**Summary of hygiene type changes:** these are mostly wording tidy-ups and amendments to align wording with legislation and/or policy

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| **Clause / section in the CA** | **Summary of change**  |
| Cover page | Updated the cover page |
| Contents  | Updated the contents page |
| Foreword  | Inserted MBIE’s identity in Te reo |
| All of the document  | Made changes listed in the Terms of Settlement. However, some of the clause numbers referred to in the terms of settlement were updated when transferred in the Agreement. Also, if the terms of settlement have used out of date terminology this has been updated in the main body of the draft Collective Agreement when the text in the Terms of Settlement was transferred across.  |
| “How to use this document” section | Updated this to include a reference to new legislation automatically replacing old legislation.  |
| Definitions  | Inserted: “Definitions are bolded in the body of the Agreement. Some words are intentionally not bolded and their natural and ordinary meaning in accordance with the applicable legislation will apply.”Deleted the definition of “Full-time employee” as it does not add any value and creates ambiguity and the definition is not being used heavily in the document. |
| 2.1 | Deleted this sub-clause given that Security Officers are mapped to the Pay Ladder and are therefore covered by the Collective Agreement. |
| 3.2  | Deleted this clause as it relates to a previous Memorandum of Understanding. |
| 16 | Updated the clause heading  |
| 19.3 | replaced “Public Sector Act 2020” with “Public Service Act 2020”. |
| 19.6  | Replaced “gender” with “sex” as this is the terms used in section 105 of the ERA2000. |
| 20.2  | Inserted “Further information on what constitutes harassment can be found in the Human Rights Act 1993, the Employment Relations Act 2000 and MBIE’s policies and procedures.” |
| 20.3 | Updated the definition of bullying to bring it in line with Worksafe’s definition and MBIE’s policy. |
| 20.4  | Inserted “, and in the Te Kawa Mataaho - Public Service Commission’s Standards of Integrity and Conduct, MBIE’s Code of Conduct, MBIE’s policies and procedures on addressing conduct and behaviour, bullying and harassment” for completeness.  |
| 21.3  | Added “and policies and procedures”. |
| 22.1 | Replaced “- Reporting Serious wrongdoing” with “MBIE’s Protected Disclosure (‘Whistle Blowing’) Policy”. The location and titles of policies and procedures changes over time and therefore references to specific policies in the Collective Agreement can become out of date.  |
| 23.1 | Replaced “Personal Information” with Privacy in line with the Privacy section on Te Taura. The location and titles of policies and procedures changes over time and therefore references to specific policies in the Collective Agreement can become out of date. |
| 30.1 | Replaced “Employees are entitled to two paid rest breaks of ten minutes each and one unpaid meal breakof not less than half an hour per day” with “Employees are entitled to paid rest breaks and unpaid meal breaks based on the number of hours worked. Rest breaks are ten minutes each and meal breaks are not less than half an hour per day.” Added “Employees may be entitled to more breaks depending on the hours worked” To bring it in line with the Employment Relations Act 2000 |
| 30.2 | Added “health and safety”, and “legal requirements” to bring it in line with the Employment Relations Act 2000 |
| 31.1  | Amended the clause to reflect the new hours of work clauses: “For those employees who do not meet the definition of **shift worker”** |
| 31.2 | Inserted “For shift workers overtime is where they are required by and have approval from their people leader to work in excess of their rostered shift” to reflect the new hours of work clauses |
| 31.3  | Inserted “works additional hours to their agreed hours of work” for clarity |
| 31.4 and 32.1 | Added “off” between “time” and “in lieu” |
| 34.1  | Inserted an underline under the meal allowance |
| 41.1 | Replaced “banded rate” with “tiered rate” and inserted “applicable”.  |
| 42.2 | Added “(annual holiday in advance)” to bring the wording in line with the Holidays Act. |
| 42.3 | Added “, and in accordance with the Holidays Act 2003.”  |
| 44.1  | Inserted Matariki.  |
| 44.5 and 44.6 | Added a reference to how public holidays would be treated if an employee does not work on a public holiday, in line with the Holidays Act 2003. |
| 54.1  | Replaced “Schedule 1 of the State Sector Act 1988” with “Schedule 2 Part 1 Departments to the Public Service Act 2020”, and updated the reference to the Schedule within the clause.  |
| Wellbeing, health and safety (section header, clause 55.3, 55.4 | Updated the wording to bring it more in line with the Health and Safety at Work Act 2015 |
| 56.2 | Updated the name of the health and safety committee.  |
| 69.1 | Deleted “-Flexible Work Arrangements” and retained a reference to MBIE’s policies and procedures instead. The location and titles of policies and procedures changes over time and therefore references to specific policies in the Collective Agreement can become out of date. |
| 72.3  | Deleted “- Study assistance” and used “MBIE’s policies and procedures” instead. The location and titles of policies and procedures changes over time and therefore references to specific policies in the Collective Agreement can become out of date. |
| 78.2 and 78.3 | Replaced reference to the State Sector Act 1988 with reference to the Public Service Act 2020 and updated the wording to reflect this change. |
| 81.1 | Amended to say “The amount of compensation and the period of notice you are entitled to receive in the event of redundancy is set out in in clauses 83 to 85 of this Agreement” |
| 85.2 | Added “;” and deleted one “,” |
| 89.2 | Amended the wording slightly to clarify the relationship with clauses 44.3 and 44.4  |
| 89.2 | changed “day off in lieu” with “alternative holiday” |
| 90.1  | Amended the wording slightly to clarify the relationship with clauses 44.5 and 44.6  |
| 92.1 | Inserted “Te Kawa Mataaho Public Service Commission’s |
| 92.3 | Replaced “in the Codes” with “in Te Kawa Mataaho Public Service Commission’s Standards of Integrity and Conduct, MBIE’s Code of Conduct and policies and procedures” |
| 93.4 | Added “or higher courts where appropriate” |
| 93.7 | Deleted “- Resolving Employment Relationship Problems” as this may have moved into other policies. Reference to MBIE’s policies and procedures has been inserted instead, in line with the Terms of Settlement  |
| 97.1 | Replaced “oral” with “verbal”  |
| 98.2 | Replaced “safety and wellbeing” with “Your work Environment” |
| 98.2 | Inserted “and MBIE’s policies and procedures” |
| 99.2 | Replaced “.” With “,” and added “Or any other grounds specified in section 103 of the employment Relations Act 2000” |
| 101.7  | Update the website link to the Employment Relations Service |
| 102.5  | Replaced “I to viii” with (a) to (h) as set out in clause 102.5. |
| **Stylistic changes (not listed in the Terms of settlement)** |
| Indentation of paragraphs | Changed the indentation to make the paragraphs look as similar to each other as possible. |
| Bullet-points  | Replaced “›” within subclauses with a solid bullet-point for consistency |
| Main body of the CA | Consistently used (a), (b),(c) instead of a. ,b. ,c. or a),b), c) or i,ii, iii or 1,2,3 so forth |
| Section headings  | Updated the lists under the section headings to reflect the updated content of the clauses  |
| Header  | Changed from “COLLECTIVE EMPLOYMENT AGREEMENT 2018-2020 – SEPTEMBER 2018” to “COLLECTIVE AGREEMENT 2022–2024 – MARCH 2022” |
| Foreward | Replaced “employment related” with “applicable” legislation.  |
| Page one and headers | Changed references to “Collective Employment Agreement” to “Collective Agreement”  |
| Main body of the Collective Agreement | Replaced any references to “collective agreement”, “collective employment agreement”, “Collective Agreement”, “agreement” or collective Employment Agreement with “Agreement” as a defined term including updating the new wording contained in the Terms of Settlement  |
| Main body of the Agreement  | Replaced “shall” with “will”, “manager(s)” with “people leaders” where appropriate, and replaced references to “the Treaty of Waitangi” with “Te Tiriti O Waitangi” |
| Throughout the main body of the Agreement | Replaced references to the “Intranet” or “MBIE’s Intranet” with “Te Taura” |
| Headers, section headings, and main body of the Agreement (including at clause 13.1)  | Added “wellbeing” in front of “health and safety” |
| 41.1  | Deleted “Department” as their name changed to Inland Revenue  |
| 72.2 | Added “,”s at the end of sentences  |
| Content page section 102, Clauses 102, 102.4, 102.5 iii, vi and viii | Inserted a “-“ between “grand” and “parented” |
| Main body of the Collective Agreement  | Bolded references to grand-parented  |
| Throughout the main body of the Agreement  | Replaced references to “human resource” or “human resources” with “People and Culture”  |
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| **Clause movements**  |
| Definitions  | Moved definitions from the bottom of the Agreement to the first section.  |