

**THE
OUTDOOR
EDUCATION
GROUP ▲
ENTERPRISE AGREEMENT 2024**

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THE OUTDOOR EDUCATION GROUP ▲ ENTERPRISE AGREEMENT 2024

APPLICATION AND OPERATION

1 Title

This is *The Outdoor Education Group Enterprise Agreement 2024* (**Agreement**).

2 Parties

2.1 This Agreement covers and applies to:

- (a) The Outdoor Education Group ABN 85 073 741 796 (**OEG**); and
- (b) employees who are employed by OEG within a classification in clause 11 of this Agreement.

2.2 This Agreement does not cover employees of OEG engaged in executive, general management, or senior management.

3 Term

This Agreement commences seven (7) days after it is approved by the Fair Work Commission (**FWC**). This Agreement has a nominal expiry date of four (4) years after the date it is approved by the FWC.

4 National Employment Standards

This Agreement will be read and interpreted in conjunction with the National Employment Standards (**NES**). Where there is an inconsistency between this agreement and the NES, and the NES provides a greater benefit, the NES provision will apply to the extent of the inconsistency.

5 Modern Awards

This Agreement applies to the exclusion of any modern award, including without limitation, the *Clerks—Private Sector Award 2020* and the *Miscellaneous Award 2020*.

6 Definitions

In this Agreement, unless the context otherwise indicates:

Term	Meaning
Agreement	means <i>The Outdoor Education Group Enterprise Agreement 2024</i> .

FW Act	means the <i>Fair Work Act 2009</i> (Cth).
FWC	means the Fair Work Commission.
OEG	means The Outdoor Education Group.
NES	means the National Employment Standards.
Non-Program Days	means a day worked by an Educational Delivery Team Member other than a Program Day, including without limitation, training days and administrative days.
Part-Time Availability	means the days of the week and the hours on those days during which a part-time employee is available to work the Part-Time Guaranteed Hours.
Part-Time Guaranteed Hours	means the number of hours of work which is guaranteed to be provided and paid to a part-time employee each week or, where OEG operates a roster, the number of hours of work which is guaranteed to be provided and paid to the employee over the roster cycle.
Program Days	means when an Educational Delivery Team Member is required to supervise students or other persons on program days.
Trainee	means an employee of OEG undertaking a Traineeship under a training contract.
Traineeship	means a system of training that has been approved by the relevant State or Territory training authority, or under a special Commonwealth or State Government employment or training scheme, that leads to an AQF certificate level qualification.

7 Individual flexibility arrangements

7.1 OEG and an employee covered by this Agreement may agree to make an individual flexibility arrangement to vary the effect of terms of this Agreement if:

- (a) the agreement deals with any of the following matters:
 - (i) arrangements about when work is performed;
 - (ii) overtime rates;
 - (iii) penalty rates;
 - (iv) allowances;
 - (v) leave loading; and
- (b) the arrangement meets the genuine needs of OEG and the employee in relation to any of the matters mentioned in subclause 7.1(a); and
- (c) the arrangement is genuinely agreed to by OEG and the employee.

7.2 OEG must ensure that the terms of the individual flexibility arrangement:

- (a) are about permitted matters under section 172 of the FW Act;
- (b) are not unlawful terms under section 194 of the FW Act; and
- (c) result in the employee being better off overall than the employee would be if no arrangement was made.

7.3 OEG must ensure that the individual flexibility arrangement:

- (a) is in writing;
- (b) includes the name of OEG and the employee;
- (c) is signed by OEG and the employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
- (d) includes details of:
 - (i) the terms of this Agreement that will be varied by the arrangement;
 - (ii) how the arrangement will vary the effect of the terms of this Agreement; and
 - (iii) how the employee will be better off overall in relation to the terms and conditions of their employment as a result of the arrangement; and
- (e) states the day on which the arrangement commences.

7.4 OEG must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

7.5 OEG or the employee may terminate the individual flexibility arrangement:

- (a) by giving no less than 28 days written notice to the other party to the arrangement; or
- (b) if OEG and the employee agree in writing – at any time.

TYPES OF EMPLOYMENT

8 Full-time employees

A full-time employee is an employee who is engaged by OEG to work on average 38 hours per week.

9 Part-time employees

9.1 A part-time employee is an employee who:

- (a) is engaged by OEG to work on average fewer than 38 hours per week;
- (b) has reasonably predictable hours of work; and
- (c) receives on a pro rata basis equivalent pay and conditions to full-time employees.

- 9.2 At the time of engaging a part-time employee, OEG must agree in writing with the employee:
- (a) the number of hours of work which is guaranteed to be provided and paid to the employee each week or, where OEG operates a roster, the number of hours of work which is guaranteed to be provided and paid to the employee over the roster cycle (**Part-Time Guaranteed Hours**); and
 - (b) the days of the week and the hours on those days during which the employee is available to work the Part-Time Guaranteed Hours (**Part-Time Availability**).
- 9.3 OEG and the employee may agree to vary the employee's Part-Time Guaranteed Hours in subclause 9.2(a) provided that any variation is recorded in writing.
- 9.4 If there is a genuine and ongoing change in their personal circumstances, an employee may alter their Part-Time Availability under subclause 9.2(b) by providing 14 days' written notice to OEG.
- 9.5 If OEG cannot reasonably accommodate the alteration to the employee's Part-Time Availability under subclause 9.4, then (regardless of subclause 9.3):
- (a) the employee's Part-Time Guaranteed Hours agreed under subclause 9.2(a) cease to apply; and
 - (b) OEG and the employee must agree a new set of Part-Time Guaranteed Hours.

10 Casual employees

- 10.1 A casual employee is an employee who:
- (a) is offered employment by OEG on the basis that OEG makes no firm advance commitment to continuing and indefinite work according to an agreed pattern of work; and
 - (b) accepts the offer of employment on that basis.
- 10.2 A casual employee is paid:
- (a) the minimum hourly rate for the classification in which they are employed; and
 - (b) a loading of 25% of the minimum hourly rate.

11 Classifications

- 11.1 All employees under this Agreement will be classified by OEG as one (1) of the following:
- (a) Educational Delivery Team Member;
 - (b) Educational Services Team Member; or
 - (c) Educational Support Team Member.

- 11.2 The classification levels and pay points under this Agreement, the minimum hourly rates for each classification, and the modern award that covers each classification are set out in Annexure A.
- 11.3 OEG must inform an employee of their classification and pay point in writing on commencement of employment.
- 11.4 An employee who is employed by OEG as at 1 July each year, except for 1 July 2024, will progress to the next pay point of their classification effective from the first full pay period after 1 July provided that:
- (a) the employee had obtained at least six (6) months' continuous service with OEG as at 1 July that year; and
 - (b) the employee has not been subject to any form of disciplinary action or performance management in the past 12 months.
- 11.5 For the removal of doubt, an employee who has reached the highest pay point of their classification is not entitled to a further increase under subclause 11.4.

HOURS OF WORK

12 Ordinary hours of work

The ordinary hours of work for full-time, part-time, and casual employees depending on their classification are as follows:

Condition	Educational Delivery Team Members (Non-Program Days)	Educational Delivery Team Members (Program Days)	Educational Services Team Members	Educational Support Team Members
Span of ordinary hours	Monday – Sunday from 7.00am to 7.00pm	N/A	Monday – Sunday from 7.00am to 7.00pm	Monday – Friday from 7.00am to 7.00pm
Maximum number of ordinary hours per day	10 hours	12 hours	10 hours	10 hours
Maximum number of ordinary hours per week	38 hours provided that ordinary hours may be averaged over a period of up to 26 weeks			
Part-time employees	Within the employee's Part-Time Availability in subclause 9.2(b)			

13 Breaks

Paid rest breaks

13.1 An employee is entitled to paid rest breaks as follows:

Hours worked	Breaks
More than three (3) ordinary hours but less than (8) ordinary hours	1 x 10 minute paid rest break to be taken at a time that is mutually convenient for OEG and the employee
More than eight (8) ordinary hours	2 x 10 minute paid rest breaks to be taken at a time that is mutually convenient for OEG and the employee

13.2 It is a condition of employment that an employee takes their paid rest breaks. An employee must notify their supervisor if they are unable to take their paid rest break for any reason.

Unpaid meal breaks

13.3 An employee is entitled to an unpaid meal break of at least 30 minutes after five (5) ordinary hours of work.

13.4 It is a condition of employment that an employee takes their unpaid meal break. An employee must notify their supervisor if they are unable to take their unpaid meal break for any reason.

WAGES AND ALLOWANCES

14 Minimum rates of pay

The minimum rates of pay for each classification are set out in Annexure A.

15 Trainees

15.1 The minimum rates of pay for Trainees undertaking a Traineeship are set out in Schedule E.4 to the *Miscellaneous Award 2020*, as amended or replaced.

15.2 All other terms and conditions of employment for Trainees undertaking a Traineeship are set out in this Agreement.

16 Juniors

The minimum rates of pay for junior employees are:

Age	% of relevant adult minimum rate in Annexure A
Under 16 years	60%
16 years	70%

17 Payment of wages

- 17.1 Wages will be paid fortnightly by electronic funds transfer into an employee's nominated bank account.
- 17.2 OEG may change the day or frequency of payment to be either weekly, fortnightly, or monthly after providing notice in writing to employees.

18 Superannuation

OEG will make superannuation contributions to employees necessary to avoid the superannuation guarantee charge under the *Superannuation Guarantee (Administration) Act 1992* (Cth).

19 First aid allowance

- 19.1 This clause 19 applies to an employee who:
- (a) has current first aid qualifications and training (such as a certificate from St John Ambulance Australia or a similar body) that OEG considers appropriate; and
 - (b) is appointed by OEG as a first aid officer as an appointment that is additional to the employee's ordinary work duties.
- 19.2 The employee is entitled to a first aid allowance set out in Annexure B for each week (or part thereof) they meet the requirements in subclause 19.1.
- 19.3 The first aid allowance is not payable during periods of leave which extend at least one (1) week.

20 Standby allowance

- 20.1 An employee who is required by OEG to remain available to be recalled to duty outside of their rostered working hours is entitled to a standby allowance set out in Annexure B.
- 20.2 An employee who is recalled to duty by OEG outside of their rostered working hours is entitled to be paid for at least three (3) hours at the appropriate rate of pay.
- 20.3 For the removal of doubt, any hours worked by an employee under subclause 20.2 which are in addition to their rostered hours of work for that day, do not contribute to the employee's maximum number of ordinary hours per day in clause 12.

21 Field allowance

An employee who is required by OEG to stay overnight on a Program Day is entitled to a field allowance set out in Annexure B.

22 Accommodation allowance

- 22.1 Where an employee is required by OEG to stay overnight away from their usual place of residence, OEG will either:

- (a) provide accommodation to the employee; or
- (b) reimburse the employee for any costs reasonably incurred by the employee in arranging their own accommodation.

23 Supervision allowance

- 23.1 This clause 23 applies when OEG requires an employee to sleep overnight for the purposes of supervising students and other persons on Program Days.
- 23.2 The span of hours for a sleepover in subclause 23.1 will be a continuous period of eight (8) hours.
- 23.3 The employee is entitled to a supervision allowance set out in Annexure B for each night on which they sleep over.
- 23.4 In the event of the employee on sleepover being required to perform work during the sleepover period, the employee will be paid for the time worked at the prescribed overtime rate with a minimum payment as for one (1) hour worked. Where such work exceeds one (1) hour, payment will be made at the prescribed overtime rate for the duration of the work.
- 23.5 OEG may roster an employee to perform work immediately before the sleepover period, immediately after the sleepover period, or both.
- 23.6 For the removal of doubt, if an employee is entitled to receive a supervision allowance, they are not entitled to receive a standby allowance in clause 20 for the duration of the sleepover.

24 Food allowance

- 24.1 Subject to clause 24.2 below, an employee who is required to stay overnight away from their usual place of residence is entitled to a food allowance set out in Annexure B.
- 24.2 A food allowance will not be paid to an employee in circumstances where OEG arranges/supplies food.

OVERTIME AND PENALTY RATES

25 Overtime

- 25.1 An employee is entitled to be paid overtime rates for any work performed outside of the rostering conditions in clause 12, calculated as a percentage of the minimum hourly rate of pay for the classification in which the employee is employed in Annexure A as follows:

Hours of overtime worked per day	Full-time and part-time employees	Casual employees (inclusive of casual loading)
Monday – Friday (first two (2) hours)	150%	175%
Monday – Friday (after two (2) hours)	200%	225%

Saturday	200%	225%
Sunday	200%	225%
Public holidays	250%	275%

25.2 Overtime is calculated on a daily basis.

26 Penalty rates

26.1 Educational Delivery Team Members and Educational Services Team Members are entitled to be paid penalty rates calculated as a percentage of the minimum hourly rate of pay for the classification in which the employee is employed in Annexure A as follows:

Time of ordinary hours worked	Full-time and part-time employees	Casual employees (inclusive of casual loading)
Saturday	200%	225%
Sunday	200%	225%

LEAVE AND PUBLIC HOLIDAYS

27 Annual leave

Entitlement to paid annual leave

27.1 For each year of continuous service with OEG (other than periods of employment as a casual employee of OEG), a full-time or part-time employee is entitled to seven (7) weeks of paid annual leave.

27.2 An employee's entitlement to paid annual leave in subclause 27.1 accrues progressively during a year of service (other than periods of employment as a casual employee of OEG) according to the employee's ordinary hours of work, and accumulates from year to year.

Taking annual leave

27.3 Paid annual leave may be taken for a period agreed between OEG and the employee.

27.4 OEG must not unreasonably refuse to agree to a request by the employee to take paid annual leave. However, because of the seasonal nature of OEG's enterprise, except in exceptional circumstances, requests for paid annual leave may not be approved during the school terms.

Directions to take annual leave

27.5 OEG may direct an employee to take paid annual leave:

- (a) between 24 December and 1 January each year;
- (b) during a shutdown of all or part of OEG's operations for a particular period;
or

- (c) where the employee has accrued more than six (6) weeks of paid annual leave.

27.6 For a direction under subclause 27.5(a):

- (a) OEG must provide the employee with at least 28 days' notice in writing of the shutdown period, or if the employee commences employment with OEG after the notice is given, as soon as is reasonably practicable; and
- (b) if the direction is reasonable:
 - (i) the employee must take paid annual leave for the shutdown period; and
 - (ii) if the employee has insufficient paid annual leave for the shutdown period, the employee must take unpaid leave for the balance of the shutdown period.

27.7 For a direction under subclause 27.5(c):

- (a) OEG must confer with the employee and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual;
- (b) the direction must not:
 - (i) result in the employee's remaining accrued entitlement to paid annual leave being less than four (4) weeks;
 - (ii) require the employee to take any period of paid annual leave of less than one (1) week;
 - (iii) require the employee to take a period of paid annual leave beginning less than 28 days, or more than 12 months, after the direction is given; and
 - (iv) be inconsistent with any leave arrangement agreed by OEG and the employee.
- (c) if an agreement is unable to be reached with the employee under subclause 27.7(a), and the direction complies with the requirements in subclause 27.7(b), the employee must take paid annual leave in accordance with the direction.

28 Other leave

The following other leave entitlements are provided for in the NES:

- (a) personal/carer's leave;
- (b) compassionate leave;
- (c) parental leave and related entitlements;
- (d) community service leave; and
- (e) family and domestic violence leave.

29 Public holidays

- 29.1 Public holiday entitlements are provided for in the NES.
- 29.2 OEG and an employee may agree to substitute another day for a day that would otherwise be a public holiday under the NES.
- 29.3 OEG and an employee may agree to substitute another part-day for a part-day that would otherwise be a part-day public holiday under the NES.
- 29.4 All work performed by an employee on a public holiday will be paid at overtime rates of pay in accordance with clause 25.

CONSULTATION AND DISPUTE RESOLUTION

30 Consultation

- 30.1 This clause 30 applies if OEG:
 - (a) has made a definite decision to introduce a major change to:
 - (i) production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on the employees; and
 - (ii) the "significant effect" is a termination of employment, major change to the composition, operation or size of OEG's workforce or to the skills required of employees, the elimination or diminution of job opportunities (including opportunities for promotion or tenure), the alteration of hours of work, the need to retrain employees, the need to relocate employees to another workplace, or the restructuring of jobs; or
 - (b) proposes to introduce a change to the regular roster or ordinary hours of work of employees.
- 30.2 OEG and the relevant employees may appoint a representative for the purposes of the procedures in this clause. If:
 - (a) a relevant employee appoints a representative for the purposes of consultation; and
 - (b) the employee or employees advise OEG of the identity of the representative;OEG must recognise the representative.
- 30.3 As soon as practicable after making a decision to introduce a change referred to in subclause 30.1(a), OEG must:
 - (a) discuss with the relevant employees:
 - (i) the introduction of the change;
 - (ii) the effect the change is likely to have on the employees; and
 - (iii) measures OEG is taking to avert or mitigate the adverse effect of the change on the employees;

- (b) for the purposes of the discussion – provide, in writing, to the relevant employees:
 - (i) all relevant information about the change including the nature of the change proposed;
 - (ii) information about the expected effects of the change on the employees; and
 - (iii) any other matters likely to affect the employees; and
 - (c) give prompt and genuine consideration to matters raised about the major change by the relevant employees.
- 30.4 As soon as practicable after proposing to introduce a change referred to in subclause 30.1(b), OEG must:
- (a) discuss with the relevant employees the introduction of the change;
 - (b) for the purposes of the discussion – provide to the relevant employees:
 - (i) all relevant information about the change, including the nature of the change;
 - (ii) information about what OEG reasonably believes will be the effects of the change on the employees; and
 - (iii) information about any other matters that the employer reasonably believes are likely to affect the employees;
 - (c) invite the relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities); and
 - (d) give prompt and genuine consideration to matters raised about the major change by the relevant employees.
- 30.5 OEG is not required to disclose confidential or commercially sensitive information to the relevant employees.

31 Dispute resolution

- 31.1 This clause 31 applies to a dispute about:
- (a) a matter arising under this Agreement; or
 - (b) the NES.
- 31.2 OEG and an employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this clause.
- 31.3 The following procedure applies in relation to disputes about matters in subclause 30.1:

Step	Process
1	The parties to the dispute must first attempt to resolve the dispute at the workplace level, by discussions between the employee or employees and relevant supervisors or management.
2	If the dispute remains unresolved, OEG or the employee may refer the matter to the FWC. The FWC will attempt to resolve the dispute by way of conciliation.
3	If the dispute remains unresolved, and the parties agree, the FWC may arbitrate the dispute and make a determination that is binding on the parties. If the parties agree to allow the FWC to arbitrate the dispute, the FWC may use the powers available to it under the FW Act. The parties to the dispute agree to be bound by a decision made by FWC in accordance with this clause.

- 31.4 While the parties are trying to resolve the dispute using the procedures in this clause:
- (a) an employee must continue to perform their work as they would normally unless they have a reasonable concern about an imminent risk to their health or safety;
 - (b) an employee must comply with a direction given by OEG to perform other available work at the same workplace, or at another workplace, unless:
 - (i) the work is not safe;
 - (ii) applicable occupational health and safety legislation would not permit the work to be performed;
 - (iii) the work is not appropriate for the employee to perform; or
 - (iv) there are other reasonable grounds for the employee to refuse to comply with the direction.

TERMINATION AND REDUNDANCY

32 Probation period

- 32.1 Full-time and part-time employees are subject to a probation period of six (6) months of continuous service commencing on the day that they commence employment with OEG.
- 32.2 During the probation period, OEG may terminate an employee's employment by providing one (1) weeks' notice in writing.

33 Termination with notice

- 33.1 Unless otherwise agreed in writing with an employee, OEG may terminate a full-time or part-time employee's employment by providing notice in writing which

corresponds with the employee's period of continuous service with OEG on the day that the notice is given as set out below:

Period of continuous service	Notice
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

33.2 The above period of notice is increased by one (1) week if the employee is over 45 years of age and has completed at least two (2) years' continuous service with OEG on the day that the notice is given.

33.3 During the notice period, OEG may:

- (a) elect to make payment in lieu of all or part of the notice period; or
- (b) direct the employee to not attend work or to not perform duties for all or part of the notice period.

33.4 Where OEG has given notice of termination, the employee must be allowed up to one (1) day off without loss of pay for the purpose of seeking other employment. The time off is to be taken at times that are convenient to the employee after consultation with OEG.

34 Termination by an employee

34.1 Unless otherwise agreed in writing with OEG, a full-time or part-time employee may terminate their employment by giving the same amount of written notice to OEG as would be required of OEG.

34.2 If an employee who is at least 18 years old does not give the period of notice required under subclause 34.1, then OEG may deduct from wages due to the employee under this Agreement an amount that is no more than one week's wages for the employee, provided that:

- (a) if OEG has agreed to a shorter period of notice for the employee, and the employee has provided that shorter period of notice, then no deduction can be made; and
- (b) any deduction must not be unreasonable in the circumstances.

35 Termination without notice

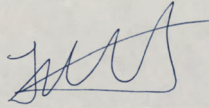
OEG may terminate an employee's employment immediately without notice or payment in lieu if the employee engages in serious misconduct as defined in section 12 of the FW Act.

36 Redundancy

- 36.1 Full-time and part-time employees are entitled to redundancy pay in accordance with the NES.
- 36.2 Where OEG has given notice of termination to an employee in circumstances of redundancy, the employee must be allowed time off without loss of pay of up to one (1) day each week of the minimum period of notice in subclause 33.1 for the purpose of seeking other employment.
- 36.3 If the employee has been allowed paid leave for more than one (1) day during the notice period for the purpose of seeking other employment, the employee must, at the request of OEG, produce proof of attendance at an interview or they will not be entitled to payment for the time absent. For this purpose, a statutory declaration is sufficient.
- 36.4 The entitlement in subclause 36.2 applies instead of subclause 33.4.

SIGNED

**Signed for and on behalf of The Outdoor Education Group ABN 85 073 741 796
by its duly appointed representative:**



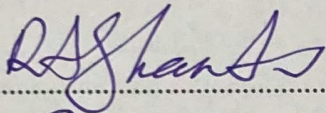
Date: 28/03/2024

Name: James Ladd

Position: Senior Manager - Projects

Address: 7 Harrison Ave Benalla 3672 Victoria

Signed for and on behalf of the employees:



Date: 28th March 2024

Name: Roslyn Sparks

Position: Catering Coordinator Camp Wombatoo: -

Address: 30 Elizabeth Street Moss Vale
NSW 2577

ANNEXURE A

Classifications and Rates of Pay

1 Level 1

- 1.1 Employees at this level include initial recruits who have limited relevant experience. Initially, work is performed under close direction using established practices, procedures and instructions.
- 1.2 Employees at this level perform routine functions requiring an understanding of clear, straightforward rules or procedures, and may be required to operate certain office equipment. Problems can usually be solved by reference to established practices, procedures and instructions.
- 1.3 Employees at this level are responsible and accountable for their own work within established routines, methods and procedures, and the less experienced employees' work may be subject to checking at all stages. The more experienced employee may be required to give assistance to less experienced employees in the same classification.
- 1.4 Level 1 roles may include positions at the grading of:
 - (a) Assistant;
 - (b) Intern.

2 Level 2

- 2.1 This level caters for employees who have had sufficient experience or training to enable them to carry out their assigned duties under general direction.
- 2.2 Employees at this level are responsible and accountable for their own work which is performed within established guidelines. In some situations detailed instructions may be necessary. This may require the employee to exercise limited judgment and initiative within the range of their skills and knowledge.
- 2.3 The work of employees at this level may be subject to final checking and, as required, progress checking.
- 2.4 Employees at this level may be required to check the work or provide guidance to other employees at a lower level, or provide assistance to less experienced employees at the same level or any combination of one or more of these requirements.
- 2.5 Level 2 roles may include positions at the grading of:
 - (a) Senior Assistant;
 - (b) Outdoor Educator.

3 Level 3

- 3.1 Employees at this level have achieved a standard to be able to perform specialised or non-routine tasks or features of the work.

- 3.2 Employees at this level require only general guidance or direction and there is scope for the exercise of limited initiative, discretion and judgment in carrying out their assigned duties.
- 3.3 Employees at this level may be required to give assistance or guidance (including guidance in relation to quality of work and which may require some allocation of duties) to employees in Levels 1 and 2, and should be able to train such employees by means of personal instruction and demonstration.
- 3.4 Level 3 roles may include positions at the grading of:
 - (a) Senior;
 - (b) Supervisor;
 - (c) Clerk.

4 Level 4

- 4.1 Employees at this level will have achieved a level of organisation or industry specific knowledge sufficient for them to give advice or information to the organisation and clients in relation to specific areas of their responsibility.
- 4.2 Employees at this level require only limited guidance or direction and would normally report to more senior staff as required.
- 4.3 A principal feature, but not a requirement, of this level is supervision of employees in lower levels in terms of responsibility for the allocation of duties, co-ordination of workflow, checking of progress, quality of work and resolving problems.
- 4.4 Employees at this level exercise initiative, discretion and judgment at times in performing their duties.
- 4.5 Employees at this level are able to train employees in Levels 1-3 by personal instruction and demonstration.
- 4.6 Level 4 roles may include positions at the grading of:
 - (a) Coordinator;
 - (b) Lead;
 - (c) Administrator.

5 Level 5

- 5.1 Employees at this level are subject to broad guidance or direction and would report to more senior staff as required.
- 5.2 Employees at this level will typically have worked or studied in a relevant field and will have achieved a standard of relevant or specialist knowledge and experience sufficient to enable them to advise on a range of activities and features and contribute, as required, to the determination of objectives, with the relevant field or fields of their expertise.
- 5.3 Employees at this level are responsible for their own work and may have delegated responsibility for the work under their control or supervision including scheduling

workloads, resolving operations problems, monitoring the quality of work produced and counselling staff for performance and work-related matters:

- 5.4 Employees at this level would also be able to:
- (a) train and supervise employees in lower levels by means of personal instruction and demonstration; and
 - (b) assist in the delivery of training courses.
- 5.5 Employees at this level would often exercise initiative, discretion and judgment in the performance of their duties.
- 5.6 Employees at this level may possess relevant post-secondary qualifications. However, this is not essential.
- 5.7 Level 5 roles may include positions at the grading of:
- (a) Senior Coordinator
 - (b) Officer
 - (c) Senior Administrator

6 Rates of pay

Level	Pay Point	Commencement \$/hr	First full pay period after 1 July 2025	First full pay period after 1 July 2026	First full pay period after 1 July 2027
1	1.1	\$24.44	\$25.17	\$25.93	\$26.71
	1.2	\$25.60	\$26.37	\$27.16	\$27.97
	1.3	\$26.43	\$27.22	\$28.04	\$28.88
	1.4	\$26.56	\$27.36	\$28.18	\$29.02
2	2.1	\$27.00	\$27.81	\$28.64	\$29.50
	2.2	\$27.50	\$28.33	\$29.17	\$30.05
	2.3	\$28.00	\$28.84	\$29.71	\$30.60
	2.4	\$28.50	\$29.36	\$30.24	\$31.14
3	3.1	\$29.00	\$29.87	\$30.77	\$31.69
	3.2	\$29.50	\$30.39	\$31.30	\$32.24
	3.3	\$30.00	\$30.90	\$31.83	\$32.78
	3.4	\$30.50	\$31.42	\$32.36	\$33.33
4	4.1	\$31.00	\$31.93	\$32.89	\$33.87

	4.2	\$31.50	\$32.45	\$33.42	\$34.42
	4.3	\$32.00	\$32.96	\$33.95	\$34.97
	4.4	\$32.50	\$33.48	\$34.48	\$35.51
5	5.1	\$33.00	\$33.99	\$35.01	\$36.06
	5.2	\$33.50	\$34.51	\$35.54	\$36.61
	5.3	\$34.00	\$35.02	\$36.07	\$37.15
	5.4	\$34.50	\$35.54	\$36.60	\$37.70

ANNEXURE B

Allowances

Allowance	Clause	Amount	Payable
First aid	19	\$14.93	per week (or part thereof)
Standby	20	\$50.00	per night
Field	21	\$50.00	per night
Supervision	23	\$50.00	per night
Food	24	\$60.00	per night