

TASMANIAN INDUSTRIAL COMMISSION

Industrial Relations Act 1984
s.23 application for award or variation of award

**Australian Liquor, Hospitality and
Miscellaneous Workers Union (Tasmanian Branch)**
(T6358 of 1996)

SECURITY INDUSTRY AWARD

Award variation - Clause 8 - wage rates - third \$8 safety net adjustment - Clause 6 parties and persons bound - delete FMWUA - Clause 21 - parental leave - cross reference amendment - consent matter - application approved - operative 20 Aug 96

ORDER BY CONSENT:

**No. 2 of 1996
(Consolidated)**

A NEW CLAUSE IS SUBSTITUTED FOR CLAUSE 6 - PARTIES AND PERSONS BOUND, CLAUSE 8 - WAGE RATES AND CLAUSE 21 - PARENTAL LEAVE, PART D - PART-TIME WORK OF THIS AWARD, AND THE AWARD IS CONSOLIDATED.

1. TITLE

This award shall be known as the "Security Industry Award".

2. SCOPE

This award is established in respect of the industry of Security and Watching Services.

3. ARRANGEMENT

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4. DATE OF OPERATION

This award shall come into operation from the first full pay period to commence on or after 20 August 1996.

5. SUPERSESION AND SAVINGS

This award incorporates and supersedes the Security Industry Award No.4 of 1992 (Consolidated), No. 5 of 1992, No.1 of 1993, No.1 of 1994, No.2 of 1994, No.1 of 1995 and No. 1 of 1996.

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 employed in the industry specified in Clause 2 - Scope;
- (c) the following organisation of employees in respect of whom award interest has been determined:
 - (i) Australian Liquor, Hospitality and Miscellaneous Workers Union (Tasmanian Branch) and the officers of that organisation and their members who are employed in the Industry specified in Clause 2 - Scope;
- (d) the following organisations of employers in respect of whom award interest has been determined:
 - (i) the Retail Traders Association of Tasmania and the officers of that organisation and their members who are engaged in the industry specified in Clause 2 - Scope;
 - (ii) the Tasmanian Chamber of Commerce and Industry Limited;
 - (iii) the Tasmanian Chamber of Retailers and the officers of that organisation and their members who are engaged in the industry specified in Clause 2 - Scope.

7. DEFINITIONS

'Afternoon shift' - means a shift finishing after 6.00 pm and at or before midnight.

'Casual employee' - means a person who is employed on a casual basis and shall include any person employed for a period not exceeding 5 days at any one time.

'Control room operator' - means an employee stationed in a control room monitoring alarms and/or operating radio communications and/or operating after hours telephone answering services.

'Early morning shift' - means a shift commencing prior to 6.00 am.

'Guard' - means an employee stationed to ensure the safety of persons or property and shall include persons employed to check baggage at passenger terminals.

'Night shift' - means a shift finishing after midnight and at or before 8.00 am.

'Part-time employee' - means an employee who is regularly engaged to work for less hours per day or week than those prescribed for full-time employees.

'Permanent night shift' - means a night shift which does not alternate with another shift so as to give the employee at least one third of his/her working time off night shift.

'Security Officer - Level 1' - is an employee who performs work to the level of his or her training.

Indicative of the tasks which an employee at this level may perform are the following:

- (a) watch, guard or protect persons and/or premises and/or property;
- (b) be stationed at an entrance and/or exit whose principal duties shall include the control of movement of persons, vehicles, goods and/or property coming out of or going into premises or property, including vehicles carrying goods of any description, to ensure that the quantity and description of such goods is in accordance with the requirements of the relevant document and/or gate pass and who also may have other duties to perform and shall include an area or door attendant or commissionaire in a commercial building;
- (c) respond to basic fire/security alarms at their designated post;
- (e) in performing the duties referred to above the officer may be required to use electronic equipment such as hand-held scanners and simple closed circuit television systems utilising basic keyboard skills.

'Security Officer - Level 2' - is an employee who performs work above and beyond the skills of an employee at Level 1 to the level of his or her training.

Indicative of the tasks which an employee at this level may perform are the following:

- (a) duties of securing, watching, guarding and/or protecting as directed, including responses to alarm signals and attendances at and minor non-technical servicing of automatic teller machines, and is required to patrol in a vehicle two or more separate establishments or sites; or
- (b) monitors and responds to electronic intrusion detection or access control equipment terminating at a visual display unit and/or computerised printout (except for simple closed circuit television systems);
- (c) the operation of a public weighbridge by a Security Officer appropriately licensed to do so;
- (d) may be required to perform the duties of Security Officer - Level 1.

'Security Officer - Level 3' - is an employee who performs work above and beyond the skills of an employee at Level 2 to the level of his or her training.

Indicative of the tasks which an employee at this level may be required to perform are the following:

- (a) the monitoring and operation of integrated intelligent building management and security systems terminating at a visual display unit or computerised printout which requires data input from the Security Officer;
- (b) a Security Officer, who in the opinion of the employer has no previous relevant experience at this level, and is undertaking the tasks of a Security Officer - Level 4 whilst undergoing training and gaining experience during the first 6 months of employment as such;
- (c) may be required to perform the duties of a Security Officer - Level 1 and Security Officer - Level 2.

'Security Officer - Level 4' - is an employee who performs work above and beyond the skills of an employee at Level 3, to the level of his or her training.

Indicative of the tasks which an employee at this level may be required to perform are the following:

- (a) monitoring, recording, inputting information or reacting to signals and instruments related to electronic surveillance of any kind within a central station;
- (b) keyboard operation to alter the parameters within an integrated intelligent building management and/or security system;

- (c) the co-ordinating, monitoring or recording of the activities of Security Officers utilising a verbal communications system within a central station;
- (d) may be required to perform the duties of Security Officers at Levels 1, 2 and 3.

'Security Officer - Level 5' - is an employee who performs work above and beyond the skills of an employee at Level 4, to the level of his or her training, and co-ordinates the work of Security Officers working in a team environment within a central station.

PROVIDED that a Security Officer at any level is to perform duties incidental to the tasks of a Security Officer within the employee's level of skill, competence and training.

8. WAGE RATES

1. WAGE RATES

Employees of a classification hereunder mentioned shall be paid the amount assigned opposite that classification as follows:

	Base Rate \$	Safety Net Adjustment \$	Weekly Wage Rate \$
Security Officer Level 1 as defined	364.60	24.00	388.60
Security Officer Level 2 as defined	379.70	24.00	403.70
Security Officer Level 3 as defined	390.10	24.00	414.10
Security Officer Level 4 as defined	400.50	24.00	424.50
Security Officer Level 5 as defined	421.00	24.00	445.00

2. LEADING HANDS

Where an employee is appointed a leading hand he/she shall be paid the following rates extra per week:

	Per Week \$
If in charge of not less than 3 and not more than 10 employees	15.70
If in charge of more than 10 employees	23.40

3. SUPPORTED WAGE SYSTEM

(a) Eligibility criteria

Subject to this section an employer may engage employees at a supported wage rate (as set out in subclause (c) of this section) who meet the impairment criteria for receipt of a Disability Support Pension and who, because of their disability, are unable to perform the range of duties to the competence level normally required for the class of work for which they are engaged.

PROVIDED that this section does not apply to any existing employee who has a claim against the employer which is subject to the provisions of workers' compensation legislation or any provision of this award relating to the rehabilitation of employees who are injured in the course of their current employment.

PROVIDED FURTHER that this section does not apply to employers in respect of their facility, programme, undertaking, service or the like which receives funding under the Disability Services Act 1986 and fulfils the dual role of service provider and sheltered employer to people with disabilities who are in receipt of or are eligible for a disability support pension, except with respect to an organisation which has received recognition under s.10 or under s.12A of the above Act, or if a part only has received recognition, that part.

(b) For the purposes of this section:

- (i) **“Supported Wage System”** means the Commonwealth Government System to promote employment for people who cannot work at full award wages because of a disability.
- (ii) **“Accredited Assessor”** means a person accredited by the management unit established by the Commonwealth under the Supported Wage System to perform assessments of an individual's productive capacity within the Supported Wage System.
- (iii) **“Disability Support Pension”** means the pension available under the Commonwealth pension scheme to provide income security for persons with a disability as provided under the Social Security Act 1991, as amended from time to time, or any successor to that scheme.
- (iv) **“Assessment instrument”** means the form provided for under the Supported Wage System that records the assessment of the productive capacity of the person to be employed under the Supported Wage System.

(c) Supported wage rates

Employees to whom this section applies shall be paid the applicable percentage of the minimum rate of pay prescribed by this award for the class of work which the person is performing according to the following schedule:

Assessed capacity (subclause (d))	% of prescribed award rate
10%	10%
20%	20%
30%	30%
40%	40%
50%	50%
60%	60%
70%	70%
80%	80%
90%	90%

(Provided that the minimum amount payable shall be not less than \$45 per week.)

(d) Assessment of capacity

For the purpose of establishing the percentage of the award rate to be paid to a supported wage employee under this award, the productive capacity of the employee will be assessed in accordance with the Supported Wage System and documented in an assessment instrument by either:

- (i) the employer and a union party to the award, in consultation with the employee or, if desired by any of these;
 - (ii) the employer and an accredited Assessor from a panel agreed by the parties to the award and the employee.
- (e) Lodgment of assessment instrument
- (i) All assessment instruments under the conditions of this section, including the appropriate percentage of the award wage to be paid to the employee, shall be lodged by the employer with the Registrar of the Tasmanian Industrial Commission.
 - (ii) All assessment instruments shall be agreed and signed by the parties to the assessment, provided that where a union which is party to the award, is not a party to the assessment, it shall be referred by the Registrar of the Tasmanian Industrial Commission to the union by certified mail and shall take effect unless an objection is notified to the Registrar of the Tasmanian Industrial Commission within 10 working days.
- (f) Review of assessment
- The assessment of the applicable percentage shall be subject to annual review or earlier on the basis of a reasonable request for such a review. The process of review shall be in accordance with the procedures for assessing capacity under the Supported Wage System.
- (g) Other terms and conditions of employment
- Where an assessment has been made, the applicable percentage shall apply to the wage rate only. Employees covered by the supported wage provisions of this section shall be entitled to the same terms and conditions of employment as all other workers covered by this award who are paid on a pro rata basis.
- (h) Workplace adjustment
- An employer wishing to employ a person under the provisions of this section shall take reasonable steps to make changes in the workplace to enhance the employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other workers in the area.
- (i) Trial Period
- (i) In order for an adequate assessment of the employee's capacity to be made, an employer may employ a person under the provisions of this section for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding 4 weeks) may be needed.

- (ii) During that trial period the assessment of capacity shall be undertaken and the proposed wage rate for a continuing employment relationship shall be determined in accordance with subclauses (d) and (e).
- (iii) The minimum amount payable to the employee during the trial period shall be no less than \$45 per week or such greater amount as is agreed from time to time between the parties.
- (iv) Work trials should include induction or training as appropriate to the job being trialed.
- (v) Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment shall be entered into based on the outcome of assessment under subclause (c) hereof.

9. ANNUAL LEAVE

- (a) A period of 28 consecutive days leave shall be allowed annually to employees after 12 months' continuous service (less the period of annual leave).
- (b) Shift workers rostered to work regularly on weekends and public holidays shall be allowed 7 days leave to be consecutive with the leave prescribed in subclause (a) hereof.
- (c) Annual Leave Exclusive of Public Holidays

Where any holiday mentioned in Clause 28 - Public Holidays occurs during any period of annual leave, the period of annual leave shall be increased by one day in respect of that holiday.

- (d) Time of Taking Leave

Annual leave shall be taken at a time mutually agreed upon by the employer and the employee. In the absence of such agreement, it shall be taken within 12 months of the date it became due, at a time fixed by the employer and after at least one month's notice to the employee.

- (e) Where an employee leaves his/her employment, or the employment is terminated by the employer other than in accordance with Clause 12 - Contract of Employment he/she shall be paid pro rata of the leave prescribed.

- (f) Payment for Period of Annual Leave

- (i) In the case of an employee not in receipt of a shift allowance before going on annual leave he/she shall be paid the amount of wages he/she would have received in respect of the ordinary time he/she would have worked had he/she not been on leave during the relevant period, together with an additional loading of 17.5 percent.

- (ii) In the case of an employee in receipt of a shift allowance, before going on annual leave he/she shall be paid for ordinary hours plus a loading of 17.5 percent, or be paid according to the roster (excluding overtime) whichever is the higher.

- (iii) Such loading shall not apply to proportionate leave on termination.

- (g) Broken Leave

Annual leave shall be taken in a continuous period, provided that when the employee and the employer agree, leave may be taken in 2 periods, one of which shall be of at least 14 successive days.

(h) **Payment in Lieu Prohibited**

Payment in lieu of annual leave, other than as provided for in subclause (e) hereof, shall be prohibited.

10. CASUAL EMPLOYMENT

A casual employee for working ordinary time shall be paid per hour one thirty-eighth of the rate prescribed in Clause 8 - Wage Rates plus 20 percent. Such additional amount to be payment in lieu of annual leave, sick leave and public holidays.

The minimum term of engagement for a casual employee shall be not less than 3 hours.

PROVIDED that the minimum period of engagement may be varied by agreement between an employer and the union.

11. COMPASSIONATE LEAVE

An employee shall on the death of a wife, husband, father, mother, child, stepchild, brother, sister, mother-in-law, father-in-law, stepmother, stepfather, grandfather, grandmother, 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.

12. CONTRACT OF EMPLOYMENT

- (a) Casuals excepted, employment shall be terminated by a week's notice by either party or by the payment or forfeiture of a week's pay as the case may be in lieu of such notice. This shall not affect the right of the employer to dismiss an employee without notice for misconduct warranting such dismissal and in such cases all monies due shall be paid up till the time of dismissal only.
- (b) The employer in the event of misconduct may suspend an employee without pay. The maximum period of suspension shall be one week. Should the employee not agree to the suspension the union may refer the matter to the Tasmanian Industrial Commission. If upon examination the Tasmanian Industrial Commission forms the view

that the suspension was harsh or unjust, it may vary the term of or rescind the suspension.

Prior to the implementation of the suspension the matter shall be discussed with an official of the union, or written notification shall be provided to the union. Where written means of notifying the employer's intention is used the employer shall not implement the suspension until 24 hours after the union would reasonably have been expected to receive such notification.

PROVIDED that in exceptional circumstances the suspension may be implemented immediately.

13. DISPUTE SETTLEMENT PROCEDURES

The following procedure shall be observed in the resolution of all grievances and/or disputes which may arise:

- (a) Any grievance or dispute is to be first discussed between an employee and his immediate supervisor who shall endeavour to resolve the issue.
- (b) Should the matter remain unresolved following the discussions referred to in subclause (a) above the grievance and/or dispute shall be discussed between the Union Delegate and the appropriate employer representative.
- (c) In the event that the matter remains unresolved it may be referred to the Secretary of the Union or his nominated representative who shall discuss the matter with the employer who may elect to involve his industrial relations advisor.
- (d) Should the grievance or dispute remain unresolved it may be referred to the Tasmanian Industrial Commission for conciliation and/or arbitration.
- (e) Whilst the above procedure is being followed work shall continue normally.

14. ENTERPRISE FLEXIBILITY

- (a) Notwithstanding anything contained in this award, but subject to the provisions of this clause, an agreement may be entered into between an employer and all or some of the employees engaged by that employer.
- (b) An agreement shall be subject to the following requirements:-
 - (i) The majority of employees affected by that change must genuinely agree to the change.
 - (ii) The agreement taken as a whole shall not confer a lesser benefit to any employee than is available under the award.

- (iii) The relevant union or unions shall be advised by the employer of the intention to commence discussions with employees on an agreement under this clause.
 - (iv) The relevant union or unions must be a party to the agreement.
 - (v) The relevant union or unions shall not unreasonably oppose any agreement.
- (c) Any enterprise agreement shall be signed by the parties; being the employer and the union or unions, and contain the following:-
- (i) The term of the agreement
 - (ii) The parties covered by the agreement
 - (iii) The classes of employees covered by the agreement
 - (iv) The means by which a party may retire from the agreement
 - (v) The means by which the agreement may be varied
 - (vi) Where appropriate, the means by which any dispute arising in respect to the agreement may be resolved.
- (d) Any agreement which seeks to vary a provision of this award shall be referred to the Tasmanian Industrial Commission.

15. FIRST AID ATTENDANT

A person required as a condition of his/her employment to act as a first aid attendant and who holds a current appropriate certificate shall be entitled to a payment of **88 cents** per shift or period of duty.

16. GENERAL CONDITIONS

- (a) Firearms - An employee required to carry firearms shall be supplied by the employer with firearm and ammunition. If an employee is required to supply his/her own firearm, he/she shall be paid **88 cents** per week extra.
- (b) Firearm Licence - A security guard's gun licence fee together with the training course fee to obtain that licence shall be supplied by the employer.

PROVIDED that if an employee in this clause leaves the employment of the employer within 12 months of the employer paying such gun licence/training fees, the employer may deduct pro-rata from entitlements due to the employee on termination up to 50 percent of the said fees to a maximum of **\$150.00**. The maximum amount of deduction shall be reduced by **\$12.50** for each completed month of service of the employee following licence receipt.

- (c) Court appearances - An employee required to attend court on behalf of the employer or his/her client shall have the time so occupied counted as time worked and shall be paid 4 hours at ordinary time rates less any reimbursements recoverable from the court.

17. HOURS

- (a) The ordinary hours of work shall be an average of 38 per week to be worked in accordance with one of the methods set out in subclause (b) hereof.
- (b) Except as provided in subclauses (d) and (e) hereof the method of implementation of the 38-hour week may be agreed to be any of the following:
 - (i) by employees working less than 8 ordinary hours each day; or
 - (ii) by employees working less than 8 ordinary hours on one or more days each week; or
 - (iii) by fixing one week day on which all employees will be off during a particular work cycle; or
 - (iv) by rostering employees off on various days of the week during a particular work cycle so that each employee has one week day off during that cycle.
- (c) On each site, an assessment should be made as to which method of implementation best suits the business and the proposal shall be discussed with the employees concerned, the objective being to reach agreement on the method of implementation.
- (d) The employer and the majority of employees in the plant, business, section or sections concerned, may agree that the ordinary working hours are to exceed 8 on any day, thus enabling a week day off to be taken more frequently than would otherwise apply.
- (e) Circumstances may arise where different methods of implementation of a 38-hour week apply to various groups or sections of employees in the plant or establishment concerned.
- (f) Agreements reached on the method of implementation of the 38-hour working week shall be recorded in writing and shall be signed by the employer and the employees concerned. The agreement document shall be kept as part of employment records and available for inspection in accordance with the provisions of the Industrial Relations Act 1984.
- (g) **Averaging of Payment**

Where the method of implementation adopted is in accordance with subclauses (b) (iii) and (iv) hereof, the wages paid each week for ordinary hours shall be paid so that in each week when 40 hours is worked 2 hours pay shall be kept in hand and paid to the employee in the pay week that the rostered day off occurs to enable an averaging of payments for ordinary time to occur.
- (h) Where an employer and employee/s concerned so agree, rostered days off may be accumulated to a maximum of 6 days in any year and taken at a mutually agreed time.

18. LICENCE FEES

Security Licence Fees together with the cost of advertising shall be supplied by the employer after the employee has successfully completed one year's service.

PROVIDED that each employee shall purchase their first licence by the employer deducting the cost of same from the employees' wages at a mutually agreed rate.

PROVIDED ALWAYS that if an employee leaves the employ of the employer within six months of the employer paying such licence and advertising fees, the employer may deduct pro rata from entitlements due to the employee on termination up to 50 percent of the said fees to a maximum of **\$70.00**. The maximum amount of deductions shall be reduced by **\$12.50** for each completed month of service by the employee following the renewal.

19. LOCOMOTION

An employee required to provide a motor car shall be paid an allowance of 24 cents per kilometre.

20. MEALS AND MEAL ALLOWANCES

A meal break of 20 minutes shall be allowed to employees no later than 5 hours after the commencement of each shift. Time so allowed shall be regarded as time worked.

When an employee is required to work overtime in excess of 2 hours without being notified the previous day or earlier the employee shall be either supplied with a meal by the employer or be paid a meal allowance of **\$4.90**.

PROVIDED that by agreement between the employer and the employee a meal break may be taken no later than 6 hours after the commencement of each shift. Where such agreement is reached, either party may withdraw from the agreement by giving one month's notice to the other party.

21. OVERTIME

- (a) Subject to subclause (b) hereof, and subclauses (b) and (d) of Clause 17 - Hours; for all time worked on a Saturday or in excess of 8 hours on any day Monday to Friday (excluding public holidays) or before the time fixed for commencing work or after the time fixed for ceasing work the rate of pay shall be time and a half for the first 2 hours and double time thereafter.
- (b) For all overtime worked by shift workers on a Saturday, payment shall be made at the rate of double time for the first 11 hours and treble time thereafter.
- (c) An employee shall be expected to work a reasonable amount of overtime.

- (d) For the purposes of computing penalty rate payments herein prescribed the divisor to compute the hourly rate shall be 40 (38 as from 10 August 1988).
- (e) Call Back
 - (i) An employee called back to work after the completion of his/her shift shall be paid at the appropriate rate for a minimum of 3 hours. Such minimum shall not apply in cases where the call back is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.
 - (ii) Provided that where the recall to work is for the purpose of:
 - (a) administrative procedures eg. completion of workers compensation forms, reports on accidents or break ins etc; or
 - (b) disciplinary or counselling interviews;the minimum payment shall be 2 hours at the appropriate rate.
 - (iii) Provided that recall to work within one hour of ceasing ordinary time shall be treated as overtime and shall be computed from the time of ceasing ordinary work and shall not attract the minimum of 3 hours.
 - (iv) An employee who is recalled to work and who during such recall receives a second or subsequent recall shall not be entitled to a second or subsequent minimum payment unless he/she has returned to his home before such second or subsequent recall.

22. PARENTAL LEAVE

Subject to the terms of this clause employees are entitled to maternity, paternity and adoption leave and to work part-time in connection with the birth or adoption of a child.

PART A - MATERNITY LEAVE

- (a) Nature of Leave

Maternity leave is unpaid leave.

- (b) Definitions

For the purpose of this part:

'Employee' includes a part-time employee but does not include an employee engaged upon casual or seasonal work.

'Paternity leave' means leave of the type provided for in Part B - Paternity Leave.

'Child' means a child of the employee under the age of one year.

'Spouse' includes a de facto or a former spouse.

'Continuous service' means service under an unbroken contract of employment and includes:

- (i) any period of leave taken in accordance with this clause;
- (ii) any period of part-time employment worked in accordance with this clause; or
- (iii) any period of leave or absence authorised by the employer or by the award.

(c) Eligibility for Maternity Leave

- (i) An employee who becomes pregnant, upon production to her employer of the certificate required by subclause (d) hereof, shall be entitled to a period of up to 52 weeks maternity leave provided that such leave shall not extend beyond the child's first birthday. This entitlement shall be reduced by any period of paternity leave taken by the employee's spouse in relation to the same child and apart from paternity leave of up to one week at the time of confinement shall not be taken concurrently with paternity leave.
- (ii) Subject to subclauses (f) and (i) hereof the period of maternity leave shall be unbroken and shall, immediately following confinement, include a period of six weeks compulsory leave.
- (iii) The employee must have had at least 12 months continuous service with that employer immediately preceding the date upon which she proceeds upon such leave.

(d) Certificate

At the time specified in subclause (e) hereof the employee must produce to her employer:

- (i) a certificate from a registered medical practitioner stating that she is pregnant and the expected date of confinement;
- (ii) a statutory declaration stating particulars of any period of paternity leave sought or taken by her spouse and that for the period of maternity leave she will not engage in any conduct inconsistent with her contract of employment.

(e) Notice Requirements

- (i) An employee shall, not less than ten weeks prior to the presumed date of confinement, produce to her employer the certificate referred to in paragraph (d)(i).
- (ii) An employee shall give not less than four 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 and shall, at the same time, produce to her employer the statutory declaration referred to in paragraph (d)(ii).

- (iii) 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 the six weeks immediately prior to her presumed date of confinement.
- (iv) 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 (ii) hereof if such failure is occasioned by the confinement occurring earlier than the presumed date.

(f) Transfer to a Safe Job

Where in the opinion of a registered 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 registered medical practitioner. Such leave shall be treated as maternity leave for the purposes of subclauses (j), (k), (l) and (m) hereof.

(g) Variation of Period of Maternity Leave

- (i) Provided the maximum period of maternity leave does not exceed the period to which the employee is entitled under subclause (c) hereof:
 - (1) the period of maternity leave may be lengthened once only by the employee giving not less than 14 days' notice in writing stating the period by which the leave is to be lengthened;
 - (2) the period may be further lengthened by agreement between the employer and the employee.
- (ii) The period of maternity 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.

(h) 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.

(i) 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:

(1) she shall be entitled to such period of unpaid leave (to be known as special maternity leave) as a registered medical practitioner certifies as necessary before her return to work; or

(2) 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 registered 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 registered 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 the period to which the employee is entitled under subclause (c) hereof.

(iii) For the purposes of subclauses (j), (k) and (l) 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 subclause 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 subclause (f) hereof, to the position she held immediately before such transfer.

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

(j) Maternity Leave and Other Leave Entitlements

(i) Provided the aggregate of any leave including leave taken under this part, does not exceed the period to which the employee is entitled under subclause (c) hereof, an employee may, in lieu of or in conjunction with maternity leave, take any annual leave or long service leave or any part thereof to which she is entitled.

(ii) Paid sick leave or other paid authorised award absences (excluding annual leave or long service leave), shall not be available to an employee during her absence on maternity leave.

(k) Effect of Maternity Leave on Employment

Subject to this part, 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 any relevant award or agreement.

(l) 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.

(m) Return to Work After Maternity Leave

- (i) An employee shall confirm her intention of returning to work by notice in writing to the employer given not less than four (4) weeks prior to the expiration of her period of maternity leave.
- (ii) An employee, upon returning to work after maternity leave or the 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 subclause (f) hereof, to the position which she held immediately before such transfer or in relation to an employee who has worked part-time during the pregnancy the position she held immediately before commencing such part-time work.

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 pay to that of her former position.

(n) 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 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 part, 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) Nothing in this part shall be construed as requiring an employer to engage a replacement employee.

PART B - PATERNITY LEAVE

(a) Nature of Leave

Paternity leave is unpaid leave.

(b) Definitions

For the purpose of this part:

'Employee' includes a part-time employee but does not include an employee engaged upon casual or seasonal work.

'Maternity leave' means leave of the type provided for in Part A - Maternity Leave (and includes special maternity leave).

'Child' means a child of the employee or the employee's spouse under the age of one year.

'Spouse' includes a de facto or a former spouse.

'Primary care-giver' means a person who assumes the principal role of providing care and attention to a child.

'Continuous service' means service under an unbroken contract of employment and includes:

- (i) any period of leave taken in accordance with this clause;
- (ii) any period of part-time employment worked in accordance with this clause; or
- (iii) any period of leave or absence authorised by the employer or by the award.

(c) Eligibility for Paternity Leave

A male employee, upon production to his employer of the certificate required by subclause (d) - Certification shall be entitled to one or two periods of paternity leave, the total of which shall not exceed 52 weeks, in the following circumstances:

- (i) an unbroken period of up to one week at the time of confinement of his spouse;
- (ii) a further unbroken period of up to 51 weeks in order to be the primary care-giver of a child provided that such leave shall not extend beyond the child's first birthday. This entitlement shall be reduced by any period of maternity leave taken by the employee's spouse and shall not be taken concurrently with that maternity leave.

The employee must have had at least 12 months continuous service with that employer immediately preceding the date upon which he proceeds upon either period of leave.

(d) Certification

At the time specified in subclause (e) the employee must produce to his employer:

- (i) a certificate from a registered medical practitioner which names his spouse, states that she is pregnant and the expected date of confinement or states the date of which the birth took place;
- (ii) in relation to any period to be taken under paragraph (c)(ii) hereof, a statutory declaration stating:
 - (1) he will take that period of paternity leave to become the primary care-giver of the child;
 - (2) particulars of any period of maternity leave sought or taken by his spouse; and
 - (3) for the period of paternity leave he will not engage in any conduct inconsistent with his contract of employment.

(e) Notice Requirements

- (i) The employee shall, not less than ten weeks prior to each proposed period of leave, give the employer notice in writing stating the dates on which he proposes to start and finish the period or periods of leave and produce the certificate and statutory declaration required in subclause (d) hereof.
- (ii) The employee shall not be in breach of this subclause as a consequence of failure to give the notice required in paragraph (i) hereof if such failure is due to:
 - (1) the birth occurring earlier than the expected date; or
 - (2) the death of the mother or the child; or
 - (3) other compelling circumstances.
- (iii) The employee shall immediately notify his employer of any change in the information provided pursuant to subclause (d) hereof.

(f) Variation of Period of Paternity Leave

- (i) Provided the maximum period of paternity leave does not exceed the period to which the employee is entitled under subclause (c) hereof:

- (1) the period of paternity leave provided by paragraph (c)(ii) may be lengthened once only by the employee giving not less than 14 days notice in writing stating the period by which the leave is to be lengthened;
 - (2) the period may be further lengthened by agreement between the employer and the employee.
 - (ii) The period of paternity leave taken under paragraph (c)(ii) hereof 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.
- (g) Cancellation of Paternity Leave
- Paternity leave, applied for under paragraph (c)(ii) hereof but not commenced, shall be cancelled when the pregnancy of the employee's spouse terminates other than by the birth of a living child.
- (h) Paternity Leave and Other Leave Entitlements
- (i) Provided the aggregate of any leave, including leave taken under this part, does not exceed the period to which the employee is entitled under subclause (c) hereof, an employee may, in lieu of or in conjunction with paternity leave, take any annual leave or long service leave or any part thereof to which he is entitled.
 - (ii) Paid sick leave or other paid authorised award absences (excluding annual leave or long service leave) shall not be available to an employee during his absence on paternity leave.
- (i) Effect of Paternity Leave on Employment
- Subject to this part, notwithstanding any award or other provision to the contrary, absence on paternity 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 any relevant award or agreement.
- (j) Termination of Employment
- (i) An employee on paternity leave may terminate his 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 his absence on paternity leave, but otherwise the rights of an employer in relation to termination of employment are not hereby affected.
- (k) Return to Work after Paternity Leave
- (i) An employee shall confirm his intention of returning to work by notice in writing to the employer given not less than four weeks prior to the expiration of the period of paternity leave provided by paragraph (c)(ii) hereof.

- (ii) An employee, upon returning to work after paternity leave or the expiration of the notice required by paragraph (i) hereof, shall be entitled to the position which he held immediately before proceeding on paternity leave, or in relation to an employee who has worked part-time under this clause to the position he held immediately before commencing such part-time work.

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

(l) Replacement Employees

- (i) A replacement employee is an employee specifically engaged as a result of an employee proceeding on paternity leave.
- (ii) Before an employer engages a replacement employee 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 his rights under this part, 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) Nothing in this part shall be construed as requiring an employer to engage a replacement employee.

PART C - ADOPTION LEAVE

(a) Nature of Leave

Adoption leave is unpaid leave.

(b) Definitions

For the purpose of this part:

'Employee' includes a part-time employee but does not include an employee engaged upon casual or seasonal work.

'Child' means a person under the age of five years who is placed with the employee for the purposes of adoption, other than a child or stepchild of the employee or of the spouse of the employee or a child who has previously lived continuously with the employee for a period of six months or more.

'Relative adoption' occurs where a child, as defined, is adopted by a grandparent, brother, sister, aunt or uncle (whether of the whole blood or half blood or by marriage).

'Primary care-giver' means a person who assumes the principal role of providing care and attention to a child.

'Spouse' includes a de facto spouse.

'Continuous service' means service under an unbroken contract of employment and includes:

- (i) any period of leave taken in accordance with this clause;
- (ii) any period of part-time employment worked in accordance with this clause, or
- (iii) any period of leave or absence authorised by the employer or by the award.

(c) Eligibility

An employee, upon production to the employer of the documentation required by subclause (d) hereof shall be entitled to one or two periods of adoption leave, the total of which shall not exceed 52 weeks, in the following circumstances:

- (i) an unbroken period of up to three weeks at the time of the placement of the child;
- (ii) an unbroken period of up to 52 weeks from the time of the child's placement in order to be the primary care-giver of the child. This leave shall not extend beyond one year after the placement of the child and shall not be taken concurrently with adoption leave taken by the employee's spouse in relation to the same child. This entitlement of up to 52 weeks shall be reduced by:
 - (1) any period of leave taken pursuant to paragraph (i) hereof; and
 - (2) the aggregate of any periods of adoption leave taken or to be taken by the employee's spouse;

The employee must have had at least 12 months continuous service with that employer immediately preceding the date upon which he or she proceeds upon such leave in either case.

(d) Certification

Before taking adoption leave the employee must produce to the employer:

- (i) (1) A statement from an adoption agency or other appropriate body of the presumed date of placement of the child with the employee for adoption purposes; or
- (2) A statement from the appropriate government authority confirming that the employee is to have custody of the child pending application for an adoption order.

- (ii) In relation to any period to be taken under paragraph (c)(ii) hereof, a statutory declaration stating:
 - (1) the employee is seeking adoption leave to become the primary care-giver of the child;
 - (2) particulars of any period of adoption leave sought or taken by the employee's spouse; and
 - (3) for the period of adoption leave the employee will not engage in any conduct inconsistent with his or her contract of employment.
- (e) Notice Requirements
 - (i) Upon receiving notice of approval for adoption purposes, an employee shall notify the employer of such approval and within two months of such approval, shall further notify the employer of the period or periods of adoption leave the employee proposes to take. In the case of a relative adoption the employee shall notify as aforesaid upon deciding to take a child into custody pending an application for an adoption order.
 - (ii) An employee who commences employment with an employer after the date of approval for adoption purposes shall notify the employer thereof upon commencing employment and of the period or periods of adoption leave which the employee proposes to take. Provided that such employee shall not be entitled to adoption leave unless the employee has not less than 12 months continuous service with that employer immediately preceding the date upon which he or she proceeds upon such leave.
 - (iii) An employee shall, as soon as the employee is aware of the presumed date of placement of a child for adoption purposes but no later than 14 days before such placement, give notice in writing to the employer of such date, and of the date of the commencement of any period of leave to be taken under paragraph (c)(i) hereof.
 - (iv) An employee shall, ten weeks before the proposed date of commencing any leave to be taken under paragraph (c)(ii) hereof give notice in writing to the employer of the date of commencing leave and the period of leave to be taken.
 - (v) An employee shall not be in breach of this part as a consequence of failure to give the stipulated period of notice in accordance with paragraphs (iii) and (iv) hereof if such failure is occasioned by the requirement of an adoption agency to accept earlier or later placement of a child, the death of the spouse or other compelling circumstances.
- (f) Variation of Period of Adoption Leave
 - (i) Provided the maximum period of adoption leave does not exceed the period to which the employee is entitled under subclause (c) hereof:

- (1) the period of leave taken under paragraph (c)(ii) hereof may be lengthened once only by the employee giving not less than 14 days notice in writing stating the period by which the leave is to be lengthened;
 - (2) the period may be further lengthened by agreement between the employer and employee.
- (ii) The period of adoption leave taken under paragraph (c)(ii) hereof 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.
- (g) Cancellation of Adoption Leave
 - (i) Adoption leave, applied for but not commenced, shall be cancelled should the placement of the child not proceed.
 - (ii) Where the placement of a child for adoption purposes with an employee then on adoption leave does not proceed or continue, the employee shall notify the employer forthwith and the employer shall nominate a time not exceeding four weeks from receipt of notification for the employee's resumption of work.
- (h) Special Leave

The employer shall grant to any employee who is seeking to adopt a child, such unpaid leave not exceeding two days, as is required by the employee to attend any compulsory interviews or examinations as are necessary as part of the adoption procedure. Where paid leave is available to the employee the employer may require the employee to take such leave in lieu of special leave.
- (i) Adoption Leave and Other Entitlements
 - (i) Provided the aggregate of any leave, including leave taken under this part, does not exceed the period to which the employee is entitled under subclause (c) hereof, an employee may, in lieu of or in conjunction with adoption leave, take any annual leave or long service leave or any part thereof to which he or she is entitled.
 - (ii) Paid sick leave or other paid authorised award absences (excluding annual leave or long service leave), shall not be available to an employee during the employee's absence on adoption leave.
- (j) Effect of Adoption Leave on Employment

Subject to this part, notwithstanding any award or other provision to the contrary, absence on adoption 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 any relevant award or agreement.

(k) Termination of Employment

- (i) An employee on adoption leave may terminate the 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 the employee's application to adopt a child or absence on adoption leave, but otherwise the rights of an employer in relation to termination of employment are not hereby affected.

(l) Return to Work After Adoption Leave

- (i) An employee shall confirm the intention of returning to work by notice in writing to the employer given not less than four weeks prior to the expiration of the period of adoption leave provided by paragraph (c)(ii) hereof.
- (ii) An employee, upon returning to work after adoption leave, shall be entitled to the position held immediately before proceeding on such leave or in relation to an employee who has worked part-time under this clause the position held immediately before commencing such part-time work.

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

(m) Replacement Employees

- (i) A replacement employee is an employee specifically engaged as a result of an employee proceeding on adoption leave.
- (ii) Before an employer engages a replacement employee 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 rights under this part, 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) Nothing in this part shall be construed as requiring an employer to engage a replacement employee.

PART D - PART-TIME WORK

(a) Definitions

For the purposes of this part:

'Male employee' means an employed male who is caring for a child born of his spouse or a child placed with the employee for adoption purposes.

'Female employee' means an employed female who is pregnant or is caring for a child she has borne or a child who has been placed with her for adoption purposes.

'Spouse' includes a de facto spouse.

'Former position' means the position held by a female or male employee immediately before proceeding on leave or part-time employment under this part whichever first occurs or, if such position no longer exists but there are other positions available for which the employee is qualified and the duties of which he or she is capable of performing, a position as nearly comparable in status and pay to that of the position first mentioned in this definition.

'Continuous service' means service under an unbroken contract of employment and includes:

- (i) any period of leave taken in accordance with this clause;
- (ii) any period of part-time employment worked in accordance with this clause; or
- (iii) any period of leave or absence authorised by the employer or by the award.

(b) Entitlement

With the agreement of the employer:

- (i) A male employee may work part-time in one or more periods at any time from the date of birth of the child until its second birthday or, in relation to adoption, from the date of placement of the child until the second anniversary of the placement.
- (ii) A female employee may work part-time in one or more periods while she is pregnant where part-time employment is, because of the pregnancy, necessary or desirable.
- (iii) A female employee may work part-time in one or more periods at any time from the seventh week after the date of birth of the child until its second birthday.
- (iv) In relation to adoption a female employee may work part-time in one or more periods at any time from the date of the placement of the child until the second anniversary of that date.

(c) Return to Former Position

- (i) An employee who has had at least 12 months continuous service with an employer immediately before commencing part-time employment after the birth or placement of a child has, at the expiration of the period of such part-time employment or the first period, if there is more than one, the right to return to his or her former position.
- (ii) Nothing in paragraph (i) hereof shall prevent the employer from permitting the employee to return to his or her former position after a second or subsequent period of part-time employment.

(d) Effect of Part-time Employment on Continuous Service

Commencement on part-time work under this clause, and return from part-time work to full-time work under this clause, shall not break the continuity of service or employment.

(e) Pro Rata Entitlements

Subject to the provisions of this part and the matters agreed to in accordance with subclause (h) hereof, part-time employment shall be in accordance with the provisions of this award which shall apply pro rata.

(f) Transitional Arrangements - Annual Leave

- (i) An employee working part-time under this part shall be paid for and take any leave accrued in respect of a period of full-time employment, in such periods and manner as specified in the annual leave provisions of this award, as if the employee were working full-time in the class of work the employee was performing as a full-time employee immediately before commencing part-time work under this part.
- (ii) (1) A full-time employee shall be paid for and take any annual leave accrued in respect of a period of part-time employment under this part, in such periods and manner as specified in this award, as if the employee were working part-time in the class of work the employee was performing as a part-time employee immediately before resuming full-time work.
- (2) Provided that, by agreement between the employer and the employee, the period over which the leave is taken may be shortened to the extent necessary for the employee to receive pay at the employee's current full-time rate.

(g) Transitional Arrangements - Sick Leave

An employee working part-time under this part shall have sick leave entitlements which have accrued under this award (including any entitlements accrued in respect of previous full-time employment) converted into hours. When this entitlement is used,

whether as a part-time employee or as a full-time employee, it shall be debited for the ordinary hours that the employee would have worked during the period of absence.

(h) Part-time Work Agreement

(i) Before commencing a period of part-time employment under this part the employee and the employer shall agree:

- (1) that the employee may work part-time;
- (2) upon the hours to be worked by the employee, the days upon which they will be worked and commencing times for the work;
- (3) upon the classification applying to the work to be performed; and
- (4) upon the period of part-time employment.

(ii) The terms of this agreement may be varied by consent.

(iii) The terms of this agreement or any variation to it shall be reduced to writing and retained by the employer. A copy of the agreement and any variation to it shall be provided to the employee by the employer.

(iv) The terms of this agreement shall apply to the part-time employment.

(i) Termination of Employment

(i) The employment of a part-time employee under this clause, may be terminated in accordance with the provisions of this award but may not be terminated by the employer because the employee has exercised or proposes to exercise any rights arising under this clause or has enjoyed or proposes to enjoy any benefits arising under this clause.

(ii) Any termination entitlements payable to an employee whose employment is terminated while working part-time under this clause, or while working full-time after transferring from part-time work under this clause, shall be calculated by reference to the full-time rate of pay at the time of termination and by regarding all service as a full-time employee as qualifying for a termination entitlement based on the period of full-time employment and all service as a part-time employee on a pro rata basis.

(j) Extension of Hours of Work

An employer may request, but not require, an employee working part-time under this clause to work outside or in excess of the employee's ordinary hours of duty provided for in accordance with subclause (h).

(k) Nature of Part-time Work

The work to be performed part-time need not be the work performed by the employee in his or her former position but shall be work otherwise performed under this award.

(l) Inconsistent Award Provisions

An employee may work part-time under this clause notwithstanding any other provisions of this award which limits or restricts the circumstances in which part-time employment may be worked or the terms upon which it may be worked including provisions:

- (i) limiting the number of employees who may work part-time;
- (ii) establishing quotas as to the ratio of part-time to full-time employees;
- (iii) prescribing a minimum or maximum number of hours a part-time employee may work; or
- (iv) requiring consultation with, consent of or monitoring by a union;

and such provisions do not apply to part-time work under this clause.

(m) Replacement Employees

- (i) A replacement employee is an employee specifically engaged as a result of an employee working part-time under this part.
- (ii) A replacement employee may be employed part-time. Subject to this subclause, subclauses (e), (f), (g), (h), (i) and (l) of this part apply to the part-time employment of replacement employees.
- (iii) Before an employer engages a replacement employee under this subclause, the employer shall inform the person of the temporary nature of the employment and of the rights of the employee who is being replaced.
- (iv) Unbroken service as a replacement employee shall be treated as continuous service as provided for in subclause (a) Definitions, '**Continuous service**' of this Part.
- (v) Nothing in this part shall be construed as requiring an employer to engage a replacement employee.

23. PART-TIME EMPLOYEES

Part-time control room operators (as defined) and guards (as defined) may be employed for a minimum engagement of 3 hours per day.

Part-time employees other than control room operators (as defined) and guards (as defined) may be employed for a minimum of 4 hours per day or shift.

The minimum rate of pay that may be paid to part-time employees shall be one thirty-eighth of the weekly rate prescribed for full-time employees for each hour worked.

Part-time employees shall be entitled to receive on a pro rata basis annual leave, sick leave and public holidays.

24. PAYMENT OF WAGES

- (a) Wages shall be paid weekly or by agreement between the employer and the majority of the employees fortnightly wherever practicable in the employer's time.
- (b) Payment may be in cash, by cheque or by direct deposit to a nominated account at the discretion of the employer.
- (c) Waiting Time

An employer shall specify a time and place at which wages are to be paid. An employee kept waiting for his/her pay on payday beyond the time so specified shall be paid at overtime rates for the time he/she is kept waiting except where delay occurs for reasons beyond the employer's control.

25. PREFERENCE OF EMPLOYMENT

Unless otherwise agreed, employees shall be financial members of the Australian Liquor, Hospitality and Miscellaneous Workers Union, Tasmanian Branch and an accredited official of the union shall be allowed to interview employees on legitimate union business during meal breaks.

26. PROBATIONARY EMPLOYMENT

- (a) A permanent employee shall be initially employed for a probationary period of 4 weeks from the date of commencement.
- (b) Where a probationary employee has not previously been engaged in the security and watching industry as a casual employee the employment may be terminated by the giving of one hours notice during the first 2 weeks of the probationary employment, or by the payment or forfeiture of one hours payment in lieu of such notice.

- (c) An employee previously engaged in the security and watching industry as a casual employee may be terminated on one hours notice during the first week of the probationary employment, or by the payment or forfeiture of one hours payment in lieu of such notice.

27. PROTECTIVE CLOTHING AND TORCHES

Where an employee is required to work in rain, appropriate waterproof clothing shall be provided and maintained by the employer.

Where an employer requires a person to carry a torch it shall be supplied by the employer, or the employee shall be paid an allowance of 25 cents per day.

28. PUBLIC HOLIDAYS

- (a) An employee (excluding casuals) shall be allowed the following days as paid holidays:

New Year's Day, Australia Day, Hobart Regatta Day, Labour Day, Good Friday, Easter Monday, Anzac Day, Queen's Birthday, Show Day (as defined), Recreation Day (where Hobart Regatta Day is not observed), Christmas Day, Boxing Day.

- (b) Payment for the holidays mentioned in subclause (a) hereof 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/she had been at work.

PROVIDED that where an employee is absent from his/her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer the employee shall not be entitled to payment for such holiday. Provided however that any dispute in relation to this subclause shall be referred to the Tasmanian Industrial Commission.

- (c) An employee who is rostered off on any of the paid holidays mentioned in subclause (a) hereof shall be entitled to ordinary time for such shift.

- (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.

29. REST PERIOD AFTER OVERTIME

An employee required to work overtime shall not be required to commence ordinary duty until he/she has had a break of 10 hours without loss of pay.

Where a break of 10 hours is not practicable, payment shall be made at overtime rates until the employee ceases work.

30. SATURDAY, SUNDAY AND HOLIDAY WORK

- (a) Saturday - for all ordinary time of duty on a Saturday, payment shall be made at the rate of time and a half for the first 8 hours, double time for the next 3 hours and double time and a half thereafter.
- (b) Sunday - for all time of duty on a Sunday payment shall be made at the rate of double time for the first 11 hours and treble time thereafter.
- (c) Public holidays - for all time of duty on a public holiday as prescribed in Clause 28 - Public Holidays, payment shall be made at the rate of double time and a half for the first 11 hours and treble time thereafter.
- (d) In computing overtime payments prescribed in subclauses (b) and (c) hereof the divisor for calculating the hourly rate shall be 40 (38 from 10 August 1988).

31. SHIFT ALLOWANCES

- (a) For working shift work on any day, Monday to Friday (excluding public holidays) an employee shall be paid an allowance in addition to the rate prescribed in Clause 8 - Wage Rates as follows:
 - (i) early morning shift 15%
 - (ii) afternoon shift 15%
 - (iii) night shift 15%
 - (iv) permanent night shift 30%
- (b) (i) Full-time and part-time employees may be engaged to work split shifts in which case a loading of 5 percent shall apply in addition to the shift loadings prescribed in subclause (a) hereof.

PROVIDED that the minimum period of each start shall be 3 hours.
- (ii) No shift worked in 2 periods shall exceed a spread of 14 hours from the first commencement.

32. SHOP STEWARDS

- (a) An employee appointed shop steward at the establishment in which he/she is employed shall, upon notification thereof to his/her employer, be recognised as the accredited representative of the union. An accredited shop steward shall be allowed the necessary time during working hours to interview the employer or his/her representative on matters affecting the employees whom he/she represents.
- (b) Subject to the prior approval of the employer an accredited shop steward shall be allowed, at a place designated by the employer, a reasonable period of time during working hours to interview a duly accredited official of the union on legitimate union business.

33. SICK LEAVE

An employee who is absent from work on account of personal illness or injury shall be entitled to leave of absence without deduction of pay (excluding overtime) for a period of 76 hours per year.

An employee shall not be entitled to leave for any period in respect of which he/she is entitled to workers' compensation.

An employee as far as is practicable shall notify the employer 4 hours prior to the commencement of his/her rostered shift of the inability to attend for work and state the nature of the illness and the estimated duration of the absence.

An employee if notified by the employer of such requirement shall on the day before resuming work notify the employer of the intention to resume work.

Leave which has not been allowed as paid sick leave in any year shall accumulate from year to year and shall be allowed to an employee in a subsequent year, subject to the provisions herein prescribed without diminution of the sick leave prescribed for that year.

An employer shall not be required to make any payment in respect of sick leave to an employee who is discharged or leaves his/her employment or for any time an employee is absent from work without producing satisfactory evidence of personal illness.

34. STRUCTURAL EFFICIENCY

- (a) The parties to this award are committed to co-operating positively to increase the efficiency and productivity of the Security Industry and to enhance the opportunities and job security of employees.
- (b) At each enterprise a consultative mechanism appropriate to the size, structure and needs of the enterprise shall be established to consider efficiency measures. The consultative mechanism shall involve management and employees.

- (c) Efficiency measures which may seek to vary a provision of this award shall be referred firstly to the union and then the Tasmanian Industrial Commission.

35. SUPERANNUATION

(a) Definitions

'**ARF**' means the Australian Retirement Fund established by Trust Deed and Articles on 11 July 1986.

'**Approved Fund**' means a superannuation scheme which is established in accordance with the Operational Standards for Occupational Superannuation schemes and has received preliminary listing from the office of the Occupational Superannuation Commissioner - Interim Group.

'**Union**' means the Australian Liquor, Hospitality and Miscellaneous Workers Union, Tasmanian Branch.

'**Eligible employee**' means a full-time, part-time or casual employee employed by a Contract Security Employer and who has completed one calendar month's service with such employer.

'**Employer**' means a Contract Security Employer.

(b) Fund

(i) For the purpose of this award contributions made by Contract Security Employers in accordance with the provisions of subclause (c) - Contributions shall be paid to the Treasurer of ARF.

(ii) All Contract Security Employers bound by this award shall apply to become party to the ARF within one month of being bound to this award and shall become party to ARF upon the acceptance of the Trustees of that Scheme of an application to become a Participating Employer of ARF, duly signed and executed by that employer.

(iii) An employee shall become eligible to join ARF on the first day of the calendar month following commencement of employment.

(c) Contributions

(i) Contributions shall be paid by Contract Security Employers on the following basis:

(1) For full-time employees, a payment of **\$14.00** per week for each complete week employed.

(2) For casual and or part-time employees (as defined in the Security and Watching Services Award) a payment of **37 cents** per hour with a minimum

payment of **\$2.80** per week for each week in which one shift or more is worked. Provided that the maximum amount payable by an employer shall be **\$14.00** per week.

- (ii) Contributions will only be made in respect of eligible employees as defined provided that if a new employee was a member of ARF at his or her prior place of employment, no eligibility requirement shall apply.
- (iii) A pro rata deduction shall be made from the weekly contribution payable for an unauthorised absence of at least one day's duration.
- (iv) An employer, as defined, shall not be required to contribute during any periods of unpaid leave. Further an employer shall not be required to make additional contributions in respect of annual leave paid out on termination.
- (v) Contributions to the fund shall be made by the employer on at least a calendar monthly basis unless there are circumstances for which the employer cannot be held responsible.

(d) Exemptions

- (i) Contract Security Employers of employees who are covered by a Superannuation Award or Agreement made pursuant to the Industrial Relations Act 1984 or the Conciliation and Arbitration Act 1904 shall be exempted from the provisions of this award.
- (ii) The employers set out hereunder who, by agreement with the Union, provide Superannuation under an approved Company Fund to employees, and who elect not to join ARF shall be exempted from the provisions of subclause (b) Fund, of this clause:

Chubb Australia Ltd - Electronic Security Division
Wormald International (Aust) Pty Ltd

(e) Area and Incidence

This clause shall apply to the employment of employees performing duties within the jurisdiction of the Security and Watching Services Award where such employees are employed by an employer in order to fulfil a contract to supply security services.

(f) Duration

This clause shall operate from the beginning of the first full pay period commencing on or after 1 September 1988.

36. UNIFORMS

- (a) (i) An employee required to wear a uniform whilst on duty shall be provided with that uniform by the employer. The uniform shall remain the property of the employer.
- (ii) A new employee other than a casual employee will be required to purchase their first uniform issue (which will remain the property of the employee - except insignia) provided that the maximum cost to the employee shall not exceed **\$80.00**.

Payment for such first uniform shall be by the deduction from the employee's wages an amount agreed between the employer and employee.

- (b) Where an employee is expected to clean and maintain his/her own uniform he/she shall be paid an allowance of **15 cents** per shift.
- (c) Where the employer supplies the employee with waterproof clothing such clothing shall remain the property of the employer.



22 August 1996