

**COMPANY NAME
and
CEPU-Plumbing Division (Vic)**

**Plumbing Enterprise Agreement
2019 – 2023**

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PART 1 – APPLICATION AND OPERATION

1 TITLE

- 1.1** This Agreement shall be known as the **COMPANY NAME and CEPU – Plumbing Division (Vic) Plumbing Enterprise Agreement 2019 – 2023**.

2. PARTIES AND PERSONS BOUND

- 2.1** This Agreement shall cover: -

- 2.1.1** **COMPANY NAME (employer)** in respect of employees engaged in the industry of the occupations, businesses or employers of refrigeration mechanics, plumbers, gasfitters, roof plumbers, lead burners, ship plumbers, heating, air conditioning, refrigeration or ventilation plumbers, irrigation installer, ladders and plumber's labourers, (**employees**) engaged on site or in construction work; and

- 2.1.2** employees employed by the employer in Victoria who are engaged in the industry of the occupations, businesses or employers of refrigeration mechanics, plumbers, gasfitters, roof plumbers, lead burners, ship plumbers and heating, air conditioning, refrigeration or ventilation plumbers, irrigation installer, ladders and plumber's labourers, engaged on site or in construction work who are employed or usually employed in the plumbing industry in executing any plumbing, gasfitting, pipe fitting or domestic engineering work, whether prefabricated or not, or who execute any work in or in connection with:-

2.1.2(a) sheet lead, galvanised iron or other classes of sheet metal or any other materials which supersede the materials usually fixed by plumbers.

2.1.2(b) lead, wrought, cast or sheet iron, copper, brass or other classes of pipework.

2.1.2(c) water (hot or cold), steam, gas, air vacuum, heating or ventilating appliances, fittings, services, or installations; and

2.1.2(d) house, ship, sanitary, chemical or general plumbing or drainage; and

- 2.1.3** the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Services Union of Australia 128v (CEPU)(**union**). On the condition that the union has given notice under Section 183 of the *Fair Work Act 2009* (C'th)(**FW Act**) that it wants the Agreement to cover it and in accordance with Section 201(2) of the FW Act, the Fair Work Commission (**FWC**) has noted that the Agreement covers the union.

- 2.2** The terms of this agreement will **not apply** to:-
- 2.2.1** the employment of sprinkler fitters by an employer covered by the *Plumbing and Fire Sprinklers Award 2010 (PFS Award)*; and / or
- 2.2.2** to employees principally engaged in installing automatic fire protection systems.
and / or
- 2.2.3** employees of the employer employed full-time in the service and maintenance operations,
and / or
- 2.2.4** employees employed full-time as a project manager, an estimator or in drafting; and / or
- 2.2.5** the cottage / housing industry.

3. LODGEMENT AND DATE OF OPERATION OF THE AGREEMENT

- 3.1** This Agreement shall be lodged in accordance with the *Fair Work Act 2009*.
- 3.2** This Agreement shall remain in force until 31 October 2023.

Variation of the Agreement

- 3.3.1** Should the employer intend to make an application under the FW Act, seeking to vary the Agreement, the employer shall advise the union (in writing), of the proposed variation and the union shall be given an opportunity of meeting with the employees concerned about the variation.
- 3.3.2** Such meeting shall take place prior to the employees being requested to vote (under Section 208 of the FW Act) on the proposed variation.

Termination of the Agreement

- 3.4.1** Should the employer intend to make an application under the FW Act, seeking to terminate the Agreement, the employer shall advise the union (in writing), of the proposed application to terminate the Agreement and the union shall be given an opportunity of meeting with the employees concerned about the proposed application for termination.
- 3.4.2** Such meeting shall take place prior to the employees being requested to vote (under Section 219 of the FW Act) on the proposed termination.
- 3.5** The obligations provided in Clause 3.3 and / or Clause 3.4, are conditional upon the representative of the union (however termed), complying with Part 3 – 4 – Right of Entry under the FW Act.

4. NO EXTRA CLAIMS AND INCREASES TO WAGES AND ALLOWANCES

- 4.1** The rates of pay and allowances provided in the Agreement shall apply to all employees covered by the Agreement.

Wage Increases

4.2 Wages will be increased from the first pay period on or after:-

- 1 October 2020; and
- 1 March 2021; and
- 1 March 2022; and
- 1 March 2023.

The wage rates to be paid are contained in either Appendix A – Wages, Fares Allowance and Travel Allowance or Appendix L – Commercial Residential Unit Industry and / or Commercial / Industrial Factory Warehouse Work (whichever is applicable).

Allowance Increases

4.3.1 The Travel Allowance provided in Appendix A – Wages, Fares Allowance and Travel Allowance or Appendix L - Commercial Residential Factory Warehouse and / or Commercial / Industrial Factory Warehouse Work shall increase in accordance with the terms of the Agreement.

4.3.2 The Fares Allowance provided in Appendix A – Wages, Fares Allowance and Travel Allowance, the Living Away from Home Allowance provided in Appendix C – Living Away from Home Allowance, the Altona Petro Chemical Allowance provided in Clause AD.3.1 – District Allowances – Altona Petro Chemical Allowance and the Meal Allowance provided in Clause AD7.1 will increase by two per cent (2%) from the first pay period on or after 1 October 2020, 1 March 2021, 1 March 2022 and 1 March 2023.

4.3.3 The allowances provided in:-

4.3.3(a) Clause AD.9 – Refurbishment of Multi – Storey Commission Flats; and

4.3.3(b) Clause AD.11 – Site Allowance

shall be adjusted on a yearly basis. The adjustment shall be based on the CPI (All Groups, Melbourne) for the preceding period July to June in each year. The increase shall take effect from the first pay period commencing on or after 1 October 2020, 1 October 2021, 1 October 2022, and 1 October 2023.

4.3.4 The allowance provided in:-

4.3.4(a) Clause AD.2 – Demolition Allowance.

shall be adjusted annually in accordance with CPI (All Groups, Melbourne) movements measured in the twelve-month (12) period ending the previous December quarter effective as of 1 March 2021, rounded to the nearest 5 cents.

4.3.5 All other allowances shall be adjusted on a yearly basis. The adjustment shall be based on the CPI (All Groups, Melbourne) for the preceding period January to December in each year. The increase shall take effect from the first pay period commencing on or after 1 March 2021, 1 March 2022, and 1 March 2023

Note:- If there is a negative CPI movement the allowance quantum from one year to the next shall not be reduced.

Additional Benefits

- 4.4** Subject to Clause 4.5, in addition to the wage increases provided in Clause 4.2, the employer shall, from the first pay period on or after 1 October 2020, remit to Incolink:-
- 4.4.1** \$28.70 per week for each Registered Plumber; a Refrigeration Mechanic; a Plumber (Provisional Registration); an Unregistered Plumber; a Lagger and an Irrigation Installer; and / or
- 4.4.2** \$28.80 for each Plumbers Labourer; and / or
- 4.4.3** \$6.84 for each Apprentice

covered by the Agreement.

The payments specified in Clauses 4.4.1, 4.4.2 and 4.4.3 are paid to provide for the additional benefits provided to employees covered by the Agreement that are detailed in Clause 55 – Employee Benefit Fixed Rate Contribution.

Note:- These costs shall increase year on year by the amounts detailed in Clause 55 – Employee Benefit Fixed Rate Contribution.

- 4.5** From the first pay period on or after 1 March 2021, the wage increases provided in Clause 4.2 have been adjusted so that the costs of the additional benefits (as provided in Clause 55 – Employee Benefit Fixed Rate Contribution) have been deducted from the applicable wage increase.
- 4.6** The parties accept that this Agreement is in full and final settlement of all wages, terms and conditions claims. There will be no further claims on any matter, including matters concerning Incolink and Co-Invest during the period of this Agreement.
- 4.7** The parties agree they will not pursue any further claims during the nominal life of the Agreement in relation to matters covered by this Agreement.
- 4.8** It is agreed that there be no increase to wages and allowances, other than contained in the Agreement, prior to 1 March 2024.
- 4.9** This Agreement covers all claims made whether or not expressly referred to in the Agreement.
- 4.10** This Clause does not prevent the employer from seeking a variation to this Agreement pursuant to the FW Act to make it compliant with the *Building and Construction Industry (Fair and Lawful Building Sites) Code*, or other applicable Building and Construction Codes.
- 4.11** Unless otherwise specified, increases in Wages and Allowances in the Agreement will accrue from the first full pay period commencing on or after the date of the commencement of the Agreement.

5. COMPLETE AGREEMENT – EXCLUSION OF THE AWARD AND OTHER CONDITIONS

- 5.1** Subject to Clause 5.4, the Agreement is intended to cover all matters pertaining to the employment relationship and all matters pertaining to the employer's relationship with the union.

- 5.2** Subject to Clause 5.4, the Agreement represents a complete statement of the mutual rights and obligations between the employer and employees to the exclusion (to the extent permitted by law) of other laws, the PFS Award, agreements (whether registered or unregistered), custom and practice and like instruments or arrangements (other than in accordance with this Agreement).
- 5.3** The Agreement regulates all terms and conditions of employment and expressly excludes and displaces the operation of any and all other matters and conditions of employment in the PFS Award or agreement.

Intercation with the National Employment Standards

- 5.4** The Agreement will be read and interpreted in conjunction with the National Employment Standards (**NES**). Where there is inconsistency between the Agreement and the NES, and the NES provides greater benefit, the NES provision will apply to the extent of the inconsistency.

6. POSTING OF AGREEMENT

- 6.1** A copy of the Agreement will be made available to all employees covered by this Agreement.

7. INTENTIONS OF THE PARTIES

- 7.1** The intentions of the parties in reaching the Agreement are to:-
- 7.1.1** provide for an efficient, progressive and prosperous plumbing employer for the benefit of the employer and its employees;
 - 7.1.2** improve job satisfaction and continuity of employment for employees;
 - 7.1.3** create a co-operative and productive employer environment;
 - 7.1.4** maintain a safe working environment; and
 - 7.1.5** ensure the integrity of structured training consistent with national competency standards.

8. WORKPLACE FLEXIBILITY

The employer must ensure that any Individual Flexibility Agreement (IFA) is genuinely agreed to by the employer and the employee and result in the employee being better off overall at the time the IFA is made than the employee would have been if no IFA had been agreed to.

- 8.1** Notwithstanding any other provision of the Agreement, the employer and an individual employee may agree to vary the application of certain terms of the Agreement to meet the genuine individual needs of the employer and the individual employee. The terms the employer and the individual employee may agree to vary are the application of those permitted under Section 172 of the FW Act, and relates only to:-

- 8.1.1** arrangements for when work is performed;
- 8.1.2** salary sacrifice arrangements
- 8.1.3** reduction in ordinary hours
- 8.1.4** the provision of tools by an employee; and
- 8.1.5** are not unlawful terms under Section 194 of the FW Act
- 8.2** The employer and the individual employee must have genuinely made the IFA without coercion or duress. An IFA can only be entered into after the individual employee has commenced employment with the employer.
- 8.3** The IFA between the employer and the individual employee must:
 - 8.3.1** be confined to a variation in the application of one or more of the terms listed in Clause 8.1; and
- 8.4** The IFA between the employer and the individual employee must also:
 - 8.4.1** be in writing, name the parties to the IFA and be signed by the employer and the individual employee and, if the employee is under eighteen (18) years of age, the employee's parent or guardian;
 - 8.4.2** state each term of the Agreement that the employer and the individual employee have agreed to vary;
 - 8.4.3** detail how the application of each term has been varied by agreement between the employer and the individual employee;
 - 8.4.4** detail how the IFA results in the individual employee being better off overall in relation to the individual employee's terms and conditions of employment; and
 - 8.4.5** state the date the agreement commences to operate.
- 8.5** The employer must give the individual employee a copy of the IFA and keep the IFA as a time and wages record within fourteen (14) days.
- 8.6** Except as provided in Clause 8.4.1 the IFA must not require the approval or consent of a person other than the employer and the individual employee.
- 8.7** An employer seeking to enter into an IFA must provide a written proposal to the employee. Where the employee's understanding of written English is limited the employer must take measures, including translation into an appropriate language, to ensure the employee understands the proposal.

8.8 The IFA may be terminated:-

8.8.1 by the employer or the individual employee giving no more than twenty - eight (28) days' notice of termination, in writing, to the other party and the IFA ceasing to operate at the end of the notice period; or

8.8.2 at any time, by written agreement between the employer and the individual employee.

9. DEFINITIONS

Accident pay means a weekly payment of an amount being the difference between the weekly amount of compensation paid to the employee pursuant to the relevant workers' compensation legislation and the pre injury average weekly earnings (**PIAWE**) and calculated by the workers compensation insurer, or where the incapacity is for a lesser period than one (1) week, the difference between the amount of compensation and the Agreement rate for that period.

All - purpose allowances are payable for all purposes of the Agreement and are part of the gross weekly ordinary all-purpose rates of pay and must be included as appropriate when calculating all payments including, but not limited to, payments for overtime, annual leave, sick and personal leave, annual leave loading, public holidays, shift penalties, weekend penalties and payments on termination. Specifically, the all-purpose allowances are Registration Allowance, Plumbing Trade Allowance the Irrigation Installers Allowance, Industry Allowance and Tool Allowance which have all been included in the ordinary rate.

For all purposes of the Agreement an **Apprentice** is an **employee** of the employer. All references to **employee** shall be considered to be a reference to an **apprentice**.

Bitumen work means handling hot bitumen or asphalt or dipping materials in creosote.

Centre for Employment shall mean either:-

- the employer's normal base establishment or workshop; and / or
- the G.P.O., or Principal Post Office of the cities of Ballarat, Bendigo, Geelong, or Melbourne if the employer's base establishment or workshop is within the defined radius from the said Post Office; and / or
- the local Post Office closest to the employer's establishment or workshop beyond the defined radius of the Post Offices listed above; and / or
- in the case of employees sent to a distant job the place at which such employees are domiciled with the approval of the employer, for that distant job.

The employer having selected one of the above as the centre will not change that centre without one (1) month's prior notice to each employee.

Note: An employer may have multiple Centre's of Employment at any time, but an employee can only have one (1) Centre of Employment at any time.

Code means any code of practice established by either the Commonwealth Government and / or the Victorian Government that is to be complied with by building contractors and building industry participants.

Commercial/Industrial Factory Warehouse Work means a single stand-alone factory or warehouse that has a total project value that is not more than: -

- \$7 million (excluding GST) (from the date that the Agreement is approved by the FWC); or
- \$7.5 million (excluding GST) (from the first pay period on or after 1 March 2021); or
- \$8.5 million (excluding GST) (from the first pay period on or after 1 March 2022); or
- \$10.0 million (excluding GST) (from the first pay period on or after 1 March 2023).

Commercial Residential Unit Industry means work performed on residential units / apartments with a height of at least three (3) living levels that is outside the City of Melbourne Boundaries prescribed in Appendix AD 11.14 – Allowances; that have a total project value that is not more than:-

- \$35 million (excluding GST) (from the date that the Agreement is approved by the FWC); or
- \$37.5 million (excluding GST) (from the first pay period on or after 1 March 2021); or
- \$40 million (excluding GST) (from the first pay period on or after 1 March 2022); or
- \$45 million (excluding GST) (from the first pay period on or after 1 March 2023).

Construction work means all work performed under this Agreement in connection with the erection, repair, renovation, maintenance, ornamentation or demolition of buildings or structures, including the prefabrication of work performed in plumbing workshops.

Consult means more than one party telling another party what it is that he or she is going to do. The word (or act) involves, at the very least, the giving of information by the employer, the response to that information by another other party (whether that party be the employees or the union) and the consideration by the employer of that response. The right to be consulted is a substantive right, it is not to be treated perfunctorily or as a mere formality. Inherent in the obligation to consult is the requirement to provide a genuine opportunity for the affected party to express a view about a proposed change in order to seek to persuade the decision maker to adopt a different course of action.

contractor means a person, company or business and includes labour hire companies and sub-contractors; and

Continuous service means a period of continuous employment regardless of an employee's absence from work for any of the following reasons:

- illness or accident up to a maximum of four (4) weeks after the expiration of paid personal leave.
- any paid leave entitlement taken (e.g. annual leave, jury service, public holiday, personal leave, long service leave, etc.).
- injury received during the course of employment and up to a maximum of fifty-two (52) weeks for which the employee received workers' compensation.
- any other absence from work except where the employer notifies the employee in writing that his/her service has been broken.
- for accrual of annual leave, see Clause 41 – Annual leave; or
- any other leave authorised by the employer or available under this Agreement.

Continuous shiftworker means an employee engaged to work in a system of continuous shifts throughout twenty-four (24) hours of each of at least six (6) consecutive days without interruption (except during breakdown or meal breaks or due to unavoidable causes beyond the control of the employer) who is regularly rostered to work those shifts.

Cottage / housing industry means the erection, repair, renovation, maintenance, ornamentation or demolition of a single occupancy dwelling and multiple occupancy residential units of not more than two (2) living levels in height.

Cutting tiles means cutting tiles by electric saw.

a **distant project** is one where the location of the on-site project work is such that because of its distance or because of the travelling facilities available to and from the location it is reasonably necessary for an employee to live and sleep at some place other than his/her usual place of residence.

Double time means the ordinary rate plus one hundred percent (100%).

Double time and a half means the ordinary rate plus one hundred and fifty percent (150%).

Dry area will mean a work area that has not become saturated by rain or where water will not drip on the employee(s).

Employee shall a person employed as a Registered Plumber, a Refrigeration Mechanic, a Plumber (Provisional Registration), an Unregistered Plumber, a Lagger, an Irrigation Installer, a Plumbers Labourer and an Apprentice Plumber

ESC means an employee separation certificate.

FW Act means the *Fair Work Act 2009*.

FWC means the *Fair Work Commission*

family and domestic violence means violent, threatening, or other abusive behaviour by a family member of an employee that seeks to coerce or control the employee and that causes them harm or to be fearful.

family member means:

- a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee (a reference to a spouse or de facto partner in the definition of family member includes a former spouse or de facto partner); or
- a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee (a reference to a spouse or de facto partner includes a former spouse or de facto partner); or
- a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

floor level means that stage of construction which in the completed building would constitute the walking surface of the particular floor level.

GTS / LHC means either a Group Training Scheme, or a labour hire company

Hospitals means either an employee when engaged in repairs, demolition and / or maintenance in any block or portion of a hospital used for the care or treatment of patients suffering from infections or contagious diseases or when an employee is working inside a morgue in which one (1) or more dead bodies are not in refrigeration.

Hot weather will mean temperatures of or above 35 degrees C.

The term **immediate family** includes:

- spouse (including a former spouse, a de facto partner and a former de facto partner);
- a de facto partner means a person who, although not legally married to the employee, lives with the employee in a relationship as a couple on a genuine domestic basis whether the employee and the person are of the same sex or different sexes);
- child or an adult child (including an adopted child, a step - child or an ex-nuptial child);
- parent;
- grandparent or grandchild; or
- sibling;

of the employee or spouse of the employee.

Inclement weather will mean the existence of rain or abnormal climatic conditions (whether they be those of hail, snow, cold, high wind, severe dust storm, extreme high temperature or the like or any combination thereof) by virtue of which it is either not reasonable or not safe for employees to continue working whilst the same prevail.

Industry allowance means an allowance to compensate for the following disabilities associated with construction work:

- climatic conditions when working in the open air on all types of work;
- the physical disadvantage of having to climb stairs or ladders;
- the disability of dust blowing in the wind, brick dust and drippings from newly - poured concrete;
- sloppy and muddy conditions associated with the initial stage of the erection of a building;
- the disability of working on all types of scaffolds or ladders other than a swing scaffold, suspended scaffold, or a boson's chair; and / or
- the lack of the usual amenities associated with factory work (e.g. meal rooms, change rooms, lockers etc.)

Insulation includes handling charcoal, pumice, granulated cork, silicate of cotton, insulwool, slag wool, limpet fibre, vermiculite or other recognise insulating materials of a like nature, associated with similar disability in its use. This will also apply where an employee is working in the immediate vicinity who is affected by the use of such materials.

irregular casual employee means an employee that has been engaged to perform work on an irregular, intermittent, occasional or discontinuous basis.

Irrigation installer means an employee employed or usually employed in executing any irrigation plumbing. Without limiting the generality of the foregoing such work will include the following:

- the installation of irrigation systems to distribute water or similar liquids from any source for such purposes as growth, leaching, cooling, misting, fogging, recycling, treating, disposal or water replenishment of the soil or other areas or substances used to sustain plant life.
- the installation of any pipes, fittings, pumps, tanks, valves, control valves, main valves or ferrules, pressure control devices, flow control devices, backflow prevention devices, filters, water meters, flow control systems, all types of hydraulic, electric and electronic extra low voltage control systems including relays, timers, flow switches, level controls and other ancillary controls up to thirty two (32) volts AC and DC including the associated wiring for such equipment and all other components required to form a complete system of irrigation.
- the installation of any irrigation drainage including any system of channels, pipes, pits, sub-soil agricultural pipes and the like, installed for such purposes as receiving and removing water, prevent water saturation of the soil or other medium, reducing salt and chemical build-up in the soil or other medium as a result of irrigation.
- associated excavation, levelling and trenching work including the operation of manual or mechanical equipment required.
- nothing in this definition authorises an irrigation installer to perform work which requires certification or registration unless that person holds such certification or registration pursuant to the appropriate State legislation or regulations.

Employees who are engaged as **irrigation installers** will be paid an allowance to compensate for the following classes of work whether or not such work is performed in any one (1) week:

- work in any confined space;
- work in wet places;
- dirty or offensive work;
- work in a place where fumes of sulphur or other acid or other offensive fumes are present; and / or
- disabilities associated with the wearing of protective equipment during the use of toxic substances.

Lagger means a person that insulates or clads ducts, pipes, valves or any other thing used in or in connection with the plumbing and air conditioning industry for the protection of thermal and or acoustics.

Leading hand means an employee who is given by the employer, or his/her agent, the responsibility of directing and/or supervising the work of other persons, or in the case of only one person, the specific responsibility of directing and/or supervising the work of that person.

Melbourne Metro Rail Project means the following works on the Melbourne Metro Tunnel Project – Tunnel and Stations Public Private Partnership contracted to the Cross Yarra Partnership Design and Construct Joint Venture: -

- design and construction of twin nine (9) kilometre rail tunnels from Kensington to South Yarra; and
- building five (5) new underground stations at Arden, Parkville, CBD South, CBD North and Domain.

a **multi-storey building** is a building which will, when complete, consist of five (5) or more storey levels.

OHS Act means the *Occupational Health and Safety Act 2004*.

Ordinary rate means either the relevant Hourly Rate specified in Appendix A – Wages, Fares Allowance and Travel Allowance or Appendix L – Commercial Residential Unit Industry and / or Commercial / Industrial Factory Warehouse Work.

Ordinary Time Earnings has the meaning given to that expression in the *Superannuation Guarantee (Administration) Act 1992 (SGAA)*, provided that, despite anything to the contrary in the SGAA, it includes: -

- the actual ordinary rate of pay.
- any payments by way of earnings that are over and above payments prescribed under this Agreement.
- any casual rates in respect of an employee's ordinary hours of work; and
- any allowance, loading or bonus payable to employees including tool allowance, industry allowance, trade allowances, shift loading, special rates, qualification allowances (e.g. first aid, laser safety officer, etc), multi-storey allowance, district/location allowance, piecework rates, underground allowance, productivity allowance, site allowances, asbestos eradication allowance, leading hand allowance, in charge of plant allowance, supervisory allowances and daily travel pattern allowance where applicable (fares allowances excluded).

Other work will mean working at the employee's particular function at another work location, portion of the project or another site.

PFS Award means the *Plumbing and Fire Sprinklers Award 2010*.

PIAWE means **pre – injury average weekly earnings**. PIAWE is based on ordinary earnings for the normal number of hours worked per week. Items that may be included in PIAWE are:-

- base rate of pay;
- overtime and shift allowances (which are based on timing of a shift);
- piece rates;
- commissions;
- the monetary value of certain non-pecuniary benefits; and
- the value of any part of an employee's salary that is directed to another party at the request of the employee (commonly referred to as a salary sacrifice).

Note 1:- Items such as incentive based payments or bonuses, loadings, monetary allowances and any other separately identifiable amount are excluded.

Note 2 Overtime or shift allowances may be included in the calculation of PIAWE for the first fifty two (52) weeks of weekly payments.

a **plant room** situated on the top of a building will constitute a further storey level if the plant room occupies twenty-five per cent (25%) of the total roof area or an area of one hundred (100) square metres whichever is the lesser.

Plumber – Provisional Registration means an employee employed by the employer who has satisfactorily completed a plumbing trades' apprenticeship but has not yet been registered with the VBA as a Plumber - Registered.

Plumbers' Labourer means a person primarily engaged to perform general labouring, unloading of materials and generally assisting a plumber, providing that any work done by a labourer is not covered by registration of any class of plumbing.

Plumbing Trade Allowance means the allowances paid to compensate for the following classes of work whether or not such work is performed in any one week:

- work requiring a swing scaffold, swing seat or rope, or on a ladder exceeding eight (8) metres in height;
- clearing stoppages in soil or waste pipes, or sewer drain pipes, also repairing and putting same in proper order;
- work in any confined space;
- work in wet places; and / or
- dirty or offensive work.

the **Plumbing Trade and Industry Payment (PTIP)** recognises the efficiencies and economies gained through the incorporation of allowances dealing with the following matters:- employees accepting responsibility to statutory authority; insulation; bitumen work; cutting tiles; hospitals; and service shafts. The PTIP payment was paid to employees in lieu of allowances for those matters. On 1 December 2004, the PTIP was incorporated into the hourly rate. Thereafter employees were not entitled to allowances for those matters.

RTO means a Registered Training Organisation.

Radii – the radius will be seventy - five (75) kilometres.

Redundancy means a situation where an employee ceases to be employed by the employer other than for reasons of misconduct or refusal of duty. Redundant has a corresponding meaning.

Refrigeration Mechanic means an employee who: -

- has satisfactorily completed a Certificate III in Refrigeration (or equivalent); and
- is eligible to be registered with the VBA; and undertakes *air – conditioning work* whilst engaged in construction work.

However, the Agreement does not cover a **Refrigeration Mechanic** who works full time in the service and maintenance operations of the employer.

Registered Plumber means an employee employed by the employer who has satisfactorily completed a plumbing trades' apprenticeship and is registered with the Victorian Building Authority (**VBA**) to carry out some, or all, of the main classes of plumbing and / or the specialist classes of plumbing in accordance with the regulatory system. The Registered Plumber also includes any employee employed as a gasfitter, a roof plumber, a lead burner, a ship plumber and a heating, air conditioning, refrigeration and / or a ventilation plumber.

Registration Allowances means the allowance payable to an employee who is referred in accordance with the relevant legislation, to compensate for the responsibilities imposed by holding and maintaining registration.

regular casual employee means an employee that has been engaged on a regular, systematic or continuous basis, rather than irregular, intermittent, occasional or discontinuous basis.

relevant employees means the employees who may be affected by a change referred to in Clause 10.1.

relevant workers' compensation legislation means the *Accident Compensation Act 1985* (Vic), as amended from time to time.

renovation work is work performed on existing multi-storey buildings, (as defined) and such work involves structural alterations which extend to more than two (2) storey levels in a building and at least part of the work to be performed is above the fourth (4th) floor storey level in accordance with the scale of payments appropriate for the highest floor level affected by such work.

SGA Act means the *Superannuation Guarantee (Administration) Act 1992* (C'th)

Service shafts work means where an employee is required to work in service shafts on installation work

Shiftworker means an employee who works ordinary hours during any shift finishing after 6.00 p.m. and at or before 7.00 a.m. A shiftworker will be entitled to payment of penalty rates in accordance with Clause 35 – Shift Work.

a **storey level** means structurally completed floor, walls, pillars or columns, and ceiling (not being false ceilings) of a building, and will include basement levels and mezzanine or similar levels (but excluding 'half floors' such as toilet blocks or storerooms located between floors).

Time and a half means the ordinary rate plus fifty percent (50%).

Transfer will mean transfer to another work location, portion of the project or another site.

Union means The Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia 128 V (CEPU).

Unsafe conditions will mean where an employee is prevented from working at the employee's particular function as a result of unsafe conditions caused by the inclement weather.

VBIDP means the Victorian Building Industry Disputes Panel.

PART 2 – CONSULTATION AND DISPUTE RESOLUTION

10 CONSULTATION

10.1 This Clause applies if the employer:-

10.1.1 has made a definite decision to introduce a *major change* to production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on the employees; or

10.1.2 Subject to Clause 31.2, proposes to introduce a change to the regular roster or ordinary hours of work of employees.

Major Change

10.2 For a major change referred to in Clause 10.1.1:

10.2.1 the employer must notify the relevant employees of the decision to introduce the major change; and

10.2.2 Clauses 10.3 to 10.9 apply.

10.3 The relevant employees may appoint a representative for the purposes of the procedures in this term.

10.4 If:-

10.4.1 a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and

10.4.2 the employee or employees advise the employer of the identity of the representative; the employer must recognise the representative.

10.5 As soon as practicable after making its decision, the employer must:

10.5.1 discuss with the relevant employees:

10.5.1(a) the introduction of the change; and

10.5.1(b) the effect the change is likely to have on the employees; and

10.5.1(c) measures the employer is taking to avert or mitigate the adverse effect of the change on the employees; and

- 10.5.2** for the purposes of the discussion—provide, in writing, to the relevant employees:-
- 10.5.2(a)** all relevant information about the change including the nature of the change proposed; and
 - 10.5.2(b)** information about the expected effects of the change on the employees; and
 - 10.5.2(c)** any other matters likely to affect the employees.
- 10.6** However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
- 10.7** The employer must give prompt and genuine consideration to matters raised about the major change by the relevant employees.
- 10.8** If a term in this agreement provides for a major change to production, program, organisation, structure or technology in relation to the employees of the employer, the requirements set out in Clause 10.2 and Clause 10.5 are taken not to apply.
- 10.9** In this Clause, a major change is *likely to have a significant effect on employees* if it results in:
- 10.9.1** the termination of the employment of employees; or
 - 10.9.2** major change to the composition, operation or size of the employer’s workforce or to the skills required of employees; or
 - 10.9.3** the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
 - 10.9.4** the alteration of hours of work; or
 - 10.9.5** the need to retrain employees; or
 - 10.9.6** the need to relocate employees to another workplace; or
 - 10.9.7** the restructuring of jobs.

Change to regular roster or ordinary hours of work

- 10.10.1** For a change referred to in Clause 10.1.2:
 - 10.10.2** the employer must notify the relevant employees of the proposed change; and
 - 10.10.3** Clauses 10.11 to 10.15 apply.
- 10.11** The relevant employees may appoint a representative for the purposes of the procedures in this term.

- 10.12** If:-
- 10.12.1** a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
- 10.12.2** the employee or employees advise the employer of the identity of the representative; the employer must recognise the representative.
- 10.13** As soon as practicable after proposing to introduce the change, the employer must:-
- 10.13.1** discuss with the relevant employees the introduction of the change; and
- 10.13.2** for the purposes of the discussion—provide to the relevant employees:-
- 10.13.2(a)** all relevant information about the change, including the nature of the change; and
- 10.13.2(b)** information about what the employer reasonably believes will be the effects of the change on the employees; and
- 10.13.2(c)** information about any other matters that the employer reasonably believes are likely to affect the employees; and
- 10.13.3** invite the relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).
- 10.14** However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
- 10.15** The employer must give prompt and genuine consideration to matters raised about the change by the relevant employees.
- 10.16** This clause is to be read in conjunction with Clause 31 - Hours of Work.

11. CONSULTATIVE MECHANISMS

- 11.1** Effective consultation is essential for continuous workplace reform and such consultation can take place at any time during the life of a project. Consultative Committees may be set up on larger projects for this purpose. The Consultative Committee will operate for the purpose of continually assessing the efficiency of working arrangements, monitoring the outcomes of this Agreement, coordinating training activities and sharing pertinent information.

12. SITE SAFETY CONSULTATIVE MECHANISMS

Safety Supervisor

- 12.1** On every job site, where the employer is the principal contractor it shall appoint a member of its staff to act as the Safety Supervisor. The Safety Supervisor shall be given the necessary authority to ensure that all safety laws, procedures or Codes of Practice are observed, and that the following Safety Agreement is applied.

- 12.2** The person appointed shall be experienced in the work being performed. Other duties may be assigned by the employer to a Safety Supervisor, provided that such duties shall not prevent him/her from exercising his/her duties as a Safety Supervisor.

Workplace Health and Safety Representatives

- 12.3** On every job site, Health and Safety Representative/s may be elected in accordance with the *Occupational Health and Safety Act 2004 (OHS Act)*.
- 12.4** A Health & Safety Representative will be allowed reasonable paid time during working hours to attend to job matters affecting employees he/she represents providing that the Representative informs their manager and agreement is reached. At all other times the Representative will perform productive work within his/her range of qualifications and competencies.

Duties of Safety Supervisor and Health & Safety Representative/s

- 12.5** The Safety Supervisor and the Health & Safety Representative/s elected under the OHS Act shall be responsible for carrying out regular safety inspections, investigating safety complaints, taking all steps to ensure that safe work practices are observed, and that safety laws, procedures or Codes of Practice are strictly observed.

Health and Safety Representative Representing Multiple Work Groups

- 12.6** If a health and safety representative represents' a designated work group of the employees of more than one (1) employer: -
- 12.6.1** the costs of the representative exercising powers under Part 7 – Representation of Employees of the OHS Act; and
- 12.6.2** the costs mentioned in Section 67(4)(b) of the OHS Act
- for which any of the employers are liable must be apportioned equally between each of the employers unless they agree otherwise. An agreement to apportion the costs in another way may be varied at any time by negotiation between each employer.

Safety Committee

- 12.7** A Health and Safety Committee may be established on a job.
- 12.8** Where a Health and Safety Committee is established on a job, it shall include the employers Safety Supervisor and the Health and Safety Representative / s.
- 12.9** The Health and Safety Committee may, by agreement, include additional employee representatives and employer representatives of significant sub - contractors.
- 12.10** The Health and Safety Committee shall meet as often as is necessary to provide an overview of safety on the job and assist in the promotion of a safe working environment on the job site. The Safety Committee shall minute the meetings and determine an action plan for the rectification of unsafe items.

13. PROCEDURE FOR DEALING WITH SAFETY ISSUES OR INCIDENTS

This procedure shall be followed in good faith and without unreasonable delay. If an issue is not settled by observance of this procedure, or if the procedure is disregarded by either party, the matter will be dealt with in accordance with Clause 14 – Disputes Resolution procedure of this Agreement. Nothing in this Agreement shall take precedence over the OHS Act.

Parties to the resolution of issues

- 13.1** The employer must nominate management representatives who are responsible for dealing with specified health and safety issues, and must, so far as is practicable: -
- 13.1.1** notify the employees of the nominations in the manner that is, and in the languages that are, appropriate; and
- 13.1.2** notify in writing the health and safety committee of the nominations.
- 13.2** At any stage in the resolution of an issue, any party may call in the employee / employer representative or advisor to assist the parties to resolve the issue. If the person invited to assist the parties is a building association official that building association official must personally hold a valid right of entry permit under the FW Act to enter premises where construction work is performed.

Procedure for reporting issues

- 13.3** If an employee wishes to raise a health and safety issue in a workplace, that employee must report it to the health and safety representative or the employer's supervisor.
- 13.4** If the health and safety representative is not able to be contacted, an employee wishing to raise a health and safety issue in a workplace, must report it to the employer's safety supervisor or another employer representative.
- 13.5** An employee may take all steps that are necessary, including leaving the employee's part of the workplace, to report an issue.
- 13.6** If the employer identifies a health and safety issue it may report it to the health and safety representative.

Procedure for resolving issues

- 13.7** As soon as possible after an issue has been reported, the employer's safety supervisor or another management representative and the health and safety representative must meet and try to resolve the issue.

- 13.8** The resolution of the relevant issue must take into account any of the following factors that may be relevant:
- 13.8.1** whether the hazard or risk can be isolated;
 - 13.8.2** the number and location of employees affected by it;
 - 13.8.3** whether appropriate temporary measures are possible or desirable;
 - 13.8.4** whether environmental monitoring is desirable;
 - 13.8.5** the time that may elapse before the hazard or risk is permanently corrected;
 - 13.8.6** who is responsible for performing and overseeing the removal of the hazard or risk.
- 13.9** If any party involved in the resolution of the issue requests, the details of the issue and all matters relating to its resolution must be set out in writing by the employer to the satisfaction of all parties.
- 13.10** As soon possible after the resolution of an issue, details of the agreement must be brought to the attention of affected employees in an appropriate manner.

Direction to cease work

- 13.11** If:-
- 13.11.1** an issue concerning health or safety arises at a workplace or from the conduct of the undertaking of an employer; and
 - 13.11.2** the issue concerns work which involves an immediate threat to the health or safety of any person; and
 - 13.11.3** given the nature of the threat and degree of risk, it is not appropriate to adopt the processes set out in Clause 13.3 of this Agreement;
- the employer or the health and safety representative for the designated work group in relation to which the issue has arisen may, after consultation between them, direct that the work is to cease.
- 13.12** During any period for which work has ceased in accordance with such a direction, the employer may assign any employees whose work is affected to suitable alternative work.

Inspector may be requested to attend workplace

- 13.15** If an issue is not resolved under Clause 13.3 of this Agreement, within a reasonable time, or an issue is the subject of a direction under Clause 13.11 of this Agreement that work is to cease, any of the parties attempting to resolve the issue may ask the relevant health and safety authority to arrange for an inspector to attend at the workplace as soon as practicable to enquire into the issue.

- 13.16** If: -
- 13.16.1** the inspector issues a prohibition notice; or
- 13.16.2** otherwise determines that there was reasonable cause for employees to be concerned for their health or safety,
- an employee who, as a result of the issue arising, does not work for any period pending its resolution but would otherwise be entitled to be paid for that period continues to be entitled to be paid for that period if relocation is not available.
- 13.17** **Rectification of safety hazard**
- Where, because of the existence of a safety hazard, a site has been stopped for a defined period of time and employees sent off site by agreement between Site Managers and any combination of Employee Representative/s, Health and Safety Committee, those people who remain on site to do rectification work will be paid at the rate of double time for all such work.
- 13.18** This would not be applicable on normal housekeeping work or where a section of the site has been declared unsafe and normal rectification occurs whilst the remainder of the site carries on working. It is agreed that any 'housekeeping' work performed on projects is to be paid at single time rate.

14. DISPUTES RESOLUTION PROCEDURE

This Agreement recognises the union as a legitimate representative of the employees covered by this Agreement. However, employees are free to be represented or not represented by industrial associations.

To ensure compliance with the Code, the Victorian Building Industry Disputes Panel (VBIDP) and / or the FWC must ensure that any decision, or any other binding outcome, made by either the VBIDP and / or the FWC is consistent with the Code.

- 14.1** A major objective of this Agreement is to eliminate lost time and/or production arising out of disputes or grievances. The parties to this Agreement are committed to complying with the terms of this procedure.

Disputes relating to any of the following must be dealt with according to the procedure in this clause:

- any matter arising under this Agreement;
- the NES, including subsections 65(5) and 76(4); and

any matter pertaining to the relationship between the employer and the employees.

Provided that nothing in this clause prevents a party to the dispute from applying to a court for orders in relation to contraventions of civil remedy or penalty provisions.

Procedure

Disputes will be dealt with according to the following procedure.

Step 1—Workplace level

- In the first instance, the parties to the dispute will take genuine steps to try and resolve the dispute at the workplace level.

Step 2—Dispute resolution including arbitration by the VBIDP

- If the dispute remains unresolved after Step 1, a party to the dispute (or its representative) may refer the dispute to the VBIDP. If a party to the dispute refers the dispute to the VBIDP, all parties irrevocably consent to the VBIDP dealing with the dispute, including by arbitration.
- The VBIDP may deal with the dispute by conciliation, arbitration, otherwise as it sees fit, or by any combination of methods, provided that it acts in accordance with its Charter, and must not make any decision or impose any other binding outcome that is inconsistent with the Code, or which requires a party to the dispute to do something that is prohibited by any applicable legislation.
- If the VBIDP deals with the dispute by arbitration and makes an arbitral award (**Decision**):
 - any party to the dispute (or its representative) may, within twenty one (21) days after the date of the Decision, have the Decision reviewed by the FWC, in which case Step 3 below applies;
 - if no party refers the Decision for review within the period stated above, that Decision will be final and binding on the parties to the dispute.

Step 3—Referral to the FWC

- If a party to the dispute refers the Decision for review to the FWC, all parties to the dispute irrevocably consent to the FWC dealing with the dispute, including by arbitration.
- A review by the FWC is not a hearing afresh (not a hearing de novo); it is a review by way of rehearing. This means that the FWC must identify whether the VBIDP has made an error of law, a material error of fact or a decision which is legally unreasonable or unjust (inferred error). It is acknowledged that the FWC has the discretion to admit new evidence as required.
- The FWC may deal with the dispute by conciliation, arbitration, or by the exercise of any of its other powers under the FW Act, or by any combination of methods.

- If the FWC deals with the dispute by arbitration:
 - by a single member of the FWC and makes an arbitral award (**FWC Decision**):
 - any party to the dispute (or its representative) may, within twenty one (21) days after the date of the FWC Decision, appeal to a Full Bench of the FWC;
 - if no party appeals from the FWC Decision within the period stated in above, that FWC Decision will be final and binding on the parties to the dispute.
 - by a Full Bench of the FWC and makes a decision, the decision will be final and binding on the parties to the dispute.

Steps available in the event of non-compliance by a party

- If any party to the dispute fails or refuses to comply with or participate in Step 1 of this clause, any other non-breaching party to the dispute (or its representative) may, in its absolute discretion:-
 - refer the dispute to the VBIDP, which will deal with the dispute in accordance with Step 2 above noting that the non-breaching party may request the VBIDP at this stage to refer the dispute directly to the FWC to deal with the dispute by conciliation, arbitration, by the exercise of any of its powers under the FW Act, or by any combination of methods.
- If any party to the dispute fails or refuses to comply with or participate in Step 2 of this clause, any other non-breaching party to the dispute (or its representative) may, in its absolute discretion:
 - refer the dispute to the FWC to deal with the dispute by conciliation, arbitration, or by the exercise of any of its other powers under the FW Act, or by any combination of methods; or
 - continue to pursue Step 2 above, including by seeking that the VBIDP make a Decision despite any non-compliance or non-participation of any other party.

Directions and requests of the VBIDP

- The VBIDP may inform itself in relation to any dispute in such manner as it considers appropriate in accordance with its Charter. Including but not limited to:
 - Requesting oral or written submissions;
 - Requesting relevant documents, records, or other relevant information; or
 - Conducting a conference or holding a hearing.

A party to the dispute will comply with any request of the VBIDP made under this clause, unless the party has a reasonable excuse.

Enforcement - Finality of a Decision

- Subject only to the rights of review / appeal expressly provided for in this clause, a Decision or an FWC Decision is final and binding and may be immediately enforced.

Enforcement of a Decision

- All parties to a dispute must comply with, and give effect to, any Decision or FWC Decision.
- A party to a dispute that fails to comply with, or give effect to, a Decision or FWC Decision, contravenes this clause.
-
- The parties agree that:
 - any Decision or FWC Decision may be enforced by an action seeking appropriate remedies (including, but not limited to, payment of a debt, damages, or specific performance) in any court of competent jurisdiction; and
 - interest will accrue on any sum payable under a Decision at the rate prescribed from time to time in respect of pre-judgment interest under the Rules of the Federal Court of Australia.

Status quo

- While the dispute is being dealt with in accordance with the procedure in this clause:
 - the parties will maintain the status quo existing immediately prior to the subject matter of the dispute arising. Neither party will engage in any industrial stoppages, bans and or limitations. Work shall continue in accordance with the status quo unless an employee has a reasonable concern about an imminent risk to their health or safety; however
 - the employer may direct an employee to perform other available work at the same workplace, or at another workplace, on the same terms and conditions of employment, if it is reasonable to do so to protect the health, safety or welfare of employees.
- For the avoidance of doubt, “**Maintain the status quo**” means that the action giving rise to the dispute will be withdrawn, and the situation immediately prior to the action giving rise to the dispute will apply until the dispute is resolved.

Employee participation and representation

- Employees are entitled to a representative of their choice, including a Union representative, for the purposes of this clause.
- Employees to whom a dispute directly relates and who are necessarily required to participate in the procedure provided for in this clause are entitled to do so without loss of pay.
- Employees who are required to attend as a witness in an arbitration are entitled to do so without loss of pay.
- In the event that the parties to the dispute fail to agree on the identity or number of persons who qualify under this clause, the question will be determined by the VBIDP or the FWC (whichever is then dealing with the dispute) as part of the dispute.

PART 3 - TYPES OF EMPLOYMENT AND TERMINATION OF EMPLOYMENT

15. GENERAL

- 15.1** A tradesperson or a labourer shall be engaged as a daily hire employee or a casual. An apprentice shall be engaged as a weekly hire employee.
- 15.2** At the time of engagement the employer will inform each employee of the terms of their engagement, in particular whether they are to be daily hire or a casual employee.

16. EMPLOYEES ON DAILY HIRE

- 16.1** The following provisions will apply to daily hire employees:
- 16.1.1** One (1) days' notice of termination of employment will be given by either party or one (1) day's pay must be paid or forfeited.
- 16.1.2** Notice given at or before the usual starting time of any ordinary working day will expire at the completion of that day's work.
- 16.1.3** A tradesperson will be allowed one (1) hour prior to termination to gather, clean, sharpen, pack and transport tools; and
- 16.1.4** Nothing in this Clause will affect the right of an employer to dismiss an employee without notice for misconduct or refusing duty.
- 16.2.1** An employee on Daily Hire may be employed on either a full time or part time basis.
- 16.2.2** Clause 16.3 permits an eligible Employee to request to work part - time under a Flexible Working Arrangement.
- 16.3 Flexible Working Arrangement**
- 16.3.1** The Parties recognise the importance of flexible working arrangements and the right of employees to make requests under Section 65 of the FW Act for flexible working arrangements. An employee may request a flexible working arrangement if any of the following circumstances apply to the employee:-
- 16.3.1(a)** the employee is the parent, or has responsibility for the care, of a child who is of school age or younger;
- 16.3.1(b)** the employee is a carer (within the meaning of the *Carer Recognition Act 2010*);
- 16.3.3(c)** the employee has a disability;
- 16.3.3(d)** the employee is fifty five (55) years of age or older;
- 16.3.3(e)** the employee is experiencing violence from a member of the employee's family;

16.3.3(f) the employee provides care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because the member is experiencing violence from the member's family.

16.3.2 An employee as described in Clause 16.3.1, for example, may request not to work any overtime.

16.3.3 For the avoidance of doubt, the Agreement permits an employee as described in Clause 16.3.1 to request to work less than thirty six (36) ordinary hours per week and accrue applicable entitlements including contributions for superannuation under Clause 24 – Superannuation and contributions to the appropriate Incolink fund for redundancy under Clause 22 – Redundancy on a pro rata basis.

16.3.4 The employer and the employee must agree on the part - time ordinary hours of work, provided that the ordinary hours of work for any part - time employee will be a maximum of eight (8) hours per day, Monday to Friday. The ordinary hours of work will be as agreed between the employer and the part - time employee, provided that such hours must be less than thirty six (36) hours per week averaged over a two week (2) period. Any additional hours may be worked from time to time by agreement only.

16.3.5 The RDO system prescribed by Clause 35 will only apply to a part - time employee on a pro rata basis. This means 0.8 of an hour for each eight (8) hours ordinary hours worked will accrue towards an RDO.

16.4 The entitlements provided in:-

16.4.1 Clause 25 – Insurance, and

16.4.2 Clause 26 – Insurance – Minimum Cover / Minimum Benefits; and

16.4.3 Clause 27 – Insurance – Employer Liability; and

16.4.4 Clause 46 – Industry Training; and

16.4.5 Clause 56 – Bill Payer Insurance; and

16.4.6 Clause 57 – Employer and Family Welfare Support

shall be paid in accordance with either the Trust Deed and / or the Insurance Policy.

16.5 This Clause will not apply to employees engaged as an Apprentice.

17. CASUAL EMPLOYEES

The employer will not engage an employee as a casual employee merely to avoid an obligation under this Agreement

17.1 The employer may engage an employee as an irregular casual employee or as a regular casual employee.

- 17.1.1** In addition to the appropriate hourly rate paid for the type of work performed: -
- 17.1.1(a)** an irregular casual employee will be paid an additional twenty – five percent (25%) of the applicable hourly rate; and
- 17.1.1(b)** a regular casual employee will be paid an additional twenty – five percent (25%) of the applicable hourly rate for the first four (4) weeks of their employment and after four (4) weeks employment the regular casual employee will be paid forty per cent (40%) of the applicable hourly rate.
- 17.2** The casual loading prescribed in Clauses 17.1.1(a) and 17.1.1(b) will be paid:-
- 17.2.1** to an irregular casual employee in lieu of paid leave (annual leave, personal / carer’s leave) and notice on termination; and
- 17.2.2** to a regular casual employee in lieu of paid personal / carer’s leave and notice of termination.
- 17.3** The employer shall pay an irregular casual employee or a regular casual employee a minimum of three (3) hours for each engagement.
- 17.4** **Casual Conversion**
- 17.4.1** A regular casual employee who has been engaged for a period of six (6) months or more will be entitled to elect to convert to daily hire employment.
- 17.4.2** Where a regular casual employee elects to convert their employment to daily hire in accordance with Clause 17.4.1, conversion to daily hire will be offered as either full-time employment (i.e. a full time daily hire employee is engaged and paid for thirty-six (36) hours per week) or part – time (on the basis of the hours the regular casual employee regularly worked).
- 17.4.3** A regular casual employee who has the right to elect to convert their employment in accordance with Clause 17.4.1 will give four (4) weeks’ notice in writing to the employer.
- 17.4.4** Where the employer receives notice of the right to elect in accordance with Clause 17.4.1, the employer must:-
- 17.4.4(a)** respond to the employee’s notice within four (4) weeks of receiving the notice;
- 17.4.4(b)** notify the employee in writing stating whether the conversion has been accepted or refused; and
- 17.4.4(c)** not unreasonably so refuse conversion to daily hire.
- 18. EMPLOYER AND EMPLOYEE DUTIES**
- 18.1** The employer may direct an employee to carry out such duties as are within the limits of the employee’s skill, competence and training consistent with the classification structure of this Agreement provided that such duties are not designed to promote de - skilling.

18.2 It is understood that during periods of peak load it is a common practice for an employer to source plumbers from other plumbing employers for the purpose of supplementing their own labour force.

19. APPRENTICES

General

19.1.1 Apprentices will be engaged as a full - time weekly hire apprentice for a period of four (4) years, or for the remainder of their apprenticeship.

19.1.2 Subject to Clause 19.1.4, apprentices will be entitled to all terms / conditions of employment, wages and allowances as prescribed in this Agreement.

19.1.3 In determining the wages to be paid to an apprentice, any credit applicable to the term of the apprenticeship will be counted as part of the term of the apprenticeship already completed.

19.1.4 The following clauses shall have no application or operation to an apprentice:-

- Clause 21 – Termination of Employment; and
- Clause 22 – Redundancy; and
- Clause 32 – Presenting for Work but not Required.

19.2 Except where it is inconsistent with this clause, the provisions of the *Education and Training Reform Act 2006* (Vic) will apply to Apprentices.

Training Contract

19.3.1 An apprentice shall be party to an Apprenticeship / Traineeship Training Contract (**Training Contract**).

19.3.2 The Training Contract forms a legally binding agreement between the employer and an apprentice for the training of the apprentice.

19.3.3 The Training Contract establishes obligations on the employer and the apprentice.

19.3.4 The employer will provide training and / or provide access to training consistent with the contract or training agreement and without loss of pay.

Suspension / Cancellation of Training Contract

19.4.1 The Training Contract may be cancelled or suspended in accordance with the requirements of the Training Contract.

19.4.2 Where the Training Contract is temporarily suspended, the apprentice will be immediately placed on leave without pay.

19.4.3 In addition, where the Training Contract is temporarily suspended, the apprentice will not progress to the next Year Level of their apprenticeship while on suspension.

Disputes

19.5.1 Any question or difference arising between the employer and an apprentice about:-

19.5.1(a) the Training Contract, or anything contained in the Training Contract; or

19.5.1(b) the construction or operation of the Training Contract; or

19.5.1(c) the rights, duties and liabilities of the employer or apprentice under the Training Contract;

shall be referred by either the employer or the apprentice to the Victorian Registration & Qualifications Authority (**VRQA**).

19.5.2 If a matter is referred to the VRQA under Clause 19.5.1, the VRQA may:-

19.5.2(a) cancel, suspend or vary the Training Contract; or

19.5.2(b) order the employer and the apprentice to the Training Contract to perform all or specified obligations or duties under or related to the Training Contract; or

19.5.2(c) make any consequential orders that the VRQA thinks fit; or

19.5.2(d) make any other order the VRQA thinks fit.

Training Plan

19.6.1 An apprentice shall be a party to an individual Training Plan.

19.6.2 The Training Plan sets out the training that the apprentice will do both on – the – job and off – the – job. The Training Plan also sets out how the Registered Training Organisation (**RTO**) will ensure the apprentice will receive quality training – both on – the – job and off – the – job.

19.6.3 The Training Plan reflects the choices made by the employer and the apprentice in relation to:-

- the RTO that will train the apprentice;
- which competency standards will be covered and in what order;
- when, where and how training is provided;
- which trainer / facilitator provides the training;
- who assesses the apprentice; and
- how the training is evaluated.

Redundancy Protection Scheme

19.7.1 The employer shall enrol all apprentices in a Redundancy Protection Scheme.

19.7.2 The Incolink Redundancy Protection Scheme or a similar scheme providing equivalent benefits or better benefits shall be taken as agreed to by the majority of apprentices and the employer for the purpose of this Clause.

19.7.3 From 1 October 2020, the employer will contribute \$2.00 per week per apprentice for the Redundancy Protection Scheme to apprentices. The \$2.00 per week costs is part of the Additional Benefits payment required under Clause 4.4.

19.7.4 This contribution rate provided in Clause 19.7.3 will increase in the following manner:-

Date	Amount
1 October 2021	\$3.00
1 October 2022	\$4.00
1 October 2023	\$5.00

19.7.5 The contribution rate increases form part of Clause 4 of the Agreement and are detailed in Clause 55 of the Agreement including the \$1.00 amount removed from Employee Redundancy Payments.

RTO Training

19.8.1 The employer will release the apprentice to attend a Registered Training Organisation (**RTO**) during ordinary hours of work for the purposes of undertaking the off – the – job component of the apprenticeship without loss of pay (including fares and travel time allowances)..

19.8.2 Apprentices will be paid all wages and allowances as specified by this Agreement for time spent attending at an RTO in the course of their apprenticeship. All time spent attending the RTO in the course of the apprenticeship will count as time served for all purposes of the Agreement.

19.8.3 If an apprentice is required to attend an RTO on the day of an RDO or on picnic day, the apprentice will be entitled to a substitute day to be taken at a time agreed to by the employer and the apprentice. Overtime rates will not apply.

Reimbursement of TAFE / Tuition Fees (including Textbooks)

19.9.1 Apprentices attending an RTO will be reimbursed tuition fees (including textbooks) and materials fee paid by the apprentice in respect of their training at the end of each year.

19.9.2 The employer will not reimburse an apprentice for fees incurred prior to their appointment with the employer. If an apprentice joins the employer for a part of a year, the employer will reimburse the apprentice their fees on a pro rata basis.

19.9.3 Reimbursement (in accordance with Clause 19.9.1) will be subject to presentation of evidence:-

19.9.3(a) supporting the satisfactory completion of such training; and

19.9.3(b) evidence of payment (including the applicable invoice/s and the applicable receipt/s).

Note:- The receipt shall be in the form of an itemised account that details how the payment was made up.

- 19.9.4** Where an apprentice termination occurs by mutual agreement or redundancy, the apprentices shall be entitled to a reimbursement for tuition fees and materials fee for all schooling that has been successfully completed up to the termination date.
- 19.9.5** Reimbursement (in accordance with Clause 19.9.1, will not “double dip” any government subsidy, reimbursement payment by another employer, or similar payments to which the apprentice may be entitled. This does not include any government allowance(s) for tools or equipment.

Termination of Employment by the Employer - Notice specifying day of termination

- 19.9.6** An employer must not terminate an apprentice’s employment unless the employer has given the apprentice written notice of the day of the termination (which cannot be before the day the notice is given) by:-
- 19.9.6(a)** delivering it personally; or
- 19.9.6(b)** leaving it at the apprentice’s last known address; or
- 19.9.6(c)** sending it by pre-paid post to the apprentice’s last known address.

Note:- In accordance with Schedule 4 – State Training and Employment Provisions of the *Education and Training Reform Act 2006* (Act No 24/2006) (Vic) the written notice of termination must also be forwarded to the Victorian Skills Commission within five (5) working days after the termination.

Termination of Employment by the Employer - Amount of notice or payment in lieu of notice

- 19.10.** The employer must not terminate the apprentice’s employment unless:-
- 19.10.1** the time between giving the notice and the day of the termination is at least the period (the ***minimum period of notice***) worked out under Clause 19.10.3; or
- 19.10.2** the employer has paid to the apprentice (or to another person on the apprentice’s behalf) payment in lieu of notice of at least the amount the employer would have been liable to pay to the apprentice (or to another person on the apprentice’s behalf) at the full rate of pay for the hours the apprentice would have worked had the employment continued until the end of the minimum period of notice.
- 19.10.3** Work out the minimum period of notice as follows:
- 19.10.3(a)** first, work out the period using the following table:-

Apprentice’s period of continuous service with the employer at the end of the day the notice is given	Period of Notice
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

- 19.10.3(b)** then increase the period by one (1) week if the apprentice is over forty -five (45) years old and has completed at least two (2) years of continuous service with the employer at the end of the day the notice is given.

Notice of termination by an apprentice

- 19.10.4** The notice of termination required to be given by an apprentice is the same as that required of the employer, except that there is no requirement on the apprentice to give additional notice based on the age of the apprentice concerned.
- 19.10.5** If an apprentice fails to give the required notice the employer may withhold from any wages due to the apprentice under the Agreement an amount that is no more than one (1) week's wages for the apprentice. Any deduction made under this clause must not be unreasonable in the circumstances.

Job search entitlement

- 19.11.1** Where the employer has given notice of termination to an apprentice, an apprentice must be allowed up to one (1) days' time off without loss of pay for the purpose of seeking other employment.
- 19.11.2** The time off is to be taken at times that are convenient to the apprentice after consultation with the employer.

Redundancy

The provisions of this Clause do not apply when the apprentice completes the approved training contract and cannot be placed into employment with the employer.

Entitlement to redundancy pay

- 19.12** An apprentice is entitled to be paid redundancy pay by the employer if the apprentice's employment is terminated, prior to the completion of the apprentice's training contract and such termination:-
- 19.12.2** is at the employer's initiative, because the employer no longer requires the job done by the apprentice to be done by anyone, except where this is due to the ordinary and customary turnover of labour; or
- 19.12.3** because of the insolvency, or bankruptcy, of the employer.

Redundancy - Amount of redundancy pay

- 19.12.4** Subject to Clause 19.12.5, the amount of redundancy pay equals the total amount payable to the apprentice for the redundancy pay period worked out using the following table at the apprentice's rate of pay prescribed in Appendix A – and Appendix L for his / her ordinary hours of work:-

Redundancy pay period		
	Apprentice's period of continuous service with the employer on termination	Redundancy pay period
1	At least 1 year but less than 2 years	4 weeks
2	At least 2 years but less than 3 years	6 weeks
3	At least 3 years but less than 4 years	7 weeks
4	At least 4 years but less than 5 years	8 weeks
5	At least 5 years but less than 6 years	10 weeks
6	At least 6 years but less than 7 years	11 weeks
7	At least 7 years but less than 8 years	13 weeks
8	At least 8 years but less than 9 years	14 weeks
9	At least 9 years but less than 10 years	16 weeks
10	At least 10 years	12 weeks

Offsetting of redundancy pay

- 19.12.5(a)** The amount of redundancy pay payable by the employer under Clause 19.12.4 **shall be offset** by the amount of redundancy pay payable to an apprentice through the Incolink Redundancy Protection Scheme.
- 19.12.5(b)** The provisions of Clause 19.12.5(a) **shall apply** whether the apprentice claims the amount of redundancy pay payable to that apprentice through the Incolink Redundancy Protection Scheme or not.

Variation of redundancy pay for other employment or incapacity to pay

- 19.13.1** This Clause applies if an apprentice is entitled to be paid an amount of redundancy pay by the employer because of Clause 19.12 and the employer:-
- 19.13.1(a)** obtains other acceptable employment for the apprentice; or
- 19.13.3(b)** cannot pay the amount.
- 19.13.2** On application by the employer, the FWC may determine that the amount of redundancy pay is reduced to a specified amount (which may be nil) that the FWC considers appropriate. The amount of redundancy pay to which the apprentice is entitled is the reduced amount specified in the FWC Determination.

Exclusions from obligation to pay redundancy pay

19.14.1 Clause 19.12 does not apply to the termination of an apprentice's employment if, immediately before the time of the termination, or at the time when the person was given notice of the termination as described in Clause 19.10 (whichever happened first):

19.14.1(a) the apprentice's period of continuous service with the employer is less than twelve (12) months; or

19.14.1(b) the employer is a small business employer.

Apprentice leaving during notice period

19.15.1 An apprentice whose employment is to be terminated in accordance with this Clause 19.12 may terminate their employment during the period of notice and if this occurs, will be entitled to the provisions of this clause as if the apprentice remains with the employer until expiry of such notice. Provided that, in such circumstances, the apprentice will not be entitled to payment instead of notice.

19.15.2 The employer will make reasonable attempts to identify an alternative employer with whom the Apprentice will complete the period of the indenture or contract of training.

19.15.3 Where the employer identifies a suitable, alternative employer in accordance with Clause 19.15.2, the employer will have no obligations with respect to Clause 19.12.

19.15.4 Clauses 19.12, 19.13, 19.14 and 19.15 will not apply where the Apprentice is terminated for reason of misconduct or insufficient/unsatisfactory performance

Adult Apprentice -

19.16.1 Where an apprentice was employed by the employer in a classification covered by the Agreement immediately prior to becoming an adult apprentice with the employer, such apprentice will not suffer a reduction in the rate of pay by virtue of entering into a Training Contract under Clause 19.3.

19.16.2 For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay (inclusive of the fares allowance and travel allowance [if applicable]) that is, from time to time, applicable to the classification in which the adult apprentice was engaged immediately prior to entering into the Training Contract specified in Clause 19.3, unless the applicable rate of pay payable to that apprentice under Appendix A or Appendix L is higher.

20 SHAM CONTRACTING

Whilst the employer may engage labour hire for a variety of reasons, the employer acknowledges that it is not its intention to use supplementary labour to undermine the employment security and terms and conditions of employment under the Agreement.

20.1 The employer recognises that in certain circumstances the use of contractors and labour hire may affect the job security of employees covered by this Agreement.

- 20.2** Where the employer makes a definite decision to engage contractors to perform work the employer must first consult in good faith with potentially affected employees, in accordance with Clause 10 - Consultation.
- 20.3** The employer agrees to consult with potentially affected employees as soon as practicable and not less than fourteen (14) days before the commencement of the work by the contractors. If for any reason this does not occur, or if the employer has less than fourteen (14) days' notice of the need to commence the work, consultation will occur as soon as practicable - and in any case not more than fourteen (14) days after the contractors commence work.
- 20.4** All subcontract firms would be engaged according to the following terms:-
- 20.4.1** the subcontract firm will have its own safe work method statements and OHS Plans; and
- 20.4.2** the subcontract firm will have all appropriate licences and hold current public liability and worker's compensation insurances; and
- 20.4.3** builders will be notified that the subcontract firm has been engaged and all employees of the subcontract firm will be inducted under their company name; and
- 20.4.4** all employees employed by the subcontract firm will hold all appropriate registrations and or licences to carry out work they are performing; and
- 20.4.6** all employees of the subcontract firm will obey by all Site requirements.
- 20.5** In the event of a dispute about whether consultation has occurred under this clause, the matter will be dealt with in accordance with Clause 14 - Disputes Resolution Procedure.
- 20.6** The employer will not contravene the sham contracting provisions in Part 3-1, Division 6 of the FW Act.
- What is the difference between an employee and a sub - contractor / independent contractor?**
- 20.7** The following information is provided as a tool to all persons / organisations covered by the Agreement.
- 20.8** The information provided in Clause 20.9 and 20.10 was correct at the time that the Agreement was approved by the FWC.

- 20.9** There are a number of factors that assist in determining the difference between an employee and an independent contractor. The following indicators may assist in determining the difference between an employee and an independent contractor:-

Indicator	Employee	Independent contractor
Degree of control over how work is performed	Performs work, under the direction of their employer, on an ongoing basis	Has a high level of control in how the work is done
Hours of work	Generally works standard / set hours	Generally decides what hours to work to complete the specific task
Risk	Bears no financial risk (this is the responsibility of the employer)	Bears the risk for making a profit / loss on each job / task. Generally bears responsibility for their own work. Generally will have their own insurance policy / ies
Superannuation	Employer's responsibility to pay	Generally pays their own superannuation. Note:- There are some situations in which an independent contractor is entitled to be paid superannuation contributions.
Tools and equipment	Tools and equipment are generally provided by the employer, or a tool allowance is provided	Uses their own tools and equipment
Tax	Has income tax deducted by their employer	Pays their own tax and GST to the ATO
Method of payment	Paid regularly – weekly	Has obtained an ABN and submits an invoice for work completed or is paid at the end of the specific task
Leave	Entitled to receive paid leave (annual leave; personal / carers leave; etc)	Does not receive paid leave

- 20.10** In addition, the ATO has put together an Employee / Contractor Decision Tool. This can be accessed through the ATO Website:-

<https://www.ato.gov.au/Calculators-and-tools/Employee-or-contractor/>

21. TERMINATION OF EMPLOYMENT

This clause does not apply to an Apprentice

- 21.1** One (1) days' notice of termination of employment will be given on either side or one (1) days' pay will be paid or forfeited.

- 21.2** The notice period provided in this Clause will not apply where an employee is dismissed on grounds which justify termination without notice i.e. wilful misconduct or refusal of duty.
- 21.3** It is the employer's prerogative to determine the order or selection of employee/s for termination or redundancy subject always to the following:
- 21.3.1** all relevant legislation will be observed;
- 21.3.2** the ability of employees - within classifications, experience or skills held - be considered by the employer in selecting employees for redundancy;
- 21.3.3** the dispute settlement procedures set out in Clause 14 – Disputes Resolution Procedure of this Agreement, will apply in the event of any concerns regarding redundancy.
- 21.4** A tradesperson will be allowed one (1) hour prior to termination to gather, clean, sharpen, pack and transport his/her tools.

Employee to be paid entitlements

- 21.5** Subject to Clause 21.6, on termination of employment by the employer in accordance with this clause, the employee will receive all entitlements under this Agreement that are owing to the employee on the last day of employment. Where the employer fails to make available all Agreement entitlements, along with an employee separation certificate (**ESC**), paid employment will continue until such time all such entitlements and the ESC are forwarded to the employee.
- 21.6** Where the employee has resigned their employment and has requested an ESC, the Employer shall provide the ESC and all entitlements owing within the next three (3) business days.

Portable sick leave on termination

- 21.7** Employees, employer representatives and the employer support the industry portable sick leave scheme which ensures sick leave credits, up to a potential maximum of one hundred (100) days, are not lost on termination. As part of termination the employer will inform Incolink of any unused sick leave credits within seven (7) days of termination.

22. REDUNDANCY

This clause does not apply to an Apprentice

Redundancy protection

- 22.1.1** The employer shall enrol all employees in a Redundancy Protection Scheme.
- 22.1.2** The Incolink Redundancy Protection Scheme or a similar scheme providing equivalent benefits or better benefits shall be taken as agreed to by the majority of employees and the employer for the purpose of this Clause. The benefits to be provided to the employees shall be equivalent to the benefits provided by the Incolink Redundancy Protection Scheme.

From 1 October 2020, the employer will contribute \$100.00 per week per employee for the Redundancy Protection Scheme. The additional \$20.00 per week cost is part of the Additional Benefits payment required under Clause 4.4.

22.1.3 This contribution rate provided in Clause 22.1.2 will increase in the following manner:-

From the first pay period on or after	Amount
1 October 2020	\$100.00
1 October 2021	\$120.00
1 October 2022	\$140.00
1 October 2023	\$160.00

22.1.4 The contribution rate increases form part of Clause 4 of the Agreement and are detailed in Clause 55 of the Agreement including the \$1.00 amount removed from Employee Redundancy Payments.

22.2 Where the employer is a member a fund of which Redundancy Payment Central Fund Ltd (Incolink) is trustee (such as one of the Redundancy Payment Approved Worker Entitlement Fund(s)), howsoever numbered (the appropriate Incolink Fund), all the employees of the employer within the scope of this Agreement will be enrolled in the appropriate Incolink Fund and be entitled to redundancy benefits in accordance with the terms of the Trust Deed.

22.3 The employer shall pay contributions to the appropriate Incolink Fund on behalf of each employee in accordance with the Trust Deed. If Incolink nominates any other Australian Taxation Office (ATO) approved fund pursuant to its Trust Deed the employer shall pay contributions to that fund on behalf of each employee in accordance with the constituting documents of that other fund.

22.4 The redundancy payments which the employer is liable to pay are whichever are the greater of the entitlement of the employee as per Clause 22.9 and the entitlement of the employee under the appropriate Incolink Fund Trust Deed (or under the constituting documents of any other ATO approved fund nominated by Incolink pursuant to its Trust Deed).

22.5 The liability of the employer to pay redundancy payments to an employee under this Clause will be met by the making of the contributions on behalf of each employee required as a member of the appropriate Incolink Fund, or another ATO approved fund nominated by Incolink pursuant to its Trust Deed.

22.6 References in this Clause to the appropriate Incolink Fund include a reference to another fund for comparable purposes nominated by Incolink for the purposes of this Agreement as a fund which meets the requirements of an appropriate Incolink Fund.

22.7 The provisions of this clause will not result in any 'double dipping' in respect to benefits payable to an employee.

22.8 Redundancy funds

22.8.1 An employer bound by this Agreement may utilise a fund to meet all or some of the liabilities created by this clause. Where:-

22.8.2 the employer utilises such a fund, payments made by a fund designed to meet an employer's liabilities under this clause, to employees eligible for redundancy/severance pay will be set off against the liability of the employer under this clause, and the employee will receive the fund payment or the Agreement benefit whichever is the greater but not both; or

22.8.3 a fund, which has been established pursuant to an agreement between unions and employers, does not make payments in accordance with this clause, contributions made by an employer on behalf of an employee to the fund will, to the extent of those contributions, be set off against the liability of the employer under this clause, and payments to the employee will be made in accordance with the rules of the fund or any agreement relating thereto and the employee will be entitled to the fund benefit or the Agreement benefit whichever is greater but not both.

Redundancy Pay

22.9 A redundant employee will receive redundancy/severance payments, calculated as follows, in respect of all continuous service (as defined by this Agreement) with the employer.

Period of continuous service with the employer	Redundancy/severance pay
1 year or more but less than 2 years	2.4 weeks' pay plus, for all service in excess of 1 year, 1.75 hours pay per completed week of service up to a maximum of 4.8 week's pay
2 years or more but less than 3 years	4.8 weeks' pay plus, for all service in excess of 2 years, 1.6 hours pay per completed week of service up to a maximum of 7 week's pay
3 years or more but less than 4 years	7 weeks' pay plus, for all service in excess of 3 years, 0.73 hours pay per completed week of service up to a maximum of 8 week's pay
4 years or more	8 weeks' pay

Provided that an employee employed for less than twelve months will be entitled to a redundancy/severance payment of 1.75 hours per week of service if, and only if, redundancy is occasioned otherwise than by the employee.

22.11 If an employee dies with a period of eligible service which would have entitled that employee to redundancy pay, such redundancy pay entitlement will be paid to the estate of the employee.

Casual employees and Apprentices

22.12 Any period of service as a casual employee will not entitle an employee to accrue service in accordance with this Clause for that period.

22.13 Service as an Apprentice will entitle an employee to accumulate credits towards the payment of a redundancy benefit in accordance with this Clause if the employee completes an apprenticeship and remains in employment with the employer for a further twelve (12) months.

Employee leaving during notice

- 22.14** An employee whose employment is to be terminated in accordance with this Clause may terminate his or her employment during the period of notice and if this occurs, will be entitled to the provisions of this Clause as if the employee remains with the employer until expiry of such notice. Provided that in such circumstances, the employee will not be entitled to payment in lieu of notice.

PART 4 – REMUNERATION AND PAYMENT OF WAGES

23. PAYMENT OF WAGES AND TIME RECORDS

Payment of Wages

- 23.1** Wage rates and allowances will be in accordance with Appendix A and Appendix L of this Agreement.
- 23.2** All wages, allowances and other monies will; be paid in cash or electronic funds transfer into an account/s of a recognised financial institution nominated by the employee.
- 23.3** All wages, allowances and other monies are to be paid weekly.
- 23.4** The employer shall ensure that all payments are made by no later than the close of business on a Thursday of each week.
- 23.5** Should payday coincide with a public holiday, the employer shall pay the employee on the last working day preceding the public holiday.
- 23.6** The employer will not be held liable for any unforeseen event outside the control of the employer which prevents the employer from complying with this clause; for example, bank error or delay.

Payment on termination

- 23.7** Subject to Clause 23.8, when notice of termination of employment has been given by the employee or an employee's services has been terminated by the employer, payment of all wages and other monies owed to the employee will be made on the day concerned.
- 23.8** Where it is impractical to comply with Clause 23.7, the employer shall pay the employee by no later than the normal pay period as prescribed in Clause 23.4.

Payslips

23.9 Particulars of details of payment to each employee will be provided in a statement handed to the employee at the time payment is made and will contain the following information:-

- name and classification of the employee;
- date of payment;
- period covered by such payment;
- the number of ordinary hours worked;
- the amount of wages for work at ordinary rates and the hourly rate;
- the gross amount of wages and allowances paid;
- the amount of each deduction made and the name of the fund or account to which it was paid;
- the net amount of wages and allowances paid;
- the number of hours paid at overtime rates, the hourly rate(s) and the total amount paid;
- the amount of allowances or special rates paid and the nature thereof;
- annual leave loading payments;
- payment due on termination, including payment for annual leave, rostered day off accumulation, and public holidays;
- the employee's superannuation fund name, account number and amount of contributions made to it; and
- RDO and annual leave accruals

as required by *Fair Work Regulations 2009 (FW Regs)* or under the FW Act; as well as the following:

- the employee's long service leave registration number.

Time Records

23.10 The employer will keep a record for a continuous period of seven (7) years from which can be readily ascertained the following:

- the name of the employer;
- the name of each employee and his/her classification;
- the date the employee's employment began;
- the hours worked each week;
- the rate of remuneration at which the employee is paid;
- the gross amount of wages and allowances paid;
- the amount of each deduction made and the nature of it;
- the net amount of wages and allowances paid;
- the leave taken by the employee, the employee's entitlement from time to time to that leave, and accrual of leave;

as required by FW Regs, as well as the following:-

- the employer's workers compensation policy or other satisfactory proof of insurance such as a renewal certificate;
- any relevant records which detail taxation deductions and remittances to the Australian Taxation Office, including those payments made as PAYG Tax, whether under a Group Employer's Scheme or not;
- a certificate or other documentation from the State Long Service Leave Board or authority which will confirm the employer's registration, the date of the last payment, and the period for which that payment applies;
- the employer's and the employee's relevant superannuation scheme name and number, the amount of contributions made, the period over which the contributions are made, when the contributions are made, and details of any election of fund made by an employee, including the name of the employee, the fund, and the date the election was made;
- the location of the job if it is outside the radius specified in Appendix B – Fares Allowance and Travelling Allowance.

23.11 A record must be in a legible form in the English language or in a form that is readily accessible and is convertible into a legible form in the English language.

24. SUPERANNUATION

Minimum Contribution

24.1 The employer must make superannuation contributions for each employee to Cbus at a rate that is **not less than the charge percentage from time to time under the *Superannuation Guarantee (Administration) Act 1992 (C'th)(SGA Act)* or any other minimum rate of contribution prescribed by law from time to time (Minimum Contribution Rate)**.

24.2 Any statutory increases to the Minimum Contribution Rate during the term of this Agreement will be in addition to the respective Ordinary Time Earnings (OTE) of employees and will not result in any reduction in OTE.

24.2.1 As of 1 October 2020, the level of Minimum Contribution Rate required to be paid on behalf of each employee was nine and a half percent (9.5%) of the employees' OTE.

24.3 An employer **may elect** to pay the contributions specified in the following table.

WARNING - FOLLOWING THIS TABLE DOES NOT NECESSARILY MEAN YOU COMPLY - READ THE NOTES

First pay period commencing on or after	Plumbers	Unregistered Plumber	Irrigation Installer & Lagers	Plumbers Labourer
1 October 2020	\$230.00per week	\$220.00per week	\$220.00per week	\$210.00per week
1 October 2021	\$240.00per week	\$230.00per week	\$230.00per week	\$220.00per week
1 October 2022	\$250.00per week	\$240.00per week	\$240.00per week	\$230.00per week
1 October 2023	\$260.00 per week	\$250.00 per week	\$250.00 per week	\$240.00 per week

Note 1 It should be noted that the quoted dollar rates in the table in Clause 24.3 may not comply with Clauses 24.1 and 24.2; in that the contributions may be less than the actual Minimum Contribution Rate required to be paid by the employer.

Note 2 The table in Clause 24.3 represents the Minimum Contribution Rate payable for an employee in a particular situation. The quoted dollar rates are based around an employee who is working on a project in the City of Melbourne which has a project value of between \$244.6M and \$326M (which attracts a \$4.55 per hour Site Allowance) and is working between the 46th Floor and 60th Floor (which attracts a \$1.41 per hour Multi Storey Work Allowance). Rates quoted were applicable from the first pay period on or after 1 October 2020.

Note 3 In some instances the rate will be higher than the Minimum Contribution Rate, whilst in others the rate will be less than the Minimum Contribution Rate. For this reason, where the Minimum Contribution Rate is higher than the quoted dollar figures the contributions specified in the table in Clause 24.3 **does not limit the liability of the employer under the SGA Act.**

Note 4 An employer that is paying in accordance with the table in Clause 24.3 **must at all times ensure** that the quoted dollar rates are at the least equal to their obligations in the SGA Act, Clauses 24.1 and 24.2.

24.4 Despite anything to the contrary in this Agreement, the superannuation contributions payable by the employer to Cbus must be paid monthly on the 1st day of each month.

24.5 Subject to Clauses 24.1 and 24.2, and without limiting any other provision of the Agreement, the employer shall make superannuation contributions for an employee into the employee's superannuation fund in accordance with Clause 24.9.

24.6 Where an employee wishes to have their pay salary sacrificed for additional superannuation, the employer will comply with the employee's request without reasonable delay consistent with statutory requirements. All entitlements and benefits contained in this agreement, for the purposes of all contributions shall be calculated on the pre-salary-sacrifice pay.

- 24.7** Despite anything to the contrary in this Agreement:
- 24.7.1** if the employer does not make superannuation contributions for an employee in accordance with this Agreement on the due date for payment, the employer must give that employee and the Applicable Trustee written notice of the non-payment within two (2) business days of the due date for payment and include the following details in that notice:-
- 24.7.1(a)** the reasons for the non-payment;
- 24.7.1(a)(i)** whether the superannuation contributions remain unpaid; and
- 24.7.1(a)(ii)** if the superannuation contributions remain unpaid, when the employer will pay those contributions;
- 24.7.1(b)** unless contrary to any applicable law, the employer must upon request by an employee, allow that employee to, during normal business hours:-
- 24.7.1(b)(i)** have full and complete access to any employment or other records that are relevant to determining whether the employer has complied with its obligations under this agreement to make superannuation contributions for the employee and if the employer has not complied, to determine the extent of the non-compliance; and
- 24.7.1(b)(ii)** take copies of any such records (for convenience, a **Contributions Records Access**); and
- 24.7.1(c)** the employer acknowledges and agrees that if it fails to make superannuation contributions for its employees in accordance with this Agreement and otherwise comply with its obligations under an Applicable Trust Deed:
- 24.7.1(c)(i)** any one or more of the affected employees, the authorised representative or the Applicable Trustee shall have standing to enforce the employer's superannuation obligations under this Agreement, and in the case of the Applicable Trustee, the Applicable Trust Deed including to bring legal proceedings against the employer; and
- 24.7.1(c)(ii)** the employer will be liable to pay the legal costs of any of those parties who bring proceedings against it on a full indemnity basis in the event that that party or parties are successful in the proceedings with the intent that the employer will pay those parties all reasonable legal costs that they have incurred pursuant to the terms that they have agreed with their lawyers.
- 24.8** The employer must provide written confirmation of the superannuation contributions made by the employer for an employee on that employee's payslip which must contain full details all types of superannuation contributions (including salary sacrifice) paid on his / her behalf.

Paid leave

- 24.9.1** Contributions will continue whilst a member of a fund is absent on paid leave including, annual leave, personal leave, long service leave, public holidays, jury service, compassionate leave, community service leave and (where appropriate) defence reserve leave. Payments made by the employer on behalf of a third party, including but not limited to, Centrelink and Family Assistance Office, will not be regarded as paid leave for the purposes of superannuation contributions.

Unpaid leave

- 24.9.2** Subject to Clause 54 – Industry Fund Compliance, contributions will not be required in respect of any period of absence from work without pay of one (1) day or more. For the purpose of clarity, where an employee receives a payment for any purpose other than in accordance with Clause 24.9.1, the employee will be deemed to be on unpaid leave.

Work related injury or illness

- 24.9.3** In the event of an eligible employee's absence from work being due to work related injury or work-related illness, contributions at the normal rate will continue for the period of the absence provided that:

24.9.3(a) the member of the fund is receiving workers compensation payments or is receiving regular payments directly from the employer in accordance with statutory requirements or the provisions of this Agreement.

24.9.3(b) the person remains an employee of the employer.

- 24.10.1** The employer must be a participating employer in the Construction and Building Unions Superannuation Scheme (**Cbus**) and subject to an employee's right to choose a superannuation fund under section 32F of the SGAA, all employees covered by the Agreement (including Apprentices) of the employer shall be enrolled as members in Cbus and subject to an employee's right to choose a superannuation fund under section 32F of the SGAA, and be entitled to superannuation benefits in accordance with the terms of the trust deed for Cbus.

- 24.10.2** Despite anything to the contrary in this Agreement, the employer acknowledges and agrees that whether or not the employer enters into an agreement with the respective trustees for each employee's superannuation fund (**Applicable Trustee**) pursuant to which the Employer agrees to be bound by the terms from time to time of the trust deed for that fund (**Applicable Trust Deed**), the employer is deemed to have agreed with the Applicable Trustee and each employee to be bound by the terms of the Applicable Trust Deed to the extent of:-

24.10.2(a) the employer's obligations to make superannuation contributions for employees under this Agreement; and

24.10.2(b) otherwise, an employer's obligations under the Applicable Trust Deed,

and any one (1) or more of the employee, the employee's authorised representative or the Applicable Trustee may rely on this clause as conclusive evidence of the employer's agreement to be bound by the Applicable Trust Deed.

25. INSURANCE

Trauma Insurance

- 25.1** The employer shall participate in a trauma insurance scheme and shall make relevant contributions on behalf of all employees to provide for the payment of trauma benefits to employees.

Income Protection Insurance

- 25.2** The employer shall participate in an income protection scheme and shall make relevant contributions on behalf of all employees to provide for the payment of income protection benefits to employees.

25.3 Journey Accident Insurance

- 25.3.1** The employer shall participate in a journey accident scheme and shall make relevant contributions on behalf of all employees to provide for the payment of journey accident benefits to employees.
- 25.3.2** Subject to below, journey accident shall be compensation against the loss of ordinary wages arising from a work absence up to a period of twelve (12) months due to injuries or illness resulting from any accident incurred in journeys between the employee's residence and the workplace, and return.
- 25.3.3** The employer's liability extends only to the reimbursement of the employee's ordinary rate. All journey accident absences shall be supported by certification from a duly authorised medical practitioner.

Incolink Income Protection, Trauma and Journey Accident Insurance

- 25.3.4** If an employer utilises the Incolink Income Protection, Trauma and Journey Accident Insurance the following rates shall apply:-

From the first pay period on or after	Amount
1 October 2020	\$27.00
1 October 2021	\$29.00
1 October 2022	\$30.50
1 October 2023	\$31.50

The contribution rate increases form part of Clause 4 of the Agreement and are detailed in Clause 55 of the Agreement.

INSURANCE – MINIMUM COVER / BENEFITS

- 26** The benefits required to be provided for the purposes of Clauses 25.1 – Trauma Insurance, 25.2 – Income Protection Insurance, and 25.3 – Journey Accident Insurance will be equivalent to, or superior to, the benefits provided in Appendix I – Insurance Cover Minimum requirements.

27 INSURANCE – EMPLOYER LIABILITY

If an employer fails to provide the insurance cover required in Clause 25, or obtains the insurance as required in Clause 25 but fails to maintain the minimum standards prescribed in Clause 25, the employer will be liable to pay the difference between the insurance cover provided (if at all) and the insurance cover provided in Appendix I – Insurance Cover Minimum Benefits.

28. ACCIDENT MAKE-UP PAY

28.1 The employer will pay an employee accident pay where the employee receives an injury for which weekly payments of compensation are payable by or on behalf of the employer pursuant to the provisions of the relevant workers' compensation legislation as amended from time to time.

28.2 The employer shall pay accident pay as defined in this clause, during the incapacity of their employee/s arising from any one work-related injury, for a total of fifty-two (52) weeks - irrespective of whether such incapacity is in one continuous period or not.

28.3 The provisions of this Clause will not result in any 'double dipping' in respect to benefits payable to an employee.

28.4 The liability of the employer to pay accident pay in accordance with this Clause will arise as at the date of the injury or accident in respect of which compensation is payable under the said relevant workers' compensation legislation and the termination of the employee's employment for any reason during the period of any incapacity will in no way affect the liability of the employer to pay accident pay as provided in this clause.

28.5 In the event that an employee receives a lump sum in redemption of weekly payments under the relevant legislation, the liability of the employer to pay accident pay as herein provided will cease from the date of such redemption.

28.6 The employer may at any time apply to the FWC for exemption from the terms of this Clause on the grounds that an accident pay scheme proposed or implemented by the employer contains provisions generally not less favourable to his/her employees than the provisions of this clause.

29. COMPENSATION OF TOOLS OF TRADE AND CLOTHES

29.1 An employee whose clothes, spectacles, hearing aid, or tools have been accidentally damaged, spoilt by acid, sulphur or other substances will be paid such amount to cover the loss thereby suffered by him/her as may be agreed upon between him/her and the employer.

- 29.2** The employer shall supply employees a secure location on - site to store tools. An employee will be reimbursed by the employer to a maximum of \$1,600.00 for loss of tools or clothing by fire or breaking and entering whilst securely stored in a room or building on the employer's premises, job or workshop, or if the tools are lost or stolen while being transported by the employee at the employer's direction, or if the tools are accidentally lost over water or if tools are lost or stolen during an employee's absence after leaving the job because of injury or illness. An employee transporting his/her own tools will take all reasonable care to protect those tools and prevent theft or loss.
- In all circumstances the onus is on the employee to establish that all due care and diligence was exercised to secure the safe storage and transportation of the employee's tools of trade and clothes.
- 29.3** Where an employee is absent from work because of illness or accident and has advised the employer in accordance with Clause 38 – Personal (Sick and Carers) Leave, the employer will ensure that the employee's tools are securely stored during his/her absence. In the event that these tools are lost or stolen, Clause 29.2 applies.
- 29.4** When the employer requires an employee to wear spectacles with toughened glass lenses the employer will pay for the toughening process or the cost of the new lenses.
- 29.5** For the purposes of this clause:-
- 29.5.1** Only tools used by the employee in the course of his/her employment will be covered by this clause.
- 29.5.2** The employee will, if requested to do so, furnish the employer with a list of tools so used.
- 29.6** Reimbursement will be at the current replacement value of new tools of the same or comparable quality.
- 29.7** The employee will report any theft to the police prior to making a claim on the employer for replacement of stolen tools. Reimbursement will only be provided to the employee for tools stolen where the employee affected provides the following to the employer at the time of request:
- 29.7.1** a copy of the original police report; and
- 29.7.2** proof of purchase or statutory declaration.

30. APPLICATION OF SITE AGREEMENTS

- 30.1** Where a Project Agreement is entered into by the employer and is compliant with the Code and has been certified by the FWC, registered, lodged or otherwise approved under a designated building law (as defined by the *Building and Construction Industry (Improving Productivity) Act 2016*, the following shall apply:-
- 30.1.1** where a Project Agreement prescribes rates of pay and conditions to apply across the site which are more beneficial than those contained in the Agreement, those rates and conditions will apply whilst employees are working on the project; and
- 30.1.2** where the Project Agreement prescribes a Site allowance, the greater of such allowance shall apply in addition to the rates of pay prescribed by the Agreement and the terms of the Agreement shall continue to apply.

PART 5 – HOURS OF WORK AND RELATED MATTER

31. HOURS OF WORK

- 31.1** The ordinary hours of work will be thirty-six (36) hours worked anytime between 6.00 a.m. and 6.00 p.m. Monday to Friday. Starting time will be between 6.00 a.m. and 9.30 a.m. The precise starting time will be arranged between the employer and the employees recognizing the operational requirements of the employer provided always occupational health and safety principles remain paramount. Normal starting time is 7.00 a.m.
- 31.2** Where employer efficiency and client needs require alteration of ordinary working hours such hours may be varied by agreement between the employer and seventy five per cent (75%) of affected employees. Employees will be given five (5) days' notice of any change in the spread of hours or start time. Occupational health and safety principles remain paramount regarding discussions concerning alteration of ordinary working hours.
- 31.3** Matters on which agreement may be reached include:-
- 31.3.1** How the hours are to be averaged in a work cycle;
- 31.3.2** The duration of the work cycle;
- 31.3.3** Rosters which specify starting and finishing times; and
- 31.3.4** Daily maximum hours.
- Flexibility of RDOs**
- 31.4** The Rostered Days Off (**RDO**) Schedule at Appendix F – Working Day (RDO) Calendar will be observed.
- 31.5** The RDO calendar for subsequent years will be agreed between the parties.
- 31.6** Employee/s will receive twenty-six (26) RDOs each year.

31.7 Flexibility for the taking of RDO's is provided for In Appendix F – Working Day (RDO) Calendar.

Work cycles

31.8 The method for calculating work cycles is that the ordinary working hours will be worked in a ten (10) day/two (2) week cycle, Monday to Friday inclusive, with eight (8) hours worked for each of nine (9) days, and with 0.8 of an hour on each of those days accruing towards the tenth day, which will be taken as a paid day off. The tenth day of the cycle will be known as the RDO and will be taken as outlined below. Payment on such an RDO will include the daily wages, Fares and Travelling Allowance, and any applicable Site Allowance.

31.9 Provided that twenty-six (26) RDO's will be accrued by an employee in each twelve (12) months continuous service. This will not apply for the period an employee is on unpaid leave.

31.10 Each day of paid leave taken, and any public holiday taken occurring during any cycle of two (2) weeks will be regarded as a day worked for accrual purposes. The term each day of paid leave only covers days worked, personal leave, annual leave, and public holidays (but not RDOs).

31.11 Upon commencement of employment, employees who have not worked, or who are not regarded by reason of this paragraph as having worked a complete ten (10) day/two (2) week cycle, will receive pro-rata accrual entitlements for the first RDO or group of RDOs falling after their commencement of employment. Thereafter, for the duration of employment with that employer, and provided that the employees agree, RDOs will be paid in full as they occur. If RDO's are paid in full and there is an accrual shortfall the employee/s will remain in debit with the employer.

31.12 At the end of each calendar year or upon termination of employment, an adjustment will be made to ensure that the full RDO entitlement, and no more, has been provided. This means that employees then having received more RDOs than they were entitled to will have the relevant amount removed from final termination payments, and employees who have received less than their full RDO entitlement will have the outstanding amount added to final termination payments.

32. PRESENTING FOR WORK BUT NOT REQUIRED

32.1 An employee, if engaged and presenting for work to commence employment and not being required will be entitled to at least eight (8) hours' work or payment therefore at ordinary rate, plus the appropriate allowances prescribed by Appendix A and Appendix L.

32.2 Clause 32.1 will not apply if the services of an employee are not required by reason of inclement weather in which case the provisions of Appendix E – Inclement Weather will apply.

33. OVERTIME

Sub Clauses 33.3 to 33.8 do not apply whilst an employee is working under Appendix L – Commercial Residential Unit Industry and / or Commercial / Industrial Factory Warehouse Work

- 33.1** Excessive overtime will not be worked. The overtime requirement for each project will vary and will be discussed and agreed between the employer and seventy-five per cent (75%) of affected employees on a project by project basis.
- 33.2** All - time worked beyond the ordinary hours of work as prescribed in Clause 31– Hours of work, will be paid as overtime.
- 33.3** In accordance with the decision of the Working Hours Test Case decision, the employer and employees agree that overtime must be capped to comply with work health and safety laws and employer fatigue management policy.

Apprentices

- 33.4** Apprentices will be paid overtime at the rate of one and a half times ordinary rate for the first hour and double time thereafter. Work commenced after midnight and prior to commencement of ordinary time will be paid for at the rate of double time.
- 33.5** No Apprentice under the age of eighteen (18) years will be required to work overtime unless the employee so desires.
- 33.6** No Apprentice will, except in an emergency, work or be required to work overtime at times which would prevent his/her attendance at technical school, as required by any statute or regulation applicable to him/her.

All other employees

- 33.7** Overtime will be paid at double time. Where overtime is necessary employee/s will not be disadvantaged regarding the amount of overtime employee/s may work. This will be reflected in the work roster. Every employee will be entitled to work reasonable overtime on a fair and equitable basis.
- 33.8** Overtime will be calculated by applying the hourly divisor of 1/36th.

All employees

- 33.9** Employee/s required to work public holidays and/or picnic day will be paid at double time and a half calculated on the ordinary rate provided that an employee required to work any one (1) of the public holiday/s or Sunday or Picnic Day will be paid for not less than four hours work.
- 33.10** Employees required to work on a Saturday will be afforded a minimum of three (3) hours work.
- 33.11** Where Local Government laws prevent a commencement of work at the normal starting time for a Saturday, employees will be paid from their actual commencement time with a minimum of three (3) hours work.
- 33.12** When an employee is required to work overtime for greater than two (2) hours after working ordinary hours, the employee will be paid a meal allowance in accordance with Appendix D – Allowances and Special Rates, plus an additional meal allowance for each subsequent four (4) hours worked. The employer may provide a meal or meals instead of paying any such allowance.

33.13 When an employee, after having worked overtime for which the employee has not been regularly rostered or on a prescribed holiday, finishes work at a time when reasonable means of transport are not available the employer will pay the cost of or provide him/her with conveyance to his/her home or to the nearest public transport.

34. CALL-BACK

34.1 An employee recalled to work overtime after leaving the employer's business premises (whether notified before or after leaving the premises) will be paid for a minimum of three (3) hours work at the appropriate rates for each time the employee is so recalled. Except in the case of unforeseen circumstances arising the employee will not be required to work the full three (3) hours if the job or jobs the employee was recalled to perform be completed within a shorter period.

34.2 This Clause will not apply in cases where it is customary for an employee to return to the employer's premises to perform a specific job outside his/her ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time. This Clause does not apply where an employee is receiving the availability allowance as defined in Appendix D.

35. SHIFT WORK

35.1 The employer and a majority of employees and the employee representative may agree that shift arrangements may be introduced in industry areas outside new construction work.

35.2 Where shift work is necessary the following conditions will apply:-

35.2.1 an employee who works ordinary hours on a day will not be employed on shift at the conclusion of the day's work.

35.2.2 starting and finishing times for shift work shall be agreed between the employer and a majority of employees.

35.2.3 where shifts are worked, and the employment continues for more than one (1) week the employees shall work five (5) shifts per week of eight (8) hours.

35.2.4 entitlements to rostered days off accruing whilst on shifts shall include the appropriate shift rate.

35.2.5 a minimum of thirty (30) minutes (exclusive of wash-up time) shall be allowed for a meal during a shift.

35.2.6 an employee employed on shift work for less than the normal weekly working hours in any working week will be paid in accordance with the overtime provisions. Provided that in cases where the shift work has continued for more than one (1) week and the job finishes during the currency of a week the employer will pay the shift rate for the time actually worked.

35.3.1 Where the employee starts work between the hours of 6.00 a.m. and 9.30 a.m. Monday to Friday, the employee shall be paid their ordinary rate of pay for that shift. No shift penalty shall be paid by the employer.

- 35.3.2** Subject to Clause 35.3.3, where the employee starts work at any time other than that specified in Clause 35.3.1, the employee shall be paid their ordinary rate of pay for that shift plus a shift penalty of one hundred percent (100%).
- 35.3.3** The shift rate prescribed in Clause 35.3.2 may be varied by agreement between the employer and a majority of employees and the employee representative. Provided that, irrespective of any agreement between the employer and a majority of employees, the minimum shift allowance payable under the Agreement shall:-
- 35.3.3(a)** be thirty three per cent (33%); where an employee is directed by the employer to work ordinary hours between midnight on Sunday and midnight on Friday, and such employee is:-
- given no less than forty eight (48) hours' notice prior to the commencement of shiftwork by the employer; and
 - such work is for five (5) or more consecutive shifts; and / or
- 35.3.3(b)** be fifty per cent (50%) for the first two (2) hours and one hundred (100%) for all hours thereafter per shift; where an employee is directed by the employer to work ordinary hours between midnight on Sunday and midnight on Friday, and such employee is:-
- given less than forty eight (48) hours' notice prior to the commencement of shiftwork by the employer; or
 - directed by the employer to work ordinary hours between midnight on Sunday and midnight on Friday for less than five (5) consecutive shifts; and / or
- 35.3.3(c)** be fifty per cent (50%) for the first two (2) hours and one hundred (100%) for all hours thereafter; where an employee is directed by the employer to work ordinary hours between midnight on Friday and midnight on Saturday; and / or
- 35.3.3(d)** be one hundred per cent (100%) for all hours worked between midnight Saturday and midnight Sunday; and / or
- 35.3.3(e)** be one hundred and fifty per cent (150%) for all hours worked on a public holiday.
- 35.4** The shift rate prescribed in Clause 35.3.2 shall not be payable: -
- 35.4.1** where an employee performs overtime immediately before the commencement of their ordinary hours; and / or
- 35.4.2** where an employee performs overtime immediately after the conclusion of their ordinary hours; and / or
- 35.4.3** where the employee performs overtime on either a Saturday, Sunday or public holiday and the employee is paid overtime for such work.

36. WORK BREAKS

Meal breaks

- 36.1** There will be a cessation of work and of working time, for the purpose of a meal on each day, of not less than thirty (30) minutes. Such period will be unpaid.

Variation of meal breaks

- 36.2** Where, because of the area or location of a project, the majority of on-site employees on the project request, and agreement is reached, the period of the meal break may be lengthened to not more than forty-five (45) minutes with a consequential adjustment to the daily time of cessation of work.

Working during meal break

- 36.3** If the employer requires an employee to work through his/her normal meal break the employee will be paid at the rate of double time until the employee is allowed to take such break.
- 36.4** Where the meal break is shortened by agreement, the employer will pay for the period by which the meal break is shortened, which will then form part of ordinary time hours.

Daily rest breaks

- 36.5** There will be allowed, without deduction of pay, a rest period of ten (10) minutes.

Converting to One Break per Day.

- 36.5** If only one (1) break is taken employees will be paid as per examples below. All additional hours worked will be paid as overtime and appropriate penalties will apply. Applicable to Monday to Friday work only.
- 36.6** For the purpose of clarity, the example times listed below represent a full eight (8) hour working day. The paid one break shall be of a duration of twenty (20) minutes.

For example:

Start Time 6.00 a.m. – One Break – penalties apply after 1.30 p.m.

Start Time 7.00 a.m. – One Break – penalties apply after 2.30 p.m.

Overtime rest breaks

- 36.7** Where an employee is required to work two (2) hours of overtime after working ordinary hours, the employee will be allowed to take without deduction of pay, a rest break of twenty (20) minutes in duration. In the event of an employee remaining at work after the usual ceasing time without taking the rest break, the employee will be regarded as having worked twenty (20) minutes more than the time worked and be paid accordingly.

- 36.8** For each four (4) hours of continuous overtime (in addition to Clause 36.5, the employee will be allowed to take also, without deduction of pay, a rest break of thirty (30) minutes in duration. (Note: A meal allowance is also payable under Clause 33.12). In the event an employee does not take the rest break, the employee will be regarded as having worked thirty (30) minutes more than the time worked and be paid accordingly.
- 36.9** For the purpose of this Clauses 36.7 and 36.8 usual ceasing time is at the end of ordinary hours inclusive of time worked for accrual purposes as prescribed in Clause 31 – Hours of work.
- 36.10** When an employee is required to work overtime on a Saturday or Sunday, the employee will be allowed to take without deduction of pay:
- 36.10.1** a rest break of ten (10) minutes in accordance with Clause 36.5; and
- 36.10.2** a rest break of twenty (20) minutes in duration for each completed four (4) hours of overtime worked by the employee.
- 36.11** In the event of an employee continuing to work without taking the rest break in accordance with Clause 36.5, the employee will be regarded as having worked twenty (20) minutes more than the time actually worked and be paid accordingly.
- 36.12** Clauses 36.5 – Daily rest breaks and 36.7 – Overtime rest breaks will not be applicable in the case of an employee who is allowed the rest periods prescribed in Appendix D – Allowances and Special Rates for Hot work or Cold work.
- 36.13** Where an agreement is reached pursuant to Clause 31.2, the agreement may make provision for the variation of work breaks to suit the arrangement of hours of work.

Breaks between working days

- 36.14** An employee who works so much overtime between the termination of his/her ordinary work on one day and the commencement of his/her ordinary work on the next day that the employee has not at least ten (10) consecutive hours off duty between those times, or on a Saturday, Sunday or holiday without having had ten (10) consecutive hours off duty in the twenty-four (24) hours preceding his/her ordinary commencing time on his/her next ordinary day will, subject to this clause, be released after completion of such overtime until the employee has had ten (10) consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- 36.15** If, on the instructions of the employer, such an employee resumes or continues work without having had such ten consecutive hours off duty the employee will be paid at double time rates until the employee is released from duty for such period and the employee will then be entitled to be absent until the employee has had ten (10) consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- 36.16** An employee who has worked continuously (except for work breaks allowed by this Agreement) for twenty (20) hours including holiday work will not be required to continue at or recommence work for at least twelve (12) hours.

PART 6 – LEAVE AND PUBLIC HOLIDAYS

37. PUBLIC HOLIDAYS

37.1.1 Employee/s will be entitled to the following public holidays for the purposes of the Agreement without deduction of pay:

- New Years' Day;
- Australia Day;
- Good Friday;
- Easter Saturday;
- Easter Sunday
- Easter Monday;
- Anzac Day;
- Queen's Birthday;
- Labour Day;
- the Friday before the AFL Grand Final;
- Melbourne Cup Day;
- Christmas Day; and
- Boxing Day;

37.1.2 In addition to the public holidays specified in Clause 37.1.1, an employee will be entitled to any other day, or part – day, declared or prescribed by or under a law of the State of Victoria, to be observed generally within the State of Victoria, or a region of the State of Victoria, as a public holiday, other than a day, or part - day, or a kind of day or part – day, that is excluded by the regulations from counting as a public holiday.

37.2 Subject to the agreement of the employer and an employee, the employee will have the option of replacing the Melbourne Cup Public Holiday with the local race day (e.g. Albury, Mildura, and Wodonga). If this option is applied the replacement day will be paid as a public holiday and Melbourne Cup Day becomes a normal working day for the employee concerned.

Payment

37.3 If an employee has ordinary hours on a public holiday (as prescribed in Clause 37.1) and the employee is absent from his / her employment on that public holiday, the employer will pay the employee their ordinary rate of pay for the ordinary hours usually worked on that day.

Substitute Days

37.4.1 Subject to Clause 37.4.2, when New Years' Day; Australia Day; Anzac Day; Christmas Day and / or Boxing Day is on a Saturday or Sunday or rostered day off, a day in lieu will be observed on the next calendar working day.

37.4.2 Where ANZAC Day (25 April) is a Saturday, Sunday or an RDO, an employee:-

37.4.2(a) that worked both days would not be entitled to public holiday penalties for both days; rather they should be paid public holiday penalties for 25 April and single time for the next calendar working day (with a day in lieu for the 25 April public holiday);

37.4.2(b) that worked 25 April but not the next calendar working day, would be paid public holiday penalties for 25 April and would be paid the public holiday for the next calendar working day.

37.4.2(c) that worked on the next calendar working day, but not 25 April, would be paid the public holiday penalties on the next calendar working day.

37.5 Any employee required to work on any of the public holiday/s will be paid at double time and a half calculated on the ordinary rate, provided that an employee required to work any one of the public holiday/s will be paid for not less than four (4) hours work.

37.6 An employer who terminates the employment of an employee except for reasons of misconduct or incompetency (proof of which will lie upon the employer) will pay the employee a day's ordinary rate for each holiday or each holiday in a group, which falls within ten (10) consecutive calendar days after the day of termination.

37.7 Where any two (2) or more of the holidays prescribed in this Clause occur within a seven (7) day span, such holiday will be a group of holidays. If the first day of the group of holidays falls within ten consecutive calendar days after termination, the whole group will be deemed to fall within the ten (10) consecutive calendar days. Christmas Day, Boxing Day and New Year's Day will be regarded as a group.

Family Picnic Day

37.8 All employees covered by this agreement shall be entitled to Family Picnic Day without loss of pay on the first Monday in December (or other nominated day in Mildura). An employee required to work on family picnic day shall be paid at the rate of double time and one half and paid for not less than four (4) hours work.

37.9 Apprentices that are rostered to trade school will be entitled to attend the picnic day without the loss of pay or entitlements.

37.10 Proof of Ticket purchase is required for payment.

38. PERSONAL (SICK AND CARER'S) LEAVE

38.1 Paid personal leave will be available to an employee when they are absent due to:

38.1.1 personal illness or injury (sick leave); or

38.1.2 for the purpose of caring for or supporting an immediate family member or household member who requires care or support because of a personal illness, or injury, of the member or an unexpected emergency affecting the member (carer's leave).

38.2 The amount of personal leave to which an employee is entitled is as follows:

38.2.1 three (3) days in the first month and then one (1) additional day at the beginning of each of the next seven (7) calendar months, will be available in the first year of employment; and

38.2.2 ten (10) days at the beginning of the employee's second and each subsequent year which, subject to Clause 38.5, will commence on the anniversary of engagement.

38.2.3 Employees (except casual employees) will be entitled to ten (10) days of paid personal / carer's leave per annum. Unused personal leave will accumulate from year to year but is not payable on cessation of employment.

38.2.4 Employees (including casual employees) will be entitled to two (2) days of unpaid carer's leave for each occasion when a member of the employee's immediate family or household, requires care or support because of:-

38.2.4(a) a personal illness, or personal injury, affecting the member; or

38.2.4(b) an unexpected emergency affecting the member.

Note:- An employee cannot take unpaid carer's leave if the employee could instead take paid personal / carer's leave.

38.3 An employee will be paid his/her current ordinary rate (including leading hand allowance, if applicable) for the period of personal leave.

38.4 If an employee is terminated by the employer and is re-engaged by the employer within a period of six (6) months then the employee's unclaimed balance of personal leave will continue from the date of re-engagement. In such a case the employee's next year of service will commence after a total of twelve (12) months has been served with the employer (excluding the period of interruption in service) since either:-

38.4.1 the employee was first engaged; or

38.4.2 the anniversary of his/her original engagement;

38.4.3 as appropriate.

Sick leave

This Clause will be read in conjunction with Clause 39 – Portability of Sick Leave. In the event of any inconsistency, Clause 39 will prevail.

38.5 An employee is entitled to use accumulated personal leave for the purposes of sick leave.

38.6 In the case of an employee who claims to be allowed paid sick leave in accordance with this Clause for an absence of one (1) day only such employee if in the year the employee has already been allowed paid sick leave on more than one (1) occasion for one (1) day only, the employer may require the employee to produce to the employer a medical certificate of a registered health practitioner that in the health practitioner's opinion, the employee was unable to attend for duty on account of personal illness or injury. If it is not reasonably practicable for the employee to give the employer a medical certificate the employee may provide a statutory declaration.

Carer's leave

38.7 An employee is entitled to use accumulated personal leave to care for members of his/her immediate family or household.

- 38.8** An employee (including a casual employee) may take up to two (2) days unpaid carer's leave for each occasion in accordance with the same requirements for the entitlement to paid carer's leave.

Notice and evidence requirements - Notice

- 38.9** An employee must give his / her employer notice of the taking of leave under Clause 38.10.

- 38.10** The notice:-

- 38.10.1** must be given to the employer as soon as practicable (which may be a time after the leave has started); and

- 38.10.2** must advise the employer of the period, or expected period, of the leave.

Notice and evidence requirements - Evidence

- 38.11** An employee who has given his/ her employer notice of the taking of leave under this Clause must, if required by the employer, give the employer evidence that would satisfy a reasonable person that:

- 38.11.1** if it is paid personal / carer's leave — the leave is taken for a reason specified in Clause 38.1.1 or Clause 38.1.2.

- 38.11.2** if it is unpaid carer's leave—the leave is taken for a permissible occasion in circumstances specified in Clause 38.2.4; or

- 38.11.3** if it is compassionate leave—the leave is taken for a permissible occasion in circumstances specified in Clause 40 – Compassionate Leave.

Compliance

- 38.12** An employee is not entitled to take leave under this Clause unless the employee complies with Clauses 38.9 and 38.10 - Notice and evidence requirements – Notice and Clause 38.11 – Notice and evidence requirements – evidence.

39. PORTABILITY OF SICK LEAVE

- 39.1** To support the costs of the Incolink scheme the employer has agreed to pay an industry surcharge (in accordance with the Trust Deed) for each employee.

- 39.2** The employer is, and will remain during the life of this Agreement, a participating employer in the Construction Industry Complying Portable Sick Leave Pay Scheme (Incolink PSL Scheme) of which Incolink is trustee, and all the employees of the employer within the scope of this Agreement will be enrolled in the Incolink PSL Scheme and be entitled to sick leave benefits in accordance with the terms of the Trust Deed.

- 39.3** The employer shall pay contributions to the Incolink PSL Scheme on behalf of each employee in accordance with the Trust Deed. The contribution will increase from \$1.40 per week currently, to \$3.00 per week (from 1 October 2020). This increase is fixed for the life of this Agreement. This increase of \$1.60 forms part of Clause 4.4 and detailed in Clause 55 of this Agreement. If Incolink nominates any other fund, the employer shall pay contributions to that fund on behalf of each employee in accordance with the constituting documents of that other fund.
- 39.4** The Incolink trust fund shall be liable to pay sick leave payments to an employee when the employee is absent from work on sick leave.
- 39.5** The sick leave payments which the employer is liable to pay under are whichever are the greater of the entitlement of the employee under Clause 38.3 of this Agreement and the entitlement of the employee under the Incolink PSL Scheme Trust Deed (or under the constituting documents of any other fund nominated by Incolink under, but in the latter case limited to the amount which Incolink or the employee actually receives from the Insurer under the Trust Deed.
- 39.6** The liability of the employer to pay sick leave payments to an employee under this Clause will be met by the making of the contributions on behalf of each employee required as a participating employer in the Incolink PSL Scheme.
- 39.7** References in this Clause to Incolink PSL Scheme include a reference to another fund for comparable purposes nominated by Incolink as a fund which supersedes the Incolink PSL Scheme.

40. COMPASSIONATE LEAVE

40.1 Compassionate leave is paid leave taken by an employee:-

40.1.1 for the purposes of spending time with a person who:

40.1.1(a) is a member of the employee's immediate family or a member of the employee's household; and

40.1.1(b) has a personal illness, or injury, that poses a serious threat to his or her life; or

40.1.1(c) after the death of a member of the employee's immediate family or a member of the employee's household.

40.2 An employee is entitled to use up to two (2) days paid leave as compassionate leave on each occasion when a member of the employee's immediate family or a member of the employee's household:-

40.2.1 contracts or develops a personal illness that poses a serious threat to his or her life; or

40.2.2 sustains a personal injury that poses a serious threat to his or her life; or

40.2.3 dies.

- 40.3** The employee who is entitled to a period of compassionate leave for a particular permissible occasion is entitled to take the compassionate leave as:-
- 40.3.1** a single, unbroken period of two (2) days; or
- 40.3.2** two (2) separate periods of one (1) day each; or
- 40.3.3** any separate periods to which the employer and his or her employee agree.
- 40.4** An employee will be paid his/her current ordinary rate (including leading hand allowance, if applicable) for the period of compassionate leave.
- 40.5** An employee who is entitled to a period of compassionate leave because a member of the employee's immediate family or a member of the employee's household has contracted or developed a personal illness or sustained a personal injury is entitled to start to take compassionate leave at any time while the illness or injury persists.
- 40.6** In addition to the entitlement to paid compassionate leave, an employee will be entitled to up to ten (10) days unpaid bereavement leave in respect of the death within Australia or overseas of a relation to whom the Clause applies.
- 40.7** The employee is entitled to compassionate leave only if the employee gives his or her employer any evidence that the employer reasonably requires of the illness, injury or death.

41. ANNUAL LEAVE

Entitlement

- 41.1** Employees (except casual employees) will be entitled to four (4) weeks of annual leave per annum.
- 41.2** An employee working and/or required to work on call for any part of twenty-eight (28) weekends or more in any year of employment will be entitled to an extra week's annual leave.
- 41.3** A shiftworker for the purposes of the NES is a continuous shiftworker. These employees are entitled to an extra week's annual leave.
- 41.4** For the purposes of clarity, an employee will be entitled to a maximum of five (5) weeks of annual leave per annum.

Accrual of Annual Leave

- 41.5** Annual leave will accrue progressively.
- 41.6** Annual leave will accrue during periods that the employee is taking annual leave.

Payment

- 41.7** An employee will be paid his/her current ordinary rate (including leading hand allowance, if applicable) for the period of annual leave.

- 41.8** In addition to the amount in Clause 41.7, during a period of annual leave an employee will receive a loading of seventeen and one half percent (17.5%) calculated on rates, loadings, and allowances prescribed at Appendix B – Fares Allowance and Travelling Allowance and / or Appendix C – Living Away From Home Allowance and / or Appendix D – Allowances and Special Rates.
- 41.9** Where the employee requests, prior to going on annual leave the employee will be paid in advance for the period of annual leave.

Taking Leave

- 41.10** An employee may take annual leave in periods agreed between the employer and the employee provided that one (1) of the periods shall be of at least ten (10) working days.
- 41.11** Where an employee requests that leave be allowed in one (1) continuous period such request will not be unreasonably refused.
- 41.12** If an employee is still engaged on a distant job when annual leave is granted and the employee returns to the place of engagement or, if employed prior to going to the distant job, the place regarded as his/her headquarters, by the first reasonable means of transport, his/her annual leave will commence on the first full working day following his/her return to such place of engagement or headquarters as the case may be.
- 41.13** The employer may direct an employee to take paid annual leave during all or part of a period where the employer shuts down the business or part of the business where the employee works. If an employee does not have sufficient accrued annual leave for the period of the shut - down, then the employee may be required to take leave without pay. The employer may exercise the right to shut down the business or part of the business once in each calendar year.
- 41.14** The employer may direct an employee to take annual leave in circumstances where:
- 41.14.1** the employee has accrued more than eight (8) weeks of annual leave;
 - 41.14.2** the employer and employee are unable to reach agreement on the taking of the leave;
 - 41.14.3** the employer has given the employee at least twenty-eight (28) days' notice prior to the date the employee is required to commence the leave; and
 - 41.14.4** the employee will retain a minimum of four (4) weeks of annual leave after taking such leave.

Annual Leave in advance

- 41.15.1** By agreement with the employer, an employee may take any amount of annual leave before leave becomes due.
- 41.15.2** Any agreement to take annual leave in advance must:-
- 41.15.2(a)** state the amount of annual leave to be taken in advance and the date on which leave is to commence; and
 - 41.15.2(b)** be signed by the employer and employee (if the employee is under eighteen [18] years of age, by the employee's parent or guardian).
- 41.15.3** The employer must keep a copy of any agreement as an employee record.

Cashing Out - Cashing Out of Annual Leave

- 41.16** Paid annual leave must not be cashed out except in accordance with this clause.
- 41.17** An employer and an employee may agree to the employee cashing out a particular amount of the employee's accrued paid annual leave provided that the following requirements are met:-
- 41.17.1(a)** each cashing out of a particular amount of accrued paid annual leave must be by a separate agreement between the employer and the employee which must:
 - 41.17.1(a)(i)** be in writing and retained as an employee record;
 - 41.17.1(a)(ii)** state the amount of accrued leave to be cashed out and the payment to be made to the employee;
 - 41.17.1(a)(iii)** state the date on which the payment is to be made, and
 - 41.17.1(a)(iv)** be signed by the employer and employee and, if the employee is under eighteen (18) years of age, the employees' parent or guardian;
 - 41.17.1(b)** the employee must be paid at least the full amount that would have been payable to the employee had the employee taken the leave at the time that it is cashed out;
 - 41.17.1(c)** paid annual leave must not be cashed out if the cashing out would result in the employee's remaining accrued entitlement to paid annual leave being less than four (4) weeks; and
 - 41.17.1(d)** employees may not cash out more than two (2) weeks' accrued annual leave in any twelve (12) month period.
- Note 1:** Under Section 344 of the *Fair Work Act 2009*, an employer must not exert undue influence or undue pressure on an employee to make an agreement to cash out paid annual leave under this clause.
- Note 2:** Under Section 345 of the *Fair Work Act 2009*, a person must not knowingly or recklessly make a false or misleading representation about an employee's workplace rights under this clause.

Payment for annual leave on termination

- 41.18** The employee will be entitled to payment of accrued annual leave upon termination of employment.
- 41.19** In addition to the amount in Clause 41.18, an employee will receive a loading of seventeen and one half percent (17.5%) calculated on rates, loadings, and allowances prescribed at Appendix B – Fares Allowance and Travelling Allowance and / or Appendix C – Living Away From Home Allowance and / or Appendix D – Allowances and Special Rates being equal amount the employee would have been payable if the employee had taken that period of leave.

Flexibility of the Christmas / New Year Annual Leave Shutdown

- 41.20.1** The Christmas / New Year Annual Leave Shutdown at Appendix F – Working Day (RDO) Calendar will be observed.
- 41.20.2** Flexibility for the taking of the Christmas / New Year Annual Leave Shutdown is provided for in Appendix F – Working Day (RDO) Calendar.
- 41.21** It is a breach of this Agreement for an employee to be paid his/her full accrual, or part thereof, of annual leave at Christmas or any other time, unless that employee takes such annual leave or his/her employment is terminated. Employment is not to be terminated for reasons of avoidance of this subclause.

Excessive Annual Leave Accruals

- 41.22** This Clause contains provisions additional to the NES about taking paid annual leave, to deal with excessive paid annual leave accruals.
- 41.23** An employee has an excessive leave accrual if:
- 41.23.1** the employee is not a shiftworker and has accrued more than eight (8) weeks' paid annual leave; or
- 41.23.2** the employee is a shiftworker and has accrued more than ten (10) weeks' paid annual leave.

Eliminating excessive leave accruals - Dealing with excessive leave accruals by agreement

- 41.24** Before an employer can direct that leave be taken under Clause 41.25 or an employee can give notice of leave to be granted under Clause 41.27, the employer or employee must request a meeting and must genuinely try to agree upon steps that will be taken to reduce or eliminate the employee's excessive leave accrual.

Employer may direct that leave be taken - This Clause applies if an employee has an excessive leave accrual.

- 41.25** If agreement is not reached under Clause 41.24, the employer may give a written direction to the employee to take a period or periods of paid annual leave. The direction must state that it is a direction given under Clause 41.26.

- 41.26** Such a direction must not:-
- 41.26.1** result in the employee's remaining accrued entitlement to paid annual leave at any time being less than four (4) weeks (taking into account all other paid annual leave that has been agreed that the employee has been directed to take or that the employee has given notice of Clause 41.26.
- 41.26.2** require the employee to take any period of leave of less than one (1) week;
- 41.26.3** require the employee to take any period of leave commencing less than eight (8) weeks after the day the direction is given to the employee;
- 41.26.4** require the employee to take any period of leave commencing more than twelve (12) months after the day the direction is given to the employee; or
- 41.26.5** be inconsistent with any leave arrangement agreed between the employer and employee.
- 41.27** An employee to whom a direction has been given under this Clause may make a request to take paid annual leave as if the direction had not been given.
- 41.28** The employer is not to take the direction into account in deciding whether to agree to such a request.

Note: The NES state that the employer must not unreasonably refuse to agree to a request by the employee to take paid annual leave. If leave is agreed after a direction is issued and the direction would then result in the employee's remaining accrued entitlement to paid annual leave at any time being less than six weeks, the direction will be deemed to have been withdrawn. The employee must take paid annual leave in accordance with a direction complying with this subclause.

Employee may require that leave be granted.

- 41.29** This Clause applies if an employee has had an excessive leave accrual for more than six (6) months and the employer has not given a direction under Clause 41.25 that will eliminate the employee's excessive leave accrual.
- 41.30** If agreement is not reached under Clause 41.25, the employee may give a written notice to the employer that the employee wishes to take a period or periods of paid annual leave. The notice must state that it is a notice given under Clause 41.29.
- 41.31** Such a notice must not:-
- 41.31.1** result in the employee's remaining accrued entitlement to paid annual leave at any time being less than four (4) weeks (taking into account all other paid annual leave that has been agreed, that the employee has been directed to take or that the employee has given notice of under this subclause);
- 41.31.2** provide for the employee to take any period of leave of less than one week;
- 41.31.3** provide for the employee to take any period of leave commencing less than eight (8) weeks after the day the notice is given to the employer;
- 41.31.4** provide for the employee to take any period of leave commencing more than twelve (12) months after the day the notice is given to the employer; or

41.31.5 be inconsistent with any leave arrangement agreed between the employer and employee.

The employer must grant the employee paid annual leave in accordance with a notice complying with this clause.

Dispute resolution procedure

41.32 Without limiting Clause 14 – Disputes Resolution Procedure of the Agreement, an employer or an employee may refer the following matters to the FWC:

41.32.1 a dispute about whether the employer or employee has requested a meeting and genuinely tried to reach agreement;

41.32.2 a dispute about whether the employer has unreasonably refused to agree to a request by the employee to take paid annual leave; and

41.32.3 a dispute about a direction to take leave; or

41.32.4 a dispute about a notice requiring leave to be granted.

42. LONG SERVICE LEAVE / CO-INVEST

42.1 Paid in accordance with the Construction Industry Long Service Leave Act or, if outside Victoria, the appropriate state legislation.

42.2 Payments by the employer will be paid monthly.

43. PARENTAL LEAVE

43.1 Parental Leave will be provided in accordance with the National Employment Standards.

Summary of Entitlement

43.2 Under the NES Parental Leave provisions, an employee is entitled to take parental leave if the employee:-

- has worked for the employer for at least twelve (12) months before the date of birth, the date of adoption; or when the leave starts (if the leave is taken after another person cares for the child or takes parental leave); and
- has, or will have, responsibility for the care of a child.

There is no obligation to work an additional twelve (12) months, before an employee can take another period of parental leave.

The NES Parental Leave provisions apply when:-

- an employee gives birth;
- an employee's spouse / partner gives birth;
- an employee adopts a child under sixteen (16) years of age.

Parental leave is for a twelve (12) month period. However, an employee may elect to extend their period of parental leave by an additional twelve (12) months. In combination, the maximum period of parental leave that an employee would be entitled to is twenty - four (24) months.

Concurrent leave; where both persons take leave at the same time is allowed. The minimum period of time for concurrent leave is two (2) weeks and the maximum period of time is eight (8) weeks.

An employee may undertake Keeping in Touch Days; that is days where the employee may return and undertake work (the type of examples given are planning days; training, conference). These days would be paid. An employee can undertake a maximum of ten (10) Keeping in Touch Days.

44. COMMUNITY SERVICE LEAVE

Jury Service Leave

- 44.1** An employee required to attend for jury service will be entitled to have his/her pay made up by the employer to equal his/her ordinary rate for eight (8) hours (inclusive of accrued entitlements prescribed by Clause 31 – Hours of work) per day plus fares whilst meeting this requirement. The employee will give the employer proof of such attendance and the amount received in respect of such jury service.

Community Service Leave

- 44.2** An employee who is a voluntary member of:

- 44.2.1** State Emergency Service.
- 44.2.2** St John Ambulance.
- 44.2.3** Country Fire Authority; or
- 44.2.4** other similar organisation.

may be granted unpaid leave for the period that they are absent from duty as a result of their attendance at an emergency.

- 44.3** Employees who may seek community service leave must:

- 44.3.1** notify the employer of their volunteer activity in advance; and
- 44.3.2** provide certification from the volunteer organisation.

- 44.4** An employee who is requesting approval to be absent from duty in order to attend an emergency will be required to notify the employer of the intended absence and expected duration of the absence as soon as practicable.

- 44.5** The approval of community service leave will be subject to the employee's absences being reasonable in all the circumstances.

- 44.6** The employer will permit an employee to access annual leave entitlements during the period of absence due to community service leave.

45 **FAMILY AND DOMESTIC VIOLENCE LEAVE**

- 45.1** This clause applies to all employees, including casuals.

Entitlement to unpaid leave

- 45.2** An employee is entitled to five (5) days' unpaid leave to deal with family and domestic violence, as follows:-

- 45.2.1** the leave is available in full at the start of each twelve (12) month period of the employee's employment; and

- 45.2.2** the leave does not accumulate from year to year; and

- 45.2.3** is available in full to part-time and casual employees.

Note 1 A period of leave to deal with family and domestic violence may be less than a day by agreement between the employee and the employer.

Note 2 The employer and employee may agree that the employee may take more than 5 days' unpaid leave to deal with family and domestic violence.

Taking unpaid leave

- 45.3** An employee may take unpaid leave to deal with family and domestic violence if the employee:-

- 45.3.1** is experiencing family and domestic violence; and

- 45.3.2** needs to do something to deal with the impact of the family and domestic violence and it is impractical for the employee to do that thing outside their ordinary hours of work.

Note: The reasons for which an employee may take leave include making arrangements for their safety or the safety of a family member (including relocation), attending urgent court hearings, or accessing police services.

Service and continuity

- 45.4** The time an employee is on unpaid leave to deal with family and domestic violence does not count as service but does not break the employee's continuity of service.

Notice and evidence requirements - Notice

- 45.4.1** An employee must give their employer notice of the taking of leave by the employee under Clause 45.3. The notice:-

- 45.4.1(a)** must be given to the employer as soon as practicable (which may be a time after the leave has started); and

- 45.4.1(b)** must advise the employer of the period, or expected period, of the leave.

Notice and evidence requirements - Evidence

- 45.4.2** An employee who has given their employer notice of the taking of leave under Clause 45.4 must, if required by the employer, give the employer evidence that would satisfy a reasonable person that the leave is taken for the purpose specified in Clause 45.3.

Note: Depending on the circumstances such evidence may include a document issued by the police service, a court or a family violence support service, or a statutory declaration.

Confidentiality

- 45.5.1** Employers must take steps to ensure information concerning any notice an employee has given, or evidence an employee has provided under Clause 45.5.2 is treated confidentially, as far as it is reasonably practicable to do so.
- 45.5.2** Nothing in Clause 45.5.1, prevents an employer from disclosing information provided by an employee if the disclosure is required by an Australian law or is necessary to protect the life, health or safety of the employee or another person.

Note: Information concerning an employee's experience of family and domestic violence is sensitive and if mishandled can have adverse consequences for the employee. Employers should consult with such employees regarding the handling of this information.

46 INDUSTRY TRAINING - TRAINING LEVY

These amounts are not payable for Apprentices Training Levy

- 46.1** The Training Levy is paid per week and collected by Incolink monthly as per clause (46.10) below.
- 46.2** Improved coordinated training for employees covered by this Agreement will be provided to enhance the skills, occupational health and safety comprehension, and other areas of working knowledge of the employees of the employer.
- 46.3** Training provided will be consistent with the employer's business requirements, relevant to the work of the employees and be consistent with the skills development of each employee and with applicable national competency standards, where they exist.
- 46.4** Training as provided for by this clause may be taken either on or off - the - job.
- 46.5** When training is taken off - the - job, where practicable and subject to the work requirements of the employer, such training shall be undertaken during normal working hours.
- 46.6** If an approved training activity is undertaken during ordinary working hours, the employee/s concerned will not suffer any loss of wages or entitlements.
- 46.7** To contribute to the funding and training and development of its employees, the employer will pay the following schedule of payments into the Plumbing Industry Joint Training Fund that will provide plumbing and plumbing related courses.

46.8 Subject to the operational needs of the employer, employees covered by this Agreement will be eligible to attend training programs that are funded by and paid for by the weekly amounts in clause 46.10. The Increases in Clause 46.10 below form part of Clause 4.4 and are detailed in Clause 55 of this Agreement.

46.9 The employer shall be liable for any difference between the total cost of that approved course and the amount contributed by the registered training provider fund.

46.10 Training Levy Payments

TRAINING LEVY – APPLICABLE DATE	AMOUNT PER WEEK
First full pay period commencing on or after 1 March 2019	\$32.01 per week
First full pay period commencing on or after 1 October 2020	\$34.01 per week
First full pay period commencing on or after 1 October 2021	\$36.01 per week
First full pay period commencing on or after 1 October 2022	\$38.01 per week
First full pay period commencing on or after 1 October 2023	\$40.01 per week

Note:- The Training Levy and Building Levy are GST Exclusive.

Undertaking

46.11 As at the date that the Agreement was *made*, the contributions made by the employer and the employees towards the Training Levy and the Building Levy were, apart from GST, not subject to any other form of taxation. Should this situation change, and the Training Levy and / or the Building Levy become the subject of any other form of taxation (other than GST), the parties to the Agreement agree that they will review the costs of the Training Levy, the Building Levy and / or the wages paid to the employees covered by the Agreement to ensure that the total cost of employing an employee does not rise.

47. EMPLOYEE REPRESENTATIVES

This clause outlines the rights for employee representatives when assisting employees. For clarity, each employee has the right to determine whether they wish to be represented by a Union Delegate, Employee Representative, another representative of their choosing or not at all.

Representation

47.1 The parties recognise the role the employees' on-site representative has in seeking to ensure industrial harmony on the site or at the workplace. Further the parties recognize that the on-site representative is a point of contact for an employee who has an employment related grievance or a grievance, query or concern arising under the terms of the Agreement.

- 47.2** An employee representative shall, upon notification to the employer, be recognised as the accredited representative of the employees and be allowed all necessary time during working hours to submit to the employer matters affecting the employees he/she represents. At all other times the employee representative will perform productive work within his/her range of qualifications and competence. Further, the employee representative shall be allowed reasonable time during working hours to attend to job matters affecting the employees.

Employee representative facilities

- 47.3** Where the employer is the principal contractor it is agreed the employer shall provide a facility for the use of the employee representative/s to perform their duties and functions as the on-site representative/s of the employees. The provision of the following facilities is to ensure that the employee representative/s is able to effectively perform his/her functions in a professional and timely manner. The facilities shall include:-

- 47.3.1** a telephone;
- 47.3.2** a table and chairs;
- 47.3.3** a filing cabinet;
- 47.3.4** air-conditioning/heating;
- 47.3.5** access to stationery and other administrative facilities, including use of facsimile, use of e-mail (if available on site), following consultation between employee representative and Site Management;
- 47.3.6** a private lockable area.

Employee representative training leave

- 47.4** Subject to all qualifications in this clause, an employee appointed or elected as an accredited representative of employees will, upon application in writing to the employer, be granted up to five days leave with pay each calendar year non-cumulative to attend courses.
- 47.5** Such courses will be designed and structured with the objective of promoting good industrial relations within the building and construction industry.
- 47.6** For the purposes of this Clause an accredited representative of the employee will include an employee representative recognised by the employer in accordance with this Agreement.

47.7 The following scale will apply:-

No. of employees covered by this Agreement	Maximum No. of Representatives eligible to attend per year.	Maximum No. of days permitted per year
Up to 15	1	5
16 – 30	2	10
31 – 50	3	15
51 – 100	4	20
101 and over	5	25

47.8 The application for leave will be given to the employer at least four (4) weeks in advance of the date of commencement of the course. The application for leave will contain the following details:

47.8.1 the name of the employee seeking the leave;

47.8.2 the period of time for which the leave is sought (including course dates and the daily commencing and finishing times); and

47.8.3 the title, general description and structure of the course to be attended and the location of where the course is to be conducted.

47.9 The employer will advise the employee representative within seven (7) clear working days (Monday to Friday) of receiving the application as to whether or not the application for leave has been approved.

47.10 The time of taking leave will be arranged so as to minimize any adverse effect on the employer's operations. The onus will rest with the employer to demonstrate an inability to grant leave when an eligible employee is otherwise entitled.

47.11 An employer will not be liable for any additional expenses associated with an employee's attendance at a course other than the payment of ordinary time earnings for such absence. For the purpose of this Clause ordinary time earnings will be defined as the relevant Agreement classification rate including, shift work loadings where relevant plus Site Allowance where applicable.

47.12 Leave rights granted in accordance with this Clause will not result in additional payment for alternative time off to the extent that the course attended coincides with an employee's RDO or with any concessional leave.

47.13 An employee on request by their employer will provide proof of their attendance at any course within seven days. If an employee fails to provide such proof, the employer may deduct any amount already paid for attendance from the next week's pay or from any other moneys due to the employee.

47.14 Where an employee is sick during a period when leave pursuant to this Clause has been granted proof of attendance at the course is not required for that period and the employee will receive payment if entitled under the provisions of this Agreement.

- 47.15** Leave of absence granted pursuant to this Clause will count as service for all purposes of this Agreement.
- 47.16** Any dispute as to any aspect of this Clause will be resolved in accordance with the dispute settlement provisions of this Agreement.
- 48. PROTECTIVE CLOTHING**
- 48.1** The employer shall ensure that their employees are in possession of protective clothing in accordance with this clause.
- 48.2** Approved (AS) safety footwear appropriate to the classification of work being carried out.
- 48.3** Overalls or trousers of the following types and quantities:-
- 48.3.1** Two sets of combination overalls; or
- 48.3.2** Two sets bib and brace overalls plus two drill shirts; or
- 48.3.3** Two sets drill trousers and two drill shirts; or
- 48.3.4** Work denims at cost no greater than either items 48.3.1, 48.3.2 or 48.3.2.
- 48.4** Where an employee has not sought replacement of his/her issue of protective clothing as provided in Clause 48.3 above on a fair wear and tear basis within twelve (12) months from the date of issue, then that employee shall be entitled to a re-issue of the apparel at the completion of that twelve (12) months.
- 48.5** One Bluey Jacket, or other approved equivalent apparel following consultation between the employer and a majority of employees, shall be issued on the first occasion to a new employee between 1 May and 31 August. The replacement of such jacket shall be on a fair wear and tear basis only.
- 48.6** Where employees have received any of the above items from the previous employer by way of a Site Agreement, Industry Agreement or normal condition of employment, the above items shall not be re-issued until replacement on a fair wear and tear basis is required.
- 48.7** No agreements for cash in lieu of protective clothing shall be permitted.
- 48.8** Prescription glasses, where an employee to perform work in their employment requires prescription glasses, the employee will be provided with frames, side shields and prescription lens at no cost to the employee, they shall be replaced on fair wear and tear basics.
- 48.9** Where the employee's protective clothing is stolen, the employer may require proof of the theft before issuing replacement clothing. The proof of the theft may be in the form of a Statutory Declaration from the employee.
- 48.10** Where an employee claims to have not been issued with protective clothing by a previous employer, the new employer may require all necessary details from the employee to validate the claim. These details may be supplied in the form a Statutory Declaration by the employee at the employer's request.

- 48.11** Irrespective of the employer, the protective clothing and footwear as outlined in Clauses 48.2 and 48.3 will be replaced on a fair wear and tear basis upon receipt of issued clothing.
- 48.12** The employer shall keep a record of the type of protective clothing issued, including the date of issue. The employee shall sign for such issues, and these details shall be available upon request by employees.
- 48.13** In the event of protective clothing/equipment being supplied and not worn whilst working (without reasonable cause), the employee and the employee representative shall discuss the matter with a view to ensure the wearing of such.
- 48.14** Further failure to do so shall prohibit the employee from any further entitlement.
- 48.15** While not being part of any issue of protective clothing/equipment, employers shall be required to provide the following protective equipment (SAA approved) for use, when necessary, by employees during the performance of their required duties:
- safety helmets;
 - ear/hearing protection;
 - gloves; and
 - skin protective cream/sun - screen (15+ rating).
- 48.16** In addition, one (1) pair of UV-rated safety glasses or UV rated 'clip-ons' suitable to overlay prescription spectacles, shall be made available for employees who are required to work on reflective surfaces such as:
- metal decking;
 - large concrete slabs exposed to sunlight;
 - roofing;
 - curtain walling; or
 - in direct sunlight for any part of the day.
- 49. OPERATION OF OCCUPATIONAL HEALTH AND SAFETY ACT, REGULATIONS AND CODES OF PRACTICE**
- 49.1** The parties to this Agreement shall in addition to ensuring compliance with OH&S legislation (including Regulations, and Codes of Practice), implement the best achievable level of health and safety. Particular emphasis will be placed on the establishment of consultative mechanisms which will include:
- 49.1.1** the election of health and safety representatives who will represent employees in negotiations on health and safety matters;
- 49.1.2** an occupational health and safety committee; and
- 49.1.3** training issues including specific hazards, health and safety systems, and site induction.
- 49.2** In the event that changes to occupational health and safety practices are deemed necessary by either party the issue shall be referred to a consultative mechanism.

50. OPERATION OF LIFT

50.1 During temporary stoppage of the passengers/materials lift, the employees are expected to walk to their place of work to a maximum of four (4) levels to work in their respective classification, and no industrial action or dispute should take place.

51. HEARING TESTS

51.1 Audiometric tests should be conducted within two (2) months of a person commencing employment, and thereafter at intervals of two (2) years.

52. HEPATITIS A and B SHOTS

52.1 Employees will be offered Hepatitis A shots and/or Hepatitis B shots in areas where Hepatitis A and/or Hepatitis B may be contracted. The employer will pay the cost of such shots.

53. REHABILITATION OF INJURED EMPLOYEES

53.1 The parties to this Agreement shall ensure that any employee who sustains a work related injury, illness or disease, will be afforded every assistance in utilising a rehabilitation program aimed at returning that employee to meaningful employment within the industry.

54 EMPLOYEE ABSENCE - INDUSTRY FUND COMPLIANCE

54.1 If an employee is being paid a part, or all of, the employees' weekly entitlements, by a third party, the employer shall make the payments prescribed in Clause 54.2, as if the employee was at work and being paid by the employer.

54.2 For an employee who is absent from work:-

54.2.1 because they are on paid leave; or

54.2.2 because they are in receipt of workers compensation benefits; or

54.2.3 because they are in receipt of a benefit provided in either Clause 25.1 – Trauma Insurance; or Clause 25.2 – Income Protection or Clause 25.3 – Journey Accidents; or

54.2.4 because they are absent on leave without pay to enable them to take long service leave;

the employer shall:-

54.2.5 **only where** the employee is absent because they are in receipt of workers compensation benefits, or because they are in receipt of a benefit provided in Clause 25.2 – Income Protection or because they are absent on leave without pay to enable them to take long service leave, make the superannuation payments prescribed in Clause 54.3 – Superannuation – Industry

- 54.2.6** Fund Compliance; and
- 54.2.7** make the long service leave payments prescribed in Clause 42 – Long Service Leave; and
- 54.2.8** make the various insurance payments prescribed in Clause 25.1 – Trauma Insurance; and Clause 25.2 – Income Protection and Clause 25.3 – Journey Accidents; and
- 54.2.9** make the redundancy payments prescribed in Clause 22 - Redundancy; and
- 54.2.10** make the training levy payments prescribed in Clause 46 – Industry Training, during such absence.

54.3 Superannuation – Industry Fund Compliance

Superannuation Contributions – Employee absent for work – related injury / illness and / or long service leave and / or whilst an employee is on income protection

This clause does not apply to an apprentice

54.3.1 This clause shall only apply where an employee:-

- 54.3.1(a)** is absent because they are in receipt of workers compensation benefits; or
- 54.3.1(b)** is absent because they are in receipt of a benefit provided in Clause 25.2 – Income Protection; or
- 54.3.1(c)** is absent because they are absent on leave without pay to enable them to take long service leave

even if a Third Party is paying all or part of the employees' weekly entitlements. In such circumstances, the level of contributions paid on behalf of each employee will be:-

First pay period on or after	Registered Plumber / Refrigeration Mechanic	Plumber – Provisional Registration / Unregistered Plumber / Lagger	Irrigation Installer	Plumbers Labourer
1 October 2020	\$190.00 Per Week	\$185.00 Per Week	\$185.00 Per Week	\$180.00 Per Week
1 October 2021	\$195.00 Per Week	\$190.00 Per Week	\$190.00 Per Week	\$185.00 Per Week
1 October 2022	\$200.00 Per Week	\$195.00 Per Week	\$195.00 Per Week	\$190.00 Per Week
1 October 2023	\$205.00 per week	\$200.00 Per Week	\$200.00 Per Week	\$195.00 Per Week

54.3.2 The superannuation contributions required to be paid under this clause shall cease after fifty - two (52) weeks.

MEMBER BENEFITS / EMPLOYEE FIXED RATE CONTRIBUTIONS / INSURANCE AND REDUNDANCY PAYMENTS

If under this clause and or Clause 4.4 any excess contributions received will only be expended for Member Benefits

The employer will, on behalf of each employee, pay the amount described and listed in either Table 55A, Table 55B or Table 55C (to be collected by Incolink) for the various Member Benefits, Insurance Benefits and Redundancy for employees covered by the Agreement.

The amounts described in this Clause and in conjunction with Clause 4.4 of this Agreement form part of the wage increases negotiated by the parties to this Agreement. The payments listed in tables 55A, 55B & 55C below are payments achieved through the implementation of Clause 4.4 of this Agreement.

Note 1 PORTABLE SICK LEAVE (Refer to Clause 39 Portability of Sick Leave)

The current payment is \$1.40 per week per employee plus GST.

A further \$1.60 is paid as detailed in Clause 4.4 of this Agreement totaling a weekly amount from 1 October 2020 of \$3.00 per week, per employee. This amount is fixed and applies for the life of the Agreement.

Note 2 APPRENTICE CONTRIBUTION (Refer to Clause 19.7.4 Apprentices)

From 1 October 2020 an Apprentice Contribution payment of \$2.00 per week will be paid by all employees.

This \$2.00 payment is achieved by removing \$1.00 from Redundancy payments on 1 October 2020 from \$81.00 per week to \$80.00 per week. The remaining dollar is contributed as per Clause 4.4 of this Agreement.

A further \$1.00 per year is applied as per Clause 4.4 of this Agreement and are as follows:

- 1 October 2021 - \$3.00 per week per employee
- 1 October 2022 - \$4.00 per week per employee
- 1 October 2023 - \$5.00 per week per employee

Note 3: TRAINING LEVY (Refer to Clause 46 Industry Training – Training Levy)

This Training Levy increases by the following amounts

- 1 October 2020 - \$2.00 per week per employee excluding Apprentices
- 1 October 2021 - \$4.00 per week per employee excluding Apprentices
- 1 October 2022 - \$6.00 per week per employee excluding Apprentices
- 1 October 2023 - \$8.00 per week per employee excluding Apprentices.

The increases to the Training Levy listed above form part of Clause 4.4 of this Agreement.

Note 4: INCOLINK REDUNDANCY PAYMENTS (Refer to Clause 22.2 Redundancy Protection)

The current Redundancy payment is \$81.00 per week per employee excluding Apprentices.

Redundancy payments shall increase by \$20.00 per year for the life of this Agreement.

The Redundancy payment paid for each employee covered by this Agreement excluding Apprentices shall increase as follows:

1 October 2020 – payment increased to \$100.00 per week per employee excluding Apprentices.

This is an increase of \$20.00 per week from the current \$81.00 per week with \$1.00 per week being removed for the Apprentice contribution detailed in Clause 19.7.4 Apprentices and in Note 2 of this Clause. Further increases are as follows:

- 1 October 2021 - \$120.00 per week per employee excluding Apprentices
- 1 October 2022 - \$140.00 per week per employee excluding Apprentices.
- 1 October 2023 - \$160.00 per week per employee excluding Apprentices.

The increases to the Redundancy Payments listed above form part of Clause 4.4 of this Agreement.

Note 5: EMPLOYEE AND FAMILY WELFARE (Refer to Clause 57 – Employee and Family Welfare)

From 1 October 2020 a payment of \$0.95 shall be paid per week per employee for Employees and their immediate Families benefit.

This payment is fixed and payable for the life of this Agreement.

This payment listed above forms part of Clause 4.4 of this Agreement.

Note 6: BILL PAYER (Refer to Clause 56 Bill Payer Insurance)

From 1 October 2020 a payment of \$1.00 per week per employee shall be paid to supply Bill Payer Insurance as described in Clause 56.

This payment listed above forms part of Clause 4.4 of this Agreement.

TABLE 55A

Employee fixed Rate Contribution All employees except Apprentices And Plumbers Labourers	Member Benefits	Redundancy Account Does not include current \$81.00 Clause 22.2 Refer to Note 4	Training Clause 46 Refer to Note 3	Apprentice Levy Clause 19.7.4 Refer to Note 2	Bill Pay Clause 56 Refer to Note 6	Employee and Family Welfare Support Clause 57 Refer to Note 5	PSL Does not include Current \$1.40 Clause 39 Refer to Note 1
First Full Pay Period Commencing on or after 1 October 2020	\$2.15	\$20.00	\$2.00	\$1.00	\$1.00	\$0.95	\$1.60
First Full Pay Period Commencing on or after 1 October 2021	\$7.85	\$40.00	\$4.00	\$2.00	\$1.00	\$0.95	\$1.60
First Full Pay Period Commencing on or after 1 October 2022	\$13.55	\$60.00	\$6.00	\$3.00	\$1.00	\$0.95	\$1.60
First Full Pay Period Commencing on or after 1 October 2023	\$19.25	\$80.00	\$8.00	\$4.00	\$1.00	\$0.95	\$1.60

TABLE 55B

Employee fixed Rate Contribution Apprentices	Member Benefits	Redundancy Account	Training Clause 46	Apprentice Levy Clause 19.7.4 Refer to Note 2	Bill Pay Clause 56 Refer to Note 6	Employee and Family Welfare Support Clause 57 Refer to Note 5	PSL Does not include Current \$1.40 Clause 39 Refer to Note 1
First Full Pay Period Commencing on or after 1 October 2020	\$2.29	\$0	\$0	\$1.00	\$1.00	\$0.95	\$1.60
First Full Pay Period Commencing on or after 1 October 2021	\$8.13	\$0	\$0	\$2.00	\$1.00	\$0.95	\$1.60
First Full Pay Period Commencing on or after 1 October 2022	\$13.97	\$0	\$0	\$3.00	\$1.00	\$0.95	\$1.60
First Full Pay Period Commencing on or after 1 October 2023	\$19.81	\$0	\$0	\$4.00	\$1.00	\$0.95	\$1.60

TABLE 55C

Employee fixed Rate Contribution Plumbers Labourers	Member Benefits	Redundancy Account Does not include current \$81.00 Clause 22.2 Refer to Note 4	Training Clause 46 Refer to Note 3	Apprentice Levy Clause 19.7.4 Refer to Note 2	Bill Pay Clause 56 Refer to Note 6	Employee and Family Welfare Support Clause 57 Refer to Note 5	PSL Does not include Current \$1.40 Clause 39 Refer to Note 1
First Full Pay Period Commencing on or after 1 October 2020	\$2.25	\$20.00	\$2.00	\$1.00	\$1.00	\$0.95	\$1.60
First Full Pay Period Commencing on or after 1 October 2021	\$8.05	\$40.00	\$4.00	\$2.00	\$1.00	\$0.95	\$1.60
First Full Pay Period Commencing on or after 1 October 2022	\$13.85	\$60.00	\$6.00	\$3.00	\$1.00	\$0.95	\$1.60
First Full Pay Period Commencing on or after 1 October 2023	\$19.65	\$80.00	\$8.00	\$4.00	\$1.00	\$0.95	\$1.60

56 **BILL PAYER INSURANCE**

- 56.1** If an employee is in receipt of a benefit under Clause 25 – Insurance and suffers a disability for a period of more than fourteen (14) days, the employee shall have access to a benefit provided by Incolink to reimburse domestic bills which the employee receives and pays during their disablement.
- 56.2** This policy will reimburse up to \$250.00 per bill up to a maximum of \$5,000 for all bills for any one (1) period of disablement.
- 56.3** The Employer will pay \$1.00 per week (from 1 October 2020) per employee for the life of the Agreement in accordance with the Incolink Trust Deed.
- 56.4** This payment forms part of Clause 4 and is detailed in Clause 55 of this Agreement.

57 **EMPLOYEE AND FAMILY WELFARE SUPPORT**

- 57.1** The employer will make a weekly contribution to the Nominated Redundancy Fund (or any other fund of which Incolink is Trustee and nominated by it to receive the contribution) for the purpose of funding and / or sponsoring activities (at the determination of the Trustee of the said fund) that support the welfare of all employees and their families in the Industry.
- 57.2** The employer will pay \$0.95 per week (from 1 October 2020) per employee for the life of the Agreement.
- 57.3** This payment forms part of Clause 4 and is detailed in Clause 55 of this Agreement.

SIGNATORIES

For and on behalf of the Communications Electrical Electronic Energy Information Postal Plumbing and Allied Service Union of Australia 128v (CEPU) and the employees of the employer:



.....
Earl Setches

CEPU Plumbing Division (Vic Branch) State Secretary
52 Victoria Street,
CARLTON SOUTH VIC 3053

A Representative of the CEPU and employee/s covered by the agreement

Date:

Signatories for and on behalf of the employer by the authorised person:

.....
#####

Director

Company Name

Address:

Date:

Appendix A – Wages, Fares Allowance and Travel Allowance

AA.1 Wages

Note:- Registration allowance, plumbing trade allowance, industry allowance and tool allowance are included in the hourly rates below.

Registered Plumber / Refrigeration Mechanic

The rates in the following table are payable from the first pay period on or after the applicable date:-

Registered Plumber / Refrigeration Mechanic	1 March 2019	1 October 2020	1 March 2021	1 March 2022	1 March 2023
Hourly Rate	\$50.20	\$51.01	\$51.82	\$52.63	\$54.44
X 36 Hours	\$1,807.20	\$1,836.36	\$1,865.52	\$1,894.68	\$1,959.84
Fares (Per Day)	\$23.82	\$24.30	\$24.79	\$25.29	\$25.80
X 5 Days	\$119.10	\$121.50	\$123.95	\$126.45	\$128.70
Travel (Per day)	\$50.20	\$51.01	\$51.82	\$52.63	\$54.44
X 5 Days	\$251.00	\$255.05	\$259.10	\$263.15	\$272.20
Total Income	\$2,177.30	\$2,212.91	\$2,248.57	\$2,284.28	\$2,361.04
Overtime					
Double Time	\$100.40	\$102.02	\$103.64	\$105.26	\$108.88
Double Time and a Half	\$125.50	\$127.53	\$129.55	\$131.58	\$136.10

Plumber (Provisional Registration) / Plumber – Unregistered / Lagger

The rates in the following table are payable from the first pay period on or after the applicable date:-

Plumber (Provisional Registration) / Plumber – Unregistered / Lagger	1 March 2019	1 October 2020	1 March 2021	1 March 2022	1 March 2023
Hourly Rate	\$49.02	\$49.79	\$50.56	\$51.33	\$53.08
X 36 Hours	\$1,764.62	\$1,792.44	\$1,820.16	\$1,846.88	\$1,910.88
Fares (Per Day)	\$23.82	\$24.30	\$24.79	\$25.29	\$25.80
X 5 Days	\$119.10	\$121.50	\$123.95	\$126.45	\$129.00
Travel (Per day)	\$49.02	\$49.79	\$50.56	\$51.33	\$53.08
X 5 Days	\$245.10	\$248.95	\$252.80	\$256.65	\$265.40
Total Income	\$2,128.92	\$2,162.89	\$2,196.91	\$2,230.98	\$2,305.28
Overtime					
Double Time	\$98.04	\$99.58	\$101.12	\$102.66	\$106.16
Double Time and a Half	\$122.55	\$124.48	\$126.40	\$128.33	\$132.70

Irrigation Installer

The rates in the following table are payable from the first pay period on or after the applicable date:

Irrigation Installer	1 March 2019	1 October 2020	1 March 2021	1 March 2022	1 March 2023
Hourly Rate	\$47.57	\$48.30	\$49.03	\$49.76	\$51.44
X 36 Hours	\$1,712.52	\$1,738.80	\$1,765.08	\$1,791.36	\$1,851.84
Fares (Per Day)	\$23.82	\$24.30	\$24.79	\$25.29	\$25.80
X 5 Days	\$119.10	\$121.50	\$123.95	\$126.45	\$129.00
Travel (Per day)	\$47.57	\$48.30	\$49.03	\$49.76	\$51.44
X 5 Days	\$237.85	\$241.50	\$245.15	\$248.80	\$257.20
Total Income	\$2,069.47	\$2,101.80	\$2,134.18	\$2,166.61	\$2,238.04
Overtime					
Double Time	\$95.14	\$96.60	\$98.06	\$99.52	\$102.88
Double Time and a Half	\$118.93	\$120.75	\$122.58	\$124.40	\$128.60

Plumbers Labourer

The rates in the following table are payable from the first pay period on or after the applicable date:-

Plumbers Labourer	1 March 2019	1 October 2020	1 March 2021	1 March 2022	1 March 2023
Hourly Rate	\$44.45	\$44.98	\$45.51	\$46.04	\$47.46
X 36 Hours	\$1,600.20	\$1,619.28	\$1,638.36	\$1,657.44	\$1,708.56
Fares (Per Day)	\$39.14	\$39.92	\$40.72	\$41.53	\$42.36
X 5 Days	\$195.70	\$199.60	\$203.60	\$207.65	\$211.80
Total Income	\$1,796.03	\$1,818.88	\$1,841.86	\$1,864.84	\$1,919.86
Overtime	\$88.91	\$89.96	\$91.02	\$92.08	\$94.92
Double Time	\$111.13	\$112.45	\$113.77	\$115.10	\$118.65
Double Time and a Half	\$44.45	\$44.98	\$45.51	\$46.04	\$47.46

All Apprentices Wage Rates: -

The rates in the following table are payable from the first pay period on or after 1 March 2019

	Adult Apprentice 1st Year	Apprentice 1st Year	All Apprentices 2nd Year	All Apprentices 3rd Year	All Apprentices 4th Year
Hourly Rate	\$21.07	\$18.35	\$26.06	\$32.51	\$41.18
Total Weekly Rate	\$794.52	\$660.60	\$938.16	\$1,170.36	\$1,482.48
Fares (Per Day)	\$21.40	\$21.40	\$21.40	\$21.40	\$21.40
X5 (Weekly)	\$107.00	\$107.00	\$107.00	\$107.00	\$107.00
Travel (Per Day)	\$5.27	\$4.59	\$6.52	\$8.13	\$10.30
X5 (Weekly)	\$26.35	\$22.95	\$32.60	\$40.65	\$51.50
Total Income (Weekly)	\$927.87	\$790.55	\$1,077.76	\$1,318.01	\$1,640.98
Overtime					
Time and a half	\$33.11	\$27.53	\$39.09	\$48.77	\$61.77
Double Time	\$44.14	\$36.70	\$52.12	\$65.02	\$82.36
Double time and a half	\$55.18	\$45.88	\$65.15	\$81.28	\$102.95

Note:- In accordance with Clause – 19.16 – Adult Apprentice, where an apprentice was employed by the employer in a classification covered by the Agreement immediately prior to becoming an adult apprentice with the employer, such apprentice will not suffer a reduction in the rate of pay by virtue of entering into a Training Contract under Clause 19.3. For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay (inclusive of the fares allowance and travel allowance [if applicable]) that is, from time to time, applicable to the classification in which the adult apprentice was engaged immediately prior to entering into the Training Contract specified in Clause 19.3, unless the applicable rate of pay payable to that apprentice under Appendix A – Wages, Fares Allowance and Travel Allowance is higher.

All Apprentices Wage Rates:-

The rates in the following table are payable from the first pay period on or after 1 October 2020

	Adult Apprentice 1st Year	Apprentice 1st Year	All Apprentices 2nd Year	All Apprentices 3rd Year	All Apprentices 4th Year
Hourly Rate	\$22.51	\$18.71	\$26.65	\$33.30	\$42.23
Total Weekly Rate	\$810.36	\$673.56	\$959.40	\$1,198.80	\$1,520.28
Fares (Per Day)	\$21.83	\$21.83	\$21.83	\$21.83	\$21.83
X5 (Weekly)	\$109.15	\$109.15	\$109.15	\$109.15	\$109.15
Travel (Per Day)	\$5.43	\$4.73	\$6.71	\$8.37	\$10.61
X5 (Weekly)	\$27.15	\$23.65	\$33.55	\$41.85	\$53.05
Total Income (Weekly)	\$946.66	\$806.36	\$1,102.10	\$1,349.80	\$1,682.48
Overtime					
Time and a half	\$33.77	\$28.07	\$39.98	\$49.95	\$63.35
Double Time	\$45.02	\$37.42	\$53.30	\$66.60	\$84.46
Double time and a half	\$56.28	\$46.78	\$66.63	\$83.25	\$105.58

Note:- In accordance with Clause – 19.16 – Adult Apprentice, where an apprentice was employed by the employer in a classification covered by the Agreement immediately prior to becoming an adult apprentice with the employer, such apprentice will not suffer a reduction in the rate of pay by virtue of entering into a Training Contract under Clause 19.3. For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay (inclusive of the fares allowance and travel allowance [if applicable]) that is, from time to time, applicable to the classification in which the adult apprentice was engaged immediately prior to entering into the Training Contract specified in Clause 19.3, unless the applicable rate of pay payable to that apprentice under Appendix A – Wages, Fares Allowance and Travel Allowance is higher.

All Apprentices Wage Rates:-

The rates in the following table are payable from the first pay period on or after 1 March 2021

	Adult Apprentice 1st Year	Apprentice 1st Year	All Apprentices 2nd Year	All Apprentices 3rd Year	All Apprentices 4th Year
Hourly Rate	\$22.95	\$19.07	\$27.24	\$34.09	\$43.28
Total Weekly Rate	\$826.20	\$686.52	\$980.64	\$1,227.24	\$1,558.08
Fares (Per Day)	\$22.26	\$22.26	\$22.26	\$22.26	\$22.26
X5 (Weekly)	\$111.30	\$111.30	\$111.30	\$111.30	\$111.30
Travel (Per Day)	\$5.74	\$4.77	\$6.81	\$8.52	\$10.82
X5 (Weekly)	\$28.70	\$23.85	\$34.05	\$42.60	\$54.10
Total Income (Weekly)	\$964.95	\$821.67	\$1,125.99	\$1,381.14	\$1,723.48
Overtime					
Time and a half	\$34.43	\$28.61	\$40.86	\$51.14	\$64.92
Double Time	\$45.90	\$38.14	\$54.48	\$68.18	\$86.56
Double time and a half	\$57.38	\$47.68	\$68.10	\$85.23	\$108.20

Note:- In accordance with Clause – 19.16 – Adult Apprentice, where an apprentice was employed by the employer in a classification covered by the Agreement immediately prior to becoming an adult apprentice with the employer, such apprentice will not suffer a reduction in the rate of pay by virtue of entering into a Training Contract under Clause 19.3. For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay (inclusive of the fares allowance and travel allowance [if applicable]) that is, from time to time, applicable to the classification in which the adult apprentice was engaged immediately prior to entering into the Training Contract specified in Clause 19.3, unless the applicable rate of pay payable to that apprentice under Appendix A – Wages, Fares Allowance and Travel Allowance is higher.

All Apprentices Wage Rates:-

The rates in the following table are payable from the first pay period on or after 1 March 2022

	Adult Apprentice 1st Year	Apprentice 1st Year	All Apprentices 2nd Year	All Apprentices 3rd Year	All Apprentices 4th Year
Hourly Rate	\$23.39	\$19.43	\$27.83	\$34.88	\$44.33
Total Weekly Rate	\$842.04	\$699.48	\$1,001.88	\$1,255.68	\$1,595.88
Fares (Per Day)	\$22.69	\$22.69	\$22.69	\$22.69	\$22.69
X5 (Weekly)	\$113.45	\$113.45	\$113.45	\$113.45	\$113.45
Travel (Per Day)	\$5.85	\$4.86	\$6.96	\$8.72	\$11.08
X5 (Weekly)	\$28.00	\$24.30	\$34.80	\$43.60	\$55.40
Total Income (Weekly)	\$983.49	\$837.23	\$1,150.13	\$1,412.73	\$1,764.73
Overtime					
Time and a half	\$35.09	\$29.15	\$41.75	\$52.32	\$66.50
Double Time	\$46.78	\$38.86	\$55.66	\$69.76	\$88.66
Double time and a half	\$58.48	\$48.58	\$69.58	\$87.20	\$110.83

Note:- In accordance with Clause – 19.16 – Adult Apprentice, where an apprentice was employed by the employer in a classification covered by the Agreement immediately prior to becoming an adult apprentice with the employer, such apprentice will not suffer a reduction in the rate of pay by virtue of entering into a Training Contract under Clause 19.3. For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay (inclusive of the fares allowance and travel allowance [if applicable]) that is, from time to time, applicable to the classification in which the adult apprentice was engaged immediately prior to entering into the Training Contract specified in Clause 19.3, unless the applicable rate of pay payable to that apprentice under Appendix A – Wages, Fares Allowance and Travel Allowance is higher.

All Apprentices Wage Rates:-

The rates in the following table are payable from the first pay period on or after 1 March 2023

	Adult Apprentice 1st Year	Apprentice 1st Year	All Apprentices 2nd Year	All Apprentices 3rd Year	All Apprentices 4th Year
Hourly Rate	\$24.25	\$20.16	\$28.94	\$36.32	\$46.20
Total Weekly Rate	\$873.00	\$725.76	\$1,041.84	\$1,307.52	\$1,663.20
Fares (Per Day)	\$23.12	\$23.12	\$23.12	\$23.12	\$23.12
X5 (Weekly)	\$115.60	\$115.60	\$115.60	\$115.60	\$115.60
Travel (Per Day)	\$6.06	\$5.04	\$7.24	\$9.08	\$11.55
X5 (Weekly)	\$30.30	\$25.20	\$36.20	\$45.40	\$57.75
Total Income (Weekly)	\$1,018.90	\$866.56	\$1,193.64	\$1,468.52	\$1,836.55
Overtime					
Time and a half	\$36.38	\$30.24	\$43.41	\$54.48	\$69.30
Double Time	\$48.50	\$40.32	\$57.88	\$72.64	\$92.40
Double time and a half	\$60.63	\$50.40	\$72.35	\$90.80	\$115.50

Note:- In accordance with Clause – 19.16 – Adult Apprentice, where an apprentice was employed by the employer in a classification covered by the Agreement immediately prior to becoming an adult apprentice with the employer, such apprentice will not suffer a reduction in the rate of pay by virtue of entering into a Training Contract under Clause 19.3. For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay (inclusive of the fares allowance and travel allowance [if applicable]) that is, from time to time, applicable to the classification in which the adult apprentice was engaged immediately prior to entering into the Training Contract specified in Clause 19.3, unless the applicable rate of pay payable to that apprentice under Appendix A – Wages, Fares Allowance and Travel Allowance is higher.

Appendix B – Fares and Travelling Allowance

The allowance prescribed in this clause will not be taken into account in calculating overtime, penalty rates, annual or personal leave

Travel time

AB.1 Subject to Clause AB.2, employees will be paid a travel allowance and / or a fares allowance as prescribed in this Appendix for each day on which they present themselves for work.

Summary of entitlement to fares and travel

AB.2 In what situations is the travel allowance and / or the fares allowance payable?

Situation	Travel Allowance	Fares Allowance
Start or finish on the job using own vehicle	Yes	Yes
Start or finish on the job using public transport	Yes	Yes
Start or finish on the job provided with transport	Yes	No
Start and finish at the workshop	Yes	No
Where the employer provides or offers to provide transport from an agreed picking-up place to his / her place of work	Yes	No
RDOs	Yes	Yes
Annual Leave	No	No
Public Holidays	No	No
Sick Leave	No	No
Apprentices Attending Trade School	Yes	Yes
Picnic Day	No	No

AB.3 When required by the employer, employees will start and / or cease work on the job site at the usual commencing and finishing times within which ordinary hours may be worked.

Travel in own time

AB.4.1 An employee shall be paid either the

AB.4.1(a) the travel allowance and / or the fares allowance in Appendix A – Wages, Fares Allowance and Travel Allowance; or

AB.4.1(b) the travel allowance in Appendix L – Commercial Residential Unit Industry and / or Commercial / Industrial Factory Warehouse Work,

(whichever is applicable)

Commencing / finishing at workshop

- AB.5** In the case of an employee who is normally required to report for and finish work at the employer's workshop and is transported to and from any job by the employer allowances will be paid in accordance with AB.14 – Payments.

Employee provided with vehicle

- AB.6** Where an employee is provided with a vehicle for his / her use as transport to and from his / her home to the centre of employment to commence and cease work at the usual commencing and finishing times within which ordinary hours may be worked the employee will be entitled to the travel allowance (there is no entitlement to the fares allowance).
- AB.7** Where an employee is provided with a vehicle for his / her use in travelling to and from his / her home to the job site within the radii to commence and finish work at the usual commencing and finishing time within which ordinary hours may be worked the employee will be entitled to the travel allowance (there is no entitlement to the fares allowance).

Transport during working hours

- AB.8.1** Where an employee is required by the employer to travel to any other job site during the course of his/her daily engagement the employee will be paid all fares necessarily incurred except where transport is provided by the employer to and from such site, and all time spent in such travel will be regarded as time worked.
- AB.8.2** Where the employer requests an employee to use his/her own car to effect such a transfer and such employee agrees to do so the employee will be paid an allowance in accordance with AB.14 – Payments.

Travel beyond-radius

- AB.9.1** Subject to Clause AB.13, when working on jobs beyond the radius from the centre for employment an employee may (where applicable) be paid:-
- AB.9.1(a)** the travel allowance, and
 - AB.9.1(b)** an allowance for the additional travelling time calculated at the ordinary time rate of pay for the time required to travel from the radius to the job site and to travel back from the job site to the radius (calculated at a speed not exceeding the legal speed limit) with a minimum payment of a quarter (1/4) of an hour for each such journey; and
 - AB.9.1(c)** the fares allowance; and
 - AB.9.1(d)** where the employee provides his / her own transport, an additional allowance in accordance with AB.14 – Payments, per kilometre, will be payable for the additional distance travelled required to travel from the radius to the job site and to travel back from the job site to the radius.

Distant work

- AB.10.1** When an employee is required to travel from his / her normal place of employment or his / her normal place of residence to a distant job the employee will be reimbursed for all travelling expenses incurred.

- AB.10.2** The mode of travel will be as directed by the employer provided the comfort of the employee will be of a standard not less than that of second-class travel.
- AB.10.3** All time spent in travelling from the normal place of employment or the employee's normal place of residence to the distant job will be paid at the ordinary time rate of pay up to a maximum of eight (8) hours in any one (1) day.
- AB.10.4** Where the employee is not accommodated on the actual site of the distant job his / her place of accommodation will become the centre of employment and fares and travelling time will be paid as prescribed by Clauses AB.13 and AB.9.1.

Entitlement

- AB.11** Upon any day when the employee in accordance with the employer's requirements reports for work or allocation of work and on the rostered day as prescribed in Clause 31 – Hours of Work, an employee will receive the travel allowance and / or fares allowance that the employee would normally be paid if the employee worked for the day.

Toll Costs

- AB.12.1** Where the employer provides the employee with an employer vehicle for work purposes and the employer requires the employee to use the toll roads the employer will be responsible for all toll costs.
- AB.12.2** The employer will reimburse the employee for all toll costs. The employer will reimburse the employee for the cost of road tolls where the employee personally incurs such an expense while using an employer vehicle or using his / her own vehicle at the employer's request. When the employer requests an itemised account the employer will reimburse the employee for the costs of obtaining that account.

Local Employee or Local Employees

This clause shall not apply to an employee who was employed by the employer prior to the employer starting work on the beyond the radius job

- AB.13.1** Where the employer is working on a job that is beyond the radius from their centre of employment (**beyond the radius job**) and has employed an employee or employees who reside locally (**local employee or local employees**) to work on the beyond the radius job, the employer shall only be obliged to pay the local employee or local employees, whilst they are working on that beyond the radius job:-

AB.13.1(a) the travel allowance and / or the fares allowance in Appendix A – Wages, Fares Allowance and Travel Allowance; or

AB.13.1(b) the travel allowance in Appendix L – Commercial Residential Unit Industry and / or Commercial / Industrial Factory Warehouse Work,

(whichever is applicable)

but not:-

AB.13.1(c) the additional travel time (travel beyond the radius) allowance in Appendix AB.9.1(b); and

AB.13.1(d) the additional fares per kilometre (travel beyond the radius) allowance in Appendix AB.9.1(d).

AB.13.2 Where the local employee or local employees ceases to work on the beyond the radius job they shall be entitled to:-

AB.13.2(a) the Fares Allowance and the Travel Allowance in Appendix A – Wages, Fares Allowance and Travel Allowance; and

AB.13.2(b) the additional travel time (travel beyond the radius) allowance in Appendix AB.9.1(b); and

AB.13.2(c) the additional fares per kilometre (travel beyond the radius) allowance in Appendix AB.9.1(d); or

AB.13.2(d) the travel allowance in Appendix L – Commercial Residential Unit Industry and / or Commercial / Industrial Factory Warehouse Work.

Payments

AB.14 The following amounts will be payable:-

Fares Allowance – The fares allowance is specified in Appendix A – Wages, Fares Allowance and Travel Allowance.

Travel Allowance The fares allowance is specified in Appendix A – Wages, Fares Allowance and Travel Allowance or Appendix L – Commercial Residential Unit Industry and / or Commercial / Industrial Factory Warehouse Work (whichever is applicable).

	Travel Outside Radius	Travel During Work Hours
Until the first pay period on or after 1 March 2019	\$0.62 (Per kilometre)	\$1.18 (Per kilometre)
From the first pay period on or after 1 October 2020	\$0.63 (Per kilometre)	\$1.20. (Per kilometre)
From the first pay period on or after 1 March 2021	\$0.64 (Per kilometre)	\$1.22 (Per kilometre)
From the first pay period on or after 1 March 2022	\$0.65 (Per kilometre)	\$1.24 (Per kilometre)
From the first pay period on or after 1 March 2023	\$0.66 (Per kilometre)	\$1.26 (Per kilometre)

Note The rates in the above table will be increased by the CPI from the Private Motoring Sub - Group as used by the FWC to vary the *transport allowances* in the PFS Award.

Appendix C – Living Away from Home Allowance

AC.1 Where the employer sends an employee to work at a distant project, the employee may elect to: -

AC.1.1 have a single room with ensuite in a well kempt establishment with two (2) adequate meals each day provided by the employer and a per day allowance in accordance with Clause AC.10 - Payments for out of pocket expenses: or

AC.1.2 be paid an allowance in accordance with Clause AC.10 - Payments per day (paid for any part of the day) from the employer.

AC.2 Where an employee is requested to work at a distant project where reasonable board and lodging is not available or where the size of the workforce is in excess of the available accommodation, alternative arrangements will be made with the consent of the employee.

AC.3 At the time of engagement, the employee will provide, on the employer's request, details of his/her usual place of residence, being:

- the address of the place of residence at the time of application; and
- the address of a separately maintained residence, if applicable.

The employer will not exercise undue influence, for the purpose of avoiding its obligations under the Agreement, to persuade the employee to give a false address. No subsequent change of address will entitle an employee to the provisions of this clause unless the employer agrees.

Travelling expenses

AC.4 An employee who is sent by the employer or selected or engaged by the employer or agent to go to a job which qualifies him/her to the provision of this clause will not be entitled to any of the allowances prescribed for fares and travelling time in accordance with Clause AC.10 - Payments, for the period occupied in travelling from his/her usual place of residence to the distant job, but in lieu thereof will be paid:-

Forward journey

AC.4.1 For the time spent in so travelling, at ordinary rates up to a maximum of eight (8) hours per day for each day of travel (to be calculated as the time taken by rail or the usual travelling facilities).

AC.4.2 For the amount of a fare on the most common method of public transport to the job (bus; air; rail with sleeping berths if necessary), and any excess payment due to transporting his/her tools if such is incurred.

AC.4.3 For any meals incurred while travelling, a meal allowance in accordance with Clause AC.10 - Payments.

AC.4.4 The employer may deduct the cost of the forward journey fare from an employee who terminates or discontinues his/her employment within two (2) weeks of commencing on the job and who does not forthwith return to his/her place of engagement.

Return journey

- AC.4.5** For the time spent in so travelling, at ordinary rates up to a maximum of eight (8) hours per day for each day of travel (to be calculated as the time taken by rail or the usual travelling facilities).
- AC4.6** For the amount of a fare on the most common method of public transport to the job (bus; air; rail with sleeping berths if necessary), and any excess payment due to transporting his/her tools if such is incurred.
- AC.4.7** For any meals incurred while travelling, a meal allowance in accordance with Clause AC.10 - Payments.
- AC.4.8** An amount in accordance with Clause AC.10 - Payments to cover the cost of transporting him/herself and his/her tools from the main public transport terminal to his/her usual place of residence.
- AC.4.9** The above return journey payments will not be paid if the employee terminates or discontinues his/her employment within two (2) months of commencing on the job, or if the employee is dismissed for incompetence within one working week of commencing on the job, or is dismissed for misconduct.

Daily fares allowance

- AC.5** An employee engaged on a job which qualifies him / her to the provisions of this clause and who is required to reside elsewhere than on the site (or adjacent to the site and supplied with transport) will be paid the Fares Allowance prescribed in Appendix A – Wages, Fares Allowance and Travel Allowance .

Weekend return home

- AC.6.1** An employee who works as required during the ordinary hours of work on the working day before and the working day after a weekend and who notifies the employer or his / her representative, no later than Tuesday of each week, of his / her intention to return to his / her usual place of residence at the weekend and who returns to his / her usual place of residence for the weekend, will be paid an allowance in accordance with Clause AC.10 - Payments for each occasion.
- AC.6.2** Clause AC.6.1 will not apply to an employee who is receiving the payment prescribed in Clause AC.1 in lieu of board and lodging being provided by the employer or who is receiving a camping allowance prescribed in accordance with Clause AC.10 - Payments.
- AC.6.3** When an employee returns home for a weekend or part of a weekend and does not absent him/herself from the job for any of the ordinary working hours, no reduction of the allowance prescribed in Clause AC.6.2 will be made.

Construction camps - Camp and caravan accommodation

- AC.7.1(a)** Where an employee is engaged on the construction of projects which are located in areas where reasonable board and lodging is not available or where the size of the workforce is in excess of the available accommodation or where continuous concrete pour requirements of the project or the working of shifts necessitate camp accommodation and where, because of these circumstances, it is necessary to house the employees in a camp or caravan accommodation the employer must reimburse all costs associated with the employee arranging and providing such camp or caravan accommodation.
- AC.7.1(b)** Clause will not apply where the employer provides appropriate camp or caravan accommodation.

Camping allowance

- AC.7.2** An employee living in a construction camp or caravan accommodation where free messing is not provided will receive a camping allowance in accordance with Clause AC.10 - Payments for every complete week the employee is available for work. If required to be in camp for less than a complete week the employee will be paid a per day allowance in accordance with Clause AC.10 - Payments including any Saturday or Sunday if the employee is in camp and available for work on the working day immediately preceding and succeeding each Saturday or Sunday.
- AC.7.3** If an employee is absent without the Enterprise's approval on any day, the allowance will not be payable for that day and if such unauthorised absence occurs on the working day immediately preceding or succeeding a Saturday or Sunday, the allowance will not be payable for the Saturday or Sunday.

Camp meal charges

- AC.7.4** Where a charge is made for meals in a construction camp, such charge will be fixed by agreement between the parties.

Rest and recreation - Rail or road travel

- AC.8.1** An employee who proceeds to a job which qualifies him/her to the provisions of this subclause, may, after two (2) months continuous service and thereafter at three monthly (3) periods of continuous service-return to his/her usual place of residence at the weekend.
- AC.8.2** If the employee does so, the employee will be paid the amount of a bus or return railway fare to the bus or railway station nearest his/her usual place of residence on the pay day which immediately follows the date on which the employee returns to the job, provided no delay not agreed to by the employer takes place in connection with the employee's commencement of work on the morning of the working day following the weekend.
- AC.8.3** Provided, however, that if the work upon which the employee is engaged will terminate in the ordinary course within a further twenty-eight (28) days after expiration of any such period of two (2) or three (3) months, then the provisions of this subclause will not be applicable.

Limitation of entitlement

- AC.8.4** The entitlement under Clause AC.8.1, will be availed of as soon as reasonably practical after it becomes due and will lapse after a period of two months provided that the employee has been notified in writing by the employer in the week prior to such entitlement becoming due of the date of entitlement and that such entitlement will lapse if not taken before the appropriate date two (2) months later. (Proof of such written notice will lie with the employer).

Variable return home

- AC.8.5** In special circumstances, and by agreement with the employer, the return to the usual place of residence entitlements may be granted earlier or taken later than the prescribed date of accrual without alteration to the employee's accrual entitlements.

No payment in lieu

- AC.8.6** Payment of fares and leave without pay as provided for in this subclause will not be made unless availed of by the employee.

Termination

- AC.9** An employee will be entitled to notice of termination in sufficient time to arrange suitable transport at termination or will be paid as if employed up to the end of the ordinary working day before transport is available.

AC.10 The following amounts will be payable:-

	Until the first pay period on or after 1 March 2019	From the first pay period on or after 1 October 2020	From the first pay period on or after 1 March 2021	From the first pay period on or after 1 March 2022	From the first pay period on or after 1 March 2023
Accommodation provided	\$41.40 (Per day)	\$42.23 (Per day)	\$43.06 (Per day)	\$43.89 (Per day)	\$44.72 (Per day)
Accommodation Not provided	\$179.40 (Per day)	\$182.99 (Per day)	\$186.58 (Per day)	\$190.17 (Per day)	\$193.76 (Per day)
Meal Allowance		The Meal Allowance in Clause AD.7	The Meal Allowance in Clause AD.7	The Meal Allowance in Clause AD.7	The Meal Allowance in Clause AD.7
Return Journey	\$25.73 (Per journey)	\$26.24 (Per journey)	\$26.75 (Per journey)	\$27.26 (Per journey)	\$27.77 (Per journey)
Weekend Return Home	\$44.05 (Per occasion)	\$44.93 (Per occasion)	\$45.81 (Per occasion)	\$46.69 (Per occasion)	\$47.57 (Per occasion)
Camping					
Per day	\$30.38 (Per day)	\$30.99 (Per day)	\$31.60 (Per day)	\$32.21 (Per day)	\$32.82 (Per day)
Per Week	\$211.28 (Per week)	\$215.51 (Per week)	\$219.74 (Per week)	\$223.97 (Per week)	\$228.20 (Per week)

Appendix D – Allowances and Special Rates

Availability

- AD.1.1** The employer will consult and seek agreement with the employee/s concerning the implementation, or continuation, of availability.
- AD.1.2** Employee/s making themselves available for availability shall be placed on a Priority List which shall rotate weekly.
- AD.1.3** Availability shall only occur after ordinary hours of work.
- AD.1.4** Only employees placed on Availability, and while on Availability, may be called out.
- AD.1.5** Employee/s shall be paid four (4) hours minimum at double time for each call-out.
- AD.1.6** In addition to the normal rates of pay and allowances, employees on Availability shall receive an allowance in accordance with Clause AD.27 – Payments.

Demolition Work

- AD.2.1** Where employees covered by this Agreement are employed in connection with and on work with employees of demolition contractors on major demolition works, they shall be paid as per AD.2.2.
- AD.2.2** This allowance shall increase during the life of the Agreement as follows: -
- from the first pay period on or after 1 October 2020 \$7.50 per hour
- AD.2.3** The demolition allowance shall be payable in lieu of the relevant Site Allowance in Clause AD.11 and Asbestos related Allowances (AD.14 & AD.15).
- AD.2.4** For years 2021, 2022 & 2023 rate shall be adjusted annually in accordance with CPI (All Groups, Melbourne) movements measured in the twelve-month period ending the previous December quarter effective as of 1 March 2021, rounded to the nearest 5 cents.

District Allowances

Altona Petro Chemical Allowance

- AD.3.1** An employee working on construction work within an eight (8) km radius from the intersection of Koroit Creek Road and Millers Road, Altona will, when employed on chemical or Petro-chemical plant or on commercial or industrial construction jobs within one (1) km of the nearest part of such plants or within the perimeter of storage tank farms be paid an all-purpose allowance in accordance with Clause AD.27 – Payments.

Shell Refinery (Corio)

- AD.3.2** Employees working in the Shell Refinery at Corio, Geelong, Victoria, will be paid an all-purpose allowance in accordance with Clause AD.27 – Payments.

Yallourn

- AD.3.3** When an employee is employed in the district of Yallourn the employee will be paid an allowance in accordance with Clause AD.27 – Payments.

First Aid Allowance

- AD.4.1** An employee who is qualified in first aid and is appointed by the employer to carry out first aid duties in addition to his/her usual duties, will be paid an allowance in accordance with Clause AD.27 – Payments.

Lead Burning

- AD.5** An employee engaged in lead-burning or lead work in connection herewith will be paid an additional allowance in accordance with Clause AD.27 – Payments.

Leading Hand Allowance

- AD.6** A person specifically appointed to be a Leading Hand will be paid at the rate of the undermentioned additional hourly amounts above the hourly rates of the highest classification supervised, or his/her own rate, whichever is the highest, in accordance with Clause AD.27 – Payments.

Meal Allowance

- AD.7.1** An employee required to work overtime, after working ordinary hours, for greater than two (2) hours and then for each subsequent four (4) hours worked will be paid the applicable meal allowance(s):-

Date Payable (From the first pay period on or after)	Amount (Per Meal)
1 October 2020	\$21.11
1 March 2021	\$21.52
1 March 2022	\$21.93
1 March 2023	\$22.34

- AD.7.2** The employer may provide a meal or meals instead of paying any such allowance.

Multi – Storey Work Allowance

This procedure shall apply to construction work in the commercial / industrial sector of the building industry in the State of Victoria.

Further, it is expressly agreed by the parties to this Agreement that the Multi – Storey Work Allowance will not be claimed or paid:-

- **on any project (regardless of its' location) where the project value is below \$5.0 million; and**
- **on Commercial / Industrial Factory Warehouse Work; and**
- **on Commercial Residential Unit Industry Work; and**
- **unless the employee is on – site (including any period of time under Appendix E – Inclement Weather in particular Clause AE.12 – Cessation and Resumption of Work) and**
- **on any prefabrication of work performed in plumbing workshops.**

Eligibility

AD.8.1 A multi-storey allowance will be paid to all employees on site engaged in construction or renovation of a multi-storey building, to compensate for the disabilities experienced in, and which are peculiar to construction or renovation of a multi-storey building.

AD.8.2 Any buildings or structures which do not have regular storey levels but which are not classed as towers (e.g. grandstands, raft hangars, large stores, etc.) and which exceed fifteen (15) metres in height may be covered by this subclause, or by Clause AD.23 – Towers allowance by agreement or, where no agreement is reached, by determination of the FWC.

AD.8.3(a) An allowance will be paid for work:-

- from the commencement of the building to the 15th floor level; and
- from the 16th floor level to the 30th floor level; and
- from the 31st floor level to the 45th floor level; and
- from the 46th floor level to the 60th floor level; and
- from the 61st floor level and beyond.

AD.8.3(b) The allowance payable at the highest point of the building will continue until completion of the building.

AD.8.3(c) The second and subsequent allowance scales will, where applicable, commence to apply to all employees when one (1) of the following components of the building - structural steel, re-enforcing steel, boxing or walls, rises above the floor level first designated in each such allowance scale.

Rates

AD.8.4(a) The following rates will be payable from the first pay period on or after the date of approval of the Agreement by the FWC:-

- from commencement of building to 15th floor \$0.59 per hour
- from 16th floor to 30th floor level \$0.70 per hour
- from 31st floor level to 45th floor level \$1.09 per hour
- from 46th floor level to 60th floor level \$1.41 per hour
- from 61st floor level onwards \$1.75 per hour

AD.8.4(b) Multistorey Work Allowance will be adjusted annually in accordance with CPI (All Groups, Melbourne) movements measured in the twelve-month period ending the previous December quarter effective as of 1 March from 2021 onwards, rounded to the nearest cent.

- from the first pay period on or after 1 March 2021; and
- from the first pay period on or after 1 March 2022; and
- from the first pay period on or after 1 March 2023.

Service cores

AD.8.5 All employees employed on a service core at more than fifteen (15) metres above the highest point of the main structure will be paid the multi-storey rate appropriate for the main structure plus the prescribed towers allowance calculated from the highest point reached by the main structure to the highest point reached by the service core in any one pay period. (i.e. for this purpose, the highest point of the main structure will be regarded as though it were the ground in calculating the appropriate towers allowance).

AD.8.6 Employees employed on a service core no higher than fifteen (15) metres above the main structure will be paid in accordance with the multi-storey allowance prescribed herein.

AD.8.7 Any section of a service core exceeding fifteen (15) metres above the highest point of the main structure will be disregarded for the purpose of calculating the multi-storey allowance applicable to the main structure.

Refurbishment of Multi - Storey Commission Flats

AD.9.1 Where employee/s are employed in connection with refurbishment of Multi-Storey Commission flats employee/s will receive:

AD.9.2 payment of the site allowance in accordance with Clause AD 11.16 – Site Allowance; or

AD.9.3 a site allowance \$3.60 per hour.

whichever in the greater.

AD.9.4 The allowance prescribed in Clause AD.9.3 shall be adjusted on a yearly basis. The adjustment shall be based on the CPI (All Groups, Melbourne) for the preceding period July to June in each year. The increase shall take effect from the first pay period commencing on or after 1 October 2020, 1 October 2021, 1 October 2022 and 1 October 2023.

Ship's Plumbing Allowance

AD.10 An employee engaged on plumbing work in connection with ships will be paid an allowance in accordance with Clause AD.27 – Payments.

A.11 Site Allowance

This procedure shall apply to construction work in the commercial / industrial sector of the building industry in the State of Victoria.

Further, it is expressly agreed by the parties to this Agreement that the Site Allowance will not be claimed or paid:-

- **on any project (regardless of its' location) where the project value is below \$5.0 million; and**
- **on Commercial / Industrial Factory Warehouse Work; and**
- **on Commercial Residential Unit Industry Work; and**
- **unless the employee is on – site (including any period of time under Appendix E – Inclement Weather in particular Clause AE.12 – Cessation and Resumption of Work); and**
- **on any prefabrication of work performed in plumbing workshops.**

AD.11.1 In addition to the wage rates and allowances prescribed, the employer shall pay to employees (as defined in this Agreement) extra rates as prescribed in Clause AD11.16 for the period when individual employees incur those specifically included in the Site Allowance applicable to a project.

AD.11.2 Subject to the foregoing, where the union, requests an employer to consider a claim for payment of a Site Allowance, such Site Allowance shall be determined either by:-

AD.11.3 geographic location if the project is contained within the City of Melbourne; or

AD.11.4 the amount contained in Clause AD.11.16.

AD.11.5 A Site Allowance shall be paid at the appropriate rate per hour flat for hours worked, to compensate for all special factors and/or disabilities on a project and in lieu of the following special rates - confined space, wet work, dirty work, second-hand timber and fumes. Special rates and disability payments (other than mentioned above) shall be applied as and when incurred, in accordance with Appendix D – Allowances and Special Rates.

AD.11.6 It is agreed by the parties that all new projects will be covered by the Site Allowance rates contained in this Agreement.

AD.11.7 On sites which do not attract Site Allowance, employees are entitled to be paid the relevant disability payments as the disability may arise in accordance with Appendix D – Allowances and Special Rates of this Agreement.

AD.11.8 The site allowance on projects which are a combination of new and renovation work shall be governed by the majority of work involved. For example, where the majority of work is new work, then the Site Allowance appropriate to new work shall be paid for all employees on the project.

- AD.11.9** All new Docklands projects are to be in accordance with the new scale of Site Allowances. Existing projects at Docklands are to remain unchanged regarding site allowance and working hours.
- AD.11.10** In all cases where the parties fail to reach agreement on the Project Site Allowance to apply to a particular site or project, then the matter will be dealt with in accordance the disputes procedure in clause 14. The FWC and / or the VBIDP must not make any decision or impose any other binding outcome that is inconsistent with the Code.
- AD.11.11** In determining the rate, the VBIDP shall have regard to this Appendix (AD11) and shall not deviate from this Appendix unless there are special and exceptional circumstances. Special and exceptional circumstances may include working on projects where disabilities not comprehended in the Site Allowance procedure described herein exist. This may include where predominately contract metal trades construction/maintenance work is being carried out. Where the procedures prescribed by this Clause are being followed, work shall continue normally. In the event of employees taking industrial action in pursuance of a claim the date of operation of the Project Site Allowance shall not commence before the date on which the employees cease industrial action.
- AD.11.12** Any Site Allowance that is determined in accordance with Clause AD11.11 – shall be incorporated into the Agreement in accordance with the FW Act.

Shopping centres and Airport Projects

- AD.11.13** All new construction and extension / refurbishment work shopping centres, Airports, retail strip shops and stand - alone retail facilities having a project value in excess of \$5M will attract the then current City of Melbourne Site Allowance. Where the project is of a mixed purpose, City of Melbourne site allowance rates will apply only where the retail component is at least \$5M and occupies at least fifty-one per cent (51%) of the area of the project.

City of Melbourne Definition

- AD.11.14** For the purposes of determining Site Allowance in accordance with this Agreement, the boundaries of the **City of Melbourne** are defined as follows:
- Commencing at the point where Citylink (Tullamarine Freeway) intersects Racecourse Road, proceed east along Racecourse Road, Elliott Avenue, Macarthur Road Cemetery Road West, Cemetery Road East and Princes Street to Nicholson Street. Then south on Nicholson Street to Victoria Parade. In Victoria Parade, proceed east to Punt Road, then south along Punt Road to the St Kilda Junction. From the St Kilda Junction proceed along Fitzroy Street to Beaconsfield Parade, and then north-west along Beaconsfield Parade, Beach Street and The Boulevard and following the waterline to Lorimer Street, and then east along Lorimer Street as far as Citylink (Western Link). Follow Citylink north to Racecourse Road to complete the boundary.
 - the City of Melbourne zone will also include the area bounded by Nicholson Street, Victoria Parade' Hoddle Street, and Alexandra Parade.
 - where one boundary of a project fronts at least one of the above streets, then such project is deemed to be within the City of Melbourne.
- AD.11.15** The Site Allowance shall be adjusted up or down to the nearest 5 cents, and Project value to the nearest \$100,000.

Payments

- AD.11.16** An employee entitled to the allowance provided in this clause shall be paid in accordance with the following schedule:

Renovations, Restoration &/or Refurbishment Work:

Projects from \$5 million to \$250 million \$3.75 per hour

Projects with values in excess of \$250 million will be subject to Schedule 11.16 of this Appendix.

Note:- Projects which are a combination of new work and renovation, restoration and/or refurbishment work, will have their Site Allowance governed by which component is the major part of the work involved. For example, if the majority of work is new work then the Site Allowance in Schedule 11.16 of this Appendix will apply.

Project Value

Site Allowance

City of Melbourne

Greater than \$5 million and up to \$250 million	\$4.35 per hour
Greater than \$250 million and up to \$400 million	\$4.50 per hour
Greater than \$400 million and up to \$1 billion	\$5.00 per hour

For projects greater than \$1 billion, there shall be an increment of ten (10) cents per additional \$100M or part thereof.

Site Allowance Schedule Victoria

Greater than \$5 million and up to \$30 million	\$2.50 per hour
Greater than \$30 million and up to \$50 million	\$3.00 per hour
Greater than \$50 million and up to \$100 million	\$3.50 per hour
Greater than \$100 million and up to \$250 million	\$4.00 per hour
Greater than \$250 million and up to \$400 million	\$4.50 per hour
Greater than \$400 million and up to \$1 billion	\$5.00 per hour

For projects greater than \$1 billion, there shall be an increment of ten (10) cents per additional \$100M or part thereof.

Any project Value and Site Allowance in place at the time of this Agreement being concluded, and in excess of the rates of this Schedule will remain unchanged until such time as they are exceeded by the movement in the rates by the operation of Clause 11.17.

- AD.11.17** The allowance prescribed in Clause AD.11.16 shall be adjusted on a yearly basis. The adjustment shall be based on the CPI (All Groups, Melbourne) for the preceding period July to June in each year. The increases shall take effect from the first pay period on or after the date of commencement of the Agreement and the first pay period on or after 1 October 2019.

Melbourne Metro Rail Project / Westgate Tunnel Project / North East Link

AD.11.18 In determining the Site Allowance for these Projects, the parties have acknowledged the Victorian Site Allowance scale regarding the size, scale, value, complexity and location of the Projects and agreed that this allowance will be paid to an employee to compensate for all flexibilities, rostering requirements and changes, site conditions and all special factors and / or disabilities associated with the Project.

In accordance with clause, this is a flat hourly allowance and does not attract any loadings or penalties and is payable for all hours worked on site including all RDO'S.

No other allowance (award - derived or otherwise), except those expressly prescribed in the Agreement, shall be payable.

For the Metro Rail Project

The Site Allowance shall be \$9.55 per hour upon commencement.

The Site Allowance shall be increased to \$9.75 per hour from the first full pay period after 1 March 2022.

For the Westgate Tunnel

The Site Allowance is \$9.25 per hour

For North East Link

The Site Allowance is \$9.50 per hour on commencement

The Site Allowance shall be increased to \$10.35 per hour from the first full pay period after 1 March 2022.

The Site Allowance shall be increased to \$10.75 per hour from the first full pay period after 1 March 2024.

AD.12 Special Rates

In addition to the rates otherwise prescribed by this Agreement, the following extra rates will be paid to employees employed under this Agreement.

The special rates prescribed in this Agreement will be paid irrespective of the times at which work is performed and will not be subject to any premium or penalty additions.

Where more than one of the rates provides payments for disabilities of substantially the same nature then only the highest of such rates will be payable.

Acid plants and chemicals works

AD.12.1 An employee engaged in plumbing work carried out on production plant in chemical works or acid plants which have been commissioned will be paid an allowance in accordance with Clause AD.27 – Payments.

- AD.12.2** Provided that this special rate will not apply to an employee who receives the lead burning allowance

Aluminium foil insulation

- AD.13** Where required to work on the fixing of aluminium foil insulation roofs or walls prior to the sheeting thereof will be paid an allowance in accordance with Clause AD.27 – Payments for each hour or part thereof. Anti-glare type foil is exempted from this payment.

Asbestos eradication

- AD.14** Employees engaged in work involving the removal or any other method of neutralisation of any material which consists of, or contains asbestos will be paid, in addition to the rates prescribed in this Agreement, an allowance in accordance with Clause AD.27 – Payments with the exception of hot work and cold work.

Asbestos materials

- AD.15** Employees required to wear protective equipment (i.e. combination overalls and breathing equipment or similar apparatus) as part of the necessary safeguards required by the appropriate occupational health authority for the use of materials containing asbestos or to work in close proximity to employees using such materials will be paid an allowance in accordance with Clause AD.27 – Payments whilst wearing such equipment.

Cold work

- AD.16.1** An employee who works in a place where the temperature is lowered by artificial means to less than 0° Celsius will be paid an allowance in accordance with Clause AD.27 – Payments.
- AD.16.2** Where such work continues for more than two (2) hours, the employee will be entitled to twenty (20) minutes rest after every two (2) hours work without loss of pay, not including the special rate provided by this clause.

Computing quantities

- AD.17.1** Employees who are regularly required to compute or estimate quantities of materials in respect to the work performed by other employees will be paid an allowance in accordance with Clause AD.27 – Payments per day or part thereof.
- AD.17.2** This allowance will not apply to an employee classified as a leading hand and receiving the allowance prescribed in AD.6.

Explosive powered tools

- AD.18.1** An operator of explosive powered tools, who is required to use an explosive powered tool, will be paid an allowance in accordance with Clause AD.27 – Payments for every day on which they use such a tool.
- AD.18.2** An **operator of explosive-powered tools** means an employee qualified in accordance with the laws and regulations of the State concerned to operate explosive-powered tools

Fumes

- AD.19.1** An employee required to work in a place where fumes of sulphur or other acid or other offensive fumes are present will be paid such rates as are agreed or determined in accordance with the dispute resolution procedure.
- AD.19.2** Any special rate so fixed will apply from the date the employer is advised of the claim and thereafter will be paid as and when the fume condition occurs.

Hot work

- AD.20.1** An employee who works in a place where the temperature has been raised by artificial means to between 46° and 54° Celsius or; exceeding 54° Celsius will be paid an allowance in accordance with Clause AD.27 – Payments for each hour or part thereof.
- AD.20.2** Where such work continues for more than two (2) hours, the employee will be entitled to twenty (20) minutes rest after every two (2) hours work without loss of pay, not including the special rate provided by this subclause.

Laser safety officer allowance

- AD.21.1** This clause will apply when laser safety equipment is utilised for work within the scope of the Agreement.
- AD.21.2** Where an employee has been appointed by the employer to carry out the duties of a laser safety officer, the employee will be paid an allowance in accordance with–Clause AD.27 – Payments per day or part thereof whilst carrying out such duties. It will be paid as a flat amount without attracting any premium or penalty.
- AD.21.3** For the purposes of the Agreement;-

Laser will mean any device except a Class 1 device which can be made to produce or amplify electromagnetic radiation in the wavelength range from 100 nanometres to 1 millimetre primarily by the process of controlled stimulation emission.

Laser Safety Officer is an employee who, in addition to the employee's ordinary work, is qualified to perform duties associated with laser safety, and is appointed as such.

Tools – Plumbers Labourers and Irrigation Installers

- AD.22.1** Plumbers labourers and irrigation installers will be reimbursed the full cost of providing any tools required to perform their designated duties.
- AD.22.2** This provision does not apply if the employer provides the tools necessary for the performance of the designated duties.

Towers

- AD.23** An employee working on a chimney stack, spire, tower, radio or television mast or tower, air shaft (other than above ground in a multi-storey building), cooling tower, water tower or silo, where the construction exceeds fifteen (15) metres in height will be paid an allowance in accordance with–Clause AD.27 – Payments.

Toxic substances

AD.24.1 Employees using toxic substances or materials of a like nature will be paid an allowance in accordance with Clause AD.27 – Payments. Employees working in close proximity to employees so engaged will be paid an allowance in accordance with Clause AD.27 – Payments.

AD.24.2 Where an employee is using materials of the types mentioned in this sub-clause and such work continues to their meal break, they will be entitled to take washing time of ten minutes immediately prior to their meal breaks. Where this work continues to the ceasing time of the day or is finished at any time prior to the ceasing time of the day, washing time of ten minutes will be granted. The washing time break or breaks will be counted as time worked.

AD.24.3 For the purpose of this Agreement:-

toxic substances will include epoxy-based materials and all materials which include or require the addition of a catalyst hardener and reactive additives or two pack catalyst system will be deemed to be materials of a like nature.

AD.25 Victorian Special Project / Major Infrastructure Projects

A productivity Allowance of \$1.00 all-purpose per hour and increased as below shall apply to the following Victorian Infrastructure Projects:-

- Melbourne Metro Rail Project
- Westgate Tunnel Project
- North East Link

From the first pay period on or after	\$ Per Hour
1 October 2020	\$2.00
1 March 2021	\$3.00
1 March 2022	\$3.50
1 March 2023	\$4.00

Welding Allowance

AD.26 An employee who is requested by the employer to hold the relevant qualifications for pressure oxy-acetylene or electric welding, either manual or machine welding, and is required by the employer to act on such qualifications, shall be paid the amounts payable in Clause AD.27 – Payments.

Payments

AD.27 The following table prescribes the allowances payable under Appendix D – Allowances:-

	Clause Number	From the first pay period on or after 1 October 2020
Acid Plants and Chemical Works Allowance	Clause AD.12	\$2.70 (Per hour)
Aluminium Foil Insulation Allowance	Clause AD.13	\$0.61 (Per hour)
Asbestos		
Eradication Allowance	Clause AD.14	\$2.48 (Per hour)
Materials Allowance	Clause AD.15	\$0.92 (Per hour)
Availability Allowance	Clause AD.1	\$147.66 (Per week)
Cold Work Allowance	Clause AD.16	\$0.76 (Per hour)
Computing Quantities Allowance	Clause AD.17	\$8.88 (Per day)
District Allowance		
Altona Petro Chemical Plant	Clause AD.3.1	\$1.46 (Per hour)
Shell Refinery (Corio)	Clause AD.3.2	\$1.46 (Per hour)
Yallourn	Clause AD.3.3	\$1.46 (Per hour)
Explosive Powered Tools Allowance	Clause AD.18	\$1.78 (per day)
First Aid Allowance	Clause AD.4	\$3.19 (Per day)
Hot Work Allow 46c to 54c	Clause AD.20	\$0.76 (Per hour)
Exceeding 54c	Clause AD.20	\$0.92 (Per hour)
Laser Safety Officer Allowance	Clause AD.21	\$3.11 (Per day)
Lead Burning Allowance	Clause AD.5	\$2.32 (Per hour)
Leading Hand Allowance	Clause AD.6	
Not more than one (1) person		\$0.56 (per hour)
Two (2) to five (5) persons		\$1.27 (per hour)
Six (6) to ten (10) persons		\$1.63 (per hour)
Over ten (10) persons		\$2.16 (per hour)
Meal Allowance	Clause AD.7	\$21.11 (Per Meal)
Ships Plumbing Allowance	Clause AD.10	\$1.64 (per hour)
Towers Allowance	Clause AD.23	\$0.76 (Per hour)
Toxic Substances Allowance working with	Clause AD.24	\$0.92 (per hour)
Toxic Substances Allowance working near	Clause AD.24	\$0.76 (per hour)
Welding Allowance	Clause AD.26	
1 st Certificate		\$1.73 (per hour)
2 nd Certificate		\$0.53 (per hour)

Appendix E – Inclement Weather

Purpose and Intent

- AE.1** This inclement weather clause sets out the full rights, obligations and entitlements of the parties and establishes the conditions under which payment for periods of inclement weather will be made.
- AE.2** The parties agree to take all necessary steps to ensure proper understanding of the intent and application of the inclement weather provisions including the provision of training to ensure correct use.
- AE.3** It is agreed that site management are empowered to implement inclement weather provisions.
- AE.4** An employee will not be entitled to payment for inclement weather as provided for in this clause unless the employee follows the provisions of this clause.

Continuation of Work

- AE.5** Where a work location is affected by unsafe conditions, employees not affected will continue to work as normal, regardless that some employees may be entitled to cease work due to unsafe conditions.

Payment

- AE.6** An employee will be entitled to payment by the employer for ordinary time lost through inclement weather for up to, but not more than thirty-two (32) hours in every period of four (4) weeks. The following conditions will apply:-
- AE.6.1** The first period will commence on the first Monday on or after the 1st January each year, and subsequent periods will commence at four (4) weekly periods thereafter.
- AE.6.2** The employee will be credited with thirty-two (32) hours at the commencement of each four (4) weekly period. Hours will not accumulate or be carried over.
- AE.6.3** If an employee commences employment during a four (4) weekly period they will be credited eight (8) hours for each week, or part of a week, that the employee is employed during the four (4) weekly period.
- AE.6.4** The number of hours credited to an employee will be reduced by the number of hours for which payment is made.
- AE.7** Payment under this clause will be weekly.

Conference and Assessment

- AE.8** The employer, or the employer's representative, will, when requested by the employees or the employee representative, confer (within a reasonable period of time which should not exceed thirty (30) minutes) for the purpose of determining whether or not conditions are inclement.

- AE.9** Weather will not be regarded as inclement unless it is agreed at such conference.
- AE.10** Provided that if the employer or the enterprise's representative refuses to confer within such reasonable period, employees will be entitled to cease work for the rest of the day and be paid in accordance with the inclement weather provisions.
- AE.11** It is agreed by the parties that prior to any employee leaving the site due to inclement weather, consultation will take place between the employee representative/s and site management.

Cessation and resumption of work

- AE.12** At the time employees cease work due to inclement weather the employer or the employer representative on site and the employee's representative will agree and note the time of cessation of work.
- AE.13** At the time the period of inclement weather has clearly ended the employees will resume work and the time will be similarly agreed and noted.
- AE.14** Employees will not be required to resume work until the unsafe conditions cease to exist.
- AE.15** Where the employees are in sheds because it is raining, they will not be required to resume work unless:
- AE.15.1** The rain stops; or
- AE.15.2** A covered walkway has been provided; or
- AE.15.3** The employee can reach the work location without going through the rain.

Hot Weather

- AE.16** When the temperature approaches 35 degrees C, the Conference process (outlined in Clauses AE.8, AE.9, AE.10 and AE.11) may commence, with the intention that employees may leave site if the temperature actually reaches 35 degrees C.
- AE.17** Temperature will be measured by the nearest relevant automatic Melbourne Bureau of Meteorology Monitoring Station for example (but not limited to): Melbourne, Moorabbin, Dunns Hill, Melbourne Airport, Frankston, and Point Wilson. At the commencement of each project, the employer and employee representative will agree which is to be the applicable automatic weather monitoring station. Alternatively, where the parties agree an on-site temperature measuring station may be used.
- AE.18** It is recognised that during periods of hot weather, some employees may be relocated to other work that is not affected by hot weather including, but not limited to, work in air-conditioned environments subject to amenities being located adjacent to or within a reasonable distance from the work location or portion of project.

Wet Weather

AE.19 Where it is not possible for an employee to be transferred to other work in accordance with Clause AE.26 and until the unsafe conditions are rectified, the employee will remain on site. The employee will be paid for such time without reduction of the employee's inclement weather entitlement.

AE.20 Where, because of wet weather, an employee is prevented from working:

AE.20.1 for more than an accumulated total of four (4) hours of ordinary time in any one day; or

AE.20.2 after the meal break, for more than an accumulated total of fifty percent (50%) of the normal afternoon work time; or

AE.20.3 during the final two (2) hours of the normal work day for more than an accumulated total of one (1) hour:

the employer will not be entitled to require the employee to remain on site beyond the expiration of any of the above circumstances.

Prior Notice

AE.21 Where the employer decides that, due to inclement weather, the planned work location of the employee will be unsafe, the employer may:

AE.21.1 direct the employee to present for other work; or

AE.21.2 notify the employee that they will not be required for work on that day.

AE.22 Where the employer directs the employee to present for other work and, makes reasonable attempts to contact the employee prior to the employee's planned start time, the employee will proceed directly to the other work.

AE.23 Where the employee does not respond to the employer's reasonable attempts to contact (in accordance with Clause AE.21) the employee will not be entitled to payment for time spent waiting in accordance with Clause AE.29.

AE.24 Where, prior to the employee's start time, the employer notifies the employee that they will not be required for work on that day, the employee will be entitled to eight (8) hours pay for such day up to a maximum of thirty-two (32) hours in the relevant four (4) week period.

AE.25 In the case of Clause AE.24, the employee will not be entitled to any other payment for that day.

Transfer

AE.26 Where an employee is prevented from working at the employee's particular function as a result of unsafe conditions caused by the inclement weather, the employee may be transferred to other work, until the unsafe conditions are rectified.

AE.27 Where an employee is required to transfer from one site to another the employee will be reimbursed the cost of transport except where the employer provides transport.

- AE.28** The employee representative will co-operate in facilitating this transfer.
- AE.29** Where the employees are in sheds because it is raining, they will not be transferred to other work unless:-
- AE.29.1** the rain stops; or
- AE.29.2** a covered walkway has been provided; or
- AE.29.3** the sheds are under cover and the employees can get to the dry area without going through the rain.

Employees required to work in inclement weather

- AE.30** Except as provided in this subclause an employee will not work or be required to work in inclement weather.
- AE.31** Employees required to work in inclement weather will only be obliged to perform such work as is essential to overcome the emergency and to restore an acceptable service and/or to secure or make safe as circumstances require. Employees engaged on such work will be paid at the rate of double time.
- AE.32** Where the employer requires an employee to work in inclement weather, the employee will be reimbursed in full the cost of appropriate protective clothing except where the employer provides such protective clothing.
- AE.33** If the employees clothing becomes wet as a result of working in wet weather and the employee does not have a change of dry work clothes, the employee will be entitled, at the completion of the work, to cease work for the day without loss of pay.

Appendix F –Working Day (RDO) Calendar

Flexibility

AF.1.1 The employer agrees that No Work Weekends, Rostered Days Off and Christmas / New Year Annual Leave Shutdowns play a very big role in ensuring that:-

AF.1.1(a) employees have an appropriate work / life balance;

AF.1.1(b) employees can spend sufficient time with their partners, children and family to ensure that such relationships are healthy and positive;

AF.1.1(c) employees have time to participate in community organisations or the like.

The above all assist in improving employee morale and productivity, as well as improving the society the employees live in and the employer operates in.

AF.1.2 Accordingly, the employer will endeavour to not have the employees work on No Work Weekends, Rostered Days Off and Christmas / New Year Annual Leave Shutdowns.

No Work Weekends, Rostered Days Off and Christmas / New Year Annual Leave Shutdowns

AF.2.1 The attached calendars are the agreed scheduling of No Work Weekends, Rostered Days Off and Christmas / New Year Annual Leave Shutdowns.

No Work Weekend

AF.2.1 Subject to the following clauses, work will not be performed on any No Work Weekend as set out in the attached calendar.

AF.2.2 The employer and a genuine and informed majority of affected employees may agree to work on a No Work Weekend. The employees will not unreasonably withhold their agreement.

AF.2.3 Where agreement is reached between the employer and a genuine and informed majority of affected employees to work the No Work Weekend, the employee will be paid the applicable overtime rate for all hours worked on a No Work Weekend.

AF.2.4 Where agreement is not reached between the employer and a genuine and informed majority of affected employees to work the No Work Weekend and the employer directs the employees to work the No Work Weekend, the employee will be paid the applicable overtime rate and provided with a substitute paid day off for each day the employee works overtime on, to be taken agreed to by the employer and the employee.

AF.2.5 Subject to Clause AF.2.6, the substitute paid day off for each day the employee works overtime on, will not be provided where the employer directs the employee to work the No Work Weekend and the work performed is:-

AF.2.5(a) emergency / break down work; and / or

AF.2.5(b) shut down / tap in to services work; and / or

AF.2.5(c) works that can only be performed on a No Work Weekend; and / or

AF.2.5(d) unplanned or reasonably unforeseen work.

AF.2.6 If an employee works outside of the spread of hours prescribed in Clause 31.1, then an employee shall be paid either overtime in accordance with Clause 33 or the shiftwork penalties in accordance with Clause 35.

Rostered Days Off

AF.3.1 Subject to the following clauses, work will not be performed on a Rostered Day Off as set out in the attached calendar.

AF.3.2 The employer and a genuine and informed majority of affected employees may agree to work on a Rostered Day Off. The employees will not unreasonably withhold their agreement.

AF.3.3 Where agreement is reached between the employer and a genuine and informed majority of affected employees to work on a Rostered Day Off, the employee will receive their ordinary rate of pay and a substitute Rostered Day Off to be taken at a time agree to by the employer and the employee.

AF.3.4 Where agreement is not reached between the employer and a genuine and informed majority of affected employees to work on a Rostered Day Off and the employer directs the employees to work on a Rostered Day Off, the employee will be paid the applicable overtime rate and provided with a substitute Rostered Day Off, to be taken at a time agreed to by the employer and the employee.

AF.3.5 Subject to Clause AF.3.6, overtime will not be paid where the employer directs the employee to work on a Rostered Day Off and the work performed is:-

AF.3.5(a) emergency / break down work; and / or

AF.3.5(b) shut down / tap in to services work; and / or

AF.3.5(c) works that can only be performed on a Rostered Day Off; and /or

AF.3.5(d) unplanned or reasonably unforeseen work.

AF.3.6 If an employee works outside of the spread of hours prescribed in Clause 31.1, then an employee shall be paid either overtime in accordance with Clause 33 or the shiftwork penalties in accordance with Clause 35.

Christmas/ New Year Annual Leave Shutdown

- AF.4.1** Subject to the following clauses, work will not be performed during the Christmas / New Year Annual Leave Shutdown as set out in the attached calendar.
- AF.4.2** The employer and a genuine and informed majority of employees may agree to work during the Christmas / New Year Annual Leave Shutdown. The employees will not unreasonably withhold their agreement.
- AF.4.3** Where agreement is reached between the employer and a genuine and informed majority of employees to work during the Christmas / New Year Annual Leave Shutdown the employee will be paid their ordinary hourly rate for all ordinary hours worked during the Christmas / New Year Annual Leave Shutdown. The employee will be entitled to take their annual leave at a time agreed to by the employer and the employee.
- AF.4.4** Where agreement is not reached between the employer and a genuine and informed majority of employees to work during the Christmas / New Year Annual Leave Shutdown and the employer directs the employees to work the Christmas / New Year Annual Leave Shutdown, the employee will be paid the applicable overtime rate. The employee will be entitled to take their annual leave at a time agreed to by the employer and the employee.
- AF.4.5** Subject to Clause AF.4.6, overtime will not be paid where the employer directs the employee to work during the Christmas / New Year Annual Leave Shutdown and the work performed is:-
- AF.4.5(a)** emergency / break down work; and / or
 - AF.4.5(b)** shut down / tap in to services work; and / or
 - AF.4.5(c)** works that can only be performed during the Christmas / New Year Annual Leave Shutdown; and /or
 - AF.4.5(d)** unplanned or reasonably unforeseen work.
- AF.4.6** If an employee works outside of the spread of hours prescribed in Clause 31.1, then an employee shall be paid either overtime in accordance with Clause 33 or the shiftwork penalties in accordance with Clause 35.
- AF.5** Any dispute and / or grievance arising out of Clauses AF.2, AF.3 and AF.4 shall be resolved in accordance with Clause 14 – Disputes Resolution Procedure.



2020 CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				

Public Holiday Annual Leave RDO Lock Down Weekends School Holidays Pivotal Day World Plumbing Day Return to work on 15th Jan 2021

VICTORIAN SCHOOL TERM DATES
 TERM 1: 29 January 2020 - 27 March 2020
 TERM 2: 14 April 2020 - 26 June 2020
 TERM 3: 13 July 2020 - 18 September 2020
 TERM 4: 6 October 2020 - 18 December 2020

PUBLIC HOLIDAY DATES
 New Year's Day: Wednesday 1 January
 Australia Day: Monday 27 January
 Labour Day: Monday 5 March
 Good Friday: Friday 10 April

*Please note Monday 13 January (Public Holiday) is part of Australia Day on Sunday 12 January
 Queen's Birthday: Monday 11 June
 Melbourne Cup Day: Tuesday 3 November
 Christmas Day: Friday 25 December
 Boxing Day: Saturday 26 December



2021 CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
31				1	2								1	1	2	3	4	5	6	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			

Public Holiday Annual Leave RDO Lock Down Weekends School Holidays Pivotal Day World Plumbing Day Return to work on 15th Jan 2021

VICTORIAN SCHOOL TERM DATES
 TERM 1: 28 January 2021 - 1 April 2021
 TERM 2: 19 April 2021 - 26 June 2021
 TERM 3: 12 July 2021 - 17 September 2021
 TERM 4: 4 October 2021 - 17 December 2021

PUBLIC HOLIDAY DATES
 New Year's Day: Friday 1 January
 Australia Day: Tuesday 26 January
 Labour Day: Monday 6 March
 Good Friday: Friday 2 April

Easter Saturday: Saturday 3 April
 Easter Sunday: Sunday 4 April
 Easter Monday: Monday 5 April
 Anzac Day: Sunday 25 April (observed)
 Christmas Day: Sunday 25 December
 Boxing Day: Sunday 26 December



2022 CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31					1							1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28						27	28	29	30	31		

Public Holiday Annual Leave RDO Lock Down Weekends School Holidays Pivotal Day World Plumbing Day Return to work on 11th Jan 2023

VICTORIAN SCHOOL TERM DATES
 TERM 1: 31 January 2022 - 8 April 2022
 TERM 2: 26 April 2022 - 24 June 2022
 TERM 3: 11 July 2022 - 18 September 2022
 TERM 4: 3 October 2022 - 20 December 2022

PUBLIC HOLIDAY DATES
 New Year's Day: Monday 3 January
 Australia Day: Wednesday 26 January
 Labour Day: Monday 14 March
 Good Friday: Friday 15 April

Easter Saturday: Saturday 16 April
 Easter Sunday: Sunday 17 April
 Easter Monday: Monday 18 April
 Anzac Day: Monday 25 April

Queen's Birthday: Monday 11 June
 Melbourne Cup Day: Tuesday 7 November
 Christmas Day: Sunday 25 December
 Boxing Day: Sunday 26 December



2023 CALENDAR

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							1	1	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

Public Holiday Annual Leave RDO Lock Down Weekends School Holidays Pivotal Day World Plumbing Day Return to work on 13 Jan 2024

VICTORIAN SCHOOL TERM DATES
 TERM 1: 30 January 2023 - 6 April 2023
 TERM 2: 24 April 2023 - 24 June 2023
 TERM 3: 10 July 2023 - 15 September 2023
 TERM 4: 2 October 2023 - 20 December 2023

PUBLIC HOLIDAY DATES
 New Year's Day: Monday 2 January
 Australia Day: Thursday 26 January
 Labour Day: Monday 16 March
 Good Friday: Friday 7 April

Easter Saturday: Saturday 8 April
 Easter Sunday: Sunday 9 April
 Easter Monday: Monday 10 April
 Anzac Day: Tuesday 25 April

Queen's Birthday: Monday 12 June
 Melbourne Cup Day: Tuesday 7 November
 Christmas Day: Monday 25 December
 Boxing Day: Tuesday 26 December

Appendix G – Tool Lists

Tool Allowance

An allowance to compensate for the purchase and maintenance in efficient working order of the tools specified below:-

Employees engaged as **roof plumbers** will be required to supply and maintain the following tools for their own use:-

Left hand snips	Square	Wire cutters
Right hand snips	Hacksaw	Multigrips
Gilbow	Vice grip folder	Chalk line
Pop riveter	Hammer	Stanley knife
Nail bag	Folding rule	Hack knife
Short level for G brackets	Bevel	Cordless drill with Phillips head and Tek head adapters fit for purpose
Silicone gun	Chuck keys	String line
Shifter 12", 300mm	PVC saw	Tape measure

Employees engaged in **mechanical services** will be required to supply and maintain the following tools for their own use:-

Cordless drill with Phillips head and Tek head adapters fit for purpose	Shifter – 150 + 2/300mm	Multigrips
Footprints – 2-225 300mm	600mm level	Square
Trowel	Riveter	Stanley knife
Hack saw	Claw hammer	Poly cutters
Mash hammer	Wood chisel 25mm	Cold chisel/ prick pinch
8 metre tape measure	12/20mm rapid flare	Basin spanner
Caulking gun	Copper tube cutters 15-25	Screw drivers – Phillips head, medium size blade
Nail bag	Wiss snips left hand and right hand	File – rasp, smooth
Set of Allen keys	Keyhole saw	Chalk line
Ring spanners 6-16mm	Flat spanner 6-16mm	Spade bits 6-16mm
Apprentices – mitre box		

Employees engaged in **general plumbing** will be required to supply and maintain the following tools for their own use:-

Cordless drill with Phillips head and Tek head adapters fit for purpose	Shifter – 150 + 2/300mm	Multigrips
Footprints – 2-225 300mm	600mm level	Square
Trowel	Riveter	Stanley knife
Hack saw	Claw hammer	Poly cutters
Mash hammer	Wood chisel 25mm	Cold chisel/ prick pinch
8 metre tape measure	12/20mm rapid flare	Basin spanner
Caulking gun	Copper tube cutters 15-25	Screw drivers – Phillips head, medium size blade
Nail bag	Wiss snips left hand and right hand	File – rasp, smooth
Set of Allen keys	Keyhole saw	Chalk line
Ring spanners 6-16mm	Flat spanner 6-16mm	<i>Apprentices – mitre box</i>

The employer will be responsible for the cost of any testing and tagging required for electrical tools used by the employee in accordance with (a) and (b).

Appendix H – Apprentice Training, Engagement, Standards and Indigenous Commitments.

Training

- AH.1** Parties to this agreement acknowledge apprentices need to have structured workplace learning aimed at industry best practice.
- AH.2** Parties also agree and commit to Indigenous Training through NUDJ Plumbing Programme.
- AH.3** Parties also acknowledge statistically young employees aged between 15 and 24 years of age, and in their first two (2) years of working in the industry have a higher chance of an injury (17% higher than the average across all ages) and/or to be hospitalised (21% higher than other age groups) through workplace accidents.

Factors attributing to these statistics identify young employees:-

- May lack the experience, knowledge or skills to:-
 - understand the risks involved in the tasks they are doing
 - take reasonable steps to protect themselves and their workmates from injury
- May do work they are not able to do because they:-
 - have not been properly trained or are not properly supervised
 - have been working with dangerous equipment or substances where safe work practices have not been adopted
- May not be aware of their rights and responsibilities in terms of workplace health and safety:-
 - they may not ask questions or speak out if there is a problem for fear of looking incapable or losing their job.

- AH.4** To assist employers, managers, supervisors and employees to meet their obligations through adequate training, and to demonstrate competence before starting work, Parties to this agreement acknowledge the development of the Apprentice Industry Standards developed by PICAC.
- AH.5** The parties agree to ensure that all Apprentices are trained to a level of excellence which would include training in Environmentally Sustainable Plumbing Technology.

Apprentices – Engaged through a Group Training Scheme or Labour Hire Company

- AH.6** The decision, as to whether the employer will, or will not, engage an Apprentice through a Group Training Scheme or a labour hire company (**GTS / LHC**) is to be made by the employer.
- AH.7** If the employer decides to employ an Apprentice through a GTS / LHC, the employer must ensure that:-
- AH.7.1** the Apprentice has entered into a Training Agreement with the GTS / LHC; and
 - AH.7.2** that the Apprentice and the GTS / LHC has entered into a training plan and that such training plan details how the training will be delivered and when the training will be delivered (this can be on – the – job training, or off – the – job training, or a combination of both); and
 - AH.7.3** that the Apprentice has been registered by the GTS / LHC with a registered training organisation; and

- AH.7.4** that, subject to the provisions of the *Occupational Health and Safety Act 2004* (Vic), the Apprentice holds a current Construction Industry Card (White Card); and
 - AH.7.5** that the Apprentice has been provided by the GTS / LHC with the protective clothing specified in Clause 47 – Protective Clothing; and
 - AH.7.6** that the Apprentice has been provided by the GTS / LHC with the (applicable) tools specified in Tools Allowance of Appendix G; and
 - AH.7.7** that the Apprentice has been provided with training appropriate to the work tasks being undertaken (e.g. height awareness for a roof plumber, trench safety for a drainage plumber, etc.,) at the time of placement with the employer.
- AH.8** The obligations prescribed in Clauses AH.6 and AH.7 are to be read in conjunction with the requirements provided in Clause 20 – Sham Contracting.

Industry Indigenous Programme

- AH.9.1** The employer agrees and commits when possible, to Indigenous Training through the NUDJ Plumbing Programme.
- AH.9.2** The Nudj Plumbing Programme is an amalgamation of the Nirrumbuk Aboriginal Corporation, the Plumbing Trades Employees Union Victorian Branch, Cooke and Dowsett Pty Ltd, Raw Recruitment and the Jarlmadangah Burru Aboriginal Corporation with the purpose of providing employment and training opportunities for Indigenous Australians.
- AH.9.3** The goals of the parties listed above are to train and provide Indigenous Australians with Apprenticeships in the Plumbing Trades with a view of these Indigenous Australians returning to their Communities and improving the often poor Sanitation and Water Supply conditions in these communities.
- AH.9.4** For Major Projects the employer and employees agree to consult prior to the project in an endeavour to engage and Train as many Indigenous Apprentices as possible over the life of the particular project.

Appendix I – Insurance Cover Minimum Requirements

Leisure Time Accident & Illness and Capital Benefits (Trauma)

1 October 2020 – 1 October 2023

Circumstance	No Income Protection & Trauma (IPT) (1st year)	No Income Protection & Trauma (IPT) (2nd year)
With dependents	\$950	\$997.50
No dependents	\$730	\$766.50
Apprentice with dependents	\$650	\$682.50
Apprentice with no dependents	\$595	\$624.75

1 October 2020

Circumstance	No Income Protection & Trauma (IPT) (1st year)	No Income Protection & Trauma (IPT) (2nd year)
With dependents	\$1525	\$1601.25
No dependents	\$1375	\$1443.75
Apprentice with dependents	\$1125	\$1181.25
Apprentice with no dependents	\$1025	\$1076.25

1 October 2021

Circumstance	No Income Protection & Trauma (IPT) (1st year)	No Income Protection & Trauma (IPT) (2nd year)
With dependents	\$1525	\$1601.25
No dependents	\$1375	\$1443.75
Apprentice with dependents	\$1125	\$1181.25
Apprentice with no dependents	\$1025	\$1076.25

1 October 2022

Circumstance	No Income Protection & Trauma (IPT) (1st year)	No Income Protection & Trauma (IPT) (2nd year)
With dependents	\$1550	\$1627.50
No dependents	\$1400	\$1470.00
Apprentice with dependents	\$1150	\$1207.50
Apprentice with no dependents	\$1050	\$1102.50

1 October 2023

Circumstance	No Income Protection & Trauma (IPT) (1st year)	No Income Protection & Trauma (IPT) (2nd year)
With dependents	\$1550	\$1627.50
No dependents	\$1400	\$1470.00
Apprentice with dependents	\$1150	\$1207.50
Apprentice with no dependents	\$1050	\$1102.50

CPI Applied from 53rd week of claim: 5%

Waiting Period/Excess 2 weeks (14 days)

Benefit Period – Maximum Period

Up to 65 years of age	156	weeks
65 years of age to 70 years of age	104 weeks	

Capital Benefits (Leisure time)

Death Benefit:	With dependants:	\$40,000
	No dependants:	\$20,000
	Child care in event of a death:	Up to \$30,000

Note: Child Care Benefit covers in the event of death, both employee and spouse/partner.

Additional Capital Benefits

Items 2 to 13	With dependants:	\$40,000
	No dependants:	\$20,000

(Maximum Capital Benefit paid for any one Accident is \$40,000 for an employee with dependants and \$20,000 for an employee with no dependants)

Broken Bones - Up to a maximum of \$8,000

Note 1: - The Leisure Time Injury benefits are not payable when an employee suffers an Injury whilst training for or playing in competitive club sport or activity organised by any sporting organisation, authority or club.

Note 2: - Benefits may be paid beyond the specified age limit. For example: - If employee is 69 at the time of the claim, the benefit would not cease when the employee turns 70.

Bill Payer

\$250 per Bill. Maximum \$5000 anyone period of Disablement.

Journey Cover (where no entitlements to TAC or Workers Compensation)

Weekly Benefit: 100% gross of pre-disability earnings up to a maximum of \$2,000 per week

Benefit Period

Up to 65 years of age	156	weeks
65 years of age to 70 years of age	104 weeks	

Capital Benefits

Death Benefit:	With dependants:	\$100,000
	No dependants:	\$50,000
	Child care in event of a death:	Up to \$30,000

Note: Child Care Benefit covers in the event of death both employee and spouse/partner.

Additional Capital Benefits

Items 2 to 13	With dependants: \$100,000
	No dependants: \$50,000

(Maximum capital benefits paid for any one accident is \$100,000 for an employee with dependants and \$50,000 for an employee without dependants.)

Note: Covers employees where the employee suffers an injury whilst in direct travel to and from work. Must occur during a journey. Does not give rise to entitlements to compensation under any statutory workers compensation or motor accident scheme

Journey Cover – Top Up (where entitled to TAC)

Weekly Benefit: 100% gross of pre-disability earnings up to a combined maximum of \$2,000 per week (as determined by the legislation governing the relevant statutory transport accident scheme)

Benefit Period

Up to 70 years of age 104 weeks
(Top-Up Benefit will cease when the TAC stop payments, or to maximum)

Note: Cover applies where an employee suffers and injury whilst in direct travel to and from work in a registered vehicle and/or accident involving trams, buses and/or trains and claim for weekly benefit has been accepted with the statutory motor authority.

Workers Compensation Top-Up & Death & Capital Benefits (Trauma)

Provides cover to the employee who has a workplace accident and has been accepted by an Australian jurisdiction statutory workers compensation scheme.

Must occur during working hours; and

Must give rise to an entitlement to compensation under any statutory workers compensation scheme

Waiting Period/Excess 52 weeks

Benefit Period – Maximum Period

Up to 70 years of age 78 weeks

Weekly Benefit

To a combined maximum of \$2,000 per week calculated by difference between the gross payment of WorkCover and the PIAWE. (As determined by the legislation governing the relevant statutory workers compensation scheme)

Capital Benefits

Death Benefit:	With dependants:	\$400,000
	No dependants:	\$200,000

Additional Capital Benefits

Items 2 to 30	With dependants:	\$400,000
	No dependants:	\$200,000

(Maximum capital benefits paid for any one accident is \$400,000 for an employee with dependants and \$200,000 for an employee without dependants.)

Discretionary Covers

Funeral cover: \$9,000
(employee only & nine (9) month rule applies)

Accidental Dental

With dependants (4 claims per year):	\$2,250 per claim
No dependants (2 claims per year):	\$2000 per claim

- Note 1:** Includes spouse/partner & dependent children
Note 2: Must be an accident
Note 3: Nine (9) month rule applies

Emergency Transport

Per Road Transport	\$12,000 any one claim
Per Air Transport	\$15,000 any one claim

- Note 1:** Includes spouse/partner & dependent children
Note 2: Nine (9) month rule applies

Exclusions: (do not apply to Funeral, Dental & Emergency Transport)

- Pregnancy, childbirth or miscarriage, or any complication arising from any of those conditions;
- War, whether declared or not, invasion, or civil war, rebellion or insurrection;
- Any act of terrorism, regardless of any cause or event contributing to concurrently or in any other sequence to the loss;
- Intentional self-injury or suicide or any attempt at suicide
- Flying or other aerial activity, unless a passenger in a properly licensed aircraft;
- The employees criminal or illegal act
- Training for, or playing, in any professional, or non-professional sport or activity organised by any sporting organisation, authority, club or centre;
- The employees use of alcohol, unless the drugs have been prescribed by a registered medical practitioner and used as per the registered medical practitioners instructions;
- An injury that occurs to an employee after the employee's 70th birthday.

Note: - No payments will be made while an employee is serving a prison sentence or remanded in custody or is outside Australia.

Depression/Mental Disorders Conditions

Full benefits.

Degenerative Conditions

Full benefits.

Pre-existing conditions

Any medical condition for which the employee has required medication, or any treatment or advice from a doctor, chiropractor or physiotherapist in the six (6) months before

The commencement of the employee over, or;

The resumption of the employees cover following a period of at least six (6) consecutive months.

Appendix J:- Indicative Gross Hourly Rate Guide

AJ.1 The following table is an indicative hourly rate guide to the total costs involved in employing a Registered Plumber or a Refrigeration Mechanic under the Agreement:-

Factors	From the first pay period on or after 1 October 2020
Weekly Wage	\$1,836.36
Fares Allowance	\$121.50
Travel Allowance	\$255.05
Total (Weekly Wage)	\$2,212.91
Annual Leave Loading	\$29.79
Averaged Site Allowance	\$154.80
Superannuation	\$216.22
ColInvest	\$53.76
WorkCover	\$165.54
Payroll Tax	\$129.41
Redundancy (As at 1 October 2020)	\$100.00
Additional / Member Benefits (As at 1 October 2020)	\$28.70
Insurance (Income Protection / Trauma Insurance / Journey Accident) (As at 1 October 2020)	\$27.13
Training Levy (includes GST) (As at 1 October 2020)	\$37.41
Total	\$3,155.58
Average Loaded Wage (\$3,155.48/28.3) (As at 1 October 2020)	\$111.90

Notes:-

- 1 The Averaged Site Allowance is based on a site allowance of \$4.30;
- 2 The percentage for Superannuation (9.5%), ColInvest (2.7%), Workcover (6.204%) and Payroll tax (4.85%) reflects the current percentages;
- 3 The Redundancy / ITP Insurance / Portable Sick leave reflects the applicable rate as at the first pay period on or after 1 October 2020; and
- 4 The Average Weekly Productive Hours (28.3 hours per week) is derived by deducting the yearly annual leave, personal / carer's (sick) leave, picnic day, rostered days off and other absences to determine the Average Weekly Productive Hours.

Appendix K - Classification Structure and commitment by the Parties.

The employer authorises the Master Plumbers and Mechanical Services Association of Australia (**Master Plumbers**) to enter into negotiations with the union to review the career / classification structure in the Agreement.

Should Master Plumbers and the union reach agreement for a new career / classification structure and the employer agrees to implement the new career / classification structure, the employer shall follow the process contained in Clauses 3.3.1 and 3.3.2 – Variation of the Agreement.

Appendix L – Commercial Residential Unit Industry and / or Commercial / Industrial Factory Warehouse Work

An employee working under this Appendix is not entitled to:-

- the Fares Allowance payable under Appendix B – Fares Allowance and Travelling Allowance; and
- the Site Allowance payable under AD.11 of Appendix D - Allowances and Special Rates

From the first pay period on or after

Plumber / Refrigeration Mechanic	1 March 2019	1 October 2020	1 March 2021	1 March 2022	1 March 2023
Hourly Rate	\$50.20	\$51.01	\$51.82	\$52.63	\$54.44
X 36 Hours	\$1,807.20	\$1,836.36	\$1,865.52	\$1,894.68	\$1,959.84
Travel (Per day)	\$12.55	\$12.75	\$12.96	\$13.16	\$13.61
X 5 Days	\$62.75	\$63.75	\$64.80	\$65.80	\$68.05
Total Income	\$1,869.95	\$1,900.11	\$1,930.32	\$1,960.48	\$2,027.89
Overtime					
Time and a Half	\$75.30	\$76.52	\$77.83	\$78.95	\$81.66
Double Time	\$100.40	\$102.02	\$103.64	\$105.26	\$108.88
Double Time and a Half	\$125.50	\$127.53	\$129.55	\$131.58	\$136.10

From the first pay period on or after

Plumber Provisional Registration/ Unregistered Plumber/Lagger	1 March 2019	1 October 2020	1 March 2021	1 March 2022	1 March 2023
Hourly Rate	\$49.02	\$49.79	\$50.56	\$51.33	\$53.08
X 36 Hours	\$1,764.72	\$1,792.44	\$1,820.16	\$1,847.88	\$1,910.88
Travel (Per day)	\$12.26	\$12.45	\$12.64	\$12.83	\$13.27
X 5 Days	\$61.30	\$62.25	\$63.20	\$64.15	\$66.35
Total Income	\$1,826.02	\$1,854.69	\$1,883.36	\$1,912.03	1,977.23
Overtime					
Time and a Half	\$73.53	\$74.68	\$75.84	\$76.99	\$79.62
Double Time	\$98.04	\$99.58	\$101.12	\$102.66	\$106.16
Double Time and a Half	\$122.55	\$124.47	\$126.40	\$128.32	\$132.70

From the first pay period on or after

Irrigation Installer	1 March 2019	1 October 2020	1 March 2021	1 March 2022	1 March 2023
Hourly Rate	\$47.57	\$48.30	\$49.03	\$49.76	\$51.44
X 36 Hours	\$1,712.52	\$1,738.80	\$1,765.08	\$1,791.36	\$1,851.84
Travel (Per day)	\$11.89	\$12.08	\$12.26	\$12.44	\$12.86
X 5 Days	\$59.45	\$60.40	\$61.30	\$62.20	\$64.30
Total Income	\$1,771.97	\$1,799.20	\$1,826.38	\$1,853.56	\$1,916.14
Overtime					
Time and a Half	\$71.36	\$72.45	\$73.54	\$74.64	\$77.16
Double Time	\$95.14	\$96.60	\$98.06	\$99.52	\$102.88
Double Time and a Half	\$118.93	\$120.75	\$122.57	\$124.40	\$128.60

From the first pay period on or after

Plumbers Labourer	1 March 2019	1 October 2020	1 March 2021	1 March 2022	1 March 2023
Hourly Rate	\$44.45	\$44.98	\$45.51	\$46.04	\$47.46
X 36 Hours	\$1,600.20	\$1,619.28	\$1,638.36	\$1,657.44	\$1,708.56
Total Income	\$1,600.20	\$1,619.28	\$1,638.36	\$1,657.44	\$1,708.56
Overtime					
Time and a Half	\$66.67	\$67.47	\$68.26	\$69.06	\$71.19
Double Time	\$88.91	\$89.96	\$91.02	\$92.08	\$94.92
Double Time and a Half	\$111.13	\$112.45	\$113.77	\$115.10	\$118.65

Apprentices

From the first pay period on or after 1 March 2019

Apprentices	Adult Apprentice 1st Year	Apprentice 1st Year	All Apprentices – 2nd Year	All Apprentices – 3rd Year	All Apprentices – 4th Year
Hourly Rate	\$22.07	\$18.35	\$26.06	\$32.51	\$41.18
X 36 Hours	\$794.52	\$660.60	\$938.16	\$1,170.36	\$1,482.48
Travel (Per day)	\$5.27	\$4.59	\$6.52	\$8.13	\$10.30
X 5 Days	\$26.35	\$22.95	\$32.60	\$40.65	\$51.50
Total Income	\$871.84	\$742.69	\$1,012.02	\$1,237.73	\$1,540.97
Overtime					
Time and a Half	\$33.11	\$27.53	\$39.09	\$48.77	\$61.77
Double Time	\$44.14	\$36.70	\$52.12	\$65.02	\$82.36
Double Time and a Half	\$55.18	\$45.88	\$65.15	\$81.28	\$102.95

Note:- In accordance with Clause – 19.16 – Adult Apprentice, where an apprentice was employed by the employer in a classification covered by the Agreement immediately prior to becoming an adult apprentice with the employer, such apprentice will not suffer a reduction in the rate of pay by virtue of entering into a Training Contract under Clause 19.3. For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay (inclusive of the fares allowance and travel allowance [if applicable]) that is, from time to time, applicable to the classification in which the adult apprentice was engaged immediately prior to entering into the Training Contract specified in Clause 19.3, unless the applicable rate of pay payable to that apprentice under Appendix L – Wages and Travel Allowance is higher.

From the first pay period on or after 1 October 2020

Apprentices	Adult Apprentice 1st Year	Apprentice 1st Year	All Apprentices – 2nd Year	All Apprentices – 3rd Year	All Apprentices – 4th Year
Hourly Rate	\$22.51	\$18.71	\$26.65	\$33.30	\$42.23
X 36 Hours	\$810.36	\$673.56	\$959.40	\$1,198.80	\$1,520.28
Travel (Per day)	\$5.63	\$4.68	\$6.66	\$8.33	\$10.56
X 5 Days	\$28.15	\$23.40	\$33.30	\$41.65	\$52.80
Total Income	\$838.51	\$696.96	\$992.70	\$1,240.45	\$1,573.08
Overtime					
Time and a Half	\$33.77	\$28.07	\$39.98	\$49.95	\$63.35
Double Time	\$45.02	\$37.42	\$53.30	\$66.60	\$84.46
Double Time and a Half	\$56.28	\$46.78	\$66.63	\$83.25	\$105.58

Note:- In accordance with Clause – 19.16 – Adult Apprentice, where an apprentice was employed by the employer in a classification covered by the Agreement immediately prior to becoming an adult apprentice with the employer, such apprentice will not suffer a reduction in the rate of pay by virtue of entering into a Training Contract under Clause 19.3. For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay (inclusive of the fares allowance and travel allowance [if applicable]) that is, from time to time, applicable to the classification in which the adult apprentice was engaged immediately prior to entering into the Training Contract specified in Clause 19.3, unless the applicable rate of pay payable to that apprentice under Appendix L – Wages and Travel Allowance is higher.

From the first pay period on or after 1 March 2021

Apprentices	Adult Apprentice 1st Year	Apprentice 1st Year	All Apprentices – 2nd Year	All Apprentices – 3rd Year	All Apprentices – 4th Year
Hourly Rate	\$22.95	\$19.07	\$27.24	\$34.09	\$43.28
X 36 Hours	\$826.20	\$686.52	\$980.64	\$1,227.24	\$1,558.08
Travel (Per day)	\$5.74	\$4.77	\$6.81	\$8.52	\$10.82
X 5 Days	\$28.70	\$23.85	\$34.05	\$42.60	\$54.10
Total Income	\$854.90	\$710.37	\$1,014.69	\$1,269.84	\$1,612.18
Overtime					
Time and a Half	\$34.43	\$28.61	\$40.86	\$51.14	\$64.92
Double Time	\$45.90	\$38.14	\$54.48	\$68.18	\$86.54
Double Time and a Half	\$57.38	\$47.68	\$68.10	\$85.23	\$108.20

Note:- In accordance with Clause – 19.16 – Adult Apprentice, where an apprentice was employed by the employer in a classification covered by the Agreement immediately prior to becoming an adult apprentice with the employer, such apprentice will not suffer a reduction in the rate of pay by virtue of entering into a Training Contract under Clause 19.3. For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay (inclusive of the fares allowance and travel allowance [if applicable]) that is, from time to time, applicable to the classification in which the adult apprentice was engaged immediately prior to entering into the Training Contract specified in Clause 19.3, unless the applicable rate of pay payable to that apprentice under Appendix L – Wages and Travel Allowance is higher

From the first pay period on or after 1 March 2022

Apprentices	Adult Apprentice – 1st Year	Apprentice – 1st Year	All Apprentices – 2nd Year	All Apprentices – 3rd Year	All Apprentices – 4th Year
Hourly Rate	\$23.39	\$19.43	\$27.83	\$34.88	\$44.33
X 36 Hours	\$842.04	\$699.48	\$1,001.88	\$1,255.68	\$1,595.88
Travel (Per day)	\$5.85	\$4.86	\$6.96	\$8.72	\$11.08
X 5 Days	\$29.25	\$24.30	\$34.80	\$43.60	\$55.40
Total Income	\$871.29	\$723.78	\$1,036.68	\$1,299.28	\$1,651.28
Overtime					
Time and a Half	\$35.09	\$29.15	\$41.75	\$52.32	\$66.50
Double Time	\$46.78	\$38.86	\$55.66	\$69.76	\$88.66
Double Time and a Half	\$58.48	\$48.58	\$69.58	\$87.20	\$110.83

Note:- In accordance with Clause – 19.16 – Adult Apprentice, where an apprentice was employed by the employer in a classification covered by the Agreement immediately prior to becoming an adult apprentice with the employer, such apprentice will not suffer a reduction in the rate of pay by virtue of entering into a Training Contract under Clause 19.3. For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay (inclusive of the fares allowance and travel allowance [if applicable]) that is, from time to time, applicable to the classification in which the adult apprentice was engaged immediately prior to entering into the Training Contract specified in Clause 19.3, unless the applicable rate of pay payable to that apprentice under Appendix L – Wages and Travel Allowance is higher.

From the first pay period on or after 1 March 2023

Apprentices	Adult Apprentice 1st Year	Apprentice 1st Year	All Apprentices – 2nd Year	All Apprentices – 3rd Year	All Apprentices – 4th Year
Hourly Rate	\$24.25	\$20.16	\$28.94	\$36.32	\$46.20
X 36 Hours	\$873.00	\$725.76	\$1,041.84	\$1,307.52	\$1,663.20
Travel (Per day)	\$6.06	\$5.04	\$7.24	\$9.08	\$11.55
X 5 Days	\$30.30	\$25.20	\$36.20	\$45.40	\$57.75
Total Income	\$903.30	\$750.96	\$1,078.04	\$1,352.92	\$1,720.95
Overtime					
Time and a Half	\$36.38	\$30.24	\$43.41	\$54.48	\$69.30
Double Time	\$48.50	\$40.32	\$57.88	\$72.64	\$92.38
Double Time and a Half	\$60.63	\$50.40	\$72.35	\$90.80	\$115.50

Note:- In accordance with Clause – 19.16 – Adult Apprentice, where an apprentice was employed by the employer in a classification covered by the Agreement immediately prior to becoming an adult apprentice with the employer, such apprentice will not suffer a reduction in the rate of pay by virtue of entering into a Training Contract under Clause 19.3. For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay (inclusive of the fares allowance and travel allowance [if applicable]) that is, from time to time, applicable to the classification in which the adult apprentice was engaged immediately prior to entering into the Training Contract specified in Clause 19.3, unless the applicable rate of pay payable to that apprentice under Appendix L – Wages and Travel Allowance is higher.

AL.2 Overtime

Every employee will be entitled to work reasonable overtime on a fair and equitable basis.

The following Clauses shall be read in lieu of Clauses 33.3 to 33.8

Midnight Sunday to Midnight Saturday

AL.2.1 An employee required to work overtime between midnight Sunday and midnight Saturday shall be paid time and a half for the first two (2) hours and double time thereafter. Provided that:-

- all overtime worked after 12.00 noon on a Saturday shall be paid at double time; and
- all overtime worked after 12.00 midnight and prior to the commencement of ordinary hours shall be paid at double time.

Midnight Saturday to Midnight Sunday

An employee required to work overtime between midnight Saturday and midnight Sunday shall be paid double time.

Midnight on the day immediately before a Public Holiday to Midnight on a Public Holiday

An employee required to work overtime between midnight on the day immediately before a public holiday and midnight on a public holiday shall be paid double time and a half.

Allowances

Meal Allowance

AL.3.1.1 An employee required to work overtime for greater than two (2) hours after working ordinary hours shall be paid a meal allowance.

AL.3.1.2 An employee shall be paid an additional meal allowance for each subsequent four (4) hours of overtime worked.

AL.3.1.3 The amount of the meal allowance is prescribed in Appendix AD

AL.3.1.4 The employer may provide a meal, or meals, instead of paying any meal allowance.

Adult Apprentice – 1st Year Allowance

AL.3.2 An Adult Apprentice – 1st Year, whilst working at a Commercial Residential Unit Industry site and / or a Commercial / Industrial Factory Warehouse Work site, shall be paid an allowance of \$1.00 per hour for all ordinary hours worked, all paid annual leave, all paid personal / carer's (sick) leave, all paid compassionate leave and all paid Community Service Leave (Jury Service Leave).

End of Agreement.