termination to an employee in circumstances of redundancy, the employee must be allowed time off without loss of pay of up to one day each week of the minimum period of notice prescribed by section 117(3) of the [Act](#) for the purpose of seeking other employment.
- (b) If an employee is allowed time off without loss of pay of more than one day under clause 33.3(a), the employee must, at the request of the employer, produce proof of attendance at an interview.
- (c) A statutory declaration is sufficient for the purpose of clause 33.3(b).
- (d) An employee who fails to produce proof when required under clause 33.3(b) is not entitled to be paid for the time off.
- (e) This entitlement applies instead of clause 32.2.

**Racing Clubs Events Award 2020**

**Schedule A—Summary of Hourly Rates of Pay**

Administrative change made by Modern Awards team to clause A.2.4(a)(iii)
Clause A.2.2 updated to incorporate changes resulting from <a href="#">[2020] FWCFCB 2124</a> at [341].

**A.1 Full-time and part-time adult employees**

**A.1.1 Full-time and part-time employees—ordinary and penalty rates**

	Ordinary hours	Sunday	Public holiday
	% of minimum hourly rate		
	100%	200%	250%
	\$	\$	\$
Introductory level employee	19.49	38.98	48.73
Grade 1 racecourse attendant	20.06	40.12	50.15
Grade 2 racecourse attendant	20.82	41.64	52.05
Grade 3 racecourse attendant	21.54	43.08	53.85
Grade 4 racecourse attendant	22.70	45.40	56.75
Grade 1 raceday official	22.70	45.40	56.75
Grade 2 raceday official	23.41	46.82	58.53
Grade 3 raceday official	24.12	48.24	60.30
Grade 4 raceday official	24.77	49.54	61.93

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

	Monday to Saturday – first 2 hours	Monday to Saturday – after 2 hours	Sunday	Public holiday
	% of minimum hourly rate			
	150%	200%	200%	250%
	\$	\$	\$	\$
Introductory level employee	29.24	38.98	38.98	48.73
Grade 1 racecourse attendant	30.09	40.12	40.12	50.15
Grade 2 racecourse attendant	31.23	41.64	41.64	52.05
Grade 3 racecourse attendant	32.31	43.08	43.08	53.85
Grade 4 racecourse attendant	34.05	45.40	45.40	56.75
Grade 1 raceday official	34.05	45.40	45.40	56.75
Grade 2 raceday official	35.12	46.82	46.82	58.53
Grade 3 raceday official	36.18	48.24	48.24	60.30

**Racing Clubs Events Award 2020**

	<b>Monday to Saturday – first 2 hours</b>	<b>Monday to Saturday – after 2 hours</b>	<b>Sunday</b>	<b>Public holiday</b>
	<b>% of minimum hourly rate</b>			
	<b>150%</b>	<b>200%</b>	<b>200%</b>	<b>250%</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Grade 4 raceday official	37.16	49.54	49.54	61.93

**A.2 Casual adult employees**

**A.2.1 Casual employees other than liquor employees—ordinary and penalty rates**

	<b>Ordinary hours</b>	<b>Sunday</b>	<b>Public holiday</b>	<b>Night cleaning duties<sup>1</sup></b>
	<b>% of minimum hourly rate</b>			
	<b>125%</b>	<b>200%</b>	<b>250%</b>	<b>155%</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Introductory level employee	24.36	38.98	48.73	30.21
Grade 1 racecourse attendant	25.08	40.12	50.15	31.09
Grade 2 racecourse attendant	26.03	41.64	52.05	32.27
Grade 3 racecourse attendant	26.93	43.08	53.85	33.39
Grade 4 racecourse attendant	28.38	45.40	56.75	35.19
Grade 1 raceday official	28.38	45.40	56.75	35.19
Grade 2 raceday official	29.26	46.82	58.53	36.29
Grade 3 raceday official	30.15	48.24	60.30	37.39
Grade 4 raceday official	30.96	49.54	61.93	38.39

<sup>1</sup> **Night cleaning duties** means cleaning duties between the hours of 11.00 pm and 7.00 am (see clause 11.7)

**A.2.2 Casual employees other than liquor employees—overtime<sup>1</sup>**

	<b><u>Monday to Saturday</u></b>		<b><u>Sunday</u></b>	
	<b><u>First 2 hours</u></b>	<b><u>After 2 hours</u></b>	<b><u>First 2 hours</u></b>	<b><u>After 2 hours</u></b>
	<b><u>% of minimum hourly rate</u></b>			
	<b><u>175%</u></b>	<b><u>225%</u></b>	<b><u>200%</u></b>	<b><u>225%</u></b>
	<b><u>\$</u></b>	<b><u>\$</u></b>	<b><u>\$</u></b>	<b><u>\$</u></b>
<b><u>Introductory level employee</u></b>	<b><u>34.11</u></b>	<b><u>43.85</u></b>	<b><u>38.98</u></b>	<b><u>43.85</u></b>

**Racing Clubs Events Award 2020**

	<b><u>Monday to Saturday</u></b>		<b><u>Sunday</u></b>	
	<b><u>First 2 hours</u></b>	<b><u>After 2 hours</u></b>	<b><u>First 2 hours</u></b>	<b><u>After 2 hours</u></b>
	<b><u>% of minimum hourly rate</u></b>			
	<b><u>175%</u></b>	<b><u>225%</u></b>	<b><u>200%</u></b>	<b><u>225%</u></b>
<u>Grade 1 racecourse attendant</u>	<u>35.11</u>	<u>45.14</u>	<u>40.12</u>	<u>45.14</u>
<u>Grade 2 racecourse attendant</u>	<u>36.44</u>	<u>46.85</u>	<u>41.64</u>	<u>46.85</u>
<u>Grade 3 racecourse attendant</u>	<u>37.70</u>	<u>48.47</u>	<u>43.08</u>	<u>48.47</u>
<u>Grade 4 racecourse attendant</u>	<u>39.73</u>	<u>51.08</u>	<u>45.40</u>	<u>51.08</u>
<u>Grade 1 raceday official</u>	<u>39.73</u>	<u>51.08</u>	<u>45.40</u>	<u>51.08</u>
<u>Grade 2 raceday official</u>	<u>40.97</u>	<u>52.67</u>	<u>46.82</u>	<u>52.67</u>
<u>Grade 3 raceday official</u>	<u>42.21</u>	<u>54.27</u>	<u>48.24</u>	<u>54.27</u>
<u>Grade 4 raceday official</u>	<u>43.35</u>	<u>55.73</u>	<u>49.54</u>	<u>55.73</u>

<sup>1</sup> Overtime payable for work in excess of 38 hours a week or in excess of 8 hours per day (see clause 21—Overtime)

**A.2.3 Casual liquor employees—ordinary and penalty rates**

	<b>Ordinary hours</b>	<b>Sunday</b>	<b>Public holiday</b>
	<b>Casual rates according to clause 12.4</b>		
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Bar attendants, cashiers, adults picking up glasses	28.14	38.09	47.63

**A.2.4 Method of adjustment**

Where a general review of minimum rates results in an adjustment of a flat weekly amount:

- (a) adult hourly rates in clause A.2 will be adjusted by dividing the dollar amount of the increase by 38 and adding the following loadings:
  - (i) Monday to Saturday—**50%**;
  - (ii) Sunday—**100%**;
  - (iii) public holiday—**150%**;
- (b) The rates for employees 18 years of age and under picking up glasses will be **80%** of the minimum hourly rates set out in clause 12.4 with a minimum payment of 4 hours.

Racing Clubs Events Award 2020

**Schedule B—Summary of Monetary Allowances**

Administrative change made by Modern Awards team to clause B.1.2.

**B.1 Wage-related allowances:**

**B.1.1 Weekly 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 rate for a Grade 4 racecourse attendant in clause 17.1 = **\$862.50**.

Allowance	Clause	% of standard rate	\$	Payable
Supervising of bar attendants and/or cashiers	12.6	2.4	20.70	per week
Employee in charge of tractor plant—per week	19.2(a)	3.0	25.88	per week
Employee in charge of tractor plant—per hour	19.2(a)	Weekly allowance / 38	0.68	per hour
First aid attendant allowance—per week	19.2(b)	2.0	17.25	per week
First aid attendant allowance—per hour	19.2(b)	Weekly allowance / 38	0.45	per hour
Loss of clothing reimbursement (maximum)	19.3(c)	95.0	819.38	per single claim

**B.1.2 Hourly wage-related allowances**

The hourly wage-related allowances in this award are based on the [standard rate](#) as defined in clause 2—Definitions as the minimum weekly rate for a Grade 4 racecourse attendant in clause 17.1 divided by 38 = **\$22.70**.

Allowance	Clause	% of standard rate	\$	Payable
Engagements finishing after 10.00 pm	<del>12.7</del> 12.8	20.0	4.54	per engagement

**B.1.3 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.

**B.2 Expense-related allowances**

**B.2.1** The following expense-related allowances will be payable to employees in accordance with clause 19—Allowances.

**Racing Clubs Events Award 2020**

<b>Allowance</b>	<b>Clause</b>	<b>\$</b>	<b>Payable</b>
Footwear for wet work—per meeting	19.3(a)	6.00	per meeting
Footwear for wet work—up to maximum per week	19.3(a)	12.00	per week
Meal allowance—one and a half hours or more overtime	19.3(e)	11.69	per occasion

**B.2.2 Adjustment of expense-related allowances**

- (a) At the time of any adjustment to the [standard rate](#), each expense-related allowance in clause B.2.1 must 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:

<b>Allowance</b>	<b>Applicable Consumer Price Index figure</b>
Meal allowance	Take-away and fast foods sub-group
Footwear allowance	Clothing and footwear group

## Schedule C—Supported Wage System

**C.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.

**C.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.

### **C.3 Eligibility criteria**

**C.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.

**C.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.

### **C.4 Supported wage rates**

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

## Racing Clubs Events Award 2020

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

**C.4.2** Provided that the minimum amount payable must be not less than **\$87** per week.

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

### **C.5 Assessment of capacity**

**C.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 SWS by an approved assessor, having consulted the employer and employee and, if the employee so desires, a union which the employee is eligible to join.

**C.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](#).

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

**C.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.

**C.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.

### **C.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 SWS.

## **C.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.

## **C.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.

## **C.10 Trial period**

**C.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 4 weeks) may be needed.

**C.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.

**C.10.3** The minimum amount payable to the employee during the trial period must be no less than **\$87** per week.

**C.10.4** Work trials should include induction or training as appropriate to the job being trialled.

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 C.5.

**Schedule D—Agreement for Time Off Instead of Payment for Overtime**

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\_\_\_

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

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 F—Agreement to Cash Out Annual Leave**

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 G—Part-day Public Holidays

- G.1** This schedule operates where this award otherwise contains provisions dealing with public holidays that supplement the [NES](#).
- G.2** Where a part-day public holiday is declared or prescribed between 6.00 pm and midnight, or 7.00 pm and midnight on Christmas Eve (24 December in each year) or New Year's Eve (31 December in each year) 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 on the declared or prescribed part-day public holiday 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 on the declared or prescribed part-day public holiday but as a result of being on annual leave does not work, they will be taken not to be on annual leave during the hours of the declared or prescribed part-day public holiday 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 on the declared or prescribed part-day public holiday, 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 G.2(f) applies, where an employee works any hours on the declared or prescribed part-day public holiday 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 on the declared or prescribed part-day public holiday.
  - (g) An employee not rostered to work on the declared or prescribed part-day public holiday, other than an employee who has exercised their right in accordance with clause G.2(a), 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.
- G.3** An employer and employee may agree to substitute another part-day for a part-day that would otherwise be a part-day public holiday under the [NES](#).
- G.4** This schedule is not intended to detract from or supplement the [NES](#).

**Schedule X—Additional Measures During the COVID-19 Pandemic**

Schedule inserted in accordance with [PR718141](#).

**X.1** Subject to clauses X.2.1(d) and X.2.2(c), Schedule X operates from 8 April 2020 until 30 June 2020. The period of operation can be extended on application.

**X.2** During the operation of Schedule X, the following provisions apply:

**X.2.1 Unpaid pandemic leave**

**(a)** Subject to clauses X.2.1(b), (c) and (d), any employee is entitled to take up to 2 weeks' unpaid leave if the employee is required by government or medical authorities or on the advice of a medical practitioner to self-isolate and is consequently prevented from working, or is otherwise prevented from working by measures taken by government or medical authorities in response to the COVID-19 pandemic.

**(b)** The employee must give their employer notice of the taking of leave under clause X.2.1(a) and of the reason the employee requires the leave, as soon as practicable (which may be a time after the leave has started).

**(c)** An employee who has given their employer notice of taking leave under clause X.2.1(a) must, if required by the employer, give the employer evidence that would satisfy a reasonable person that the leave is taken for a reason given in clause X.2.1(a).

**(d)** A period of leave under clause X.2.1(a) must start before 30 June 2020, but may end after that date.

**(e)** Leave taken under clause X.2.1(a) does not affect any other paid or unpaid leave entitlement of the employee and counts as service for the purposes of entitlements under this award and the NES.

NOTE: The employer and employee may agree that the employee may take more than 2 weeks' unpaid pandemic leave.

**X.2.2 Annual leave at half pay**

**(a)** Instead of an employee taking paid annual leave on full pay, the employee and their employer may agree to the employee taking twice as much leave on half pay.

**(b)** Any agreement to take twice as much annual leave at half pay must be recorded in writing and retained as an employee record.

**(c)** A period of leave under clause X.2.2(a) must start before 30 June 2020, but may end after that date.

EXAMPLE: Instead of an employee taking one week's annual leave on full pay, the employee and their employer may agree to the employee taking 2 weeks' annual leave on half pay. In this example:

### Racing Clubs Events Award 2020

- the employee's pay for the 2 weeks' leave is the same as the pay the employee would have been entitled to for one week's leave on full pay (where one week's full pay includes leave loading under the Annual Leave clause of this award); and
- one week of leave is deducted from the employee's annual leave accrual.

NOTE 1: A employee covered by this award who is entitled to the benefit of clause X.2.1 or X.2.2 has a workplace right under section 341(1)(a) of the Act.

NOTE 2: Under section 340(1) of the Act, an employer must not take adverse action against an employee because the employee has a workplace right, has or has not exercised a workplace right, or proposes or does not propose to exercise a workplace right, or to prevent the employee exercising a workplace right. Under section 342(1) of the Act, an employer takes adverse action against an employee if the employer dismisses the employee, injures the employee in his or her employment, alters the position of the employee to the employee's prejudice, or discriminates between the employee and other employees of the employer.

NOTE 3: Under section 343(1) of the Act, a person must not organise or take, or threaten to organise or take, action against another person with intent to coerce the person to exercise or not exercise, or propose to exercise or not exercise, a workplace right, or to exercise or propose to exercise a workplace right in a particular way.