



Office of the
Director-General

Department of
Education

2 JUN 2022

Ms Kim Richards MP
Chair
Education, Employment and Training Committee
Queensland Parliament
Email: eetc@parliament.qld.gov.au

Dear Ms Richards

Thank you for your letter dated 27 May 2022 requesting assistance with the Education, Employment and Training Committee's inquiry into the Trading (Allowable Hours) and Other Legislation Amendment Bill 2022 (the Bill).

To assist the Committee with its inquiry, please find enclosed a briefing paper on the Bill which has been prepared by the Office of Industrial Relations (OIR) and the Department of Education (DoE) (**Attachment 1**).

I confirm the departmental contact for inquiries regarding the *Trading (Allowable Hours) Act 1990* amendments is Mr Tony Schostakowski, Acting Executive Director, Industrial Relations, as noted by the Committee.

Mr Stephen Nicolson, Principal Advisor, Legislative Services Unit, DoE, will be the principal contact for any inquiries regarding amendments to the *Education (Queensland College of Teachers) Act 2005* and *Education (General Provisions) Act 2006*. Mr Nicholson can be contacted on [REDACTED] or via email at [REDACTED].

I also advise that the following departmental officers will attend the Committee's public briefing on the Bill on Monday, 6 June 2022:

- Amendments to the *Trading (Allowable Hours) Act 1990*
 - Mr Tony Schostakowski, Acting Executive Director, Industrial Relations, OIR; and
 - Mr Rhett Moxham, Acting Director, Industrial Relations Strategic Policy, OIR.
- Amendments to the *Education (Queensland College of Teachers) Act 2005*
 - Mr Stephen Nicolson, Legislative Services Unit, DoE.

In relation to your request for advice about whether Minister Grace would table a report of her review of the *Trading (Allowable Hours) Act 1990* (the Act) before the Committee is due to report to Parliament on its examination of the Bill, it is considered that the Legislative Assembly referred responsibility of the section 46B review to the Committee. I note that on 23 September 2021, Mr Craig Allen, then Acting Director-General, DoE, wrote to you to confirm that the Minister's review, as per section 46B of the Act, had been referred to the Committee by way of a referral motion made by the Leader of the House (**Attachment 2**).

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I also note that the initial written briefing from OIR (Background Information paper: Review of the *Trading (Allowable Hours) Act 1990*) published on the Committee's website on 30 September 2021, included information that the Legislative Assembly had referred responsibility for the review to the Committee.

The Minister considered the extensive nature of the review conducted by the Committee, and following departmental analysis and briefing and the Queensland Government's acceptance of the Committee's report, the Minister tabled the Government's response accepting the Committee's recommendations in satisfaction of the Minister's obligations under section 46B of the Act.

Should you wish to discuss this matter further, please contact Mr Tony James, Acting Deputy Director-General, OIR, on [REDACTED] or by email at [REDACTED]

I trust the information provided is of assistance.

Yours sincerely



MICHAEL DE'ATH
Director-General

Ref: 22/CLLO; FILE58824; L10-REC3104

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Education, Employment and Training Committee**Inquiry into the Trading (Allowable Hours) and Other Legislation Amendment Bill 2022****Purpose of the Bill**

1. On 25 May 2022, the Honourable Grace Grace MP, Minister for Education, Minister for Industrial Relations and Minister for Racing, introduced the Trading (Allowable Hours) and Other Legislation Amendment Bill 2022 (the Bill) into the Queensland Parliament. The Bill was referred to the Education, Employment and Training Committee (the Committee) for consideration.
2. The primary purpose of the Bill is to implement the Committee's recommendations following its recent inquiry into the operation of the *Trading (Allowable Hours) Act 1990* (the Act). The Committee made nine recommendations aimed at simplifying trading hours arrangements, strengthening employee protections, and ensuring ongoing stability for stakeholders by clarifying the powers of the Queensland Industrial Relations Commission (QIRC) for making orders and declaring special events.
3. In addition, the Bill also amends the *Education (Queensland College of Teachers) Act 2005* (QCT Act) and the *Education (General Provisions) Act 2006* (EGPA) to make permanent measures for utilising modern communication technology that were temporarily in place during the COVID-19 public health emergency.

Amendments to the *Trading (Allowable Hours) Act 1990***Background**

4. In 2017, following the independent review of trading hours legislation in 2016 by former speaker, the Honourable John Mickel, red-tape reforms were made to the Act to modernise and streamline Queensland's trading hours laws. These reforms included reducing the number of trading hours zones, prescribing hours in the Act and introducing a five-year moratorium on the powers of the QIRC to allow sufficient time for the Act to take effect.
5. These amendments also included a requirement in section 46B of the Act that the amendments must be reviewed by the Minister within five years of their commencement, by 31 August 2022.
6. On 14 September 2021, the Legislative Assembly referred responsibility of the section 46B review to the Committee, including specific terms of reference to inquire into the operation of the Act and the impact and effectiveness of the 2017 reforms.
7. On 31 January 2022, the Committee tabled its report, *Inquiry into the operation of the Trading (Allowable Hours) Act 1990* (No. 15) in the Legislative Assembly. The Committee noted that the 2017 reforms and moratoriums had provided consistent and stable trading arrangements and did not identify a need for radical deregulation. The Committee considered the Act is operating well to regulate trading hours but made nine recommendations to further fine tune specific provisions, particularly to further simplify prescribed arrangements, clarify the powers of the QIRC and strengthen voluntary work protections for employees.

8. On 14 April 2022, Minister Grace tabled the Government's response accepting all nine of the Committee's recommendations in full or in-principle. The two recommendations accepted in-principle related to voluntary work protections and the powers of the QIRC to make trading hours orders. The policy intent of both recommendations was supported; however, further analysis of the potential drafting of these provisions was necessary to ensure the intent could be achieved without any unintended consequences. Both recommendations have now been adopted in the Bill.

Implementation of Committee's recommendations

9. The Bill amends the Act to implement recommendations of the Committee to:
- streamline the categories of core trading hours for non-exempt shops by reducing the number of categories from five to four and re-categorising the Mossman and Port Douglas Tourist Area to support the local tourism industry;
 - clarify special event declarations decided by the QIRC, including to provide clear guidance on the matters the QIRC must have regard to;
 - clarify the power of the QIRC to make orders for non-exempt shops limited to determining the category of core trading hours but not make orders varying core trading hours as prescribed in the Act;
 - ensure consistent voluntary work protections for employees from working extended hours, including where extended hours arise due to an order or special declaration of the QIRC, unless the employee has freely elected to work extended hours;
 - extend two existing moratoriums for a further 12 months until 31 August 2023 to ensure ongoing stability for the retail industry and community; and
 - retain previous reforms that have been found to be working effectively.
10. The Bill adopts all of the Committee's recommendations and the Office of Industrial Relations (OIR) considers there has been no policy deviations from the recommendations. However, there have been minor deviations primarily of a technical nature to account for drafting preferences and the Bill also includes additional or consequential amendments where necessary to aid in the clear, transparent interpretation of the Act and to ensure the Committee's recommendations are effectively operationalised.

Recommendation 1: Special event declarations

11. The Bill amends the Act to adopt the Committee's recommendation to clarify the QIRC's consideration and deciding of special event declarations.
12. The Committee found there is a need to ensure declarations for special events are only made for significant and major events that warrant extended trading hours for non-exempt shops. The Bill has addressed this need by clarifying that the QIRC must also now consider:
- whether the event is a unique or infrequent event of local, State or national significance (with a new example of the 2032 Olympic and Paralympic Games) (new section 31B(1)(a) in the Bill); and
 - whether there is a need for a non-exempt shop, or class of non-exempt shops, to trade for longer than the core prescribed hours (new section 31B(1)(d) in the Bill);
13. The Bill also adopts the Committee's proposed list of additional factors when considering applications, including for the QIRC to have regard to the size and place of the event, predicted attendance numbers, expected media coverage and the potential contribution the event may make to Queensland's national or international reputation (new section 31B(2) in the Bill).

14. In addition to these factors, the Bill requires the QIRC to have regard to a submission of an industrial organisation about the likely impact of the special event declaration on employees. This factor complements voluntary work protections for employees and allows past employer practices for a similar event not observing these protections to be a relevant consideration of the QIRC when determining an application.
15. The Bill also necessarily includes transitional arrangements as the QIRC is currently empowered to hear applications for a special event declaration. As this power of the QIRC is not subject to a moratorium, the transitional arrangement ensures that, from commencement, parties have a clear understanding of the matters that will be considered by the QIRC when hearing and deciding an application for a special declaration.

Recommendation 2: Amendments to the categories of non-exempt shops

16. The Bill amends the Act to adopt each of the Committee’s recommendations for the categories of non-exempt shops, including:
 - retaining the hours and localities of the south-east Queensland area with no changes;
 - including the Mossman and Port Douglas Tourist Area with other tourist areas; and
 - reducing the number of categories from five to four by combining the former ‘seaside resorts’ and ‘any other area’ categories with the hours prescribed for ‘seaside resorts’.
17. The Committee noted that the Act could benefit from further simplification and harmonisation of trading hours building further on the 2017 reforms. The Committee noted an objective to improve access, choice and flexibility for consumers and equity for retailers in similar locations and particularly for regional areas.
18. In implementing these objectives, and with the aim of ensuring long-term flexibility due to the QIRC’s role in making trading area orders, the Bill has deviated slightly from the Committee’s recommendation by re-naming all core trading hour categories. Currently, categories are largely limited to specific geographical locations (e.g. south-east Queensland area). However, the Bill re-names categories to one of four new trading area types. The table below summarises this change.

Former Category Name	Name as amended by Bill
Tourist Area	Type 1 Trading Area
South-East Queensland Area	Type 2 Trading Area
Schedule 1AB Area	Type 3 Trading Area
Seaside Resort AND Any Other Area	Type 4 Trading Area

19. The renaming of trading areas deviates from the wording of the Committee’s recommendation (Recommendation 2) which was accepted in full by the Queensland Government. It is considered this naming change further supports the policy intent of the Committee’s recommendation. The naming changes were made in the drafting process in light of the ability of the QIRC to exercise its powers to re-categorise a particular location. As a move from one trading area to another can only be to a less restricted trading area, it was considered necessary to re-order and rename them so that their order represented from least to most restricted trading hours.

20. The removal of the name and replacement with a generic 'Type' category was also adopted in drafting given the characteristics of a location may not align with the category names over time. As the Bill will no longer permit the QIRC to make orders varying hours, the only mechanism for accessing different core trading hours is if the location's trading area is changed. For example, in the current framework, large regional centres would be unable to access more favourable trading hours (e.g. like those of the south-east Queensland area) due to the lack of connection to this area.
21. Although geographic proximity remains a relevant consideration of the QIRC, it is considered this should not be the only factor in determining whether a location should be included within a particular trading area (e.g. consumer and population demographics may change significantly over time). The re-naming of the trading areas will ensure that locations are not unintentionally limited over time.
22. These changes are intended to provide a balance between the certainty of ongoing prescribed hours set out clearly in the legislation and allowing the QIRC to re-categorise an already defined area (e.g. under the 2017 trading hours order) or to define a currently undefined location where the case is made. It is considered that this approach will also be useful in developing information and educational material to be provided on departmental websites to help businesses understand which trading hours apply to them.
23. As the Bill amends all trading area names, the Committee's recommendation to update the name of a Schedule 1AB area to 'regional area' was not adopted, and these areas are now referred to as a Type 3 Trading Area.
24. There have been no changes to the core trading hours of any of the trading areas, other than the former 'any other area' category which will now benefit from public holiday trading (other than on closed days) under the Bill, which was recommended by the Committee.

Recommendation 3: No changes to trading hours for industry specific categories under sections 16E and 16EA

25. The Bill has adopted the Committee's recommendation to retain the trading hours for the industry specific categories under sections 16E (hardware shops) and 16EA (shops selling motor vehicles or caravans). The trading hours for industry specific categories remain the same.
26. It is not considered that the amendments to section 16E (clause 12 of the Bill) are a deviation, but rather are consequential and ensure consistent application of core trading hours for the new trading area types if an order is made by the QIRC. That is, if the QIRC makes an order to change a location's trading area under section 16D, it follows that a hardware shop in this same location should also be changed into the corresponding trading area. It is considered this will assist in reducing confusion and complexity for stakeholders.
27. The table below confirms the former category name and how it has been amended to reflect the Bill.

Former Category Name	Name as amended by Bill
Tourist Area	Type 1 Trading Area
South-East Queensland Area	Type 2 Trading Area
Any other area	Type 3 or 4 Trading Area

28. There have been no changes to core trading hours, or the locations, for section 16E.

Recommendation 4: Retaining independent retail shop definitional criteria

29. The Committee recommended that the definitional criteria for independent retail shops at section 6(1) of the Act be retained. Consistent with this recommendation, the Bill does not amend section 6(1) of the Act.

Recommendation 5: Removal of section 36B(2) of the Act

30. The Committee recommended removing section 36B(2) of the Act so that voluntary work protections apply as a condition of retail trading hours, irrespective of any workplace agreement or industrial award.

31. In preparing the Bill, it was identified that similar limitations to protections exist in sections 36A, 36AA and 36B of the Act. To ensure consistent application of voluntary work protections across all cohorts where the protection applies, the Bill removes the corresponding subsection from each of these provisions.

Recommendation 6: Clarification about the QIRC's power to make orders about voluntary work

32. The Bill implements the Committee's recommendation about clarifying voluntary work protections where the QIRC declares a special event. However, due to complexities in drafting, it was not possible to amend section 36B of the Act as recommended by the Committee.

33. The Bill instead achieves the desired policy intent by making two separate amendments.

34. New section 31A(2)(d) in the Bill requires that all special event declarations made by the QIRC are subject to the employee protection in new section 36BA. The Committee noted in its findings there was a lack of consistency in the QIRC's decisions for special events and a need for every declaration to explicitly state the application of the voluntary work protection. This new section ensures this intent is achieved and that it is known unequivocally that any impacted employees must freely elect to work, or not to work, any extended hours due to the special event declaration.

35. The corresponding offence and penalty provision is included in new section 36BA. This provision is consistent with that of section 36B of the Act. Due to complexities in drafting, it was considered necessary to include a separate provision to preserve the rights of workers who are protected under other provisions (sections 36A, 36AA and 36B of the Act).

Recommendation 7: QIRC prevented from making orders varying core trading hours

36. The Bill amends the Act to implement the Committee's recommendation to ensure the QIRC is not able to make orders varying the prescribed core hours in the Act and that these amendments be subject to a further 12-month moratorium. The Committee noted that any variation to core trading hours in future should only be done by amending the Act.

37. The Committee recommended preventing applications to the QIRC seeking varied core trading hours from those prescribed in the Act by removing sections 21(3)(a) and 21(3)(c)(i) of the Act. The Government accepted this recommendation in-principle to allow for further analysis of the potential drafting necessary to implement this recommendation and ensure there were no unintended consequences.

38. To ensure clear and consistent messaging for stakeholders about the intent of prescribing core hours exclusively through the Act, as recommended by the Committee, it was considered that retaining the term 'trading hours orders' would be confusing and potentially misleading for stakeholders. The Bill therefore necessarily deviates from the Committee's recommendation of removing only these two specific subsections by replacing all of section 21 to reflect that this section now exclusively relates to the QIRC's powers to make orders about trading areas, and not trading hours.

39. Consistent with the Committee's policy intent, under revised section 21, the QIRC cannot make an order varying core trading hours. Also consistent with the Committee's recommendation, the QIRC will retain powers to make orders about the localities, or parts of localities, where non-exempt shops are situated (former section 21(3)(c)(ii)) as the QIRC is still empowered to:
- shift a trading area to a more beneficial trading area category if a need is identified e.g. move a Type 2 trading area to a Type 1 trading area;
 - change the external boundaries of an already defined trading area e.g. re-define the boundary of an area as set out in the 2017 trading hours order; and
 - declare an area not mentioned in section 16AA should be included within a trading area.
40. Due to the clarification of this order-making power, a number of consequential amendments were also necessary. For example, the inclusion of new section 22 confirms the criteria for making a trading area order and is modelled on former section 26 of the Act. However, the criteria have been updated to ensure relevance to trading area orders and to reflect modern drafting practices. There is no intended policy change to the criteria and the QIRC's significant body of consideration for orders will still be relevant under new section 22.
41. Noting the Committee's recommendation for further stability and to allow the QIRC sufficient time to adjust to these amendments, these changes will not take effect until 31 August 2023 due to the further 12-month moratorium included in new section 66 the Bill.
42. To limit complexity and ensure clarity for stakeholders, OIR commits to maintaining guidance on the relevant trading areas on a government website (e.g. Business Queensland). This guidance will provide stakeholders a simple reference of what is included in each of the trading area types, drawing from the 2017 trading hours orders (as published on the QIRC website) and any additional trading area orders made by the QIRC once the moratorium ends.

Recommendation 8: Extension of the moratorium in section 59 of the Act

43. The Committee recommended extending the moratorium on the QIRC for making trading hours orders for non-exempt shops for a further 12 months. The Bill includes a transitional arrangement in new section 66 to place a moratorium on making trading area orders for 12 months until 31 August 2023.

Recommendation 9: Mossman and Port Douglas Tourist Area

44. The Bill includes amendments to implement the Committee's recommendations related to the Mossman and Port Douglas Tourist Area.
45. Firstly, the Committee recommended extending a moratorium to exempt all shops in the Mossman and Port Douglas Tourist Area from trading hours restrictions. This has been achieved through a new transitional arrangement (new section 65) which includes a moratorium to exempt all shops in this area from trading hours restrictions for 12 months until 31 August 2023.
46. Secondly, the Committee recommended amendment to section 16A of the Act to add the Mossman and Port Douglas Tourist Area to the definition of 'tourist area' and remove the definition of the Port Douglas area.
47. In adapting the Act to account for the new trading areas and orders in sections 16D and 21 of the Act, respectively, the definition of 'tourist area' has now been omitted from section 16A of the Act. Relevant areas defined by the 2017 trading hours order are now included as an itemised list in new section 16AA.

48. The Committee's policy intent, however, has still been achieved as the Mossman and Port Douglas Tourist Area is now included in section 16AA and the reference to it in section 16D sits with other tourist areas. This ensures the Mossman and Port Douglas Tourist Area will benefit from the core trading hours of tourist areas as recommended by the Committee once the moratorium ends.
49. In line with the Committee's recommendation, the reference to Port Douglas in section 16A has been removed by omitting the definition of 'tourist area'.

Amendments to the *Education (Queensland College of Teachers) Act 2005* and *Education (General Provisions) Act 2006*

Background

50. The Queensland College of Teachers (QCT) is a Statutory Authority established under the *Education (Queensland College of Teachers) Act 2005* (QCT Act) and is responsible for ensuring professional standards for teachers in Queensland, including registration of teachers.
51. QCT has discipline and enforcement functions including conducting investigations about the professional conduct or competence of Queensland teachers, or a contravention of the QCT Act.
52. The *Education (General Provisions) Act 2006* (EGPA) provides that a Parents and Citizens' Association (P&C) can be formed for a State school to promote the interests of, and facilitate the development and further improvement of the school for which the P&C is formed.
53. The *COVID-19 Emergency Response Act 2020* (COVID Act) was passed in 2020 to protect the health, safety and welfare of persons affected by the COVID-19 health pandemic and facilitate continuation of public administration, judicial process and activities disrupted by the COVID-19 health pandemic. It enabled an extraordinary Regulation to modify an Act consistent with the purposes of the COVID Act.
54. DoE had responsibility for the Education Legislation (COVID-19 Emergency Response) Regulation 2020 (Education COVID Regulation), an extraordinary Regulation made under the COVID Act to ensure appropriate administration and regulation of the education sector during the pandemic. The Education COVID Regulation:
- modified the QCT Act to enable online attendance at meetings related to QCT investigations and allow for production of items required at meetings to occur via post or online, rather than in person – these provisions provided the QCT with flexibility in conduct of investigations that has proven highly useful during the pandemic;
 - enabled a P&C meeting to be conducted via communication technology – this allowed general meetings required by the Education (General Provisions) Regulation 2017 to be held online during the pandemic; and
 - modified the EGPA and *Education (Accreditation of Non-State Schools) Act 2017* (EANS Act) to allow the chief executive (for the EGPA) and Non-State Schools Accreditation Board (for the EANS Act) to extend statutory timeframes for a purpose linked to the pandemic.

Reasons for the Amendments in Bill

55. Extraordinary Regulations made under the COVID Act, including the Education COVID Regulation, expired on 30 April 2022.

56. DoE consulted with relevant stakeholders about the implications of the Education COVID Regulation expiring and potential for particular provisions to be made permanent if there was an ongoing need identified.
57. The QCT advised that the ability to conduct meetings during investigations via communication technology has enabled efficient and effective investigations and would have continued value given general changes in use of communication technology, Queensland's dispersed geography and the various reasons that may otherwise prevent someone from attending a meeting.
58. P&Cs Qld, which represents P&Cs, also supported the continued ability to conduct meetings via communication technology, given physical attendance can be hampered by many reasons such as distance, on-farm commitments, poor roads and natural disasters.
59. The ability of Queenslanders to utilise communication technology to conduct meetings has greatly improved in recent years, particularly during the health emergency. Its use allows greater flexibility to meet statutory requirements and can encourage increased participation in P&C meetings, as well as improving the efficiency of QCT investigation processes.
60. For these reasons, amendments have been prepared to the QCT Act and EGPA to allow for investigation meetings by the QCT (conducted under section 181 of the QCT Act) and P&C meetings (including the annual general meeting) to be conducted via communication technology (as they were during the health emergency).
61. The amendments do not change the purpose and conduct of the meetings, beyond giving flexibility to use communication technology. They retain the original intent of the provisions, but modernise them to reflect the increasing use of technology in society.
62. The integrity of QCT investigations and meetings conducted by P&Cs will not be impacted.

Other temporary provisions

63. The Education COVID Regulation also modified the EGPA and EANS Act to allow the chief executive (for the EGPA) and Non-State Schools Accreditation Board (for the EANS Act) to extend statutory timeframes for a purpose linked to the pandemic. This power was used sparingly in 2020, and not used since. No amendments are being progressed to make this power permanent.

Consultation

64. The proposed amendments to the Act have been shaped following extensive public consultation by the Committee as part of its inquiry. Given this extensive process, and as the Bill directly responds to the Committee's recommendations arising from its inquiry, further community consultation has not been undertaken on an exposure draft of the Bill.
65. However, stakeholder views expressed during the Committee's inquiry have been considered when preparing the Bill.

Fundamental Legislative Principles

66. There are two potential issues with Fundamental Legislative Principles (FLPs) identified by amendments to the Act. Both are considered justified and reasonable. The FLPs and justification are outlined on pages 6 and 7 of the Explanatory Notes to the Bill.

Human Rights

67. The amendments are considered compatible with human rights under the *Human Rights Act 2019*. The human rights issues and justification are outlined in the Statement of Compatibility for the Bill.

Attachment 2



Office of the
Director-General

Department of
Education

Ms Kim Richards MP
Chair
Education, Employment and Training Committee
Queensland Parliament
Email: eetc@parliament.qld.gov.au

Dear Ms Richards

Thank you for your letter dated 17 September 2021 regarding the Education, Employment and Training Committee's (the Committee) Inquiry into the operation of the *Trading (Allowable Hours) Act 1990* (the Act) and requesting a written briefing from the Department of Education (the department) to assist the Committee with its Inquiry.

The requirement to conduct this Inquiry, as per section 46B of the Act, arose from a recommendation of the 2016 Independent Review of Queensland's Retail Trading Hours' Arrangements (the 2016 Review). The 2016 Review was chaired by former Speaker of the Legislative Assembly and Queensland Minister, the Honourable John Mickel. The 2016 Review made 13 recommendations to Government.

The *Trading (Allowable Hours) Amendment Act 2017* (the Amendment Act) implemented the Government's response to the recommendations made by the 2016 Review, including the rationalisation of trading hours and the commencement of the moratorium period, which ends on 31 August 2022. The moratorium period refers to the suspension of the power of the Queensland Industrial Relations Commission, other than in specified circumstances, to adjudicate allowable trading hours outside permitted hours, for non-exempt shops for a five-year period.

Please find enclosed the department's written brief to assist the Committee with the Inquiry process, including information about:

- the current regulatory model for allowable trading hours;
- the recommendations and implementation from the 2016 Review; and
- updates of any changes in trading hours arrangements that have occurred in other jurisdictions since the 2016 Review.

I can advise that the following departmental officers will brief the Committee on all aspects of the Inquiry terms of reference at the public briefing on 30 September 2021:

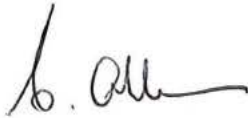
- Mr Tony James, Acting Deputy Director-General, Office of Industrial Relations (OIR), who can be contacted on [REDACTED] or by email at [REDACTED]; and
- Mr Tony Schostakowski, Director, Regulation and Compliance, OIR, who can be contacted on [REDACTED], or by email at [REDACTED].

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Should you require assistance with any other matters, please contact Ms Catherine Howe, Director, Ministerial and Executive Services Unit, by email at [REDACTED] or on [REDACTED].

Yours sincerely



CRAIG ALLEN
Acting Director-General

Ref: 21/564130, FILE51050, REC51078

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23/9/2021