

From: Chambers - Hatcher VP

Sent: Tuesday, 5 September 2017 12:16 PM

To: Paul Musso (paul.musso@nds.org.au); Kerrie Langford (Kerrie.Langford@nds.org.au); mlcinitaly@gmail.com; sina.mostafavi@ablawyers.com.au; Mary Walsh (marywalsh6@bigpond.com); KEMP, James (James.KEMP@dss.gov.au); Stephen Bull (Stephen.Bull@unitedvoice.org.au); Stephen.bull@unitedvoice.org.au; fogarty@denmanchambers.com.au; kairsty.wilson@aed.org.au; cainpaul@icloud.com; craig.rawson@ags.gov.au; abigail.cooper@ashurst.com; nigel.ward@ablawyers.com.au; emily.baxter@nswbc.com.au; chrisc@greenacres.net.au; MarkW@greenacres.net.au; pfrench@disabilitylaw.org.au; samanthaf@pwd.org.au; Anthony.rohr@maiwel.com.au; Smith_c1@optusnet.com.au; Steve.burgess@flagstaffgroup.com.au; Roy.rogers@flagstaffgroup.com.au; lmooney@dsa.org.au; mlcinitaly@gmail.com; mjbuck2@telstra.com; estelleshields@hotmail.com; hdickens@dsa.org.au; kerrie.langford@nds.org.au; johnharvey@greenacres.net.au; marywalsh6@bigpond.com; mpatrick@disabilitylaw.org.au; Skillsmaster275@outlook.com; cnewbold@actu.org.au; FREELAND, Rowena; Sina.Mostafavi@Ablawyers.com.au; joe.murphy@ablawyers.com.au; cwatts@actu.org.au; 'robk@accessindustries.com.au'; LEE, Ed; WINKLER, Deborah; Leigh Svendsen; noni.lord@aed.org.au

Cc: AMOD

Subject: AM2014/286 Supported Employment Services Award

Dear Parties,

I refer to the 29 **attached** applications for orders for the production of documents filed by the AED Legal Centre.

The Commission invites the parties to provide any views, including any opposition in relation to the applications by not later than **close of business Thursday 7 September 2017.**

Please ensure responses are sent to AMOD@fwc.gov.au.

Kind regards,

Ingrid Stear

Associate to Vice President Hatcher

Fair Work Commission

Tel: (02) 9308 1812

Fax: (02) 9380 6990

chambers.hatcher.vp@fwc.gov.au

Level 10 Tower Terrace

80 William Street

East Sydney NSW 2011

www.fwc.gov.au

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Ability Options Wage Assessment Tool (the **Ability Options Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Ability Options Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Ability Options Tool
4. Documents that contain the Ability Options Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Ability Options Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO: The Proper Officer
Ability Options Ltd.

Suite 1.14, 29-31
Lexington Drive
BELLA VISTA NSW 2153

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Ability Options Wage Assessment Tool (the **Ability Options Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Ability Options Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Ability Options Tool
4. Documents that contain the Ability Options Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Hunter Contracts Wage Assessment Tool (the **Hunter Contracts Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Hunter Contracts Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Hunter Contracts Tool
4. Documents that contain the Hunter Contracts Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Hunter Contracts Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature

If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Baptistcare (NSW & ACT)

Level 2 22 Brookhollow Avenue,
BAULKHAM HILLS NSW 2153

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Hunter Contracts Wage Assessment Tool (the **Hunter Contracts Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Hunter Contracts Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Hunter Contracts Tool
4. Documents that contain the Hunter Contracts Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Bedford Employee Wage Assessment Tool (the **Bedford Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Bedford Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Bedford Tool
4. Documents that contain the Bedford Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Bedford Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature

If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

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FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Bedford Group Incorporated.

615 Goodwood Rd,
PANORAMA SA 5041

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

Note:

- This order has been issued at the request of AED Legal Centre.
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
- If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

5. Documents that contain the Bedford Employee Wage Assessment Tool (the **Bedford Tool**).
6. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Bedford Tool, including the wage assessment methodology.
7. Documents that show the content of any training to assess rates of pay using the Bedford Tool
8. Documents that contain the Bedford Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Phoenix Wage Assessment Tool (the **Phoenix Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Phoenix Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Phoenix Tool
4. Documents that contain the Phoenix Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Phoenix Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Bedford Phoenix Incorporated

PO Box 18,
MELROSE PARK SA 5032

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Phoenix Wage Assessment Tool (the **Phoenix Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Phoenix Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Phoenix Tool
4. Documents that contain the Phoenix Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
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3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Blueline Laundry Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



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Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



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Signature

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Blueline Laundry Inc.

59-61 Creek Road,,
NEW TOWN TAS 7008

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Blueline Laundry Ink Wage Assessment Tool (the **Blueline Laundry Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Blueline Laundry Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Blueline Laundry Tool.
4. Documents that contain the Blueline Laundry Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Caloola Vocational Services Inc. Wage Assessment Tool (the **Caloola Vocational Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Caloola Vocational Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Caloola Vocational Tool
4. Documents that contain the Caloola Vocational Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Caloola Vocational Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Caloola Vocational Services Inc

353 Maitland Road
CESSNOCK NSW 2325

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Caloola Vocational Services Inc. Wage Assessment Tool (the **Caloola Vocational Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Caloola Vocational Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Caloola Vocational Tool
4. Documents that contain the Caloola Vocational Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Civic Industries Supported Employees Wage Assessment Tool (the **Civic Industries Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Civic Industries Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Civic Industries Tool.
4. Documents that contain the Civic Industries Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Civic Industries Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Civic Industries

103 Cawarra Road,
CARINGBAH NSW 2229

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Civic Industries Supported Employees Wage Assessment Tool (the **Civic Industries Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Civic Industries Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Civic Industries Tool.
4. Documents that contain the Civic Industries Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Woorinyan Employment Support Service (the **Woorinyan Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Woorinyan Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Woorinyan Tool
4. Documents that contain the Woorinyan Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Woorinyan Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Connecting Skills Australia

PO Box 773,
FRANKSTON VIC 3199

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Woorinyan Employment Support Service (the **Woorinyan Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Woorinyan Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Woorinyan Tool
4. Documents that contain the Woorinyan Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Cooma Challenge Wage Assessment Tool (the **Cooma System**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Cooma System, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Cooma System.
4. Documents that contain the Cooma System in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Cooma System results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Cooma Challenge Ltd

PO Box 126
COOMA NSW 2630

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Cooma Challenge Wage Assessment Tool (the **Cooma System**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Cooma System, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Cooma System.
4. Documents that contain the Cooma System in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Blue Mountains Employment Services Wage Assessment Tool (the **Blue Mountains Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Blue Mountains Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Blue Mountains Tool
4. Documents that contain the Blue Mountains Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Blue Mountains Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Dare Disability Support

13-15 Scrivener Lane
SPRINGWOOD NSW 2777

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

5. Documents that contain the Blue Mountains Employment Services Wage Assessment Tool (the **Blue Mountains Tool**).
6. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Blue Mountains Tool, including the wage assessment methodology.
7. Documents that show the content of any training to assess rates of pay using the Blue Mountains Tool
8. Documents that contain the Blue Mountains Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Elouera Association Wage Assessment Tool (the **Elouera Association Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Elouera Association Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the the Elouera Association Tool.
4. Documents that contain the the Elouera Association Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the the Elouera Association Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Elouera Association Inc

91-97 Wallendoon St,
COOTAMUNDRA NSW 2229

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Elouera Association Wage Assessment Tool (the **Elouera Association Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Elouera Association Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the the Elouera Association Tool.
4. Documents that contain the the Elouera Association Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

- Email (you will need to make sure you check your email account regularly)
 Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Endeavour Wage Assessment Tool (the **Endeavour Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Endeavour Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Endeavour Tool
4. Documents that contain the Endeavour Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Endeavour Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Endeavour Life Care Pty Ltd

2/37-41 Hallam South Rd,
HALLAM VIC 3803

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Endeavour Wage Assessment Tool (the **Endeavour Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Endeavour Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Endeavour Tool
4. Documents that contain the Endeavour Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the FWS Wage Assessment Tool (the **FWS Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the FWS Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the FWS Tool
4. Documents that contain the FWS Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the FWS Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Finding Workable Solutions Inc.

44 George Main Rd
VICTOR HARBOR SA 5211

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the FWS Wage Assessment Tool (the **FWS Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the FWS Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the FWS Tool.
4. Documents that contain the FWS Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter s.156 – 4 yearly review of modern awards

Name of Award Supported Employment Services Award 2010

Commission Matter AM2014/286
Number

Your role in main matter Applicant Respondent Other please specify: Interested
Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the GDP Industries Wage Determination System (the **GDP Industries System**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the GDP Industries System, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the GDP Industries System.
4. Documents that contain the GDP Industries System in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the GDP Industries System results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
GDP Industries

6-8 Baxter Road
NORTH GEELONG VIC 3215

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the GDP Industries Wage Determination System (the **GDP Industries System**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the GDP Industries System, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the GDP Industries System.
4. Documents that contain the GDP Industries System in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Greenacres Association Competency Based Wages System (the **Greenacres Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Greenacres Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Greenacres Tool
4. Documents that contain the Greenacres Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Greenacres Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Greenacres Disability Services

2/4 Ralph Black Dr,
NORTH WOLLONGON NSW 2500

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Greenacres Association Competency Based Wages System (the **Greenacres Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Greenacres Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Greenacres Tool
4. Documents that contain the Greenacres Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the information sources listed on pages 16, 24, 33, 47, 54, 62, 67, 77, 84, 103, 113, 123, 135, 146, 156, 170, 188, 203-204, 217-218, 235-236 of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.
2. Documents that contain the Guide to Good Wage Determination referred to in the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010
3. Documents that contain the information sources relied upon in the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010 to assess the wage assessment tools described in that report.
4. Documents that contain the information sources referred to in the Analysis of Wage Assessment Tools used by Business Services – Addendum to Final Report 2005

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29-wage assessment tools and contains the opinion of the report's author based on source material identified as "information sources". The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. The Commonwealth Department of Social Services makes the Final Report referred to in clause 14.4(d) available at the web-site <https://www.dss.gov.au/our-responsibilities/disability-and-carers/publications-articles/policy-research/final-report-incorporating-22-wage-tools?HTML>
4. The Commonwealth Department of Social Services has informed the applicant for this Notice that it does not have the documents relied upon by the author of the Final Report. The author of the Final Report is identified in that document as Jenny Pearson & Associates Pty Ltd.
5. The documents sought have apparent relevance to a part of the Supported Employment Services Award 2010 which the applicant for this Notice seeks to vary. There is a legitimate forensic purpose in seeking the material upon by the document utilised by the Award to describe the means by which an employer is obliged to derogate from the minimums prescribed by the Award for a grade of work in relation to employees with a disability.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature	
Name	KAIRSTIEN WILSON
Date	25 August 2017
Capacity / Position	Representative/Principal
	Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the Capacity/Position section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Jenny Pearson & Associates Pty Ltd

PO Box 246,
SEMAPHORE SA 5019

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the information sources listed on pages 16, 24, 33, 47, 54, 62, 67, 77, 84, 103, 113, 123, 135, 146, 156, 170, 188, 203-204, 217-218, 235-236 of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.
2. Documents that contain the Guide to Good Wage Determination referred to in the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010
3. Documents that contain the information sources relied upon in the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010 to assess the wage assessment tools described in that report.
4. Documents that contain the information sources referred to in the Analysis of Wage Assessment Tools used by Business Services – Addendum to Final Report 2005

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter s.156 – 4 yearly review of modern awards

Name of Award Supported Employment Services Award 2010

Commission Matter
Number AM2014/286

Your role in main matter Applicant Respondent Other please specify: Interested
Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Koomarri Competency Based Wages System (the **Koomarri Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Koomarri Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Koomarri Tool
4. Documents that contain the Koomarri Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Koomarri Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Koomarri

Cnr Launceston & Callum St's
PHILLIP ACT 2606

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

Note:

- This order has been issued at the request of AED Legal Centre.
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
- If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Koomarri Competency Based Wages System (the **Koomarri Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Koomarri Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Koomarri Tool
4. Documents that contain the Koomarri Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Kurri Contracting Service Wage Assessment Tool (the **Kurri Contracting Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Kurri Contracting Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Kurri Contracting Tool
4. Documents that contain the Kurri Contracting Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Kurri Contracting Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Kurri Kurri Community Centre Inc

251 Lang Street
KURRI KURRI NSW 2327

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

Note:

- This order has been issued at the request of AED Legal Centre.
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
- If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Kurri Contracting Service Wage Assessment Tool (the **Kurri Contracting Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Kurri Contracting Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Kurri Contracting Tool
4. Documents that contain the Kurri Contracting Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the PHT Wage Assessment Tool (the **PHT Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the PHT Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the PHT Tool
4. Documents that contain the PHT Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the PHT Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature



Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Macquarie University

Balaclava Rd,
NORTH RYDE NSW 2109

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [member] on [chamber's email].

SCHEDULE

1. Documents that contain the PHT Wage Assessment Tool (the **PHT Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the PHT Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the PHT Tool
4. Documents that contain the PHT Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Merriwa Industries Limited Wage Assessment Tool (the **Merriwa Industries Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Merriwa Industries Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Merriwa Industries Tool
4. Documents that contain the Merriwa Industries Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Merriwa Industries Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Merriwa Industries Ltd.

144 Greta Road
WANGARATTA VIC 3677

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

Note:

- This order has been issued at the request of AED Legal Centre.
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
- If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Merriwa Industries Limited Wage Assessment Tool (the **Merriwa Industries Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Merriwa Industries Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Merriwa Industries Tool
4. Documents that contain the Merriwa Industries Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

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Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

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Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
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Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
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If the party applying for an order is a company or organisation please also provide the following details

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Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

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Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the New Horizons Wage Assessment Tool (the **New Horizons Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the New Horizons Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the New Horizons Tool
4. Documents that contain the New Horizons Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the New Horizons Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
New Horizons Enterprises Ltd

15 Twin Road
NORTH RYDE NSW 2113

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

Note:

- This order has been issued at the request of AED Legal Centre.
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
- If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the New Horizons Wage Assessment Tool (the **New Horizons Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the New Horizons Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the New Horizons Tool
4. Documents that contain the New Horizons Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

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Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the ParaQuad Wage Assessment Tool (the **ParaQuad Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the ParaQuad Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the ParaQuad Tool
4. Documents that contain the ParaQuad Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the ParaQuad Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Paraplegic-Quadriplegic Association of Western Australia Inc (ParaQuad)

Spine & Limb Foundation Inc.
10 Selby Street
SHENTON PARK WA 6008

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the ParaQuad Wage Assessment Tool (the **ParaQuad Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the ParaQuad Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the ParaQuad Tool
4. Documents that contain the ParaQuad Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Skillsmaster Wage Assessment Tool (the **Skillsmaster Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Skillsmaster Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Skillsmaster Tool
4. Documents that contain the Skillsmaster Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Skillsmaster Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



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FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

Phil Amos
Skillsmaster275@outlook.com

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

Note: • This order has been issued at the request of AED Legal Centre.

- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
- If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Skillsmaster Wage Assessment Tool (the **Skillsmaster Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Skillsmaster Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Skillsmaster Tool
4. Documents that contain the Skillsmaster Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

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Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
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Suburb	Flinders Lane		
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Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

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Post

The Commission matter that this application relates to



These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application

1.1 What documents are being sought?



Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Sunnyfield Association Wage Assessment Tool (the **Sunnyfield Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Sunnyfield Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Sunnyfield Tool
4. Documents that contain the Sunnyfield Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?



Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Sunnyfield Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Sunnyfield DisAbility Services

PO Box 6432,
FRENCHS FOREST NSW 2086

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Sunnyfield Association Wage Assessment Tool (the **Sunnyfield Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Sunnyfield Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Sunnyfield Tool
4. Documents that contain the Sunnyfield Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc		
Trading name of business	AED Legal Centre		
ABN/ACN	80 353 375 261		
Contact person	Kairstien Wilson		

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to



These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application

1.1 What documents are being sought?



Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Mai-Wel Group Wage Assessment Tool (the **Mai-Wel Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Mai-Wel Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Mai-Wel Tool
4. Documents that contain the Mai-Wel Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?



Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Mai-Wel Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
The Mai-Wel Group (Mai-Wel Limited)

115A South Street
TELARAH NSW 2320

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:
Date:
Place:

Member

Note:

- This order has been issued at the request of AED Legal Centre.
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
- If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Mai-Wel Group Wage Assessment Tool (the **Mai-Wel Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Mai-Wel Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Mai-Wel Tool
4. Documents that contain the Mai-Wel Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Valmar Support Services Wage System (the **Valmar Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Valmar Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Valmar Tool
4. Documents that contain the Valmar Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Valmar Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Valmar Support Services Ltd

75 Capper St,
TUMUT NSW 2720

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Valmar Support Services Wage System (the **Valmar Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Valmar Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Valmar Tool
4. Documents that contain the Valmar Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Wangarang Industries Wage Assessment Tool (the **Wangarang Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Wangarang Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Wangarang Tool
4. Documents that contain the Wangarang Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Wangarang Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Wangarang Industries

1635 Forest Rd
ORANGE NSW 2800

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Wangarang Industries Wage Assessment Tool (the **Wangarang Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Wangarang Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Wangarang Tool
4. Documents that contain the Wangarang Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to

These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application**1.1 What documents are being sought?**

Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Waverley Helpmates Wage Assessment Tool (the **Waverley Helpmates Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Waverley Helpmates Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Waverley Helpmates Tool
4. Documents that contain the Waverley Helpmates Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?

Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Waverley Helpmates Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO:

The Proper Officer
Waverley Helpmates Inc.

14 Mavron Street
ASHWOOD VIC 3147

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

Note:

- This order has been issued at the request of AED Legal Centre.
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
- If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Waverley Helpmates Wage Assessment Tool (the **Waverley Helpmates Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Waverley Helpmates Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Waverley Helpmates Tool
4. Documents that contain the Waverley Helpmates Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(e) of the Supported Employment Services Award 2010.

Form F52—Application for order for production of documents etc to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c); Fair Work Commission Rules 2013, rule 54 and Schedule 1

This is an application to the Fair Work Commission for an order requiring a person to produce documents or records or other information in accordance with s.590(2)(c) of the [Fair Work Act 2009](#).

Party applying for an order



These are the details of the person who is making this application.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify:		
First name(s)			
Surname			
Postal address	PO Box 236		
Suburb	Flinders Lane		
State or territory	Victoria	Postcode	8009
Phone number	(03) 9639 4333	Fax number	(03) 9650 2833
Email address	noni.lord@aed.org.au		

If the party applying for an order is a company or organisation please also provide the following details

Legal name of business	Association of Employees with Disability Inc
Trading name of business	AED Legal Centre
ABN/ACN	80 353 375 261
Contact person	Kairstien Wilson

How would you prefer us to communicate with you?

Email (you will need to make sure you check your email account regularly)

Post

The Commission matter that this application relates to



These are the details of the main matter that the documents relate to

Name of matter	s.156 – 4 yearly review of modern awards
Name of Award	Supported Employment Services Award 2010
Commission Matter Number	AM2014/286
Your role in main matter	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input checked="" type="checkbox"/> Other please specify: Interested Party

1. The Application

1.1 What documents are being sought?



Using numbered paragraphs, list the documents etc you are seeking to be produced to the Fair Work Commission.

1. Documents that contain the Yumaro Wage Assessment Tool (the **Yumaro Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Yumaro Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Yumaro Tool
4. Documents that contain the Yumaro Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.

1.2 Why is each document being sought?



Using numbered paragraphs, provide details specifying why each document is sought and how the documents can assist the Member in deciding the main matter. For instance, what evidence is contained in the documents and what is the apparent relevance of each document to your matter?

1. The Supported Employment Services Award 2010 requires that an employee with a disability be paid a proportion of the minimum wage for a Grade prescribed by cl. 14.2 of the Award. The proportion for an individual employee with a disability is to be determined using one of 29 wage assessment tools, each of which is named but not described in cl 14.4(b). Descriptions are incorporated by reference into the Supported Employment Services Award 2010 through the reports referred to in cl. 14.4(d) and (e). According, to these clauses the reports were prepared for the Commonwealth Department of Department of Families, Housing, Community Services and Indigenous Affairs.
2. The reports summarise each of the 29 wage assessment tools and contains the opinion of the report's author based on source material provided by the relevant business service. The reports do not contain the text of the tools or any related documentation that explains how a particular tool may or must be applied to assess the below minimum pay for an individual employee. The tools are the source of the process, criteria, methodology and manner of assessment.
3. Clause 14.4 permits an employer to derogate from the minimum rate of pay otherwise fixed for each grade of work by reference to the specified tools.
4. The documents sought have apparent relevance to whether the Yumaro Tool results in the Supported Employment Services Award 2010 prescribing a minimum rate of pay for all employees with a disability and/or fair minimum rates that meets the minimum award objective and the minimum wages objective.



You must complete the draft order attached to this form.

Disclosure of information

The Commission may provide a copy of this application and any documents you lodge in support of this application to the other parties in this matter.

Signature



If you are completing this form electronically and you do not have an electronic signature you can attach, it is sufficient to type your name in the signature field. You must still complete all the fields below.

Signature

K Wilson

Name

KAIRSTIEN WILSON

Date

25 August 2017

Capacity /
Position

Representative/Principal



Where this form is not being completed and signed by the Applicant, include the name of the person who is completing the form on their behalf in the **Capacity/Position** section.

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR OWN RECORDS



FairWork
Commission

DRAFT ORDER

Fair Work Act 2009

s.590(2)(c) - Order requiring a person to produce documents etc to the Fair Work Commission

Part 2-3, Div 4 – 4 Yearly reviews of modern awards

Commission Matter No: AM2014/286

Supported Employment Services Award 2010

[MA000103]

Health and Welfare

VICE PRESIDENT HATCHER

AUGUST 2017

TO: The Proper Officer
Yumaro Inc.

6-8 Shelley Rd,
MORUYA NSW 2537

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time:

Date:

Place:

Member

- Note:
- This order has been issued at the request of AED Legal Centre.
 - You can apply to have this order set aside or varied.
 - Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day specified above.
 - If you have any queries in relation to this order please contact the associate to [*member*] on [*chamber's email*].

SCHEDULE

1. Documents that contain the Yumaro Wage Assessment Tool (the **Yumaro Tool**).
2. Documents that contain any guidelines, rules or other information that may or must be used in connection with the application of the Yumaro Tool, including the wage assessment methodology.
3. Documents that show the content of any training to assess rates of pay using the Yumaro Tool
4. Documents that contain the Yumaro Tool in the form that existed as at the date of the Final Report titled *Analysis of Wages Assessment Tools used by Business Services* referred to in clause 14.4(d) of the Supported Employment Services Award 2010.