

Your

MEMBER NEWS



Edition | 20 March 2020

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INAUGURAL SCHOLARSHIP WINNER

We are delighted to have awarded the first Primary Employers Tasmania scholarship to Caitlin Radford from Moriarty. Caitlin will be using the \$2500 to support her attendance at the 2020 Rabobank Farm Managers Program in Christchurch, New Zealand.

The Program focuses on enabling participants to hone management and leadership skills, influence business decisions, improve communication and efficiency skills, and develop financial management and budgeting systems. We are sure Caitlin will take full advantage of this opportunity to improve her knowledge and skills.

The next round of scholarship applications closes on 31 July 2020. Application forms are available to download from our website <https://www.primaryemployers.com.au/news#new-primary-employers-tasmania-scholarships>

2020 MEMBERSHIP RENEWAL

It's time to renew your membership, and we're pleased to advise that this year you can provide your details and pay your membership fee on the Primary Employers Tasmania website. The first time you renew online you will need to input all your details, but this will pre-populate in the future. To re-join online and pay by a credit or debit card click [here](#).

If you wish to pay by direct debit or cheque, please complete the attached membership form and return it with proof of payment to the office, either by email (pet@primaryemployers.com.au), or post (PO Box 3014 Launceston, 7250). A pdf version of the application form is also from our website [here](#).

STAFF FAREWELL

After more than 7 years our shearer and shed-hand trainer, Jack Monks, has left to pursue a new business venture. Jack has been a great contributor to the industry and trained or assisted nearly every shearer and shed hand in Tasmania. He has also encouraged many to enter the industry.

Jack was honoured in 2018 with the Bruce Forster Laincot Memorial Award at the Campbell Town Show in recognition of his contribution to the wool industry.

On behalf of the Committee and the members of Primary Employers Tasmania, we thank Jack for his work and wish him all the best for the future.

AWARD UPDATE

The Awards review process is almost completed. The last major change was the introduction of annualised wages. This allows the employer and the employee to agree to the payment of an annualised wage to take into account various allowances and penalties that would arise throughout the year.

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The main requirements of using this new provision under the award are that the following details are clearly set out in writing:

- the employees' annualised wage;
- the clauses of the modern award to be satisfied by the annualised wage (e.g. overtime rates, allowances, loadings);
- how the annualised wage has been calculated (specifying each separate component and any overtime or penalty assumptions used);
- specify the outer limit of ordinary hours that the employee is required or expected to work under the annualised wage before he or she is entitled to any overtime or penalty rates; and
- the outer limit of overtime hours or penalties, which the employee may be required to work in a pay period (or roster cycle) without receiving any payment in addition to the annualised wage.

Employers must keep a record of each employee's start and finish times and any unpaid breaks taken. Employees must sign or acknowledge these records as being correct in writing

(including electronically) each pay period or roster cycle.

Employers must also keep a copy of the annualised wage agreement or written notice to the employee.

This does not prevent an employer using an existing individual flexibility agreement covering an annualised salary or a common law contract that provides for an annualised salary.

If you have any queries about the new provisions, please contact Andrew at the office.

ANNUAL GENERAL MEETING

The Annual General Meeting will be held on 21 May 2020.

The meeting will be held in Longford and a light lunch will be served.

Please reserve the date.

EMPLOYMENT ISSUES

More employers are being reported in the media as having not paid their employees correctly. The government is looking at legislation to protect employees from what is referred to as "wage theft". Make sure you pay your employees correctly by following these steps:

The first step is to determine the appropriate classification level for the employee, based on the employee's experience and/or skill level. This will set out the hourly rate that is payable.

Secondly, become aware of when penalty payments are to be made. This can be when the employee works overtime, or outside the span of hours that are set out in the award.

Thirdly, and most importantly, have your employees complete time sheets clearly setting out the date, the time they started work, the times they took breaks, and the time they finished work. It is the timesheet that evidences the hours worked and thus what should be paid. These should be checked before paying staff. Too often we see timesheets that have not been completed properly and thus pays can be in error.

Finally, if an employee is entitled to an allowance make sure they are paid.

We can assist you with setting up timesheets. There are also a number of apps available for smart phones that an employee can use, and which is tied to the employer's payroll systems. The employer then has immediate access to the time that the employee is saying they worked.

With the media coverage of massive underpayments many employees are now reviewing their pays to ensure they are getting paid properly. As an employer you do not want a media headline, and you certainly don't want the Fair Work Ombudsman querying your payrolls.

Contact the office on (03) 6343 2244 if you have any queries.

Andrew Cameron
*Executive Officer and
Workplace Relations Director*



KEEP UP TO DATE

Follow us on Facebook <https://www.facebook.com/primaryemployerstas> and at www.primaryemployers.com.au <http://www.primaryemployers.com.au>

Felicity Richards, President



Membership Application 2020

TAX INVOICE:	ABN 95 330 573 650	Tax Invoice No: (Use your Member ID)	Membership Fee (inc GST): \$407.00
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Tax Invoice for membership of Primary Employers Tasmania for the full year January to December 2020, to: **MBR ID:**

YOUR DETAILS:			
FIRST NAME & SURNAME:			BUSINESS NAME:
TRADING NAME:			NOMINATED PERSON: <i>SEE CLAUSE 9.3 OVER PAGE</i>
BUSINESS TYPE: <i>PLEASE CLICK ON CHECKBOX:</i>	<input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> Partnership		IF A TRUST, NAME OF TRUSTEE:
STREET ADDRESS:			POSTAL ADDRESS:
STATE & POST CODE:			STATE & POST CODE:
MOBILE (1):			MOBILE (2):
PROPERTY NAME/S:			EMAIL:

Card Payment:	Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> UnionPay <input type="checkbox"/>	Direct Deposit:
Name on Card:		Westpac BSB: 037 – 608 Account Number: 194 746 Account Name: Primary Employers Tasmania Reference code: Use your Member ID Number If paying by cheque, make payable to "Primary Employers Tasmania"
Card Number:		
Expiry Date:	Month: Year:	
Signed:		
Amount:*	\$407.00 (Includes GST)	

DECLARATION:

I/we declare that I/we employ, in one or more of the industries below, the following number of employees:

Enter Number of Employees below:	
Full Time:	Casual:
Part-Time:	Seasonal:

Click boxes below to mark each commodity you have:

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> Apiculture | <input type="checkbox"/> Flowers | <input type="checkbox"/> Poultry |
| <input type="checkbox"/> Aquaculture | <input type="checkbox"/> Forestry | <input type="checkbox"/> Stone Fruits
<i>(Apricots/Cherries)</i> |
| <input type="checkbox"/> Beef | <input type="checkbox"/> Hops | <input type="checkbox"/> Vegetables |
| <input type="checkbox"/> Berries | <input type="checkbox"/> Lamb | <input type="checkbox"/> Viticulture |
| <input type="checkbox"/> Cropping | <input type="checkbox"/> Nursery | <input type="checkbox"/> Wool |
| <input type="checkbox"/> Dairy | <input type="checkbox"/> Pome Fruits
<i>(Apple/Pear)</i> | |

In applying for or renewing my/our membership, I/we undertake to pay all dues required on admission to membership, and conform to the rules of the Association. I/we have read the *Financial Obligations and Rules (FOaR)* form explaining the obligations arising from membership and the circumstances and the manner in which a member may resign from the Association. See "FOaR" at: www.primaryemployers.com.au.

AWARD/S REGISTRATION:

Please click the appropriate box/s below of the award/s that apply to your enterprise. If you are unsure which award/s apply to your enterprise, please do not hesitate to contact Primary Employers Tasmania on phone 03 6343 2244.

- Pastoral Award 2010
- Horticulture Award 2010
- Wine Industry Award 2010
- Clerks Private Sector Award 2010
- General Retail Industry Award 2010
- National Training Wage Award
- Food Beverage & Tobacco Manufacturing Award 2010
- Nursery Award 2010
- Poultry Processing Award 2010
- Other *(Check with Primary Employers Tasmania)*

Signed:..... Date:

Reminder This form must be signed/digitally signed and returned at the time of renewing or joining

Each year of membership, a form must be signed/digitally signed and returned as part of your membership registration. We are bound by the Rules of the Fair Work (Registered Organisations) Act 2009 to hold a copy of your application form with your signature applied.

PRIMARY EMPLOYERS TAS Office Use Only:			
Payment date:		Rcvd:	
		Receipt No:	
EFT	CARD	CHEQUE	New: <input type="checkbox"/> Mix: <input type="checkbox"/>