

The Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Plumbing Division, Queensland Branch

**Major Commercial North Queensland Commercial
Plumbing and Mechanical Services - Union
Collective Agreement 2015 – 2019**

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PART 1 - TITLE AND OPERATION

1. TITLE

- 1.1 This Agreement is known as the (Insert Employer's Name) - North Queensland Commercial Plumbing and Mechanical Services – Union Collective Agreement 2015 – 2019.

2. DATE OF OPERATION

- 2.1 This Agreement will remain in force until 31 October 2019. This Agreement shall continue to apply beyond its nominal expiry date until replaced or terminated, in accordance with the Act.

3. APPLICATION OF AGREEMENT

- 3.1 This Agreement applies to (Insert Employer's Name), hereinafter referred to as "the Employer", "the Union" and "all Employees" for whom classifications and rates of pay are provided by this Agreement when engaged to perform work on Commercial Plumbing projects with a total construction value of less than \$20 Million. This includes prefabrication work done on or off site and employees fixing or fitting metal wall cladding. Employees engaged in such work are entitled to all benefits and allowances provided in this Agreement, with the exception of multi-storey allowance and site allowance.

- 3.2 This Agreement however, only applies to work done in North Queensland.

- 3.3 This Agreement does not apply:

- a) To Employees engaged as Sprinkler fitter worker or Sprinkler Fitter tradesperson under the Plumbing and Fire Sprinkler Award 2010;
- b) To workers employed on Major Commercial projects with a total construction value of \$20 million or more;
- c) To workers employed solely to perform residential and maintenance works with a total construction value of less than \$5 Million;
- d) To workers employed solely to perform residential and maintenance works.

- 3.4 It is agreed by the parties that only employees whose wages and conditions are to be paid in accordance with this Agreement will be engaged in work which this agreement covers. In other words, should an employee not be paid wages and conditions in accordance with this Agreement, then that employee will not at any time be engaged in work which this Agreement covers. This clause does not apply to where the employer has engaged contractors or supplementary labour in accordance with Clause 22 of this Agreement.

4. PARTIES BOUND AND COVERED

- 4.1 This Agreement is legally binding upon and covers the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Plumbing Division, Queensland Branch, the Employer and their Employees engaged in classifications contained within this Agreement.

5. RELATIONSHIP TO AWARDS, AGREEMENTS, AND OTHER DOCUMENTS

- 5.1 This Agreement is intended to be interpreted in conjunction with the *Plumbing and Fire Sprinklers Award 2010* and the terms of the following orders as they were immediately prior to their recession:

- a) Queensland Industrial Relations Commission Order (No. B585 of 2003) Apprentices' and Trainees' Wages and Conditions (Excluding certain Queensland Government entities) 2003;
- b) Queensland Industrial Relations Commission Order (No. B1849 of 1997) Supply of tools to apprentices.

5.2 Where this Agreement is silent, the terms of the above documents as amended from time to time shall apply. Where there is conflict between a term of this Agreement and a term of any Award, or a conflict between 2 terms of this Agreement, the higher wage outcome or other outcome more favorable to the employee will apply.

6. NO EXTRA CLAIMS

6.1 The rates of pay and allowances provided in this Agreement will apply to all Employees covered by this Agreement.

6.2 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.

7. DEFINITIONS

7.1 “**Apprentice**” or “**Trainee**” means an Apprentice or Trainee within the meaning of the *Further Education and Training Act 2014* (Qld). “Apprenticeship” and “Traineeship” has a corresponding meaning.

7.2 “**Award**” means the *Plumbing and Fire Sprinklers Award 2010*.

7.3 “**BERT**” is an acronym for the Building Employees Redundancy Trust (ACN 82 010 917 281) (BERT Fund) as described in the Trust Deed creating the BERT Fund.

7.4 “**BEWT**” is an acronym for the Building Employees Welfare Trust established pursuant to a deed between B.E.R.T Pty Ltd and James Kristen Peterson. “Trustee of the BEWT Fund” means B.E.R.T Pty Ltd or any trustee appointed under the BERT Redundancy Trust Deed.

7.5 “**BUSS(Q)**” is an acronym for the Building Unions Superannuation Scheme (Queensland) Pty Ltd (ABN 85 571 332 20).

7.6 “**CBUS**” is an acronym for the Construction and Building Unions Superannuation Fund (ABN 75 493 363 262).

7.7 “**CIPQ**” means Construction Income Protection Queensland Ltd (CAN 110 841 962).

7.8 “**Construction Work**” means all work performed under this Agreement in connection with the erection, repair, renovation, ornamentation, or demolition of buildings or structures, including associated prefabrication work performed in plumbing workshops.

7.9 “**Continuous Service**” means a period of continuous employment regardless of an employee’s absence from work for any of the following reasons:

- a) illness or accident up to a maximum of four weeks after the expiration of paid personal leave;
- b) any leave entitlement taken (e.g. annual leave, jury service, public holiday, personal leave, long service leave, etc.);
- c) injury received during the course of employment and up to a maximum of 26 weeks for which the employee received workers compensation;
- d) any other absence from work except where the employer notifies the employee in writing that the employee’s service has been broken.

7.10 “**Fair Work Act**” means the *Fair Work Act 2009* (Cth).

7.11 “**FWC**” means the Fair Work Commission.

7.12 “**Hourly Rate**” will mean the rate specified in Appendix 2 of this Agreement for particular classifications and time and shall be deemed to include the following allowances which customarily were paid under the *Plumbing and Fire Sprinkler Award 2010* – Base Rate, District Allowance, Registration Allowance, Plumbing Trade Allowance, Industry Allowance, Tool Allowance, Lost Time Loading and Special Allowance.

7.13 “**Ordinary Time**” means the ordinary rate of pay as calculated in accordance with Appendix 2.

- 7.14 “**Ordinary Time Earning (OTE)**” will mean the actual ordinary rate of pay the employee receives for ordinary hours of work including disability allowances but not expense related allowances such as meal allowance. The term includes any regular over agreement pay as well as casual rates received for ordinary hours of work. All other payments are excluded.
- 7.15 “**Redundancy**” means a situation where an employee ceases to be employed by the employer, other than for reasons of Serious and Wilful misconduct. "Redundant" has a corresponding meaning.
- 7.16 “**Union**” means The Queensland Plumbers Union whether its federally registered entity, the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Plumbing Division Queensland Branch or its State Registered entity, the Plumbers and Gasfitters Employees’ Union Queensland, Union of Employees.
- 7.17 “**Union Delegate**” means an employee elected by union members and endorsed by the relevant union in accordance with Clause 15, to represent the industrial interests of union members employed by the Employer as required.

8. POSTING OF AGREEMENT

- 8.1 A copy of this Agreement will be available in a convenient place on the premises of the company and on every employee’s worksite so as to be easily accessible by the Employees.

9. GOVERNMENT PROCUREMENT

- 9.1 The parties to this Agreement recognise that government clients are an important source of work and that ensuring continued capacity to comply with written government purchasing guidelines will enhance availability of work and security of employment.
- 9.2 If the parties agree that due to a term within this Agreement that the employer will be ineligible to tender for government work then the parties to this Agreement will immediately renegotiate the term and seek a variation to this Agreement in accordance with the *Fair Work Act 2009* to the extent necessary for the Employer to again be eligible to tender for government work.
- 9.3 Where the Employer is notified in writing by a government agency responsible for monitoring of a government purchasing guideline that it considers that the Employer will be ineligible to undertake government work due to a term in this Agreement, the following process will be undertaken:
- a) The Employer will provide written notification from the government agency to the Union for its consideration; and
 - b) The Union will provide the Employer with a written response to advise whether the Union agrees with, or disputes the written notification from the government agency.
- 9.4 If the Union disputes that the Employer will be ineligible to tender for government work due to a term of this Agreement, then the Employer or the Union may notify the Fair Work Commission of a dispute regarding the Agreement, and seek for it to be resolved by the Commission pursuant to the disputes resolution procedure within this Agreement.
- 9.5 The reference to government purchasing guidelines in this clause includes, but is not limited to, the Building Code 2013. The terms of any variation required under this clause may be determined under the dispute resolution procedure in this Agreement. The intent of this clause is that the Employer is eligible to tender for government work.
- ## **10. FLEXIBILITY**
- 10.1 The Employer may agree with an Employee covered by this agreement to vary this Enterprise Agreement only to meet the genuine needs of the Employer and Employee.

- 10.2 Where the Employer wants to enter into a variation agreement it 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.
- 10.3 The Employer must ensure that any variation agreement is genuinely agreed to by the Employer and the Employee and that the terms of the variation agreement:
- a) are about permitted matters under section 172 of the Fair Work Act;
 - b) are not unlawful terms under section 194 of the Fair Work Act; and
 - c) result in the employee being better off overall than the Employee would be if no arrangement (variation agreement) was made.
- 10.4 The Employer must also ensure that any such variation agreement is:
- a) in writing (including details of the terms that will be varied, how the variation agreement will vary the effect of the Enterprise Agreement terms, how the Employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement, and the day on which the arrangement commences);
 - b) includes the name of the Employer and Employee;
 - c) signed by the parties, and if the Employee is under 18, by a parent or guardian of the Employee;
 - d) provided to the employee within 14 days after it is agreed to; and
 - e) able to be terminated by either party giving written notice of not more than 28 days, or at any time by both parties agreeing in writing.
- 10.5 Where any of the requirements of this clause are not met, the variation agreement is of no effect.
- 10.6 Upon request the Employer must provide copies of all flexibility agreements made under this clause to the union.

11. SEVERABILITY

- 11.1 It is the intention of those covered by the agreement that the agreement contains only permitted matters under the Fair Work Act. The severance of any term of this Agreement that is, in whole, or in part, of no effect virtue of the operation of section 253 of the Fair Work Act shall not be taken to affect the binding force and effect of the remainder of the agreement.

PART 2 - CONSULTATION, UNION RELATED MATTERS AND DISPUTE RESOLUTION

12. CONSULTATION

- 12.1 Where the Employer is seriously considering, and prior to the taking of any definite decision on, the introduction of major workplace changes that are likely to have a significant effect on Employees, the Employer must notify and consult with the Employees and the Union. Such changes include any proposed changes to the way in which ordinary hours are worked.
- 12.2 The Employer must recognise the Union and consult in good faith in relation to such proposed changes, including by allowing Employees access to a relevant Union official in the workplace to assist Employees in the consultation relating to the proposed workplace changes.
- 12.3 The obligation to notify and consult includes providing all relevant details to the Employees and the Union in writing about:
- a) the nature of the changes, any proposed timing of the changes and the expected likely effect on Employees;
 - b) any measures the Employer is proposing to take to avert or mitigate any adverse effects of such changes on Employees; and
 - c) any other matters related to the changes which may affect the Employees.
- 12.4 In this clause major workplace change that is likely to have a significant effect on Employees includes:
- a) termination of employment;
 - b) changes to composition, operation or size of the workforce or the skills required of Employees;
 - c) elimination or diminution of job opportunities (including promotion/tenure);
 - d) alteration of hours of work;
 - e) retraining, relocation or restructuring; and
 - f) changes to the legal or operational structure of the Employer or business, including changes to business ownership or control.
- 12.5 Where the Employer proposes to change an Employee's regular roster or ordinary hours of work, the Employer must consult with the Employee(s) affected and their Union, about the proposed change.
- 12.6 As soon as practicable after proposing to introduce the change, the Employer must:
- a) Discuss with the relevant Employees the introduction of the change; and
 - b) For the purposes of the discussion – provide to the relevant Employees and their Union:
 - i. All relevant information about the change; including the nature of the change; and
 - ii. Information about what the Employer reasonably believes will be the effects of the change on the Employees; and
 - iii. Information about any other matters that the Employer reasonably believes are likely to affect the Employees; and
 - c) Invite the employees affected and their Union, to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities); and
 - d) Give consideration to any views about the impact of the change that are given by the Employee(s) concerned and / or their Union.
- 12.7 The requirement to consult under this clause does not apply where an Employee has irregular, sporadic or unpredictable working hours.
- 12.8 These provisions are to be read in conjunction with other Agreement or Award provisions concerning the scheduling of work and notice requirements.

13. TOOL BOX MEETINGS

- 13.1 The Employer will extend a standing invitation to the Employer's lead delegate to participate in the tool box meetings.

14. UNION RIGHTS

- 14.1 The Employer will allow the Union to promote membership of the Union and will invite the Union to address Employees with the main purpose of encouraging union membership.
- 14.2 Where practicable, the Employer will provide a Union noticeboard at every workplace. The display of material upon the Union noticeboard will be under the control of the Union.
- 14.3 The Employer will provide information about the Union to an Employee employed under this agreement, providing it is reasonable to do so.
- 14.4 The Employer will notify the union delegate of any new employees who start with the company.

15. LEAD DELEGATES' RIGHTS

- 15.1 The Employer will recognise one lead delegate for the Employer as elected by the union members employed by the Employer under this Agreement. The lead delegate will also be the Health and Safety Representative for their specific work group.
- 15.2 The lead delegate will be allowed reasonable time during working hours to attend to their duties; provided that the lead delegate first advises management and such time does not unduly affect the performance of work.
- 15.3 The Employer shall provide a lead delegate with reasonable access to stationary and other administrative facilities including telephone, facsimile, the internet including their own log-in, photocopier, air-conditioning/heating, a lockable filing cabinet, table and chairs, noticeboards, and a meeting area where such access is required to undertake lead delegate duties.
- 15.4 Provided that at least 2 weeks written notice is given by the union to the Employer, a lead delegate will be granted up to 5 days paid leave each calendar year to attend lead delegate events. Delegate leave shall be taken in blocks no less than 4 hours and shall count as service for all purposes of this Agreement.
- 15.5 The Employer shall not be liable for any additional expenses associated with an Employee's attendance at a union delegate event other than the payment of ordinary time earnings for such absence. For the purpose of this clause ordinary time earnings shall be defined as the relevant agreement classification rate including fares and travel and site allowances.
- 15.6 Where an Employee is sick during a period when leave pursuant to this clause has been granted proof of attendance at the delegate event is not required for that period and the Employee shall receive payment if entitled under the provisions of the relevant award clause.
- 15.7 A lead delegate may be paid for reasonable time off site where required to represent the Employees' interests to the Employer or in Industrial Tribunals and Courts and/or attend delegates meetings.
- 15.8 A lead delegate will be invited to attend inductions for new Employees of the Employer for a reasonable time.
- 15.9 Lead delegates will be treated fairly and have the right to perform their role as lead delegate without discrimination in their employment.

16. SITE DELEGATES

- 16.1 To assist the lead delegate fulfil their role, the Employer will recognise site delegates as elected by the Union members on that site.
- 16.2 Site delegates will work with the lead delegate to provide site specific feedback and to disseminate information on behalf of the delegate. The site delegate will also be the Health and Safety Representative for their specific work group.

17. GRIEVANCE AND DISPUTE SETTLING PROCEDURES

- 17.1 If a dispute arises about this Agreement, the National Employment Services (NES) (including subsections 65(5) or 76(4)), or any other work-related matter (including a dispute about whether a workplace rights have been breached), the parties to the dispute will attempt to resolve the dispute at the workplace level.
- 17.2 If the matter cannot be resolved, a party may refer the dispute to Fair Work Commission (FWC) for resolution.
- 17.3 In resolving a dispute, FWC may deal with the dispute using all the procedures available to it under the Fair Work Act and may attempt to settle the dispute by conciliation or mediation or, where the parties agree, a recommendation or expression of opinion by FWC. If the dispute remains unresolved, FWC may settle the dispute by arbitration.
- 17.4 Union members are entitled to be represented by their Union. Non-members are entitled to be represented by the Union (if it agrees) or by any other person they choose. The employer shall recognise the representative for all purposes involved with the resolution of the dispute.
- 17.5 The parties to the dispute and their representatives must act in good faith in relation to the dispute.
- 17.6 While the dispute is being resolved, the parties will respect the status quo. However, the Employer may direct an Employee to perform different work or work at a different location, on full pay, if it is reasonable to do so to protect the safety, health or welfare of employees.
- 17.7 The parties will be bound by any decision made by the FWC.

PART 3 - CONTRACT OF EMPLOYMENT AND RELATED MATTERS

18. ENCOURAGEMENT OF INDIGINEOUS EMPLOYMENT

- 18.1 The parties to this Agreement are committed to encouraging and fostering Indigenous employment and participation at all levels of work activity.
- 18.2 The parties to this Agreement further recognise that in order to encourage Indigenous employment that a supportive working environment for Aboriginal and Torres Strait Islanders must exist which requires the redress of racism, social injustice, exploitation and employment inequity.

19. ENGAGEMENT

- 19.1 At the time of engagement of each Employee, the Employer must inform the person in writing the terms of their engagement (permanent, part-time or casual), the name of their Employer, the job to be performed, the classification level, and the relevant rate of pay.
- 19.2 Employees will be engaged in one of the following categories:
- a) Daily hire (all plumbing and mechanical services classifications);
 - b) Weekly Hire (all Apprentices and sheet metal workers with AQF level three qualifications);
 - c) Casual employees;
 - d) Part-time weekly hire.
- 19.3 The Employer may direct an Employee to carry out such duties as are reasonably within the limits of the Employee's skill/competence and training consistent with the Employee's classification provided that such duties are not designed to promote deskilling.

20. PART TIME EMPLOYMENT

- 20.1 A part-time employee is an Employee other than an apprentice who is employed for not less than 15.2 hours per week and not more than 32 ordinary hours per week.
- 20.2 For each ordinary hour worked, a part-time employee must be paid no less than 1/38th of the minimum weekly rate of pay for the relevant classification and pro rata entitlements for those hours. An Employer must inform a part-time employee of the ordinary hours of work and the starting and finishing times.
- 20.3 Before commencing a period of part-time employment the Employee and the Employer will agree in writing:
- a) that the Employee may work part-time;
 - b) upon the hours to be worked by the Employee, the days upon which they will be worked and commencing times for the work;
 - c) upon the classification applying to the work to be performed; and
 - d) upon the period of part-time employment.
- 20.4 The terms of an agreement may be varied, in writing, by consent of the parties.
- 20.5 A copy of the Agreement and any variation to it will be provided to the Employee by the Employer.

21. CASUAL EMPLOYMENT

- 21.1 A Casual Employee shall be entitled to all of the applicable rates and conditions of employment prescribed by this Agreement except annual leave, personal leave, and payment for public holidays on which no work is performed. A Casual Employee is entitled to unpaid bereavement and carer's leave.
- 21.2 Except on Saturdays and Sundays, on each occasion a Casual Employee is required to attend work the Employee shall be entitled to payment for a minimum of eight hours work (with 0.8 of an hour on each of these days accruing toward an RDO), plus the relevant fares and travel allowance prescribed by Clause 34.3- Fares and Travel. On Saturdays and Sundays, a casual employee is entitled to payment for a minimum of 4 hours, plus the relevant fares and travel allowance prescribed by Clause 34.3 below.

- 21.3 Casual Employees will be paid a 25% loading in addition to the base rates of pay for the classification upon which the Employee is engaged. This compound rate shall be used as a base when calculating other entitlements such as overtime rates and penalties. The loading does not apply to the benefits and allowances provided in Clause 34 of this Agreement except those that are expressed as a percentage of the base rates of pay.
- 21.4 The applicable contributions to STQ, BUSS(Q)/CBUS, BERT, CIPQ and BEWT must be made by companies in respect of Casual Employees. A Casual Employee shall also be entitled to receive penalty payments for overtime, work performed on weekends and work performed on public holidays.

22. USE OF CONTRACTORS AND REPLACEMENT LABOUR

- 22.1 The Employer recognises that in certain circumstances, the use of contractors and supplementary labour may affect the job security of Employees covered by this Agreement.
- 22.2 The application of these requirements shall recognise location and circumstance, and where the requirements as noted below would provide a competitive disadvantage to the company. In these circumstances the Employer and the Unions may agree to vary these requirements in a Project Specific Agreement. This agreement may not be unreasonably withheld.

Use of Contractors

- 22.3 If the Employer wishes to engage contractors and their Employees to perform work in the classifications covered by this Agreement, the Employer must first consult in good faith with potentially affected Employees and their Union. Consultation will occur prior to the engagement of sub-contractors for the construction works.
- 22.4 If, after consultation, the Employer decides to engage bona fide contractors, these contractors and their Employees will receive terms and conditions of engagement (or terms no less favorable) as they would receive if they were engaged under this Agreement performing the same work. The use of sham sub-contracting arrangements is a breach of this Agreement.

Use of Supplementary Labour

- 22.5 Where there is need for supplementary labour to meet the temporary/peak work requirements, such labour may be accessed on through loan arrangements from other Employers whose Employees are receiving rates of pay and conditions no less than those paid under this Agreement or bona fide business, including sub-contractors and labour hire companies, following consultation between the Employer and the Union. The Employer shall ensure that any workers engaged by such businesses and performing work described in the classifications of this Agreement shall receive wages, allowances and conditions not less than those contained in this Agreement.
- 22.6 Supplementary labour is defined as temporary "top up" labour (including group training) designed to meet short situations such as absences due to sick leave, annual leave, and short term work peaks. The Employer undertakes not to use supplementary labour in any position on site for a period of more than 6 weeks. Any departure from this maximum period shall require the consent of the Union.

23. DISCIPLINE / TERMINATION PROCESS

- 23.1 Employment may be terminated by the Employer due to performance / general misconduct, serious and willful misconduct, or redundancy.
- 23.2 In the event that an Employee fails to maintain satisfactory performance levels in the case of general misconduct (e.g. lateness for work) the following 3 step counselling procedure will be applied. This procedure does not apply for redundancy situations. An Employee may elect at any step to have their Union representative or any other person present. The Employee must be given an opportunity to respond to each allegation. At the request of the Employee, copies of any written warnings will be given to the Union representative or any other party to this Agreement.
- a) Step 1 – First Written Warning

The Employer will have a discussion with the Employee and the Employer will advise the Employee of the problems that the Employer believes exist in relation to the Employee's conduct. If appropriate the Employer will then issue a written warning detailing:

- The issues of concern; and
- The standards of improvement required.

A written warning may not be necessary at this step, a verbal warning may suffice.

b) Step 2 – Final Written Warning

If the Employee fails to meet the standards of improvement in accordance with Step 1 within a reasonable period of time, the Employer will have a further discussion with the Employee in which it will advise the Employee of the problems the Employer believes exists in relation to the Employee's conduct. The Employer will then issue a final written warning detailing:

- The issues of concern; and
- The standards of improvement required: and
- That it is a final written warning and that failure to meet the standards of improvement stated therein may lead to dismissal.

If an Employee does not repeat the same offence which produced the need for the final warning within 6 months of the warning, the final warning advice becomes null and void and cannot be considered grounds for dismissal.

c) Step 3 – Dismissal

If after receiving a final warning, the Employee repeats the same conduct within a period of 6 months, then the Employee may be dismissed. A written notice of dismissal will be provided to the Employee by the Employer outlining the reasons for the dismissal.

23.3 Nothing in this clause prevents an employee whose employment has been terminated from filing an unfair dismissal claim in the FWC

24. TERMINATION

Periods of Notice

24.1 Either the employer or the employee may terminate the employee's employment by providing the following notice:

- a) Plumbing and mechanical services classifications (daily hire employees) – 1 day;
- b) Sheet metal workers with AQF level three qualifications (weekly hire employees) – 5 days;
- c) Apprentices (both plumbing and mechanical) – 5 days; or
- d) Casual employees – 1 hour.

24.2 Payment may be made in lieu of notice (equivalent to the required notice).

24.3 The period of notice does not apply in the case of gross misconduct that justifies instant dismissal.

24.4 In addition to the above notice periods, a tradesperson will be allowed one hour prior to termination to gather, clean, sharpen, pack and transport their tools.

Payment of Entitlements at Termination

24.5 Within 2 days of termination of the employee's employment, the Employer will pay the Employee the following entitlements:

- a) Outstanding wages;
- b) Accrued annual leave including loading of 17.5% loading;
- c) Accrued RDO's including fares and travel for each 7.6 hours; and

- d) An Employer who terminates the employment of an Employee except for reasons of misconduct or incompetence (proof of which will lie upon the Employer) will pay the Employee a day's ordinary wages for each holiday or each holiday in a group which falls within 10 consecutive calendar days after the day of termination. Where any 2 or more of the holidays prescribed in this clause occur within a 7 day span, such holiday will be a group of holidays. If the first day of the group of holidays falls within 10 consecutive calendar days after termination, the whole group will be deemed to fall within the 10 consecutive calendar days. Christmas Day, Boxing Day and New Year's Day will be regarded as a group.
- e) The employer will also make payment for any outstanding CIPS, BUSS/CBUS, BERT, BEWT and STQ in accordance with the relevant clauses within this Agreement.

24.6 Should such payment not be made within 2 days of the employee's termination the Employee will be entitled to claim payment for all time spent waiting for the wages up to a maximum of 8 hours pay per day (including Saturday and Sunday).

24.7 Within 7 days of the termination, the employer will notify CIPS of the employees sick leave balance and provide the employee with a separation certificate.

25. STANDING DOWN OF EMPLOYEES

25.1 The Company will deduct payment for any day (or part of a day), commencing from the time that the Company provides notice to the Employees and the Unions, that an Employee cannot be usefully employed because of industrial action or any stoppage of work by any cause for which the Company cannot reasonably be held responsible.

PART 4 - WAGES, INDUSTRY FUNDS AND OTHER RELATED MATTERS

26. WAGES

26.1 Employees must be paid wages in accordance with Appendix 2 from the first full pay period after the dates specified. Those rates include the following increases:

3%	From 1 March 2016
3%	From 1 March 2017
3%	From 1 March 2018
3%	From 1 March 2019

26.2 Employees, except casuals, are entitled to be paid the weekly rate of pay shown in Appendix 2. The ordinary time hourly rate for all purposes shall be calculated by dividing the appropriate weekly rate by 38.

27. PROJECT AND SITE AGREEMENTS

27.1 Where Employees are working on a site where a site specific major project agreement is in place and is more favorable overall to such employees than this Agreement, the provisions of that agreement will apply as if a part of this Agreement. To ensure continuity, any references to funds under the site specific major project agreement shall be read as references to the funds contained within this Agreement.

27.2 Contributions will continue to be made to the Services Trades Queensland (STQ), in accordance with Clause 33 for Employees paid in accordance with this clause.

28. WAGE PAYMENT AND TIME AND WAGES RECORDS

28.1 Details of payment made to each Employee must be included in a statement provided to the Employee at the time payment is made and will contain the following information:

- a) Name of employing Employer;
- b) Name of Employee;
- c) Employee's classification;
- d) Date of payment and period covered by wage statement;
- e) Details of the number of ordinary hours worked;
- f) Details of the number of overtime hours worked;
- g) The ordinary hourly rate and the amount paid at that rate;
- h) The overtime hourly rates and the amounts paid at those rates;
- i) The gross wages paid;
- j) The net wages paid;
- k) Details of any deductions made from the wages;
- l) Details of all accrued entitlements such as RDO's, personal leave, annual leave, etc;
- m) Details of the employer's superannuation contribution, including when contribution was made and the amount;
- n) Details of the employee's superannuation contribution, including when contribution was made and the amount;
- o) Details of the employer BERT contribution, including when contribution was made and the amount;
- p) Details of the employer CIPQ payment, including when contribution was made and the amount;
- q) Details of the employers BEWT payment, including when contribution was made and the amount.

28.2 All wages, allowances and other monies will be paid by Electronic Funds Transfer (EFT) and available to the Employee not later than the cessation of ordinary hours of work on Wednesday of each working week and payslips are to be provided by the same time.

28.3 In addition to the above, the employer must also maintain the following time and wage records:

- a) The employees date of birth;
- b) The date when the employee became an employee of the employer;
- c) If appropriate, the date when the employee ceased employment with the employer;
- d) The employees tax file number;

- e) The employees BUSS(Q)/CBUS number;
- f) The employees BERT number;
- g) The employees QLeave number;
- h) The employees CIPQ number;
- i) Daily details of work including;
 - i. Daily start time and finish time;
 - ii. Time lunch and crib breaks taken;
 - iii. Total ordinary hours worked and resulting wage;
 - iv. Total time and a half hours worked and resulting wage;
 - v. Total double time hours worked and resulting wage.
- j) Details of allowances paid;
- k) Details and payment for RDO's, personal and annual leave, public holidays;
- l) Details of deductions;
- m) Details of additions;
- n) Total gross allowances paid per week and year to date;
- o) Total gross wages paid per week and year to date;
- p) Tax deducted from wages per week and year to date;
- q) Net wages per week and year to date;;
- r) RDO's, sick and annual leave accrued per week and year to date
- s) BUSS(Q)/CBUS, BERT, BEWT, and CIPQ paid per week and year to date.

29. APPRENTICES

- 29.1 Apprentices shall be entitled to all of the applicable rates and conditions of employment prescribed by this Agreement.
- 29.2 Training arrangements for apprentices shall be in accordance with the following:
- a) Queensland Industrial Relations Commission Order (No. B585 of 2003) Apprentices' and Trainees' Wages and Conditions (excluding certain Queensland Government entities) 2003; and
 - b) Queensland Industrial Relations Commission Order (No. B1849 of 1997) Supply of tools to apprentices.
- 29.3 Apprentices shall be paid all wages and allowances as specified by this agreement whilst attending training including daily fares and travel. All time spent attending training in the course of the apprenticeship shall count as time served for all purpose.
- 29.4 The Employer shall be responsible for meeting all costs associated with apprenticeship/traineeship training, including any student registration, tuition fee or other course costs.

Adult Apprentices

- 29.5 Adult apprentices (21 years of age or older) who commence their apprenticeship will be paid a minimum rate equal to the rate of pay for a third year apprentice, for the first three years of the apprenticeship.

30. SUPERANNUATION

- 30.1 Each employee will be given the option of having their superannuation contributions paid into either BUSS(Q) or CBUS.
- 30.2 The Employer will contribute 9.5% of the employee's ordinary time earnings (as defined by the ATO) into the employee's superannuation fund.
- 30.3 The Employer will, on behalf of the Employee, forward the above amounts directly to each employee's superannuation fund each calendar month.
- 30.4 Contributions will continue to be paid on behalf of the Employee during any absence of paid leave such as annual leave, long service leave (including paid for by QLeave), public holidays, sick leave (including periods of CIPQ and Workers' Compensation for the first 12 months). Contributions will not be paid when an Employee is on leave without pay.

- 30.5 All payments will be made on the basis of full week payments. However, where an Employee commences work partly through a pay week, the Employee shall not be entitled for any contribution for that part week. Thus payments to the employee's superannuation fund will commence from the first day of the first full pay week of employment. A pay week, for the purposes of this clause, will be the same pay week as applies to the payment of wages/remuneration.
- 30.6 Payment on termination shall be based on a payment for a full week for any commenced week.

Salary Sacrifice

- 30.7 In addition to the requirements of this agreement, an Employee may choose to salary sacrifice some or all wages into superannuation. The amount may be adjusted by the employee on the first pay day on or after 1 July each year if desired.

Minimum Contributions

- 30.8 Where, due to company structure, no employees are engaged under this agreement, the employer shall make a contribution to the STQ Fund equivalent to the payments under this clause for 2 employees.

31. REDUNDANCY

- 31.1 The Employer will utilise the Building Employees Redundancy Trust (BERT) to meet all of the liabilities for redundancy payments and further to ensure that an amount equal to the credit balance of the Employee's account in the BERT Fund is paid to the Employee when the employee is entitled to that payment as described in the Trust Deed creating the BERT Fund.
- 31.2 Contributions will continue to be paid on behalf of the Employee during any absence of paid leave such as annual leave, long service leave (including paid for by QLeave), public holidays, sick leave (including periods of CIPQ and Workers' Compensation for the first 12 months). Contributions will not be paid when an Employee is on leave without pay.
- 31.3 Where the Employee's balance in the BERT Fund reaches \$12,000 or an amount that equals 8 weeks wages, the Employee will have the option to continue to have contributions paid into BERT or redirected to the employee's superannuation fund. It is the Employee's option only.
- 31.4 Contributions to BERT must be made, at the minimum, on a monthly basis. Details of the Employer's contribution for each month including when the contribution was made and for how much, are to be shown on the Employee's wage statement by the end of the second week of each subsequent month.
- 31.5 At the same time contributions are made to the BERT Fund, the Employer must pay to the Trustee of the Building Employees Welfare Trust (BEWT), on behalf of each Employee, the amount specified below:

First pay period from:	BERT	BEWT	Total
1 January 2016	\$35.00	\$5.00	\$40.00
1 January 2017	\$36.75	\$5.25	\$42.00
1 January 2018	\$38.70	\$5.50	\$44.20
1 January 2019	\$40.55	\$5.80	\$46.35

- 31.6 In accordance with the Trust Deed commencing or ceasing employment Employees shall be entitled to contributions for the full week of employment whether they work the full week or not.

Minimum Contributions

- 31.7 Where, due to company structure, no employees are engaged under this agreement, the employer shall make a contribution to the STQ Fund equivalent to the payments under this clause for 2 employees.

32. INCOME PROTECTION AND PORTABLE UNUSED SICK LEAVE

32.1 The Employer will contribute the following amounts per week to CIPQ in respect of each of its Employees for, or on account of, the premium insuring income protection for each of those employees and CIPQ's costs:

01/11/2015	01/03/2016	01/03/2017	01/03/2018	01/03/2019
\$24.90	\$29.60	\$31.70	\$35.00	\$39.30

32.2 If CIPQ decides that a higher weekly rate per Employee must be paid or provided, the Employer must pay that higher rate as and from the date CIPQ determines.

32.3 If an Employer does not contribute to CIPQ an amount required by this clause in respect of each and every Employee, the Employer will pay to any Employee who would be entitled to a benefit from CIPQ had payment been made:

- a) the amount/value of such CIPQ benefit (e.g. medical expenses, claims management costs, rehabilitation expenses and payment of unused sick leave upon termination of employment), and
- b) an additional \$1,600 per week for a period of three years.

32.4 Contributions will continue to be paid on behalf of the Employee during any absence of paid leave such as annual leave, long service leave (including paid for by QLeave), public holidays, sick leave (including periods of CIPQ and Workers' Compensation for the first 12 months). Contributions will not be paid when an Employee is on leave without pay.

Minimum Contributions

32.5 Where, due to company structure, no employees are engaged under this agreement, the employer shall make a contribution to the STQ Fund equivalent to the payments under this clause for 2 employees.

33. THE SERVICES TRADES QUEENSLAND (STQ)

STQ is a partnership between the Plumbers Union Qld and the Services Trades sectors of:

- Plumbing;
- Air conditioning and mechanical services; and
- Fire protection.

As represented by their respective employer associations:

- The Master Plumbers Association Queensland,
- The National Fire Industry Association Queensland; and
- Air Conditioning and Mechanical Contractors Association Queensland.

STQ's purpose is to advance the services trades sector through enabling innovative, needs based, leading edge solutions to training, industry leadership development, workplace health and safety, and Employee engagement particularly by enabling future orientated skills and competencies development. STQ's core business objectives are:

- Increasing Services Trades sector competency and professionalism;
- Improving worker career opportunities and satisfaction; and
- Building the sector's workforce of the future.

The Employer agrees to support STQ by contributing for each Employee who is paid in accordance with this agreement and is not an apprentice the amount of \$25 per week.

Contributions will continue to be paid on behalf of an Employee during any absence of paid leave (including periods on WorkCover (for the first 12 months), CIPS and Q-Leave).

Contributions shall be calculated on a weekly basis paid monthly into the STQ Fund. Contributions for new Employees shall commence from the first day of the first full pay week of employment whether working the full week or not. Contributions for Employees on termination shall be based on a payment for any commenced week.

The minimum employer contribution to STQ will be no less than for two Employees.

Upon signing this Agreement, the Employer will be liable to contribute an amount as specified in the trust deed on such dates as required.

34. ALLOWANCES

34.1 Commercial Construction Allowance

Employees will be paid an allowance of \$1.40 per hour. This allowance shall be in place of Site Allowance, Multi Story Allowance and all other disability Allowances prescribed under the Award. This allowance will be paid as a flat amount for each hour worked.

34.2 Compensation for Tools and Clothing

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

An Employee will be reimbursed by the Employer to the maximum amount of \$1998.98 for loss of tools or clothing by fire or breaking and entering whilst securely stored at the Employer's direction 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 employers' 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 their own tools will take all reasonable care to protect those tools and prevent theft or loss.

The parties agree that strict adherence on both sides regarding use and provision of storage facilities is to be adhered to. Compensation will not be applied where an Employee has not followed the Employer's clear instructions.

Where an Employee is absent from work because of illness or accident and has advised the Employer in accordance with Clause 46- Personal Leave/Carers Leave, the Employer will ensure that the Employee's tools are securely stored during their absence. In the event that these tools are lost or stolen, the amount payable in accordance with this clause applies.

Reimbursements will be at the current replacement value of new tools of the same or comparable quality.

The Employee will report any theft to the police prior to making a claim on the Employer for replacement of stolen tools.

34.3 Fares and Travel Allowance

At the commencement of this Agreement, the Employer will elect one of the following as their 50 km radius to which fares and travel within this clause apply:

- a) The employer's normal base establishment or workshop; or
- b) The GPO, or principal Post Office of the capital city or major regional centre for all employers whose base establishment or workshop is within the defined radius from the said GPO; or
- c) In the case of employees sent to distant work (as defined), the place at which such employee is domiciled with the approval of their employer for that distant work;

The Employer will make their election by advising the Union in writing of the chosen radius at the time of signing the Agreement. Should the Employer fail to advise the Union of their elected radius, the default radius will apply being the radius within which their main office is located.

The Employer cannot change their elected 50km radius during the life of this Agreement unless one months' notice is provided to the employee.

In the case of an employee sent to distant work (as defined in this Agreement) the place at which such employees resides for that distant work will be the point for the 50km radius.

Entitlement

Employees will be paid the following fares and travel on each day they report to the work site within the 50 km radius as elected.

The Fares and Travel allowance will also be paid on RDOs.

	01/03/2016	01/03/2017	01/03/2018	01/03/2019
Fares Component	\$7.90	\$8.14	\$8.38	\$8.64
Travel Component	\$23.70	\$24.41	\$25.15	\$25.90
Total	\$31.60	\$32.55	\$33.53	\$34.54

Apprentices

Apprentices shall receive the Fares and Travel allowance in accordance with the above provision; however the rates are as follows:

	01/03/2016	01/03/2017	01/03/2018	01/03/2019
Year 1 - 75%				
Fares Component	\$5.93	\$6.11	\$6.29	\$6.48
Travel Component	\$17.78	\$18.31	\$18.86	\$19.43
Total	\$23.71	\$24.42	\$25.15	\$25.91
Year 2 - 85%				
Fares Component	\$6.72	\$6.92	\$7.12	\$7.34
Travel Component	\$20.15	\$20.75	\$21.38	\$22.02
Total	\$26.87	\$27.67	\$28.50	\$29.36
Year 3 - 90%				
Fares Component	\$7.11	\$7.33	\$7.54	\$7.78
Travel Component	\$21.33	\$21.97	\$22.64	\$23.31
Total	\$28.44	\$29.30	\$30.18	\$31.09
Year 4 - 95%				
Fares Component	\$7.51	\$7.73	\$7.96	\$8.21
Travel Component	\$22.52	\$23.19	\$23.89	\$24.61
Total	\$30.03	\$30.92	\$31.85	\$32.82

Fares and travel are not payable to employees in the following scenarios:

- Where an Employee is normally required to report for and finish work at the workshop and is transported to and from any job by their employer;
- Where an Employee is provided with a vehicle to get to and from the job site;
- Where an employee receives a car allowance equal to or greater than the fares and travel allowance.

Employee using their own vehicle during working hours

Where an Employee is required to use their own vehicle to travel to any other job site during the course of their daily engagement they will be paid an allowance of 76c per kilometer.

All time travelled will be regarded as time worked.

Travel Beyond the defined Radius

When working on jobs beyond the defined radius, the Employee will receive in addition to fares and travel an allowance for travelling time calculated at the ordinary rate of pay for the time required to travel to the job site and back from the defined radius. There will be a minimum payment of quarter of an hour for such a journey.

Employees who are provided with company vehicle will be paid travel time for travel outside the defined radius.

In addition, where an Employee provides their own transport they will be paid an amount per kilometre as prescribed in Appendix 3 for the distance travelled beyond the defined radius.

34.4 Leading Hand

A leading hand is an Employee who is given by the Employer, or the Employer's agent, the responsibility of directing and/or supervising the work of one or more other persons and is paid an allowance of \$2.00 per hour.

34.5 Meal Allowance

An Employee required to work overtime for at least 1.5 hours after working ordinary hours will be paid a meal allowance of \$12.50 an additional meal allowance for each subsequent 4 hours worked. The Employer may provide a meal or meals instead of paying an allowance.

34.6 Tools Allowance

The hourly rates for tradespersons specified in Appendix 2 include allowances for the requirement of employees to purchase and maintain tools in an efficient working order in accordance with the list provided in Appendix 4.

34.7 Union Delegate (HSR)

An employee elected the Site Union Delegate or Lead Delegate will be entitled to the following daily allowance from the date the employee is elected:

01/03/2016	01/09/2017	01/03/2018	01/09/2019
\$14.92	\$15.37	\$15.83	\$16.30

35. PUBLIC AND PRODUCT LIABILITY INSURANCE

35.1 The employer will maintain Public and Product Liability insurance that adequately covers all employees for all aspects of their work, including work carried out for the employer under the individuals licence. Where the employer does not maintain adequate insurance, and a claim is made against an employee, the employer will indemnify the individual concerned.

36. TRAINING AND RELATED MATTERS

36.1 This clause applies to training other than apprenticeship training or an equivalent contract for training.

36.2 All parties covered by this Agreement acknowledge the changing pace of technology in the industry and the need for the Employer and Employees to understand those changes and have the necessary skill requirements to keep the Employer at the forefront of the industry.

36.3 Where it is agreed by the employer that additional training should be taken by an employee, that training may be undertaken either on or off the job. Where courses are available during normal working hours, the employee has first option of attending training at these times without loss of pay. If practicable training will be provided on site to minimise down time and costs to the Employer.

36.4 Where the Employer requires the employee to attend training and the training can only be provided out of hours, the employee will be paid at ordinary rates for all time required to complete the training. The Employer must consider the employees individual circumstances before making training outside hours mandatory.

36.5 All reasonable cost associated with training including meals, accommodation and course fees will be paid by the Employer.

37. DISTANT WORK

37.1 Distant Work shall be in accordance with the provisions of the Award.

PART 5 - HOURS OF WORK, OVERTIME, RDO'S AND OTHER RELATED MATTERS

38. ORDINARY HOURS

- 38.1 Except as provided elsewhere in this Agreement, the ordinary working hours will be 38 per week (7.6 hours per day) worked between 6.00 am and 6.00 pm Monday to Friday.
- 38.2 By agreement between the Employer, Employees and the Union, the working day may begin at 5.00 am and the working time will then run from the time so fixed, with a consequential adjustment to the meal break and ceasing time.
- 38.3 Employees are required to be ready for work at starting time. Employees will be required to be in movement towards the actual work area from the closest designated smoko facility at start of working time.
- 38.4 The Employees will be entitled to take 5 minutes immediately before the work break and ceasing time to enable gear to be washed and put away. This time will be counted as time worked.
- 38.5 The Employer will consult with the employees about any proposed changes to the way in which ordinary hours are worked. Consultation will occur in accordance with Clause 12 of this Agreement. However to avoid any doubt consultation will include the employer:
- a) Providing information to the employees about the proposed change;
 - b) Inviting the employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities); and
 - c) Considering any views given by the employees about the impact of the change.

39. MAXIMUM WEEKLY HOURS WORKED

- 39.1 The maximum number of hours worked on site by any Employee will be not more than 54 hours per week, which shall be taken to mean no more than 10 hours per day Monday to Thursday, 8 hours Friday and 6 hours Saturday. In certain circumstances, hours may be extended to perform works which are critical to the ongoing productivity of other workers on the project or where a critical work task is delayed due to unforeseen circumstances.
- 39.2 Working more than 54 hours per week will require written approval of the Union. Such agreement will not be unreasonably withheld. If work occurs on more than two occasions on any 28 day period without approval then each Employee required to work in excess of 54 hours will be paid double time for each hour worked over 54 in that week.

40. ROSTERED DAYS OFF (RDO)

- 40.1 Except as provided elsewhere in this Agreement, the average ordinary working hours will be 38 hours per week worked as follows:
- a) Ordinary working hours will be worked, Monday to Friday, 8 hours per day, between the hours of 6.00 am and 6.00 pm, with 0.4 of one hour each day worked accruing as an entitlement towards an RDO.
 - b) 13 rostered days are to be taken off by an Employee for every 12 months continuous service in accordance with the dates set out in the RDO calendars contained in Appendix 3. However, an RDO Calendar may be changed by notice from the Union to the Employer, to move an RDO from a date, including one which is declared as a Public Holiday, to another date. Such notice is likely to be given to ensure some RDO's occur during school holidays.
 - c) Payment for RDO's will be paid as though the employee worked and include an entitlement to the daily fares and travel allowance.
 - d) Each day of leave taken and any public holiday occurring during any cycle will be regarded as a day worked for accrual purposes. On such days an employee will be paid 7.6 hours per day and have their RDO balance increased by 0.4 hours.
 - e) Where an Employee has insufficient accruals for an RDO, the employer may offset any deficiency from the Employees annual leave entitlement.

- f) Where an RDO calendar is not agreed upon the employee will be entitled to take every second Friday off work, provided they have 7.6 RDO hours accrued.

40.2 Where the employer requests the employee to work on an RDO and the employee agrees, the employer will notify the Union in writing no later than the day prior to the day the work is to occur. Such written notification will include the date which work is to occur, the reason work is to occur and the names of the employees who are to work. Where the employer fails to notify the Union, the employee will be entitled to receive double time for the hours worked on the RDO and entitled to bank an RDO.

41. OVERTIME

41.1 In the circumstances where the requirements of a particular project dictate, a reasonable amount of overtime may be required to be worked. Each Employee's ability and desire to work overtime shall be considered when overtime is required to ensure equitable distribution of overtime. Both parties to this Agreement agree that working excessive overtime is detrimental to a workers quality of life and work performance. Therefore the parties will seek to prevent the working of excessive overtime.

41.2 No apprentice under the age of 18 years will be required to work overtime unless they so desire. 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, agreement or regulation applicable to them.

41.3 All time worked beyond the ordinary hours of work as prescribed in clause 38 will be paid for at the rate of time and a half for the first two hours and double time thereafter. Work commenced after midnight and prior to the commencement of ordinary time will be paid for at the rate of double time.

41.4 All time worked on Saturday will be paid for at the rate of time and a half for the first two hours and double time thereafter. Provided that all time worked after twelve noon will be paid for at the rate of double time.

41.5 An Employee will be paid a minimum of 3 hours work on a Saturday and 4 hours work on a Sunday.

41.6 On Saturdays and Sunday, the Employee will be entitled to one 30 minute paid break in lieu of all other rest breaks and meal breaks.

41.7 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 the Employee with conveyance to their home or to the nearest public transport.

Breaks Between Working Days

41.8 An Employee is entitled to a break of least 10 consecutive hours off duty between completion of overtime, weekend work or work on public holidays and recommencement of their next ordinary working day.

41.9 For example, an Employee who finishes overtime at midnight will not be required to recommence work until 10.00 am the following day but shall be paid from their normal start time as if they were at work.

41.10 Where the Employer requires the Employee to recommence work before he/she has had 10 consecutive hours off duty, the Employee will be paid at double time rates until they cease work. The Employee will then be entitled to be absent until they have had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

Call-Back

41.11 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 hours work at the appropriate rates for each time they are so recalled. Except in the case of unforeseen circumstances arising the Employee will not be required to work the full three hours if the job or jobs they were recalled to perform is completed within a shorter period.

42. SHIFT WORK

- 42.1 Where agreed between Employer and Employee, shift work may be worked to meet exceptional circumstances such as where general site conditions prohibit the performance of the work during ordinary hours. Nothing in this provision shall be taken to limit the Employer's ability to work as required utilising overtime provisions to perform the work in question outside ordinary hours.
- 42.2 A shift must be for no less than 1 week at a time and always for a full week.
- 42.3 No shift work will be undertaken during the ordinary hours of work being 6.00 am to 6.00 pm or between noon Saturday and 6.00 am Monday. No shift shall be for more than 8 continuous hours, excluding meal breaks.
- 42.4 Shift workers shall be paid 150% of the respective wage for ordinary hours of work.
- 42.5 The unpaid crib break of shift workers shall be 45 minutes or where an Employer and Employees agree 30 minutes to suit particular circumstances.
- 42.6 Normal daily fares and travel will apply where the Employee is performing shift work.

43. MEAL BREAKS

- 43.1 There will be 2 paid rest breaks of 10 minutes each per day. One in the first half of the day and one in the second half of the day.
- 43.2 No employee will work more than 4 hours without a break.
- 43.3 There will be an unpaid meal break of not less than 30 minutes to be taken between noon and 1.00 pm.

Overtime Breaks

- 43.4 When an Employee is rostered to work 2 or more hours overtime the Employee is entitled to a paid rest break of 20 minutes immediately after ordinary hours ceasing time. Where this break is not taken the 20 minutes will be added to the total overtime worked and paid accordingly.
- 43.5 In addition, the Employee is entitled to paid rest break of 30 minutes after each 4 hour block of continuous overtime.

Variation of Meal Breaks

- 43.6 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 45 minutes with a consequential adjustment to the daily time of cessation of work.
- 43.7 The Employees and Employer may agree to one 30 minute paid break in lieu of all other rest break and meal break provided that no Employee will work more than 4 hours without a break.
- 43.8 By enabling Employees to take a single break during the workday, the employer will not cause the Union to be disadvantaged in its ability to consult with its members in accordance with the relevant legislation.

Working During Meal Break

- 43.9 If an Employer requires an Employee to work through their normal meal break the Employee will be paid at the rate of double-time until they are allowed to take such a break. 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. This provision will not apply where the Employees and Employer have agreed to one 30 minute paid break in lieu of all other rest break and meal break.

PART 6 - LEAVE ENTITLEMENTS

44. PUBLIC HOLIDAYS

- 44.1 Employees will be entitled to public holidays in accordance with the Fair Work Act, National Employment Standards.
- 44.2 Where the Employer, majority of the Employees and the Union agree, another day maybe taken in lieu of a public holiday.
- 44.3 No Employee will be entitled to receive payment from more than one Employer in respect to the same public holiday or groups of holidays.
- 44.4 An Employee who, without permission or reasonable cause, fails to attend for work on the working days before and after a holiday will not be entitled to be paid for such holiday, except where the failure to attend work is caused by:
- a) an illness, injury or emergency affecting an Employee; or
 - b) an illness, injury or emergency affecting a member of the Employee's immediate family household.
- 44.5 An Employee who works on any of the public holidays or substitute days prescribed in this clause, will be paid at the rate of double time and a half for all time worked. An Employee required to perform any work on a public holiday will be afforded at least four hours work or paid for four hours at the appropriate rate.

45. ANNUAL LEAVE

- 45.1 For each year of service, an Employee is entitled to 4 weeks of paid annual leave in accordance with the National Employment Standards contained in the Fair Work Act.
- 45.2 Annual leave continues to accrue when an employee is on any paid absence including WorkCover, CIPQ and QLeave.

Annual Close Down and Christmas Breaks

- 45.3 The Employer may direct a compulsory Christmas/New Year close down, in such circumstances Employees will use their accrued annual leave or take annual leave in advance as above.

Annual Leave in Advance

- 45.4 An Employer may allow an Employee to take any amount of annual leave before it becomes due. In such circumstances an Employee cannot take further leave in advance of their accrued balance until after the date the Employee becomes entitled to the leave that was taken in advance.

Payment for Annual Leave

- 45.5 An Employee, before going on annual leave, will be paid in advance their current weekly wage at the rate of 38 hours for the period of annual leave plus a loading of 17.5%.

Payout of Annual Leave

- 45.6 Annual leave maybe paid out at the request of the employee only. Only leave accrued in excess of 6 weeks maybe paid out. Any leave paid out will be paid out in accordance with above.
- 45.7 Employees shall be paid an amount equal to the weekly payment to BUSSQ/CBUS, BERT, BEWT and CIPQ for each week of annual leave paid out.

Taking of Annual Leave

- 45.8 The Employer and the Employee will seek to reach agreement on the taking of annual leave at a mutually convenient time. If not taken within 6 months of the day accrued either the Employer or Employee may give at least 4 weeks' notice of the dates when all, or part of, the accrued leave will be taken. Neither the Employer nor Employee must not unreasonably refuse a request to take paid annual leave.

- 45.9 Where a RDO falls during the period of annual leave taken, then such day will be deducted from accrued RDO entitlements rather than from annual leave entitlements. All other entitlements which would be payable for an RDO are payable in these circumstances.
- 45.10 For each day taken of annual leave, 0.8 of an hour will be added to the employee's RDO balance. For example if an employee is to take 1 week's (5 days) annual leave they will be paid in accordance with the above and their RDO balance will be increased by 4 hours.
- 45.11 Where a public holiday falls during the period of annual leave taken, then such a day will not be deducted from annual leave entitlements.

46. PERSONAL LEAVE/CARERS LEAVE

- 46.1 Permanent Employees are entitled to personal/carers leave in accordance with the National Employment Standards contained in the Fair Work Act when they are absent from work due to:
- a) personal illness or injury (sick leave); or
 - b) for the purposes of caring for partners, children and/or other household or family members who are sick or in a personal emergency and require the employee's care and support (carer's leave).
- 46.2 Personal leave shall accrue as follows:
- a) days in the first month and then 1 additional day at the beginning of each of the next 9 calendar months will be available in the first year of employment; or
 - b) 10 days at the beginning of the Employees second and each subsequent year will commence on the anniversary of engagement.
- 46.3 Where the Employee has been paid for a single sick day absence any future single day absences during that year will require production of a medical certificate in order to be paid for the absence.
- 46.4 All unused personal leave will accumulate from year to year for a period of 10 years from the end of the year in which accrues.
- 46.5 An Employee who is reengaged by the Employer within a period of 6 months will have his/her unclaimed personal leave balance reinstated from the day of re-engagement. If the unused sick leave was notified to CIPQ and added to the employee's sick leave bank, it shall be removed once it has been re-credited to the Employee.
- 46.6 For each day taken of personal leave the employee will be paid 7.2 hours and 0.8 of an hour will be added to the employee's RDO balance.

47. COMPASSIONATE LEAVE

- 47.1 Employees are entitled to compassionate leave in accordance with the National Employment Standards contained in the *Fair Work Act*.
- 47.2 An Employee (including a casual Employee) is entitled to 2 days of compassionate leave to spend time with a member of their immediate family or household who has sustained a life-threatening illness or injury. Compassionate leave may also be taken after the death of a member of the employee's immediate family or household.
- 47.3 An Employee may take compassionate leave for each occasion as:
- a) A single continuous two day period;
 - b) Two separate periods of one day each; or
 - c) Any separate periods to which the employee and his or her employer agree.

48. PARENTAL LEAVE

48.1 Employees are entitled to parental leave in accordance with the National Employment Standards contained in the *Fair Work Act*.

48. LONG SERVICE LEAVE

49.1 Employees are entitled to long service leave on full pay under, subject to, and in accordance with, the provisions of Chapter 2, Part 3, sections 42-58 of the *Queensland Industrial Relations Act 1999* as amended from time to time, or the provisions of the *Building and Construction Industry (Portable Long Service Leave) Act 1991*. Section 43 subsection (4) of the *Queensland Industrial Relations Act 1999* does not apply to employees covered by this agreement.

50. UNPAID LEAVE

50.1 Employees may request unpaid leave such leave will be subject to prior approval by the Employer.

51. JURY SERVICE LEAVE

51.1 An Employee required to attend for jury service will be entitled to have their pay made up by the Employer to equal the Employee's ordinary pay as for 8 hours (in accordance Clause 40– Rostered Days Off) 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.

52. COMMUNITY SERVICE LEAVE

52.1 Employees are entitled to Community Service Leave in accordance with the National Employment Standards contained in the *Fair Work Act*.

PART 7 - OCCUPATIONAL HEALTH AND SAFETY MATTERS

53. PROCEDURE FOR DEALING WITH SAFETY ISSUES OR INCIDENTS

- 53.1 The Employer will in addition to ensuring compliance with legislative requirements, implement the best achievable level of health and safety. Particular emphasis will be placed on the establishment of consultative mechanisms which will include:
- a) The election of Health and Safety Representatives and/or;
 - b) An occupational health and safety committee.
- 53.2 The Employer, the Employees and the Union agree that for the purposes of section 81 of the *Work Health and Safety Act 2011* (Qld) (WHS Act) matters about work health and safety arising at the workplace will be resolved in accordance with these procedures.
- 53.3 The parties agree that for the purposes of this procedure and section 81(3) of the WHS Act the following persons will be the representatives of the following parties:
- a) the Principal Contractor – Site Manager or any other person nominated by the Principal Contractor;
 - b) the Employers – the Site Manager or any other person nominated by the Employer(s); and
 - c) The Employees – an official(s) or Employees(s) of the Union nominated by the Union to act as the Employee's representative(s). (Collectively referred to as the "the parties").
- 53.4 The parties agree the representatives will be entitled to enter the workplace for the purposes of:
- a) Inspecting any work system, plant, substance, structure or other thing relevant to resolving the issue;
 - b) Consulting with relevant Employees in relation to resolving the issue;
 - c) Consulting with the relevant PCBU (as defined by the WHS Act) about resolving the issue;
 - d) Attending and participating in discussions with any of the parties about resolving the issue;
 - e) Inspect and take copies of any document that is directly relevant to resolving the issue; and
 - f) Advise any person whom the representative reasonably believes to be exposed to a serious risk to his or her health and safety, emanating from an immediate and imminent exposure to a hazard of that risk.
- 53.5 Any inspection will be conducted by all nominated parties.
- 53.6 The parties to this issue resolution procedure may commence the procedure by informing either by themselves or their representative the other Parties that:
- a) There is an issue to be resolved; and
 - b) The nature and scope of the issue.
- 53.7 As soon as the Parties are informed of the issue, all parties must meet or communicate with each other to attempt to resolve the issue.
- 53.8 The parties must have regard to all relevant matters including:
- a) The degree and imminent risk to the employees or other parties affected by the issue;
 - b) The number and location of employees and other persons affected by the issue;
 - c) The measures both temporary and permanent that must be implemented to resolve the issue;
 - d) Who will be responsible for implementing the resolution measures;
 - e) Whether the hazard or risk can be isolated; and
 - f) The time that may elapse before the hazard or risk is permanently corrected.
- 53.9 Once the issue is resolved details of the issue and its resolution must be set out in writing with all parties to be satisfied that the agreement reflects the resolution of the issue with a copy given to all Parties to the issue. The issue once resolved shall be recorded in the next health and safety committee meeting minutes with the agreed resolution.
- 53.10 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.

- 53.11 Parties to the Agreement must make reasonable efforts to achieve a timely and final resolution of the issue. If within a reasonable time there is still no resolution, any of the Parties attempting to resolve the issue may then ask Workplace Health and Safety Queensland to arrange for an inspector to attend the workplace to assist in resolving the issue.
- 53.12 Employees are not required to work in circumstances where the Employee, HSR or AREO (Authorised Representative of Employee Organisation) reasonably believes a safety law is being, or will be, contravened. If necessary the Employee will be relocated from the unsafe area to a safe area immediately.
- 53.13 The purpose of these procedures is to inform Parties to an issue of their duties in resolving issues relating to health and safety matters. This procedure will form part of the Safety Management Plan.

54. PROTECTIVE CLOTHING, FOOTWEAR AND EYE WEAR

- 54.1 The following will be supplied to all employees every 12 months or upon a wear and tear basis as agreed by the employer:
- a) 1 pair of safety boots (if the Employee buys such boots, the Employer will reimburse the Employee up to \$125 upon production of a purchase receipt);
 - b) 5 sets of shirts and shorts/trousers; and
 - c) 1 High visibility winter jacket/jumper.
- 54.2 The clothing described in paragraph 2 above will be provided within 1 month after commencement of employment. Employees when working on site are required to wear all footwear and clothing supplied. All items will comply with the relevant Australian Standards. The clothing selected will need to be breathable, be light weight, UV stable, have a high visibility quality, and have the maximum UPF rating. No agreement to pay cash in lieu of supply of clothing/footwear is permitted.
- 54.3 Each Employee shall be entitled to a jacket, as stated in subclause (c) above, within 4 weeks of employment where such 4 weeks is completed in the period between 1 April and 1 September or if the qualifying period ends outside this period on 1 April the following year. The jacket shall be made of a safe material, with an industrial strength zip, long sleeves, lining, inside and outside pockets and a collar suitable for the type of work being performed. Jacket reissue will occur no later than 24 months after the original issue.
- 54.4 When the Employee is required to wear prescriptive safety glasses, upon producing the receipt, the Employer will reimburse the employee 50% of the total cost of the employee obtaining complaint safety glasses. Such reimbursement will occur once every 12 months or on a wear and tear basis as agreed by the employer

55. INCLEMENT WEATHER

- 55.1 Inclement weather will mean the existence of abnormal climatic conditions such as rain, hail, snow, cold, high wind, severe dust storm, extreme of high temperature or the like (or any combination of these) during which it is either not reasonable or not safe for employees exposed thereto to continue working.
- 55.2 Process to be followed:
- a) Employees or their representative may request to meet with the Employer for the purposes of determining whether or not conditions are inclement. Such meeting shall occur within 30 minutes of the scheduled starting time or the weather becoming inclement;
 - b) Employees are required to remain on the site until this meeting has occurred and a decision has been made; and
 - c) If the Employer refuses to meet within this time, Employees will be entitled to cease work for the rest of the day and be paid in accordance with this clause.
- 55.3 Once the meeting has occurred, the following shall apply:

Transfers

- 55.4 Employees may be transferred to an area or site not affected by inclement weather if useful work that is within the scope of the Employees' skill, competence and training consistent with the classification structure of this Agreement is available at that site, provided:
- a) a covered walk-way and or adequate protection for the Employee and their tools has been provided to access the new site or to access vehicles to transport the employees to the new site;
 - b) the new site is under cover and the Employees can get to the dry area without going through the rain;
 - c) adequate protection for the Employees tools is provided; and
 - d) Employees have access to all amenities without having to walk through the rain.
- 55.5 Where an Employee is required to transfer from one site to another they will be reimbursed the cost of transport in accordance with the fares and travel allowance.

Remaining on Site

- 55.6 Where, because of inclement weather, the Employees are prevented from working and have been sitting in the sheds for:
- a) more than an accumulated total of 4 hours of ordinary time in any 1 day; or
 - b) more than 50 percent of the normal afternoon work time after the meal break; or
 - c) more than an accumulated total of one hour during the final 2 hours of the normal work day; or
 - d) the reason that they are unable to access the amenities.
- 55.7 Employees will be entitled to cease work and leave the site for the day and shall be paid in accordance with this clause.

Rain at Starting Time or During Breaks

- 55.8 When the Employees are in the sheds, be it at starting time, break time or lunch time, and it is raining, they are to remain in the sheds.
- 55.9 Employees may be required to go to work in a dry area or be transferred to another site that is not affected by the inclement weather provided:
- a) a covered walk-way and or adequate protection for the Employee and their tools has been provided;
 - b) the sheds are under cover and the Employees can get to the dry area without going through the rain; and
 - c) Employees have access to all amenities.

Employees Required to Work in Inclement Weather

- 55.10 The Employer may only request an Employee work in inclement weather in the event of an emergency or issue affecting health and safety on site. Employees are only 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.
- 55.11 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.
- 55.12 If the Employee's clothing becomes wet as a result of working in wet weather and they do not have a change of dry work clothes, they will be entitled, at the completion of the work, to cease work for the day without loss of pay.

Entitlement to Payments

- 55.13 Should Employees be sent home or not required to attend work due to inclement weather they shall be entitled to payment by their Employer for ordinary time lost for up to, but not more than 32 hours in every period of 4 weeks.

55.14 The following conditions will apply:

- a) The first period will commence on the first Monday on or after the 1 January each year, and subsequent periods will commence at four weekly periods thereafter;
- b) The Employee will be credited with 32 hours at the commencement of each four weekly period. Hours will not accumulate or be carried over;
- c) When an Employee commences employment during a four weekly period they will be credited eight hours for each week, or part of a week, that they are employed during the four weekly period; and
- d) The number of hours credited to an employee will be reduced by the number of hours for which payment is made.

55.15 Payment under this clause will be weekly.

56. HEALTH AND SAFETY REPRESENTATIVE (HSR)

56.1 HSR will be entitled to attend 2 days refresher training per annum within normal work time. The training will be provided through STQ and the employer may seek reimbursement of wages from STQ.

APPENDIX 1 - CLASSIFICATIONS

1. CLASSIFICATION STRUCTURE AND DEFINITIONS

Un-Licensed (Tradesperson Level 1) (100%)

A Plumbing and Mechanical Services Tradesperson Level 1 is an employee who is not a licensed drainer or performing mechanical services pipe-work but performs work of a skilled trade nature for which registration with a recognized licensing authority is not required although the person may not be formally trade qualified and who is able to exercise the skill and knowledge of the relevant trade:

- Exercises good interpersonal and communication skills.
- Reads, interprets and applies information from plans.
- Understands and applies quality control techniques.
- Exercises discretion within the scope of this grade.
- Performs work under general supervision either individually or in a team environment.
- Is able to perform tasks safely and be able to identify hazards within their sphere of work.
- Assists with informal on-the-job guidance to a limited degree.
- Performs non-trade tasks incidental to their work.
- Has knowledge of the fields of work within the Plumbing and Mechanical Services sector of the services stream and how they relate to the other areas of the services stream.
- Performs work which, while primarily involving the skills of the plumbing and mechanical services trade, is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.

The Plumbing and Mechanical Services Tradesperson Level 1 classification incorporates any worker working in any classification covered by the scope of this agreement or the Award as it applied prior to this agreement who is not:

- Engaged on tasks purely of an unskilled nature
- A Licensed Drainer
- A Licensed Plumber
- A Licensed Gasfitter
- A Mechanical Plumber performing any Mechanical Services Pipe-work
- Holding a trade certificate level 3 in a trade within the national plumbing training packages.

Licensed Plumber (Tradesperson Level 2) (116%)

A Plumbing and Mechanical Services Tradesperson Level 2 is either:

- A Plumbing and Mechanical Services Tradesperson Level 1 who has successfully completed three appropriate modules within an approved skills package in addition to the training requirements of Plumbing and Mechanical Services Tradesperson Level 1; or equivalent; or will have equivalent skills gained through work experience subject to having successfully completed a skills test equivalent to the structured training requirements for this level; or
- A person who holds a trade certificate level 3 within the national plumbing training packages relevant to work being performed under this agreement; or
- A person who holds a trade certificate level 3 in Engineering – Fabrication.

A Plumbing and Mechanical Services Tradesperson Level 2 works above and beyond a Plumbing and Mechanical Services tradesperson at Level 1 and to the level of her/his training:

- Exercises the skills attained through completion of the training prescribed for this classification.
- Works under general supervision either individually or in a team environment.
- Understands and implements quality control techniques.
- Provides trade guidance and assistance as part of a work team.
- Exercises discretion within the scope of this grade.
- Has knowledge of occupational, health and safety requirements subject to the level of their training.
- Reads, interprets and applies information from plans.

The following indicative tasks which an employee at this level may perform are subject to the employee having the appropriate trade and post trade training to enable them to perform the particular tasks:

- Exercises skills involved in fabrication, assembly, installation, repair, maintenance, testing, modifying, fault finding, design or commissioning of systems such as water supply, sanitary, waste disposal and drainage, mechanical services including heating, ventilation and air conditioning, irrigation, roofing, gas fitting or gas consumer piping systems.

Where a skills package has been identified and approved by the CSQ Services Skills Advisory Committee as core skills possessed by plumbers within the construction industry within each field of work of the services stream then such skills shall be a prerequisite for further progression under this career path.

Where an employee possesses less than half of the skills identified above the employer may require such employee to undertake gap training until such employee is competent within the field of work.

APPENDIX 2 - RATES OF PAY

Rate Payable		01/03/2016	01/03/2017	01/03/2018	01/03/2019
Tradesperson					
Base hourly rate		\$32.60	\$33.58	\$34.59	\$35.63
Construction Industry Allowance		\$1.40	\$1.50	\$1.60	\$1.70
Total Hourly Rate		\$34.00	\$35.08	\$36.19	\$37.33
Unlicensed					
Base hourly rate		\$28.10	\$28.94	\$29.81	\$30.70
Construction Industry Allowance		\$1.40	\$1.50	\$1.60	\$1.70
Total Hourly Rate		\$29.50	\$30.44	\$31.41	\$32.40
1st Year Apprentice					
Base hourly rate		\$13.84	\$14.23	\$14.68	\$15.12
Construction Industry Allowance		\$1.40	\$1.50	\$1.60	\$1.70
Total Hourly Rate		\$15.24	\$15.73	\$16.28	\$16.82
2nd Year Apprentice					
Base hourly rate		\$19.03	\$19.60	\$20.19	\$20.80
Construction Industry Allowance		\$1.40	\$1.50	\$1.60	\$1.70
Total Hourly Rate		\$20.43	\$21.10	\$21.79	\$22.50
3rd Year Apprentice					
Base hourly rate		\$22.48	\$23.15	\$23.84	\$24.56
Construction Industry Allowance		\$1.40	\$1.50	\$1.60	\$1.70
Total Hourly Rate		\$23.88	\$24.65	\$25.44	\$26.16
4th Year Apprentice					
Base hourly rate		\$28.10	\$28.94	\$29.81	\$30.70
Construction Industry Allowance		\$1.40	\$1.50	\$1.60	\$1.70
Total Hourly Rate		\$29.50	\$30.44	\$31.41	\$32.40

APPENDIX 3 - RDO CALENDARS

2016 RDO Calendar

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School Holidays
Public Holidays
Industry RDO's

2017 RDO Calendar

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School Holidays
Public Holidays
Industry RDO's

2018 RDO Calendar

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October						
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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

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

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

School Holidays
Public Holidays
Industry RDO's

2019 RDO Calendar

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

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

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

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

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

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

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

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

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

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

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

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

School Holidays
Public Holidays
Industry RDO's

APPENDIX 4 - TOOL LIST

TOOL LIST

1 Pair 225mm Footprints	1 25mm Woodchisel
1 Pair 250mm Stillsons	1 150mm Crescent Shifting Spanner
1 Pair 450mm Stillsons	300mm Crescent Shifting Spanner
1 Pair 250mm Vice Grips	1 250mm Rasp & Handle
1 Pair 200mm Combination Pliers	1 250mm Half Round File & Handle
1 Pair 225mm Multigrips	1 Hacksaw (Sandvik 225)
1 Pair 200mm Pincers	1 Junior Hacksaw
1 Pair 300mm Straight Snips	1 Tube Cutter 3mm - 32 mm
1 Pair 175mm Curved Snips	1 Tapered Bent Pin
1 Pair Left Hand Wiss Snips	1 Pointing Trowel
1 Pair Right Hand Wiss Snips	1 Basin Spanner
1 Pair Pop Rivet Pliers	1 Strap Wrench
1 Pair 200mm Dividers	1 Centre Punch
1 Pair 15mm Copper Tube Benders	1 Prick Punch
1 Set Allen Keys 1mm - 10mm	1 Nail Bag
1 Set Tube Expanders 12mm - 25mm	1 Tool Box or Carry All or equivalent
1 Set Ratchet Socket Wrench 6mm - 25mm or	1 Plugging Chisel
1 Set Open End/Ring Spanners 6mm - 16mm	1 13mm Cold Chisel
1 Screw Driver 200mm Phillips	1 25mm Cold Chisel
1 Screw Driver 150mm Phillips	1 Stanley Knife
1 Screw Driver 300mm Slotted	1 Flint Gun
1 Screw Driver 200mm Slotted	1 Oxy Key
1 Screw Driver 150mm Slotted	1 Mastic Gun
1 Cross Pein Hammer 10 OZ	1 8 Metre Measuring Tape
1 Ball Pein Hammer 20 OZ	1 Hand Wood Saw 660mm
1 Claw Hammer 20 OZ	1 PVC Conduit Cutters
1 Trap or Spud Wrench	1 WireBrush
1 Lump Hammer 4 LB	1 Battery Drill with Battery and charger
1 Bevel Square 250mm	In addition to the above list (where applicable) the tool
1 Set Square 300mm	list for Drainers shall include the following:
1 Line Level	1 1200mm Level
1 Spirit Level 600mm	1 30m Measuring Tape
1 Brickies String Line	1 Wood Float
1 Chaulk-O-Matic	1 Steel Float
1 Plumbob 450gr	1 Edging Tool

APPENDIX 5 - SIGNATURES

For and on behalf of **(Insert Employer's Name)**

(signature)

(Insert Employer's Address)

(Name)

(Title)

(Date)

(Witness Signature)

(Witness Name)

For and on behalf of the **CEPU Plumbing Division, Queensland Branch**

(signature)

Gary O'Halloran
(Name)

41 Peel Street
South Brisbane QLD 4101

State Secretary
(Title)

The registered rules of the CEPU Plumbing Division require the Branch Secretary or in his or her absence the Assistant Branch Secretary to sign all Agreements.

(Authority to Sign)

(Date)

(Witness Signature)

(Witness Name)