

TASMANIAN INDUSTRIAL COMMISSION

Industrial Relations Act 1984

s.23 application for awards and variation of awards

National Union of Workers, Tasmanian Branch

(T.2419 of 1990)

(T.2730 of 1990)

(T.3554 of 1991)

Federated Clerks Union of Australia, Tasmanian Branch

(T.2515 of 1990)

Transport Workers' Union of Australia, Tasmanian Branch

(T.2604 of 1990)

WHOLESALE TRADES AWARD

and

National Union of Workers, Tasmanian Branch

(T.2731 of 1990)

ELECTRICAL ENGINEERS AWARD

PRESIDENT

Wholesale Trades Award - Scope and Classification Structure, and Minimum Rates Adjustments

Electrical Engineers Award - removal of Wholesale Sellers of Electrical Goods

- ORDER -

**No. 9 of 1991
(Consolidated)**

AMEND THE **WHOLESALE TRADES AWARD** BY DELETING ALL CLAUSES CONTAINED THEREIN AND INSERTING IN LIEU THEREOF THE FOLLOWING:

1. TITLE

This award shall be known as the "Wholesale Trades Award".

2. SCOPE

This award is established in respect of:

- (a) wholesale grocer and/or wholesale wine and spirit merchant;
- (b) wholesale tobacconist;
- (c) manufacturer of any one or more of the following articles -
condiments, coffee, baking powder, self-raising flour, soap powder,
soap, washing soda, blacking, sand-soap, candles.
- (d) manufacturers of grocers' sundries, millet brooms, and/or cereal
breakfast foods.
- (e) manufacturers of products containing dried fruits, pudding and cake
mixes, icing sugar, and other sugar based products;
- (f) wholesale seller of electrical goods; and
- (g) wholesalers not specifically subject to the jurisdiction of any
other award of the Tasmanian Industrial Commission.

3. ARRANGEMENT

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4. DATE OF OPERATION

This award shall come into operation from the beginning of the first full pay period to commence on or after 20 December 1991.

5. SUPERSESSON AND SAVINGS

This award incorporates and supersedes No. 2 of 1990 (Consolidated), No.3 and No. 4 of 1990, No. 1, No. 2, No. 3, No. 4, No. 5, No. 6, No. 7 and No. 8 of 1991.

PROVIDED FURTHER 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 following organisations of employees in respect of whom award interest has been determined:-
 - (i) the Federated Clerks' Union of Australia (Tasmanian Branch) and the officers of that organisation and their members who are engaged in the industry specified in Clause 2 - Scope; and
 - (ii) the National Union of Workers, Tasmanian Branch, and the officers of that organisation and their members who are engaged in the industry specified in Clause 2 - Scope;

- (iii) the Shop Distributive and Allied Employees' Association, Tasmanian Branch, and the officers of that organisation and their members who are engaged in the industry specified in Clause 2 - Scope; and
- (iv) the Transport Workers' Union of Australia, Tasmanian Branch, and the officers of that organisation and their members who are engaged 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 Metal Industries 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 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;
 - (iii) the Tasmanian Sawmillers Industrial Association and the officers of that organisation and their members who are engaged in the industry specified in Clause 2 - Scope;
 - (iv) 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; and
 - (v) the Tasmanian Confederation of Industries.

7. DEFINITIONS

For the purposes of Division A of Clause 8 - Wage Rates:

- (a) Classifications - other than Wholesale Seller of Electrical Goods

WAREHOUSE AND STOREWORKER - LEVEL 1

Relativity - on commencement	87.4%
after 3 months service	89.2%
after 12 months service	91.0%

Employees at this level perform duties to the level of their training for this level including appropriate certification.

1. Are responsible for the quality of their own work subject to routine supervision;
2. work under routine supervision either individually or in a team environment;
3. exercise discretion within their level of skills and training;
4. undertake duties in a safe and responsible manner.

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

sorting and packing of goods and materials in accordance with operative procedures and regulations;

preparation and receipt of appropriate documentation including liaison with suppliers and dispatchers;

allocating and retrieving goods from specific warehouse areas;

basic operation of V.D.U. or similar equipment;

licensed operation of all appropriate materials moving equipment;

periodic housekeeping and stock checks;

maintenance of relevant records;

use of non-licensed materials handling equipment;

licensed operation of appropriate materials handling equipment (Forklift Operation) up to a training period of 3 months.

PROMOTIONAL CRITERIA

Employees remain at this level until they are capable of effectively performing, through assessment or appropriate certification, the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

WAREHOUSE AND STOREWORKER - LEVEL 2

RELATIVITY - 92.4%

Employees at this level perform work above and beyond the skills of an employee at Level 1 and to the level of their training for this level including appropriate certification.

1. Work from complex instructions and procedures and exercises discretion within the limit of their skills;
2. co-ordinate work in a team environment or works individually under general supervision;
3. responsible for the quality of their own work.

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

Licensed operation of appropriate materials handling equipment (Forklift) having completed 3 months training;

use of measuring equipment and scales;

maintenance of relevant records;

operation of V.D.U. and similar equipment at a higher level than that of an employee at Level 1;

use of tools and equipment within the scope of basic non-trades maintenance.

PROMOTIONAL CRITERIA

Employees remain at this level until they are capable of effectively performing, through assessment or appropriate certification, the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

WAREHOUSE AND STOREWORKER - LEVEL 3

RELATIVITY - 96.9%

Employees at this level perform work above and beyond the skills of an employee at Level 2 and to their training for this level including appropriate certification.

1. May perform work requiring minimal supervision either individually or in a team environment;
2. responsible for checking quality of their own work;
3. exercise discretion within the scope of this level;
4. exercise keyboard skills at a higher level than Level 2;
5. demonstrate an advanced level of interpersonal and communication skills;
6. possess a sound knowledge of all warehousing/distribution duties performed at levels below this level.

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

operate all materials handling equipment under licence;

maintenance of relevant records;

development and refinement of a stores layout, including proper storage system, information input/retrieval etc;

detailing and co-ordinating the activities of other workers and responsible for the supervision and conduct of the work of up to 10 Warehouse and Stores Workers.

PROMOTIONAL CRITERIA

Employees remain at this level until they are capable of effectively performing, through assessment or appropriate certification, the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

WAREHOUSE AND STORE WORKER - LEVEL 4

RELATIVITY - 100.9%

Employees at this level perform work above and beyond an employee at Level 3 and to the level of their training for this level including completion of a certificate level or equivalent qualification according to the needs of the enterprise.

1. Implement quality control techniques and procedures;
2. understanding of and overall responsibility for a warehouse or a large section of a warehouse unit within an enterprise;
3. possess a highly developed level of inter-personal communication skills;
4. exercise keyboard skills at a higher level than Grade 3;
5. possess ability to supervise and provide direction and guidance to other employees including the ability to assist in the provision of on-the-job training and inductions;
6. exercise discretion within the scope of this grade.

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

Liaising with management, suppliers and customers with respect to stores/company's operation;

detailing and co-ordinating activities of other workers and responsible for the supervision and conduct of the work of more than 10 workers;

maintaining control registers including inventory control and being responsible for the preparation and reconciliation of regular reports on stock movement, dispatches, etc.;

evaluating the performance of other employees;

maintaining relevant records;

ensuring efficient service is provided by employees within their designated area of responsibility.

MANUFACTURING EMPLOYEE - LEVEL 1

RELATIVITY 78%

1. Undertaking up to 3 months of induction training which may include information on the enterprise, conditions of employment, introduction to supervisors and fellow workers, training and career path opportunities, plant layout, work allocation procedures, occupational health and safety, equal employment opportunity and quality control/assurance.
2. Perform duties of an essentially routine and manual nature to the level of their training associated with the relevant manufacturing process including labouring and cleaning duties.
3. Exercise minimal judgment.
4. Work under direct supervision in the following functions:-
 - house keeping duties;
 - maintaining simple records;
 - operating hand operated transport and lifting devices;
 - using selected hand tools;
 - undertaking structured training so as to enable them to work at the next level.

PROMOTIONAL CRITERIA

Employees remain at this level until they are capable of effectively performing, through assessment or appropriate certification, the tasks required of this function so as to enable them to progress to the next level.

MANUFACTURING EMPLOYEE - LEVEL 2

RELATIVITY 82%

An employee who has completed up to 3 months structured training so as to enable the employee to perform work within the scope of this level.

Employees at this level perform work above and beyond the skills of employees at Level 1 and to the level of this training:-

1. Work under direct and constant supervision and receives detailed instructions.
2. Responsible for the quality of their own work.
3. May work in a team environment.
4. Undertake duties in a safe and responsible manner.
5. Possess basic interpersonal, communication and numeracy skills.
6. Exercise discretion within their level of skill and training.
7. Understand basic quality control/assurance procedures.

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

maintains necessary records;

basic packaging operations either manually or with the assistance of power-operated machinery;

corrects minor feed problems;

manufacturing product and/or operating plant machinery that requires basic set-up skills;

uses hand trolleys and pallet trucks;

basic V.D.U. operation for enquiry purposes and data process control systems;

repetition work on automatic, semi-automatic or single purpose machines or equipment;

ability to measure accurately using gauges and meters;

use of tools related to duties.

PROMOTIONAL CRITERIA

Employees remain at this level until they are capable of effectively performing, through assessment or appropriate certification, the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

MANUFACTURING EMPLOYEE - LEVEL 3

RELATIVITY 87.4%

Employees at this level perform work above and beyond the skills of employees at Level 2 and to their level of training for this level including appropriate certification.

1. Work under routine supervision.
2. Responsible for the quality of their own work.
3. Possess sound interpersonal, communication and numeracy skills.
4. Exercise discretion within the level of their skill and training.

Indicative of the tasks an employee may perform at this level:-

operates machinery and equipment requiring the exercise of skills, knowledge and discretion beyond that of Level 2;

uses tools related to duties;

V.D.U. operation, keyboard skills;

basic inventory control within a manufacturing context;

non-trade engineering skills;

responsible for raw materials, product in process or finished goods sampling, selected recording, checking and release procedures;

incidental operation of mobile equipment including forklifts and overhead cranes and licensed operator of moving and/or handling equipment;

maintains records;

assists in the provision of on-the-job training in conjunction with supervisors training.

PROMOTIONAL CRITERIA

Employees remain at this level until they are capable of effectively performing, through assessment or appropriate certification, the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

MANUFACTURING EMPLOYEE - LEVEL 4

RELATIVITY 92.4%

Employees at this level perform work above and beyond the skills of employees at Level 3 to the level of their training for this level including appropriate certification.

1. Work under limited supervision.
2. Understand and are responsible for quality control standards.
3. possess an advanced level of interpersonal and communication skills.
4. Sound working knowledge of all manufacturing duties performed at levels below this level, exercise discretion with the scope of this level.

Indicative of the tasks an employee may perform at this level:-

fault finding skills;

basic quality checks on the work of others;

knowledge of the employer's operations as it relates to the production process;

enforcing good manufacturing practices and adhering to standard operational procedures, checking jobs on line, materials, product and workplace housekeeping;

computer operation at a higher level than Level 3;

maintains detailed records;

intermediate keyboard skills;

forklift and crane driving operations to a level higher than Level 3;

assists in the provisions of on-the-job training in conjunction with supervisor/training;

setting up complex machinery including setting, loading and operation.

PROMOTIONAL CRITERIA

Employees remain at this level until they are capable of effectively performing, through assessment or appropriate certification, the tasks required of this function so as to enable them to progress to the next level as a position becomes available.

MANUFACTURING EMPLOYEE - LEVEL 5

RELATIVITY 96.9%

Employees at this level perform work above and beyond the skills of employees at Level 4 and to their training for this level including appropriate certification.

1. Work without supervision or under minimal supervision.
2. Possess a substantial knowledge of the employer's operation.
3. Supervise work procedures for a specific manufacturing unit or associated function.
4. Highly developed level of interpersonal communication skills.
5. Able to work from complex instructions and procedures.
6. Provide direction and guidance to other employees and assist in the provision of on-the-job training, induction, safety and disciplinary procedures.
7. Exercise discretion within the scope of this grade.
8. Responsible for the quality of their own work.

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

liaising with management, supervisors and inter-related departments with respect to manufacturing operations;

attending regular production meetings;

detailing and co-ordinating the work of other employees;

maintaining control of information related to raw materials, product-in-process, packaging materials, finished product, packed stock;

furnishing regular reports as directed;

operates, sets up and adjusts all production machinery in a plant including production process welding to the extent of their training;

intermediate keyboard skills;

performs maintenance work below the trade level;

maintains all necessary records;

supervises, performs and implements quality control functions.

(b) General

'Maker's capacity' shall mean the capacity attributed to the vehicle by the manufacturer as a maximum gross rating less the vehicle's tare, except in cases where on any day the maximum weight on any load exceeds such capacity by one third or more thereof, in which cases such maximum load shall, for the purposes of assessing wages to be paid for that day, be deemed to be the maker's capacity.

'Section manager and/or buyer/orderer' means an employee in charge of a section or an employee who buys or supervises the buying or selection of stock, and who is also responsible for the keeping of stock of the section and who is actually employed in that section and in direct contact with the customers, notwithstanding that he may be under the order of a superior who does not devote the whole of his time to the management of the section.

'Senior salesman' or 'senior saleswoman' means, in the case of a male employee, the adult salesman who is second-in-charge of a department controlled by a departmental manager, manager or owner; and, in the case of a female employee, the adult saleswoman who is second-in-charge of a department controlled by a departmental manageress or manager/owner. An employee shall be classed as second-in-charge only if so appointed by the employer or his representative.

'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.

'Storeman' means a person performing any or all of a combination of the following functions with regard to goods whether partly or wholly manufactured and materials; accepting delivery; unpacking goods from any container or any means of conveyance used for transporting goods within or from a store; sorting or checking goods received for quantity, type or size; distributing goods to containers or compartments or to other locations; holding goods in containers or compartments or at other locations; establishing or maintaining up-to-date records of the goods in store; assembling or collecting goods in store to satisfy orders, requisitions or schedules; checking goods before despatch for quantity, type or size; making and marking containers for the despatch of goods; packing goods as and where appropriate (not being the repetitive packing and by a process worker or a labourer in a standard container or containers in which goods are ordinarily sold); packing goods into or placing goods on to any means of conveyance used for transporting goods from or within a store; issuing goods to purchasers or other persons authorised to receive them; and any other clerical work incidental to any of the functions described. Provided that 'storeman and/or packer' shall not include:

- (i) an employee who in the course of manufacture merely encloses goods in the uniform container or containers in which such goods are ordinarily sold by the manufacturer or packer,
- (ii) a foreman or other person in charge in such store or place who does not ordinarily work manually therein as a storeman or packer.

'Trainee Clerk' means a person employed by the employer under the terms of the Australian Traineeship System and any agreements attached thereto.

'Training Agreement' shall mean an agreement registered under the provisions of the Industrial and Commercial Training Act 1985.

For the purposes of Division B of Clause 8 - Wage Rates:

'Commercial traveller' shall mean a person over the age of 21 years employed outside the employer's place of business in the process, trade, business or occupation of -

- (a) soliciting orders for articles, goods, wares, merchandise, or materials:
 - (i) wholesale in quantity for resale;
 - (ii) to be used by the purchaser or by persons in the manufacture, production, preparation, or distribution of commodities for sale;
- (b) soliciting orders for articles, goods, wares, merchandise or materials to be used by the purchaser or by the person from whom the order was solicited in his or their business, trade, or occupation or (in the case of a public or semi-public body) for the purpose of its undertaking.
- (c) buying outside the employer's place of business for some person, firm, or company engaged in wholesale business for resale in any form.

'Country traveller' shall mean a commercial traveller who spends at least 2 week nights in any one week away from his normal place of residence or home town, but it shall be a condition of this award that an employer of a country traveller shall at all times retain the right to instruct such traveller to remain away from his normal place of residence or home town until Friday and that a country traveller shall comply with any instructions received from his employer regarding this matter.

'Probationary traveller' shall mean a commercial traveller with less than 12 months' experience with one or more employers.

'Town or local traveller' shall mean a commercial traveller who ordinarily returns each day to his home town or headquarters.

8. WAGE RATES

DIVISION A - ALL EMPLOYEES OTHER THAN COMMERCIAL TRAVELLERS

1. WHOLESALE ESTABLISHMENTS - OTHER THAN WHOLESALE SELLER OF ELECTRICAL GOODS

(a) Wages - Stores and Warehousing Stream

Adult employees shall be paid not less than the rate of wages set out below for the pay level assigned to their classification.

AMOUNT PER WEEK

	Base Rate	Supplementary Payment	Total Amount per week
	\$	\$	\$
LEVEL 1			
On commencement	319.20	37.00	356.20
After 2 months service	325.70	34.00	359.70
After 12 months service	332.30	31.60	363.90
LEVEL 2	337.40	30.90	368.30
LEVEL 3	353.90	25.70	379.60
LEVEL 4	368.50	19.50	388.00

PROVIDED that for the purpose of determining the placement of an employee in Level 1, service shall be deemed to be adult experience only.

(b) Junior Employees - Stores and Warehousing Stream

The minimum rates of wages to be paid to a junior engaged under the Stores and Warehousing Stream shall be the undermentioned percentages of the total rate for an Adult, Store and Warehousing Stream Level 1, on commencement, paragraph (a) of this subclause.

	Percentage	Amount per Week
		\$
Under 16 years of age	55	195.90
16 years of age	65	231.50
17 years of age	78.5	279.60
18 years of age	93	331.30
19 years of age	100	356.20

(c) Wages - Manufacturing and Packing Stream

An adult employee shall be paid not less than the rate of wages for the pay level assigned to their classification.

AMOUNT PER WEEK

	Base Rate	Supplementary Payment	Total Amount per week
	\$	\$	\$
LEVEL 1	284.80	40.60	325.40
LEVEL 2	299.50	39.70	339.20
LEVEL 3	319.20	38.40	357.60
LEVEL 4	337.40	30.60	368.00
LEVEL 5	353.90	23.60	377.50

(d) Junior Employees - Manufacturing and Packing Stream

The minimum rates of wages per week that shall be paid to a junior engaged under the Manufacturing and Packing Stream shall be the undermentioned percentages of the total rate for an Adult, Manufacturing and Packing Stream LEVEL 2 of paragraph (c) of this subclause.

	Percentage	Amount per Week \$
Under 16 years of age	55	186.60
16 years of age	65	220.50
17 years of age	78.5	266.30
18 years of age	93	315.50
19 years of age	100	339.20
20 years of age	100	339.20

(e) Absorption of Minimum Rate Adjustment

PROVIDED that the increases in rates of wages in subclause 1 of this clause are subject to absorption into any overaward payments in existence as of the first full pay period to commence on or after 20 December 1991.

For the purpose of this clause "overaward payment" means the amount an employee receives in excess of the award wage which applied immediately prior to 20 December 1991 for the classification in which the employee is engaged. Provided that such payment shall exclude overtime, shift allowances, penalty rates, disability allowances and fares and travelling time allowances and any other ancillary payment of a like nature prescribed by this award.

2. WHOLESALE SELLER OF ELECTRICAL GOODS

- (a) Adult employees employed by a wholesale seller of electrical goods shall be paid not less than the rates of wages set out below, for the pay level assigned to their classifications, **PROVIDED** that such rates shall be immediately superseded by the rates of wages appearing in paragraph (b) of this subclause.

PROVIDED FURTHER that the rates of wages appearing in paragraph (b) shall be superseded by the rates of wages appearing in paragraph (c) as of the first full pay period to commence on or after 20 January 1992.

Wage Group	Amount per Week
	\$
LEVEL 1	290.30
LEVEL 2	329.90
LEVEL 3A	355.20
LEVEL 3B	384.50
LEVEL 4	400.50
LEVEL 5	425.50

PROVIDED that the increases arising from the broadbanding of classifications and rates of wages shall be subject to absorption into any overaward payments in existence as of the first full pay period to commence on or after 20 December 1991.

- (b) The following rates of wages shall operate from the beginning of the first full pay period to commence on or after 20 December 1991.

Wage Group	Amount per Week \$
LEVEL 1	302.80
LEVEL 2	342.40
LEVEL 3A	367.70
LEVEL 3B	397.00
LEVEL 4	413.00
LEVEL 5	440.50

- (c) The following rates of wages shall operate from the beginning of the first full pay period to commence on or after 20 January 1992.

Wage Group	Amount per Week \$
LEVEL 1	310.40
LEVEL 2	351.00
LEVEL 3A	376.90
LEVEL 3B	406.90
LEVEL 4	423.50
LEVEL 5	451.50

(d) Juniors

The minimum rates of wages to be paid to a junior shall be the undermentioned percentages of the total rate for an Adult Level 2 from the first full pay period to commence on or after 20 December 1991.

	Percentage	Amount per Week \$
Under 17 years of age	54	184.90
17 to 18 years of age	59	202.00
18 to 19 years of age	73	249.90
19 to 20 years of age	86	294.50
20 to 21 years of age	90	308.20

PROVIDED that the undermentioned percentages shall apply as of the first full pay period to commence on or after 20 January 1992.

	Percentage	Amount per Week \$
Under 17 years of age	54	189.50
17 to 18 years of age	59	207.10
18 to 19 years of age	73	256.20
19 to 20 years of age	86	301.90
20 to 21 years of age	90	315.90

(e) Leading Hands

In addition to the rates prescribed in this subclause, the following amounts shall be paid to leading hands employed by wholesale sellers of electrical goods from the first full pay period to commence on or after 20 December 1991.

	Amount per Week \$
(i) If in charge of less than 3 employees	4.10
(ii) If in charge of 3 to 10 employees	8.10
(iii) If in charge of 10 to 20 employees	13.00
(iv) If in charge of 21 or more employees	19.30

(f) Transitional Arrangements

For the purpose of subclause 2. of this clause employees shall be translated into the new classification structure subject to the following:

(i) Classification Structures

The old classification structure forms Appendix A to this Award and corresponding definitions are set out in Clause 7 - Definitions of the Award.

The new classification structure forms Appendix B to this Award.

(ii) Duration

The process of translating employees from the old to the new classification structure shall commence from the beginning of the first full pay period to commence on or after 20 December 1991 and shall be completed by 20 June 1992. Concurrent with the translation of employees, the parties to the Award shall test the appropriateness of the new classification structure.

(iii) Commitments

- (1) Consistent with the proposed new classification structure employees shall undertake a wider range of duties including tasks that are incidental or peripheral to their main task or function.
- (2) The parties to the Award shall participate in the testing and translation process without disruption and without creating false expectations.
- (3) Any dispute or disagreement shall be dealt with in accordance with Clause 28 - Settlement of Disputes.

(iv) Translation

For the purpose of determining an employee's level as set out in the table below, the following translation schedule shall apply:

<u>Existing Classification</u>	<u>Pay Level</u>
(a) Shop Assistant and Salesman	
(i) First Year Adult Experience	1
(ii) Second Year Adult Experience	2
(iii) Third Year Adult Experience	3A
(b) Senior Salesman	3A
(c) Branch Manager and/or Buyer/Orderer	5
(d) Section Manager and/or Buyer/Orderer	
(i) Of a section where 5 or more employees (including the section manager and/or buyer/orderer) are employed	4
(ii) Of a section where 3 or 4 employees (including the section manager and/or buyer/orderer) are employed	3B
(iii) Of a section where 2 employees (including the section manager and/or buyer/orderer) are employed	3B
(e) Country Salesman	N/A
(f) Outside Salesman (Town or Suburban)	N/A
(g) Probationary Traveller	N/A
(h) Storeman Grade I	2
(i) Storeman Grade II	2
(j) Cleaner	1
(k) Driver of a motor vehicle having maker's capacity of:	
- 1.2 tonnes or less	N/A
- over 1.2 tonnes but not over 3 tonnes	N/A
- over 3 tonnes	N/A

3. MINIMUM WAGE

- (a) Notwithstanding the provisions of subclauses 1 and 2 hereof, no adult employee shall be paid less than the rate of \$254.50 per week.
- (b) **PROVIDED** that payments for overtime, special rates, weekend penalties and holiday work 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 the work in ordinary hours the same rate shall be applicable to the calculation of overtime and all other penalty rates, payment during sick leave and annual leave, and for all other purposes of this award.

4. CLERKS

(a) Adult Wages

Except as prescribed in subparagraph (ii) of paragraph (b) hereof, adult employees of a classification hereunder mentioned shall be paid the amount assigned opposite that classification.

	Amount per Week \$
(i) 1st year's adult experience	310.10
2nd year's adult experience	331.70
3rd year's adult experience & thereafter	359.90
(ii) An accountant or chief clerk wholly responsible for the office work and who prepares the balance sheet and profit and loss account	478.90
(iii) A clerk who is in charge of and responsible for the work of:	
(a) 5 or more employees	425.70
(b) 3 or more employees	409.20
(c) 2 employees	401.10

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

(b) Junior Wages

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	Amount per Week \$
(i) Under 16 years of age	40	132.70
16 to 17 years of age	45	149.30
17 to 18 years of age	55	182.40
18 to 19 years of age	70	232.20
19 to 20 years of age	80	265.40
20 to 21 years of age	90	298.50

(ii) 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 awards of the Tasmanian Industrial Commission relating to private industry employees, experience obtained after reaching the age of 18 years shall be counted as adult experience.

(iii) Additional Payments

In addition to the weekly rates prescribed herein the following additional amounts per week shall be paid to stenographers, audio-typists, tele-typists, accounting machine, computer, data processing, tabulating machine, card punch and verifier operators.

	Amount \$
Under 16 year 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	1.90
20 to 21 years of age	2.10
21 years of age and over	2.70

(iv) Trainee Clerk (as defined)

The minimum weekly wages that are payable to a trainee clerk (as defined) shall be determined by the following method of calculation:

By taking the appropriate wage rate for a junior clerk as prescribed in subparagraph (i) then multiplying it by 39 and dividing it by 52 (39 being the actual number of weeks on the job).

PROVIDED that the wage determined by this calculation shall in no case be less than the minimum rate (as varied from time to time) prescribed by the Australian Traineeship System Guidelines.

PROVIDED FURTHER that the Trainee Clerk (as defined) wage rate shall be calculated in multiples of 10 cents with any result of 5 cents or more being taken to the next 10 cents.

5. CARTERS AND DRIVERS - OTHER THAN WHOLESALE SELLERS OF ELECTRICAL GOODS

(a) Adult Wages

The wage rates and loadings set out in this subclause shall be the minimum rates payable to adult employees herein named:

Amount per Week
\$

Employee driving motor vehicle having
maker's capacity of:

1.2 tonnes or less	355.20
Over 1.2 tonnes but not over 3 tonnes	359.20
Over 3 tonnes but under 6 tonnes	364.00
6 tonnes and over but under 7 tonnes	364.70
7 tonnes and over but under 8 tonnes	365.60
8 tonnes and over but under 9 tonnes	366.30
9 tonnes and over but under 10 tonnes	367.20
10 tonnes and over	368.10
Motor driver's assistant and yardman	339.50

Amount per Week
\$

Further additional amount for
employee driver collecting money per week

For any amount handled up to \$20	0.60
Over \$20 but not exceeding \$200	1.10
Over \$200 but not exceeding \$600	2.30
Over \$600 but not exceeding \$1000	3.30
Over \$1000	4.30

(b) Junior Wages

The minimum rates of wages that may be paid to junior employees shall be the undermentioned percentages of the appropriate adult rate:

	%
Under 19 years of age	70
19 and under 20 years of age	80
20 years of age and over	adult rate

6. CARTERS AND DRIVERS - WHOLESALE SELLER OF ELECTRICAL GOODS

(a) Adult Wages

The wage rates set out in this clause shall be the minimum rates payable to employees herein named employed in the following classifications by wholesale sellers of electrical goods.

Amount per Week
\$

Employee driving motor vehicle having
maker's capacity of

1.2 tonnes or less	346.90
Over 1.2 tonnes but not over 3 tonnes	359.40
Over 3 tonnes	364.40

PROVIDED that the rates set out above shall be superseded by the following rates of wages as of the first full pay period to commence on or after 20 January 1992.

Amount per Week
\$

Employee driving motor vehicle having maker's capacity of

1.2 tonnes or less	355.60
Over 1.2 tonnes but not over 3 tonnes	359.40
Over 3 tonnes	364.40

(b) Junior Wages

Junior workers who are employed as drivers of motor vehicles by wholesale sellers of electrical goods shall be paid the following percentages of the wage payable to an adult for the class of work performed.

	%
Under 19 years of age	70
19 and under 20 years of age	80
20 and under 21 years of age	90
21 years of age	Adult rate

DIVISION B - COMMERCIAL TRAVELLERS

1. WHOLESALE ESTABLISHMENTS

(a) Wages

The minimum rates of wages that may be paid to employees shall be the undermentioned:

	Amount per Week \$
(i) Country Traveller	418.70
(ii) Town or Local Traveller	384.30
(iii) Probationary Traveller	349.90

2. WHOLESALE SELLER OF ELECTRICAL GOODS

(a) Wages

From the first pay period to commence on or after 20 December 1991, Commercial Travellers engaged by Wholesale Sellers of Electrical Goods shall be paid the minimum rates of wages set out below:

	Amount per Week \$
(i) Country Salesman (irrespective of the number of hours worked)	408.50
(ii) Outside salesman (town and suburban)	374.90
(iii) Probationary Traveller (as defined)	341.40

PROVIDED that this subclause (i.e. 2. Wholesale Sellers of Electrical Goods, Wages (a)) shall cease to have effect from the beginning of the first full pay period to commence on or after 20 January 1992.

CONDITIONS FOR EMPLOYEES IN DIVISION A
- ALL EMPLOYEES OTHER THAN COMMERCIAL TRAVELLERS

9. ANNUAL LEAVE

(a) Period of Leave

A period of one hundred and fifty two hours paid annual leave shall be allowed annually after 12 months continuous service (less the period of annual leave) to an employee in any one or more of the occupations to which this award applies.

(b) Annual Leave Exclusive of Public Holidays

Subject to this subclause, the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed by Clause 14 (Holidays with Pay), and if any such holiday falls within an employee's period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, there shall be added to that period one day for each such holiday falling as aforesaid.

Where a holiday falls as aforesaid and the employee fails, without reasonable cause (proof whereof shall be upon him), to attend for work at his ordinary starting time on the working day immediately following the last day of the period of his annual leave, he shall not be entitled to be paid for such holiday.

(c) Calculation of Continuous Service

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

- (i) Any interruption or determination of the employment by the employer if such interruption or determination has been made merely with the intention of avoiding obligations hereunder in respect of leave of absence;
- (ii) Any absence from work on account of personal sickness or accident, and in calculating the period of 12 months' continuous service, absence on account of personal sickness or accident to the extent of 91 days in any 12 months shall be deemed to be part of the period of continuous service;
- (iii) Any absence with reasonable cause, proof whereof shall be upon the employee, or leave lawfully granted by the employer, but such absence shall not be taken into account in calculating the period of 12 months' continuous service.

(d) Proportionate Leave on Termination of Service

If after one month's continuous service in any qualifying 12 monthly period an employee lawfully leaves his employment or his employment is terminated by the employer through no fault of the employee, he shall be paid at his ordinary rate of wage as follows:

12.67 hours for each completed month of service.

(e) Payment in Lieu Prohibited

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

(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, other than casual employees, and part-time employees engaged to work less than 20 hours per week shall be paid an amount equivalent to the minimum wage as prescribed in subclause 3, Division A of Clause 8.

(g) Successor or Assignee

Where the employer is a successor or assignee or transmittee of a business, if the employee was in the employment of the employer's predecessor at the time when he became such successor or assignee or transmittee, the employee in respect of the period during which he was in the service of the predecessor shall, for the purposes of this clause, be deemed to be in the service of the employer.

(h) Time of Taking Leave

Annual leave shall be given at a time fixed by the employer within a period not exceeding 6 months from the date when the right to annual leave accrued. Where practicable, and unless otherwise mutually arranged between the employer and the employee, at least 2 weeks' notice shall be given to the employee that his annual leave is to be taken.

(i) Broken Leave

Leave allowed under the provisions of subclause (a) shall be granted and taken in one consecutive period, or where the employer and employee agree, in any combination.

(j) Disputes

Any dispute arising out of this clause shall be determined by the Secretary for Labour, whose decision shall be final.

10. CAR ALLOWANCE

All vehicles shall be provided and maintained by the employer, except where a salesman by arrangement with his employer provides his own car, he shall be paid in addition to the weekly rate prescribed in subclause 2, Division B of Clause 8, the following minimum allowance:

(a) Outside Salesman -

- (i) For motor cars under 10.4 kW an overhead cost allowance of \$12.50 per week plus a weekly amount calculated at the rate of 0.99 cents per kilometre for the actual distance travelled by his car each week, in connection with his employment including that travelled to and from his place of residence for this purpose.
- (ii) For motor cars 10.4 kW to 18.6 kW inclusive an overhead cost allowance of \$14.70 per week, plus a weekly amount calculated at the rate of 1.28 cents per kilometre for the actual distance travelled by his car each week in connection with his employment including that travelled to and from his place of residence for this purpose.
- (iii) For motor cars over 18.6 kW an overhead cost allowance of \$14.70 per week, plus a weekly amount calculated at the rate of 1.70 cents per kilometre for the actual distance travelled by his car each week in connection with his employment including that travelled to and from his residence for this purpose.

(b) Country Salesman -

An overhead cost allowance of \$21.80 per week, plus a weekly amount calculated at the rate of 1.28 cents per kilometre for cars up to and including 18.6 kW or 1.45 cents per kilometre for cars over 18.6 kW for the actual distance travelled by his car each week in connection with his employment including that travelled to and from his residence for this purpose.

11. CASUAL EMPLOYEES

A casual employee (i.e. an employee engaged by the hour, whose services may be dispensed with or who may leave at any time without notice) shall be paid per hour one thirty-eighth of the weekly rates prescribed for the work which he or she performs. In addition thereto a casual employee shall receive a loading of 20 per cent in respect of each hour paid; such additional amount to be payment in lieu of annual leave sick leave and public holidays.

12. 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 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.

13. CONTRACT OF EMPLOYMENT

- (a) Except in the case of casual and part-time employees, all employment shall be by the week. Termination in the case of weekly and part-time employees may be affected by either side on the giving of one week's notice, or payment or forfeiture of a week's pay as the case may be.

PROVIDED that this shall not effect the right of an employer to terminate an employee without notice in the case of misconduct and in such cases, wages shall be paid up to the time of dismissal only.

- (b) An employer may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training consistent with the classification structure of this Award provided that such duties are not designed to promote de-skilling.
- (c) An employer may direct an employee to carry out such duties and use such tools and equipment as may be required provided that the employee has been properly trained in the use of such tools and equipment.
- (d) Any direction issued by an employer pursuant to subclause (b) and (c) hereof shall be consistent with the employer's responsibilities to provide a safe and healthy working environment.

14. ESTIMATING SERVICE

In estimating the number of years service of an employee, mentioned in this award, the total time in the service of every employer engaged in the trade or trades covered by this award shall be taken into account to ascertain the minimum wage rate which shall be paid.

Provided that in respect to clerks, the total clerical experience in the service of every employer in the trades or groups of trades in respect of awards of the Tasmanian Industrial Commission relating to private industry employees shall be taken into account.

15. HOLIDAYS WITH PAY

- (a) All employees (other than casuals and part-time employees engaged to work less than 20 hours per week) 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 in Clause 7), Recreation Day (where Hobart Regatta Day is not observed), Christmas Day and Boxing Day.
- (b) Payment for the holidays mentioned in subclause (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 subclause (a) shall be at the rates prescribed elsewhere in this award.

16. HOURS

- (a) The ordinary hours of work shall be an average of 38 per week to be worked on one of the following bases:
 - (i) 38 hours within a period not exceeding seven consecutive days, or
 - (ii) 76 hours within a period not exceeding fourteen consecutive days, or
 - (iii) 114 hours within a period not exceeding twenty-one consecutive days, or
 - (iv) 152 hours within a period not exceeding twenty-eight consecutive days.
- (b) The ordinary hours of work prescribed herein may be worked on any or all days of the week Monday to Friday, between 6.00 a.m. and 6.30 p.m. Subject to the constraints specified in subclause (a) herein, up to 8 1/2 hours (exclusive of meal breaks) may be worked on any one day without incurring overtime.
- (c) Where possible, the employer shall implement a system embracing the concept of "rostered leisure days" (R.L.D.s) or half rostered leisure days. The option of working 7 hours 36 minutes per day Monday to Friday will only be utilised where the demands of the business and availability of staff preclude any other reasonable alternative.
- (d) In circumstances whereby a system of R.L.D.'s applies, an employer, with the agreement of the majority of employees concerned, may in an emergency situation, substitute the day an employee is to take off for another day. An individual employee, with the agreement of the employer, may substitute the day he is to take off for another day. The agreement of the employee and employer, as the case may be, shall not be unreasonably withheld.
- (e) By agreement between the employee and the employer, employees may accrue up to a maximum of 13 R.L.D.'s, which shall be taken at a mutually agreed time.

17. 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 subclauses (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 subclauses (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, by 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 subclauses (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 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 (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 subclauses (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 subclause (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 subclause, 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 subclause 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.

18. MEAL HOURS AND TEA MONEY

- (a) Not less than 30 minutes nor more than one hour shall be allowed for each meal. The employer shall notify the employee in advance of the time fixed for the meal and the time once fixed shall not be altered unless and until one week's notice of such alteration shall have been given by the employer to the employee concerned.
- (b) The interval for an evening meal shall, unless otherwise agreed, immediately succeed the usual weekday finishing time.

- (c) All work done during the meal interval and continuously thereafter until time for a meal is allowed shall be paid for at double rates.
- (d) Employees required to work overtime for more than 2 hours after the usual weekday finishing time or after 7.30 p.m. (whichever occurs first) shall be paid a meal allowance of \$5.00 unless they have been notified the day before of the intention to work overtime beyond the said finishing time. Employees who are so notified but who are not required to work such overtime shall be paid the meal allowance of \$5.00.

19. OVERTIME

For all time of duty outside the ordinary hours or before the time fixed for commencing work, or after the time fixed for ceasing work, payment shall be made at the rate of time and a half for the first 2 hours and double time thereafter. Where requested by an employee and agreed to by the employer, time off in lieu of payment for overtime may be taken. Time off shall be calculated by multiplying the hours worked by the appropriate overtime rate.

A junior employee under the age of 18 years shall not be required to work overtime unless he or she so desires.

For the purpose of determining the appropriate hourly rate for overtime purposes, the appropriate weekly rate shall be divided by thirty eight.

20. PART-TIME EMPLOYEES

- (a) Part-time employees engaged to work 20 or more hours per week shall be entitled to the annual leave, holidays and sick leave as prescribed in Clauses 9 (Annual Leave), 15 (Holidays with Pay) and 30 (Sick Leave), provided that payment therefor shall be made at the rate normally paid to such employees for a similar period of time worked.

The wage rates payable per hour shall be one thirty-eighth of the relevant rate above set out.

- (b) Part-time employees engaged to work less than 20 hours per week shall be paid per hour one thirty-eighth of the weekly rates prescribed for the work he or she performs.

In addition thereto such employees shall receive 20 per cent of the ordinary hourly rate in respect of each hour for which he or she is paid; such additional amount to be payment in lieu of annual leave, sick leave and public holidays.

21. PAYMENT OF WAGES

- (a) Wages shall be paid weekly, not later than Thursday in each week. Provided that where agreement is reached between an employer and a majority of employees wages may be paid fortnightly on the basis of one week's wages in arrears and one week's wages in advance.
- (b) On the completion of the first full pay period and when any change is made in the weekly rate, the employee shall be notified in writing of the amount of wages to which he is entitled, the amount of deduction made therefrom, and the net amount being paid to him, provided also that such notification shall be given not less than once in each year of service.
- (c) At the discretion of the employer, wages may continue to be paid by the current method or by direct transfer into an employee's bank (or other recognised financial institution) account.
- (d) Where an employer elects to pay employees by direct transfer the employer shall pay to employees, in addition to any other entitlements, an amount to cover government fees and charges for one deposit and one withdrawal per pay. Provided that this payment shall only be made where payment by direct transfer is introduced subsequent to 1 December 1988.
- (e) An employer shall give employees at least three months notice of the introduction of payment by direct transfer.

22. PENALTY PROVISIONS

The penalty rates prescribed in Clauses 19 (Overtime) and 26 (Saturday, Sunday and Holiday Work) are applicable to part-time and casual employees. In the case of casual and part-time employees who are in receipt of a 20% loading, such loading shall be paid for all hours worked including overtime. Provided the penalty additions prescribed in Clauses 20 (Part Time Employees) and 26 shall be calculated on the ordinary time rate excluding this loading.

23. RATIO OF JUNIORS TO ADULT EMPLOYEES

- (a) Except as prescribed in subclause (b) hereof the maximum number of juniors to be employed shall not exceed the ratio of 2 juniors to every one adult.
- (b) For employees classified in paragraph (a), subclause 1, Division A of Clause 8 (Wage Rates), an employer shall not employ juniors in a proportion to adults exceeding one junior to every 3 or fraction of 3 adults.

24. REST PERIOD

An employee shall be allowed a 10 minute paid rest period during the day. Such rest period shall be taken as opportunity offers and if necessary on a staggered basis with the view of increasing productivity. Provided that no employee shall be required to work for more than five hours without a break.

25. RIGHT OF ENTRY OF UNION OFFICIALS

- (a) For the purpose of interviewing employees on legitimate union business, an officer of an organisation of employees, accredited as hereinafter provided, may enter the employer's premises during regular meal or crib-time of employees on each day of the week on the following conditions:
- (i) that he produces his authority to the gatekeeper or such other person as may be appointed by the employer for that purpose;
 - (ii) that he interviews employees only at recognised places where they are taking their meal or crib;
 - (iii) that not more than one representative of each of not more than 3 unions be on the premises at any one time;
 - (iv) that no one representative visit the premises more than once in each week; and
 - (v) that if the employer alleges that a representative is unduly interfering with his work or is offensive in his methods, or is creating dissatisfaction amongst his employees, or is committing a breach of the previous conditions, the employer may refuse the right of entry, but the representative shall have the right to bring such refusal before the Secretary for Labour.
- (b) An officer shall be a duly accredited representative of an organisation if he be the holder for the time being of a certificate which has not been cancelled or revoked, signed by the secretary and bearing the seal of the organisation and bearing the signature of the holder. The certificate shall be in the following form or in a form not materially different therefrom:

(Name of Organisation)

This is to certify that
whose signature appears hereunder, is a duly accredited representative of
the abovenamed organisation for the purpose of the Wholesale Trades
Award.

(Seal)

.....
Secretary

.....
Signature of Holder of Certificate

(This certificate is strictly not
transferable)

26. SATURDAY, SUNDAY AND HOLIDAY WORK

(a) Saturday Work

For all time worked on a Saturday, payment shall be made as follows-

- (1) Where the employer's business premises are regularly open for normal business and require manning on Saturday, payment shall be made at the rate of double time with a minimum payment as for 3 hours worked.
- (2) Where the employer's business premises are not open for normal business, payment shall be made at the rate of one and one half times the ordinary rate for the first 2 hours and double time thereafter.

(b) Sunday Work

For all time of duty on a Sunday payment shall be made at the rate of double time with a minimum payment as for 4 hours worked.

(c) Holiday Work

For all time of duty on any of the holidays mentioned in Clause 15 (Holidays with Pay), payment shall be made at the rate of double time and one half with a minimum payment as for 4 hours worked.

- (d) Where requested by an employee and agreed to by the employer, time off in lieu of payment for overtime may be taken. Time off shall be calculated by multiplying the hours worked by the appropriate overtime rate.

27. SAVING

Any employee who is in receipt of a wage in excess of that herein prescribed at the date hereof shall not have his wages reduced as a result of this award.

28. SETTLEMENT OF DISPUTES

Subject to the provisions of the Tasmanian Industrial Relations Act 1984, any grievance or dispute arising out of the work place shall be dealt with in accordance with the following:

- (a) The matter shall first be discussed between the employee/s and the immediate supervisor.
- (b) If not settled, the matter shall be discussed between the employee and the employee's delegate and the employer.
- (c) If the matter is still not settled it shall be referred to the State Secretary of the appropriate Union and discussions may take place between the Union and the Company and its representatives.
- (d) If the matter is still not settled it shall be referred to the Tasmanian Industrial Commission.
- (e) There shall be an opportunity for any party to raise the issue to a higher stage.
- (f) Sensible time limits shall be allowed for the completion of the various stages of the discussions.
- (g) A "cooling-off" period of seven days may be applied by either party at any time from the initial notification to the Company of the dispute or grievance. During the "cooling-off" period, work shall continue without interruption from industrial action including bans and limitations and the accepted customs and practice (status quo) that existed prior to the dispute will prevail.

29. SHIFT WORK

- (a) Definitions

For the purposes of this clause:

"Afternoon shift" means any shift finishing after 6.30pm and at or before midnight.

"Continuous work" means work carried on with consecutive shifts of men throughout the 24 hours of each of at least 6 consecutive days without interruption except during breakdowns or meal breaks or due to unavoidable causes beyond the control of the employer.

"Night shift" means any shift finishing subsequent to midnight and at or before 6.00am.

"Rostered shift" means a shift of which the employee concerned has had at least 48 hours' notice.

(b) Hours - Continuous Shift Work

The ordinary hours of shift workers shall average 38 per week inclusive of crib time and shall not exceed 152 hours in 28 consecutive days provided that where the employer and the majority of employees concerned agree, a roster system may operate on the basis that the weekly average of 38 ordinary hours is achieved over a period which exceeds 28 consecutive days.

(c) Hours - Other than Continuous Work

This subclause shall apply to shift workers not engaged upon continuous work as hereinbefore defined. The ordinary hours of work are to be worked on one of the following basis:

- (i) 38 hours within a period not exceeding seven consecutive days; or
- (ii) 76 hours within a period not exceeding fourteen consecutive days; or
- (iii) 114 hours within a period not exceeding twenty-one consecutive days;
- (iv) 152 hours within a period not exceeding twenty-eight consecutive days.
- (v) For the purposes of this clause any other work cycle during which a weekly average of 38 ordinary hours are worked as may be agreed by the parties.

The ordinary hours shall be worked continuously except for meal breaks at the discretion of the employer. An employee shall not be required to work for more than five hours without a break for a meal. Except at regular change-over of shifts an employee shall not be required to work more than one shift in each 24 hours.

Provided that the ordinary hours of work prescribed herein shall not exceed 10 hours on any day. Provided further that in any arrangement of ordinary working hours where the ordinary working hours are to exceed eight on any day, the arrangement of hours shall be subject to the agreement of the employer and the majority of employees concerned.

(d) Rosters

Shift rosters shall specify the commencing and finishing times of ordinary working hours of the respective shifts.

(e) Variation by Agreement

The method of working shifts may in any case be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment.

The time of commencing and finishing shifts once having been determined may be varied by agreement between the employer and the accredited representative of the union to suit the circumstances of the establishment or in the absence of agreement by 7 days' notice of alteration given by the employer to the employees.

(f) Afternoon or Night Shift Allowance

Shift workers whilst on afternoon or night shifts shall be paid 15 per cent more than the ordinary rates for such shifts.

Shift workers who work on any afternoon or night shift which does not continue for at least 5 successive afternoons or nights in a 5-day workshop or for at least 6 successive afternoons or nights in a 6-day workshop shall be paid for each shift at the rate of time and a half for the first 4 hours and double time thereafter.

An employer who:

- (i) during the period of engagement on shift, works night shift only; or
- (ii) remains on night shift for a longer period than 4 consecutive weeks; or
- (iii) works on a night shift which does not rotate or alternate with another shift or with day work so as to give him at least one-third of his working time off night shift in each shift cycle,

shall during such engagement, period or cycle, be paid at the rate of time and a quarter for all time worked during ordinary hours on such night shifts.

- (g) The minimum rate to be paid to any shift worker for work performed between midnight on Friday and midnight on Saturday shall be time and a half. Such extra rate shall be in substitution for and not cumulative upon the shift premiums prescribed in the first and second paragraphs of subclause (f) hereof.

(h) Overtime

Shift workers, for all time worked in excess of or outside the ordinary working hours prescribed by this award or on a shift other than a rostered shift shall:

- (i) if employed on continuous work be paid at the rate of double time; or
- (ii) if employed on other shift work be paid at the rate of time and a half for the first three hours and double time thereafter, except in each case when the time is worked:-
 - (1) by arrangement between the employees themselves; or
 - (2) for the purpose of effecting the customary rotation of shifts; or
 - (3) is due to the fact that the relief man does not come on duty at the proper time; or

Provided that when not less than one full shift's notice has been given to the employer by the relief man that he will be absent from work and the employee whom he should relieve is not relieved, the unrelieved employee shall be paid at the rate of time and a half for the first three hours on duty after he had finished his ordinary shift and at the rate of double time thereafter, except where the employee is required to continue to work on his rostered day off when he shall be paid double time.

(i) Sundays and Holidays

Shift workers on continuous shifts for work done on a rostered shift the major portion of which is performed on a Sunday or holiday shall be paid at the rate of time and a half.

Shift workers on other than continuous work for all time worked on a Sunday or holiday shall be paid at the rates prescribed by Clause 25 (Saturday, Sunday and Holiday Work). Where shifts commence between 11.00pm. and midnight on a Sunday or holiday, the time so worked before midnight shall not entitle the employee to the Sunday or holiday rate. Provided that the time worked by an employee on a shift commencing before midnight on the day preceding a Sunday or holiday and extending into a Sunday or holiday shall be regarded as time worked on such Sunday or holiday.

(j) Rostered Day Off Falling on Public Holiday

An employee who works continuous work and who by the circumstances of the arrangement of his ordinary hours of work is entitled to a rostered day off which falls on a public holiday prescribed by this clause shall, at the discretion of the employer, be paid for that day seven hours 36 minutes at ordinary rates or have an additional day added to his annual leave. This provision shall not apply when the holiday on which he is rostered off falls on a Saturday or Sunday.

(k) The operation of this clause shall not apply in respect of any pre-existing arrangement for the operation of Shiftwork.

(l) The parties to this award agree that the provisions of this clause should be subject to a period of testing.

30. SICK LEAVE

(a) An employee, (other than one engaged as a casual, or a part-time employee engaged to work less than 20 hours per week) 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, as soon as possible and where practicable within one hour of the commencement of the employee's normal working day, inform the employer of his inability to attend for work, and as far as 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 Secretary for Labour), 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 to sick leave in excess of seventy-six hours of ordinary working time.

Provided that during the first three months of employment, sick leave shall accrue on the basis of 6.33 hours for each completed calendar month of service with the employer.

- (b) Sick leave shall accumulate from year to year so that any balance of the period specified in subclause (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.

31. START AND FINISHING TIME

For the purpose of this award, the 'start time' shall mean dressed and ready for work at the work station. Similarly, an employee shall remain at the work station until the conclusion of the working day. This clause was inserted as a consequence of the introduction of the 38 hour week with the objective of increasing productivity.

The start and finish time may vary from day to day and/or between employees or sections of employees. Provided that the start and finishing time once set shall only be varied by one week's written notice or by agreement between the employer and the employee.

32. STRUCTURAL EFFICIENCY

(a) Award Modernisation

- (i) The unions are committed to modernising the terms of the award so that it provides for more flexible working arrangements, improves the quality of working life, enhances skills and job satisfaction and will assist positively in the restructuring process.
- (ii) The unions are prepared to discuss all matters raised by employers for increased flexibility. This process is regulated at the enterprise level in accordance with subclause (c) - Enterprise Agreements hereof. The unions will be readily available to discuss award changes at the enterprise level. Accordingly and in conjunction with the testing of the new award structure the parties will identify and discuss award changes that might provide for productivity, efficiency and flexibility improvements across the industry to be embraced within the broad structure of the award.
- (iii) The parties will co-operate to review the award to remove obsolete reference, remove ambiguities and discriminatory provisions and such other matters that may be identified that will enhance the process of modernising the terms of the award.
- (iv) The parties will co-operate positively to eliminate demarcation and optimising the multi-skilling and cross-skilling of employees at each enterprise and at the industry level.

(b) Workplace Consultation

- (i) The development of effective participative/consultative practices is important in the process of award restructuring and can lead to advantages for both employers and employees. It is therefore recommended that participative/consultative mechanism be implemented at the enterprise level where agreement exists between employer and employees.
- (ii) The process of consultative practices is a mechanism through which employees can be involved in and positively contribute towards the management decision making process. Decisions are encouraged to be reached through consultative mechanisms/practices, however managerial prerogative is acknowledged.

(iii) The process of consultative practices may be used to implement the provisions of subclause (c) - Enterprise Agreements.

(iv) Where Enterprise Consultative Committees have been agreed to be established, as far as is practicable employers and employees shall be at least equally represented on the Committee.

(c) Enterprise Agreements

(i) Notwithstanding anything contained in this award, but subject to the provisions of this clause, an enterprise agreement may be entered into between an employer and all or some of the employees engaged by that employer.

(ii) An enterprise agreement shall be subject to the following requirements:

(1) The changes sought shall not seek to alter provisions reflecting state standards.

(2) The majority of employees affected by the change must genuinely agree to the change.

(3) The agreement taken as a whole shall not confer a lesser benefit to any employee than is available under the award.

(4) The relevant union or unions shall be advised by the employer of his or her intention to commence discussions with employees on an agreement under this clause.

(5) The relevant union or unions must be a party to the agreement.

(6) The relevant union or unions shall not unreasonably oppose any agreement.

(iii) An enterprise agreement shall be signed by the parties, being the employer and the union or unions, and contain the following:

(1) The terms of the agreement.

(2) The parties covered by the agreement.

(3) The classes of employees covered by the agreement.

- (4) The means by which a party may retire from the agreement.
- (5) The means by which the agreement may be varied.
- (6) The means by which any dispute arising in respect to the agreement may be resolved.

- (iv) (1) A properly completed agreement shall be forwarded to the Industrial Commission.

Provided that the member of the Commission responsible for the Award is satisfied that the agreement is not contrary to the public interest, and that it is consistent with the wage fixation principles, the agreement shall be accepted by the member of the Commission as an agreement arising out of an Award as contemplated in Section 55(4) of the Act. If the member responsible is not so satisfied the member shall convene a conference of the parties for the purpose of clarifying and/or substantiating the agreement.

- (2) If the agreement is accepted the parties shall be notified in writing and provided with a copy of the agreement and the agreement shall be forwarded to the Registrar to be filed.
- (3) An agreement having been accepted by a member of the Commission shall, from the date of notification referred to in (iv)(2), to the extent of any inconsistency, take precedence over the Award.

- (v) The employer, upon being notified by the Commission of the acceptance of the agreement, shall provide a copy of the agreement to each affected employee.

(d) Industry Objective

The parties to the award agree in principle that the scope of the award may need to be reviewed to embrace the following definition concept:

"This award is established in respect of the industry of Manufacturing, Warehousing, Packing and Distribution of Goods."

33. SUPERANNUATION

(a) Contribution

An employer shall make a contribution equivalent to 3% of ordinary time earnings into an approved Superannuation Fund in respect of all eligible employees (as defined) as from 14 July, 1989. Such earnings shall exclude overtime and allowances in the nature of a reimbursement (such as meal money).

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.

(b) Casual and Part-time Employees

In the case of eligible casual and part-time employees, contributions shall be made where the employee works at least 38 hours per month averaged over a Fund billing statement month.

(c) Definitions

'Eligible Employee' shall mean an employee whether weekly, part-time or casual, who has had at least 3 months continuous service with an employer subject to this award. Provided that in the case of an employee who has so qualified with one employer, that employee shall not be required to serve the qualifying period with any subsequent employer subject to this Award.

'Approved Fund' shall mean a superannuation fund or scheme approved in accordance with the Commonwealth Operational Standards for Occupation Superannuation Funds.

(d) Fund

Contributions determined in accordance with sub-clause (a) of this Clause shall, subject to sub-clause (e) of this Clause, be made into either of the following nominated approved funds:-

(i) Labour Union Co-operative Retirement Fund (LUCRF)

(ii) TASPLAN

(e) Exemption

An employer who commences a new business after 14 July 1989 may make application for exemption in accordance with this subclause. Such application shall be made within one month of the commencement of operation of the new business. However, this provision shall not apply to a business which has been transmitted or a subsidiary of a business subject to this award as at 14 July, 1989.

An application for exemption may be made by an employer in the following circumstances:-

- (i) Where employees subject to the award represent a minority of the total employees and contributions are already being made into an approved fund (as defined) in respect of the majority of employees in any one establishment; or
- (ii) Where an employer can demonstrate a special and compelling circumstance to justify the use of an approved fund other than either of the nominated approved funds.

(f) Procedure for Seeking Exemption

An employer seeking exemption shall, not later than one (1) month after the commencement of operation of the new business:-

- (i) Pursuant to Section 29 of the Act make application to the Industrial Commission.
- (ii) Applications shall contain the following information:-
 - (1) Name of Fund
 - (2) Evidence of compliance with Commonwealth Operational Standards
 - (3) Summary of Structure and Benefits
 - (4) Level of Administration Charge
 - (5) Any other relevant information
- (iii) Any application shall in the first instance be considered by the union(s) party to the Award which in each case have constitutional coverage for the class of employee affected. Where the union(s) agree with the application, the exemption will be granted.
- (iv) Where agreement is not reached the matter shall be heard and determined by the Commission. In such circumstances and in accordance with Section 28 of the Act, the employer concerned may be represented in person, by an Agent (other than a legal practitioner) or by a registered employer organisation.

- (v) An employer may choose to forego consideration of his application by the union(s) and have the matter determined in the first instance by the Commission.
- (g) Notwithstanding anything elsewhere contained in this Clause, an employee who belongs to the religious fellowship known as Brethren and who holds a certificate issued by the Registrar pursuant to Section 32(9) of the Act may nominate an alternative complying fund into which the contributions shall be paid.
- (h) For the purposes of this clause, the following companies are exempt from contributing to TASPLAN or the Labour Union Co-Operative Retirement Fund (L.U.C.R.F.), but shall observe all other provisions of this clause and shall make contributions in accordance with subclause (a) Contributions into the approved fund set out below:

COMPANY	FUND
(i) Arnotts Biscuits Limited	Arnotts Accumulation Superannuation Plan
(ii) The Broken Hill Proprietary Company Limited and Tubemakers Australia Limited	Tubemakers Employees Superannuation Fund or Tubemakers Staff Superannuation Fund
(iii) Burns Philp & Company Limited - Burns Philp Food Fermentation Division trading as Mauri Foods	Burns Philp Future Security Plan
(iv) Burns, Philp & Company Limited - Burns Philp Hardware Division	Burns Philp Future Security Plan
(v) Cadbury Schweppes Pty Ltd	Supermoney
(vi) The Cascade Brewery Co. Ltd Trading as Chancellors	Cascade Productivity Superannuation Plan
(vii) Caterers' Market Pty Ltd	Legal & General Employed Persons Superannuation Fund
(viii) C.C.A. Snack Foods	A.P.D. Snack Foods Superannuation Plan
(ix) Clements & Marshall Pty Ltd	C.A.R.E.

(x)	Gordon & Gotch Limited	Gordon & Gotch Limited Superannuation Fund
(xi)	Hallmark Cards Aust. Ltd	Hallmark Cards Australia - Superannuation Fund No. 1
(xii)	Ingram Corporation Pty Ltd	Brown and Dureau Productivity
(xiii)	Kimberley Clark Aust. Pty. Ltd.	Kimberley Clark Australia Retirement Fund
(xiv)	Monier Redland Limited	Monier Redland Ltd. Group Superannuation Fund
(xv)	National Distribution Services	Rothmans of Pall Mall (Aust) Limited Superannuation
(xvi)	North West Frozen Foods Pty Ltd Trading and Frosto Freezer Foods	Superannuation Fund C.A.R.E.
(xvii)	Oce` Australia Limited	Oce` Australia Ltd Superannuation Plan and Oce` Australia Ltd Accumulation Plan
(xviii)	Plumrose (Australia) Limited	Plumrose (Australia) Limited Staff Superannuation Fund
(xix)	Ramset Fasteners (Aust) Pty Ltd	Australian Retirement Fund
(xx)	Rhone-Poulenc Australia Pty Ltd	Rhone-Poulenc in Australia Occupational Superannuation Fund
(xxi)	Rothmans of Pall Mall (Aust) Ltd.	Rothmans of Pall Mall (Aust) Limited Superannuation Fund
(xxii)	Rowntree Hoadley Ltd	Rowntree Hoadley Superannuation Fund

(xxiii)	Australasian Conference Association Limited Trading as Sanitarium Health Food Company	Australian Conference Association Superannuation Trust
(xviv)	Sigma Company Limited - Tasmania	Sigma Company Superannuation Plan
(xxv)	Spicers Paper Limited	Spicers Paper Superannuation Plan
(xxvi)	The Stanley Works Pty Ltd	Stanley Works Pty Ltd Employees' Superannuation Fund
(xxvii)	3M Australia Pty Ltd	3M Retirement Plan
(xxviii)	Uncle Toby Company Pty. Ltd.	Aust. Food Superannuation Plan
(xxix)	W D & H O Wills (Australia) Limited	Australian Retirement Fund
(xxx)	Webster Limited	Webster Superannuation Fund
(xxxi)	William Adams Pty Ltd	William Adams Employees Superannuation Fund & William Adams Staff Superannuation Fund

PROVIDED that, until further order, this clause shall not have application to classifications of employees set out in subclause 5 (Carters and Drivers - Other than Wholesale Sellers of Electrical Goods), and subclause 6 (Carters and Drivers - Wholesale Sellers of Electrical Goods) of Division A of Clause 8 of this award.

34. SUPPLEMENTARY PAYMENTS

- (a) A supplementary payment is the minimum amount an employer is required to pay an employee above the relevant base rate prescribed by Division A of Clause 8 - Wage Rates - All Employees other than Commercial Travellers.
- (b) Subject to the provisions of subclause (a) hereof, the amount specified in column (A) of subclause (c) hereof is to be fully absorbed into any overaward payments made to the relevant employee at the beginning of the first full pay period to commence on or after 23 April 1991.

(c)

		Supplementary Payment Per Week	
		Column A \$	Column B \$
<u>Stores and Warehousing</u>			
LEVEL 1	on commencement	4.00	32.90
	after 3 months service	5.80	28.20
	after 12 months service	7.70	23.70
LEVEL 2		8.30	22.40
LEVEL 3		11.90	13.40
LEVEL 4		16.00	3.10
<u>Manufacturing and Packing</u>			
LEVEL 1		NIL	40.60
LEVEL 2		1.30	38.30
LEVEL 3		3.30	35.00
LEVEL 4		8.40	21.90
LEVEL 5		13.00	10.10

35. TRAINEE CLERK

- (a) Trainee Clerk (as defined) shall be engaged for a period of twelve (12) months as a full-time employee, provided that a trainee shall be subject to a satisfactory probation period of up to one (1) month.
- (b) Where possible, traineeship positions should be additional to normal staff numbers provided that no existing weekly employees shall be displaced by a trainee.
- (c) A trainee clerk (as defined) will received on-the-job training by the employer as specified in the training agreement (as defined) and off-the-job training will be provided through the Division of Technical and Further Education or such other institution approved by the Training Authority of Tasmania.

- (d) The employer agrees that the overall training program will be monitored by officers of the Training Authority of Tasmania and training record books may be used as part of this monitoring process.
- (e) Time spent off-the-job on training shall be allowed without loss of continuity of employment.
- (f) Where an employer continues the employment of a trainee clerk (as defined) after completion of the "traineeship period", such "training period" shall be counted as service for the purpose of the award.
- (g) Under normal circumstances overtime shall not be worked by trainees. However, when during a training period in a particular section, overtime is involved in the operation of that section, overtime may be worked by the trainees. Where overtime is worked the normal allowances and penalty rates shall apply.
- (h) The union shall be afforded reasonable access to trainees for the purposes of explaining the role and functions of the union.
- (i) Trainees shall not perform higher duties unless in the course of their traineeship.
- (j) Trainees shall be exempt from action in respect of industrial disputes. However the employer shall observe the provisions determined by the Training Authority of Tasmania in respect of the use of trainee clerks (as defined) in the time of industrial disputes.
- (k) Notwithstanding the provision of Clause 23 - Ratio of Juniors to Adult Employees - of the award, the ratio provisions shall not apply to, or include, trainee clerks.

CONDITIONS FOR EMPLOYEES IN DIVISION B - COMMERCIAL TRAVELLERS

36. EXPENSES AND ACCOMMODATION

- (a) In addition to the remuneration payable under subclause 1, Division B of Clause 8, all expenses actually and properly incurred by the traveller in the discharge of his duties shall be paid by the employer. First-class hotel accommodation (as approved by the United Commercial Travellers' Association of Australia) and meals shall be allowed for or provided by the employer.
- (b) For the purposes of this clause, expenses incurred in reasonable towing charges or actually incurred in garaging a motor vehicle whilst on the employer's business shall be deemed to be reasonable expenses.
- (c) Car parking fees actually incurred shall be deemed reasonable expenses where the employer requires the traveller to bring his car into an area where street parking is prohibited or restricted.

37. GENERAL CONDITIONS

The provisions of the following clauses in Division A shall also apply to employees in this division:

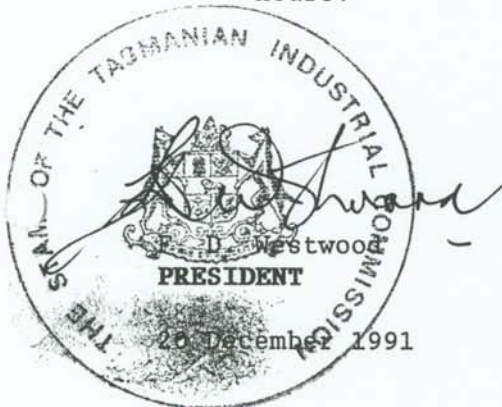
- 11. Casual Employees
- 12. Compassionate Leave
- 13. Contract of Employment
- 14. Estimating Service
- 15. Holidays with Pay
- 16. Hours
- 17. Maternity Leave
- 18. Meal Hours & Tea Money
- 19. Overtime
- 20. Part-time Employees
- 21. Payment of Wages
- 22. Penalty Provisions
- 23. Ratio of Juniors to Adult Employees
- 24. Rest Period
- 25. Right of Entry of Union Officials
- 26. Saturday, Sunday and Holiday Work
- 27. Saving
- 28. Settlement of Disputes
- 30. Sick Leave
- 32. Structural Efficiency
- 33. Superannuation

38. LOCOMOTION

- (a) All means of locomotion required shall be provided and maintained by the employer, but where a traveller by arrangement with his employer provides his own car he shall be paid in addition to the weekly rate prescribed, Division B of Clause 8, an amount of 8.8 cents per kilometre for each kilometre travelled by his car in connection with his employment, including that travelled to and from his place of residence for the purposes thereof. Provided that a town traveller who is required by his employer to use his own car on any day shall be paid not less than \$4.36 in respect of each such day or at the rate of 8.8 cents per kilometre, whichever shall be the greater amount.
- (b) Notwithstanding anything contained in subclause (a) hereof, the employer and employee may make any other arrangement as to car allowance not less favourable to the employee.

39. SPECIAL ALLOWANCES

- (a) An employee required by his employer to remain away from his home address over a weekend shall be paid a special allowance of \$3.29 per day plus first-class hotel accommodation and meals.
- (b) An employee required by his employer to work at trade fairs, exhibitions, or agricultural shows after 6 p.m. Monday to Friday, or on a Saturday, Sunday, or a public holiday shall be paid at the rate of \$1.64 per hour for every hour worked with a minimum of 3 hours.



APPENDIX A - OLD CLASSIFICATION STRUCTURE

- WHOLESALE SELLER OF ELECTRICAL GOODS

- A. Shop Assistant and Salesman
 - (i) First year's adult experience
 - (ii) Second year's adult experience
 - (iii) Third year's adult experience
- B. Senior Salesman (as defined)
- C. Branch Manager (other than Tasmanian Head Office)
- D. Section Manager and/or Buyer/Orderer (as defined):
 - (i) of a section where 5 or more employees (including the section manager and/or buyer/orderer) are employed
 - (ii) of a section where 3 or 4 employees (including the section manager and/or buyer/orderer) are employed
 - (iii) of a section where 2 employees (including the section manager and/or buyer/orderer) are employed
- E. Country Salesman (irrespective of the number of hours worked)
- F. Outside Salesman (Town and Suburban)
- G. Probationary Traveller (as defined)
- H. Storeman Grade I
- I. Storeman Grade II
- J. Cleaner
- K. Driver of motor vehicle having maker's capacity of:
 - 1.2 tonnes or less
 - Over 1.2 tonnes but not over 3 tonnes
 - Over 3 tonnes

APPENDIX B - NEW CLASSIFICATION STRUCTURE

- WHOLESALE SELLER OF ELECTRICAL GOODS

LEVEL 1

Point of Entry

NEW EMPLOYEE

Description -

Employees at this level are responsible for their own work which is performed within established routines, methods and procedures and is subject to routine supervision.

May work individually or in a team environment.

Tasks

Indicative tasks at this level may include:-

- sorting and packing of goods
- preparation and receipt of documentation
- basic VDU operation
- periodic housekeeping and stocktaking
- maintaining records
- basic counter sales
- routine deliveries
- cleaning duties
- use of measuring equipment and scales

LEVEL 2

Point of Entry

Level 1 - Relevant Experience

Description

Employees at this level perform work above and beyond an employee at Level 1, are accountable for their own work, using some discretion, and work under general supervision.

May work individually or in a team environment.

Tasks

Indicative tasks at this level would include;

- VDU operation at a higher level than Level 1
- use of tools and equipment within the scope of basic non-trades maintenance
- customer service
- processing of sales orders
- licensed operation of materials handling equipment
- periodic stock check and stock reconciliation
- maintaining records at a higher level than Level 1

LEVEL 3

Point of Entry

Level 2 - Relevant Experience

Description

Employees at this level are accountable for their own work, perform well above and beyond a Level 2 employee and exercise initiative and discretion in the organisation of their own work. Work under minimal supervision.

May work individually or in a team environment.

Tasks

Indicative tasks at this level would include:

- liaison with suppliers and customers
- maintaining control registers and other relevant records
- detailing, co-ordinating and supervising the activities of other workers
- use of a VDU at a level higher than Level 2

LEVEL 4

Point of Entry

Level 3 - Relevant Experience

Description

Employees at this level are accountable for their own work and may be accountable for the work of other employees. They exercise initiative, discretion and judgement in the performance of their duties.

May assist in the training of other employees.

Tasks

Indicative tasks at this level would include:

- maintaining control registers including inventory control and being responsible for the preparation and reconciliation of regular reports on stock movement, despatches, etc.
- evaluating performance of other employees
- detailing and co-ordinating work of other employees including the provision of efficient service by employees
- implementing of quality control techniques and procedures.

LEVEL 5

To be further discussed between the parties.