



#### 6.4 Roster Rules Fact Sheet

As the project has progressed, the team working hard on the Rostering Rules Fact Sheet has considered what information will be most helpful for our team members across the business.

The rules are complex, and we are working hard to ensure the information is straightforward. We had hoped to have roster rules published for relevant managers in **October 2025**, but we are now deciding on a more supportive approach for everyone. Once this is decided, we'll let you know.

- The Roster Rules Fact Sheet is still being developed.
- For your awareness.
- Contact Bec Daley if you have any questions about rosters  
[bec.daley@ceqld.org.au](mailto:bec.daley@ceqld.org.au)

### UPDATES – Stage 2, Role & Reward Project

#### 6.5 Stage 2 – General Retail Industry Award (GRIA)

We continue to prioritise the actions required under the Role & Reward project. For team members aligned to the GRIA, we have provided all award rules to Yellow Canary. Assessments are being conducted for thoroughness to ensure the interpretation of the rules is correct. Once this phase of checking is completed, Yellow Canary will commence further calculations to identify if there are any underpayments.

- Share this update
- Please do not answer questions about the Stage 2 review
- Forward any enquiries to Bec Daley directly  
[bec.daley@ceqld.org.au](mailto:bec.daley@ceqld.org.au)

#### 6.6 Stage 2 – Other Relevant Modern Awards

The audit is underway into roles identified as a risk of non-compliance. The team is accessing files going back six years to ensure all files are analysed. Once any underpayments are identified, the team will commence communications with those relevant team members.

- For your awareness.
- No action needed.

#### 6.7 Stage 2 - TOIL Review (Reminder)

On 30 September 2025, Bec Daley shared an update on TOIL management. Effective 30 September 2025, **TOIL approving Managers** must forward all approved requests to Ngaire West – Payroll Compliance Manager, including relevant information such as employee name, date(s) of the accrual, hours accrued and the reason for TOIL.

This interim approach supports our commitment to fair and lawful workplace practices.

- For your awareness.
- Send your TOIL approvals to [ngaire.west@ceqld.org.au](mailto:ngaire.west@ceqld.org.au)
- Ensure all relevant information is included in the approval email
- Contact Bec Daley if you are unsure about the TOIL process  
[bec.daley@ceqld.org.au](mailto:bec.daley@ceqld.org.au)

