

November 2016

# TASSIE NEWS

## The 2016 Tasmanian Competitions



It was a full (and windy) day of judging at Moorilla Winery in Hobart for the 2016 Tasmanian Sausage King, Best Butcher's Burger and the Apprentice Competitions. The Tasmanian Retail Council then hosted the presentation dinner the same evening at The Source Restaurant in the Museum of Old & New Art (MONA) located in the Winery grounds.

53 members, guests, sponsors and industry friends attended the presentation where superb food and excellent wine were served while trophies were presented to the competition winners. It was a great night to celebrate this important annual event in Tassie.



Judges: Bruce McCarthy & Bruce Berry



Judges: Mark Chladil & Heath Ransley

Judges for the Sausage King and Best Butcher's Burger Competitions had to decide on the winners from 170 unique entries. Judges in the Apprentice Competition witnessed a high level of skills and stamina from the five apprentices who

worked their way through the theory assessment, practical assessment and mystery box competition, enduring some very windy conditions.

AMIC expresses our thanks to those members who provided important assistance during the day. Special thanks to Darren Scott from the Tasmanian Institute who manned the BBQ for the whole day and to the competition judges - thank you all for your good work and valuable support.

Congratulations to the competition winners, with a special thank you to all of the apprentices - *you can be very proud of your efforts.*

Please see our website for a list of all winners & placegetters <http://bit.ly/2epyx7a>



**Apprentice Winners:** Marcus Vermey with 1st Matthew Berry (M&J's), 2nd Matthew McDonald (Vermey's) & 3rd Jarrod Radford (Sharmans)



**BBB Winners:** Thomas Beuke with 1st Jacob Carpenter (Sharman's), 2nd Callum Kennedy (West Hobart Gourmet Meats) & 3rd David Dillon (Tasmanian Meat Wholesalers)



**TA Winners:** Steve Fleming of AMIST Super with 1st Paul Walker (Trendy Cut Meats), 2nd Jason Nichols (M&J's) & 3rd Callum Kennedy (West Hobart Gourmet Meats)



**Pork Winners:** Cees Wesselingh with 1st Matthew Hanson (M&J's), 2nd Paul Walker (Trendy Cut Meats) & 3rd Josh Perry (Perry's Quality Meats)



**Lamb Winners:** Royston Bennett of AMIST Super with Nigel Birrell (Nigel's Gourmet on Tamar) who won 1<sup>st</sup> & 2<sup>nd</sup> & Josh Perry (Perry's Quality Meats)



Apprentice competitor Luke Thornbury & guest apprentice Ashley Small

Thank you to our National Sponsors



# Employment Records – Are You Covered?

One of the most common breaches of industrial relations legislative relates to employers having incomplete employment records. Employers can be left to the mercy of current and/or ex-employees in certain circumstances such as claims of underpayment of wages and accrued entitlements. Courts primarily rely on the completeness and accuracy of the businesses records in such cases of litigation.

It is therefore vital that all members should conduct an audit of their employment records to see if they are meeting the minimum requirements.

The following is an outline of the basic subjects and contents required:

1. Time and Wages Records
2. Leave
3. Pay Slips
4. Superannuation
5. Termination of Employment
6. Tax
7. Work, Health & Safety

## 1. Time and wage records

A time and wage record kept by an employer must specify:

- a) the employer's name
- b) the employee's name
- c) the employee's employment status (full-time, part-time, casual or daily hire)
- d) the employee's commencement date
- e) the Australian Business Number (ABN) (if any) of the employer
- f) the rate of remuneration paid to the employee
- g) the gross and net amounts paid to the employee
- h) any deductions made from the gross amount paid to the employee.
- i) Whether the employee is a casual or irregular part-time employee who is guaranteed a rate of pay by reference to a period of time worked, the record must set out the hours worked by the employee.
- j) whether the employee is entitled to be paid:
  - an incentive-based payment; or
  - a bonus, loading, penalty rate; or
  - another monetary allowance or separately identifiable entitlement
- k) The record must set out details of the payment, bonus, loading, rate, allowance or entitlement.
- l) Overtime
  - the number of overtime hours worked by the employee during each day
  - when the employee started and ceased working overtime hours.
- m) Averaging hours
- n) If you and an employee agree in writing to an averaging of the employee's hours of work, you must keep a copy of the agreement as part of your employee records.

## 2. Leave

You must make and keep a record that sets out:

- a) any leave that an employee takes

- b) the balance (if any) of the employee's entitlement to that leave from time to time.

If an employer and employee agree to cash out an accrued amount of leave:

- a) you must keep a copy of the agreement as part of your employee records
- b) the record must set out: (a) the rate of payment for the amount of leave that was cashed out; and (b) when the payment was made.

## 3. Pay Slips

A pay slip (paper or electronic) must be issued to an employee within one day of paying any amount of remuneration to the employee. The pay slip must contain:

- the employer's and employee's name
- the date the payment was made and the period to which the pay slip relates
- if the employee is paid at an hourly rate
  - the ordinary time hourly rate
  - the number of hours in the period the employee was employed at that rate
  - the amount paid at that rate
- if the employee is employed on an annual rate, that rate at the latest date to which the payment refers
- the gross and net amount of the payment
- any amount paid as incentive, bonus, loading, allowance, penalty or other separately identifiable entitlement the employee has
- details of any deductions including the name, or name and number, of any fund or account into which the deduction was paid
- if the employer is required to make superannuation contributions for the employee
- the amount of contributions during the pay slip period and the fund; or the amount of contributions for which the employer becomes liable during the pay slip period and the fund into which they will be paid.

## 4. Superannuation

If you make superannuation contributions for the benefit of an employee, you must make and keep a record that specifies:

- the amount of the contributions made
- the period over which the contributions were made
- the date on which each contribution was made
- the name of any fund to which a contribution was made
- the basis on which you became liable to make the contribution, including:
  - a record of any election made by the employee as to the fund to which the contributions are to be made; and
  - the date of the election.

## 5. Termination of employment

If an employee's employment is terminated (under Section 535(10) of the Fair Work Act 2009), you must make and keep

## Employment Records – Are You Covered?

an employee record that sets out whether the employment was terminated by consent, or by notice, or summarily (instant), or in some other manner (specifying the manner), and the name of the person who acted to terminate the employment.

### 6. Tax

Records relating to PAYG tax deducted from an employee's wages which need to be kept include:

- annual reports of PAYG withholding where no ABN was quoted
- copies of payment summaries and payment summary statements, or electronic annual reports (if applicable)
- current employment declarations, tax file number declarations and withholding declarations
- eligible termination payment records
- records of amounts withheld where no ABN was quoted
- records of personal services attributed income
- statements by a supplier where no ABN was quoted
- voluntary agreements
- wages records, including payment records.

For income tax purposes and superannuation guarantee purposes, these records include wages books, computer payroll records, bank transaction records relating to the deposit of salary or wages and any other records relating to employee remuneration, such as remittance advice, annual

reconciliation statements, correspondence that relates to payments made on a PAYG employer account (such as a request to transfer a payment from one financial year to another, or a transfer from one PAYG employer to another).

Copies of all payroll tax returns should also be kept.

### 7. Work health & safety records

Note that each state or territory has its own WHS/OHS legislation; but, generally, you must keep and maintain records relating to the following matters:

- a register of injuries requiring first aid as well as treatment given
- audiometric test records of employees, where applicable
- hazardous substances: all induction and training done, assessment reports that indicate a need for monitoring and/or health surveillance of employees together with the results of monitoring and/or health surveillance.

It is strongly advised that if your records are not complete then you need to ensure that they are as soon as possible. If you wish to discuss any aspect of this subject, please contact us on (02) 9086 2220.

**Note:** AMIC has wages books and register of injury books available for you to purchase.

## National Competition Program



Tasmania will be the host State for the 2017 National Competition Program which will be held on Saturday 18<sup>th</sup> February 2017 at the Hotel Grand Chancellor in Hobart.

The National program includes the Sausage King, the Best Butchers Burger and the AMIC Apprentice of the Year Competitions and all 2016 State winners will travel to Hobart for the national finals.

It is an excellent opportunity for the meat industry in Tasmania to showcase the industry to our interstate colleagues. All States will be represented at the national finals and we expect over 200 people to attend the competition program of activities during Saturday 18<sup>th</sup> February.

This will include the competitions, the trade show exhibition and the presentation function on Saturday night. All AMIC Tasmanian members are welcome and encouraged to come along on the day to support the competitors particularly the apprentices and you can also book in for the presentation dinner.

Please contact Paul Sandercock for more information for to make a booking: Office: 08 8272 2400 Mobile: 0409 364 100 Email: [psandercock@amic.org.au](mailto:psandercock@amic.org.au)



## Welcome Back as a Member

- Thomas Beuke, Beltana Butchery, Evandale

# Member Profile

## Thomas Beuke - Beltana Butchery



and smallgoods and really promote the benefits of our product range to them," Thomas said.

"Our customer base is varied and it includes local residents, near and far, and a growing tourism market. We are in a rural town, close to the airport with lots of tourists passing through," Thomas added.

Establishing a new business takes time and money and Thomas spent some time remodelling the shop to make it more customer friendly and to allow a more efficient working space for his employees and his food production.

Thomas Beuke is feeling the familiarity of being back in the meat industry after a much needed break. His return takes him back to what he is good at and comfortable doing - and that is operating his own business of preparing and selling his award winning smallgoods.

It is early days but Thomas is rapidly establishing his reputation at this new location and there are plans for an extension of the range of products, particularly with his smallgoods. There will be a focus on dietary considerations for other products such as sausage and pre-prepared meals.

It was just a few months ago that Thomas opened the door of his new business, Beltana Butchery in Evandale, and already there is a steady and growing interest in what he has to offer to his customers.

*"See yourself as a customer and don't sell anything you wouldn't buy or eat yourself."*

Whilst Thomas is enjoying his return to butchery and smallgoods making there is no doubt his customers will also see the benefit and will welcome a chance to visit him and his staff at Beltana Butchery in Evandale.

Thomas' food industry experience spans more than 40 years from his early work as a qualified chef and smallgoods maker in his home country, Germany to his move to Perth in WA before finally settling in Tasmania with his wife Susie.

Black Forest Smallgoods, a former business in Launceston, gave Thomas the opportunity to link to local meat producers, which, when matched to Thomas' smallgoods experience enabled him to create a range of award winning smallgoods. They are now featured at Beltana Butchery.

"We make all of our smallgoods on site and we want to educate our customers about our local meats



Ben O'Toole, David Johnston & Thomas Beuke