

ENTERPRISE AGREEMENT

NO: E.A. 246 /1995

DATE REGISTERED: 14. 7. 95.

PRICE: \$ 14-00

HAMISH BROOKS ENTERPRISE AGREEMENT

1 Title

- 1.1 This agreement shall be known as the Hamish Brooks 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.	Casual Workers
8.	Minimum Rates of Wages for Ordinary Hours
9.	Ordinary Hours of Employment
10.	Overtime
11.	Public Holidays
12.	Meal Breaks and Refreshments
13.	Annual Leave
14.	Sick Leave
15.	Disputes and Grievances Procedure
16.	No Duress
17.	Signatures

3. Parties Bound Enterprise Covered

- 3.1 This Agreement is between Hamish Brooks Pty Ltd, A.C.N. No. 001 356 574, trading as Pembroke Caravan and Leisure Park and Highlander Van Village, 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 Pembroke Caravan and Leisure Park, 39 Grafton Rd, Armidale NSW 2350 and the Highlander Van Village, Glen Innes Rd, Armidale NSW 2350, caravan and mobile homes parks offering accommodation, recreational facilities and shop for guests.
- 3.3 This Agreement covers all employees otherwise covered in the trades and/or occupations of Gardener of the Miscellaneous Gardeners &c (State) Award, Caretakers and Cleaners of the Miscellaneous Workers' - General Services (State) Award, Clerk, Grade 5 of the Clerks (State) Award and Shop Assistant of the Shop Employees (State) Award.

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 described in Clause 3.3 instead of the Miscellaneous Gardeners &c (State) Award, the Miscellaneous Workers' - General Services (State) Award, the Clerks (State) Award and the Shop Employees (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 ¹²~~28~~ 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 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.

*R. HS
L. AL AP
VH. GS
JR*

7. **Casual Workers**

7.1 Casual workers are engaged and paid by the hour. There shall be a minimum engagement of 4 hours for clerks and 3 hours for cleaners, gardeners and shop assistants. 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.

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

8. Minimum Rates of Wages for Ordinary Hours

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

Level 1 \$10.60 p.h.

Employees engaged as shop assistants.

Casual workers engaged according to Clause 7, will receive the hourly rate specified plus 15%.

Level 2 \$9.90 p.h.

Employees engaged as caretakers.

Part-time caretakers will receive the hourly rate specified plus 10%.

Casual workers engaged according to Clause 7, will receive the hourly rate specified plus 15%.

Level 3 \$9.80 p.h.

Employees engaged as cleaners, gardeners and clerks

Part-time cleaners and gardeners will receive the hourly rate specified plus 10%.

Casual workers engaged according to Clause 7, will receive the hourly rate specified plus 20%.

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

Under 16	\$4.25 per hour
At 16	\$5.30 per hour
At 17	\$6.35 per hour
At 18	\$7.40 per hour
At 19	\$8.45 per hour
At 20	\$9.50 per hour

Casual workers engaged according to Clause 7, will receive the hourly rate specified plus 20%.

8.3 Employees employed in trades and occupations of this Agreement will be informed in writing of their classification.

8.4 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 8.1 and 8.2.

9. Ordinary Hours of Employment

9.1 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, not be more than 9 hours per day, Monday to Friday.

9.2 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.

JA. FR. A.A.P.
W.H. C.B. A.A.P.

10. Overtime

- 10.1 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.
- 10.2 Employees who work maximum ordinary hours and whose rate is 10% or more above the rate fixed by Clause 8.1 can claim payment overtime hours at the ordinary hours rate plus 10%.
- 10.3 An overtime meal allowance can be paid at the discretion of the employer.

11. Public Holidays

- 11.1 Employees can, by agreement, work ordinary hours on any days appointed as Public Holidays throughout the State.
- 11.2 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 8 and 9 of this Agreement.

12. Meal Breaks and Refreshments

- 12.1 Non-paid meal breaks shall be as arranged between the Employer and the Employee.
- 12.2 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.

13. Annual Leave

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

14. Sick Leave

- 14.1 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.
- 14.2 Provided that the employee complies with the following conditions:
- 14.2.1 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
- 14.2.2 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.
- 14.2.3 The foregoing provisions are not intended to limit the Employer dealing with particular cases on a more generous basis.

15. Disputes and Grievances Procedure

- 15.1 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:
- 15.1.1 initially the staff member shall discuss any grievance, dispute or claim with the immediate supervisor
- 15.1.2 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.
- 15.1.3 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.
- 15.1.4 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.
- 15.1.5 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 out come.
- 15.2 If not settled the parties may request the matter to be taken up through the due processes with the Industrial Relations Commission.

