

## JOINERY AND BUILDING TRADES AWARD 2010

### WAGE INCREASES EFFECTIVE FROM 1 JULY 2013

Wage increases for the Joinery and Building Trades Award 2010 arising from the Annual Wage Review by the Full Bench of the Fair Work Commission and effective from the first full pay period on or after 1 July 2013.

The Full Bench increased the weekly wages by 2.6% for employees whose work is covered by this award.

These increases can be absorbed into over award payments.

If you need any clarification then please contact John Tamplin on 0417 552 801 or e-mail on [johntamplin@iprimus.com.au](mailto:johntamplin@iprimus.com.au).

Classification level of employee	Minimum weekly rate as of 1 July 2013
Level 1	\$622.20
Level 2	\$640.20
Level 3	\$664.80
Level 4	\$687.60
Level 5	\$724.50
Level 6	\$747.20
Level 7	\$769.90

### **Schedule A—Classification Structure and Definitions**

#### **A.1 For the purposes of this award, the classification definitions are as follows:**

##### **A.1.1 Level 1 [relativity to Level 5—78%]**

- (a) An employee at this level will undertake up to 38 hours induction training which may include information on the company, conditions of employment, introduction to supervisors and fellow workers, training and career path opportunities, plant layout, work and documentation procedures, occupational health and safety, equal employment opportunity and quality control/assurance.
- (b) An employee at this level performs routine duties essentially of a manual nature and to the level of their training:
  - (i) performs work as directed;
  - (ii) performs routine duties essentially of a manual and repetitive nature;
  - (iii) is responsible for the quality of their own work subject to direct supervision;

- (iv) works in a safe manner so as not to injure themselves or other employees;
  - (v) is able to solve basic problems associated with their work;
  - (vi) while undertaking structured training performs work within the scope of that training subject to safety and training requirements.
- (c) Indicative of the tasks which an employee at this level may perform are the following:
- (i) general labouring and cleaning duties from written or verbal instructions;
  - (ii) assistance to other employees at this or other skill levels within their level of skill and training;
  - (iii) other tasks as directed in accordance with their level of skill and training.
- (d) Level 1 includes the following occupations:
- (i) General hand.
  - (ii) Factory hand.

A.1.2 Level 2 [relativity to Level 5—82%]

- (a) An employee to be classified at this level will have completed the required training or will have equivalent skills gained through work experience in accordance with the prescribed standards for this level. In all cases the employee will be required to satisfactorily complete a competency assessment to enable the employee to perform work within the scope of this level.
- (b) An employee at this level performs work above and beyond the skills of an employee at Level 1 and to the level of their skill and training:
- (i) performs work as directed;
  - (ii) exercises limited discretion and utilises basic fault finding skills in the course of their work;
  - (iii) works in a safe manner so as not to injure themselves or other employees;
  - (iv) understands and undertakes basic quality control/assurance procedures subject to supervision;
  - (v) while undertaking structured training, performs work within the scope of that training subject to safety and training requirements.
- (c) Indicative of the tasks which an employee at this level may perform are the following:

- (i) repetitive fixing of pre-made components or parts of any article in predetermined ways, using basic written, spoken and/or diagrammatic instructions;
  - (ii) repetition work (including the feeding and removing of glass) on automatic, semi automatic or single purpose machines or equipment;
  - (iii) use of selected hand tools and hand operated power tools;
  - (iv) maintenance of simple records;
  - (v) manual handling skills;
  - (vi) use of hand trolleys and pallet trucks;
  - (vii) problem solving skills;
  - (viii) handling of glass to and from cases, trucks, benches, pallets, stillages, bins, cages or racks.
- (d) Subject to Schedule A.1.2(e), Level 2 includes the following occupations:
- (i) Assembler B.
- (e) An employee currently classified as an Assembler B who is only required to perform the duties specified in Schedule A.1.2 must be paid in accordance with Level 2. Where such employee performs a wide range of duties including those more complex tasks identified for Level 3, then such employee must be paid in accordance with Level 3.

#### A.1.3 Level 3 [relativity to Level 5—87.4%]

- (a) An employee to be classified at this level will have completed the required training or will have equivalent skills gained through work experience in accordance with the prescribed standards for this level. In all cases the employee will be required to satisfactorily complete a competency assessment to enable the employee to perform work within the scope of this level.
- (b) An employee at this level performs work above and beyond the skills of an employee at Level 2 and to the level of their skill and training:
  - (i) performs work as directed;
  - (ii) exercises limited discretion and utilises basic fault finding skills in the course of their work;
  - (iii) works in a safe manner so as not to injure themselves or other employees;
  - (iv) understands and undertakes basic quality control/assurance procedures subject to supervision;

- (v) performs routine duties which may involve the use of machinery or tools;
  - (vi) while undertaking structured training performs work within the scope of that training subject to safety and training requirements.
- (c) Indicative of the tasks which an employee at this level may perform are the following:
- (i) production of standard components and operation of machinery and equipment requiring the exercise of skill and knowledge beyond that of an employee at Level 2;
  - (ii) an ability to interpret and follow standard procedures;
  - (iii) operation of flexibility between assembly stations;
  - (iv) receipt, dispatch, distribution, sorting, checking, packing, documentation and recording of goods, materials and components;
  - (v) basic inventory control in the context of a production process;
  - (vi) basic keyboard skills;
  - (vii) operation of mobile equipment including forklifts, hand trolleys, pallet trucks, overhead crane and winch operation;
  - (viii) accurate measurement;
  - (ix) assistance to one or more tradespersons [i.e. Level 5 and above];
  - (x) problem solving skills.
- (d) Subject to Schedule A.1.3(e) and A.1.3(f), Level 3 includes the following occupations:
- (i) Assembler A.
  - (ii) Assembler B.
  - (iii) Primer.
  - (iv) Machinist grade 2.
  - (v) Dispatch worker/glass vehicle driver (other than crane mounted vehicle).
- (e) An employee currently classified as an Assembler A who is only required to perform the duties specified in Schedule A.1.3 must be paid in accordance with Level 3. Where such employee performs a wider range of duties including those more complex tasks identified for Level 4, then such employee must be paid in accordance with Level 4.
- (f) An employee currently classified as an Assembler B who is only required to perform the duties specified in Schedule A.1.2 must be paid in

accordance with Level 2. Where such employee performs a wider range of duties including those more complex tasks identified for Level 3, then such employee must be paid in accordance with Level 3.

#### A.1.4 Level 4 [relativity to Level 5—92.4%]

- (a) An employee to be classified at this level will have completed the required training or will have equivalent skills gained through work experience in accordance with the prescribed standards for this level. In all cases the employee will be required to satisfactorily complete a competency assessment to enable the employee to perform work within the scope of this level.
- (b) An employee at this level performs work above and beyond the skills of an employee at Level 3 and to the level of their skill and training:
  - (i) performs work as directed;
  - (ii) exercises discretion and utilises basic fault finding skills in the course of their work;
  - (iii) works in a safe manner so as not to injure themselves or other employees;
  - (iv) is responsible for the quality of their own work subject to limited supervision;
  - (v) works from more complex standards and procedures;
  - (vi) while undertaking structured training, performs work within the scope of that training subject to safety and training requirements.
- (c) Indicative of the tasks which an employee at this level may perform are the following:
  - (i) carrying out of tasks from basic plans, sketches and drawings in conjunction with appropriate written or verbal instructions;
  - (ii) operation of materials handling equipment requiring a licence or certificate;
  - (iii) setting up and operation and adjustment of machinery to produce more detailed components to exact specifications and standards;
  - (iv) fixing components or parts in pre-determined ways and simple rectification work to jobs in progress;
  - (v) assistance to other employees at this and other skill levels within their level of skill and training;
  - (vi) other tasks as directed in accordance with their level of skill and training;
  - (vii) completion of simple clerical tasks;

- (viii) selection of suitable methods for completing tasks and planning the order in which to complete them;
  - (ix) keyboard skills at a level higher than Level 3;
  - (x) lubrication of production machinery equipment;
  - (xi) problem solving skills.
- (d) Subject to Schedule A.1.4(e), Level 4 includes the following occupations:
- (i) Assembler A.
  - (ii) Machinist grade 1.
  - (iii) Computerised automatic glass cutting machine operator.
  - (iv) Automatic edge grinding/polishing machine operator.
  - (v) Automatic bevelling/polishing machine operator.
  - (vi) Dispatch worker/glass vehicle driver (crane mounted vehicles).
- (e) An employee currently classified as an Assembler A who is only required to perform the duties specified in Schedule A.1.3 must be paid in accordance with Level 3. Where such employee performs a wider range of duties including those more complex tasks identified for Level 4, then such employee must be paid in accordance with Level 4.

A.1.5 Level 5 [relativity to Level 5—100%]

- (a) An employee to be classified at this level will hold a trade certificate, Tradesperson's Rights Certificate, or have completed the required training or will have equivalent skills gained through work experience in accordance with the prescribed standards for this level. In all cases the employee will be required to satisfactorily complete a competency assessment to enable the employee to perform work within the scope of this level.
- (b) An employee at this level performs work above and beyond the skills of an employee at Level 4 and to the level of their skill and training:
- (i) understands and applies quality control techniques;
  - (ii) inspects products and/or materials for conformity with established operational standards;
  - (iii) exercises good interpersonal communication skills;
  - (iv) exercises discretion and utilises basic fault finding skills in the course of their work;
  - (v) works in a safe manner so as not to injure themselves or other employees;

- (vi) performs work under limited supervision either individually or in a team environment;
  - (vii) conducts training in conjunction with a skilled trainer as required;
  - (viii) while undertaking structured training, performs work within the scope of that training subject to safety and training requirements.
- (c) Indicative of the tasks which an employee at this level may perform are the following:
- (i) carrying out of tasks from basic plans, sketches and drawings in conjunction with appropriate written or verbal instructions;
  - (ii) selection of materials and operation of machinery and/or equipment to produce articles in accordance with trade standards;
  - (iii) identification and initiation of relevant action to obtain materials, tools and machinery requirements for a particular job;
  - (iv) maintenance and use of hand held pneumatic, power and personal tools;
  - (v) understanding and undertaking of basic quality control/assurance procedures on the work of employees in lower classifications;
  - (vi) assisting in the provision of on-the-job training in conjunction with other tradespersons and supervisors;
  - (vii) keyboard skills at a level higher than Level 4;
  - (viii) operation of all lifting equipment incidental to their work;
  - (ix) performance of non-trade tasks incidental to their work;
  - (x) performance of work which, while primarily involving the skills of an employee's trade, is incidental or peripheral to the primary task and facilitates the completion of the whole task and which does not require additional formal technical training;
  - (xi) approval and passing of first-off samples and maintenance of quality of product;
  - (xii) operation, setting up and adjustment of all production machinery in a plant to the extent of their training;
  - (xiii) performance of a range of maintenance functions;
  - (xiv) understanding and application of computer techniques as they relate to production process operations;
  - (xv) high level stores and inventory responsibility beyond the requirements of an employee at Level 4;

- (xvi) other tasks as directed in accordance with their level of skill and training.
- (d) Level 5 includes the following occupations:
  - (i) Carpenter and/or joiner.
  - (ii) Stonemason.
  - (iii) Prefab tradesperson.
  - (iv) Painter.
  - (v) Plasterer.
  - (vi) Glazier.
  - (vii) Glass cutter.
  - (viii) Automatic bevelling/polishing machine setter operator.
  - (ix) Automatic edge grinding/polishing machine setter operator.

A.1.6 Level 6 [relativity to Level 5—105%]

- (a) An employee to be classified at this level will have completed the required training or will have equivalent skills gained through work experience in accordance with the prescribed standards for this level. In all cases the employee will be required to satisfactorily complete a competency assessment to enable the employee to perform work within the scope of this level.
- (b) An employee at this level performs work above and beyond the skills of an employee at Level 5 and to the level of their skill and training:
  - (i) performs work under general supervision either individually or in a team environment, and is able to examine, evaluate and develop solutions to problems within the scope of this level;
  - (ii) understands and implements quality control techniques and is responsible for the quality of their work and is able to identify faults in the work of others at this or lower levels;
  - (iii) exercises discretion and utilises fault finding skills in the course of their work;
  - (iv) works in a safe manner so as not to injure themselves or other employees and is able to identify hazards and unsafe work practices which may affect others in the team environment;
  - (v) exercises good interpersonal skills;
  - (vi) provides guidance and assistance as part of a work team;
  - (vii) while undertaking structured training, performs work within the scope of that training subject to safety and training requirements.



- (c) Indicative of the tasks which an employee at this level may perform are the following:
  - (i) reading, interpreting and calculating information from production drawings, prints or plans;
  - (ii) assisting in the provision of on-the-job training in conjunction with other tradespersons and supervisors;
  - (iii) exercising trade skills relevant to the requirements of the enterprise at a level higher than an employee at Level 5;
  - (iv) operating a wide range of complex machines or equipment in the workplace;
  - (v) applying relevant legislation to the work of self and others;
  - (vi) other tasks as directed in accordance with their level of skill and training.
  
- (d) Level 6 includes the following occupations:
  - (i) Letter cutter.
  - (ii) Joiner special class.
  - (iii) Joiner-setter out.
  - (iv) Prefab setter.
  - (v) Signwriter.
  - (vi) Specialist glass cutter.
  - (vii) Supervisor—toughening plant, laminating plant, silvering plant, insulation unit plant or glass bending plant.

A.1.7 Level 7 [relativity to Level 5—110%]

- (a) An employee to be classified at this level will have completed the required training or will have equivalent skills gained through work experience in accordance with the prescribed standards for this level. In all cases the employee will be required to satisfactorily complete a competency assessment to enable the employee to perform work within the scope of this level.
  
- (b) An employee at this level performs work above and beyond the skills of an employee at Level 6 and to the level of their skill and training:
  - (i) exercises the skills attained through satisfactory completion of the training and standard prescribed for this classification;
  - (ii) provides guidance and assistance as part of a work team;
  - (iii) assists in the provision of training in conjunction with supervisors and trainers;

- (iv) understands and implements quality control techniques and is responsible for the quality of their work and is able to identify faults in the work of others at this or lower levels;
  - (v) works in a safe manner so as not to injure themselves or other employees and is able to identify hazards and unsafe work practices which may affect others in the team environment;
  - (vi) exercises excellent interpersonal skills;
  - (vii) performs work under limited supervision either individually or in a team environment;
  - (viii) exercises discretion within their level of training.
- (c) Indicative of the tasks which an employee at this level may perform are the following:
- (i) exercising of high precision trade skills using various materials and/or specialised techniques;
  - (ii) performance of operations on a CAD/CAM terminal in the performance of routine modifications.
- (d) Level 7 includes the following occupations:
- (i) Carver.

### **Who Can I Contact for More Information and Assistance?**

If you would like to discuss any concerns you may have in relation to issues of employment or any other employment related issues you may have, please contact:

#### **John Tamplin**

0417 552 801 | [john@johntamplinconsulting.com.au](mailto:john@johntamplinconsulting.com.au)

#### **Maria Loutsopoulos**

0416 047 943 | [tamplin2@gmail.com](mailto:tamplin2@gmail.com)

Or go to our website at <http://www.johntamplinconsulting.com.au>

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