

CROWN EMPLOYEES (DEPARTMENT OF INDUSTRY, SKILLS AND REGIONAL DEVELOPMENT) DOMESTIC SERVICES OFFICERS AWARD

INDUSTRIAL RELATIONS COMMISSION OF NEW SOUTH WALES

Review of Award pursuant to Section 19 of the *Industrial Relations Act 1996*.

(No. IRC 732 of 2015)

Before Commissioner Stanton

28 October 2015

REVIEWED AWARD

Arrangement

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PART A

1. Title

This Award shall be known as the Crown Employees (Department of Industry, Skills and Regional Development) Domestic Services Officers Award.

2. Definitions

- (i) "Act" means the *Government Sector Employment Act 2013*.

- (ii) "Association/Union" means the Public Service Association and the Professional Officers' Association Amalgamated Union of New South Wales.
- (iii) "College" refers specifically to either the:
 - Murrumbidgee College of Agriculture, Yanco
 - CB Alexander Agricultural College (Tocal), Paterson or
 - Trangie Research Centre, Trangie
 where an accommodation and catering service is provided.
- (iv) "Department" means the Department of Industry, Skills and Regional Development, as specified in Schedule 1, Part 1 of the *Government Sector Employment Act 2013*.
- (v) "Domestic Services Officer" means and includes all ongoing full time, ongoing part time, temporary or casual employees, employed under the provisions of the Act, who at the date of the first *Crown Employees (Domestic Services Officers - Department of Agriculture) Award*, published 26 March 1999 (308 I.G. 732) occupied a role of, and were classified as either Porter, Storeman, Pantry man, Steward, First Cook, Second Cook, Third Cook, Fourth Cook, Domestic Assistant, Useful, Kitchen Hand, Butcher, Housemaid, General Services Officer, Kitchen Supervisor, Security Officer, Manager, Catering and Accommodation (Clerk Grade 3), House Supervisor, Assistant House Supervisor; under this Award, meet the minimum qualification requirements pursuant to clause 5 of this Award.
- (vi) "Employee" for the purposes of this Award means a person employed as an ongoing full time, ongoing part time, temporary or casual employee.
- (vii) "Employer" means the Secretary of the Treasury established under the Government Sector Employment Act 2013.
- (viii) "Industrial Relation Secretary" means the Secretary of the Treasury as established under the *Government Sector Employment Act 2013*.
- (ix) "Job Evaluation" means a methodology agreed between the Department and the relevant unions to grade Domestic Service Officer roles under this Award.
- (x) "Normal Work" as defined in clause 14, means the duties, responsibilities and capabilities contained in the relevant Role Description of employees at the time of a Grievance, Dispute or Difficulty.
- (xi) "Public Service" means the Public Service of New South Wales as defined in the *Government Sector Employment Act 2013*.
- (xii) "Regulation" means the *Government Sector Employment Regulation 2014*.
- (xiii) "Role" means a role that an employee has been assigned to as defined in the *Government Sector Employment Act 2013, the Regulation and Rules*.
- (xiv) "Rules" means the *Government Sector Employment Rules 2014*.

- (xv) "Salary Rates" means the ordinary time rate of pay for the employees grading, excluding shift allowances, weekend penalties, and all other allowances not regarded as salary.
- (xvi) "Secretary" means the Secretary of the Department of Industry, Skills and Regional Development as specified in Schedule 1 of the *Government Sector Employment Act 2013*.
- (xvii) "Service" means continuous service for salary purposes.
- (xviii) "Union" means United Voice, the union formerly known as the Australian Liquor, Hospitality and Miscellaneous Workers Union, NSW Branch.

3. Salaries

Subject to the provisions of the *Act, Regulation and Rules* there under, the rates of salary as set out in Table 1 - Salaries, of Part B, Monetary Rates shall be paid to employees assigned to the role specified.

4. Saving of Rights

At the time of making of this Award, no employee covered by this Award will suffer a reduction in their rate of pay or any loss or diminution in his or her conditions of employment as a consequence of the making of this Award.

5. Definitions/Generic Duties of Roles Associated With Domestic Services Officers

Level 1 (Kitchen/Accommodation Services)

A level 1 Domestic Services Officer means a person employed substantially in a kitchen, dining room, dormitory function within a College and is principally occupied in any of the following duties: food preparation, serving of meals, cleaning/vacuuming e.g. kitchen, dormitories, laundering of kitchen linen, dining room preparation, waitressing, garbage collection, distribution of chemicals and supplies to dormitories, provision of minor maintenance eg. globe replacement etc., minor stock control, operation of dish washer, collection and distribution of linen, servicing of rooms, making beds, minor cooking eg. toast, sandwiches, general maintenance eg. rubbish removal. Cleaning of guttering, toilets and bathrooms.

Level 2 (Cook)

A level 2 Domestic Services Officer means a person employed in a kitchen who prepares, presents and serves meals including 3 course dinners, BBQ buffets, morning and afternoon beverages/tea for students and special functions.

Cleaning of cooking equipment e.g. stoves and floors. Prepares specialised diet meals and other specialised meals. Applies hygiene and safe food handling procedures. Provides weekend supervision, which incorporates the responsibility of kitchen services.

Level 3 (Security)

A level 3 Domestic Services Officer means a person employed as one of the following:

- (a) Possession of a Class 1 Security Licence pursuant to the provision of the *Security (Protection) Industry Act 1997*. Provides security of College buildings and equipment, after hours reception service to visitors, course participants, parents etc, including booking of facilities, collection of monies, issuing of keys, operation of after hours student transport, supervision of meals in dining room, provision of first aid, organisation and facilitation of student recreation activities, including the oversighting of student welfare, provide minor maintenance eg. flyscreen replacement, including pool cleaning and supervision of pool; or
- (b) Provides direct supervision of either an accommodation or kitchen service within a College. Ensures menus and other directions issued by the DSO level 4 are followed. Maintains

administration information/statistics on the provision of meals etc. Ensures stock control on all incoming kitchen stores and foodstuffs. Assists DSO level 4 with accommodation issues.

Level 4 (Supervisory)

A level 4 Domestic Services Officer means a person employed in the day to day responsibility of kitchen and accommodation services within a College and is principally occupied in the following duties:

Co-ordination of Domestic Services Officer Level 1 and Level 2, inspection of student dormitories, reception service for accommodation co-ordination eg. enquires, reservations, receipting of monies, accounting functions e.g. Voucher preparation, payment verification, allocation of cost codes. Preparation of time sheets, stock control, maintenance reports and menu preparation, word processing and data entry.

Level 5 (Managerial)

A level 5 Domestic Services Officer means a person employed to manage and co-ordinate the accommodation and catering functions of a College and is principally occupied in the following duties:

Delivery of a professional service in the provision of accommodation and catering. Control, preparation and administration of budgets including voucher checking/approvals, journals etc. Management of reservation facilities including computer system maintenance, oversighting of student welfare, health counselling and discipline. Co-ordination of functions and client liaison. Rostering of all Domestic Services Officers and co-ordination of Domestic Services Officer Level 4. Provision of Occupational, Health and Safety obligations and First Aid services. Diet/nutritional expertise for menu preparation.

6. School Based Apprentices

(a) Definition

A school based apprentice is an employee who is undertaking an apprenticeship under a training contract while also enrolled in the Higher School Certificate.

(b) Wages

- (i) The hourly rates for full time apprentices as set out in this Award shall apply to school based apprentices for total hours worked including time deemed to be spent in off-the-job training.
- (ii) For the purposes of paragraph (b)(i) of this clause, where a school based apprentice is a full time school student, the time spent in off-the-job training for which the school based apprentice is paid is deemed to be 25 per cent of the actual hours worked on-the-job each week.
- (iii) The wages paid for training time may be averaged over the school term or year.
- (iv) Where this Award specifies a weekly rate for full time apprentices, the hourly rate shall be calculated by dividing the applicable weekly rate by 38.

(c) Progression through the Wage Structure

- (i) School based apprentices progress through the wage scale at the rate of 12 months' progression for each two years of employment as an apprentice.
- (ii) The rates of pay are based on a standard apprenticeship of four years. The rate of progression reflects the average rate of skill acquisition expected from the typical combination of work and training for a school based apprentice undertaking the applicable apprenticeship.

- (d) Conversion from a school based apprentice to a full time apprenticeship

Where an apprentice converts from a school based to a full-time apprenticeship, all time spent as a full-time apprentice counts for the purpose of progression through the wage scale set out in this Award. This progression applies in addition to the progression achieved as a school based apprentice.

- (e) Conditions of Employment

Except as provided by this clause, school based apprentices are entitled to pro rata entitlements of all other conditions of employment contained in this Award.

7. Hours of Work

- (i) Subject to subclause (iii) of this clause the ordinary hours of work shall not exceed an average of thirty-eight per week where a weekly roster is observed or seventy-six per fortnight where a fortnightly roster is observed. Such ordinary hours shall be worked in five days on a weekly roster or in ten days on a fortnightly roster and within a margin of fourteen hours per day provided that in order to provide Domestic Service Officers with greater flexibility and to provide the Colleges with improved efficiency in rostering provisions;
- (ii) The margin for the ordinary hours of work on any one day shall be 6.00am to 8.00pm. The margin of hours shall be calculated from the time of starting to the time of finishing and shall include all time for meals.
- (iii) The actual ordinary hours worked by a full-time employee in any week may, by written agreement between the Supervisor and the employee, be averaged over a period of 4 weeks between the hours of 6.00am and 8.00pm provided that;
- (iv) The total ordinary hours worked in the 4-week period must not exceed 152 hours,
- (v) With the exception of Domestic Services Officer Grade 3 (Security) should the approved hours worked by employees be;

outside the margin for ordinary working hours of 6.00am to 8.00pm,

exceed 152 hours in any one four week period,

the provisions of the Crown Employees (Public Service Condition of Employment) Reviewed Award 2009 and any variation or replacement Award shall apply with all overtime to be calculated on a stand alone daily basis.

- (vi) The ordinary hours as specified in subclause (i) of this clause shall be arranged so that the hours worked on each day shall include a proportion of one (1) hour (such proportion will be on the basis of 0.4 of one hour for each eight ordinary hours worked).

The proportion shall accumulate to allow the employee to take one (1) rostered day off in each twenty day, four week cycle, paid for as though worked, with a maximum of twelve (12) days per annum.

By agreement of the Supervisor an employee may accumulate days to be taken at a time convenient to the operation of the college. Such accumulation is not to exceed five (5) days.

- (vii) Where the day off provided under subclause (vi) of this clause is taken on a rostered basis, where practicable the day chosen shall be one preceding or following the employee's normal rostered day(s) off. Another day shall be substituted where a public holiday occurs on the rostered day off.

- (viii) An employee who has not worked, or is not regarded by reasons of subclause (ii) or (iii) of this clause as having worked, a complete four week cycle shall receive pro-rata accrued entitlements in respect of the rostered day off.
- (ix) Each day of paid sick leave taken during any cycle of four weeks shall be regarded as a day worked for accrual purposes in the particular twenty (20) day shift cycle.
- (x) Time towards a rostered day off as prescribed in subclauses (ii) and (iii) of this clause shall not accrue whilst an employee is on the first four (4) weeks of recreation leave accrued each year.
- (xi) Where an employee is absent on extended leave and/or Worker's Compensation during a cycle and returns prior to the end of that cycle, time absent during that cycle shall count towards the accrual of time for the purpose of taking a rostered day off during that cycle. An employee who is absent on extended leave and/or Worker's Compensation for a full cycle shall not be entitled to accumulate time towards a rostered day off during that cycle.
- (xii) Employees on an ordinary weekly or fortnightly roster shall be granted two (2) days off duty each week.
- (xiii) Shift rosters may be changed on seven (7) days notice or at any time by mutual consent, or in exceptional circumstances on twelve (12) hours notice if rendered necessary by the absence of other employees from duty or shortage of staff, or other exceptional circumstances.
- (xiv) Part-time employees who work regular hours on a five day basis shall be entitled, by mutual agreement between the Supervisor and the employee, to the benefit of the 38 hour week, 19 day month on a pro-rata basis.
- (xv) Casual employees shall not be eligible to accumulate time in accordance with the provisions of this Award for a 38 hour week, 19 day month.
- (xvi) The starting and finishing times of employees shall be as determined by the Supervisor following consultation with the Domestic Service employees to suit the needs of the College.
- (xvii) Employees cannot be required to work more than 5 hours in one continuous period without an unpaid meal break of at least 30 minutes.
- (xviii) Rostered days off may accumulate and in the case of school/college locations may be scheduled during the appropriate vacation periods to suit the needs of the employer. Dates for the taking of such accumulated leave shall be agreed mutually between the employee and employer throughout the year.
- (xix) An employee who is required to work on their rostered day off shall be paid in accordance with the provision of the Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 and any variation or replacement Award.

8. Allowances

The additional payments prescribed by this clause shall not apply to time worked on Saturday and Sundays where allowances are payable in terms of clause 9, Work Performed on Weekends of this Award or in the computation of overtime rates.

(a) Qualification

A full-time employee, if in possession of the following qualifications, shall be paid the following additional allowances specified hereunder from the beginning of the first pay period to commence on or after the first day of the month succeeding the date on which the final paper of the particular examination, at which he or she passed, was held, whichever shall last occur:

Department of Technical and Further Education Commercial Cookery Trade Course Stage I; or

Qualification deemed by the Department to be equivalent shall be paid per annum an amount as set out in Item 1 of Table 2 - Allowances of Part B, Monetary Rates.

Department of Technical and Further Education Commercial Cookery Trade Course Stage II and III; or

Qualifications deemed by the Department to be equivalent shall be paid per annum an amount as set out in Item 2 of Table 2 - Allowances of Part B, Monetary Rates.

No allowance will be payable for relief, where necessary, where employees are on rostered leave arising from the 38 hour week, 19 day month.

(b) Shifts

The following additional allowances for shift work shall be paid to Domestic Service Officers Level 3 (Security) in respect of work performed during ordinary hours of shift as defined below:

Night Shift means any shift commencing after midnight and at or before 5.00am.

Afternoon Shift means any shift commencing after 6 pm and at or before midnight.

Early Morning Shift means any shift commencing after 5.00am and before 6.00 am.

Night Shift - non rotating means any shift system in which night shifts are worked which do not rotate or alternate with another shift so as to give the employee at least one third of the employees working time off night shift in each roster cycle.

Broken Shifts means the working of two or more shifts per day by an employee within the ordinary hours as specified in subclause (iii) of clause 7, Hours of work.

	Percentage
Early Morning Shift	10
Afternoon Shift	15
Night Shift, rotating	17.5
Night Shift, non-rotating	30

(c) Broken Shifts

Employees working a broken shift shall be paid an additional amount per day for each day so worked as set out in Item 3 of Table 2 - Allowances of Part B, Monetary Rates.

Any employee receiving broken shift allowance pursuant to this subclause shall not receive any other allowance provided for under subclause (b) of this clause.

9. Work Performed on Weekends

Time worked on Saturday and Sundays, other than that worked as overtime, shall be paid for at the rate of:

Saturday Work	time and one half
Sunday	double time

Provided that a shift in which the majority of hours are worked on a Saturday or Sunday shall, for the purpose of this clause, be regarded as a Saturday or Sunday shift as the case may be.

10. Leave

- (i) General leave conditions of employees under this Award shall be regulated in accordance with the provisions contained within the *Act, Regulation and Rules* and the Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 and any variation or replacement Award.
- (ii) When Colleges are in recess and it is necessary to stand down staff, employees employed in such colleges shall be paid half ordinary pay for the period during which they have been stood down, provided that they have been continuously employed for the college term immediately preceding and for the college term immediately following the period of recess.
- (iii) During any period of annual leave taken by an employee that employee shall be paid, in addition to his/her ordinary rate of pay prescribed in clause 3, Salaries, any amount in respect of shift penalties to which he/she would have become entitled had he/she not proceeded on annual leave. Such shift penalties to be calculated in accordance with his/her roster or projected roster for the period of annual leave.
- (iv) Employees who are regularly rostered to perform rostered duty on Sundays and Public Holidays shall be granted additional leave on the following basis:

Number of Ordinary Shifts Worked on Sunday and/or Public Holidays	Additional Leave
4-10	1 additional days leave
11-17	2 additional days leave
18-24	3 additional days leave
25-31	4 additional days leave
32 or more	5 additional days leave

11. Call Back

An employee required to attend the employer's premises for any reason (including emergencies after hours) other than carrying out rostered duties shall be entitled to claim leave in lieu on an hour for hour basis.

This leave in lieu accrued may accumulate and in the case of school/college locations may be scheduled during the appropriate vacation periods to suit the needs of the employer. Dates for the taking of such accumulated leave shall be agreed mutually between the employee and employer throughout the year. All accumulated leave in lieu must be exhausted by the 30th January each year.

12. Job Evaluation

- (i) Roles classified as Domestic Services Officers shall be graded in accordance with the accredited Job Evaluation methodology agreed by the Department, Industrial Relations Secretary, Association and United Voice.
- (ii) The grading of Domestic Services roles shall be carried out in consultation between the Department and Associations/Union using the Department's Joint Consultative Committee. This Committee shall be the forum for negotiation and consultation on the operation of the Department's Job Evaluation methodology during the operation of this Award.
- (iii) Roles will be evaluated and graded from time to time in the following circumstances:
 - (a) where the nature of an assignment is significantly changed, or a new role is created.
 - (b) where a role falls vacant, the Department can determine whether it is necessary to evaluate and grade the role prior to advertising the vacancy.
 - (c) at the request of any party to this Award provided that the role occupied by the member of staff has not been evaluated and graded for a minimum of twelve (12) months.

Where a member of staff's role is evaluated as falling within a lower or higher grading than that to which the member of staff is presently assigned, then the Department:

- (a) will examine the feasibility of initiating work redesign changes to the role in order to seek to justify the role's salary range at its existing grading level, or;
- (b) adhere to existing statutory and related Public Service policies on filling regraded roles if initiating action under paragraph (a) of this subclause is determined to be inconsistent with maintaining Department efficiency, or otherwise impracticable.

13. Above Level Assignment Allowance

- (i) An employee who is assigned to an above level role and undertakes the whole of the duties and responsibilities of that role shall be paid by allowance the difference between their present salary and the salary of which the employee would have been entitled to if assigned to that role on an ongoing basis.
- (ii) Where the employee does not assume the whole of the duties and responsibilities of the above level role the amount of any allowance paid shall be determined by the Secretary or their delegate.
- (iii) No above level assignment allowance shall be payable where less than 5 consecutive days relief is afforded.

Where absences of less than 5 days occur during a period of relief, as subclauses (i) and (ii) of this clause, the allowance is to be paid for those periods of absence. However, if the period of relief is only for 5 days, during which there is a period of absence then the allowance is not payable.

An allowance shall not be paid in respect of any period of leave exceeding 5 complete and consecutive working days, taken by the employee during any period of relief in another role.

14. Public Service Holiday

- (i) The Public Service Holiday as prescribed by Clause 12(c) of the *Government Sector Regulation 2014*, shall be a Public Service Holiday/Union Picnic Day for employees covered by this Award and shall be in lieu of any other Picnic Day.
- (ii) All employees shall, as far as practicable, be given and shall take this day as the Public Service Holiday/Union Picnic Day and shall be paid therefore as for eight hours' work at the rate prescribed in clause 3, Salaries. Any employee required to work on such day shall be paid at the rate of double time and a half for not less than four hours work. Provided that an employee who is required to work on the Public Service Holiday/Union Picnic Day and who fails to comply with such requirement shall not be entitled to payment for the day.

15. Deduction of Union Membership Fees

- (i) The Association/Union shall provide the employer with a schedule setting out union fortnightly membership fees payable by members of the union in accordance with the union's rules.
- (ii) The Association/Union shall advise the employer of any change to the amount of fortnightly membership fees made under its rules. Any variation to the schedule of union fortnightly membership fees payable shall be provided to the employer at least one month in advance of the variation taking effect.
- (iii) Subject to (i) and (ii) above, the employer shall deduct union fortnightly membership fees from the pay of any employee who is a member of the union in accordance with the union's rules, provided that the employee has authorised the employer to make such deductions.

- (iv) Monies so deducted from employee's pay shall be forwarded regularly to the union together with all necessary information to enable the union to reconcile and credit subscriptions to employees' union membership accounts.
- (v) Unless other arrangements are agreed to by the employer and the union, all union membership fees shall be deducted on a fortnightly basis.
- (vi) Where an employee has already authorised the deduction of union membership fees from his or her pay prior to this clause taking effect, nothing in this clause shall be read as requiring the employee to make a fresh authorisation in order for such deductions to continue.

16. Part-Time Employees

- (i) The maximum rates of pay for part-time employees shall be the hourly equivalent of the ordinary rate of pay of the classification in which the employee is engaged for the actual number of hours worked, plus a loading of 15% in respect of an employee working not more than 21 hours per week, and 10% in respect of an employee working more than 21 hours but not more than 32 hours per week.
- (ii) Employees working more than 32 hours per week shall be regarded as weekly employees.
- (iii) The hourly equivalent for the purpose of this clause shall be based as 38 hours where a part-time employee is not accruing credits towards rostered days off but is paid only for hours worked.
- (iv) The hourly equivalent for the purpose of this clause shall be based on 40 hours where a part-time employee is accruing credit for time worked towards rostered days off.

17. Anti-Discrimination

- (i) It is the intention of the parties bound by this Award to seek to achieve the object in section 3(f) of the *Industrial Relations Act 1996* to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of race, sex, marital status, disability, homosexuality, transgender identity, age and responsibilities as a carer.
- (ii) It follows that in fulfilling their obligations under the dispute resolution procedure prescribed by this Award the parties have obligations to take all reasonable steps to ensure that the operation of the provisions of this Award are not directly or indirectly discriminatory in their effects. It will be consistent with the fulfilment of the obligations for the parties to make application to vary any provision of the Award which, by its terms or operation, has a direct or indirect discriminatory effect.
- (iii) Under the *Anti-Discrimination Act 1977*, it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.
- (iv) Nothing in this clause is to be taken to affect:
 - (a) any conduct or act which is specifically exempted from anti-discrimination legislation;
 - (b) offering or providing junior rates of pay to persons under 21 years of age;
 - (c) any act or practice of a body established to propagate religion which is exempted under section 56(d) of the *Anti-Discrimination Act 1977*;
 - (d) a party to this Award from pursuing matters of unlawful discrimination in any State or Federal jurisdiction.
- (v) This clause does not create legal rights or obligations in addition to those imposed upon the parties by legislation referred to in this clause.
 - (a) Employers and employees may also be subject to Commonwealth anti-discrimination legislation.

(b) Section 56(d) of the *Anti-Discrimination Act 1977* provides:

"Nothing in this Act affects any other act or practice of a body established to propagate religion that conforms to the doctrines of that religion or is necessary to avoid injury to the religious susceptibilities of the adherents of that religion".

18. Area, Incidence and Duration

The employees regulated by this Award shall be entitled to the conditions of employment as set out in this Award and, except where specifically varied by this Award, existing conditions are provided for under the *Government Sector Employment Act 2013*, *Government Sector Employment Regulation 2014*, *Government Sector Employment Rules 2014*, , Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 and the Crown Employees (Public Sector - Salaries 2015) Award or any Awards replacing these Awards.

The changes made to the Award pursuant to the Award Review pursuant to section 19(6) of the *Industrial Relations Act 1996* and Principle 26 of the Principles for Review of Awards made by the Industrial Relations Commission of New South Wales on 28 April 1999 (310 I.G. 359) take effect on and from 28 October 2015.

The Award remains in force until varied or rescinded, the period for which it was made having already expired.

PART B

MONETARY RATES

Table 1 - Salaries

Effective from the beginning of first pay period to commence on or after 1 July 2015

Domestic Services Officers

(A) Full Time (Old Classifications)		Annual Rate \$ (2.5% increase from FFPP on or after 1 July 2015)	Common Salary Point
Level 1	Porter, Pantry Person, Store Person, Useful, Steward, House Person, Kitchen Person Boiler Attendant, Fourth Cook General Services Officer Grade 1,	44,683	17
Level 2	Cook 1,2 & 3, Butcher, Kitchen Supervisor General Services Officers Grade 2 General Services Officer Grade 3, Security Officer Grade 1	47,843	23
Level 3	Security Officer Grade 2 Assistant House Supervisor Security Officer Grade 3	51,269	31
Level 4	House Supervisor	57,678	44
Level 5	Manager Catering and Accommodation	73,918	70

(B) Part-Time Hourly Rate Formulae

$$\frac{\text{Annual Salary}}{260.8929} \times \frac{1}{38} = \text{1 hours pay}$$

(C) Apprentice Cook - \$ PW

1st Year	\$ 474.06
2nd Year	\$ 625.76
3rd Year	\$ 773.98
4th Year	\$ 905.90

Table 2 - Other Rates and Allowances

Effective from the beginning of first pay period to commence on or after 1 July 2015

Item No.	Clause No.	Brief Description	Amount \$
1	8 (a)	Qualification - Commercial Cookery Trade Course Stage I	831.89p/a
2	8 (a)	Qualification - Commercial Cookery Trade Course Stage II and III	1669 p.a.
3	8 (c)	Broken Shift	14.05 per day

J. D. STANTON, Commissioner

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