

PAY AND CONDITIONS GUIDE

Racing Clubs Events Award 2010 [MA000013] ('modern award')
replacing terms and conditions in or derived from

Farriers (State) Award [AN120206] ('pre-modern award')

(NSW)

Effective from 01 July 2013.

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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 the first pay period on or after 01 July 2013. 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 industry award covers employers throughout Australia engaged in the staging of events at horse and greyhound racing venues, including but not limited to thoroughbred, harness, trotting and greyhound racing clubs, and their employees in the classifications listed to the exclusion of any other modern award.

The award does not cover an employee excluded from award coverage by the Act.

The award does not cover 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.

The award does not cover 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 the award 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 operates subject to the exclusions from coverage in this award.

This award covers employers which provide group training services for trainees engaged in the industry and/or parts of industry set out in the award and those 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 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 July 2013 until the final pay period before 01 July 2014 only.

Full & Part Time

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Other than liquor employees		
Grade 4 racecourse attendant	Journeyman	\$18.57

Casual

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)	Post 26 March 2006 employer*
Other than liquor employees			
Grade 4 racecourse attendant	Journeyman	\$23.60 (27.08%)	\$23.21 (25%)

Junior

The rates in this guide are current from the first pay period on or after 01 July 2013 until the final pay period before 01 July 2014 only.

Full & Part Time

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Other than liquor employees		
18 years of age and under	Journeyman	\$13.00
19 years of age and over	Journeyman	\$16.37

Casual

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)	Post 26 March 2006 employer*
Other than liquor employees			
18 years of age and under	Journeyman	\$16.52 (27.08%)	\$16.24 (25%)
19 years of age and over	Journeyman	\$20.81 (27.08%)	\$20.47 (25%)

Apprentice

Apprentice employees are not covered by this guide for the modern award and pre-modern award.

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 19.3 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%
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	1/01/2010	1/07/2010
Modern award penalty	Penalty rate (phased)	Pre-modern award penalty	Penalty rate (phased)
	(20.00%)		(80.00%)
10.00%	2.00%	10.00%	8.00%
20.00%	4.00%	20.00%	16.00%

1/01/2014	1/07/2010
Modern award penalty	Penalty rate (phased)
	(20.00%)
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%)
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
20.1	Clothing allowance	An employee required to work in the rain or in wet conditions underfoot at a race meeting must be paid an allowance for the purpose of purchasing suitable footwear for such duties. This allowance does not apply where waterproof footwear is supplied by the employer.	1/01/2010	\$6.0000 per meeting, to a maximum amount of \$12 per week.
20.2	In charge of plant	An employee in charge of a tractor plant must receive an additional payment as follows.	1/07/2013	\$0.5720 per hour. (3.00%)
20.6	Meal allowance	An employee who is required to work overtime for one and a half hours or more immediately after the completion of their ordinary hours of work or immediately after the completion of eight hours of work on a Saturday, Sunday or public holiday, must be paid a meal allowance as follows.	1/07/2013	\$10.3200 per occasion
20.7	First aid allowance	Any employee holding a first aid qualification from the St John Ambulance or a similar body and who is appointed by the employer to perform first aid duties must be paid an allowance as follows.	1/07/2013	\$0.3813 per hour. (2.00%)

Casual

Clause	Allowance Type	Description	Effective Date	Rate
14.5	Other	<p>Liquor employees</p> <p>Employees in charge of, or supervising the work of, bar attendants or cashiers must be paid an allowance as follows.</p> <p>(2.4% per week x 38 = 91.2% per hour)</p>	1/07/2013	\$17.3880 per week (91.20%)
14.7	Shift allowance	<p>Liquor employees</p> <p>Employees must be paid an allowance for engagements finishing after 10.00pm.</p>	1/07/2013	\$3.8132 per engagement (20.00%)

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)	<p>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:</p> <ul style="list-style-type: none"> - arrangements for when work is performed - overtime rates

Clause	Conditions Type	Description
		<ul style="list-style-type: none"> - 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>
12	Part-time conditions (Instrument)	<p>A part-time employee works less than 38 hours per week, has predictable hours of work, and receives, on a pro rata basis, equivalent pay and conditions to full-time employees in the same classification.</p> <p>At the time of engagement the employer and the part-time employee will agree in writing on a regular pattern of work including the hours to be worked and the starting and finishing times on each day. These hours once fixed can only be varied by mutual agreement.</p> <p>Any agreed variation to the regular pattern of work will be recorded in writing.</p> <p>An employer is required to roster a part-time employee for a minimum of four 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 the hours as mutually arranged will be overtime and paid for at the overtime rates.</p> <p>A part-time employee will receive a minimum of eight full days off for each four week period.</p>

Clause	Conditions Type	Description
13	Casual conditions (Instrument)	<p>Other than liquor employees</p> <p>The casual loading is paid instead of all paid leave including annual leave, personal/carer's leave and public holidays not worked whether prescribed in this award or the NES.</p> <p>Casual employees must be paid at the termination of each engagement, but may agree to be paid weekly, fortnightly or monthly.</p> <p>A casual employee who reports for work and is not allowed to start will be paid for four hours at the minimum wage for the relevant classification.</p>
14	Casual conditions (Instrument)	<p>Liquor employees</p> <p>Casual employees must be paid the minimum hourly wages set out in the award, irrespective of age or experience, provided that an employee 19 years of age or over will be paid the adult rate.</p> <p>Where a general review of minimum wages results in an adjustment of a flat weekly amount:</p> <ul style="list-style-type: none"> - adult hourly rates will be adjusted by dividing the dollar amount by 38 and adding the following loadings: <ul style="list-style-type: none"> (i) Monday to Saturdays - 50% (ii) Sunday - 100% (iii) Public Holidays - 150% <ul style="list-style-type: none"> - the rates for employees 18 years of age and under picking up glasses will be 80% of the hourly rates set out in this award with a minimum payment of four hours. <p>The casual rates of pay have been loaded to compensate employees for the casual nature of the work, weekend and holiday penalties and benefits otherwise available to full-time employees including annual leave, personal/carer's leave, etc.</p>
15.2	Termination of employment - notice of termination by an employee	<p>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.</p>

Clause	Conditions Type	Description
	(Instrument)	
15.3	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 one 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.
16.2	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.
16.3	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.
16.4	Redundancy - job search entitlement (Instrument)	<p>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.</p> <p>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.</p>
16.5	Redundancy - transitional provisions (Instrument)	<p>An employee whose employment is terminated by an employer is entitled to redundancy pay in accordance with the terms of a notional agreement preserving a State award:</p> <p>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</p> <p>That would have entitled the employee to redundancy pay in excess of the employee's entitlement to redundancy pay, if any, under the NES.</p> <p>The employee's entitlement to redundancy pay under the notional agreement preserving a State award is limited to the amount of redundancy pay which exceeds the employee's entitlement to redundancy pay, if any, under the NES.</p>

Clause	Conditions Type	Description
		<p>This clause does not operate to diminish an employee's entitlement to redundancy pay under any other instrument.</p> <p>Clause 16.5 ceases to operate on 31 December 2014.</p>
20.3	Clothing, footwear and/or equipment (Instrument)	Where an employee is required to wear protective clothing (e.g. oilskins, gumboots, overalls, goggles, safety boots, etc.), the employer must reimburse the employee on proof of purchase for the cost of purchasing such special clothing and equipment. The employee is responsible for maintaining these items in a serviceable condition. The provisions of this paragraph do not apply where the clothing and equipment is paid for by the employer.
20.4	Clothing, footwear and/or equipment (Instrument)	The employer must reimburse an employee up to a maximum of 95% of the weekly standard rate for a single claim if an employee's clothing is destroyed by fire in an employer's changing house or other shelter, provided that such destruction is not caused in any way by the employee's own wilful act or neglect.
20.5	Away from home/usual place of employment (Instrument)	Where an employee is required by the employer to live on the premises and is required to act as caretaker, the employee must be paid an allowance equal to the amount of the rental charged by the employer for the accommodation at the said premises.
20.8	Other (Instrument)	<p>Where an employer requires a clerk of the course or an assistant clerk of the course to supply their own horses and saddlery, the employer must pay the employee for an additional two hours at the minimum rate of pay per engagement.</p> <p>Where an employer requires a clerk of the course or an assistant clerk of the course to provide their own riding apparel, the employer must either reimburse the employee for the cost of providing and maintaining the riding apparel or pay the employee for an additional 1 hour at the minimum rate of pay per engagement.</p>
21	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 provisions 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.</p> <p>This clause ceases to operate on 31 December 2014.</p>

Clause	Conditions Type	Description
22	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 made under the Workplace Relations Act 1996 (Cth) had applied to the employee, and - 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>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>
23	Higher duties (Instrument)	<p>An employee who is required to do work for which attracts a higher rate of pay must, if such work exceeds four hours on any day, be paid at the higher rate for all work done on such day. In all other cases the employee must be paid the higher rate for the actual time worked.</p>
24	Method of payment (Instrument)	<p>Wages must be paid either by cash, cheque or electronic funds transfer into the bank or financial institution account nominated by the employee.</p>
25	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.
26	Hours of work (Instrument)	<p>Except as provided elsewhere in this award the ordinary working hours are 38 hours per week or an average of 38 hours per week over a four week period.</p>

Clause	Conditions Type	Description
		<p>The commencing and finishing times of employees other than casuals when once fixed must not to be altered except by agreement or by the employer on 14 days notice.</p> <p>All employees must be engaged for a minimum of four hours.</p> <p>Where a casual employee is required by their employer to attend an inquiry conducted under the Rules of Racing on a day other than that of a racing fixture at which they are employed, they must be paid for the time of such attendance at ordinary rates with a minimum of two hours pay, plus reasonable expenses.</p>
27.1	Breaks - rest (Instrument)	<p>Casual employees</p> <p>Casual employees engaged for a minimum of five hours must be allowed a rest break of 20 minutes without deduction of pay.</p> <p>Casual employees required to continue working for a further five hours must be allowed a further rest break of 20 minutes without deduction of pay.</p> <p>Both of the above rest breaks must be taken at a time convenient to the employer but not at the beginning or the end of the period of duty.</p>
27.2	Breaks - meal (Instrument)	<p>Other than casual employees</p> <p>An employee other than a casual employee must be allowed a meal break of not less than 30 minutes, not later than five hours after commencing work.</p>
27.3	Breaks - rest (Instrument)	<p>Other than casual employees</p> <p>An employee other than a casual employee must be allowed a tea break of 10 minutes duration without deduction of pay during the morning and afternoon periods of each working day at a time to be arranged by the employer.</p> <p>The afternoon tea break is not to be taken in any establishment where the majority of employees agree to go without the break and cease normal work 10 minutes earlier each day.</p>

Clause	Conditions Type	Description
28.2	Public holidays (Instrument)	Instead of the penalty rate, for work performed on a public holiday, an employee may choose to be paid at ordinary rates plus half time and have the equivalent time added to their annual leave, or, they can also choose to take another pay off instead.
29.3	Break between work periods (Instrument)	<p>When overtime work is necessary it will be arranged so that employees have at least ten consecutive hours off duty between the work of successive days.</p> <p>Where an employee (other than a casual employee) works so much overtime that there is less than ten hours between finishing overtime from one day and the commencement of their ordinary work on the next day, the employee must be released they have had at least ten consecutive hours off without loss of pay.</p>
29.4	Transport of employees (Instrument)	When an employee, after having worked overtime, finishes work at a time when reasonable means of transport are not available the employer must provide the employee with transportation to their home.
30.2	Annual leave - paid leave in advance of accrued entitlement (Instrument)	If the employer and employee agree, an employee can take annual leave in advance of the entitlement accruing. However, if leave is taken in advance and the employment terminates before the entitlement has accrued, the employer can deduct the entitlement from any money due to the employee on termination.
30.3	Annual leave - close-down (Instrument)	<p>Where an employer intends temporarily to close the place of employment or a section of it, the employer may give the employees concerned one month's notice in writing of their intention. For any employee engaged after notice has been given, notice must be given to that employee upon their commencement.</p> <p>Any employee who has accrued annual leave at the date of closing must:</p> <ul style="list-style-type: none"> - be given annual leave commencing from the date of closing - be paid 1/12th of their ordinary pay for any period of employment between accrual of the employee's right to the annual leave and the date of closing. <p>Any employee who has no accrued annual leave at the date of closing must:</p> <ul style="list-style-type: none"> - be given leave without pay as from the date of closing - be paid for any public holiday during such leave which they are entitled to.

Clause	Conditions Type	Description
30.4	Annual leave (Instrument)	Annual leave must be taken within 18 months of the entitlement accruing. For the purpose of ensuring this occurs, and in the absence of any agreement, an employer may require an employee to take a period of annual leave from a particular date provided the employee is given at least 28 days notice.
30.5	Annual leave loading (Instrument)	Before the start of the employee's annual leave the employer must pay the employee: <ul style="list-style-type: none"> - instead of the base rate of pay, the amount the employee would have earned for working their normal hours, exclusive of overtime, had they not been on leave, and - an additional loading of 17.5% of the relevant minimum wage in clause this award.
33.2	Public holidays (Instrument)	By agreement between the employer and the majority of employees, another day may be substituted for a public holiday provided for in the NES.

Frequency of Payment

Wages may be paid weekly or fortnightly or monthly by agreement. Wages will be paid no later than Thursday of the agreed pay period, unless the employer and the majority of employees agree to later payment.

IMPORTANT NOTE: Disclaimer

The Fair Work Ombudsman (FWO) is committed to providing useful, reliable information to help you understand your rights and obligations under workplace laws. The Pay and Conditions Guides are provided for that purpose.

There are factors that may affect the information contained in these Guides. These include:

- changes to pay rates, allowances, penalties or modern award provisions; eg after FWA's annual wage review which takes effect on 1 July each year
- changes to the Fair Work Act or other relevant legislation
- decisions of courts or Fair Work Australia, in particular regarding the effect of provisions in modern awards and pre-modern awards where those differ from the approach taken by the FWO.

The FWO will consider these matters and where appropriate update the Guides.

It is your responsibility to comply with workplace laws and industrial instruments that apply to you.

The information contained in these Pay and Conditions Guides is:

- general in nature and may not deal with all aspects of the law that are relevant to your specific situation; and
- not legal advice.

Therefore you may wish to seek your own independent professional advice to ensure all the factors relevant to your circumstances are properly considered.