

PAY AND CONDITIONS GUIDE

Registered and Licensed Clubs Award 2010 [MA000058]

('modern award')

replacing terms and conditions in or derived from

Bowling and Golf Clubs Employees (State) Award [AN120079]

('pre-modern award')

(NSW)

Effective from 01 January 2014.

Published 23 January 2014 

Background

This guide was developed by the Fair Work Ombudsman to assist employers and employees covered by this modern award, pre-modern award and pay scales derived from this pre-modern award to identify minimum wages, penalties, loadings and allowances.

Transitional arrangements

Modern awards commenced operation on 01 January 2010. However, minimum wage, loading and penalty entitlements commence from 01 July 2010. Almost all modern awards include provisions to 'transition' employers and employees from their pre-modern award to the modern award system.

This modern award includes transitional provisions that provide for the 'phasing in' of increases or decreases in minimum wages, penalties and loadings in the modern award in 5 increments over 4 years from 01 July 2010. All other terms and conditions in this modern award apply in full from 01 January 2010.

The rates in this guide are current from 01 January 2014. The rates set out in this guide will change from the first full period on or after 01 July each year to take account of Fair Work Australia's annual wage review and transitional arrangements. The rates may also change as a result of a Fair Work Australia decision to vary the modern award or pay and condition entitlements of the modern award from time to time.

Transitional arrangements for Division 2B State awards

Division 2B State awards (other than Division 2B enterprise awards) terminate at the end of 31 December 2010 and, from 1 January 2011, employers and employees are covered by the relevant modern award. However, most modern awards provide that all the terms of Division 2B State awards continue to apply until the end of the full pay period which started before 1 February 2011.

The employers affected include sole traders, partnerships, other unincorporated entities and non-trading corporations in New South Wales, Queensland, South Australia and Tasmania who are covered by a Division 2B State award.

From the first full pay period starting on or after 1 February 2011, an employer who was covered by a Division 2B State award, must comply with all of the terms and conditions contained in their relevant modern award, and any transitional arrangements that apply. Transitional arrangements in most modern awards for Division 2B State award employers provide that from the first full pay period starting on or after 1 February 2011, they must pay at least the same minimum wage rates, penalties and loadings as national system employers who are transitioning from the equivalent NAPSA. There are some exceptions and special transitional arrangements that apply in certain situations. If you require help determining whether these exceptions or special transitional arrangements apply to you, please contact the Fair Work Infoline on 13 13 94.

Note: Modern awards are not intended to reduce an employee's take-home pay. An employee or his/her union can apply to Fair Work Australia for a take-home pay order to remedy any reduction in his/her overall take-home pay.

Who should use the guide?

Employees and employers who were entitled to terms and conditions in or derived from this pre-modern award and who are now covered by this modern award.

A guide that has an AP (Pre-reform award) code typically applies to employees employed by a constitutional corporation. Usually these are companies that engage in trading or financial activities. Private companies are often identified by the 'Pty Ltd' in their name. It applies to employers in those categories who were bound by the award immediately prior to 01 January 2010.

A guide that has an AN (Notional agreement preserving State awards) code also typically applies to employees employed by a constitutional corporation. However, unlike pre-reform awards these are notional federal agreements that were created on 27 March 2006. Generally, they preserved the terms and conditions of employment (not including wage rates) in state awards and/or state legislation that applied immediately before 27 March 2006 to employees of constitutional corporations in NSW, QLD, SA, WA and TAS where State award/laws applied to those employers prior to 27 March 2006.

A guide that has an AT code typically applies to employees employed by non-constitutional corporations immediately before 27 March 2007 where the employer was bound by a Federal award. These will be sole traders, partnerships, other unincorporated entities or non-trading/financial corporations.

The guide contains information from this modern award about:

- who the modern award covers;
- wage rates, including rates for casual employees, junior employees, trainees and apprentices;
- penalty rates for working at particular times or under particular arrangements;
- allowances; and
- other conditions of employment.

What if an agreement applies to employees covered by the modern award?

Minimum wage entitlements in a modern award override lesser wage entitlements in an agreement or contract of employment at all times, including agreements and contracts that were made before the commencement of the *Fair Work Act 2009*. All employees covered by the modern award must not be paid less than the rate of pay in the modern award.

However, the penalty rates and allowances in the modern award do not apply to agreement-covered employees, unless the agreement is read in conjunction with the modern award (e.g. a pre-reform certified agreement (a type of collective agreement made before 27 March 2006)).

If you require assistance with any provisions of this guide please contact the **Fair Work Infoline** on **13 13 94**.

Coverage

This award covers employers of employees engaged in the performance of all or any work in or in connection with or for clubs registered or recognised under State, Territory or Commonwealth legislation and their employees in the classifications within Schedule C - Classification Definitions, to the exclusion of any other modern award.

To avoid doubt, this award covers the work of bar attendants or stewards employed in a club situated on a football ground, cricket ground or sports ground and persons engaged as greenkeepers, ground attendants, gardeners, propagators, lawn mower and motor roller drivers and general labourers in the construction and maintenance of bowling greens and golf courses, but does not cover:

- persons employed by a student union of a university;
- employees of municipal, shire or county councils;
- landscape gardeners and master gardeners;
- employees employed by an employer other than the club, where the employer operates a golf pro shop, driving range or other golfing facility, or provides golf coaching or other similar services, which are accessible to the general public;
- thoroughbred, harness, trotting and greyhound racing clubs and their employees in relation to operations covered by the Racing Clubs Events Award 2010; or
- club honorary secretaries.

This award does not apply to employees of employers who are covered by the following awards:

- Hospitality Industry (General) Award 2010;
- Cleaning Services Award 2010;
- Racing Industry Ground Maintenance Award 2010; or
- Security Services Industry Award 2010.

The award does not cover:

- an employee excluded from award coverage by the Act.
- employees who are covered by a modern enterprise award, or an enterprise instrument (within the meaning of the Fair Work (Transitional Provisions and Consequential Amendments) Act 2009 (Cth)), or employers in relation to those employees.
- employees who are covered by a State reference public sector modern award, or a State reference public sector transitional award (within the meaning of the Fair Work (Transitional Provisions and Consequential Amendments) Act 2009 (Cth)), or employers in relation to those employees.

This award covers:

- any employer which supplies labour on an on-hire basis in the industry set out in clause 4.1 in respect of on-hire employees in classifications covered by this award, and those on-hire employees, while engaged in the performance of work for a business in that industry. This subclause operates subject to the exclusions from coverage in this award.

- employers which provide group training services for apprentices and/or trainees engaged in the industry and/or parts of industry set out at clause 4.1 and those apprentices and/or trainees engaged by a group training service hosted by a company to perform work at a location where the activities described herein are being performed. This subclause operates subject to the exclusions from coverage in this award.

Where an employer is covered by more than one award, an employee of that employer is covered by the award classification which is most appropriate to the work performed by the employee and to the environment in which the employee normally performs the work.

NOTE: Where there is no classification for a particular employee in this award it is possible that the employer and that employee are covered by an award with occupational coverage.

Wages

This modern award includes transitional arrangements that apply to minimum wage entitlements from the first pay period on or after 01 July 2010 until the first pay period on or after 01 July 2014 (when modern award wages commence in full).

The following wage tables set out base rates of pay for classifications under the modern award.

It also sets out how the modern award classification matches up with pre-modern award classification. If there is no classification match the employee may be covered by another pre-modern award, or another modern award, such as a modern award that covers the employee's occupation rather than the industry.

The base rates of pay in this guide include any applicable industry allowance. The base rates of pay also include any increase from Fair Work Australia's annual wage review. For more information about transitional arrangements for minimum wage entitlements, please visit www.fairwork.gov.au

Casual employees

The rates for casual employees set in the table below are minimum rates for **ordinary hours** only.

Please visit www.fairwork.gov.au for information about penalty entitlements for casual employees.

*Post 26 March 2006 employer

Wage rates for casual employees of employers that became part of the national system after 26 March 2006 do not include annual leave loading because those employees did not have a pre-modern award entitlement to annual leave loading.

Adult

The rates in this guide are current from the first pay period on or after 01 January 2014.

Full & Part Time

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Level 2		

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Maintenance and horticultural employee level 1	5 Day Worker, Level 1	\$17.38
Maintenance and horticultural employee level 1	5 & 1/2 Day Worker, Level 1	\$17.43
Level 3		
Maintenance and horticultural employee level 2	5 Day Worker, Level 2	\$17.98
Maintenance and horticultural employee level 2	5 Day Worker, Level 3	\$18.09
Maintenance and horticultural employee level 2	5 & 1/2 Day Worker, Level 2	\$18.04
Maintenance and horticultural employee level 2	5 & 1/2 Day Worker, Level 3	\$18.09
Level 4		
Maintenance and horticultural level 3 (tradesperson)	5 Day Worker, Level 4 (Greenkeeper)	\$19.07
Maintenance and horticultural level 3 (tradesperson)	5 & 1/2 Day Worker, Level 4 (Greenkeeper)	\$19.07
Level 5		
Maintenance and horticultural level 4	5 Day Worker, Level 5, Bowling Clubs (Head Greenkeeper)	\$20.15
Maintenance and horticultural level 4	5 Day Worker, Level 5, Golf Clubs (Head Greenkeeper)	\$20.26
Maintenance and horticultural level 4	5 & 1/2 Day Worker, Level 5, Bowling Club (Head Greenkeeper)	\$20.21
Maintenance and horticultural level 4	5 & 1/2 Day Worker, Level 5, Golf Clubs (Head Greenkeeper)	\$20.26
Level 11		
Maintenance and horticultural management level 2	5 Day Worker, Level 6, Golf Clubs (Superintendent)	\$23.69
Maintenance and horticultural management level 2	5 & 1/2 Day Worker, Level 6, Golf Clubs (Superintendent)	\$23.75

Casual

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)	Post 26 March 2006 employer*
Level 2			

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)	Post 26 March 2006 employer*
Maintenance and horticultural employee level 1	5 Day Worker, Level 1	\$21.71 (24.92%)	\$21.37 (23%)
Maintenance and horticultural employee level 1	5 & 1/2 Day Worker, Level 1	\$21.78 (24.92%)	\$21.44 (23%)
Level 3			
Maintenance and horticultural employee level 2	5 Day Worker, Level 2	\$22.47 (24.92%)	\$22.12 (23%)
Maintenance and horticultural employee level 2	5 Day Worker, Level 3	\$22.60 (24.92%)	\$22.26 (23%)
Maintenance and horticultural employee level 2	5 & 1/2 Day Worker, Level 2	\$22.54 (24.92%)	\$22.19 (23%)
Maintenance and horticultural employee level 2	5 & 1/2 Day Worker, Level 3	\$22.60 (24.92%)	\$22.26 (23%)
Level 4			
Maintenance and horticultural level 3 (tradesperson)	5 Day Worker, Level 4 (Greenkeeper)	\$23.82 (24.92%)	\$23.45 (23%)
Maintenance and horticultural level 3 (tradesperson)	5 & 1/2 Day Worker, Level 4 (Greenkeeper)	\$23.82 (24.92%)	\$23.45 (23%)
Level 5			
Maintenance and horticultural level 4	5 Day Worker, Level 5, Bowling Clubs (Head Greenkeeper)	\$25.17 (24.92%)	\$24.79 (23%)
Maintenance and horticultural level 4	5 Day Worker, Level 5, Golf Clubs (Head Greenkeeper)	\$25.31 (24.92%)	\$24.92 (23%)
Maintenance and horticultural level 4	5 & 1/2 Day Worker, Level 5, Bowling Club (Head Greenkeeper)	\$25.24 (24.92%)	\$24.85 (23%)
Maintenance and horticultural level 4	5 & 1/2 Day Worker, Level 5, Golf Clubs (Head Greenkeeper)	\$25.31 (24.92%)	\$24.92 (23%)
Level 11			
Maintenance and horticultural management level 2	5 Day Worker, Level 6, Golf Clubs (Superintendent)	\$29.59 (24.92%)	\$29.14 (23%)
Maintenance and horticultural management level 2	5 & 1/2 Day Worker, Level 6, Golf Clubs (Superintendent)	\$29.66 (24.92%)	\$29.21 (23%)

Note: The First aid allowance must be paid where applicable for all purposes in addition to the rates above. Please see **Allowances** for further information.

Junior

The rates in this guide are current from the first pay period on or after 01 January 2014.

Full & Part Time

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Level 1		
17 years of age and under	5 Day Worker, 16 years and under 17 years	\$9.38
17 years of age and under	5 Day Worker, 17 years and under 18 years	\$9.53
17 years of age and under	5 & 1/2 Day Worker, 16 years and under 17 years	\$9.41
17 years of age and under	5 & 1/2 Day Worker, 17 years and under 18 years	\$9.56
18 years of age	5 Day Worker, 18 years and under 19 years	\$11.23
18 years of age	5 & 1/2 Day Worker, 18 years and under 19 years	\$11.26
19 years of age	5 Day Worker, 19 years and under 20 years	\$13.77
19 years of age	5 & 1/2 Day Worker, 19 years and under 20 years	\$13.81
20 years of age	5 Day Worker, 20 years and under 21 years	\$16.37
20 years of age	5 & 1/2 Day Worker, 20 years and under 21 years	\$16.43

Casual

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)	Post 26 March 2006 employer*
Level 1			
17 years of age and under	5 Day Worker, 16 years and under 17 years	\$11.72 (24.92%)	\$11.54 (23%)
17 years of age and under	5 Day Worker, 17 years and under 18 years	\$11.90 (24.92%)	\$11.72 (23%)
17 years of age and under	5 & 1/2 Day Worker, 16 years and under 17 years	\$11.75 (24.92%)	\$11.57 (23%)
17 years of age and under	5 & 1/2 Day Worker, 17 years and under 18 years	\$11.94 (24.92%)	\$11.76 (23%)
18 years of age	5 Day Worker, 18 years and under 19 years	\$14.03 (24.92%)	\$13.81 (23%)

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)	Post 26 March 2006 employer*
18 years of age	5 & 1/2 Day Worker, 18 years and under 19 years	\$14.07 (24.92%)	\$13.85 (23%)
19 years of age	5 Day Worker, 19 years and under 20 years	\$17.20 (24.92%)	\$16.94 (23%)
19 years of age	5 & 1/2 Day Worker, 19 years and under 20 years	\$17.26 (24.92%)	\$16.99 (23%)
20 years of age	5 Day Worker, 20 years and under 21 years	\$20.45 (24.92%)	\$20.14 (23%)
20 years of age	5 & 1/2 Day Worker, 20 years and under 21 years	\$20.52 (24.92%)	\$20.21 (23%)

Apprentice

The rates in this guide are current from the first pay period on or after 01 January 2014.

Full Time

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Cooking or maintenance and horticultural apprentice		
First year	5 Day Worker, 1st Year	\$10.32
First year	5 & 1/2 Day Worker, 1st Year	\$10.35
Second year	5 Day Worker, 2nd Year	\$12.16
Second year	5 & 1/2 Day Worker, 2nd Year	\$12.19
Third year	5 Day Worker, 3rd Year	\$14.87
Third year	5 & 1/2 Day Worker, 3rd Year	\$14.91
Fourth year	5 Day Worker, 4th Year	\$17.54
Fourth year	5 & 1/2 Day Worker, 4th Year	\$17.59
Adult cooking or maintenance and horticultural apprenticeship starting on or after 1/1/2014		
Work performed on or after 1/1/2014, First year	5 Day Worker, 1st Year	\$15.25
Work performed on or after 1/1/2014, First year	5 & 1/2 Day Worker, 1st Year	\$15.25
Work performed on or after 1/1/2014, Second year	5 Day Worker, 2nd Year	\$16.37

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Work performed on or after 1/1/2014, Second year	5 & 1/2 Day Worker, 2nd Year	\$16.37
Adult cooking or maintenance and horticultural adult apprenticeship starting on or after 1/1/2014		
Work performed on or after 1/1/2014, Third year	5 Day Worker, 3rd Year	\$16.37
Work performed on or after 1/1/2014, Third year	5 & 1/2 Day Worker, 3rd Year	\$16.37
Work performed on or after 1/1/2014, Fourth year	5 Day Worker, 4th Year	\$18.11
Work performed on or after 1/1/2014, Fourth year	5 & 1/2 Day Worker, 4th Year	\$18.11

* Midway between the total rate prescribed for Food and beverage attendant grade 2 (waiter) in clause 17.2 and the standard rate;

** Midway between the total rate prescribed for the third six months, above, and the standard rate.

A person who has completed a full apprenticeship in cooking or maintenance and horticulture must be paid not less than the standard rate.

Please note: This modern award contains special provisions for school based apprentices; these rates are not set out in this guide. For information about transitional rates for these employees please visit www.fairwork.gov.au and/or contact the **Fair Work Infoline** on **13 13 94**.

Trainee

This modern award incorporates trainee rates derived from the National Training Wage Schedule (NTW Sch.), as adjusted from time to time.

Supported Wage

Please refer to clause 17.7 of the modern award.

For detail of the supported wage provisions see the full version of the modern award.

Penalties and Loadings (other than casual or part-time loadings for ordinary hours)

Where an employee had an entitlement to a loading/penalty rate before 01 January 2010 that is exactly the same as the modern award loading/penalty entitlement the modern award loading/penalty applies in full from 01 January 2010.

Transitional arrangements

This modern award includes transitional arrangements that apply to loading/penalty entitlements where there is a difference in modern award and pre-modern award loading/penalty entitlements. Transitional arrangements apply from the first pay period on or after

01 July 2010 until the first pay period on or after 01 July 2014 (when modern award loadings/penalties apply in full).

Different arrangements apply depending on whether the entitlements are “equivalent” or not.

• A pre-modern award loading/penalty will be “equivalent” to a modern award entitlement where the loading/penalty applies:

- for the same purpose (e.g. Saturday penalty);
- for the same time periods; and
- in the same way#.

• #A pre-modern award and modern award loading/penalty applies in the same way if the entitlements are both:

- paid at the same frequency, such as per hour or per shift; and
- paid as a percentage of the same amount (e.g. both penalties are paid as a percentage of the employee’s classification rate, rather than as a percentage of a different amount or paid as a flat dollar amount).

Casual loadings and penalties also need to interact with each other in the same way in the pre-modern award and modern award to be equivalent (e.g. the loading and penalty rate are calculated on the base hourly rate in both instruments).

Equivalent entitlements

If the pre-modern award loading/penalty rate is “equivalent” to the modern award loading/penalty rate the penalty rate is calculated as follows:

1. The difference between the two loading/penalty rates is referred to as a “transitional percentage”. The transitional percentage stays the same every year.
2. A proportion of the transitional percentage is calculated each year as follows:

First full pay period on or after	Proportion of transitional percentage
01 July 2010	80%
01 July 2011	60%
01 July 2012	40%
01 July 2013	20%
01 July 2014	0%

3. Where the modern award loading/penalty is higher, the penalty rate is obtained by subtracting the proportion of the transitional percentage.

Example:

The table below shows the percentage penalty rates that apply from the first full pay period on or after 01 July 2010 until the last full pay period before 01 July 2011 for common penalty rates.

Please note the below table is a guide **only** and can only be used when the entitlements are equivalent and the modern award penalty is higher.

1/01/2010 Pre-modern award penalty	1/07/2014 Modern award penalty	1/07/2010 Penalty rate (phased)
25%	50%	30%
50%	75%	55%
50%	100%	60%

1/01/2010	1/07/2014	1/07/2010
Pre-modern award penalty	Modern award penalty	Penalty rate (phased)
75%	100%	80%

4. Where the modern award loading/penalty is lower, the penalty rate is obtained by adding the proportion of the transitional percentage.

Example:

The table below shows the percentage penalty rates that apply from the first full pay period on or after 01 July 2010 until the last full pay period before 01 July 2011 for common penalty rates.

Please note the below table is a guide **only** and can only be used when the entitlements are equivalent and the modern award penalty is lower.

1/01/2010	1/07/2014	1/07/2010
Pre-modern award penalty	Modern award penalty	Penalty rate (phased)
50%	25%	45%
75%	50%	70%
100%	50%	90%
100%	75%	95%

Entitlements that are not equivalent

If pre-modern award and modern award penalty rates are not "equivalent", the following approach applies:

1. Loadings/penalty rates from a modern award are phased in from zero in five instalments of 20% by multiplying the penalty rate by the following percentage:

First full pay period on or after	Percent of modern award loading/penalty
01 July 2010	20%
01 July 2011	40%
01 July 2012	60%
01 July 2013	80%
01 July 2014	100%

2. Pre-modern award loadings/penalty rates are phased out to zero in five instalments of 20% by multiplying the penalty rate by the following percentage:

First full pay period on or after	Percent of pre-modern award loading/penalty
01 July 2010	80%
01 July 2011	60%
01 July 2012	40%
01 July 2013	20%
01 July 2014	0%

Please note that a pre-modern award penalty rate can be 'phased out' at the same time that a modern award penalty is 'phasing in' (i.e. where different entitlements apply in the same time period). This means that two different rates may apply for the same time period.

Example:

The table below shows the percentage penalty rates that apply from the first full pay period on or after 01 July 2010 until the last full pay period before 01 July 2011 for common penalty rates.

Please note the below table is a guide **only** and can only be used when the entitlements are not equivalent.

1/01/2014	1/07/2010
Modern award penalty	Penalty rate (phased)
	(20.00%)
10.00%	2.00%
20.00%	4.00%
25.00%	5.00%
50.00%	10.00%
75.00%	15.00%
100.00%	20.00%
120.00%	24.00%
125.00%	25.00%
130.00%	26.00%
150.00%	30.00%

1/01/2010	1/07/2010
Pre-modern award penalty	Penalty rate (phased)
	(80.00%)
10.00%	8.00%
20.00%	16.00%
25.00%	20.00%
50.00%	40.00%
75.00%	60.00%
100.00%	80.00%
120.00%	96.00%
125.00%	100.00%
130.00%	104.00%
150.00%	120.00%

New entitlements

Where an employee did not have a particular loading/penalty entitlement before 01 January 2010, the modern award loading/penalty is phased in from zero as a new entitlement from the first pay period on or after 01 July 2010 by multiplying the penalty rate by the following percentage:

First full pay period on or after	Percent of modern award loading/penalty
01 July 2010	20%
01 July 2011	40%
01 July 2012	60%
01 July 2013	80%
01 July 2014	100%

Example:

The table below shows the percentage penalty rates that apply from the first full pay period on or after 01 July 2010 until the last full pay period before 01 July 2011 for common penalty rates.

Please note the below table is a guide **only** and can only be used when the entitlements in the modern award are new.

1/07/2014	1/07/2010
Modern award penalty	Penalty rate (phased)
25%	5%
50%	10%
75%	15%
100%	20%

For more information about transitional arrangements for loading/penalty entitlements please visit www.fairwork.gov.au and/or contact the **Fair Work Infoline** on **13 13 94** for advice and assistance.

Allowances

Allowances in modern awards apply in full from 01 January 2010 (although the rates may change from time to time).

All states covered by this instrument Full Time, Part Time, Casual

Clause	Allowance Type	Description	Effective Date	Rate
18.1(a)(i)	Meal allowance	<p><u>Club employees other than club managers</u></p> <p>An employee required to work overtime for more than two hours without being notified on the previous day or earlier that they will be so required to work must either be supplied with a meal by the employer or be paid an allowance.</p> <p>If an employee who has been given notice of a requirement to work overtime has provided a meal and is not required to work overtime or is required to work less than the amount advised, the employee must be paid the allowance for the meal which they have provided but which is surplus.</p>	1/07/2013	\$11.8200 per meal
18.1(a)(ii)	Meal allowance	<p><u>Club managers</u></p> <p>Where a club provides meals for members, a manager employed by the club will, while on duty, be entitled to a meal free of cost, to the maximum value of the allowance, whenever the club is providing such meals.</p> <p>Where an employee due to operational requirements is unable to partake of a meal free of cost the employee will be paid the allowance.</p> <p>Despite the provisions of this clause, an employer and an employee may agree in writing that an allowance per meal will</p>	1/07/2013	\$11.8200 per meal

Clause	Allowance Type	Description	Effective Date	Rate
		<p>be paid instead of the provision of a meal free of cost to the employee.</p> <p>Where a club does not provide a meal for members, the employee will be entitled to the allowance.</p>		
18.1(b)(i)	Tool allowance	Where a cook is required to use their own tools, subject to a maximum weekly rate.	1/01/2010	\$1.5500 per day or part thereof
18.1(b)(i)	Tool allowance	Maximum weekly allowance payable where a cook is required to use their own tools.	1/01/2010	<p>\$0.2000 per hour.</p> <p>This weekly allowance has been converted to an hourly amount. It should be applied to all ordinary hours of work (up to a maximum of 38 hours per week).</p>
18.1(c)(ii)	Uniform allowance	<p><u>Uniforms—club managers</u></p> <p>Where the employer requires a manager to wear a uniform, the employer must pay to the employee the allowance to cover the costs of laundering the uniform. This does not apply where the employer arranges for the uniform to be laundered without cost to the manager.</p>	1/01/2010	\$10.0000 per week.
18.1(d)	Vehicle allowance	An employee who is required by their employer to use their own vehicle in or in connection with the official business of the employer must be paid the allowance for all authorised travel. An employer may require an employee to record full details of	1/07/2013	\$0.7600 per kilometre

Clause	Allowance Type	Description	Effective Date	Rate
		all such official travel requirements in a log book as a pre-condition for the employee qualifying for the allowance.		
18.2	First aid allowance	All purpose allowance expressed as per week. An employee who has undertaken a first aid course and who is the holder of a current recognised first aid qualification such as a certificate from the St John Ambulance or similar body and who is appointed by the employer as a first aid attendant must be paid the allowance for all purposes.	1/07/2013	\$0.2288 per hour. This weekly allowance has been converted to an hourly amount. It should be applied to all ordinary hours of work (up to a maximum of 38 hours per week). (1.20%)

Other Conditions

The following conditions in the modern award apply in full from 1 January 2010. Please note that the below table is a summary of commonly applicable entitlements in the modern award, there may be other entitlements in the modern award that are relevant to particular employers or employees. Please refer to the modern award for full details.

Note: The National Employment Standards (**NES**) operate together with modern awards to provide minimum conditions of employment for employers and employees in the national system. The NES sets out ten minimum statutory entitlements that apply to all employees, including leave and termination of employment entitlements.

For more information about the NES, please visit www.fairwork.gov.au

All states covered by this instrument

Clause	Conditions Type	Description
7	Award flexibility (Instrument)	An employer and an individual employee may agree to vary the following terms of this award to meet the genuine needs of the employer and the individual employee with respect to:

Clause	Conditions Type	Description
		<ul style="list-style-type: none"> - arrangements for when work is performed - overtime rates - penalty rates - allowances - leave loading. <p>Other conditions concerning award flexibility are contained within the Fair Work Act 2009.</p>
8	Consultation (Instrument)	<p>The award contains information on the employer's responsibility to consult regarding major workplace change including the:</p> <ul style="list-style-type: none"> - duty to notify, and - duty to discuss change.
9	Dispute resolution (Instrument)	<p>The award sets out a dispute resolution procedure for dealing with disputes in relation to a matter under the award or the National Employment Standards (NES).</p>
10.3	Full-time conditions (Instrument)	<p>A full-time employee is an employee who is engaged as such and employed in a classification in the award and engaged to work 38 ordinary hours per week or, where the employee is employed on a roster, an average of 38 hours per week over the roster cycle.</p>
10.4	Part-time conditions (Instrument)	<p>An employer may employ part-time employees in any classification in this award.</p> <p>A part-time employee is an employee who is employed in a classification in the award and who:</p> <ul style="list-style-type: none"> - is engaged to work fewer than 38 ordinary hours per week or, where the employer operates a roster, an average of fewer than 38 hours per week over the roster cycle - has reasonably predictable hours of work, and - receives, on a pro rata basis, equivalent pay and conditions to those of full-time employees who do the same kind of work. <p>At the time of engagement the employer and the part-time employee will agree in writing on a regular pattern of work either:</p>

Clause	Conditions Type	Description
		<p>- specifying at least the hours worked each day, which days of the week the employee will work and the actual starting and finishing times each day, or</p> <p>- specifying the roster that the employee will work (including the actual starting and finishing times for each shift) together with days or parts of days on which the employee will not be rostered.</p> <p>Any agreed variation to the regular pattern of work must be recorded in writing.</p> <p>An employer is required to roster a part-time employee for a minimum of three consecutive hours on any shift.</p> <p>All time worked in excess of the employee's agreed ordinary time hours will be overtime and paid for at overtime rates.</p> <p>An employee who does not meet the definition of a part-time employee and who is not a full-time employee will be paid as a casual employee.</p> <p>A part-time employee employed under the provisions of this clause must be paid for ordinary hours worked at the rate of 1/38th of the weekly rate prescribed for the class of work performed.</p> <p><u>Transitional provision in respect of employers in New South Wales, Queensland, South Australia, Western Australia and Tasmania</u></p> <p>An employer subject to a notional agreement preserving a State award that applied in New South Wales, Queensland, South Australia, Western Australia or Tasmania immediately prior to 1 January 2010 which prescribed part-time employment provisions different from the provisions in this clause, may continue to apply those provisions. This transitional provision ceases to operate on 31 March 2013.</p>
10.4	Part-time conditions (Instrument)	<p>Transitional Provisions (SA)</p> <p>An employer may employ part-time employees in any classification in this award.</p> <p>A part-time employee mean an employee who is employed on a regular and systematic basis for a minimum of 15 ordinary hours per week and up to a maximum of 35 ordinary hours per week.</p>

Clause	Conditions Type	Description
		<p>An employer is required to roster a part-time employee for a minimum of two consecutive hours on any shift.</p> <p>An employee who does not meet the definition of a part-time employee and who is not a full-time employee will be paid as a casual employee.</p> <p>All time worked in excess of eight hours per day, outside the spread of hours specified in this award, or in excess of 35 ordinary hours per week will be overtime paid for at overtime rates.</p> <p>A part-time employee employed under the provisions of this clause must be paid for ordinary hours worked at the rate of 1/38th of the weekly rate prescribed for the class of work performed.</p>
10.5 & 10.6	Casual conditions (Instrument)	<p>Casual employees must be paid at the termination of each engagement, but may agree to be paid weekly or fortnightly.</p> <p>On each occasion a casual employee (other than a bingo caller or assistant bingo caller) is required to attend work the employee is entitled to a minimum payment for two hours' work. A casual employee engaged solely as a bingo caller or an assistant bingo caller is entitled to a minimum payment for three hours' work.</p> <p>Conversion to full-time or or regular part-time employment A regular casual employee who has been employed on a regular and systematic basis for a period of at least 12 months may elect to have a their contract of employment converted to full-time or part-time employment. Specific conditions apply - refer to award for details.</p>
11.1	Apprentice conditions (Instrument)	<p>Apprentices will be engaged in accordance with the relevant apprenticeship legislation and be paid in accordance with the apprentice wages under the award.</p>
12	Junior conditions (Instrument)	<p>Junior employees employed in the bar or other places where liquor is sold must be paid at the adult rate of pay for the classification of the work being performed.</p> <p>An employer may demand the production of a birth certificate or other satisfactory proof for the purpose of ascertaining the correct age of a junior employee. If a birth certificate is required, the cost of it must be borne by the employer.</p>

Clause	Conditions Type	Description
		No employee under the age of 18 years will be required to work more than 10 hours in a shift.
13.2	Termination of employment - notice of termination by an employee (Instrument)	The notice of termination required to be given by an employee is the same as an employer except there is no requirement to give additional notice based on age. If an employee fails to give the required notice the employer may withhold from any monies due on termination, the difference between the amount of notice required and the amount of notice actually given.
13.3	Termination of employment - job search entitlement (Instrument)	Where an employer has given notice of termination to an employee, an employee must be allowed up to 1 day's time 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 the employer.
14.2	Redundancy - transfer to lower paid duties (Instrument)	Where an employee is transferred to lower paid duties by reason of redundancy, the same period of notice must be given as the employee would have been entitled to if the employment had been terminated. Alternatively, the employer may choose to pay the employee the difference between the former ordinary time rate of pay and the new ordinary time rate of pay for the number of weeks of notice still owing.
14.3	Redundancy - employee leaving during notice period (Instrument)	An employee given notice of termination in circumstances of redundancy may terminate their employment during the period of notice. The employee is entitled to receive the benefits and payments they would have received had they remained in employment until the expiry of the notice, but is not entitled to payment instead of notice.
14.4	Redundancy - job search entitlement (Instrument)	An employee given notice of termination in circumstances of redundancy must be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment. If the employee has been allowed paid leave for more than one day, the employee must, by request, 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.
14.5	Redundancy - transitional provisions (Instrument)	An employee whose employment is terminated by an employer is entitled to redundancy pay in accordance with terms of a NAPSA: <ul style="list-style-type: none"> - that would have applied to the employee immediately prior to 1 January 2010, if the employee had at that time been in their current circumstances of employment and no agreement-based transitional instrument or enterprise agreement had applied to the employee; and - that would have entitled the employee to redundancy pay in excess of the employee's entitlement to redundancy pay, if any, under the NES.

Clause	Conditions Type	Description
		<p>The employee's entitlement to redundancy pay under the NAPSA is limited to the amount of redundancy pay which exceeds the employee's entitlement to redundancy pay, if any, under the NES.</p> <p>This clause does not operate to diminish an employee's entitlement to redundancy pay under any other instrument.</p> <p>This clause ceases to operate on 31 December 2014.</p>
15	Work organisation (Instrument)	<p>Employees must undertake duties as directed within the limits of their competence and may undertake duties across the different streams contained in the classification definitions provided that outdoor staff will give priority to the caring of the greens and they will not be compelled to perform duties associated with or in the club house.</p>
17.3	(Instrument)	<p>Non-application of particular provisions of this award to employees within particular classifications receiving specified salaries</p> <p><u>Managerial classifications—levels 7–13 inclusive</u></p> <p>Subject to the requirements of the NES, the provisions of clauses:</p> <ul style="list-style-type: none"> - 18.1(h)—Higher duties - 26—Ordinary hours of work and rostering (other than sub clause 26.8—Special provisions for accrued rostered days off—club managers) - 27—Recall to duty—club managers, - 28—Overtime, and - 29—Penalty rates (other than penalty rate provisions relating to public holidays (see clause 29)) <p>will not apply to a club manager receiving a salary of 20% in excess of the minimum annual salary rates for the appropriate classification prescribed in the award.</p> <p>Subject to the requirements of the NES, the provisions of clauses:</p> <ul style="list-style-type: none"> - 18.1(a)—Meal allowance - 18.1(c)—Uniforms—club managers - 18.1(d)—Vehicle allowance - 18.1(h)-Higher duties

Clause	Conditions Type	Description
		<ul style="list-style-type: none"> - 18.3-Broken shifts - 26—Ordinary hours of work and rostering - 27—Recall to duty—club managers - 28—Overtime, - 29-Penalty rates, and - 34.3—Additional arrangements for full-time employees <p>will not apply to club managers receiving a salary in excess of 50% above the minimum annual salary rate for the appropriate classification prescribed in the award.</p> <p><u>Maintenance and horticultural levels 1–4</u></p> <p>An employee classified at Maintenance and horticultural levels 1–4 (as defined in the award) may freely agree in writing to payment of a salary of not less than 33% in excess of the minimum weekly rate of pay for level 4 (Maintenance and horticultural level 3—tradesperson) instead of the following provisions of the award:</p> <ul style="list-style-type: none"> - clause 18.1(a)—Meal allowance - clause 24—Meal breaks - clause 26—Ordinary hours of work and rostering - clause 28—Overtime, and - clause 34—Public holidays <p>provided that no employee on such a salary arrangement will be required to work in excess of 38 ordinary hours per week, averaged over a 52 week period. An agreement made pursuant to this subclause may be terminated by either party after 12 months by giving 28 days’ written notice or such lesser period as is agreed.</p>
17.4(c)	Proficiency payments (Instrument)	<p>Cooking apprenticeship</p> <p>Standard rate means the level 4 rate</p> <p><u>Application</u></p> <p>The following proficiency pay provisions will apply to apprentices who have successfully completed their schooling in a given year.</p>

Clause	Conditions Type	Description
		<p><u>Payments</u> Apprentices must receive the standard rate during the latter half of the fourth year of the apprenticeship where the standard of proficiency has been attained on one, two or three occasions on the following basis:</p> <p>On one occasion only: - for the first nine months of the fourth year of apprenticeship, the normal fourth year rate of pay; - thereafter, the standard rate.</p> <p>On two occasions: - for the first six months of the fourth year of apprenticeship, the normal fourth year rate of pay; - thereafter, the standard rate.</p> <p>On all three occasions: - for the entire fourth year, the standard rate.</p>
17.4(d)	Proficiency payments (Instrument)	<p>Waiting apprenticeship</p> <p>Standard rate means the level 4 rate.</p> <p><u>Application</u> The following proficiency pay provisions will apply to level 2 apprentices who have successfully completed their schooling in the first year.</p> <p><u>Payments</u> Apprentices who have attained the standard of proficiency in their first year must receive the standard rate during the latter half of the second year of apprenticeship.</p>
17.6(b)	Other (Instrument)	<p>Casual fitness instructors</p> <p>The minimum engagement for a casual fitness instructor is one hour. The hourly rate specified in clause 10.5 is inclusive of the 25% casual loading.</p>
18.1(b)	Clothing, footwear and/ or equipment	Where a maintenance and horticultural employee is required to supply and use their own tools, the employer will reimburse the cost of such tools.

Clause	Conditions Type	Description
	(Instrument)	<p>Where the employer requires an employee to wear any special clothing such as coats, dresses, caps, aprons, cuffs, safety footwear and any other articles of clothing, the employer must reimburse the employee for the cost of purchasing such special clothing. The provisions of this clause do not apply where the special clothing is supplied by the employer.</p> <p>Where the employee is responsible for laundering the special clothing the employer must reimburse the employee for the demonstrated costs of laundering it.</p> <p>The employer and the employee may agree on an arrangement under which the employee will wash and iron the special clothing for an agreed sum of money to be paid by the employer to the employee each week.</p> <p>For the purposes of this clause black and white attire (not being dinner suit or evening dress), shoes, hosiery and/or socks are not special clothing.</p> <p>Where it is necessary that an employee wear waterproof or other protective clothing such as waterproof boots, aprons, or gloves, the employer must reimburse the employee for the cost of purchasing such clothing. The provisions of this clause do not apply where the protective clothing is supplied by the employer.</p> <p>An employer may require an employee on commencing employment to sign a receipt for item/s of uniform and property. This receipt must list the item/s of uniform and property and the value of them. If, when an employee ceases employment, the employee does not return the item/s of uniform and property (or any of them) in accordance with the receipt, the employer will be entitled to deduct the value as stated on the receipt from the employee's wages. This provision will not apply in the case of genuine wear and tear, damage, loss or theft that is not the employee's fault.</p> <p>Where the employer requires an employee to provide and use any towels, tools, ropes, brushes, knives, choppers, implements, utensils and materials, the employer must reimburse the employee for the cost of purchasing such equipment. The provisions of this clause do not apply where these items are supplied by the employer.</p>

Clause	Conditions Type	Description
18.1(c)	Uniforms (Instrument)	<p>Where the employer requires a manager to wear a uniform while on duty, the employer must reimburse the manager for the cost of purchasing the uniform. The provisions of this subclause do not apply where the uniform is supplied by the employer.</p> <p>An employer may require an employee on commencing employment to sign a receipt for item/s of uniform and property. This receipt must list the item/s of uniform and property and the value of them. If, when an employee ceases employment, the employee does not return the item/s of uniform and property (or any of them) in accordance with the receipt, the employer will be entitled to deduct the value as stated on the receipt from the employee's wages. This provision does not apply in the case of genuine wear and tear, damage, loss or theft that is not the employee's fault.</p>
18.1(e)	Working late (Instrument)	When an employer requires an employee to work until it is unreasonable to travel by their normal method of transport home, the employer must pay the cost of transport for the employee to get home. This clause does not apply where the employer provides accommodation for the employee for the night free of charge or provides transport for the employee to get home.
18.1(f)	Working early (Instrument)	When an employer requires an employee to start work before their normal starting time and before their normal method of transport to work is available, the employer must pay the cost of transport for the employee to get to work. This clause does not apply where the employer provides transport for the employee to get to work.
18.1(g)	Away from home/usual place of employment (Instrument)	<p>This clause applies where an employer requires an employee other than a casual to work at a place more than 80 kilometres from the employee's usual place of work.</p> <p>The employer must pay the employee an amount equal to the cost of fares reasonably spent by the employee in travelling from the employee's usual place of work to the new place of work.</p> <p>The employer may recover any amount paid to an employee under this clause if the employee concerned leaves their employment or is dismissed for misconduct within three months of receiving such a payment.</p>
18.1(h)	Higher duties (Instrument)	Any employee employed for two or more hours of one day on duties carrying a higher rate than the employee's ordinary classification will be paid the higher rate for each day. If the employee is employed for less than two hours on such duties, the employee is entitled to be paid the higher rate for the time so worked.

Clause	Conditions Type	Description
		A higher paid employee will, when necessary, temporarily relieve a lower paid employee without loss of pay.
18.1(i)	Expenses (Instrument)	<p>Expenses—club managers</p> <p>An employee will be reimbursed for all monies reasonably expended by the employee for and on behalf of the employer subject to Board policy or approval.</p> <p>The Board of Directors or a duly appointed representative of the Board may predetermine the parameters for the usage of credit cards issued to the employee and advise the club card holder of those parameters accordingly.</p>
18.1(j)	(Instrument)	Maintenance and horticultural employees undertaking a horticultural, maintenance and/or greenkeeping certificate course required by their employer will be given leave in the employer's time to attend such classes, lectures and examinations as required by the relevant technical college. Fees for the course will be reimbursed by the employer to the employee at the successful completion of each year.
19	District allowance (Instrument)	<p>An employee in the Northern Territory or Western Australia is entitled to payment of a district allowance in accordance with the terms of an award or NAPSA under the Workplace Relations Act 1996 that would have applied to the employee immediately prior to 1 January 2010, if the employee had at that time been in their current circumstances of employment and no agreement - based transitional instrument or enterprise agreement had applied to the employee, and that would have entitled the employee to payment of a district allowance.</p> <p>This clause ceases to operate on 31 December 2014.</p>
20	Accident pay (Instrument)	<p>An employee is entitled to accident pay in accordance with the terms of:</p> <ul style="list-style-type: none"> - a NAPSA that would have applied to the employee immediately prior to 1 January 2010 or an award made under the Workplace Relations Act 1996 (Cth) that would have applied to the employee immediately prior to 27 March 2006, if the employee had at that time been in their current circumstances of employment and no agreement-based transitional instrument or enterprise agreement had applied to the employee, and

Clause	Conditions Type	Description
		<p>- that would have entitled the employee to accident pay in excess of the employee's entitlement to accident pay, if any, under any other instrument.</p> <p>The employee's entitlement to accident pay under the NAPSA or award is limited to the amount of accident pay which exceeds the employee's entitlement to accident pay, if any, under any other instrument.</p> <p>This clause does not reduce an employee's entitlement to accident pay under any other instrument and ceases to operate on 31 December 2014.</p>
21	Payment of wages (Instrument)	<p>Except upon the termination of employment all wages including overtime will be paid on any day other than Friday, Saturday or Sunday. However in a week where a holiday occurs payment of wages may be made on a Friday by agreement.</p> <p>By agreement between the employer and the employee wages may be paid either weekly or fortnightly by cash, cheque, or payment into employee's bank account by electronic funds transfer, without cost to the employee. However, an employer may pay an employee weekly by cash without consultation.</p> <p>Employees whose rostered day off falls on pay day will be paid their wages, if they so desire, before going off duty on the working day prior to their day off. This will not apply to employees paid by electronic funds transfer.</p>
23	Superannuation (Instrument)	<p>The award contains information on:</p> <ul style="list-style-type: none"> - the employers responsibility to make superannuation contributions to a superannuation fund - the ability for an employee to authorise their employer to pay on their behalf contributions to a superannuation fund - the employers responsibility to make superannuation contributions to another superannuation fund that is chosen by the employee <p>Full details regarding superannuation are outlined within the award.</p>
24.1- 24.8	Breaks - meal (Instrument)	<p>If an employee, including a casual employee, is required to work more than five hours in a day the employee must be given an unpaid meal break of no less than 30 minutes. The break must be given no earlier than 1.5 hours after starting work and no later than five hours after starting work.</p>

Clause	Conditions Type	Description
		<p>An employee rostered for a five hour shift may elect to take an unpaid 30 minute meal break during the shift and the employer shall not unreasonably refuse.</p> <p>Where the club employs fewer than 10 people covered by this award, then the unpaid meal break can be substituted by a paid 20 minute crib break, which can be taken, as trade permits, at any time within that day's shift, and the penalty prescribed above will not apply.</p> <p>If either:</p> <ul style="list-style-type: none"> - an employee's hours of work fall entirely between 11.00 pm and 8.00 am, or - an employee is the only employee rostered for duty on a particular day or shift <p>the employee will be given a paid break of no less than 20 minutes. This paid break may be given instead of the unpaid meal break.</p> <p>A maintenance and horticultural employee is entitled to two tea breaks of 10 minutes duration each, to be counted as time worked, in the morning and afternoon of each day at a time to be arranged by the employer. Alternatively, the employer and employee may agree to combine the breaks into one break of 20 minutes.</p> <p>A maintenance and horticultural employee working overtime will be allowed a crib break of 20 minutes duration without deduction of pay after each four hours of overtime worked if the employee continues work after such a break.</p> <p>Where the period of overtime is to be for more than 1.5 hours such an employee will be allowed a meal break of 20 minutes after ordinary hours before starting overtime. This break will be paid for at ordinary rates.</p>
25	Roster (Instrument)	A roster for all full-time and part-time employees showing normal starting and finishing time and the surname and initials of each employee will be prepared by the employer and will be posted in a conspicuous place or places accessible to the employees concerned.

Clause	Conditions Type	Description
		<p>The roster will be alterable by mutual consent at any time or by amendment of the roster on seven days' notice. Where practicable two weeks' notice of rostered day or days off will be given provided that the days off may be changed by mutual consent or through absence, through sickness or other cause over which the employer has no control.</p>
26.1-26.5	Hours of work (Instrument)	<p>The hours of work of a full-time employee are an average of 38 per week.</p> <p>Each full-time employee is entitled to two full days off per week (normal rostered days off).</p> <p>The average of 38 hours per week is to be worked in one of the following ways:</p> <ul style="list-style-type: none"> - a 19 day month of eight hours per day; provided that the ordinary daily hours (exclusive of meal breaks) will not exceed eight per day or shift, worked within a spread of 11 hours per day - four days of eight hours and one of six hours; provided that the ordinary daily hours (exclusive of meal breaks) will not exceed eight per day, worked within a spread of 11 hours per day, except that the daily maximum will be six hours worked within a spread of eight hours for one day in five under this method - four days of 9.5 hours per day (exclusive of meal breaks) within a spread of 12 hours - five days of seven hours 36 minutes per day worked (exclusive of meal breaks) within a spread of 10.5 hours - 152 hours per each four week period with a minimum of eight normal rostered days off per each four week period, or - any combination of the above. <p>The arrangement for working the average of 38 hours per week is to be agreed between the employer and the employee from the alternatives above.</p> <p>Where the hours of work arrangement provides for 152 hours per each four week period:</p> <ul style="list-style-type: none"> - no employee is to work more than 10 days in a row without a normal rostered day off

Clause	Conditions Type	Description
		- where an employee works more than 20 days in a four week period, the 21st and any subsequent days worked in the four week period must be paid at the overtime rates prescribed in clause 28.2.
26.6	Hours of work (Instrument)	<p><u>Special provisions for maintenance and horticultural employees</u></p> <p>For maintenance and horticulture employees the ordinary hours will be worked between the hours of 6.00 am and 6.00 pm Monday to Friday and 6.00 am and 12.00 noon on Saturday, provided that by agreement between the employer and the majority of employees the span of hours may be increased by up to one hour. The maximum number of ordinary hours worked on any one day will not exceed eight hours on Monday to Friday and four hours on Saturday.</p>
26.7	Rostering (Instrument)	<p>Special provisions for accrued rostered days off</p> <p>Overtime accrued rostered days off may, by agreement, be banked to a maximum of five days credit and will be taken at a time or times that are mutually agreeable to the employer and the employee.</p> <p>Employees will be entitled to a maximum of 12 accrued days off in any one calendar year.</p> <p>Accrued time will be reduced pro rata for any unpaid non-attendance.</p> <p>For the purposes of the overtime provisions of the award, the standard day for full-time employees engaged on an accrued day off arrangement will be deemed to be eight ordinary hours.</p> <p>A full-time employee who is absent from duty (other than on annual leave, long service leave, paid personal/carer's leave, compassionate leave, public holidays or other paid leave) will have eight hours ordinary time rate of pay deducted from the employee's wages for each day the employee is absent.</p> <p>The hourly rate of pay will be calculated by dividing the ordinary weekly rate by 38.</p> <p>Any accrued time granted to an employee in advance or owing to an employee, at the time of termination of employment, and not offset by time worked, will be deducted from or added to the final payment on termination.</p>
26.8	Rostering (Instrument)	Special provisions for accrued rostered days off—club managers

Clause	Conditions Type	Description
		<p>Each employee will be free from duty for at least nine days in each four weekly period provided that in each such period that on at least two occasions such days will be consecutive.</p> <p>Where the employer and an employee mutually agree in writing to substitute an alternative method of taking time off, then that method will apply.</p> <p>In clubs where only a club manager is employed the Board of Directors and the club manager may, by mutual consent in writing, agree to the club manager taking eight full days and two half days off in each four week period.</p> <p>The club's Board of Directors or a duly authorised representative of the Board will have the right to direct when a rostered day off will not be worked and, in the case of an emergency, the right to direct when a rostered day off will be worked.</p> <p>An employee who works on their rostered day(s) off as directed will be paid at overtime rates for all hours so worked.</p> <p>Details of all work performed on a rostered day off by any employee covered by this award will be submitted in writing by the club manager to the club's Board of Directors or to a duly authorised representative of the Board prior to or at the meeting of the Board following the day on which such work was performed and payment for such work will be made on the first pay day after that meeting.</p> <p>Where details of such work are not submitted no entitlement to payment will arise.</p> <p>The taking of rostered days off may be deferred with the prior approval of the club's Board, with such rostered days off to be banked, by written agreement for a period not exceeding 12 months from the date such rostered days off accrued to the employee, to be taken at a time agreed upon between the employer and employee; provided that the number of rostered days off so banked will at no time exceed 10 such days.</p> <p>The employer and the employee may agree in writing that the money value of any rostered days off accrued and banked, but not taken by the employee, may be paid to the employee instead of taking such accrued and banked rostered days off. Payment will be made at normal time rates of pay.</p> <p>By agreement with the employer, the employee's accrued rostered days off may be added to the employee's annual leave (no annual leave loading will apply to such accruals).</p>

Clause	Conditions Type	Description
		<p>Upon termination of the employee's employment for any reason, the money value of any rostered days off accrued and banked but not taken by the employee, will be paid to the employee at normal time rates of pay. Any rostered days off accrued in excess of 10 will be disregarded.</p> <p>Despite anything to the contrary in this Award, and subject to further order of Fair Work Australia, these provisions apply from 1 January 2010 to club managers employed or engaged in New South Wales or the Australian Capital Territory, and will not apply to club managers employed or engaged in any other State or Territory until 1 January 2013.</p>
26.9	Make-up time (Instrument)	An employee may elect, with the consent of their employer, to work make-up time, under which the employee takes time off ordinary hours, and works those hours at a later time, during the spread of ordinary hours provided in the award.
27	Recall (Instrument)	<p>Recall to duty—club managers</p> <p>An employee recalled to work any overtime in one or more periods after having left the club premises will, when such overtime is worked after the conclusion of the ordinary hours of one shift and before the commencement of the ordinary hours of the next shift (whether notified before or after having left the said premises), be paid for a minimum of one hour's work, provided such overtime is not required to be paid because of the failure of the employee to perform a duty, or function, during the employee's ordinary working hours. The employee will not be paid for the time spent travelling to and from the club on a recall.</p>
28.5	Overtime – time off in lieu (Instrument)	Notwithstanding the overtime rates prescribed in the award, at the instigation of the employee there may be an agreement in writing between the employee and the employer to take time off with pay equivalent to the amount for which payment would otherwise have been made. Such accumulated time must be taken within four weeks from the time of accrual.
28.6	Overtime - other (Instrument)	An apprentice under the age of 18 years will not, without the employee's consent, be required to work overtime, shiftwork or late work.
28.7	Overtime - other (Instrument)	<p>Meals</p> <p>A full-time or regular part-time employee required to work overtime for more than two hours without being notified on the previous day or earlier that they will be so required to work will be either supplied with a meal by the employer or be paid the meal allowance prescribed by this award.</p>

Clause	Conditions Type	Description
29.1	Casual conditions (Instrument)	<p>Transitional Provisions (SA)</p> <p>Penalty rates</p> <p>Casual employees will not be entitled to any loadings for work performed between 7pm and 7am Monday to Friday, on Saturday or Sunday or for work performed on a public holiday or overtime.</p> <p>The allowances contained within clause 18 - Allowances of this award, will not be payable to casual employees.</p>
30.1(b)	Annual leave (Instrument)	<p>For the purpose of the additional week of leave provided by the National Employment Standards, a shiftworker means a seven day shiftworker who is regularly rostered to work on Sundays and public holidays, and includes a club manager.</p>
30.3	Annual leave loading (Instrument)	<p>In addition to the payment provided for in the National Employment Standard, an employer is required to pay an additional leave loading of 17.5% of that payment.</p>
30.4	Annual leave (Instrument)	<p>Requirement to take leave notwithstanding terms of the National Employmen Standards</p> <p>An employer may require an employee to take annual leave by giving at least 4 weeks' notice in the following circumstances:</p> <ul style="list-style-type: none"> - as part of a close-down of its operations, or - where more than 8 weeks' leave is accrued.
33	Professional development leave (Instrument)	<p>This clause applies only to club managers.</p> <p>In order to facilitate progression through the classification structure, an employee is entitled to five days' paid professional development leave in each calendar year, subject to the provisions of this clause.</p> <p>Professional development leave is only available for the purpose of undertaking continuing education and industry activity programs.</p> <p>The entitlement to paid professional development leave is dependent on:</p>

Clause	Conditions Type	Description
		<ul style="list-style-type: none"> - the employee providing the club with at least 28 days' notice, or a lesser period as mutually agreed, of the dates on which the employee seeks to take professional development leave; - the granting of leave not unduly affecting the operation of the club; and - the employee agreeing to provide, if requested by the club, a report outlining the potential benefits of the training undertaken to the operation of the club. <p>The club will reimburse an employee for any costs associated with undertaking continuing education programs and industry activities.</p>
34.2	Public holidays (Instrument)	By agreement between the employer and the majority of employees in the relevant enterprise or section of the enterprise, an alternative day may be taken as the public holiday instead of any of the days prescribed in the National Employment Standard.
34.3	Public holidays (Instrument)	<p>Additional arrangements for full-time employees</p> <p>A full-time employee whose rostered day off falls on a public holiday must, subject to the public holiday provisions of this award:</p> <ul style="list-style-type: none"> - be paid an extra day's pay, - be provided with an alternative day off within 28 days, or - receive an additional day's annual leave. <p>The above provision does not apply in relation to Easter Saturday, if employees have their ordinary hours rostered only on Monday to Friday.</p> <p>A full-time employee who works on a public holiday which is subject to substitution as provided for by the National Employment Standard will be entitled to the benefit of the substitute day.</p>
35	Accommodation (Instrument)	Where a club provides accommodation for a club manager, a club manager and spouse or de facto partner, or a club manager, spouse or de facto partner and dependent children, the club will be entitled to deduct an amount agreed in writing between the club and the employee, from the employee's wages for rental of such accommodation.

Clause	Conditions Type	Description										
		A written agreement entered into by a club and its employee under this clause must contain a provision specifying the method by which the agreed deduction for accommodation may be varied and the dates upon which the review is to take place.										
A.1.3	Other (Instrument)	<p>Schedule A.1.3 Transitional provisions in respect of employers in NSW and the ACT</p> <p>The additional payment referred to in clause 17.3 (a) (i) transitions from the previous 30% referred to under Club Managers award – based transitional instruments in NSW and the ACT by the following percentages:</p> <p>First Full Pay Period on or After</p> <table data-bbox="656 558 940 877"> <tr> <td>1 July 2010</td> <td>28%</td> </tr> <tr> <td>1 July 2011</td> <td>26%</td> </tr> <tr> <td>1 July 2012</td> <td>24%</td> </tr> <tr> <td>1 July 2013</td> <td>22%</td> </tr> <tr> <td>1 July 2014</td> <td>20%</td> </tr> </table>	1 July 2010	28%	1 July 2011	26%	1 July 2012	24%	1 July 2013	22%	1 July 2014	20%
1 July 2010	28%											
1 July 2011	26%											
1 July 2012	24%											
1 July 2013	22%											
1 July 2014	20%											

Frequency of Payment

Except upon the termination of employment all wages including overtime will be paid on any day other than Friday, Saturday or Sunday in each week. However, by agreement between the employer and the majority of employees in the workplace, in a week where a holiday occurs payment of wages may be made on a Friday.

By agreement between the employer and the employee wages may be paid either weekly or fortnightly by one of the following means:

- cash;
- cheque; or
- payment into employee's bank account by electronic funds transfer, without cost to the employee.

However, an employer may pay an employee weekly by cash without consultation.

Employees who are paid their wages at any time other than during their working time, will, if kept waiting more than 15 minutes, be paid overtime rates for all such waiting time.

Employees whose rostered day off falls on pay day will be paid their wages, if they so desire, before going off duty on the working day prior to their day off. However, this provision will not apply to employees paid by electronic funds transfer.

IMPORTANT NOTE: Disclaimer

The Fair Work Ombudsman is committed to providing advice that you can rely on.

Your situation and the law can change so we encourage you to check back with us by looking at <http://www.fairwork.gov.au/pay/pay-and-conditions-guides/pages/default.aspx>