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AWARD SUMMARY SHEET

REGISTERED AND LICENSED CLUBS AWARD 2010

The information provided in this Information Sheet is provided on the basis that it is general information for clients and correspondents to inform them of matters relating to current workplace relations issues. It is not provided, nor should it be relied upon as a substitute for professional advice. Employment Services & Solutions Australia Pty Ltd is not responsible for any outcomes to clients based upon the information provided in this Information Sheet and disclaims all liability, including and without limitation in negligence, for all losses, expenses, damages and costs that may be incurred by a client or correspondent as a result of the information provided in this Information Sheet being inaccurate or incomplete in any way.

This is a summary of the award only. A copy of the full award available at www.fwc.gov.au.

A full copy of the National Employment Standards is available at www.fairwork.gov.au/.

These wage rates are payable from the **first full pay period commencing on or after 1 July 2017**. If you have any queries, please contact Employment Services & Solutions Australia.

Coverage

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

For the purpose of this provision, **clubs** means:

- i. any club which is registered and licensed under the provisions of relevant State or Commonwealth Statutes (Liquor and/or Gaming Acts, Associations' Incorporation Acts or Corporations Acts) and which is established and operates on a not-for-profit basis for the benefit of members and the community.

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

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

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.

Wage Rates

Adult (20 years of age and over)

*The following wages rates **do not** apply to maintenance and horticultural employees.

Permanent Employees- Full Time and Part Time							
Classification	Minimum Weekly Wage	Mon-Fri	Mon-Fri 7pm-Midnight	Mon-Fri Midnight- 7am	Saturday	Sunday	Public Holiday
Introductory	\$694.90	\$18.29	\$20.42	\$21.48	\$27.44	\$32.01	\$45.73
Level 1	\$714.90	\$18.81	\$20.94	\$22.00	\$28.22	\$32.92	\$47.03
Level 2	\$742.30	\$19.53	\$21.66	\$22.72	\$29.30	\$34.18	\$48.83
Level 3	\$767.80	\$20.21	\$22.33	\$23.40	\$30.32	\$35.37	\$50.53
Level 4	\$809.10	\$21.29	\$23.42	\$24.48	\$31.94	\$37.26	\$53.23
Level 5	\$859.80	\$22.63	\$24.76	\$25.82	\$33.95	\$39.60	\$56.58
Level 6	\$882.80	\$23.23	\$25.36	\$26.42	\$34.85	\$40.65	\$58.08
Level 7	\$905.00	\$23.82	\$25.95	\$27.01	\$35.73	\$41.69	\$59.55
Level 8	\$943.30	\$24.82	\$26.95	\$28.01	\$37.23	\$43.44	\$62.05
Level 9	\$955.80	\$25.15	\$27.28	\$28.34	\$37.73	\$44.01	\$62.88
Level 10	\$990.90	\$26.08	\$28.21	\$29.27	\$39.12	\$45.64	\$65.20
Level 11	\$1,027.10	\$27.03	\$29.16	\$30.22	\$40.55	\$47.30	\$67.58
Level 12	\$1,092.10	\$28.74	\$30.87	\$31.93	\$43.11	\$50.30	\$71.85
Level 13	\$1,113.40	\$29.30	\$31.43	\$32.49	\$43.95	\$51.28	\$73.25

Casual Employees						
Classification	Mon-Fri	Mon-Fri 7pm-Midnight	Mon-Fri Midnight- 7am	Saturday	Sunday	Public Holiday
Introductory	\$22.86	\$24.99	\$26.05	\$27.44	\$32.01	\$45.73
Level 1	\$23.51	\$25.64	\$26.70	\$28.22	\$32.92	\$47.03
Level 2	\$24.41	\$26.54	\$27.60	\$29.30	\$34.18	\$48.83
Level 3	\$25.26	\$27.39	\$28.45	\$30.32	\$35.37	\$50.53
Level 4	\$26.61	\$28.74	\$29.80	\$31.94	\$37.26	\$53.23
Level 5	\$28.29	\$30.42	\$31.48	\$33.95	\$39.60	\$56.58
Level 6	\$29.04	\$31.17	\$32.23	\$34.85	\$40.65	\$58.08
Level 7	\$29.78	\$31.91	\$32.97	\$35.73	\$41.69	\$59.55
Level 8	\$31.03	\$33.16	\$34.22	\$37.23	\$43.44	\$62.05
Level 9	\$31.44	\$33.57	\$34.63	\$37.73	\$44.01	\$62.88
Level 10	\$32.60	\$34.73	\$35.79	\$39.12	\$45.64	\$65.20
Level 11	\$33.79	\$35.92	\$36.98	\$40.55	\$47.30	\$67.58
Level 12	\$35.93	\$38.06	\$39.12	\$43.11	\$50.30	\$71.85
Level 13	\$36.63	\$38.76	\$39.82	\$43.95	\$51.28	\$73.25

19 years of age

Permanent Employees- Full Time and Part Time							
Classification	Minimum Weekly Wage	Mon-Fri	Mon-Fri 7pm-Midnight	Mon-Fri Midnight- 7am	Saturday	Sunday	Public Holiday
Introductory	\$590.67	\$15.55	\$17.68	\$18.74	\$23.33	\$27.21	\$38.88
Level 1	\$607.67	\$15.99	\$18.12	\$19.18	\$23.99	\$27.98	\$39.98
Level 2	\$630.96	\$16.60	\$18.73	\$19.79	\$24.90	\$29.05	\$41.50
Level 3	\$652.63	\$17.18	\$19.31	\$20.37	\$25.77	\$30.07	\$42.95
Level 4	\$687.74	\$18.10	\$20.23	\$21.29	\$27.15	\$31.68	\$45.25
Level 5	\$730.83	\$19.24	\$21.37	\$22.43	\$28.86	\$33.67	\$48.10
Level 6	\$750.38	\$19.75	\$21.88	\$22.94	\$29.63	\$34.56	\$49.38
Level 7	\$769.25	\$20.25	\$22.38	\$23.44	\$30.38	\$35.44	\$50.63
Level 8	\$801.81	\$21.10	\$23.23	\$24.29	\$31.65	\$36.93	\$52.75
Level 9	\$812.43	\$21.38	\$23.51	\$24.57	\$32.07	\$37.42	\$53.45
Level 10	\$842.27	\$22.17	\$24.30	\$25.36	\$33.26	\$38.80	\$55.43
Level 11	\$873.04	\$22.98	\$25.11	\$26.17	\$34.47	\$40.22	\$57.45
Level 12	\$928.29	\$24.43	\$26.56	\$27.62	\$36.65	\$42.75	\$61.08
Level 13	\$946.39	\$24.91	\$27.04	\$28.10	\$37.37	\$43.59	\$62.28

Casual Employees						
Classification	Mon-Fri	Mon-Fri 7pm-Midnight	Mon-Fri Midnight- 7am	Saturday	Sunday	Public Holiday
Introductory	\$19.44	\$21.57	\$22.63	\$23.33	\$27.21	\$38.88
Level 1	\$19.99	\$22.12	\$23.18	\$23.99	\$27.98	\$39.98
Level 2	\$20.75	\$22.88	\$23.94	\$24.90	\$29.05	\$41.50
Level 3	\$21.48	\$23.61	\$24.67	\$25.77	\$30.07	\$42.95
Level 4	\$22.63	\$24.76	\$25.82	\$27.15	\$31.68	\$45.25
Level 5	\$24.05	\$26.18	\$27.24	\$28.86	\$33.67	\$48.10
Level 6	\$24.69	\$26.82	\$27.88	\$29.63	\$34.56	\$49.38
Level 7	\$25.31	\$27.44	\$28.50	\$30.38	\$35.44	\$50.63
Level 8	\$26.38	\$28.51	\$29.57	\$31.65	\$36.93	\$52.75
Level 9	\$26.73	\$28.86	\$29.92	\$32.07	\$37.42	\$53.45
Level 10	\$27.71	\$29.84	\$30.90	\$33.26	\$38.80	\$55.43
Level 11	\$28.73	\$30.86	\$31.92	\$34.47	\$40.22	\$57.45
Level 12	\$30.54	\$32.67	\$33.73	\$36.65	\$42.75	\$61.08
Level 13	\$31.14	\$33.27	\$34.33	\$37.37	\$43.59	\$62.28

18 years of age

Permanent Employees- Full Time and Part Time							
Classification	Minimum Weekly Wage	Mon-Fri	Mon-Fri 7pm-Midnight	Mon-Fri Midnight- 7am	Saturday	Sunday	Public Holiday
Introductory	\$486.43	\$12.80	\$14.93	\$15.99	\$19.20	\$22.40	\$32.00
Level 1	\$500.43	\$13.17	\$15.30	\$16.36	\$19.76	\$23.05	\$32.93
Level 2	\$519.61	\$13.67	\$15.80	\$16.86	\$20.51	\$23.92	\$34.18
Level 3	\$537.46	\$14.15	\$16.28	\$17.34	\$21.23	\$24.76	\$35.38
Level 4	\$566.37	\$14.90	\$17.03	\$18.09	\$22.35	\$26.08	\$37.25
Level 5	\$601.86	\$15.84	\$17.97	\$19.03	\$23.76	\$27.72	\$39.60
Level 6	\$617.96	\$16.26	\$18.39	\$19.45	\$24.39	\$28.46	\$40.65
Level 7	\$633.50	\$16.67	\$18.80	\$19.86	\$25.01	\$29.17	\$41.68
Level 8	\$660.31	\$17.37	\$19.50	\$20.56	\$26.06	\$30.40	\$43.43
Level 9	\$669.06	\$17.61	\$19.74	\$20.80	\$26.42	\$30.82	\$44.03
Level 10	\$693.63	\$18.26	\$20.39	\$21.45	\$27.39	\$31.96	\$45.65
Level 11	\$718.97	\$18.92	\$21.05	\$22.11	\$28.38	\$33.11	\$47.30
Level 12	\$764.47	\$20.12	\$22.25	\$23.31	\$30.18	\$35.21	\$50.30
Level 13	\$779.38	\$20.51	\$22.64	\$23.70	\$30.77	\$35.89	\$51.28

Casual Employees						
Classification	Mon-Fri	Mon-Fri 7pm-Midnight	Mon-Fri Midnight- 7am	Saturday	Sunday	Public Holiday
Introductory	\$16.00	\$18.13	\$19.19	\$19.20	\$22.40	\$32.00
Level 1	\$16.46	\$18.59	\$19.65	\$19.76	\$23.05	\$32.93
Level 2	\$17.09	\$19.22	\$20.28	\$20.51	\$23.92	\$34.18
Level 3	\$17.69	\$19.82	\$20.87	\$21.23	\$24.76	\$35.38
Level 4	\$18.63	\$20.76	\$21.82	\$22.35	\$26.08	\$37.25
Level 5	\$19.80	\$21.93	\$22.99	\$23.76	\$27.72	\$39.60
Level 6	\$20.33	\$22.46	\$23.52	\$24.39	\$28.46	\$40.65
Level 7	\$20.84	\$22.97	\$24.03	\$25.01	\$29.17	\$41.68
Level 8	\$21.71	\$23.84	\$24.90	\$26.06	\$30.40	\$43.43
Level 9	\$22.01	\$24.14	\$25.20	\$26.42	\$30.82	\$44.03
Level 10	\$22.83	\$24.96	\$26.02	\$27.39	\$31.96	\$45.65
Level 11	\$23.65	\$25.78	\$26.84	\$28.38	\$33.11	\$47.30
Level 12	\$25.15	\$27.28	\$28.34	\$30.18	\$35.21	\$50.30
Level 13	\$25.64	\$27.77	\$28.83	\$30.77	\$35.89	\$51.28

17 years of age and under

Permanent Employees- Full Time and Part Time							
Classification	Minimum Weekly Wage	Mon-Fri	Mon-Fri 7pm-Midnight	Mon-Fri Midnight- 7am	Saturday	Sunday	Public Holiday
Introductory	\$416.94	\$10.97	\$13.10	\$14.16	\$16.46	\$19.20	\$27.43
Level 1	\$428.94	\$11.29	\$13.42	\$14.48	\$16.94	\$19.76	\$28.23
Level 2	\$445.38	\$11.72	\$13.85	\$14.91	\$17.58	\$20.51	\$29.30
Level 3	\$460.68	\$12.13	\$14.26	\$15.32	\$18.20	\$21.23	\$30.33
Level 4	\$485.46	\$12.77	\$14.90	\$15.96	\$19.16	\$22.35	\$31.93
Level 5	\$515.88	\$13.58	\$15.71	\$16.77	\$20.37	\$23.77	\$33.95
Level 6	\$529.68	\$13.94	\$16.07	\$17.13	\$20.91	\$24.40	\$34.85
Level 7	\$543.00	\$14.29	\$16.42	\$17.48	\$21.44	\$25.01	\$35.73
Level 8	\$565.98	\$14.89	\$17.02	\$18.08	\$22.34	\$26.06	\$37.23
Level 9	\$573.48	\$15.09	\$17.22	\$18.28	\$22.64	\$26.41	\$37.73
Level 10	\$594.54	\$15.65	\$17.78	\$18.84	\$23.48	\$27.39	\$39.13
Level 11	\$616.26	\$16.22	\$18.35	\$19.41	\$24.33	\$28.39	\$40.55
Level 12	\$655.26	\$17.24	\$19.37	\$20.43	\$25.86	\$30.17	\$43.10
Level 13	\$668.04	\$17.58	\$19.71	\$20.77	\$26.37	\$30.77	\$43.95

Casual Employees						
Classification	Mon-Fri	Mon-Fri 7pm-Midnight	Mon-Fri Midnight- 7am	Saturday	Sunday	Public Holiday
Introductory	\$13.71	\$15.84	\$16.90	\$16.46	\$19.20	\$27.43
Level 1	\$14.11	\$16.24	\$17.30	\$16.94	\$19.76	\$28.23
Level 2	\$14.65	\$16.78	\$17.84	\$17.58	\$20.51	\$29.30
Level 3	\$15.16	\$17.29	\$18.35	\$18.20	\$21.23	\$30.33
Level 4	\$15.96	\$18.09	\$19.15	\$19.16	\$22.35	\$31.93
Level 5	\$16.98	\$19.11	\$20.17	\$20.37	\$23.77	\$33.95
Level 6	\$17.43	\$19.56	\$20.62	\$20.91	\$24.40	\$34.85
Level 7	\$17.86	\$19.99	\$21.05	\$21.44	\$25.01	\$35.73
Level 8	\$18.61	\$20.74	\$21.80	\$22.34	\$26.06	\$37.23
Level 9	\$18.86	\$20.99	\$22.05	\$22.64	\$26.41	\$37.73
Level 10	\$19.56	\$21.69	\$22.75	\$23.48	\$27.39	\$39.13
Level 11	\$20.28	\$22.41	\$23.47	\$24.33	\$28.39	\$40.55
Level 12	\$21.55	\$23.68	\$24.74	\$25.86	\$30.17	\$43.10
Level 13	\$21.98	\$24.11	\$25.17	\$26.37	\$30.77	\$43.95

Classification

<p>Introductory</p>	<p>Means the level of an employee who enters the industry and who has not demonstrated the competency requirements of Level 1. Such an employee will remain at this level for up to three months while the appropriate training for Level 1 is undertaken and assessment made to move from the introductory level to Level 1. At the end of three months from entry, an employee will move to Level 1 other than where agreement has been reached and recorded between the employee and the employer that further training of up to three months is required for the employee to achieve competence for movement to Level 1.</p>
<p>Food and Beverage Gaming</p> <p>Food and Beverage Attendant Grade 1</p>	<p>Means an employee who is engaged in any of the following:</p> <ul style="list-style-type: none"> a) picking up glasses; b) emptying ashtrays; c) general assistance to food and beverage attendants of a higher grade not including service to customers; d) removing food plates; e) setting and/or wiping down tables; f) cleaning and tidying of associated areas.
<p>Food and Beverage Attendant Grade 2</p>	<p>Means an employee who has not achieved the appropriate level of training and who is engaged in any of the following:</p> <ul style="list-style-type: none"> a) supplying, dispensing or mixing of liquor including the sale of liquor from the bottle department; b) assisting in the cellar or bottle department; c) undertaking general waiting duties of both food and/or beverage including cleaning of tables; d) receipt of monies; e) attending a snack bar; f) engaged on delivery duties.
<p>Food and Beverage Attendant Grade 3</p>	<p>Means an employee who has the appropriate level of training and is engaged in any of the following:</p> <ul style="list-style-type: none"> a) assisting in the cellar or bottle department, where duties could include working up to four hours per day (averaged over the relevant work cycle) in the cellar without supervision; b) receipt and dispensing of monies; c) the operation of a mechanical lifting device; d) attending a wagering (e.g. TAB) terminal, electronic gaming terminal or similar terminal; e) full control of a cellar or liquor store (including the receipt, delivery and recording of goods within such an area); f) mixing a range of sophisticated drinks; g) supervising food and beverage attendants of a lower grade; h) training food and beverage attendants of a lower grade.
<p>Food and beverage attendant (tradesperson) grade 4</p>	<p>Means an employee who has completed an apprenticeship in waiting or who has passed the appropriate trade test and as such carries out specialised skilled duties in a fine dining room or restaurant.</p>

<p>Food and beverage and gaming attendant grade 5</p>	<p>Means:</p> <ul style="list-style-type: none"> a) an employee responsible for locking and securing the Club premises; and/or b) an employee responsible and accountable for the whole operation of a safe or counting room from which change is issued to bars and poker machine change areas, rather than the mere physical movement of monies only, and including the responsibility and accountability for the safe balance and for checking the balances reported by operators of tills, change cages, TABs, Keno operations, etc; and/or c) an employee who has the appropriate level of training including a supervisory course and who has the responsibility for <ul style="list-style-type: none"> i) supervision, training and co-ordination of food and beverage and/or gaming staff; or ii) stock control for a bar or series of bars.
<p>Liquor service employee</p>	<p>Means a person employed to sell or dispense liquor in bars and/or bottle departments or shops and includes a cellar employee.</p>

<p>Kitchen Kitchen Attendant Grade 1</p>	<p>Means an employee engaged in any of the following:</p> <ul style="list-style-type: none"> a) general cleaning duties within a kitchen or food preparation area and scullery, including the cleaning of cooking and general utensils used in a kitchen and restaurant; b) assisting employees who are cooking; c) assembly and preparation of ingredients for cooking; or d) general pantry duties.
<p>Kitchen attendant grade 2</p>	<p>Means an employee who has the appropriate level of training and who is engaged in specialised non-cooking duties in a kitchen or food preparation area, or supervision of kitchen attendants.</p>
<p>Kitchen attendant grade 3</p>	<p>Means an employee who has the appropriate level of training, including a supervisory course, and has the responsibility for the supervision, training and co-ordination of kitchen attendants of a lower grade.</p>
<p>Cook grade 1</p>	<p>Means an employee who carries out cooking of breakfasts and snacks, baking, pastry cooking or butchering.</p>
<p>Cook grade 2</p>	<p>Means an employee who has the appropriate level of training and who performs cooking duties including baking, pastry cooking or butchering.</p>
<p>Cook (tradesperson) grade 3</p>	<p>Means a commi chef or equivalent who has completed an apprenticeship or who has passed the appropriate trade test, and who is engaged in cooking, baking, pastry cooking or butchering duties.</p>
<p>Cook (tradesperson) grade 4</p>	<p>Means a demi chef or equivalent who has completed an apprenticeship or has passed the appropriate trade test and who is engaged to perform general or specialised cooking, butchering, baking or pastry cooking duties and/or supervises and trains other cooks and kitchen employees.</p>
<p>Cook (tradesperson) grade 5</p>	<p>Means a chef de partie or equivalent who has completed an apprenticeship or has passed the appropriate trade test in cooking, butchering, baking or pastry cooking and has completed additional appropriate training and who performs any of the following:</p> <ul style="list-style-type: none"> a) general and specialised duties including supervision or training of other kitchen staff; b) ordering and stock control; or c) solely responsible for other cooks and other kitchen employees in a single kitchen establishment.

<p>Guest Service</p> <p>Guest Service Grade 1</p>	<p>Means an employee who performs any of the following:</p> <ul style="list-style-type: none"> a) laundry and/or linen duties which may include minor repairs to linen or clothing such as buttons, zips, seams, and working with flat materials; b) the collection and delivery of guests' personal dry cleaning and laundry, linen and associated materials to and from accommodation areas; c) performs general cleaning duties; or d) parking guest cars.
<p>Guest service grade 2</p>	<p>Means an employee who has the appropriate level of training and who is engaged in any of the following:</p> <ul style="list-style-type: none"> a) servicing accommodation areas and cleaning thereof; b) receiving and assisting guests at the entrance to the establishment; c) driving a passenger vehicle or courtesy bus; d) transferring guests' baggage to and from rooms; e) assisting in the dry cleaning process; f) cleaning duties using specialised equipment and chemicals; or g) providing butler services such as food, beverage and personalised guest service.
<p>Guest Service Grade 3</p>	<p>Means an employee who has the appropriate level of training and who is engaged in any of the following:</p> <ul style="list-style-type: none"> a) supervising guest service employees of a lower grade; b) providing butler services such as food, beverage and personalised guest service; c) major repair of linen and/or clothing including basic tailoring and major alterations and refitting; or d) dry cleaning.
<p>Guest service grade 4</p>	<p>Means an employee who has completed an apprenticeship or who has passed the appropriate trade test or otherwise has the appropriate level of training to perform the work of a tradesperson in dry cleaning, tailoring or as a butler.</p>
<p>Guest service supervisor</p>	<p>Means an employee who has the appropriate level of training including a supervisory course, who supervises, trains and co-ordinates the work of employees engaged in a housekeeping department.</p>
<p>Front office grade 1</p>	<p>Means an employee who is engaged as an assistant in front office duties including night auditing, telephonist, receptionist, cashier, information services or reservations.</p>
<p>Front office grade 2</p>	<p>Means an employee who has the appropriate level of training and is in the front office engaged in duties including telephonist, receptionist, cashier, information services or reservations.</p>
<p>Front office grade 3</p>	<p>Means an employee who has the appropriate level of training and is in the front office engaged in duties including assisting in training and supervision of front office employees of a lower grade.</p>
<p>Front office supervisor</p>	<p>Means an employee who has the appropriate level of training including a supervisory course and who supervises, trains and co-ordinates the work of front office employees.</p>
<p>Child care worker grade 1</p>	<p>Means an unqualified child care worker who is engaged in a role that requires some previous relevant experience or qualifications, detailed on-the-job training for the specific employers requirements and work under supervision.</p>

Child care worker grade 2	Means a child care worker who has completed as a minimum an AQF Certificate 3 or 4 in Children's Services (or equivalent).
Child care worker grade 3	Means a child care worker who is engaged as a supervisor and who has completed as a minimum an AQF Diploma in Children's Services.

Administration Clerical Grade 1	Means an employee who is required to perform basic clerical and routine office duties such as collating, filing, photocopying and delivering messages.
Clerical grade 2	Means an employee who is engaged in general clerical or office duties, such as typing, filing, basic data entry and calculating functions.
Clerical grade 3	<p>Means an employee who has the appropriate level of training and who performs any of the following:</p> <ul style="list-style-type: none"> a) operates adding machines, switchboard, paging system, telex machine, typewriter or calculator; b) uses knowledge of keyboard and function keys to enter and retrieve data through computer terminal; c) copy types at 25 words per minute with 98% accuracy; d) maintains mail register and records; e) maintains established paper-based filing/records systems in accordance with set procedures including creating and indexing new files, distributing files within the organisation as requested, monitoring file locations; f) transcribes information into records, completes forms, takes telephone messages; g) acquires and applies a working knowledge of office or sectional operating procedures and requirements; h) acquires and applies a working knowledge of the organisation's structure and personnel in order to deal with inquiries at first instance, locates appropriate staff in different sections, relays internal information, responds to or redirects inquiries, greets visitors; i) keeps appropriate records; j) sorts, processes and records original source financial documents (e.g. invoices, cheques, correspondence) on a daily basis; maintains and records petty cash; prepares bank deposits and withdrawals and does banking; and who has the appropriate level of training and also performs any of the following: k) operates computerised radio telephone equipment, micro/personal computer, printing devices attached to personal computers, dictaphone equipment, typewriters; l) produces documents and correspondence using knowledge of standard formats, touch types at 40 words per minute with 98% accuracy, audio types; m) uses one or more software application package(s) developed for a micro/personal computer to operate and populate a database, spreadsheet/worksheet to achieve a desired result; graph previously prepared spreadsheet; use simple menu utilities of personal computer; n) follows standard procedures or templates for the preceding functions using existing models/fields of information and creates, maintains and generates simple reports; o) uses a central computer resource to an equivalent standard; p) uses one or more software packages to create, format, edit, proofread, spell check, correct, print and save text documents, e.g. standard correspondence and business documents; q) takes shorthand notes at 70 words per minute and transcribes with 95% accuracy; r) arranges travel bookings and itineraries, makes appointments, screens telephone calls, follows visitor protocol procedures, establishes telephone contact on behalf of executive;

	<ul style="list-style-type: none"> s) applies a working knowledge of the organisation's products/services, functions, locations and clients; t) responds to and acts upon most internal/external inquiries in own function area; u) uses and maintains a computer-based record management system to identify, access and extract information from internal sources; maintains circulation, indexing and filing systems for publications, reviews files, closes files, archives files; v) maintains financial records and journals, collects and prepares time and wage records; prepares accounts queries from debtors; posts transactions to ledger.
Clerical supervisor	Means an employee who has the appropriate level of training including a supervisory course and who co-ordinates other clerical staff.

Security Doorperson/security officer grade 1	Means a person who assists in maintenance of dress standards and good order at an establishment.
Timekeeper/security officer grade 2	Means a person who is responsible for timekeeping of staff, for the security of keys, for the checking in and out of delivery vehicles and/or for the supervision of doorperson/security officer grade 1 personnel.

Leisure Activities Leisure attendant grade 1	Means a person who: <ul style="list-style-type: none"> a) attends a shop associated with the club's activities, for example a golf pro shop owned and operated by the club; or b) acts as an assistant instructor, pool attendant and/or can be responsible for the setting up, distribution and care of equipment, and the taking of bookings.
Leisure attendant grade 2	Means a person who has the appropriate level of training and takes classes and/or directs leisure activities such as sporting areas, health clubs and swimming pools. This classification includes an assistant bingo caller.
Leisure attendant grade 3	Means a person who has the appropriate level of training, and who plans and coordinates leisure activities for guests, and may supervise other leisure activities. This classification includes a bingo caller (being a person engaged to present, host or comper the games of Bingo, Alphy and Housie, or games of a like nature.
(Casual) fitness instructor	Means an employee engaged in instructing people in either aqua aerobics, aerobics, pump, step aerobics, boxing circuits, circuits, walking, cardiac class, yoga or similar disciplines. An employee engaged as a fitness instructor will be engaged for a minimum shift of one hour.

Stores and Other Activities Storeperson grade 1	Means an employee who receives and stores general and perishable goods and cleans the store area.
Storeperson grade 2	Means an employee who, in addition to the duties for a storeperson grade 1, may also operate mechanical lifting equipment such as a fork-lift and/or who may perform duties of a more complex nature.

Storeperson grade 3	<p>Means an employee who has the appropriate level of training and who:</p> <ul style="list-style-type: none"> a) implements quality control techniques and procedures; b) understands and is responsible for a stores/warehouse area or a large section of such an area; c) has a highly developed level of interpersonal and communications skills; d) is able to supervise and provide direction and guidance to other employees including the ability to assist in the provision of on-the-job training and induction; e) exercises discretion within the scope of this grade; and who may exercise skills attained through the successful completion of an appropriate warehousing certificate; and may perform indicative tasks at this level such as: <ul style="list-style-type: none"> i. liaising with management, suppliers and customers with respect to stores operations; ii. detailing and co-ordinating activities of other storepersons and acting in a leading hand capacity for in excess of 10 storepersons; f) maintaining control registers including inventory control and being responsible for preparation and reconciliation of regular reports or stock movements, dispatches, etc; and g) supervises the receipt and delivery of goods, records, outgoing goods, responsible for the contents of a store.
Ground Maintenance Maintenance and horticultural employee level 1	<p>Means an employee primarily engaged in the following activities:</p> <ul style="list-style-type: none"> a) keeping areas clean and tidy; b) weeding and watering; c) trimming, mowing of surrounds, etc., with hand implements; d) assistance in preparing areas for play; e) assistance in course or green maintenance and construction; f) operation of a limited range of vehicles, including motor vehicles; g) performs non-trade tasks incidental to the employee's work. <p>Employees of this level will normally have undergone structured training at the introductory level and are appropriately assessed during the first three months of work; provided that employees graded at level 1 will be promoted to level 2 not later than at the expiration of three months' service.</p>
Maintenance and horticultural employee level 2	<p>Means an employee who has satisfactorily attained the appropriate level of training (at level 2) and is engaged in the following activities in addition to the work of level 1:</p> <ul style="list-style-type: none"> a) operation and minor maintenance of motorised equipment under supervision, other than machinery or equipment requiring the holding of specialised licences; b) assistance in the maintenance, renovation and reconstruction of greens and fairways, and/or maintenance of playing surfaces, including mowing, rolling, top dressing, seeding, turfing and sprigging, fertilising under supervision, planting and maintenance of trees, pruning under supervision; c) applies fertilisers, fungicides, herbicides and insecticides under general supervision; d) gardening duties including the planting and trimming of trees, sowing, planting and cutting of grass, and the watering of plants, gardens, trees, lawns and displays; e) performs routine maintenance of turf, synthetic, artificial and other play surfaces; f) completion of basic records; g) assistance in the construction and installation of facilities and systems; h) performs tasks incidental to the employee's work.
Maintenance and horticultural employee level 3 (tradesperson)	<p>Means an employee who has completed trade or equivalent qualifications and undertakes one or more of the following duties (including non-trade tasks incidental to the employee's work):</p> <ul style="list-style-type: none"> a) operates, maintains and adjusts turf machinery as appropriate;

	<ul style="list-style-type: none"> b) cleans machinery and inspects machinery after each use, reporting any problems to a management employee; c) applies fertilisers, fungicides, herbicides and insecticides as directed by a management employee; d) prepares turf, synthetic, artificial and other surfaces for play; e) maintenance and repair of vehicles and/or motor engines; f) repair and minor renovation work involving carpentry and/or painting and/or welding; g) formation and maintenance of all gardens, lawns and greens; h) the planting, maintenance and care of trees; i) training and supervision of employees of a lower grade, including apprentices.
<p>Maintenance and horticultural employee level 4 (tradesperson)</p>	<p>Means an employee who has satisfactorily attained the appropriate level of training at trade or the equivalent level, together with the additional requirements in supervision or other appropriate specialist modules. In addition to the duties of levels 1 to 3, the employee is also engaged in the following activities:</p> <ul style="list-style-type: none"> a) supervision and training of subordinate staff, including tradespersons; b) presentation of written and or verbal reports including budgets, c) general liaison with management; d) activities requiring application of specialist skills
<p>Maintenance and horticultural management level 1</p>	<p>Means an employee appointed to this level who reports directly to either the Committee of Management or Management employee level 2 as appropriate and undertakes three or more of the following duties:</p> <ul style="list-style-type: none"> a) responsible for supervision of all staff involved in daily course maintenance; b) responsible for planning, scheduling and supervision of all aspects of turf maintenance; c) supervises and participates in the operation and maintenance of pumps, irrigation equipment and drainage systems; d) instructs operators in the safe and efficient operation of all equipment associated with turf maintenance; e) supervises the majority of chemical and fertiliser applications and undertakes the appropriate training of operators in this field; f) allocates specific daily duties having regard to the club's work program.
<p>Maintenance and horticultural management level 2</p>	<p>Means employee appointed to this level who reports directly to the Committee of Management and undertakes three or more of the following duties:</p> <ul style="list-style-type: none"> a) responsible for implementation of all major turf projects for the facility according to Course Architect's design; b) responsible for the development of an annual work program for all outdoor staff that incorporates both further development and continued maintenance; c) responsible for supervision of all outdoor staff; d) responsible for the operation and maintenance of all turf equipment; e) responsible for all Occupational Health and Safety management in outdoor areas; f) responsible for purchasing within the limits imposed by the club policy and the definition of the budget; g) responsible for ensuring that all administrative systems are complied with by the staff under the employee's direction.