

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

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

PRAWN AND OTHER SEAFOOD PROCESSING AWARD - STATE 2003

Following the Declaration of the General Ruling for Overtime Meal Allowance (matter numbers B/2010/34 and B/2010/38), the Prawn and Other Seafood Processing Award - State 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 Prawn and Other Seafood Processing Award - State 2003 as at 1 January 2011.

Dated 1 March 2011.

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

PRAWN AND OTHER SEAFOOD PROCESSING AWARD - STATE 2003

PART 1 - APPLICATION AND OPERATION

1.1 Title

This Award is known as the Prawn and Other Seafood Processing Award - State 2003.

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1.3 Date of operation

This Award takes effect from 2 June 2003.

1.4 Coverage

1.4.1 This Award applies to all employers engaged in Prawn and other Sea Food Processing and their employees working at heading, sorting, grading, cutletting, processing, packing, freezing, storing, and handling of prawns and/or other sea foods and all other work in or in connection with or incidental to such work or services provided within the employer's establishment which is not covered by the Fishery Employees' Award - State 2003.

1.4.2 This Award shall apply throughout the State of Queensland.

1.4.3 As to the employers named in the Schedule to this Award the provisions of the Award are modified in accordance with the requirements of the individual Orders listed in such Schedule.

1.5 Definitions

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

1.5.2 "Commission" means the Queensland Industrial Relations Commission.

1.5.3 "Freezing Room" means and include any room excepting an ice room, the temperature of which is less than minus 1.6 degrees celsius.

1.5.4 "Union" means The Australian Workers' Union of Employees, Queensland.

1.6 Area of operation

For the purpose of this Award, the State of Queensland shall be divided into Divisions and Districts as set out below:

1.6.1 Divisions:

Northern Division - That portion of the State along or north of a line commencing at the junction of the sea-coast with the 21st parallel of south latitude; then by that parallel of latitude due west to 147 degrees of each longitude; then by that meridian of longitude due south to 22 degrees 30 minutes of south latitude; then by that parallel of latitude due west to the western border of the State.

Mackay Division - That portion of the State within the following boundaries: Commencing at the junction of the sea-coast with the 21st parallel of south latitude; then by that parallel of latitude due west to 147 degrees of east longitude; then by that meridian of longitude due south to 22 degrees of south latitude; then by that parallel of latitude due east to the sea-coast; then by the sea-coast northerly to the point of commencement.

Southern Division - That portion of the State not included in the Northern or Mackay Divisions.

1.6.2 Districts

(a) Northern Division:

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

Western District - The remainder of the Northern Division.

(b) Southern Division:

Eastern District - That portion of the Southern Division along or east of a line commencing at the junction of the southern border of the State with 150 degrees of east longitude; then by that meridian of longitude due north to 25 degrees of south latitude; then by that parallel of latitude due west to 147 degrees of east longitude; then by that meridian of longitude due north to the southern boundary of the Mackay Division.

Western District - The remainder of the Southern Division.

1.7 Parties bound

This Award is legally binding upon the employees as prescribed by clause 1.4 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 SETTLING PROCEDURES

3.1 Consultative mechanisms and procedures in the workplace

- 3.1.1 To ensure productivity and efficiency in the workplace, a Consultation Committee shall be established and continued, to discuss at workplace level all aspects of the Company's operation, equipment, procedures, and occupational health and safety matters.
- 3.1.2 The Committee shall be comprised of equal numbers of management and employees from the workplace or a section, plus the Union organiser shall be invited to attend. The minimum number of employee or management representatives from either an area or the workplace shall be 2.
- 3.1.3 The Committee shall meet regularly at suitable intervals, such as at the beginning of a season or every 2, 3 or 4 months, or more often if required by a party indicating such in writing to the other parties by giving one week's notice.
- 3.1.4 The outcome of the Committee discussions shall be displayed on the employee's notice board within 2 days after each meeting.

3.2 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.

- 3.2.1 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.
- 3.2.2 If the grievance or dispute is not resolved under clause 3.2.1, 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.
- 3.2.3 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 3.2.5.
- 3.2.4 If the grievance or dispute is still unresolved after discussions mentioned in clause 3.2.2, 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 nominated industrial representative. This should occur as soon as it is evident that discussions under clause 3.2.2 will not result in resolution of the dispute.
- 3.2.5 If, after discussion between the parties, or their nominees mentioned in clause 3.2.4, 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.
- 3.2.6 Whilst all of the above procedure is being followed, normal work shall continue except in the case of a genuine safety issue.
- 3.2.7 The *status quo* existing before the emergence of the grievance or dispute is to continue whilst the above procedure is being followed.
- 3.2.8 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.
- 3.2.9 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.
- 3.2.10 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.

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

4.1 Employment categories

4.1.1 Employees (other than casual employees) covered by this Award shall be advised in writing of their employment category upon appointment.

Employment categories are:

- (a) full-time;
- (b) casual (as prescribed in clause 4.2); or
- (c) pieceworkers (as prescribed in clause 4.3).

4.2 Casual employment

4.2.1 A casual employee means a person is expressly engaged as such. The ordinary working hours shall be worked on any day of the week Monday to Saturday inclusive:

4.2.2 A casual must be engaged for a minimum period of 2 hours' work or be paid 2 hours' pay in lieu thereof:

Provided that clause 4.2.2 shall not apply where work is unable to be performed through breakdown of machinery or other cause for which the employer cannot reasonably be held responsible.

4.2.3 A casual employee must be paid for ordinary hours worked at a rate of 1/40th of the weekly rate prescribed in clause 5.3 for the class of work performed plus a loading of 23%.

4.3 Pieceworkers

4.3.1 A pieceworker shall mean an employee engaged on a piecework basis.

4.3.2 The rate for employees engaged on piecework shall be agreed upon between the employer and the Union, and such piecework rates shall be fixed so as to enable the average competent employee to earn not less than the weekly rate prescribed for adult employees performing such work plus 30%.

4.3.3 No employee who has been employed by an employer for more than 40 hours shall receive less wages than an amount proportionate to the weekly rate of this Award according to the number of hours worked.

4.3.4 When a pieceworker is notified by ordinary ceasing time any day that their services will be required on the following day, such employee, on turning up to work, shall be provided with a minimum of 2 hours' work, or on starting work on any one day shall be provided with a minimum of 2 hours' work or paid 2 hours' pay in lieu thereof:

Provided that clause 4.3.4 shall not apply where work is unable to be performed through breakdown of machinery or other cause for which the employer cannot reasonably be held responsible.

4.4 Juniors

4.4.1 The proportion of juniors that may be employed shall not exceed one junior to every 2 adults in receipt of not less than the minimum adult rates.

4.5 Mixed functions

Where any employee on any one day performs 2 or more classes of work to which a differential rate fixed by this Award is applicable, the employee, if employed for more than 4 hours on the class or classes of work carrying the higher rate shall be paid in respect of the whole time during which the employee works on that day at the same rate which shall be at the highest rate fixed by this Award in respect of any such classes of work, and if employed for 4 hours or less on the class or classes of work carrying the higher rate the employee shall be paid at such highest rate for 4 hours.

4.6 Incidental and peripheral tasks

- 4.6.1 Employees shall perform work as required by the employer provided that such work is reasonably within that employee's limits of skills, competence and training:
- 4.6.2 Provided further that employees shall use tools and equipment as required by the employer subject to appropriate training having been given.
- 4.6.3 Any direction issued by the employer pursuant to clauses 4.6.1 and 4.6.2 shall be consistent with the employer's responsibility to provide a safe and healthy working environment.

4.7 Anti-discrimination

- 4.7.1 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 varied 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.
- 4.7.2 Accordingly, in fulfilling their obligations under the grievance and dispute settling procedure in clause 3.2, 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.
- 4.7.3 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.
- 4.7.4 Nothing in clause 4.7 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.

4.8 Termination of employment

4.8.1 *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.

4.8.2 *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 two 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.

4.8.3 *Notice of termination by employee*

The notice of termination required to be given by an employee shall be 2 days. 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 clause 4.8.2(d) for a period of notice of 2 days.

4.8.4 *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.

4.9 Introduction of changes

4.9.1 *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.

4.9.2 *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 alternate employment).
- (b) The consultation must occur as soon as practicable after making the decision referred to in clause 4.9.1.
- (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.

4.10 Redundancy

4.10.1 *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 4.10.1(a) and shall cover the reasons for the proposed terminations, measures to avoid or minimise the terminations and/or their adverse affects 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.

4.10.2 *Transfer to lower paid duties*

- (a) Where an employee is transferred to lower paid duties for reasons set out clause 4.10.1 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 4.8.
- (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.

4.10.3 *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 (transmitter) to another employer (transmittee), and an employee who at the time of such transmission was an employee of the transmitter 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 transmitter or any prior transmitter shall be deemed to be service of the employee with the transmittee.
- (b) In clause 4.10.3, '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.

4.10.4 *Time off during notice period*

- (a) Where a decision has been made to terminate an employee in the circumstances outlined in clause 4.10.1, 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.

4.10.5 *Notice to Centrelink*

Where a decision has been made to terminate employees in the circumstances outlined in clause 4.10.1, 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.

4.10.6 *Severance pay*

- (a) In addition to the period of notice prescribed for ordinary termination in clause 4.8.2(a), and subject to further order of the Commission, an employee whose employment is terminated for reasons set out in clause 4.10.1(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.

4.10.7 *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.

4.10.8 *Employee leaving during notice*

An employee whose employment is terminated for reasons set out in clause 4.10.1(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.

4.10.9 *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.

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

Clause 4.10 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.

4.10.11 *Employees exempted*

Clause 4.10 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.

4.10.12 *Employers exempted*

- (a) Subject to an order of the Commission, in a particular redundancy case, clause 4.10 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.

4.10.13 *Exemption where transmission of business*

(a) The provisions of clause 4.10.6 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 4.10.13(a)(ii) if it is satisfied that it would operate unfairly in a particular case, or in the instance of contrived arrangements.

4.10.14 *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.

4.11 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.

PART 5 - WAGES AND WAGE RELATED MATTERS

5.1 Definition of classifications

5.1.1 Cold Storage Hand shall mean an employee who is employed for more than 3 hours on any one day in a cold store.

5.2 Revised classification structures

5.2.1 The parties to this Award are committed to revising the existing classifications to create an Industry compatible and career-orientated Grading Structure that implements broadbanding based on the requirements of the Fishing and Seafood Industry.

5.2.2 As such the parties will finalise an agreed new career-orientated Grading Structure and associated definitions, and in doing so shall:

- (a) establish participative mechanisms for the trialling of the new Grade Structure that will incorporate a monitoring and review of the trial;
- (b) agree upon the criteria and mechanisms for determining movement between levels within the new career-orientated Grade Structure.

5.2.3 Accept in principle that the descriptions of job functions within a new Structure will be more broadly and Fishing and Seafood Industry based and generic.

5.2.4 Will co-operate in the transition from the existing classifications to the proposed new Structure to ensure that the transition takes place in an orderly manner without creating false expectations or disputation.

- 5.2.5 Affirm that wage increases arising from broadbanding and adjustment of minimum rates are subject to absorption into existing overaward payments.
- 5.2.6 Recognise that in order to increase the efficiency, productivity and international competitiveness of the Fishing and Seafood Industry, a greater commitment to training and skill development is required.

5.3 Wage rates

- 5.3.1 The minimum rates of wages payable to the following classes of employees in the Southern Division, Eastern District shall be:

	Award Rate Per Week \$
Supervisor	622.10
Employees engaged in the handling and/or heading and/or grading and/or processing and/or packing of prawns and/or other sea foods	605.70
Freezers	615.00
Cold storage hands	609.20
All other adult employees not elsewhere classified	600.70

NOTE: 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.

5.3.2 Juniors

	Percentage of minimum adult rate for the appropriate Division or District %
Under 17 years of age	55
17 and under 18 years of age	65
18 and under 19 years of age	75
And thereafter the adult rate.	

Junior rates shall be calculated in multiples of 10 cents with any result of 5 cents or more being taken to the next highest 10 cent multiple:

Provided always that all employees of whatever age employed on heading and/or packing of prawns, shall receive the adult rate of wages as prescribed in clause 5.3.

5.3.3 Leading hand allowance

Any person in charge of 5 or more employees shall be entitled to an additional \$16.80 per week.

5.3.4 Divisional and district allowances

Employees employed in the following districts shall be paid the following amounts in addition to the rates of wages prescribed by clause 5.3 for the division or district in which they are located:

	Adults Per Week \$
Mackay Division	0.90
Eastern District, Northern Division	1.05

Western District, Southern Division
Western District, Northern Division

1.05
3.25

5.3.5 *Early work and late work allowance*

All time worked by day workers in ordinary time before 7.00 a.m. or after 5.00 p.m. shall be paid for at ordinary rates plus 25%.

5.4 Allowances

5.4.1 *Locality allowance*

In addition to the rates elsewhere prescribed a locality allowance of \$2.50 per day shall be paid to employees employed within that area of the mainland of the State, north or west of a line commencing at 18 degrees latitude at the Northern Territory/Queensland border then eastward to 142 degrees longitude and then due north along that line to the intersection of the Queensland Coastline. This allowance shall be paid on each day they are employed provided that:

- (a) In the instance of weekly employees the allowance shall be not less than \$15 where such an employee works on 5 or 6 days in any period of 7 consecutive days; or
- (b) In the instance of other than weekly employees such allowance shall not be payable in respect of any day where the employee concerned works less than 8 hours;
- (c) No employee shall be entitled to receive more than \$15 under clause 5.4.1 in any weekly pay period;

The allowance shall not be taken into account in the computation of overtime or penalty rates.

5.4.2 *Container allowance*

Where employees are engaged in the physical packing and/or unpacking and checking of containers for export/import from cold storage the following additional allowance shall be paid:

- (a) Packing and/or unpacking - \$2.33 per container.
- (b) Checking - \$6.61 per container.

5.4.3 *Fork lift*

Employees required to operate a fork lift in addition to normal duties shall be paid an additional 54 cents per hour for all operating time with a minimum of \$1.09 on any one day.

5.4.4 *Overaward*

"Overaward" payment is defined as the amount in rates of pay which an employee would receive in excess of the minimum award wage as prescribed in this Award for the classification in which such employee is engaged which applied immediately prior to the date of operation of this amendment:

Provided that this definition shall exclude overtime, shift allowances, penalty rates, expense related allowances, industry allowances, disability allowances, vacation allowances, special rates or allowances, responsibility allowances, or any other ancillary payments of a like nature described by this Award.

5.5 Payment of wages

5.5.1 Wages shall be paid weekly in the employer's time.

5.5.2 Where practicable and where mutually agreed between the employer and employee, wages may be paid by electronic funds transfer into that employee's nominated bank or building society account.

5.5.3 Upon termination of employment wages shall be paid at time of termination or by the employer dispatching the same on the next working day.

5.6 Superannuation

5.6.1 *Application* - In addition to any other entitlement pursuant to this Award, eligible employees (as defined in clause 5.6.3(b)) shall be entitled to superannuation payments made by the employer into an approved occupational superannuation fund in accordance with the provisions of clause 5.6.

5.6.2 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) Contributions for casual employees shall be on the same basis as weekly employees, or *pro rata* if less than a full week is worked, including casual loading.
- (c) The employer may suspend for the applicable period contributions made on behalf of an employee if the employee is absent from the workplace other than for annual leave, long service leave, public holidays, paid sick leave, or workers compensation for a period of not more than 26 weeks.
- (d) No additional amount shall be paid by the employer for the establishment, administration, management or any other changes in connection with the fund.
- (e) The employer shall remit contributions to the approved fund on a monthly basis.
- (f) Eligible employees may personally contribute additional amounts to the fund in addition to the minimum employer contributions as set out in clause 5.6.2 by way of voluntary contribution, and the employer shall (at the employee's written request) make arrangements for authorised deductions from the employee's pay to be forwarded to the administrators of the fund.

5.6.3 Definitions

- (a) "The approved fund" shall mean:
- (i) The Australian Rural Industries Superannuation Fund known as "AUSTSAFE" established by a Deed of Trust dated the 31st day of August, 1988 and Rules thereto as amended.
 - (ii) 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 5.6.2 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 contributions:
- (b) "Eligible employee" shall mean any employee having served for 4 calendar weeks in employment (*pro rata* in the case of a casual employee), who shall have occupational superannuation payments paid by the employer retrospective to the date of commencement of employment.
- (c) "Ordinary time earnings" shall mean and include:
- (i) the weekly pay for ordinary hours worked, including any overaward payments;
 - (ii) any "all purpose" allowances or amounts including leading hand allowance; and
 - (iii) shift allowances, and additional amounts paid for shift work and ordinary time worked on Saturdays and Sundays.
- (d) 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 3.2.

5.6.4 General

Nothing in clause 5.6 shall act to diminish the rights and responsibilities of the trustees of the fund as set out in accordance with the deed of trust and rules thereto as amended.

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

6.1 Hours of work

6.1.1 *Day workers*

The ordinary hours of labour shall be 40 per week to be worked 8 hours per day on any 5 days between Monday to Saturday inclusive and shall be worked between the hours of 6 a.m. and 6 p.m. Working time shall be continuous except for meal breaks and rest pauses.

6.2 **Meal breaks**

6.2.1 All employees other than shift workers, shall be allowed not less than 30 minutes nor more than one hour for a meal which shall be in the employees' time and shall be commenced not later than during the 5th hour from ordinary commencing time.

6.2.2 Where more than one shift per day is worked, an unbroken 30 minutes shall be allowed for crib in the employer's time during each shift in such a manner as not to interfere with the continuity of work.

6.3 **Rest pauses**

6.3.1 All employees shall be entitled to a rest pause of 10 minutes' duration in the first and second half of the employees' daily work:

Provided that such rest pauses shall be taken at such times as will not interfere with continuity of work where continuity is necessary.

6.3.2 Employees who are working in a temperature not above minus 1.6 degrees celsius shall be allowed 4 periods of 10 minutes each day in addition to the recognised smokos, but such extra period shall be so arranged that sufficient employees remain in the department to carry on the work:

Provided that rest pauses shall not be eliminated, but where agreed between the employer and the majority of employees in a section or a department, and subject to this local agreement being ratified by the Union, periods of work may be re-arranged so that there is less disruption to certain work by moving and/or combining the rest pauses.

6.4 **Overtime**

6.4.1 All time worked by an employee before the employees ordinary starting time or after the employees ordinary ceasing time or in excess of 8 hours in any one day or 40 on any one week or outside the ordinary working hours shall be deemed to be overtime.

6.4.2 All overtime, except as hereinafter provided, shall be paid for at one and a-half times the ordinary rate for the first 3 hours and double time thereafter.

6.4.3 Overtime worked by shift workers shall be paid for at the rate of double time.

6.4.4 All time worked by employees other than shift workers on Sundays shall be paid for at the rate of double time, with a minimum of 2 hours' work or payment therefore.

6.4.5 All time in excess of 8 hours per day or 40 hours per week Monday to Saturday inclusive for casual employees shall be regarded as overtime and paid for at the rate of time and a-half for the first 3 hours and double time thereafter.

6.4.6 Any employee who is required to continue working for more than one hour after the employees ordinary ceasing time shall be allowed 30 minutes for a meal after the first hour worked and, also 30 minutes after each further 4 hours worked provided work is to continue thereafter.

6.4.7 *Meal allowance*

Any employee called upon to work overtime for more than one hour after the employees ordinary ceasing time shall be paid an allowance of \$12.10 for a meal, or shall be supplied by the employer with a reasonable meal in lieu of such payment, in respect of each meal break allowed during such overtime as provided for in clause 6.4.6.

6.4.8 *Fatigue break*

An employee who works so much overtime between the termination of their ordinary work on one day and the commencement of their 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 6.4.8 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. 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 they are released from duty for such period and the employee shall then be entitled to be absent until they have had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence:

Provided that where an employee is recalled to work overtime and works not more than 2 hours' overtime, clause 6.4.8 shall not apply. The provisions of clause 6.4.8 shall apply in the case of shift workers who rotate from one shift to another as if 8 hours were substituted for 10 hours when overtime is worked:

- (a) For the purpose of changing shift rosters; or
- (b) Where a shift worker does not report for duty; or
- (c) Where a shift is worked by arrangement between the employees themselves.

6.5 Shift work

6.5.1 Shift allowances

- (a) In addition to the wage rates prescribed by clause 5.3, shift workers shall be paid the following afternoon and night shift allowances for each afternoon or night shift worked:
 - (i) Afternoon shift allowance:
The percentage allowance is 12.5% or \$9.70 per shift (whichever is the greater).
 - (ii) Night shift allowance:
The percentage allowance is 15% or \$9.70 per shift (whichever is the greater).
- (b) It is a condition of this Award that no employee is disadvantaged as a result of this change from a flat rate shift allowance to a percentage shift allowance.
- (c) Shift allowance(s) shall not apply to shift work performed on a Saturday or Sunday. All ordinary time worked by shift workers between midnight Friday and midnight Saturday shall be paid for at the rate of time and a-half.

For the purposes of clause 6.5.1 the percentage which is quoted shall be the amount which is payable for each shift in addition to the employee's ordinary time wage rate.

6.5.2 For the purposes of clause 6.5:

- (a) "Afternoon Shift" shall mean any shift finishing after 6.00 p.m. and at or before midnight;
- (b) "Night Shift" shall mean any shift finishing after midnight and at or before 8.00 a.m. or where the majority of hours worked in the shift falls between midnight and 8.00 a.m.; and

6.5.3 Extra week-end payments

Where shift work is performed, one and a-half times ordinary rates shall be paid from midnight Friday to midnight Sunday.

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 annual leave on full pay as follows:

- (a) not less than 5 weeks if employed on shift work where 3 shifts per day are worked over a period of 7 days per week; and
- (b) not less than 4 weeks in any other case.

7.1.2 Such annual leave is exclusive of any public holiday which may occur during the period of that annual leave and (subject to clause 7.1.5) must be paid for by the employer in advance:

- (a) in the case of any and every employee in receipt immediately prior to that leave of ordinary wages at a rate in excess of the ordinary wages payable under clause 5.3, at that excess rate; and
- (b) in every other case, at the ordinary time rate of pay payable under clause 5.3 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 the employee, their pay, calculated in accordance with clause 7.1.5, for 4 weeks and also their ordinary pay for any public holiday occurring during such period of 4 weeks.

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 to the employee, an amount equal to 1/12th of their pay for the period of their employment calculated in accordance with clause 7.1.5.

7.1.5 *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) Shift workers - Subject to clause 7.1.5(c), the rate of wage to be paid to a shift worker shall be the rate payable for work in ordinary time according to the employee's roster or projected roster, including Saturday, Sunday or public holiday shifts.
- (b) Leading hands etc. - Subject to 7.1.5(c), leading hand allowances and amounts of a like nature otherwise payable for ordinary time worked shall be included in the wages to be paid to employees during annual leave.
- (c) All employees - Subject to the provisions of clause 7.1.5(d), 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 5.3 for the period of the annual leave (excluding shift premiums and weekend penalty rates);
 - (ii) leading hand allowance or amounts of a like nature;
 - (iii) a further amount calculated at the rate of 17 1/2% of the amounts referred to in clauses 7.1.5(c)(i) 7.1.5(c)(ii).
- (d) Clause 7.1.5(c) does not apply to:
 - (i) any period or periods of annual leave:
 - exceeding 5 weeks in the case of employees employed in a calling where 3 shifts per day are worked over a period of 7 days per week; or
 - exceeding 4 weeks in any other case; or
 - (ii) employers who are already paying an annual leave bonus, loading or other annual leave payment which is not less favourable to employees.

7.1.6 Unless the employee agrees otherwise, the employer must give the employee at least 14 days' notice of the date from which the employee's annual leave will be taken.

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

7.2 Sick leave

7.2.1 *Entitlement*

- (a) Every employee, except casuals, pieceworkers, and school-based apprentices and trainees, is entitled to 8 days' sick leave for each completed year of their employment with their employer.
- (b) This entitlement will accrue at the rate of one day's sick leave after each 6 weeks of employment.
- (c) Payment for sick leave will be made based on the ordinary number of hours that would have been worked 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.
- (f) Part-time employees accrue sick leave on a proportional basis.

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 their employer;
- (b) The employer or employee terminates the employee's employment and the employee is re-employed within 3 months; or
- (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 one 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 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 (other than casual employees) covered by this Award shall be entitled to be paid a full day's wages 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 shall 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 rate 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 *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 shall be paid for at the rate of double time and a-half with a minimum of 4 hours.

7.6.4 Double time and a-half

For the purposes clause 7.6, "double time and a-half" shall mean 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.

All time worked on any of the aforesaid holidays outside the ordinary starting and ceasing times prescribed by this Award for the day of the week on which such holiday falls shall be paid for at double the rate prescribed by the Award for such time when worked outside the ordinary starting and ceasing times on an ordinary working day.

7.6.5 Stand down

Any and every employee who, having been dismissed or stood down by the employer during the month of December in any year, shall be re-employed by that employer at any time before the end of the month of January in the next succeeding year shall, if that employee shall have been employed by that employer for a continuous period of 2 weeks or longer immediately prior to being so dismissed or stood down, be entitled to be paid and shall be paid by the employer (at the ordinary rate payable to that employee when so dismissed or stood down) for any one or more of the following holidays, namely, Christmas Day, Boxing Day, and the first day of January occurring during the period on

and from the date of the employees dismissal or standing down to and including the date of their re-employment as aforesaid.

Each of the holidays prescribed by clause 7.6, or other holidays prescribed as such from time to time by proclamation, shall be of 24 hours' duration and shall be deemed to occur from the time of commencement of the day shift on the morning of the public holiday to the commencement of the day shift on the next following day.

7.7 Jury service

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) "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 Training program

9.1.1 The parties to this Award acknowledge that varying degrees of training are provided to employees in the Fishing and Seafood Industry via both internal on-the-job training and also through external training facilities. To this end, the Parties through consultation at all levels shall develop a training program consistent with:

- (a) the current and future skill needs of the Industry;
- (b) the size, structure and nature of the operations of the Industry;
- (c) the need to develop vocational skills relevant to the industry through both industry courses and courses conducted by accredited educational institutions and providers.

Accordingly, the parties commit themselves to:

- (d) developing a more highly skilled and flexible workforce;
- (e) providing employees with career opportunities through appropriate training to acquire additional skills;
- (f) developing co-ordinated training programs designed to cater for the new broadband Grading Structure with career-path advancement; and
- (g) removing barriers to the utilisation of skills acquired.

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

10.1 Clothing, equipment and tools

- 10.1.1 The employer shall either provide waterproof aprons and gumboots or pay an allowance at the rate of \$1.00 per week for gumboots and 35 cents per week for aprons.
- 10.1.2 All employees engaged on the heading and/or grading and/or shelling and/or sorting and/or packing of prawns shall be supplied by the employer, free of charge, with good quality rubber gloves. The number of pairs of rubber gloves supplied to each such employee shall not be less than 2, and shall be sufficient to allow the employees to have a clean dry pair of rubber gloves to don at the commencement of work for the day and at the resumption of work after each meal break.
- 10.1.3 The employer shall replace, free of charge to the employee, any damaged rubber glove immediately an employee reports such damage.
- 10.1.4 The employer shall at all times have available for the use of employees the following items:
- (a) Barrier cream;
 - (b) Hexachlorophene (trade name Phisohex) or other suitable chemical, being a disinfectant for the washing of rubber gloves and hands, same to be approved by the Department of Health.
- 10.1.5 Suitable facilities shall be provided on the job for drying of gloves after washing. A damaged glove shall be a glove that has been holed so as to allow entry of any substance to the employee's hands.
- 10.1.6 Suitable freezer suits, gloves and boots shall be provided for employees working in freezing rooms.
- 10.1.7 Head coverings shall be provided free of cost to an employee requested to wear same and the employee shall wear same.
- 10.1.8 Any protective clothing issued will remain the property of the employer and the employee shall take reasonable care of such clothing (fair wear and tear excepted), and if the employee fails to take reasonable care of, or fails to return such issue, the employer may recover the value of such clothing from any monies payable to the employee. Any clothing issued may be marked (not disfigured) by the employee for identification purposes.

10.1.9 *Boiling water*

The employer shall provide boiling water for the use of the employees during the meal break or rest pauses.

10.2 First aid

The employer shall provide and maintain in a central position at the works so as to be at all times readily available for the use of the employees suitable first-aid equipment and requisites as required by the *Workplace Health and Safety Act 1995*.

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 they do not want their 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 full-time, 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 Posting of award

A copy of this Award shall be exhibited in a conspicuous and convenient place on the premises of the employer.

11.4 Union encouragement

Clause 11.4 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 the Union.

11.4.1 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.

11.4.2 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.

11.4.3 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.

11.5 Provision for payroll deductions

Deductions from wages may be made from employee's contributions to sickness and accident funds, medical funds, group assurance or for any other purpose for the benefit of employees for which the consent in writing of the employee concerned has been obtained.

The employer shall, on request in writing by any employee, pay to the Union, out of any money due to the employee, in respect of wages, the annual contribution of such employee as a member of the Union.

Schedule

List of employers with 2nd Tier Orders which to Varying Degrees Modify the Provisions of this Award

EMPLOYER	CASE NO.	DATE OF ORDER
Permanent Heads of Queensland Government Departments	B122/88	1. 8.88

Dated 8 April 2003.

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

Operative Date: 2 June 2003