

IN THE TASMANIAN INDUSTRIAL COMMISSION

Industrial Relations Act 1984

T. 435 of 1986

IN THE MATTER OF AN APPLICATION BY THE
TASMANIAN TRADES AND LABOR COUNCIL TO
VARY ALL PUBLIC AND PRIVATE SECTOR AWARDS
AND AGREEMENTS RESPECTIVELY

RE: NATIONAL WAGE 2.3% INCREASE IN
SALARIES, WAGES AND ALLOWANCES.

incorporating

T. 300 of 1985

IN THE MATTER OF AN APPLICATION BY THE
TASMANIAN CHAMBER OF INDUSTRIES RE
VARIATION OF PRIVATE SECTOR AWARDS

RE: CONVERSION OF BASIC WAGE AND MARGIN
TO TOTAL WAGE

ORDER -

(No. 1 of 1986)
(Consolidated)

AMEND THE SHIPBUILDERS AWARD BY DELETING ALL CLAUSES CONTAINED IN PARTS I
AND II AND INSERTING IN LIEU THEREOF THE FOLLOWING:

1. TITLE

This award shall be known as the "Shipbuilders Award".

2. SCOPE

This award is established in respect of the industries of -

- (a) Constructing, altering or repairing ships or boats;
- (b) Dunnaging of ships' holds.

3. ARRANGEMENT

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4. DATE OF OPERATION

This award shall come into operation from the first full pay period commencing on or after 1 July 1986.

Provided that, it is a term of this award that the unions undertake that, for a period of six months, they will not pursue any extra claims, award or overaward, except where consistent with the Principles of Wage Fixation of the Tasmanian Industrial Commission.

5. SUPERSESSION AND SAVINGS

This award incorporates and supersedes No. 1 of 1981 (Conditions), No. 2 of 1981 (Conditions), No. 1 of 1982 (Conditions), No. 1 of 1984 (Conditions), No. 2 of 1984 (Conditions), No. 3 of 1984 (Conditions), No. 1 of 1985 (Conditions), No. 2 of 1985 (Conditions) and No. 2 of 1985 (Wage Rates).

Provided that no right, obligation or liability incurred or accrued under any of the abovementioned provisions shall be affected by the replacement and supersession.

6. PARTIES AND PERSONS BOUND

Unless otherwise specified, this award shall have application to and be binding upon:

- (a) all employers (whether members of a Registered Organisation or not) who are engaged in the industry specified in Clause 2 - Scope;
- (b) all employees (whether members of a Registered Organisation or not) for whom classifications appear in this award and who are engaged in the industry specified in Clause 2 - Scope;
- (c) the Building Workers Industrial Union of Australia (Tasmanian Branch) and the officers of that organisation and their members employed in the industry specified in Clause 2 - Scope
- (d) the Federated Clerks' Union of Australia (Tasmanian Branch) and the officers of that organisation and their members employed in the industry specified in Clause 2 - Scope;
- (e) the Tasmanian Chamber of Industries;
- (f) the Tasmanian Trades and Labor Council.

7. DEFINITIONS

- (a) 'Shipbuilding', for the purposes of this award shall mean any work on any ship including fitting out, constructing or repairing any steamer, lighter, punt, yacht, barge, pontoon, or any hull of like nature, constructed of wood, steel or other metal, fibreglass, or concrete or any material of a like substance used for transport purposes, or the general repairing of such vessels or any floating structure.
- (b) 'Ship's carpenter or joiner' means any employee making and fixing all joinery necessary for the fitting out of such ships and/or general repairing of same.
- (c) 'Shipwright' means an employee engaged on any work described in sub-clause (a).
- (d) 'Show Day' means not more than one local show day observed on an employee's ordinary working day, other than a Saturday or a Sunday, in the city, town or district in which the employee is employed; or such other day which, in the absence of such a local show day, is

agreed on by the employee and the employer, therefore making a total of 11 paid public holidays per year.

8. WAGE RATES

DIVISION A - EMPLOYEES ENGAGED ON DUNNAGING OF SHIPS

1. WAGES

The minimum rate of wage that may be paid by employers to employees engaged in the dunnaging of ships during the ordinary working hours prescribed in sub-clause (a), Clause 13, (Hours), hereof shall be \$10.0427 per hour. Such hourly rate is inclusive of payments for pro rata entitlements to annual leave, sick leave and tool allowance, but is exclusive of overtime penalty rates, meal allowances, and special rates prescribed in Clause 21 (Special Rates), hereof.

Such hourly rate is computed on the basis of the calculation of the value, and is inclusive of pro rata entitlements to the following:- 20 days' annual leave; 10 days' sick leave; 11 days public holidays; 8 days for following the job and tool allowance of \$8.10 per week.

For the purposes of calculation, the following formula shall apply:-

One fortieth of fifty-two over forty-two point two of the weekly wage for Classification (a), sub-clause 1 (Wages), Division B, Clause 8 (Wage Rates).

In addition to the hourly rate prescribed herein a disability payment of 32 cents per hour shall be made for each hour worked; together with an amount for annual leave loading equivalent to the minimum wage prescribed in sub-clause 2 (Minimum Wage), Division B, Clause 8 (Wage Rates).

DIVISION B - EMPLOYEES ENGAGED ON THE CONSTRUCTION ALTERING OR REPAIRING OF SHIPS OR BOATS

1. WAGES

Adult employee of a classification specified hereunder shall be paid the amount assigned to that classification.

Classification	Amount Per Week \$
(a) Shipwright	317.90
(b) Ship's carpenter and/or joiner, or painter (tradesman)	317.90

	Amount Per Week \$
(c) Employee docking and undocking vessels, cleaning, chipping, scraping, painting, coating with oils or composition, cement washing, or repairing docks or slips	211.10
(d) All other adults	184.40
(e) The hourly rate is 1/40th of appropriate weekly rate prescribed herein.	
(f) Leading Hands -	
(i) If in charge of 2 to 8 employees, shall be paid 32 cents per hour extra.	
(ii) If in charge of more than 8 employees, 53 cents per hour extra.	

2. MINIMUM WAGE

- (a) Notwithstanding the provisions of sub-clause 1 (Wages) hereof, no adult employee shall be paid less than the rate of \$198.70 per week.
- (b) Provided that payments for overtime, special rates, weekend penalties, holiday work, shift allowances, and disability allowances prescribed in this award shall not be taken into account in the calculation of such minimum weekly rate of wage.

Where a minimum rate of pay as aforesaid is applicable to an employee for work in ordinary hours the same rate shall be applicable to the calculation of overtime and all other penalty rates, payments during sick leave and annual leave, and for all other purposes of this award.

3. APPRENTICES

The minimum weekly rates that may be paid to apprentices shall be the undermentioned percentages of the wage applicable to classification (a), sub-clause 1 (Wages) hereof.

	Percentage of Total Wage %
Four-year term	
First year	38
Second year	55

	Percentage of Total Wage %
Third year	75
Fourth year	90

Wage rates for apprentices shall be adjusted to the nearest 10 cents. In addition to the rate prescribed herein there shall be added a tool allowance of \$11.20 per week which sum shall not be taken into account in the computation of overtime or any other penalty rates.

An employer who provides an apprentice with a kit of tools may deduct from the wages of the apprentice the tool allowance of \$11.20 per week until such time as the employer is reimbursed the cost of the tools. In the event of an apprentice being dismissed or leaving the employment before the cost of the tools has been reimbursed, the employer shall be entitled to deduct from any moneys owing to the apprentice the amount then owing or to retain such tools as will equal the value then owing.

Tools so provided shall be kept at the employer's establishment during the usual hours of work.

DIVISION C - CLERKS

1. WAGES

(i) Adults

Except as prescribed in sub-clause (iii) hereof, adult employees of a classification hereunder mentioned shall be paid the amount assigned opposite that classification.

	Amount Per Week \$
1. 1st year's adult experience	233.60
2nd year's adult experience	253.40
3rd year's adult experience and thereafter	279.10
2. An accountant or chief clerk wholly responsible for the office work and who prepares the balance sheet and profit and loss account	382.80

Amount Per Week
\$

3. A clerk who is in charge of and responsible for the work of -

(a)	5 or more employees	334.20
(b)	3 or 4 employees	319.20
(c)	2 employees	311.80

"Employees" in this sub-section shall mean any male or female clerk, typist or stenographer and shall include the clerk-in-charge.

(ii) Juniors

The minimum rates of wages that may be paid to juniors shall be the undermentioned percentages of the second year adult rate, adjusted to the nearest 10 cents.

	Percentage of Second Year Adult Rate %	Amount Per Week \$
Under 16 years of age	40	101.40
16 to 17 years of age	45	114.00
17 to 18 years of age	55	139.40
18 to 19 years of age	70	177.40
19 to 20 years of age	80	202.70
20 to 21 years of age	90	228.10

(iii) Proviso

When determining the amount payable to an employee attaining the age of 21 years, who has been employed as a junior clerk in the trades or groups of trades in respect of which awards of the Tasmanian Industrial Commission are established, experience obtained after reaching the age of 18 years shall be counted as adult experience.

(iv) Additional Payments

In addition to the weekly rates prescribed herein, the following additional amounts per week shall be paid to stenographers, audiotypists, teletypists, accounting machine, computer, data processing, tabulating machine, card punch and verified operators.

	Amount \$
Under 16 years of age	1.00
16 to 17 years of age	1.20
17 to 18 years of age	1.30
18 to 19 years of age	1.50
19 to 20 years of age	1.80
20 to 21 years of age	1.90
21 years of age and over	2.50

CONDITIONS FOR EMPLOYEES IN DIVISION A

9. AMENITIES

Employers shall provide amenities in accordance with those prescribed in the Factories, Shops, and Offices Act, 1965, and the Regulations made thereto.

10. COMPASSIONATE LEAVE

An employee shall on the death of a wife, husband, father, mother, child, step-child, brother, sister, mother-in-law, father-in-law, step-mother, step-father, grand-father, grand-mother, be entitled upon application being made to, and approved by the employer, to leave up to and including the day of the funeral of such relative and such leave will be without deduction of pay not exceeding the number of ordinary hours worked by the employee in 3 ordinary days, provided that no payment shall be made in respect of an employee's rostered days off.

Proof of such death, in the form of a death notice or other written evidence, shall be furnished by the employee to the satisfaction of the employer, provided furthermore that this clause shall have no operation while the period of entitlement to leave under it coincides with any other period of entitlement to leave.

For the purpose of this clause the words "wife" and "husband" shall not include a wife or husband from whom the employee is separated, but shall include a person who lives with the employee as a de facto wife or husband.

11. DISTANT JOBS

Employees engaged on distant jobs (i.e., a job that necessitates an employee being unable to return home at night) shall be provided with all travelling expenses, accommodation and meals, together with an allowance of \$2.80 per day.

12. HOLIDAYS

- (a) For the purposes of Clause 20, (Saturday, Sunday and Holiday Work) hereof the following days shall be the prescribed holidays:- New Year's Day, Australia Day, Hobart Regatta Day (south of Oatlands), Eight Hours' Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Show Day (as defined), the first Monday in November (in those districts where Hobart Regatta Day is not observed), Christmas Day and Boxing Day, or such other days as may be observed in the locality in lieu of any of the said days.

13. HOURS

- (a) The ordinary working hours for day workers shall be 40 per week to be worked in 5 days of 8 consecutive hours each (exclusive of meal time) between the hours of 7.15 a.m. and 5.15 p.m. Monday to Friday inclusive.
- (b) The ordinary working hours for shift workers shall be 40 per week to be worked as required in 5 shifts of 8 hours each inclusive of meal time.

14. MINIMUM PERIOD OF ENGAGEMENT

An employee who is engaged for work shall, if he presents himself at the job, be entitled to a minimum payment as for 6 hours' work at the appropriate rate.

15. MISCELLANEOUS

Grinding Tools

When employees are paid off after having worked 2 days or more, they shall be allowed one hour for grinding or sharpening tools, or receive one hour's pay in lieu thereof. The employer shall provide a suitable grinding stone on every job for the use of employees, with machine or hand power for turning same.

Damage to Clothing or Tools

In the event of employees, whilst in the service of an employer, having their clothing or tools spoilt by acid, sulphur or other deleterious substance, they shall be recompensed for such loss by the employer.

Lock-up for Tools

Employers shall provide, wherever possible, or arrange for, a suitable weather-proof place or lockup in which to store employees' tools.

Bundy Clock etc.

Where Bundy clocks or checks are in use, and where such are rung off during lunch hour, such ringing-off and on shall be done in the employer's time.

16. NOTICE OF DISMISSAL

If an employee, not having been notified at or before 5.15 p.m. or 2 hours before knocking-off time on any day that he will not be required on the following day, presents himself for work on such following day, he shall be entitled to a minimum payment as for 4 hours at the appropriate rate for such day, except in a case where his not being required for work is due to a break-down of machinery or other circumstances over which the employer has no control.

17. OVERTIME

- (a) All time worked outside the hours specified in Clause 13 (Hours) hereof or for work performed in excess of 8 consecutive hours in each day (excluding meal breaks) shall be paid for at the rate of double time.
- (b) In the event of an employee working for 24 consecutive hours he shall not be employed during the next 24 hours.
- (c) No employee shall work more than 24 hours overtime in any one week. For the purposes of this sub-clause, Saturday and Sunday shall not be regarded as part of the week and a further period of 24 hours overtime may be worked during such days. In exceptional cases, additional overtime may be worked by agreement between the employer and the employees.
- (d) Any employee who, having worked during the ordinary working hours on any day or shift is called upon to continue work in overtime, without having received on the previous day or shift, notice thereof, shall be paid an allowance of \$4.80 per meal or shall be supplied by the employer with a reasonable meal in lieu of such payment.
- (e) No employee shall be required to work more than 5 hours without a break for a meal.

(f) Penalty rates for overtime shall be calculated on the ordinary rate of wage.

(g) An employee working overtime shall be allowed a crib time of 30 minutes without deduction of pay after each 4 hours of overtime worked, if the employee continues work after such crib time.

Unless the period of overtime is less than one and a half hours, an employee before starting overtime after working ordinary hours shall be allowed a meal break of 30 minutes, which shall be paid for at ordinary rates. An employer and employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that the employee shall not be required to make any payment in respect of any time allowed in excess of 30 minutes.

(h) When overtime work is necessary it shall whenever reasonably practicable, be so arranged that employees have at least 9 consecutive hours off duty between the work of successive days.

An employee who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not had at least 9 consecutive hours off duty between those times shall, subject to this sub-clause be released after completion of such overtime until he has had 9 consecutive hours off duty and he shall be paid for the ordinary hours of employment that fall during such rest period.

If on the instructions of his employer such an employee resumes or continues work without having had such 9 consecutive hours off duty he shall be paid at double rates until he is released from duty for such period, and he shall then be entitled to be absent until he has had 9 consecutive hours off duty and be paid for ordinary working time falling during such rest period.

(i) In the event of any dispute arising from the implementation of the provisions of this Clause, the matter shall be referred to the Tasmanian Industrial Commission and his decision shall be final and binding on all parties.

18. PAYMENT OF WAGES

(a) On the first pay day occurring during his employment, an employee shall be paid the wages that are due to him up to the completion of his work on the previous day.

- (b) Except by mutual consent wages shall be paid weekly during the employer's time and not later than Thursday in each week.
- (c) An employee kept waiting for his wages on pay day for more than a quarter of an hour after the usual time for ceasing work shall be paid at overtime rates after the expiration of the quarter of an hour, with a minimum payment of a quarter of an hour.
- (d) On or prior to pay day, the employer shall state to each employee in writing, the amount of wages to which he is entitled, the total number of hours in respect of which payment is being made, the amount of deductions made therefrom and the net amount being paid to him.

19. RIGHT OF ENTRY

- (a) One official of each union will have the right of entry to any place where work is being carried out within the scope of this award during working hours provided he applies to the foreman for permission to enter (and this permission shall not be reasonably withheld).
- (b) The purpose of entry shall be confined to interviewing any members of the union employed thereon or any employee following the particular calling the union official is representing.
- (c) Meetings of employees will only be held at meal breaks and not during working hours.
- (d) If an employer alleges that an official is unduly interfering with the work of the job or is causing dissatisfaction among the employees thereon or is offensive in his manner, or is committing a breach of any of the conditions set out in this clause such employer may refuse to allow the official to enter into or to remain on the place, but the official shall have the right to bring such refusal to the attention of the Tasmanian Industrial Commission who will arbitrate on the dispute.

20. SATURDAY, SUNDAY AND HOLIDAY WORK

- (a) For all work performed on Saturday and Sunday, payment shall be made at the rate of double time.
- (b) For all work performed on any of the holidays mentioned in Clause 12, (Holidays) hereof, payment shall be made at the rate of two and one half times the ordinary rate.

21. SPECIAL RATES

In addition to the rates prescribed in Clause 8 (Wage Rates) the following special allowances shall be paid, but such extra rates shall not be subject to penalty rates for overtime, Sunday or holiday pay, or shift work

- (a) Wet places, i.e. any place where an employee's clothing or boots unavoidably become saturated, 29.5 cents per hour. Provided that this extra rate shall not be payable to an employee who is provided by the employer with suitable protective clothing and/or footwear and provided further that any employee who becomes entitled to his extra rate shall be paid such extra rate for such part of the day or shift as he is required to work in wet clothing or boots.
- (b) Confined spaces, i.e., a small compartment or place to which access is through a manhole or similar opening or when work is done in a stooping or otherwise cramped or uncomfortable position, 37 cents per hour extra whilst so engaged, provided that when a ship's hold is plugged and entry is through the Booby Hatch, an amount of 37 cents per hour shall be paid to employees for work performed in ships' holds and decks, or when "black" hatches are required to be worked on all decks.
- (c) (i) Dirty Work - Employees who are required to work on repairs in smoke boxes, uptake, funnel, flue, furnace, or combustion chambers of boilers or on machine sanders or in oil tanks, previously used dunnage or who are required to handle insulwool or on work which the management agrees is of an unusually dirty or offensive nature, shall be paid 29.5 cents per hour extra.

(ii) Acid Work - Employees who are required to work in acid tanks or inside acid retorts shall be paid 77.5 cents per hour extra.
- (d) Employees who in the course of their employment are required to handle silicate of cotton, coal, dust, slag, wool, alfol, charcoal, fibreglass, pumice, lamp black, calcine, pitch-blend, pipe clay, soda ash, or in the laying of corticene involving the fixing of it to decks by the use of tallow and resin solution or other adhesive medium, shall be paid 29.5 cents per hour extra.
- (e) Employees working amongst frozen cargo or in temperatures of less than 2.2 degrees Celsius (in freezing room) shall be paid an additional amount of 26.5 cents per hour extra.

- (f) Where the circumstances arise wherein a class of employee mentioned in this Division of the award is required to perform work of a like nature or under the same conditions as other classes of waterfront employees and a special rate for such work has been determined by a Commonwealth Arbitrator or Board of Reference, the extension of such payment shall be made to employees mentioned in this award. In the event of a dispute arising in relation to the provisions of this sub-clause, the matter may be referred to the Tasmanian Industrial Commission for adjudication and the decision thereon shall be final and binding.
- (g) Rates prescribed in this clause are not cumulative, and where an employee is engaged on work for which more than one special rate is prescribed, the employee shall be entitled to only one, i.e., the highest, for the disabilities so prevailing.

22. TERMINATION OF EMPLOYMENT

- (a) One hour's notice of the termination of the engagement shall be given on either side or one hour's pay shall be paid or forfeited in lieu thereof. In the case of the notice being given by the employer, such hour shall be allowed to the employee to gather, clean, pack and transport his tools to his home.
- (b) The employer may dismiss any employee without notice for malingering, idling, inefficiency, neglect of duty including going slow, or misconduct, whereupon he shall pay the employee's wages up to the time of dismissal only.

23. TOOLS

Employees shall provide all hand tools including auger bits up to 1-inch diameter and twist drills up to 1/2-inch diameter.

24. TRAVELLING TIME

- (a) When an employee is required to work at a place other than his usual place of work he shall be paid his ordinary rate of wage for all time reasonably occupied in travelling to and from the place at which he is so required to work in excess of the time ordinarily occupied in travelling to and from his usual place of work. All fares necessarily incurred in so doing shall be paid by the employer.

- (b) When an employee is required to work beyond a time when public transport is available, the employer shall provide transport, or meet the cost of transport to the employee travelling to his home. Where in the same circumstances an employee uses his own means of transport, he shall be paid a distance allowance of 27 cents per kilometre travelled on his return to home by the most direct road route.
- (c) Where an employee is required to work at a distance of 40 kilometres or more away from the headquarters of the employer and his work concludes on or after 10.00 p.m., the employer shall reimburse the employee for expenses incurred in meeting the cost of overnight accommodation.

CONDITIONS FOR EMPLOYEES IN DIVISION B

25. ANNUAL LEAVE

(a) Period of Leave

A period of 28 consecutive days' leave shall be allowed annually to an employee after 12 months' continuous service (less the period of annual leave).

(b) Time of Taking Leave

Annual leave shall be given at a time fixed by the employer within a period not exceeding six months from the date when the right to annual leave accrued and after not less than one week's notice to the employee.

(c) Leave Allowed Before Due Date

An employer may allow annual leave to an employee before the right thereto has accrued due but where it is taken in such a case a further period of annual leave shall not commence to accrue until after expiration of the 12 months in respect of which annual leave has been taken before it accrued.

Where leave has been granted to an employee pursuant to this sub-clause before the right thereto has accrued due and the employee subsequently leaves or is discharged from the service of the employer before completing the 12 months' continuous service in respect of which the leave was granted, the employer may, for each month of the qualifying period of 12 months not served by the employee, deduct from whatever remuneration is payable upon the termination of the employment one-twelfth of the amount of wage paid on account of the annual leave.

(d) Proportionate Leave on Termination of Service

If after 40 hours continuous service excluding overtime in any qualifying 12 monthly period, an employee leaves his employment or his employment is terminated by the employer, the employee shall be paid pro rata for the leave for which he has qualified on the basis of -

four forty-eights of a week's wages in respect of each 40 hours of continuous service for which leave has not been previously granted.

(e) Payment in Lieu Prohibited

The annual leave provided for by this clause shall be allowed and shall be taken and except as provided by sub-clause (d) hereof, payment shall not be made or accepted in lieu thereof.

(f) Payment for Period of Leave

All employees, before going on annual leave, shall be paid the amount of wages they would have received in respect of the ordinary time they would have worked had they not been on leave during the relevant period. In addition thereto, all employees shall be paid an amount equivalent to the minimum wage as prescribed in sub-clause 2 (Minimum Wage), Division B, Clause 8 (Wage Rates).

(g) Calculation of Continuous Service

For the purpose of this clause, service shall be deemed to be continuous notwithstanding -

- (i) Leave of absence where the employee is called as a witness on behalf of the Commonwealth or State;
- (ii) Service on a jury;
- (iii) Leave of absence not exceeding three months which has been granted where the employer is satisfied that the employee's absence is the direct result of war service;
- (iv) Any absence from work on account of personal sickness or accident. Any such absence as aforesaid shall not, except to the extent of not more than 91 days in any 12 monthly period, be taken into account in calculating the period of 12 months continuous service.

26. COMPASSIONATE LEAVE

An employee shall on the death of a wife, husband, father, mother, child, step-child, brother, sister, mother-in-law, father-in-law, step-mother, step-father, grand-father, grand-mother, be entitled upon application being made to, and approved by the employer, to leave up to and including the day of the funeral of such relative and such leave will be without deduction of pay not exceeding the number of ordinary hours worked by the employee in 3 ordinary days, provided that no payment shall be made in respect of an employee's rostered days off.

Proof of such death, in the form of a death notice or other written evidence, shall be furnished by the employee to the satisfaction of the employer, provided furthermore that this clause shall have no operation while the period of entitlement to leave under it coincides with any other period of entitlement.

For the purpose of this clause the words 'wife' and 'husband' shall not include a wife or husband from whom the employee is separated, but shall include a person who lives with the employee as a de facto wife or husband.

27. DISABILITY ALLOWANCE

In addition to the wage rates prescribed in clause 8 (Wage Rates) and Clause 22, (Special Rates) hereof employees engaged on work in ship and boat yards and on ship repairs shall be paid an amount of \$13.00 per week of 40 hours. Where a greater or lesser number of hours are worked in a week payment shall be made pro rata to the rate herein prescribed.

28. DISTANT JOBS

Employees engaged on distant jobs (i.e., a job that necessitates an employee being unable to return home at night) shall be provided with all travelling expenses, accommodation and meals, together with an allowance of \$2.90 per day.

29 GENERAL CONDITIONS

The provisions of clauses -

- 9. Amenities
- 10. Compassionate Leave
- 13. Hours

- 14. Minimum Period of Engagement
- 16. Notice of Dismissal
- 18. Payment of Wages
- 19. Right of Entry
- 20. Saturday, Sunday & Holiday Work.
- 21. Special Rates.

in Division A of this award, shall also apply to employees in this Division.

30. HOLIDAYS WITH PAY

- (a) All employees (other than casuals) shall be allowed the following days as paid holidays:-

New Year's Day, Australia Day, Hobart Regatta Day (south of Oatlands), Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Show Day (as defined), the first Monday in November (where Hobart Regatta Day is not observed), Christmas Day and Boxing Day.

- (b) Payment for the holidays mentioned in sub-clause (a) which are taken and not worked, shall be at the normal rate of pay which would have applied to the employee concerned, when, if it were not for such holiday he had been at work.
- (c) Payment to an employee for work performed on holidays mentioned in sub-clause (a) shall be at the rates prescribed elsewhere in this award.

31. MATERNITY LEAVE

- (a) Eligibility for Maternity Leave

An employee who becomes pregnant, shall upon production to her employer of a certificate from a duly qualified medical practitioner stating the presumed date of her confinement, be entitled to maternity leave provided that she has had not less than 12 months' continuous service with that employer immediately preceding the date upon which she proceeds upon such leave.

For the purposes of this clause:

- (i) An employee shall include a part-time employee but shall not include an employee engaged upon casual or seasonal work.
- (ii) Maternity leave shall mean unpaid maternity leave.

(b) Period of leave and commencement of leave

- (i) Subject to sub-clauses (c) and (f) hereof, the period of maternity leave shall be for an unbroken period of from 6 to 52 weeks and shall include a period of 6 weeks compulsory leave to be taken immediately following confinement.
- (ii) An employee shall, not less than 10 weeks prior to the presumed date of confinement, give notice in writing to her employer stating the presumed date of confinement.
- (iii) An employee shall give not less than 4 weeks' notice in writing to her employer of the date upon which she proposes to commence maternity leave stating the period of leave to be taken.
- (iv) An employer by not less than 14 days' notice in writing to the employee may require her to commence maternity leave at any time within 6 weeks immediately prior to her presumed date of confinement.
- (v) An employee shall not be in breach of this clause as a consequence of failure to give the stipulated period of notice in accordance with paragraph (iii) hereof, if such failure is occasioned by the confinement occurring earlier than the presumed date.

(c) Transfer to a safe job

Where in the opinion of a duly qualified medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to continue at her present work, the employee shall, if the employer deems it practicable, be transferred to a safe job at the rate and on the conditions attaching to that job until the commencement of maternity leave.

If the transfer to a safe job is not practicable, the employee may, or the employer may require the employee to, take leave for such period as is certified necessary by a duly qualified medical practitioner. Such leave shall be treated as maternity leave for the purposes of sub-clauses (g), (h), (i) and (j) hereof.

(d) Variation of period of maternity leave

- (i) Provided the addition does not extend the maternity leave beyond 52 weeks, the period may be lengthened once only, save with the agreement of the employer, but the employee giving not less than 14 days' notice in writing stating the period by which the leave is to be lengthened.
- (ii) The period of leave may, with the consent of the employer, be shortened by the employee giving not less than 14 days' notice in writing stating the period by which the leave is to be shortened.

(e) Cancellation of maternity leave

- (i) Maternity leave, applied for but not commenced, shall be cancelled when the pregnancy of an employee terminates other than by the birth of a living child.
- (ii) Where the pregnancy of an employee then on maternity leave terminates other than by the birth of a living child, it shall be the right of the employee to resume work at a time nominated by the employer which shall not exceed 4 weeks from the date of notice in writing by the employee to the employer that she desires to resume work.

(f) Special maternity leave and sick leave

- (i) Where the pregnancy of an employee not then on maternity leave terminates after 28 weeks other than by the birth of a living child then
 - (a) she shall be entitled to such period of unpaid leave (to be known as special maternity leave) as a duly qualified medical practitioner certifies as necessary before her return to work, or
 - (b) for illness other than the normal consequences of confinement she shall be entitled, either in lieu of or in addition to special maternity leave, to such paid sick leave as to which she is then entitled and which a duly qualified medical practitioner certifies as necessary before her return to work.

- (ii) Where an employee not then on maternity leave suffers illness related to her pregnancy, she may take such paid sick leave as to which she is then entitled and such further unpaid leave (to be known as special maternity leave) as a duly qualified medical practitioner certifies as necessary before her return to work, provided that the aggregate of paid sick leave, special maternity leave and maternity leave shall not exceed 52 weeks.
- (iii) For the purposes of sub-clauses (g), (h) and (i) hereof, maternity leave shall include special maternity leave.
- (iv) An employee returning to work after the completion of a period of leave taken pursuant to this sub-clause shall be entitled to the position which she held immediately before proceeding on such leave or, in the case of an employee who was transferred to a safe job pursuant to sub-clause (c), to the position she held immediately before such transfer.

Where such position no longer exists but there are other positions available, for which the employee is qualified and the duties of which she is capable of performing, she shall be entitled to a position as nearly comparable in status and salary or wage to that of her former position.

(g) Maternity leave and other entitlements

Provided the aggregate of leave including leave taken pursuant to sub-clauses (c) and (f) hereof does not exceed 52 weeks:

- (i) An employee may, in lieu of or in conjunction with maternity leave, take any annual leave or any part thereof to which she is then entitled.
- (ii) Paid sick leave or other paid authorised award absences (excluding annual leave), shall not be available to an employee during her absence on maternity leave.

(h) Effect of maternity leave on employment

Notwithstanding any award or other provision to the contrary, absence on maternity leave shall not break the continuity of service of an employee but shall not be taken into account in calculating the period of service for any purpose of an award.

(i) Termination of employment

- (i) An employee on maternity leave may terminate her employment at any time during the period of leave by notice given in accordance with this award.
- (ii) An employer shall not terminate the employment of an employee on the ground of her pregnancy or of her absence on maternity leave, but otherwise the rights of an employer in relation to termination of employment are not hereby affected.

(j) Return to work after maternity leave

- (i) An employee shall confirm her intention of returning to her work by notice in writing to the employer given not less than 4 weeks prior to the expiration of her period of maternity leave.
- (ii) An employee, upon expiration of the notice required by paragraph (i) hereof, shall be entitled to the position which she held immediately before proceeding on maternity leave or, in the case of an employee who was transferred to a safe job pursuant to sub-clause (c) to the position which she held immediately before such transfer. Where such position no longer exists but there are other positions available for which the employee is qualified and the duties of which she is capable of performing, she shall be entitled to a position as nearly comparable in status and salary or wage to that of her former position.

(k) Replacement employees

- (i) A replacement employee is an employee specifically engaged as a result of an employee proceeding on maternity leave.

- (ii) Before an employer engages a replacement employee under this sub-clause, the employer shall inform that person of the temporary nature of the employment and of the rights of the employee who is being replaced.
- (iii) Before an employer engages a person to replace an employee temporarily promoted or transferred in order to replace an employee exercising her rights under this clause, the employer shall inform that person of the temporary nature of the promotion or transfer and of the rights of the employee who is being replaced.
- (iv) Provided that nothing in this sub-clause shall be construed as requiring an employer to engage a replacement employee.
- (v) A replacement employee shall not be entitled to any of the rights conferred by this clause except where her employment continues beyond the 12 months' qualifying period.

32. MISCELLANEOUS

Grinding Tools

When employees are paid off after having worked 2 days or more, they shall be allowed 1 hour for grinding or sharpening tools, or receive 1 hour's pay in lieu thereof. The employer shall provide a suitable grinding stone on every job for the use of employees, with machine or hand power for turning same.

Damage to Clothing or Tools

In the event of employees, whilst in the service of an employer, having their clothing or tools spoilt by acid, sulphur, or other deleterious substance, they shall be recompensed for such loss by the employer.

Lock-Up Tools

Employers shall provide, wherever possible, or arrange for a suitable weather-proof place or lock-up in which to store employees' tools.

Bundy Clock, etc.

Where Bundy Clocks or checks are in use, and where such are rung off during lunch hour, such ringing-off and on shall be done in the employer's time.

33. OVERTIME

- (a) All time worked outside the hours specified in Clause 13 (Hours) hereof or for work performed in excess of 8 consecutive hours in each day (excluding meal breaks) shall be paid for at the rate of time and a half for the first 2 hours and double time thereafter, such double time to continue until the employee has completed the shift or the overtime work on which he has been engaged.
- (b) In the event of an employee working for 24 consecutive hours he shall not be employed during the next 24 hours.

Provided that he shall be paid for any ordinary time falling during that 24 hour period.
- (c) No employee shall work more than 24 hours overtime in any one week. For the purposes of this sub-clause Saturday and Sunday shall not be regarded as part of the week and a further period of 24 hours overtime may be worked during such days. In exceptional cases, additional overtime may be worked by agreement between the employer and the employees.
- (d) Any employee who, having worked during the ordinary working hours on any day or shifts is called upon to continue work in overtime without having received on the previous day or shift, notice thereof, shall be paid an allowance of \$4.80 per meal or shall be supplied by the employer with a reasonable meal in lieu of such payment.
- (e) No employee shall be required to work more than 5 hours without a break for a meal.
- (f) For the purposes of this award 'time and a half' and 'double time' are to be calculated upon the ordinary rate of wage.
- (g) Apprentices shall not be required to work during other than ordinary hours, nor on any holidays, without their consent.
- (h) An employee working overtime shall be allowed a crib time of 30 minutes without deduction of pay after each 4 hours of overtime worked, if the employee continues work after such crib time.

Unless the period of overtime is less than one and a half hours, an employee before starting overtime after working ordinary hours shall be allowed a meal break of 30 minutes, which shall be paid for at ordinary rates. An employer and employee may agree to any variation of this provision to meet the circumstances of the work in hand provided that the employer shall not be required to make any payment in respect of any time allowed in excess of 30 minutes.

- (i) When overtime work is necessary it shall whenever reasonably practicable, be so arranged that employees have at least 10 consecutive hours off duty between the work of successive days.

An employee who works so much overtime between the termination of his ordinary work on one day and the commencement of his ordinary work on the next day that he has not had at least 10 consecutive hours off duty between those times shall, subject to this sub-clause be released after completion of such overtime until he has had 10 consecutive hours off duty and he shall be paid for the ordinary hours of employment that fall during such rest period.

If on the instructions of his employer such an employee resumes or continues work without having had such 10 consecutive hours off duty he shall be paid at double rates until he is released from duty for such period, and he shall then be entitled to be absent until he has had 10 consecutive hours off duty and be paid for ordinary working time falling during such rest period.

The provisions of this sub-clause shall apply to casual employees.

- (j) In the event of any dispute arising from the implementation of the provisions of this clause, the matter shall be referred to the Tasmanian Industrial Commission and the decision shall be final and binding on all parties.

34. SHIFT WORK

Where shifts are worked, not less than 3 successive working afternoons or nights on shift shall constitute shift work and shall be paid for at the rate of time and a half for the first 8 hours and double time thereafter until the employee ceases work.

35. SICK LEAVE

- (a) An employee, other than one engaged as a casual, who is absent from work on account of personal illness or on account of injury by accident shall be entitled to leave of absence without deduction of pay, subject to the following conditions and limitations -
- (i) he shall not be entitled to such leave of absence for any period in respect of which he is entitled to workers' compensation;
 - (ii) he shall, within 48 hours of the commencement of such absence, inform the employer of his inability to attend for work, and as far as may be practicable, state the nature of the illness or injury and the estimated duration of the absence;

- (iii) he shall prove to the satisfaction of the employer (or in the event of a dispute, the Tasmanian Industrial Commission), that he was unable on account of such illness or injury to attend for work on the day or days for which the sick leave is claimed;
 - (iv) he shall not be entitled in any year (whether in the employment of one employer or of more) to sick leave credit in excess of 2 weeks of ordinary working time;
 - (v) for the purpose of administering paragraph (iv) of this sub-clause, an employer may within 1 month of this award coming into operation or within 2 weeks of the employee entering his employment require an employee to make a sworn declaration or other written statement as to what paid leave of absence he has had from any employer during the then current year, and upon such statement the employer shall be entitled to rely and act.
- (b) Sick leave shall accumulate from year to year so that any balance of the period specified in sub-clause (a) (iv) of this clause which has in any year not been allowed to an employee by an employer as paid sick leave shall be credited to the employee and subject to the conditions hereinbefore prescribed shall be allowed by that employer in a subsequent year without diminution of the sick leave prescribed in respect of that year.
 - (c) An employer shall not be required to make any payment in respect of accumulated sick leave credits to an employee who is discharged or leaves his employment, or for any time an employee is absent from work without producing satisfactory evidence of personal illness.

36. TERMINATION OF EMPLOYMENT

- (a) In the case of employees engaged by the week the following provisions shall apply -
 - (i) Subject to the provisions of paragraph (ii) hereof a week's notice of the termination of engagement shall be given on either side or 1 week's wages shall be paid or forfeited in lieu thereof. Such notice may be given on any day during the week to terminate the engagement either on the corresponding day of the following week, or on any later day of the following week.

- (ii) The employer may dismiss any employee summarily without notice for malingering, idling, inefficiency, neglect of duty including going slow, or misconduct, whereupon he shall pay the employee's wages up to the time of dismissal only.
- (b) In the case of employees engaged by the hour, 1 hour's notice of the termination of the engagement shall be given on either side or 1 hour's pay shall be paid or forfeited in lieu thereof. In the case of the notice being given by the employer, such hour shall be allowed to the employee to gather, clean, pack and transport his tools to his home.

37. TOOLS

Employees shall provide all hand tools including auger bits up to 1-inch diameter and twist drills up to 1/2-inch diameter and shall be paid a tool allowance of \$11.00 per week which sum shall not be taken into account in the computation of overtime and other penalty rates.

38. TRAVELLING TIME

- (a) When an employee is required to work at a place other than his usual place of work he shall be paid his ordinary rate of wage for all time reasonably occupied in travelling to and from the place at which he is so required to work in excess of the time ordinarily occupied in travelling to and from his usual place of work. All fares necessarily incurred in so doing shall be paid by the employer.
- (b) When an employee is required to work beyond a time when public transport is available, the employer shall be required to provide transport, or meet the cost of transport to the employee travelling to his home. Where an employee uses his own means of transport he shall be paid an allowance of 27.5 cents per kilometre travelled on his return to home by the most direct road route.
- (c) Where an employee is required to work at a distance of 40 kilometres or more away from the headquarters of the employer and his work concludes on or after 10.00 p.m., the employer shall reimburse the employee for expenses incurred in meeting the cost of overnight accommodation.

CONDITIONS FOR EMPLOYEES IN DIVISION C

39. ESTIMATING SERVICE

In estimating the number of years service of an employee the total clerical experience in the service of every employer in the trades or groups of trades in respect of which awards of the Tasmanian Industrial Commission are established shall be taken into account.

40. GENERAL CONDITIONS

The provisions of clauses 20 Right of Entry and 21 - Saturday, Sunday and Holiday Work (as pertaining to Saturday work only) in Division A and the provisions of the following clauses in Division B hereof shall also apply to this Division.

25	Annual Leave
26	Compassionate Leave
30	Holidays With Pay
31	Maternity Leave
35	Sick Leave

41. HOURS

The number of working hours per week shall be 40.

42. OVERTIME

For all time of duty in excess of the ordinary hours payment shall be made at the rate of time and a half for the first 2 hours and double time thereafter.

43. SUNDAY AND HOLIDAY WORK

For all work performed on Sunday or on any of the holidays mentioned in clause 30 (Holidays with Pay) hereof, payment shall be made at the rate of double time.

44. TERMINATION OF SERVICE

One week's notice shall be given by either side to terminate the contract of service. In lieu of such notice the employer shall pay one week's wages or the employee shall forfeit one week's wages as the case may be.

