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Branch President
Ian Gair
Branch Secretary
Lyndal Ryan

20 June 2016
Stefan Russell Uren
Legal Officer

The Associate to Vice President Hatcher
NSW Registry
Level 8, 80 William St
East Sydney
NSW, 2011

Dear Associate,

Four yearly review of modern awards –Part-time common issues– AM2014/196– Notices to produce

1. We write regarding the materials provided to the Fair Work Commission on 17 June 2016 by the AHA and / or in compliance with the order made by His Honour on 6 June 2016.
2. United Voice seeks access to the materials provided to the Commission. In the absence of a decision to grant access to United Voice our ability to cross examine the witnesses would be unduly hampered. We would also submit that procedural fairness dictates that access be provided such that United Voice is able to appreciate the documents which might inform the Commission's assessment of this matter.
3. We note that the hearing date is only three weeks away and would respectfully request on this basis that access be granted quickly. If the documents are in digital form we can attend to do the copying if that would assist.
4. Please contact me in the event of any queries on this matter.

Kind Regards

Stefan Russell Uren

*Legal Officer
United Voice*

Form F52 Order Requiring Production of Documents etc. to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c)

Fair Work Commission Rules 2013, Rule 54

FAIR WORK COMMISSION

Commission Matter No.: AM196 and AM197

Applicant:

United Voice (Applicant for an order to produce)

First Respondent:

Robert Bruce Woods

(First Respondent to an order to produce)

Second Respondent:

Largs Hotel Pty Ltd

(Second Respondent to an order to produce)

TO:

Largs Hotel Pty Ltd

Attention: Robert Bruce Woods

46 High Street, Largs, NSW

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 12:00

Date: 2 June 2016

Place: Level 10, Terrace Tower, 80 William Street, East Sydney, NSW, 2011.

Dated:

Member of the Fair Work Commission

Note:

- This order has been issued at the request of United Voice
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day mentioned above.
- If you have any queries in relation to this order please contact the associate to Vice President Hatcher on (02) 9 308 1812

SCHEDULE

We draw your attention to the statement filed with the Fair Work Commission on your behalf by the Australian Hotels Association on 12 October 2015. The column on the left hand side of the following table identifies the paragraphs to which the documents on the right hand side of the table relate.

Robert Bruce Woods, Largs Hotel Pty Ltd	
12,13, 16	Rosters issued for the period January 2014 – January 2016 for all staff (including any alterations made after issue).
12,13, 16, 17	Pay summaries for the period January 2014 – January 2016 for all casuals and part time employees.
12,13, 16,17	Timesheets filled out for all casuals and part time employees for the period of January 2014 – January 2016.
7,8,9,12	Documents showing the particulars of any bookings made in relation to any event or function during 2014 and 2015.
12,13, 16, 17	Any written correspondence from casual and part time employees to the employer relating to alterations to their roster (at their behest or that of the employer).
18	Annual financial statements for the Venue for the financial years ending 30 June 2011, 30 June 2012, 30 June 2013, 30 June 2014 and 30 June 2015.

Form F52 Order Requiring Production of Documents etc. to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c)

Fair Work Commission Rules 2013, Rule 54

FAIR WORK COMMISSION

Commission Matter No.: AM196 and AM197

Applicant:

United Voice (Applicant for an order to produce)

Third Respondent:

Balgownie Vineyard Resort and Spa Pty Ltd
(Respondent to an order to produce)

Fourth Respondent:

Gerald Ackroyd
(Respondent to an order to produce)

TO:

Balgownie Vineyard Resort and Spa Pty Ltd

Attention: Gerald Ackroyd

1309 Melba Highway, Yarra Glen, Victoria

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 12:00

Date: 2 June 2016

Place: Level 10, Terrace Tower, 80 William Street, East Sydney, NSW, 2011.

Dated:

Member of the Fair Work Commission

Note:

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- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day mentioned above.
- If you have any queries in relation to this order please contact the associate to Vice President Hatcher on (02) 9 308 1812

SCHEDULE

We draw your attention to the statement filed with the Fair Work Commission on your behalf by the Australian Hotels Association on 12 October 2015. The column on the left hand side of the following table identifies the paragraphs to which the documents on the right hand side of the table relate.

4 Gerald Ackroyd, Balgownie Estate Vineyard Resort	
11, 12,13	Rosters issued for the period January 2014 – January 2016 for all staff (including any alterations made after issue).
12,14, 15	Pay summaries for the period January 2014 – January 2016 for all casuals and part time employees.
12,14,15	Timesheets filled out for all casuals and part time employees for the period of January 2014 – January 2016. This material can be provided in summary form.
7,11,14	Documents showing the particulars of any bookings made in relation to any event or function during 2014 and 2015.
12,14,15	Any written correspondence from casual and part time employees to the employer relating to alterations to their roster (at their behest or that of the employer).
15	Annual financial statements for the Venue for the financial years ending 30 June 2011, 30 June 2012, 30 June 2013, 30 June 2014 and 30 June 2015.
7,11,14	Records showing the patronage of the Venue for the period of January 2014 – January 2016 on a week by week, or if unavailable month by month basis. This material can be provided in summary form.
12,14, 15	Documents showing any offer and acceptance of short notice shifts (shifts required after the issue of the roster).
12,14,15	In relation to the 63 casual employees noted, the commencement date of each casual employee, their role or position, and any indication of the nature of their tenure at the Venue . This material can be provided in summary form
19	Any document or correspondence showing that a casual employee has declined a shift.
18	Any documents showing a request or refusal for conversion to part time employment.

Form F52 Order Requiring Production of Documents etc. to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c)

Fair Work Commission Rules 2013, Rule 54

FAIR WORK COMMISSION

Commission Matter No.: AM196 and AM197

Applicant:

United Voice (Applicant for an order to produce)

Fifth Respondent:

Hilton Hotels of Australia Pty Ltd

(Respondent to an order to produce)

Sixth Respondent:

Lydia Berlage

(Respondent to an order to produce)

TO:

Hilton Hotels of Australia Pty Ltd

Attention: Lydia Berlage

8 Orchid Avenue, Surfers Paradise, Queensland

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 12:00

Date: 2 June 2016

Place: Level 10, Terrace Tower, 80 William Street, East Sydney, NSW, 2011.

Dated:

Member of the Fair Work Commission

Note:

- This order has been issued at the request of United Voice
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day mentioned above.
- If you have any queries in relation to this order please contact the associate to Vice President Hatcher on (02) 9 308 1812

SCHEDULE

We draw your attention to the statement filed with the Fair Work Commission on your behalf by the Australian Hotels Association on 12 October 2015. The column on the left hand side of the following table identifies the paragraphs to which the documents on the right hand side of the table relate.

13 Lydia Berlage, Hilton Hotel Surfers Paradise	
14	Rosters issued for the period January 2014 – January 2016 for all staff (including any alterations made after issue).
14	Pay summaries for the period January 2014 – January 2016 for all casuals and part time employees.
14,15	Timesheets filled out for all casuals and part time employees for the period of January 2014 – January 2016. This material can be provided in summary form
13,14	Documents showing the particulars of any bookings made in relation to any event or function during 2014 and 2015.
14,15	Any written correspondence from casual and part time employees to the employer relating to alterations to their roster (at their behest or that of the employer).
15	Annual financial statements for the Venue for the financial years ending 30 June 2011, 30 June 2012, 30 June 2013, 30 June 2014 and 30 June 2015.
13,14	Records showing the patronage of the Venue for the period of January 2014 – January 2016 on a week by week, or if unavailable month by month basis. This material can be provided in summary form.
15	Documents showing any offer and acceptance or rejection of short notice shifts (shifts required after the issue of the roster).
15	In relation to the 73 casual employees noted, the commencement date of each casual employee, their role or position, and any indication of the nature of their tenure at the Venue. This material can be provided in summary form

Form F52 Order Requiring Production of Documents etc. to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c)

Fair Work Commission Rules 2013, Rule 54

FAIR WORK COMMISSION

Commission Matter No.: AM196 and AM197

Applicant:

United Voice (Applicant for an order to produce)

Seventh Respondent:

The Trustee for the Coombes Family No. 1
(Respondent to an order to produce)

Eighth Respondent:

Melanie Lewis
(Respondent to an order to produce)

TO:

The Trustee for the Coombes Family No. 1

Attention: Melanie Lewis

64 Esplanade, Darwin, Northern Territory.

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 12:00

Date: 2 June 2016

Place: Level 10, Terrace Tower, 80 William Street, East Sydney, NSW, 2011.

Dated:

Member of the Fair Work Commission

Note:

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- If you have any queries in relation to this order please contact the associate to Vice President Hatcher on (02) 9 308 1812

SCHEDULE

We draw your attention to the statement filed with the Fair Work Commission on your behalf by the Australian Hotels Association on 12 October 2015. The column on the left hand side of the following table identifies the paragraphs to which the documents on the right hand side of the table relate.

14 Melanie Lewis, Palms City Resort	
10, 11	Rosters issued for the period January 2014 – January 2016 for all staff (including any alterations made after issue).
10,11	Pay summaries for the period January 2014 – January 2016 for all casuals and part time employees.
10,11, 12	Timesheets filled out for all casuals and part time employees for the period of January 2014 – January 2016. This material can be provided in summary form
10	Documents showing the particulars of any bookings made in relation to any event or function during 2014 and 2015.
10,11, 12	Any written correspondence from casual and part time employees to the employer relating to alterations to their roster (at their behest or that of the employer).
12,	Annual financial statements for the Venue for the financial years ending 30 June 2011, 30 June 2012, 30 June 2013, 30 June 2014 and 30 June 2015.
10	Records showing the patronage of the Venue for the period of January 2014 – January 2016 on a week by week, or if unavailable month by month basis. This material can be provided in summary form.
10,11	Documents showing any offer and acceptance or rejection of short notice shifts (shifts required after the issue of the roster).
10,11	In relation to the 10 casual employees noted, the commencement date of each casual employee, their role or position, and any indication of the nature of their tenure at the Venue. This material can be provided in summary form.

Form F52 Order Requiring Production of Documents etc. to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c)

Fair Work Commission Rules 2013, Rule 54

FAIR WORK COMMISSION

Commission Matter No.: AM196 and AM197

Applicant:

United Voice (Applicant for an order to produce)

Ninth Respondent:

Tangalooma Island Resort Pty Ltd
(Respondent to an order to produce)

Tenth Respondent:

Melissa Bowman
(Respondent to an order to produce)

TO:

Tangalooma Island Resort Pty Ltd

Attention; Melissa Bowman

Staff Accommodation, Tangalooma Island Resort, Moreton Island

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 12:00

Date: 2 June 2016

Place: Level 10, Terrace Tower, 80 William Street, East Sydney, NSW, 2011.

Dated:

Member of the Fair Work Commission

Note:

- This order has been issued at the request of United Voice
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day mentioned above.
- If you have any queries in relation to this order please contact the associate to Vice President Hatcher on (02) 9 308 1812

SCHEDULE

We draw your attention to the statement filed with the Fair Work Commission on your behalf by the Australian Hotels Association on 12 October 2015. The column on the left hand side of the following table identifies the paragraphs to which the documents on the right hand side of the table relate.

15 Melissa Bowman, Tangalooma Resort	
12,15, 16	Rosters issued for the period January 2014 – January 2016 for all staff (including any alterations made after issue).
12,15	Pay summaries for the period January 2014 – January 2016 for all casuals and part time employees.
12,15	Timesheets filled out for all casuals and part time employees for the period of January 2014 – January 2016. This material can be provided in summary form
6,11,12	Documents showing the particulars of any bookings made in relation to any event or function during 2014 and 2015.
15,20	Any written correspondence from casual and part time employees to the employer relating to alterations to their roster (at their behest or that of the employer).
12,15	Annual financial statements for the Venue for the financial years ending 30 June 2011, 30 June 2012, 30 June 2013, 30 June 2014 and 30 June 2015.
6,11,12	Records showing the patronage of the Venue for the period of January 2014 – January 2016 on a week by week, or if unavailable month by month basis. This material can be provided in summary form.
15	Documents showing any offer and acceptance or rejection of short notice shifts (shifts required after the issue of the roster).
15	In relation to the 173 casual employees and the 3 part time employees noted, the commencement date of each casual employee, their role or position, and any indication of the nature of their tenure at the Venue. This material can be provided in summary form.

Form F52 Order Requiring Production of Documents etc. to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c)

Fair Work Commission Rules 2013, Rule 54

FAIR WORK COMMISSION

Commission Matter No.: AM196 and AM197

Applicant:

United Voice (Applicant for an order to produce)

Eleventh Respondent:

Goodearth Hotels Australia (Gold Coats) Pty Ltd
(Respondent to an order to produce)

Twelfth Respondent:

Michaeli White
(Respondent to an order to produce)

TO:

Goodearth Hotels Australia (Gold Coats) Pty Ltd

Attention: Michaeli White

2807 Gold Coast Highway, Surfers Paradise, Queensland

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 12:00

Date: 2 June 2016

Place: Level 10, Terrace Tower, 80 William Street, East Sydney, NSW, 2011.

Dated:

Member of the Fair Work Commission

Note:

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- If you have any queries in relation to this order please contact the associate to Vice President Hatcher on (02) 9 308 1812

SCHEDULE

We draw your attention to the statement filed with the Fair Work Commission on your behalf by the Australian Hotels Association on 12 October 2015. The column on the left hand side of the following table identifies the paragraphs to which the documents on the right hand side of the table relate.

17 Michaeli White, Crowne Plaza, Surfers Paradise	
11,12, 13	Rosters issued for the period January 2014 – January 2016 for all staff (including any alterations made after issue).
11,12, 13	Pay summaries for the period January 2014 – January 2016 for all casuals and part time employees.
11,12, 13	Timesheets filled out for all casuals and part time employees for the period of January 2014 – January 2016. This material can be provided in summary form
13	Documents showing the particulars of any bookings made in relation to any event or function during 2014 and 2015.
13	Any written correspondence from casual and part time employees to the employer relating to alterations to their roster (at their behest or that of the employer).
13	Annual financial statements for the Venue for the financial years ending 30 June 2011, 30 June 2012, 30 June 2013, 30 June 2014 and 30 June 2015.
13	Records showing the patronage of the Venue for the period of January 2014 – January 2016 on a week by week, or if unavailable month by month basis. This material can be provided in summary form.
13	Documents showing any offer and acceptance or rejection of short notice shifts (shifts required after the issue of the roster).
13	In relation to the 96 casual employees and 11 part time employees noted, the commencement date of each casual employee, their role or position, and any indication of the nature of their tenure at the Venue. This material can be provided in summary form.

Form F52 Order Requiring Production of Documents etc. to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c)

Fair Work Commission Rules 2013, Rule 54

FAIR WORK COMMISSION

Commission Matter No.: AM196 and AM197

Applicant:

United Voice (Applicant for an order to produce)

Thirteenth Respondent:

Shangri-La International Hotel Management Ltd
(Respondent to an order to produce)

Fourteenth Respondent:

Michele Morcos
(Respondent to an order to produce)

TO:

Shangri-La International Hotel Management Ltd
Michele Morcos

176 Cumberland street, The Rocks, New South Wales

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 12:00

Date: 2 June 2016

Place: Level 10, Terrace Tower, 80 William Street, East Sydney, NSW, 2011.

Dated:

Member of the Fair Work Commission

Note:

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SCHEDULE

We draw your attention to the statement filed with the Fair Work Commission on your behalf by the Australian Hotels Association on 12 October 2015. The column on the left hand side of the following table identifies the paragraphs to which the documents on the right hand side of the table relate.

19 Michele Morcos, Shangri-La	
7,9,10	Rosters issued for the period January 2014 – January 2016 for all staff (including any alterations made after issue).
7,9,10	Pay summaries for the period January 2014 – January 2016 for all casuals and part time employees.
7,9,10	Timesheets filled out for all casuals and part time employees for the period of January 2014 – January 2016. This material can be provided in summary form
8,9	Documents showing the particulars of any bookings made in relation to any event or function during 2014 and 2015.
7,9,10	Any written correspondence from casual and part time employees to the employer relating to alterations to their roster (at their behest or that of the employer).
7,9	Annual financial statements for the Venue for the financial years ending 30 June 2011, 30 June 2012, 30 June 2013, 30 June 2014 and 30 June 2015.
8,9	Records showing the patronage of the Venue for the period of January 2014 – January 2016 on a week by week, or if unavailable month by month basis. This material can be provided in summary form.
7,9,10	Documents showing any offer and acceptance or rejection of short notice shifts (shifts required after the issue of the roster).
7,9,10	In relation to the 211 casual employees and 1 part time employee noted, the commencement date of each casual employee, their role or position, and any indication of the nature of their tenure at the Venue. This material can be provided in summary form.

Form F52 Order Requiring Production of Documents etc. to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c)

Fair Work Commission Rules 2013, Rule 54

FAIR WORK COMMISSION

Commission Matter No.: AM196 and AM197

Applicant:

United Voice (Applicant for an order to produce)

Fifteenth Respondent:

Royal Hotels Australia Pty Ltd

(Respondent to an order to produce)

Sixteenth Respondent:

Samantha Walder

(Respondent to an order to produce)

TO:

Royal Hotels Australia Pty Ltd

Samantha Walder

33 Cross street, Sydney, New South Wales

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 12:00

Date: 2 June 2016

Place: Level 10, Terrace Tower, 80 William Street, East Sydney, NSW, 2011.

Dated:

Member of the Fair Work Commission

Note:

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SCHEDULE

We draw your attention to the statement filed with the Fair Work Commission on your behalf by the Australian Hotels Association on 12 October 2015. The column on the left hand side of the following table identifies the paragraphs to which the documents on the right hand side of the table relate.

22 Samantha Walder, Intercontinental, Double bay	
13,14	Rosters issued for the period January 2014 – January 2016 for all staff (including any alterations made after issue).
13,14	Pay summaries for the period January 2014 – January 2016 for all casuals and part time employees.
13,14	Timesheets filled out for all casuals and part time employees for the period of January 2014 – January 2016. This material can be provided in summary form
13	Documents showing the particulars of any bookings made in relation to any event or function during 2014 and 2015.
13,14	Any written correspondence from casual and part time employees to the employer relating to alterations to their roster (at their behest or that of the employer).
17,18	Annual financial statements for the Venue for the financial years ending 30 June 2011, 30 June 2012, 30 June 2013, 30 June 2014 and 30 June 2015.
13	Records showing the patronage of the Venue for the period of January 2014 – January 2016 on a week by week, or if unavailable month by month basis. This material can be provided in summary form.
13,14	Documents showing any offer and acceptance or rejection of short notice shifts (shifts required after the issue of the roster).
13,14	In relation to the 58 casual employees noted, the commencement date of each casual employee, their role or position, and any indication of the nature of their tenure at the Venue. This material can be provided in summary form.

Form F52 Order Requiring Production of Documents etc. to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c)

Fair Work Commission Rules 2013, Rule 54

FAIR WORK COMMISSION

Commission Matter No.: AM196 and AM197

Applicant:

United Voice (Applicant for an order to produce)

Seventeenth Respondent:

Greenland (Sydney) Pitt Street Hotel Pty Ltd

(Respondent to an order to produce)

Eighteenth Respondent:

*Elizabeth Cleaves**

(Respondent to an order to produce)

TO:

Greenland (Sydney) Pitt Street Hotel Pty Ltd

Attention: Elizabeth Cleaves

339 Pitt street, Sydney, New South Wales

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 12:00

Date: 2 June 2016

Place: Level 10, Terrace Tower, 80 William Street, East Sydney, NSW, 2011.

Dated:

Member of the Fair Work Commission

Note:

- This order has been issued at the request of United Voice
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- If you have any queries in relation to this order please contact the associate to Vice President Hatcher on (02) 9 308 1812

SCHEDULE

We draw your attention to the statement filed with the Fair Work Commission on your behalf by the Australian Hotels Association on 12 October 2015. The column on the left hand side of the following table identifies the paragraphs to which the documents on the right hand side of the table relate.

22 Elizabeth Cleaves, Primus Hotel, Sydney	
13,14	Rosters issued for the period January 2014 – January 2016 for all staff (including any alterations made after issue).
13,14	Pay summaries for the period January 2014 – January 2016 for all casuals and part time employees.
13,14	Timesheets filled out for all casuals and part time employees for the period of January 2014 – January 2016. This material can be provided in summary form
15	Documents showing the particulars of any bookings made in relation to any event or function during 2015 & 2016.
13,14	Any written correspondence from casual and part time employees to the employer relating to alterations to their roster (at their behest or that of the employer).
8,9,10	Any documents, correspondence (including electronic), file note or record relating to the recruitment strategy or its development.
15	Records showing the patronage of the Venue for the period of January 2015 – January 2016 on a week by week, or if unavailable month by month basis. This material can be provided in summary form.
13,14	Documents showing any offer and acceptance or rejection of short notice shifts (shifts required after the issue of the roster).
13,14	In relation to the 58 casual employees noted, the commencement date of each casual employee, their role or position, and any indication of the nature of their tenure at the Venue. This material can be provided in summary form.

Form F52 Order Requiring Production of Documents etc. to the Fair Work Commission

Fair Work Act 2009, s.590(2)(c)

Fair Work Commission Rules 2013, Rule 54

FAIR WORK COMMISSION

Commission Matter No.: AM196 and AM197

Applicant:

United Voice (Applicant for an order to produce)

Tenth Respondent:

The Trustee for Salsa Holdings Trust
(Respondent to an order to produce)

Tenth Respondent:

Ricki Scott
(Respondent to an order to produce)

TO:

The Trustee for Salsa Holdings Trust

Ricki Scott

12 Cavanagh St, Darwin, Northern Territory.

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 12:00

Date: 2 June 2016

Place: Level 10, Terrace Tower, 80 William Street, East Sydney, NSW, 2011.

Dated:

Member of the Fair Work Commission

Note:

- This order has been issued at the request of United Voice
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- If you have any queries in relation to this order please contact the associate to Vice President Hatcher on (02) 9 308 1812

SCHEDULE

We draw your attention to the statement filed with the Fair Work Commission on your behalf by the Australian Hotels Association on 12 October 2015. The column on the left hand side of the following table identifies the paragraphs to which the documents on the right hand side of the table relate.

22 Ricki David Scott, Cavenagh Hotel, Darwin	
9,10	Rosters issued for the period January 2014 – January 2016 for all staff (including any alterations made after issue).
9,10	Pay summaries for the period January 2014 – January 2016 for all casuals and part time employees.
9,10	Timesheets filled out for all casuals and part time employees for the period of January 2014 – January 2016. This material can be provided in summary form
10	Documents showing the particulars of any bookings made in relation to any event or function during 2014 and 2015.
9,10	Any written correspondence from casual and part time employees to the employer relating to alterations to their roster (at their behest or that of the employer).
10	Annual financial statements for the Venue for the financial years ending 30 June 2011, 30 June 2012, 30 June 2013, 30 June 2014 and 30 June 2015.
10	Records showing the patronage of the Venue for the period of January 2014 – January 2016 on a week by week, or if unavailable month by month basis. This material can be provided in summary form.
9,10	Documents showing any offer and acceptance or rejection of short notice shifts (shifts required after the issue of the roster).
9,10	In relation to the 29 casual employees noted, the commencement date of each casual employee, their role or position, and any indication of the nature of their tenure at the Venue. This material can be provided in summary form.