

CROWN EMPLOYEES (OFFICE OF SPORT - CATERING OFFICERS) AWARD

INDUSTRIAL RELATIONS COMMISSION OF NEW SOUTH WALES

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

(Case No. 2016/00007105)

Before Commissioner Stanton

2 August 2016

REVIEWED AWARD

Arrangement

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PART A

1. Title

1.1 This award shall be known as the Crown Employees (Office of Sport - Catering Officers) Award.

2. Definitions

2.1 "Academy" refers specifically to the Sport and Recreation Centre at Narrabeen, the location of which is provided at Appendix 2.

2.2 "Agency" means the Office of Sport

- 2.3 "Agency -Head" means the Chief Executive of the Office of Sport
- 2.4 "Centre" means a Departmental residential establishment or site as listed at Appendix 2 where instruction is provided in outdoor education, sport and recreation for all members of the community. It also includes any place designated as part of, or as an annex to, such an establishment.
- 2.5 "Centre Manager" means a person occupying a role of Centre Manager within a Centre or Academy.
- 2.6 "Chief Executive - means the Chief Executive of the Office of Sport"
- 2.7 "Employee" means and includes all persons permanently or temporarily employed under the provisions of the Government Sector Employment Act 2013 and who as at the operative date of this award were occupying one of the positions covered by this award, or who, after that date, are appointed to or employed in any of such positions.
- 2.8 "Executive Director" means the Executive Director, Sport and Recreation.
- 2.9 "Service" means continuous service with the Agency in a position covered by the award.
- 2.10 "Split Shift" means a shift whereby the rostered hours are performed over 2 separate periods, within a maximum span of 15 hours.
- 2.11 "Union" means the Public Service Association and Professional Officers Association Amalgamated Union of New South Wales.

3. Parties

- 3.1 This award has been made between the following parties:

Industrial Relations Secretary

Office of Sport

Public Service Association and Professional Officers Association Amalgamated Union of New South Wales

4. Temporary and Casual Employees

- 4.1 A temporary employee is an employee engaged as a Catering Officer or Senior Catering Officer, consistent with Section 43 (1) (b) of the Government Sector Employment Act 2013.
- 4.2 A temporary employee may be employed for a regular fixed period.
- 4.3 Temporary employees employed under subclause 4.1 shall receive a salary commensurate with the individual's level of knowledge and experience as determined by the Centre Manager in accordance with the rates provided in the Crown Employees (Public Sector - Salaries 2016) Award
- 4.4 A casual employee is an employee engaged as a Catering Officer or Senior Catering Officer, consistent with Section 43 (1) (c) of the Government Sector Employment Act 2013
- 4.5 A casual employee may be employed on an hourly basis to meet specific short term needs consistent with the Crown Employees (Public Service Conditions of Employment) Award 2009.
- 4.6 Casual employees shall receive an hourly rate commensurate with the individual's level of knowledge and experience as determined by the Centre Manager in accordance with the salaries provided for in the "Crown Employees (Public Sector - Salaries 2016) Award" and receive a loading of 15 per cent on top of the decided hourly rate.

5. Salaries

- 5.1 Salary rates applicable to employees shall be payable in accordance with the Crown Employees (Public Sector - Salaries 2016) Award. The level of salary at which an employee is to be remunerated shall be determined in accordance with the criteria set out at subclause 5.3.
- 5.2 Salary rates in this award are set in accordance with the Crown Employees (Public Sector - Salaries 2008) Award or any variation or replacement award.
- 5.3 The salary level applicable to an employee shall be determined in the following manner:

- (i) Catering Officers Levels 1 to 3 - The applicable salary will be determined by the Centre Manager in consultation with the Senior Catering Officer, as outlined in subclause 5.9, and will be based on the employee meeting the required competencies for the level as defined at Appendix 1.
- (ii) Level 4 payable is to:
- (iii) Qualified employees who are competent to Level 3; and
- (iv) Employees at Berry Centre who are competent to Level 3.

The entitlement for an unqualified employee to be remunerated at Level 4 at Berry is in consideration of isolation and single Catering Officer operation.

- (i) Senior Catering Officers must be competent in all facets of catering, responsible for the overseeing and operation of the catering facilities within a Centre/Academy and responsible for the supervision of at least one employee on a full-time basis. Remuneration will be as follows:
 - (ii) Unqualified Senior Catering Officers shall be paid at Level 4.
 - (iii) Qualified Senior Catering Officers shall be paid at Level 5.
- 5.4 For the purposes of this clause, qualifications recognised for the purposes of an employee being considered qualified and therefore being entitled to progress to a salary rate subject to qualification as provided for within subclause 5.2 shall be a TAFE Commercial Cooking Trade Certificate or equivalent as determined by the Executive Director.
- 5.5 The total salary provided for in "Crown Employees (Public Sector - Salaries 2016) Award represents a salary plus a loading which incorporates:
- (a) Penalty rates (other than overtime);
 - (b) Broken shifts;
 - (c) Laundry allowance;
 - (d) Annual leave loading.

The total salary does not include the payment of overtime.

- 5.6 In addition to the salary rates provided for in Crown Employees (Public Sector - Salaries 2016) Award , an allowance shall be payable to employees employed at Academies, other than casual employees in recognition of the additional weekend work responsibilities and the nature of clientele of the Academies. The amount of this allowance is provided for in Crown Employees (Public Sector - Salaries 2016) Award.
- 5.7 The hourly rate for casual employees shall represent full remuneration for employment and include payment in lieu of annual leave, as provided for by the Annual Holidays Act 1944, and compensation for the nature of employment. Casual employees will generally not be entitled to any other leave

entitlements unless the employee has served sufficient periods of employment under the Public Sector Employment and Management Act 2002 or the Public Sector Management Act 1988, or the Public Service Acts of 1902 and 1979, which when combined, qualify the employee for Long Service Leave as provided by the Long Service Leave Act 1955, or other leave benefits approved by the Secretary of Treasury

5.7.1 Casual employees shall also receive the following entitlements in accordance with the Crown Employees (Public Service Conditions of Employment) Award 2009.

- (a) Unpaid parental leave in accordance with paragraph 12.5.4;
- (b) Personal Carers' entitlement in accordance with subclause 12.6; and
- (c) Bereavement entitlement in accordance with subclause 12.7.

5.8 Assessment of an employee's entitlement to progression from one level to another based on competencies shall be undertaken in the following manner:

- (a) Assessment shall be undertaken by the Senior Catering Officer.
- (b) The entitlement for assessment for progression shall not be limited by a specific time period.
- (c) An assessment may be undertaken at any time at the discretion of the Senior Catering Officer or at the request of the employee to be assessed.
- (d) Should no assessment be undertaken in accordance with point (c), an assessment will be held on the anniversary of the employee's initial employment.
- (e) Recommendations of the assessment process shall be submitted in writing by the Senior Catering Officer to the Centre Manager for approval. Should the Centre Manager not agree with the Senior Catering Officer's recommendation, the matter shall be referred to the Executive Director for determination.
- (f) Recommendations of the Senior Catering Officer are to be discussed with the assessed employee prior to the assessment being submitted to the Centre Manager.
- (g) The date of effect of the progression from one level to another shall be the date recommended by the officer responsible for undertaking the assessment.
- (h) The dispute resolution procedures contained under clause 17 may be used if a dispute arises concerning an employee's entitlement to progression and it is not resolved through the use of the above steps.

5.9 Unqualified employees who wish to undertake a trade test for the purposes of being considered qualified under the terms of this agreement shall be entitled to undertake a trade test at the Agency's expense and will be considered on duty for the purpose of undertaking such a test.

5.10 Trade tests, as provided for at subclause 5.9, shall be limited to one test within any twelve month period for each employee.

6. Apprentices

6.1 The wage rate for apprentices shall be calculated by applying the following percentages to the Total Salary of a Level 4 employee specified in Crown Employees (Public Sector - Salaries 2016) Award

Four year apprentice cooks	% of Level 4
1st year (or equivalent training stage)	45
2nd year (or equivalent training stage)	60
3rd year (or equivalent training stage)	75
4th year (or equivalent training stage)	85
Adult, at age 21 or over, regardless of Year of Apprenticeship	85

"Equivalent training stage" recognises that credit may be given for training undertaken prior to the commencement of the apprenticeship or that progression through the wage scale may be accelerated or that the provisions of clause 7, School Based Apprentices, apply.

- 6.2 Apprentices who reach the age of 21 years prior to completion of their apprenticeship shall be paid the rate provided in subclause 6.1 of this clause for an Adult at age 21 or over regardless of the Year of Apprenticeship.

7. School Based Apprentices

- 7.1 A school based apprentice is an employee who is undertaking an apprenticeship under a training contract while also enrolled in the Higher School Certificate.
- 7.2 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.
- 7.3 For the purposes of subclause 7.2 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.
- 7.4 The wages paid for training time may be averaged over the school term or year.
- 7.5 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.
- 7.6 School based apprentices progress through the wage scale at the rate of 12 months' progression for each two years of employment as an apprentice.
- 7.7 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.
- 7.8 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.
- 7.9 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.

8. Hours of Duty

- 8.1 Employees shall be required to work up to 152 hours over a period of four weeks.
- 8.2 The hours of duty which may be required to be undertaken on any given day shall be a minimum of 4 and a maximum of 12, excluding meal breaks. At times, in order to meet client demand, it may be necessary to split the employee's shift. Not more than one split shift would be rostered in any shift.
- 8.3 Hours of duty shall not be restricted to specific hours of the day. However hours of duty between 7.00 p.m. and 6.00 a.m. shall only be able to be rostered or requested to be undertaken where it is considered that actual client demand requires such hours of duty to be undertaken.

- 8.4 The maximum number of shifts in excess of 10 hours an employee shall be rostered for duty on consecutive calendar days shall be two. No employee shall be rostered for more than 6 shifts in excess of 10 hours in any four week roster cycle.
- 8.5 Employees shall not be rostered for more than 10 days in either the first or second fortnight of the four-week roster period or rostered for any more than 10 consecutive calendar days over any period. Employees shall be entitled to a minimum of 9 days during any roster cycle for which they are to be rostered off duty.
- 8.6 Employees shall be entitled to a minimum of two consecutive days for which they are not rostered on duty in both the first and second fortnights of the four-week roster period.
- 8.7 Employees shall be entitled to a minimum of 10 hour break from duty between the cessation of one shift and the commencement of the next. Should no such break be provided, the employee shall be entitled to receive payment at overtime rates, as calculated in accordance with clause 9, Overtime, for all work undertaken until such time as a 10 hour break can be provided. This provision does not apply to cessation and recommencement as a consequence of a break within a split shift.
- 8.8 The distribution of weekend, public holiday and out of hour's work shall be allocated equitably between all employees subject to the ability of the Centre or Academy to meet client demand.
- 8.9 Employees shall not be permitted to work greater than five consecutive hours without taking a break from duty of not less than thirty minutes. This break from duty shall be without pay.
- 8.10 Hours of duty shall be determined by way of roster, which shall be displayed in an area available to all employees not less than 5 days prior to the commencement of the four-week roster cycle.
- 8.11 Rostered hours of duty may be required on any day of the week, Saturdays, Sundays and Public Holidays included.
- 8.12 Rostered hours of duty shall be prepared and approved by the Centre Manager or delegate to meet the business requirements of the Centre/Academy. Where possible, the Centre Manager or delegate will consider the needs of the employees and endeavour to equitably distribute work patterns.
- 8.13 In emergency situations, rosters may be varied by the Centre Manager provided that 24 hours notice is given to the employee of such a change.
- 8.14 Should an employee receive insufficient notice as to a variation to their rostered hours of duty in accordance with subclause 8.13, the employee shall receive payment at overtime rates for all hours which represent the difference between the hours of duty originally rostered and those being requested of the employee or time in lieu of payment of overtime calculated in accordance with Clause 9, Overtime.

9. Overtime

- 9.1 Overtime refers to:
- (a) all hours of duty undertaken during a four week roster cycle in excess of 152; or
 - (b) all hours of duty undertaken on days which are in excess of 10 in any fortnight (i.e.: eleventh, twelfth, thirteenth or fourteenth days rostered in a fortnight); or
 - (c) hours undertaken on the twentieth day of rostered duty in a roster cycle; or
 - (d) hours undertaken beyond the hours of duty rostered on a particular day.
- 9.2 Subject to subclause 9.3, an employee may be required to work reasonable overtime at overtime rates.

- 9.3 An employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable.
- 9.4 For the purposes of subclause 9.3, what is unreasonable or otherwise will be determined having regard to:
- (a) any risk to employee health and safety;
 - (b) the employee's personal circumstances including any family and carer responsibilities;
 - (c) the needs of the workplace or enterprise;
 - (d) the notice (if any) given by the employer of the overtime and by the employee of his or her intention to refuse it; and
 - (e) any other relevant matter.
- 9.5 Overtime shall be paid to employees at the rate equivalent to double that of the substantive hourly rate of pay calculated by dividing the weekly rate of pay (i.e.: annual salary divided by 52.17857) by 38.
- 9.6 An employee may elect to take leave in lieu of payment for all or part of his/her entitlement in respect to the overtime worked. Such leave in lieu may be accrued to a maximum of 80 hours to be utilised at a time convenient to both the employee and the Agency
- 9.7 Leave in lieu of payment in accordance with subclause 9.6 shall accrue at the rate of two hours for each hour's overtime undertaken and proportionately for periods of less than one hour. Proportions of overtime of less than 15 minutes shall be disregarded in determining the amount of accrued leave in lieu.
- 9.8 The minimum period of leave in lieu to which an employee may avail themselves is two hours and shall be taken in full hour multiples.
- 9.9 Any overtime accrued beyond the maximum prescribed at subclause 9.6, shall be automatically paid to the employee.
- 9.10 Managers and employees should make every effort to ensure leave in lieu entitlements are utilised prior to the termination of services. Payment for outstanding leave in lieu balances will only be made on the termination of the employee's services in exceptional circumstances, such as death or debilitating injury or illness, that result in the sudden and early termination of the contract.

10. Leave

- 10.1 Leave entitlements shall be calculated in hours based on general public service leave provisions.
- 10.2 All absences from duty shall be determined based on the actual number of hours an employee is absent from duty and debited in two hourly proportions.
- 10.3 Absences from duty which do not total complete two hour portions shall be rounded up to the nearest two hour portion for the purposes of debiting leave.

11. Weekends and Public Holidays

- 11.1 Employees who undertake duty on Saturdays, Sundays or Public Holidays shall receive compensation of additional recreation leave based on the following scale:

Number of Saturdays, Sundays and/or Public Holidays worked in a twelve month period	Additional Leave
8 - 12	1 day
13 - 20	2 days
21 - 30	3 days
31 - 40	4 days
41 or more	5 days

- 11.2 The number of days to be worked to entitle an employee to accrue additional recreation leave shall refer to the actual number of days an employee is required to undertake duty on either a Saturday, Sunday or Public Holiday irrespective of the number of hours an employee is required to perform on those days.
- 11.3 For the purposes of this clause the 12 month period shall commence from the effective date of this award.
- 11.4 Employees may only be rostered on duty on Public Holidays where client demand necessitates the need for them to be on duty.
- 11.5 For the purposes of rostering, Public Holidays shall be credited as 8 hours if an employee is not required to attend for duty or is required for duty for a period of less than 8 hours on that day. Should an employee be required to work on a Public Holiday for 8 hours or more, the actual hours of duty on that day shall be credited against the roster.
- 11.6 Employees who are required to undertake duty on a Saturday, Sunday or Public Holiday shall not be entitled to any additional payment.

12. Allowance for Temporary assignment to higher non-executive roles.

- 12.1 A public service non-executive who is temporarily assigned by the Agency Head under the Government Sector Employment Act 2013 to another non-executive roles at a higher classification of work than the employee's current classification of work shall be paid an allowance in accordance with the provisions of clause 20 of the Government Sector Employment Regulation 2014"

13. Public Service Holiday

- 13.1 All employees shall be entitled to receive one day off duty each year recognised as the Public Service Holiday.
- 13.2 The Public Service Holiday shall be any one of the calendar days which fall within the last calendar fortnight of each year and shall be considered as being an 8 hour day for the purposes of credit toward the 152 hour 4-week roster cycle.
- 13.3 Determination of the day to be granted to an employee as a Public Service Holiday shall be at the Centre Manager's discretion.
- 13.4 Employees shall be advised as to the day on which their Public Service Holiday is to be granted by no later than 1 December of each year.
- 13.5 Public Service Holiday provided for in this clause shall be in lieu of all picnic days provided for under industrial instruments governing employees covered by this award.

14. Annual Leave Loading

- 14.1 Total salary rates provided for by the terms of this award incorporate payment for annual leave loading.

15. Utilisation of Staff

- 15.1 Employees may be required, at the direction of the Centre Manager, to undertake duties of a Services Officer.

- 15.2 The discretion of the Centre Manager to utilise staff in accordance with subclause 15.1 shall only be used in situations where demand requires.
- 15.3 No employee shall be required to undertake functions of a Services Officer for which the employee has not been sufficiently instructed or in the absence of supervision from an appropriately trained person.
- 15.4 Employees shall not unreasonably refuse to undertake training and/or instruction in roles and responsibilities of the role of Catering Officer or Services Officer.

16. Uniforms

- 16.1 Employees shall be provided with uniforms so as each employee has the following articles available to them:
 - 4 pairs of pants;
 - 4 aprons;
 - 4 jackets; and
 - 2 pairs of shoes
- 16.2 Articles of clothing provided in accordance with subclause 16.1 shall be replaced upon that particular article of clothing being deemed as unserviceable. The discretion as to the replacement of the article of clothing shall be that of the Centre Manager.

17. Grievance and Dispute Settling Procedures

- 17.1 All grievances and disputes relating to the provisions of this award shall initially be dealt with as close to the source as possible, with graduated steps for further attempts at resolution at higher levels of authority within the Agency if required.
- 17.2 An employee is required to notify in writing their immediate manager, as to the substance of the grievance, dispute or difficulty, request a meeting to discuss the matter, and if possible, state the remedy sought.
- 17.3 Where the grievance or dispute involves confidential or other sensitive material (including issues of harassment or discrimination under the Anti Discrimination Act, 1977) that makes it impractical for the employee to advise their immediate manager the notification may occur to the next appropriate level of management, including where required, to the Agency-Head or delegate.
- 17.4 The immediate manager, or other appropriate officer, shall convene a meeting in order to resolve the grievance, dispute or difficulty within two (2) working days, or as soon as practicable, of the matter being brought to attention.
- 17.5 If the matter remains unresolved with the immediate manager, the employee may request to meet the appropriate person at the next level of management in order to resolve the matter. This manager shall respond within two (2) working days, or as soon as practicable. The employee may pursue the sequence of reference to successive levels of management until the matter is referred to the Agency Head.
- 17.6 The Agency Head may refer the matter to the Secretary of Treasury for consideration.
- 17.7 If the matter remains unresolved, the Agency Head shall provide a written response to the employee and any other party involved in the grievance, dispute or difficulty, concerning action to be taken, or the reason for not taking action, in relation to the matter.
- 17.8 An employee, at any stage, may request to be represented by the Association.

- 17.9 The employee or the Association on their behalf, or the Agency Head may refer the matter to the New South Wales Industrial Relations Commission if the matter is unresolved following the use of these procedures.
- 17.10 The employee, Association, the Agency and the Secretary of Treasury shall agree to be bound by any order or determination by the New South Wales Industrial Relations Commission in relation to the dispute.
- 17.11 Whilst the procedures outlined in subclauses (i) to (x) of this clause are being followed, normal work undertaken prior to notification of the dispute or difficulty shall continue unless otherwise agreed between the parties, or, in the case involving work health and safety, if practicable, normal work shall proceed in a manner which avoids any risk to the health and safety of any employee or member of the public.

18. Consultative Committee

- 18.1 The parties will use the Agency's Joint Consultative Committee to consider issues raised in relation to the Award and to recommend action if necessary. The parties agree to consider issues in a consultative and cooperative manner.
- 18.2 Recommendations from the Committee will be submitted to the Chief Executive with a request for a report back to the Committee.

19. Anti-Discrimination

- 19.1 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.
- 19.2 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 these 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.
- 19.3 Under the Anti-Discrimination Act 1977, it is unlawful to victimise an employee because the employee has made or may make or as been involved in a complaint of unlawful discrimination or harassment.
- 19.4 Nothing in this clause is to be taken to affect:
- 19.4.1 any conduct or act which is specifically exempted from anti-discrimination legislation;
 - 19.4.2 offering or providing junior rates of pay to persons under 21 years of age;
 - 19.4.3 any act or practice of a body established to propagate religion which is exempted under section 56(d) of the Anti-Discrimination Act 1977;
 - 19.4.4 a party to this award from pursuing matters of unlawful discrimination in any State or federal jurisdiction.
- 19.5 This clause does not create legal rights or obligations in addition to those imposed upon the parties by the legislation referred to in this clause.
- 19.5.1 Employers and employees may also be subject to Commonwealth anti-discrimination legislation.
 - 19.5.2 Section 56(d) of the Anti-Discrimination Act 1977 provides:

"Nothing in the 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."

20. Area, Incidence and Duration

- 20.1 This award shall apply to all employees employed for the purposes of cooking and general catering responsibilities in Centres and Academies of the Office of Sport.
- 20.2 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 as provided for under Government Sector Employment Act 2013 and its Regulations and the Crown Employees (Public Service Conditions of Employment) Award 2009 and the Crown Employees (Public Sector - Salaries 2016) Award or any replacement awards.
- 17.3 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 2 August 2016.
- 17.4 Changes made to this award subsequent to it first being published on 26 October 2007 (364 I.G. 1) have been incorporated into this award as part of the review.
- 17.5 This award remains in force until varied or rescinded, the period for which it was made having already expired.

APPENDIX 1

Competencies

Level 1 - Competent in the following aspects of catering:

- (i) Knowledge of cleaning chemicals and their application.
- (ii) Knowledge of basic nutrition.
- (iii) Knowledge of food storage and handling procedures.
- (iv) Knowledge of kitchen and personal hygiene.
- (v) Knowledge of kitchen management and safety.
- (vi) Knowledge of catering equipment and an ability to utilise and operate such equipment.
- (vii) Basic knowledge of Equal Employment Opportunity and Work, Health and Safety Acts.

Level 2 - In addition to the competency requirements of Level 1, competent in the following aspects of catering:

- (i) Ability to oversee stock control and arrange ordering of all food items as required.
- (ii) Knowledge of portion control.
- (iii) Ability to carry out menu planning.
- (iv) Basic knowledge of the Health Act and its relationship to kitchen operation.
- (v) Commitment to Equal Employment Opportunity principles; or
a minimum of 5 years service within a Centre/Academy or equivalent experience and where, in accordance with the staff appraisal process, performance warrants such salary.

Level 3 - in addition to the competency requirements of Level 2, competent in the following aspects of catering:

- (i) Ability to undertake pastry cooking, butchery or other specialised cookery functions as considered appropriate.
- (ii) Ability to organise and undertake catering for functions such as weddings, dinner nights, etc.
- (iii) Ability to perform decoration with regard to food presentation.
- (iv) Ability to cater for special dietary needs. Or
a minimum of 10 years service within a Centre/Academy or equivalent experience and where, in accordance with the staff appraisal process, performance warrants such salary.

APPENDIX 2

Centre and Academy Locations

Berry Sport and Recreation Centre
BERRY 2535

Borambola Sport and Recreation Centre
660A Tarcutta Road
WAGGA WAGGA 2650

Broken Bay Sport and Recreation Centre
BROOKLYN 2083
Lake Ainsworth Sport and Recreation Centre
LENNOX HEAD 2478

Lake Burrendong Sport and Recreation Centre
MUMBIL 2820

Jindabyne Sport and Recreation Centre
JINDABYNE 2627

Lake Keepit Sport and Recreation Centre
GUNNEDAH 2380

Milson Island Sport and Recreation Centre
BROOKLYN 2083

Myuna Bay Sport and Recreation Centre
DORA CREEK 2264

Point Wolstoncroft Sport and Recreation Centre
GWANDALAN 2259

Sydney Academy of Sport
Wakehurst Parkway
NARRABEEN 2101

J. D. STANTON, Commissioner

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