

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 1999 - ss. 140G and 140GC - Variation of modern award
ss. 140G(3)(a) and 140GC(2)(a) - Commission acting on its own initiative

TAFE QUEENSLAND AWARD - STATE 2016

Matter No. MA/2016/33

DEPUTY PRESIDENT O'CONNOR
DEPUTY PRESIDENT SWAN
INDUSTRIAL COMMISSIONER THOMPSON

5 December 2016

DETERMINATION

This matter coming on for hearing before the Commission at Brisbane on 5 December 2016 this Commission orders that the said Award be varied as follows as from 5 December 2016:

1. By deleting clause 1 and inserting the following in lieu thereof:

1. **Title**

- This Award is known as the *TAFE Queensland Award - State 2016*.

2. In clause 3:

- (a) By deleting the definition of "employee" and inserting the following in lieu thereof:

- employee** means a person employed by TAFE Queensland whose salary or rate of pay is fixed by this Award and who is classified under this Award and engaged in the Queensland Vocational Education and Training Sector

- (b) By deleting the definition of "Facilities and Operations employee" and inserting the following in lieu thereof:

- Facilities and Operations employee** means an employee employed in a calling listed in clause 15.2(a)(iii) whose industrial arrangements prior to operation of this Award were underpinned by one of the pre-modernisation awards listed in clauses 4.1(a)(iii)(A), (B) or (C)

- (c) By deleting the definition of "Support employee" and inserting the following in lieu thereof:

- Support employee** means an employee whose industrial arrangements prior to operation of this Award were underpinned by the pre-modernisation award cited at clause 4.1(a)(iii)(D)

- (d) By deleting the definition of "union" and inserting the following in lieu thereof

- Union** means one of the industrial organisations of employees mentioned in clause 4.1(d)

3. By deleting clauses 4.1(a) and (b) inserting the following in lieu thereof:

- (a) TAFE Queensland employees:

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- (i) whose salaries or rates of pay are fixed by this Award and who are classified under this Award; and
- (ii) who are engaged in the Queensland Vocational Education and Training Sector; and
- (iii) whose industrial arrangements prior to the operation of this Award were underpinned by the following pre-modernisation awards:
 - (A) *Building Trades Public Sector Award - State 2012;*
 - (B) *Employees of Queensland Government Departments (Other Than Public Servants) Award - State 2012;*
 - (C) *Engineering Award - State 2012;*
 - (D) *Queensland Public Service Award - State 2012;*
 - (E) *Senior College Teachers' Award - State 2012;*
 - (F) *TAFE Teachers' Award - State 2012;* and

(b) short term casual employees and pieceworkers as described in Schedule 7; and

4. By deleting clause 5 and inserting the following in lieu thereof:

5. The Queensland Employment Standards and this Award

This Award together with the QES provide for a minimum safety net of enforceable conditions of employment for employees covered by this Award.

5. By deleting clause 6.2 and inserting the following in lieu thereof:

6.2 Procedures to implement facilitative award provisions

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

- (a) Facilitative award provisions can be negotiated between management and employees who are directly affected by such proposals or between management and the Union depending on the particular award provisions.
- (b) Employees may be represented by their local Union delegate/s and shall have the right to be represented by their local Union official/s.
- (c) Facilitative award provisions can only be implemented by agreement.
- (d) In determining the outcome from facilitative provisions neither party should unreasonably withhold agreement.
- (e) Agreement is defined as obtaining consent of greater than 50% of employees directly affected or of the Union depending upon the particular award provisions.
- (f) Where a provision refers to agreement by the majority of employees affected, all employees directly affected shall be consulted. This consultation shall be undertaken where practicable as a group, or in groups. Should the consultation process identify employees with specific concerns which relate to either equity or occupational health and safety issues, such concerns may be catered for on an individual basis subject to operational requirements.

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- (g) Any agreement reached must be documented and shall incorporate a review period.
- (h) Where the agreement relates to either the working of ordinary hours on other than a Monday to Friday basis, the introduction of shift work or a change to the shift roster, the relevant Union/s are to be notified in writing at least one week in advance of agreement being sought.

6. By deleting the heading of clause 7.1 and inserting the following in lieu thereof:

7.1 Prevention and settlement of disputes - Award matters

7. By deleting the heading of clause 7.2 and inserting the following in lieu thereof:

7.2 Employee grievance procedures - other than Award matters

8. By deleting clause 8.1 and inserting the following in lieu thereof:

8.1 Full-time employment

A full-time employee is one that is engaged to work an average of 36.25 ordinary hours per week, unless 38 hours is specified elsewhere in this Award.

9. By deleting clause 8.2(e)(i) and inserting the following in lieu thereof:

- (i) Subject to clause 8.2(e)(ii), where organisational (flexible) hours of work arrangements as prescribed in clause 15.11 and Schedule 8 of this Award apply to a part-time TAFE Services employee working day work, any additional ordinary hours worked above 7.25 hours and up to 9.5 hours on any one day will be credited as accrued time.

10. By deleting clauses 8.2(g), (h) and (i) and inserting the following in lieu thereof:

- (g) Notwithstanding clause 12.11(a), progression for part-time Educators from one step to the next highest step will be by completion of one year equivalent full-time service.
- (h) Part-time TAFE Services employees are eligible for payment of salary increments in accordance with the provisions of clause 12.12(a)(ii).
- (i) Voluntary return from permanent part-time to permanent full-time employment - Educators
 - (i) A Teacher or a Leading Vocational Teacher employed full-time prior to transferring to part-time employment and who requests to voluntarily return to full-time employment is guaranteed return to full-time teaching at the earliest available opportunity.
 - (ii) In general, 3 months' notice will be required prior to return to permanent full-time employment. However, the parties recognise that problems may occur in smaller campuses which necessitate a longer waiting period. In these cases, the return to permanent full-time employment will be subject to a vacancy arising but wherever possible will occur no later than the commencement of the following year, provided that the appropriate notice has been given.
 - (iii) Where TAFE Queensland believes that a return to full-time teaching will not be possible by the commencement of the following year, TAFE Queensland will notify the Educator and the relevant Union at the earliest opportunity of this fact and the circumstances preventing a return to permanent full-time employment. Subject to clause 7.2 of this Award, the parties will negotiate a return to full-time teaching.

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- (iv) Wherever possible, TAFE Queensland will waive notice requirements for return to full-time teaching in emergent or compassionate circumstances.
- (j) Involuntary return from permanent part-time to permanent full-time employment
 - (i) The parties acknowledge that circumstances as agreed to from time to time will arise where continuation of part-time hours of work will present difficulties for efficient resourcing.
 - (ii) An employee considered to be in such a situation will be approached by TAFE Queensland to negotiate a return to permanent full-time employment.
- 11. By deleting clause 8.3(a)(ii) and inserting the following in lieu thereof:
 - (ii) A casual employee cannot be employed to work more ordinary hours than are worked by an equivalent full-time employee each week or fortnight, as the case may be.
- 12. By deleting 8.3(c) and inserting the following in lieu thereof:
 - (c) For each ordinary hour worked a casual employee shall be paid no less than:
 - (i) 1/72.5th of the minimum fortnightly rate of pay for their classification level where an equivalent full-time employee's ordinary hours of work are an average of 36.25 hours per week; or
 - (ii) 1/76th of the minimum fortnightly rate of pay for their classification level where an equivalent full-time TAFE Services employee's ordinary hours of work are an average of 38 hours per week,plus a casual loading of 23%.
- 13. By deleting clause 8.3(f) and inserting the following in lieu thereof:
 - (f) Each casual engagement for a TAFE Services employee stands alone with a minimum payment as for 2 hours' work.
- 14. By deleting clause 8.5 and inserting the following in lieu thereof:

8.5 Recognition of previous service

- (a) Subject to clause 8.5(c) employees who are appointed, reappointed, engaged, or re-engaged to work in TAFE Queensland are entitled to recognition of previous service for the purpose of calculating sick leave accumulation, long service leave entitlements and the paid parental leave qualifying period.
- (b) For the purpose of this clause **previous service** will be within 12 months of ceasing employment with one of the following employers:
 - (i) a government entity as defined in section 24 of the *Public Service Act 2008* (QLD);
 - (ii) as an Electorate Secretary to a Queensland Member of Parliament;
 - (iii) with Mater Misericordiae Public Hospitals;
 - (iv) local government;

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- (v) the Parliamentary Service;
 - (vi) the unit maintaining the Governor's official residence;
 - (vii) the Courts of the State of all jurisdictions;
 - (viii) the Police Service;
 - (ix) tertiary educational institutions including universities, university colleges and colleges of advanced education but excluding private universities and colleges;
 - (x) Commonwealth/other state public services, state government departments, or statutory authorities;
 - (xi) Commonwealth hospitals and public hospital in other states;
 - (xii) Commonwealth authorities (e.g. Territories) and local authorities in other states; and
 - (xiii) organisations fully owned by the Commonwealth, Queensland or other state government (e.g. government owned corporations including shared ownership across governments).
- (c) Notwithstanding clause 8.5(a), casual and temporary employees are entitled to recognition of previous service for the purpose of calculating long service leave entitlements and the paid parental leave qualifying period.
- (d) Notwithstanding clause 8.5(b), previous service for casual and temporary employees will be within 12 months of ceasing employment with an employer as prescribed in clause 8.5(b).
15. By deleting the Note immediately below the heading for Part 4 and inserting the following in lieu thereof:
- (Note: The wage rates and salary levels prescribed in this Award do not apply to employees to whom the provisions of Schedule 10 (Supported Wage System) apply.)*
16. By deleting the introductory sentence under clause 12.1 and inserting the following in lieu thereof:
- Employees covered by this Award are to be classified into one of the six streams as follows:
17. By inserting a new clause 12.1(f) as follows:
- (f) Cleaners stream**
- The Cleaners stream comprises those employees engaged as cleaners.
18. By deleting clause 12.2(a) and inserting the following in lieu thereof:
- (a) Allocation of employees to the Educator, Administrative, Professional, Technical and Operational streams and to classification levels within those streams shall be in accordance with the classification standards contained in Schedules 1 to 5.
19. By deleting the introductory sentence in clause 12.3(a) and inserting the following in lieu thereof:
- (a) Educator stream**
- Subject to the provisions of Schedule 6, the minimum salaries payable to Educators covered by this Award are prescribed in the table below:

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20. By deleting clause 12.4(d) and inserting the following in lieu thereof:

- (d) A Teacher with an approved teaching qualification and a vocational qualification of not less than diploma level, and up to and including degree level, and 5 years post trade training industry and/or teaching experience will be appointed at no less than classification level Teacher, step 2.

21. By deleting clause 12.9(c)(i) and inserting the following in lieu thereof:

- (i) the Support employee concerned having served at least 12 months on the maximum salary prescribed for classification level PO2/TO2; and

22. By deleting clause 12.13 and inserting the following in lieu thereof:

12.13 Performing higher duties - employees other than Tutors

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

whichever is higher.

23. By deleting clause 12.14(c) and inserting the following in lieu thereof:

- (c) Subject to clauses 12.14(a) and (b), a Tutor filling a Teacher position for more than three consecutive working days shall be paid extra remuneration:
- (i) in the case of appointment following a merit selection process, salary will be based upon qualifications and experience as prescribed by this Award;
- (ii) in all other cases, at classification level Teacher, step 4.

24. By deleting clause 12.16 and inserting the following in lieu thereof:

12.16 Cleaners employed by State Government departments and agencies as at 12 November 1993

Cleaners employed by departments and agencies of the State of Queensland as at 12 November 1993 are entitled to certain additional all-purpose allowances as prescribed in Schedule 9.

25. By deleting clause 13.3(a) and inserting the following in lieu thereof:

- (a) In addition to the rates of wages set out in this Award the following weekly amounts shall be paid to Facilities and Operations employees in the Divisions and Districts referred to hereunder:

Division and District	Per week \$
Northern Division, Eastern District	1.05
Northern Division, Western District	3.25

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Division and District	Per week \$
Mackay Division	0.90
Southern Division, Western District	1.05

26. By deleting clause 13.4 and inserting the following in lieu thereof:

13.4 First-aid allowance

A TAFE Services employee holding a certificate in first-aid issued by the Queensland Ambulance Service or an equivalent qualification who is appointed in writing by the Chief Executive as a first-aid attendant/officer shall be paid an additional \$30.70 per fortnight which is to be treated as part of the ordinary fortnightly salary for the purposes of annual leave (but not loading on leave), sick leave, long service leave and all other paid leave.

27. By deleting clause 13.5 and inserting the following in lieu thereof:

13.5 Motor vehicle allowance

- (a) Where TAFE Queensland requires an employee to use their own vehicle in or in connection with the performance of their duties, the employee shall be paid an allowance for each kilometre of authorised travel as follows:
- (i) motor vehicle - \$0.77 per kilometre; and
 - (ii) motorcycle - \$0.26 per kilometre.
- (b) TAFE Queensland may require an employee to record full details of all such official travel requirements in a log book.

28. By deleting clause 13.6(a) and inserting the following in lieu thereof:

- (a) An Educator required to work beyond their normal programmed working hours, where the working of such time does not allow them to return to their residence for a meal, shall be provided with an adequate meal at TAFE Queensland's expense or paid a meal allowance of \$12.85 in lieu of the provision of such meal.

29. By deleting clause 13.11 and inserting the following in lieu thereof:

13.11 Adjustment of monetary allowances

- (a) Other than the expense related allowances at clauses 13.5 (motor vehicle allowance), 13.6 (overtime meal allowances), 13.8 (uniforms and laundry allowance), the locality allowances in clause 13.9 and the Divisional and District parities at clause 13.3, respectively, all other monetary allowances specified in clause 13 shall be automatically adjusted from the same date and in the same manner as monetary allowances are adjusted in any State Wage Case decision or other decision of the Commission adjusting minimum wage rates in this Award.
- (b) The monetary amounts in clauses 15.5 (payment for early or late work) and 34(d)(ii) (travel associated with delivery - educators) shall also be adjusted in the same manner and at the same time as monetary allowances are adjusted in accordance with clause 13.11(a).
- (c) At the time of any adjustment to the wage rates in this Award the expense related allowances at clauses 13.5 (motor vehicle allowance), 13.6 (overtime meal allowances) and 13.8 (uniforms and laundry allowance), respectively, shall be automatically adjusted by the relevant adjustment factor. The relevant adjustment factor for this purpose is the percentage movement in the

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applicable index figure most recently published by the Australian Bureau of Statistics since the allowance was last adjusted.

- (d) The applicable index figure is the index figure published by the Australian Bureau of Statistics for the Eight Capitals Consumer Price Index, as follows:

<u>Allowance</u>	<u>Eight Capitals Consumer Price Index (ABS Cat No. 6401.0 - Table 7)</u>
Motor vehicle allowance <i>(last adjusted 1 September 2014)</i>	Private motoring sub-group
Overtime meal allowance <i>(last adjusted 1 September 2016)</i>	Take-away and fast foods sub-group
Uniforms and laundry allowance <i>(last adjusted 1 September 2014)</i>	Clothing and footwear group

30. By deleting clause 14(b) and inserting the following in lieu thereof:

- (b) Where Commonwealth legislation provides for choice of fund rights to an employee subject to this Award, and that employee fails to elect which superannuation fund to which TAFE Queensland contributions are directed, TAFE Queensland will direct contributions to the appropriate fund as prescribed by the relevant State legislation.

31. By deleting clauses 15.1(d) and (e) and inserting the following in lieu thereof:

- (d) Contact time for Teachers and Leading Vocational Teachers who are required to teach more than three different course areas and three discrete subject areas will be a maximum of 18 hours per week.
- (e) Tutors who are required to Tutor in more than three different course areas and three discrete subject areas in the Lecture/Tutorial model, or in formal class situations where they are required to undertake research and/or preparation (of similar proportion to the non-contact time allocated), will be programmed:
- (i) a maximum of 21 hours' contact time per week; and
 - (ii) 0.524 of an hour non-contact time, rounded up to the nearest quarter of an hour, for each hour of face to face tutoring with a group of students.

32. By deleting clauses 15.2(e) and (f) and inserting the following in lieu thereof:

- (e) Rostered day off

- (i) TAFE Queensland is to allow Facilities and Operations employees access to at least one rostered day off in any work cycle unless TAFE Queensland and the TAFE Services employee otherwise agree.
- (ii) Where the arrangement of ordinary hours of work provides for a rostered day off, TAFE Queensland and a TAFE Services employee and/or the majority of TAFE Services employees concerned may agree to accrue up to a maximum of five rostered days off. Consent to accrue rostered days off shall not be unreasonably withheld by either party.
- (iii) Where such agreement has been reached, the accrued rostered days off shall be taken within 12 calendar months of the date on which each rostered day off was accrued.

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- (f) Notwithstanding the provisions of clauses 15.2(a) and (b), by mutual agreement between TAFE Queensland and a TAFE Services employee and/or the majority of TAFE Services employees concerned, work in isolated localities may be performed over a 152 hours x 4 week cycle to provide for additional rostered days off to be taken at a time suitable to TAFE Queensland and the employee/s.
33. By deleting clause 15.6(a)(iv) and inserting the following thereof:
- (iv) between 0000 and 2400 on a public holiday - at the rate prescribed in clause 27.1.
34. By deleting clause 15.7(d) and inserting the following in lieu thereof:
- (d) A shift worker shall not perform more than two consecutive shifts (e.g. day shift/afternoon shift; afternoon shift/night shift).
35. By deleting clause 15.11(a) and inserting the following in lieu thereof:
- (a) Notwithstanding the provisions of clauses 8.2, 15.2, 15.5 and 15.6, respectively, the provisions of clause 15.11 and Schedule 8 provide a framework within which organisational (flexible) hours of work arrangements and related conditions can be implemented with the express purpose of providing all eligible TAFE Services employees with access to an accrued full day/s off within a work cycle. However, nothing will limit the ability of the Chief Executive and a TAFE Services employee to agree to access accrued time in part-days off.
36. By deleting clause 15.11(d) and inserting the following in lieu thereof:
- (d) Organisational (flexible) hours of work arrangements are to be implemented in accordance with the provisions of Schedule 8.
37. By deleting clause 18.1(a) and inserting the following in lieu thereof:
- (a) The overtime rate for a Teacher/Leading Vocational Teacher is calculated by dividing the fortnightly salary of classification level Teacher, step 4 by 42 and adding 23% for engagements within the spread of hours. This hourly rate includes payment for programmed time.
38. By deleting clause 18.1(p).
39. By deleting clause 18.2(d) and inserting the following in lieu thereof:
- (d) Subject to clause 18.2(a) a TAFE Services employee receiving higher duties payments in accordance with clause 12.13 is entitled to be paid for all authorised overtime at the rate applicable to the classification level and paypoint of the position being temporarily filled.
40. By deleting the introductory sentence in clause 18.3 and inserting the following in lieu thereof:
- Except as provided in clauses 8.2, 18.2, 18.3, 18.5(b) and Schedule 8:
41. By deleting clause 18.3(d) and inserting the following in lieu thereof:
- (d) All authorised overtime worked by a Facilities and Operations employee on the employee's rostered day off or first or third scheduled day off during a work cycle shall be paid at the rate of time and one-half for the first 3 hours and double time thereafter with a minimum payment as for 2 hours' work.
42. By deleting clause 18.5(b)(ii) and inserting the following in lieu thereof:

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- (ii) A Librarian, Library Assistant or Library Technician may be compensated for overtime worked on a Saturday or Sunday as time off in lieu by mutual agreement between TAFE Queensland and the employee concerned.

43. By deleting clause 18.9(d)(ii) and inserting the following in lieu thereof:

- (ii) where undertaking normal duties (e.g. correcting/resolving faults via internet, making and receiving phone calls in order to manage an incident other than provided for in clause 18.9(d)(i)) payment at the overtime rate prescribed in clauses 18.2 or 18.3 or 18.4 for the actual time worked with a minimum payment of one hour for each time the TAFE Services employee performs such duties. Should such employee be recalled again to perform duties separately within the minimum one hour period, no further minimum payment shall apply; and

44. By deleting the wording at clause 20(b)(ii) and inserting the following in lieu thereof:

- (ii) Workshop/Laboratory (excluding computer based training)

45. By deleting clause 21 and inserting the following in lieu thereof:

21. Annual leave

Annual leave is provided for in Division 3 of the QES. Clauses 21.1 to 21.7 supplement the QES.

21.1 Period of annual leave

In lieu of the requirements prescribed at sections 71EA(1)(b) and (6) of the Act, a shift worker covered by this Award shall be entitled to 5 weeks annual leave.

21.2 Payment for annual leave

- (a) An employee (other than a shift worker) proceeding on annual leave is entitled to receive the following payments:

- (i) an amount equal to the salary level being paid to the employee immediately before the employee takes the leave for the period of such leave; and
- (ii) a further amount equal to 17.5% of the salary payable for ordinary time in relation to the employee's substantive position for the period of leave provided.

- (b) A shift worker proceeding on annual leave is entitled to receive the following payment:

- (i) an amount equal to the salary level being paid to the employee immediately before the employee takes the leave for the period of such leave calculated according to the employee's roster or projected roster including shift, weekend or public holiday penalties; or
- (ii) an amount equal to the salary level being paid to the employee immediately before the employee takes the leave for the period of such leave, plus a further amount equal to 17.5% of the salary payable for ordinary time in relation to the employee's substantive position for the period of such leave, excluding any shift, weekend or public holiday penalties,

whichever is higher.

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- (c) The annual leave loading payable under clause 21.2(a)(ii) and (b)(ii) will be paid in December of each year.

21.3 Broken leave

By agreement between TAFE Queensland and an employee annual leave may be taken in broken periods.

21.4 Christmas/New Year closure - TAFE Services

- (a) Where a TAFE Queensland campus or office is compulsorily closed over the Christmas/New Year period, TAFE Services employees shall have their annual leave entitlement debited (other than a **concessional day**) by the number of ordinary working days, or hours in the case of part-time employees, they would ordinarily have worked between Christmas Day and New Year's Day, inclusive.
- (b) For the purposes of clause 21.4(a), **concessional day** means any day upon which a TAFE Services employee is permitted to be absent on full pay without debit to any leave account as a result of a compulsory closure of Government establishments over the Christmas/New Year period or such closure or restricted staffing as TAFE Queensland determines.
- (c) Notwithstanding the provisions of clause 21.4(a), TAFE Queensland and a TAFE Services employee may agree that the employee may access any accrued rostered day/s off, accrued day/s off or time off in lieu during a compulsory Christmas closure period instead of having their annual leave entitlement debited.

21.5 Accrual of annual leave - Educators

- (a) Educators, excluding casual employees, will accrue annual leave at the rate of 1.667 days each month of service up to a maximum accumulation of 26 working days.
- (b) Employees required to perform their duties for a period in excess of one calendar month at a Region or campus which is located north of the 16th parallel of south latitude and west of 144 degrees of east longitude, and including Charleville, and those further centres which may be approved by TAFE Queensland, will accrue annual leave at the rate of 2.084 days each month of service up to a maximum accumulation of 36 working days.
- (c) Any balance of leave not availed of shall be taken into account when determining an employee's next leave entitlement accrued in accordance with the provisions of clauses 21.5(a) and (b).
- (d) Subject to clause 21.5(e), annual leave may be taken in minimum periods of one day and up to the total of accrued leave at the date of commencement of such leave.
- (e) A minimum of seven working days of annual leave shall be taken by all employees to coincide with the Christmas/New Year closure of a Region.

21.6 Taking annual leave

- (a) Applications for annual leave are to be made in writing in a form determined by TAFE Queensland.
- (b) Notwithstanding that an employee has an entitlement to annual leave, such leave will, subject to the exigencies of any particular situation, be approved and taken at organisational convenience.

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- (c) An employee may be directed to take annual leave upon the employee having accrued the maximum accumulation permitted in accordance with clauses 21.6(a) and (b), with at least 14 days' written notice of the starting date of the leave.

21.7 Cancellation and deferral of annual leave

- (a) An employee may be recalled from annual leave. An employee so recalled will be granted a minimum of 0.5 day's credit. Where an employee is recalled for a period in excess of 3 hours on any one day, one day's credit will be granted.
- (b) Annual leave previously approved may be cancelled by the General Manager and deferred to be taken at the earliest opportunity mutually convenient to TAFE Queensland and the employee.

46. By deleting clause 23.3 and inserting the following in lieu thereof:

23.3 Paid parental leave

An employee, excluding a short-term casual employee, who has 12 months of unbroken, continuous service is entitled to:

- (a) 14 weeks' paid maternity, adoption or surrogacy leave for the mother or primary care-giver, to be taken as initial absence on the approved parental leave;
- (b) a total of one week's paid pre-natal, pre-adoption or pre-surrogacy leave for the mother or primary care-giver;
- (c) one week paid spousal or secondary caregiver leave; and
- (d) a total of one day paid pre-natal, pre-adoption or pre-surrogacy leave for an employee who is a spouse or secondary caregiver.

47. By deleting clause 24(b) and inserting the following in lieu thereof:

- (b) In lieu of the provisions of section 71HB(2)(a) and (b) of the Act, all employees who complete 10 years' continuous service are entitled to long service leave at the rate of 1.3 weeks on full pay for each year of continuous service and a proportionate amount for an incomplete year of service.

48. By deleting clause 27.3 and inserting the following in lieu thereof:

27.3 Substitution

- (a) Subject to statutory limitations (such as the time work may not be performed on Anzac Day) where there is agreement between the Chief Executive and an employee or employees, another ordinary working day may be substituted for the public holiday.
- (b) Where an employee is subsequently required to work on the substituted day they shall be paid at the rate prescribed in clause 27.1.

49. By deleting clause 32(a) and inserting the following in lieu thereof:

- (a) An employee appointed to an isolated centre, excluding a temporary or casual employee, is entitled to:

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- (i) Five days' paid leave each year to transact business, receive dental treatment, attend specialist appointments and undertake other personal matters that cannot be attended to in the isolated centre;
- (ii) One paid return airfare each year from the centre of appointment to the designated coastal centre for each of the employee, their spouse and dependent children; and
- (iii) One paid airfare per year from the centre of appointment to Brisbane or equivalent airfares to any other centre within the state for each of the employee, their spouse and dependent children.

50. By deleting clause 36(c) and inserting the following in lieu thereof:

- (c) A consultative mechanism and procedures involving representatives of management, employees and relevant Unions will be established as determined by the Chief Executive, having regard to the size, structure and needs of TAFE Queensland.

51. By deleting Schedules 2 to 7 and inserting Schedules 2 to 10 in lieu thereof:

Schedule 2 - TAFE Services Classification Standards - Administrative Stream

Administrative Officer Level 1 (AO1)

Work level description

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

Characteristics of the work

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

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

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

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

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

Duties and skills

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

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

Administrative Officer Level 2 (AO2)

Work level description

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

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

Characteristics of the work

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

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

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

Duties and skills

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

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

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

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

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

Administrative Officer Level 3 (AO3)

Work level description

Work at this level usually requires relevant experience combined with a broad knowledge of the office's functions and activities and a sound knowledge of the major activity performed within the work area. The work may include preparing preliminary reports, papers and correspondence which usually relate to a specific organisational function or discipline, providing or interpreting

Determination

information for clients or other interested parties and general administrative support to senior officers.

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

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

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

Characteristics of the work

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

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

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

Duties and skills

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

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

Administrative officer Level 4 (AO4)

Work level description

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

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

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

Characteristics of the work

Determination

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

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

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

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

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

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

Duties and skills

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

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

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

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

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

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

Administrative officer Level 5 (AO5)

Work level description

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

- managing the operations of a discrete organisational element, program or activity; or
- the operations of an organisational element which is part of a larger office within the total organisational structure; or

Determination

- under limited direction in relation to priorities and work practices, providing administrative support to a particular program, activity or administrative function and consultancy service to external organisations; or
- providing subject matter expertise or policy advice across a range of programs or activities undertaken by TAFE Queensland.

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

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

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

Characteristics of the work

Work is usually performed under limited direction as to work priorities and the detailed conduct of the task. Direction exercised over work performance at this level includes, depending on the functional role required, the provision of advice, guidance and/or direction in relation to a project, detailed processing, and other work practices.

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

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

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

Duties and skills

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

Work at this level may require:

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

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

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

Administrative officer Level 6 (AO6)

Determination

Work level description

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

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

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

Characteristics of the work

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

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

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

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

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

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

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

Duties and skills

Management skills and abilities necessary to undertake the allocation and monitoring of resources, the review of operations to determine their effectiveness and contribute to the development of policy initiatives or corporate strategies are usually required at this level. A knowledge of financial program management techniques related to the activity or corporate goal of the work area is usually required at this level, together with demonstrated personnel management skills and the ability to apply equal employment procedures and implement training and staff development.

Determination

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

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

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

Administrative officer Level 7 (AO7)

Work level description

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

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

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

Characteristics of the work

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

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

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

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

Determination

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

Duties and skills

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

Work at this level requires the application of a high level of discipline, knowledge, a detailed knowledge of both government policies and procedures and an appreciation of their application in relation to office operations. Staff at this level would be expected to have the ability to undertake personnel management functions and to plan, develop and implement programmes associated with equal employment opportunity, occupational health and safety, and staff development and counselling within the functional area of responsibility.

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

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

Administrative officer Level 8 (AO8)

Work level description

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

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

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

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

Characteristics of the work

Work is undertaken at this level, usually under the broad direction of a Senior Executive, with significant levels of independent judgement in keeping with the complex nature of work undertaken and the allocation of resources within the constraints or guidelines laid down by senior executives. Delegations exercised at this level may, depending on the functional role, involve

Determination

being the final authority in the process of approving the expenditure of funds, undertaking specific action in line with the policy of the office, or reviewing any previous action or decisions in the work area.

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

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

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

Duties and skills

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

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

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

Schedule 3 - TAFE Services Classification Standards - Professional Stream

Professional officer Level 1 (PO1)

Work level description

Work at this level is restricted to those TAFE Services employees who have met the minimum entry requirements under the relevant legislation plus the education requirements for acceptance into an appropriate tertiary institution.

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

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

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

Characteristics of the work

Determination

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

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

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

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

Duties and skills

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

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

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

Professional officer Level 2 (PO2)

Work level description

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

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

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

Characteristics of the work

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

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

TAFE Services employees at this level may operate individually or as a member of a project team within a work group. Positions at this level generally have no supervisory responsibilities although more experienced TAFE Services employees may assist new TAFE Services employees by providing guidance and advice.

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

Determination

Duties and skills

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

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

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

Professional officer Level 3 (PO3)

Work level description

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

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

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

Characteristics of the work

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

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

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

Duties and skills

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

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

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

Determination

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

Professional officer Level 4 (PO4)

Work level description

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

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

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

Characteristics of the work

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

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

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

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

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

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

Duties and skills

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

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

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

Determination

Professional officer Level 5 (PO5)

Work level description

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

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

Characteristics of the work

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

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

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

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

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

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

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

Duties and skills

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

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

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

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

Determination

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

Professional officer Level 6 (PO6)

Work level description

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

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

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

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

Characteristics of the level

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

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

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

Duties and skills

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

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

Schedule 4 - TAFE Services Classification Standards - Technical Stream

Technical officer Level 1 (TO1)

Work level description

Work at this level is restricted to those TAFE Services employees who have met the minimum entry requirements under the relevant legislation plus the education requirements for acceptance into the appropriate tertiary institution.

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

Determination

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

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

Characteristics of the work

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

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

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

Duties and skills

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

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

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

Technical officer Level 2 (TO2)

Work level description

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

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

Characteristics of the work

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

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

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

Determination

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

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

Duties and skills

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

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

Skills are generally transferable within particular disciplines.

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

Technical officer Level 3 (TO3)

Work level description

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

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

Characteristics of the work

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

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

Duties and skills

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

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

Determination

Technical officer Level 4 (TO4)

Work level description

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

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

Characteristics of the work

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

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

The general quality of advice given is monitored by superiors and is subject to professional standards. Management of work groups may be a feature of this level.

Duties and skills

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

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

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

Technical officer Level 5 (TO5)

Work level description

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

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

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

Characteristics of the work

Determination

Higher qualifications or further study or research experience is usually a characteristic of this level. Management of large technical work units, including prioritising work, training of staff, monitoring of work flow and setting of local strategic plans is often a feature of this level. Assessment and review of the standard of work of subordinate technical staff may also be required.

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

Duties and skills

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

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

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

Technical officer Level 6 (TO6)

Work level description

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

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

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

Characteristics of the work

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

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

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

Determination

Duties and skills

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

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

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

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

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

Schedule 5 - TAFE Services Classification Standards - Operational Stream

Operational officer Level 1 (OO1)

Work level description

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

Characteristics of the level

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

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

Positions at this level have no supervisory responsibility.

Duties and skills

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

Operational officer Level 2 (OO2)

Work level description

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

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

Determination

Characteristics of the level

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

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

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

Duties and skills

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

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

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

Operational officer Level 3 (OO3)

Work level description

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

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

Characteristics of the level

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

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

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

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

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

Determination

Duties and skills

Work at this level requires a sound knowledge of TAFE Queensland's functions and the requirements of the discipline. A sound knowledge of the operating procedures is required.

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

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

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

Operational officer Level 4 (OO4)

Work level description

Work at this level requires specialised knowledge within the discipline.

Work is undertaken under limited direction as to work priorities and the detailed conduct of the task. TAFE Services employees may be responsible for larger work groups or functions, field groups or district operations.

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

Characteristics of the work

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

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

Duties and skills

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

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

Operational officer Level 5 (OO5)

Work level description

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

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

Determination

Management of large work groups may be a factor.

Characteristics of the level

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

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

Duties and skills

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

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

Operational officers levels 6 & 7 (OO6 & OO7)

Work level description

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

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

Characteristics of the work

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

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

Duties and skills

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

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

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

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

Schedule 6 - Transitional Arrangements - Certain Leading Vocational Teachers

Determination

- (a) The purpose of Schedule 6 is to prescribe the transitional arrangements for Leading Vocational Teachers who were engaged at the classification level Principal Teacher Level 1 as at 19 December 2003.
- (b) The minimum salaries payable to an employee engaged at the classification level Principal Teacher Level 1 as at 19 December 2003 are prescribed in the table below:

Principal Teacher			
Classification Level		Award Rate¹ Per Fortnight \$²	Annual³ Salary \$²
Level 1	Step 1	3,499	91,285
	Step 2	3,578	93,346
	Step 3	3,655	95,355

Notes:

1. Includes the arbitrated wage adjustment payable under the 1 September 2016 Declaration of General Ruling.
 2. Rounded to the nearest dollar.
 3. Annual salaries (fortnightly rate x 26.089) are for reference purposes only.
- (c) The minimum salary payable to an employee engaged at the classification of Principal Teacher Level 2 as at 19 December 2003 is prescribed by the rates applicable to a Leading Vocational Teacher at clause 12.3(a).
- (d) Notwithstanding S1.3(a)(ii), a Leading Vocational Teacher covered by Schedule 6 will be required to perform additional duty/s, but will not be required to sign an agreement.
- (e) Schedule 6 will remain in this Award until such time as all Leading Vocation Teachers paid in accordance with Schedule 6 leave their teaching engagements with TAFE Queensland.

Schedule 7 - Certain Short Term Casual Employees and Pieceworkers

- (a) The purpose of Schedule 7 is to prescribe rates of pay and conditions of employment for certain short term casual employees and pieceworkers engaged in duties in the following areas:
- (i) Adult Community Education short courses;
 - (ii) The International English Language Testing System;
 - (iii) Nurse Facilitation;
 - (iv) Art Modelling;
 - (v) Interpretation for the hearing impaired; and
 - (vi) Exam Marking/Supervision.
- (b) The minimum rates payable are prescribed in the tables below:

Determination

(i) <u>Short Term Casual Employees</u>	
Calling	Award Rate Per Hour \$
Adult Community Education Tutor	25.27
Adult Community Education Teacher	49.47
Adult Community Education Lecturer Level 1	46.08
Adult Community Education Lecturer Level 2	51.20
Adult Community Education Lecturer Level 3	62.01
Nurse Facilitator	56.84
Interpreter for the Hearing Impaired	41.37
Clothed Art Model - day	31.27
Nude/Semi Nude Art Model - day	32.46
Clothed Art Model - night	37.53
Nude/Semi Nude Art Model - night	38.95
Plaster Body Casting Art Model	41.36
Art/Figure Photo Model - day	55.12
Art/Figure Photo Model - night	66.13

(ii) <u>Pieceworkers</u>	
Unit	Award Rate Per Piece \$
Invigilate or mark one students' International English Language Testing System exam	33.37
Examine the language ability of one candidate under the International English Language Testing System	66.74
Train one Examiner to examine the language ability of candidates under the International English Language Testing System exam	100.12
Supervise one exam (other than an International English Language Test System exam)	24.27
Mark one students' completed Certificate I or Certificate II or Certificate III exam paper	5.99
Mark one students completed Certificate IV or Diploma Exam Paper	8.65
Mark one students completed Advanced Diploma exam paper	10.24

- (c) The Level of an Adult Community Education Lecturer prescribed in clause (b) of this Schedule, will be determined by the delegate having regard to the business needs of the Region including isolation, the ability to recruit and training needs.
- (d) The hours of duty of a day Model prescribed in clause (b) of this Schedule will be 0600 to 1800.
- (e) The minimum safety net conditions of employment are provided in the Queensland Employment Standards.

Schedule 8 - Organisational (Flexible) Hours of Work Arrangements

S8.1 Purpose

- (a) The purpose of Schedule 8 is to provide a framework within TAFE Queensland to introduce organisational (flexible) hours of work arrangements and related conditions of employment.
- (b) Schedule 8 has two objectives:

Determination

- (i) to provide all eligible TAFE Services employees (see clause 15.11) with access to accrued time off, including whole or part days, within each work cycle; and
- (ii) to provide TAFE Queensland with increased flexibility by providing opportunities for supervisors to manage workflows in a manner which does not unnecessarily lead to TAFE Services employees being directed to work overtime.

S8.2 Method of introduction

TAFE Queensland is to ensure that organisational (flexible) hours of work arrangements are implemented in accordance with Schedule 8 and are tailored to provide TAFE Services employees with the opportunity to accrue time off in a manner which meets the operational and other client service needs of TAFE Queensland.

S8.3 Definitions

accrued time means:

- (a) ordinary hours performed in excess of the ordinary working hours of an employee; and
- (b) authorised overtime performed which is not compensated by the payment of overtime in accordance with S8.4(e)(i)(ii) and (iii)

accrued time off means an approved absence during which a TAFE Services employee is able to access previously accrued time

carryover balance means any accrued time not taken as paid time off (and debit time if included in the organisational (flexible) hours of work arrangements) in one work cycle and which, subject to any specified limit/s, is carried over to the next work cycle

core time means the period during the day when TAFE Services employees are expected to be available to perform ordinary duty, unless they are absent on an approved lunch break, accrued time off or other authorised absence from duty

debit time means the amount of paid time off taken prior to the accrual of time in excess of the ordinary working hours prescribed

hours of work arrangements means those working arrangements introduced in accordance with Schedule 8 which are designed to give effect to the provisions of clause 15.4 and the purpose of Schedule 8, as recorded in S8.1

normal operating hours means the hours of operation in TAFE Queensland or a work unit on any one day, within the spread of hours, within which TAFE Services employees will be authorised to commence and cease duty

ordinary working hours means 7.25 hours per day

standard hours means a standard 7.25 hours working day within the spread of ordinary hours (excluding the lunch break) e.g. 0900 to 1700 Mondays to Fridays, inclusive, with a lunch break of 45 minutes between 1200 and 1400; 0845 to 1630 Mondays to Fridays, inclusive, with a lunch break of 30 minutes between 1145 and 1445

supervisor means a person responsible for the daily supervision and operation of a work unit

travelling time means the difference between the time taken for a TAFE Services employee to travel as directed to an alternative place of work and the time taken for a TAFE Services employee to travel to their usual place of work

Determination

work cycle means a period of time specifying a number of consecutive days during which accrued time and approved leave will be accounted

work unit means an identifiable group of TAFE Services employees within TAFE Queensland

S8.4 Arrangements

- (a) (i) Hours of work arrangements in TAFE Queensland or a work unit within the spread of ordinary hours prescribed in clause 15.4 will be determined by the Chief Executive after consultation with the affected TAFE Services employees.
- (ii) Within the spread of ordinary hours, the normal operating hours of TAFE Queensland or a work unit are to be determined by the Chief Executive.
- (iii) Hours of work arrangements for TAFE Queensland or a work unit are to be recorded in writing and advised to affected TAFE Services employees.
- (b) (i) An existing spread of ordinary hours and related new hours of work arrangements may be introduced in TAFE Queensland or a work unit by agreement between the Chief Executive and the majority of TAFE Services employees affected.
- (ii) In reaching agreement, no party will unnecessarily delay the process or unreasonably withhold consent.
- (c) In any hours of work arrangements implemented in TAFE Queensland or a work unit the ordinary hours of work, exclusive of meal times, will not exceed 9.5 hours per day to be worked within normal operating hours.
- (d) Accrued time off may only be taken with the prior approval of the relevant supervisor.
- (e) (i) Subject to S8.4(e)(ii), a TAFE Services employee will be required to accrue sufficient accrued time so as to allow an employee to take a part or full day (or longer period) as accrued time off.
- (ii) The hours of work arrangements in TAFE Queensland or a work unit may permit a TAFE Services employee to avail of debit time up to a specified limit.
- (iii) The Chief Executive may direct the starting and ceasing times of TAFE Services employees within the spread of ordinary hours.
- (iv) In determining hours of duty, wherever practicable, the Chief Executive must:
 - (A) Consult on the requirements to work specific hours before directing TAFE Services employees to work those hours;
 - (B) Where the working of accrued time is not suitable to a TAFE Services employee on a given day take into account whether other employees are available and competent to perform the work;
 - (C) Take into account the needs of workers with family responsibilities or disabilities;
 - (D) Provide timely notice of the requirement to work in excess of ordinary hours; and
 - (E) Take into account the TAFE Services employee's current accumulation of

Determination

accrued time.

- (v) Before seeking to access accrued time off all TAFE Services employees will be expected to give first priority to the maintenance of acceptable work flows and ensure that co-operation exists with supervisors in planning office working times in order that resources are available to service the needs of TAFE Queensland, a work unit/s and clients.
 - (vi) A TAFE Services employee may not perform accrued time unless work is allocated for an employee to perform and is performed.
 - (vii) It will be the responsibility of each supervisor in respect to their work unit to ensure that the needs of TAFE Queensland and its clients are met and appropriate supervision is available at all times. Supervisors are also responsible for ensuring that employees' workloads are properly managed and that TAFE Services employees are provided, subject to operational requirements, with the ability to take accrued time off in order to avoid forfeiting accrued time in excess of any prescribed maximum carryover balance.
 - (viii) Subject to S8.4(a) and S8.4(e)(vi), there will be no limit to the number of hours that may be accrued during a work cycle.
 - (ix) TAFE Services employees who resign, retire or otherwise cease employment should ensure that they have utilised all accrued time or made up any debit time prior to cessation of employment. TAFE Services employees are not entitled to any compensation or payment for any accrued time not utilised as at date of cessation of employment. Any debit time accrued as at the date of cessation of employment will be recoverable by the Chief Executive at ordinary rates and deducted from any monies owed at date of cessation of employment.
 - (x) Where a TAFE Services employee's time management is deemed to be unsatisfactory, the Chief Executive may direct the TAFE Services employee to work standard hours.
- (f) Organisational (flexible) hours of work arrangements may include provision for the carryover of accrued time (and debit time if included in the arrangements) from one work cycle to the next.
- (g) Issues which may be considered for inclusion in hours of work arrangements may include, but are not necessarily limited to, the following:
- (i) spread of ordinary hours (including consideration of the spread of ordinary hours beyond those recorded in clause 15.4);
 - (ii) work cycle;
 - (iii) core times;
 - (iv) maximum carryover balance from one work cycle to the next, provided that where a maximum balance is prescribed, it will not be limited to an amount less than five days accrual;
 - (v) access to accrued time off (provided that where a limit is prescribed for the amount of accrued time off in a work cycle, such a limitation will not be less than three days, to be taken either consecutively or separately); and

Determination

- (vi) weekend overtime accrual, specifically accrual factor/s referred to in S8.4(e)(i) and (iii).
- (h) Travelling time other than authorised overtime, performed by TAFE Services employees in excess of the ordinary working hours but within the 9.5 hours of duty permitted in S8.4(c) will be recognised as accrued time on a time for time basis. Subject to clause 33, any travelling time undertaken outside the 9.5 hours of duty permitted in S8.4(c) will be compensated at normal rates or as time off in lieu.
- (i)
 - (i) As part of the hours of work arrangements, TAFE Services employees may perform authorised work outside the spread of ordinary hours or in excess of 9.5 hours exclusive of meal breaks on any one day.
 - (ii) TAFE Services employees who by mutual agreement with the relevant supervisor perform work as outlined in S8.4(i)(i) on Mondays to Fridays will, by mutual agreement with the supervisor, be compensated either by paid overtime at the rate prescribed in clause 18 of this Award or have such time accrued on a time for time basis.
 - (iii) Where such overtime is performed on a Saturday or a Sunday, the overtime will be compensated by paid overtime at the rate prescribed in clause 18.3 or where a TAFE Services employee and the relevant supervisor agree, have such time accrue on a time for time basis or such other factor as prescribed in the organisational (flexible) hours of work arrangements.
 - (iv) All ordinary work performed on a public holiday will be compensated in accordance with clause 27.1.
 - (v) All overtime accrued under the hours of work arrangements will comply with minimum period provisions prescribed in clause 18.3.
 - (vi) When applying S8.4(i), genuine consultation is to occur between the relevant supervisor and employees free from duress.
 - (vii) Where agreement to accrue authorised overtime under hours of work arrangements is not reached, such overtime will be compensated by paid overtime at the appropriate overtime rate prescribed elsewhere in this Award.
 - (viii) S8.4(i) does not apply to TAFE Services employees in receipt of ordinary salary that exceeds the equivalent of classification level AO5, paypoint 4.

Schedule 9 - Cleaners employed by State Government Departments and Agencies

S9.1 Cleaners who were employed by departments and agencies of the State of Queensland as at 12 November 1993 (a qualified cleaner) continue to retain entitlement to an all-purpose broken work allowance (BWA) and an all-purpose non-absorbable, non-adjustable allowance (NANA). These entitlements continue to exist while such cleaners:

- (a) remain in employment with the State of Queensland; and
- (b) continue to work as a cleaner on a full-time, part-time or casual basis.

S9.2 A qualified cleaner's entitlement to NANA depends upon the nature of their employment as at 12 November 1993 as well as their period of employment as at that date. There are two separate NANA entitlements, as follows:

Determination

- (a) Group 1 - all full-time, casual and part-time cleaners (other than those part-time cleaners working a 30 hour week) as at 12 November 1993

Date of Commencement	NANA ¹ Per Fortnight (of 76 hours) ² \$
(i) Between 12 November 1991 and 11 November 1993	31.24
(ii) Between 12 November 1990 and 11 November 1991	41.37
(iii) On or before 11 November 1990	51.76

- (b) Group 2 - part-time cleaners working a 30 hour week as at 12 November 1993

Date of Commencement	NANA ¹ Per Fortnight (of 60 hours) ² \$
(i) Between 12 November 1991 and 11 November 1993	16.24
(ii) Between 12 November 1990 and 11 November 1991	24.24
(iii) On or before 11 November 1990	32.44

S9.3 The entitlement of a qualified cleaner to BWA, NANA, or both allowances, as well as their classification level, is set out in the table below:

Type of cleaner as at 12 November 1993	Classification	BWA Per Day ¹ \$	NANA ¹ Entitlement ² \$
(a) 38 hour a week cleaner required to attend work once per day.	002(4)	-	As per Group 1 (above).
(b) 38 hour a week cleaner required to attend work twice per day.	002(4)	As per clause 13.2	As per Group 1 (above).
(c) Part-time cleaner working 30 hours per week required to attend work once per day.	002(4)	-	As per Group 2 (above).
(d) Part-time cleaner working 30 hours per week required to attend work twice per day.	002(4)	As per clause 13.2	As per Group 2 (above).
(e) Part-time cleaner working other than 30 hours per week required to attend work once per day.	002(4)	-	As per Group 1 (above) paid on a <i>pro rata</i> basis (reflecting the number of hours worked ÷ 76).
(f) Part-time cleaner working other than 30 hours per week required to attend work twice per day.	002(4)	As per clause 13.2	As per Group 1 (above) paid on a <i>pro rata</i> basis (reflecting the number of hours worked ÷ 76).
(g) Casual cleaner required to attend work once per day.	002(4)	-	As per Group 1 (above) paid on a <i>pro rata</i> basis (reflecting the number of hours worked ÷ 76).
(h) Casual cleaner required to attend work twice a day.	002(4)	As per clause 13.2	As per Group 1 (above) paid on a <i>pro rata</i> basis (reflecting the number of hours worked ÷ 76).

Notes:

Determination

- ¹ The BWA and NANA amounts shown are payable for all purposes of the Award, including: overtime, shift penalties, weekend work, work on public holidays, annual leave, annual leave loading and long service leave.
- ² The NANA is a non-adjustable allowance.

Schedule 10 - Supported Wage System

This Schedule defines the conditions which will apply to employees who because of the effects of a disability are eligible for a supported wage under the Supported Wage System.

Definitions - In this Schedule:

Approved Assessor means a person accredited by the management unit established by the Commonwealth under the supported wage system to perform assessments of an individual's productive capacity within the Supported Wage System.

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

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

Relevant minimum wage means the minimum wage prescribed in this Award for the class of work for which an employee is engaged.

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

SWS Wage Assessment Agreement means the document in the form required by the Commonwealth Department of Social Services that records the employee's productive capacity and agreed wage rate.

Eligibility criteria

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

Supported wage rates

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

Assessed capacity (see below)	Relevant minimum wage*
10%	10%
20%	20%
30%	30%

Determination

40%	40%
50%	50%
60%	60%
70%	70%
80%	80%
90%	90%

*Note: The minimum amount payable to an employee receiving a supported wage must not be less than \$82 per week.

- (b) Where an employee's assessed capacity is 10%, the employee must receive a high degree of assistance and support.

Assessment of capacity

- (a) For the purpose of establishing the percentage of the relevant minimum wage, the productive capacity of the employee will be assessed in accordance with the SWS by an Approved Assessor, having consulted TAFE Queensland and the employee and, if the employee so desires, a Union which the employee is eligible to join.
- (b) All assessments made under this Schedule must be documented in a SWS Wage Assessment Agreement, and retained by TAFE Queensland as a time and wages record in accordance with the Act.

Review of assessment

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

Other terms and conditions of employment

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

Workplace adjustment

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

Trial period

- (a) In order for an adequate assessment of the employee's capacity to be made, TAFE Queensland may employ a person under the provisions of this Schedule for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.
- (b) During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum wage for a continuing employment relationship will be determined.
- (c) The minimum amount payable to the employee during the trial period must be no less than the amount recorded in the Note under the Table (above).

Determination

- (d) Work trials should include induction or training as appropriate to the job being trialled.
- (e) Where TAFE Queensland and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment (see **Assessment of capacity** - above).

52. By updating the Table of Contents to reflect the renumbered Schedules as follows:

Schedule 1 - Educator Classification Standards

Schedule 2 - TAFE Services Classification Standards - Administrative Stream

Schedule 3 - TAFE Services Classification Standards - Professional Stream

Schedule 4 - TAFE Services Classification Standards - Technical Stream

Schedule 5 - TAFE Services Classification Standards - Operational Stream

Schedule 6 - Transitional Arrangements - Certain Leading Vocational Teachers

Schedule 7 - Certain Short Term Casual Employees and Pieceworkers

Schedule 8 - Organisational (Flexible) Hours of Work Arrangements

Schedule 9 - Cleaners employed by State Government Departments and Agencies

Schedule 10 - Supported Wage System

Dated: 5 December 2016

By the Commission,
M. Shelley,
Deputy Industrial Registrar.

Operative Date: 5 December 2016
Determination - Correction of error

Released: 5 December 2016