

OFF THE FLOOR

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GREAT NEW OFFERS FOR ATFA MEMBERS

ATFA is constantly looking for new ways to help you strengthen your business and during the last month we've negotiated great new offers for our members.

Caltex StarCard - Discount Fuel

All members are now eligible to apply for a Caltex StarCard which entitles you to 2.3 cents per litre off fuel. This card can be used at over 1800 service stations throughout Australia. This is a great way to save money in your business. To apply for the card simply complete the [application form](#) and return to ATFA by fax 1300 361 793 or email admin@atfa.com.au. For a complete listing of participating service stations [click here](#).

Optus Business Mobile Phone Offer

Optus is offering ATFA members discounts on their business mobile phones. The current offer is free calls for 1 - 2 months.

2 months free access for 2 or more mobile services connected to Optus business plans on \$49 or higher. 1 month free access for one service connected to an Optus business plan. Applicable to new and current Optus customers.

The Optus offer is updated to ATFA members quarterly see [this link](#). All ATFA members are eligible for these offers that will save on your business communication costs (please note the end date for this offer has been extended to July 31st 2010).

PROMOTE YOUR BUSINESS

All ATFA members are now eligible to promote their business by listing their website address on the ATFA website in the 'Find a Member' section.

Update your listing today - email your website details to lauran@atfa.com.au

REFER A MATE PROMOTION

As an ATFA member you now have the chance to earn a \$25 Woolworths Wish Card for yourself and for a mate. Simply tell a mate why they should become a member, once they join and pay, you both receive a \$25 Wish Gift Card for use at a range of stores including:

- Woolworths & Safeway Supermarkets
- Big W
- Dick Smith
- Tandy
- BWS
- Dan Murphy's Liquor
- Designated CALTEX WOOLWORTHS co-branded outlets
- Designated CALTEX SAFEWAY co-branded outlets
- Woolworths or Safeway liquor
- Thomas Dux Grocers



The first winners of the Refer A Mate promotion. New member Jamie Lester (left) of Sand-It Floor Sanding & Polishing and David Meyer of Lagler.

How it works: Your friend will identify you as the 'mate' that referred them in the dedicated section on the ATFA application form. Once the membership is finalised, you'll both be sent a gift card.

What are you waiting for? ... Refer a mate today!

WORKERS COMPENSATION – ARE YOU REALLY WORKCOVERED?

Workers Compensation is a statutory requirement of every business that employs staff. The grey area for many businesses is whether they are liable for payment of workers compensation for contractors/sub-contractors.

It's not a straightforward answer and varies from State to State or Territory. As an example, in some jurisdictions, if the contractor's work is as a sole trader and operates based on you directing them to jobs, you may well be liable for their workers compensation payments.

In many jurisdictions within Australia, people you use as contractors may be your responsibility when it comes to workers compensation calculations and payment. "How will the authority know?" some may say. While some States undertake random audits, a major concern is if something happens to the contractor (potentially deemed a worker), the fines and possible criminal charges can be considerable.

So when is a contractor deemed a worker for workers compensation purposes? The variations from State to State are too great to provide a clear guideline here (this is something ATFA will do in a future information sheet). **We therefore recommend that you visit the website of your State WorkCover or equivalent authority to determine the exact answer – or better still give them a call.**

Please check out your relevant State/territory website:

- Victoria - www.worksafe.vic.gov.au
- New South Wales - www.workcover.nsw.gov.au
- Western Australia - www.workcover.wa.gov.au
- Queensland - www.workcoverqld.com.au
- South Australia – www.workcover.com
- Tasmania - www.workcover.tas.gov.au
- Australian Capital Territory - www.ors.act.gov.au/workcover (website under development)

US - AUSTRALIAN TRAINING SCHOOLS

The ATFA US-Australian Intermediate and Advanced Schools were held last month with 30 participants successfully completing the training. The schools were once again held at the Holmesglen Institute of TAFE and were a resounding success. Without the support from industry this school would not be possible. ATFA would also like to acknowledge the Educational Partners, especially the Major Educational Partners, Boral Timber and Hurford Hardwood, for their generous support. ATFA would like to extend its genuine gratitude to the instructors who continue to give up so much of their time for the benefit of the timber flooring profession. The individuals and companies who made these schools happen are as follows:

Major Educational Partners

Boral Timber and Hurford Hardwood

Australian and US Educational Partners

3M, Big River Timbers, Bonakemi USA, Bona, Bostik, Cabot's, Clarke American Sanders, Coates and Associates, Embelton, Holmesglen TAFE, Gunns Timber Products, Lagler Australia, Loba Australia, Norton Abrasives, Oakdale Industries, Porta-Nails, Powernail, Selleys, Sika, St Peters, Synteko, WD Flooring, Woodwise.

From the US

- Daniel Boone, Powernail (Head Instructor)
- Christine Coates, Coates and Associates (Instructor/ Administrator)
- Steve Seabaugh – NWFA
- Todd MacDonald – WD Flooring
- Mickey Moore
- Tom Peotter – Oshkosh Designs

Australian Instructors

- Tony Powell, Floors by Powell (Lead Australian Instructor)
- Chris Stinger, Cork & Parquetry Specialists
- Andrew Sheriff, Costless Flooring
- Robert Clague, Northern Suburbs Timber Flooring
- Barry Olszak, Abcor
- David Stringer, Stringer Custom Floors
- Chris Hunter, HQ Flooring

Australian Assistant Instructors

- David Meyer, Lagler Australia
- Sam Marafioti, Parquetry Flooring Company
- Malcolm Johnston, Hurford Hardwood
- Brett Scarpella, Loba Australia

Thank you

ATFA would also like to thank Hurford Hardwood and Lagler for their generous financial contribution to the program.

SUPERANNUATION – WHAT ABOUT CONTRACTORS?

Superannuation regulations are a little more straightforward than workers compensation - the system is federally governed hence one set of rules for all. There are some pitfalls to watch out for though. As with workers compensation, the issue of your liability for a contractor is the area where some are caught out. To assist, the Australian Taxation Office (ATO) website has a *Employee/contractor decision tool* which can be accessed at <http://www.ato.gov.au/businesses/content.asp?doc=/content/00095062.htm&pc=001/003/079/003/002&mnu=&mfp=&st=&cy=1>

The ATO website states that: *“If you pay your contractors under a contract that is wholly or principally for labour, you have to make super*

contributions for them, even if they quote and Australian Business Number (ABN)”. Furthermore it goes on to say that *“a contract is mainly for labour if more than half of the value of the contract is for the person’s labour”*.

Again, this is regardless of the person having an ABN or not. In working through the decision tool, the key factor appears to be whether or not you are determining the contractor’s working commitments in any one week. **Visit the ATO website and use the decision tool to make your own determination on how these regulations affect your business.**

NEW APPRENTICE INCENTIVES

New information has been released regarding the Apprentice Kickstart Extension (AKE) incentive. This scheme provides greater benefits to employers who hire apprentices. An overview of the incentive is detailed in the table below.

What is the AKE?	The AKE is an employer incentive designed to maintain the increase in commencements of young people in skills shortage traditional trade Australian Apprenticeship.
Who is eligible for the AKE?	Employers who are small or medium enterprises (including eligible Group Training Organisations) who employ an Australian Apprentice aged 19 years and under and who is undertaking a Certificate III or IV level qualification that leads to a skills shortage trade. The employer must also meet the eligibility requirements under the Australian Apprenticeships Incentives Program.
How much are the payments?	The AKE provides a total of \$3,350 paid in instalments of \$850 and \$2,500.
Are these payments in addition to existing incentives?	Yes. If eligible, employers will receive the AKE in addition to other payments available under the Australian Apprenticeships Incentives Program.
How long is the AKE available?	For commencements which occur between 12 May 2010 and 12 November 2010 (inclusive).
Is there more information about the AKE?	Call the Australian Apprenticeships Referral Line on 13 38 73 or visit the Australian Apprenticeships website at www.australianapprenticeships.gov.au .

Source: Australian Apprenticeships http://www.australianapprenticeships.gov.au/Australian_Apprentice/Smarter_FAQ.asp.

CHRONIC ABSENTEEISM AMONGST EMPLOYEES - WHAT CAN YOU DO?

Do you have an employee who misses a lot of work – making it very difficult for you to plan your staffing. What are your options?

- Firstly, ensure you have a clear policy on personal/carer's leave. This policy should set out when and how an employee must notify you that they will not be at work and when you require evidence to support the leave.
- Once you have developed your policy and ensured that it complies with the National Employment Standards (and any provisions in the relevant modern award or enterprise agreement), you need to make sure that all employees are aware of the policy. Distribution of the policy with pay slips is ideal.
- Breaches of the policy – failure to notify or failure to substantiate the absence could be grounds for written warnings and potential dismissal. The employee must have an opportunity to respond to the allegations.
- Another factor that must be considered is that it is unlawful to terminate employment because of temporary absence due to illness or injury. You must take care not to 'alter the employee's position to the employee's prejudice' for an unlawful reason. However, if the employee is on unpaid personal/carer's leave for more than 3 months in any 12 month period termination on the grounds of absence would not necessarily be unlawful.
- Care should be taken to ensure that the anti-discrimination provisions of the Fair Work Act and State or Territory laws are not breached. Generally, if you can ascertain via independent medical opinion that the employee is unlikely to return to work within a reasonable period of time, and is unable to perform the requirements of their job, then dismissal may be a viable option.
- Dismissing an employee because of absence, illness or injury is possible, but must be done correctly, with all steps taken in accordance with the law, and all interactions documented.

If you have any queries about management of chronic absenteeism, please call Emma Watt on (03) 8822 3712 or 0411 708 073, or email her at emma@emmawatt.com.au

MEMBER BENEFIT
ATFA members receive 2 free 15 minute phone calls to Emma Watt for Industrial Relations Support each year

WAGES UPDATE

\$26 per week increase for full time adult employees

On Thursday 3 June, Fair Work Australia handed down the 2010 Annual Wage Review decision. The tribunal decided to increase minimum wages by \$26.00 per week. The new rates apply to modern awards from the first pay period commencing on or after 1 July 2010, and apply to all full time adult employees covered by a modern award. Junior and apprentice wages will increase by a proportionate amount.

In some cases, transitional arrangements will mean that the rates set out in the modern award are not the minimum enforceable rates. This is determined on an 'award by award' basis.

In addition, because transitional arrangements apply for many awards (that is, differences in classifications and wages between pre-modern and modern awards are being phased in), this does not necessarily equate to a straight 64 cents per hour increase as it may have done in previous years.

Please remember that where the casual loading in the relevant pre-modern award was 20%, the transitional arrangements mean that the casual loading will increase to 21% on 1 July 2010.

If an employee is already being paid more than the new minimum rate, there is no general obligation to pass on any increase in wages. The only exception to this would be if the employer has a contractual obligation to pass on the increase, either because of a common law contract or an explicit provision in a statutory agreement.

These rates of pay apply to a 38 hour week, which is the maximum number of ordinary hours that an employee may work in a week. An employer may require that an employee work 'reasonable additional hours', provided that penalty rates provided in the relevant modern award are paid for the extra time worked.

For any further information or to check exact rates please call Emma Watt on (03) 8822 3712 or 0411 708 073, or email her at emma@emmawatt.com.au

BUILDING APPROVAL TRENDS TO END OF APRIL 2010

(released June 1 2010 by ABS)

- The trend estimate for total dwellings approved was flat in April 2010 following rises in the previous 14 months.
- The seasonally adjusted estimate for total dwellings approved fell 14.8% following a rise last month.
- The trend estimate for private sector houses approved fell 2.0% in April and is now showing falls for four months.
- The seasonally adjusted estimate for private sector houses approved fell 13.5% following a rise last month.
- The trend estimate for private sector other dwellings approved rose 5.0% in April and has risen for ten months.
- The seasonally adjusted estimate for private sector other dwellings approved fell 5.4% following a rise last month.
- The trend estimate for the value of total building approved fell 1.0% in April and is now showing falls for three months. The trend estimates for the value of building approved should be interpreted with caution.
- The seasonally adjusted estimate for the value of total building approved fell 13.3% in April. The seasonally adjusted estimate for the value of new residential building fell 4.6% while the value of residential alterations and additions fell 8.4%. The seasonally adjusted estimate for the value of non-residential building fell 28.5%.

Further information is available in *Building Approvals, Australia* (cat no. 8731.0) at www.abs.gov.au

ATFA UPCOMING EVENTS

Be sure to register for the upcoming 2010 **ATFA** events. For registration details email lauran@atfa.com.au

ATFA Tongue & Groove Installation & Finishing Seminar - Perth, Wednesday July 21st

ATFA Tongue & Groove Installation & Finishing Seminar - Brisbane, Wednesday July 28th

ATFA Advanced Timber Technology - Townsville, Wednesday August 4th

ATFA Advanced Timber Technology - Perth, Wednesday August 17th

ATFA Advanced Coatings Technology - Perth, Thursday August 18th

ATFA Parquetry and Cork Seminar - Melbourne, Wednesday August 25th

ATFA Floor Inspector Course – Brisbane, August 31st to September 2nd

ATFA Timber Products Seminar - Sydney, Wednesday September 8th

ATFA Floor Inspectors Forum - Melbourne, Tuesday October 12th

ATFA National Golf Day - Sunshine Coast, Friday October 22nd

ATFA Annual General Meeting - Sunshine Coast, Friday October 22nd

HOLMESGLEN INSTITUTE OF TAFE FLOORING AWARD NIGHTS

The Holmesglen Institute of TAFE Flooring Awards were held in May bringing recognition to talented Apprentices. Congratulations to all the winners:

Best 1st year apprentice timber

James Cattanach
Employer: Le Parqueteur
Australia
Sponsor: Premium Floors
(ATFA Member)

Best 2nd year apprentice timber

Ashley Czyz (ATFA
Apprentice Member)
Employer: Clarkefield Floors
(ATFA Member)
Sponsor: Timbermate
Products (ATFA Member)

Best 3rd year apprentice timber

James Doyle
Employer: Nirvana Parquetry
and Sanding (ATFA Member)
Sponsor: Australian Flooring
Supplies

USE YOUR NOGGIN, SAVE YOUR TOES



ATFA has received several complaints from the public that members are not wearing safety boots onsite. This is an important safety issue that's very easy to address.

Safety boots should be worn at all times when onsite. It's common sense if you want to keep your toes.

ATFA WELCOMES ITS NEW MEMBERS

Mark Jolley	Quicksand & Polish - Blue Member	Cameron Sharp	Cranbourne Floorworld	Bill Tsapatsaris & Angela Bridgman	Carpets Galore Floorworld
Brett Parker	Inspire Timber Flooring	Richard Beaumont	Devonport Floorworld	John Walker & Stephen Walker	Traralgon Floorworld
Nicholas Anasson	Regupol Australia	Greg Anderson	Geelong Floorworld	Mark Todd	Horimber Blinds Floorworld
Mark Borg	Unique Timber Floors	David Groves	Hoppers Crossing Floorworld	Peter & Kim Rodenburg	Tweed Heads Floorworld
Ken Foster	Ken Foster	Glen Anders	Wimmera Floorworld	Larry Peters	Ulladulla Floorworld
Jamie Lester	Sand-It Floor Sanding & Polishing	Bradley Parker	Kingston Floorworld	Graham Boby	Horimber Blinds Floorworld
Mark Saville	Coopernook Floor Sanding	Gary Banfield	Midland Floorworld	John Walker & Stephen Walker	Warragul Floorworld
Jye Cadd	Coopernook Floor Sanding	Evette and Dean Crooks	Winflo Floorworld	Gary Chubb	Floorworld Wodonga
Tom Peotter	Oshkosh Designs	Alan and Helen Gray	Maffra Floorworld	Matthew & Aimee Hadden	Wonthaggi Floorworld
Robert Crotty	Floorworld - Gold Member	Peter Falstein & Robyn Orr	Mittagong Floorworld	Mark & Sue Bigger	Bigger Floorworld
Greg and Kim Forte	Delta Floorworld	Alan Giffard	Giffards Floorworld	Brent Sullivan	Town and Country Floor Sanding
Rodney Cassidy	Bendigo Floorworld	Steve Williams	Mornington Floorworld	Sergeui Sokolov	Falcon Home Improvements
Duncan Gilmour	Burnie Floorworld	Jenny How	Waverley Floorworld	Rodney Pade	Pacific Flooring
Adam McAuliffe	Camberwell Floorworld Gallery	Richard Dawson	Narre Warren Floorworld	Scott McPherson	G&S Timber Floors
Adrian Warren	Downrite Floorworld	Lawrence Dignon	Floorworld Gold Coast	Steve Rizio	Victorian Hardwood Floors
Brian and Genevieve Thompson	Smarter Floorworld	Stephen Robinson & Lexene Cherry	Port Macquarie Floorworld	Wayne Sharples	Fleetwood Flooring Co
Gary Breen	Clayton Floorworld	Greg Smith	Smith's Floorworld	Joseph Hamama	King Flooring Centre
Ian & Myles Petty	Petty's Floorworld	Mark Todd	Horimber Blinds Floorworld	Tony Sader	Prestige Flooring
Robert Levin	Inner City Floorworld	Mick Hoare	H & T Floorworld	David Booth	Kemellies
				Mark Turnbull	Allegro Flooring Solutions

RENEW YOUR MEMBERSHIP

ATFA membership renewals were issued at the beginning of June 2010, be sure to get your membership payment through before the 30 June. **Pay your membership fees before the end of June and you can claim it as a business-related expense in your 2010 tax return.**

