

AP818988CRN - Aboriginal Organisations Health and Related Services (Northern Territory) Award 2002

This AIR consolidated award incorporates all amendments up to and including 23 September 2008 (variation [PR983357](#)).

Clauses affected by the most recent amendment(s) are:

23. Allowances

About this Award:

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AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

Workplace Relations Act 1996

Review of award pursuant to Item 51 of Part 2 of Schedule 5 of the
Workplace Relations and Other Legislation Amendment Act 1996
(C No. 00031 of 1998)

**ABORIGINAL ORGANISATIONS HEALTH AND RELATED SERVICES
(NORTHERN TERRITORY) AWARD 1994**

(ODN C No. 07692 of 1985)
[Print L8292 [AW766137CRN]]

Various employees

Northern Territory

COMMISSIONER EAMES

MELBOURNE, 16 OCTOBER 2002

Award simplification.

ORDER

A. Further to the decision issued by the Commission on 16 October 2002, [Print [PR923620](#)] the above award is varied as follows:

By deleting all clauses, schedules and appendices and inserting the following:

PART 1 - APPLICATION AND OPERATION OF AWARD

1. TITLE

This award shall be known as the Aboriginal Organisations Health and Related Services (Northern Territory) Award 2002.

2. ARRANGEMENT

[2 amended by [PR949721](#) [PR968713](#)]

Part 1 - Application and operation of award

1. Title
2. Arrangement [[PR968713](#)]
3. Anti-discrimination
4. Incidence
5. Duration of award
6. Parties and persons bound [[PR959619](#)]
7. Definitions [[PR959619](#)]
8. Supersession

Part 2 - Communication, consultation and dispute resolution

9. Industry meetings
10. Disputes procedure [[PR949721](#)]

Part 3 - Employer and employees' duties, employment relationship and related arrangements

11. Contract of employment
12. Regular part-time employees
13. Casual employment [[PR968713](#)]
14. Junior employees
15. Traineeships (Australian traineeship system - ATS)
16. Jobskills [[PR959619](#)]
17. Redundancy [[PR949721](#)]
18. Notice of termination [[PR949721](#)]

Part 4 - Wages and related matters

19. Classification structure and salary scale [[PR926400](#)]
20. Salary rates [[PR959619](#)]
21. Mixed functions
22. Payment of wages
23. Allowances [[PR983357](#)]
24. Superannuation

Part 5 - Hours of work, breaks, overtime, shift work, weekend work

25. Ordinary hours of work
26. Meal breaks
27. Tea breaks
28. Crib break
29. Rest period before recommencing work
30. Payment for Sunday duty

- 31. Overtime
- 32. Call back
- 33. Time off in lieu of unrostered overtime
- 34. Shift work

Part 6 - Leave of absence and public holidays

- 35. Annual leave [PR968713]
- 36. Annual leave loading
- 37. Personal leave [PR968713]
- 37A. Bereavement leave [PR968713]
- 38. Study leave
- 39. Parental leave [PR968713]
- 40. Public holidays
- 41. Jury service leave

Part 7 - Travelling and working away from usual place of work

- 42. Excess travelling time
- 43. Travelling time

Part 8 - Training

- 44. Training

Part 9 - Time records and posting of award

- 45. Time records
- 46. Posting of award

Appendix A - Parties bound

Appendix B - Declaration re common rule [PR901398]

3. ANTI-DISCRIMINATION

- 3.1** It is the intention of the respondents to this award to achieve the principal object in s.3(j) of the *Workplace Relations Act 1996* through respecting and valuing the diversity of the work force by helping to prevent and eliminate discrimination on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin.
- 3.2** Accordingly, in fulfilling their obligations under the dispute avoidance and settling clause, the respondents must make every endeavour to ensure that neither the award provisions nor their operation are directly or indirectly discriminatory in their effects.
- 3.3** Nothing in this clause is taken to affect:
- 3.3.1** any different treatment (or treatment having different effects) which is specifically exempted under the Commonwealth anti-discrimination legislation;
 - 3.3.2** junior rates of pay;
 - 3.3.3** an employee, employer or registered organisation, pursuing matters of discrimination in any State or federal jurisdiction, including by application to the Human Rights and Equal Opportunity Commission;
 - 3.3.4** the exemptions in s.170CK(3) and (4) of the Act.

4. INCIDENCE

This award shall govern the wages and conditions of employment of all employees of all employers named in this award as being parties bound to observe the award, or obliged by another order of the Commission to apply the wages and conditions prescribed by this award.

5. DURATION OF AWARD

This award shall come into force as from the beginning of the first pay period to commence on or after 16 October 2002 and shall continue in force for a period of twelve months.

6. PARTIES AND PERSONS BOUND

[6 substituted by [PR959619](#) ppc 01Jul05]

This award shall be binding upon the employers listed in Appendix A - Parties bound, the Liquor, Hospitality and Miscellaneous Union, its officers and members, and in relation to Danila Dilba Biluru Butji Binnilutlum Medical Service Aboriginal Corporation and Wurli Wurlinjang Health Service Aboriginal Corporation Inc. upon the Australian Salaried Medical Officers Federation and its officers and members.

7. DEFINITIONS

The following definitions and qualifications shall apply:

- 7.1 Aboriginal person** shall be taken to include Torres Strait Islanders.
- 7.2 Aboriginal health worker grade 1** shall mean an Aboriginal health worker whose duties/responsibilities are not covered by any of the definitions in this subclause, who is currently a registered Aboriginal health worker.
- 7.3 Aboriginal health worker grade 2** shall mean an Aboriginal health worker who is in charge of a small community health centre, or second in charge of a large community health centre, or one teaching theory and/or practices of Aboriginal health work but whose duties are not included by the definition of grade 3, or one functioning as the senior community practitioner, or one who supervises other Aboriginal health workers but whose duties are not covered by the definition for grade 3, and one in possession of a post registration certificate.
- 7.4 Aboriginal health worker grade 3** shall mean an Aboriginal health worker who is in charge of a large community health centre, or who supervises Aboriginal health workers and others who teach basic, post-basic and in-service courses or give on-the-job training, or whose functions include regional consultant and who may be the senior Aboriginal health worker in a region, but whose duties are not covered by the definition for grade 4.
- 7.5 Aboriginal health worker grade 4** shall mean an Aboriginal health worker managing services in a region, or with significant responsibilities within an educational institution, or who operates as a specialist community practitioner in more than one region, or how has specialist clinical responsibilities.
- 7.6 Aboriginal health worker grade 5** shall mean an Aboriginal health worker responsible for the management of Aboriginal health worker services, or responsible for managing an educational institution or unit, for an employer.
- 7.7 Accountant** shall mean a duly qualified member of the Australian Society of Accountants or of the Institute of Chartered Accountants in Australia.
- 7.8 Child care aide** shall mean an employee who has successfully completed an approved course in child care at technical college or other approved educational institution, or some other course in child care which is recognised by the Industries Training Commission as providing an equivalent level of training, or an employee who possesses, in the opinion of the employer, equivalent qualifications and/or knowledge.
- 7.9 Child care assistant** shall mean an employee who performs general kindergarten or child care duties in any establishment where a child care aide is not employed or an unqualified employee who is responsible for carrying out a teaching programme or an employee in charge of a group of children or an employee who is required to have a nursing certificate or its equivalent as a condition of employment.

7.10 Child care helper grade 1 shall mean an employee who performs general kindergarten or child care duties under the supervision of a Child care aide, assistant or Child care helper grade II.

7.11 Child care helper grade 2 shall mean an employee who performs general kindergarten or child care duties and who assists a Child care aide or assistant in the performance of the aides (assistant's duties).

7.12 Commission shall mean the Australian Industrial Relations Commission.

7.13 Dental therapist - qualified means a person who meets the requirements of the Australian Public Service for a Dental therapist or equivalent qualifications.

7.14 Dentist shall mean a duly qualified dental practitioner registered with the Northern Territory Dental Board.

7.15 Employer shall, for the purpose of this award, mean an employer listed in Appendix A - Parties bound, or an employer bound by a roping-in order of the Commission to this award, or an employer bound by a declaration of common rule to abide by the terms of this award.

7.16 Professional staff shall for the purpose of this award include:

- Accountant;
- Dentist (all grades);
- Dental therapist;
- Health worker;
- Medical officer (all grades);
- Registered nurse;
- Senior registered nurse/Nurse educator;
- Research officer;
- Senior research officer;
- Social worker.

7.17 Trainee Aboriginal health worker shall mean an employee being trained in Aboriginal health work who is not a registered Aboriginal health worker.

[7.18 substituted by [PR959619](#) ppc 01Jul05]

7.18 Union shall, for the purpose of this award, mean the Liquor, Hospitality and Miscellaneous Union.

7.19 Weekly rate of pay shall mean, in relation to the ordinary hours of an employee, the Annual Salary payable according to their classification and incremental status, multiplied by 0.0191693 and the ordinary time hourly rate of pay shall mean, in relation to weekly or monthly employees, 1/38th of that amount.

8. SUPERSESSION

This award shall supersede Aboriginal Organisations Health and Related Services (Northern Territory) Award 1994 [Print L8292 [AW766137CRN]], but no rights, obligations or liabilities incurred or accrued under those awards shall be reduced or limited by such supersession. This shall not operate so as to preserve any condition of employment provided to any employee or to which any employee was entitled prior to the commencement of this award that exceeds the conditions prescribed by this award, and no employee shall have any condition of employment preserved on account of the making of this award.

PART 2 - COMMUNICATION, CONSULTATION AND DISPUTE RESOLUTION

9. INDUSTRY MEETINGS

9.1 Meetings of employees

Where the union calls a meeting of all employees of the employer to discuss a change of significance to this award and such meeting is to be during ordinary working hours, then employees attending the meeting shall do so without loss of ordinary pay subject to the following:

- 9.1.1** The time and date of the meeting shall be discussed between the union and the employer.
- 9.1.2** The meeting shall be held between Monday and Thursday inclusive.
- 9.1.3** Where such a meeting is held in the forenoon, employees shall resume normal work immediately after the meeting and not later than normal resumption time after the midday meal period.
- 9.1.4** An employer shall not be liable to pay an employee for more than two such meetings in any one year, nor for more than three hours ordinary time in respect of each meeting.
- 9.1.5** An employee shall establish to the satisfaction of the employer that he or she attended the meeting. For the purposes of this subclause an attendance sheet or record with the employee's name clearly printed and signed by the employee and stamped and dated by the union will be satisfactory compliance.

10. DISPUTES PROCEDURE

10.1 General grievances

Grievances or disputes shall be dealt with in accordance with the following:
(Reference to union or union delegate shall also mean “employee representative”)

- 10.1.1** In the event of a grievance or dispute arising at work an employee shall raise it with the foreman or supervisor;
- 10.1.2** any matter which has been fully discussed between an employee or employees and the foreman or supervisor and is still in dispute shall be referred to the union delegate concerned;
- 10.1.3** notwithstanding 10.1.1, an employee may refer the matter directly to the union delegate;
- 10.1.4** the union delegate shall then discuss the matter with the foreman or supervisor concerned;
- 10.1.5** if the matter remains unresolved, the union delegate shall discuss it with the appropriate superintendent;
- 10.1.6** if unresolved at this level the union delegate shall consult with the industrial officer;
- 10.1.7** if the matter remains unresolved the union delegate shall inform the organiser of the union, or other appropriate official of the union concerned, of the nature of the issue in dispute and discussions shall then be held between the industrial officer and the union official and/or delegate(s);
- 10.1.8** if agreement has not been reached the matter may then be referred to the Australian Industrial Relations Commission for resolution;
- 10.1.9** while the above procedure is being followed work shall continue normally without interruption and all the parties will use their best endeavours to ensure that continuation;
- 10.1.10** no party shall be prejudiced as to final settlement by a continuance of work in accordance with 10.1.9.

10.2 Safety matters

Nothing in this clause shall oblige an employee to perform work the subject of a genuine safety issue.

10.3 Redundancy disputes procedure

[10.3 inserted by [PR949721](#) ppc 05Aug04]

- 10.3.1** Paragraphs 2 and 3 of this sub-clause impose additional obligations on an employer where an employer contemplates termination of employment due to redundancy and a dispute arises ('a redundancy dispute'). These additional obligations do not apply to employers who employ fewer than 15 employees.
- 10.3.2** Where a redundancy dispute arises, and if it has not already done so, an employer must provide affected employees and the relevant union or unions (if requested by an affected employee) in good time, with relevant information including:
- 10.3.2(a)** the reasons for any proposed redundancy;
 - 10.3.2(b)** the number and categories of workers likely to be affected; and
 - 10.3.2(c)** the period over which any proposed redundancies are intended to be carried out.
- 10.3.3** Where a redundancy dispute arises and discussions occur in accordance with this clause the employer will, as early as possible, consult on measures taken to avert or to minimise any proposed redundancies and measures to mitigate the adverse effects of any proposed redundancies on the employees concerned.

PART 3 - EMPLOYER AND EMPLOYEES' DUTIES, EMPLOYMENT RELATIONSHIP AND RELATED ARRANGEMENTS

11. CONTRACT OF EMPLOYMENT

11.1 All employees (other than casual employees) shall be engaged by the month or the week. Any employee not specifically engaged as a casual employee as provided in clause 13 - Casual employment, shall be deemed to be a monthly employee or a weekly employee, as the case may be.

11.2 Non-attendance

An employee not attending for duty shall lose pay for the time of non-attendance unless payment for such non-attendance is permitted in the provisions of this award.

11.3 Boarding

It shall not be a condition of employment that an employee shall board or lodge on the employer's premises, other than for employees employed as Janitors and/or Caretakers.

11.4 Direction to perform work

An employer may direct an employee to perform a range of duties which are incidental or peripheral to their main task or function provided that such duties are:

11.4.1 Within the limits of the employee's skill, competence and training.

11.4.2 Consistent with the classification structure of the award.

11.4.3 Not designed to promote de-skilling.

11.5 Weekly and monthly employees

An employee who is engaged upon work that falls within the definitions of Level one or two shall be engaged by the week, and other employees shall be engaged by the month.

12. REGULAR PART-TIME EMPLOYEES

- 12.1** The employer may employ regular part-time employees in any classification in this award.
- 12.2** A regular part-time employee is an employee who:
- 12.2.1** works less than full-time hours of 38 per week; and
 - 12.2.2** has reasonably predictable hours of work; and
 - 12.2.3** receives, on a pro rata basis, equivalent pay and conditions to those of full-time employees who do the same kind of work.
- 12.3** At the time of engagement the employer and the regular part-time employee will agree in writing, on a regular pattern of work, specifying at least the hours worked each day, which days of the week the employee will work and the actual starting and finishing times each day.
- 12.4** Any agreed variation to the regular pattern of work must be recorded in writing.
- 12.5** An employer is required to roster a regular part-time employee for a minimum of four consecutive hours on any shift.
- 12.6** An employee who does not meet the definition of a regular part-time employee and who is not a full-time employee will be paid as a casual employee in accordance with clause 13.
- 12.7** All time worked in excess of the hours as mutually arranged will be overtime and paid for at the rates prescribed in clause 31 - Overtime, of this award.

13. CASUAL EMPLOYMENT

13.1 A casual employee is one engaged and paid as such. A casual employee shall mean and be deemed to be an employee engaged to work for a lesser period than a working week of 38 hours on the class of employment for which the casual is employed.

13.2 A casual employee shall be paid an hourly rate of 1/38th of the weekly rate prescribed by this award for the work which he or she performs, plus 20%.

13.3 At each period of employment a casual employee shall be afforded a minimum payment for three hours work.

13.4 Caring responsibilities

[13.4 inserted by [PR968713](#) ppc 09Feb06]

13.4.1 Subject to the evidentiary and notice requirements in 37.7 and 37.8 casual employees are entitled to not be available to attend work, or to leave work:

- if they need to care for members of their immediate family or household who are sick and require care and support, or who require care due to an unexpected emergency, or the birth of a child; or
- upon the death in Australia of an immediate family or household member.

13.4.2 The employer and the employee shall agree on the period for which the employee will be entitled to not be available to attend work. In the absence of agreement, the employee is entitled to not be available to attend work for up to 48 hours (i.e. two days) per occasion. The casual employee is not entitled to any payment for the period of non-attendance.

13.4.3 An employer must not fail to re-engage a casual employee because the employee accessed the entitlements provided for in this clause. The rights of an employer to engage or not to engage a casual employee are otherwise not affected.

14. JUNIOR EMPLOYEES

14.1 Junior employees under the age of eighteen years of age shall be properly supervised at all times.

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

Age	Per cent
At 16 years of age	60
At 17 years of age	75
At 18 years of age	100

15. TRAINEESHIPS (AUSTRALIAN TRAINEESHIP SYSTEM - ATS)

15.1 Existing full-time employees shall not be displaced from employment by trainees.

15.2 Training conditions

15.2.1 A Trainee (ATS) shall attend an approved off-the-job training course or program prescribed in the relevant Training Agreement. The off-the-job training course shall include a half-day session where trainees are addressed by union and employer representatives.

15.2.2 Trainees (ATS) may be engaged by employers registered with the Industry Training Advisory Body. The employer shall ensure that the Trainee (ATS) is permitted to attend the prescribed off-the-job training approved by the Industry Training Advisory Body.

15.2.3 The employer shall provide a level of supervision in accordance with the approved Training Plan during the training period.

15.2.4 The employer agrees that the overall training program will be monitored by officers of the Industry Training Advisory Body, and that training records or work books may be utilised as part of this monitoring process.

15.3 Employment conditions

15.3.1 The Trainee (ATS) shall be engaged for a period of twelve months as a full-time employee provided that the Trainee (ATS) shall be subject to a satisfactory probation period of up to one month.

15.3.2 The Trainee (ATS) is permitted to be absent from work without loss of continuity of employment to attend the off-the-job training accordance with the Training Agreement.

15.3.3 Trainees shall be regarded as full-time employees and shall be given a regular starting and finishing time which shall be notified to the relevant unions.

15.3.4 Where the employment of Trainee (ATS) by an employer is continued after the completion of the traineeship period, such traineeship period shall be counted as service for the purposes of the award and long service leave entitlements.

15.3.5 Overtime and shift work shall not be worked by Trainees (ATS) except to enable the requirements of the training plan to be effected. When overtime and shift work are worked the relevant penalties and allowances of the award based on the trainee wage will apply. No Trainee (ATS) shall work overtime or shift work on their own.

Provided that where agreement has been reached to work overtime, then the trainee shall be provided with free transport to and from work when the trainee's normal means of transport is not available.

- 15.3.6** Trainees (ATS) shall be exempt from action with respect to industrial disputes which may interfere with their off-the-job training.
- 15.3.7** Where possible Trainees (ATS) shall be additional to normal staff numbers, provided that no full-time employee shall be displaced by a trainee.
- 15.3.8** The provisions of *NT Work Health Act* and any other legislation which affects upon the employment of employees shall apply to trainees (ATS).
- 15.3.9** The employer, Industry Training Advisory Body, the Union and representatives of the Education College shall be involved in the creation and implementation of traineeship at each establishment involved in the traineeship scheme.
- 15.3.10** An employer who fails to observe this training clause may not be eligible to employ further trainees.
- 15.3.11** This clause represents compromise on the part of all parties and will not be used as a precedent in proceedings before industrial tribunals.
- 15.3.12** All other terms and conditions of this award shall apply unless specifically varied by this clause.

15.4 Wages

- 15.4.1** The weekly wages payable to Trainees (ATS) shall be determined by multiplying the appropriate junior rate as specified by this award by 39 (which represents the actual annual time spent on-the-job) and dividing that sum by 52.
- 15.4.2** The rate determined by this calculation shall in no case be less than the minimum rate prescribed by the Australian Traineeship System Guidelines.

16. JOBSKILLS

16.1 Definition

A **Jobskills trainee** is an employee who is employed under the conditions applying in the Commonwealth Government Jobskills program guidelines as recorded in this clause.

16.2 Application

This award applies to employees engaged under the Jobskills program and, in so far as the terms of this clause vary from the terms of other clauses otherwise applying to the employer, the terms of this clause shall prevail. In all other respects the terms of applicable clauses shall continue to operate.

16.3 Parties bound

[16.3 substituted by [PR959619](#) ppc 01Jul05]

This clause shall be binding on, and only available to, employers who have reached agreement with the Liquor, Hospitality and Miscellaneous Union and reduced that agreement to writing, as to the arrangements to apply to a jobskills project.

16.4 Jobskills trainee

16.4.1 Training conditions

- 16.4.1(a)** A Jobskills trainee shall attend approved on and off-the-job training prescribed in the relevant training agreement, or as notified to the Jobskills trainee by the employer or agent.
- 16.4.1(b)** Jobskills trainees will receive over a period of up to 26 weeks a mix of supervised work experience, structured training on-the-job and off-the-job and the opportunity to develop and practice new skills in a work environment.
- 16.4.1(c)** Jobskills trainees may only be engaged by employers to undertake activities under the Jobskills program guidelines. The employer shall ensure that the Jobskills trainee is permitted to attend the prescribed off-the-job training and is provided with appropriate on-the-job training.
- 16.4.1(d)** The employer shall provide an appropriate level of supervision in accordance with the approved training plan.

16.4.2 Employment conditions

- 16.4.2(a)** Jobskills trainees shall be engaged in addition to existing staff levels. Positions normally held by permanent employees shall not be filled by Jobskills trainees.
- 16.4.2(b)** Jobskills trainees shall be engaged for a period of up to 26 weeks as full-time employees.
- 16.4.2(c)** Jobskills trainees are permitted to be absent from work without loss of continuity of employment to attend the off-the-job training in accordance with the training plan. However, except for absences provided for under the primary award(s) failure to attend for work or training without an acceptable cause will result in loss of pay for the period of absence.
- 16.4.2(d)** Overtime and shift work shall not be worked by Jobskills trainees except to enable the requirements of the training plan to be effected. When overtime and shift work are worked the relevant penalties and allowances of the applicable award, based on the trainee wage, will apply. No Jobskills trainee shall work overtime or shift work on their own.
- 16.4.2(e)** The Union shall be afforded reasonable access to Jobskills trainees for the purposes of explaining the role and functions of the Union and enrolment of the trainee as a member.

16.4.3 Wages

The weekly wages payable to Jobskills trainees shall be \$300.00. Subject to the provisions of this clause, it is the rate for all purposes of this award and takes account of the range and extent of training provided.

16.5 No precedent

This clause represents a compromise on the part of all parties and will not be used as a precedent in proceedings before industrial tribunals.

16.6 Reservation

The parties to this award reserve the right to seek its variation or revocation if circumstances develop in the operation of the Jobskills program which adversely affect their interests or the interests of their members to the extent that variation or revocation is warranted. The operation of this clause is subject to review after twelve months after the commencement date of this award.

17. REDUNDANCY

[17 substituted by [PR949721](#) ppc 05Aug04]

17.1 Definitions

- 17.1.1 Business** includes trade, process, business or occupation and includes part of any such business.
- 17.1.2 Redundancy** occurs where an employer decides that the employer no longer wishes the job the employee has been doing to be done by anyone and this is not due to the ordinary and customary turnover of labour.
- 17.1.3 Small employer** means an employer who employs fewer than 15 employees.
- 17.1.4 Transmission** includes transfer, conveyance, assignment or succession whether by agreement or by operation of law and **transmitted** has a corresponding meaning.
- 17.1.5 Week's pay** means the ordinary time rate of pay for the employee concerned. Provided that such rate shall exclude:
- overtime;
 - penalty rates;
 - disability allowances;
 - shift allowances;
 - special rates;
 - fares and travelling time allowances;
 - bonuses; and
 - any other ancillary payments of a like nature.

17.2 Transfer to lower paid duties

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

17.3 Severance pay

17.3.1 Severance pay – other than employees of a small employer

An employee, other than an employee of a small employer as defined in 17.1, whose employment is terminated by reason of redundancy is entitled to the following amount of severance pay in respect of a period of continuous service:

Period of continuous service	Severance pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks' pay*
2 years and less than 3 years	6 weeks' pay
3 years and less than 4 years	7 weeks' pay
4 years and less than 5 years	8 weeks' pay
5 years and less than 6 years	10 weeks' pay
6 years and less than 7 years	11 weeks' pay
7 years and less than 8 years	13 weeks' pay
8 years and less than 9 years	14 weeks' pay
9 years and less than 10 years	16 weeks' pay
10 years and over	12 weeks' pay

* **Week's pay** is defined in 17.1.

17.3.2 Severance pay – employees of a small employer

An employee of a small employer as defined in 17.1 whose employment is terminated by reason of redundancy is entitled to the following amount of severance pay in respect of a period of continuous service:

Period of continuous service	Severance pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks' pay*
2 years and less than 3 years	6 weeks' pay
3 years and less than 4 years	7 weeks' pay
4 years and over	8 weeks' pay

* **Week's pay** is defined in 17.1.

17.3.3 Provided that the severance payments shall not exceed the amount which the employee would have earned if employment with the employer had proceeded to the employee's normal retirement date.

17.3.4 Continuity of service shall be calculated in the manner prescribed by clause 35.4. However, service prior to 5 August 2004 shall not be taken into account in calculating an entitlement to severance pay for an employee of a small employer pursuant to 17.3.2.

17.3.5 Application may be made for variation of the severance pay provided for in this clause in a particular redundancy situation in accordance with the *Redundancy Case Decision* [[PR032004](#), 26 March 2004] and the *Redundancy Case Supplementary Decision* [[PR062004](#), 8 June 2004].

17.4 Employee leaving during notice period

An employee given notice of termination in circumstances of redundancy may terminate his/her employment during the period of notice set out in clause 18 - Notice of Termination. In this circumstance the employee will be entitled to receive the benefits and payments they would have received under this clause had they remained with the employer until the expiry of the notice, but will not be entitled to payment in lieu of notice.

17.5 Alternative employment

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

17.5.2 This provision does not apply in circumstances involving transmission of business as set in 17.7.

17.6 Job search entitlement

17.6.1 During the period of notice of termination given by the employer in accordance with clause 18.1, an employee shall be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.

17.6.2 If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the employee shall, at the request of the employer, be required to produce proof of attendance at an interview or he or she shall not receive payment for the time absent. For this purpose a statutory declaration will be sufficient.

17.6.3 The job search entitlements under this subclause apply in lieu of the provisions of 18.3.

17.7 Transmission of business

17.7.1 The provisions of this clause are not applicable where a business is before or after the date of this award, transmitted from an employer (in this subclause called the **transmittor**) to another employer (in this subclause called the **transmittee**), in any of the following circumstances:

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

17.7.1(b) Where the employee rejects an offer of employment with the transmittee:

- in which the terms and conditions are substantially similar and no less favourable, considered on an overall basis, than the terms and conditions applicable to the employee at the time of ceasing employment with the transmitter; and
- which recognises the period of continuous service which the employee had with the transmitter and any prior transmitter to be continuous service of the employee with the transmittee.

17.7.2 The Commission may vary 17.7.1(b) if it is satisfied that this provision would operate unfairly in a particular case.

17.8 Employees exempted

This clause does not apply to:

- employees terminated as a consequence of serious misconduct that justifies dismissal without notice;
- probationary employees;
- apprentices;
- trainees;
- employees engaged for a specific period of time or for a specified task or tasks; or
- casual employees.

17.9 Incapacity to pay

The Commission may vary the severance pay prescription on the basis of an employer's incapacity to pay. An application for variation may be made by an employer or a group of employers.

18. NOTICE OF TERMINATION

[18 Termination of employment title changed and substituted by [PR949721](#) ppc 05Aug04]

18.1 Notice of termination by employer

18.1.1 In order to terminate the employment of an employee the employer must give to the employee the period of notice specified in the table below:

Period of continuous service	Period of notice
1 year or less	1 week
Over 1 year and up to the completion of 3 years	2 weeks
Over 3 years and up to the completion of 5 years	3 weeks
Over 5 years of completed service	4 weeks

18.1.2 In addition to the notice in 18.1.1, employees over 45 years of age at the time of the giving of the notice with not less than two years continuous service, are entitled to an additional week's notice.

18.1.3 Payment in lieu of the prescribed notice in 18.1.1 and 18.1.2 must be made if the appropriate notice period is not required to be worked. Provided that employment may be terminated by the employee working part of the required period of notice and by the employer making payment for the remainder of the period of notice.

18.1.4 The required amount of payment in lieu of notice must equal or exceed the total of all amounts that, if the employee's employment had continued until the end of the required period of notice, the employer would have become liable to pay to the employee because of the employment continuing during that period. That total must be calculated on the basis of:

18.1.4(a) the employee's ordinary hours of work (even if not standard hours); and

18.1.4(b) the amounts ordinarily payable to the employee in respect of those hours, including (for example) allowances, loading and penalties; and

18.1.4(c) any other amounts payable under the employee's contract of employment.

18.1.5 The period of notice in this clause does not apply:

18.1.5(a) in the case of dismissal for serious misconduct;

18.1.5(b) to apprentices;

18.1.5(c) to employees engaged for a specific period of time or for a specific task or tasks;

18.1.5(d) to trainees whose employment under a traineeship agreement or an approved traineeship is for a specified period or is, for any other reason, limited to the duration of the agreement; or

18.1.5(e) to casual employees.

18.1.6 **Continuous service** is defined in subclause 35.4.

18.2 Notice of termination by an employee

18.2.1 The notice of termination required to be given by an employee is the same as that required of an employer, save and except that there is no requirement on the employee to give additional notice based on the age of the employee concerned.

18.2.2 If an employee fails to give the notice specified in 18.1.1 the employer has the right to withhold monies due to the employee to a maximum amount equal to the amount the employee would have received under 18.1.4.

18.3 Job search entitlement

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

18.4 Transmission of business

Where a business is transmitted from one employer to another, as set out in clause 17 - Redundancy, the period of continuous service that the employee had with the transmittor or any prior transmittor is deemed to be service with the transmittee and taken into account when calculating notice of termination. However, an employee shall not be entitled to notice of termination or payment in lieu of notice for any period of continuous service in respect of which notice has already been given or paid for.

PART 4 - WAGES AND RELATED MATTERS

19. CLASSIFICATION STRUCTURE AND SALARY SCALE

[19.1 deleted by [PR926400](#) ppc 16Oct02]

[19.2 renumbered as 19.1 by [PR926400](#) ppc 16Oct02]

19.1 Work level descriptions

19.1.1 Level one

19.1.1(a) General description

Positions at this level work under close direction or in a team environment.

19.1.1(b) Role and function

Work at this skill level usually involves routine manual tasks and/or the operation of basic equipment requiring little or no previous training or experience.

19.1.1(c) Direction given at this level

The work is done under close direction.

19.1.1(d) Accountability/extent of authority

A worker at this level is expected to use minimal judgement in deciding how tasks are to be done.

19.1.1(e) Main responsibilities

Tasks should be mixed to provide a variety of work experience. Duties at this level include:

- routine labouring tasks including gardening labouring;
- routine cleaning or kitchen hand tasks;
- operate basic machinery/equipment e.g. use vehicle and trailer to transport items;
- clean vehicles;
- sell goods;
- implement child care programme;
- undertake relevant training needed to progress to the next level.

19.1.1(f) Task descriptions

19.1.1(f)(i) Tasks given below are only examples of the types of tasks done at this level. These examples should not be used for selecting the classification level.

19.1.1(f)(ii) Typical tasks at this level include:

- move bulk material such as earth, sand, rubble and waste material;
- sort, clean and store tools and equipment;
- lift and hold heavy objects (in accordance with Occupational Health and Safety guidelines) for other workers to secure;
- move materials, tools and equipment by the quickest and safest method on a work site;
- cleaning duties e.g. perform light and heavy cleaning tasks, which includes cleaning, sweeping, vacuuming and polishing floors, cleaning windows and walls;
- assist in basic food preparation, serving and delivery of meals, preparing and serving of morning and afternoon teas;
- ordering and receiving stock;
- operate tills;
- keep records of food vouchers;
- sterilise and clean equipment/utensils used in the work area;
- collect and dispose of refuse (wet, dry, contaminated and classified);
- issue, collect, and deliver food, stores, equipment and utensils;
- assist in the maintenance of stock and equipment;
- move patients and/or provide a messenger service, which may include operating a two-way communication system;
- assist others to implement child care programmes;

- fire control duties;
- routine gardening, e.g. digging, weeding, planting seedlings, sowing/mowing lawns;
- operate a wide range of basic tools, equipment and/or machinery on which training has been provided;
- tasks associated with a linen service e.g. sorting soiled linen, loading, unloading and cleaning washing machines, folding and putting away clean linen, collecting and distributing linen;
- assist tradespersons by performing routine, basic manual tasks;
- routine packing duties, e.g. assemble, pack and tape cartons, label;
- undertake labouring tasks involving receiving, moving and packing stores;
- routine maintenance on equipment operated;
- operate air driven equipment to refit tyres and tubes for vehicles and plant;
- use manually powered mechanical aids e.g. trolleys, jacks;
- read instruments or gauges which do not require adjustment or calculation to operate;
- operate a two-way radio;
- clean vehicles and operate petrol pumps;
- maintain simple records;
- maintain work area in a clean and safe condition;
- general labouring duties.

19.1.1(g) Knowledge and skills

- 19.1.1(g)(i)** Staff at this level will have an aptitude for physical work and the capacity to develop a basic knowledge of the work of the department and the operational procedures of the work area.

19.1.1(g)(ii) Aboriginal knowledge and cultural skills

The following characteristics are desirable for staff at this level:

- 19.1.1(g)(ii)(1)** An understanding, awareness and/or sensitivity to Aboriginal culture and law e.g. ability to speak, understand or knowledge of one or more relevant Australian Aboriginal languages; kinship and skin relationships; to avoidance relationships, family structures and sorry business; local cultural values; and the ability to conduct oneself in a culturally appropriate manner.
- 19.1.1(g)(ii)(2)** Ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele e.g. knowledge of the relevant Australian Aboriginal community, the ability to communicate with Aboriginal people; to be credible and acceptable to clients and co-workers; a knowledge of who to approach and how; an ability to gain trust and confidence of clients and co-workers; a knowledge of cultural conventions and appropriate behaviour.
- 19.1.1(g)(ii)(3)** An awareness of the history and role of Aboriginal organisations in the region e.g. an understanding of the organisations and their goals; knowledge of the environment in which the organisations operate.
- 19.1.1(g)(ii)(4)** The ability to function effectively at work in an Aboriginal organisation.
- 19.1.1(g)(ii)(5)** Understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginalisation.

19.1.1(h) Qualifications

Formal qualifications are not required at this level.

19.1.1(i) Training

- 19.1.1(i)(i)** Training means both formal and informal training.
- 19.1.1(i)(ii)** All workers are expected to undertake training to enhance the development of their career path and the achievement of the Organisation's goals.
- 19.1.1(i)(iii)** All staff are expected to undertake relevant training to enable them to advance to the next level.
- 19.1.1(i)(iv)** All workers at this level will receive training to enable them to advance to the next level.

19.1.1(i)(v) All staff are encouraged to participate in cultural activities.

19.1.1(i)(vi) Advancement to a higher level will be subject to:

- satisfactory completion of training/competency assessment;
- the normal merit-based promotion processes; and
- a vacant job being available.

19.1.2 Level two

19.1.2(a) General description

19.1.2(a)(i) Administrative/Specialist positions at this level work under close direction and may undertake a combination of keyboard, clerical and/or other duties.

19.1.2(a)(ii) General positions at this level work individually or in a team under general direction. Staff at this level use their own judgement in deciding how to carry out tasks.

19.1.2(a)(iii) All staff at this level must have good communication and interpersonal skills.

19.1.2(b) Role and function

19.1.2(b)(i) Administrative/specialist staff

19.1.2(b)(i)(1) The work of Administrative staff at this level requires basic office skills and routines such as:

- receiving and dealing with clients and members of the public;
- straightforward use of keyboard equipment;
- filing;
- photocopying;
- collating documents;
- collecting and distributing;
- carrying out routine checks;
- simple coding;
- maintaining basic records;

- mail procedures;
- obtaining and/or providing information about straightforward matters;
- routine user maintenance of office equipment.

19.1.2(b)(i)(2) Keyboard tasks may include complex word processing or data entry, including tables, diagrams and unusual words.

19.1.2(b)(i)(3) The work of Specialist staff at this level may include:

- assisting teachers and collecting course materials; or
- health worker task;
- assisting Community development workers, e.g. CHO's, Homemakers, Child care workers, Youth workers, Recreation officers, Home and Community care workers.

19.1.2(b)(ii) General staff

19.1.2(b)(ii)(1) Staff at this level usually work under general direction as a team doing a range of manual tasks and/or operating plant, equipment and vehicles which require more than a basic level of skill.

19.1.2(b)(ii)(2) More experienced staff would be expected to help technical and/or professional staff at a limited level of technical knowledge; or

19.1.2(b)(ii)(3) under limited direction, coordinate Level 1 staff working on a range of routine manual tasks. Coordination includes assigning tasks and quality control of work.

19.1.2(c) Direction given at this level

19.1.2(c)(i) The work of less experienced Administrative/Specialist staff is done under close direction.

19.1.2(c)(ii) Less experienced General staff at this level work under general direction.

19.1.2(d) Accountability/extent of authority

19.1.2(d)(i) Work of Administrative/Specialist staff is of routine nature and follows established routines and procedures. Problems can usually be solved by following set procedures. Assistance is available if needed when problems arise.

19.1.2(d)(ii) General staff receive general instruction for each task and have limited discretion to choose the order and best way to complete task.

19.1.2(e) Main responsibilities

19.1.2(e)(i) Tasks of Administrative/Specialist staff should be mixed to provide a variety of work experience.

19.1.2(e)(i)(1) Keyboard tasks at this level include:

- word processing which has difficult or unusual terms in it;
- tables and diagrams;
- data entry;
- a good understanding of layout;
- entering and skilled handling of text and data;
- word processing and/or financial data entry using a large range of formats;
- interpreting data before and during entry;
- reviewing and updating simple record-keeping systems (e.g. computer based indexes, information retrieval systems).

19.1.2(e)(i)(2) The work may involve giving technical advice to other staff (for example how to use office equipment in the work area). It may require knowledge of particular procedures used in the department or organisation, e.g. personnel or finance procedure.

19.1.2(e)(i)(3) Staff working at this level:

- would usually be able to do the tasks after a period of training or experience;
- may assist more senior officers in the tasks.

19.1.2(e)(i)(4) Work may include basic material to put in reports and submissions, issuing form or routine letters and checking applications for benefits or grants.

19.1.2(e)(i)(5) Work may include collecting teaching materials and assisting in classroom teaching or child care programmes as part of a team.

19.1.2(e)(i)(6) Administrative positions at this level have no supervisory responsibilities but more experienced staff may assist new staff by providing guidance and advice.

19.1.2(e)(ii) Typical duties of General staff at this level include:

- assist tradespersons in their tasks;
- carry out minor repairs and maintenance to buildings and grounds, e.g. minor repairs to boundary fences, erection of plaques and maintenance to monument walls;
- identify stores received, check items off, referring problems to a senior worker;
- issuing stores;
- licensed operation of vehicles/ machinery e.g. drive vehicles to transport passengers (less than 25 persons) and/or deliver messages;
- control the issue of materials and equipment and assist with the general planning and organisation of work;
- general staff receive general instruction for each task and have limited discretion to choose the order and best way to complete task.

19.1.2(f) Task descriptions

19.1.2(f)(i) Tasks detailed below are only examples of the types of tasks performed at this level. These examples should not be used for selecting the classification level.

19.1.2(f)(ii) Administrative/specialist staff

Tasks should be mixed to provide a variety of work experience. Tasks may include:

- control stationery, furniture and/or equipment stores; arrange distribution of stationery and stores requirements to departments;
- arrange interviews for a work group providing client services;
- arrange funding of movement requisitions;
- establish and maintain dispatch and delivery procedures with cargo and mail carriers;

- straightforward word or data processing to produce documents in the form required;
- code text and data for entry into a computer application;
- enter text or alphanumerical data on a storage medium from drafts, precoded forms or other material;
- maintain the computer and manual filing/records systems of a work area;
- operate office machines such as photocopiers, enveloping or facsimile machines;
- routine checking of office equipment, e.g. refill paper trays, toner etc. according to user's manual;
- prepare lists of furniture or equipment and check items against lists (e.g. in a furniture pool or equipment store);
- prepare requisitions for supplies and services;
- prepare required documents by transcribing from drafts or dictation;
- assess postal charges for all outward mail and operate a franking machine;
- examine newspapers and journals and extract press cuttings of interest to a work area;
- prepare and file documents used and produced by a Section;
- calculate entitlements for leave, increments, higher duties allowance or overtime in straightforward cases;
- library duties involving routine shelving, issues and returns;
- check computer print-out for non-receipt of vouchers and take follow-up action;
- post-action file checks to ensure that correct procedures have been followed;
- reconcile routine accounts or other records of payments/deductions;
- operate a small registry;

- dispatch and receive telexes;
- deliver, receive or collect messages, documents and other material, including classified material;
- assist professional, Allied health professional, Nursing and Technical staff by performing tasks requiring knowledge in a specific field or discipline; assist in the moving, lifting and positioning of patients; assist in the moving patients to and from clinic or hospital;
- arrange funerals and funeral runs;
- maintain hygiene of rooms, equipment and instruments following cleaning protocols;
- oversight an aspect of a support unit e.g. the serving or delivery of meals;
- undertake training as required;
- work in community health support program;
- undertake training as required;
- work in community health support program;
- monitoring children at risk assessing and giving medication for minor injuries, and monitoring children in child care programmes;
- assist in teaching lessons and/or implementation of child care programmes;
- assist in the collection of course materials;
- tuition in the classroom;
- assisting community development workers in writing programs such as children's services, recreation, youth workers, homemakers and home and community care (for aged and disabled people);
- provide support services, such as hospital visiting service.

19.1.2(f)(iii) General staff

Less experienced staff at this level work under general direction. Tasks may include:

- mix, pour and spread materials such as concrete, using equipment such as mixers, concrete pump guns and tampers;
- prepare work areas using equipment such as jack hammers and concrete saws;
- assist tradespersons in their tasks;
- maintain and undertake minor repairs of equipment, tools and machinery used at this level within this level of skill and training, e.g. maintain equipment in accordance with the manufacturers instructions;
- use basic plans sketches and working drawings e.g. size cut and lay roofing materials such as malthoid, erect barricades and place lights to mark out work areas and protect workers;
- licensed operation of plant/machinery (refer to the attachment);
- prepare and supervise delivery of meals and stores;
- night cleaning, including security during and after cleaning;
- assist in the movement, lifting and positioning of patients; assist in the movement of patients to and from clinic or hospital;
- supervise labouring work of grounds and gardens maintenance;
- receive, check and acquit stores; resolve basic discrepancies where possible and refer others to the supervisor. Prepare or process stores documents and maintain records; oversee packing, marking and storage, e.g. stock check of quantities, expiry of shelf life;
- oversight an aspect of a support unit e.g. linen services, cleaning and stocking of staff kitchens;
- provide security services around buildings and grounds;
- operate vehicles, machinery or equipment requiring more than a basic level of skill e.g. vehicles under 2 tonne, forklift, tractor with power attachments;

- more complex tasks associated with the care and maintenance of grounds and gardens; supervise/provide advice to staff undertaking routine gardening tasks;
- tasks associated with issuing stores and processing related documentation;
- identify stores received, check against receipts and acquit (referring problems to a senior worker), licensed operation of store equipment e.g. fork-lift;
- undertake training as required.

19.1.2(g) Knowledge and skills

19.1.2(g)(i) Knowledge

Staff at this level will have:

19.1.2(g)(i)(1) a basic knowledge of the operational procedures of the work area; and

19.1.2(g)(i)(2) the capacity to develop:

- a knowledge of the department's functions and activities; and
- the organisation's operational procedures;
- subject knowledge in a teaching area.

19.1.2(g)(ii) Skills

19.1.2(g)(ii)(1) As experience is gained, Administrative staff would be expected to be capable of operating a wide range of office equipment and to undertake the more difficult aspects of routine office work.

19.1.2(g)(ii)(2) As experience is gained General staff would be expected to be capable of performing a wider range of duties than at Level 1 and to undertake the difficult aspects of the work.

19.1.2(g)(iii) Interpersonal skills

19.1.2(g)(iii)(1) Staff at this level must have good communication and interpersonal skills.

19.1.2(g)(iii)(2) Experienced staff would be expected to have communication skills to enable them to:

- undertake limited liaison and coordination;
- make inquires to obtain and compile information.

19.1.2(g)(iv) Aboriginal knowledge and cultural skills

The following characteristics are desirable for staff at this level:

- 19.1.2(g)(iv)(1)** An understanding, awareness and/or sensitivity to Aboriginal culture and law e.g. ability to speak, understand or knowledge of one or more relevant Australian Aboriginal languages; to kinship and skin relationships; to avoidance relationships, family structures and sorry business; to local cultural values; and the ability to conduct oneself in a culturally appropriate manner.
- 19.1.2(g)(iv)(2)** Ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele e.g. knowledge of the relevant Australian Aboriginal community, the ability to communicate with Aboriginal people; to be credible and acceptable to clients and co-workers; a knowledge of who to approach and how; an ability to gain trust and confidence of clients and co-workers; a knowledge of cultural conventions and appropriate behaviour.
- 19.1.2(g)(iv)(3)** An awareness of the history and role of Aboriginal organisations in the region e.g. an understanding of the organisations and their goals; knowledge of the environment in which the organisations operate.
- 19.1.2(g)(iv)(4)** The ability to function effectively at work in an Aboriginal organisation.
- 19.1.2(g)(iv)(5)** Understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginalisation.

19.1.2(h) Qualifications

- 19.1.2(h)(i)** Formal qualifications are not generally required at this level, except for some specialist groups. A Child care worker at this level should have completed a twelve month introductory child care course conducted by TAFE, or a course recognised as equivalent under the *NT Community Welfare Act*.
- 19.1.2(h)(ii)** Workers at this level would be able to demonstrate that they have satisfactorily completed training or can demonstrate competence according to the requirements of this level.

19.1.2(i) Training

- 19.1.2(i)(i)** Training includes both formal and informal training.
- 19.1.2(i)(ii)** All workers are expected to undertake training to enhance the development of their career path and the achievement of the Organisation's goals. All staff are expected to undertake relevant training to enable them to advance to the next level.
- 19.1.2(i)(iii)** All workers at this level will receive training to enable them to advance to the next level.
- 19.1.2(i)(iv)** All staff are encouraged to participate in cultural activities.
- 19.1.2(i)(v)** Advancement to a higher level will be subject to:
 - 19.1.2(i)(v)(1)** satisfactory completion of training/competency assessment;
 - 19.1.2(i)(v)(2)** the normal merit-based promotion processes; and
 - 19.1.2(i)(v)(3)** a vacant job being available.

19.1.3 Level three

19.1.3(a) General description

- 19.1.3(a)(i)** Administrative/Specialist staff at this level work in a range or combination of operational, supervisory and/or administrative activities. The work requires skills and experience relevant to the work area, e.g. experience in office work, and a general knowledge of the work to be performed.
- 19.1.3(a)(ii)** This is the first level which may include administrative positions with a supervisory role. These positions require basic skills in personnel management and interpersonal communication.
- 19.1.3(a)(iii)** General staff at this level generally do trade work, or work requiring an equal level of skill and knowledge; operate vehicles and equipment requiring a high level of operational skill; or supervise a number of staff or work teams doing a variety of routine manual tasks.

19.1.3(b) Role and function

19.1.3(b)(i) Administrative/specialist staff

- 19.1.3(b)(i)(1)** A range or combination of operational, administrative and/or supervisory activities;

- 19.1.3(b)(i)(2)** Work at this level may involve supervising or coordinating lower level workers;
- 19.1.3(b)(i)(3)** Positions involving a range of secretarial/administrative support functions may be included in this level provided that:
- the range of knowledge and skills required;
 - the degree of independence and responsibility in doing tasks; and
 - the degree of direction given by the supervisor are consistent with the standard for this level.
- 19.1.3(b)(i)(4)** The level of the position for whom the secretarial/administrative support services are being performed is not a factor in classifying such positions.
- 19.1.3(b)(i)(5)** Positions which are regularly required to take and transcribe minutes of meetings or conferences are included in this level.
- 19.1.3(b)(i)(6)** Tasks may include preparing straightforward reports.
- 19.1.3(b)(i)(7)** Provide direct community care to clients and groups.
- 19.1.3(b)(i)(8)** Trainee or intern Teachers working as part of a team are included at this level.

19.1.3(b)(ii) General staff

- 19.1.3(b)(ii)(1)** Trade work, operation of vehicles or equipment and/or supervision of staff doing routine manual work.
- 19.1.3(b)(ii)(2)** Less experienced staff at this level:
- do trade work, or work requiring an equal level of skill and knowledge; or
 - do work involving the operation of vehicles or equipment requiring a high level of skill; or
 - supervise work teams or staff doing a variety of routine manual tasks.
- 19.1.3(b)(ii)(3)** Experienced staff at this level:
- perform trade work requiring a high level of trade skill;

- employ initiative and judgement above the general trades level;
- operate vehicles/equipment requiring an advanced level of skills; or
- supervise, plan and coordinate the work of small work teams; or
- control the operations of an organisational element of a program which undertakes a variety of predominantly manual tasks.

19.1.3(c) Direction given at this level

19.1.3(c)(i) Administrative/Specialist positions at this level usually work under general direction and the work is subject to regular checks. Detailed instruction is not always necessary and there is scope for staff to exercise initiative in applying established work practices and procedures.

19.1.3(c)(ii) General positions at this level work under general direction and more experienced staff could be expected to use their own initiative and judgement in solving day-to-day problems.

19.1.3(d) Accountability/extent of authority

19.1.3(d)(i) Administrative/specialist staff

19.1.3(d)(i)(1) Liaison within the organisation or with other interested parties may be required at this level.

19.1.3(d)(i)(2) The solution of problems may require limited judgement. Guidance would be available in the form of established procedures, guidelines or instructions.

19.1.3(d)(i)(3) This is the first level at which workers may have the authority to approve recreational, sick and special leave, and/or examine accounts.

19.1.3(d)(ii) General staff

A person in a supervisory role at this level could be expected to exercise initiative and judgement in solving day-to-day operational problems including:

- estimating and ordering;
- work prioritising;

- staffing control and training; and
- maintenance of records and basic reporting.

19.1.3(e) Main responsibilities

19.1.3(e)(i) Administrative/specialist staff

- 19.1.3(e)(i)(1)** The work may involve a range of operational, administrative or supervisory activities, or a combination of these.
- 19.1.3(e)(i)(2)** Staff at this level may have input into ideas or decisions to improve office or service procedures or operations.
- 19.1.3(e)(i)(3)** Workers with supervisory responsibilities are required to train the staff they supervise in the skills they need to advance to the next level in the classification structure.
- 19.1.3(e)(i)(4)** Workers with training responsibilities will be required to undertake relevant courses to enable them to deliver training effectively.
- 19.1.3(e)(i)(5)** All staff are required to undertake relevant training to enable them to advance.
- 19.1.3(e)(i)(6)** The work may involve a range of community development activities.

19.1.3(e)(ii) General staff

- 19.1.3(e)(ii)(1)** Work at this level includes:
- trade work or work requiring the same level of skill;
 - operation of vehicles or equipment;
 - supervision of staff or teams doing manual work.
- 19.1.3(e)(ii)(2)** Workers with supervisory responsibilities are required to train the staff they supervise in the skills they need to advance to the next level in the classification structure.
- 19.1.3(e)(ii)(3)** Workers with training responsibilities will be required to undertake relevant courses to enable them to deliver training effectively.
- 19.1.3(e)(ii)(4)** All staff are required to undertake relevant training to enable them to advance.

19.1.3(f) Task descriptions

Tasks detailed below are only examples of the types of tasks performed by staff at this level and the examples should not be used as justification for selecting the classification level.

19.1.3(f)(i) Administrative/specialist staff

- arrange and oversee the maintenance and control of office systems e.g. statistical registers, staffing and financial documents;
- oversee data input to computer systems; and oversee updating and use of input instructions;
- arrange and oversee minor repairs and maintenance of buildings and equipment;
- estimate, order and manage office supplies;
- establish record-keeping systems;
- supervise staff doing clerical, switchboard or stores administration work;
- supervise reception staff;
- manage the office of a senior officer, prepare documents, arrange appointments, travel and meetings;
- open new passbooks, tracing overdrawn accounts, interstate and outback transactions;
- sort out appointment scheduling problems and liaise with service providers to ensure the appointment system works effectively;
- advise staff on how to use keyboard equipment and computer systems in the work area;
- give information and advice about items which can be bought from the organisation;
- assist town campers with housing requirements and problems;
- maintain and compile records of receipts;
- solve difficult document production and data entry problems;

- train staff in the use of the office equipment of a work area;
- liaise with organisations on behalf of clients;
- provide community services such as children's programs, home and community care programs, homemakers programs, recreational programs, youth programs, alcohol awareness programs;
- maintain and update an information system (e.g. a Section's specialised work records or filing system);
- run editing and file maintenance jobs on a large scale system;
- plan and organise activities, e.g. day trips;
- examine claims and accounts for payment, obtain relevant information and make routine recommendations for payment or recovery action;
- coordinate a community health program;
- file new material and ensure files are correctly titled and filed under correct headings; select items which should be sighted by senior officers;
- provide paraprofessional support to qualified librarians;
- oversight the work of unqualified library staff;
- interpret or translate straightforward material;
- project tasks associated with a language or cultural maintenance project teaching of Aboriginal languages;
- plan and teach lessons under general supervision;
- gather lesson materials and resources;
- under supervision evaluate lessons and assess student progress;
- under supervision, assist in recruiting and counselling students and giving career advice;
- act as the person in charge of a group of children.

19.1.3(f)(ii) General staff

- licensed operation of vehicles and machinery e.g. operate an articulated bus to transport passengers;
- prepare, cook and serve foodstuffs, including ordering ingredients and materials;
- responsibility for organising supply of sterile materials;
- mechanic, plumber, painter;
- undertake duties incidental to the trade - i.e. by "making good" a job of work;
- unusual or non-standard work, including changing existing procedures or practices as needed;
- read, interpret and apply plans, specifications and diagrams;
- supervise and coordinate the activities of a group of staff doing a range of activities;
- tradespersons at this level may supervise trades assistants and provide guidance to apprentices;
- supervise/oversee staff performing a variety of activities e.g.:
 - in a transport pool using vehicles and complex machinery or equipment; or
 - in a stores depot, responsible for issuing, receiving, storing and documentation, and recording, checking and monitoring shelf stock; or
 - supervise a large number of staff engaged in the preparation, serving or distribution of food or providing cleaning services;
- prepare, cook and serve food;
- carry out gardening tasks at the trades level, e.g. propagate, cultivate and monitor development of plants, pruning and tree surgery, plan and implement watering, fertiliser and improvement programs for gardens;
- inspect and report and make recommendations on the work of cleaning and maintenance contractors;

- licensed operation of vehicles or machinery requiring a high level of operational skill, e.g.:
 - operate a heavy rigid bus to transport passengers;
 - drive vehicles, with a compactor capacity of 19.3 cubic metres, to remove trade waste;
- undertake and/or give training as required.

19.1.3(g) Knowledge and skills

19.1.3(g)(i) Knowledge

19.1.3(g)(i)(1) Workers at this level require:

- skills and experience in the work; and
- a general knowledge of the work performed in their work area.

19.1.3(g)(i)(2) Additional knowledge which may be required in some positions:

- Some knowledge of related work areas and relationships between departments in the Organisation.
- Knowledge of Government Acts and Regulations may be relevant to some positions.

19.1.3(g)(i)(3) Staff at this level may be expected to solve problems by following established procedures or making minor changes to operations in the work area.

19.1.3(g)(i)(4) Staff at this level may take part in changes or improvements in the work area (for example, take part in decision-making or implement agreed changes).

19.1.3(g)(i)(5) Knowledge of Commonwealth Bank procedures.

19.1.3(g)(i)(6) Knowledge of Aboriginal learning and teaching styles.

19.1.3(g)(i)(7) Staff at this level with supervisory responsibilities would be expected to have a general knowledge of, and be involved in, personnel-related tasks such as:

- orientation of staff; and
- monitoring work practices, staff attendance and leave arrangements.

19.1.3(g)(ii) Skills

Staff who have supervisory responsibilities require the ability to:

- set priorities and deadlines; and
- provide advice and information to clients and staff;
- provide individual on-the-job training and guidance based on work performance.

19.1.3(g)(iii) Interpersonal skills

19.1.3(g)(iii)(1) Positions at this level require the ability and judgement to liaise and communicate within and outside the organisation.

19.1.3(g)(iii)(2) Teaching positions require the ability to apply knowledge of Aboriginal learning and teaching styles and the ability to assess and counsel students.

19.1.3(g)(iv) Aboriginal knowledge and cultural skills

The following characteristics are desirable for staff at this level:

19.1.3(g)(iv)(1) An understanding, awareness and/or sensitivity to Aboriginal culture and law e.g. ability to speak, understand or knowledge of one or more relevant Australian Aboriginal languages; to kinship and skin relationships; to avoidance relationships, family structures and sorry business; to local cultural values; and the ability to conduct oneself in a culturally appropriate manner.

19.1.3(g)(iv)(2) Ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele e.g. knowledge of the relevant Australian Aboriginal community, the ability to communicate with Aboriginal people; to be credible and acceptable to clients and co-workers; a knowledge of who to approach and how; an ability to gain trust and confidence of clients and co-workers; a knowledge of cultural conventions and appropriate behaviour.

19.1.3(g)(iv)(3) An awareness of the history and role of Aboriginal organisations in the region e.g. an understanding of the organisations and their goals; knowledge of the environment in which the organisations operate.

19.1.3(g)(iv)(4) The ability to function effectively at work in an Aboriginal organisation.

19.1.3(g)(iv)(5) Understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginalisation.

19.1.3(h) Qualifications

Depending on the area of work to be performed:

- 19.1.3(h)(i)** No formal qualifications are required, but have attained equivalent level of expertise and experience to undertake the range of work required through previous appointments or work experience; or
- 19.1.3(h)(ii)** Appropriate post-trade certificate relevant to the work area; or
- 19.1.3(h)(iii)** Entry point for three year degree/Associate Diploma or appropriate certificate without experience; or
- 19.1.3(h)(iv)** Qualifications which are accepted as both relevant and equivalent; or
- 19.1.3(h)(v)** Appropriate on-the-job training and relevant experience.

19.1.3(i) Training

- 19.1.3(i)(i)** Training includes both formal and informal training.
- 19.1.3(i)(ii)** All workers are expected to undertake training to enhance the development of their career path and the achievement of the Organisation's goals.
- 19.1.3(i)(iii)** All staff are expected to undertake relevant training to enable them to advance to the next level.
- 19.1.3(i)(iv)** All workers at this level will receive training to enable them to advance to the next level.
- 19.1.3(i)(v)** All staff are encouraged to participate in cultural activities.
- 19.1.3(i)(vi)** Advancement to a higher level will be subject to:
- satisfactory completion of training/competency assessment;
 - the normal merit-based promotion processes; and
 - a vacant job being available.

19.1.4 Level four

19.1.4(a) General description

- 19.1.4(a)(i)** Administrative/Specialist positions at this level usually work under general direction. They require relevant experience, a broad knowledge of the Organisation's functions and activities, and a sound knowledge of the major activity performed within the work area.
- 19.1.4(a)(ii)** Positions with supervisory responsibilities may do some of the complex operational work and may help with, or check, the work done by team members or workers they supervise. There is scope for staff at this level to use their own initiative and judgement in solving problems.
- 19.1.4(a)(iii)** General staff at this level work under limited direction, either individually or in a team. They would usually do special class trade work, and would be expected to take an independent approach and work with a high degree of initiative.
- 19.1.4(a)(iv)** A person at this level in a supervisory role could be expected to exercise a high degree of initiative and judgement in solving day-to-day problems.

19.1.4(b) Role and function

19.1.4(b)(i) Administrative/specialist staff

- 19.1.4(b)(i)(1)** Administrative work at this level may involve:
- preparing papers, correspondence, briefing notes, or other written material; and
 - general administrative support to senior officers.
- 19.1.4(b)(i)(2)** Positions requiring the use of keyboard skills may be included in this level only if the supervisory and/or other duties performed are consistent with the standard for this level.
- 19.1.4(b)(i)(3)** Positions with supervisory responsibilities may do some of the complex operational work and may help with, or check, the work done by team members or workers they supervise.
- 19.1.4(b)(i)(4)** The work may involve liaison and communication with clients.

19.1.4(b)(i)(5) Positions at this level may have responsibilities to train lower level staff, and/or involvement in planning of training.

19.1.4(b)(i)(6) Coordinate community service program or activity, including involvement in planning of programmes.

19.1.4(b)(i)(7) Assist tenants into/out of rental accommodation.

19.1.4(b)(i)(8) Teach in an Aboriginal Education Program.

19.1.4(b)(ii) General staff

19.1.4(b)(ii)(1) Staff at this level usually do special class trades work.

19.1.4(b)(ii)(2) The work may include giving guidance and assistance to other members of a work team; or

19.1.4(b)(ii)(3) Under administrative supervision, take charge of an occupational group of workers doing a wide range of activities; and

19.1.4(b)(ii)(4) Take responsibility for quality control, training, recruitment, estimation of costs, preparation of orders, and setting and reviewing procedures.

19.1.4(b)(ii)(5) A person at this level in a supervisory role could be expected to exercise a high degree of initiative and judgement in solving day-to-day problems.

19.1.4(b)(ii)(6) As a specialist, recommend and/or implement solutions to complex operational problems.

19.1.4(c) Direction given at this level

19.1.4(c)(i) Administrative/specialist staff

19.1.4(c)(i)(1) The work of Administrative/Specialist staff is usually performed under general direction.

19.1.4(c)(i)(2) Problems would usually be solved by following established guidelines and procedures, or previous solutions. This may require interpretation and judgement. and there is scope for the worker to use their own initiative.

19.1.4(c)(ii) General staff

19.1.4(c)(ii)(1) General staff at this level work under limited direction, either individually or in a team.

- 19.1.4(c)(ii)(2)** They would be expected to take an independent approach and exercise a high degree of initiative and judgement in solving day-to-day problems.

19.1.4(d) Accountability/extent of authority

19.1.4(d)(i) Administrative/specialist staff

- 19.1.4(d)(i)(1)** Decisions made or delegations exercised at this level may have an impact on the organisation's operations (e.g. on financial resources), but would usually have limited procedural or administrative importance.

- 19.1.4(d)(i)(2)** The solution of problems may require interpretation of procedures or guidelines, judgement and initiative.

- 19.1.4(d)(i)(3)** Liaison and communication with clients and other organisations may be required.

19.1.4(d)(ii) General staff

A person at this level in a supervisory role could be expected to exercise a high degree of initiative and judgement in solving day-to-day problems including:

- staff training and/or teaching;
- estimating and ordering;
- work prioritising;
- oversee record-keeping; and
- preparation of minor reports.

19.1.4(e) Main responsibilities

19.1.4(e)(i) Administrative/specialist staff

- 19.1.4(e)(i)(1)** A range of operational, administrative or supervisory activities or a combination of these.

- 19.1.4(e)(i)(2)** Positions with supervisory responsibilities may be involved in working with staff to:

- develop work performance;
- planning and coordinating tasks; and
- work flow, perhaps across a number of areas or activities.

19.1.4(e)(i)(3) Supervisory responsibilities also include:

- on-the-job training;
- staff assessment; and
- performance counselling in relation to the work area.

19.1.4(e)(i)(4) Workers with supervisory responsibilities are required to train the staff they supervise in the skills they need to advance to the next level in the classification structure. At this level, this may include:

- organising training courses;
- assisting in the preparation of training material; and
- presenting short courses.

19.1.4(e)(i)(5) Workers with training responsibilities may be required to undertake relevant courses to enable them to deliver training effectively.

19.1.4(e)(i)(6) All staff are expected to undertake relevant training to enable them to advance to the next level.

19.1.4(e)(ii) General staff

19.1.4(e)(ii)(1) Work at this level may include:

- special class trades work;
- giving guidance and assistance to other members of a work team; or
- as a specialist, recommend and/or implement solutions to complex operational problems; or
- under administrative supervision, take charge of an occupational group of workers doing a wide range of activities, with responsibility for:
 - quality control;
 - training;
 - recruitment;
 - estimation of costs;

- preparation of orders; and
- setting and reviewing procedure.

19.1.4(e)(ii)(2) Workers with supervisory responsibilities are required to train the staff they supervise in the skills they need to advance to the next level in the classification structure. At this level, this may include:

- organising training courses;
- assisting in the preparation of training material; and
- presenting short courses.

19.1.4(e)(ii)(3) Workers with training responsibilities may be required to undertake relevant courses to enable them to deliver training effectively.

19.1.5(e)(ii)(4) All staff are expected to undertake relevant training to enable them to advance to the next level.

19.1.4(f) Task descriptions

Tasks detailed below are only examples of the types of tasks performed at this level and should not be used for selecting the classification level.

19.1.4(f)(i) Administrative/specialist staff

- Oversee preparation of material for processing;
- oversee requisitioning, purchasing and issuing procedures in an office;
- oversee collection and banking of moneys;
- secretariat, administrative support and/ or other duties associated with servicing a committee;
- in consultation with senior officers organise staff selection committees;
- coordinate and supervise administration services including purchasing, filing and keyboard services;
- supervise and organise CDEP Workers;
- assist in resolving disputes on town camps over housing;
- plan and teach lessons;

- assist in recruiting, counselling, and assessing students and giving career advice;
- supervise staff in the payment of accounts and petty cash;
- supervise staff doing personnel work;
- in a "processing" unit, check completed work; where necessary look into mistakes and take corrective action;
- oversee the flow of data through computer processing;
- maintain contact with welfare agencies and other organisations on behalf of clients;
- give support and advice to equipment users;
- recommend and/or take action to recover outstanding financial amounts;
- recommend changes and improvements to procedures and/or equipment used in the work area;
- maintain an Information Centre including an information library of printed matter, video tapes and audio tapes;
- maintain office expenditure accounts;
- prepare data used to produce accurate and informative management information reports;
- provide graphic and document production services;
- deal with computer edit failures;
- register, classify and index confidential files and correspondence;
- prepare equipment maintenance registers;
- prepare complex salary variations;
- code complex text and data for entry onto computer applications;
- assess complex claims for payment; take follow-up action on unpaid invoices;

- liaise with communities to plan community service programs or activities;
- organise community service programs and activities;
- liaise with government departments, Aboriginal organisations, etc. on behalf of clients;
- examine computer print-outs and make corrections or changes as necessary;
- check claims for allowances, calculate allowances and do associated paperwork;
- calculate and check salary and leave entitlements;
- check claims for payment;
- prepare, conduct and help to evaluate in-house staff training and development programs;
- undertake and/or deliver training as required;
- answer telephone inquiries;
- coordinate alcohol counselling and education programs;
- supervise the work of other library staff and/or take charge of a small library;
- accurate translation of spoken or written material including meetings, court work, hospital, conferences;
- teaching of Aboriginal language(s).

19.1.4(f)(ii) General staff

- 19.1.4(f)(ii)(1)** Plan and supervise the day-to-day operations of gardening and maintenance work including:
- allocate work to staff and give guidance and instructions;
 - carry out quality control to ensure work is being done according to instructions;
 - arrange for purchase of equipment and supervise its maintenance;

- assist in planning future work programs and estimate expenditure; and
- prepare detailed reports on progress of work programs.

19.1.4(f)(ii)(2) Supervise a large number of staff preparing, cooking and serving food, including oversight of safety procedures and training.

19.1.4(f)(ii)(3) Supervise and organise CDEP Workers.

19.1.4(g) Knowledge and skills

19.1.4(g)(i) Knowledge

19.1.4(g)(i)(1) Work at this level requires:

- relevant experience;
- a sound knowledge of the tasks or activities of the work area;
- broad knowledge of the Organisation's functions and activities;
- a sound knowledge of work practices, procedures, guidelines and instructions relevant to the work area.

19.1.4(g)(i)(2) A worker who does not have a background in the specific work area should have skills and knowledge from past work experience which could be quickly adapted to the work area.

19.1.4(g)(ii) Additional knowledge which may be required:

- a knowledge of computer applications and/or keyboard operations;
- for some positions the work requires a sound knowledge of the organisation's functions and activities and of the organisation's relationship with other organisations;
- specialist subject knowledge;
- knowledge of Aboriginal learning and teaching styles.

19.1.4(g)(iii) Skills

19.1.4(g)(iii)(1) Special class trades skills or an equivalent level of skill and knowledge is required for General staff at this level.

19.1.4(g)(iii)(2) Where the work of a position at this level involves liaison and communication with clients and other organisations, the ability to use tact and discretion to gain cooperation or to request information would be required.

19.1.4(g)(iii)(3) In teaching positions, the ability to apply a knowledge of Aboriginal learning and teaching styles.

19.1.4(g)(iii)(4) Positions with supervisory responsibilities may require:

- ability to conduct on-the-job training; and
- skills in staff assessment and performance counselling in relation to the work area;
- the ability to plan and coordinate work across a number of areas or activities;
- this would require personnel management, communication and liaison skills.

19.1.4(h) Aboriginal knowledge and cultural skills

The following characteristics are desirable for staff at this level:

19.1.4(h)(i) An understanding, awareness and/or sensitivity to Aboriginal culture and law e.g. ability to speak, understand or knowledge of one or more relevant Australian Aboriginal languages; to kinship and skin relationships; to avoidance relationships, family structures and sorry business; to local cultural values; and the ability to conduct oneself in a culturally appropriate manner.

19.1.4(h)(ii) Ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele e.g. knowledge of the relevant Australian Aboriginal community, the ability to communicate with Aboriginal people; to be credible and acceptable to clients and co-workers; a knowledge of who to approach and how; the ability to identify and work with key people; an ability to gain trust and confidence of clients and co-workers; a knowledge of cultural conventions and appropriate behaviour.

19.1.4(h)(iii) An awareness of the history and role of Aboriginal organisations in the region e.g.: an understanding of the organisations and their goals; knowledge of the environment in which the organisations operate.

- 19.1.4(h)(iv)** The ability to function effectively at work in an Aboriginal organisation.
- 19.1.4(h)(v)** Understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginalisation.

19.1.4(i) Qualifications

- 19.1.4(i)(i)** Four year degree with two years relevant experience; or
- 19.1.4(i)(ii)** three year degree plus graduate diploma in the relevant discipline with two years relevant experience; or
- 19.1.4(i)(iii)** Associate Diploma with experience; or
- 19.1.4(i)(iv)** three year degree plus three year professional experience in the relevant discipline; or
- 19.1.4(i)(v)** appropriate certificate with relevant experience; or
- 19.1.4(i)(vi)** qualifications attained through previous appointments/service and/or study in an equivalent level of expertise and experience to undertake the range of activities required.

19.1.4(j) Training

- 19.1.4(j)(i)** Training includes both formal and informal training.
- 19.1.4(j)(ii)** All workers are expected to undertake training to enhance the development of their career path and the achievement of the Organisation's goals.
- 19.1.4(j)(iii)** All staff are expected to undertake relevant training to enable them to advance to the next level.
- 19.1.4(j)(iv)** All workers at this level will receive training to enable them to advance to the next level.
- 19.1.4(j)(v)** Workers at this level who are required to give training to workers at lower levels must undertake appropriate courses to enable them to deliver effective training.
- 19.1.4(j)(vi)** All staff are encouraged to participate in cultural activities.
- 19.1.4(j)(vii)** Advancement to a higher level will be subject to:
 - satisfactory completion of training/competency assessment;

- the normal merit-based promotion processes; and
- a vacant job being available.

19.1.5 Level five

19.1.5(a) General description

19.1.5(a)(i) Administrative/Specialist positions at this level usually work under general direction in positions which require special knowledge or skills appropriate to the work area. They usually work within clear guidelines and follow established work practices and priorities.

19.1.5(a)(ii) General staff at this level work under limited direction, either individually or in a team, supervising a large group of trades or non-trades staff on a range of projects. General staff at this level are expected to use a high degree of initiative, independent judgement, leadership and flexibility in solving complex problems.

19.1.5(b) Role and function

19.1.5(b)(i) Administrative/specialist staff

19.1.5(b)(i)(1) A range of tasks associated with the programs, activities or services provided; and/or

19.1.5(b)(i)(2) teach and coordinate an Aboriginal Education Course.

19.1.5(b)(i)(3) Give administrative support to senior staff; or

19.1.5(b)(i)(4) give administrative support to staff in technical or professional areas including collecting and analysing information, or preparing reports, papers and submissions.

19.1.5(b)(i)(5) The work requires a sound knowledge of policies, programs, activities, or services provided in a functional element or across a number of work areas in the Organisation.

19.1.5(b)(ii) General staff

19.1.5(b)(ii)(1) Supervise a large group of different trades and/or non-trades staff on a range of projects; or

19.1.5(b)(ii)(2) under general direction inspect buildings/houses to assess repair and maintenance requirements; or

19.1.5(b)(ii)(3) prepare cost estimates and work schedules; or

19.1.5(b)(ii)(4) under administrative supervision, take charge of and carry out maintenance and repairs of buildings and houses; or

19.1.5(b)(ii)(5) estimate costs or and organise preventative maintenance.

19.1.5(b)(ii)(6) Manage a retail outlet.

19.1.5(c) Direction given at this level

19.1.5(c)(i) Administrative/specialist staff

19.1.5(c)(i)(1) The work of Administrative/Specialist staff is usually done under general direction, within clear guidelines and following established work practices and priorities.

19.1.5(c)(i)(2) Direction of positions at this level is usually more detailed than at higher levels and is related to work priorities, practices and task technicalities.

19.1.5(c)(ii) General staff

19.1.5(c)(ii)(1) General staff at this level work under limited direction.

19.1.5(c)(ii)(2) They are expected to exercise a high degree of independent judgement, initiative, leadership and flexibility in solving complex problem.

19.1.5(d) Accountability/extent of authority

19.1.5(d)(i) Administrative/specialist staff

Decisions taken or delegations exercised at this level may have an impact on the organisation's operations but they are of limited management significance.

19.1.5(d)(ii) General staff

Positions at this level would exercise direct and indirect control over a group of staff, including subordinate supervisors, under Administrative supervision.

19.1.5(e) Main responsibilities

19.1.5(e)(i) Administrative/specialist staff

19.1.5(e)(i)(1) Positions at this level may have supervisory responsibilities over staff operating a wide range of office equipment or doing a variety of tasks such as planning and coordinating work across a number of work areas or activities.

- 19.1.5(e)(i)(2)** Staff in supervisory positions would be expected to facilitate group decision making in the work area and take part in making decisions about issues relating to their work area.
- 19.1.5(e)(i)(3)** Some positions at this level may supervise staff doing similar but less difficult work. The extent to which staff with supervisory duties become involved in the operational work of an area will depend on such factors as priorities, the complexity of the work and the number of staff supervised.
- 19.1.5(e)(i)(4)** Positions providing administrative support to senior management may be classified in this level if the complexity of the operational or administrative tasks performed is typical of this level.
- 19.1.5(e)(i)(5)** Positions at this level may teach or teach and coordinate an Aboriginal Course.
- 19.1.5(e)(i)(6)** Teachers at this level may have supervisory responsibility for less experienced teachers.
- 19.1.5(e)(i)(7)** Workers with supervisory responsibilities are required to coordinate or conduct the training of the staff they supervise in the skills needed to advance to the next level in the classification structure.
- 19.1.5(e)(i)(8)** Workers with training responsibilities will be required to undertake relevant courses to enable them to deliver training effectively.
- 19.1.5(e)(i)(9)** All staff are expected to undertake relevant training to enable them to advance.

19.1.5(e)(ii) General staff

- 19.1.5(e)(ii)(1)** General staff at this level are expected to use a high degree of initiative, independent judgement, leadership and flexibility in solving complex problems including:
- coordination of resources;
 - oversight of training;
 - estimation of costs;
 - arranging recruitment;

- oversight safety measures;
- review work methods and oversee quality control;
- approve completed jobs.

19.1.5(e)(ii)(2) Workers with supervisory responsibilities are required to coordinate or conduct the training of the staff they supervise in the skills needed to advance to the next level in the classification structure.

19.1.5(e)(ii)(3) Workers with training responsibilities will be required to undertake relevant courses to enable them to deliver training effectively.

19.1.5(e)(ii)(4) All staff are expected to undertake relevant training to enable them to advance.

19.1.5(e)(ii)(5) Manage stock take and stock control of retail outlets.

19.1.5(f) Task descriptions

Tasks detailed below are only examples of the types of tasks performed at this level and should not be used for selecting the classification level.

19.1.5(f)(i) Administrative/Specialist staff

19.1.5(f)(i)(1) Oversee workers who maintain and check personnel and salary allowance records;

19.1.5(f)(i)(2) oversee all recruitment activities. Resolve the more difficult problems relating to recruitments;

19.1.5(f)(i)(3) arrange for salaries adjustments following the issue of determinations and awards;

19.1.5(f)(i)(4) arrange payment of accounts and sundry debtor action;

19.1.5(f)(i)(5) coordinate and direct the staff of a team working in:

- personnel and recruitment, or
- finance and accounts, or
- office service activities,
- community development
- and resolve complex issues;

19.1.5(f)(i)(6) liaise with other organisations, staff and job applicants;

19.1.5(f)(i)(7) coordinate and direct all matters relating to revenue and expenditure;

- 19.1.5(f)(i)(8)** make sensitive inquiries about pensions and benefits and advise clients;
- 19.1.5(f)(i)(9)** maintain salaries and related expenditure control data;
- 19.1.5(f)(i)(10)** research and prepare policy information;
- 19.1.5(f)(i)(11)** draft general correspondence;
- 19.1.5(f)(i)(12)** coordinate and prepare final, revised and forward financial estimates;
- 19.1.5(f)(i)(13)** check expenditure against budget allocations and prepare statements to show trends;
- 19.1.5(f)(i)(14)** review staff performance and output in a processing area, to make sure good standards are achieved;
- 19.1.5(f)(i)(15)** graphic design;
- 19.1.5(f)(i)(16)** produce camera ready art work;
- 19.1.5(f)(i)(17)** operate desk top publishing;
- 19.1.5(f)(i)(18)** inspect and report on office accommodation matters;
- 19.1.5(f)(i)(19)** assess the suitability of office equipment;
- 19.1.5(f)(i)(20)** analyse data and compile information; draft related reports;
- 19.1.5(f)(i)(21)** assist with forward planning of staff and finances;
- 19.1.5(f)(i)(22)** plan, direct and coordinate the operations of a work area which provides office services such as word processing, document production, filing;
- 19.1.5(f)(i)(23)** projects and tasks to develop and implement equal employment opportunity programs;
- 19.1.5(f)(i)(24)** in consultation with the other workers, plan and implement a comprehensive training program for the staff of a work area or department;
- 19.1.5(f)(i)(25)** develop procedures or guidelines for handling inquiries;
- 19.1.5(f)(i)(26)** approve expenditure to a specified value (e.g. petty cash);
- 19.1.5(f)(i)(27)** train staff in tasks associated with salaries, allowances, leave, compensation, superannuation etc;

- 19.1.5(f)(i)(28)** undertake training and/or deliver other training as required;
- 19.1.5(f)(i)(29)** assist in the research and preparation of dictionary material;
- 19.1.5(f)(i)(30)** plan, direct and coordinate the operations of a work area which provides community services such as homemakers service, after school care;
- 19.1.5(f)(i)(31)** provide graphic or artwork production services;
- 19.1.5(f)(i)(32)** accurate interpretation or translation of complex spoken or written material, including legal or medical terms;
- 19.1.5(f)(i)(33)** interpreting in situations requiring tact and discretion;
- 19.1.5(f)(i)(34)** plan and teach lessons; and/or
- 19.1.5(f)(i)(35)** supervise and support lower level teachers; and/or
- 19.1.5(f)(i)(36)** recruit and assess students; and/or
- 19.1.5(f)(i)(37)** oversee collection of course materials and resources; and/or
- 19.1.5(f)(i)(38)** administration of an Aboriginal Education course; and/or
- 19.1.5(f)(i)(39)** negotiate and design a course curriculum to meet student and community needs.

19.1.5(f)(ii) General staff

- 19.1.5(f)(ii)(1)** Supervising and controlling the day-to-day operations of a work area, including responsibility for:
 - deciding priorities and resources needed for jobs on the work program; and
 - preparing estimates for work done inside and outside the Organisation;
 - monitoring expenditure; and/or
- 19.1.5(f)(ii)(2)** Control a large number of staff in supervised work teams doing gardening and/or related tasks including:
 - deciding priorities for jobs on the work program;
 - deciding on resources needed for the work program;

- give technical guidance as necessary;
- play an active role in training work teams;
- monitor expenditure; and
- research, prepare and present complex reports; and/or

19.1.5(f)(ii)(3) Supervising and controlling the day-to-day operations, including responsibility for development of a community program e.g. housing program, CDEP, children's program.

19.1.5(f)(ii)(4) Control groups of trades staff (or staff with an equivalent level of skills and knowledge, including junior supervisors) doing specialised work. Responsibilities include:

- preparing draft estimates;
- deciding work priorities;
- oversight quality control and occupation health and safety procedures;
- review work methods and procedures;
- organise labour, materials and equipment;
- training and development of staff and students;

19.1.5(f)(ii)(5) Other tasks of General staff may include:

- inspect the work of contractors;
- supervise/coordinate the activities of a large number of staff providing a transport service;
- undertake and/or deliver training as required.

19.1.5(g) Knowledge and skills

19.1.5(g)(i) Knowledge

19.1.5(g)(i)(1) Work at this level requires:

- sound general knowledge of the Organisation's operations and the role of the work area;

- sound general knowledge of the programs, activities, policies and services provided within a functional element or in a number of work areas of the organisation;
- sound knowledge of the work practices and procedures of the work area;
- sound knowledge of Organisation's policy or guidelines relevant to the work area.

19.1.5(g)(i)(2) Ability to understand legislation, regulations or other guideline material may be required for some positions at this level.

19.1.5(g)(i)(3) Teaching positions require sound subject knowledge and the ability to apply knowledge of Aboriginal teaching and learning styles.

19.1.5(g)(ii) Skills

19.1.5(g)(ii)(1) Interpersonal skills

- Good liaison and communication skills;
- ability to communicate with clients within guidelines decided by senior management may be needed.

19.1.5(g)(ii)(2) Managerial ability

Managerial ability, including the ability to:

- monitor work practices and work flow;
- set priorities within the work area;
- develop local procedures; and
- supervise staff;
- may be required for positions at this level.

19.1.5(g)(iii) Supervisory responsibilities at this level would include:

- assessment of training needs for the work area; and
- staff assessment and performance counselling in relation to an individual's development; and/or
- supervision and support of less experienced staff.

19.1.5(g)(iv) Positions at this level would be expected to be familiar with and be able to apply:

- equal employment opportunity and industrial democracy principles and occupational health and safety guidelines.

19.1.5(h) Aboriginal knowledge and cultural skills

The following characteristics are desirable for staff at this level:

19.1.5(h)(i) An understanding, awareness and/or sensitivity to Aboriginal culture and law e.g. ability to speak, understand or knowledge of one or more relevant Australian Aboriginal languages; to kinship and skin relationships; to avoidance relationships, family structures and sorry business; to local cultural values; and the ability to conduct oneself in a culturally appropriate manner.

19.1.5(h)(ii) Ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele e.g. knowledge of the relevant Australian Aboriginal community, the ability to communicate with Aboriginal people; to be credible and acceptable to clients and co-workers; a knowledge of who to approach and how; the ability to identify and work with key people; an ability to gain trust and confidence of clients and co-workers; a knowledge of cultural conventions and appropriate behaviour.

19.1.5(h)(iii) A thorough knowledge of the history and role of Aboriginal organisations in the region e.g. an understanding of the organisations and their goals; knowledge of the political and economic environment in which the organisations operate.

19.1.5(h)(iv) The ability to function effectively at work in an Aboriginal organisation.

19.1.5(h)(v) Understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginalisation.

19.1.5(i) Qualifications

19.1.5(i)(i) With the exception of some specialist groups, this is the first level where technical or professional qualifications may be required or desirable.

19.1.5(i)(ii) A worker at this level would be able to demonstrate satisfactory completion of training/demonstrated competence in accordance with requirements for this level.

19.1.5(i)(iii) Qualifications which may be required or desirable at this level:

- Relevant four year degree with two years relevant experience; or
- three year degree with three years relevant experience;
- Associate Diploma with relevant experience; or
- lesser formal qualifications with substantial years of relevant experience;
- qualifications attained through previous appointments/service and/or study or an equivalent level of expertise and experience to undertake the range of activities required.

19.1.5(j) Training

- 19.1.5(j)(i)** All staff are encouraged to participate in cultural activities.
- 19.1.5(j)(ii)** All workers are expected to undertake training to enhance the development of their career path and the achievement of the Organisation's goals.
- 19.1.5(j)(iii)** All staff are expected to undertake relevant training to enable them to advance to the next level.
- 19.1.5(j)(iv)** All workers at this level will receive training to enable them to advance to the next level.
- 19.1.5(j)(v)** Workers at this level who are required to give training to workers at lower levels must undertake appropriate courses to enable them to deliver effective training.
- 19.1.5(j)(vi)** Advancement to a higher level will be subject to:
- satisfactory completion of training/competency assessment;
 - the normal merit-based promotion processes; and
 - a vacant job being available.

19.1.6 Level six

19.1.6(a) General description

- 19.1.6(a)(i)** Administrative/Specialist staff at this level work under general direction in technical, professional, project, processing or service work to achieve results in line with the corporate or service delivery goals of the Organisation.

19.1.6(a)(ii) General staff at this level work under limited direction, supervising a large group of staff on a varied range of operational projects. Workers at this level is expected to exercise a high degree of initiative, independent judgement and leadership in solving complex operational problems.

19.1.6(b) Role and function

19.1.6(b)(i) Administrative/specialist staff

19.1.6(b)(i)(1) Work at this level is performed under general direction and may be technical, professional, project, processing or service work, or a combination of these.

19.1.6(b)(i)(2) Positions at this level may also undertake management functions.

19.1.6(b)(i)(3) Teachers or Teacher/Coordinator.

19.1.6(b)(ii) General staff

19.1.6(b)(ii)(1) General staff at this level supervise a large group of trades and/or non trades staff in more than one field on a varied range of operational projects;

19.1.6(b)(ii)(2) The work may include control of groups of trade staff (or staff with equivalent levels of skills and knowledge, including junior supervisory staff) working in specialised activities; or

19.1.6(b)(ii)(3) control of a major service operation including a number of trades, non-trades and/or associated staff.

19.1.6(c) Direction given at this level

19.1.6(c)(i) Administrative/specialist staff

19.1.6(c)(i)(1) Administrative work at this level is performed under general direction as to work priorities.

19.1.6(c)(i)(2) Direction at this level may be less direct than at lower levels and is usually related to task methodologies and work practices. Staff would be expected to set priorities and to monitor work flow in the area of responsibility.

19.1.6(c)(ii) General staff

19.1.6(c)(ii)(1) General staff at this level work under limited direction.

19.1.6(c)(ii)(2) A person at this level is expected to exercise a high degree of initiative, independent judgement and leadership in solving complex operational problems.

19.1.6(d) Accountability/extent of authority

19.1.6(d)(i) Administrative/specialist staff

19.1.6(d)(i)(1) Independent action may be exercised at this level, for example developing management strategies and work area procedures, or coordinating the development of a course curriculum.

19.1.6(d)(i)(2) Operating guidelines and resource allocation will usually be determined by senior management.

19.1.6(d)(i)(3) Decision taken or delegations exercised would be limited within guidelines set by senior management. Decisions may have a minor impact on the Organisation's resources but are of limited management significance.

19.1.6(d)(i)(4) The extent of supervisory responsibility would depend on the operational work of the area and factors such as work priorities, complexity of the work and the number of staff supervised.

19.1.6(d)(ii) General staff

19.1.6(d)(ii)(1) At this level General staff under administrative direction may exercise direct and indirect control over a large group of staff, including lower level supervisors, undertaking a varied range of work;

19.1.6(d)(ii)(2) General staff at this level exercise a high degree of independent judgement, initiative, leadership and flexibility in solving complex problems including:

- coordination of resources;
- oversight of training;
- estimation of costs;
- arranging recruitment;
- oversight safety measures;
- review work methods and oversee quality control.

19.1.6(e) Main responsibilities

19.1.6(e)(i) Administrative/specialist staff

19.1.6(e)(i)(1) The work may include:

- preparing papers;
- drafting complex correspondence for senior staff;
- tasks of a specialist or detailed nature;
- providing or interpreting information for clients or other interested parties;
- specific processing or service responsibilities, including ensuring programmes comply with legislative, grant or policy requirements;
- overseeing and coordinating the work of staff at lower levels;
- teaching or coordinating Aboriginal Education Courses;
- coordinating course curriculum development;
- management of a small functional unit of an organisation.

19.1.6(e)(i)(2) Workers with supervisory responsibilities are required to coordinate or conduct the training of the staff they supervise in the skills needed to advance to the next level in the classification structure.

19.1.6(e)(i)(3) Workers with training responsibilities will be required to undertake relevant courses to enable them to deliver training effectively.

19.1.6(e)(i)(4) All staff are required to undertake relevant training to enable them to advance to the next level.

19.1.6(e)(ii) General staff

19.1.6(e)(ii)(1) General staff at this level work under limited direction, either individually or in a team environment:

- supervise a large group of trades and/or non-trades staff in more than one field on a varied range of operational projects;

- inspect houses or buildings to assess repair and maintenance requirements, prepares estimates of costs and schedules the work;
- may take charge of and carry out maintenance and repair of houses or buildings and associated services and equipment;
- develop plans, schedules and costs of preventive maintenance.

19.1.6(e)(ii)(2) Workers with supervisory responsibilities are required to coordinate or conduct the training of the staff they supervise in the skills needed to advance to the next level in the classification structure.

19.1.6(e)(ii)(3) Workers with training responsibilities will be required to undertake relevant courses to enable them to deliver training effectively.

19.1.6(e)(ii)(4) All staff are required to undertake relevant training to enable them to advance to the next level.

19.1.6(f) Task descriptions

The tasks detailed below are examples of tasks which may be done at this level and should not be used for selecting the classification level.

19.1.6(f)(i) Administrative/specialist staff

- Supervise the work of a processing group (e.g. finance staff) and where necessary assist with the complex aspects of the work;
- organise and conduct training courses and conferences;
- arrange publications;
- prepare or help prepare department's or section's budgets;
- review and report regularly on expenditure trends compared with estimates;
- direct and coordinate occupational health and safety programs and take a preventative role in regard to the health of staff;
- write programs using generalised software packages;
- coordinate and/or teach an Aboriginal Education Course, including development of course curriculum;

- recruit, counsel and assess students;
- support and supervise lower level teachers;
- undertake work related to the development of micro-based application systems including preparation of systems documentation;
- as a member of a team undertake reviews of/or consultancy assignments on administrative matters. Individually undertake less demanding reviews;
- undertake and/or deliver training as required;
- research and preparation of dictionary material;
- undertake complex graphic design;
- coordinate an interpreter/translator service and undertake more difficult interpreting/translation tasks;
- manage/supervise/coordinate the activities of a large number of community development staff.

19.1.6(f)(ii) General staff

- Manage/supervise/coordinate the activities of a large number of staff including a transport service;
- manage administrative responsibility for:
 - budgeting and resource allocation;
 - estimating staffing;
 - equipment and maintenance requirements;
 - arranging and/or advising on tenders and contracts for stock, equipment and maintenance;
 - overseeing/reviewing work standards, methods and operating procedures and improving or changing them as required;
 - supervising, rostering, interviewing/ selecting and training staff;
 - quality control and maintenance of hygiene;
 - liaison with senior managers, professional and allied professional staff;

- take charge of the repair and maintenance of buildings and residences together with associated services and equipment where there are special problems;
- inspect and report on compliance with specifications and/or standards;
- assess repair and maintenance requirements;
- prepare valuations and estimates of costs;
- manage major training activities for staff in trades and related groups, including the developing training programs and supervising staff giving training;
- prepare, estimate costs and implement preventive maintenance programs;
- undertake and/or deliver training as required.

19.1.6(g) Knowledge and skills

19.1.6(g)(i) Knowledge

19.1.6(g)(i)(1) Work at this level requires:

- general knowledge of the Organisation's operations, combined with a specialist knowledge of the major activities within the work area; and
- a specialised knowledge of computer or keyboard applications may be appropriate to some positions.

19.1.6(g)(i)(2) In program, activity or service delivery areas:

- staff should have the knowledge to interpret and apply policies and procedures or other guideline material to specific situations;
- staff should be able to provide information about the Organisation's operations, particularly about programs, activities or service delivery to clients.

19.1.6(g)(i)(3) Teaching positions require:

- A sound knowledge of Aboriginal teaching and learning styles.

- Proven specialist subject expertise across one or more areas.
- Knowledge of Aboriginal Education issues.

19.1.6(g)(ii) Skills

19.1.6(g)(ii)(1) The work at this level may require the ability to investigate, interpret or evaluate information.

19.1.6(g)(ii)(2) Sound liaison and communication skills, and the capacity to negotiate may be required, particularly in positions involving liaison or communication with clients or other Organisations or Government Departments.

19.1.6(g)(ii)(3) Teaching positions require the ability to apply knowledge of Aboriginal teaching and learning styles.

19.1.6(g)(ii)(4) Managerial ability may be required, including the ability to:

- supervise staff;
- set priorities;
- monitor work flow; and
- develop strategies or work practices.

19.1.6(g)(ii)(5) Positions with supervisory responsibilities include responsibility for the development of appropriate training programs related to group development in the functional area.

19.1.6(g)(ii)(6) Positions at this level would be expected to be involved in applying:

- equal employment opportunity principles;
- industrial relations principles and have an awareness of occupational health and safety guidelines and principles.

19.1.6(g)(ii)(7) Staff assessment and counselling may involve giving advice on personal and career development relating to work.

19.1.6(g)(iii) Aboriginal knowledge and cultural skills

The following characteristics are highly desirable for staff at this level:

- 19.1.6(g)(iii)(1)** An understanding, awareness and/or sensitivity to Aboriginal culture and law e.g. ability to speak, understand or knowledge of one or more relevant Australian Aboriginal languages; to kinship and skin relationships; to avoidance relationships, family structures and sorry business; to local cultural values; and the ability to conduct oneself in a culturally appropriate manner.
- 19.1.6(g)(iii)(2)** Ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele e.g. knowledge of the relevant Australian Aboriginal community, the ability to communicate with Aboriginal people; to be credible and acceptable to clients and co-workers; a knowledge of who to approach and how; the ability to identify and work with key people; an ability to gain trust and confidence of clients and co-workers; a knowledge of cultural conventions and appropriate behaviour.
- 19.1.6(g)(iii)(3)** A thorough knowledge of the history and role of Aboriginal organisations in the region, including a clear understanding of the Organisations, background to establishing the Organisations and their goals; knowledge of the political and economic environment in which the organisations operate.
- 19.1.6(g)(iii)(4)** The ability to function effectively at work in an Aboriginal organisation.
- 19.1.6(g)(iii)(5)** Understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginalisation.

19.1.6(h) Qualifications

- 19.1.6(h)(i)** Relevant degree with relevant experience; or
- 19.1.6(h)(ii)** Associate Diploma with substantial experience; or
- 19.1.6(h)(iii)** qualifications in more than one discipline; or
- 19.1.6(h)(iv)** less formal qualifications with specialised skills sufficient to perform at this level; or
- 19.1.6(h)(v)** qualifications attained through previous appointments, service and/or study or an equivalent level of expertise and experience to undertake the range of activities required.
- 19.1.6(h)(vi)** Satisfactory completion of training/demonstrated competence in accordance with requirements for the level.

19.1.6(i) Training

- 19.1.6(i)(i)** All staff are encouraged to participate in cultural activities.
- 19.1.6(i)(ii)** All workers are expected to undertake training to enhance the development of their career path and the achievement of the Organisation's goals.
- 19.1.6(i)(iii)** All staff are expected to undertake relevant training to enable them to advance to the next level.
- 19.1.6(i)(iv)** All workers at this level will receive training to enable them to advance to the next level.
- 19.1.6(i)(v)** Workers at this level who are required to give training to workers at lower levels must undertake appropriate courses to enable them to deliver effective training.
- 19.1.6(i)(vi)** Advancement to a higher level will be subject to:
- satisfactory completion of training/competency assessment;
 - the normal merit-based promotion processes; and
 - a vacant job being available.

19.1.7 Level seven

19.1.7(a) General description

- 19.1.7(a)(i)** Positions at this level may undertake a wide range of functions. They may manage the operations of an organisational element, or manage a program or activity.
- 19.1.7(a)(ii)** Administrative/Specialist staff usually work under limited direction.
- 19.1.7(a)(iii)** General staff usually work with a high degree of independence under Administrative direction.
- 19.1.7(a)(iv)** Supervision given by staff at this level may involve using technical or professional skills or judgement.
- 19.1.7(a)(v)** Some positions at this level may supervise technical or professional staff at lower levels for administrative purposes only.

19.1.7(a) Role and function

19.1.7(a)(i) Administrative/specialist staff

- 19.1.7(a)(i)(1)** Manage the operations of a discrete organisational element, program or activity; or
- 19.1.7(a)(i)(2)** supervise the operations of an organisational element which is a part of a larger area; or
- 19.1.7(a)(i)(3)** under limited direction, provide administrative support to a particular program, activity or administrative function; or
- 19.1.7(a)(i)(4)** give subject matter expertise; or
- 19.1.7(a)(i)(5)** give policy advice, including technical or professional advice, across a range of programs or activities in the organisation;
- 19.1.7(a)(i)(6)** oversight and monitor training; or give training to a specialised trainee;
- 19.1.7(a)(i)(7)** provide professional medical services;
- 19.1.7(a)(i)(8)** teach or teach and Coordinate an Aboriginal Education Course, or courses in an Aboriginal Education program.

19.1.7(b) General staff

- 19.1.7(b)(i)** Under administrative direction, control a large multi-disciplined group of trades staff of staff with an equal level of skill and knowledge, including supervisors at lower levels, doing specialised work.
- 19.1.7(b)(ii)** Control several small multi-disciplined groups of trades staff, or staff with an equal level of skill and knowledge, including supervisors at lower levels, doing specialised work.
- 19.1.7(b)(iii)** Under administrative direction, carry out inspections and oversee installation of building engineering system.
- 19.1.7(b)(iv)** Coordinate and/or conduct training/education courses across a range of subject areas and organisations.

19.1.7(c) Direction given at this level

19.1.7(c)(i) Administrative/specialist staff

- 19.1.7(c)(i)(1)** Staff at this level usually work under limited direction as to work priorities and the detailed conduct of the task.

19.1.7(c)(i)(2) Direction given, depending on the functional role for the position, includes the provision of advice, guidance and/or direction in relation to a project, detailed processing of work, or other work practices.

19.1.7(c)(ii) General staff

19.1.7(c)(ii)(1) May work with a high degree of independence under administrative direction.

19.1.7(c)(ii)(2) Workers at this level are expected to use a high degree of initiative, independent judgement and leadership in the management of a complex operational program or business unit.

19.1.7(d) Accountability/extent of authority

19.1.7(d)(i) Administrative/specialist staff

19.1.7(d)(i)(1) Independent action may be taken within limits set by senior management.

19.1.7(d)(i)(2) Any decision taken or delegation used follows the Organisation's rules or procedures.

19.1.7(d)(i)(3) Work guidelines, procedures or resource allocation may be decided by senior management.

19.1.7(d)(i)(4) Decisions may affect the Organisation's operations and resources, but would usually be limited to the specific work area involved.

19.1.7(d)(i)(5) Staff at this level may represent the Organisation at meetings, conferences and seminars.

19.1.7(d)(i)(6) Teacher/Coordinator positions would have responsibility for course curriculum in courses they coordinate.

19.1.7(d)(i)(7) Tasks may require specialist expertise or technical knowledge, and may involve some coordination within or across the Organisation's functions.

19.1.7(d)(ii) General staff

19.1.7(d)(ii)(1) Staff at this level show a high degree of initiative, independent judgement and leadership in managing a complex operational program or business unit.

19.1.7(d)(ii)(2) Operating guidelines, procedures or resource allocation may be decided by senior management.

19.1.7(d)(ii)(3) Decisions may affect the Organisation's operations and resources, but would usually be limited to the specific work area involved.

19.1.7(d)(ii)(4) Staff at this level may represent the Organisation at meetings, conferences and seminars.

19.1.7(d)(ii)(5) Controls a large multi-disciplined group or several small multi-disciplined groups of trades staff, or staff with an equivalent level of skills and knowledge, doing specialised work.

19.1.7(d)(ii)(6) Usually supervises supervisory staff at lower levels.

19.1.7(e) Main responsibilities

19.1.7(e)(i) Administrative/specialist staff

19.1.7(e)(i)(1) Supervisory responsibilities would depend on the role of the position in the organisation.

19.1.7(e)(i)(2) Teacher or Teacher/Coordinator at this level would be responsible for evaluating and monitoring curriculum and education programs and coordinating course planning.

19.1.7(e)(i)(3) Staff at this level would be expected to:

- set and achieve priorities;
- monitor work flow; and/or
- manage staff resources;
- to achieve objectives.

19.1.7(e)(i)(4) Positions at this level may:

- prepare papers;
- research and present information with recommendations for decision by senior officers;
- draft responses to complex correspondence.

19.1.7(e)(i)(5) May do work of a technical nature.

19.1.7(e)(i)(6) May liaise and coordinate within and across the Organisation's functions, including:

- representing the Organisation at meetings, conferences and seminars;
- oversee and coordinate the work of other staff assisting with these tasks.

19.1.7(e)(i)(7) Liaison and communication with clients may be a required.

19.1.7(e)(i)(8) Workers with supervisory responsibilities are required to coordinate, conduct or monitor the training of the staff they supervise in the skills they need to advance to the next level in the classification structure.

19.1.7(e)(i)(9) Plan and coordinate work of housing office.

19.1.7(e)(ii) General staff

19.1.7(e)(ii)(1) Under administrative direction, supervise construction and/or repairs and maintenance work done by contract employees;

19.1.7(e)(ii)(2) Under administrative direction carry out inspections, and oversees installation of building engineering systems;

19.1.7(e)(ii)(3) Staff at this level would be expected to:

- set and achieve priorities;
- monitor work flow; and/or
- manage staffing resources;
- to meet objectives.

19.1.7(e)(ii)(4) Liaison and communication with clients may be required;

19.1.7(e)(ii)(5) Workers with supervisory responsibilities are required to coordinate, conduct or monitor the training of the staff they supervise in the skills they need to advance to the next level in the classification structure.

19.1.7(f) Task descriptions

The following are examples of tasks which may be performed by staff at this level and should not be used for selecting the classification level.

19.1.7(f)(i) Administrative/specialist staff

19.1.7(f)(i)(1) Review and make recommendations on publication content, format and layout;

- 19.1.7(f)(i)(2)** investigations and research, or take charge of development and review of policies and procedures throughout the organisation;
- 19.1.7(f)(i)(3)** provide counselling, referral and follow-up for staff;
- 19.1.7(f)(i)(4)** identify, advise and report on needs for counselling services;
- 19.1.7(f)(i)(5)** monitor and analyse regular organisation management information, such as staffing and financial resource usage; ensure that associated information systems are maintained and that regular reports are provided to management;
- 19.1.7(f)(i)(6)** prepare accounts;
- 19.1.7(f)(i)(7)** lead a small team designing, developing and maintaining systems using generalised software packages;
- 19.1.7(f)(i)(8)** make decisions which have limited financial or precedent setting significance within authority given by senior management;
- 19.1.7(f)(i)(9)** oversight training and staff development programs;
- 19.1.7(f)(i)(10)** give training to specialist trainee/s;
- 19.1.7(f)(i)(11)** perform tasks of a qualified dentist;
- 19.1.7(f)(i)(12)** coordinate dictionary program;
- 19.1.7(f)(i)(13)** preparation of dictionary material;
- 19.1.7(f)(i)(14)** perform medical clinical duties.

19.1.7(f)(ii) General staff

- 19.1.7(f)(ii)(1)** Plan work programs and set priorities;
- 19.1.7(f)(ii)(1)** prepare estimates and control expenditure;
- 19.1.7(f)(ii)(2)** oversight of performance against standards, including quality control and occupational health and safety standards;
- 19.1.7(f)(ii)(3)** review methods and procedures;
- 19.1.7(f)(ii)(4)** implement quality control;
- 19.1.7(f)(ii)(5)** organise labour, materials and equipment;

- 19.1.7(f)(ii)(6)** oversight training and staff development programs;
- 19.1.7(f)(ii)(7)** deliver training to specialist trainee/s;
- 19.1.7(f)(ii)(8)** supervise construction and/or repairs and maintenance work done by contract employees;
- 19.1.7(f)(ii)(9)** inspect buildings;
- 19.1.7(f)(ii)(10)** check and report on compliance with specifications and/or standards and arranging progress payments; and
- 19.1.7(f)(ii)(11)** decide repair and maintenance requirements; prepare valuations and estimates of costs; and deal with quotations and tenders;
- 19.1.7(f)(ii)(12)** prepare, cost and implement preventive maintenance programs.

19.1.7(g) Knowledge and skills

19.1.7(g)(i) Knowledge

19.1.7(g)(i)(1) Work at this level requires:

- Knowledge of the Organisation's operations; and
- knowledge of legislation, regulations and other guidelines relating to the operations and functions of the work areas; and
- knowledge of computer or keyboard applications appropriate to the work area.

19.1.7(g)(i)(2) Supervisors at this level require:

- Knowledge of equal employment opportunity principles and procedures; and
- Knowledge of industrial relations; and
- Knowledge of occupational health and safety guidelines.

19.1.7(g)(i)(3) Staff at this level with training responsibilities require knowledge of the training resources available.

19.1.7(g)(i)(4) Teaching positions at this level require:

- a high level of specialist subject knowledge; and
- an in depth knowledge of Aboriginal teaching and learning styles; and
- a sound knowledge of Aboriginal Education Issues; and
- a broad knowledge across a range of tasks.

19.1.7(g)(ii) Skills

19.1.7(g)(ii)(1) The ability to investigate, interpret or evaluate information, or undertake research may be required.

19.1.7(g)(ii)(2) Teachers at the level require advanced teaching skills and apply an in depth knowledge of Aboriginal teaching and learning styles.

19.1.7(g)(ii)(3) Teacher/Coordinators require proven teaching and education administration skills.

19.1.7(g)(ii)(4) Significant managerial ability is often a requirement of positions at this level. Including the ability to:

- supervise staff;
- set priorities;
- monitor work flow;
- develop strategies, procedures and work practices; and
- allocate resources.

19.1.7(g)(ii)(5) Supervisors at this level should have:

- demonstrated personnel management skills; and
- the ability to apply equal employment opportunity principles and procedures; and
- industrial relations management skills; and
- the ability to implement occupational health and safety guidelines.

19.1.7(g)(ii)(6) Staff at this level may have responsibility for:

- identifying training needs; and
- development of appropriate training programs for the work unit;
- a knowledge of the training resources available would therefore be required.

19.1.7(g)(iii) Interpersonal skills

Some positions require well developed liaison and communication skills and the ability to negotiate with clients or other interested parties, within limits decided by senior management.

19.1.7(g)(iv) Aboriginal knowledge and cultural skills

The following characteristics are highly desirable for staff at this level:

- 19.1.7(g)(iv)(1)** An understanding, awareness and/or sensitivity to Aboriginal culture and law e.g. ability to speak, understand or knowledge of one or more relevant Australian Aboriginal languages; to kinship and skin relationships; to avoidance relationships, family structures and sorry business; to local cultural values; and the ability to conduct oneself in a culturally appropriate manner.
- 19.1.7(g)(iv)(2)** Ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele e.g. knowledge of the relevant Australian Aboriginal community, the ability to communicate with Aboriginal people; to be credible and acceptable to clients and co-workers; a knowledge of who to approach and how; the ability to establish a network of key or significant local Aboriginal people; an ability to gain trust and confidence of clients and co-workers; a knowledge of cultural conventions and appropriate behaviour.
- 19.1.7(g)(iv)(3)** A thorough knowledge of the history and role of Aboriginal organisations in the region, including a clear understanding of the Organisations, background to establishing the Organisations and their goals; knowledge of the political and economic environment in which the organisations operate at local, national and international level.
- 19.1.7(g)(iv)(4)** The ability to function effectively at work in an Aboriginal organisation.

19.1.7(g)(iv)(5) Understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginalisation.

19.1.7(h) Qualifications

- 19.1.7(h)(i)** Qualifications are generally beyond those acquired through tertiary education alone.
- 19.1.7(h)(ii)** Qualifications are typically acquired through completion of higher education qualifications to degree level plus extensive experience; or
- 19.1.7(h)(iii)** Lesser formal qualifications together with considerable skills and extensive relevant experience to an equivalent standard; or
- 19.1.7(h)(iv)** A combination of experience, expertise and competence sufficient to perform the duties required at this level.
- 19.1.7(h)(v)** Satisfactory completion of training/demonstrated competence in accordance with requirements for this level.

19.1.7(i) Training

- 19.1.7(i)(i)** All staff are encouraged to participate in cultural activities.
- 19.1.7(i)(ii)** Workers with training responsibilities will be required to undertake relevant courses to enable them to deliver training effectively.
- 19.1.7(i)(iii)** All staff are expected to undertake relevant training to enable them to advance to the next level.
- 19.1.7(i)(iv)** All workers are expected to undertake training to enhance the development of their career path and the achievement of the organisations goals.
- 19.1.7(i)(v)** Workers at this level who are required to oversee training of workers at lower levels must ensure that the staff giving the training undertake relevant courses to enable them to deliver appropriate and effective training.
- 19.1.7(i)(vi)** All workers at this level will receive training to enable them to advance to the next level.
- 19.1.7(i)(vii)** Advancement to a higher level will be subject to:
- satisfactory completion of training/competency assessment;

- the normal merit-based promotion processes; and
- vacant job being available.

19.1.8 Level eight

19.1.8(a) General description

- 19.1.8(a)(i)** Staff at this level work under limited direction, and may do technical, professional/specialist or administrative work. Positions would usually have a management function and may supervise technical, professional/specialist or administrative staff.
- 19.1.8(a)(ii)** Work at this level could be done by suitable staff whose background may be professional, technical or administrative.

19.1.8(b) Role and function

- 19.1.8(b)(i)** Positions at this level:
- 19.1.8(b)(i)(1)** Usually manage the operations of an organisation element;
or
- 19.1.8(b)(i)(2)** undertake a management function; or
- 19.1.8(b)(i)(3)** provide administrative, technical, or professional support to a particular program, activity or service;
- to achieve a result in a line with the corporate goals of the organisation.
- 19.1.8(b)(ii)** The supervisor, or the staff they supervise, may be, or may include, technical, professional/specialist or administrative staff.
- 19.1.8(b)(iii)** Positions at this level:
- 19.1.8(b)(iii)(1)** Provide professional medical services;
- 19.1.8(b)(iii)(2)** Teach an Aboriginal Education Course at an Advanced level of skill;
- 19.1.8(b)(iii)(3)** Coordinate a number of courses in an Aboriginal Education program;
- 19.1.8(b)(iii)(4)** Coordinate a training/education program across a range of subjects and organisations by AOT.
- 19.1.8(b)(iv)** Teacher/Coordinators require proven teaching and education administration skills.

19.1.8(c) Direction given at this level

Staff at this level receive limited direction as to work priorities and the detailed conduct of the tasks. Depending on the functional role of the position in the Organisation, the direction given may be by way of providing general guidance and advice or business plans.

19.1.8(d) Accountability/extent of authority

- 19.1.8(d)(i)** Staff at this level may take independent action.
- 19.1.8(d)(ii)** Positions at this level would have responsibility for results achieved by using and allocating resources within limits set by senior management.
- 19.1.8(d)(iii)** Decisions taken or delegations exercised at this level may have major impact on the day-to-day operations of the work area.
- 19.1.8(d)(iv)** The impact of such decisions on the Organisation's operations is likely to be limited to the work area or section.
- 19.1.8(d)(v)** Depending on the role and function of the positions, staff at this level may have the authority to make or review decisions affecting the section or work area, or undertake a new course of action.

19.1.8(e) Main responsibilities

- 19.1.8(e)(i)** Depending on the role and function of the position, the tasks may be complex or specific. The work may encompass a major area of the Organisation's operations.
- 19.1.8(e)(ii)** The work includes, or may include:
 - 19.1.8(e)(ii)(1)** providing advice which could include policy, administrative, technical or professional advice;
 - 19.1.8(e)(ii)(2)** tasks related to the management or administration of a program or activity;
 - 19.1.8(e)(ii)(3)** service delivery or corporate support functions, including marketing, project work, policy development;
 - 19.1.8(e)(ii)(4)** preparation or coordination of research, policy submissions;
 - 19.1.8(e)(ii)(5)** advising on technical, professional or program issues, or administrative matters;

- 19.1.8(e)(ii)(6)** liaison and negotiation with other elements of the organisation, government agencies, State and Local authorities or business or community organisations is usually a feature;
- 19.1.8(e)(ii)(7)** preparation, or overseeing the preparation of tenders and contracts; and
- 19.1.8(e)(ii)(8)** representing the agency at meetings, conferences or seminars;
- 19.1.8(e)(ii)(9)** overseeing curriculum and administration of courses in an Aboriginal Education Program.
- 19.1.8(e)(iii)** Supervisory responsibilities may be an important function of positions at this level, but this can vary widely depending on factors such as functional role, work area, location, priorities, work load, operational deadlines and the availability of staff resources to assist.
- 19.1.8(e)(iv)** Staff at this level may develop guidelines, rules, instructions or procedures for use by other staff.

19.1.8(f) Task descriptions

The following are examples of tasks which may be performed by positions at this level and should not be used for selecting the classification level:

- individually or as team leader, undertake major reviews or consultancy assignments, for example on staff allocation and organisation design;
- undertake complex research and project work on the functions of a department or division;
- analyse the Organisation's activities and workload and recommend staffing levels according to the Organisation's objectives and priorities;
- coordinate new policy proposals, savings reviews and other financial investigations, prepare submissions for senior management;
- research, advise and prepare briefs on complex industrial and staff related matters in the organisation;
- advise on the Organisation's training needs and develop policies and strategies for the implementation of development programs;
- cost recovery basis;
- teachers at an advanced level of skill;

- administer an Aboriginal Education Program;
- administer an Aboriginal Organisations training program;
- liaise with other Aboriginal Organisations or government departments to assess training needs;
- coordinate the delivery and/or conduct training across a range of subjects in a number of Aboriginal training programs;
- prepare proposals and advice for other senior executives;
- develop business plans and marketing strategies;
- direct or control the administration of a group of programs or activities;
- undertake or direct analysis and research in a division/department, including detailed financial analyses, and prepare associated reports and submissions;
- administer dental programs;
- perform medical clinical duties.

19.1.8(g) Knowledge and skills

19.1.8(g)(i) Knowledge

- 19.1.8(g)(i)(1)** Work at this level requires a knowledge and awareness of the organisations operations, initiatives or policies, and an understanding of computer or keyboard applications appropriate to the functions of the position.
- 19.1.8(g)(i)(2)** A knowledge of financial program management techniques related to the activity or corporate goal of the work area is usually required for positions at this level.
- 19.1.8(g)(i)(3)** An awareness of training principles and a knowledge of the training resources available are required at this level.
- 19.1.8(g)(i)(4)** Teachers and Teacher/Coordinators at this level require:
- a high level of specialist subject expertise;
 - a broad knowledge across a range of programs;
 - a sound knowledge of Aboriginal Education Issues.

19.1.8(g)(ii) Skills

19.1.8(g)(ii)(1) Management skills and the ability to:

- undertake the allocation and monitoring of resources; and
- to contribute to the development and implementation of policy initiatives or corporate strategies;

are usually required for positions at this level.

19.1.8(g)(ii)(2) positions at this level require a sound understanding of commercial accounting principles, marketing techniques and a service delivery orientation;

19.1.8(g)(ii)(3) supervisors at this level must recognise the importance of sound human resource management and have demonstrated personnel management skills and ability to apply equal employment opportunity principles, occupational health and safety procedures and industrial democracy guidelines;

19.1.8(g)(ii)(4) ability to identify training programs appropriate to the division/department is usually required at this level;

19.1.8(g)(ii)(5) well developed liaison and communication skills and the ability to negotiate or communicate, under limited direction, on behalf of the organisation with clients or other relevant organisations may be needed;

19.1.8(g)(ii)(6) the ability to apply or interpret corporate objectives, instructions or other guideline material relating to the operations, policies or functions of the work area may be required;

19.1.8(g)(ii)(7) the capacity for high level research, reviews or investigations including the preparing reports and associated papers may be required;

19.1.8(g)(ii)(8) Teachers at this level would require proven Advanced Teaching Skills;

19.1.8(g)(ii)(9) Teacher/Coordinators at this level require educational administration.

19.1.8(g)(iii) Aboriginal knowledge and cultural skills

The following characteristics are highly desirable for staff at this level:

- 19.1.8(g)(iii)(1)** An understanding, awareness and/or sensitivity to Aboriginal culture and law e.g. ability to speak, understand or knowledge of one or more relevant Australian Aboriginal languages; to kinship and skin relationships; to avoidance relationships, family structures and sorry business; to local cultural values; and the ability to conduct oneself in a culturally appropriate manner.
- 19.1.8(g)(iii)(2)** Ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele e.g. knowledge of the relevant Australian Aboriginal community, the ability to communicate with Aboriginal people; to be credible and acceptable to clients and co-workers; a knowledge of who to approach and how; the ability to establish a network of key or significant local Aboriginal people; an ability to gain trust and confidence of clients and co-workers; a knowledge of cultural conventions and appropriate behaviour.
- 19.1.8(g)(iii)(3)** A thorough knowledge of the history and role of Aboriginal organisations in the region, including a clear understanding of the Organisations, background to establishing the Organisations and their goals; knowledge of the political and economic environment in which the Organisations operate at a local, national and international level.
- 19.1.8(g)(iii)(4)** The ability to function effectively at work in an Aboriginal organisation.
- 19.1.8(g)(iii)(5)** Understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginalisation.

19.1.8(h) Qualifications

Qualifications are generally beyond those normally acquired through a degree course and experience in the field of specialist expertise. These could be acquired through:

- further formal qualifications in the field of specialist expertise or in management; or
- lesser formal qualifications together with the acquisition of considerable skills and extensive and diverse experience at an equivalent standard; or
- a combination of experience, expertise and competence sufficient to perform the duties of the position.

19.1.8(i) Training

- 19.1.8(i)(i)** All staff are encouraged to participate in cultural activities.
- 19.1.8(i)(ii)** All workers are expected to undertake training to enhance the development of their career path and the achievement of the Organisation's goals.
- 19.1.8(i)(iii)** Workers at this level who are required to give training to workers at lower levels must undertake appropriate courses to enable them to deliver effective training.
- 19.1.8(i)(iv)** Advancement to a higher level will be subject to:
- satisfactory completion of training/competency assessment;
 - the normal merit-based promotion processes; and
 - a vacant job being available.

19.1.9 Level nine

19.1.9(a) General description

- 19.1.9(a)(i)** Staff at this level, usually work under the broad direction of a senior manager and control a section or department to achieve a result in line with the corporate or service goals of the organisation.
- 19.1.9(a)(ii)** Work undertaken at this level could be performed by suitable staff whose background may be professional/specialist, technical or administrative.

19.1.9(b) Role and function

- 19.1.9(b)(i)** Management responsibilities are usually a significant function of positions at this level. The percentage of the total work taken up in management functions and the kind of direction given to lower level staff would depend on the nature of the work area, workloads, priorities and staff resources.
- 19.1.9(b)(ii)** Positions at this level usually:
- 19.1.9(b)(ii)(1)** control an organisational element; and/or
 - 19.1.9(b)(ii)(2)** manage the administration or coordination of a specific program, activity or Organisation support function;
- at either the section or departmental level, to achieve a result in line with the corporate goal of the organisation;

- 19.1.9(b)(iii)** Staff at this level may be, or may supervise, technical, professional/specialist or administrative staff.
- 19.1.9(b)(iv)** Tasks done at this level could be complex or specific, but would encompass a significant element of the Organisation's operations.
- 19.1.9(b)(v)** Provide professional medical services.

19.1.9(c) Direction given at this level

Positions at this level work under broad direction in relation to priorities and tasks from a senior manager.

19.1.9(d) Accountability/extent of authority

- 19.1.9(d)(i)** Depending on the role and function, staff at this level may have significant independence of action.
- 19.1.9(d)(ii)** They would have accountability and responsibility for outcomes arising from the use or allocation of resources within limits or guidelines laid down by senior executives.
- 19.1.9(d)(iii)** Positions at this level may be required to generate business opportunities and meet expenditure and revenue targets.
- 19.1.9(d)(iv)** Decisions taken at this level may have significant impact on the day-to-day operations of the work area and significant effects elsewhere within the Organisation.
- 19.1.9(d)(v)** Depending on the role and function of the position, authority delegated to staff at this level may involve:
- final approval of the expenditure of funds; or
 - taking action in line with the policy of the agency; or
 - reviewing previous action or decisions in the work area.

19.1.9(e) Main responsibilities

The work may include:

- developing policy and/or providing policy advice; or
- providing financial, specific subject matter or administrative advice, including technical or professional advice; or
- undertaking high level project work;
- developing, implementing and reviewing policy instructions; and

- developing administrative, technical or professional procedures for the Organisation;
- liaising with other government bodies and business and community organisations including the provision of public information on programs, activities or services; and
- representing the agency at meetings, conferences, seminars, or in proceedings;
- development of guidelines, rules, procedures or instructions.

19.1.9(f) Task descriptions

The following are examples of tasks which may be performed by staff at this level and should not be used for selecting the classification level:

- decide on important matters relating to accounting, estimating, funding and expenditure control;
- monitor the effectiveness of organisational design, job classifications and staffing levels throughout the organisation and recommend or implement changes where necessary;
- formulate policies and plans for the efficient operations of training and personnel development throughout the organisation;
- develop and maintain information and communication channels for strategic planning;
- liaise with other functional elements of the organisation and advise management on priorities and resource planning;
- formulate proposals and advice for other senior executives on matters relating to the section or department;
- develop business plans and marketing strategies;
- direct or control the administration of a group of programs or activities;
- undertake, or direct and control analysis and research in the division/department including detailed financial analyses, and prepare associated reports and submissions;
- coordinate Dental program;
- perform medical clinical duties.

19.1.9(g) Knowledge and skills

19.1.9(g)(i) Knowledge

19.1.9(g)(i)(1) Staff at this level requires a detailed knowledge of the Organisation's policies and procedures and an understanding of how they apply to the Organisation's operations.

19.1.9(g)(i)(2) A knowledge of financial management practices appropriate to the program or activity or corporate goal of the Department or Section, are usually required at this level.

19.1.9(g)(ii) Skills

19.1.9(g)(ii)(1) Management skills, including the ability to:

- monitor resource allocations;
- manage staff and resources;
- formulate and implement policy initiatives; and
- develop corporate strategies;

are usually required at this level.

19.1.9(g)(ii)(2) Supervisors at this level should have sound human resource management skills and be able to effectively plan, develop and implement programs associated with:

- equal employment opportunity;
- industrial democracy;
- occupational health and safety; and
- staff development and counselling within the area of responsibility.

19.1.9(g)(ii)(3) Liaison and communication skills of a high order, including the capacity and ability to negotiate or communicate on behalf of the organisation with clients or other organisations to a final decision, may be needed.

19.1.9(g)(ii)(4) Staff in some positions may require the ability to interpret and advise on corporate objectives which relate to the policies, operations or functions of the work area; and the capacity to undertake major research, investigations or reviews and prepare papers and reports.

19.1.9(g)(iii) Aboriginal knowledge and cultural skills

The following characteristics are highly desirable for staff at this level:

- 19.1.9(g)(iii)(1)** An understanding, awareness and/or sensitivity to Aboriginal culture and law e.g. ability to speak, understand or knowledge of one or more relevant Australian Aboriginal languages; to kinship and skin relationships; to avoidance relationships, family structures and sorry business; to local cultural values; and the ability to conduct oneself in a culturally appropriate manner.
- 19.1.9(g)(iii)(2)** Ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele e.g. knowledge of the relevant Australian Aboriginal community, the ability to communicate with Aboriginal people; to be credible and acceptable to clients and co-workers; a knowledge of who to approach and how; the ability to establish a network of key or significant local Aboriginal people; an ability to gain trust and confidence of clients and co-workers; a knowledge of cultural conventions and appropriate behaviour.
- 19.1.9(g)(iii)(3)** A thorough knowledge of the history and role of Aboriginal organisations in the region, including a clear understanding of the Organisations, background to establishing the Organisations and their goals; knowledge of the political and economic environment in which the organisations operate at local, national and international level.
- 19.1.9(g)(iii)(4)** The ability to function effectively at work in an Aboriginal organisation.
- 19.1.9(g)(iii)(5)** Understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginalisation.

19.1.9(h) Training

- 19.1.9(h)(i)** All staff are encouraged to participate in cultural activities.
- 19.1.9(h)(ii)** All workers are expected to undertake training to enhance the development of their career path and the achievement of the Organisation's goals.
- 19.1.9(h)(iii)** Workers at this level who are required to give or oversee training to workers at lower levels must undertake appropriate courses to enable them to deliver effective training.

19.1.10 Level ten

19.1.10(a) General description

Positions at this level operate under broad direction of an executive, committee, board or congress, or, in the case of professionally qualified employees who make use of their qualifications on a daily basis, under the direction of both professionals in the same field and the director/manager of the organisation, and would be expected to make a major contribution to the formulation of objectives and policies for the organisation. They would operate with a high degree of independence in devising and implementing workplans and deciding priorities. In the case of professionally qualified employees who make use of their qualifications on a daily basis, the contribution to objectives and policies would be required to a level consistent with their experience, as would their devising of workplans and priorities.

19.1.10(b) Role and function

Positions placed in this level are characterised by one of:

- 19.1.10(b)(i)** the management of an organisation, involving a considerable variety of activities, extensive coordination, and unusually significant responsibilities for human/financial resources;
- 19.1.10(b)(ii)** coordination of complex projects involving large numbers of staff (including professional, technical and other staff) and accountability for associated human and financial resources;
- 19.1.10(b)(iii)** responsibility for initiating, planning and conducting research projects of considerable breadth which contribute significantly to the development of the organisation or its policy or are highly complex in terms of problem-definition and methodology;
- 19.1.10(b)(iv)** management of organisation involving:
 - 19.1.10(b)(iv)(1)** large numbers of staff and/or unusually significant financial resources; and
 - 19.1.10(b)(iv)(2)** a major function involving a considerable variety of activities; a major segment of a specialised program of organisation-wide scope; or
 - 19.1.10(b)(iv)(3)** a major project which is complex in terms of the variety and intricacy of activities requiring coordination and integration and the range of diversity of professional and technical disciplines involved.
- 19.1.10(b)(v)** Provide professional medical services; and/or
 - 19.1.10(b)(v)(1)** oversight a major health care program or service; and/or

19.1.10(b)(v)(2) oversight all employer medical/health services.

19.1.10(c) Direction given at this level

Positions at this level receive broad direction from an executive, committee, board or congress. In the case of professionally qualified employees who make use of their qualifications on a daily basis, direction is given by both professionals in the same field and the director/manager of the organisation.

19.1.10(d) Accountability/extent of authority

- 19.1.10(d)(i)** Delegated authority to determine resource needs and allocate resources; and
- 19.1.10(d)(ii)** direct accountability for the effective use of resources;
- 19.1.10(d)(iii)** decisions taken would have direct and significant impact on the outcome of the program or major project or across several programs or sections of the Organisation;
- 19.1.10(d)(iv)** advice or recommendations provided would be technically authoritative and influence the work of a major function or segment of the Organisation's operations or have an effect beyond the Organisation. Such advice or recommendations may require expert specialised professional or technical knowledge.

19.1.10(e) Main responsibilities

- 19.1.10(e)(i)** At this level, the purpose of contacts outside the Organisation would be to negotiate, justify, define, or settle matters involving significant or contentious issues;
- 19.1.10(e)(ii)** Positions at this level would require the exercise of judgement in:
 - 19.1.10(e)(ii)(1)** interpreting and adapting guidelines such as the organisations policies and precedents to specific situations or problems that arise in the execution of work plans; and
 - 19.1.10(e)(ii)(2)** devising solutions to complex policy or operational problems where guidelines are lacking;
- 19.1.10(e)(iii)** new and/or ill-defined issues would be a constant feature of the work;
- 19.1.10(e)(iv)** these positions would be required to resolve particularly complex "technical" or policy issues which would necessitate constant adaptation of existing principles to new and unusual problems involving frequent changes in policy, program or technological requirements.

19.1.10(f) Knowledge and skills

19.1.10(f)(i) Positions at this level would require:

- 19.1.10(f)(i)(1)** either a high order of professional or technical expertise in a specialised field; or
- 19.1.10(f)(i)(2)** broad and substantial knowledge of policies, legislation and technical requirements associated with the organisation in which they operate.

19.1.10(f)(ii) Aboriginal knowledge and cultural skills

The following characteristics are highly desirable for staff at this level:

- 19.1.10(f)(ii)(1)** An understanding, awareness and/or sensitivity to Aboriginal culture and law e.g. ability to speak, understand or knowledge of one or more Central Australian Aboriginal languages; to kinship and skin relationships; to avoidance relationships, family structures and sorry business; to local, national and international cultural values; and the ability to conduct oneself in a culturally appropriate manner.
- 19.1.10(f)(ii)(2)** Ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele e.g. knowledge of the Central Australian Aboriginal community, the ability to communicate with Aboriginal people; to be credible and acceptable to clients and co-workers; a knowledge of who to approach and how; the ability to establish a network of key or significant local Aboriginal people; an ability to gain trust and confidence of clients and co-workers; a knowledge of cultural conventions and appropriate behaviour.
- 19.1.10(f)(ii)(3)** A thorough knowledge of the history and role of Aboriginal organisations in Central Australia, including a clear understanding of the Organisations, background to establishing the Organisations and their goals; knowledge of the political and economic environment in which the organisations operate at local, national and international level.
- 19.1.10(f)(ii)(4)** The ability to function effectively at work in an Aboriginal organisation.
- 19.1.10(f)(ii)(5)** Understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginalisation.

19.1.11 Level eleven

19.1.11(a) General description

Positions at this level require the use of professional qualifications on a daily basis, in that professional field, and operate under broad direction of an executive, committee, board or congress and would be expected to make a major contribution to the formulation of objectives and policies for the organisation. They would operate with a high degree of independence in devising and implementing workplans and deciding priorities.

19.1.11(b) Role and function

Positions placed in this level are characterised by one of:

- 19.1.11(b)(i)** the management of an organisation, involving a considerable variety of activities, extensive coordination, and unusually significant responsibilities for human/financial resources;
- 19.1.11(b)(ii)** coordination of complex projects involving large numbers of staff (including professional, technical and other staff) and accountability for associated human and financial resources;
- 19.1.11(b)(iii)** responsibility for initiating, planning and conducting research projects of considerable breadth which contribute significantly to the development of the organisation or its policy or are highly complex in terms of problem-definition and methodology;
- 19.1.11(b)(iv)** management of organisation involving:
 - 19.1.11(b)(iv)(1)** large numbers of staff and/or unusually significant financial resources; and
 - 19.1.11(b)(iv)(2)** a major function involving a considerable variety of activities; a major segment of a specialised program of organisation-wide scope; or
 - 19.1.11(b)(iv)(3)** a major project which is complex in terms of the variety and intricacy of activities requiring coordination and integration and the range of diversity of professional and technical disciplines involved.
- 19.1.11(b)(v)** Provide professional medical services; and/or:
 - 19.1.11(b)(v)(1)** oversight a major health care program or service; and/or
 - 19.1.11(b)(v)(2)** oversight all employer medical/health services.

19.1.11(c) Direction given at this level

Positions at this level receive broad direction from an executive, committee, board or congress.

19.1.11(d) Accountability/extent of authority

- 19.1.11(d)(i)** Delegated authority to determine resource needs and allocate resources; and
- 19.1.11(d)(ii)** direct accountability for the effective use of resources;
- 19.1.11(d)(iii)** decisions taken would have direct and significant impact on the outcome of the program or major project or across several programs or sections of the Organisation;
- 19.1.11(d)(iv)** advice or recommendations provided would be technically authoritative and influence the work of a major function or segment of the Organisation's operations or have an effect beyond the Organisation. Such advice or recommendations may require expert specialised professional or technical knowledge.

19.1.11(e) Main responsibilities

- 19.1.11(e)(i)** At this level, the purpose of contacts outside the Organisation would be to negotiate, justify, define, or settle matters involving significant or contentious issues.
- 19.1.11(e)(ii)** Positions at this level would require the exercise of judgement in:
 - 19.1.11(e)(ii)(1)** interpreting and adapting guidelines such as the organisations policies and precedents to specific situations or problems that arise in the execution of work plans; and
 - 19.1.11(e)(ii)(2)** devising solutions to complex policy or operational problems where guidelines are lacking.
- 19.1.11(e)(iii)** New and/or ill-defined issues would be a constant feature of the work.
- 19.1.11(e)(iv)** These positions would be required to resolve particularly complex "technical" or policy issues which would necessitate constant adaptation of existing principles to new and unusual problems involving frequent changes in policy, program or technological requirements.
- 19.1.11(e)(v)** In addition, the employee will have responsibility for provision of training to other employees either in their professional field or a closely allied field.

19.1.11(f) Knowledge and skills

19.1.11(f)(i) Positions at this level would require:

- 19.1.11(f)(i)(1)** either an unusually high order of professional or technical expertise in a specialised field; or
- 19.1.11(f)(i)(2)** broad and substantial knowledge of policies, legislation and technical requirements associated with the organisation in which they operate; or
- 19.1.11(f)(i)(3)** post-graduate qualifications of a highly relevant nature to the daily operations of the organisation, or substantial post-qualification experience in relevant employment. The qualifications or experience would be of such a nature as to allow the employee to bring necessary or highly desirable skills to bear on their daily work, to the benefit of the organisation and its clients.

19.1.11(f)(ii) Aboriginal knowledge and cultural skills

The following characteristics are highly desirable for staff at this level:

- 19.1.11(f)(ii)(1)** An understanding, awareness and/or sensitivity to Aboriginal culture and law e.g. ability to speak, understand or knowledge of one or more Central Australian Aboriginal languages; to kinship and skin relationships; to avoidance relationships, family structures and sorry business; to local, national and international cultural values; and the ability to conduct oneself in a culturally appropriate manner.
- 19.1.11(f)(ii)(2)** Ability to deliver or assist in the delivery of effective and appropriate services to an Aboriginal clientele e.g. knowledge of the Central Australian Aboriginal community, the ability to communicate with Aboriginal people; to be credible and acceptable to clients and co-workers; a knowledge of who to approach and how; the ability to establish a network of key or significant local Aboriginal people; an ability to gain trust and confidence of clients and co-workers; a knowledge of cultural conventions and appropriate behaviour.
- 19.1.11(f)(ii)(3)** A thorough knowledge of the history and role of Aboriginal organisations in Central Australia, including a clear understanding of the Organisations, background to establishing the Organisations and their goals; knowledge of the political and economic environment in which the organisations operate at local, national and international level.

- 19.1.11(f)(ii)(4)** The ability to function effectively at work in an Aboriginal organisation.
- 19.1.11(f)(ii)(5)** Understanding and/or awareness of the concepts of Aboriginal self-determination and Aboriginalisation.

20. SALARY RATES

[20.1.1 substituted by [PR934749](#) [PR948191](#); [PR959619](#) ppc 01Jul05]

20.1.1 Aboriginal health workers

Subject to 20.1.2, employees other than those referred to in 20.2.1 shall be classified in the appropriate level, in accordance with the definitions set out in clause 7 - Definitions and shall be paid the appropriate incremental rate of pay prescribed below for that level.

Classification	Annual salary \$
Aboriginal health worker (trainee)	\$26,375.00 \$27,624.00
Aboriginal health worker grade 1	\$28,938.00 \$29,611.00 \$30,386.00 \$31,058.00
Aboriginal health worker grade 2	\$32,179.00 \$33,195.00 \$34,314.00 \$35,434.00
Aboriginal health worker grade 3	\$37,744.00 \$38,932.00 \$40,121.00
Aboriginal health worker grade 4	\$43,580.00 \$44,665.00 \$45,852.00 \$47,040.00
Aboriginal health worker grade 5	\$49,416.00

20.1.2 The employer may withhold payment of an incremental service payment provided for in 20.1.1 if the employer is reasonably satisfied that the employee has failed to reach established performance benchmarks. Any dispute concerning service payments must be dealt with in accordance with clause 10 - Disputes procedure.

20.2.1 All other employees

Subject to 20.2.2, employees other than those referred to in 20.1.1 shall be classified in the appropriate level, in accordance with the definitions set out in clause 19 - Work level descriptions and shall be paid the appropriate incremental rate of pay prescribed below for that level.

20.2.2 The employer may withhold payment of an incremental service payment provided for in 20.2.1 if the employer is reasonably satisfied that the employee has failed to reach established performance benchmarks. Any dispute concerning service payments must be dealt with in accordance with clause 10 - Disputes procedure.

20.2.3

[20.2.3 substituted by [PR934749](#) [PR948191](#); [PR959619](#) ppc 01Jul05]

Level	Annual salary \$
One	\$27,102.00
	\$27,363.00
	\$27,641.00
Two	\$27,917.00
	\$28,737.00
	\$29,454.00
Three	\$30,153.00
	\$31,081.00
	\$31,646.00
Four	\$32,307.00
	\$32,853.00
	\$33,513.00
Five	\$34,164.00
	\$34,889.00
	\$35,603.00
Six	\$36,317.00
	\$37,064.00
	\$38,033.00
Seven	\$39,004.00
	\$39,824.00
	\$40,656.00
Eight	\$41,458.00
	\$42,524.00
	\$43,410.00
Nine	\$44,082.00
	\$44,999.00
	\$46,033.00
Ten	\$47,984.00
	\$49,560.00
	\$50,847.00
Eleven	\$54,611.00
	\$55,639.00
	\$58,575.00
	\$62,780.00
	\$67,108.00
	\$67,735.00
	\$70,126.00
	\$73,976.00
	\$74,286.00
	\$78,407.00

20.2.4 Arbitrated safety net adjustment

[20.2.4 substituted by [PR934749](#) [PR948191](#); [PR959619](#) ppc 01Jul05]

The rates of pay in this award include the arbitrated safety net adjustment payable under the *safety Net Review - Wages June 2005* decision [[PR002005](#)]. This arbitrated safety net adjustment may be offset against any equivalent amount in rates of pay received by employees whose wages and conditions of employment are regulated by this award which are above the wage rates prescribed in the award. Such above-award payments include wages payable pursuant to certified agreements, currently operating enterprise flexibility agreements, Australian workplace agreements, award variations to give effect to enterprise agreements and overaward arrangements. Absorption which is contrary to the terms of an agreement is not required.

Increases made under previous National Wage Case principles or under the current Statement of Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated safety net adjustments.

20.3 Apprentices

20.3.1 An indentured apprentice shall be paid, in lieu of the rates specified above, the following percentage of the base tradesperson rate:

Four-year apprenticeship

Year of apprenticeship	Per week %
First	40
Second	50
Third	70
Fourth	85

Three-year apprenticeship

First	50
Second	70
Third	85

20.3.2 Where an apprentice who has been originally indentured after the date of commencement of this award reaches the age of 21, and the appropriate rate would not otherwise be at least equal to the rate for an adult employee of classification Level two, he or she shall be paid at the adult rate for classification Level two until the appropriate rate increases to above that rate.

20.3.3 The provisions of 11.2 and clause 17 - Redundancy, shall not apply to apprentices in relation to termination on completion of indenture.

21. MIXED FUNCTIONS

An employee engaged for one day or more during any pay period on duties carrying a higher rate than his or her ordinary classification shall be paid the higher rate for each such day or shift. Where an employee is called upon to perform duties for which a lower rate is fixed the employee shall suffer no reduction in pay.

22. PAYMENT OF WAGES

- 22.1** All wages shall be paid by cash or by cheque or by bank remittance or in any combination thereof or as may be agreed upon between the employer and the employee.
- 22.2** Upon termination of employment, all monies due to an employee shall be paid to the employee on the day of such termination or forwarded to the employee by post on the next working day.
- 22.3** An employee kept waiting at the premises of the employer for payment of wages after the usual time for ceasing work on pay day shall be paid at overtime rates for the additional time kept so waiting, where the delay is caused by the employer or their agent.
- 22.4** On or prior to pay day the employer shall state to each employee in writing the total amount of wages to which the employee is entitled, the amount of overtime included therein, and the net amount being paid to the employee.
- 22.5** The employer may deduct from wages due to an employee such amount as is authorised in writing by such employee.
- 22.6** Notwithstanding anything elsewhere contained in this award, the employer may select and utilise for timekeeping purposes any fractional or decimal proportion of an hour (not exceeding quarter of an hour) and may apply such proportion in calculation of the working time of the employees who without reasonable cause promptly communicated to the employer report for duty after their appointed starting times, or cease duty before their appointed finishing times.
- 22.7** If the employer adopts a proportion for the aforesaid purposes, it shall apply the same proportion for the calculation of overtime.

23. ALLOWANCES

23.1 Relocation and removal assistance

23.1.1 Where a full-time employee is recruited from outside the locality in which the employee will be working or who was required to move home as a result of commencing work, the employee may seek financial assistance from the employer to meet some or all of the costs of the transport of themselves and their immediate family and their personal belongings, to and from their place of employment, as the case may be.

23.1.2 Where a full-time employee is recruited from within the locality in which the employee will be working and who was required to move home as a result of commencing work, the employee may seek direct assistance from the employer for the transport of themselves and their immediate family and their personal belongings. Where no direct assistance is provided, reasonable financial assistance shall be negotiated for the costs of their transportation and removal.

23.1.3 Where a married couple are recruited for employment, for the purpose of this clause, only one relocation and removal assistance shall apply.

[23.1.4 substituted by [PR959619 PR975699](#); corrected by [PR975833](#); substituted by [PR979235](#); [PR983357](#) ppc 01Oct08]

23.1.4 The maximum payable for any one removal shall be:

	Without dependents	With dependents
	\$	\$
Where accommodation and furnishings are provided	1459.10	2188.75
Where no accommodation or furnishings are provided	4377.50	5107.10

23.1.5 All relocation and removal expenses incurred shall be either directly instigated by the employer or with the prior approval of the employer, and receipts shall be provided upon request.

23.1.6 Relocation and removal assistance upon engagement or termination will not be provided if:

23.1.6(a) The employee is otherwise paid for the costs associated with transport of themselves, their family and their personal belongings;

23.1.6(b) In the case of termination, where the termination is occasioned by behaviour warranting summary dismissal, or the employee terminated their own employment and has not completed their contract with the employer;

23.1.6(c) Removal expenses from the employee's place of employment shall be payable if the employee's employment is terminated pursuant to of this award.

23.1.7 Where a full-time employee is recruited from outside the locality in which the employee will be working, the employee shall be paid the actual costs of travel, for themselves and their immediate dependants, up to the equivalent of the standard economy airfare, from the capital city nearest their place of recruitment to their place of employment.

23.1.8 Where a full-time employee is recruited from outside the locality in which the employee will be working, but from within Central Australia, the employee shall be paid the actual costs of travel, for themselves and their immediate dependants, up to the equivalent of the standard local economy airfare, from their place of recruitment to their place of employment.

23.2 On-call allowance

[23.2 varied by [PR959619](#) [PR975699](#); corrected by [PR975833](#); varied by [PR979235](#); [PR983357](#) ppc 01Oct08]

Where an employee is required and rostered to remain on standby and in readiness to be recalled to work after ordinary working hours, the employee shall be paid an on-call allowance of \$1.83 per hour while on call.

23.3 Bilingual qualification allowance

23.3.1 Bilingual shall mean a recognised proficiency in English as well as any one of the languages normally used by the employer's customers/clients.

[23.3.2 substituted by [PR934749](#) [PR948191](#) [PR959619](#) [PR975699](#); corrected by [PR975833](#); substituted by [PR979235](#) ppc 01Oct07]

23.3.2 In recognition of the increased effectiveness and productivity of bilingual employees, an employee who is competently bilingual shall be paid an allowance of:

Level	Rate per year
	\$
One	\$1473.79
Two	\$2949.77

23.3.3 Level 1 is an elementary level. This level of accreditation is appropriate for employees who are capable of using a minimal knowledge of language for the purpose of simple communication.

23.3.4 Level 2 represents a level of ability for the ordinary purposes of general business, conversation, reading and writing.

23.3.5 Proof of bilingual proficiency and accreditation shall be obtained before an employee shall be entitled to this allowance. Bilingual accreditation is obtained by the employee confirming their bilingual proficiency through the Institute for Aboriginal Development (Interpreter/Translator Service), or an alternative agency agreed by the employer and the union.

23.4 Travelling and camping allowance

[23.4.1 substituted by [PR959619 PR975699](#); corrected by [PR975833](#); substituted by [PR979235](#); [PR983357](#) ppc 01Oct08]

23.4.1 An employee who must be away from home overnight on business approved by the employer shall be paid a travelling allowance, to compensate for expenditure on meals and accommodation at the following rates:

Circumstances	Rate per night \$
Where an employee normally resident in a town is required to overnight in an area where commercial accommodation is not available.	58.31
Where an employee not normally resident in a town is required to overnight in an area where commercial accommodation is not available.	40.75
Where an employee is required to overnight at Alice Springs, Katherine, or Tennant Creek, or an interstate centre other than a capital city.	148.81
Where an employee is required to overnight at a capital city.	198.45

[23.4.2 varied by [PR959619 PR975699](#); corrected by [PR975833](#); varied by [PR979235](#); [PR983357](#) ppc 01Oct08]

23.4.2 Where an employee operates from a mobile camp base outside a town, a food allowance of \$19.85 per day shall be paid to the employee. The provisions of this clause do not apply if all food is provided by the employer.

23.5 Tradespersons tool allowance

[23.5 varied by [PR959619](#) ppc 01Jul05]

Where tradespersons are required to provide their own tools of the trade, they shall be paid an allowance of \$15.65 per week.

23.6 Meal allowance

[23.6 varied by [PR959619](#); [PR975699](#) ppc 19Dec06; corrected by [PR975833](#) ppc 19Dec06]

An employee required to work and who so works overtime for more than two hours before or after ordinary hours shall either be paid \$18.00 for each meal or supplied with an adequate meal. The meal allowance shall be paid to the employee weekly, at the time when the normal pay is made, or on such other arrangement as may be mutually acceptable.

23.7 Broken shift allowance

[23.7 varied by [PR934749](#) [PR948191](#) [PR959619](#) [PR975699](#); corrected by [PR975833](#) [PR979235](#); [PR983357](#) ppc 01Oct08]

In the case of employees engaged in or in association with kitchen duties and required to work a broken shift, such employee shall be paid an addition \$2.91 per day for that shift for all purposes of the award.

23.8 Industrial clothing

23.8.1 Where the employer requires an employee to wear any special clothing such as overalls or suitable industrial clothing, safety boots or shoes, the employer must reimburse the employee the cost of purchasing such special clothing. The provisions of this clause do not apply where the special clothing is paid for by the employer.

23.8.2 The employer may provide for the use of employees other than professional and administrative staff the following:

23.8.2(a) A maximum of three sets of overalls or suitable clothing weekly to each employee.

23.8.2(b) One pair of safety boots or shoes, to each employee. Such boots or shoes will only be replaced every twelve months unless in the opinion of the employer they have worn out by usage on site.

23.8.3 All industrial clothing so provided, shall remain the property of the employer.

23.9 Professional indemnity insurance

The employer shall be responsible for the maintenance of adequate levels of professional indemnity insurance for medical officers, health workers and legal officers, and for other professional staff for whom indemnity insurance is reasonably required, and which has been agreed in writing between the employer and the employee.

24. SUPERANNUATION

Note: The *Superannuation Legislation Amendment (Choice of Superannuation Funds) Act 2005* provides that individual employees generally have the opportunity to choose their own superannuation funds. For further information see the AIRC guidance note – [Choice of Superannuation Funds and Award Provisions](#)

24.1 Definitions

- 24.1.1** **ARF** shall mean the Australian Retirement Fund, a superannuation scheme established and governed by a declaration of trust dated 11 July 1986, as amended from time to time which complies with the Australian Government's operational standards for occupational superannuation funds.
- 24.1.2** A **permanent employee** for the purpose of this clause only shall mean an employee who is engaged on a weekly or monthly hired basis and who is still engaged at the end of the calendar month in which employment commenced.
- 24.1.3** A **casual employee** for the purpose of this clause only shall mean all employees other than permanent employees as defined herein.
- 24.1.4** **Ordinary time earnings** means the classification rate being paid by the employer to the employee each week including where applicable weekly overaward payments, shift penalties and service increments.

24.2 Employer to become a party to ARF

- 24.2.1** The employer shall sign and execute an application to become a participating employer of ARF.
- 24.2.2** The employer shall become a party to ARF upon the acceptance of the trustee of ARF of an application to become a participating employer, duly signed and executed by the employer and the trustees of ARF.
- 24.2.3** The employer shall provide every employee who is not already a member of ARF, with a membership application form for ARF upon commencement of service or upon commencement of this clause. Each employee shall be required to complete such form and the completed form shall be forwarded to the administrator of ARF at the end of the calendar month of commencement of service.
- 24.2.4** The employer shall make contributions in accordance with 24.4 payable to the administrator of ARF.

24.3 Eligibility of employees

24.3.1 Date of becoming eligible

All employees shall be eligible to join ARF upon the latter of, commencement of employment or upon commencement of this clause.

24.3.2 Payment from date eligible

Notwithstanding the date upon which an employee signs a membership application form, contributions in accordance with 24.4 shall be made from one month from the date when the employee became eligible for membership.

24.4 Contributions

24.4.1 Permanent employees

Contributions shall be paid by the employer for permanent employees an amount equal to 9% of the ordinary time earnings of such employee, or such greater amount as is required by any other instrument.

24.4.2 Casual employees

Contribution for casual employees will be made at the end of each calendar month, calculated as 9% of all ordinary time earnings during the month, or such greater amount as is required by any other instrument. Provided that if a casual employee's earnings are less than \$200.00 per month, the employer shall not be required to make any contribution. For earnings between \$200.00 and \$450.00 the rate is 3% of all ordinary time earnings during the month.

24.4.3 Payment of contributions

Contributions in accordance with 24.4.1 shall be made at the completion of each calendar month in respect of completed weeks of membership of ARF.

24.4.4 Unpaid leave

When an employee is absent on unpaid leave (whether continuous or not) for one or more complete days during a calendar month, then a pro rate a deduction for the period of unpaid leave shall be made from the monthly contribution, as set out in 24.4.1.

24.4.5 Paid leave

Contribution shall continue during periods of paid leave, including during the period of the first 26 weeks in which a person is entitled to receive payments under the *Work Health Act*. Contributions shall not be paid in respect of accrued annual leave paid on termination.

PART 5 - HOURS OF WORK, BREAKS, OVERTIME, SHIFT WORK, WEEKEND WORK

25. ORDINARY HOURS OF WORK

25.1 Designation as day or shift worker

Employees shall be designated either as shift workers or day workers, and this designation shall not be changed without consultation with the employee concerned, and their union if they request. An employee shall be designated a shift worker only if they work at all times on a day shift, an afternoon shift or a night shift, as defined by this award.

25.2 Days on which ordinary hours are to be worked

25.2.1 Ordinary hours of work of day workers shall be worked on the days from Monday to Friday inclusive.

25.2.2 Ordinary hours of work for shift workers shall be worked on the days from Monday to Sunday inclusive.

25.3 Span of ordinary hours

25.3.1 The ordinary hours of work for day workers shall be worked between the hours of 6.30 a.m. and 6.30 p.m.

25.3.2 The ordinary hours of work for shift workers shall conform with the definitions of day, afternoon or night shift.

25.4 Configuration of ordinary hours

25.4.1 Ordinary hours of work shall be worked on five consecutive days within the span of days specified by 25.2. Ordinary hours of work shall not exceed eight in any one day and, subject to the provisions relating to the hours of work for casual and part time employees shall be an average of 38 per week, worked by way of:

25.4.1(a) 38 hours within a work cycle not exceeding seven consecutive days; or

25.4.1(b) 76 hours within a work cycle not exceeding fourteen consecutive days; or

25.4.1(c) 114 hours within a work cycle not exceeding 21 consecutive days; or

25.4.1(d) 152 hours within a work cycle not exceeding 28 consecutive days;

and shall be worked on the following basis:

- by employees working less than eight ordinary hours each day;
- by employees working less than eight ordinary hours on one or more days each week;

- by fixing one week day on which all employees will be off during a particular work cycle so that the employee has one day off during that cycle;
- by rostering employees off on various days of the week during a particular work cycle.

25.4.2 In each establishment an assessment shall be made as to which method of implementation best suits the business and the proposal shall be discussed with the employees concerned, the objective being to reach agreement on the method of implementation.

25.4.3 In the absence of agreement between employer and employees the method of working shorter hours shall be nineteen working days in a twenty day cycle with a rostered day off within each cycle.

25.4.4 Notwithstanding the provisions set out elsewhere in this subclause, a system of accumulating up to five rostered days off may operate; no more than five may be accumulated, and this accumulation may take place only where the method of working shorter hours involves one rostered day off in a four week cycle.

25.4.5 Details of the method of working the 38 hour week shall be agreed in writing, and form part of the time and wages record for each employee.

25.5 Notice of days off

Except as provided in 25.6.1, 25.6.1(a) and 25.6.2, in cases where, by virtue of the arrangement of his or her ordinary working hours, an employee, in accordance with this subclause, is entitled to a day off during his or her work cycle, such employee shall be advised by the employer at least four weeks in advance of the weekday he or she is to take off.

25.6 Substitute days

25.6.1 An employer, with the agreement of the majority of employees concerned, may substitute the day an employee is to take off in accordance with this subclause, for another day in the case of a breakdown in machinery or a failure or shortage of electrical power or to meet the requirements of the business in the event of rush orders or some other emergency situation.

25.6.1(a) An individual employee, with the agreement of his employer, may substitute the day he or she is to take off for another day.

25.6.2 Where a public holiday as prescribed by this award falls on an employee's day off as prescribed in this subclause, the next working day shall be taken in lieu of the rostered day off unless an alternative day in that four week cycle or the next is agreed upon between the employer and the employee.

25.6.3 Where a system is adopted which involves one rostered day off in a four week cycle, each employee shall be entitled to twelve rostered days off in a twelve month period, exclusive of annual leave.

25.7 Rosters

25.7.1 Employees shall be given a regular starting and ceasing time for each day.

25.7.2 In relation to weekly employees the starting and ceasing time for each day shall not be changed upon less than seven working days' notice. The period of notice for casual employees of a change in starting and ceasing time for each day shall be not less than 24 hours.

25.8 Provision for twelve hours' ordinary time

The ordinary hours of work prescribed herein shall not exceed eight on any day. Provided that, by arrangement between an employer, the union and the majority of employees in the plant or work section or sections concerned, ordinary hours not exceeding twelve on any day may be worked subject to:

25.8.1 the employer obtaining a copy of the ACTU code of conduct on twelve hour shifts prior to making arrangements for the working of twelve hour days and discussing the proposal with the union and employees. The parties shall be guided in their discussions by the code;

25.8.2 proper health monitoring procedures being introduced;

25.8.3 suitable roster arrangements being made; and

25.8.4 proper supervision being provided.

25.9 Kitchen staff

In the case of employees engaged in or in association with kitchen duties and required to work a broken shift, such employee shall not be required to perform more than two separate periods of duty on any day or shift.

26. MEAL BREAKS

- 26.1** Each employee who is rostered or requested to work on any day or for any continuous period five hours or more of ordinary time shall be provided with a meal break.
- 26.2** No employee shall work more than five hours without a meal break.
- 26.3** Meal breaks shall be for a period of not less than 30 minutes and not more than 60 minutes.
- 26.4** For any time worked during a meal break overtime rates shall apply, and these penalty rates shall continue to be paid for all time worked until the meal break is taken.

27. TEA BREAKS

Each employee shall be entitled to a rest pause of fifteen minutes' duration in the employers' time in the first and second half of his or her daily work. Such rest pauses shall be taken at such times as will not interfere with the continuity of work where the continuity of work is necessary, and shall be counted as time worked.

28. CRIB BREAK

- 28.1** Where the period of overtime is to exceed two hours an employee prior to starting such overtime after working ordinary hours, shall be allowed a crib break of twenty minutes which shall be paid for at ordinary rates.
- 28.2** An employee working overtime after working ordinary hours shall be allowed a crib break of twenty minutes without deduction of pay after each four hours of overtime twenty if the employee continues work after such crib break.
- 28.3** An employer and employee may agree to any variation of this clause to meet the circumstances of the work in hand provided that the employer shall not be required to make any payment in respect of any time allowed in excess of twenty minutes.

29. REST PERIOD BEFORE RECOMMENCING WORK

- 29.1** Where overtime work is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least ten consecutive hours off duty between the work of successive days.
- 29.2** An employee, other than a casual employee, who works so much overtime between the termination of his or her ordinary work on one day and the commencement of his or her ordinary work on the next day, that he or she has not at least ten consecutive hours off duty between those times shall, subject to this subclause, be released after completion of such overtime until that employee has had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- 29.3** If on the instructions of the employer, such an employee resumes or continues work without having had such ten consecutive hours off duty, that employee shall be paid at double rates until the employee is released from duty for such period and the employee shall then be entitled to be absent until the employee has had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- 29.4** Provided that in the case of a rest period between the termination of ordinary hours and the commencement of the next succeeding ordinary shift, this clause shall apply as if eight were substituted for ten.

30. PAYMENT FOR SUNDAY DUTY

- 30.1** An employee working any of his or her time on a Sunday shall be paid at the rate of double time.
- 30.2** Notwithstanding anything contained elsewhere in this clause, the occupants of offices, the minimum salary of which exceeds the top salary point in Level seven shall not, except with the approval of the employer, be entitled to receive payment for, or a period off duty in respect of, overtime performed on a Sunday.
- 30.3** Sunday pay shall be granted for any scheduled duty performed between midnight on Saturday and midnight on Sunday.

31. OVERTIME

Subject to the provisions of the clause 34 - Shift work:

31.1 Notwithstanding anything elsewhere contained in this award, all time worked by day workers in excess of the prescribed weekly hours and/or outside the spread of hours prescribed by this award, shall be overtime. All overtime on any day other than Sunday or a public holiday shall be paid for at the rate of 1.5 times the ordinary rate for the first three hours and two times the ordinary rate thereafter.

31.2 In calculating overtime each day shall stand alone.

31.3 An employee shall work reasonable overtime as directed by the employer.

31.4 Except with the approval of the employer, the occupants of classifications, the minimum salary of which exceeds the top salary point in Level seven shall not be eligible to receive overtime payment.

31.5 The hourly rate for overtime payment shall be ascertained by applying the following formulae:

31.5.1 Time and a half rate:

Ordinary time hourly rate X 3 / 2

31.5.2 Double time rate:

Ordinary time hourly rate X 2

Provided further that the rate so ascertained shall be not less than single time based on the employee's annual salary.

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

31.7 All overtime worked by a day worker on a Sunday shall be paid for at the rate of double time and shall be calculated according to the provisions of clause 30 - Payment for Sunday duty.

31.8 All overtime worked by a day worker on a public holiday as prescribed by clause 40 - Public holidays, shall be paid for at the rate of double time and a half calculated according to the provisions of clause 40 - Public holidays.

32. CALL BACK

32.1 An employee recalled to work overtime after leaving the employer's premises (whether notified before or after leaving the premises) shall be paid for a minimum of four hours work at the appropriate rate for each time he or she is so recalled; provided that except in the case of unforeseen circumstances arising, the employee shall not be required to work the full four hours if the job he or she was recalled to perform is completed within a shorter period.

32.2 Subclause 32.1 shall not apply:

32.2.1 In cases where it is customary for an employee to return to the employer's premises for periods not exceeding 30 minutes each to perform a specific job outside his or her ordinary working hours in which case the employee shall be paid for a minimum of one hour's work at the appropriate rate for each time the employee is so recalled; or

32.2.2 where the overtime is continuous (subject to a reasonable meal break) with the commencement of ordinary working time.

33. TIME OFF IN LIEU OF UNROSTERED OVERTIME

By agreement with an employee, which agreement shall form part of that employee's time and wages record, an employer may in lieu of the provisions otherwise provided in this award, pay unrostered overtime by whichever one of the following methods is agreed:

- 33.1** payment for ordinary time for the time payable, together with ordinary paid time off at a mutually agreed time within four weeks, at the rate representing the difference between the overtime rate payable and ordinary time; or
- 33.2** ordinary paid time off at a mutually agreed time within four weeks, at a rate representing the overtime rate payable.
- 33.3** If the time off is not taken within the time specified, the overtime is to be paid for at overtime rates.
- 33.4** In the event that agreement cannot be reached, the employer may determine the method of payment of unrostered overtime from amongst those included in this clause and other parts of the award, and that choice may stand unless determined otherwise by the Australian Industrial Relations Commission.
- 33.5** Notwithstanding the above, where an employee has accumulated 38 hours of time off in lieu of paid overtime, all overtime shall be paid and no more time accumulated until the time accumulated is reduced below 38 hours.

34. SHIFT WORK

34.1 Definitions

For the purpose of this award:

- 34.1.1 Afternoon shift** means any shift finishing after 6.30 p.m. and at or before midnight.
- 34.1.2 Day shift** shall mean a shift commencing after 6.30 a.m. and finishing at or before 6.30 p.m.
- 34.1.3 Night shift** means any shift finishing after midnight and at or before 8.00 a.m., or a shift which commences between midnight and 6.30 a.m., inclusive.
- 34.1.4 Rostered shift** means a shift of which the employee concerned has had at least 48 hours' notice.
- 34.1.5 Continuous work** means any work carried on with consecutive shifts of employees throughout the 24 hours of at least six consecutive days without interruption except during breakdowns of meal breaks or due to unavoidable causes beyond the control of the employer.

34.2 Conditions of shift work

Subject to the following conditions shift workers shall work at such times as the employer may require.

- 34.2.1** Except at the regular changeover of shifts an employee shall not be required to work more than one shift in each 24 hours.
- 34.2.2** Shift rosters shall specify the commencing and finishing times or ordinary working hours of the respective shifts.
- 34.2.3** For the purpose of this award, the whole of a shift shall be deemed to be worked on the day on which the shift commenced.
- 34.2.4** The time of commencing and finishing shifts, once having been determined may be varied by agreement between the employer and the employees concerned to suit the circumstances of the establishment, or in the absence of agreement, by seven days' notice of alteration given by the employer to the employees.
- 34.2.5** Prior to establishing any new shift or ceasing any established shift an employer shall give the union not less than one week's notice of his or her intention and shall discuss with the union staffing levels and implementation.
- 34.2.6** A shift worker whilst on afternoon shift or night shift, shall be paid 15% more for the afternoon shift and/or night shift.

- 34.2.7** A shift worker other than a casual employee who works on any day, afternoon or night shift which does not continue for at least five successive working shifts at a five-day work site or for at least six successive afternoons or nights at a six-day work site shall be paid at the rate of time and a half for all shifts worked from the time of the previous break of tow days to the time of the next.
- 34.2.8** Employees required to work ordinary hours of work continuously for a period exceeding four weeks on an afternoon or a night shift shall be paid 30% for those shifts.
- 34.2.9** Ordinary hours worked on a Saturday will be paid at the rate of time and a half, in lieu of the penalty prescribed by this subclause for the shift.
- 34.2.10** Ordinary hours worked on a Sunday will be paid at the rate of double time, in lieu of the penalty prescribed by this subclause for the shift.
- 34.2.12** Ordinary hours worked on a Public holiday will be paid at the rate of double time and a half, in lieu of the penalty prescribed by this subclause for the shift.
- 34.2.13** The additional payment prescribed by this clause shall not be taken into account in the computation of overtime or in the determination of any allowance based upon salary.
- 34.2.14** A shift worker who works overtime on a Saturday, Sunday or Public holiday shall be afforded at least four hours' work or paid for four hours at the appropriate rate, except where such overtime is continuous with overtime commenced on the previous day or in relation to regular change of shift.
- 34.2.15** An employer may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

PART 6 - LEAVE OF ABSENCE AND PUBLIC HOLIDAYS

35. ANNUAL LEAVE

A period of twenty working days' leave without loss of pay shall be allowed annually to an employee on weekly hire after twelve months' continuous service (less the period of annual leave) with the employer.

35.1 Seven day shift workers, that is a shift worker who is regularly rostered to work ordinary shifts on Sundays and public holidays, in addition to the leave specified above, shall be entitled to seven consecutive days' leave including non-working days.

35.2 Where a seven day shift worker is rostered to perform duty on less than ten Sundays during the period in respect of which his/her annual recreation leave accrues he or she shall not be entitled to an additional seven consecutive days' leave but shall be granted additional leave at the rate of 1/10th of a working week in respect of each Sunday so rostered. Rostered Sunday overtime shifts are of less than three hours' duration. Provided that a rostered overtime shift which commences on a Saturday and extends into a Sunday or commences on a Sunday and extends into a Monday shall be deemed to be a Sunday overtime shift for the purpose of this subclause.

35.3 Annual leave is exclusive of public holidays

35.3.1 Subject to this subclause, the annual leave prescribed by this clause shall be exclusive of any public holiday, and, if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee, would have been an ordinary working day, there shall be added to that period one day for each such holiday falling as aforesaid.

35.3.2 Where a holiday falls as aforesaid and the employee fails without reasonable cause, (proof whereof shall be on the employee), to attend for work at the employee's ordinary starting time on the first working day immediately following the last day of the period of the employee's annual leave, the employee shall not be entitled to be paid for any such public holiday falling during such period of annual leave.

35.4 Calculation of continuous service

35.4.1 For the purpose of this clause, service shall be deemed to be continuous notwithstanding:

35.4.1(a) Any interruption or termination of the employment by the employer if such interruption or termination has been merely with the intention of evading obligations hereunder in respect of leave or absence.

35.4.1(b) Any absence from work on account of personal sickness or accident, or on account of leave granted, imposed or agreed by the employer; or

35.4.1(c) Any absence with reasonable cause, proof whereof shall be on the employee.

35.4.2 In calculating the period of twelve months' continuous service, any such absence in a twelve monthly period as aforesaid shall not, except to the extent of not more than fourteen days in a twelve monthly period in the case of sickness or accident be taken into account in calculating the period of twelve months' continuous service.

35.4.3 Any absence from work by reason of any cause not being a cause specified in this subclause shall not be deemed to break the continuity of service for the purposes of this clause unless the employer within fourteen days of the termination of the absence notifies the employee in writing that such absence will be regarded as having broken the continuity of service.

35.5 Calculation of service

35.5.1 Service before the date of this award shall be taken into consideration for the purposes of calculating annual leave, but an employee shall not be entitled to leave or payment in lieu thereof for any period in respect of which leave or a payment in lieu thereof has been allowed. The period of annual leave to be allowed under this subclause shall be calculated to the nearest day, any broken part of a day in the result not exceeding half a day to be disregarded.

35.5.2 Where the employer is a successor, assignee, or transmittee of a business, if an employee was in the employment of the employer's predecessor at the time when he became such successor, assignee or transmittee, the service of the predecessor shall, for the purposes of this clause, be deemed to be in the service of the employer.

35.6 Calculation of month

For the purposes of this clause, a month shall be reckoned as commencing with the beginning of the first day of the employment or the period of the employment in question, and as ending at the beginning of the day which in the latest month in question has the same date number as that which the commencing day had in its month, and, if there be no such day in any subsequent month, shall be reckoned as ending at the end of such subsequent month.

35.7 Leave to be taken

The annual leave provided by this clause shall be allowed and shall be taken and, except as provided in 35.10, payment shall not be made or accepted in lieu of annual leave.

35.8 When to take annual leave

[35.8 Time of taking leave title changed and substituted by [PR968713](#) ppc 09Feb06]

35.8.1 The employee must be allowed to take annual leave, at a time agreed with the employer, within six months after it is due. The employer and the employee may agree to extend this period to 12 months. Failing agreement, the employer may fix a time within a period not exceeding six months from the date of its becoming due, and after not less than two weeks' notice to the employee.

35.8.2 To assist employees in balancing their work and family commitments:

35.8.2(a) an employee may elect, with the consent of the employer, to accrue and carry forward any amount of annual leave for a maximum of two years from the date the employee becomes entitled to the leave.

35.8.2(b) an employee may elect, with the consent of their employer, to take annual leave in single days, up to maximum of 10 single days in any year.

35.9 Payment for period of leave

Each employee before going on leave shall be paid such wages which have accrued on account of annual leave at the rate applicable at the time when leave is taken.

35.10 Proportionate leave on termination

If, after one month's continuous service in any qualifying twelve monthly period, an employee leaves his or her employment, or his or her employment is terminated by the employer through no fault of the employee, the employee shall be paid at his or her ordinary rate of wages 4.38 hours in respect of each completed week of continuous service, being service in respect of which leave has not been granted hereunder.

36. ANNUAL LEAVE LOADING

36.1 During a period of annual leave an employee shall receive a loading calculated on the rate of wage prescribed by clause 20 - Salary rates.

36.2 The loading shall be as follows:

36.2.1 Day workers - an employee who would have worked on day work only had he or she not been on leave - a loading of 17.5%.

36.2.2 Shift workers - an employee who would have worked on shift work had he or she not been on leave - a loading of 17.5%.

Provided that where the employee would have received shift work allowance prescribed by clause 20 - Salary rates, had that employee not been on leave and such allowances would have entitled the employee to a greater amount than the loading of 17.5% the shift work allowances shall be added to the wage rate prescribed by clause 20 - Salary rates, in lieu of the 17.5% loading.

Provided further, that if the shift work allowance would have entitled the employee to a lesser amount than the loading of 17.5% then the 17.5% loading shall be added to the wage prescribed by clause 20 - Salary rates.

36.3 The loadings prescribed by this clause shall apply to proportionate leave on termination.

37. PERSONAL LEAVE

[37 varied by [PR925216](#); substituted by [PR968713](#) ppc 09Feb06]

The provisions of this clause apply to full-time and regular part-time employees (on a pro rata basis) but do not apply to casual employees. The entitlements of casual employees in relation to caring responsibilities are set out in paragraph 13.4.

37.1 Definitions

In this clause the term **immediate family** means:

- 37.1.1** spouse (including a former spouse, a de facto spouse and a former de facto spouse) of the employee. A de facto spouse means a person of the opposite sex to the employee who lives with the employee as his or her husband or wife on a bona fide domestic basis; and
- 37.1.2** child or an adult child (including an adopted child, a step child or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee.

37.2 Amount of paid personal leave

37.2.1 Paid personal leave is available to an employee, other than a casual employee, when they are absent:

- due to personal illness or injury;
- for the purposes of caring for an immediate family or household member who is sick and requires the employee's care and support or who requires care due to an unexpected emergency.

37.2.2 The amount of personal leave to which a full-time employee is entitled depends on how long they have worked for the employer and accrues as follows:

Length of time worked for the employer	Personal leave (days)
Less than 1 month	0 days
After 1 months to less than 12 months	7.6 hours every 22 days completed service
After 12 months	10 days
Each year thereafter	10 days

37.3 Accumulation of personal leave

In any year unused personal leave accrues by the balance of the year's unused personal leave.

37.4 The effect of workers' compensation

If an employee is receiving workers' compensation payments, they are not entitled to personal leave.

37.5 Personal leave for personal injury or sickness

Full-time employees may take up to the full amount of their personal leave for the purposes of personal illness or injury, subject to the conditions set out in this clause.

37.6 Personal leave to care for an immediate family or household member

37.6.1 Subject to 37.6.2 and 37.6.3, a full-time employee is entitled to use their personal leave to care for members of their immediate family or household who are sick and require care and support or who require care due to an unexpected emergency.

37.6.2 The entitlement in 37.6.1 is subject to the employee being responsible for the care and support of the person concerned. In normal circumstances an employee is not entitled to take leave for this purpose where another person has taken leave to care for the same person.

37.6.3 Except as provided for in 37.6.4, not more than 76 hours of personal leave can be used in a year by an employee for the purposes set out in 37.6.1. Provided that, an employee who normally works eight or more hours per day so as to provide a rostered day(s) off in a work cycle in accordance with 26.1.1 is entitled to use up to 80 hours of their accrued personal leave in a year for the purposes set out in 37.6.1.

37.6.3(a) These limits apply to the employee's total accrued personal leave which includes any untaken personal leave from the current year's entitlement and any untaken personal leave which has accumulated from previous years.

37.6.4 By agreement between an employer and an individual employee, the employee may access an additional amount of their accrued personal leave for the purposes set out in 37.6.1, beyond the relevant limit set out in 37.6.3. In such circumstances, the employer and the employee shall agree upon the additional amount that may be accessed.

37.7 Employee must give notice

37.7.1 The employee must, as soon as reasonably practicable and prior to the commencement of their shift, inform the employer or their inability to attend for duty and as far as practicable state the nature of the injury, illness or emergency and the estimated duration of the absence. If it is not reasonably practicable to inform the employer prior to the commencement of their shift, employee will inform the employer within 24 hours of such absence.

37.7.2 When taking leave to care for members of their immediate family or household who are sick and require care and support, or who require care due to an unexpected emergency, the notice must include:

- the name of the person requiring care and support and their relationship to the employee;
- the reasons for taking such leave; and
- the estimated length of absence.

37.7.3 An employee on weekly or monthly hiring who after one month's service with the employer, is absent from work on account of personal illness or incapacity due to any cause other than the employee's own misconduct, shall be entitled to leave of absence without deduction of pay subject to the following conditions and limitations:

37.7.3(a) The employee shall not be entitled to paid leave of absence for any period in respect of which the employee is entitled to worker's compensation.

37.7.3(b) Should an employee be absent from work on account of sickness or accident, such employee shall notify the employer, where practicable, prior to commencement of a shift.

37.7.3(c) Where an employee fails to notify the employer of an intended absence prior to commencement of the shift where it was practicable to do so, and does not subsequently produce a doctor's certificate the employee will not be paid sick leave for that shift not worked.

37.7.3(d) The employee shall prove to the satisfaction of the employer that he or she was unable on account of such illness or incapacity to attend for duty on the day or days for which sick leave is claimed.

37.7.3(e) An employee shall not be entitled (whether in the employ of one employer or several) to leave in excess of 76 hours sick leave on full pay in each year of service, accruable at the commencement of each such year. Provided that during the first twelve months service with an employer the entitlement shall accrue at the rate of 7.6 hours paid sick leave for each 22 days' service, to a maximum of 76 hours in the first year.

37.7.3(f) Sick leave allowable under this clause which is not availed of during the year in which it was accrued shall, while an employee is employed by the same employer, be allowed to accumulate.

37.7.4 An employer taking over a business shall be responsible for all sick leave accrued by an employee during the employee's period of employment with the employer from whom the business was taken over.

37.7.5 Sick leave may be granted with pay, subject to available credits, without production of a medical certificate to the extent of five days in any sick leave year, subject to any continuous period of absence not exceeding three days.

37.7.6 Special leave with full pay for the period of illness or disability shall be allowed to employees covered by this award in case of illness or disability caused by infectious diseases contracted in the course of employment, provided that sick leave payments will not be made for any part of absence in respect of which payments are being made for compensation.

37.8 Evidence supporting claim

37.8.1 When taking leave for personal illness or injury, the employee must, if required by the employer, establish by production of a medical certificate or statutory declaration to the satisfaction of the employer, that the employee was unable to work because of injury or personal illness.

37.8.2 When taking leave to care for members of their immediate family or household who are sick and require care and support, the employee must, if required by the employer, establish by production of a medical certificate or statutory declaration, the illness of the person concerned and that such illness requires care by the employee.

37.8.3 When taking leave to care for members of their immediate family or household who require care due to an unexpected emergency, the employee must, if required by the employer, establish by production of documentation acceptable to the employer or a statutory declaration, the nature of the emergency and that such emergency resulted in the person concerned requiring care by the employee.

37.9 Unpaid personal leave

Where an employee has exhausted all paid personal leave entitlements, they are entitled to take unpaid personal leave to care for members of their immediate family or household who are sick and require care and support or who require care due to an unexpected emergency. The employer and the employee shall agree on the period. In the absence of agreement, the employee is entitled to take up to two days (up to a maximum of 16 hours) of unpaid leave per occasion, provided the requirements of 37.7 and 37.8 are met.

37.10 Sickness while on annual leave

37.10.1 An employee on weekly or monthly hiring who suffers a personal illness or injury while on annual leave shall be entitled to additional paid leave for a period not exceeding the period of illness or injury during annual leave, subject to the following conditions and limitations:

37.10.1(a) Within 24 hours of the employees return to work the employee shall produce to his or her employer a certificate from a qualified medical practitioner to the effect that had the employee not been on annual leave the employee would have been unfit to perform his or her normal duties for a period of not less than five consecutive days.

37.10.1(b) The additional paid leave shall be subject to the existence of an entitlement to paid sick leave in accordance with this clause and shall be set off against accumulated sick leave credits.

37.10.1(c) Subject to the provisions of 37.10(d), the employee provided he or she is fit to perform his or her normal duties shall return to work at the time the employee would have returned had the employee not suffered personal illness or injury during annual leave.

37.10.1(d) Notwithstanding the provisions of 35.8 the additional paid leave shall be given and taken at a mutually convenient time.

37.10.1(e) An employee proceeding on leave pursuant to 37.10(d) shall not be entitled to annual leave loading pursuant to this award for any period of leave for which the loading has been paid.

37.10.1(f) Where an employee leaves the employment of the employer or his or her employment is terminated by the employer for any reason before the additional paid leave is taken such leave shall be treated as accrued annual leave.

37.10.2 Provided that nothing in this subclause shall be construed as increasing the quantum of annual leave prescribed in clause 35 - Annual leave or of paid sick leave prescribed in 37.2.2.

37.11 Special/compassionate leave

An employee may make application for special leave with or without pay, provided that special leave with pay does not exceed three days in any twelve monthly period and that special leave without pay, does not exceed five days.

37.12 Ceremonial leave

37.12.1 An employee with twelve months of continuous service who is necessarily absent from work for ceremonial purposes shall be entitled to up to two weeks' unpaid leave per year for those purposes, non-cumulative.

37.12.2 By agreement with the employer that leave may be extended as unpaid leave.

37A. BEREAVEMENT LEAVE

[37A inserted by [PR968713](#) ppc 09Feb06]

The provisions of this clause apply to full-time and regular part-time employees (on a pro rata basis) but do not apply to casual employees. The entitlements of casual employees are set out in clause 13.4.

37A.1Paid leave entitlement

An employee other than a casual is entitled to 16 hours bereavement leave on any occasion on which a member of the employee's immediate family or household dies.

37A.2Unpaid leave entitlement

Where an employee has exhausted all bereavement leave entitlements, including accumulated leave entitlements, he or she is entitled to take unpaid bereavement leave. The employer and the employee should agree on the length of the unpaid leave. In the absence of agreement, the employee is entitled to take up to 16 hours unpaid leave. An employee may take unpaid bereavement leave by agreement with the employer.

37A.3Evidence supporting claim

The employer may require the employee to provide satisfactory evidence of the death of the member of the employee's immediate family or household.

38. STUDY LEAVE

- 38.1** An employee shall be entitled to two hours per week paid study leave to undertake personal studies relevant to their work. Formal evidence of such study and its relevance to the employer shall be provided to the employer upon request.
- 38.2** An employer may grant a maximum of two weeks' paid study leave per year, to study for exams and to attend residential school, providing that the study has relevance to the employee's employment.
- 38.3** Approval of study leave shall be at the employer's convenience and discretion, and will not unreasonably affect the productive operations of the employer.

39. PARENTAL LEAVE

[39 substituted by [PR968713](#) ppc 09Feb06]

Subject to the terms of this clause employees are entitled to maternity, paternity and adoption leave and a full-time employee may elect to work part-time in connection with the birth or adoption of a child.

The provisions of this clause apply to full time, part time and eligible casual employees, but do not apply to other casual employees.

An **eligible casual employee** means a casual employee:

- (a) employed by an employer on a regular and systematic basis for several periods of employment or on a regular and systematic basis for an ongoing period of employment during a period of at least 12 months; and
- (b) who has, but for the pregnancy or the decision to adopt, a reasonable expectation of ongoing employment.

For the purposes of this clause, **continuous service** is work for an employer on a regular and systematic basis (including any period of authorised leave or absence).

An employer must not fail to re-engage a casual employee because:

- (a) the employee or employee's spouse is pregnant; or
- (b) the employee is or has been immediately absent on parental leave.

The rights of an employer in relation to engagement and re-engagement of casual employees are not affected, other than in accordance with this clause.

An eligible casual employee employed by their current employer, on or prior to 1 January 1998, shall be entitled to parental leave under the term of the award as of 4 July 2001.

An eligible casual employee employed on or after 4 July 2001 shall be entitled to parental leave under the term of the award as of 4 July 2002.

39.1 Definitions

39.1.1 For the purpose of this clause **child** means a child of the employee under school age or a child under school age who is placed with the employee for the purposes of adoption, other than a child or step-child of the employee or of the spouse of the employee or a child who has previously lived continuously with the employee for a period of six months or more.

39.1.2 Subject to 39.1.3, in this clause, **spouse** includes a de facto or former spouse.

39.1.3 In relation to 39.7, spouse includes a de facto spouse but does not include a former spouse.

39.2 Basic entitlement

39.2.1 After twelve months continuous service, parents are entitled to a combined total of 52 weeks unpaid parental leave on a shared basis in relation to the birth or adoption of their child. For females, maternity leave may be taken and for males, paternity leave may be taken. Adoption leave may be taken in the case of adoption.

39.2.2 Subject to 39.5.6, parental leave is to be available to only one parent at a time, in a single unbroken period, except that both parents may simultaneously take:

39.2.2(a) for maternity and paternity leave, an unbroken period of up to one week at the time of the birth of the child;

39.2.2(b) for adoption leave, an unbroken period of up to three weeks at the time of placement of the child.

39.3 Variation of period of parental leave

Where an employee takes leave under 39.2.1 or 39.4.1(b), unless otherwise agreed between the employer and employee, an employee may apply to their employer to change the period of parental leave on one occasion. Any such change to be notified as soon as possible but no less than four weeks prior to the commencement of the changed arrangements. Nothing in this clause detracts from the basic entitlement in 39.2.1 or 39.4.1(b).

39.4 Right to request

39.4.1 An employee entitled to parental leave pursuant to the provisions of 39.2 may request the employer to allow the employee:

39.4.1(a) to extend the period of simultaneous unpaid parental leave provided for in 39.2.2 up to a maximum of eight weeks;

39.4.1(b) to extend the period of unpaid parental leave provided for in 39.2.1 by a further continuous period of leave not exceeding 12 months;

39.4.1(c) to return from a period of parental leave on a part-time basis until the child reaches school age;

to assist the employee in reconciling work and parental responsibilities.

39.4.2 The employer shall consider the request having regard to the employee's circumstances and, provided the request is genuinely based on the employee's parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the workplace or the employer's business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.

39.4.3 Employee's request and the employer's decision to be in writing

The employee's request and the employer's decision made under 39.4.1(b) and 39.4.1(c) must be recorded in writing.

39.4.4 Request to return to work part-time

Where an employee wishes to make a request under 39.4.1(c), such a request must be made as soon as possible but no less than seven weeks prior to the date upon which the employee is due to return to work from parental leave.

39.5 Maternity leave

39.5.1 An employee must provide notice to the employer in advance of the expected date of commencement of parental leave. The notice requirements are:

39.5.1(a) of the expected date of confinement (included in a certificate from a registered medical practitioner stating that the employee is pregnant) - at least 10 weeks;

39.5.2(b) of the date on which the employee proposes to commence maternity leave and the period of leave to be taken - at least 4 weeks.

39.5.2 When the employee gives notice under 39.5.1(a) the employee must also provide a statutory declaration stating particulars of any period of paternity leave sought or taken by her spouse and that for the period of maternity leave she will not engage in any conduct inconsistent with her contract of employment.

39.5.3 An employee will not be in breach of this clause if failure to give the stipulated notice is occasioned by confinement occurring earlier than the presumed date.

39.5.4 Subject to 39.2.1 and unless agreed otherwise between the employer and employee, an employee may commence parental leave at any time within six weeks immediately prior to the expected date of birth.

39.5.5 Where an employee continues to work within the six week period immediately prior to the expected date of birth, or where the employee elects to return to work within six weeks after the birth of the child, an employer may require the employee to provide a medical certificate stating that she is fit to work on her normal duties.

39.5.6 Special maternity leave

39.5.6(a) Where the pregnancy of an employee not then on maternity leave terminates after 28 weeks other than by the birth of a living child, then the employee may take unpaid special maternity leave of such periods as a registered medical practitioner certifies as necessary.

39.5.6(b) Where an employee is suffering from an illness not related to the direct consequences of the confinement, an employee may take any paid sick leave to which she is entitled in lieu of, or in addition to, special maternity leave.

39.5.6(c) Where an employee not then on maternity leave suffers illness related to her pregnancy, she may take any paid sick leave to which she is then entitled and such further unpaid special maternity leave as a registered medical practitioner certifies as necessary before her return to work. The aggregate of paid sick leave, special maternity leave and parental leave, including parental leave taken by a spouse, may not exceed 52 weeks.

39.5.7 Where leave is granted under 39.5.4, during the period of leave an employee may return to work at any time, as agreed between the employer and the employee provided that time does not exceed four weeks from the recommencement date desired by the employee.

39.6 Paternity leave

39.6.1 An employee will provide to the employer at least ten weeks prior to each proposed period of paternity leave, with:

39.6.1(a) a certificate from a registered medical practitioner which names his spouse, states that she is pregnant and the expected date of confinement, or states the date on which the birth took place; and

39.6.1(b) written notification of the dates on which he proposes to start and finish the period of paternity leave; and

39.6.1(c) except in relation to leave taken simultaneously with the child's mother under 39.2.2 and 39.4.1(a) a statutory declaration stating:

39.6.1(c)(i) he will take that period of paternity leave to become the primary care-giver of a child;

39.6.1(c)(ii) particulars of any period of maternity leave sought or taken by his spouse; and

39.6.1(c)(iii) that for the period of paternity leave he will not engage in any conduct inconsistent with his contract of employment.

39.6.2 The employee will not be in breach of 39.6.1(a) if the failure to give the required period of notice is because of the birth occurring earlier than expected, the death of the mother of the child, or other compelling circumstances.

39.7 Adoption leave

39.7.1 The employee will notify the employer at least ten weeks in advance of the date of commencement of adoption leave and the period of leave to be taken. An employee may commence adoption leave prior to providing such notice, where through circumstances beyond the control of the employee, the adoption of a child takes place earlier.

39.7.2 Before commencing adoption leave, an employee will provide the employer with a statutory declaration stating:

- 39.7.2(a)** the employee is seeking adoption leave to become the primary care-giver of the child;
- 39.7.2(b)** particulars of any period of adoption leave sought or taken by the employee's spouse; and
- 39.7.2(c)** that for the period of adoption leave the employee will not engage in any conduct inconsistent with their contract of employment.

39.7.3 An employer may require an employee to provide confirmation from the appropriate government authority of the placement.

39.7.4 Where the placement of child for adoption with an employee does not proceed or continue, the employee will notify the employer immediately and the employer will nominate a time not exceeding four weeks from receipt of notification for the employee's return to work.

39.7.5 An employee will not be in breach of this clause as a consequence of failure to give the stipulated periods of notice if such failure results from a requirement of an adoption agency to accept earlier or later placement of a child, the death of a spouse, or other compelling circumstances.

39.7.6 An employee seeking to adopt a child is entitled to unpaid leave for the purpose of attending any compulsory interviews or examinations as are necessary as part of the adoption procedure. The employee and the employer should agree on the length of the unpaid leave. Where agreement cannot be reached, the employee is entitled to take up to two days unpaid leave. Where paid leave is available to the employee, the employer may require the employee to take such leave instead.

39.8 Parental leave and other entitlements

An employee may in lieu of or in conjunction with parental leave, access any annual leave or long service leave entitlements which they have accrued subject to the total amount of leave not exceeding 52 weeks or longer as agreed under 39.4.

39.9 Transfer to a safe job

39.9.1 Where an employee is pregnant and, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to continue at her present work, the employee will, if the employer deems it practicable, be transferred to a safe job at the rate and on the conditions attaching to that job until the commencement of maternity leave.

39.9.2 If the transfer to a safe job is not practicable, the employee may elect, or the employer may require the employee to commence parental leave for such period as is certified necessary by a registered medical practitioner.

39.10 Returning to work after a period of parental leave

- 39.10.1** An employee will notify of their intention to return to work after a period of parental leave at least four weeks prior to the expiration of the leave.
- 39.10.2** Subject to 39.10.4, an employee will be entitled to the position which they held immediately before proceeding on parental leave. In the case of an employee transferred to a safe job pursuant to 39.9, the employee will be entitled to return to the position they held immediately before such transfer.
- 39.10.3** Where such position no longer exists but there are other positions available which the employee is qualified for and is capable of performing, the employee will be entitled to a position as nearly comparable in status and pay to that of their former position.
- 39.10.4** An eligible casual employee who is employed by a labour hire company who performs work for a client of the labour hire company will be entitled to the position which they held immediately before proceeding on parental leave.
- 39.10.5** Where such a position is no longer available, but there are other positions available that the employee is qualified for and is capable of performing, the employer shall make all reasonable attempts to return the employee to a position comparable in status and pay to that of the employee's former position.

39.11 Replacement employees

- 39.11.1** A replacement employee is an employee specifically engaged or temporarily promoted or transferred, as a result of an employee proceeding on parental leave.
- 39.11.2** Before an employer engages a replacement employee the employer must inform that person of the temporary nature of the employment and of the rights of the employee who is being replaced.

39.12 Communication during parental leave

- 39.12.1** Where an employee is on parental leave and a definite decision has been made to introduce significant change at the workplace, the employer shall take reasonable steps to:
- 39.12.1(a)** make information available in relation to any significant effect the change will have on the status or responsibility level of the position the employee held before commencing parental leave; and
 - 39.12.1(b)** provide an opportunity for the employee to discuss any significant effect the change will have on the status or responsibility level of the position the employee held before commencing parental leave.
- 39.12.2** The employee shall take reasonable steps to inform the employer about any significant matter that will affect the employee's decision regarding the duration of parental leave to be taken, whether the employee intends to return to work and whether the employee intends to request to return to work on a part-time basis.

39.12.3 The employee shall also notify the employer of changes of address or other contact details which might affect the employer's capacity to comply with 39.12.1.

40. PUBLIC HOLIDAYS

- 40.1** An employee on weekly hiring shall be entitled to the undermentioned public holidays without deduction of pay:
- 40.1.1** New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Union Picnic Day (first Monday in August each year), Labour Day (1st May), Christmas Day, Boxing Day, Show Day (on the day and in the locality for which it is gazetted), NAIDOC Day, or any other day which may be granted in lieu of any of the above holidays.
- 40.2** Where in the Northern Territory or a locality within the Northern Territory an additional public holiday is proclaimed or gazetted by the authority of the Commonwealth Government or of the Northern Territory Government and such proclaimed or gazetted holiday is to be observed generally by persons throughout the Northern Territory or a locality thereof, other than by those covered by Federal awards, or when such a proclaimed or gazetted day is, by any required judicial or administrative order, to be so observed, then such day shall be deemed to be a holiday for the purposes of this award, for employees covered by this award who are employed in the Northern Territory or locality in respect of which the holiday has been proclaimed or ordered as required.
- 40.3** If an employee is acting in a higher class or grade on a day which a public holiday falls, payment for the holiday shall be made at the higher rate if the employee acts in the higher capacity on the day preceding the holiday and the day following the holiday.
- 40.4** Should an employee be entitled to a holiday on a working day and such holiday occurs during the currency of an employee's annual leave, an additional day shall be added to the leave in lieu of such holiday.
- 40.5** For all time worked on a public holiday an employee shall be paid at the rate of two and a half times the ordinary time hourly rate in lieu of any other payment.
- 40.6** Except with the approval of the employer, the provisions of 40.4 shall not apply to occupants of offices, the minimum salary of which exceeds the top salary point in Level seven.
- 40.7** Where, in a cycle of shifts on a regular roster, an employee is required to perform rostered duty on each of the days of the week, that employee shall, in respect of a public holiday which occurs on a day on which the employee is rostered off duty, be granted, if practicable, within one month after the holiday, a day's leave in lieu of that holiday.
- 40.8** Where in any case, it is not practicable to grant a day's leave in pursuance of 40.7, the employee shall be paid, in its stead, one day's pay at ordinary rate.
- 40.9** Where shifts fall partly on a holiday, that shift the major portion of which falls on a holiday shall be regarded as the holiday shift.

41. JURY SERVICE LEAVE

41.1 A weekly hired employee required to attend for jury service during ordinary working hours shall be reimbursed by the employer an amount equal to the difference between the amount paid in respect of the attendance for such jury service and the amount of wage that he or she would have received in respect of the ordinary time which the employee would have worked had he or she not been on jury service.

Provided that subclause shall not apply where state legislation provides for jury service make up pay equal to the amount which he or she would have received in payment for ordinary hours worked.

41.2 An employee shall notify the employer as soon as possible of the date upon which he or she is required to attend for jury service. Further, the employee shall give the employer proof of attendance, the duration of such attendance and the amount received in respect of such jury.

41.3 An employee called up and subsequently not required for jury service shall report for work as soon as practicable after being informed that he or she is not so required.

PART 7 - TRAVELLING AND WORKING AWAY FROM USUAL PLACE OF WORK

42. EXCESS TRAVELLING TIME

- 42.1** Where an employee is required to work at a place away from their normal place of work, all time reasonably spent travelling to and from the place of work shall be credited at their ordinary rate of pay.
- 42.2** Where an employee is required to travel from their regular home base to attend to work at a distant work place on behalf of the employer, the employee shall be paid at their ordinary rates of pay for all reasonable periods of travel.

43. TRAVELLING TIME

- 43.1** Payment for time travelling on duty on week days, Saturdays, Sundays and public holidays shall be at ordinary rate of wage.
- 43.2** An employee engaged outside the Northern Territory for duty in the Northern Territory shall be paid wages at the rates prescribed herein for the appropriate classification to a maximum of 7.6 hours per day for each travelling day, as from the time of commencing travel to undertake duty until the time of arrival at the place of employment.

PART 8 - TRAINING

44. TRAINING

The following education and training principles shall apply:

- 44.1** That the provision of education and training be seen as the right of the unskilled worker, and an obligation for the skilled worker, and that all work be seen as involving, where practicable, training, job-sharing and multiskilling.
- 44.2** That non-Aboriginal staff, in addition to their normal job duties, are employed as educators in those areas of expertise for which they have been employed.
- 44.3** That where practicable both formal and informal periods be set aside during working hours for the purpose of staff education and training, in areas relevant to the work at hand.
- 44.4** That all levels of work activity be supported by the availability of and access to professional training programmes such as those provided by State and Territory Departments of Education, and TAFE.

PART 9 - TIME RECORDS AND POSTING OF AWARD

45. TIME RECORDS

45.1 The employer shall keep or cause to be kept a time book or time record. The employer shall enter or cause to be entered in such time book a correct record of the actual hours worked, the times of commencing and finishing work and the wages and overtime paid to each employee, together with the date of payment.

45.2 The employer shall retain current employees wage records dating back six years.

46. POSTING OF AWARD

This award shall be kept available by the employer on his or her premises in a place accessible to all employees.

APPENDIX A - PARTIES BOUND

Council for Aboriginal Alcohol Program Services Inc
Aboriginal and Islanders Medical Service Inc, Transport Section
Danila Dilba Biluru Butji Binnilutlum Medical Service Aboriginal Corporation
Wurli Wurlinjang Health Service Aboriginal Corporation Inc
Foundation of Rehabilitation with Aboriginal Alcohol Related Difficulties

DECLARATION – NORTHERN TERRITORY

[Common rule declared by AW766137CRN [PR901398](#) 15Feb01]

1. That the *Aboriginal Organisations Health and Related Services (Northern Territory) Award 1994* as varied shall be a common rule of the health industry in relation to medical practitioners employed by Aboriginal Medical Service organisations in the Northern Territory and shall be binding on all employers in the said industry in respect of employment in the Medical Officer classification for which provision is made in the said award and shall be binding on all such employees.
2. That this declaration shall not apply to:
 - (i) any employer or employee in respect of employment in a classification which does not require registration as a medical practitioner in the Northern Territory;
 - (ii) any employer in respect of an employee in Public Sector employment;
 - (iii) any employer in respect of any employees covered by any other award or agreement made under the *Workplace Relations Act 1996*;
 - (iv) Milingimbi Community Inc.
3. That the foregoing declaration shall operate from midnight of 15 February 2001.

DECLARATION - NORTHERN TERRITORY

[Common rule declared by [PR966752](#) from 15Dec05]

1. That the Aboriginal Organisations Health and Related Services (Northern Territory) Award 2002 as varied shall be a common rule of the Aboriginal health and related services industry in the Northern Territory and shall be binding on all Aboriginal employer bodies which are independent, Aboriginal controlled and owned communities, organisations and business enterprises in the health industry and related services which predominately deal with substance abuse and shall also be binding on all employees in the classification for whom provision has been made in the said award.
2. The declaration shall not apply to:
 - a) any employer or employee in a classification which requires registration as a medical practitioner in the Northern Territory;
 - b) any employer in respect of any employee in public sector employment;
 - c) persons engaged in classes of work who are covered by an award and/or industrial agreement registered in the Australian Industrial Relations Commission including the Social and Community Services Industry – Community Services Workers - Northern Territory Award 2002.
3. The forgoing declaration shall operate from midnight of 15 December 2005

** end of text **