

General notes:

- This Framework sets out Workplace Agreements Database (WAD) data that is available.
- Where a field has not been coded for the entire dataset (i.e. 1991 to the most currently available data), it has been noted in the field description.
- Also it should be noted that the full WAD datasets available on request are updated annually.
- However, customised data requests, which cover only parts of the entire database, can seek most currently available data the most currently available data.
- This document provides only a brief overview of each field. There may be nuances of definition not captured in this document. We are available to answer any questions about any field in the dataset: ebtrends@employment.gov.au.
- All reasonable efforts have been taken to ensure the data coded in the Workplace Agreements Database is accurate, including quarterly data checking. Given the the volume of data (there are approximately 150,000 agreement records in the database, each containing up to 400 fields of data) there will be instances of human error. Requestors may wish to email EBTrends@employment.gov.au with information about any errors found.
- Please note that due to privacy concerns, some data fields may not be available at the unit record level. This data may be available in aggregated form. The Department reserves the right to not provide data that it feels may violate the privacy of an individual.

WAGES/GENERAL INFORMATION

FIELD	DESCRIPTION
Agreement Number	An identifier allocated by Fair Work Australia or predecessors
Agreement Type Name	Differs by the applicable workplace relations legislation at the time, but may distinguish between greenfields and non-greenfields agreements, between single-enterprise and multi-enterprise agreements, and between union and non-union agreements.
Print Number	An identifier allocated by Fair Work Australia or predecessors Coded from 1991-2006, and from 2009-most currently available data.

FIELD	DESCRIPTION
Matter	An identifier allocated by Fair Work Australia or predecessors. Coded from 1991-2006, and from 2009-most currently available data.
Title	An identifier specified by parties and Fair Work Australia or predecessors
Sector	Indicates whether the agreement is public or private
APS Agreement	Indicates whether an agreement is a Commonwealth employment agreement
Certification Date	The date on which an agreement is approved (or lodged, if approval isn't required)
Commencement Date	The date on which an agreement commences.
Expried Date	The nominal expiry date of an agreement.
Termination Date	The date upon which parties officially terminate an agreement.
Termination Reason	The reason given for terminating an agreement.
Duration (Years)	The duration of an agreement from commencement to expiry/termination in years.
AAWI	<p>Measures the average annualised wage increase (AAWI) for an agreement. Agreements with no data against this field are considered non-quantifiable, and should be excluded from aggregate average AAWI calculations.</p> <p>For agreements with quantifiable wage increases, AAWI per agreement is calculated using the following formula:</p> $100 \times \left\{ \left[\prod_{i=1}^N (1 + r_i) \right]^{\frac{1}{d}} - 1 \right\}$ <p>r_i = % increases of the i^{th} time* N = the number of increases over the life of the agreement d = the effective duration of the agreement in years</p>
Replaced Agreement Checked	Indicates whether an agreement has been checked to see if it replaces an older agreement.

FIELD	DESCRIPTION
Open Duration	Indicates whether an agreement is 'open duration' or will be active for the entire life of a project (allowed only under certain legislative periods) Coded from 1991-2009.
Variations	Indicates whether an agreement has been varied after its approval/certification. Coded from 2001-most currently available data.
Single Interest Employer	Single interest employers will have one single enterprise agreement to cover multiple employers. The employers have come together to create one agreement to cover their organisations. This is coded when the published decision to approve the agreement references s.172(5) of the <i>Fair Work Act 2009</i> . Coded from 2010-most currently available data.
Public Interest	An agreement does not pass the Better Off Overall Test (BOOT), but is passed because it is in the public interest to do so. Coded from 2010-most currently available data.
Internal	Agreement has been flagged by agreement researchers as containing an interesting clause not otherwise captured.
Low Paid Bargining	Indicates that the Fair Work Commission is assisting with the bargaining process using the 'low-paid bargaining stream' in the legislation. Coded from 2010-most currently available data.
Has Undertaking	Indicates whether an agreement made under the <i>Fair Work Act 2009</i> contains an undertaking. An undertaking is a clarification or commitment by the parties needed in order to meet the agreement approval requirements of the Fair Work Commission. Coded from mid-2009 - most currently available data.
Single Issue	An agreement made to deal with a single issue, rather than a comprehensive document of wages and conditions. Coded from 1991-2010.

FIELD	DESCRIPTION
First Wage Increase Not Quantifiable - New Classification Structure	<p>Indicates that the first wage increase in the agreement is not quantifiable because the classification structure has changed in between the previous agreement and the new agreement.</p> <p>Coded from 2011-most currently available data.</p>
First Wage Increase Not Quantifiable - Other Reason	<p>Indicates that the first wage increase in the agreement is not quantifiable for some other reason.</p> <p>Coded from 2011-most currently available data.</p>
No Wage Rates	<p>The agreement does not contain any information about wage rates. This is usually a commercial-in-confidence matter.</p> <p>Coded from 2011-most currently available data.</p>
Minimum Wage Movements - FWA Auto	<p>Wages in the agreement increase automatically along with minimum wage decisions issued by the Fair Work Commission.</p> <p>Coded from 2011-most currently available data.</p>
Minimum Wage Movements - Linked To FWA	<p>Wages in the agreement are linked to some extent with minimum wage decisions issued by the Fair Work Commission, but do not increase automatically by an equivalent amount.</p> <p>Examples might include: a commitment that wages will not fall beneath the minimum wage; a cap on the amount of the minimum wage decision that will be passed on to employees; or set wage increases that can be modified (either up or down) based upon the minimum wage decision.</p> <p>Coded from 2011-most currently available data.</p>
CPI/Economic Factors - CPI Auto	<p>Wages in the agreement increase automatically along with Consumer Price Index or Wage Price Index figures published by the Australian Bureau of Statistics.</p> <p>Coded from 2011-most currently available data.</p>

FIELD	DESCRIPTION
CPI/Economic Factors - Linked To CPI	<p>Wages in the agreement are linked to some extent with Consumer Price Index or Wage Price Index figures published by the Australian Bureau of Statistics, but do not increase automatically by an equivalent amount.</p> <p>Examples might include: wage increases that commit to exceeding CPI; caps on wage increases relative to CPI figures; or set wage increases that can be modified (either up or down) depending upon published CPI figures..</p> <p>Coded from 2011-most currently available data.</p>
CPI/Economic Factors - Other Economic Adjustment	<p>Wages in the agreement are linked in some way to an economic measure other than the Consumer Price Index.</p> <p>Coded from 2011-most currently available data.</p>
Allowance - Allow Increased In Line With CPI	<p>Indicates that allowances in the agreement will increase in line with published Consumer Price Index data.</p> <p>Coded from 2011-most currently available data.</p>
One-off Bonus Payment - UnConditional Bonus	<p>Indicates whether the agreement contains an unconditional one-off payment to employees, either as a sign-on bonus or for another reason.</p> <p>Coded from 2000-most currently available data.</p>
One-off Bonus Payment - UnConditional Bonus Amount	<p>The amount of an unconditional one-off bonus payment in dollars.</p> <p>Coded from 2000-most currently available data.</p>
One-off Bonus Payment - Conditional Bonus	<p>Indicates whether the agreement contains an conditional one-off payment to employees, either as a sign-on bonus or for another reason. Payments of this nature are generally dependent upon performance/productivity targets or measures.</p> <p>Coded from 2000-most currently available data.</p>
One-off Bonus Payment - Conditional Bonus Amount	<p>The amount of a conditional one-off bonus payment in dollars.</p> <p>Coded from 2000-most currently available data.</p>
Performance/Productivity Pay - Individual	<p>A recurring payment based on the performance or productivity of an individual employee that does not form part of the base wage.</p>

FIELD	DESCRIPTION
Performance/Productivity Pay - Group	A recurring payment based on the performance or productivity of a particular group of employees that does not form part of the base wage. Coded from 1991-2010.
Performance/Productivity Pay - All employees	A recurring payment based on the performance or productivity of all employees that does not form part of the base wage.
Performance/Productivity Pay - Unclear	A recurring payment based on the performance or productivity of an unclear or unspecified subset of employees that does not form part of the base wage. Coded from 1991-2010.
Performance/Productivity Pay - Work Team	A recurring payment based on the performance or productivity of a particular work team that does not form part of the base wage. Coded from 1991-2010.
Employee Share Ownership - Profit Sharing	A defined element of profits accruing to a business is distributed directly to employees or a bonus is tied to some measure of profits.
Employee Share Ownership - Shared Acquisition	Employees covered by the agreement can obtain part ownership of the enterprise. This is usually through receiving shares as part of their remuneration package or as a bonus for performance/productivity.
Count of Employer	Records the number of employers covered by an agreement.
Replaced Agreements	Older agreements replaced by this agreement.
Awards	Parent award(s) for agreement. Other codes: X9999 - Refers to a generic award/s but does not mention an award title or code Z9999 - There is no mention of a Parent Award Z99999 - Unknown

FIELD	DESCRIPTION
Agreement ANZSIC	The industry of the agreement, provided at the ANZSIC (Australian New Zealand Standard Industry Classification) sub-divisional level. As employers from a range of industries can be parties to a single agreement, the industry of the employer with the highest employee coverage is recorded as the industry for the agreement.
Unions	Unions covered. Under the <i>Fair Work Act 2009</i> this field displays the unions noted in the FWC agreement approval decision as having written to the Commission seeking to be covered by the agreement. Prior to the <i>Fair Work Act 2009</i> , unions covered are the unions identified as being parties to the agreement.
States	State/Territories coverage. "Aus" is recorded where the agreement covers all States/Territories.

FIELD	DESCRIPTION
ABN	<p>Australian Business Number.</p> <p>Coded regularly from 2008-most currently available data, coded intermittently prior to that.</p>
Legal Name	<p>Legal name as recorded in the Australian Business Number Register.</p> <p>Coded regularly from 2008-most currently available data, coded intermittently prior to that.</p>
Employee Statistics - Total Number of Employees	<p>Number of employees covered by agreement at the time of approval. Provided by parties. Not available when agreement covers fewer than five employees.</p>
Employee Statistics - Estimated Total Number of Employees	<p>Where employee numbers are not provided by parties to an agreement, this estimate based on averages is recorded in the WAD instead.</p>
Employee Statistics - Women Employees	<p>Number of female employees covered by agreement at the time of approval. Provided by parties (field is blank where data not supplied). To meet the Department's privacy obligations this data is not available when agreement covers fewer than five employees.</p>
Employee Statistics - Part Time	<p>Number of part-time employees covered by agreement at the time of approval. Provided by parties(field is blank where data not supplied). To meet the Department's privacy obligations this data is not available when agreement covers fewer than five employees.</p>
Employee Statistics - Casual	<p>Number of casual employees covered by agreement at the time of approval. Provided by parties(field is blank where data not supplied). To meet the Department's privacy obligations this data is not available at the unit record level.</p> <p>*But available for customised data requests as aggregated statistic.</p>
Employee Statistics – Mature age (45+)	<p>Number of mature aged employees covered by agreement at the time of approval. Provided by parties(field is blank where data not supplied). To meet the Department's privacy obligations this data is not available. at the unit record level.</p> <p>*But available for customised data requests as aggregated statistic.</p>
Employee Statistics – Young (-18)	<p>Number of young employees covered by agreement at the time of approval. Provided by parties(field is blank where data not supplied). To meet the Department's privacy obligations this data is not available. at the unit record level.</p>

	*But available for customised data requests as aggregated statistic.
Employee Statistics – Aboriginal & Torres Strait Islanders (ATSI)	Number of ATSI employees covered by agreement at the time of approval. Provided by parties(field is blank where data not supplied). To meet the Department’s privacy obligations this data is not available at the unit record level. * But available for customised data requests as aggregated statistic.
Employee Statistics – Non-English-speaking Background (NESB)	Number of NESB employees covered by agreement at the time of approval. Provided by parties(field is blank where data not supplied). To meet the Department’s privacy obligations this data is not available at the unit record level. * But available for customised data requests as aggregated statistic.
Employee Statistics – Employees with Disability	Number of disabled employees covered by agreement at the time of approval. Provided by parties(field is blank where data not supplied). To meet the Department’s privacy obligations this data is not available at the unit record level. * But available for customised data requests as aggregated statistic.
ANZSIC Name	The industry of the employer, provided at the ANZSIC (Australian New Zealand Standard Industry Classification) sub-divisional level.

Note: from 2011 onward, only the most recently replaced agreement has been coded. Prior to that, the entire replacement history of each agreement was coded.

FIELD	DESCRIPTION
Replaced Agreement Number	The agreement number of the replaced agreement.
Generation	Indicates the generation of the agreement (i.e. shows how many agreements have preceded it). Coded from 1991-2010.
Employee Overlap Type	Indicates the relationship of the agreement to its predecessor. From 2011-most currently available data: "R equals P" = direct replacement "Other" = one is a subset of the other Prior to 2011: "R equals P" = direct replacement "P subset of R" = previous agreement is subset of replacement "R subset of P" = replacement is subset of previous agreement "R overlaps P" = some overlap between the agreements

FIELD	DESCRIPTION
Variation Number	Indicates the number of the variation (i.e. 1 st , 2 nd , 3 rd time the agreement has been varied)
Variation Type	Indicates whether the variation affects wage rates, conditions of employment, or both.
Variation Commencement Date	The date upon which the variation takes effect.

FIELD	DESCRIPTION
Increment Number	Indicates the number of the increment (i.e. 1 st , 2 nd , 3 rd increase under the agreement)
Date	The date upon which the wage increase takes effect.
Percentage	The percentage amount of the wage increase.
Amount	If the agreement contains a wage increase of a set amount, rather than a percentage, it is recorded here as the dollar amount by which an employee's weekly wages increase.
Non-Compounding	Indicates that the wage increments in the agreement do not compound upon one another.
Conditional	Indicates whether a particular wage increase is conditional. For example, employees might need to meet certain productivity targets, or the increase might be dependent upon the business enacting certain changes in work practices/employment conditions.
Incresement Amount As Percentage Refer ANZSIC 2006	<p>A field that collates the "Percentage" field and "Amount" field into a single comparable figure.</p> <p>If the wage increase is a percentage increase, that amount is replicated here.</p> <p>If the wage increase is a dollar increase, that dollar amount is converted to a percentage against the Average Weekly Earnings (published by the Australian Bureau of Statistics) for the relevant industry.</p>
Number of increments	The total number of wage increases in the agreement.

CONDITIONS

General notes:

- Conditions coding began in 1997. The years for the coding of each individual condition have been noted in the definitions.
- Most conditions are Boolean (Yes/No), but some conditions are numerical. For these conditions, we employ certain dummy codes to record information where the result is not quantifiable. The following numerical values should be excluded from any calculation of average values:
 - “555” means that the value varies between groups of employees or is affected by other factors (e.g. length of service)
 - “999” means that the value is effectively unlimited.
- Fields shaded in grey represent ‘header’ fields (fields that serve to group related provisions together), or discrete topics.

FIELD NAME	DESCRIPTION
Agreement covers all employees of the company	The declaration forms filed by the employer indicate that the agreement covers all employees of the company other than senior executives Coded from 2015-most currently available data.
Agreement does not cover all employees of the company	The declaration forms filed by the employer indicate that the agreement does not cover all employees of the company, excluding senior executives. Coded from 2015-most currently available data.
Comprehensive agreement	The agreement is all-inclusive of the terms and conditions of employment. This is generally expressed as a statement of intent. For example: “This Agreement contains all conditions of employment and entitlements of employees employed under its terms and conditions to the exclusion of all other Awards, Agreements and industrial instruments” Coded from 1998-2009.

FIELD NAME	DESCRIPTION
Refers to other policy documents	<p>An agreement refers matters to other policy documents, a Company manual, memorandum of understanding or other procedural document outside the agreement, other than those specified in sub-heading “Specific work & family policies/procedures”.</p> <p>Coded from 2005-2011.</p>
Social responsibilities	<p>The agreement provides terms requiring an employer or employee to commit to certain social and community causes or initiatives. While a broad clause, it might include such things as:</p> <ul style="list-style-type: none"> • Commitment to political donations • Sourcing products from particular suppliers or commitment to Australian-made products • Commitment to participation in charity events • Meeting environmental or labour standards • Redirecting profits into community projects <p>Coded in 2009 only.</p>
Social media clause	<p>The agreement contains a provision dealing with the employees’ use of social media.</p> <p>Coded from 2013-2014.</p>
Refers to AFPC/NES Standard	<p>The agreement provides for a commitment to meeting or adhering to, or not falling below the Australian Fair Pay Commission Standards or the National Employment Standards.</p> <p>Coded from 2008-2009.</p>
All pupose paid leave	<p>The agreement does not differentiate between types of leave, i.e.; where sick, compassionate and carer’s leave are combined as all-purpose-leave or form part of a Paid Time Off (PTO) account.</p> <p>Coded from 1998-2009.</p>

FIELD NAME	DESCRIPTION
Jury service make up pay	<p>The agreement provides employees with the difference between their ordinary rate of pay and the amount the Government provides whilst on jury duty.</p> <p>Coded from 2000-2010.</p>
Emergency services leave	<p>The agreement provides employees with leave (either paid or unpaid) to attend emergency situations including, but not limited to, bushfires and emergencies caused by natural disasters such as flooding, cyclones and tornadoes.</p> <p>Coded from 2003-2009.</p>
Community/volunteer leave	<p>The agreement contains a provision for employees to take leave for volunteer work or community services. This leave is separate from emergency services leave and may be paid or unpaid leave.</p> <p>Coded in 2009 only.</p>
Community services leave	<p>The agreement provides leave for community service reasons as per the National Employment Services, such as jury service, voluntary emergency management activity or other activity prescribed by regulation.</p> <p>Coded in 2010 only</p>
Volunteering leave	<p>The agreement contains a provision for employees to take leave for volunteer work.</p> <p>Coded from 2010-2011.</p>
Grandparent leave	<p>The agreement provides either paid or unpaid leave for grandparents with caring responsibilities.</p> <p>Coded in 2010 only.</p>
Defence force leave/pay	<p>The agreement provides employees with leave (either paid or unpaid) to attend military training and/or business. This includes military or reservist service both within Australia and overseas.</p> <p>Coded from 2000-2010.</p>

FIELD NAME	DESCRIPTION
Donor leave	<p>The agreement provides employees with paid leave for blood/bone marrow/organ donation etc.</p> <p>Coded from 2009-2010.</p>
Special paid leave	<p>The agreement specifically provides for paid leave of a personal nature, aside from sick leave, family /carer's or compassionate leave. For example, this leave would allow an employee to attend meetings with their child's teacher, or to be home when repairs are carried out on a service or appliance.</p> <p>Coded from 2000-2011.</p>
LONG SERVICE LEAVE	<p>This is a 'header' field</p> <p>The agreement contains long service leave provisions such as those below or where there are long service leave provisions not covered by the definitions below.</p> <p>Coded from 1997-2016.</p>
Long Service Leave - entitlements as per legislation	<p>The agreement states that long service leave entitlements will be in accordance with the relevant legislation.</p> <p>Coded from 2014-most currently available data.</p>
Long service leave flexible access	<p>Access to taking long service leave is flexible, i.e. may be taken at a time negotiated between employer and employee. It may also cover long service leave which can be taken at 1/2 pay for an extended period or for half the period at double pay.</p> <p>Coded from 1997-most currently available data.</p>
Long service leave Accrual, number of weeks	<p>The amount of long service leave accrued by the employee is included in the agreement, e.g. 12 weeks over ten years is coded as 1.2.</p> <p>This records the rate of accrual in the first ten or fifteen years. Rates of accrual for subsequent periods of service are not considered.</p> <p>Coded from 1997-most currently available data.</p>

FIELD NAME	DESCRIPTION
Minimum Service Before LSL Available	<p>The number of years an employee is required to work before they can access long service leave for the first time.</p> <p>Coded from 2012-most currently available data.</p>
Long service leave Cashing out	<p>Employees are able to cash out some or all of their long service leave entitlement during the course of their employment, or where long service leave is paid out quarterly, annually, etc. This does not include long service leave pay out provisions that are part of redundancy pay-outs.</p> <p>Coded from 1998-most currently available data.</p>
Long service leave refers to other legislation	<p>The agreement calls up other legislative documents such as a State based long service leave act or the long service leave provisions within the parent award.</p> <p>Coded from 1998-2010.</p>
Long service leave prescribed access	<p>The agreement states that long service leave must be taken as soon as a set amount has accumulated, or that the employer stipulates the timing of taking long service leave.</p> <p>Coded from 1997-2010.</p>
Long service absorbed	<p>Long service payments are absorbed into wages/salary rather than paid when long service leave is taken.</p> <p>Coded from 2007-2010.</p>
ANNUAL LEAVE	<p>This is a 'header' field.</p> <p>The agreement contains annual leave provisions either as defined below or where there are annual leave provisions not covered by the definitions below.</p> <p>Coded from 1997-most currently available data.</p>

FIELD NAME	DESCRIPTION
Annual leave flexible/facilitative	<p>The use of and access to annual leave for employees is not limited by any provision in the agreement. Facilitative means that access to the condition or any change over access to the condition is negotiated between the employer and employee.</p> <p>Coded from 1997-most currently available data.</p>
Annual leave access to single days	<p>The agreement allows employees to access single days of annual leave. This is usually found in the family/carer's leave section of an agreement.</p> <p>Coded from 1997-2011, and from 2014-2016.</p>
Annual leave cashing out	<p>The agreement includes payment for any unused annual leave or an employee can cash out a proportion of annual leave, except where these are mentioned in conjunction with redundancy pay-outs.</p> <p>Coded from 1997-most currently available data.</p>
Annual leave quantum greater than NES entitlement	<p>The amount of annual leave per year exceeds the entitlements provided in the National Employment Standards (4 weeks for non-shift workers, and 5 weeks for shift workers).</p> <p>Coded from 2011-most currently available data.</p>
Annual leave 48/52/Career break	<p>Under this provision an employee can, for example, elect to be paid four years salary over a five-year period and have the fifth year off as a career break. Purchased leave can enable an employee to obtain additional annual leave by way of salary sacrifice and have the salary decrease averaged over the year, for example an employee could take an additional four weeks leave and have the 48 weeks' pay averaged over 52 weeks of the year.</p> <p>Coded from 1997-most currently available data.</p>
Annual leave loading paid out on termination or redundancy	<p>The agreement states that employees will be paid any accrued annual leave loading upon either termination or redundancy.</p> <p>Coded from 2015-most currently available data.</p>

FIELD NAME	DESCRIPTION
Annual leave (non-shift), weeks per year	The amount of annual leave per year for non-shift workers is recorded. Coded from 1997-2010.
Annual leave weeks per year (shift)	The amount of annual leave per year for shift workers is recorded. Coded from 1997-2010.
Annual leave loading	The agreement contains provisions regarding an annual leave loading paid to all entitled employees either once per year or included in the employee's salary when he/she takes annual leave. Coded from 1998-2011.
Annual leave absorbed	The agreement provides for payment for annual leave to be absorbed into either an annualised salary or loaded hourly rate. Coded from 2008-2010.
Annual leave regulated access	The agreement provides that some or all annual leave is to be taken at times prescribed by the employer, e.g. at annual/Christmas shut downs or stock takes. Coded from 1997-2010.
PARENTAL LEAVE	This is a 'header' field The agreement contains provisions for parental leave associated with childbirth or adoption. Coded from 2006-most currently available data.
Primary care giver or maternity leave, number of weeks	The agreement includes paid maternity leave or paid leave for the 'Primary Care Giver' of child/children. Agreements may stipulate maternity leave as time off work for a woman to have and be the primary care giver for her child, while some agreements are not gender-specific and use the term primary care giver. The number of weeks of paid leave is recorded Coded from 1998-most currently available data.

FIELD NAME	DESCRIPTION
Secondary care giver or paternity leave, number of weeks	<p>The agreement includes paid paternity leave or paid leave for the 'Secondary Care Giver' of child/children. Agreements may stipulate paternity leave as time off work for a man at the time of the birth of his child to be the secondary care giver or, provider of partner support, while agreements may not be gender-specific and use a term such as 'Secondary Care Giver'. The number of weeks of paid leave is recorded.</p> <p>Coded from 1998-most currently available data.</p>
Paid adoption leave, number of weeks	<p>The agreement includes paid adoptive leave. Adoptive leave is time off work for an employee to adopt and provide primary care for an adoptive child. The number of weeks of paid leave is recorded.</p> <p>Coded from 2000-most currently available data.</p>
Final payment on return to work	<p>The agreement provides that the final part of a parental leave payment will be paid when the employee returns to work after the period of leave.</p> <p>Coded from 2010-most currently available data.</p>
Flexible paid parental leave	<p>Access to taking paid parental leave is flexible, i.e. it may be taken in a way negotiated between employer and employer such as at ½ pay for an extended period or for ½ the period at double pay.</p> <p>Coded from 2003-most currently available data.</p>
Simultaneous parental leave	<p>Parents have the right to request concurrent parental in excess of legislated minimums (currently 3 weeks).</p> <p>Coded from 2006-most currently available data.</p>
Return to work provisions from parental leave	<p>The agreement contains provisions which allow an employee to return to work on a part-time basis after taking parental leave.</p> <p>Coded from 2004-most currently available data.</p>

FIELD NAME	DESCRIPTION
Parental leave top-up of govt PPL (number of weeks)	<p>The agreement tops up the government paid parental leave scheme so that the employee can receive their normal rate of pay while on maternity leave or primary carer leave . The number of weeks of top-up is recorded.</p> <p>Coded from 2011-most currently available data.</p>
Extended unpaid parental leave	<p>The agreement provides for a period of unpaid leave beyond what's provided in the National Employment Standards.</p> <p>Coded from 1998-2010.</p>
Parental leave top-up of govt paternity leave (number of weeks)	<p>The agreement tops up the government paid parental leave scheme so that the employee can receive their normal rate of pay while on paternity or secondary carer leave. The number of weeks of top-up is recorded.</p> <p>Coded from 2012-most currently available data.</p>
Agt PPL scheme modified on commencement of govt PPL	<p>The paid parental leave scheme in the agreement will be modified in some way upon the commencement of the Government's universal paid parental leave scheme, but will not be removed altogether.</p> <p>Coded from 2010-2012.</p>
Agt PPL removed commencement of govt PPL	<p>The agreement provides for paid parental leave, but states that the scheme under the agreement will cease once the Government's universal paid parental leave scheme commences operation.</p> <p>Coded from 2010-2012.</p>
Access to other leave parental	<p>New parents are able to access other leave for the purposes of parental leave, e.g., personal, annual or long service leave.</p> <p>Coded from 2007-2010.</p>

FIELD NAME	DESCRIPTION
Parental leave for eligible casuals	<p>Parental leave (paid or unpaid) is provided for eligible casuals (the agreement will usually define an 'eligible' casual). This might also be coded if the agreement doesn't specifically exclude casuals from the parental leave entitlements.</p> <p>Coded from 2001-2010.</p>
PERSONAL CARER'S LEAVE	<p>This is a 'header' field.</p> <p>The agreement contains personal leave provisions</p> <p>Coded from 1997-most currently available data.</p>
SICK LEAVE	<p>This is a 'header' field.</p> <p>The agreement contains sick leave provisions. Sick leave is typically coded as a component of personal/carer's leave.</p> <p>Coded from 1997-2010.</p>
Sick leave absorbed	<p>Payment for sick leave is absorbed into wages/salary and leave taken as sick leave is therefore unpaid.</p> <p>Coded from 2007-2010.</p>
Insurance scheme	<p>The agreement provides for an insurance scheme covering absence from work due to a non work-related illness or injury. The agreement may stipulate that employees have to 'cash in' part of their sick-leave entitlement to cover payment of the premiums. This field also covers "Income Protection Insurance" that relates to non work-related injury or illness (Note: this is distinct from income protection insurance related to redundancy provisions).</p> <p>Coded from 1998-most currently available data.</p>
Sick leave payout on termination/retire	<p>The agreement provides for employees to be paid the value (full or partial) of accumulated sick leave on resignation, retirement or other form of termination of employment.</p> <p>Coded from 1997-most currently available data.</p>

FIELD NAME	DESCRIPTION
Sick leave - unlimited	<p>The agreement is open-ended on number of days of sick leave available to the employee, for example, there is no limit on the number of days of leave providing a certificate is produced.</p> <p>Coded from 1997-most currently available data</p>
Number of days sick leave	<p>The agreement provides for paid leave available for employees when they are sick or injured. The number of days of paid leave is recorded.</p> <p>Coded from 2007-most currently available data.</p>
FAMILY/CARER'S LEAVE	<p>This is a 'header' field</p> <p>The agreement contains family/carer's leave provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-2010</p>
Paid family carers leave, number of days	<p>Paid leave (separate from ordinary sick/personal leave) is available for employees to care for a sick family member in addition to them being able to access paid days as part of their personal leave entitlements. The number of days leave is recorded if specified in the agreement.</p> <p>Coded from 1997-most currently available data.</p>
Unpaid family carers leave, number of days	<p>Unpaid leave is available for employees to care for a sick family member. The number of days leave is recorded if specified in the agreement. "555" is coded if an amount is offered per occasion (rather than per annum).</p> <p>Coded from 1998-2010.</p>
Access to other leave for family/caring purposes, number of days	<p>Employees can either access their own sick leave/annual leave/all purpose leave to care for a sick family member, or the employee has access to all-purpose paid leave. The number of days leave is recorded if specified in the agreement.</p> <p>Coded from 1998-2010.</p>

FIELD NAME	DESCRIPTION
Sick leave accumulation bank - unlimited	The agreement allows employees to accumulate sick leave from year to year and doesn't place a limit on it. Coded from 1997-2010.
Sick leave accumulation bank - limited	The amount of sick leave that an employee may accumulate from year to year is limited by the agreement. Coded from 1997-most currently available data.
Sick leave partial pay out	The agreement has provision for the employer to pay to employees part of the value of accumulated sick leave in specified circumstances, e.g. up to three days untaken sick leave to be paid out at the end of each year if an employee has taken no sick leave for 12 months. Some agreements may allow for salary sacrifice of sick leave into superannuation. Coded from 1997-2010.
Bonus incentive for reduced absenteeism	The agreement has provision for employees to receive a bonus payment if they take less than a specified amount of sick leave over a specified period. Coded from 1997-2010.
BEREAVEMENT/SPECIAL/OTHER	<p>This is a 'header' field</p> <p>The agreement provides compassionate leave either as defined below or not covered by the specific provisions below.</p> <p>Compassionate leave is defined as:</p> <p>When a member of the employee's immediate family, or a member of the employee's household:</p> <ul style="list-style-type: none"> [a] contracts or develops a personal illness that poses a serious threat to his or her life; or [b] sustains a personal injury that poses a serious threat to his or her life; or [c] dies <p>Bereavement is now only one component of Compassionate leave.</p> <p>Coded from 1998-most currently available data</p>

FIELD NAME	DESCRIPTION
Compassionate leave greater than NES	<p>Agreement's compassionate leave provisions are more generous than those contained in the National Employment Standards. This would typically be with regards to quantum of leave available per occasion.</p> <p>Coded from 2011-most currently available data.</p>
Compassionate leave equal to NES	<p>The agreement's compassionate leave entitlement is equivalent in all respects to the amount contained in the National Employment Standards.</p> <p>Coded from 2014-most currently available data.</p>
Compassionate leave less than NES	<p>The agreement's compassionate leave entitlement is less generous than that contained in the National Employment Standards.</p> <p>Coded from 2011-2013.</p>
Access to paid bereavement leave, number of days	<p>The number of days compassionate leave is recorded if specified in the agreement. This field is coded even if paid leave is available only for bereavement. '555' is coded if an amount is offered per occasion (rather than per annum).</p> <p>Coded from 1998-2010.</p>
Access to unpaid bereavement leave, number of days	<p>The number of days compassionate leave is recorded if specified in the agreement. This field is coded even if unpaid leave is available only for bereavement. '555' is coded if an amount is offered per occasion (rather than per annum).</p> <p>Coded from 1998-2010.</p>
Access to other leave for bereavement, number of days	<p>The agreement provides access to any other forms of leave such as annual leave etc for compassionate purposes. The number of days leave is recorded if specified in the agreement. '555' is coded if an amount is offered per occasion (rather than per annum).</p> <p>Coded from 1998-2010.</p>

FIELD NAME	DESCRIPTION
SALARY	<p>This is a 'header' field</p> <p>Indicates that the agreement contains salary provisions.</p> <p>Coded from 1997-2013.</p>
Flexible remuneration	<p>The agreement allows for flexible remuneration for overtime, public holidays, annual leave loading, long service leave etc. For example, instead of penalty rates for working on a public holiday, additional leave is added to annual leave, or annual leave loading may be salary sacrificed to Superannuation.</p> <p>Coded from 2008-most currently available data.</p>
Salary loaded hourly rate	<p>The agreement incorporates both shift penalties and allowances into a higher hourly base rate.</p> <p>Coded from 1997-2013. See also "Loaded Wage Rates" below.</p>
LOADED WAGE RATES	<p>This is a 'header' field. The agreement rolls some entitlements or additional payments into a loaded hourly or annual salary. This field is only coded where an agreement specifically makes reference to a loaded rate.</p> <p>Coded from 2014-most currently available data.</p>
Annualised salary	<p>An annualised salary exists at date of certification or there is a commitment to developing an annualised salary arrangement during the life of the agreement. Annualised salaries commonly incorporate some of the following: penalty rates, overtime payments, allowances, rostered days off, public holiday entitlements, annual leave loading, on-call and call-out pay.</p> <p>Coded from 1997-2013.</p>
Some or all public holidays absorbed	<p>The agreement provides for some or all public holidays to be absorbed into an annualised salary or loaded hourly rate of pay.</p> <p>Coded from 2001-most currently available data.</p>

FIELD NAME	DESCRIPTION
Overtime payment for work absorbed	<p>The agreement partially or completely absorbs overtime payments and incorporates them into a loaded salary (sometimes called an annualised salary) .</p> <p>Coded from 1997-most currently available data</p>
Salary allowances absorbed	<p>The agreement provides that monetary allowances are to absorbed into the normal rates of pay.</p> <p>Coded from 1997-2010, and from 2014-most currently available data.</p>
Loadings absorbed	<p>Shiftwork is paid at ordinary time rates and no extra pay is received for shift work.</p> <p>Coded from 1997-most currently available data.</p>
Annual leave loading absorbed	<p>Annual leave loading is absorbed into the normal rate of pay.</p> <p>Coded from 1998-2010, and from 2014-most currently available data.</p>
SALARY SACRIFICE/PACKAGING	<p>This is a 'header' field.</p> <p>Employees may elect to give up part of their salary for non-cash benefits. These benefits include those listed below, and any other arrangements that might apply.</p> <p>Coded from 1997-most currently available data.</p>
Salary sacrifice into superannuation	<p>Employees have the option to salary sacrifice into their superannuation.</p> <p>Coded from 2011-most currently available data.</p>
Salary sacrifice for childcare	<p>Employees have the option to salary sacrifice to pay for childcare.</p> <p>Coded from 2011-most currently available data.</p>
Salary sacrifice - other/unclear arrangement	<p>Employees have the option to salary sacrifice for other benefits, or the benefit offered is unclear.</p> <p>Coded from 2011-2013.</p>

FIELD NAME	DESCRIPTION
SUPERANNUATION	<p>This is a 'header' field.</p> <p>The agreement contains 'Superannuation' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-most currently available data.</p>
Number of superannuation funds	<p>The number of funds named in the agreement – either as default funds or mandated funds – is recorded.</p> <p>“Employees may have their superannuation entitlements credited to either HESTA or First State Super” is recoded as two funds.</p> <p>Coded from 2010-most currently available data.</p>
Superannuation threshold months/hours	<p>The agreement specifies that the employee must either earn a particular amount (the threshold) or, work a particular number of hours, before the employer must make superannuation contributions.</p> <p>Coded from 2008-2013.</p>
Superannuation - threshold is \$450/month	<p>The agreement specifies that the employee must either earn \$450 in a month before the employer must make superannuation contributions.</p> <p>Coded from 2014-most currently available data.</p>
Superannuation – other threshold	<p>The agreement specifies some other threshold that must be met before the employer must make superannuation contributions.</p> <p>Coded from 2014-most currently available data.</p>
Superannuation - pays SGL minimum	<p>The agreement pays an amount of superannuation equivalent to the SGL minimum (currently 9.25%).</p> <p>Coded from 2014-most currently available data.</p>
Incentive from employer	<p>The agreement provides that voluntary employee contributions result in higher employer contributions.</p> <p>Coded from 2000-most currently available data.</p>

FIELD NAME	DESCRIPTION
Voluntary employee contribution	The agreement provides that employees may make voluntary superannuation contributions. Coded from 2000-2010.
Superannuation paid during parental leave	Superannuation is to be paid when employee is on parental leave. Coded from 2011-most currently available data.
Superannuation - other entitlements modified to pay for SGL increase	Agreement modifies other entitlements to fund government's increases to the SGL minimum. Coded from 2011-most currently available data.
Calls up super guarantee only	The agreement refers only to the requirements and obligations contained in the superannuation guarantee legislation, and does not contain any other superannuation-related provisions. Coded from 2010-2013.
Frequency of employer super contributions	The agreement provides for superannuation payments to be made on a regular basis, other than quarterly Coded in 2010 only.
Superannuation greater than 1 fund	The agreement specifies two or more superannuation funds and the employee is entitled to choose from the named funds. Coded from 1997-2009.
Superannuation fund/s specified	The agreement specifies that one fund only will be used by the employer for superannuation, or provides employee choice from between two or more named superannuation funds. Coded from 2008-2009.
Superannuation choice of funds	The agreement makes no restriction on the super fund that an employee can choose. Coded from 1997-2007.
Superannuation 1 fund only	The agreement specifies that only one fund will be used by the employer for superannuation. Coded from 1997-2007.

FIELD NAME	DESCRIPTION
Retail Super Fund mentioned	The agreement contains reference to a retail superannuation fund. Coded from 2012-2013.
Non-Retail Super Fund Mentioned	The agreement contains reference to a non-retail superannuation fund. Coded from 2012-2013
LEVEL OF EMPLOYER CONTRIBUTIONS as at July1st 1998	This is a 'header' field. The agreement refers to the amount that the employer must contribute to employee superannuation schemes. Coded only if the amount is above the superannuation guarantee, or if the agreement mentions a flat dollar amount. Coded from 1997-2009.
Employers super contribution, percent of income	The agreement states that the employer must pay a certain percentage of the employee's salary which is different [can be either lower or higher] than the superannuation guarantee (9% from 1 July 2002, 9.25% for 1 July 2013 to 30 June 2014 and 9.5% since then) as a superannuation contribution. The percentage amount is recorded. <u>Please note that the '555' dummy code will appear here as '5.55' because this field records percentages.</u> Coded from 1997-most currently available data.
Flat dollar rate	The agreement stipulates that the employer must contribute a set dollar amount into employee superannuation schemes. Coded from 1997-most currently available data.
HOURS OF WORK	This is a 'header' field. The agreement contains 'Hours of Work' provisions either as defined below or not covered by the specific provisions below. Coded from 1997-most currently available data.

FIELD NAME	DESCRIPTION
Hours averaged over more than 4 wks	The agreement provides for average weekly hours to be averaged over a period of more than four weeks. Coded from 2010-most currently available data.
Hours of work average over 12 months	The agreement provides for average weekly hours to be averaged over 12 months. Coded from 2008-2009.
Hours of work, averaged weekly hours	Records the number of hours to be regularly worked per week, including regular compulsory overtime. Coded from 1997-2016.
Compulsory overtime, increased hours of work	Coded when the number of weekly hours worked includes a certain amount of compulsory overtime. The number of overtime hours is recorded here. Coded from 2003-2010.
Hours of work compressed working week	The hours worked in a day can be increased such that the number of days worked in a week will be less. For example an agreement may allow employees to work 4 ten hour days per week. This is different from rostered day off or Paid Time Off provisions. Coded from 1997-most currently available data.
Hours of work seasonal variation	The agreement provides either flexible working hours which increase during peak periods, with excess hours banked and used during non-peak periods, or instances such as earlier start times in the hotter months of the year. Coded from 1997-2011.
Stand- down provisions	The agreement contains a provision that allows management to put an employee off work without pay (usually temporarily) if work cannot be provided because of circumstances beyond the employer's control, e.g., machinery breakdown. Coded from 1998-2010.

FIELD NAME	DESCRIPTION
Paid for 'on call' time	<p>The agreement stipulates an hourly rate, or set amount of pay for being on-call, ready and available for work-whether or not the employee is called upon. This may also be called 'stand by' rates.</p> <p>Coded from 1997-2009.</p>
Call-back pay	<p>The agreement stipulates a minimum or set number of hours remunerated when an employee is called back, or out, to work outside of working hours.</p> <p>Coded from 1998-2009.</p>
SPAN OF ORDINARY HOURS	<p>This is a 'header' field. The agreement contains 'operational hours' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-2010.</p>
Span of ordinary hours, starting time	<p>The operational hours of the enterprise are recorded. If it operates on a 24-hour basis – regardless of ordinary hours – the values coded would be 00:01 and 23:59.</p> <p>Coded from 1997-2009.</p>
Span of ordinary hours, finishing time	
Span of hours start/finish times regulated	<p>The agreement requires employees to start and finish at specified times, and require that they work their designated number of hours per day. The agreement may stagger the start/finish times for groups of employees. Usually found when rosters are in place.</p> <p>Coded from 1997-2009.</p>
No restrictions on ordinary days to be worked.	<p>There is no restriction on the days which ordinary hours can be worked.</p> <p>Coded from 1997-2016.</p>
Ordinary hrs to be worked Mon-Fri	<p>The agreement stipulates that ordinary hours of work can only be worked between Monday and Friday.</p> <p>Coded from 1997-2012.</p>

FIELD NAME	DESCRIPTION
Ordinary hrs to be worked Mon-Sat	The agreement stipulates that the ordinary hours of work a week can only be worked Monday to Saturday. Coded from 1997-2012.
ORDINARY DAYS	This is a 'header' field, covering the days on which ordinary hours can be worked. Coded from 2014-most currently available data.
Ordinary hours are Monday-Friday	The agreement states that the ordinary hours of work are Monday-Friday. Coded from 2014-most currently available data.
Ordinary hours are Monday-Saturday	The agreement states that the ordinary hours of work are Monday-Saturday. Coded from 2014-most currently available data.
Ordinary hours are Monday-Sunday	The agreement states that the ordinary hours of work are Monday-Sunday. Coded from 2014-most currently available data.
Ordinary days - agreement is silent	The agreement does not mention which days of the week ordinary hours can be worked on. Coded in 2014 only.
Employees can set their own hours	The agreement states that the employee's days of work are self-directed or that they can set their own hours. Coded in 2014 only.
Penalty rates for weekends	The agreement provides for penalty rates for working on the weekends. Coded for overtime payments or ordinary hour payments. Coded from 2008-2010.

FIELD NAME	DESCRIPTION
Ordinary hours that attract no penalties - start time	The times of day between which ordinary hours can be worked.
Ordinary hours that attract no penalties - end time	Coded in 2014 only.
OVERTIME	<p>This is a 'header' field</p> <p>The agreement contains overtime provisions such as those below or where there are overtime provisions not covered by the definitions below.</p> <p>Coded from 1997-2013.</p>
Casuals excluded from overtime	<p>The agreement specifically excludes casual employees from accessing overtime work.</p> <p>Coded from 2001-2009.</p>
Combined forms of remuneration (otime)	<p>The agreement contains either combined forms of remuneration for overtime, i.e. time-off-in-lieu for the first hour followed by a penalty rate payment, or if the employee may choose between payment and time-off-in-lieu.</p> <p>Coded from 1998-2010.</p>
Overtime payment for work ordinary time rates appl	<p>Employees are paid for overtime at the equivalent of their ordinary time rates of pay.</p> <p>Coded from 1997-2013.</p>
Overtime payment for work penalty rates apply	<p>Employees are paid for overtime at penalty rates of pay.</p> <p>Coded from 1997-2013.</p>
Overtime cuts in at levels greater than span of or	<p>The payment of overtime only takes place outside of the span of ordinary time hours.</p> <p>Coded from 1997-2009.</p>

FIELD NAME	DESCRIPTION
Overtime limits	<p>The agreement states a limit or places a cap on the amount of overtime or total hours that can be worked in a specified period.</p> <p>Coded from 2002-2009</p>
Defines un/reasonable OT/Hours	<p>The agreement defines or clarifies what constitutes reasonable or unreasonable overtime and/or reasonable or unreasonable hours of work.</p> <p>Coded from 2002-2009.</p>
OVERTIME - TOIL	<p>This is a 'header' field</p> <p>The agreement contains overtime time-off-in-lieu provisions such as those below or where there are overtime time-off-in-lieu provisions not covered by the definitions below.</p> <p>Coded from 2011-2013.</p>
Overtime TOIL at ordinary time rates	<p>Time-off-in-lieu accumulates at a rate of time for time, i.e. 1 hour off for every additional hour worked. Also coded where the rate of time-off-in-lieu is not specified in the agreement.</p> <p>Coded from 1997-2013.</p>
Overtime TOIL at penalty rates	<p>Time-off-in-lieu accumulates at a rate greater than time for time (e.g. 1.5 hours off for every additional hour worked) or time-off-in-lieu is given at penalty rates.</p> <p>Coded from 1997-2013.</p>
WEEKDAY OVERTIME	<p>This is a 'header' field</p> <p>The agreement contains weekday overtime provisions such as those below or where there are overtime provisions not covered by the definitions below.</p> <p>Coded from 2014-most currently available data.</p>

FIELD NAME	DESCRIPTION
Weekday overtime paid at ordinary rates	<p>Rather than taking time off, employees may be paid for overtime at the equivalent of their ordinary time rates of pay.</p> <p>Coded from 2014-most currently available data.</p>
Weekday overtime paid at penalty rates	<p>Rather than taking time off, employees may be paid for overtime at penalty rates of pay (at time and a half, double time etc).</p> <p>Coded from 2014-2016.</p>
WEEKDAY OVERTIME - TOIL	<p>This is a 'header' field.</p> <p>The agreement contains Time-Off-In-Lieu provisions with regards to overtime work.</p> <p>Coded from 2014-most currently available data.</p>
Weekday overtime - TOIL at ordinary rates	<p>Time-off-in-lieu accumulates at a rate of time for time, i.e. 1 hour off for every hour worked. If an agreement mentions time-off-in-lieu but doesn't specify the rate (e.g., overtime may be taken as time-off-in-lieu by agreement between the employee and the manager) this field is coded.</p> <p>Coded from 2014-most currently available data.</p>
Weekday overtime - TOIL at penalty rates	<p>Time-off-in-lieu accumulates at a rate greater than time for time (e.g. 1.5 hours off for every 1 hour worked), or time-off-in-lieu is given at penalty rates.</p> <p>Coded from 2014-most currently available data.</p>
PUBLIC HOLIDAYS	<p>This is a 'header' field</p> <p>The agreement contains 'Public Holiday' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-most currently available data.</p>

FIELD NAME	DESCRIPTION
Pub hols payment for work ordinary time rates appl	Employees may be paid for work on Public Holidays at the equivalent of their ordinary rates of pay. Coded from 1997-most currently available data.
Pub hols payment for work penalty rates apply	Employees may be paid for work on Public Holidays at penalty rates of pay (at time and a half, double time etc). Coded from 1997-most currently available data.
Picnic day as extra holiday	The agreement designates an additional public holiday. This might be a union picnic day, or another enterprise specific day. A paid day off for employees' birthdays is also recorded here. Coded from 1997-most currently available data.
Mutual agreement required to vary	Parties may negotiate to change the day on which a public holiday is observed, with mutual agreement. Coded from 1997-2009.
Public holidays as per state legislation	Employees, other than casuals, are entitled to public holidays as per state legislation. The agreement either specifically refers to state legislation, or replicates the entitlements in the agreement. Coded from 1997-2009.
Combined forms of remuneration (public hol)	The agreement contains either combined forms of remuneration for work on public holidays, i.e. time-off-in-lieu for the first hour followed by a penalty rate payment, or if the employee may choose between payment and time-off-in-lieu. Coded from 1998-2010.
PUBLIC HOLIDAYS - TOIL	This is a 'header' field. The agreement contains Time-Off-In-Lieu provisions with regards to public holiday work. Coded from 2014-most currently available data.

FIELD NAME	DESCRIPTION
Pub hols TOIL at ordinary time rates	<p>Time Off in Lieu accumulates at a rate of time for time, i.e. 1 hour off for every hour worked. If an agreement mentions time-off-in-lieu but doesn't specify the rate (e.g., public holiday work may be taken as time-off-in-lieu by agreement between the employee and the manager) this field is coded.</p> <p>Coded from 1997-2010, and from 2014-most currently available data.</p>
Pub hols TOIL at penalty rates	<p>Time Off in Lieu, to be taken in the future, accumulates at a rate greater than time for time, i.e. 1.5 hours off for every 1 hour worked or time-off-in-lieu is given at penalty rates.</p> <p>Coded from 1997-2010, and from 2014-most currently available data.</p>
SHIFT WORK/ROSTERING PROVISIONS	<p>This is a 'header' field.</p> <p>The agreement contains 'shift work and/or rostering' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-2016.</p>
12 hour shift	<p>The agreement contains provisions for shifts of 12 hours (or longer).</p> <p>Coded from 1997-2009.</p>
Greater than 12 hour shifts	<p>The agreement either provides for shifts longer than 12-hour, or states that employees can work for more than 12 hours in a shift.</p> <p>Coded from 2010-most currently available data.</p>
Types of shift other	<p>The agreement contains other shift arrangements such as split shifts (often called broken shifts).</p> <p>Coded from 1997-most currently available data.</p>
Shiftwork to suit workplace	<p>The agreement contains provisions that enable shift work to be worked to suit the requirements of the workplace or project.</p> <p>Coded from 2008-2010.</p>

FIELD NAME	DESCRIPTION
Types of shift fixed shift	<p>Work is based on a fixed shift system (for example, morning, afternoon and night shifts), and employees are allocated to one shift for a period of time.</p> <p>Coded from 1997-2009.</p>
Types of shift rotating shift	<p>Work is based on a three shift system (for example, morning, afternoon and night shifts), and employees are rotated through these. For example, two day shifts, followed by three night shifts, followed by 1 morning shift.</p> <p>Coded from 1997-2009.</p>
Shift roster provisions rosters	<p>A schedule is used to ensure that workers are allocated work times in such a way as to optimise their allocation and to ensure adequate support for production.</p> <p>Coded from 1997-2009.</p>
Roster over extended period	<p>The agreement provides for roster cycles over a period greater than 4 weeks.</p> <p>Coded from 2008-2010.</p>
Roster change at short notice	<p>The agreement allows for the roster to be changed at short notice. This includes employees being called in to cover illness, etc.</p> <p>Coded from 2008-2009.</p>
Minimum break between shifts	<p>The agreement provides for an employee on completion of a shift to have a break of a certain length before commencing work on another shift.</p> <p>Coded from 1997-2009.</p>
Minimum break b/w shifts (hours)	<p>The agreement provides for an employee on completion of a shift to have a break of a certain length before commencing work on another shift. The minimum length of this break (in hours) is recorded.</p> <p>Coded from 2010-2011.</p>

FIELD NAME	DESCRIPTION
Notification of shift/roster variation	<p>The agreement specifies a designated period of time for management to inform employees of variations to employee shifts/rosters, e.g., two weeks prior to the change, or where is roster published four weeks in advance.</p> <p>Coded from 1997-2009.</p>
SHIFT PENALTIES	<p>This is a 'header' field.</p> <p>The agreement contains 'shift work penalties' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-2010.</p>
Loadings apply	<p>Shiftwork is paid with an additional payment, identified as a Loading or a Penalty for working irregular hours.</p> <p>Coded from 1997-most currently available data.</p>
No loadings apply	<p>Shift loadings do not apply.</p> <p>Coded from 1997-2010.</p>
FLEXIBLE WORKING HOURS	<p>This is a 'header' field.</p> <p>The agreement contains 'Flexible Working Hours' provisions either as defined below or not covered by the specific provisions below. (These give the employee some degree of choice in the way working hours are organised).</p> <p>Coded from 1997-most currently available data.</p>
Hours of work may be negotiated	<p>The agreement allows for the employer and employee or union to negotiate the hours that the employee will work. For example, starting and finishing times.</p> <p>Coded from 1997-most currently available data.</p>

FIELD NAME	DESCRIPTION
Hours of work decided by majority of employees	<p>The agreement allows the employees to decide some aspect of the hours they will work by a majority decision. They will more than likely have a fixed span of hours but can determine their own start/finish times and break times, by the majority decision. This includes starting and finishing times for shift-workers.</p> <p>Coded from 1997-most currently available data.</p>
Mgt may alter hours after consulting emp	<p>The agreement lets management change employee hours (shift or non-shift) but only after consultation.</p> <p>Coded from 1997-most currently available data.</p>
Make-up time	<p>The agreement allows employees to take time off from work and at a later date make up the hours lost.</p> <p>Coded from 1998-most currently available data.</p>
Mgt may direct extension of hours	<p>The agreement allows management to direct an increase or decrease in, or any change of, the actual hours an employee must work, without consultation. An example is increasing hours in a peak period to cope with extra demand.</p> <p>Coded from 1997-2010.</p>
Flexitime system in operation	<p>The agreement provides some options, on an ongoing basis, for the employees with regards to arranging their daily workloads within a framework allowing for debit or credit hours. Most often seen in the public sector.</p> <p>Coded from 1997-2009.</p>
FAMILY FRIENDLY RESPONSIBILITIES	<p>This is a 'header' field.</p> <p>The agreement contains 'Family Responsibilities' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-most currently available data.</p>

FIELD NAME	DESCRIPTION
Child care provisions	<p>The agreement contains employer based or funded/ subsidised child care arrangements. Most likely to be encountered where the employer meets the cost of child care when the employee works overtime; school holidays; travel overseas etc.</p> <p>Coded from 1997-most currently available data.</p>
Breastfeeding facilities	<p>The agreement states that the employer will provide appropriate facilities for an employee to use when breastfeeding.</p> <p>Coded from 2010-most currently available data.</p>
Paid breastfeeding breaks	<p>The agreement states that employees may take paid breaks in order to breastfeed a child.</p> <p>Coded from 2010-most currently available data.</p>
Employee Assistance Program	<p>The employer offers an employee assistance program. This would normally involve the provision of free counselling to employees. This is normally intended to assist employees with personal matters, including drug or alcohol issues, depression, grief, interpersonal conflicts, etc.</p> <p>Coded from 2010-most currently available data.</p>

FIELD NAME	DESCRIPTION
Right to request flex work arrangements beyond minimum	<p>The agreement provides a right to request flexible working arrangements with no restrictions or in circumstances beyond the minimum provided in the National Employment Standards. The minimum in the National Employment Standards is a right to request flexible work if the employee has children under 5 years old or a child with a disability under 18 years old. For example, if the agreement provided a right to request flexible working arrangements if the employee has a child who is at school, this field would be coded.</p> <p>On 1 July 2013, the NES was amended to extend to employees who were a parent, or had responsibility, for the care of a child who was of school age or younger, which means that from that date, this clause would no longer be coded in such a circumstance.</p> <p>Also, if the agreement provides an employee with the right to request flexible working arrangements and places no limits on the circumstances in which that could occur, this field would be coded.</p> <p>Coded from 2010-most currently available data.</p>
Specific work & family policies/procedures	<p>The agreement refers to specific work & family policies and processes that aren't part of the agreement. These might include policies regarding job sharing, working from home, flexible working arrangements, breastfeeding policies, school holiday programs or concessions, pre-natal leave policies, parent-teacher days, sports days, etc</p> <p>Coded from 2004-2009.</p>
DOMESTIC VIOLENCE/FAMILY VIOLENCE	<p>This is a 'header' field.</p> <p>If the agreement provides a domestic violence clause, or deals in some other way with domestic violence. This might include – but is not limited to – additional entitlements for employees experiencing domestic violence, flexible working arrangements or access to leave; both paid and unpaid.</p> <p>Coded from 2012-most currently available data.</p>
Domestic violence - paid leave (number of days)	<p>The agreement contains an entitlement to a separate paid leave for domestic violence purposes. The number of days is recorded.</p> <p>Coded in 2016 and most currently available data only.</p>

FIELD NAME	DESCRIPTION
Domestic violence - access to other leave	<p>The agreement allows victims of domestic violence to access other leave entitlements. This can include (but is not limited to): access to personal leave; compassionate leave; annual and long service leave; time-off-in-lieu; and accrued flex-time.</p> <p>Coded in 2016 and most currently available data only.</p>
Domestic violence - unpaid leave	<p>The agreement specifically states that victims of domestic violence may use unpaid leave provisions for domestic violence reasons.</p> <p>Coded in 2016 and most currently available data only.</p>
Domestic violence - other entitlements	<p>The agreement provides entitlements to employees that are not included above. This could include safety precautions (changing location of work, phone numbers, etc.), counselling or access to an Employee Assistance Program, or any other related benefits.</p> <p>Coded in 2016 and most currently available data only.</p>
Domestic violence - RTR as per NES	<p>The only mention of domestic violence in the agreement is to repeat or refer to the right to request (RTR) flexible working in the National Employment Standards.</p> <p>Coded in 2016 and most currently available data only.</p>
Domestic violence - provisions for supporters and carers of victims	<p>The agreement contains any domestic violence provisions (other than the right to request flexible working arrangements contained in the National Employment Standards) that offer entitlements or support to employees who are carers or supporters of domestic violence victims.</p> <p>Coded in 2016 only.</p>
BREAKS	<p>This is a 'header' field.</p> <p>The agreement contains 'break' provisions (e.g. lunch breaks, tea breaks) either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-most currently available data.</p>

FIELD NAME	DESCRIPTION
Breaks - not to interrupt continuity	<p>The agreement stipulates that breaks may only be taken in a way which allows for an uninterrupted workflow or continuous running of machines etc.</p> <p>Coded from 1998-most currently available data.</p>
Employee given time to wash-up	<p>The agreement gives the employee (paid) time to wash-up or clean themselves before the end of the shift, or prior to commencing their break.</p> <p>Coded from 1997-2010.</p>
Breaks staggered	<p>The agreement requires employees to take breaks at intervals so that someone is always working.</p> <p>Coded from 1997-2007.</p>
Breaks flexible/facilitative	<p>The agreement allows the employee autonomy or flexibility in taking breaks.</p> <p>Coded from 1997-2011.</p>
Breaks by mutual agreement	<p>The agreement provides for breaks to be taken by mutual agreement between employee/employer.</p> <p>Coded from 2008-2010.</p>
Management may alter break	<p>The agreement allows for management to direct employees to delay or shorten their break.</p> <p>Coded from 1998-2010.</p>
Abolition of breaks	<p>The agreement has provisions which cancel all or some breaks.</p> <p>Coded from 1997-2008.</p>
RDO PROVISIONS	<p>This is a 'header' field.</p> <p>The agreement contains 'Rostered Day Off' provisions either as defined below or specifies extra "productivity leisure day" provisions that are not covered by the specific provisions below.</p> <p>Coded from 1997-most currently available data.</p>

FIELD NAME	DESCRIPTION
RDO paid out on termination	Agreement provides for rostered days off to be paid out to employees upon termination of employment. Coded from 2011-most currently available data.
RDO provisions mutual agreement required to vary	Rostered days off may be varied by any party for any reason, or by mutual agreement. Coded from 1997-most currently available data.
RDO provisions rostering	The agreement includes provisions that schedule rostered days off so that employer and employees have advanced knowledge of when rostered days off will occur, may state that rostered days off will be taken “as per industry calendar”. Coded from 1997-2010.
TOIL for working on an RDO	The agreement allows employees to work on their rostered day off whether by choice or employer compulsion, but in return they receive time-off work in the future. Coded from 1997-2010.
RDO provisions removed/absorbed	The agreement contains provisions which either remove the rostered days off system, or have rostered days off absorbed. Coded from 1997-2010.
RDO provisions payment in lieu	Rather than taking time off, employees may be paid for working a rostered day off at the equivalent of their ordinary time rates of pay or at penalty rates of pay (whichever applies) or have their banked days paid out annually or at the end of the Project Coded from 1997-2010.
Banking accrual of RDOs	The agreement has provisions which allow employees not to take their rostered day off on the day it falls but to keep it stored for use at a later time. Coded from 1997-2010.

FIELD NAME	DESCRIPTION
PART-TIME EMPLOYMENT	<p>This is a 'header' field</p> <p>The agreement contains 'Part-time Employment' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-most currently available data.</p>
Part time employment flexible/facilitative	<p>The agreement assists employees in accessing part-time employment, that is, the agreement provides access for fulltime employees to change between fulltime and part time employment at their instigation.</p> <p>Coded from 2000-most currently available data.</p>
Part-time employment, minimum consecutive hours	<p>If the agreement quantifies a minimum continuous number of hours of work, this is the minimum number of hours that can be worked in one engagement.</p> <p>Coded from 1998-most currently available data.</p>
Part time employment regular hrs/days rostered	<p>The agreement contains a commitment to and/or provisions which encourage regularity and stability in part time working hours (e.g. specified starting and finishing times for each day, the days on which those hours are to be worked, change of hours by agreement, etc).</p> <p>Coded from 1997-most currently available data.</p>
Part-time loadings apply	<p>The agreement provides for the option of loadings for part-time employees similar to casuals in relation to receiving a higher rate of pay which includes compensation for leave benefits.</p> <p>Coded from 2008-2009.</p>
Part time employment hours/employee/wage quotas	<p>The agreement states that part time work is subject to any form of minimum or maximum limit or other restriction on the number of hours that may be worked on a weekly basis, the number of employees who may be employed as part timers, or minimum or maximum wages.</p> <p>Coded from 1997-2007.</p>

FIELD NAME	DESCRIPTION
CASUAL EMPLOYMENT	<p>This is a 'header' field. The agreement contains 'casual employment' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-most currently available data.</p>
Casuals to work to FT hours	<p>The agreement allows/requests/requires casuals to work up to the full time hours worked by the fulltime permanent employees of the business.</p> <p>Coded from 2008-most currently available data.</p>
Casual employment, minimum consecutive hours	<p>The agreement provides for a minimum continuous number of hours that can be worked in one engagement.</p> <p>Coded from 1998-most currently available data.</p>
Provision to transfer long-term casuals to FT stat	<p>The agreement includes a process whereby casuals, after a period of time, are transferred to permanent status, or are eligible to become permanent (also known as casual conversion clauses).</p> <p>Coded from 1997-most currently available data.</p>
Use of Casual employment restrictive circumstances	<p>Agreement places some restrictions on casual employment. Length of employment or number of casuals that can be employed, or the type of work that casual employees can undertake.</p> <p>Coded from 2000-2009, and from 2012-most currently available data.</p>
Casual employment hours/employee/ wage quotas	<p>The agreement contains provisions that impose quotas (min or max) upon casual employment in terms of hours, ratios, or rates of pay.</p> <p>Coded from 1997-2007.</p>
Casual employment, loading quantum (%)	<p>The agreement details the loading quantum for casual employees. The quantum is recorded.</p> <p>Coded from 1997-2010.</p>

FIELD NAME	DESCRIPTION
JOB-SHARING	<p>The agreement contains either job-sharing arrangements or a commitment to introduce/discuss the introduction of job-sharing during the life of the agreement.</p> <p><i>Definition: Job-sharing is where two (or more) employees share a job that would normally be performed by one employee</i></p> <p>Coded from 1997-most currently available data.</p>
FIXED-TERM/SHORT TERM/TEMPORARY EMPLOYMENT	<p>This is a 'header' field.</p> <p>This provision relates to either fixed-term employment, short-term employment or temporary employment.</p> <p>Coded from 2000-2009.</p>
Fixed term employment restricted use	<p>The agreement provides limited access to fixed-term / short-term / temporary employment for employees covered by the agreement. For example, it may limit the number of people who can be employed in this way, or it may place restrictions on the length of time these workers can be employed.</p> <p>Coded from 2000-2009.</p>
SEASONAL EMPLOYMENT	<p>The agreement contains seasonal employment provisions.</p> <p>Coded from 2000-2009.</p>
Fixed term, short term or seasonal employment	<p>This provision relates to either fixed-term employment, short-term employment or temporary employment. From 2011, this includes seasonal workers also.</p> <p>Coded from 2010-2016.</p>
MULTI HIRING	<p>The agreement allows for employees to work under more than one employment type, e.g., allows full-time employees to also work as casuals.</p> <p>Coded from 2008-most currently available data.</p>

FIELD NAME	DESCRIPTION
HOME-BASED WORK / TELEWORK	<p>This is a 'header' field (as of 2013)</p> <p>The agreement contains provisions for 'Home-Based Work' or 'Telework' or 'Telecommuting'.</p> <p>Coded from 1997-most currently available data.</p>
Home-based/telework: Min/max limits in place	<p>The agreement imposes minimum or maximum limits on the amount of telework an employee can access.</p> <p>Coded from 2013-most currently available data.</p>
Home-based/telework: Allowances	<p>The employee is entitled to additional payments or set-up costs for telework or home-based work arrangements.</p> <p>Coded from 2013-most currently available data.</p>
ENTRY LEVEL TRAINING ARRANGEMENTS	<p>This is a 'header' field.</p> <p>The agreement contains 'Entry Level Training' provisions, dealing with apprentices and/or trainees, either as defined below or not covered by the specific provisions below.</p> <p>This does not include induction arrangements.</p> <p>Coded from 1997-2013.</p>
APPRENTICES	<p>This is a 'header' field.</p> <p>The agreement contains 'Apprentices' provisions either as defined below or not covered by the specific provisions below. This does not include induction arrangements.</p> <p>Coded from 2014-most currently available data.</p>
Apprentices - recognition of prior learning	<p>An apprentice can have an advanced standing through recognition of prior learning, including pre-apprenticeships and overseas qualifications. Apprentice can receive credit for previous study or begin learning in the second year of apprenticeship.</p> <p>Coded from 2011-most currently available data.</p>

FIELD NAME	DESCRIPTION
Apprentices - competency based progression	<p>Apprentices can progress through their apprenticeships based upon the acquisition of competency, rather than progressing on a time-based scale.</p> <p>Coded from 2011-2015.</p>
Apprentices - early apprenticeship completion	<p>Apprentices can complete their apprenticeships early, provided they meet the competency requirements of their training.</p> <p>Coded from 2011-most currently available data.</p>
Apprentice/trainee wage provisions	<p>The agreement contains wage arrangements for apprentices and/or trainees, or refers to adopting the apprentice/trainee provisions from an award.</p> <p>This provision was split into separate provisions for apprentices and trainees from 2014 onward.</p> <p>Coded from 1997-2013.</p>
Apprentice wage provisions	<p>The agreement contains wage arrangements for apprentices, or refers to adopting the apprentice provisions in an award.</p> <p>Coded from 2014-most currently available data.</p>
Adult apprentice wage provisions	<p>The agreement provides a separate wage for those apprentices who are adult (should be greater than usual apprentice wages).</p> <p>Coded from 2008-most currently available data.</p>
Apprentice/trainee other provisions	<p>The agreement contains non-wage-related provisions pertaining to apprentices or trainees.</p> <p>Coded from 1997-2010.</p>
School based/transitional apprenticeships	<p>The agreement provides for apprenticeships for employees still completing school.</p> <p>Coded from 2008-most currently available data.</p>

FIELD NAME	DESCRIPTION
Provisions specifying proportions of juniors, appr	<p>The agreement contains provisions which specify how many junior employees, apprentices or trainees can be employed, or specify a proportion or ratio. Occasionally the proportions may be defined through restrictions on "manning" levels.</p> <p>Coded from 1997-2009.</p>
TRAINEES	<p>This is a 'header' field.</p> <p>The agreement contains 'Trainees' provisions either as defined below or not covered by the specific provisions below. This does not include induction arrangements.</p> <p>Coded from 2014-most currently available data.</p>
Apprentices - agreement incorporates National Training Wage Schedule	<p>The agreement calls up, includes, or incorporates the National Training Wage schedule from modern awards. Pertains to trainees.</p> <p>Coded from 2011-most currently available data.</p>
Trainee wage provisions	<p>The agreement contains wage arrangements for trainees or refers to adopting the trainee wage provisions in an award (usually the National Training Wage Award).</p> <p>Coded from 2014-most currently available data.</p>
JUNIOR EMPLOYEES	<p>This is a 'header' field.</p> <p>The agreement contains 'Junior Employees' provisions either as defined below or not covered by the specific provisions below.</p> <p>This does not include induction arrangements.</p> <p>Coded from 2011-most currently available data.</p>
Junior wage rates apply	<p>The agreement contains rates of pay for junior employees, e.g. percentage of an adult rate or different set dollar amounts</p> <p>Coded from 2010-most currently available data.</p>

FIELD NAME	DESCRIPTION
Junior employees - other provisions	<p>The agreement contains provisions relating to junior employees with regards to the non-wages conditions of employment.</p> <p>Coded from 2011-most currently available data.</p>
Junior pay - changed/removed	<p>The agreement contains provisions removing or phasing out junior rates of pay.</p> <p>Coded from 1997-2010.</p>
CONTRACTORS	<p>This is a 'header' field.</p> <p>The agreement contains provisions for contractors or sub contractors in terms of the fields or not covered by the specific provisions below.</p> <p>Coded from 1997-most currently available data.</p>
Contract labour restricted use	<p>The agreement mentions any employment restrictions to contractors such as limitation on numbers of contractors in relation to full time employees, length of employment or number of hours etc.</p> <p>Coded from 1997-2006, and from 2009-most currently available data.</p>
Contractors - rates of pay equal to other agt workers	<p>The agreement states that contractors will be paid the same amount as other workers under the agreement.</p> <p>Coded from 2014-most currently available data.</p>
Contractors - rates of pay not equal to other agt workers	<p>The agreement states that contractors will be paid at a different rate of pay from other workers under the agreement.</p> <p>Coded from 2014-most currently available data.</p>
Rates of pay (contractors)	<p>Specific rates of pay are included in the agreement for contractors, or the agreement commits to paying contractors at the same rate as other workers.</p> <p>Coded from 2009-2013.</p>

FIELD NAME	DESCRIPTION
Contract labour, training	<p>The agreement provides training for employees employed on a contract labour basis. This could include induction training, OHS training etc.</p> <p>Coded from 2009-2010.</p>
LABOUR HIRE	<p>This is a 'header' field.</p> <p>The agreement contains provisions for labour hire employees in terms of the fields or not covered by the specific provisions below.</p> <p>Coded from 2012-2014.</p>
Labour Hire - Restrictive	<p>The agreement mentions any employment restrictions to labour hire employees such as limitation on numbers of labour hire employees in relation to full time employees, length of employment or number of hours etc.</p> <p>Coded from 2012-2014.</p>
Labour Hire - Rates of Pay	<p>Specific rates of pay are included in the agreement for labour hire employees, or the agreement commits to paying labour hire employees at the same rate as other workers.</p> <p>Coded from 2012-2014.</p>
OUTWORKERS	<p>The agreement contains provisions dealing specifically with outworkers.</p> <p>Coded from 2012-most currently available data.</p>
OFFSHORING / VISAS / COMMITMENT TO AUSTRALIAN JOBS	<p>The agreement contains a clause dealing with off-shoring jobs or importing labour. Could be in favour of it or against it.</p> <p>Coded from 2013-most currently available data.</p>

FIELD NAME	DESCRIPTION
EMPLOYEE DELEGATES	<p>This is a 'header' field.</p> <p>The agreement contains 'Employee Delegate' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 2011-most currently available data.</p>
Leave for trade union training	<p>The agreement provides employees with paid or unpaid leave to attend training provided by the employee's trade union.</p> <p>Coded from 1997-1999, and from 2010-most currently available data.</p>
Employee delegates - use of office facilities	<p>Employee delegates have access to office facilities on the employer's premises.</p> <p>Coded from 2011-most currently available data.</p>
Employee delegates - paid time to perform duties	<p>The agreement provides for paid time for delegates to perform their duties as employee representatives.</p> <p>Coded from 2011-most currently available data.</p>
TRADE UNION	<p>This is a 'header' field.</p> <p>The agreement contains 'Trade Union' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-2006, and from 2009-most currently available data.</p>
Union right of entry	<p>The agreement provides union officials with the right to enter a place of work in order to conduct union business and/or inspect time/wages record books.</p> <p>This field is not coded if the only right of entry provisions for the union are those under the mandatory consultation and dispute settlement terms.</p> <p>Coded from 1997-2006, and from 2009-most currently available data.</p>

FIELD NAME	DESCRIPTION
Union deduction of dues	<p>The agreement includes a clause that provides for union dues to be collected at source, i.e. to be deducted by the employer from the employee's salary.</p> <p>Coded from 1997-2006, and from 2009-most currently available data.</p>
Union consultation	<p>An agreement provides a provision for a company and/or employees to consult with a union on any workplace issue, condition or proposal prior to implementing an agreement.</p> <p>Coded from 2009-most currently available data.</p>
LABOUR RELATIONS EQUITY	<p>This is a 'header' field.</p> <p>The agreement contains 'Equity' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-most currently available data.</p>
Anti-discrimination/harassment provisions (ie race	<p>The agreement has policies that aim to achieve a workplace culture which eliminates discrimination and harassment.</p> <p>Coded from 1997-2009.</p>
English language training or numeracy training	<p>The agreement contains clauses dealing with equity for non-English speaking background (NESB) employees. This includes provision of training in literacy or the English language. Most often coded in regard to language training for NESB employees.</p> <p>Coded from 1997-most currently available data.</p>
Extended definition of family	<p>The agreement contains a definition of "family", which extends beyond the legislated definition as it exists at the time the agt is approved. For example, these definitions may recognise indigenous kinship systems. These definitions are most likely to be found in conjunction with personal leave / family/carer's leave / bereavement leave clauses.</p> <p>Coded from 2001-most currently available data.</p>

FIELD NAME	DESCRIPTION
Access and equity for ATSI	<p>The agreement has provisions which recognise the particular circumstances of Aboriginal and Torres Strait Islander peoples. Such provisions may consider the particular circumstances of Aboriginal and Torres Strait Islander peoples in recruitment, conditions of employment, promotion, etc.</p> <p>Coded from 1997-most currently available data.</p>
Cultural/ceremonial leave	<p>The agreement recognises and allows leave for cultural/ceremonial purposes for Aboriginal and Torres Strait Islander employees or other distinct cultural/religious groups.</p> <p>Coded from 1997-most currently available data.</p>
Access and equity for special needs employees	<p>The agreement has provisions which recognise the special needs of people with disabilities. They may include provisions for supported wages or for reasonable adjustment in the workplace to allow greater accessibility for people with disabilities. (wheelchair access etc.)</p> <p>Coded from 1997-most currently available data.</p>
Provisions for mature age workers	<p>The agreement contains provisions that encourage mature age workers to remain in the work-force beyond retirement age, or that allow older workers to remain working on a part-time basis as a transition into retirement.</p> <p>This clause was amended in 2015 to exclude agreements for which additional redundancy payments were made to mature aged workers.</p> <p>Coded from 2004-most currently available data.</p>
Affirmative action plans	<p>The agreement has provisions which are designed as a systematic means of eliminating discrimination and achieving equal opportunity for women.</p> <p>Coded from 1997-2011.</p>
Gender equality	<p>The agreement contains measures to improve or maintain gender equality.</p> <p>Coded from 2013-most currently available data.</p>

FIELD NAME	DESCRIPTION
Incorporates award	<p>The agreement calls up an award or the agreement is to be read in conjunction with a particular award. This clause is also coded where the agreement incorporates part of an award or even just a single award provision to deal with one matter. This code does not capture which clauses are incorporated.</p> <p>Coded from 2007-most currently available data.</p>
Workload management (including staff/work ratios)	<p>The agreement contains measures or provisions that prevent employees from being overworked while at work. This is separate from shift-length provisions, or breaks between shifts.</p> <p>Coded from 2013-most currently available data.</p>
Commitment to pay equity	<p>The agreement contains commitments or a program of action to ensure that two or more groups who do the same work receive equal pay for work of equal value.</p> <p>Coded from 1997-2011.</p>
EEO provisions	<p>The agreement includes specific management policies and practices that promote equal employment opportunity (EEO) for women and members of disadvantaged groups (e.g. Aboriginals and Torres Strait Islanders, people from a non-English speaking background, people with disabilities). EEO plans include measures to enhance opportunities in recruitment, training and promotion.</p> <p>Coded from 1997-2009.</p>
FLEXIBILITY CLAUSE	<p>This is a 'header' field. The agreement contains a clause dealing with individual flexibility arrangements.</p> <p>Coded in 2009 only.</p>
MANDATORY CLAUSES	<p>This is a 'header' field.</p> <p>The agreement contains at least one of the clauses mandated under the <i>Fair Work Act 2009</i>: consultation clause; or individual flexibility clause.</p> <p>Coded from 2010-2011.</p>

FIELD NAME	DESCRIPTION
Model flexibility clause	<p>The agreement contains a form of model individual flexibility clause (either the award or agreement model clause).</p> <p>Coded from 2009-most currently available data.</p>
Model flexibility clause incorporated	<p>The approval decision notes that the model flexibility clause has been incorporated by the Fair Work Commission.</p> <p>Coded from 2009-most currently available data.</p>
Individual Flexibility Arrangements – scope equal to model clause	<p>The agreement contains an individual flexibility term that allows only the five terms from the model clause to be varied, but differs in some other way from the model clause.</p> <p>Coded from 2014-most currently available data.</p>
Flexibility clause-general	<p>The agreement contains an individual flexibility term that allows the entire agreement to be varied.</p> <p>Coded from 2009-most currently available data.</p>
Flexibility clause-specific	<p>The agreement contains an individual flexibility term that allows only specified terms in the agreement to be varied.</p> <p>Coded from 2009-most currently available data.</p>
Model consultation clause (re major change)	<p>Agreement contains the model consultation clause (Schedule 2.3 of Fair Work Regulations 2009)</p> <p>Coded from 2010-2014.</p>
Model consultation clause incorporated in decision	<p>The approval decision notes that the model consultation clause has been incorporated by Fair Work Australia.</p> <p>Coded from 2011-2014.</p>

FIELD NAME	DESCRIPTION
Collective flexibility clause	<p>The agreement contains a flexibility clause that requires agreement with a group of employees to vary the effect of a term of the agreement.</p> <p>Coded from 2010-2014.</p>
DISPUTE RESOLUTION CLAUSE	<p>This is a 'header' field. The agreement contains a dispute resolution clause.</p> <p>Coded from 2007-2011.</p>
Refers to third party (not AIRC)	<p>The agreement specifies that alternative dispute resolution is to be conducted by someone other than the Australian Industrial Relations Commission/Fair Work Commission. This could include (but is not limited to) a private provider including a specific mediator, or law firm, or a state Industrial Relations Commission body.</p> <p>Coded from 2007-2011.</p>
Resolution at work level only	<p>The agreement provides no avenues for resolution beyond the workplace through a third-party or industrial arbitrator, and allows only for the dispute to be resolved at the workplace level.</p> <p>Coded from 2007-2009.</p>
FWA arbitration as final step	<p>The agreement provides for arbitration by the Fair Work Commission as the final step in the dispute resolution process.</p> <p>Coded from 2012-2013.</p>
3rd party arbitration as final step	<p>The agreement provides for arbitration by a third party (not Fair Work Commission) to arbitrate a dispute, as the final step in the process.</p> <p>Coded from 2012-2013</p>
Arbitration for disputes	<p>The dispute resolution process can progress to the stage where the Fair Work Commission (or a third party) arbitrates or makes a binding decision to settle a dispute. This is not coded where parties are required to agree to seek arbitration.</p> <p>Coded from 2010-2011.</p>

FIELD NAME	DESCRIPTION
Mutual agreement required for arbitration	The agreement requires both parties to agree before a dispute can proceed to arbitration. Coded from 2012-2013.
MODEL DISPUTE RESOLUTION CLAUSE	The agreement contains the model dispute resolution clause found in the legislation of the time (currently Schedule 6.1 of the Fair Work Regulations 2009). Coded from 2007-most currently available data.
NON-MODEL DISPUTE RESOLUTION CLAUSE	This is a 'header' field. The agreement's dispute resolution clause differs from the model clause. Coded from 2012-most currently available data.
Disputes in relation to s65(5) or s76(4) - flexible working arrangements	Agreement allows for the dispute resolution process to be conducted with regards to requests for flexible working arrangements or extended unpaid parental leave (sections 65(5) and sections 76(4) of the Fair Work Act respectively). Coded from 2011-most currently available data.
DISPUTE RESOLUTION – ARBITRATION	This is a 'header' field. The agreement has a non-model dispute resolution clause, and provides for arbitration in disputes. Coded from 2014-most currently available data.
Dispute resolution - arbitration by FWC	The agreement states that arbitration will be conducted by the Fair Work Commission. Coded from 2014-most currently available data.
Dispute resolution - arbitration by third party	The agreement states that arbitration will be conducted by a third party, rather than the Fair Work Commission. Coded from 2014-most currently available data.

FIELD NAME	DESCRIPTION
DISPUTE RESOLUTION – CONSENT FOR ARBITRATION	A 'header' field signifying that the agreement contains arbitration for disputes and the matter of consent to arbitrate is dealt with. Coded from 2014-most currently available data.
Dispute resolution - consent given at time of EA	Consent is taken to have been granted at the time the agreement was made, and disputes can therefore proceed automatically to arbitration. Coded from 2014-most currently available data.
Dispute resolution - consent given at time of dispute	Mutual consent is required before any matter can proceed to arbitration. Coded from 2014-most currently available data.
OH & S	This is a 'header' field. The agreement contains 'Occupational Healthy & Safety' provisions either as defined below or not covered by the specific provisions below Coded from 1997-most currently available data.
General commitment to OHS	The agreement states a commitment to, or acknowledges a responsibility for, the safety of employees covered by the agreement. Coded from 1997-2010.
OHS proactive workplace health care policy	The agreement contains a commitment to a safe working environment through workplace policies which address drinking, smoking or other dangerous workplace practices. This includes QUIT smoking programmes, drug/alcohol treatment / programs, vaccination programmes for those at occupational risk, e.g. health care workers, teachers, childcare workers. Coded from 1997-most currently available data.

FIELD NAME	DESCRIPTION
OHS protective clothing issued	<p>The agreement ensures employees will be issued with (or reimbursed for) protective clothing and equipment required for the performance of their duties.</p> <p>Coded from 1997-2011.</p>
OHS refers to relevant state legislation	<p>The agreement acknowledges the employer's responsibilities under relevant state occupational health and safety legislation.</p> <p>Coded from 1997-2009.</p>
Top-up workers comp premium	<p>The agreement will top up any difference between worker's compensation payments and the employee's ordinary wage.</p> <p>Coded from 1998-2011.</p>
OHS training	<p>The agreement provides or pays for training for occupational health and safety representatives.</p> <p>Coded from 1997-2011.</p>
Mental health/wellbeing policy	<p>The agreement contains provisions or measures to assist or improve an employee's mental well-being.</p> <p>Coded from 2012-most currently available data.</p>
SAFE RATES (truck drivers)	<p>This is a header field.</p> <p>The agreement contains reference to Safe Rates legislation or any of the matters listed below with regards to truck drivers.</p> <p>Coded from 2012-most currently available data.</p>
Demurrage/payment for non-driving time/ancillary duties	<p>Drivers are paid for non-driving time: waiting, loading/unloading, stuck in traffic, breakdowns, etc. Coded regardless of whether this payment is limited or open-ended.</p> <p>Coded from 2012-most currently available data.</p>

FIELD NAME	DESCRIPTION
Safe rates - Commitment to pay contractors on time	The agreement commits to paying contracted drivers within a set timeframe. Coded from 2012-most currently available data.
Safe rates - Wages paid per km/trip	Drivers' wages are paid on a 'distance travelled' basis, rather than time worked. Coded from 2012-most currently available data.
Safe Rates - Fatigue Management	Agreement contains a fatigue management policy for drivers or measures to reduce or mitigate driver fatigue. Coded from 2012-most currently available data.
TCR	This is a 'header' field. The agreement contains 'TCR' (Termination, Change, Redundancy) provisions either as defined below or not covered by the specific provisions below. Coded from 1997-most currently available data
Severance pay greater than NES	The agreement meets one or more of the following criteria: <ul style="list-style-type: none"> • The maximum severance available is greater than 16 weeks' pay • An employee can access 16 weeks redundancy pay after fewer than 9 years' service • An employee can access 16 weeks redundancy pay at 9 years' service and also at 10 years' service • The severance available at 4 years' service is greater than 8 weeks' pay. Coded from 2014-most currently available data.
Severance entitlement after four years services (no weeks pay)	The number of weeks' pay employees are entitled to after four years' service. Coded from 2011-most currently available data.
Severance - maximum possible entitlement (no of weeks pay)	The maximum number of weeks' pay that employees can be entitled to upon being made redundant. Coded from 2011-most currently available data.

FIELD NAME	DESCRIPTION
Severance - years service required to achieve maximum severance entitlement	The number of years' service required to achieve the maximum severance entitlement. Coded from 2011-most currently available data.
Redundancy income protection scheme	The agreement has provisions for payments to redundancy schemes / redundancy income protection plans for the employees, e.g., INCOLINK/ ACCIRT. This provision is not the same as an insurance scheme to cover illness. Coded from 1998-most currently available data.
Severance pay at management discretion	The payment of severance pay upon redundancy is at management discretion. Coded from 2007-2009.
Severance pay absorbed	The agreement has provisions which absorb severance pay into a loaded hourly rate or annualised salary. In other words, the severance is absorbed into wages or salary and will not be paid upon the cessation of the employee's employment. Coded from 2007-2010.
Severance paid	The agreement provides for severance pay. Coded from 2007-2011.
Severance pay not paid	The agreement specifically states that employees will not receive severance pay. Coded from 2007-2010.
Disciplinary procedures	The agreement contains a provision that brings into play a formal procedure relating to the discipline of employees within an organisation who have engaged in misconduct or unsatisfactory work practices. Coded from 1998-2011.

FIELD NAME	DESCRIPTION
Provision for dismissal	<p>The agreement contains a provision that allows management to terminate an employee. The clause must detail circumstances in which the employer can dismiss the employee, e.g., drunkenness, theft etc. This includes 'summary' dismissal – i.e. a decision taken 'on the spot' or the dismissal of an employee after dismissal procedures have been exhausted.</p> <p>Coded from 1998-2009.</p>
Unfair dismissal	<p>The agreement has provisions for or refers to criteria for determining whether a dismissal is unfair or not.</p> <p>Coded in 2009 only.</p>
Employment security	<p>The agreement contains a provision that states that over the life of the agreement no job will be lost, or contains a commitment to minimise job losses.</p> <p>Coded from 1998-2007.</p>
TCR access for regular casuals	<p>The agreement provides casual employees with access to termination and / or redundancy provisions.</p> <p>Coded from 2001-2009.</p>
PAYMENT IN LIEU OF NOTICE (OR NOTICE OF TERMINATION)	<p>The redundancy/severance clause contains a sub-section outlining how much notice of termination an employer must give an employee.</p> <p>Coded from 2014-2016.</p>
PILN greater than NES	<p>This is to be coded if any of the following criteria regarding payment in lieu of notice (PILN) are met:</p> <ul style="list-style-type: none"> • the entitlement of PILN/notice is greater than 1 week for less than 1 years' service • the entitlement of PILN/notice is greater than 2 weeks after 1 years' service • the entitlement of PILN/notice is greater than 3 weeks after 3 years' service • the maximum entitlement of PILN or notice is greater than 4 weeks. <p>Coded from 2014-most currently available data.</p>

FIELD NAME	DESCRIPTION
PILN maximum entitlement (weeks)	The maximum entitlement of payment in lieu of notice available to employees is recorded. Coded from 2014-most currently available data.
CONSULTATIVE ARRANGEMENTS	This is a 'header' field. The agreement contains 'Consultative Arrangement' provisions either as defined below or not covered by the specific provisions below. Coded from 1997-2010.
Commitment to discuss change	The agreement has provisions which commit the employer to discussion and/or consultation on any changes to the work organisation which will affect employees, including redundancy. Coded from 1998-2009.
Regular forums/meetings	The agreement provides for regular forums, meetings, tool-box meetings etc., to enable consultation or discussion. Coded from 2008-2010.
ENVIRONMENTAL - general	This is a 'header' field. The agreement contains some form of commitment to the environment. This could be a general statement of intent or specific measures. Coded from 2011-most currently available data.
Specific environmental policies	The agreement provides a commitment to the environment with regard to company policy and/or legislative frameworks. This provision may include a disciplinary process for dealing with breaches, up to, and including dismissal. Coded from 2009-most currently available data.

FIELD NAME	DESCRIPTION
Commitment to productivity improvements	<p>This is a 'header' field.</p> <p>The agreement contains some form of commitment to improving productivity. This could be a general statement of intent or specific measures.</p> <p>Coded from 2010-most currently available data.</p>
Specific productivity measures	<p>An agreement links productivity improvements to specific policies, procedures and/or practices.</p> <p>Coded from 2011-most currently available data.</p>
Quantifiable KPI measures	<p>The agreement contains performance indicator/s with specific measurable goals. This will sometimes be in a separate Schedule detailing production goals, or reduced injury claims etc. There will be specific targets identified and corresponding incentives or outcomes.</p> <p>Coded from 2005-most currently available data.</p>
PERFORMANCE INDICATORS	<p>This is a 'header' field.</p> <p>The agreement includes or provides a commitment to introducing 'Performance Indicator' provisions during the life of the agreement.</p> <p>Coded from 1998-2009.</p>
GENERAL TRAINING ARRANGEMENTS	<p>This is a 'header' field.</p> <p>The agreement contains 'General Training' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-most currently available data.</p>
Allowances costs associated with training	<p>The agreement contains provisions that the employer will pay costs associated with training, such as direct purchase of items required for the course; direct payment of costs/fees incurred; procedures for the reimbursement of such costs; or circumstances where such costs will be reimbursed.</p> <p>Coded from 1998-most currently available data.</p>

FIELD NAME	DESCRIPTION
How training is provided	<p>Clauses in the agreements provide for training and specify when and where it is to take place.</p> <p>Coded from 1997-2009.</p>
Training bonds	<p>The agreement contains a provision where an employee agrees that, in the event of resignation or termination of employment, the employee will refund to the employer a sum of money representing full or part value of training received by the employee at the employer's expense in the course of that employment.</p> <p>Coded from 2007-most currently available data.</p>
Leave for training purposes (including study/exam)	<p>The agreement provides for leave (whether paid or unpaid) to attend training.</p> <p>Coded from 1997-most currently available data.</p>
Multi-skilling flexible deployment of labour	<p>Employees can be moved between roles and/or locations to suit the needs of the business, or to develop their own skill sets.</p> <p>Coded from 1998-2009, and from 2011-most currently available data.</p>
Employer directed training	<p>The agreement provides for the employer to direct the employee to undertake training of sorts. May include compulsory Trade nights, staff training days etc.</p> <p>Coded from 2008-2009.</p>
Competency based wage movements	<p>The agreement contains a provision to link salary progression or progression through the classification structure to the attainment of a competency level in a training structure. (This is usually an industry-based certificate).</p> <p>Coded from 1998-most currently available data.</p>
Type of training including training plan/program	<p>The agreement specifies the type or nature of training to be undertaken. This may relate to the type of qualification that the training will produce or its relevance throughout an industry.</p> <p>Coded from 2008-2011.</p>

FIELD NAME	DESCRIPTION
Training consultative committee	<p>The agreement contains provisions regarding the formation or maintenance of a committee which deals with training issues and whose membership consists of management and employee and/or union representation.</p> <p>Coded from 1998-2010.</p>
Statement of empler/emplee obligations re trning	<p>The agreement contains a statement which notes the importance of training and/or a commitment to training by the employer, and/or notes the employees' obligation to participate in training.</p> <p>Coded from 1998-2009.</p>
Assessment of employee skills/skills register	<p>The agreement commits to an assessment of employee skills.</p> <p>The assessment of an employee's skills is any process by which a review is taken of the skills possessed by employees. Examples of titles for these review processes are skills audit, skills analysis or needs analysis and the details from the process may be recorded, for example in a skills register.</p> <p>Coded from 1998-2009.</p>
ACCESS & EQUITY ISSUES	<p>This is a 'header' field.</p> <p>The agreement contains 'Training Access and Equity Issue' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1997-2010.</p>
Training in relation to Part-time workers or casua	<p>Provisions which note that training will be provided in relation to part-time workers, casuals or seasonal workers (seasonal workers are engaged in employment that is seasonal, for example fruit picking). The agreement may make a point of referring to training for all employees and have detailed employment status at the business if full time, part time and casual or seasonal.</p> <p>Coded from 1997-2013.</p>

FIELD NAME	DESCRIPTION
Recognition of prior learning	<p>Provisions that refer to Recognition of Prior Learning (RPL). The RPL process is a means to assess and recognise the competencies, skills and knowledge possessed (whether acquired formally or informally) by an employee for the purpose of award classification. This is useful where an employee may not have a formal qualification which identifies their skills, knowledge or competence.</p> <p>Coded from 1997-2010.</p>
WORK ORGANISATION	<p>This is a 'header' field.</p> <p>The agreement contains 'Work Organisation' provisions either as defined below or not covered by the specific provisions below.</p> <p>Coded from 1998-2013.</p>
Team work	<p>The agreement contains a provision for teamwork i.e. groups of employees work together to complete whole jobs. This provision is concerned with a whole job being completed by utilising the individual skills of employees in concert, rather than the concept of being able to work in a team environment.</p> <p>Coded from 1998-2009.</p>
Individual performance appraisal	<p>The agreement provides for individual performance appraisals, or mentions annual performance reviews, performance assessments etc.</p> <p>Coded from 2001-2011.</p>
Employees subject to probationary period	<p>The agreement includes a period of probation during which an employee may be dismissed before becoming a member of the workforce.</p> <p>Coded from 1997-2010.</p>