

CITATION: *Baking, Processing, Distribution and Manufacturing Industry Award - Northern Division 2003*
Reprint of Award - 1 March 2011
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QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 1999 - s. 698 - reprint of award

**BAKING, PROCESSING, DISTRIBUTION AND MANUFACTURING INDUSTRY AWARD -
NORTHERN DIVISION 2003**

Following the Declaration of the General Ruling for Overtime Meal Allowance (matter numbers B/2010/34 and B/2010/38), the Baking, Processing, Distribution and Manufacturing Industry Award - Northern Division 2003 is hereby reprinted, pursuant to s. 698 of the *Industrial Relations Act 1999*.

I hereby certify that the Award contained herein is a true and correct copy of the Baking, Processing, Distribution and Manufacturing Industry Award - Northern Division 2003 as at 1 January 2011.

Dated 1 March 2011.

[L.S.] G.D. Savill
Industrial Registrar

**BAKING, PROCESSING, DISTRIBUTION AND MANUFACTURING INDUSTRY AWARD -
NORTHERN DIVISION 2003**

PART 1 - APPLICATION AND OPERATION

1.1 Title

This Award is known as the Baking, Processing, Distribution and Manufacturing Industry Award - Northern Division 2003.

1.2 Arrangement

Subject Matter	Clause No.
PART 1 - APPLICATION AND OPERATION	
Title	1.1
Arrangement	1.2
Application of award	1.3
Districts	1.4
Date of operation	1.5
Definitions	1.6
Parties bound	1.7
PART 2 - FLEXIBILITY	
Enterprise flexibility	2.1
PART 3 - COMMUNICATION, CONSULTATION AND DISPUTE RESOLUTION	
Grievance and dispute settling procedure	3.1
Disciplinary procedures	3.2
PART 4 - EMPLOYER AND EMPLOYEES' DUTIES, EMPLOYMENT RELATIONSHIP AND RELATED ARRANGEMENTS	
Employment categories	4.1
Part-time employment	4.2
Casual employment	4.3
Trainees	4.4
Anti-discrimination	4.5
Termination of employment	4.6

Subject Matter	Clause No.
Introduction of changes	4.7
Redundancy	4.8
Continuity of service - transfer of calling	4.9
Stand down	4.10
Flexibility of work	4.11

PART 5 - WAGES AND WAGE RELATED MATTERS

Classifications	5.1
Wages	5.2
Allowances and extra rates	5.3
Occupational superannuation	5.4
Payment of wages	5.5

PART 6 - HOURS OF WORK, BREAKS, OVERTIME, SHIFT WORK, WEEKEND WORK

Hours of work	6.1
Working of a 38 hour week	6.2
Meals	6.3
Overtime	6.4
Rest pauses	6.5

PART 7 - LEAVE OF ABSENCE AND PUBLIC HOLIDAYS

Annual leave	7.1
Sick leave	7.2
Bereavement leave	7.3
Long service leave	7.4
Family leave	7.5
Public holidays	7.6
Jury service	7.7

PART 8 - TRANSFERS, TRAVELLING AND WORKING AWAY FROM USUAL PLACE OF WORK

No provisions inserted in this Award relevant to this Part.

PART 9 - TRAINING AND RELATED MATTERS

Commitment to training and careers	9.1
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PART 10 - OCCUPATIONAL HEALTH AND SAFETY MATTERS, EQUIPMENT, TOOLS AND AMENITIES

No provisions inserted in this Award relevant to this Part.

PART 11 - AWARD COMPLIANCE AND UNION RELATED MATTERS

Right of entry	11.1
Time and wages record	11.2
Union encouragement	11.3
Trade Union training leave	11.4
Award posting	11.5

1.3 Application of award

This Award will apply to all employees engaged in or in connection with or incidental to the baking, processing, distributing and manufacturing industry, including but not limited to bread and dough manufacturing and packaging of frozen doughs, pastrycooking and cake and all yeast raised products and all employees engaged in transporting same and their employers in the Northern Division in the State of Queensland, that is to say: that portion of the State along or north of a line commencing at the junction of the sea-coast with the twenty-first parallel of south latitude; then by that parallel of latitude due west to 147 degrees of east longitude; then by the meridian of longitude due south to 22 degrees 30 minutes south latitude; then by that parallel of latitude due west to the western boarder of the State.

1.4 Districts

For the purposes of this Award the following Districts will apply:

Northern Division, Eastern District - That portion of the Northern Division along or east of 144 degrees 30 minutes of east longitude.

Northern Division, Western District - That portion of the Northern Division west of 144 degrees 30 minutes of east longitude including Thursday Island.

1.5 Date of operation

This Award takes effect from 2 June 2003.

1.6 Definitions

1.6.1 The "Act" means the *Industrial Relations Act 1999* as amended or replaced from time to time.

1.6.2 "Commission" means the Queensland Industrial Relations Commission.

1.6.3 "Union" means the Australian Liquor, Hospitality and Miscellaneous Workers Union, Queensland Branch, Union of Employees.

1.7 Parties bound

This Award is binding upon the employees as prescribed by clause 1.3 and their employers, and the Union and its members.

PART 2 - FLEXIBILITY

2.1 Enterprise flexibility

2.1.1 As part of a process of improvement in productivity and efficiency, discussion should take place at each enterprise to provide more flexible working arrangements, improvement in the quality of working life, enhancement of skills, training and job satisfaction and to encourage consultative mechanisms across the workplace.

2.1.2 The consultative processes established in an enterprise in accordance with clause 2.1 may provide an appropriate mechanism for consideration of matters relevant to clause 2.1.1. Union delegates at the place of work may be involved in such discussions.

2.1.3 Any proposed genuine agreement reached between an employer and employee/s in an enterprise is contingent upon the agreement being submitted to the Commission in accordance with Chapter 6 of the Act and is to have no force or effect until approval is given.

PART 3 - COMMUNICATION, CONSULTATION AND DISPUTE RESOLUTION

3.1 Grievance and dispute settling procedure

The matters to be dealt with in this procedure shall include all grievances or disputes between an employee and an employer in respect to any industrial matter and all other matters that the parties agree on and are specified herein. Such procedures shall apply to a single employee or to any number of employees.

3.1.1 In the event of an employee having a grievance or dispute the employee shall in the first instance attempt to resolve the matter with the immediate supervisor, who shall respond to such request as soon as reasonably practicable under the circumstances. Where the dispute concerns alleged actions of the immediate supervisor the employee/s may bypass this level in the procedure.

3.1.2 If the grievance or dispute is not resolved under clause 3.1.1, the employee or the employee's representative may refer the matter to the next higher level of management for discussion. Such discussion should, if possible, take place within 24 hours after the request by the employee or the employee's representative.

3.1.3 If the grievance involves allegations of unlawful discrimination by a supervisor the employee may commence the grievance resolution process by reporting the allegations to the next level of management beyond that of the supervisor concerned. If there is no level of management beyond that involved in the allegation the employee may proceed directly to the process outlined at clause 3.1.5.

3.1.4 If the grievance or dispute is still unresolved after discussions mentioned in clause 3.1.2, the matter shall, in the case of a member of a Union, be reported to the relevant officer of that Union and the senior management of the employer or the employer's nominated industrial representative. An employee who is not a member of the Union

may report the grievance or dispute to senior management or the employer's nominated industrial representative. This should occur as soon as it is evident that discussions under clause 3.1.2 will not result in resolution of the dispute.

- 3.1.5 If, after discussion between the parties, or their nominees mentioned in clause 3.1.4, the dispute remains unresolved after the parties have genuinely attempted to achieve a settlement thereof, then notification of the existence of the dispute is to be given to the Commission in accordance with the provisions of the Act.
- 3.1.6 Whilst all of the above procedure is being followed, normal work shall continue except in the case of a genuine safety issue.
- 3.1.7 The *status quo* existing before the emergence of the grievance or dispute is to continue whilst the above procedure is being followed.
- 3.1.8 All parties to the dispute shall give due consideration to matters raised or any suggestion or recommendation made by the Commission with a view to the prompt settlement of the dispute.
- 3.1.9 Any Order or Decision of the Commission (subject to the parties' right of appeal under the Act) will be final and binding on all parties to the dispute.
- 3.1.10 Discussions at any stage of the procedure shall not be unreasonably delayed by any party, subject to acceptance that some matters may be of such complexity or importance that it may take a reasonable period of time for the appropriate response to be made. If genuine discussions are unreasonably delayed or hindered, it shall be open to any party to give notification of the dispute in accordance with the provisions of the Act.

3.2 Disciplinary procedures

3.2.1 Where it is agreed at a site that a disciplinary procedure should be adopted, it will be introduced on the following basis (unless a contrary agreement already in existence is preferred by the parties).

3.2.2 *Outline for a discipline procedure* - Relating to poor work performance or unsatisfactory conduct

Without limiting the scope of application of this procedure "poor work performance or unsatisfactory conduct" could include the following:

- unacceptable work quality;
- unsafe work practices;
- wilful failure to abide by reasonable and lawful directions;
- excessive absenteeism.

3.2.3 Where it is alleged an employee's work performance or conduct is of a poor or unsatisfactory standard the following procedure may be adopted.

(a) Interview Process - An interview of the employee should be conducted by the employer or the employer's representative. It is appropriate for another member of management to be present as well as the Union representative (if the employee is a member of the Union) or other nominated or responsible employee acceptable to the employee being disciplined. At the time of the interview the employee should be informed of the nature of the problem and be given the opportunity to explain their actions.

If the problem is not work related, efforts should be made to provide appropriate professional counselling or other outside assistance, where available.

If the problem is work related, it is suggested that certain details of the interview should be recorded, such as:

- (i) Nature of alleged poor work performances or unsatisfactory conduct and the specific details;
- (ii) Date/s of alleged poor work performance or unsatisfactory conduct;
- (iii) Date and time of the interview;
- (iv) Signature of the parties present at the interview.
- (v) A copy of this record should be supplied to the employee concerned.

- (b) Discipline - If the warning resulting from the initial interview is unsuccessful, a further interview similarly constituted should then take place.

At that time management should produce further evidence of the continued poor work performance or unsatisfactory conduct and the employee should be given the opportunity to explain their continued poor work performance or unsatisfactory conduct.

If the explanation is deemed unsatisfactory, management may take disciplinary steps in relation to the employee.

Such disciplinary action may result in dismissal, however, in some circumstances it would be appropriate that a further warning be given.

However, in some less serious situations, appropriate measures may include:

- (i) Relocation in the work place;
- (ii) Reclassification to a lower skill of work;
- (iii) Restriction of privileges;
- (iv) Admonishments recorded on the employee's personal file.

These forms of disciplinary measures may be either permanent or of a temporary nature, in which case the previous entitlements may then be restored provided the employee's work performance or conduct has improved in the intervening period.

The employee may nonetheless be dismissed if any of these alternative disciplinary measures are found not to be a satisfactory solution.

- (c) Dismissal

Dismissal following disciplinary procedure - The employee should be notified in writing of dismissal and the reasons for same. The Union representative should be notified as soon as practicable if this course of action is to be taken.

- (d) Instant dismissal - The above procedures dealing with poor work performance or unsatisfactory conduct are not intended to interfere with the right of the employer to dismiss any employee without notice for misconduct that justifies instant dismissal, including malingering, inefficiency or neglect of duty.

In such circumstances the following procedure should be followed:

- (a) An investigation should be conducted to establish the facts;
- (b) The employee will be interviewed in the presence of another member of management, and the Union if requested, and be informed of the alleged misconduct.
- (c) The employee will be given the opportunity to explain or refute the alleged misconduct.

PART 4 - EMPLOYER AND EMPLOYEES' DUTIES, EMPLOYMENT RELATIONSHIP AND RELATED ARRANGEMENTS

4.1 Employment categories

4.1.1 Employees (except casual employees) covered by this Award shall be advised in writing of their employment category upon appointment. Employment categories are:

- (a) Full-time;
- (b) Part-time (as prescribed in clause 4.2); and
- (c) Casual (as prescribed in clause 4.3).

4.2 Part-time employment

4.2.1 A part-time employee is an employee who:

- (a) is employed for not less than 3 hours per week and for less than 38 ordinary hours per week; and
- (b) is rostered for a minimum of 3 consecutive hours on any shift or day; and
- (c) The ordinary hours of a part-time employee will not exceed 8 hours per day or 10 hours per day with the agreement of the employee.

4.2.2 At the time of engagement the employer and the part-time employee will agree in writing the number of ordinary hours to be worked each week.

4.2.3 Any agreed variation to the number of ordinary hours worked will be recorded in writing.

4.2.4 A part-time employee must be given at least 24 hours notice of change in the employees rostered starting time, except where the alteration is brought about by an emergency.

4.2.5 All time worked outside or in excess of the ordinary hours of work prescribed by this Award or outside of a part-time employees usual commencing and ceasing times shall be deemed to be overtime.

4.2.6 A part-time employee shall be paid an hourly rate equal to the appropriate weekly rate divided by 38.

4.2.7 A part-time employee will receive, on a proportionate basis, equivalent pay and conditions to those of full-time employees.

4.2.8 A part-time employee shall be entitled to either payment for each of the abovementioned public holidays or a substituted day's leave:

Provided that the part-time employee would have been ordinarily rostered to work that day had it not been a public holiday.

4.2.9 Where a public holiday falls on a day upon which a part-time employee is normally engaged, that employee shall be paid their ordinary time rate of pay for the number of hours normally worked on that day.

4.2.10 Where an employee and the employer agree in writing, part-time employment may be converted to full-time, and vice versa, on a permanent basis or for a specified period of time. If an employee transfers from full-time to part-time (or vice versa) all accrued award and legislative entitlements shall be maintained. Following transfer to part-time employment accrual will occur in accordance with the provisions relevant to part-time employment or vice versa.

4.2.11 All other provisions of this Award relevant to full-time employees shall apply to part-time employees.

4.3 Casual employment

4.3.1 Casual employees will be paid at the rate of 1/38th of the weekly rate prescribed for the classification plus 23% loading. Where the rates prescribed by this Award are time and one half and double time, casual employees will be paid at the rate of 173% and 223% of the relevant full-time rate respectively.

4.3.2 Casual employees will be engaged for a minimum of 2 hours per engagement or receive a minimum payment of 2 hours per engagement.

4.4 Apprentices and trainees

Apprentices and trainees are engaged under this Award, except as varied from time to time by the Order for *Apprentices' and Trainees' Wages and Conditions (Excluding Certain Queensland Government Entities)*.

4.5 Anti-discrimination

4.5.1 It is the intention of the parties to this Award to prevent and eliminate discrimination, as defined by the *Anti-Discrimination Act 1991* and the *Industrial Relations Act 1999* as amended from time to time, which includes:

- (a) discrimination on the basis of sex, marital status, family responsibilities, pregnancy, parental status, age, race, impairment, religion, political belief or activity, trade union activity, lawful sexual activity and association with, or relation to, a person identified on the basis of any of the above attributes;
- (b) sexual harassment; and
- (c) racial and religious vilification.

4.5.2 Accordingly, in fulfilling their obligations under the grievance and dispute settling procedure in clause 3.1, the parties to this Award must take reasonable steps to ensure that neither the Award provisions nor their operation are directly or indirectly discriminatory in their effects.

4.5.3 Under the *Anti-Discrimination Act 1991* it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.

4.5.4 Nothing in clause 4.5 is to be taken to affect:

- (a) any different treatment (or treatment having different outcomes) which is specifically exempted under the *Anti-Discrimination Act 1991*;
- (b) an employee, employer or registered organization, pursuing matters of discrimination, including by application to the Human Rights and Equal Opportunity Commission/Anti-Discrimination Commission Queensland.

4.6 Termination of employment

4.6.1 Statement of employment

An employer shall, in the event of termination of employment, provide upon request to the employee who has been terminated a written statement specifying the period of employment and the classification or type of work performed by the employee.

4.6.2 Termination by employer

- (a) An employer may dismiss an employee only if the employee has been given the following notice:

Period of Continuous Service	Period of Notice
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

- (b) In addition to the notice in (a) above, employees 45 years old or over and who have completed at least 2 years' continuous service with the employer shall be entitled to an additional week's notice.

- (c) Payment in lieu of notice shall be made if the appropriate notice is not given:

Provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.

- (d) In calculating any payment in lieu of notice the minimum compensation payable to an employee will be at least the total of the amounts the employer would have been liable to pay the employee if the employee's employment had continued until the end of the required notice period. The total must be worked out on the basis of:

- (i) the ordinary working hours to be worked by the employee; and
- (ii) the amounts payable to the employee for the hours including for example allowances, loadings and penalties; and
- (iii) any other amounts payable under the employee's employment contract.

- (e) The period of notice in this clause shall not apply in the case of dismissal for misconduct or other grounds that justify instant dismissal, or in the case of a casual employee, or an employee engaged by the hour or day, or an employee engaged for a specific period or tasks.

4.6.3 Notice of termination by employee

The notice of termination required to be given by an employee shall be one week. If an employee fails to give notice, the employer shall have the right to withhold monies due to the employee with a maximum amount equal to the amount the employee would have received under 4.6.2(d) for a period of notice of one week.

4.6.4 Time off during notice period

During the period of notice of termination given by the employer, an employee shall be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. This time off shall be taken at times that are convenient to the employee after consultation with the employer.

4.7 Introduction of changes

4.7.1 Employer's duty to notify

- (a) Where an employer decides to introduce changes in production, program, organisation, structure or technology, that are likely to have significant effects on employees, the employer shall notify the employees who may be affected by the proposed changes and, where relevant, their Union or Unions.
- (b) 'Significant effects' includes termination of employment, major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or diminution of job opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations and the restructuring of jobs:

Provided that where the Award makes provision for alteration of any of the matters referred to herein an alteration shall be deemed not to have significant effect.

4.7.2 Employer's duty to consult over change

- (a) The employer shall consult the employees affected and, where relevant, their Union or Unions about the introduction of the changes, the effects the changes are likely to have on employees (including the number and categories of employees likely to be dismissed, and the time when, or the period over which, the employer intends to carry out the dismissals), and the ways to avoid or minimise the effects of the changes (e.g. by finding alternative employment).
- (b) The consultation must occur as soon as practicable after making the decision referred to in clause 4.7.1.
- (c) For the purpose of such consultation the employer shall provide in writing to the employees concerned and, where relevant, their Union or Unions, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employees, and any other matters likely to affect employees:

Provided that any employer shall not be required to disclose confidential information, the disclosure of which would be adverse to the employer's interests.

4.8 Redundancy

4.8.1 Consultation before terminations

- (a) Where an employer decides that the employer no longer wishes the job the employee has been doing to be done by anyone, and this is not due to the ordinary and customary turnover of labour, and that decision may lead to termination of employment, the employer shall consult the employee directly affected and where relevant, their Union or Unions.
- (b) The consultation shall take place as soon as it is practicable after the employer has made a decision, which will invoke the provisions of clause 4.8.1(a) and shall cover the reasons for the proposed terminations, measures to avoid or minimise the terminations and/or their adverse effects on the employees concerned.
- (c) For the purpose of the consultation the employer shall, as soon as practicable, provide in writing to the employees concerned and, where relevant, their Union or Unions, all relevant information about the proposed terminations including the reasons for the proposed terminations, the number and categories of employees likely to be affected, the number of workers normally employed and the period over which the terminations are likely to be carried out:

Provided that any employer shall not be required to disclose confidential information, the disclosure of which would be adverse to the employer's interests.

4.8.2 Transfer to lower paid duties

- (a) Where an employee is transferred to lower paid duties for reasons set out in clause 4.8.1 the employee shall be entitled to the same period of notice of transfer as the employee would have been entitled to if the employee's employment had been terminated under clause 4.6.
- (b) The employer may, at the employer's option, make payment in lieu thereof of an amount equal to the difference between the former amounts the employer would have been liable to pay and the new lower amount the employer is liable to pay the employee for the number of weeks of notice still owing.

- (c) The amounts must be worked out on the basis of:
- (i) the ordinary working hours to be worked by the employee; and
 - (ii) the amounts payable to the employee for the hours including for example, allowances, loadings and penalties; and
 - (iii) any other amounts payable under the employee's employment contract.

4.8.3 *Transmission of business*

- (a) Where a business is, whether before or after the date of insertion of this clause in the Award transmitted from an employer (transmittor) to another employer (transmittee), and an employee who at the time of such transmission was an employee of the transmittor of the business, becomes an employee of the transmittee:
- (i) the continuity of the employment of the employee shall be deemed not to have been broken by reason of such transmission; and
 - (ii) the period of employment which the employee has had with the transmittor or any prior transmittor shall be deemed to be service of the employee with the transmittee.
- (b) In clause 4.8.3, 'business' includes trade, process, business or occupation and includes a part or subsidiary (which means a corporation that would be taken to be a subsidiary under the Corporations Law, whether or not the Corporations Law applies in the particular case) of any such business and 'transmission' includes transfer, conveyance, assignment or succession whether by agreement or by operation of law and 'transmitted' has a corresponding meaning.

4.8.4 *Time off during notice period*

- (a) Where a decision has been made to terminate an employee in the circumstances outlined in clause 4.8.1, the employee shall be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.
- (b) If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the employee shall, at the request of the employer, be required to produce proof of attendance at an interview or the employee shall not receive payment for the time absent. For this purpose a statutory declaration will be sufficient.

4.8.5 *Notice to Centrelink*

Where a decision has been made to terminate employees in the circumstances outlined in clause 4.8.1, the employer shall notify Centrelink as soon as possible giving all relevant information about the proposed terminations, including a written statement of the reasons for the terminations, the number and categories of the employees likely to be affected, the number of workers normally employed and the period over which the terminations are intended to be carried out.

4.8.6 *Severance pay*

- (a) In addition to the period of notice prescribed for ordinary termination in clause 4.6.2(a), and subject to further order of the Commission, an employee whose employment is terminated for reasons set out in clause 4.8.1(a), shall be entitled to the following amounts of severance pay:

Period of Continuous Service	Severance Pay (weeks' pay)
Less than 1 year	nil
1 year but not more than 2 years	4
More than 2 years but not more than 3 years	6
More than 3 years but not more than 4 years	7
More than 4 years but not more than 5 years	8
More than 5 years but not more than 6 years	9
More than 6 years but not more than 7 years	10
More than 7 years but not more than 8 years	11
More than 8 years but not more than 9 years	12
More than 9 years but not more than 10 years	13
More than 10 years but not more than 11 years	14
More than 11 years but not more than 12 years	15
More than 12 years	16

- (b) 'Weeks' Pay' means the ordinary time rate of pay for the employee concerned:

Provided that the following amounts are excluded from the calculation of the ordinary time rate of pay: overtime, penalty rates, disability allowances, shift allowances, special rates, fares and travelling time allowances, bonuses and any other ancillary payments.

4.8.7 *Superannuation benefits*

An employer may make an application to the Commission for relief from the obligation to make severance payments in circumstances where:

- (a) the employer has contributed to a superannuation scheme which provides a particular benefit to an employee in a redundancy situation; and
- (b) the particular benefit to the employee is over and above any benefit the employee might obtain from any legislative scheme providing for superannuation benefits (currently the federal Superannuation Guarantee levy) or an award based superannuation scheme.

4.8.8 *Employee leaving during notice*

An employee whose employment is terminated for reasons set out in clause 4.8.1(a), may terminate such employment during the period of notice, and, if so, shall be entitled to the same benefits and payments under this clause had such employee remained with the employer until the expiry of such notice:

Provided that in such circumstances the employee shall not be entitled to payment in lieu of notice.

4.8.9 *Alternative employment*

An employer, in a particular case, may make application to the Commission to have the general severance pay prescription amended if the employer obtains acceptable alternative employment for an employee.

4.8.10 *Employees with less than one year's service*

Clause 4.8 shall not apply to employees with less than one year's continuous service and the general obligation on employers should be no more than to give relevant employees an indication of the impending redundancy at the first reasonable opportunity, and to take such steps as may be reasonable to facilitate the obtaining by the employees of suitable alternative employment.

4.8.11 *Employees exempted*

Clause 4.8 shall not apply:

- (a) where employment is terminated as a consequence of misconduct on the part of the employee; or
- (b) to employees engaged for a specific period or task(s); or
- (c) to casual employees.

4.8.12 *Employers exempted*

- (a) Subject to an order of the Commission, in a particular redundancy case, clause 4.8 shall not apply to an employer including a company or companies that employ employees working a total of fewer than 550 hours on average per week, excluding overtime, Monday to Sunday. The 550 hours shall be averaged over the previous 12 months.
- (b) A 'company' shall be defined as:
 - (i) a company and the entities it controls; or
 - (ii) a company and its related company or related companies; or
 - (iii) a company where the company or companies has a common Director or common Directors or a common shareholder or common shareholders with another company or companies.

4.8.13 *Exemption where transmission of business*

- (a) The provisions of clause 4.8.6 are not applicable where a business is before or after the date of the insertion of this clause into the Award, transmitted from an employer (transmittor) to another employer (transmittee), in any of the following circumstances:

- (i) where the employee accepts employment with the transmittee which recognises the period of continuous service which the employee had with the transmittor, and any prior transmittor, to be continuous service of the employee with the transmittee; or
- (ii) where the employee rejects an offer of employment with the transmittee:
 - (A) in which the terms and conditions are substantially similar and no less favourable, considered on an overall basis, than the terms and conditions applicable to the employee at the time of ceasing employment with the transmittor; and
 - (B) which recognises the period of continuous service which the employee had with the transmittor and any prior transmittor to be continuous service of the employee with the transmittee.

(b) The Commission may amend clause 4.8.13(a)(ii) if it is satisfied that it would operate unfairly in a particular case, or in the instance of contrived arrangements.

4.8.14 *Incapacity to pay*

An employer in a particular redundancy case may make application to the Commission to have the general severance pay prescription amended on the basis of the employer's incapacity to pay.

4.9 Continuity of service - transfer of calling

In cases where a transfer of calling occurs, continuity of service should be determined in accordance with sections 67-71 of the Act, as amended from time to time.

4.10 Stand down

The employer may stand down any employee without pay on any day or part of any day on which the employee cannot be usefully employed because of the occurrence of anything for which the employer is not responsible or over which the employer has no control.

4.11 Flexibility of work

4.11.1 An employer may direct an employee to carry out such duties as are reasonably within the limits of the employee's skill, competence and training.

4.11.2 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.

4.11.3 Any direction issued by an employer pursuant to clauses 4.11.1 and 4.11.2 will be consistent with the employer's responsibilities to provide a safe and healthy working environment.

PART 5 - WAGES AND WAGE RELATED MATTERS

5.1 Classifications

5.1.1 *Manufacturing and production employee Level 1* (New employee) (Relativity to L5 - 78%) -

An employee recruited into the company who is unable to meet the competency requirements of Level 2 will remain in Level 1 until such a position arises and they have satisfactorily completed the following:

- (a) An induction program covering -
 - (i) conditions of employment;
 - (ii) introduction to other personnel;
 - (iii) workplace training to meet the requirements of being able to competently perform work within the scope of Level 2;
 - (iv) basic occupational health and safety;
 - (v) documentation procedures.
- (b) An employee at this level -

- (i) exercises minimal judgement;
- (ii) works under direct supervision;
- (iii) abides by all safety procedures.

Typical tasks:

- general cleaning duties;
- the placing on and/or removal of tins on conveyors;
- stacking hot bread on racks, trays or coolers;
- feeding product into crumb plant;
- attending to gardens and/or lawns.

Typical qualifications:

- the ability to understand and carry out simple instructions;
- suitability for this type of work;
- adequate literacy and numeracy skills.

5.1.2 *Manufacturing and production employee Level 2 (Relativity to L5 - 82%) -*

An employee at this level has completed all facets of Level 1, allowing progression to work within the scope of this level, and in so doing:

- (a) works under direct supervision;
- (b) understands and undertakes quality assurance procedures;
- (c) exercises minimal decision making;
- (d) abides by all safety procedures.

Typical tasks:

- operate pie/sausage roll manufacturing equipment;
- operate bread coolers;
- process meat required for pies/sausage rolls etc.;
- operate pastry cutting equipment;
- tray up dough pieces;
- a trades assistant from the maintenance section;
- assistant in the cake production area;
- responsible for receipt, storage of incoming raw materials;
- packing products into crates/rack/display shelves;
- packing product into packing materials such as bags/boxes, cartons etc.;
- assembly of product for orders;
- packaging of bread crumbs;
- checking orders prior to being despatched.

Typical qualifications:

- suitable to the work in which the person is engaged;
- adequate literacy and numeracy skills;
- forklift licence where required;
- relevant training on equipment being operated;
- works to a satisfactory level which may allow further training to progress to level 3.

5.1.3 *Manufacturing and production employee Level 3* (Relativity to L5 - 88%) -

(a) An employee at this level has completed all facets of Level 2 allowing progression to work within the scope of this level and in so doing:

- (i) works under general supervision;
- (ii) is responsible for the quality of work;
- (iii) has a knowledge of the employers operations relating to manufacturing, distribution and ordering processes;
- (iv) may have limited staff supervisory roles.

(b) An employee at this level:

- (i) understands and is responsible for limited plant lubrication;
- (ii) ensures factory hygiene and safety rules are abided by.

Typical tasks:

- operates cake and/or pastry and/or bread roll and/or bread ovens;
- operates dough break/s;
- operates deep fryers;
- trays up dough pieces and is responsible for counting and/or recording information related to this area.

Typical qualifications:

- suitable to the work in which the person is engaged;
- adequate literacy and numeracy skills;
- relevant licence to operate and/or drive machinery where required;
- relevant training on equipment being operated;
- works to a satisfactory level which may allow further training to progress to Level 4.

5.1.4 *Manufacturing and production employee Level 4* (Relativity to L5 - 92%) -

An employee at this level has completed all facets of Level 3, allowing progression to work within the scope of this level and by so doing:

- (a) works under general supervision;
- (b) is responsible for the quality of work under control;
- (c) has limited staff supervisory roles;
- (d) has a knowledge of product and process specification applicable to the area of control;

(e) has a knowledge of hygiene standards required and factory safety rules to be adhered to.

Typical tasks

- operates slicer/bagger combinations;
- adequate literacy and numeracy skills;
- relevant training for the equipment being operated;
- works to a satisfactory level which may allow further training to progress to Level 5.

5.1.5 *Manufacturing and production employee Level 5 (Relativity - 100%) -*

An employee at this level holds an indenture or a tradesperson's right and is required to exercise the skills and knowledge of that trade, and in so doing:

- (a) may have limited staff supervision;
- (b) understands and applies quality assurance techniques;
- (c) may have some knowledge of keyboard skills;
- (d) possesses a full knowledge of hygiene standards and factory safety rules and applies these in the daily routine;
- (e) possesses full product knowledge within the scope of the area being worked.

Typical tasks:

- pastry doughmaking;
- bread roll doughmaking;
- bread doughmaking;
- cake/batter mixerperson;
- plant operator;
- brew maker;
- cleaning supervisor.

Typical qualifications:

- suitable to the work in which the person is engaged;
- adequate numeracy and literacy skills;
- relevant training for the equipment being operated;
- an indenture or tradesperson right;
- works to a satisfactory level which may allow further training to progress to Level 6.

5.1.6 *Manufacturing and production employee Level 6 (Relativity to L5 - 105%) -*

An employee who, having shown ability at Level 5, assumes a supervisory or advanced tradesperson's role, and by so doing:

- (a) may be required to control complex computer control equipment;
- (b) may be responsible for supervision and training;
- (c) assists with product development;

- (d) is responsible for safety and ensures quality assurance is maintained;
- (e) abides by and ensures all safety procedures are followed;
- (f) has a full understanding of production process;
- (g) performs work to a trade standard.

Typical tasks:

- pastry and/or cake packing supervisor;
- bread room supervisor;
- bread roll packing supervisor;
- production line supervisor.

Typical qualifications:

- suitable to the work in which the person is engaged;
- adequate literacy and numeracy skills;
- be competent at operating equipment within the areas of control;
- adequate supervision and communication skills.

5.1.7 *Transport employees*

- | | |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grade 1 | (Relativity to trade equivalent - 86%)
Motor drivers assistant |
| Grade 2 | (Relativity to trade equivalent - 90%)
Driving a vehicle not exceeding 4.5 tonne GVM (Gross Vehicle Mass) and drivers of sedans, station wagons, motor cycles and other vehicles not mentioned elsewhere in clause 5.1.7 which do not have a GVM stated in a certificate of registration. |
| Grade 3 | (Relativity to trade equivalent - 92%)
Driving a 2 axle rigid vehicle or any other rigid vehicle exceeding 4.5 tonnes GVM, but not exceeding 13.9 tonnes GVM. |
| Grade 4 | (Relativity to trade equivalent - 94%)
Driving a rigid vehicle exceeding 13.9 tonnes GVM. |
| Grade 5 | (Relativity to trade equivalent - 96%)
Driving a rigid vehicle with 4 or more axles and a GVM exceeding 13.9 tonnes. Driving a rigid vehicle and heavy trailer combination with 3 axles and a GCM of 22.4 tonnes or less. Driving an articulated vehicle with 3 axles and a GCM of 22.4 tonnes or less. |
| Grade 6 | (Relativity to trade equivalent - 98%)
Driving a rigid truck and heavy trailer combination or an articulated vehicle with more than 3 axles and a GCM greater than 22.4 tonnes. |
| Grade 7 | Trade equivalent -100%)
Driving a double articulated vehicle up to and including 53.4 tonnes GCM - including B-Doubles. |

5.1.8 *Classification definitions*

Skills:

- (a) Basic - Minimum requirements performed under direct supervision.
- (b) Limited - Understanding of skills/requirements.
- (c) Full - Acquired documented knowledge of skills.

Supervision:

- (a) Direct
 - (i) receives detailed instructions of work to be performed;

- (ii) performs tasks which are part of an overall routine;
- (iii) is subject to regular progress checks on work being performed.

(b) General

- (i) receives instructions only in new or difficult work being performed;
- (ii) is subject to progress checks;
- (iii) is competent in skill levels but has their work checked.

(c) Full

- (i) may be subject to random checks to ensure satisfactory progress;
- (ii) may have work checked.

5.2 Wages

5.2.1 The minimum rates to be paid to employees covered by this Award will be as follows:

Production employees		Award rate per week
Classification and Relativity	%	\$
Level 1	78.0	588.20
Level 2	82.0	604.90*
Level 3	88.0	629.90*
Level 4	92.0	646.60
Level 5	100.0	682.00
Level 6	105.0	702.90

* Refer to clause 5.2.2 "Excess payments"

Transport employees

Grade 1	86	621.60
Grade 2	90	638.30
Grade 3	92	646.60
Grade 4	94	655.00
Grade 5	96	663.30
Grade 6	98	671.70
Grade 7	100	682.00

NOTE 2: The rates of pay in this Award are intended to include the arbitrated wage adjustment payable under the 1 September 2010 Declaration of General Ruling and earlier Safety Net Adjustments and arbitrated wage adjustments. This arbitrated wage adjustment may be offset against any equivalent amount in rates of pay received by employees whose wages and conditions of employment are regulated by this Award which are above the wage rates prescribed in the Award. Such payments include wages payable pursuant to certified agreements, currently operating enterprise flexibility agreements, Queensland workplace agreements, award amendments to give effect to enterprise agreements and overaward arrangements. Absorption which is contrary to the terms of an agreement is not required.

Increases made under previous State Wage Cases or under the current Statement of Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated wage adjustments.

5.2.2 Excess payments

- (a) For "Bread Room Staff" and "All Others" employed under the Baking Trade Award - Northern Division as at 1 June 1993 who may be classified into Level 2, there is to be added an excess payment of \$9.10 per week to the rates prescribed for such Level 2 employees. Such payment is to be fixed and not subject to adjustment.
- (b) For "Weigher/Despatchers" employed under the Pastrycooks' Award - Northern Division who may be classified into Level 2, there is to be added an excess payment of \$4.90 per week to the rates prescribed for such Level 2 employees. Such payment is to be fixed and not subject to adjustment.

- (c) For "Ovensmen" employed under the Pastrycooks' Award - Northern Division who may be classified into Level 3, there is to be added an excess payment of \$9.50 per week to the rates prescribed for such Level 3 employees. Such payment is to be fixed and not subject to adjustment.

5.2.3 *Junior Rates* - Junior employees will be paid the following percentages of the appropriate rate for the skill level upon which they are engaged per week to the nearest 10 cents.

	Percentage
Years of age	%
Under 16 years	45
16 and under 17 years	50
17 and under 18 years	55
18 and under 19 years	65
19 and under 20 years	75
20 years and over - the appropriate rate prescribed for adult employees	

5.3 Allowances and extra rates

5.3.1 (a) As of 1 December 2000 an employee whose ordinary hours of work are between midnight Sunday and midnight the following Friday are rostered within the hours of 5.00 p.m. on one day and 4.00 a.m. the following day will be paid an allowance of 20% of the ordinary hourly rate of the employee's classification for each hour so worked.

(b) As of 1 June 2001 an employee whose ordinary hours of work are between midnight Sunday and midnight the following Friday are rostered within the hours of 5.00 p.m. on one day and 5.00 a.m. the following day will be paid an allowance of 20% of the ordinary hourly rate of the employee's classification for each hour so worked.

(c) As of 1 December 2001 an employee whose ordinary hours of work are between midnight Sunday and midnight the following Friday are rostered within the hours of 5.00 p.m. on one day and 6.00 a.m. the following day will be paid an allowance of 20% of the ordinary hourly rate of the employee's classification for each hour so worked.

5.3.2 An employee working ordinary hours of work between midnight Friday and midnight Sunday will be paid an allowance of 50% of the ordinary hourly rate of the employee's classification for each hour so worked.

5.3.3 Adult employees in the Eastern District of the Northern Division will be paid \$1.05 in addition to the rates prescribed in clause 5.2.

Adult employees in the Western District of the Northern Division will be paid \$3.25 in addition to the rates prescribed in clause 5.2.

5.4 Occupational superannuation

5.4.1 *Application* - In addition to the rates of pay prescribed by this Award, eligible employees as defined in clause 5.4.3(b) (other than those who are covered by the Bread Manufacturers of Queensland, Regal Bakeries Pty. Ltd., Cobbity Farm Bakeries Pty. Ltd., Goodman Fielder Industries Ltd. (Inc.in Qld.) trading as Country Style Bakeries (Superannuation Industrial Agreement) and George Weston Foods Superannuation trading as Tip Top Bakeries) will be entitled to occupational superannuation benefits subject to the provisions of clause 5.4.

5.4.2 *Contributions*

(a) Amount - As from 1 January 2005 every employer shall contribute on behalf of each eligible employee an amount calculated at 9% of the employee's ordinary time earnings, into an approved fund, as defined in this clause. Each such payment of contributions shall be rounded off to the nearest ten (10) cents:

Provided that where an employee is absent and is receiving by way of workers' compensation an amount of money no less than the award rate of pay the contribution shall be calculated at 3%.

(b) Regular payment - The employer shall pay such contributions to the credit of each eligible employee at least once each calendar month or in accordance with the requirements of the approved fund trust deed.

(c) Minimum level of earnings - As from 1 January 2005 no employer shall be required to pay superannuation contributions on behalf of any eligible employee in respect of any month during which the employee's ordinary time earnings, as defined, is less than \$450.00.

- (d) Absences from work - Contributions shall continue to be paid on behalf of an eligible employee during any absence on paid leave such as annual leave, long service leave, public holidays, sick leave and bereavement leave, but no employer shall be required to pay superannuation contributions on behalf of any eligible employee during any unpaid absences except in the case of absence on workers' compensation.
- (e) Other contributions - Nothing in clause 5.4 shall preclude an employee from making contributions to a Fund in accordance with the provisions of the trust deed of the fund.
- (f) Cessation of contributions - An employer shall not be required to make any further contributions on behalf of an eligible employee for any period after the end of the ordinary working day upon which the contract of employment ceases to exist.
- (g) No other deductions - No additional amounts shall be paid by the employer for the establishment, administration, management or any other charges in connection with the fund other than the remission of contributions as prescribed in clause 5.4.

5.4.3 Definitions

- (a) "Approved Fund" means a fund (as defined in clause 5.4.3(c)) approved for the purposes of clause 5.4 by the Commission as one to which occupational superannuation contributions may be made by an employer on behalf of an employee, as required by clause 5.4. Such approved fund may be individually named or may be identified by naming a particular class or category.
- (b) "Eligible Employee" means any employee who has been employed by the employer during 5 consecutive weeks and who has worked a minimum of 50 hours during that period. After completion of the above qualifying period, superannuation contributions shall then be made in accordance with clause 5.4.2 effective from the commencement of that qualifying period.
- (c) "Fund" means a superannuation fund satisfying the Commonwealth legislation for occupational superannuation funds and satisfying the superannuation fund conditions in relation to a year of income, as specified in the relevant Act and complying with the operating standards as prescribed by Regulations made under the relevant Act. In the case of a newly established fund, the term shall include a superannuation fund that has received a notice of preliminary listing from the Insurance and Superannuation Commissioner.
- (d) "Ordinary Time Earnings" for the purposes of clause 5.4 means the actual ordinary time rate of pay the employee receives for ordinary hours of work including shift loading, skill allowances and leading hand allowances, where applicable. The term includes any over-award payment as well as casual rates received for ordinary hours of work. Ordinary time earnings shall not include overtime, disability allowances, commission, bonuses, lump sum payments made as a consequence of the termination of employment, annual leave loading, penalty rates for public holiday work, fares and travelling time allowances or any other extraneous payments of a like nature.

5.4.4 For the purposes of this Award, an approved fund means:

- (a) Sunsuper.
- (b) Any named fund as is agreed to between the relevant employer/Union parties to this Award and as recorded in an approved Industrial Agreement.
- (c) In the case of a minority group of employees of a particular employer, any industry, multi-industry or other fund which has been approved in an award or an agreement approved by an Industrial Tribunal whether State or Federal jurisdiction which has already had practical application to the majority of award employees of that employer.
- (d) As to employees who belong to the religious fellowship known as the Brethren, who hold a Certificate issued pursuant to section 115 of the Act and are employed by an employer who also belongs to that fellowship, any fund nominated by the employer and approved by the Brethren.
- (e) Any fund agreed between an employer and an employee who holds a Certificate issued pursuant to section 115 of the Act where membership of a fund cited in an award would be in conflict with the conscientious beliefs of that employee in terms of section 115 of the Act.
- (f) In relation to any particular employer, any other established fund to which that employer was already actually making regular and genuine contributions in accordance with clause 5.4.2 on behalf of at least a significant number of that employer's employees covered by this Award as at 29 September 1989 and continues to make such contribution.

- (g) The employer and employee may agree to have the employee's superannuation contributions made to an approved superannuation fund, other than those specified in this Award.
 - (i) Any such agreement must be recorded in writing and signed by the employer and employee and kept on the employee's file.
 - (ii) A person must not coerce someone else to make an agreement.
 - (iii) Such agreement, where made, will continue until such time as the employer and employee agree otherwise, and shall be made available to relevant persons for the purposes of sections 371 and 373 (inspection of time and wage records) of the Act.
 - (iv) Any dispute arising out of this process will be handled in accordance with the grievance and dispute settling procedure as contained in clause 3.1.

5.4.5 *Challenge of a fund*

- (a) An eligible employee being a member or a potential member of a fund, as well as the Union, may by notification of a dispute to the Commission challenge a fund on the grounds that it does not meet the requirements of clause 5.4.
- (b) Notwithstanding that the Commission determines that a particular fund does not meet the requirements of clause 5.4, the Commission may in its discretion and subject to any recommendation, direction or order it may make, recognise any or all of the contributions previously made to that fund as having met the requirements or part thereof of clause 5.4.2 up to and including the date of that determination.
- (c) In the event of any dispute over whether any fund complies with the requirements of clause 5.4, the onus of proof shall rest upon the employer.

5.4.6 *Fund selection*

- (a) No employer shall be required to make or be prevented from making, at any one time, contributions into more than one approved fund. Such fund, other than a fund referred to in clauses 5.4.4(c), (d), (e), (f) and (g) shall be determined by a majority decision of employees.
- (b) Employees who are members of an established fund covered by clause 5.4.4(f) shall have the right by majority decision to choose to have the contributions specified in clause 5.4.2 paid into a fund as provided for elsewhere in clause 5.4.4 in lieu of the established fund to which clause 5.4.4(f) has application.
- (c) The initial selection of a fund recognised in clause 5.4.4 shall not preclude a subsequent decision by the majority of employees in favour of another fund recognised under that clause where the long term performance of the fund is clearly disappointing.
- (d) Where this provision has been utilised and as a result another approved fund is determined, access to a further re-appraisal of the fund for the purpose of favouring yet another fund shall not be available until a period of 3 years has elapsed after that utilisation of this provision.

5.4.7 *Enrolment*

- (a) Each employer to whom clause 5.4 applies shall as soon as practicable as to both current and future eligible employees:
 - (i) Notify each employee of the employee's entitlement to occupational superannuation;
 - (ii) Consult as may be necessary to facilitate the selection by employees of an appropriate fund within the meaning of clause 5.4.4;
 - (iii) Take all reasonable steps to ensure that upon the determination of an appropriate fund, each eligible employee receives, completes, signs and returns the necessary application form/s provided by the employer, to enable that employee to become a member of the fund; and
 - (iv) Submit completed application form/s and any other relevant material to the trustees of the fund.
- (b) Each employee upon becoming eligible to become a member of a fund determined in accordance with clause 5.4 shall:

- (i) complete and sign the necessary application form/s to enable that employee to become a member of that fund; and
 - (ii) return such form/s to the employer within 28 days of receipt of the application form/s in order to be entitled to the benefit of the contributions prescribed in clause 5.4.2.
- (c) Where an employer has complied with the requirements of clause 5.4.7(a) and an eligible employee fails to complete, sign and return the application form/s within 28 days of the receipt by the employee of that form/s, then that employer shall:
- (i) Advise the eligible employee in writing of the non-receipt of the application form/s and further advise the eligible employee that continuing failure to complete, sign and return such form/s within 14 days could jeopardise the employee's entitlement to the occupational superannuation benefit prescribed by clause 5.4.
 - (ii) In the event that the eligible employee fails to complete, sign and return such application form/s within the specified period of 14 days be under no obligation to make any occupational superannuation contributions in respect of such eligible employee excepting as from any subsequent date from which the completed and signed application form/s is received by the employer.
 - (iii) In the event that the eligible employee fails to return a completed and signed application form/s within a period of 6 months from the date of the original request by the employer, again advise that eligible employee in writing of the entitlement and that the receipt by the employer of a completed and signed application form/s is a pre-requisite to the payment of any occupational superannuation contributions.
 - (iv) At the same time as advising the eligible employee pursuant to clause 5.4.7(c)(iii), submit both to the Chief Industrial Inspector, Brisbane and to the Union a copy of each letter forwarded by the employer to the eligible employee pursuant to clauses 5.4.7(c)(i) and 5.4.7(c)(iii).
- (d) Where an employer fails to provide an eligible employee with an application form/s in accordance with clause 5.4.7(a)(iii) the employer shall be obliged to make contributions as from the date the employee became an eligible employee provided that the eligible employee completes, signs and returns to the employer an application form/s within 28 days of being provided with the application form/s by the employer. Where the eligible employee fails to complete, sign and return an application form/s within such period of 28 days the provisions of clause 5.4.7(c) shall apply.

5.4.8 *Unpaid contributions*

Subject to Chapter 11, Part 2, Division 5 of the Act and to clause 5.4.5, where the discretion of the Commission has been exercised, should it be established that the employer has failed to comply with the requirements of clause 5.4.2 in respect of any eligible employee such employer shall be liable to make the appropriate contributions retrospectively to the date of eligibility of the employee, plus an amount equivalent to the rate of return those contributions would have attracted in the relevant approved fund, or as necessary a fund to be determined by the Commission under clause 5.4.5, had they been paid on the due dates.

The making of such contributions satisfies the requirements of clause 5.4 excepting that resort to clause 5.4.8 shall not limit any common law action which may be available in relation to death, disablement or any similar cover existing within the terms of a relevant fund.

5.4.9 *Exemptions*

- (a) An employer may apply to the Commission for exemption from all or any of the provisions of clause 5.4 in the following circumstances:
 - (i) Incapacity to pay the costs associated with its implementation; or
 - (ii) Any special or compelling circumstances peculiar to the business of the employer.

5.5 **Payment of wages**

Wages will be paid at the option of the employer, either by cash or electronic fund transfer into an account nominated by the employee into a bank, building society or credit Union.

If wages are paid in cash, they will be paid in the employer's time and any employee who is not paid within 15 minutes from the time specified, will be deemed to be working during the time the employee is kept waiting:

Provided that this provision will not apply under circumstances beyond the control of the employer.

PART 6 - HOURS OF WORK, BREAKS, OVERTIME, SHIFT WORK, WEEKEND WORK

6.1 Hours of work

6.1.1

- (a) Subject to clause 6.2 (Working of a 38 hour week) and subject to the exceptions hereinafter provided, the ordinary hours of work will be an average of 38 per week, to be worked on the following basis:
 - (i) 38 hours within a work cycle not exceeding 7 consecutive days; or
 - (ii) 76 hours within a work cycle not exceeding 14 consecutive days; or
 - (iii) 114 hours within a work cycle not exceeding 21 consecutive days; or
 - (iv) 152 hours within a work cycle not exceeding 28 consecutive days; or
 - (v) Such other methods as may be agreed from time to time between the employer and a majority of the full-time employees affected.
- (b) The ordinary hours of work prescribed will not be less than 4 hours on any day, or more than 10 hours on any day (subject to the provisions of clause 6.2).
- (c) The ordinary hours of work prescribed may be worked on any 4 or 5 days with at least 2 consecutive days off in the week, Monday to Sunday inclusive, subject to the following:
 - (i) The ordinary hours of work prescribed, for employees other than casuals, will be worked continuously, except for meal breaks and rest pauses.
 - (ii) The ordinary starting and finishing times of various groups of employees or individual employees may be staggered.
 - (iii) Employees are required to observe the nominated starting and finishing times for the work day, including designated breaks to maximize available working time. Preparation for work and cleaning up of the employee's person will be in the employee's time.

6.1.2 Ordinary hours worked on a Saturday or Sunday will be paid at the appropriate rate specified in clause 5.3 (Allowances and extra rates).

6.2 Working of a 38 hour week

- 6.2.1 The employer and all employees concerned in each establishment will consult over the most appropriate means of implementing and working a 38 hour week.
- 6.2.2 The objective of such consultation will be to agree on the method of implementing and working the 38 hour week.
- 6.2.3 The outcome of such consultation will be recorded in writing.
- 6.2.4 In cases where agreement cannot be reached as a result of consultation between the parties, either party may request the assistance or advice of their relevant employee or employer organisation.
- 6.2.5 Notwithstanding the consultative procedures outlined above, and notwithstanding any lack of agreement by employees, the employer will have the right to make the final determination as to the method by which the 38 hour week is implemented or worked from time to time.
- 6.2.6 After implementation of the 38 hour week, upon giving 7 days' notice or such shorter period as may be mutually agreed upon, the method of working the 38 hour week may be altered, from time to time, following negotiations between the employer and the employees concerned, utilising the foregoing provisions of clause 6.2, including clause 6.2.5.

6.3 Meals

- 6.3.1 Each employee must take and each employer must give on each day at least half an hour for a meal within 6 hours of the normal commencing time, unless otherwise agreed between the employer and the majority of employees in relative sections of the workplace:

Provided that where any such agreement is reached, no additional penalties apply.

- 6.3.2 An employee not commencing a meal break within 6 hours of starting work will be paid double time until a meal break is taken with a minimum of one-half hour's pay at such rate.
- 6.3.3 Meal breaks will not count as time worked except as provided in clause 6.3.5.
- 6.3.4 An employee required to work overtime for more than 2 hours without being notified the day before that the employee will be so required to work, will be paid \$12.10 meal allowance
- 6.3.5 Hours worked in excess of 10 will (in addition to the normal meal break) include a paid 20 minute meal break after the expiration of 10 hours.
- 6.3.6 The meal breaks prescribed in clause 6.3 will be given and taken so as not to interfere with the continuity of work and at times mutually agreed between the employer and the employee.

6.4 Overtime

- 6.4.1 For full-time, part-time, casual employees and apprentices all time worked in excess of, or outside, ordinary hours of work will be overtime.
- 6.4.2 Employees whose ordinary hours of work average 38 per week as provided for in clause 6.1 will be paid overtime at their ordinary hourly rate plus 50% of the ordinary hourly rate for the first 3 hours on any day, and at the ordinary hourly rate plus 100% of the ordinary hourly rate thereafter, except as provided for in clause 6.4.3.
- 6.4.3 Overtime on the seventh day - All overtime worked on a seventh day in a work cycle by employees whose ordinary hours of work average 38 per week as provided for in clause 6.1 will be paid at their ordinary hourly rate plus 100 % of that ordinary hourly rate.
- 6.4.4 *Rest period after overtime*
 - (a) When overtime is necessary it will, wherever reasonably practicable, be so arranged that the employees have at least 10 consecutive hours off duty between the work on successive days.
 - (b) An employee who works so much overtime between the termination of that employee's ordinary work one day and the commencement of the employee's ordinary work on the next day that the employee has not at least 10 consecutive hours off duty between those times shall, subject to clause 6.4.4, be released after completion of such overtime until the employee has had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
 - (c) If on the instructions of the employer such an employee resumes or continues work without having had such 10 consecutive hours off duty, the employee shall be paid double rates until released from duty for such period. The employee shall then be entitled to be absent until the employee has had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- 6.4.5 *Overtime* - An employer may require an employee to work reasonable overtime at overtime rates and such employee will work overtime in accordance with such requirement.
- 6.4.6 Overtime worked on any day upon which an employee is normally off duty will be paid as for a minimum of 2 hours' work at the appropriate overtime rate.

6.5 Rest pauses

- 6.5.1 A full-time employee will be entitled to a rest pause of 10 minutes' duration in the employer's time in the first and second half of their daily work. No deduction of pay will be made for each rest pause so taken.
- 6.5.2 A casual employee and part-time employee engaged continuously for a period of 4 hours will be entitled to a rest pause of 10 minutes' duration in the employer's time. A casual employee who is engaged for a period of more than 4 hours, but not exceeding 8 hours, will be entitled to a rest pause of 10 minutes' duration in the employer's time in the first and second half of the engagement.
- 6.5.3 Rest pauses will be taken at such times as will not interfere with continuity of work where continuity is necessary.
- 6.5.4 Where there is agreement between the employer and the majority of employees concerned the rest pauses may be combined into one 20 minute rest pause to be taken in the first part of the ordinary working day, with such 20

minute rest pause and the meal break arranged in such a way that the ordinary working day is broken up into 3 approximately equal working periods.

PART 7 - LEAVE OF ABSENCE AND PUBLIC HOLIDAYS

7.1 Annual leave

7.1.1 Every employee (other than a casual employee) shall at the end of each year of their employment be entitled to not less than 4 weeks' annual leave on full pay.

7.1.2 Such annual leave shall be exclusive of any public holiday which may occur during the period of that annual leave and (subject to clause 7.1.6) shall be paid for by the employer in advance:

(a) In the case of any employee in receipt immediately prior to that leave of ordinary wages at a rate in excess of the ordinary wages payable under clause 5.2, at that excess rate; and

(b) In every other case, at the ordinary time rate of pay payable under clause 5.2 to the employee concerned immediately prior to that leave.

7.1.3 If the employment of any employee is terminated at the expiration of a full year of employment, the employer shall be deemed to have given the leave to the employee from the date of the termination of the employment and shall immediately pay to the employee, in addition to all other amounts due to them, their pay, calculated in accordance with clause 7.1.6, for any untaken annual leave and also their ordinary time rate of pay for any public holiday occurring during such period of untaken annual leave.

7.1.4 If the employment of any employee is terminated before the expiration of a full year of employment, such employee shall be paid, in addition to all other amounts due, an amount equal to 1/12th of their pay for the period of their employment, calculated in accordance with clause 7.1.6.

7.1.5 Unless the employee shall otherwise agree, the employer shall give the employee at least 14 days' notice of the date from which such employee's annual leave shall be taken.

7.1.6 Calculation of annual leave pay

In respect to annual leave entitlements to which clause 7.1 applies, annual leave pay (including any proportionate payments) shall be calculated as follows:

(a) Subject to clause 7.1.6(b), in no case shall the payment by an employer to an employee be less than the sum of the following amounts:

(i) The employee's ordinary wage rate as prescribed in clause 5.2 for the period of the annual leave (excluding weekend penalty rates); and

(ii) A further amount calculated at the rate of 17 1/2% of the amount referred to in clause 7.1.6(a)(i).

(b) Clause 7.1.6(a) does not apply to:

(i) any period or periods of annual leave exceeding 4 weeks; or

(ii) employers who are already paying an annual leave bonus, loading or other annual leave payment which is not less favourable to employees.

7.1.7 Except as provided in clause 7.1.4, it is not lawful for the employer to give, or for the employee to receive, payment in lieu of annual leave.

7.2 Sick leave

7.2.1 Entitlement

(a) Every employee, except casuals and school-based apprentices and trainees, is entitled to 60.8 hours' sick leave for each completed year of their employment with their employer:

Provided that part-time employees accrue sick leave on a proportional basis.

(b) This entitlement will accrue at the rate of 7.6 hours' sick leave for each 6 weeks of employment.

- (c) Payment for sick leave will be made based on the number of hours which would have been worked by the employee if the employee were not absent on sick leave.
- (d) Sick leave may be taken for part of a day.
- (e) Sick leave shall be cumulative, but unless the employer and employee otherwise agree, no employee shall be entitled to receive, and no employer shall be bound to make, payment for more than 13 weeks' absence from work through illness in any one year.

7.2.2 *Employee must give notice*

The payment of sick leave is subject to the employee promptly advising the employer of the employee's absence and its expected duration.

7.2.3 *Evidence supporting a claim*

When the employee's absence is for more than 2 days the employee is required to give the employer a doctor's certificate, or other reasonably acceptable evidence, about the nature and approximate duration of the illness.

7.2.4 *Accumulated sick leave*

An employee's accumulated sick leave entitlements are preserved when:

- (a) The employee is absent from work on unpaid leave granted by the employer;
- (b) The employer or employee terminates the employee's employment and the employee is re-employed within 3 months;
- (c) The employee's employment is terminated because of illness or injury and the employee is re-employed by the same employer without having been employed in the interim.

The employee accumulates sick leave entitlements whilst absent from work on paid leave granted by the employer.

7.2.5 *Workers' compensation*

Where an employee is in receipt of workers' compensation, the employee is not entitled to payment of sick leave.

7.3 Bereavement leave

7.3.1 *Full-time and part-time employees*

Full-time and part-time employees shall, on the death of a member of their immediate family or household in Australia, be entitled to paid bereavement leave up to and including the day of the funeral of such person. Such leave shall be without deduction of pay for a period not exceeding the number of hours worked by the employee in 2 ordinary days of work. Proof of such death is to be furnished by the employee to the satisfaction of the employer.

7.3.2 *Long-term casual employees*

- (a) A long-term casual employee is entitled to at least 2 days unpaid bereavement leave on the death of a member of the person's immediate family or household in Australia.
- (b) A "long-term casual employee" is a casual employee engaged by a particular employer, on a regular and systematic basis, for several periods of employment during a period of at least 1 year immediately before the employee seeks to access an entitlement under clause 7.3.2.

7.3.3 "Immediate family" includes:

- (a) A spouse (including a former spouse, a *de facto* spouse and a former *de facto* spouse, spouse of the same sex) of the employee; and
- (b) A child or an adult child (including an adopted child, a foster child, an ex-foster child, a stepchild or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee.

7.3.4 *Unpaid leave*

An employee with the consent of the employer, may apply for unpaid leave when a member of the employee's immediate family or household in Australia dies and the period of bereavement leave entitlement provided above is insufficient.

7.4 Long service leave

All employees covered by this Award are entitled to long service leave on full pay under, subject to, and in accordance with, the provisions of Chapter 2, Part 3, sections 42-58 of the Act as amended from time to time.

7.5 Family leave

The provisions of the Family Leave Award apply to and are deemed to form part of this Award.

7.5.1 It is to be noted that:

- (a) part-time work can be performed by agreement in the circumstances specified in the Family Leave Award;
- (b) a copy of the Family Leave Award is required to be displayed in accordance with section 697 of the Act.

7.5.2 The Family Leave Award also provides for the terms and conditions of leave associated with:

- (a) Maternity leave
- (b) Parental leave
- (c) Adoption leave
- (d) Special responsibility leave for the care and support of the employee's immediate family or household.

7.6 Public holidays

7.6.1 Subject to clause 7.6.7 all work done by any employee on:

- the 1st January;
- the 26th January;
- Good Friday;
- Easter Saturday (the day after Good Friday);
- Easter Monday;
- the 25th April (Anzac Day);
- The Birthday of the Sovereign;
- Christmas Day;
- Boxing Day; or
- any day appointed under the *Holidays Act 1983*, to be kept in place of any such holiday

will be paid for at the rate of double time and a-half with a minimum of 4 hours.

7.6.2 *Labour Day*

All employees covered by this Award are entitled to be paid a full day's wage for Labour Day (the first Monday in May or other day appointed under the *Holidays Act 1983*, to be kept in place of that holiday) irrespective of the fact that no work may be performed on such day, and if any employee concerned actually works on Labour Day, such employee will be paid a full day's wage for that day and in addition a payment for the time actually worked by the employee at one and a-half times the ordinary time rate of pay prescribed for such work with a minimum of 4 hours.

7.6.3 *Annual show*

All work done by employees in a district specified from time to time by the Minister by notification published in the *Industrial Gazette* on the day appointed under the *Holidays Act 1983*, to be kept as a holiday in relation to the annual agricultural, horticultural or industrial show held at the principal city or town, as specified in such notification of such district will be paid for at the rate of double time and a-half with a minimum of 4 hours.

In a district in which a holiday is not appointed for an annual agricultural, horticultural or industrial show, the employee and employer must agree on an ordinary working day that is to be treated as a show holiday for all purposes.

7.6.4 *Double time and a-half*

For the purposes of clause 7.6 "double time and a-half" means one and a-half day's wages in addition to the employee's ordinary time rate of pay or *pro rata* if there is more or less than a day.

7.6.5 *Stand down*

Any employee, other than a casual employee, with 2 weeks or more of continuous service, whose employment has been terminated by the employer or who has been stood down by the employer during the month of December, and who is re-employed in January of the following year, shall be entitled to payment at the ordinary rate payable to that employee when they were dismissed or stood down, for any one or more of the following holidays, namely, Christmas Day, Boxing Day and New Year's Day.

7.6.6 *Substitution*

Where there is agreement between the employer and the majority of employees concerned, a public holiday may be substituted for another day. If such other day is worked, then payment for that day will be at the rate of double time and a-half at the employees' ordinary time rate of pay.

7.6.7 In the case of employees who do not work Monday to Friday of each week they shall be entitled to public holidays as follows:

- (a) that full-time workers who do not work on Monday to Friday of each week should be assured of either payment for each of the prescribed holidays or a substituted day's leave. They should not forfeit that benefit because a prescribed holiday falls on a non-working day. Payment for a prescribed holiday falling on the non-working day shall be 1/3rd of the ordinary time weekly rate prescribed herein;
- (b) a full-time worker who works a non-standard week should not enjoy leave in respect of both an 'actual' day and a substitute day but should be assured of one of them provided that the substituted day does not conflict with operational requirements;
- (c) that a full-time worker who ordinarily works on a Saturday or Sunday should be paid at the Saturday or Sunday rate for work performed on the 'actual' day when substitution is prescribed, save that when the "actual" day is Christmas Day the employee shall be paid at the rate of double time;
- (d) that a part-time non-casual worker whose normal roster includes a prescribed holiday should either be accorded the holiday on pay or receive the appropriate public holiday rate for work on that day;
- (e) that a part-time non-casual worker whose normal roster includes Saturday or Sunday which would be a prescribed holiday but for the substitution of an alternative day should not lose a holiday because of the substitution, but should not be accorded holidays (or pay in lieu) in respect of both the 'actual' and the substitute days;
- (f) that casual workers who are employed on prescribed holidays should be paid at the relevant holiday rate (but exclusive of any augmentation of the casual loading); and
- (g) nothing in clause 7.6.7 confers a right to any employee to payment for a public holiday as well as a substituted day in lieu.

7.7 Jury service

An employee, other than a casual employee, required to attend for jury service during their ordinary working hours shall be reimbursed by the employer an amount equal to the difference between the amount paid in respect of their attendance for such jury service and the ordinary pay the employee would have been paid if the employee was not absent on jury service.

Alternatively, by agreement, fees (other than meal allowance) received by the employee to attend jury service will be paid to the employer and the employer will continue to pay the employee their ordinary pay for the time the employee was absent on jury service.

Employees shall notify their employer as soon as practicable of the date upon which they are required to attend for jury service and shall provide their employer with proof of such attendance, the duration of such attendance and the amount received in respect thereof.

If the employee is not required to serve on a jury for a day or part of a day after attending for jury service and the employee would ordinarily be working for all or part of the remaining day, the employee must, if practicable, present for work at the earliest reasonable opportunity.

"Ordinary pay" means the rate of pay that an employee would normally expect to receive for working ordinary hours on an ordinary day of the week, including any over-award payment. "Ordinary pay" excludes overtime, penalty rates of all types - including those attaching to working ordinary hours (for example) on a Saturday, disability allowances, shift allowances, special rates, fares and travelling time allowances, bonuses and other ancillary payments of a like nature.

PART 8 - TRANSFERS, TRAVELLING AND WORKING AWAY FROM USUAL PLACE OF WORK

NOTE: No provisions inserted in this Award relevant to this Part.

PART 9 - TRAINING AND RELATED MATTERS

9.1 Commitment to training and careers

The parties commit themselves to continuing and upgrading the training provided to employees.

It is agreed that the parties will co-operate in ensuring that training is maintained and improved.

This training will form the basis of an enhanced career structure in the industry.

PART 10 - OCCUPATIONAL HEALTH AND SAFETY MATTERS, EQUIPMENT, TOOLS AND AMENITIES

NOTE: No provisions inserted in this Award relevant to this Part.

PART 11 - AWARD COMPLIANCE AND UNION RELATED MATTERS

Preamble

Clauses 11.1 and 11.2 replicate legislative provisions contained within the Act. In order to ensure the currency of existing legal requirements parties are advised to refer to sections 366, 372 and 373 of the Act as amended from time to time.

11.1 Right of entry

11.1.1 Authorised industrial officer

- (a) An "Authorised industrial officer" is any Union official holding a current authority issued by the Industrial Registrar.
- (b) Right of entry is limited to workplaces where the work performed falls within the registered coverage of the Union.

11.1.2 Entry procedure

- (a) The authorised industrial officer is entitled to enter the workplace during normal business hours as long as:
 - (i) the authorised industrial officer alerts the employer or other person in charge of the workplace to their presence; and
 - (ii) shows their authorisation upon request.
- (b) Clause 11.1.2(a)(i) does not apply if the authorised industrial officer establishes that the employer or other person in charge is absent.
- (c) A person must not obstruct or hinder any authorised industrial officer exercising their right of entry.
- (d) If the authorised industrial officer intentionally disregards a condition of clause 11.1.2 the authorised industrial officer may be treated as a trespasser.

11.1.3 Inspection of records

- (a) An authorised industrial officer is entitled to inspect the time and wages record required to be kept under section 366 of the Act.
- (b) An authorised industrial officer is entitled to inspect such time and wages records of any former or current employee except if the employee:

- (i) is ineligible to become a member of the Union; or
 - (ii) is a party to a QWA or ancillary document, unless the employee has given written consent for the records to be inspected; or
 - (iii) has made a written request to the employer that the employee does not want that employee's record inspected.
- (c) The authorised industrial officer may make a copy of the record, but cannot require any help from the employer.
- (d) A person must not coerce an employee or prospective employee into consenting, or refusing to consent, to the inspection of their records by an authorised industrial officer.

11.1.4 *Discussions with employees*

An authorised industrial officer is entitled to discuss with the employer, or a member or employee eligible to become a member of the Union:

- (a) matters under the Act during working or non-working time; and
- (b) any other matter with a member or employee eligible to become a member of the Union, during non-working time.

11.1.5 *Conduct*

An authorised industrial officer must not unreasonably interfere with the performance of work in exercising a right of entry.

11.2 Time and wages record

11.2.1 An employer must keep, at the place of work in Queensland, a time and wages record that contains the following particulars for each pay period for each employee, including apprentices and trainees:

- (a) the employee's award classification;
- (b) the employer's full name;
- (c) the name of the award under which the employee is working;
- (d) the number of hours worked by the employee during each day and week, the times at which the employee started and stopped work, and details of work breaks including meal breaks;
- (e) a weekly, daily or hourly wage rate - details of the wage rate for each week, day, or hour at which the employee is paid;
- (f) the gross and net wages paid to the employee;
- (g) details of any deductions made from the wages; and
- (h) contributions made by the employer to a superannuation fund.

11.2.2 The time and wages record must also contain:

- (a) the employee's full name and address;
- (b) the employee's date of birth;
- (c) details of sick leave credited or approved, and sick leave payments to the employee;
- (d) the date when the employee became an employee of the employer;
- (e) if appropriate, the date when the employee ceased employment with the employer; and
- (f) if a casual employee's entitlement to long service leave is worked out under section 47 of the Act - the total hours, other than overtime, worked by the employee since the start of the period to which the entitlement relates, worked out to and including 30 June in each year.

11.2.3 The employer must keep the record for 6 years.

11.2.4 Such records shall be open to inspection during the employer's business hours by an inspector of the Department of Industrial Relations, in accordance with section 371 of the Act or an authorised industrial officer in accordance with sections 372 and 373 of the Act.

11.3 Union encouragement

Clause 11.3 gives effect to section 110 of the Act in its entirety. Consistent with section 110 a Full Bench of the Commission has issued a Statement of Policy on Union Encouragement (reported 165 QGIG 221) that encourages an employee to join and maintain financial membership of an organisation of employees that has the right to represent the industrial interests of the employees concerned.

11.3.1 Documentation to be provided by employer

At the point of engagement, an employer to whom this Award applies shall provide employees with a document indicating that a Statement of Policy on Union Encouragement has been issued by the Commission, a copy of which is to be kept on the premises of the employer in a place readily accessible by each employee.

The document provided by the employer shall also identify the existence of a Union encouragement clause in this Award.

11.3.2 Union delegates

Union delegates and job representatives have a role to play within a workplace. The existence of accredited Union delegates and/or job representatives is encouraged.

The employer shall not unnecessarily hinder accredited Union delegates and/or job representatives in the reasonable and responsible performance of their duties.

11.3.3 Deduction of union fees

Where arrangements can be entered into, employers are encouraged to provide facilities for the deduction and remittance of Union fees for employees who signify in writing to their employer, their desire to have such membership fees deducted from their wages.

11.4 Trade union training leave

11.4.1 A Union delegate or duly elected or appointed Union representative will, upon written application by the Union to the employer, such application being endorsed by the Union and given to the employer at least 2 months in advance (or such lesser period as mutually agreed between the Union and the employer/s), be granted up to 5 working days' leave (non-cumulative) on ordinary pay each calendar year to attend courses or seminars conducted by the Union or specific training courses approved and accredited by the Union. The scope, content and level of such courses or seminars will be such as to contribute to a better understanding of industrial relations within the employer's operations.

11.4.2 Other courses mutually agreed between the Union party to this Award and an employer, or employers, may be included under clause 11.4.

11.4.3 Any written application by the Union seeking release of a delegate or representative to attend a course will include details of the type and content of the course to be attended as well as the dates upon which the course is proposed to be conducted.

11.4.4 For the purposes of clause 11.4 "ordinary pay" will mean the ordinary time earnings paid to the employee exclusive of any allowances, penalty rates or travelling time and fares.

11.4.5 The granting of such leave will be subject to the following conditions:

- (a) The employee must have at least 12 months continuous service with the employer prior to such leave being granted and be the elected Union delegate/representative.
- (b) Unless otherwise agreed the maximum number of employees of one and the same employer attending a training course or seminar each year will be as follows:

Where the employer employs between 51 - 100 employees 2

Where the employer employs over 100 employees 4

- (c) Where an employer has more than one place of employment in Queensland then the maximum number of employees entitles to attend a course at the same time will be 2. This will not prevent an employer from agreeing to release additional employees.
- (d) The granting of such leave will be subject to the convenience of the employer so that the operations of the enterprise will not be adversely affected.
- (e) Where an employer approaches the Union and demonstrates genuine difficulties with respect to the release of a particular Union delegate or representative at a particular time (including where the employer might have previously advised of its ability to release such Union delegate or representative) the Union will not unreasonably press its request for the release of that delegate/representative at that time. If the matter is not amicably resolved, it will be processed in accordance with clause 3.1.
- (f) In granting such paid leave, the employer is not responsible for any additional costs except the payment of extra remuneration where relieving arrangements are instituted by the employer to cover the absence of the employee.
- (g) Leave granted to attend such training courses will not incur any additional payment or alternate time off if such course coincides with an employee's day off in a 19 day month working arrangement, or with any other concessional leave.
- (h) Such paid leave will not affect other leave granted to employees under this Award.
- (i) On completion of the course the employee will, upon request, provide to the employer proof of their attendance at the course. Except in the case of sick leave or other authorised leave, non-attendance at a training course will result in the employee not being paid for such time.

11.5 Award posting

The employer must display a copy of this Award in a conspicuous place at the workplace where employees can easily read it.

Dated 8 April 2003.

By the Commission,
[L.S.] E. EWALD,
Industrial Registrar.

Operative Date: 2 June 2003