Laundry Workers' Award, 1981

1. - TITLE

This award shall be known as the Laundry Workers' Award, 1981 and replaces Award No. 8 of 1963 as amended.

1B. - MINIMUM ADULT AWARD WAGE

(1) No employee aged 21 or more shall be paid less than the minimum adult award wage unless otherwise provided by this clause.

(2) The minimum adult award wage for full-time employees aged 21 or more is $692.90 per week payable on and from the commencement of the first pay period on or after 1 July 2016.

(3) The minimum adult award wage is deemed to include all State Wage order adjustments from State Wage Case Decisions.

(4) Unless otherwise provided in this clause adults employed as casuals, part-time employees or piece workers or employees who are remunerated wholly on the basis of payment by result shall not be paid less than pro rata the minimum adult award wage according to the hours worked.

(5) Employees under the age of 21 shall be paid no less than the wage determined by applying the percentage prescribed in the junior rates provision in this award to the minimum adult award wage.

(6) The minimum adult award wage shall not apply to apprentices, employees engaged on traineeships or Jobskill placements or employed under the Commonwealth Government Supported Wage System or to other categories of employees who by prescription are paid less than the minimum award rate, provided that no employee shall be paid less than any applicable minimum rate of pay prescribed by the Minimum Conditions of Employment Act 1993.

(7) Liberty to apply is reserved in relation to any special category of employees not included here or otherwise in relation to the application of the minimum adult award wage.

(8) Subject to this clause the minimum adult award wage shall –

(a) Apply to all work in ordinary hours.

(b) Apply to the calculation of overtime and all other penalty rates, superannuation, payments during any period of paid leave and for all purposes of this award.

(9) Minimum Adult Award Wage

The rates of pay in this award include the minimum weekly wage for employees aged 21 or more payable under the 2016 State Wage order decision. Any increase arising from the insertion of the minimum wage will 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 above award payments include wages payable pursuant to enterprise agreements, consent awards or award variations to give effect to enterprise agreements and over award arrangements. Absorption which is contrary to the terms of an agreement is not required.
Increases under previous State Wage Case Principles or under the current Statement of Principles, excepting those resulting from enterprise agreements, are not to be used to offset the minimum wage.

(10) Adult Apprentices

(a) Notwithstanding the provisions of this clause, an apprentice, 21 years of age or more, shall not be paid less than $593.90 per week on and from the commencement of the first pay period on or after 1 July 2016.

(b) The rate paid in the paragraph above to an apprentice 21 years of age or more is payable on superannuation and during any period of paid leave prescribed by this award.

(c) Where in this award an additional rate is expressed as a percentage, fraction or multiple of the ordinary rate of pay, it shall be calculated upon the rate prescribed in this award for the actual year of apprenticeship.

(d) Nothing in this clause shall operate to reduce the rate of pay fixed by the award for an adult apprentice in force immediately prior to 5 June 2003.

2. - ARRANGEMENT

1. Title
1B Minimum Adult Award Wage
2. Arrangement
3. Scope
4. Term
5. Area
6. Definitions
7. Wages
8. Hours of Work
9. Overtime
10. Contract of Service
11. Public Holidays
12. Annual Leave
13. Sick Leave
14. Payment of Wages
15. Employment Records
16. Proportion of Juniors
17. Breakdowns
18. No Reduction
19. Meal Times
20. Meal Money
21. Supported Wage System for Employees with Disabilities
22. Allowances
23. General Conditions
24. Types of Employment
25. Long Service Leave
26. Parental Leave
27. Shift Work
28. First Aid
29. Bereavement Leave
30. Posting of Awards and Union Notices
31. Right of Entry
32. Dispute Settlement Procedure
33. Superannuation
34. National Training Wage
3. – SCOPE

This award shall apply to all employees employed in a calling or callings set out in Clause 7. - Wages in the Laundry Industry.

4. - TERM

The term of this award shall be for a period of one year as from the beginning of the first pay period commencing after the date hereof.

5. - AREA

This award shall have effect within the South-West Land Division of Western Australia.

6. - DEFINITIONS

(1) "Laundry Employee - Grade 1" means:-

An employee in the first 6 months (991 hours inclusive of public holidays and annual leave) of employment with no previous experience in the industry.

Works under routine supervision either individually or in a team environment.

Responsible for own work subject to detailed instructions.

Carries out duties in a safe, responsible and efficient manner.

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

1. Be able to identify and classify items of linen/garments and associated simple tasks.
2. Be able to load and unload drying machines.
3. Be capable of simple keyboard operations.
4. Maintain simple production records.
5. Clean machines.

Furthermore, an employee at this level will be trained in at least one of the following work brackets:-

Bracket 1
1. Perform all manual or machine folding/hanging operations on linen/garments.
2. Perform all ironing machine functions either manually or with the aid of semi-automatic or automatic feeding, folding and preparing equipment.
3. To operate a tunnel finisher.
4. To use a heat seal or heat marking machine or to mark linen with any other type of machine manually.

5. Packing of garments/linen for customer supply.

Bracket 2

1. Operate any washing, drying and extracting equipment.

2. Operate towel unwinding equipment.

Bracket 3

1. Operate any textile pressing machine.

Bracket 4

1. Manual or machine repairer of garments or linen.

(2) "Laundry Employee - Grade 2" means:-

An employee with at least 6 months employment in the industry who can competently perform the tasks required of them in the appropriate bracket, as well as meeting the general requirements of a Grade 1, even though they may not have completed training in all the tasks in their Bracket. Notwithstanding, in such case, the employee will be required to qualify in the tasks missed while in Grade 1.

Furthermore an employee at this level will be trained in at least one additional bracket.

An employee at this level must also be able to:-

- Operate with a minimum of supervision.
- Recognise and report obvious faults in the equipment they use.
- Be responsible for the maintenance of the quality and quantity of their own output.

(3) "Laundry Employee - Grade 3" means:-

An employee who meets the requirements of a Grade 2 Laundry Worker, and in addition:

1. Has the skills to efficiently carry out two Brackets and is required to utilise these skills.

   OR

2. Operates washing and ancillary equipment and is responsible for work flow and control of all washing supplies for such equipment and can carry out these tasks with minimal supervision.

   OR

3. A repairer who is competent to perform all facets of repair functions and is required to utilise these skills. Tasks performed by a repairer at this level would include but not be limited to the following:

   - zip replacement
   - pocket replacement
   - alterations
   - making of monograms
"Laundry Employee - Grade 4" means:-

Meets the requirements of a Grade 3 Employee.

Appointed to supervise a production section of the operation.

Responsible for the work flow and quality standards.

Responsible for the implementation of on-the-job training.

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

induction of new employees;

co-ordinates employees and work on a daily basis;

exercises intermediate keyboard skills.

Laundry Industry: means any business or operation which performs laundry work and including a "laundrette" and the industries carried out by the Respondents set out in the schedule to this award. Laundry work shall include but not be limited to the laundering of overalls, coats, towels, nappies, Manchester and sheets which are laundered by the proprietor and hired out for fee or reward.

7. - WAGES

(1) The minimum weekly rate of wage payable to an employee covered by this award shall include the base rate plus the Arbitrated Safety Net Adjustment expressed hereunder:

(a) Adult Employees

<table>
<thead>
<tr>
<th>Class of Work</th>
<th>Minimum Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry Employee - Grade 1</td>
<td>$701.80</td>
</tr>
<tr>
<td>Laundry Employee - Grade 2</td>
<td>$723.80</td>
</tr>
<tr>
<td>Laundry Employee - Grade 3</td>
<td>$750.30</td>
</tr>
<tr>
<td>Laundry Employee - Grade 4</td>
<td>$767.80</td>
</tr>
</tbody>
</table>

(b) The rates of pay in this award include arbitrated safety net adjustments available since December 1993, under the Arbitrated Safety Net Adjustment Principle.

These arbitrated safety net adjustments may be offset against any equivalent amount in the rate of pay received by employees since 1 November 1991 above the rate prescribed in the Award, except where such absorption is contrary to the terms of an industrial agreement.

Increases in rates of pay otherwise made under the State Wage Case Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated safety net adjustments.

(2) Junior Employees:

Junior employees shall receive the prescribed percentage of the adult rate for the class of work on which they are engaged.
Under 16 years of age  
16 to 17 years of age  
17 to 18 years of age  
18 to 19 years of age  
19 to 20 years of age  
20 to 21 years of age  

Adult Rates

8. - HOURS OF WORK

(1) The ordinary hours of work shall be performed between Monday to Saturday inclusive, provided that any ordinary hours worked on a Saturday shall be paid for at the rate of time and one half.

(2) Except as hereinafter provided, the ordinary hours of work shall be rostered on any five days of the week and shall provide for two consecutive days off in each weekly period.

(3) The ordinary hours of work shall be an average of 38 per week with the hours actually worked being 40 per week and shall be worked:

(a) with 0.4 of an hour per day accruing as an entitlement to take the 20th day in each cycle as an Accrued Day Off;

(b) with two hours of each week's work accruing as an entitlement to a maximum of 12 Accrued Day(s) Off shall be taken in a minimum period of one week made up of five consecutive Accrued Day(s) Off in conjunction with a period of annual leave or at a time mutually acceptable to the employer and the employee.

(c) Where Accrued Days Off are allowed to accumulate, the employer may require that they be taken within 12 months of the employee becoming entitled to an ADO.

(4) In lieu of the provisions of subclause (2) the ordinary hours of an employee may be worked within a ten day, two week cycle, with an adjustment to hours worked to enable 76 hours to be worked over 9 or 9.5 days of the two week cycle and an entitlement to take the other day or half day in each cycle as an accrued day or half day off, or by employees working less than eight ordinary hours on one day each week or fortnight.

(5) Nothing in this clause shall be construed to prevent the employer and the majority of employees affected in a workplace or part thereof reaching an agreement to operate any method of working a 38 hour week provided that agreement is reached in accordance with the following procedure:

(a) the Union will be notified in writing of the proposed variations prior to any change taking place;

(b) the proposed variations for each workplace or part thereof shall be explained to the employees concerned and written notification of proposals will be placed on the notice board at the worksite;

(c) the parties will then consult with each other on the changes with a view to reaching agreement;

(d) where the majority of Union members do not support the agreement then the issues will be referred to the Western Australian Industrial Relations Commission for conciliation and, if necessary, arbitration.

While the dispute is being determined by the Commission, the status quo shall remain.
The ordinary hours of work shall not exceed eight per day without payment of overtime except in accordance with subclause (3) of this clause.

9. - OVERTIME

(1) Work required to be performed by any employee before the usual starting time or after the usual finishing time or in excess of his or her ordinary daily hours, shall be deemed overtime and be paid for as such.

(2) Overtime work performed on Monday to Friday inclusive shall be paid for at the rate of time and one-half for the first 2 hours and double time thereafter.

(3) Overtime work performed prior to 12 noon on a Saturday shall be paid for at the rate of time and one half for the first 2 hours and double time thereafter.

(4) Overtime work performed after 12 noon on a Saturday or on a Sunday shall be paid for at the rate of double time.

(5) All work performed on any of the public holidays specified in Clause 11 of this award shall be paid for at the rate of double time and one-half.

(6) Notwithstanding anything contained in the award:
   (a) An employer may require an employee to work reasonable overtime at overtime rates.
   (b) An employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable having regard to:
      (i) any risk to employee health and safety;
      (ii) the employee’s personal circumstances including any family responsibilities;
      (iii) the needs of the workplace or enterprise;
      (iv) the notice (if any) given by the employer of the overtime and by the employee of his or her intention to refuse it; and
      (v) any other relevant matter.
   (c) Subject to this clause, no organization, party to this award or employee covered by this award, shall in any way, whether directly or indirectly, be party to or concerned in any ban, limitation or restriction upon the working of overtime in accordance with the requirements of this subclause.

(7) An employee called back to work after his/her normal working time has finished shall be paid a minimum of three hours at the overtime rate of payment.

(8) (a) By agreement between the employer and employee time off in lieu of payment for overtime may be granted proportionate to the payment to which the employee is entitled.
   (b) The actual period of time off may be accrued and taken at a time mutually agreed between the employer and employee concerned provided that such accumulation is limited to an overtime rate equivalent of 38 hours.

10. - CONTRACT OF SERVICE
(1) The employer may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training.

(2) Notice of Termination by Employer

(a) The employment of any employee (other than a casual employee, who shall be engaged by the hour) may be terminated by the following notice period, provided that an employee has not been dismissed on the grounds of serious misconduct in which case shall only be paid up to the time of dismissal.

<table>
<thead>
<tr>
<th>PERIOD OF CONTINUOUS SERVICE</th>
<th>PERIOD OF NOTICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 year</td>
<td>1 week</td>
</tr>
<tr>
<td>1 year but less than 3 years</td>
<td>2 weeks</td>
</tr>
<tr>
<td>3 years but less than 5 years</td>
<td>3 weeks</td>
</tr>
<tr>
<td>5 years and over</td>
<td>4 weeks</td>
</tr>
</tbody>
</table>

(b) An employee who at the time of being given notice is over 45 years of age and has completed two years' continuous service, shall be entitled to one week's additional notice.

(c) Payment in lieu of the notice prescribed in paragraphs (a) and (b) of this subclause shall be made if the appropriate notice period is not given or required to be worked. The 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 employer shall pay the employee the ordinary wages for the period of notice had the employment not been terminated or payment in lieu of notice shall be calculated using the employee's weekly ordinary time earnings.

(3) Notice of Termination by Employee

One week's notice shall be necessary for an employee to terminate his or her engagement or the forfeiture or payment of one week's pay by the employee to the employer in lieu of notice.

(4) Termination, Redundancy or Introduction of Change

In circumstances of termination, redundancy or introduction of change, employees are entitled to a statement of employment, job search leave, consultation, redundancy pay and other matters as provided in the General Order 2005 WAIRC 01715 (85 WAIG 1667), as amended, varied or replaced from time to time.

11. PUBLIC HOLIDAYS

(1) (a) The following days, or the days observed in lieu shall subject to clause (9) (3) - Overtime hereof, be allowed as holidays without deduction of pay, namely: New Year's Day, Australia Day, Good Friday, Easter Monday, Anzac Day, Labour Day, Foundation Day, Sovereign's Birthday, Christmas Day and Boxing Day. Provided that another day may be taken as a holiday by arrangement between the parties, in lieu of any of the days named in the subclause.

(b) When any of the days mentioned in paragraph (a) hereof falls on a Saturday or a Sunday the holiday shall be observed on the next succeeding Monday, and when Boxing Day falls on a Sunday or a Monday the holiday shall be observed on the next succeeding Tuesday. In each
case the substituted day shall be a holiday without deduction of pay and the day for which it is substituted shall not be a holiday.

(2) On any public holiday not prescribed as a holiday under this award, the employer's establishment or place of business may be closed, in which case an employee need not present himself for duty and payment may be deducted but if work be done ordinary rates of pay shall apply.

(3) Where -

(a) A day is proclaimed as a public holiday or as a public half-holiday under Section 7 of the Public and Bank Holidays Act, 1972; and

(b) that proclamation does not apply throughout the State or to the metropolitan area of the State,

that day shall be a whole holiday or, as the case may be a half-holiday for the purposes of this award within the district or locality specified in the proclamation.

12. – ANNUAL LEAVE

(1) (a) An employee is entitled to a period of four (4) consecutive weeks annual leave with payment at the employee's ordinary rate of wage for each twelve (12) months continuous service with the employer. Entitlements to annual leave accrue pro rata on a weekly basis.

(b) Before going on leave the employee shall be paid the ordinary wages as prescribed by Clause 7.- Wages of this award they would have received in respect of the ordinary time they would have worked had they not been on leave during the relevant period.

(2) (a) In addition to their payment for annual leave an employee shall receive a loading of 17.5% calculated on the employee's ordinary wage for that period of leave.

(b) Provided that where the employee would have received any additional rates for the work performed in ordinary hours as prescribed by this award, had they not been on leave during the relevant period and such additional rates would have entitled them to a greater amount than the loading of 17.5 percent, then such additional rates shall be added to their ordinary rate of wage in lieu of the 17.5 percent loading.

Provided further, that if the additional rates would have entitled them to a lesser amount than the loading of 17.5 percent, then such loading of 17.5 percent shall be added to their ordinary rate of wage in lieu of the additional rates.

(c) The loading prescribed by this clause shall not apply to proportionate leave on termination.

(3) If any award holiday falls within an employee’s period of annual leave and is observed on a day which in the case of that employee would have been an ordinary working day, that day shall be added to the employees annual leave entitlement.

(4) (a) An employee whose employment terminates and who has not taken the leave prescribed under this clause shall be given payment in lieu of that leave at the rate of one thirteenth of a week's pay (2.923 hours pay for each completed week of service) at their ordinary rate of wage for each completed week of service.

(b) An employee whose employment terminates before the employee has completed a twelve month qualifying period and has not been allowed leave prescribed under this Award in respect of that qualifying period, shall be given payment in lieu of that leave (or, in a case where the employee has taken part of the leave, in lieu of so much of that leave as has not been taken) unless-

(i) the employee has been justifiably dismissed for misconduct; and
(ii) the misconduct for which the employee has been dismissed occurred prior to the completion of that qualifying period.

(5) Employees continue to accrue annual leave while on paid leave including but not limited to:

(a) annual leave
(b) long service leave
(c) observing a public holiday prescribed by this award
(d) sick leave
(e) carer's leave
(f) bereavement leave

(6) Annual leave may be taken in more than one period of leave, by mutual agreement between the employer and employee.

Provided further that the maximum number of single day absences allowable during any twelve month accrual period shall be five.

No employee shall be required to take annual leave unless two weeks' prior notice is given.

(7) Where an employer and employee have not agreed when the employee is to take their annual leave, the employer is not to refuse the employee taking, at any time suitable to the employee, any period of annual leave which accrued more than 12 months before that time; provided the employee provides at least two weeks notice.

(8) (a) Notwithstanding anything else herein contained, an employer who observes a Christmas close down for the purpose of granting annual leave may require an employee to take the annual leave accrued in the 12 month period up to their anniversary.

(b) An employer who requires employees to take their annual leave over a Christmas close-down must provide at least 14 days notice to the employees required to take such leave.

(c) In the event of an employee being employed by an employer for a portion only of a year they shall only be entitled subject to subclause (5) of this clause, to such leave on full pay as is proportionate to their length of service during that period with such employer. If such leave is not equal to the leave given to the other employees, the employee shall not be entitled to work or pay whilst the other employees are on leave on full pay.

(9) (a) At the request of an employee, and with the consent of the employer, annual leave prescribed by this clause may be given and taken in advance of being accrued by the employee in accordance with subclause (1).

(b) If the service of an employee terminates and the employee has taken a period of leave in accordance with this subclause and if the period of leave so taken exceeds that which would become due pursuant to subclause (4) of this clause, the employee shall be liable to pay the amount representing the difference between the amount received by them for the period of leave taken in accordance with this subclause and the amount which would have accrued in accordance with subclause (4) of this clause. The employer may deduct this amount from monies due to the employee by reason of the other provisions of this Award at the time of termination.

(c) The annual leave loading provided by subclause (2)(a) of this clause, shall not be payable when annual leave is taken in advance pursuant to the provisions of this subclause. The loading not paid, for the period of leave taken in advance, shall be payable to the employee at the end of the first pay period following the employee accruing the leave taken in advance.
The provisions of this clause shall not apply to casual employees.

13. – SICK LEAVE

(1) (a) An employee who is unable to attend or remain at his place of employment during the ordinary hours of work by reason of personal ill health or injury shall be entitled to payment during such absence in accordance with the following provisions.

(b) Entitlement to payment shall accrue at a rate of one twenty sixth of a week for each completed week of service with the employer.

(c) If in the first or successive years of service with the employer an employee is absent on the ground of personal ill health or injury for a period longer than his entitlement to paid sick leave, payment may be adjusted at the end of that year of service, or at the time the employee's services terminate, if before the end of that year of service, to the extent that the employee has become entitled to further paid sick leave during that year of service.

(2) The unused portions of the entitlement to paid sick leave in any one year shall accumulate from year to year and subject to this clause may be claimed by the employee if the absence by reason of personal ill health or injury exceeds the period for which entitlement has accrued during the year at the time of the absence. Provided that an employee shall not be entitled to claim payment for any period exceeding ten weeks in any one year of service.

(3) (a) The employee shall as soon as reasonably practicable advise the employer of his or her inability to attend for work, the nature of the illness or injury and the estimated duration of absence.

Provided that such advice, other than in extraordinary circumstances shall be given to the employer within 24 hours of the commencement of the absence.

(b) An employee claiming entitlement under this clause is to provide the employer evidence that would satisfy a reasonable person of the entitlement.

(4) (a) Subject to the provisions of this subclause, the provisions of this clause apply to an employee who suffers personal ill health or injury during the time when they are absent on annual leave and an employee may apply for and the employer shall grant paid sick leave in place of paid annual leave.

(b) Application for replacement shall be made within seven days of resuming work and then only if the employee was confined to their place of residence or a hospital as a result of their personal ill health or injury for a period of seven consecutive days or more and produces a certificate from a registered medical practitioner that they were so confined. Provided that the provisions of this paragraph do not relieve the employee of the obligation to advise the employer in accordance with subclause (3) of this clause if they are unable to attend for work on the working day next following their annual leave.

(c) Replacement of paid annual leave by paid sick leave shall not exceed the period of paid sick leave to which the employee was entitled at the time they proceeded on annual leave and shall not be made with respect to fractions of a day.

(d) Where paid sick leave has been granted by the employer in accordance with paragraphs (a), (b) and (c) of this subclause, that portion of the annual leave equivalent to the paid sick leave is hereby replaced by the paid sick leave and the replaced annual leave may be taken at another time mutually agreed to by the employer and the employee or, failing agreement, shall be added to the employee's next period of annual leave or, if termination occurs before then, be paid for in accordance with the provisions of Clause 12. - Annual Leave.
Payment for replaced annual leave shall be at the rate of wage applicable at the time the leave is subsequently taken. Provided that the annual leave loading prescribed in Clause 12. Annual Leave shall not be paid if the employee had already received payment with respect to the replaced annual leave.

Where a business has been transmitted from one employer to another and the employee's service has been deemed continuous in accordance with subclause (3) of Clause 2 of the Long Service Leave provisions published in Volume 59 of the Western Australian Industrial Gazette at pages 1-6, as varied from time to time, the paid sick leave standing to the credit of the employee at the date of transmission from service with the transmittor shall stand to the credit of the employee at the commencement of service with the transmittee and may be claimed in accordance with the provisions of this clause.

The provisions of this clause with respect to payment do not apply to employees who are entitled to payment under the Workers' Compensation and Injury Management Act 1981 nor to employees whose injury or illness is the result of the employee's own misconduct.

The provisions of this clause do not apply to casual employees.

An employee who suffers personal ill health or injury while on an accumulated day off shall not be entitled to claim sick pay in respect of that day.

An employee is entitled to use, each year, up to five (5) days of the employee's entitlement to sick leave, to be the primary care giver of a member of the employee's family or household who is ill or injured and in need of the immediate care and attention.

A member of the employee's family mentioned within subclause (1) means any of the following:

(a) the employee's partner or de facto partner;

(b) a child of whom the employee has parental responsibility as defined by the Family Court Act 1997;

(c) an adult child of the employee;

(d) a parent, sibling or grandparent of the employee;

(e) any other person who lives with the employee as a member of the employee's family.

By mutual agreement between the employer and employee an employee may be granted further sick leave credits for carer's leave.

An employee may take unpaid carer's leave by agreement with the employer.

14. - PAYMENT OF WAGES

Wages shall be paid by cheque, direct transfer or cash at the employer's discretion following consultation with the employees.

Where the employer requires the employee to establish an account for the purpose of receiving his or her wages, the employer shall pay the costs associated with such account establishment or maintenance.

In respect of transfer fees associated with the transfer of funds from the employer's bank to any other bank or financial institution, such fees shall be paid by the employer.

The employee may be paid his/her wages by cheque or into his/her bank account. Where the employee is paid wages by electronic funds transfer then the employer, in agreement with the employees concerned and the Union, may specify a limited number of sources into which the funds may be transferred.
In the case of payment by cheque the employer shall arrange encashment facilities at a branch of a bank in close proximity to the place of work. Where it is impractical for the employee to cash the cheque on pay day, reasonable access to the facility shall be allowed by the employer during working time.

No deduction shall be made from an employee's wages unless the employee has agreed to such deduction in writing, or the deduction is authorised by the award.

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

An employee who lawfully leaves his/her employment or is dismissed for reasons other than misconduct shall be paid all moneys due to him/her at the termination of his/her service with the employer. Provided that if payment is not made as aforesaid, the employee shall be deemed to have continued in the employ of the employer until such time as all entitlements are paid to the employee, and the employee shall be entitled to payment for the ordinary hours he/she would have worked during such period.

15. - EMPLOYMENT RECORDS

A record shall be kept in the premises occupied by the employer wherein shall be recorded for each employee:

(a) On a daily basis:
   (i) start/finish time and daily hours including overtime;
   (ii) paid time; and
   (iii) breaks.

(b) For each pay period:
   (i) designation;
   (ii) gross and net pay; and
   (iii) deductions, and the reasons for these deductions.

(c) The following records must also be kept:
   (i) employee's name
   (ii) date of birth if under 21 years of age;
   (iii) start date;
   (iv) nature of work performed and classification;
   (v) all leave whether paid, partly paid or unpaid;
   (vi) relevant information for LSL calculations;
   (vii) any industrial instrument that applies including awards, orders or agreements;
   (viii) any additional information required by the industrial instrument; and
   (ix) any other information necessary to show remuneration and benefits comply with the award.
(2) The employer shall on the written request by a relevant person:

(a) produce to the person the employment records relating to the employee;

(b) let the person inspect the employment records;

(c) let the relevant person enter the premises of the employer for the purpose of inspecting the records;

(d) let the relevant person take copies of or extracts from the records.

(3) A 'relevant person' means:

(a) the employee concerned;

(b) if the employee is a represented person, his or her representative;

(c) a person authorised in writing by the employee;

(d) an officer referred to in section 93 of the Industrial Relations Act (1979) (as amended) authorised in writing by the Registrar.

(4) An employer shall comply with a written request not later than:

(a) at the end of the next pay period after the request is received; or

(b) the seventh day after the day on which the request was made to the employer.

16. - PROPORTION OF JUNIORS

Junior employees shall only be employed in no greater proportion than 2 juniors to 1 adult employee. Provided that, where special circumstances arise in any given business, arrangement for the employment of juniors in greater proportion may be made between the Union and the employer concerned. Provided further, that where the employer or manager is performing the duties of an employee, one junior employee may be employed.

17. - BREAKDOWNS

The employee shall not be entitled to pay in respect of any portion of a day upon which the employee cannot be usefully employed because of any strike by the union or unions affiliated with it or by any other association or union, or through the breakdown of the employer's machinery or any stoppage of work by any cause which the employer cannot reasonably prevent.

18. - NO REDUCTION

Nothing herein contained shall in itself operate to reduce the wages of any employee who at the date of this award was receiving a rate of pay in excess of the provisions of clause 7 hereof.

19. - MEAL TIMES

(1) No employee shall work more than five hours without an unpaid meal break except that, by agreement between the employer and employee, the employee may work up to six hours without a meal break.

(2) Meal breaks shall not be less than 30 minutes.
Time and a half rates shall be paid for all work done during meal hours and thereafter until a meal break is taken.

A morning tea break of 10 minutes duration shall be allowed to all employees. Such break shall be counted as time worked.

Where an employer proposes to work overtime at the conclusion of the normal hours of work all employees who will be involved in working overtime of more than 1.1/2 hours shall be allowed a break of 10 minutes duration. Such break shall be counted as time worked.

20. – MEAL MONEY

An employee required to work overtime for more than two hours without being notified on the previous day or earlier, that he/she will be so required to work, shall be supplied with a meal by the employer or paid $9.75 for a meal.

If the amount of overtime required to be worked necessitates a second or subsequent meal, the employer shall, unless he/she has notified the employee concerned on the previous day or earlier that such second or subsequent meal will also be required, provide such meals or pay an amount of $9.75 for each second or subsequent meal. No such payments need be made to employees living in the same locality as their workshops who can reasonably return home for such meals.

If an employee in consequence of receiving such notice has provided him/herself with a meal or meals and is not required to work overtime or is required to work less overtime than notified, he/she shall be paid the amount above prescribed in respect of the meals not then required.

21. - SUPPORTED WAGE SYSTEM FOR EMPLOYEES WITH DISABILITIES

Employees eligible for a supported wage

This clause defines the conditions which will apply to employees who because of the effects of a disability are eligible for a supported wage under the terms of this Award. In the context of this clause, the following definitions will apply:

(a) Supported wage system means the Commonwealth Government system to promote employment for people who cannot work at full Award wages because of a disability, as documented in Supported Wage System: Guidelines and Assessment Process.

(b) Accredited assessor means a person accredited by the management unit established by the Commonwealth under the Supported Wage System to perform assessments of an individual's productive capacity within the Supported Wage System.

(c) Disability support pension means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the Social Security Act 1991, as amended from time to time, or any successor to that scheme.

(d) Assessment instrument means the form provided for under the Supported Wage System that records the assessment of the productive capacity of the person to be employed under the Supported Wage System.

Eligibility criteria

(a) Employees covered by this clause will be those who are unable to perform the range of duties to the competence level required within the class of work for which the employee is engaged under this Award, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a Disability Support Pension.
(b) The clause does not apply to any existing employee who has a claim against the employer which is subject to the provisions of workers’ compensation legislation or any provision of this Award relating to the rehabilitation of employees who are injured in the course of their current employment.

(c) The Award does not apply to employers in respect of their facility, programme, undertaking service or the like which receives funding under the Disability Services Act 1986 and fulfils the dual role of service provider and sheltered employer to people with disabilities who are in receipt of or are eligible for a disability support pension, except with respect to an organisation which has received recognition under s.10 or s.12A of the Disability Services Act 1986, or if a part only has received recognition, that part.

(3) Supported wage rates

(a) Employees to whom this clause applies shall be paid the applicable percentage of the minimum rate of pay prescribed by this Award for the class of work which the person is performing according to the following schedule:

<table>
<thead>
<tr>
<th>Assessed capacity</th>
<th>% of prescribed award rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>(subclause 4)</td>
<td></td>
</tr>
<tr>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>30%</td>
<td>30%</td>
</tr>
<tr>
<td>40%</td>
<td>40%</td>
</tr>
<tr>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>60%</td>
<td>60%</td>
</tr>
<tr>
<td>70%</td>
<td>70%</td>
</tr>
<tr>
<td>80%</td>
<td>80%</td>
</tr>
<tr>
<td>90%</td>
<td>90%</td>
</tr>
</tbody>
</table>

(b) Provided that the minimum amount payable shall be not less than as provided by the National Supported Wage System.

(c) Where a person's assessed capacity is 10 per cent, they shall receive a high degree of assistance and support.

(4) Assessment of capacity

For the purpose of establishing the percentage of the Award rate to be paid to an employee under this Award, the productive capacity of the employee will be assessed in accordance with the Supported Wage System and documented in an assessment instrument by either:

(a) the employer and a union party to the Award, in consultation with the employee or, if desired by any of these;

(b) the employer and an Accredited Assessor from a panel agreed by the parties to the Award and the employee.

(5) Lodgement of assessment instrument

(a) All assessment instruments under the conditions of this clause, including the appropriate percentage of the Award wage to be paid to the employee, shall be lodged by the employer with the Registrar of the Industrial Relations Commission.
(b) All assessment instruments shall be agreed and signed by the parties to the assessment, provided that where a union which is party to the Award, is not a party to the assessment, it shall be referred by the Registrar to the union by certified mail and shall take effect unless an objection is notified to the Registrar within 10 working days.

(6) Review of assessment

The assessment of the applicable percentage should be subject to annual review or earlier on the basis of a reasonable request for such a review. The process of review shall be in accordance with the procedures for assessing capacity under the Supported Wage System.

(7) Other terms and conditions of employment

Where an assessment has been made, the applicable percentage shall apply to the wage rate only. Employees covered by the provisions of the clause will be entitled to the same terms and conditions of employment as all other employees covered by this Award paid on a pro rata basis.

(8) Workplace adjustment

An employer wishing to employ a person under the provisions of this clause shall take reasonable steps to make changes in the workplace to enhance the employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other employees in the areas.

(9) Trial period

(a) In order for an adequate assessment of the employee's capacity to be made, an employer may employ a person under the provisions of this clause for a trial period not exceeding 12 weeks, except in some cases additional work adjustment time (not exceeding four weeks) may be needed.

(b) During that trial period the assessment of capacity shall be undertaken and the proposed wage rate for a continuing employment relationship shall be determined.

(c) The minimum amount payable to the employee during the trial period shall be no less than as provided by the National Supported Wage System.

(d) Work trials should include induction or training as appropriate to the job being trialled.

(e) Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment shall be entered into based on the outcome of assessment under subclause 4 of this clause.

22. - ALLOWANCES

(1) Where an employee is required to sort foul linen an extra allowance of 45 cents per hour will be paid whilst so employed on this type of work.

(2) Travelling Time and Expenses

(a) Where an employee is sent to work from an employer's recognised place of business the employer shall pay all travelling time from such place of business to the job and if the employee is required to return the same day to the employer's place of business, the employer shall pay travelling to the place of business. An employee sent for duty to a place other than his/her regular place of duty shall be paid travelling expenses.

(b) (i) Where an employee is required and authorised to use his/her own motor vehicle in the course of his/her duties he/she shall be paid an allowance not less than that provided for in the schedules set out hereunder. Notwithstanding anything contained in this
subclause, the employer and the employee may make any other arrangements as to
car allowance no less favourable to the employee.

(ii) Where an employee in the course of a journey travels through two or more of the
separate areas, payment at the rates prescribed herein shall be made at the appropriate
rate applicable to each of the separate areas traversed.

(iii) A year for the purpose of this clause shall commence on the 1st day of July and end
on the 30th day of June next following.

(c) Rates of hire for use of employee's own vehicle on employer's business:

Schedule 1 - Motor Vehicle Allowance

<table>
<thead>
<tr>
<th>Area and Details</th>
<th>Engine Displacement (in cubic centimetres)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Over 2600cc</td>
</tr>
<tr>
<td>Metropolitan Area</td>
<td>88.4</td>
</tr>
<tr>
<td>South West Land Division</td>
<td>90.9</td>
</tr>
<tr>
<td>North of 23.5° South Latitude</td>
<td>99.7</td>
</tr>
<tr>
<td>Rest of the State</td>
<td>93.8</td>
</tr>
</tbody>
</table>

Rate per kilometre (Cents)

Schedule 2 - Motor Cycle Allowance

<table>
<thead>
<tr>
<th>Distance Travelled During a Year on Official Business</th>
<th>Rate ¢/km</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate per kilometre</td>
<td>30.5</td>
</tr>
</tbody>
</table>

Motor vehicles with rotary engines are to be included in the 1600-2600cc.

23. - GENERAL CONDITIONS

(1) Where practicable, some protective coverings shall be placed on cement or steel floors.

(2) Dining rooms with boiling water available at meal time shall be provided.

(3) Employees engaged on washing machines or in wash-houses shall be provided with rubber boots when required.

(4) No employee shall be required to lift or handle weights in excess of 4.5 kilograms from a seated position, or weights in excess of 16 kilograms from any other position, without a risk assessment being conducted for that employee. Nothing in this subclause shall act to reduce the obligations imposed by the Occupational Safety and Health Act 1984.

(5) The employer shall, if required, supply rubber aprons to employees in the wash-house.
(6) The employer shall provide a uniform to be worn by each employee. The employer shall launder that uniform free of charge.

24. – TYPES OF EMPLOYMENT

(1) Prior to engagement, an employer will inform each employee of the terms of their engagement, and in particular stipulate whether they are full-time, part-time or casual. This advice must be confirmed in writing within two weeks of commencement of employment.

(2) Full-time employees will be engaged for an average of thirty-eight hours per week in accordance with clause 8. – Hours of Work.

(3) Part-Time Employment

(a) An employer may employ part-time employees in any classification in this award.

(b) A part-time employee is an employee who:

   (i) works less than full-time hours of 38 per week; and

   (ii) has reasonably predictable hours of work; and

   (iii) receives, on a pro rata basis, equivalent pay and conditions to those of full-time employees who do the same kind of work.

(c) At the time of engagement the employer and the part-time employee will agree in writing, on a regular pattern of work, specifying at least the hours worked each day, which days of the week the employee will work and the actual starting and finishing times each day.

(d) Any agreed variation to the regular pattern of work will be recorded in writing.

(e) An employer is required to roster a part-time employee for a minimum of three (3) consecutive hours on any shift.

(f) An employee who does not meet the definition of a part-time employee and who is not a full-time employee will be paid as a casual employee in accordance with subclause (4) of this clause.

(g) All time worked in excess of the hours as mutually arranged will be overtime and paid for at the rates prescribed in clause 9 - Overtime, of this award.

(h) A part-time employee employed under the provisions of this clause must be paid for ordinary hours worked at the rate of 1/38th of the weekly rate prescribed for the class of work performed.

(4) Casual Employees

(a) A casual employee is to be one engaged and paid as such. A casual employee for working ordinary time shall be paid an hourly rate calculated on the basis of one thirty-eighth of the weekly award wage prescribed in clause 7. - Wages for the work being performed plus a casual loading of 20 per cent in lieu of annual leave, sick leave and public holidays.

(b) A casual employee shall be employed for a minimum of three (3) consecutive hours on each occasion.

(c) A casual employee is employed for a period of not more than 20 days exclusive of public holidays. An employee who is continuously employed for more than this time shall be regarded as permanent.
25. - LONG SERVICE LEAVE

The general order long service leave provisions applicable to the private sector published in Western Australian Industrial Gazette as varied from time to time, are hereby incorporated in and shall be deemed to be part of this award.

26. - PARENTAL LEAVE

(1) Subject to the terms of this clause employees are entitled to parental leave.

(2) For the purposes of this clause "continuous service" is work for an employer on a regular and systematic basis (including any period of authorised leave or absence).

(3) Definitions:

In this clause -

"adoption", in relation to a child, is a reference to a child who -

(i) is not the child or the step-child of the employee or the employee's partner;

(ii) is less than 5 years of age; and

(iii) has not lived continuously with the employee for 6 months or longer;

"continuous service" means service under an unbroken contract of employment and includes -

(i) any period of parental leave; and

(ii) any period of leave or absence authorised by the employer;

"expected date of birth" means the day certified by a medical practitioner to be the day on which the medical practitioner expects the employee or the employee's partner, as the case may be, to give birth to a child;

"parental leave" means leave provided for by subclause (6)(a); 

"partner" means a spouse or de facto partner.

(4) Entitlement to Parental Leave

(a) Subject to subclauses (6), (7)(a) and (8)(a), an employee, other than a casual employee, is entitled to take up to 52 consecutive weeks of unpaid leave in respect of -

(i) the birth of a child to the employee or the employee's partner; or

(ii) the placement of a child with the employee with a view to the adoption of the child by the employee.

(b) An employee is not entitled to take parental leave unless the employee -

(i) has, before the expected date of birth or placement, completed at least 12 months' continuous service with the employer; and

(ii) has given the employer at least 10 weeks written notice of the employee's intention to take the leave.
(c) An employee is not entitled to take parental leave at the same time as the employee's partner but this paragraph does not apply to one week's parental leave:

(i) taken by the employee and the employee's partner immediately after the birth of the child; or

(ii) taken by the employee and the employee's partner immediately after a child has been placed with them with a view to their adoption of the child.

(d) The entitlement to parental leave is reduced by any period of parental leave taken by the employee's partner in relation to the same child, except the period of one week's leave referred to in paragraph (c).

(5) Maternity leave to start 6 weeks before birth

A female employee who is pregnant and who has given notice of her intention to take parental leave is to start the leave 6 weeks before the expected date of birth, unless in respect of any period closer to the expected date of birth a medical practitioner has certified that the employee is fit to work.

(6) Medical certificate

An employee who has given notice of the employee's intention to take parental leave, other than for adoption, is to provide to the employer a certificate from a medical practitioner stating that the employee or the employee's partner, as the case may be, is pregnant and the expected date of birth.

(7) Notice of partner's parental leave

(a) An employee who has given notice of the employee's intention to take parental leave or who is actually taking parental leave is to notify the employer of particulars of any period of parental leave taken or to be taken by the employee's partner in relation to the same child.

(b) Any notice given under paragraph (a) is to be supported by a statutory declaration by the employee as to the truth of the particulars notified.

(8) Notice of parental leave details

(a) An employee who has given notice of the employee's intention to take parental leave is to notify the employer of the dates on which the employee wishes to start and finish the leave no less than four weeks before the proposed commencement date.

(b) An employee who is taking parental leave is to notify the employer of any change to the date on which the employee wishes to finish the leave.

(c) The starting and finishing dates of a period of parental leave are to be agreed between the employee and employer.

(9) Return to work after parental leave

(a) An employee shall confirm the employee's intention of returning to work by notice in writing to the employer given not less than four weeks prior to the expiration of the period of parental leave.

(b) On finishing parental leave, an employee is entitled to the position the employee held immediately before starting parental leave or, in the case of an employee who was transferred to a safe job pursuant to subclause (12), to the position the employee held immediately before such transfer.

(c) If the position referred to in paragraph (a) is not available, the employee is entitled to an available position –
(i) for which the employee is qualified; and

(ii) that the employee is capable of performing, most comparable in status and pay to that of the employee's former position.

(d) Where, immediately before starting parental leave, an employee was acting in, or performing on a temporary basis the duties of the position referred to in paragraph (b), that paragraph applies only in respect of the position held by the employee immediately before taking the acting or temporary position.

(e) Notwithstanding paragraphs (b) and (c) of this clause, an employer and an employee may agree to an alternative return to work such as part-time employment, having regard to

(i) applicable discrimination legislation,

(ii) the requirements of the employee,

(iii) the operational needs of the employer, and

(iv) any other relevant matter.

(10) Effect of parental leave on employment

Absence on parental leave -

(a) does not break the continuity of service of an employee; and

(b) is not to be taken into account when calculating the period of service for the purpose of this Award.

(11) Sick Leave

Where an employee not then on maternity leave suffers an illness related to her pregnancy, she may take such paid sick leave as to which she is then entitled and such further unpaid leave (to be known as special maternity leave) as a duly qualified medical practitioner certifies as necessary before her return to work, provided that the aggregate of paid sick leave, special maternity leave and maternity leave shall not exceed 52 weeks.

(12) Transfer to a Safe-Job

Where in the opinion of a duly qualified medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to continue at her present work, the employee shall, if the employer deems it practicable, be transferred to a safe job at the rate and on the conditions attaching to that job until the commencement of parental leave.

If the transfer to a safe job is not practicable, the employee may, or the employer may require the employee to take leave for such period as is certified necessary by a duly qualified medical practitioner. Such leave shall be treated as maternity leave for the purposes of this clause.

(13) Variation of Period of Parental Leave

(a) Provided the addition does not extend the parental leave beyond 52 weeks, the period may be lengthened once only, save with the agreement of the employer, by the employee giving not less than 14 days' notice in writing stating the period by which the leave is to be lengthened.

(b) The period of leave may, with the consent of the employer, be shortened by the employee giving not less than 14 days' notice in writing stating the period by which the leave is to be shortened.
(14) Cancellation of Parental Leave

(a) Parental leave, applied for but not commenced, shall be cancelled when the pregnancy of an employee or the employee's partner, as the case may be, terminates other than by the birth of a living child.

(b) Where the pregnancy of an employee or an employee's partner, as the case may be, then on parental leave terminates other than by the birth of a living child, it shall be the right of the employee to resume work at a time nominated by the employer which shall not exceed four weeks from the date of notice in writing by the employee to the employer that the employee desires to resume work.

(15) Special Maternity Leave

(a) Where the pregnancy of a female employee not then on parental leave terminates after 28 weeks other than by the birth of a living child then:

(i) she shall be entitled to such period of unpaid leave (to be known as special maternity leave) as a duly qualified medical practitioner certifies as necessary before her return to work; or

(ii) for illness other than the normal consequences of confinement she shall be entitled, either in lieu of or in addition to special maternity leave, to such paid sick leave as to which she is then entitled and which a duly qualified medical practitioner certifies as necessary before her return to work.

(b) For the purposes of subclauses (10), (16) and (17) hereof, maternity leave shall include special maternity leave.

(c) An employee returning to work after the completion of a period of leave taken pursuant to this subclause shall be entitled to the position which she held immediately before proceeding on such leave or, in the case of an employee who was transferred to a safe job pursuant to subclause (12), to the position the employee held immediately before such transfer.

Where such position no longer exists but there are other positions available, for which the employee is qualified and the duties of which the employee is capable of performing, the employee shall be entitled to a position as nearly comparable in status and salary or wage to that of the employee's former position.

(16) Parental Leave and Other Leave Entitlements

Provided the aggregate of leave including leave taken pursuant to subclauses (12) and (15) hereof does not exceed 52 weeks:

(a) An employee may, in lieu of or in conjunction with maternity leave, take any annual leave or long service leave or any part thereof to which the employee is then entitled.

(b) Paid sick leave or other paid authorised award absences (excluding annual leave or long service leave), shall not be available to an employee during absence on parental leave.

(17) Termination of Employment

(a) An employee on parental leave may terminate their employment at any time during the period of leave by notice given in accordance with this award.

(b) An employer shall not terminate the employment of an employee on the ground of the employee's absence on maternity leave or, in the case of a female employee, her pregnancy, but otherwise the rights of an employer in relation to termination of employment are not hereby affected.
(18) Replacement Employees

(a) A replacement employee is an employee specifically engaged as a result of an employee proceeding on parental leave.

(b) Before an employer engages a replacement employee under this subclause, the employer shall inform that person of the temporary nature of the employment and of the rights of the employee who is being replaced.

(c) Before an employer engages a person to replace an employee temporarily promoted or transferred in order to replace an employee exercising rights under this clause, the employer shall inform that person of the temporary nature of the promotion or transfer and of the rights of the employee who is being replaced.

(d) Provided that nothing in this subclause shall be construed as requiring an employer to engage a replacement employee.

(e) A replacement employee shall not be entitled to any of the rights conferred by this clause except where the employee's employment continues beyond the 12 months qualifying period.

27. - SHIFT WORK

For all work performed on any shift other than day shift, payment shall be made at the rate of 15% per shift in addition to the rate prescribed in clause 7 hereof.

28. - FIRST AID EQUIPMENT

Adequate first aid equipment shall be provided in all establishments.

29. – BEREAVEMENT LEAVE

(1) (a) Subject to subclause (2) of this clause, on the death of -

   (i) the spouse or de facto partner of an employee;

   (ii) the child or step-child of an employee;

   (iii) the brother or sister of an employee;

   (iv) the parent or step-parent of an employee; or

   (v) any other person who, immediately before that person's death, lived with the employee as a member of the employee's family,

   an employee (including a casual employee) is entitled to paid bereavement leave of up to 2 days.

(b) The 2 days need not be consecutive.

(c) Bereavement leave is not to be taken during a period of any other kind of leave.

(2) Proof in support of claim for leave

An employee who claims to be entitled to paid leave in accordance with subclause (1) hereof is to provide to the employer, if so requested by the employer, evidence that would satisfy a reasonable person as to -
(a) the death that is the subject of the leave sought; and
(b) the relationship of the employee to the deceased person.

30. - POSTING OF AWARD AND UNION NOTICES

Space shall be provided in a mutually convenient place for the purpose of posting bona fide union notices and a copy of this award.

31. - RIGHT OF ENTRY

An authorized representative of the union shall be entitled to exercise right of entry in accordance with the provisions of the Industrial Relations Act 1979 or any other legislation that makes provision for right of entry.

32. – DISPUTE RESOLUTION PROCEDURE

(1) Subject to the provisions of the Industrial Relations Act 1979 (WA) (as amended) in the event of any dispute or matter arising under this award, the following procedure shall apply.

(a) Step 1

As soon as practicable after the dispute has arisen, it shall be considered jointly by the appropriate supervisor and the employee or employees concerned and, where requested, by representatives of the employer or employee(s).

(b) Step 2

If the dispute is not resolved it shall be considered jointly by the employer, the employee or employees concerned and, where requested, by representatives of the employer or employee(s).

(c) Step 3

The employer and the employee(s) concerned (and their representatives where requested) will attempt to resolve the dispute prior to it being referred to the Commission however, if the dispute is not resolved, it may then be referred to the Western Australian Industrial Relations Commission for assistance in its resolution.

(2) At all times whilst a dispute or matter is being resolved in accordance with this clause, normal work will continue.

33. - SUPERANNUATION

Superannuation Legislation

(1) The Superannuation Guarantee (Administration) Act 1992, the Superannuation Guarantee Charge Act 1992, the Superannuation Industry (Supervision) Act 1993 and the Superannuation (Resolution of Complaints) Act 1993 legislation as varied from time to time governs the superannuation rights and obligations of the parties.

Notwithstanding (1) above the following provisions apply.

(2) Contributions.

(a) The employer shall contribute a minimum of 9% of ordinary time earnings per employee in accordance with subclause (3) of this clause.
(b) **Employees' Additional Voluntary Contributions:**

Where the rules of the fund allow an employee to make additional contributions to the fund the employer shall, where an election is made, upon the direction of the employee deduct contributions for the employee's wages and pay them to the fund in accordance with the direction of the employee and the rules of the fund.

(3) **Compliance, Nomination and Transition**

(a) For the purposes of this clause -

   (i) the fund or scheme is a complying fund or scheme within the meaning of the Superannuation Guarantee (Administration) Act 1992 of the Commonwealth; and

   (ii) under the governing rules of the fund or scheme, contributions may be made by or in respect of the employee permitted to nominate a fund or scheme;

(b) The employee shall be entitled to nominate the complying superannuation fund or scheme to which contributions are to be made. If the employee does not nominate a fund or scheme, or until such time as an employee nominates a fund or scheme, superannuation contribution shall be paid into the default fund.

(c) The default fund shall be Westscheme Super Fund.

(d) The employer shall notify the employee of the entitlement to nominate a complying superannuation fund or scheme within fourteen (14) days;

(e) Each employee shall be eligible to receive contributions from the date of eligibility, notwithstanding the date the membership application was forwarded to the Fund.

(f) A nomination or notification of the type referred to in paragraphs (b) and (c) of this subclause shall, subject to the requirements of regulations made pursuant to the Industrial Relations Legislation Amendment and Repeal Act 1995, be given in writing to the employer or the employee to whom such is directed;

(g) The employee and employer shall be bound by the nomination of the employee unless the employee and employer agree to change the complying superannuation fund or scheme to which contributions are to be made;

(h) The employer shall not unreasonably refuse to agree to a change of complying superannuation fund or scheme requested by an employee;

(i) In the event that an employee has not, after 28 days of commencing employment, nominated a complying fund into which contributions may be made, the employer will forward contributions and employee details to the default scheme, Westscheme Super Fund.

(j) Except where the Trust Deed provides otherwise employer contributions shall be paid on a monthly basis for each week of service that the eligible employee completes with the employer.

(k) All contributions into the nominated Fund or scheme shall be paid on a quarterly basis/monthly and within thirty (30) days of the end of each month.

(l) For the purpose of this clause the employee's ordinary time earnings are as defined in the Superannuation Guarantee (Administration) Act 1992 shall include base classification rate, shift penalties together with any other all purpose allowance or penalty payment for work in ordinary time and shall include in respect of casual employee's the casual loading prescribed by this Award, but shall exclude any payment for overtime worked, vehicle allowances, fares or travelling time allowances (excluding travelling related to distant work) commission or bonus as well as –
(i) periods of unpaid leave or unauthorized absences; or

(ii) annual leave or any other payments paid out on termination.

(m) The employer shall continue to contribute to the nominated fund or scheme on behalf of an employee in receipt of payments under the Workers Compensation and Injury Management Act 1981 for not more than 52 weeks.

34. – NATIONAL TRAINING WAGE

A party to this award shall comply with the terms of the National Training Wage Award 2000 [PR904174 (No. 277)] and as varied from time to time as though it was a party bound by Clause 3 - Parties Bound of that award.

Except that where pay rates in the National Training Wage Award apply, a trainee shall not be paid less than the rates in paragraph 6(c) of the State Wage Order that apply to a trainee to whom an award does not apply.

35. – OTHER LAWS AFFECTING EMPLOYMENT

(1) INDUSTRIAL RELATIONS ACT 1979
www.wairc.wa.gov.au

(2) MINIMUM CONDITIONS OF EMPLOYMENT ACT 1993
www.slp.wa.gov.au

(3) WORKPLACE RELATIONS ACT 1996

(4) SUPERANNUATION GUARANTEE (ADMINISTRATION) ACT 1992

(5) OCCUPATIONAL SAFETY AND HEALTH ACT 1984
www.safetyline.wa.gov.au

(6) EQUAL OPPORTUNITY ACT 1984
www.oeeo.wa.gov.au

(7) TERMINATION, REDUNDANCY AND INTRODUCTION OF CHANGE GENERAL ORDER
www.wairc.wa.gov.au (under General Orders)
2005 WAIRC 01715
Western Australian Industrial Gazette vol. 85, p. 1667.

(8) LONG SERVICE LEAVE STANDARD PROVISIONS
www.wairc.wa.gov.au (under General Orders)

36. – WHERE TO GO FOR FURTHER INFORMATION

(1) Liquor, Hospitality and Miscellaneous Union
Western Australian Branch
Telephone: 08 9388 5400
Facsimile: 08 9382 3986
Email: lhmuwa@lhmu.org.au

(2) Chamber of Commerce and Industry of Western Australia
180 Hay Street
EAST PERTH WA 6004
Telephone: 08 9365 7555.
Facsimile: 08 9365 7550

(3) Western Australian Industrial Relations Commission
Level 16, 111 St Georges Terrace
PERTH WA 6000
Telephone: 08 9420 4444
Facsimile: 08 9420 4500
Email: webmaster@wairc.wa.gov.au
Web: www.wairc.wa.gov.au
Toll Free: 1800 624 263

(4) Department of Consumer & Employment Protection, Labour Relations
3rd Floor, Dumas House
2 Havelock Street
WEST PERTH WA 6005
Telephone: 08 9222 7700
Facsimile: 08 9222 7777
Email: labourrelations@docep.wa.gov.au
Wageline: 1300 655 266
SCHEDULE A - PARTIES TO THE AWARD

The following organization is a party to this award:

The Australian Liquor, Hospitality and Miscellaneous Workers Union, Western Australian Branch
SCHEDULE B – RESPONDENTS

ALSCO Linen Service Pty Ltd
33-37 Canvale Rd 6155
CANNING VALE   WA   6155

The Fremantle Steam Laundry Co Pty Ltd
7 Emplacement Crs

Spotless Group Limited
355 Scarborough Beach Rd
OSBORNE PARK 6017

D & M Laundry Services
U 5/ 43 Buckingham Drv
WANGARA   W A   6065

Sun Laundry Services
24 Ewing St
BENTLEY   WA 6102

Westralian Laundries & Linen Services
U1/ 7 Clavering Rd
BAYSWATER   W A   6053

Silver Pty Ltd
41 Robinson Avenue
BELMONT   WA 6104

Three Rings Pty Ltd t/as Prime Laundry & Drycleaning
41 Robinson Avenue
BELMONT WA   6104

DATED at Perth this 25th day of November, 1981.
### VARIATION RECORD

**LAUNDRY WORKERS' AWARD, 1981**

**NO. 29 OF 1981**

Delivered 25/11/81 at 62 WAIG 38

Consolidated 93(6) 14/01/94 at 74 WAIG 462

<table>
<thead>
<tr>
<th>CLAUSE NO.</th>
<th>EXTENT OF VARIATION</th>
<th>ORDER NO.</th>
<th>OPERATIVE DATE</th>
<th>GAZETTE REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Title</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1A. State Wage Principles)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ins. Cl.</td>
<td>1752/91</td>
<td>31/01/92</td>
<td>72 WAIG 191</td>
<td></td>
</tr>
<tr>
<td>Cl. &amp; Title</td>
<td>1457/93</td>
<td>24/12/93</td>
<td>74 WAIG 198</td>
<td></td>
</tr>
<tr>
<td>(1A. State Wage Principles December 1993)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cl. &amp; Title</td>
<td>985/94</td>
<td>30/12/94</td>
<td>75 WAIG 23</td>
<td></td>
</tr>
<tr>
<td>(1A. Statement of Principles December 1994)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cl. &amp; Title</td>
<td>1164/95</td>
<td>21/03/96</td>
<td>76 WAIG 911</td>
<td></td>
</tr>
<tr>
<td>(1A. Statement of Principles March 1996)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cl. &amp; Title</td>
<td>915/96</td>
<td>7/08/96</td>
<td>76 WAIG 3368</td>
<td></td>
</tr>
<tr>
<td>(1A Statement of Principles - August 1996)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cl. &amp; Title</td>
<td>940/97</td>
<td>14/11/97</td>
<td>77 WAIG 3177</td>
<td></td>
</tr>
<tr>
<td>(1A. Statement of Principles - November 1997)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cl. &amp; Title</td>
<td>757/98</td>
<td>12/06/98</td>
<td>78 WAIG 2579</td>
<td></td>
</tr>
<tr>
<td>(1A. Statement of Principles - June, 1998)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Del. Cl. &amp; Title</td>
<td>609/99</td>
<td>06/07/99</td>
<td>79 WAIG 1847</td>
<td></td>
</tr>
</tbody>
</table>

| IB. Minimum Adult Award Wage |                     |           |                |                    |
| Ins. 1B | 940/97              | 14/11/97  | 77 WAIG 3177   |                    |
| Cl.    | 1031/98             | 20/07/98  | 78 WAIG 3538   |                    |
(2),(3),(5) & (8) rates & text

609/99  01/08/99  79 WAIG 1847
Cl. 654/00  01/08/00  80 WAIG 3379
Cl. 752/01  01/08/01  81 WAIG 1721
Cl. 797/02  01/08/02  82 WAIG 1369
Cl. 569/03  5/06/03  83 WAIG 1899 & 2381
(9) 1197/03  1/11/03  83 WAIG 3537
Cl. 570/04  4/06/04  84 WAIG 1521
Cl. 576/05  07/07/05  85 WAIG 2089 & 2595
Cl. 957/05  07/07/06  86 WAIG 1631 & 2126
Cl. 1/07  01/07/07  87 WAIG 1487 & 2017
Cl. 115/07  01/07/08  88 WAIG 773 & 1248
Cl. 1/09  01/10/09  89 WAIG 735 & 1674
Cl. 2/10  01/07/10  90 WAIG 568 & 1116
Cl. 2/11  01/07/11  91 WAIG 1008 & 1519
Cl. 2/12  01/07/12  92 WAIG 1280
Cl. 1/13  01/07/13  93 WAIG 949
Cl. 1/14  01/07/14  94 WAIG 1169
Cl. 1/15  01/07/15  95 WAIG 1147
Cl. 1/16  01/07/16  96 WAIG 993

2. Arrangement

32. Title 13/85  28/11/86  67 WAIG 69
Ins. 2A 1010/88  22/9/88  69 WAIG 1584
Ins. 33 220/89  01/07/89  69 WAIG 2422
Del. 2A 1940/89  08/09/8  69 WAIG 2913
Ins 2A & 2B 1421/89®  12/01/90  70 WAIG 815
Cl. 1409/91  18/12/91  72 WAIG 129
Ins. 1A 1752/91  31/01/92  72 WAIG 191
1A. Title 1457/93  24/12/93  74 WAIG 198
1A. Title 985/94  30/12/94  75 WAIG 23
1A. Title 1164/95  21/03/96  76 WAIG 911
3. Scope

Cl.  398/04  23/03/06  86 WAIG 777
4. Term

5. Area

6. Definitions

(2) 13/85 28/11/86 67 WAIG 69
Cl. 951/92 03/03/93 73 WIAG 1033
(5) 398/04 23/03/06 86 WAIG 777
Corr preamble 398/04 02/05/06 86 WAIG 1158

7. Wages

Cl. 411/82 12/05/83 62 WAIG 220
Del (3) 14/85 28/11/86 67 WAIG 69
Cl. 1040/87 & 220/89 08/03/89 69 WAIG 1583
Cl. 1010/88 22/-8/88 69 WAIG 1584
Cl. 1421/89® 12/01/90 70 WAIG 815
Cl. 166/90(R2) 20/12/90 71 WAIG 693
(1) 1409/91 18/12/91 72 WAIG 129
Cl. 951/92 03/03/93 73 WAIG 1033
(1) 170/91 03/09/93 73 WAIG 2704
(1) 1590/93 31/01/94 74 WAIG 941
(1)(a) 308/93 03/03/94 74 WAIG 1564
(1)(a) 310/93 03/09/94 74 WAIG 3013
(1)(a)(b)(c) & preamble 1092/94 31/03/95 75 WAIG 2179
(1) 358/96 21/05/96 76 WAIG 1988
Rates & Ins. Text 940/97 14/11/97 77 WAIG 3177
(1)(a), ins. (c)&(d) 1031/98 20/07/98 78 WAIG 3538
(1)(a) rates, (1)(d) ins text 609/99 01/08/99 79 WAIG 1847
<table>
<thead>
<tr>
<th>Cl.</th>
<th>Date</th>
<th>Order</th>
<th>WAIG</th>
</tr>
</thead>
<tbody>
<tr>
<td>654/00</td>
<td>01/08/00</td>
<td>80</td>
<td>3379</td>
</tr>
<tr>
<td>752/01</td>
<td>01/08/01</td>
<td>81</td>
<td>1721</td>
</tr>
<tr>
<td>797/02</td>
<td>01/08/02</td>
<td>82</td>
<td>1369</td>
</tr>
<tr>
<td>569/03</td>
<td>05/06/03</td>
<td>83</td>
<td>1899 &amp; 2381</td>
</tr>
<tr>
<td>570/04</td>
<td>04/06/04</td>
<td>84</td>
<td>1521 &amp; 1872</td>
</tr>
<tr>
<td>398/04</td>
<td>23/03/06</td>
<td>86</td>
<td>777</td>
</tr>
<tr>
<td>576/05</td>
<td>07/07/05</td>
<td>85</td>
<td>2089 &amp; 2595</td>
</tr>
<tr>
<td>957/05</td>
<td>07/07/06</td>
<td>86</td>
<td>1631 &amp; 2126</td>
</tr>
<tr>
<td>1/07</td>
<td>01/07/07</td>
<td>87</td>
<td>1487 &amp; 2017</td>
</tr>
<tr>
<td>115/07</td>
<td>01/07/08</td>
<td>88</td>
<td>773 &amp; 1248</td>
</tr>
<tr>
<td>1/09</td>
<td>01/10/09</td>
<td>89</td>
<td>735 &amp; 1674</td>
</tr>
<tr>
<td>2/10</td>
<td>01/07/10</td>
<td>90</td>
<td>568 &amp; 1116</td>
</tr>
<tr>
<td>2/11</td>
<td>01/07/11</td>
<td>91</td>
<td>1008 &amp; 1519</td>
</tr>
<tr>
<td>2/12</td>
<td>01/07/12</td>
<td>92</td>
<td>1280</td>
</tr>
<tr>
<td>1/13</td>
<td>01/07/13</td>
<td>93</td>
<td>949</td>
</tr>
<tr>
<td>1/14</td>
<td>01/07/14</td>
<td>94</td>
<td>1169</td>
</tr>
<tr>
<td>1/15</td>
<td>01/07/15</td>
<td>95</td>
<td>1147</td>
</tr>
<tr>
<td>1/16</td>
<td>01/07/16</td>
<td>96</td>
<td>993</td>
</tr>
</tbody>
</table>

8. Hours of Work

<table>
<thead>
<tr>
<th>Cl.</th>
<th>Date</th>
<th>Order</th>
<th>WAIG</th>
</tr>
</thead>
<tbody>
<tr>
<td>13/85</td>
<td>28/11/86</td>
<td>67</td>
<td>WAIG 69</td>
</tr>
<tr>
<td>1040/87 &amp; 220/89</td>
<td>08/03/89</td>
<td>69</td>
<td>1583</td>
</tr>
<tr>
<td>1421/89(R)</td>
<td>12/01/90</td>
<td>70</td>
<td>WAIG 815</td>
</tr>
<tr>
<td>166/90(R2)</td>
<td>20/12/90</td>
<td>71</td>
<td>WAIG 693</td>
</tr>
<tr>
<td>398/04</td>
<td>23/03/06</td>
<td>86</td>
<td>WAIG 777</td>
</tr>
<tr>
<td>398/04</td>
<td>23/03/06</td>
<td>86</td>
<td>WAIG 777</td>
</tr>
<tr>
<td>398/04</td>
<td>02/05/06</td>
<td>86</td>
<td>WAIG 1158</td>
</tr>
</tbody>
</table>

9. Overtime

<table>
<thead>
<tr>
<th>(6)</th>
<th>Date</th>
<th>Order</th>
<th>WAIG</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005/84</td>
<td>14/05/85</td>
<td>65</td>
<td>WAIG 848</td>
</tr>
<tr>
<td>13/85</td>
<td>28/11/86</td>
<td>67</td>
<td>WAIG 69</td>
</tr>
</tbody>
</table>
10. Contract of Service

<table>
<thead>
<tr>
<th>Cl.</th>
<th>Date</th>
<th>WAIG No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>166/90(R)</td>
<td>20/12/90</td>
<td>71 WAIG 693</td>
</tr>
<tr>
<td>(6)</td>
<td>398/04</td>
<td>23/03/06</td>
</tr>
<tr>
<td>Corr preamble</td>
<td>398/04</td>
<td>02/05/06</td>
</tr>
</tbody>
</table>

11. Holidays

<table>
<thead>
<tr>
<th>Cl.</th>
<th>Date</th>
<th>WAIG No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1409/91</td>
<td>18/12/91</td>
<td>72 WAIG 129</td>
</tr>
<tr>
<td>398/04</td>
<td>23/03/06</td>
<td>86 WAIG 777</td>
</tr>
<tr>
<td>Corr preamble</td>
<td>398/04</td>
<td>02/05/06</td>
</tr>
</tbody>
</table>

12. Annual Leave

<table>
<thead>
<tr>
<th>Cl.</th>
<th>Date</th>
<th>WAIG No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1005/84</td>
<td>14/05/85</td>
<td>65 WAIG 848</td>
</tr>
<tr>
<td>(3) &amp; (5)</td>
<td>13/85</td>
<td>28/11/86</td>
</tr>
<tr>
<td>(11) &amp; (12)</td>
<td>1421/89(R)</td>
<td>12/01/90</td>
</tr>
<tr>
<td>Cl</td>
<td>398/04</td>
<td>23/03/06</td>
</tr>
<tr>
<td>Corr preamble</td>
<td>398/04</td>
<td>02/05/06</td>
</tr>
</tbody>
</table>

13. Absence Through Sickness

<table>
<thead>
<tr>
<th>Ins.</th>
<th>Date</th>
<th>WAIG No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(9)</td>
<td>13/85</td>
<td>28/11/86</td>
</tr>
<tr>
<td>Ins (3) (NB. duplicated)</td>
<td>166/90(R2)</td>
<td>20/12/90</td>
</tr>
<tr>
<td>Title &amp; (1)(b)</td>
<td>398/04</td>
<td>23/03/06</td>
</tr>
<tr>
<td>Corr preamble</td>
<td>398/04</td>
<td>02/05/06</td>
</tr>
</tbody>
</table>

14. Sick Leave

| Del. (3) - (4). Ins (3) | 398/04 | 23/03/06 | 86 WAIG 777 |
| Del. (5) Ins. (4) | 398/04 | 23/03/06 | 86 WAIG 777 |
| Del (6) - (7). Ins. (5) - (6) | 398/04 | 23/03/06 | 86 WAIG 777 |
| Re-num (8) - (9) as (7) - (8). Ins. (9) - (10) | 398/04 | 23/03/06 | 86 WAIG 777 |
14. Payment of Wages

Cl. 13/85 28/11/86 67 WAIG 69
(2) 1421/89(R) 12/01/90 70 WAIG 815

15. Time and Wages Record

Ins. preamble 491/98 16/04/98 78 WAIG 1471
Cl. 398/04 23/03/06 86 WAIG 777
Corr preamble 398/04 02/05/06 86 WAIG 1158

16. Proportion of Juniors

Cl. 398/04 23/03/06 86 WAIG 777
Corr preamble 398/04 02/05/06 86 WAIG 1158

17. Breakdowns, etc.

Cl. 398/04 23/03/04 86 WAIG 777
Corr preamble 398/04 02/05/06 86 WAIG 1158

18. No Reduction

19. Meal Times

Cl. 398/04 23/03/06 86 WAIG 777
Corr preamble 398/04 02/05/06 86 WAIG 1158

20. Meal Money

Cl. 1005/84 14/5/85 65 WAIG 848
Amounts 166/90(R2) 20/12/90 71 WAIG 693
Rate 1334/96 12/11/96 76 WAIG 4988
Cl. 702/00 15/11/00 80 WAIG 5593
21. Supported Wage System for Employees with Disabilities

22. Allowances

23. General Conditions
24. Types of Employment

25. Long Service Leave

26. Maternity Leave

27. Shift Work

28. First Aid Equipment

29. Bereavement Leave

30. Posting of Award and Union Notices

31. Right of Entry
(32. Junior Employees - Special Orders)

<table>
<thead>
<tr>
<th>Ins Cl.</th>
<th>69/85</th>
<th>4/7/85</th>
<th>65 WAIG 1331</th>
</tr>
</thead>
<tbody>
<tr>
<td>Del. Cl. &amp; Title</td>
<td>13/85</td>
<td>28/11/86</td>
<td>67 WAIG 69</td>
</tr>
</tbody>
</table>

(32. Casual Employees)

<table>
<thead>
<tr>
<th>Ins Cl.</th>
<th>13/85</th>
<th>28/11/86</th>
<th>67 WAIG 69</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cl. inc Title.</td>
<td>398/04</td>
<td>23/03/06</td>
<td>86 WAIG 777</td>
</tr>
<tr>
<td>Corr preamble</td>
<td>398/04</td>
<td>02/05/06</td>
<td>86 WAIG 1158</td>
</tr>
</tbody>
</table>

32. Dispute Resolution Procedure

33. Superannuation

<table>
<thead>
<tr>
<th>Ins Cl.</th>
<th>220/89</th>
<th>01/07/89</th>
<th>69 WAIG 2422</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)(a)</td>
<td>987/02</td>
<td>28/01/03</td>
<td>83 WAIG 781</td>
</tr>
<tr>
<td>Cl.</td>
<td>398/04</td>
<td>23/03/06</td>
<td>86 WAIG 777</td>
</tr>
<tr>
<td>Corr preamble</td>
<td>398/04</td>
<td>02/05/06</td>
<td>86 WAIG 1158</td>
</tr>
</tbody>
</table>

(34. Relationship to the National Training Wage Interim Award 1994)

<table>
<thead>
<tr>
<th>Ins Cl.</th>
<th>590/97</th>
<th>08/05/97</th>
<th>77 WAIG 1986</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cl. inc Title.</td>
<td>398/04</td>
<td>23/03/06</td>
<td>86 WAIG 777</td>
</tr>
<tr>
<td>Corr preamble</td>
<td>398/04</td>
<td>02/05/06</td>
<td>86 WAIG 1158</td>
</tr>
</tbody>
</table>

34. National Training Wage

35. Other Laws Affecting Employment

<table>
<thead>
<tr>
<th>Cl. inc Title.</th>
<th>398/04</th>
<th>23/03/06</th>
<th>86 WAIG 777</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corr preamble</td>
<td>398/04</td>
<td>02/05/06</td>
<td>86 WAIG 1158</td>
</tr>
</tbody>
</table>

36. Where to go for Further Information
(Appendix - Resolution of Disputes Requirement)

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>WAIG No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ins. App.</td>
<td>693/96</td>
<td>76 WAIG 2768</td>
</tr>
<tr>
<td>(1),(6), Del. (7)</td>
<td>2053/97</td>
<td>77 WAIG 3079</td>
</tr>
<tr>
<td>Cl. inc Title.</td>
<td>398/04</td>
<td>86 WAIG 777</td>
</tr>
<tr>
<td>Corr preamble</td>
<td>398/04</td>
<td>86 WAIG 1158</td>
</tr>
</tbody>
</table>

**Schedule A - Parties to the Award**

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>WAIG No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ins. Sch.</td>
<td>565/93</td>
<td>73 WAIG 1947</td>
</tr>
<tr>
<td>Text</td>
<td>882/99</td>
<td>79 WAIG 3045</td>
</tr>
<tr>
<td>Sch.</td>
<td>702/00</td>
<td>80 WAIG 5593</td>
</tr>
</tbody>
</table>

(Appendix I - Respondents)

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>WAIG No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rename Sch.</td>
<td>565/93</td>
<td>73 WAIG 1947</td>
</tr>
</tbody>
</table>

**Schedule B - Respondents**

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>WAIG No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sch.</td>
<td>590A/97</td>
<td>77 WAIG 1986</td>
</tr>
<tr>
<td>Sch.</td>
<td>882/99</td>
<td>79 WAIG 3045</td>
</tr>
<tr>
<td>Sch.</td>
<td>702/00</td>
<td>80 WAIG 5593</td>
</tr>
<tr>
<td>Sch.</td>
<td>398/04</td>
<td>86 WAIG 777</td>
</tr>
<tr>
<td>Corr preamble</td>
<td>398/04</td>
<td>86 WAIG 1158</td>
</tr>
</tbody>
</table>

(Appendix - s.49B - Inspection of Records Requirements)

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>WAIG No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ins. App.</td>
<td>694/96</td>
<td>76 WAIG 2789</td>
</tr>
<tr>
<td>(1) ins. Text</td>
<td>2053/97</td>
<td>77 WAIG 3138</td>
</tr>
<tr>
<td>Del. Title &amp; App.</td>
<td>398/04</td>
<td>86 WAIG 777</td>
</tr>
<tr>
<td>Corr preamble</td>
<td>398/04</td>
<td>86 WAIG 1158</td>
</tr>
</tbody>
</table>

NB. Throughout text of Award del. 'Appendix I' and insert in lieu 'Schedule B.'

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>WAIG No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ref. O/N</td>
<td>565/93</td>
<td>73 WAIG 1947</td>
</tr>
</tbody>
</table>