

ENTERPRISE AGREEMENT

NO: E.A. 188 /1995

DATE REGISTERED: 16-6-95

PRICE: \$ 12-00

AUSTIN CARAVAN PARK ENTERPRISE AGREEMENT

1 Title

1.1 This agreement shall be known as the Austin Caravan Park Enterprise Agreement ('the Agreement').

2. Arrangement

2.1 This Agreement is set out in the following manner.

| <u>Clause No.</u> | <u>Subject Matter</u> |
|-------------------|---|
| 1. | Title |
| 2. | Arrangement |
| 3. | Parties Bound and Enterprise Covered |
| 4. | Operation |
| 5. | Scope Of Coverage |
| 6. | Contract of Employment |
| 7. | Minimum Rates of Wages for Ordinary Hours |
| 8. | Ordinary Hours of Employment |
| 9. | Overtime |
| 10. | Public Holidays |
| 11. | Meal Breaks and Refreshments |
| 12. | Annual Leave |
| 13. | Sick Leave |
| 14. | Disputes and Grievances Procedure |
| 15. | No Duress |
| 16. | Signatures |

3. Parties Bound Enterprise Covered

3.1 This Agreement is between Partnership of Frank Austin Edwards and Christine Hazel Edwards, trading as Austin Caravan Park on the one part (the 'Employer') and the staff of the enterprise described in Clause 3.3 (the 'Employees').

3.2 The enterprise to which this agreement relates is known as the Austin Caravan Park, 581 Armidale Rd, Tamworth, N.S.W. 2340, offering accommodation and recreational facilities.

3.3 This Agreement covers all employees otherwise covered in the trades and/or occupations of Caretakers and Cleaners of the Miscellaneous Workers' - General Services (State) Award and Clerk, Grade 5 of the Clerks (State) Award.

F.A. *S.E. Taylor* *LR*
AB *F.E.* *JE*
EDWARDS
MARTIN AUSTIN and EVA MARGARET EDWARDS

4. Operation

4.1 This Agreement shall operate from the date of registration (which is noted as _____ day of 199) and shall remain in force for 3 years from the said date of registration.

5. Scope of Coverage

5.1 This Agreement regulates totally the terms and conditions of employment for all adult and/or junior employees as described in Clause 3.3 instead of the Miscellaneous Workers' - General Services (State) Award and the Clerks (State) Award. To the extent of any inconsistency between the award and the Agreement, the Agreement shall prevail.

5.2 Nothing in this Agreement limits the application to an employee bound of any conditions that apply under any Act irrespective of its conditions such as parental leave, annual leave, long service leave, jury service, superannuation, workers compensation.

6. Contract of Employment

6.1 Weekly employees shall have a continuing employment relationship and be employed by the week for a maximum of 38 hours on average per week.

6.2 Weekly part-time employees can be employed to work regularly a minimum of 20 ordinary hours each week and less than the ordinary number of hours prescribed for weekly employees.

6.3 Weekly employees may be terminated during the first six (6) months of employment (on probation) by four (4) hours notice and thereafter (following confirmation) by one (1) weeks notice on either side.

6.4 Casual workers are engaged and paid by the hour with a minimum engagement of 3 hours. Such engagements shall be less than 38 hours in any week, can be terminated without notice by either party and shall not include a continuing employment relationship nor regular hours each week.

6.5 Any employee working such hours as would have entitled them to casual loading under the relevant award, shall be paid that loading.

6.6 Nothing in the Agreement shall affect the right of the Employer to dismiss an employee without notice for refusal of duty, neglect of duty or misconduct.

F. E. K
P. J. S. B.
S. E. J. G. H.
S. B.

Minimum Rates of Wages for Ordinary Hours

7.1 The minimum rates of pay for each employee shall be fixed at the following rates:

| <u>Description</u> | <u>Rate per Ordinary Hour</u> |
|--|-------------------------------|
| Level 1 Employees employed as cleaners | \$10.60 per hour |
| Level 2 Employees employed as caretakers and/or clerks Part-time caretakers will receive the hourly rate specified plus 10%. | \$ 9.90 per hour |

7.2 Minimum rates of pay for employees, under 21 years of age, principally engaged in clerical duties, for the work during ordinary hours shall be fixed to the age related hourly rate as follows:

| | |
|----------|-----------------------------------|
| Under 17 | \$4.00 per hour |
| At 17 | \$5.00 per hour |
| At 18 | \$6.00 per hour \$6.20 |
| At 19 | \$6.80 per hour \$7.00 |
| At 20 | \$8.05 per hour \$8.20 |

7.3 Casual workers engaged according to Clause 6.4, will receive the hourly rate specified plus 20%.

7.4 The employer, having regard to the skills, responsibilities and merit of an employee, may agree with an individual employee by separate contract to pay a rate in excess of the rates in Clauses 7.1, 7.2 and 7.3.

JB
R
AJS
K
S. Taylor
SB
Pz

8. Ordinary Hours of Employment

- 8.1 Ordinary hours of work shall be by mutual agreement from time to time. They shall not exceed 38 hours per week averaged over a 52 week period and not more than 9 hours per day, Monday to Friday.
- 8.2 Wherever reasonably possible work shall be arranged so that an employee shall have at least 10 consecutive hours off duty between work on successive days.

9. Overtime

- 9.1 Employees who work in addition to ordinary hours shall do so by agreement from time to time and shall be paid at the same rate as the rate which would ordinarily apply for ordinary hours in this Agreement.
- 9.2 Employees who work maximum ordinary hours and whose rate is 10% or more above the minimum rate fixed by Clause 7.1 can claim overtime hours at the ordinary hours rate plus 10%.
- 9.3 An overtime meal allowance can be paid at the discretion of the employer.

10. Public Holidays

- 10.1 Employees can, by agreement, work ordinary hours on any days appointed as Public Holidays throughout the State.
- 10.2 Where an employee would have been entitled to payment for not working ordinary hours on a Public Holiday, had an award applied, payment will be according to Clauses 7 and 8 of this Agreement.

11. Meal Breaks and Refreshments

- 11.1 Non-paid meal breaks shall be as arranged between the Employer and the employee.
- 11.2 During any shift of eight hours or more, employees shall be allowed opportunities for a paid refreshment break or breaks of no more than thirty minutes duration in aggregate and not less than five minutes for any one break, in such manner as to not interfere with the continuous running of the establishment.

12. Annual Leave

- 12.1 Annual Leave will be according to provisions of the Annual Holidays Act 1944.

F. E. K.
SR JB
SK
S. E. Jay

Enterprise Initiatives,

PO Box 331, Brookvale N.S.W 2100

Phone (02) 949 3975 Fax (02) 948 4579 Mobile 018 97 3758

13. Sick Leave

13.1 A weekly employee who is unable to attend or remain at his/her place of employment by reason of personal illness or personal incapacity shall be entitled to one (1) week of absence paid at the appropriate ordinary hourly rate for the first and each subsequent year of employment. Such days if not taken shall not accumulate from year to year under this agreement.

13.2 Provided that the employee complies with the following conditions:

13.2.1 The employee shall, where practicable, advise the employer of his/her inability to attend for work on the morning of the absence and as far as possible the nature of the illness and the estimated period of absence; and

13.2.2 If so required by the employer, the employee shall produce a medical certificate or other satisfactory evidence to prove the employee's inability to attend for duty on the days in respect of which sick leave is claimed.

13.2.3 The foregoing provisions are not intended to limit the Employer dealing with particular cases on a more generous basis.

14. Disputes and Grievances Procedure

14.1 All disputes or grievances arising within the enterprise shall as far as practical be resolved through consultation among all of the parties within the enterprise. Accordingly the following procedure shall be followed:

14.1.1 initially the staff member shall discuss any grievance, dispute or claim with the immediate supervisor

14.1.2 where there is no satisfactory resolution arising from discussions between the employee and his/her supervisor they may agree to involve other employees on a confidential and informal basis from any level or section of the enterprise.

14.1.3 where there is no satisfactory resolution through informal discussions among nominated employees the aggrieved employee may after informing his supervisor take the matter for resolution to the Park Manager.

14.1.4 where there is no satisfactory resolution through informal discussions among nominated employees the aggrieved employee may after informing his supervisor take the matter for resolution to a Proprietor of the enterprise.

14.1.5 should the matter involve interpretation of this Agreement the employee and Proprietor may agree on the involvement of an impartial third party from outside the organisation who can assist them reach a mutually acceptable outcome.

14.2 If not settled the parties may request the matter to be taken up through the due processes with the Industrial Relations Commission.

Enterprise Initiatives,

PO Box 331, Brookvale N.S.W 2100

Phone: (02) 949-3975 Fax: (02) 948-4579 Mobile: 018-97-3758

DR
J.E. JB PJ
L.E. J. Langford

15. **No Duress.**

15.1 The Austin Caravan Park Enterprise Agreement was not entered into under duress by any of the following persons who are expressed to be party to it.

16. **Signatures**

16.1 The Austin Caravan Park Enterprise Agreement was signed by the Employer as follows:

F. Edwards
Employer

Edwards
Employer

17-11-94
Date

16/2/95
Date

16.2 The signatures of the employees are as follows:

| Name | Residential Address and Telephone Number | Signature |
|-------------|--|---------------|
| S. TAYLOR | 33 COSS AV TAM (067) 655222 | S. Taylor |
| L. ROSS | 5 GLEN ST TAM (067) 659673 | L. Ross |
| P. R. GROTH | AUSTIN CARAVAN PARK TAM 664282 | Peter R Groth |
| F. BROCK | 30 MAXWELL ST TAMWORTH (067) 653306 | F. Brock |
| S. CLEARY | 98 BAKER ST TAMWORTH 067 661284 | S. Cleary |
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