

AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

Workplace Relations Act 1996
s.170LJ - Agreement with organisations of employees (Division 2)

Target Australia Pty Ltd and Australian Municipal, Administrative, Clerical and Services Union
(AG2005/3395)

TARGET AUSTRALIA PTY LTD ADMINISTRATIVE EMPLOYEES AGREEMENT 2005

Clerical industry

SENIOR DEPUTY PRESIDENT LLOYD

MELBOURNE, 20 APRIL 2005

CERTIFICATION OF AGREEMENT

In accordance with section 170LT of the *Workplace Relations Act 1996*, the Commission hereby certifies the attached written agreement.

This agreement shall come into force from 20 April 2005 and shall remain in force until 28 February 2008.

BY THE COMMISSION:

SENIOR DEPUTY PRESIDENT

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**Target Australia Pty Ltd
Administrative Employees
Agreement**

2005

PART 1 - APPLICATION AND OPERATION OF AGREEMENT

1.1 Title

This Agreement shall be known as the Target Australia Pty Ltd Administrative Employees Agreement 2005.

1.2 Arrangement

1.3 Scope & Parties Bound

1.3.1 This Agreement shall be binding on, Target Australia Pty. Ltd. ("Target") and the Australian Municipal, Administrative, Clerical and Services Union ("Union") in respect of administrative employees, whether members of the Union or not, who are employed within Target Head Office.

1.3.2 This Agreement shall not apply to:

- (a) employees engaged in a management graded position at or above the management pay range 11 (or its equivalent); and
- (b) employees who are promoted to such a position (or its equivalent) during the life of the Agreement.

1.4 Objectives of Agreement

The objective of this Agreement is to ensure that Target is a highly competitive retailer excelling in employee relations, safety and welfare, quality, productivity, flexibility, communication and commitment so that Target is the preferred employer in the retail industry.

This shall be achieved by:

- (a) Enhancing productivity and efficiencies within the workplace.
- (b) Continuing to create a flexible work environment which shall enable employees to work to the limits of their skills and capabilities and as far as practicable, to balance their work and family commitments.
- (c) Continuing to communicate and consult with employees encouraging them to participate and become involved in matters that have an impact on their environment and positions within the Organisation.
- (d) Constantly seeking improvement in customer service, safety and welfare, quality or efficiency.
- (e) Providing stable and secure employment for all employees with the objective of both minimal turnover and long term employment.
- (f) Developing a culture that focuses on commitment and trust whilst working towards shared goals and objectives.
- (g) Providing a healthy, safe and harmonious working environment.
- (h) Positive union representation that shall contribute to the interest of employees and the efficiency of Target.

1.5 Period of Operation

This Agreement shall operate from the beginning of the first pay period to commence on or after 1 March 2005 and shall remain in force until 28 February 2008.

1.6 Relationship to Other Awards/Agreements

With the exception of the National Training Wage Award 2000 (refer clause 4.7), this Agreement will operate to the exclusion of all other federal and state awards or industrial agreements.

1.7 No Extra Claims

There will be no extra claims during the life of this Agreement, excluding those matters contained in clause 4.7 of this Agreement save that as at 28 February 2005, the rate of pay applicable under this Agreement will be compared to the rate of pay applicable for each employee under the Clerical and Administrative Employees (Victoria) Award 1999 and the higher of the two rates as at the nominal expiry date of this Agreement will be the employee's rate of pay under this Agreement from the nominal expiry date of this Agreement.

1.8 Savings

The following savings provisions supersede any other savings provisions which were applicable prior to implementation of this Agreement.

1. The following savings provisions only apply to employees employed by Target prior to 1 September 1996:

1. Employees with rostered days off will work no more than 19 days in any month;

1. Work on Saturday is voluntary.

1. The following savings provision only applies to employees employed by Target prior to 1 May 2000:

i) Work on Saturday after 12:30pm is voluntary.

1. The following savings provision only applies to employees employed by Target prior to 1 March 2003:

(i) Work between 6.30pm and 8.00pm Monday to Friday is voluntary.

PART 2 - AGREEMENT FLEXIBILITY

No provision

PART 3 - COMMUNICATION, CONSULTATION AND DISPUTE RESOLUTION

3.1 Disputes Resolution Procedure

The parties recognise the need to quickly resolve any grievance arising out of this Agreement. Work will continue in accordance with the practices existing prior to the matter in dispute arising or other agreed arrangements, subject to health and safety considerations, whilst the disputes procedure is in process. No party shall be prejudiced as to the final settlement by the continuance or deferment of work in accordance with this clause.

The parties also recognise that alternative measures to conciliation and, if necessary, arbitration, should be pursued. Accordingly, if either party refers the grievance or dispute to mediation, both parties will participate in the mediation process in good faith.

3.1.1 The Employee and Immediate Supervisor.

In the event of any employee expressing a grievance or request, they shall raise and discuss the matter with their immediate Supervisor. The Supervisor shall endeavour to resolve the matter as quickly as possible. If an employee has a problem with discussing a matter with their supervisor they may proceed immediately to the next stage.

3.1.2 The Employee and Immediate Manager

If the matter is not resolved with the Supervisor, either the Supervisor or employee may refer the matter to the

Department Manager. The employee may be supported in their discussions by their Company Union Delegate and/or Union organiser if desired.

3.1.3 The Employee and the Human Resources Manager

Should the matter remain unresolved, the employee, Union Delegate and/or Union organiser and Department Manager will refer the matter to the nominated Human Resource Representative. A union organiser may become involved if so requested by the employee.

3.1.4 The Employee and the General Manager - Human Resources

Should the matter continue the nominated Human Resources Representative shall inform the General Manager - Human Resources of the matter. The General Manager Human Resources will endeavour to resolve the dispute by consulting with the relevant parties.

3.1.5 Australian Industrial Relations Commission

If the matter cannot be resolved by this stage, it may be referred to the Australian Industrial Relations Commission (AIRC) for determination. However, the above steps shall not preclude reference of a dispute to the AIRC at any stage of this procedure if Target or the Union believes it necessary.

3.1.6 The parties agree to abide by the decision of the AIRC or its successor subject to any appeal or other rights under the Workplace Relations Act 1996 (Cth).

3.2 Introduction of Change and Redundancy

With respect to the Introduction of Change and Redundancy, the terms as prescribed in Appendix 2 shall apply.

PART 4 - TERMS OF EMPLOYMENT AND RELATED MATTERS

4.1 Full-Time Employment

4.1.1 A full-time employee shall be hired by the week to work 152 hours over a 4 week cycle or 160 hours over a 4 week cycle in accordance with sub-clause 6.2.2.5.

4.1.2 The minimum daily engagement is 4 hours.

4.1.3 A full-time employee who is ready, willing and available to work the number of hours prescribed in sub-clause 4.1.1 as a week's work shall be paid the full weekly wage specified in clause 5.1.

4.2 Part-Time Employment

4.2.1 a) A part-time employee shall be hired by the week to work an agreed contract number of hours between a minimum of 20 hours and a maximum of 128 hours over a 4 week cycle.

b) Notwithstanding this, a part-time employee may request in writing to increase their maximum number of hours of engagement up to an average of 36 hours per week (144 hours per 4 week cycle). An increase in hours can only occur by mutual agreement between the employee and Target.

4.2.2 The minimum daily engagement is 3 hours.

4.2.3 A part-time employee shall be paid the rates of pay specified in clause 5.1 on a pro-rata basis.

4.2.4 A part time employee's hours may be increased within the span of ordinary hours in clause 6.1 on a temporary basis during any 4 week cycle, provided;

(i) the employee agrees; and

(ii) the total hours do not exceed the maximum hours prescribed elsewhere in this Agreement.

The additional hours worked shall be paid at ordinary time plus 10%.

Any additional hours paid with a loading on this basis shall not be taken into account when calculating Leave entitlements.

4.3 Casual Employment

4.3.1 A casual employee shall be hired by the hour to work when available and as required by Target for up to the prescribed number of ordinary hours for a full-time employee.

4.3.2 A casual employee shall be engaged for a minimum period of 3 hours on each occasion required.

1. Except as provided in clause 7.11 (Public Holidays) and clause 6.7 (Overtime), for each hour worked, a casual shall be paid the appropriate hourly rate plus 20% of the ordinary hourly rate.

1. Casual employees shall not be entitled to receive payment for the following;

- Annual Leave (clause 7.1);
- Sick Leave (clause 7.3);
- Bereavement Leave (clause 7.4);
- Emergency Services Leave (clause 7.5);
- Defence Force Service Leave (clause 7.6);
- Personal/Carers Leave (clause 7.7);
- Parental Leave (clause 7.8);
- Jury Service (clause 7.9);
- Blood Donor Leave (clause 7.10);
- Public Holidays except where worked (clause 7.11).
- Trade Union Training Leave (clause 7.12).
- Leave of Absence (clause 7.13)

4.4 Probationary Period

4.4.1 Target may engage full-time and part-time employees on a probationary basis for a period not exceeding 3 months, provided that employees offered permanent employment upon completion of a traineeship with Target under the National Training Wage Award 2000 shall not be engaged on a probationary basis.

4.4.2 Probationary employment may be terminated with 1 days notice by either party during the above mentioned period.

4.5 Termination of Employment

4.5.1 Subject to sub-clause 4.4.2 and 4.5.2 Target shall give the following notice period to terminate an employee.

Period of Continuous Service	Period of Notice
Less than 1 year	1 week
1 year but less than 3 years	2 weeks
3 years but less than 5 years	3 weeks
5 years and over	4 weeks
Employees over 45 years with a minimum of 2 years service shall be entitled to one extra weeks notice.	

4.5.2 Sub-clause 4.5.1 does not apply to casuals, nor does it restrict Target's discretion to summarily dismiss an employee for serious misconduct.

4.5.3 Payment in lieu of the notice prescribed in sub-clause 4.5.1 shall be made if the appropriate notice period is not given.

4.5.4 In the case of termination by an employee, other than a casual, the following minimum notice shall be given by the employee,

Period of continuous service	Period of Notice
Less than 1 year	1 week
1 year or more	2 weeks

4.5.5 Subject to the relevant State or Territory Long Service Leave legislation, if an employee fails to give notice in accordance with clause 4.5.4, or to work out the full period of notice, Target shall have the right to withhold moneys due to the employee under this Agreement to a maximum amount equal to the ordinary time earnings for the period of notice required.

4.5.6 At the employee's request, and Target's discretion, part or all of the period of notice required by clause 4.5.4, may be waived by Target and the employee paid to the date of termination only.

4.5.7 Target shall upon receipt of a request from an employee, provide to the employee a written statement specifying the period of his or her employment and the classification or type of work performed by the employee.

4.6 Limited Tenure Employment

4.6.1 In recognition of the objectives contained in clause 1.4 of this Agreement Limited Tenure Employment will not be introduced to displace permanent employment.

4.6.2 Subject to clause 4.6.3 Limited Tenure employees may be engaged for a specific task or tasks or for a specific period of time.

4.6.3 Subject to clause 4.6.4 employees may be engaged on a Limited Tenure basis as either full-time or part-time employees provided that Limited Tenure positions may be offered for a period of not less than one month and not more than 12 months and further provided that where there is prior written agreement the period of Limited Tenure Employment may exceed 12 months.

4.6.4 Sub-clause 4.6.3 shall not apply where Limited Tenure Employment arises from parental leave, long term illness or an extended absence due to work related illness or injury.

4.6.5 The ASU may request, on a six monthly basis, information as to the number of employees engaged under Limited Tenure contracts and the work being undertaken by such employees.

4.7 National Training Wage

Target shall comply with the terms of the National Training Wage Award 2000, as varied, as though bound by clause 3 of that Award.

The provision in the National Training Wage Award 2000 in respect of overtime shall be read to mean that the hourly rate of pay and grade for the purposes of calculation of overtime is the hourly rate applicable to the relevant age as prescribed in this Agreement.

PART 5 - WAGES AND RELATED MATTERS

5.1 Rates

The minimum weekly rates of pay to apply during this Agreement are in accordance with the table below.

From first pay period to commence on or after the dates shown below:

	Full-time weekly rate of pay		
Classification	1 March 2005	1 March 2006	1 March 2007
Grade 3	\$582.10	\$603.10	\$623.10
Grade 4	\$616.90	\$637.90	\$657.90
Grade 5	\$660.95	\$681.95	\$701.95
Grade 6	\$712.15	\$733.15	\$753.15

Juniors are to be paid the following percentages of the adult rate:

Under 16	50% of the adult rate
At 16	50% of the adult rate
At 17	60% of the adult rate
At 18	70% of the adult rate
At 19	80% of the adult rate
At 20	Adult rate

Upon commencement with Target, an employee appointed to a grade 3 position may be paid a rate of pay equivalent to 95% of the applicable rate of pay for the classification and age for the following periods:

- (i) the first three months if working an average of 15 hours or more per week over a 4 week cycle; or
- (ii) the first four months if working an average of less than 15 hours per week over a 4 week cycle.

5.2 Classification Structure

All employees covered by this Agreement shall be graded by Target according to the Competency Grading Matrix as set out in Appendix 3. The Competency Grading Matrix shall be applied to the principle function of the employment of the employee as determined by Target. Employees shall be notified in writing, by Target, of their grade. Any change to the grade of any employee shall be notified in writing to such employee, by Target.

5.3 Payment of Wages

1. Wages for permanent employees shall be paid fortnightly in arrears into a bank account or building society account or credit union account nominated by the employee not later than Wednesday of the following pay cycle. Provided that where a public holiday falls on a Monday or a Tuesday prior to pay day, wages shall be paid no later than Thursday in that week.

1. The wage paid fortnightly will be calculated as an average of the wage for the 4 week roster cycle.

5.3.3 Wages for casual employees shall be paid weekly in arrears into a bank account or building society account or credit union account nominated by the employee no later than Thursday of the following pay cycle. Provided that where a Public Holiday falls on a Monday or a Tuesday prior to pay day, wages shall be paid no later than Friday in that week.

5.4 Workers Eligible for a Supported Wage

5.4.1 Definition

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 Agreement. In the context of this clause, the following definitions, will apply:

- (i) "Supported wage system" means the Commonwealth Government system to promote employment for people who cannot work at full award or Agreement wages because of a disability, as documented in "(Supported Wage System: Guidelines and Assessment Process)".
- (ii) "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.
- (iii) "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.
- (iv) "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.

5.4.2 Eligibility criteria

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 Agreement, because of the effects of

a disability on their productive capacity and who meet the impairment criteria for receipt of a disability support pension.

(The clause does not apply to any existing employee who has a claim against Target which is subject to the provisions of workers' compensation legislation or any provision of this Agreement relating to the rehabilitation of employees who are injured in the course of their current employment.)

5.4.3 Supported wage rates

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

Assessed capacity rate [sub-clause 5.4.4] (%)	Percentage (%) of prescribed award
10*	10
20	20
30	30
50	50
60	60
70	70
80	80
90	90

(Provided that the minimum amount payable shall not be less than \$56.00 per week.)

* Where a person's assessed capacity is ten percent, they shall receive a high degree of assistance and support.

5.4.4 Assessment of capacity

For the purpose of establishing the percentage of the applicable rate to be paid to an employee under this Agreement, the productive capacity of the employee will be assessed in accordance with the supported wage system and documented in an assessment instrument by either:

- (i) Target and the Union party to the Agreement, in consultation with the employee or, if desired by any of these;
- (ii) Target and an accredited assessor from a panel agreed by the parties to the Agreement and the employee.

5.4.5 Lodgement of assessment instrument

(i) All assessment instruments under the conditions of this clause, including the appropriate percentage of the Agreement wage to be paid to the employee, shall be lodged by Target with the Registrar of the Industrial Relations Commission.

(ii) All assessment instruments shall be agreed and signed by the parties to the assessment, provided that where the Union 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 ten working days.

5.4.6 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.

5.4.7 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 Agreement paid on a pro rata basis.

5.4.8 Workplace adjustment

Target 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 area.

5.4.9 Trial period

- (i) In order for an adequate assessment of the employee's capacity to be made, Target may employ a person under the provisions of this clause for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.
- (ii) During the trial period the assessment of capacity shall be undertaken and the proposed wage rate for a continuing employment relationship shall be determined.
- (iii) The minimum amount payable to the employee during the trial period shall be no less than \$56 per week.
- (iv) Work trials should include induction or training as appropriate to the job being trialed.
- (v) Where Target and the 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 sub-clause 5.4.4 hereof.

5.5 Allowances

5.5.1 First Aid Allowance

Where Target appoints a qualified employee to perform first aid duties, they shall be entitled to an additional allowance per day as follows:

1 March 2005	1 March 2006	1 March 2007
\$1.42	\$1.47	\$1.52

5.5.2 Transport Allowance

Where an employee is required to use their private vehicle on company business, they shall be entitled to the following;

5.5.2.1 Additional cost for private mileage, calculated on the basis of;

For vehicles of over 2000cc:

1 March 2005	1 March 2006	1 March 2007
\$0.50	\$0.52	\$0.54

For vehicles up to 2000cc:

1 March 2005	1 March 2006	1 March 2007
\$0.45	\$0.47	\$0.49

5.5.2.2 Where an employee works additional hours beyond their rostered shift without having been provided with either 24 hours notice or notice before the completion of the previous shift, and they are unable to obtain their regular form of transport home, Target shall arrange at its own cost, an alternative safe form of transport for the employee.

5.5.3 Travel

Where an employee is required to travel to another work location to attend training or for a business purpose, additional travelling time shall be paid at the ordinary time rate of pay for such travel.

1. On Call Allowance

Where an employee is required to attend Target premises or other locations as directed by Target, after he or she has left after having worked his or her ordinary hours, then for all such time they are required to be at the office or other location as directed by Target they will be paid at the overtime rates for all hours worked and paid a minimum of 3 hours (inclusive of travel time). Where agreed between an employee and employer, the time may be taken as time in lieu. The on call allowance is:

\$45 per day Saturday/Sunday
\$20 per night Monday to Friday

5.6 Higher Duties

1. Where an employee is required to actively perform the work of a higher classification covered by this Agreement for a period of one working week, they shall be paid at the higher rate for all hours worked.
1. Where a public holiday falls in a week where an employee is performing higher duties in accordance with 5.6.1, the public holiday will be counted as part of the working week.

5.7 Superannuation

The subject of superannuation is dealt with extensively by legislation including 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 (collectively the "Superannuation Legislation"). The Superannuation Legislation, as varied from time to time, governs the superannuation rights and obligations of the parties to this Agreement.

5.7.1 Superannuation for employees employed under this Agreement shall be governed by the provisions of the Superannuation Legislation (as amended) and the applicable regulations, provided that:

5.7.1.1 all superannuation entitlements shall be directed to the REST Superannuation Fund; and

5.7.1.2 the ability to opt in and out of the fund as provided within the Superannuation Legislation (as amended) and the applicable regulations shall not apply.

5.7.2 Employees who are currently members of the Coles Myer Superannuation Fund shall continue to have contributions paid to that fund whilst they remain employees of the Company.

5.7.3 For the purposes of this clause, "ordinary time earnings" means the actual ordinary rate of pay the employee receives for ordinary hours of work including allowances and penalties. The term includes any regular over-ward pay as well as casual rates received for ordinary hours of work. All other allowances, overtime and payments are excluded.

5.7.4 Subject to the governing rules of the REST Superannuation Fund, the following provisions shall apply:

5.7.4.1 Paid Leave

Contributions shall continue whilst a member of the Fund is absent on paid annual leave, sick leave, long service leave, public holidays, jury service, bereavement leave or other paid leave.

5.7.4.2 Work related injury or illness

In the event of an employee's absence from work being due to work related injury or work related illness, contributions at the normal rate shall continue for the period of the absence provided that:

(a) the member of the Fund is receiving worker's compensation payments or is receiving regular payments directly from Target in accordance with statutory requirements or the provisions of this Agreement; and

(b) the person remains an employee of Target.

PART 6 - HOURS OF WORK OVERTIME AND BREAKS

6.1 Spread of Hours

6.1.1 The spread of ordinary hours for the beginning and ending of work, unless changed by mutual agreement in accordance with Clause 6.6, shall be:

	Time of beginning work	Time of ending work
Monday to Friday	7.00 am	8.00 pm
Saturday	7.00 am	5.00pm

6.2 Rosters

6.2.1 The hours or days upon which work is rostered, shall be established or may be changed in accordance with Clauses 6.1 and 6.2.2, 6.2.3, 6.2.4 in order to meet operational requirements. Any such alteration can be made by providing seven (7) days notice, or earlier by mutual agreement, provided appropriate consideration has been given to family responsibilities.

6.2.2 Full Time Employees

6.2.2.1 A full time employee's ordinary hours of work, shall be an average of 38 per week to be worked on one of the following bases:

- (i) 38 hours within a work cycle not exceeding seven consecutive days; or
- (ii) 76 hours within a work cycle not exceeding fourteen consecutive days; or
- (iii) 114 hours within a work cycle not exceeding 21 consecutive days; or
- (iv) 152 hours within a work cycle not exceeding 28 consecutive days.

6.2.2.2 Not more than ten hours, exclusive of meal breaks (except if paid for at overtime rates) shall be worked in any one day.

6.2.2.3 Target may substitute the day or days an employee is to take off, for another day in case of a breakdown in machinery or a failure or shortage of electric power or to meet the requirements of the business in the event of rush orders or some other emergency situation.

6.2.2.4 Target shall advise full time employees at least 4 weeks in advance of their rostered hours.

6.2.2.5 An employee may elect to work 160 hours over 20 starts per 4 week cycle and accumulate one day to be taken as a day off or added to annual leave. An employee may elect for a period of up to 5 consecutive roster cycles to accumulate up to 5 days to be taken as time off or added to annual or long service leave.

Such requests shall be in writing and the application is to be made by the employee as a part of the leave application process adopted by Target. Provided that the hours in excess of 152 over the 4 week roster cycles up to 160 hours shall be paid at the ordinary time rate of pay at the time the accrued week is taken. Where the 5 days are adjoined to a period of annual leave, the 5 days shall not attract the annual leave loading with respect to these days.

6.3 Part Time Employees

6.3.1 A part time employee's ordinary hours of work, shall average a minimum of 5 up to a maximum of 32 per week, worked on one of the following bases (except where an average of 36 hours is worked per week in accordance with 4.2.1 b)):

- (i) Between 5 and 32 hours within a work cycle not exceeding seven consecutive days; or
- (ii) Between 10 and 64 hours within a work cycle not exceeding fourteen consecutive days; or
- (iii) Between 15 and 96 hours within a work cycle not exceeding 21 consecutive days; or
- (iv) Between 20 and 128 hours within a work cycle not exceeding 28 consecutive days.

1. In accordance with clause 4.2.1, a part-time employee's ordinary hours of work, shall average a minimum of 5 up to a maximum of 36 hours per week, worked on one of the following bases:

- (i) Between 5 and 36 hours within a work cycle not exceeding seven consecutive days; or
- (ii) Between 10 and 72 hours within a work cycle not exceeding fourteen consecutive days; or
- (iii) Between 15 and 108 hours within a work cycle not exceeding 21 consecutive days; or
- (iv) Between 20 and 144 hours within a work cycle not exceeding 28 consecutive days.

6.3.3 Not more than ten hours, exclusive of meal breaks (except if paid for at overtime rates) shall be worked in any one day.

6.3.4 Target shall advise part time employees at least 4 weeks in advance of their rostered hours.

6.4 Casual Employees

A casual employee shall be hired by the hour to work when available and as required by Target for up to the prescribed number of ordinary hours for a full time employee.

6.5 Saturday Afternoon Work

Where an employee is rostered to work after 12.30pm on a Saturday afternoon the following provisions shall apply:

6.5.1 Rostered hours may be worked on 6 days in one week if rostered hours are worked on not more than 4 days in the following week and the employee shall be given 3 consecutive days off per fortnight; and

6.5.2 At the written request of the employee sub-clause 6.5.1 shall not apply.

6.6 Flexible Hours of Work

6.6.1 A roster may be set to extend beyond the spread of hours specified in Clause 6.1, however any roster which involves hours extending beyond the commencement and finishing times specified in Clause 6.1, can only be made with the written agreement of the individual involved, and will be subject to approval by management and a Target employee who is an accredited Union representative, to ensure adequate consideration has been given to family and personal commitments.

6.6.2 Where a change of roster is implemented in accordance with sub-clause 6.2.1 above, resulting in an employee's ordinary rostered hours being extended beyond the spread of hours specified in Clause 6.1, the spread of ordinary hours for that employee shall be deemed to have been extended to reflect the hours rostered beyond those specified in Clause 6.1, and no additional loadings shall apply.

6.6.3 The accredited Union representative notified in accordance with sub clause 6.2.1 above shall not unreasonably oppose any changes to hours of work agreed under this Clause. In the event a dispute arises, the provisions of clause 3.1 Disputes Resolution Procedure shall apply.

6.7 Overtime

6.7.1 Target may require an employee to work reasonable overtime at appropriate overtime rates other than on a public holiday.

6.7.2 An employee shall be entitled to the payment of overtime when:

6.7.2.1 They are required to work before or after their rostered shift (except for a part time employee who has been offered and has accepted additional hours of work in accordance with clause 4.2.4);

6.7.2.2 A part-time employee works in excess of 38 hours in any week or in excess of 128 hours in any 4 week cycle;
6.7.2.3 A part-time employee works in excess of 38 hours in any week or in excess of 144 hours in any 4 week cycle in accordance with clause 4.2.1 b);

6.7.2.4A casual employee works in excess of 38 hours in any week.

6.7.2.5A full-time or part time employee works in excess of 20 days in any 4 week cycle (or 19 days where employees are subject to the savings provision provided in clause 1.8) except for a full-time employee who has accumulated days off in accordance with clause 6.2.2.5.

6.7.2.6An employee works outside the ordinary span of hours except where agreement has been reached to change the span of hours in accordance with clause 6.6.

6.7.2.7An employee works in excess of 10 hours (excluding meal breaks) on any shift.

6.7.3 Overtime shall be paid at the following rates:

6.7.3.1 Monday to Saturday:

Full-time and part-time employees - first 2 hours 150% and 200% thereafter;
Casual employees - first 2 hours at 170% and 220% thereafter.

6.7.3.2 Sunday:

Full-time and part-time employees - 200%
Casual employees - 220%

6.7.3.3 Public Holiday:

Full-time and part-time employees - 250%;
Casual employees - 250%.

6.7.3.4 Each day shall stand alone (ie: overtime shall be treated on a daily basis and shall be non-cumulative).

6.7.4 Time off in lieu of overtime

6.7.4.1 By agreement with Target an employee may elect to take time off in lieu of overtime provided:

- (i) any such agreement is in writing in advance of the overtime being worked;
- (ii) the time off shall be calculated at the overtime equivalent;
- (iii) the employee shall be entitled to a fresh choice of payment or time off on each occasion overtime is worked; and
- (iv) time off must be taken within 28 days of working the overtime, or shall be paid out, provided that where there is mutual agreement in writing, the time off may be taken at some later time.

1. Where an employee is required to work more than one hour of overtime after their rostered time of ending work and where less than 24 hours notice of such overtime has been given, the employee shall be paid a meal allowance as follows:

1 March 2005	1 March 2006	1 March 2007
\$8.80	\$9.10	\$9.40

Where an employee is rostered to work an additional day as overtime and it continues for more than 5 hours, the employee shall be entitled to the above meal allowance,, except if they have received 24 hours notice or have been notified prior to completion of their previous shift of the requirement to work such overtime.

6.7.6 An employee required to work overtime after a rostered shift of 5 hours or after completing 5 hours since their last meal break shall be entitled to an unpaid meal break of between 30 and 60 minutes prior to commencing overtime.

6.7.7 Where an employee who has left Target's premises is required to return to their place of normal employment after their usual finishing hour of work for any day, the employee shall be paid at the appropriate overtime rates prescribed and shall receive a minimum payment of 3 hours.

6.8 Meal Breaks

6.8.1 No employee shall work for more than five hours continuously without an unpaid meal break provided that in the case of part time or casual employees who are employed to work no more than five and a half hours per day, a meal break will not apply if mutually agreed.

6.8.2 Meal breaks shall be between 30 and 60 minutes.

6.9 Tea Breaks

6.9.1 An employee shall receive a paid tea break of no longer than fifteen minutes duration after working in excess of 4 hours.

6.9.2 An employee shall be entitled to an additional paid tea break of 10 minutes duration after working in excess of 7 hours (exclusive of meal breaks).

6.9.3 Subject to operational requirements, such breaks shall be rostered at times which are mutually agreed to between Target and the employee.

6.9.4 All tea breaks shall be deemed as time worked.

PART 7 - LEAVE AND PUBLIC HOLIDAYS

7.1 Annual Leave

7.1.1 Leave Entitlement

7.1.1.1 Four weeks paid leave will be allowed annually to all employees, after 12 months continuous service.

7.1.1.2 Part-time employees shall be entitled to Annual Leave on a pro-rata basis. Where the number of ordinary hours worked vary throughout the course of the year, entitlements to annual leave shall be calculated upon the average number of ordinary hours worked during the year of accrual.

7.1.1.3 Annual Leave shall become due each year on the anniversary date of the commencement of employment by the employee.

7.1.2 Payment for Annual Leave

7.1.2.1 A permanent employee going on Annual Leave will be paid in addition to their ordinary time earnings a loading of 17 1/2%. Payment for Annual Leave will be made progressively using the normal pay periods.

7.1.2.2 Upon request, payment for Annual Leave will be made prior to an employee taking leave.

7.1.3 Time of Taking Leave

7.1.3.1 The taking of Annual Leave will be by mutual agreement, within a period not exceeding 6 months from the date it becomes due, provided that by mutual consent this may be increased to 12 months. A period of 4 weeks notice shall apply for the taking of Annual Leave that has become due or accrued. Under no circumstances shall an employee forfeit their Annual Leave entitlement.

7.1.3.2 Annual Leave may be taken in single days up to a maximum of five (5) single days per year at the request of an employee.

7.1.3.3 Except as provided in sub clause 7.1.3.2, Annual Leave may be taken in two or three separate periods, of not less than 5 days. In the absence of agreement one of these periods shall be a minimum of three weeks.

7.1.3.4 If the employee and Target agree, Annual Leave may be taken wholly or partly in advance before the employee has become entitled to the Annual Leave.

7.1.4 Annual Leave Exclusive of Public Holidays

Where any public holiday, for which the employee is entitled to payment under this Agreement occurs during any period of Annual Leave taken by an employee under this Clause, the period of the leave shall be increased by one day in respect of that public holiday.

7.1.5 Payment of Annual Leave on Termination

7.1.5.1 Any accrued or pro-rata Annual Leave entitlement will be paid upon termination of employment. The 17 1/2% loading referred to in subclause 7.1.2.1 will apply to fully accrued leave on termination but does not apply to proportionate leave payable upon termination.

7.1.5.2 Where the employment of a permanent employee is terminated before the employee has completed one year of employment, the sum paid to the employee will be 1/12 of the ordinary pay for that period of employment.

7.1.5.3 Where an employee has been granted Annual Leave in advance of any entitlement and subsequently terminates their employment prior to accruing the appropriate leave, Target may deduct monies equivalent to such leave from any payment made to the employee on termination.

7.2 Long Service Leave

7.2.1 All employees employed under this Agreement shall be entitled to Long Service Leave in accordance with the relevant Victorian legislation.

7.2.2 Where an employee has completed 10 years continuous service with Target, the employee shall be entitled to pro-rata Long Service Leave calculated in accordance with the relevant Victorian legislation.

7.2.3 Where pro-rata Long Service Leave is taken under sub-clause 7.2.2, the remainder of the Long Service Leave accrued under the relevant Victorian legislation shall remain available to be taken at the conclusion of the accrual period specified in the legislation.

7.3 Sick Leave

7.3.1 Target and the Union are committed to ensuring that Sick Leave is only utilised in cases of genuine need. The misuse of Sick Leave shall lead to counselling of the employee.

7.3.2 Each full time employee shall be entitled to Sick Leave as follows:

7.3.2.1 During the first year, 10.17 hours ordinary pay for each completed month of service up to and including the first six (6) months of employment. The total accrual in the first year shall be 61 hours.

7.3.2.2 At the commencement of the second year of service and any subsequent year of service, 61 hours shall be credited to the employee.

7.3.3 Part-time employees shall accrue Sick Leave in accordance with sub-clause 7.3.2 on a pro-rata basis.

7.3.4 If the full period of Sick Leave as prescribed in this clause is not taken in any year, such amount that is not taken shall be cumulative from year to year, provided that the employee remains in the service of Target.

7.3.5 Paid Sick Leave is to be limited to the maximum Sick Leave entitlement accrued at the time of taking such leave.

7.3.6 An employee may take up to 2 days Sick Leave in any one year without a medical certificate or a statutory declaration. Upon prior written notice by Target, subsequent claims for Sick Leave may need to be supported by a medical certificate or a statutory declaration.

7.3.7 Entitlement for all Sick Leave claimed shall be dependent on notification by the employee to their manager as soon as reasonably practicable, indicating the nature of illness or injury and the possible recommencement time.

7.3.8 Upon reporting back to work after Sick Leave the employee shall report to their manager.

7.4 Bereavement Leave

7.4.1 A full-time or part-time employee will be entitled to:

(a) Upon the death of their spouse or child (including step and foster children), or parent (including stepmother or stepfather) paid Bereavement Leave to a maximum of five shifts including the day of the funeral.

(b) Upon the death of a parent-in-law, grandparent, grandparent-in-law, grandchild, brother, sister, brother-in-law, sister-in-law, son-in-law or daughter-in-law, paid Bereavement Leave to a maximum of three shifts up to and including the day of the funeral.

(c) Upon the death of other close relatives, paid Bereavement Leave to a maximum of one shift to attend the funeral may be approved by the Company.

Payment for Bereavement Leave will be based upon the employee's ordinary time earnings.

7.4.2 Proof of such death shall be provided by the employee to the satisfaction of the Company, together with proof of attendance in the case of a funeral outside Australia.

7.4.3 Where the death of a relative detailed in paragraphs 7.4.1(a) and 7.4.1(b) occurs outside of Australia and the employee does not attend the funeral, they shall be entitled to payment for one shift unless they can demonstrate to the Company that additional time, up to a maximum of the number of shifts detailed in subclause 7.4.1, is justified.

7.4.4 Where the death of a relative detailed in subclause 7.4.1 occurs interstate or outside of Australia and the employee attends the funeral, the employee shall be entitled to receive an additional unpaid period of Bereavement Leave, which shall not exceed two shifts.

7.4.5 There shall be no entitlement to leave under this clause where an employee is absent from work on another form of approved leave.

7.4.6 For the purpose of this clause the words "spouse" shall include a "wife" or "husband" from whom the employee

is separated and a defacto spouse, including a partner of the same sex as the employee.

7.5 Emergency Services Leave

7.5.1 An employee, other than a casual, involved in recognised voluntary services including SES and fire fighting shall be entitled to paid time off to attend to emergency situations which may affect the community as a whole.

7.5.2 It shall be the responsibility of the employee to keep Target informed about the time off needed to attend to emergency duties.

7.5.3 To receive payment, an employee shall provide Target with Proof of attendance to the emergency situation.

7.5.4 Paid time off for attendance at emergencies in the local area shall not be unreasonably restricted nor accessed, and shall be limited to a maximum of 3 days per situation.

7.5.5 Paid time off for attendance to emergencies that are not local shall be limited to a maximum of two days per annum, but may be increased, depending on the nature of the emergency (e.g. major bush fire) subject to Target approval.

7.6 Defence Force Service Leave

7.6.1 An employee, other than a casual, shall be allowed leave of up to a maximum of 2 weeks per calendar year to attend Defence Forces Reserve approved training camps.

7.6.2 During such leave, employees who are required to attend full-time training shall be paid an amount equal to the difference between the payment received in respect of their attendance at camp and the amount of ordinary time earnings they would have received for working ordinary time during that period.

7.6.3 To receive payment, an employee shall provide Target with proof of attendance and proof of Defence Forces Reserve rate of pay and total payment received for the time spent in training.

7.6.4 Employees seeking to take Defence Force Services Leave must provide notice to Target at least one month prior to the period of training. The notice should detail the start and finish dates for training.

7.7 Personal/Carers Leave

7.7.1 An employee other than a casual shall be entitled to a maximum of 3 rostered days paid Personal/Carers Leave each anniversary year for the purpose of attending to unplanned and unexpected family or personal issues or providing care and support for persons of their immediate family or household when they are ill.

7.7.2 Where on any occasion an employee takes less than an entire shift, their Personal/Carers Leave entitlement shall be reduced on a pro-rata basis. Personal/Carers Leave not taken under this clause shall not accumulate from year to year.

7.7.3 An employee may access accrued Sick Leave to a maximum of 3 days for the purposes of Personal/Carers Leave when the Personal/Carers Leave entitlement as prescribed in sub-clause 7.7.1 above is exhausted.

7.7.4 For the purposes of Personal/Carers Leave, 3 days shall be 22.8 hours for full-time employees with pro rata for part-time employees. For the purposes of accessing Sick Leave for Personal/Carers Leave purposes, 3 days shall be 22.8 hours for full-time employees and pro rata for part-time employees.

7.7.5 An employee shall provide to Target, upon request, a medical certificate, statutory declaration or other satisfactory evidence as proof of need for Personal/Carers Leave to be granted approval for such leave.

7.7.6 For the purposes of Personal/Carers Leave the term "immediate family" shall mean those persons described in sub-clauses 7.4.1 and 7.4.2 other than a "wife" or "husband" from whom the employee is separated.

7.8 Parental Leave

Subject to the terms contained in Appendix 1, employees are entitled to Maternity, Paternity and Adoption Leave and to work part time in connection with the birth or adoption of a child.

7.9 Jury Service

7.9.1 An employee other than a casual, shall notify Target as soon as possible of the date/s upon which they are required to attend for Jury Service. Further, the employee shall give Target proof of attendance, which includes the duration of such attendance and the amount of money received in respect of any Jury Service.

7.9.2 An employee required to attend for Jury Service during their rostered hours of work shall not suffer any loss of income in respect of the ordinary hours they would have worked had they not been on Jury Service.

7.9.3 While on Jury Service an employee shall not be required to attend work until the completion of Jury Service.

7.9.4 An employee on a roster including weekend work shall be given time off without loss of pay so that the combination of consecutive jury and work days does not exceed 5 days per week.

7.9.5 An employee's Annual Leave entitlement, as provided in clause 7.1, shall be re-credited for any period that they are required to attend for Jury Service during Annual Leave, subject to the provision of appropriate proof in accordance with sub-clause 7.9.1.

7.10 Blood Donor Leave

7.10.1 An employee other than a casual, shall be entitled to up to two hours paid leave on any one occasion for the purposes of donating blood. A maximum of four separate absences per calendar year shall be allowed.

7.10.2 Absences shall be arranged by mutual agreement between the employee and Target.

7.10.3 Upon request, proof of such attendance will be required to be produced.

7.10.4 Employees should attempt to organise the donation of blood during non-working hours.

7.11 Public Holidays

7.11.1 An employee other than a casual employee shall be entitled to holidays on the following days:

New Year's Day, Australia Day, Labour Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Geelong Cup Day, Christmas Day and Boxing Day.

7.11.2 Substitution

7.11.2.1 When Christmas Day is a Saturday or a Sunday, a holiday in lieu thereof shall be observed on 27 December.

7.11.2.2 When Boxing Day is a Saturday or a Sunday, a holiday in lieu thereof shall be observed on 28 December.

7.11.2.3 When New Year's Day or Australia Day is a Saturday or Sunday, a holiday in lieu thereof shall be observed on the next Monday.

7.11.3 Where in a State, Territory or locality, public holidays are declared or prescribed on days other than those set out in sub-clauses 7.11.1 and 7.11.2 above, those days shall constitute additional holidays for the purpose of this Agreement.

7.11.4 Target, with the agreement of the Union, may substitute another day or any prescribed in this clause.

7.11.4.1 Target and employees may agree to substitute another day for any prescribed in this clause. For this purpose, the consent of the majority of affected employees shall constitute agreement.

7.11.4.2 An agreement pursuant to sub clause 7.11.4.1 shall be recorded in writing and be available to every affected employee.

7.11.4.3 The Union shall be informed of an agreement pursuant to sub clause 7.11.4.1 and may within seven days refuse to accept it. The Union will not unreasonably refuse to accept the agreement.

7.11.4.4 If the Union, pursuant to sub clause 7.11.4.1, refuses to accept an agreement, the parties will seek to resolve their differences to the satisfaction of Target, the employees and the Union.

7.11.4.5 If no resolution is achieved pursuant to sub clause 7.11.4.3, Target may apply to the Australian Industrial Relations Commission for approval of the agreement reached with its employees. Such an application must be made fourteen or more days before the prescribed holiday. After giving Target and the Union an opportunity to be heard, the Commission will determine the application.

7.11.5 Any employee who fails to attend for work on the working day before and/or after a holiday without reasonable excuse shall not be entitled to be paid for such holiday.

7.11.6 All work done on a public holiday shall be paid for as follows:

Permanent employees 250%

Casual employees 250%

Provided that any employee required for work on a public holiday shall be entitled to not less than four hours' pay provided he or she is available for work during such four hours.

7.11.7 Non Working Days

7.11.7.1 Subject to sub-clause 7.11.7.2

(a) A full-time employee whose non-working day falls on a public holiday, shall be paid by mutual agreement either:

(i) payment of an additional day's wages; or

(ii) addition of one day to the employee's annual holidays; or

(iii) another day may be allowed off with pay to the employee within twenty-eight days after the public holiday falls, or during the week prior to the public holiday.

(b) For the purpose of sub-clause 7.11.7.1 (a) (i), (ii), or (iii) for full-time employees working 19 days in a 4 week cycle, "day" shall mean 8 hours, provided that where a full time employee works 20 days in a 4 week cycle, "day" shall mean 7.6 hours.

(c) A part-time employee shall be entitled to the provisions of subclause 7.11.7.1 (a) (i), (ii) or (iii), where the employee is rostered so they do not work their ordinary hours on the same days each week (an alternating roster) and the public holiday falls on a day on which the employee works in any week of their roster cycle.

(d) A part-time employee shall be entitled to the provisions of subclause 7.11.7.1 (a) (i), (ii) or (iii), where the employee is rostered to work 20 starts over a 4 week cycle, and their non working day falls on a Public Holiday.

7.11.7.2 Easter Saturday

In relation to Easter Saturday a full-time or part-time employee shall only be entitled to the provisions of sub-clause 7.11.7.1 (a) (i), (ii) or (iii) where the employee is rostered so they do not work their ordinary hours on the same days each week (an alternating roster) and the Easter Saturday public holiday falls on a day on which the employee works in any week of their roster cycle.

7.11.7.3 For the purposes of sub-clause 7.11.7.1 for part-time employees, "day" shall mean the average number of hours rostered per day for the part-time employee in the 4 week cycle prior to the public holiday.

7.12 Trade Union Training Leave

7.12.1 Subject to sub-clause 7.12.1.1, Target shall pay an accredited Union Delegate in accordance with the roster they would have worked whilst the Union Delegate is attending a Trade Union Training Course ("Course") conducted by or under the auspices of the Trade Union Training Australia Inc., by the Union provided that:

7.12.1.1 Target shall provide up to a maximum of fifteen (15) days Trade Union Training Leave ("Training Leave") per calendar year, with such leave being non cumulative;

7.12.1.2 Each application to attend a Course and receive full pay during the consequent absence must be in writing and endorsed by either a State or Federal official of the Union;

7.12.1.3 The Union Delegate shall provide, where possible, not less than eight weeks notice of the intention to attend a Course. Where less than four weeks notice is given, leave to attend may not be granted;

7.12.1.4 At any one time no more than one employee of any one department covered by this Agreement shall be on leave pursuant to this clause unless otherwise agreed.

7.12.1.5 Target must be able to make adequate staffing arrangements during the period of such leave. In this regard, leave may not be granted by Target during seasonal peak load periods normally encountered which can include the following periods:

- (i) from 5 weeks prior to Christmas Day until after January Stocktake;
- (ii) the week before until the week after the July Stocktake;
- (iii) the week before and the week after Easter;
- (iv) during end of season periods;

7.12.1.6 Target shall not be required to pay the cost of travel to and from the place where such Courses are conducted and/or any accommodation costs during such Training Leave;

7.12.1.7 Unless otherwise authorised Training Leave shall not be granted to Union Delegates to attend a Course that they have already undertaken and completed; and

1. On completion of the Course the employee shall provide proof satisfactory to Target of their attendance at the Course;

7.12.2 This provision shall not apply to casual employees.

7.12.3 Where an employee attending a course pursuant to this clause is recalled to the employee's place of work by Target because of reasons unforeseen at the time of granting the said leave all time spent at the course prior to recall shall be reinstated as if such leave was not taken.

7.12.4 Where an employee fails to attend the course or courses for which leave has been granted by Target the Union shall notify Target as soon as possible of the non-attendance and the period thereof. Target shall not be required to make payment for any period of leave granted that is not utilised in the attendance at a course unless the employee can substantiate that the failure to attend the course was due to illness in accordance with the employee's obligations under clause 7.3 Sick Leave or due to bereavement as provided in clause 7.4 Bereavement Leave.

7.12.5 Leave taken pursuant to this clause shall be counted as continuous service for all purposes of the Agreement.

7.13 Leave of Absence

7.13.1 Subject to Target approval, an employee, other than a casual, with more than 1 year of continuous service, may be granted a period of authorised unpaid Leave of Absence of one weeks duration or more where circumstances are such that other forms of leave or leave entitlement are not sufficient to cover the need for an extended absence from work. An overriding consideration in the granting of a period of Leave of Absence is the ability of the work unit, in which the employee works, to perform is not unduly impeded by the extended absence of the employee. Such Leave of Absence shall not break the continuity of employment for the employee concerned provided that;

(a) the maximum period of absence on any one occasion does not exceed 6 months;

(b) all outstanding paid leave entitlements the employee is eligible to apply for, are taken prior to the period of absence;

(c) a Leave of Absence application is made by the employee at least 6 months prior to the proposed commencement date of the first day of leave or absence as the case may be; and

(d) an employee may only take one authorised period of unpaid Leave of Absence every 2 years.

7.13.2 Any or all of the provisions in sub-clause 7.13.1 may be waived by agreement between Target and the employee.

7.13.3 All entitlements to Annual Leave, Sick Leave and Long Service Leave shall be frozen from the date of commencement of such unpaid Leave of Absence, to the date of returning from such leave.

PART 8 - OCCUPATIONAL HEALTH AND SAFETY MATTERS

8.1 Accident Make Up Pay

If following an injury an employee receives compensation under the applicable State legislation, then that compensation payment shall be increased by Target to the amount of the usual weekly rate for the average rostered hours worked by the employee at the time of the accident. This payment made by Target will be limited to a maximum of 39 weeks.

The provisions of this clause shall not apply in respect of any injury during the first 7 consecutive days (including non-working days) of incapacity.

8.2 Protective Clothing

Target shall provide uniforms and/or protective clothing for employees engaged in work damaging to clothing.

8.3 Occupational Health and Safety

Target, its employees and the Union are committed to achieving and maintaining healthy and safe working conditions within Target Head Office. This goal can best be achieved by having a comprehensive approach to managing health and safety with joint involvement of management, employees, their elected Occupational Health and Safety Representatives and the Union.

This approach shall have the following objectives:

- (a) to control workplace hazards at their source;
- (b) to reduce the incidence and costs of occupational injury and disease;
- (c) to provide an occupational rehabilitation system for employees affected by occupational injury or illness; and
- (d) to ensure consultative processes are in place.

PART 9 - COMPLIANCE AND UNION RELATED MATTERS

9.1 Posting of the Agreement

An up-to-date copy of this Agreement shall be posted and maintained in a prominent place accessible to all employees.

9.2 Leave Reserved

Maternity Leave
Child Care
Salary Sacrifice arrangements

PART 10 - SIGNATORIES TO THE AGREEMENT

Target Australia Pty Ltd Administrative Employees Agreement 2005.

Signed on behalf of
Target Australia Pty Ltd

Sign on behalf of
The Australian Municipal, Administrative,
Clerical and Services Union

Date

Date

APPENDIX 1 - PARENTAL LEAVE

7.8.1 The provisions of this clause apply to full-time and part-time employees, and only apply to eligible casual employees as per 7.8.14 of this clause.

7.8.2 Definitions

- (a) Maternity Leave means Parental Leave taken by a female employee who is pregnant or the parent of a child.
- (b) Paternity Leave means Parental Leave taken by a male employee who is the parent of a child.
- (c) Adoption Leave means Parental Leave taken by a male or female employee on the adoption of a child.
- (d) Child means a child of the employee under the age of two years except for adoption of a child where 'child' means a person under the age of five years who is placed with the employee for the purposes of adoption, other than a child or step-child of the employee or of the spouse of the employee or a child who has previously lived continuously with the employee for a period of 6 months or more.
- (e) In relation to Maternity or Paternity Leave, spouse includes a de facto or former spouse.
- (f) In relation to Adoption Leave, spouse includes a de facto spouse but does not include a former spouse.
- (g) Male employee means an employed male who is caring for a child born of his spouse or a child placed with the employee for adoption purposes.
- (h) Female employee means an employed female who is pregnant or is caring for a child she has borne or a child who has been placed with her for adoption purposes.
- (i) Former position means the position held by a female or male employee immediately before proceeding on leave or part-time employment under this clause whichever first occurs or, in the case of an employee transferred to a safe job in accordance with sub-clause 7.4.4(f), the position she held immediately before such transfer. If such position no longer exists and there are other positions available for which the employee is qualified and the duties of which he or she is capable of performing, former position shall mean a position comparable in status and pay to that of the position first mentioned in this definition.
- (j) Continuous service means service under an unbroken contract of employment and includes:
 - (1) any period of leave taken in accordance with this clause;
 - (2) any period of part-time employment worked in accordance with this clause; or
 - (3) any period of leave or absence authorised by the Company or by the Agreement.

7.8.3 Basic entitlement

- (a) Except as provided in paragraph (b) hereof, after 12 months' continuous service, parents are entitled to a total of **78 weeks** unpaid Parental Leave on a shared basis in relation to the birth or adoption of their child.
- (b) Provided that, if an employee has 6 months' continuous service, the employee will be entitled to a combined total of 39 weeks unpaid Parental Leave in accordance with the provisions of this clause. Additional unpaid leave may be considered by the Company upon application by the employee in accordance with Clause 7.13, Leave of Absence.
- (c) Parental Leave is to be available to only one parent at a time, in a single unbroken period, except that both parents may simultaneously take an unbroken period of up to **8** weeks at the time of the birth or placement of the child.

7.8.4 Maternity Leave

- (a) An employee must provide notice to the Company in advance of the expected date of commencement of Parental Leave. The notice requirements are:
 - (i) at least 10 weeks prior - advise the Company of the expected date of birth (included in a certificate from a registered medical practitioner stating that the employee is pregnant); and

(ii) at least 4 weeks prior - of the date on which the employee proposes to commence Parental Leave and the period of leave to be taken.

(b) When the employee gives notice under paragraph (a) hereof the employee must also provide a statutory declaration stating particulars of any period of Paternity Leave sought by her spouse and that for the period of Maternity Leave she will not engage in any conduct inconsistent with her contract of employment.

(c) An employee will not be in breach of this clause if failure to give the stipulated notice is occasioned by the birth of the child occurring earlier than the expected date.

(d) Where an employee continues to work within the 6 week period immediately prior to the expected date of birth, or where the employee elects to return to work within 6 weeks after the birth of the child, the Company may require the employee to provide a medical certificate stating that she is fit to work on her normal duties.

(e) Special Maternity Leave

(i) Where the pregnancy of an employee not then on Maternity Leave terminates after 28 weeks other than by the birth of a living child, the employee may take unpaid Special Maternity Leave and Sick Leave of such periods as a registered medical practitioner certifies is necessary.

(ii) Where an employee is suffering from an illness not related to the direct consequences of the confinement, an employee may take any paid Sick Leave to which she is entitled in lieu of, or in addition to, Special Maternity Leave.

(iii) Where an employee not then on Maternity Leave suffers illness related to her pregnancy, she may take any paid Sick Leave to which she is then entitled and such further unpaid Special Maternity Leave as a registered medical practitioner certifies as necessary before her return to work. The aggregate of paid Sick Leave, Special Maternity Leave and Parental Leave, including Parental Leave taken by a spouse, may not exceed **78 weeks**.

(f) Transfer to a safe job

(i) Where an employee is pregnant and, in the opinion of a registered 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 will, if the Company deems it practicable, be transferred to a safe job at the rate and on the conditions attaching to that job until the commencement of Maternity Leave.

(ii) If the transfer to a safe job is not practicable, the employee may elect, or the Company may require the employee to commence Maternity Leave for such period as is certified necessary by a registered medical practitioner.

7.8.5 Paternity Leave

(a) An employee will provide to the Company at least 10 weeks prior to each proposed period of Paternity Leave:

(i) a certificate from a registered medical practitioner which names his spouse, states that she is pregnant and the expected date of birth, or states the date on which the birth took place; and

(ii) written notification of the dates on which he proposes to start and finish the period of Paternity Leave; and

(iii) a statutory declaration stating:

(1) he will take that period of Paternity Leave to become the primary care-giver of a child; and

(2) particulars of any period of Maternity Leave sought or taken by his spouse; and

(3) that for the period of Paternity Leave he will not engage in any conduct inconsistent with his contract of employment.

(b) The employee will not be in breach of this clause if the failure to give the required period of notice is because of the birth occurring earlier than expected, the death of the mother of the child, or other compelling circumstances.

7.8.6 Adoption Leave

(a) The employee will notify the Company at least 10 weeks in advance of the date of commencement of Adoption Leave and the period of leave to be taken. An employee may commence Adoption Leave prior to providing such notice where, through circumstances beyond the control of the employee, the adoption of a child takes place earlier.

(b) Before commencing Adoption Leave, an employee will provide the Company with a statutory declaration stating:

(i) the employee is seeking Adoption Leave to become the primary care-giver of the child; and

(ii) particulars of any period of Adoption Leave sought or taken by the employee's spouse; and

(iii) that for the period of Adoption Leave the employee will not engage in any conduct inconsistent with their contract of employment.

(c) The Company may require an employee to provide confirmation from the appropriate government authority of the placement.

(d) Where the placement of a child for adoption with an employee does not proceed or continue, the employee will notify the Company immediately and the Company will nominate a time not exceeding 4 weeks from receipt of notification for the employee's return to work.

(e) An employee will not be in breach of this clause as a consequence of failure to give the stipulated periods of notice if such failure results from a requirement of an adoption agency to accept earlier or later placement of a child, the death of a spouse, or other compelling circumstances.

(f) An employee seeking to adopt a child is entitled to unpaid leave for the purpose of attending any compulsory interviews or examinations as are necessary as part of the adoption procedure. The employee and the Company should agree on the length of the unpaid leave. Where agreement cannot be reached, the employee is entitled to take up to 2 days unpaid leave. Where paid leave is available to the employee, the Company may require the employee to take such leave instead.

7.8.7 Return to work after cancellation of Parental Leave

Where an employee has commenced Parental Leave and loses their child during the period of leave, an employee may return to work at any time, as agreed between the Company and the employee provided that the time does not exceed 4 weeks from the recommencement date desired by the employee.

7.8.8 Variation of period of Parental Leave

(a) Where an employee has originally applied for less than **78 weeks** leave, the employee may extend their leave up to an aggregate of **78 weeks** by providing the Company 4 weeks notice.

(b) An employee may shorten their period of leave by agreement with the Company, by giving not less than 4 weeks notice.

7.8.9 Parental Leave and other entitlements

An employee may in lieu of or in conjunction with Parental Leave, access any Annual Leave or Long Service Leave entitlements which they have accrued subject to the total amount of leave not exceeding **78 weeks**.

7.8.10 Returning to work after a period of Parental Leave

(a) An employee will notify of their intention to return to work after a period of Parental Leave at least 4 weeks prior to the expiration of the leave.

(b) An employee is able to return on fewer hours than their contracted hours prior to going on Parental Leave, for a period up to the child's 2nd birthday (or 2nd anniversary of placement), as provided for in 7.4.12 of this clause.

Provided that, the hours and rosters to be worked will be agreed between the Company and the employee.

(c) An employee will be entitled to the position that they held immediately before proceeding on Parental Leave. In the case of an employee transferred to a safe job pursuant to sub-clause 7.4.4(f), the employee will be entitled to return to the position they held immediately before such transfer.

Where such position no longer exists but there are other positions available that the employee is qualified for and is capable of performing, the employee will be entitled to a position comparable in status and pay to that of their former position.

(d) The Company will consider the family responsibilities of the employee who is returning to work when considering the employee's roster.

1. Voluntary casual work whilst on parental leave

- By agreement between an employee and the Company, an employee may be engaged on a casual basis during periods of parental leave.
- Hours worked as a casual employee under this appendix:

will be paid at the appropriate casual hourly rate;

will not be included for the purposes of accruing any leave entitlements with the exception of long service leave;

will count as service for the purposes of long service leave accrual. An employee's long service leave date will be altered by the number of starts worked casually whilst on parental leave;

will not extend the period of parental leave beyond the approved period of leave;

(v) an employee's status (full time, part time) will not be changed as a result of working during parental leave as provided by this clause.

7.8.12 Replacement employees

(a) A replacement employee is an employee specifically engaged or temporarily promoted or transferred, as a result of an employee proceeding on Parental Leave.

(b) Before the Company engages a replacement employee the Company must inform that person of the temporary nature of the employment and of the rights of the employee who is being replaced.

7.8.13 Part-time work

The following provisions apply to full-time and part-time employees only.

(a) Entitlement

- With the agreement of the Company an employee may work part-time in one or more periods at any time from the date of birth of the child until the child's 2nd birthday or, in relation to adoption, from the date of placement of the child until the 2nd anniversary of the placement.

Provided that in the event the Company does not agree, the Company shall advise the employee of the reasons why the proposed reduction in hours is not operationally viable.

(ii) By agreement, a female employee may also work part-time in one or more periods while she is pregnant where part-time employment is, because of the pregnancy, necessary or desirable.

(iii) An employee may work part-time in relation to a gradual return to full-time work on return from Parental Leave until the child's 2nd birthday (or 2nd anniversary of the child's placement in the case of adoption).

(b) Return to former position

(i) Following a period of part-time employment as provided for in sub-clause 7.4.13 (a), an employee has the right to

return to his or her former position.

(ii) Nothing in (a) hereof shall prevent the Company from permitting the employee to return to his or her former position after a second or subsequent period of part-time employment.

(c) Effect of part-time employment on continuous service

Commencement of part-time work under this clause, and return from part-time work to full-time work under this clause, shall not break the continuity of service or employment.

(d) Pro-rata entitlements

Subject to the provisions of this clause and the matters agreed to in accordance with paragraph (b) hereof, part-time employment shall be in accordance with the provisions of this Agreement that shall apply pro-rata.

(e) Part-time work agreement

(i) Before commencing a period of part-time employment under this clause the employee shall advise the Company:

(1) that the employee wants to work part-time; and

(2) the period of part-time employment.

(ii) The employee and the Company shall then agree:

(1) upon the hours to be worked by the employee, the days upon which they will be worked and commencing times for the work; and

(2) upon the classification applying to the work to be performed.

(iii) The terms of this agreement may be varied by consent, or in accordance with the rostering principles contained in Clause 6.2, Rostering Principles.

(iv) The terms of this agreement or any variation to it shall be put in writing and retained by the Company. A copy of the agreement, and any variation to it, shall be provided to the employee by the Company.

(v) The terms of this agreement shall apply to the part-time employment.

(f) Termination of employment

(i) The employment of a part-time employee under this clause, may be terminated in accordance with the provisions of this Agreement but may not be terminated by the Company because the employee has exercised or proposes to exercise any rights arising under this clause or has enjoyed or proposes to enjoy any benefits arising under this clause.

(ii) Any termination entitlements payable to an employee whose employment is terminated while working part-time under this clause, or while working full-time after transferring from part-time work under this clause, shall be calculated by reference to the full-time rate of pay at the time of termination and by regarding all service as a full-time employee as qualifying for a termination entitlement based on the period of full-time employment and all service as a part-time employee on a pro-rata basis.

(g) Extension of hours of work

The Company may request, but not require, an employee working part-time under this clause to work outside or in excess of the employee's ordinary hours of duty provided for in accordance with paragraph (e) hereof.

(h) Nature of part-time work

Where possible, an employee returning to work part-time under this provision shall perform the work of his or her former position. Where this is not possible, the work shall be work otherwise performed under this Agreement.

(i) Inconsistent Agreement provisions

An employee may work part-time under this clause irrespective of any other provision of this Agreement which limits or restricts the circumstances in which part-time employment may be worked or the terms upon which it may be worked including provisions prescribing a minimum or maximum number of hours a part-time employee can work.

(j) Replacement employees

(i) A replacement employee is an employee specifically engaged as a result of an employee working part-time under this clause.

(ii) A replacement employee may be employed part-time. Subject to this clause, paragraphs (d) to (f) and paragraph (i) hereof apply to the part-time employment of a replacement employee.

(iii) Before the Company engages a replacement employee under this clause, the Company shall inform the person of the temporary nature of the employment and of the rights of the employee who is being replaced.

(k) Unbroken service as a replacement employee shall be treated as continuous service for the purposes of sub-clause 7.4.2.

7.8.14 Eligible casual employees

(a) A casual is entitled to Parental Leave in accordance with the provisions of this clause provided that:

(i) They are employed on a regular and systematic basis for an ongoing period of employment for at least **12 months** immediately preceding when the employee proposes to proceed on Parental Leave; and

(ii) have, but for the pregnancy or the decision to adopt, a reasonable expectation of ongoing employment.

For the purposes of this sub-clause, a regular casual shall mean a casual who has had at least 1 start per week or fortnight.

(b) On return from Parental Leave, the casual employee shall be engaged as a casual employee in accordance with Clause 4.3- Casual Employees, of the Agreement.

(c) Nothing in this clause shall operate to vary the nature of employment of the casual employee or affect the employee's rights or entitlements following return from Parental Leave in accordance with this clause.

APPENDIX 2 - INTRODUCTION TO CHANGE AND REDUNDANCY

1. Introduction to Change

(a) Notification

i) Where Target has made a definite decision to introduce major changes in production, program, Organisation, structure or technology that are likely to have significant effects on employees, Target shall notify the employees who may be affected by the proposed changes and the Union.

ii) "Significant effects" include termination of employment, major changes in the composition, operation or size of Target's workforce or in the skills required; the elimination or diminution of job opportunities, promotion

opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations and the restructuring of jobs. Provided that where the Agreement makes provision for alteration of any of the matters referred to herein, an alteration shall be deemed not to have significant effect.

(b) Discussion

i) Target shall discuss with the employees affected and the Union, amongst other things the introduction of the changes referred to in sub-clause (a)(i) hereof, the effects the changes are likely to have on employees, measures to avert or mitigate the adverse effects of such changes on employees and shall give prompt consideration to matters raised by the employees and the Union in relation to the changes.

ii) The discussions shall commence as early as practicable after a definite decision has been made by Target to make the changes referred to in sub-clause (a)(i) hereof

iii) For the purposes of such discussion, Target shall provide in writing to the employees concerned and the Union, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employees and any other matters likely to affect employees. The information provided under this sub-clause shall not be divulged to any other employer nor be used for any purpose other than to assist in discussions.

2. Redundancy

1. Discussions Before Termination

(a) Where Target has made a definite decision that Target no longer wishes the job the employee has been doing to be done by anyone and this is not due to the ordinary and customary turnover of labour and that decision may lead to termination of employment, Target shall hold discussions with the employees directly affected and with the Australian, Municipal, Administrative, Clerical and Services Union (the Union).

(b) The discussions shall take place as soon as is practicable and shall cover, inter alia, any reasons for the proposed terminations, measures to avoid or minimise the terminations and measures to mitigate any adverse effects of any terminations on the employees concerned.

(c) For the purposes of the discussion Target shall, as soon as practicable, provide in writing to the employees concerned and the Union, all relevant information about the proposed terminations including the reasons for the proposed terminations, the number of workers normally employed and the period over which the terminations are likely to be carried out. Provided that Target shall not be required to disclose confidential information, the disclosure of which would be unfavourable to Target's interests.

2. Transfer to Lower Paid Duties

Where an employee is transferred to lower paid duties, the employee shall be entitled to the same period of notice of transfer as the employee would have been entitled to if their employment had been terminated, and Target may, at Target's option, make payment in lieu thereof of an amount equal to the difference between the former ordinary time rate of pay and the new lower ordinary time rates for the number of weeks of notice still owing.

3. Transmission of Business

(a) Where a business is before, on or after the date of this Agreement, transmitted -from Target (in this sub-clause called "the transmitter") to another employer (in this sub-clause called "the transferee") and an employee who at the time of such transmission was an employee of the transmitter in that business becomes an employee of the transferee:-

i) the continuity of the employment of the employee shall be deemed not to have been broken by reasons of such transmission; and

ii) the period of employment which the employee has had with the transmitter or any prior transmitter shall be deemed to be service of the employee with the transferee.

(b) In this sub-clause "business" includes trade, process, business or occupation and includes part of any such business and "transmission" includes transfer, conveyance, assignment or succession whether by agreement or by

operation of law and "transmitted" has a corresponding meaning.

4. Time Off Work During Notice Period

(a) During the period of notice of termination given by Target an employee shall be allowed up to one day's time off without loss of pay during each week of notice for the purpose of seeking other employment.

(b) If the employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, the employee shall, at the request of Target, be required to produce proof of attendance at an interview or they shall not receive payment for the time absent. For this purpose a statutory declaration will be sufficient.

5. Notice to Centrelink

Where a decision has been made to terminate employees in the circumstances outlined in clause (a)(i) hereof, Target shall notify the Centrelink as soon as possible giving relevant information including the number and categories of the employees likely to be affected and the period over which the terminations are intended to be carried out.

6. Severance Pay

In addition to the period of notice prescribed for ordinary termination in clause 4.5 of this Agreement and subject to further award of the AIRC, an employee whose employment is terminated for reasons set out in this clause shall be entitled to the following amount of severance pay in respect of a continuous period of service.

Period of Continuous Service	Severance Pay - under 45 years of age	Severance Pay - 45 years of age and over
Less than 1 year	nil	nil
1 year and less than 2 years	4 weeks	5 weeks
2 years and less than 3 years	7 weeks	8.75 weeks
3 years and less than 4 years	10 weeks	12.5 weeks
4 years and less than 5 years	12 weeks	15 weeks
5 years and less than 6 years	14 weeks	17.5 weeks
6 years and less than 10 years	16 weeks	20 weeks
10 years or more	20 weeks	24 weeks

"Weeks' pay" means the ordinary time rate of pay for the employee concerned.

Provided that the severance payments shall not exceed the amount which the employee would have earned if employment with Target had proceeded to the employee's normal retirement date.

7. Employee Leaving During Notice Period

An employee whose employment is terminated for reasons set out in this clause may terminate their employment during the period of notice and, if so, shall be entitled to the same benefits and payments under this clause had they remained with Target until the expiry of such notice. Provided that in such circumstances the employee shall not be entitled to payment in lieu of notice.

8. Incapacity to Pay

Target, in a particular redundancy case, may make application to the Commission to have the general severance pay prescription varied on the basis of Target's incapacity to pay.

9. Alternative Employment

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

10. Employees Exempted

This part shall not apply where employment is terminated as a consequence of misconduct, in the case of casual employees, apprentices, or employees engaged for a specific period of time or for a specified task or tasks.

11. Employees with less than 1 year's service

This Clause shall not apply to employees with less than one year's continuous service and the general obligation on Target is to give relevant employees an indication of the impending redundancy at the first reasonable opportunity, and to take such steps as may be reasonable to facilitate the obtaining by the employees of suitable alternative employment.

Appendix 3 – COMPETENCY GRADING MATRIX

	Grade 3	Grade 4	Grade 5	Grade 6
Covering Statement for Each Grade.	<p>Employees in this grade perform and are accountable and responsible for clerical and office tasks as defined in the skills levels listed below. The role will be graded at this level if the principle functions of the role require the exercise of one or more of the skills listed below.</p> <p>Employees in this grade are responsible for planning, organising and completion of established routines and procedures,</p>	<p>Employees in this grade perform grade 3 skills plus additional skills listed below. The role will be graded at this level if the principle functions of the role require the exercise of one or more of the skills listed below.</p> <p>Employees in this grade are responsible and accountable for their own work, which is performed within established procedures. They</p>	<p>Employees in this grade perform grade 4 skills plus additional skills listed below. The role will be graded at this level if the principle functions of the role require the exercise of one or more of the skills listed below.</p> <p>Employees in this grade are responsible and accountable with their own work, which is performed within established routines and procedures. They may have limited responsibility for the</p>	<p>Employees in this grade perform grade 5 skills plus additional skills listed below. The role will be graded at this level if the principle functions of the role require the exercise of one or more of the skills listed below.</p> <p>Employees in this grade are responsible and accountable for their own work and in some cases the work of a team/section. They are responsible</p>

	exercising limited discretion within the range of their skills and knowledge. Supervision is general.	plan, organise and co-ordinate their workload in co-operation with other team members. They exercise discretion and initiative within established routines and procedures. Supervision is limited.	work of others. They exercise initiative, discretion and judgment within the range of skills and knowledge. Supervision is minimal.	for the technical skills and development of their team/section. They work predominantly unsupervised and report to their line manager as required.
Supervisory Skills	<p>Note: Employees may be required to train other staff of the same level or lower, by means of personal instruction and demonstration.</p>	<p>Allocate work tasks to individuals; check progress and correct errors.</p> <p>Note: Employees may be required to train other staff of the same level or lower, by means of personal instruction and demonstration.</p>	<p>Resolve operational problems for staff at lower grades, co-ordinate workflows, monitor quality of output within the section or unit and counsel staff under supervision.</p> <p>Note: Employees may be required to train other staff of the same level or lower, by means of personal instruction and demonstration.</p>	<p>Plan and organise work and resource priorities of a section or unit of the business; reschedule workloads and resolve operational problems for the unit or section; monitor work quality of the unit or section and take appropriate intervention to ensure the unit achieves its objectives.</p> <p>Note: Employees may be required to train other staff of the same level or lower, by means of personal instruction and demonstration. Prepare</p>
Business Financial	<p>Prepare basic financial documentation ready for authorisation and respond to routine account queries.</p> <ul style="list-style-type: none"> • Balance cash received for mailroom services back to service documentation. • Claim reimbursement from petty cash fund. • Complete requisitions and Inter Store Transfer documentation. • Prepare accounts payable documentation for authorisation and 	<p>Complete specialist financial operations and routines including reconciliation of accounts to balance.</p> <ul style="list-style-type: none"> • Prepare banking reports. • Apply purchasing and inventory control checks. • Calculate wage and salary requirements, including tax, superannuation and other deductions and transfer payments for authorisation. 	<p>Preparation of financial and tax related schedules and reconciliation.</p> <ul style="list-style-type: none"> • Prepare financial/tax schedules for periodic tax requirements such as payroll tax and group tax. • Reconcile financial ledger accounts to balance. • Administer financial control systems to ensure integrity of data and information. 	<p>Administrative responsibility for specialist salary, human resource and payroll requirements and activities.</p> <ul style="list-style-type: none"> • Preparation and calculation of eligible termination payment, superannuation trust deed requirements, redundancies and maintenance support schemes. • Responsibility for the preparation and

	<p>payment.</p> <ul style="list-style-type: none"> • Complete bank deposit/withdrawal routines. • Respond to basic account queries from creditors. 	<ul style="list-style-type: none"> • Reconcile creditor accounts to balance. 		<p>maintenance of confidential information relating to personal detail human resource data.</p>
Enterprise Specialist Skills	<p>Acquire and apply a working knowledge of departmental and/or company policies, procedures and directives to respond and act upon most internal and external enquiries within own functional area.</p> <ul style="list-style-type: none"> • Apply a working knowledge of Company policies, procedures and locations in dealing with enquiries. • Identify key functions and departments to direct enquiries to appropriate department. • Take follow up action when required to ensure resolution of enquiries. • Promote a positive image of the business. 	<p>Provide detailed advice and information on Company products/services, functions, locations and customers on both internal and external enquiries.</p> <ul style="list-style-type: none"> • Acquire and apply a working knowledge of the organisation's structure and personnel in order to deal with internal and external enquiries. • Explain the organisation's viewpoint to clients and appropriate persons using techniques such as personal interview and liaison, using knowledge of internal/external regulatory requirements relating to own functional area. 	<p>Apply detailed knowledge of the industry, company, department and/or services to provide detailed advice or information to meet customer needs or resolve customer or business enquiries on complex issues.</p> <ul style="list-style-type: none"> • Apply detailed knowledge of the organisation to complex issues and arrangements and frame responses and advice within established internal or external regulatory policies and procedures. • Apply detailed knowledge of regulatory policies and procedures to: Indicative skills are: <ul style="list-style-type: none"> • Customs law and regulations to overseas transactions. • Industrial employment law • OH&S • Workers compensation claims and procedures. • Superannuation. 	<p>Apply knowledge of the organisation's objectives and performance to review and effect changes in the work environment controlled.</p> <ul style="list-style-type: none"> • Apply knowledge of Target's objectives and performance as well as specialist skills to resolve customer enquiries and operational problems for a unit or section of the business. • Administration of workers compensation, insurance and dispute claims. • Apply specialist statistical skills to interpret data from spreadsheets, statistical tables, graphs and frequency tables. • Assist with planning resource requirements needed to implement future change within a section or unit of the business.
Information Handling	<p>Handles information via paper based and computer systems to</p>	<p>Maintain information record systems.</p>	<p>Implement new paper or computer based filing/record systems for</p>	

	<p>facilitate communication and maintain access to and security of records.</p> <ul style="list-style-type: none"> • Receive, sort and distribute incoming mail. • Receive and dispatch outgoing mail, including couriers. • Collate, file, maintain and retrieve documents from paper based filing system. • Maintain mail register. • Use and maintain a computer based record system to identify, access and extract information from internal sources. 	<p>Maintain mail registers, paper and/or computer based filing systems.</p> <ul style="list-style-type: none"> • Create new forms of files and records as required using computer based record systems. • Access, identify and extract information as required from external sources, eg. Data bases. 	<p>the business.</p> <ul style="list-style-type: none"> • Develop, plan and implement a new paper based/manual or computerised filing system for the business. • Assist in separate undertakings to research/solicit, summarise/extract and interpret information related to the functional area. 	
	Grade 3	Grade 4	Grade 5	Grade 6
Technology	<p>Operate and maintain a range of office equipment, including a computer, to complete a range of routine tasks.</p> <ul style="list-style-type: none"> • Operate office equipment including folding/inserting machine, microfiche reader, photocopier, fax, printers and typewriters and telephones. • Use one or more software applications to manipulate standard correspondence and business documents. • Populate and operate a database, spreadsheets to achieve a desired result. • Create, format, maintain and 	<p>Using intermediate computer skills, operate a computer to format complex documents and use in house systems to manipulate data fields and information.</p> <ul style="list-style-type: none"> • Develop a new database or spreadsheet model to manipulate and reconcile data. • Create documents including technical data, technical language, tables, graphs, text design, indexing and variable typeface. • Produce documents requiring specified forms or to comply 	<ul style="list-style-type: none"> • Use a variety of software packages including importing data from one package to another. • Use advanced spreadsheet functions such as macros to enhance the operation of the spreadsheet. • Apply knowledge of desktop publishing to integrate word processing software with other software packages to produce complex text and data documents. • Apply complex mathematical functions and complex formatting to reports including multi column work 	

	generate reports.	with regulations or standards. <ul style="list-style-type: none"> Apply advanced word processing functions such as text columns, money column, table, sorting boxes, create displays of charts or graphs in report format. 	and presentations including the creation of booklets.	
	Grade 3	Grade 4	Grade 5	Grade 6
Laboratory Processes	<p>Assist with laboratory tasks within established procedures.</p> <ul style="list-style-type: none"> Assist other team members with testing procedures. Assist other team members with calibration of equipment. Fabric knowledge is limited to identifying woven and knit fabrics, and understanding the meaning of selvedge, warp, weft, length and width, face and back. Knowledge of laboratory system is limited to awareness. 	<p>Complete standard laboratory tasks within established procedures.</p> <ul style="list-style-type: none"> Complete Target test procedures (including fibre content). General calibration of equipment is carried out as per procedures. Fabric knowledge is limited to identification of fabric types (weave and knit), characteristics and content. May include relevant industry experience. Working knowledge of the laboratory quality system is a requirement. 		

Definitions – Supervision

1. *General* – The employee receives specific instructions only when new procedures or tasks are

involved. Work is checked on completion.

1. *Limited – The employee is subject to work checks, which are generally confined to establishing that satisfactory progress is being made. Work is reviewed on completion.*
1. *Minimal - The employee is subject to final review/report back on work and may receive assistance with specific problems.*