

PAY AND CONDITIONS GUIDE

Airport Employees Award 2010 [MA000049] ('modern award')
replacing terms and conditions in or derived from

Airport Employees Award 1999 [AP768388] ('pre-modern award')

(ACT, NSW, NT, QLD, SA, TAS, VIC, WA)

Effective from 01 January 2014.

Published 09 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 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 award covers employers throughout Australia that operate airports and their employees in the classifications 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 subclause operates subject to the exclusions from coverage in this award.

This award covers employers which provide group training services for apprentices and/or trainees engaged in the industry and/or parts of industry set out in the award 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.

This award does not cover an employee employed by a Local Government employer covered by another 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

Technical services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Technical services assistant	Technical services assistant, (95%)	\$18.34
Technical services assistant	Technical services assistant, (97.5%)	\$18.34
Technical services officer level 1	Technical services officer, Level 1A, (100%)	\$19.06
Technical services officer level 1	Technical services officer, Level 1A, (102.5%)	\$19.06
Technical services officer level 2	Technical services officer, Level 1B, (105%)	\$19.73
Technical services officer level 2	Technical services officer, Level 1B, (107.5%)	\$19.73
Technical services officer level 2	Technical services officer, Level 1B, (110%)	\$19.73
Technical services officer level 3	Technical services officer, Level 2, (115%)	\$21.01
Technical services officer level 3	Technical services officer, Level 2, (117.5%)	\$21.01
Technical services officer level 3	Technical services officer, Level 2, (120%)	\$21.01
Technical services officer level 3	Technical services officer, Level 2, (122%)	\$21.16

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Technical services officer level 4	Technical services officer, Level 3A, (125%)	\$22.26
Technical services officer level 4	Technical services officer, Level 3A, (127.5%)	\$22.26
Technical services officer level 5	Technical services officer, Level 3B, (130%)	\$22.77
Technical services officer level 5	Technical services officer, Level 3B, (132%)	\$22.77
Technical services officer level 6	Technical services officer, Level 4, (135%)	\$23.44
Technical services officer level 6	Technical services officer, Level 4, (137.5%)	\$23.44
Technical services officer level 6	Technical services officer, Level 4, (140%)	\$23.44
Technical services officer level 7	Technical services officer, Level 5A, (145%)	\$24.72
Technical services officer level 7	Technical services officer, Level 5A, (147.5%)	\$24.72
Technical services officer level 8	Technical services officer, Level 5B, (150%)	\$25.39
Technical services officer level 8	Technical services officer, Level 5B, (152.5%)	\$25.39
Technical services officer level 8	Technical services officer, Level 5B, (155%)	\$25.39
Technical services officer level 8	Technical services officer, Level 5B, (157.5%)	\$25.57
Technical services officer level 8	Technical services officer, Level 5B, (160%)	\$25.63
Technical services officer level 9	Technical services officer, Level 6, (165%)	\$27.39
Technical services officer level 9	Technical services officer, Level 6, (167.5%)	\$27.39
Technical services officer level 9	Technical services officer, Level 6, (170%)	\$27.39
Technical services officer level 10	Technical services officer, Level 7, (180%)	\$29.40
Technical services officer level 10	Technical services officer, Level 7, (182.5%)	\$29.40
Technical services officer level 10	Technical services officer, Level 7, (185%)	\$29.40
Technical services officer level 10	Technical services officer, Level 7, (187.5%)	\$29.58
Technical services officer level 10	Technical services officer, Level 7, (190%)	\$29.64

Administrative services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Administrative services officer level 1	Administrative services officer, Level 1, (92%)	\$17.93

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Administrative services officer level 1	Administrative services officer, Level 1, (95.41%)	\$17.93
Administrative services officer level 1	Administrative services officer, Level 1, (98.95%)	\$18.10
Administrative services officer level 1	Administrative services officer, Level 1, (102.61%)	\$18.21
Administrative services officer level 1	Administrative services officer, Level 1, (106.40%)	\$18.30
Administrative services officer level 2	Administrative services officer, Level 2, (109.47%)	\$20.27
Administrative services officer level 2	Administrative services officer, Level 2, (113.22%)	\$20.27
Administrative services officer level 2	Administrative services officer, Level 2, (117.05%)	\$20.46
Administrative services officer level 3	Administrative services officer, Level 3, (123.97%)	\$22.12
Administrative services officer level 3	Administrative services officer, Level 3, (127.58%)	\$22.12
Administrative services officer level 3	Administrative services officer, Level 3, (131.37%)	\$22.27
Administrative services officer level 4	Administrative services officer, Level 4, (137.7%)	\$23.80
Administrative services officer level 4	Administrative services officer, Level 4, (141.59%)	\$23.80
Administrative services officer level 4	Administrative services officer, Level 4, (145.48%)	\$23.98
Administrative services officer level 5	Administrative services officer, Level 5, (154.21%)	\$25.95
Administrative services officer level 5	Administrative services officer, Level 5, (159.82%)	\$26.09
Administrative services officer level 5	Administrative services officer, Level 5, (165.43%)	\$26.22
Administrative services officer level 6	Administrative services officer, Level 6, (175.35%)	\$28.78
Administrative services officer level 6	Administrative services officer, Level 6, (181.25%)	\$28.92
Administrative services officer level 7	Administrative services officer, Level 7, (192.12%)	\$31.02
Administrative services officer level 7	Administrative services officer, Level 7, (199.62%)	\$31.20
Administrative services officer level 7	Administrative services officer, Level 7, (207.13%)	\$31.39

Ground services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Ground services officer level 1	Ground services officer, Level 1A	\$17.00
Ground services officer level 2	Ground services officer, Level 1B	\$17.40

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Ground services officer level 3	Ground services officer, Level 1C	\$17.80
Ground services officer level 4	Ground services officer, Level 1D	\$18.34
Ground services officer level 5	Ground services officer, Level 2A	\$19.06
Ground services officer level 6	Ground services officer, Level 2B	\$19.73
Ground services officer level 7	Ground services officer, Level 2C	\$20.34
Ground services officer level 8	Ground services officer, Level 2D	\$20.74
Ground services officer level 9	Ground services officer, Level 3A	\$21.01
Ground services officer level 10	Ground services officer, Level 3B	\$21.28
Ground services officer level 11	Ground services officer, Level 3C	\$21.68

Professional engineers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Level 1	Professional engineers, Level 1, (130%)	\$23.48
Level 1	Professional engineers, Level 1, (136.51%)	\$24.39
Level 1	Professional engineers, Level 1, (143.36%)	\$25.29
Level 1	Professional engineers, Level 1, (150.48%)	\$25.45
Level 2	Professional engineers, Level 2, (164.80%)	\$26.72
Level 2	Professional engineers, Level 2, (169.73%)	\$26.96
Level 2	Professional engineers, Level 2, (174.82%)	\$27.09
Level 3	Professional engineers, Level 3, (183.96%)	\$29.40
Level 3	Professional engineers, Level 3, (188%)	\$29.59
Level 3	Professional engineers, Level 3, (192.14%)	\$29.69
Level 4	Professional engineers, Level 4, (209.01%)	\$32.29
Level 4	Professional engineers, Level 4, (219.37%)	\$32.54
Level 5	Professional engineers, Level 5, (237.05%)	\$36.11

Casual Technical services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Technical services assistant	Technical services assistant, (95%)	\$22.74 (24%)
Technical services assistant	Technical services assistant, (97.5%)	\$22.74 (24%)
Technical services officer level 1	Technical services officer, Level 1A, (100%)	\$23.64 (24%)
Technical services officer level 1	Technical services officer, Level 1A, (102.5%)	\$23.64 (24%)
Technical services officer level 2	Technical services officer, Level 1B, (105%)	\$24.47 (24%)
Technical services officer level 2	Technical services officer, Level 1B, (107.5%)	\$24.47 (24%)
Technical services officer level 2	Technical services officer, Level 1B, (110%)	\$24.47 (24%)
Technical services officer level 3	Technical services officer, Level 2, (115%)	\$26.05 (24%)
Technical services officer level 3	Technical services officer, Level 2, (117.5%)	\$26.05 (24%)
Technical services officer level 3	Technical services officer, Level 2, (120%)	\$26.05 (24%)
Technical services officer level 3	Technical services officer, Level 2, (122%)	\$26.24 (24%)
Technical services officer level 4	Technical services officer, Level 3A, (125%)	\$27.60 (24%)
Technical services officer level 4	Technical services officer, Level 3A, (127.5%)	\$27.60 (24%)
Technical services officer level 5	Technical services officer, Level 3B, (130%)	\$28.24 (24%)
Technical services officer level 5	Technical services officer, Level 3B, (132%)	\$28.24 (24%)
Technical services officer level 6	Technical services officer, Level 4, (135%)	\$29.06 (24%)
Technical services officer level 6	Technical services officer, Level 4, (137.5%)	\$29.06 (24%)
Technical services officer level 6	Technical services officer, Level 4, (140%)	\$29.06 (24%)
Technical services officer level 7	Technical services officer, Level 5A, (145%)	\$30.65 (24%)
Technical services officer level 7	Technical services officer, Level 5A, (147.5%)	\$30.65 (24%)
Technical services officer level 8	Technical services officer, Level 5B, (150%)	\$31.48 (24%)
Technical services officer level 8	Technical services officer, Level 5B, (152.5%)	\$31.48 (24%)
Technical services officer level 8	Technical services officer, Level 5B, (155%)	\$31.48 (24%)
Technical services officer level 8	Technical services officer, Level 5B, (157.5%)	\$31.71 (24%)
Technical services officer level 8	Technical services officer, Level 5B, (160%)	\$31.78 (24%)

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Technical services officer level 9	Technical services officer, Level 6, (165%)	\$33.97 (24%)
Technical services officer level 9	Technical services officer, Level 6, (167.5%)	\$33.97 (24%)
Technical services officer level 9	Technical services officer, Level 6, (170%)	\$33.97 (24%)
Technical services officer level 10	Technical services officer, Level 7, (180%)	\$36.45 (24%)
Technical services officer level 10	Technical services officer, Level 7, (182.5%)	\$36.45 (24%)
Technical services officer level 10	Technical services officer, Level 7, (185%)	\$36.45 (24%)
Technical services officer level 10	Technical services officer, Level 7, (187.5%)	\$36.68 (24%)
Technical services officer level 10	Technical services officer, Level 7, (190%)	\$36.76 (24%)

Administrative services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Administrative services officer level 1	Administrative services officer, Level 1, (92%)	\$22.24 (24%)
Administrative services officer level 1	Administrative services officer, Level 1, (95.41%)	\$22.24 (24%)
Administrative services officer level 1	Administrative services officer, Level 1, (98.95%)	\$22.45 (24%)
Administrative services officer level 1	Administrative services officer, Level 1, (102.61%)	\$22.57 (24%)
Administrative services officer level 1	Administrative services officer, Level 1, (106.40%)	\$22.69 (24%)
Administrative services officer level 2	Administrative services officer, Level 2, (109.47%)	\$25.13 (24%)
Administrative services officer level 2	Administrative services officer, Level 2, (113.22%)	\$25.14 (24%)
Administrative services officer level 2	Administrative services officer, Level 2, (117.05%)	\$25.37 (24%)
Administrative services officer level 3	Administrative services officer, Level 3, (123.97%)	\$27.43 (24%)
Administrative services officer level 3	Administrative services officer, Level 3, (127.58%)	\$27.43 (24%)
Administrative services officer level 3	Administrative services officer, Level 3, (131.37%)	\$27.62 (24%)
Administrative services officer level 4	Administrative services officer, Level 4, (137.7%)	\$29.51 (24%)
Administrative services officer level 4	Administrative services officer, Level 4, (141.59%)	\$29.51 (24%)
Administrative services officer level 4	Administrative services officer, Level 4, (145.48%)	\$29.74 (24%)
Administrative services officer level 5	Administrative services officer, Level 5, (154.21%)	\$32.18 (24%)

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Administrative services officer level 5	Administrative services officer, Level 5, (159.82%)	\$32.35 (24%)
Administrative services officer level 5	Administrative services officer, Level 5, (165.43%)	\$32.52 (24%)
Administrative services officer level 6	Administrative services officer, Level 6, (175.35%)	\$35.68 (24%)
Administrative services officer level 6	Administrative services officer, Level 6, (181.25%)	\$35.86 (24%)
Administrative services officer level 7	Administrative services officer, Level 7, (192.12%)	\$38.46 (24%)
Administrative services officer level 7	Administrative services officer, Level 7, (199.62%)	\$38.69 (24%)
Administrative services officer level 7	Administrative services officer, Level 7, (207.13%)	\$38.92 (24%)

Ground services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Ground services officer level 1	Ground services officer, Level 1A	\$21.08 (24%)
Ground services officer level 2	Ground services officer, Level 1B	\$21.57 (24%)
Ground services officer level 3	Ground services officer, Level 1C	\$22.07 (24%)
Ground services officer level 4	Ground services officer, Level 1D	\$22.74 (24%)
Ground services officer level 5	Ground services officer, Level 2A	\$23.64 (24%)
Ground services officer level 6	Ground services officer, Level 2B	\$24.47 (24%)
Ground services officer level 7	Ground services officer, Level 2C	\$25.22 (24%)
Ground services officer level 8	Ground services officer, Level 2D	\$25.72 (24%)
Ground services officer level 9	Ground services officer, Level 3A	\$26.05 (24%)
Ground services officer level 10	Ground services officer, Level 3B	\$26.38 (24%)
Ground services officer level 11	Ground services officer, Level 3C	\$26.88 (24%)

Professional engineers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Level 1	Professional engineers, Level 1, (130%)	\$29.12 (24%)
Level 1	Professional engineers, Level 1, (136.51%)	\$30.24 (24%)

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Level 1	Professional engineers, Level 1, (143.36%)	\$31.36 (24%)
Level 1	Professional engineers, Level 1, (150.48%)	\$31.56 (24%)
Level 2	Professional engineers, Level 2, (164.80%)	\$33.14 (24%)
Level 2	Professional engineers, Level 2, (169.73%)	\$33.43 (24%)
Level 2	Professional engineers, Level 2, (174.82%)	\$33.59 (24%)
Level 3	Professional engineers, Level 3, (183.96%)	\$36.45 (24%)
Level 3	Professional engineers, Level 3, (188%)	\$36.70 (24%)
Level 3	Professional engineers, Level 3, (192.14%)	\$36.82 (24%)
Level 4	Professional engineers, Level 4, (209.01%)	\$40.04 (24%)
Level 4	Professional engineers, Level 4, (219.37%)	\$40.36 (24%)
Level 5	Professional engineers, Level 5, (237.05%)	\$44.78 (24%)

Junior

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

Full & Part Time Technical services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Technical services assistant, Under 18 years	Under 18 years	\$10.48
Technical services assistant, At 18 years	At 18 years	\$12.43
Technical services assistant, At 19 years	At 19 years	\$14.76
Technical services assistant, At 20 years	At 20 years	\$16.69
Technical services officer level 1, Under 18 years	Under 18 years	\$10.83
Technical services officer level 1, At 18 years	At 18 years	\$12.84
Technical services officer level 1, At 19 years	At 19 years	\$15.24
Technical services officer level 1, At 20 years	At 20 years	\$17.25
Technical services officer level 2, Under 18 years	Under 18 years	\$11.16

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Technical services officer level 2, At 18 years	At 18 years	\$13.22
Technical services officer level 2, At 19 years	At 19 years	\$15.68
Technical services officer level 2, At 20 years	At 20 years	\$17.74
Technical services officer level 3, Under 18 years	Under 18 years	\$11.79
Technical services officer level 3, At 18 years	At 18 years	\$13.95
Technical services officer level 3, At 19 years	At 19 years	\$16.53
Technical services officer level 3, At 20 years	At 20 years	\$18.69
Technical services officer level 4, Under 18 years	Under 18 years	\$12.40
Technical services officer level 4, At 18 years	At 18 years	\$14.67
Technical services officer level 4, At 19 years	At 19 years	\$17.35
Technical services officer level 4, At 20 years	At 20 years	\$19.62
Technical services officer level 5, Under 18 years	Under 18 years	\$12.65
Technical services officer level 5, At 18 years	At 18 years	\$14.96
Technical services officer level 5, At 19 years	At 19 years	\$17.69
Technical services officer level 5, At 20 years	At 20 years	\$20.00
Technical services officer level 6, Under 18 years	Under 18 years	\$12.98
Technical services officer level 6, At 18 years	At 18 years	\$15.34
Technical services officer level 6, At 19 years	At 19 years	\$18.14
Technical services officer level 6, At 20 years	At 20 years	\$20.50
Technical services officer level 7, Under 18 years	Under 18 years	\$13.61
Technical services officer level 7, At 18 years	At 18 years	\$16.08
Technical services officer level 7, At 19 years	At 19 years	\$18.98
Technical services officer level 7, At 20 years	At 20 years	\$21.45
Technical services officer level 8, Under 18 years	Under 18 years	\$14.92
Technical services officer level 8, At 18 years	At 18 years	\$17.60
Technical services officer level 8, At 19 years	At 19 years	\$20.75

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Technical services officer level 8, At 20 years	At 20 years	\$23.44
Technical services officer level 9, Under 18 years	Under 18 years	\$13.93
Technical services officer level 9, At 18 years	At 18 years	\$16.46
Technical services officer level 9, At 19 years	At 19 years	\$19.42
Technical services officer level 9, At 20 years	At 20 years	\$21.95
Technical services officer level 10, Under 18 years	Under 18 years	\$15.90
Technical services officer level 10, At 18 years	At 18 years	\$18.75
Technical services officer level 10, At 19 years	At 19 years	\$22.08
Technical services officer level 10, At 20 years	At 20 years	\$24.93

Administrative services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Administrative services officer level 1, Under 18 years	Under 18 years	\$10.28
Administrative services officer level 1, At 18 years	At 18 years	\$12.20
Administrative services officer level 1, At 19 years	At 19 years	\$14.49
Administrative services officer level 1, At 20 years	At 20 years	\$16.32
Administrative services officer level 2, Under 18 years	Under 18 years	\$11.43
Administrative services officer level 2, At 18 years	At 18 years	\$13.53
Administrative services officer level 2, At 19 years	At 19 years	\$16.04
Administrative services officer level 2, At 20 years	At 20 years	\$18.15
Administrative services officer level 3, Under 18 years	Under 18 years	\$12.33
Administrative services officer level 3, At 18 years	At 18 years	\$14.59
Administrative services officer level 3, At 19 years	At 19 years	\$17.26
Administrative services officer level 3, At 20 years	At 20 years	\$19.52

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Administrative services officer level 4, Under 18 years	Under 18 years	\$13.16
Administrative services officer level 4, At 18 years	At 18 years	\$15.55
Administrative services officer level 4, At 19 years	At 19 years	\$18.38
Administrative services officer level 4, At 20 years	At 20 years	\$20.77
Administrative services officer level 5, Under 18 years	Under 18 years	\$14.21
Administrative services officer level 5, At 18 years	At 18 years	\$16.78
Administrative services officer level 5, At 19 years	At 19 years	\$19.80
Administrative services officer level 5, At 20 years	At 20 years	\$22.37
Administrative services officer level 6, Under 18 years	Under 18 years	\$15.59
Administrative services officer level 6, At 18 years	At 18 years	\$18.39
Administrative services officer level 6, At 19 years	At 19 years	\$21.67
Administrative services officer level 6, At 20 years	At 20 years	\$24.47
Administrative services officer level 7, Under 18 years	Under 18 years	\$16.69
Administrative services officer level 7, At 18 years	At 18 years	\$19.68
Administrative services officer level 7, At 19 years	At 19 years	\$23.15
Administrative services officer level 7, At 20 years	At 20 years	\$26.13

Ground services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Ground services officer level 1, Under 18 years	Under 18 years	\$9.82
Ground services officer level 1, At 18 years	At 18 years	\$11.66
Ground services officer level 1, At 19 years	At 19 years	\$13.77
Ground services officer level 1, At 20 years	At 20 years	\$15.72
Ground services officer level 2, Under 18 years	Under 18 years	\$10.02

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Ground services officer level 2, At 18 years	At 18 years	\$11.89
Ground services officer level 2, At 19 years	At 19 years	\$14.09
Ground services officer level 2, At 20 years	At 20 years	\$16.01
Ground services officer level 3, Under 18 years	Under 18 years	\$10.22
Ground services officer level 3, At 18 years	At 18 years	\$12.12
Ground services officer level 3, At 19 years	At 19 years	\$14.40
Ground services officer level 3, At 20 years	At 20 years	\$16.20
Ground services officer level 4, Under 18 years	Under 18 years	\$10.48
Ground services officer level 4, At 18 years	At 18 years	\$12.43
Ground services officer level 4, At 19 years	At 19 years	\$14.76
Ground services officer level 4, At 20 years	At 20 years	\$16.69
Ground services officer level 5, Under 18 years	Under 18 years	\$10.83
Ground services officer level 5, At 18 years	At 18 years	\$12.84
Ground services officer level 5, At 19 years	At 19 years	\$15.24
Ground services officer level 5, At 20 years	At 20 years	\$17.25
Ground services officer level 6, Under 18 years	Under 18 years	\$11.16
Ground services officer level 6, At 18 years	At 18 years	\$13.22
Ground services officer level 6, At 19 years	At 19 years	\$15.68
Ground services officer level 6, At 20 years	At 20 years	\$17.74
Ground services officer level 7, Under 18 years	Under 18 years	\$11.46
Ground services officer level 7, At 18 years	At 18 years	\$13.57
Ground services officer level 7, At 19 years	At 19 years	\$16.09
Ground services officer level 7, At 20 years	At 20 years	\$18.20
Ground services officer level 8, Under 18 years	Under 18 years	\$11.66
Ground services officer level 8, At 18 years	At 18 years	\$13.80
Ground services officer level 8, At 19 years	At 19 years	\$16.35

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Ground services officer level 8, At 20 years	At 20 years	\$18.50
Ground services officer level 9, Under 18 years	Under 18 years	\$11.79
Ground services officer level 9, At 18 years	At 18 years	\$13.95
Ground services officer level 9, At 19 years	At 19 years	\$16.53
Ground services officer level 9, At 20 years	At 20 years	\$18.69
Ground services officer level 10, Under 18 years	Under 18 years	\$11.92
Ground services officer level 10, At 18 years	At 18 years	\$14.11
Ground services officer level 10, At 19 years	At 19 years	\$16.71
Ground services officer level 10, At 20 years	At 20 years	\$18.89
Ground services officer level 11, Under 18 years	Under 18 years	\$12.12
Ground services officer level 11, At 18 years	At 18 years	\$14.34
Ground services officer level 11, At 19 years	At 19 years	\$16.97
Ground services officer level 11, At 20 years	At 20 years	\$19.19

Professional engineers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Level 1 graduate professional, Pay point 1.1 (3 year degree), At 18 years	At 18 years	\$15.46
Level 1 graduate professional, Pay point 1.1 (3 year degree), At 19 years	At 19 years	\$18.27
Level 1 graduate professional, Pay point 1.1 (3 year degree), At 20 years	At 20 years	\$20.65

Casual Technical services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Technical services assistant, Under 18 years	Under 18 years	\$12.99 (24%)
Technical services assistant, At 18 years	At 18 years	\$15.41 (24%)
Technical services assistant, At 19 years	At 19 years	\$18.30 (24%)

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Technical services assistant, At 20 years	At 20 years	\$20.69 (24%)
Technical services officer level 1, Under 18 years	Under 18 years	\$13.43 (24%)
Technical services officer level 1, At 18 years	At 18 years	\$15.92 (24%)
Technical services officer level 1, At 19 years	At 19 years	\$18.90 (24%)
Technical services officer level 1, At 20 years	At 20 years	\$21.39 (24%)
Technical services officer level 2, Under 18 years	Under 18 years	\$13.84 (24%)
Technical services officer level 2, At 18 years	At 18 years	\$16.40 (24%)
Technical services officer level 2, At 19 years	At 19 years	\$19.45 (24%)
Technical services officer level 2, At 20 years	At 20 years	\$22.00 (24%)
Technical services officer level 3, Under 18 years	Under 18 years	\$14.62 (24%)
Technical services officer level 3, At 18 years	At 18 years	\$17.30 (24%)
Technical services officer level 3, At 19 years	At 19 years	\$20.49 (24%)
Technical services officer level 3, At 20 years	At 20 years	\$23.18 (24%)
Technical services officer level 4, Under 18 years	Under 18 years	\$15.38 (24%)
Technical services officer level 4, At 18 years	At 18 years	\$18.19 (24%)
Technical services officer level 4, At 19 years	At 19 years	\$21.52 (24%)
Technical services officer level 4, At 20 years	At 20 years	\$24.33 (24%)
Technical services officer level 5, Under 18 years	Under 18 years	\$15.69 (24%)
Technical services officer level 5, At 18 years	At 18 years	\$18.55 (24%)
Technical services officer level 5, At 19 years	At 19 years	\$21.94 (24%)
Technical services officer level 5, At 20 years	At 20 years	\$24.81 (24%)
Technical services officer level 6, Under 18 years	Under 18 years	\$16.09 (24%)
Technical services officer level 6, At 18 years	At 18 years	\$19.03 (24%)
Technical services officer level 6, At 19 years	At 19 years	\$22.49 (24%)
Technical services officer level 6, At 20 years	At 20 years	\$25.42 (24%)
Technical services officer level 7, Under 18 years	Under 18 years	\$16.87 (24%)

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Technical services officer level 7, At 18 years	At 18 years	\$19.93 (24%)
Technical services officer level 7, At 19 years	At 19 years	\$23.54 (24%)
Technical services officer level 7, At 20 years	At 20 years	\$26.60 (24%)
Technical services officer level 8, Under 18 years	Under 18 years	\$18.50 (24%)
Technical services officer level 8, At 18 years	At 18 years	\$21.83 (24%)
Technical services officer level 8, At 19 years	At 19 years	\$25.73 (24%)
Technical services officer level 8, At 20 years	At 20 years	\$29.06 (24%)
Technical services officer level 9, Under 18 years	Under 18 years	\$17.28 (24%)
Technical services officer level 9, At 18 years	At 18 years	\$20.41 (24%)
Technical services officer level 9, At 19 years	At 19 years	\$24.09 (24%)
Technical services officer level 9, At 20 years	At 20 years	\$27.21 (24%)
Technical services officer level 10, Under 18 years	Under 18 years	\$19.71 (24%)
Technical services officer level 10, At 18 years	At 18 years	\$23.25 (24%)
Technical services officer level 10, At 19 years	At 19 years	\$27.38 (24%)
Technical services officer level 10, At 20 years	At 20 years	\$30.91 (24%)

Administrative services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Administrative services officer level 1, Under 18 years	Under 18 years	\$12.75 (24%)
Administrative services officer level 1, At 18 years	At 18 years	\$15.12 (24%)
Administrative services officer level 1, At 19 years	At 19 years	\$17.97 (24%)
Administrative services officer level 1, At 20 years	At 20 years	\$20.24 (24%)
Administrative services officer level 2, Under 18 years	Under 18 years	\$14.17 (24%)
Administrative services officer level 2, At 18 years	At 18 years	\$16.78 (24%)
Administrative services officer level 2, At 19 years	At 19 years	\$19.89 (24%)

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Administrative services officer level 2, At 20 years	At 20 years	\$22.50 (24%)
Administrative services officer level 3, Under 18 years	Under 18 years	\$15.29 (24%)
Administrative services officer level 3, At 18 years	At 18 years	\$18.09 (24%)
Administrative services officer level 3, At 19 years	At 19 years	\$21.41 (24%)
Administrative services officer level 3, At 20 years	At 20 years	\$24.21 (24%)
Administrative services officer level 4, Under 18 years	Under 18 years	\$16.31 (24%)
Administrative services officer level 4, At 18 years	At 18 years	\$19.28 (24%)
Administrative services officer level 4, At 19 years	At 19 years	\$22.79 (24%)
Administrative services officer level 4, At 20 years	At 20 years	\$25.75 (24%)
Administrative services officer level 5, Under 18 years	Under 18 years	\$17.62 (24%)
Administrative services officer level 5, At 18 years	At 18 years	\$20.81 (24%)
Administrative services officer level 5, At 19 years	At 19 years	\$24.55 (24%)
Administrative services officer level 5, At 20 years	At 20 years	\$27.73 (24%)
Administrative services officer level 6, Under 18 years	Under 18 years	\$19.34 (24%)
Administrative services officer level 6, At 18 years	At 18 years	\$22.81 (24%)
Administrative services officer level 6, At 19 years	At 19 years	\$26.87 (24%)
Administrative services officer level 6, At 20 years	At 20 years	\$30.34 (24%)
Administrative services officer level 7, Under 18 years	Under 18 years	\$20.70 (24%)
Administrative services officer level 7, At 18 years	At 18 years	\$24.40 (24%)
Administrative services officer level 7, At 19 years	At 19 years	\$28.71 (24%)
Administrative services officer level 7, At 20 years	At 20 years	\$32.40 (24%)

Ground services officers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Ground services officer level 1, Under 18 years	Under 18 years	\$12.18 (24%)
Ground services officer level 1, At 18 years	At 18 years	\$14.46 (24%)
Ground services officer level 1, At 19 years	At 19 years	\$17.08 (24%)
Ground services officer level 1, At 20 years	At 20 years	\$19.49 (24%)
Ground services officer level 2, Under 18 years	Under 18 years	\$12.42 (24%)
Ground services officer level 2, At 18 years	At 18 years	\$14.74 (24%)
Ground services officer level 2, At 19 years	At 19 years	\$17.48 (24%)
Ground services officer level 2, At 20 years	At 20 years	\$19.85 (24%)
Ground services officer level 3, Under 18 years	Under 18 years	\$12.67 (24%)
Ground services officer level 3, At 18 years	At 18 years	\$15.03 (24%)
Ground services officer level 3, At 19 years	At 19 years	\$17.86 (24%)
Ground services officer level 3, At 20 years	At 20 years	\$20.09 (24%)
Ground services officer level 4, Under 18 years	Under 18 years	\$12.99 (24%)
Ground services officer level 4, At 18 years	At 18 years	\$15.41 (24%)
Ground services officer level 4, At 19 years	At 19 years	\$18.30 (24%)
Ground services officer level 4, At 20 years	At 20 years	\$20.69 (24%)
Ground services officer level 5, Under 18 years	Under 18 years	\$13.43 (24%)
Ground services officer level 5, At 18 years	At 18 years	\$15.92 (24%)
Ground services officer level 5, At 19 years	At 19 years	\$18.90 (24%)
Ground services officer level 5, At 20 years	At 20 years	\$21.39 (24%)
Ground services officer level 6, Under 18 years	Under 18 years	\$13.84 (24%)
Ground services officer level 6, At 18 years	At 18 years	\$16.40 (24%)
Ground services officer level 6, At 19 years	At 19 years	\$19.45 (24%)
Ground services officer level 6, At 20 years	At 20 years	\$22.00 (24%)
Ground services officer level 7, Under 18 years	Under 18 years	\$14.21 (24%)

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Ground services officer level 7, At 18 years	At 18 years	\$16.83 (24%)
Ground services officer level 7, At 19 years	At 19 years	\$19.95 (24%)
Ground services officer level 7, At 20 years	At 20 years	\$22.57 (24%)
Ground services officer level 8, Under 18 years	Under 18 years	\$14.45 (24%)
Ground services officer level 8, At 18 years	At 18 years	\$17.11 (24%)
Ground services officer level 8, At 19 years	At 19 years	\$20.28 (24%)
Ground services officer level 8, At 20 years	At 20 years	\$22.93 (24%)
Ground services officer level 9, Under 18 years	Under 18 years	\$14.62 (24%)
Ground services officer level 9, At 18 years	At 18 years	\$17.30 (24%)
Ground services officer level 9, At 19 years	At 19 years	\$20.49 (24%)
Ground services officer level 9, At 20 years	At 20 years	\$23.18 (24%)
Ground services officer level 10, Under 18 years	Under 18 years	\$14.78 (24%)
Ground services officer level 10, At 18 years	At 18 years	\$17.49 (24%)
Ground services officer level 10, At 19 years	At 19 years	\$20.71 (24%)
Ground services officer level 10, At 20 years	At 20 years	\$23.43 (24%)
Ground services officer level 11, Under 18 years	Under 18 years	\$15.02 (24%)
Ground services officer level 11, At 18 years	At 18 years	\$17.78 (24%)
Ground services officer level 11, At 19 years	At 19 years	\$21.04 (24%)
Ground services officer level 11, At 20 years	At 20 years	\$23.80 (24%)

Professional engineers

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Level 1 graduate professional, Pay point 1.1 (3 year degree), At 18 years	At 18 years	\$19.17 (24%)
Level 1 graduate professional, Pay point 1.1 (3 year degree), At 19 years	At 19 years	\$22.66 (24%)
Level 1 graduate professional, Pay point 1.1 (3 year degree), At 20 years	At 20 years	\$25.61 (24%)

Apprentice

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

Full Time

Starting apprenticeship before 1/1/2014

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Under 18 or 1st year	Under 18 or 1st year	\$8.33
At 18 or 2nd year	At 18 or 2nd year	\$10.91

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
At 19 or 3rd year	At 19 or 3rd year	\$14.87
At 20 or 4th year	At 20 or 4th year	\$17.45
Adult apprentice starting apprenticeship before 1/1/2014	At 20 or 4th year	\$17.45

Starting apprenticeship on or after 1/1/2014

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Work performed before ppc 1/1/2015, Under 18 or 1st year	Under 18 or 1st year	\$9.29
Work performed before ppc 1/1/2015, At 18 or 2nd year	At 18 or 2nd year	\$11.86

Adult apprenticeship starting on or after 1/1/2014

Modern award classification	Pre-modern award classification	Base rate of pay (hourly)
Work performed on or after 1/1/2014, 1st year	At 20 or 4th year	\$17.45
Work performed on or after 1/1/2014, 2nd and subsequent years	At 20 or 4th year	\$17.61

Adult Apprentice

An adult apprentice must be paid the rate prescribed above for the relevant year of apprenticeship. Provided that where a person was employed by the employer prior to becoming an adult apprentice, such person must not suffer a reduction in the rate of salary by virtue of becoming indentured.

For the purpose only of fixing a salary, the adult apprentice must continue to receive the rate of salary that is from time to time applicable to the classification or class of work in which they were engaged immediately prior to entering the indenture.

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 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	1/07/2014	1/07/2010
Pre-modern award penalty	Modern award penalty	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 Modern award penalty	1/07/2010 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 Pre-modern award penalty	1/07/2010 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
21.1(a)	Disabilities allowance	<p>When a technical services officer or ground services officer is engaged in the following work:</p> <ul style="list-style-type: none"> -chokage, (where an employee claims chokage, allowance must be paid for the remainder of the day) -use materials which include epoxy resin or other similar substances which produce seriously obnoxious fumes -at confined spaces -at heights of 15 metres or more -work of an unusually dirty/ offensive nature -work with hot bitumen/ asphalt -handle loose slag wool, loose insulwool or other material of a like nature used for providing insulation -operate explosive powered tools -work more than 1 hour in places where the temperature is below 0°C or above 46°C -work more than 2 hours in temperature exceeding 54°C -work in any place where water is continually dripping on the employee or where there is water underfoot, unless the employer has been provided with suitable protective clothing and/or footwear. <p>(0.1% x 38 = 3.8% per hour)</p>	1/07/2013	\$0.7267 per hour (3.80%)
21.1(a)(iii)	Disabilities allowance	An employee engaged inside a confined space being a boiler in cleaning or scraping work. Where an employee qualifies for this	1/07/2013	\$1.6713 per hour (8.74%)

Clause	Allowance Type	Description	Effective Date	Rate
		allowance and a disability allowance the disability allowance in any hour the disability allowance will not be payable. (0.23% per week x 38 = 8.74% per hour, paid hourly)		
21.1(b)	Plumbers registration allowance	A plumber who is registered with the appropriate State or Territory authority	1/07/2013	\$0.7458 per week (multiply by 38) (3.90%)
21.2(a)	First aid allowance	An employee appointed by their employer to perform first aid duty and who holds a current first aid qualification from St John Ambulance or a similar body.	1/07/2013	\$0.3824 per week (multiply by 38) (2.00%)
21.2(b)	Tool allowance	Where the employer does not provide a trade qualified Carpenter or Plumber all tools necessary for the performance of duties.	1/07/2010	\$20.1300 per week
21.2(b)	Tool allowance	Where the employer does not provide a trade qualified Electrician or Mechanic all tools necessary for the performance of duties.	1/07/2010	\$14.5700 per week
21.2(b)	Tool allowance	Where the employer does not provide a trade qualified Painter all tools necessary for the performance of duties.	1/07/2010	\$4.9700 per week
21.4	Travel allowance	An employee who travels to an airport to perform duty as ordinary time or overtime which commences or ceases between 7.00 pm and 7.00 am, or overtime where the employee has been recalled after leaving the airport at the conclusion of their ordinary hours.	1/07/2013	\$5.4000 per occasion
30.10	Meal allowance	Where a meal is not provided, an employee who works a minimum of 2 hours' overtime and after every subsequent 5 hours during any continuous period of overtime if the employee	1/07/2013	\$13.5000 per occasion

Clause	Allowance Type	Description	Effective Date	Rate
		<p>continues to work after the period. This entitlement arises where an employee works overtime:</p> <ul style="list-style-type: none"> - continuous with ordinary duty without a break for a meal - continuous with ordinary duty, or - works overtime on a Saturday, Sunday, public holiday or (in the case of a shiftworker) rostered day off and is granted an unpaid meal break. <p>Where overtime is worked on a Saturday, Sunday, public holiday or (in the case of a shiftworker) rostered day off is planned and constitutes the equivalent of a standard day or shift, only one meal allowance must be paid.</p>		
21.5(a)	District allowance	Employees with dependants, employed at Townsville airport.	1/07/2013	\$1,082.7142 per annum
21.5(a)	District allowance	Employees with dependants, employed at an airport listed below: Mt Isa, Alice Springs, Darwin, Yulara.	1/07/2013	\$2,608.6873 per annum
21.5(a)	District allowance	Employees with dependants, employed at Tennant Creek airport.	1/07/2013	\$5,195.5750 per annum
21.5(a)	District allowance	Employees without dependants , employed at Townsville airport.	1/07/2013	\$544.9904 per annum
21.5(a)	District allowance	Employees without dependants , employed at an airport listed below: Mt Isa, Alice Springs, Darwin, Yulara.	1/07/2013	\$1,424.2415 per annum
21.5(a)	District allowance	Employees without dependants , employed at Tennant Creek airport.	1/07/2013	\$3,211.8100 per annum

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- penalty rates- allowances- leave loading. <p>Other conditions concerning award flexibility are contained within the Fair Work Act 2009.</p>
8	Facilitative provisions (Instrument)	<p>The award contains facilitative provisions which allow agreement to be reached between the employer and employees on how specific award provisions are to apply at the workplace level, such as:</p> <ul style="list-style-type: none">- hours of work- public holidays- meal breaks. <p>For full details of these provisions see the 1 January 2010 version of the award.</p>

Clause	Conditions Type	Description
9	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.
10	Dispute resolution (Instrument)	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).
12.3	Part-time conditions (Instrument)	<p>A part-time employee works less than an average of 38 hours each week. Part-time employment must not be utilised at the expense of full-time positions.</p> <p>An employee may request an employer to consider their transfer to or from part-time employment. The employer must consider a request promptly in the context of operational requirements and the special requirements of the employee making the request.</p>
12.5	Apprentice conditions (Instrument)	<p>In order to undertake trade training, a person must be a party to a contract of apprenticeship or a training agreement in accordance with the requirements of the apprenticeship authority or State or Territory legislation. The employer must provide and/or provide access to training consistent with the contract or training agreement, without loss of pay.</p> <p>Adult apprentices</p> <p>An employer may indenture suitable applicants who are 21 years of age and over, provided that such apprentices must not be indentured at the expense of other apprentices.</p> <p>Apprentice trades</p> <p>Trades to which an apprentice may be indentured will include:</p> <ul style="list-style-type: none"> - mechanical - electrical - plumbing - carpentry.

Clause	Conditions Type	Description
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 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.
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 is entitled to redundancy pay in accordance with the notional agreement preserving a State award that would have applied 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 under the NES. This includes employees engaged after 1 January 2010. The entitlement to redundancy pay under the NAPSA is limited to the amount which exceeds the entitlement under the NES.

Clause	Conditions Type	Description
		This clause does not reduce an employee's entitlement to redundancy pay under any other instrument and ceases to operate on 31 December 2014.
21.3	Clothing, footwear and/or equipment (Instrument)	<p>Issue of uniforms</p> <p>Where an employer requires any special clothing such as uniforms, protective clothing, footwear, safety glasses or other equipment to be worn, they must reimburse the employee for purchasing such special clothing.</p> <p>Where the special clothing is paid for by the employer, this will not apply and such clothing will remain the property of the employer.</p>
21.3(b)	Damage to clothing, tools and other items (Instrument)	Where in the course of work clothing, spectacles, hearing aids or tools of an employee are damaged or destroyed by fire or process substances, the employer must compensate the employee for the damage. The employer's liability for tools will be limited to the tools the employee is ordinarily required to provide for the performance of work.
21.3(c)	Protective clothing, footwear and covering allowance (Instrument)	<p>Case hardened prescription lenses</p> <p>Where an employee is required to wear case hardened prescription lenses, the employer must pay the costs associated with case hardening plus the cost of minimum standard appropriate frames. Where such spectacles are damaged in the course of work the employer will be liable for the cost of replacement.</p>
21.5(b)	Transport of employees (Instrument)	<p>Reimbursement of airfares</p> <p>An employee engaged at the airports: Mt Isa, Alice Springs, Darwin or Tennant Creek will be entitled to reimbursement of the cost of one return airfare reasonably incurred by the employee and/or an eligible dependant after each completed year of service at the locality. At Townsville airport reimbursement will occur after each 2 completed years of employment.</p> <p>The costs must be incurred by the employee during a period of approved leave. Reimbursement must be at an amount equivalent to the cost of a return airfare reasonably incurred between the locality and nearest capital city (when in the Northern Territory the nearest capital city for this purpose will be Adelaide).</p>

Clause	Conditions Type	Description
		<p>Where an employee or eligible dependant travels to a destination other than the nearest capital city they will be reimbursed either the reasonable costs incurred in respect of such travel or the cost of return airfares reasonably incurred to the nearest capital city, whichever is the lesser.</p> <p>An employee or eligible dependant may travel other than by air where prior approval is granted by the airport manager or general manager. An employee or eligible dependant who travels other than by air to either the nearest capital city or other destination will be entitled to an amount equal to the lesser of the cost of a return airfare reasonably incurred, motor vehicle allowance or the cost reasonably incurred in respect of such travel.</p>
21.5(c)	Medical examination allowance (Instrument)	<p>Medical, specialist medical or emergency dental treatment fares</p> <p>An employee engaged at Townsville, Mt Isa, Alice Springs, Darwin and Tennant Creek airports will be entitled to be reimbursed the cost of fares reasonably incurred by them or an eligible dependant for the removal of the employee or dependant for medical, specialist medical or emergency dental treatment where there is no resident medical practitioner, specialist medical practitioner or dentist at the locality.</p> <p>Reimbursement must only be authorised by the airport manager or general manager for travel to the nearest place where treatment can be given and is subject to the employee supplying a statement from a duly qualified medical practitioner or dentist stating the problem and that removal for treatment was necessary.</p>
21.5(d)	Expenses (Instrument)	<p>Reimbursement of air-conditioning expenses</p> <p>An employee located at Tennant Creek Airport, who lives in a dwelling owned by the employer or in temporary accommodation in which refrigerative air conditioning is installed, and is responsible for the payment of charges listed on an acceptable account will be entitled to a reimbursement for the subsidy period from 1 November to 31 March inclusive, calculated as follows.</p> <p>Where the acceptable account falls entirely within the subsidy period, the reimbursement must be a percentage of the total charges as follows:</p> <ul style="list-style-type: none"> - 1 room air conditioner – 50% - 2 room air conditioners – 65%

Clause	Conditions Type	Description
		<p>- 3 room air conditioners – 70%, or - 85% of the total charges where a separate metre which only records the electricity consumption of the air conditioning system is installed.</p> <p>Where the period covered by the acceptable account falls partly outside the subsidy period, the reimbursement must be calculated by multiplying the percentage of the total charge payable by the following formula:</p> $(2 \times A) / (A + B)$ <p>Where: A = the number of days within the period of the acceptable account that lies within the relevant subsidy period; and B = the number of days within the period covered by the acceptable account.</p>
22	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 notional agreement preserving a State award 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>
23	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 notional agreement preserving a State award 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 - 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.

Clause	Conditions Type	Description
		<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>
24	Higher duties (Instrument)	<p>An employee whose normal salary does not exceed the maximum salary for Administrative services officer Level 5 who is engaged for more than 4 hours during one day or shift on higher duties must be paid the higher rate for such day or shift. If an employee is so engaged for 4 hours or less during one day or shift they must be paid the higher rate for time worked, provided the time exceeds one hour.</p> <p>An employee whose normal salary exceeds the maximum salary for an Administrative services officer Level 5 who is engaged for one week or more on higher duties may be paid the higher rate for such time.</p> <p>An employee who temporarily performs the duties of a position carrying a higher rate than their own classification but does not perform all the duties of that position may be paid an allowance of such amount and subject to such conditions as the employer determines. An allowance paid under this section will be regarded as salary when calculating overtime and penalty payments.</p>
26	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.
27.2	Hours of work (Instrument)	<p>Ordinary hours of work - day workers</p> <p>Ordinary hours:</p> <ul style="list-style-type: none"> - will be 38 or an average of 38 per week - will be arranged according to the requirements of the airport or department - may be worked on any day or all days Monday - Friday - are between 6.30 am - 6.30 pm, and must not exceed 12 on any one day

Clause	Conditions Type	Description
		<p>- must be worked continuously, except for meal breaks.</p> <p>To cater for operational, seasonal or climatic conditions an alternative 12 hour span may be adopted by agreement between the employer and majority of employees concerned. No employee will be required to work more than 10 ordinary hours on any one day.</p> <p>Employees who had an entitlement to work flextime immediate before commencement of this award will continue to retain that entitlement for a period of 5 years.</p>
27.3	Hours of work (Instrument)	<p>Ordinary hours of work - shiftworkers</p> <p>Ordinary hours must be 38 or an average of 38 hours per week, including meal time, and must not exceed 152 hours within a period of 28 consecutive days. Where there is agreement between the employer and majority of employees concerned the weekly average of 38 hours may be over a period exceeding 28 days. Shiftwork may be carried out at such times and locations as operations may require.</p> <p>Ordinary hours must be worked continuously except for meal breaks at the employer's discretion. An employee must not be required to work more than 5 hours without a break for a meal without payment of overtime. Except at regular changeover of shifts an employee must not be required to work more than one shift on each 24 hours.</p> <p>Duration of shift</p> <p>A shift must consist of not more than 10 hours, inclusive of rest time. Any arrangement where the ordinary working hours are to exceed 8 on one day, will be subject to agreement between the employer and the majority of employees concerned.</p> <p>By agreement between the employer and the majority of employees concerned, ordinary hours not exceeding 12 on any day may be worked, subject to the facilitative provisions and the following:</p> <ul style="list-style-type: none"> - proper health and safety monitoring procedures being introduced - suitable roster arrangements being made - proper supervision being provided, and - consideration being given to family responsibilities.

Clause	Conditions Type	Description
		<p>20 minutes must be allowed to shiftworkers each shift for a meal, counted as time worked.</p> <p>Rosters</p> <p>Shift rosters must specify the start and finish times of ordinary working hours of the respective shifts.</p> <p>Variation by agreement</p> <p>The method of working shifts may in any case be varied by agreement between the employer and the majority of employees concerned. The start and finish times of shifts, once having been determined, may be varied by agreement between the employer and the majority of employees concerned to suit the operational requirements at an airport.</p>
29	Breaks - meal (Instrument)	<p>An employee must not be required to work for more than 5 hours without a meal break of 30 minutes. The duration and start time of meal breaks may be varied by agreement between the employer and the employees concerned to suit the particular work requirements and to enable efficient completion of work.</p>
30.3	Overtime - other (Instrument)	<p>Calculating overtime hourly rate</p> <p>Except as provided elsewhere, when calculating overtime each day's work will stand alone. The hourly rate for overtime purposes will be determined by dividing the appropriate weekly rate by 38.</p>
30.4	Break between work periods (Instrument)	<p>When overtime is necessary, it must wherever reasonably practicable be arranged so employees have at least 8 consecutive hours plus reasonable travelling time off duty between the work of successive days.</p> <p>An employee (other than a casual) who works so much overtime between the termination of their ordinary work on one day and the commencement of their ordinary work on the next day that they have not had at least 8 consecutive hours exclusive of reasonable travelling time off duty between those times must, be released after completion of such overtime until they have had such time off duty, without loss of pay for ordinary working time involved.</p>
30.5	Call-back (Instrument)	<p>An employee required to return to work overtime after leaving their place of work must be paid a minimum of 4 hours pay at the appropriate rate for each time they are recalled. An employee must not be required to work the full minimum hours if the job they were called back to perform is completed within a shorter period.</p>

Clause	Conditions Type	Description
		<p>Overtime worked in the circumstances specified will not be regarded as overtime for the purpose of the 8 hour break between shifts if the actual time worked is less than 3 hours on a call-back or on each of the call backs.</p> <p>This will not apply where:</p> <ul style="list-style-type: none"> - it is customary for an employee to return to their place of work to perform a specific job outside their ordinary hours - the overtime is continuous (subject to a meal break) with the end or start of ordinary working time - an employees duty for a day or shift is varied by alteration of the scheduled commencement time to meet such circumstances.
30.7	Overtime - other (Instrument)	<p>Eligibility for overtime</p> <p>Except at the employer's discretion, employees paid at an annual salary equal to or above the minimum annual salary for an Administrative services officer Level 6 will not be entitled to receive overtime payment.</p>
30.8	Overtime – time off in lieu (Instrument)	<p>Absence from duty instead of overtime</p> <p>An employee who has performed overtime duty may, wherever practicable and with the approval of the employer, be released from duty for an equivalent period.</p> <p>Where an employee, other than a continuous shiftworker, is released from duty in accordance with this section they must, in respect of the period they are released, be entitled to be paid at the following rate:</p> <ul style="list-style-type: none"> - where the period of overtime duty was from Monday to Saturday, at half time for the first three hours then single time for the remaining period of overtime worked - where the period of overtime duty was on a public holiday, at time and a half, or - where the period of overtime duty was on a Sunday, at single time. <p>Where a continuous shiftworker is released from duty in accordance with this section they must, in respect of the period they are so released, be entitled to be paid at the following rate:</p>

Clause	Conditions Type	Description
		<ul style="list-style-type: none"> - where the period of overtime duty was from Monday to Friday, at half time for the first three hours then single time for the remaining period of overtime worked, - where the period of overtime duty was on a public holiday, at time and a half, or - where the period of overtime duty was on a Saturday or Sunday, at single time.
31.2	Annual leave (Instrument)	<p>Additional periods of leave</p> <p>An employee who qualifies for a remote locality allowance under this award as they are working at Townsville, Mt Isa, Alice Springs, Darwin or Tennant Creek airports, will be entitled to additional annual leave for each completed year of service or part there of at a remote locality as follows:</p> <ul style="list-style-type: none"> - Townsville: 2 days - Mt Isa: 2 days - Alice Springs: 5 days - Darwin: 5 days - Tennant Creek: 7 days
31.3	Annual leave (Instrument)	<p>Broken leave</p> <p>Annual leave may be granted in such periods as are mutually agreed between the employer and an employee. Provided that leave entitlements taken in respect of any year of service must include at least one period of at least one week, excluding public holidays.</p> <p>The employer and the majority of employees at an airport may agree to establish a system of single day annual leave absences, provided that:</p> <ul style="list-style-type: none"> - an employee may elect, with the consent of the employer, to take annual leave in single day periods or part of a single day not exceeding a total of 10 days in any calendar year at a time or times agreed between them, - a shiftworker and the employer may agree to defer payment of the annual leave loading in respect of single day absences until at least 10 consecutive annual leave days are taken.
31.4	Annual leave - cashing out (Instrument)	Except upon termination of employment payment must not be made or accepted instead of annual leave.

Clause	Conditions Type	Description
31.5	Annual leave - excessive leave (Instrument)	<p>Time of taking annual leave</p> <p>Annual leave must be taken at a time(s) mutually agreed between the employer and the employee, or in the absence of mutual agreement, at a time(s) fixed by the employer within a period not exceeding 2 years and 3 months from the date on which such annual leave falls due and after not less than 4 weeks' notice to the employee.</p> <p>Notwithstanding the NES, if an employer has genuinely tried to reach agreement with an employee as to the timing of taking annual leave, the employer can require the employee to take leave by giving at least 4 weeks' notice of the time when such leave is to be taken if:</p> <ul style="list-style-type: none"> - at the time the direction is given, the employee has at least 8 weeks or more of accrued annual leave, and - the amount of annual leave the employee is directed to take is less than or equal to a quarter of the amount of leave accrued.
31.6	Annual leave - paid leave in advance of accrued entitlement (Instrument)	By agreement a period of annual leave may be taken in advance of the entitlement accruing. If leave is taken in advance and employment terminates before the entitlement has accrued the employer may make a corresponding deduction from any money due to the employee on termination.
31.7	Annual leave - payment (Instrument)	Instead of the base rate of pay as referred to in the NES, before going on annual leave, must be paid the salary they would have received in respect of the ordinary hours the employee would have worked had the employee not been on leave during the relevant period.
31.8	Annual leave loading (Instrument)	<p>Non-shiftworkers</p> <p>Annual leave loading of 17.5% of the salary prescribed above must be paid once annually on the first pay day in December.</p> <p>Shiftworkers</p> <p>An employee who would have worked shiftwork had they not been on leave must be paid a loading equal to 17.5% of the salary prescribed above, or the shift loading including the relevant weekend penalties, whichever is the greater, but not both.</p>

Clause	Conditions Type	Description
31.9	Annual leave - proportionate leave on termination (Instrument)	<p>On termination of employment, an employee, other than a casual, must be paid for leave accrued that has not been taken, at the appropriate salary including annual leave loading if the employee:</p> <ul style="list-style-type: none"> - after one week's continuous service in the first 12 months with the employer, leaves employment or has their employment terminated by the employer through no fault of the employee, or - after 12 months' continuous service with the employer, leaves employment or has their employment terminated by the employer for any reason.
31.10	Annual leave - transmission of business (Instrument)	<p>Recognition of service</p> <p>If an employee was employed by their employer's predecessor at the time when the employer became the successor, assignee or transferee of a business, the employee will be deemed to have been in the service of the employer for the period during which they were in the service of the predecessor for the purpose of annual leave.</p>
23.3	Personal/carer's leave (Instrument)	<p>Additional amounts of paid personal/carer's leave</p> <p>In addition to the personal/carer's leave provided for in the NES, an employee is entitled to an extra 3 days personal/carer's leave on full pay in the second and following years of service.</p>
32.4	Personal leave (Instrument)	<p>Personal leave at half pay</p> <p>In addition to an employee's entitlements to personal leave at full pay, an employee is entitled to the following amount of half pay personal leave for absence due to personal illness or injury:</p> <ul style="list-style-type: none"> - one day for each of the third to 12th months inclusive of the first year of service, - 10 days in the second and following years. <p>Half pay personal leave:</p> <ul style="list-style-type: none"> - is not available for use within the first year of service - is not available for carer's leave or bereavement leave purposes - entitlements which are not taken at the completion of the year will accumulate fully.

Clause	Conditions Type	Description
		<p>An employee may be granted personal/carer's leave for absences of up to 3 consecutive days without providing a medical certificate from a duly qualified medical practitioner provided such absences do not exceed a total of 5 days in aggregate in any sick leave year.</p> <p>Where an employee with at least 10 years' continuous service has exhausted their full pay personal leave entitlements, the employer may allow them to convert to leave on full pay so much of their half pay entitlements as are required for a continuous period of personal leave at least 10 days of which would otherwise be on half pay. In the application of this clause:</p> <ul style="list-style-type: none"> - in the case of employees with at least 20 years' service, the period of 10 days will be read as 5 days - in the case of employees with at least 30 years' service, the period of 10 days will be read as two days - in the case of an employee with at least 10 years' service who seeks to convert half pay personal leave credits in respect of an absence for a medical condition for which credits have previously been converted from half pay to full pay, the periods of absences specified in this section will not apply. <p>An employee suffering injury through an accident arising out of and in the course of employment (not being an injury in respect of which there is a workers compensation entitlement) which requires attendance during working hours to a doctor, chemist or trained nurse, or at a hospital, must not suffer any deduction in pay for the time (not exceeding 4 hours) so occupied on the day of the accident. The employee must be reimbursed by the employer for all expenses reasonably incurred in connection with such attendance.</p> <p>Retirement of an employee on medical grounds must not, except with their consent, be effected earlier than the date on which their entitlements to personal leave with pay have been exhausted.</p> <p>If an employee is terminated and re-engaged within a period of 2 months, the employee's unclaimed balance of personal leave must continue from the date of re-engagement. In such case, the employee's next year of service will commence after a total of 12 months has been served (excluding the period of interruption in service) from the date of commencement of the previous period of employment to the anniversary of the commencement of the previous period of employment, as the case may be.</p>
32.5	Compassionate leave (Instrument)	<p>In addition to what is provided for in the NES, an employee, other than a casual, is entitled to an additional day paid leave on each occasion of the death of a member of the employee's immediate family or household. For the purposes of this clause, immediate family includes foster parents, step-parents and parents-in-law. Proof of death must be provided to the satisfaction of the employer, if requested.</p>

Clause	Conditions Type	Description
32.6	Personal/carer's leave (Instrument)	An employee with responsibilities in relation to members of either their immediate family or household who need the employee's care and support is entitled to use up to 5 days per annum of their personal/carer's leave entitlement to provide care and support for such persons when they are ill.
33.2	Parental leave (Instrument)	<p>Entitlement to maternity leave</p> <p>IN addition to the NES, an employee who becomes pregnant must, upon production of a certificate from a duly qualified medical practitioner stating the anticipated date of confinement, be entitled to maternity leave up to 52 weeks aggregate. 12 weeks of such must be provided on full pay.</p> <p>Qualifying service</p> <p>Employment in the following areas will count as qualifying service for paid maternity leave:</p> <ul style="list-style-type: none"> - employment with the employer, and - for those employees previously employed by the Federal Airports Corporation, employment: <ul style="list-style-type: none"> (i) with that Corporation (ii) under the Public Service Act 1999 (Cth) (iii) with a statutory authority (iv) with an authority established for a public purpose by a Commonwealth statute, and (v) eligible Commonwealth employment or eligible public employment within the meaning of Part IV of the Public Service Act 1999 (Cth). <p>An employee who accrued previous service with more than one Commonwealth body during the 12 months qualifying period will not have had any break in the continuity of their employment to enable such service to count as qualifying service for paid maternity leave.</p> <p>Continuity of such qualifying service will not be broken by approved leave without pay.</p>
34	Special leave (Instrument)	<p>Paid</p> <p>At the employer's discretion, an employee may be granted special paid leave of up to 3 days to respond to any occasion of a personal or domestic occurrence or series of events that could not reasonably have been</p>

Clause	Conditions Type	Description
		<p>anticipated, provided that no other type of leave is available or the employee does not have sufficient existing leave entitlements. Leave granted must be recognised as service for all purposes.</p> <p>Unpaid</p> <p>At the employer's discretion, an employee may be granted leave without pay for a maximum period of 12 months to respond to a personal or domestic occurrence or series of events that could not reasonably have been anticipated. The period of leave must count as service for all purposes, provided that it is not in excess of 22 working days. Where leave without pay is in excess of 22 working days, the whole absence will not count as service for annual leave, personal/carer's leave, long service leave or annual leave loading accrual purposes.</p>
36	Public holidays (Instrument)	<p>A shiftworker who, by the arrangement of their ordinary hours of work is required to work on both a day which originally would have been a holiday, and the day to be observed as a substitute day, must either be granted an alternative holiday to that prescribed or paid at the appropriate rate.</p> <p>A part-time employee rostered to work on a day which originally would have been a holiday will either:</p> <ul style="list-style-type: none"> - observe that rostered day as a holiday without loss of pay, or - work on the rostered day at the relevant public holiday rate and be granted an alternative holiday, to be taken within a fortnight, as agreed between the employer and employee. <p>Substitution</p> <p>The employer and majority of employees at an airport may agree to substitute another day for any public holiday provided in the NES.</p> <p>Rostered day off falling on a public holiday</p> <p>An employee who, by the arrangement of their ordinary hours of work, is entitled to a rostered day off which falls on a public holiday, must where practicable, observe the holiday and be granted an alternate rostered day off.</p> <p>Where it is not practicable to grant an alternative rostered day off, or by agreement between the employer and employee, the employee must be paid for 7 hours and 36 minutes at ordinary rates. Entitlement to</p>

Clause	Conditions Type	Description
		extra payment under this section will not apply to employees whose salary is above the maximum salary for an Administrative services officer Level 5.

Frequency of Payment

All money payable under this award must be paid fortnightly by electronic transfer of funds into an account with a bank or other recognised financial institution nominated by the employee. In the event that the employee has failed to nominate such an account, or closes such account, the employer may pay such money to an account in the name of the employee nominated by the employer.

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>