

**NOTE:** The Queensland industrial relations system covers most unincorporated businesses in Queensland (e.g. sole traders and partnerships) as well as some incorporated businesses operating in Queensland (e.g. some charities and not-for-profit organisations). Businesses may need to seek legal advice to determine whether Queensland industrial relations laws apply to them.

This is a summary of the major provisions of the award.

In a workplace where this award has application the Employer is required by the *Industrial Relations Act 1999* to display an up-to-date copy of the full award in a conspicuous place where it is easily read by the employees in the workplace.

## Award Summary Sheet

**Update Number: 8**

Change/s – New rates as from 1 September 2010;  
Addition of supervisory allowance

<b>Parents and Citizens and Other Associations Retail Award – State 2004</b>
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**Application** This Award applies to all employees as defined, engaged in retailing and/or hiring operations conducted in State and independent schools by Parents and Citizens Associations, Parents and Friends Associations and the Independent Parents and Friends Associations which are members of the Childrens Services Employers Association Queensland Union of Employers, and/or members of the Queensland Council of Parents and Citizens Associations Incorporated.

This Award does not apply to any person who genuinely volunteers in writing their labour to a Parents and Citizens, Parents and Friends and Independent Parent and Friends Association.

**Effective from**

**September 1, 2010**

These wage rates are to be read in conjunction with the Classification Structure as prescribed by the Award.

Tuckshop employees	Weekly	Part-time	Casual
Assistant Convenor	\$647.20	17.0316	21.2895
Convenor Partially Unpaid			
Senior Convenor Partially Unpaid Managing Convenor	\$657.10	17.2921	21.6151
Senior Managing Convenor	\$682.00	17.9474	22.4342
<b>P &amp; C Administration Assistants</b>			
Year 1	\$682.00	17.9474	22.4342
Year 2	\$711.20	18.7158	23.3947
<b>P &amp; C Operations Manager</b>			
Level 1	\$771.80	20.3105	25.3882
Level 2	\$784.30	20.6395	25.7993
Level 3	\$833.40	21.9316	27.4145

**Juniors will only apply to the classification of Tuckshop employees - Assistant**

Juniors	Weekly	Part-time	Casual
Under 17 years 50%	\$323.60	8.5158	10.6447
17 and under 18 years 55%	\$356.00	9.3684	11.7105
18 and under 19 years 65%	\$420.70	11.0711	13.8388
19 and under 20 years 75%	\$485.40	12.7737	15.9671
20 years of age 85%	\$550.10	14.4763	18.0954

<b>Ordinary hours</b>	Average of 38 hours per week for not more than 42 weeks per year within term time or as otherwise agreed by written mutual agreement. Daily ordinary hours not to exceed 8 ½ on any one day (exclusive of meal hours) to be worked between 6.00 am and 12 midnight. See clause 6.1.	
<b>Penalty rates</b>	<i>All employees – Saturday – all time worked shall be paid at the rate of time and a quarter.</i> <i>Sunday – all time worked shall be paid at the rate of double time with a minimum of 2 hours.</i> See clauses 6.1.6 & 6.1.7.	
<b>Overtime</b>	All time worked in excess of the ordinary weekly working hours or outside the spread of hours, or outside the hours specified in an employee's roster shall be paid at the rate of time and a half for the first 3 hours and double time thereafter. See also Casuals below. See clause 6.3.	
<b>Part-time</b>	An employee who is employed for not less than 12 hours per week and not more than 38 hours per week with a minimum payment of 3 hours pre day. Part-time employees are entitled to pro rata holiday pay, sick leave, long service leave and all holidays as prescribed by this Award. See clause 4.1.	
<b>Casual</b>	An employee who is employed for not more than 20 hours in any one week, except where relieving a permanent employee on leave. Minimum payment of 3 hours for each engagement. 25% loading. Overtime rates are payable for any time worked in excess of 8 hours on any one day. See clauses 4.2 & 6.3.1.	
<b>Allowances</b>	<u>Supervisory</u> (clause 5.2.2)  Employees who are required to supervise other employees shall receive, in addition to the wage rates prescribed by clause 5.2, a weekly allowance of \$12.70 (as from 1 September 2010) or a <i>pro rata</i> daily amount if applicable.  <u>First Aid</u> (clause 5.3) Full-time employees                      \$13.70 per week Part-time and casual employees      \$2.72 per day  <u>Private vehicle</u> (clause 8.1)  When with the approval of the employer, an employee uses the employee's private vehicle for business purposes; the employee shall receive an allowance of 50 cents per kilometre.	
<b>Superannuation</b>	An employer is required to meet the minimum requirements set out in both the Federal Superannuation Guarantee legislation and this award. Employers and employees should telephone 13 10 20 to determine an employer's possible obligation under the federal legislation and should read the superannuation clause (cl. 5.5) contained within the award to determine award entitlements/obligations. The approved funds named in the award are: Queensland Independent Education and Care Superannuation Trust (QIEC), Retail Employees Superannuation Trust (REST), Australian Enterprise Superannuation (AES).	
<b>Notice by Employer and Employee (other than casual)</b>	<i>Period of Continuous Service</i>	<i>Period of Notice</i>
	Not more than 1 year	1 week
	More than 1 year up to 3 years	2 weeks
	More than 3 years up to 5 years	3 weeks
	More than 5 years	4 weeks
	Where the employee is over 45 years of age and has had more than two years service, an additional week's notice is due when the employment is terminated by the employer.	
<b>Redundancy</b>	Refer to clause 4.6.	

## Definitions / Classifications

### Assistant

- means any person appointed by an Association to provide assistance under direction, towards the retailing operations of an Association.

### Convenor

- means any person appointed by an Association to coordinate that Association's retail operations, including the operation of a tuckshop, or a textbook or uniform sale and/or hire shop. That person shall be accountable to the Association. (Clause 5.1.1)
- means any person who is employed as a Tuckshop Convenor, Uniform, Hire Shop Convenor, Book/Stationery Convenor, and/or Hall Convenor and in any other retail operation of an Association. (Clause 1.5.6)

### Convenor partially unpaid

- means an employee who is employed under the arrangements described in clause 2.2.

### Senior convenor partially unpaid

- means a person appointed by the Association to co-ordinate and manage an Association's retail operations in an exempted school who has an AQF qualification of at least Certificate III, in food processing or a related area.

### Managing convenor

- means a person appointed by an Association to co-ordinate and manage an Association's Retail Operations in a school with 600 or more students, or a Convenor who has an AQF qualification of at least Certificate III in food processing or a related area.

### Senior managing convenor

- means a person appointed by an Association to co-ordinate and manage an Association's Retail operation in a school with 600 or more students who has an AQF qualification of at least Certificate III in food processing or a related area.

### P&C Administration Assistant

- means any person who is employed to assist the P&C Executive with the administrative duties of the Parents and Citizens Association, including the retail and general operations.
- includes any person employed by a Parents and Citizens Association principally in the pursuit or vocation of writing, engrossing, typing or calculating, whether by ordinary means or by means of any process calculated to achieve a like result, and/or in invoicing, billing, charging, checking, or otherwise dealing with records, writings, correspondence, books and accounts.

### P&C Operations Manager

- means any person who manages all P&C business operations including retail and general operations.
- includes any person employed by a Parents and Citizens Association principally to manage all P&C business operations including but not be limited to retail and general operations. The duties would include but not be limited to staffing rosters, ordering, invoicing, billing, charging, checking or otherwise dealing with records, writing, correspondence, books, accounts liaison with volunteers.

**Refer to clause 5.1.3, 5.1.4 and 5.1.5 for further information regarding P & C Operations Manager classifications.**

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