



# DECISION

*Fair Work Act 2009*

s.185 - Application for approval of a single-enterprise agreement

**FSA Kerbs and Placement Pty Ltd**  
(AG2025/1102)

## **FSA KERBS & PLACEMENT PTY LTD & THE AUSTRALIAN WORKERS' UNION MAJOR PROJECTS AGREEMENT 2025**

Building, metal and civil construction industries

COMMISSIONER PERICA

MELBOURNE, 5 MAY 2025

*Application for approval of the FSA Kerbs & Placement Pty Ltd & The Australian Workers' Union Major Projects Agreement 2025*

[1] An application has been made for approval of an enterprise agreement known as the *FSA Kerbs & Placement Pty Ltd & The Australian Workers' Union Major Projects Agreement 2025* (the Agreement). The application is made under section 185 of the *Fair Work Act 2009* (the Act). The Agreement is a single enterprise agreement.

[2] I am satisfied that each of the requirements of sections 186, 187, 188, 190, 193 and 193A relevant to this application for approval have been met. The Agreement does not cover all the employees of the employer, however, taking into account the factors in sections 186(3) and (3A), I am satisfied that the group of employees was fairly chosen.

[3] The Australian Workers' Union being a bargaining representative for the Agreement has given notice under section 183 of the Act that it wants the Agreement to cover it. I therefore note the Agreement covers the organisation under section 201(2) of the Act.

[4] The Agreement is approved today 5 May 2025. It will operate from 12 May 2025 as required by section 54 of the Act. The nominal expiry date is 29 February 2029.



COMMISSIONER

[2025] FWCA 1477

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<AE528881 PR787007>



# CORRECTION TO DECISION

*Fair Work Act 2009*

s.185 - Application for approval of a single-enterprise agreement

**FSA Kerbs and Placement Pty Ltd**  
(AG2025/1102)

## **FSA KERBS & PLACEMENT PTY LTD & THE AUSTRALIAN WORKERS' UNION MAJOR PROJECTS AGREEMENT 2025**

Building, metal and civil construction industries

COMMISSIONER PERICA

MELBOURNE, 5 MAY 2025

*Application for approval of the FSA Kerbs & Placement Pty Ltd & The Australian Workers' Union Major Projects Agreement 2025*

[1] The Decision issued by the Fair Work Commission on 5 May 2025, [2025] FWCA 1477, PR787007 is corrected by deleting paragraph [4] and inserting the following:

“The Agreement is approved today, 5 May 2025. It will operate from 12 May 2025 as required by section 54 of the Act. The nominal expiry date is 28 February 2029.”



COMMISSIONER

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< AE528881 PR787020 >

FSA Kerbs & Placement Pty Ltd  
&  
The Australian Workers' Union  
Major Projects Agreement  
2025

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## **PART I – APPLICATION AND OPERATION**

### **1. TITLE**

This Agreement shall be called the FSA Kerbs & Placement Pty Ltd & The Australian Workers' Union Major Projects Agreement 2025 ("**the Agreement**").

### **2. DEFINITIONS**

**"Agreement"** means the FSA Kerbs & Placement Pty Ltd & The Australian Workers' Union Major Projects Agreement 2025

**"Award"** means the Building and Construction General On-site Award 2020 as amended from time to time.

**"Base Rate"** means an employee's base rate of pay as prescribed in Appendix B.

**"Casual top up labour"** means casual Employees newly commencing on Site at the direction of a principal contractor (in the case of, for instance, an occupation).

**"Commencement of Agreement"** means the date the Agreement commences operation, as prescribed in **clause 4** of this Agreement.

**"Company"** or **"Employer"** means FSA Kerbs & Placement Pty Ltd ABN 52 675 394 680

**"Construction Works"** means all works related to the construction and commissioning of the Project, including any works incidental or ancillary that will ensure those works can be completed, but does not include:

- (a) Tunnelling Works or Tunnelling Civil Works;
- (b) The construction of buildings, or car parks within the alignment of a building.

**"Construction Worker"** or **"CW"** means an employee engaged in a CW classification who performs Construction Works.

**"Continuous Shiftworker"** for the purpose of the additional week of annual leave provided by the NES means an employee engaged to work in a system of consecutive shifts throughout the 24 hours of at least six consecutive days without interruption (except during breakdown or meal breaks or due to unavoidable causes beyond the control of the Company) and who is regularly rostered to work those shifts.

**"Critical Works"** means rail occupations, demobilising mobile cranes, laying of asphalt that is part completed, concrete pours, rail crossings, beam erections, traffic switches, sealing of earthworks and utility relocations

**"Delegate"** means an AWU Delegate

**"Designated Long Weekend" or "DLW"** also known as lockdown weekend means a weekend where a Scheduled RDO and a Public Holiday both fall adjacent to (either before or after) a weekend.

**"DWG"** means a Designated Work Group as defined in the Occupational Health & Safety Act 2004 (Vic).

**"Emergency Work"** means a sudden, unexpected or impending situation that may cause injury, loss of life, damage to property, and/or interference with the normal operating services of the Project which therefore requires immediate attention & remedial action.

**"Employee Representative"** means a person selected or elected by the Employee to assist/represent them during discussions/meetings with Company management.

**"FW Act"** means the Fair Work Act 2009 (Cth) *as amended from time to time*.

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

**“HSC”** means Health and Safety Committee.

**“Health and Safety Representative” or “HSR”** means a member of a designated work group elected to represent the designated work group on matter relating to occupational health and safety.

**“Inclement Weather”** means (but not limited to) the existence of rain or abnormal climatic conditions, whether they be those of hail, lightning, fog, snow, extreme cold, frost, high wind, severe dust storm, extreme high temperature, air quality or the like or any combination thereof.

**“Lay Day”** means an Employee who transfers from Night Work to Day Work will be entitled to one (1) full day paid and a minimum of twenty-four (24) hours off.

**“Major Change”** means any change that is likely to have a significant effect on Employees. Such changes include (but not limited to) the introduction or variation in, production, organisation, work allocation, shift arrangements, workforce composition, operational size of workforce, proposed employment of overseas worker on temporary visa, technological, structural, policies including Drug & Alcohol, electronic surveillance, or similar reasons

**“Offsite”** means a place other than where work is being performed.

**“Ordinary Hours”** means the Ordinary Hours that the Employee is required to work which are 36 hours per week, 8 hours per day Monday to Friday (with 0.8 hours per day accruing for a paid Rostered Day Off)

**“OHS Act”** means the Occupational Health and Safety Act 2004 (Vic), or otherwise applicable OHS legislation.

**“Parties”** means Employees, the Company and the Union.

**“Project”** means building and construction works performed on a site or combination of sites:

**“Project Value”** including Total Project Value means the value of the Project (as defined above), comprising of:

- (i) Preliminary costs and profit margin;
- (ii) Trade packages (including supplier and subcontractor costs).
- (iii) Provisional sums;

**“RTO” or “Registered Training Organisation”** means a nationally recognised training organisation that provide training

**“Serious Misconduct”** as the same meaning as used in the NES

**“Site”** means a construction site within the Project or stand alone.

**“Systematic Casual”** means a casual Employee working for a 3-month period at full time hours of unbroken employment.

**“Time on Time”** means an additional payment equal to the Employees’ base rate (i.e. not including any loading) for the time they are directed to perform work during a period of Inclement Weather, in addition to the prevailing rate;

**“Tracking Device”** means equipment that records the location of Employees, by the use of equipment that uses Global Positioning System (GPS) or by another similar system e.g. In Vehicle management systems, mobile device applications.

**“Tunnel Civil Worker” or “TCW”** means an employee engaged in a TCW classification who performs Tunnelling Civil Works in the Tunnel Zone of a Project and includes as a primary function the civil fit out of a tunnel, including installation of the road surface.

**“Tunnel Worker”** or **“TW”** means an employee engaged in a TW classification who performs Tunneling Works.

**“Tunnelling Civil Works”** means all work performed in the Tunnel Zone other than Tunnelling Works, which includes;

- (a) Assembly and disassembly of the tunnel boring machine/s (TBMs) and Roadheaders;
- (b) Shafts/portal/box excavation and operations for the purpose of tunnel access, support and lining;
- (c) Installation of temporary and permanent tunnel supports and lining;
- (d) Tunnel excavation ancillary services eg. Employees engaged in relation to supporting the tunnel excavation and tunnel support works;
- (e) All civil works within the Tunnel Zone;
- (f) Assembly and operation of gantry cranes and associated scaffolding directly in support of Tunnelling Works;
- (g) Construction of concrete inverts within tunnels;
- (h) All backend works; including operation of the tunnel spoil site, stores, yards and logistics services;
- (i) All works associated with the launch and retrieval of TBMs and Roadheaders that is not performed by an employee performing Tunnelling Works.

**“Tunnelling Works”** means excavation in or of an underground tunnel, cross passage or shaft environment and associated work necessary to stabilise the roof and walls of the excavations, including but not limited to:

- (a) The operation of plant and equipment (fixed or mobile), including TBMs and Roadheaders;
- (b) Operation of TBM slurry plants;
- (c) Stabilisation Works;
- (d) The handling and transportation of materials to support tunnel stabilisation works (such as roof and wall bolting and shotcreting);
- (e) The transport of tunnel spoil from the tunnel to load out locations;
- (f) The transport into the tunnel and installation in the tunnel by TBM operation of precast lining segments and road way support, and precast sections (TBM tunnels), including secondary stabilisation works, lining and all other directly associated works;
- (g) All works associated with the launch and retrieval of TBMs and Roadheaders that is not performed by an employee performing Tunnelling Civil Works.

For the avoidance of doubt, Tunnelling Works does not include any cut and cover excavations and associated construction work or any work for the construction of the vent stacks above ground level and does not include any Construction Works or Tunnelling Civil Works.

**“Tunnel Zone”** means:

- (a) The **“Tunnel”**, being any underground area of a project that involves Tunnelling Works;
- (b) Each **“Portal”**, being any access point to the Tunnel;
- (c) Each **“Approach”**, being any area of the Project within line of sight of a Portal; and
- (d) Any other area associated with construction or fit – out of the Tunnel.

**“Union Delegate/Employee Representative”** means any Employee duly elected or appointed by the Employees of the Company, to represent the Employees’ interests when requested by the

Employee/s to do so, in accordance with **clause 14** of this Agreement, which may include a Union Delegate.

**“Unbroken Employment”** where an Employee has work for a period of 3 months continuously

**“Union”** or **“AWU”** means The Australian Workers’ Union.

**‘Wellness Room’** means a private space to be used as, a lactating, prayer space or sensory room

### 3. PARTIES BOUND

- 3.1. This Agreement covers each of the following:
- FSA Kerbs & Placement Pty Ltd (the Company).
  - The Australian Workers’ Union (AWU) (the **“Union”**); and
  - All persons employed by the Company who are engaged in classifications prescribed in this Agreement on the Project, and within the scope set out in **clause 5** of the Agreement (the **“Employees”**).
- 3.2. In this Agreement a reference to:
- **“Party”** or **“Parties”** means either, the Company, the Union, and the Employees, as the context may require.

### 4. OPERATION

- 4.1. This Agreement shall commence operation 7 days after it is formally approved by the FWC and shall have a nominal expiry date of **28/02/2029**
- 4.2. This Agreement will remain in operation after the nominal expiry date until replaced by another Agreement or terminated in accordance with the provisions of the FW Act.
- 4.3. Six months before the nominal expiry date of the Agreement, the persons covered by the Agreement, including the AWU, agree to commence a review of the terms of this Agreement and commence bargaining to replace this Agreement.

### 5. APPLICATION/SCOPE

- 5.1. This Agreement shall apply to work performed by Employees of the Company who are engaged in the classifications set out in **Appendix A** of this Agreement in the State of Victoria.
- 5.2. Works performed on Major Projects or “Big Build” with a total Project value above **\$30,000,000**. This will be adjusted annually in accordance with CPI (All Groups, Melbourne) movements measured in the twelve-month period ending the previous December quarter effective as of the 1st March each year.
- 5.3. The works on a site and/or Project that fall within the scope of this Agreement include civil construction, roadworks, earthworks, bridges, structures, construction projects, service location, service relocations, associated buildings, urban design and structures, tunnelling works, tunnels and traffic management.
- 5.4. The Parties note specifically that the Agreement does not apply to:
- i. Management, administrative and supervisory personnel;
  - ii. Transportation or deliveries of material and or equipment to and from the Project (Other than the transport of machinery used in Tunnelling Works);
  - iii. Engineers, technicians, surveyors, paramedics, nursing or medical support personnel;
  - iv. Off-site manufacturing or fabrication of goods, materials or equipment;

- v. Work on off-site infrastructure, whether associated with a Project or not;
- vi. Work performed by electrical or mechanical tradespersons;
- vii. Clerical and administration personnel;
- viii. Warranty, defects liability, repair and/or maintenance work performed by or on behalf of the manufacturers and/or distributors of goods, material or equipment provided to the Project;
- ix. The Total Value of Projects with a value **under \$30,000,000. Project Value.** This will be adjusted annually in accordance with CPI (All Groups, Melbourne) movements measured in the twelve-month period ending the previous December quarter effective as of the 1st March each year.

## 6. RELATIONSHIP TO NES AND THE AWARD

- 6.1. The Building and Construction General On-site Award 2020 is wholly incorporated into this Agreement. Unless otherwise provided, an Award provision shall not apply where the subject matter of the provision is dealt with in this Agreement. This Agreement shall prevail over the Award to the extent that there is any inconsistency.
- 6.2. The National Employment Standards (NES) apply to all employees as a minimum standard. Where there is an inconsistency between the NES and a clause of this agreement, the NES will apply and the clause of the agreement will not apply, except to the extent that the clause of the agreement provides for a more beneficial outcome for employees than the NES.

## 7. SITE SPECIFIC PAYMENTS

Where there are site specific “Big Build” agreements or, allowances, entitlements, or other Enterprise Agreements or other payments that are made by the Principal Contractor or Construction Companies at a particular project or site, Employees covered by this Agreement will be entitled to all of the specific allowances, entitlements, site/ project Enterprise Agreements or other payments that are in excess of those provided for in this Agreement or that are not provided for in this Agreement for the duration of that project or work at that site, provided that:

- Such allowances and payments will only apply while Employees are engaged on the project or site; and
- Such payments are provided for in an instrument registered, lodged, or otherwise approved under the Fair Work Act; and
- This clause will not be used to reduce any allowances entitlements or payments of this Agreement in any way.

## 8. OBJECTIVES AND COMMITMENTS

The Parties to this Agreement recognise that the Company must achieve real and sustained performance improvements if the Project is to meet its goals and objectives. Such performance improvement is the shared goal of the Parties.

The fundamental objectives of this Agreement is to create a framework in which to achieve the following goals:

- Safe and healthy work sites;
- Productive work sites;
- Equality
- A culture of continuous learning and improvement;

- Meeting and exceeding related completion objectives on time and within budget forecasts; and
- Environmental and cultural heritage awareness and compliance

The Parties agree to ensure that:

- The Company and its Employees work together constructively in the pursuit of an operation where people are flexible, willing to learn and contribute to their fullest;
- Employees perform work as requested, provided it is within their range of skills, competence, classification and authorisation;
- The efficiency measures contained in this Agreement are implemented and lead to real gains in productivity; (consider removing)
- The Agreement is consistent with the provisions of the FW Act;
- The Parties comply with their Occupational Health and Safety obligations and productivity gains will not be achieved at the expense of health and safety standards; and;
- The dispute settlement procedures in this Agreement are strictly adhered to.
- Employment should wherever possible be full time and ongoing.
- All Employees performing work under the Agreement are lawfully entitled to work in Australia..

## **9. FIRST NATIONS PEOPLE**

- 9.1. The Company, Employees and the Union recognise the significance of First Nations People in the State of Victoria.
- 9.2. The Company will ensure that an acknowledgement of Traditional Owners of the Land will be made on every project. All Employees will receive cultural awareness information as part of the site induction process to ensure that all workers are made aware of the history and spiritual connection that Traditional Owners have with the area where the Project is being constructed.
- 9.3. A 'Welcome to Country' ceremony may be arranged with the Traditional Owners to demonstrate the Company's commitment to the principles of social, restorative justice and cultural affirmation.

## **10. BUILDING EQUALITY AND DIVERSITY**

- 10.1. The Parties to this agreement recognise the importance of having a flexible and supportive work environment to embrace workplace equality and diversity.
- 10.2. The parties agree to create a fair inclusive environment, irrespective of gender.
- 10.3. In line with the Building Equality Policy the Company will aim to engage women in meaningful employment within the classification structure of the agreement with a minimum of ten (10) percent engagement.
- 10.4. The Parties agree that irrespective of gender all Employees have the ability for career path, training and promotional opportunities.

## **11. SECURITY OF EMPLOYMENT**

- 11.1. The Company is committed to maintaining a stable and skilled workforce, recognising its contribution to the operation of the Company. Subject to the terms of this Agreement, direct full-time employment is the preferred type of employment under this Agreement.

- 11.2. The Company will take all measures to achieve employment security for the full-time Employees of the Company.
- 11.3. The Company agrees that it is highly important that work is performed effectively, efficiently and without undue pressure or bullying, and in a way that promotes Occupational Health & Safety and Equal Opportunity principles and practices in the workplace and appropriate representation of Employees should they so request. The Company will ensure that its employment practices are consistent with the above principles and practices.
- 11.4. Supplementary labour
  - a) If the Company wishes to engage supplementary labour to perform work performed by its Employees under this Agreement, **clause 13** of this Agreement will be adhered to under all circumstances.
  - b) Following consultation and subject to this **clause 13**, any dispute as to the application of this clause will be dealt with under the disputes procedure under **clause 16** of this Agreement. The Company will ensure that all supplementary labour is engaged on lawful terms and conditions.

## **PART II - CONSULTATION, REPRESENTATION AND DISPUTES RESOLUTION**

### **12. CONSULTATION BEFORE CHANGE AND TERMINATION**

- 12.1. When the Company contemplates the introduction of major workplace change or terminations for economic, technological, structural or similar reasons, the Company must consult with Employees prior to a decision to introduce such change or terminations.
- 12.2. The Company recognises that Employees have a right to elect and be represented by the AWU and its delegates or other representative/s of their choice in any consultation or dispute process under this Agreement.
- 12.3. Nothing in this clause allows for the entry of Union officials to premises where work is performed other than in compliance with Part 3-4 of the Fair Work Act 2009 (as amended) or under any other relevant legislation, such as workplace health and safety legislation.
- 12.4. If the Company proposes to change regular rosters or ordinary hours of work, it must consult with any Employees that the change may affect. The Company must:
  - Promptly provide employees and the Union with information, in writing, about the change; and
  - Invite the Employees and their nominated representatives to raise any matters they may have about the impact of the change. This includes any impact in relation to
  - Employees' family or caring responsibilities; and
  - Promptly and genuinely consider any matters raised by the Employees and their nominated representatives about the impact of the change.
- 12.5. If the Company proposes to terminate the employment of any Employee or Employees, it must:
  - Promptly provide Employees and the Union with information, in writing, that includes the reasons for the proposed terminations, the number and categories of workers likely to be affected by the termination(s), the resultant impact of work allocation on remaining Employees and the period over which the terminations are intended to be carried out; and
  - Give Employees, as early as possible, an opportunity for consultation on measures to be taken to avert or minimise the terminations, and measures to be taken to mitigate the adverse effects of any terminations on the workers concerned. Employees may nominate the Union, or other representative for the purposes of this consultation. The Company must give prompt and genuine (and when requested, written) consideration to matters raised by employees and their representatives.
- 12.6. If the Company proposes to introduce a major change, it must:
  - Promptly provide Employees and the Union with information, in writing, about the nature of the intended major change, the expected effects the major change may have on Employees and measures to be taken to avert or mitigate the adverse effects of the change; and
  - Give the Employees, as early as possible, an opportunity for consultation on the method and timing of the change. Employees may nominate the Union or other representative for the purposes of this consultation. The Company must give prompt and genuine (and when requested, written) consideration to matters raised by Employees and their representatives.
- 12.7. A major change is any change that is likely to have a significant effect on Employees. Such changes include, but are not limited to, changes in production, organisation, work

allocation, shift arrangements, technology or proposed employment of overseas workers on any temporary visa.

- 12.8. Significant effects on Employees include termination of employment, major changes in the composition, operation, or size of the workforce or skills required of Employees, changes to the legal or operational structure of the Company (including changes to Company ownership or control), elimination or diminution of job opportunities (including changes in promotion opportunities or job tenure), alteration of hours of work, shift arrangements or income, the need to retrain employees, the need to relocate Employees to another workplace, or the restructuring of jobs.
- 12.9. Before the implementation of any changes proposed by the Company, the Company must ensure that genuine and proper consultation with Employees and their representatives has taken place, and must make a genuine effort to come an agreement regarding the change with the majority of employees affected and their nominated representatives.
- 12.10. The Company must provide the relevant information in languages other than English for employees of non-English speaking backgrounds.
- 12.11. Any policies regarding drugs & alcohol, electronic surveillance, genetic testing or the use of internet/email, will be developed through consultation with employees and their nominated representatives.

### **13. LABOUR HIRE & CONTRACTOR PROTOCOL**

- 13.1. The parties are committed to maintaining and improving the job security of Employees.
- 13.2. The Company and/or Project accepts that the AWU has a legitimate role to protect and improve the job security of Employees covered by this Agreement.
- 13.3. The parties accept that full-time, permanent, in-house employment will be the normal basis of employment for work within the scope of this Agreement. The Company and/or Project is committed to maximising such employment.
- 13.4. The Parties recognise that the use of contractors or labour hire to perform work of the type which could be performed by Employees covered by this Agreement can affect the job security of these Employees.
- 13.5. If the Company and/or Project is considering the engagement of contractors or labour hire to perform work which is the type of work covered by this Agreement, the Company will notify writing and consult with the AWU, AWU Delegate and /or HSR regarding this matter. The consultation will focus on measures that could be implemented by the parties to increase the amount of the work which could be performed by Employees covered by this Agreement.
- 13.6. As part of this consultation process, the Company and/or Project will inform the AWU and AWU Company and/or Project Delegate in writing with reasonable notice of the Company's/ Projects reason for considering the engagement of contractors or labour hire provider:
  - The identity of the proposed contractor or labour hire provider,
  - The amount and type of work to be performed by the proposed contractor or labour hire provider,
  - The number of contractors or labour hire workers and,
  - The duration of the expected engagement of the contractor or labour hire provider.

- That the contractors or labour hire providers are compliant with industry funds and that the contractors or labour hire providers payments into these funds are paid up to date.

Such consultation will occur in good faith.

- 13.7. In the interests of maintaining and improving job security of the Employees covered by this Agreement, if the Company engages contractors or labour hire providers, it will require the contractor or labour hire provider to perform work or engage its workers (whether those workers are Employees or independent contractors) on rates of pay, entitlements and conditions (including but not limited to, wages, site and other allowances, redundancy, income protection and superannuation) at least equal to that which Employees in the relevant classification covered by this Agreement are entitled to.
- 13.8. No permanent Employee will be made redundant whilst labour hire Employees, contractors and/or Employees of contractors, or casual Employees engaged by the Company/ Project are performing work that is, or has been, performed by the Employees covered by this Agreement.
- 13.9. This subclause does not apply in respect of specialist contractors who perform work that is not, and cannot reasonably be, performed by Employees covered by this Agreement.

#### **14. THE ROLE OF THE AWU AND AWU DELEGATES**

- 14.1. All Parties to this Agreement acknowledge that Employees have the right and expectation of representation from genuine AWU Delegate in employment matters. The Company will not interfere in the selection of Employee Representatives.
- 14.2. The Company acknowledges that Union members employed by the Company have a right to be represented by their Union.
- 14.3. An AWU Official may access the Company's or Project's site /premises at any time for the any purpose relating to this Agreement:
- To represent Employees under any term of this Agreement which creates the right of representation;
  - To deal with disputes and represent Employees under **clause 16** Disputes Resolution Procedure;
  - To represent Employees and meet with the Company about the negotiations and collective bargaining of a replacement Agreement;
  - To attend inductions, safety committee meeting, prestarts and toolboxes;
  - And for any other purpose connected to the relationship of all Parties, subject to this clause.
- 14.4. AWU Officials may enter a site or premises at the invitation of the Company for other purposes. An invitation to the AWU Officials to the site will be for the agreed purpose and minimise the impact to productivity to the works.
- 14.5. The on-site AWU Delegate can be a point of contact for an Employee who has an employment related grievance, or grievances, query or concern arising under the terms of this Agreement.
- 14.6. That the AWU has a legitimate interest in ensuring that delegates can properly perform these representative functions, including by holding Union meetings in accordance with Part 3-4 of the FW Act or under any other relevant legislation, such as workplace health and safety legislation. Such meetings will be held free from interference.

- 14.7. For the removal of doubt, nothing in this clause grants an entitlement on any Party to represent an Employee without being appointed to do so by that Employee.
- 14.8. The Company must not take any steps or adopt any policies or procedures that discourage Employees from becoming financial members of the AWU or any other Union.
- 14.9. In order to assist the AWU Delegate to effectively discharge their duties and responsibilities, the Company will grant AWU Delegates reasonable paid time off their normal duties to:
- a) Discuss work-related matters of concern to any Employee or to communicate information relating to the workplace to Employees during working hours;
  - b) Attend industrial tribunals and/or courts where they have been requested to do so by an Employee who they represent (which may include themselves) in a particular dispute in their workplace;
  - c) Assist and represent Employees who have requested them to do so in respect of a dispute arising in their workplace, including by preparing, attending and participating in dispute resolution proceedings and collective bargaining meetings and proceedings;
  - d) Consult and confer with Officials of the AWU;
  - e) Consult with the Company including participating in any consultation process set out under this Agreement;
  - f) Participate in the operation of the AWU;
  - g) Be present at site induction meetings for the purpose of being introduced as the AWU Delegate;
  - h) Attend relevant training;
  - i) Participate in any bargaining for an agreement to replace this Agreement; and
  - j) Attend AWU-authorized functions.
  - k) Attend AWU Delegate meetings and or AWU events
  - l) Where a delegate normally working night shift or afternoon shift, is required to attend a meeting during the day. Appropriate fatigue management procedures will be put in place without any loss of pay.
- 14.10. All employees will be entitled to meet with the AWU Delegate on an as-needs basis.
- 14.11. At all other times the AWU Delegate will perform productive work within their range of competence and qualifications as directed.
- 14.12. The Company will not subject the AWU Delegate to any material disadvantage in their present or future employment opportunities due to their performing or having performed the role of a delegate.
- 14.13. The Company must notify an AWU Delegate at least four weeks in advance if they are being terminated as the Delegate for the site or Project.
- 14.14. The Company must follow **clause 12** should they require the site/company Delegate to be transferred to another site or project.
- 14.15. The Company must provide the AWU delegate the with following facilities:
- A room or area to hold discussions, that is fit for purpose, private and accessible for the AWU Delegate and eligible Employees
  - A physical and electronic notice board, a physical one in lunchroom facilities and another in a prominent location in the workplace that is accessible to Employees
  - A telephone in a location capable of providing privacy or a mobile phone;
  - Photocopying facilities and stationery;

- A computer, internet, and email;
  - A table and chairs;
  - A lockable filing cabinet; and
  - A private lockable area.
  - An inducted on-site vehicle used for the performance of their duties (requests for this vehicle must be on reasonable grounds)
- 14.16. The Company will respect the privacy of the AWU Delegate's use of the facilities and will not monitor the AWU Delegate's interactions when using the facilities.
- 14.17. The company is not required to provide all the facilities in **clause 14.15** if:
- The workplace does not have all of the facilities and it is unreasonable for the Company to provide them;
  - Due to operational requirements, it is impractical to provide access to or use of facilities at the time or in the manner it is sort, or;
  - If the Company does not have access to such facility at the site and is unable to obtain such facilities after taking reasonable steps with the delegate and Employees to obtain them.
- 14.18. Should a night- or afternoon-shift Employee be elected an AWU Delegate, the Employee may request to be transferred to day-shift for the duration or part duration of their term as AWU Delegate. The Company will not unreasonably refuse this request.
- 14.19. The AWU Delegate may be requested to change to day shift by the Company, however, should the Delegate wish to remain on their current shift the Company cannot insist or force them o do so.
- 14.20. An Official of the AWU may enter a site where works is being performed for a purpose for which a Right of Entry exists under Part 3-4 of the Fair Work Act 2009 or under any other relevant legislation, such as workplace Health and Safety legislation. The Company must not hinder or obstruct the AWU Official.
- 14.21. Employees are entitled to attend AWU Communications Meetings for all members across the site on a "when required" basis during paid time subject to the operational requirements and approval of the Company. The Company will not unreasonably withhold this approval. The AWU Branch Secretary or Construction Lead Organiser will provide notice of a Communications Meeting, including reasons for the meeting and approximate length of meeting, to the Company at least one day in advance of the meeting.
- 14.22. An Employee who ceases to be a workplace AWU Delegate must give written notice to the Company within 14 days.

## **15. TRAINING FOR EMPLOYEE REPRESENTATIVES AND AWU DELEGATES**

- 15.1. Each Employee Representative and/ or AWU Delegate, upon written application, will be granted up to 10 days leave with pay at their normal rate of pay, each calendar year, non-cumulative, to attend courses conducted by an Employee Organisation or an RTO that are designed to provide skills and competencies that will assist the Employee Representative and/ or AWU Delegate to perform their functions effectively, including but not limited too;
- Disputes resolution and/or grievances in the workplace.
  - Interpersonal and communication skills
  - Computer skills

- Mental Health First Aid

If the Delegate is also the HSR they will ONLY be entitled to 10 days non-cumulative for the dual role of Delegate/HSR.

- 15.2. The Company will pay for all the associated training for the Employee Representative and/or AWU Delegate.
- 15.3. The Employee Representative and/ or AWU Delegate, upon request, may need to provide proof of the training they attended to satisfy the Company of attendance at the course to qualify for payment of leave.
- 15.4. An Employee granted leave pursuant to this clause, will, upon request, inform the Company of the nature of the course attended and their observations regarding the course.
- 15.5. The application to the Company must be in writing, and include the nature, content and duration of the course to be attended, and normally provide 14 days' notice of the proposed training.
- 15.6. Leave of absence granted pursuant to this clause will count as service for all purposes of this Agreement. Each Employee on leave approved in accordance with this clause will be paid as if they had worked their normal rostered shift. For the purpose of this subclause, 'ordinary time earnings' for an Employee means the classification rate, shift loading, over-award payment, and superannuation that otherwise would have been payable.
- 15.7. All expenses, such as travel, accommodation and meals, associated with or incurred by the Employee attending a training course as provided with this clause shall be the responsibility of the Company.
- 15.8. The Company will offer accredited training for staff and AWU Delegate to recognise impaired performance resulting from drug and alcohol abuse, and to handle the resulting worker relations issues.

## 16. DISPUTE RESOLUTION PROCEDURE

- 16.1. Any dispute pertaining to the relationship between the Company and an Employee or Employees, between the Company and the AWU, in relation to the NES or or regarding any part of this Agreement will be resolved according to the procedure outlined below.  
The types of disputes covered by the following procedure includes, but is not limited to:
  - Whether a workplace right has been breached;
  - Deductions from wages;
  - The operation of this Agreement; and
  - The NES, including provisions relating to flexible working arrangements and extending the period of unpaid parental leave.
  - Any matters pertaining to the relationship between the Parties to this Agreement.
- 16.2. AWU members are entitled to be represented by the AWU, AWU Company or Project Delegate, or any other representative of their choosing at any stage of this process if they so choose. Employees who are not AWU members may also choose to be represented by the AWU, AWU Company or Project Delegate, or another representative of their own choosing.
- 16.3. An Employee may nominate an AWU Official as their representative at any stage of this procedure.

- 16.4. The meetings and/or discussions will be scheduled during the ordinary working hours of the relevant Employee(s). If a number of Employees are parties to the dispute and their ordinary working hours vary, the meetings and/or discussions will be scheduled during the ordinary working hours of the majority of these Employees.
- 16.5. The Company must release all Employees relevant to the dispute or grievance including the AWU Delegate or other Employee Representative without loss of pay to attend any off-site discussions and/or meetings as required by this procedure.
- 16.6. The Company will do all that is reasonable to ensure that all disputes and grievances under this Agreement are resolved in a timely manner.
- 16.7. The Employee or Employees concerned with the dispute must initially meet and address the dispute or grievance with their immediate supervisor. The Employee or Employees may appoint a representative such as an AWU Delegate or other Employee Representative to be present at the meeting with their supervisor, or to meet with their supervisor on their behalf.
- 16.8. If the matter is not resolved after meeting with an immediate supervisor, the Employee or Employees and/or their representative(s) will arrange further discussions with more senior management as appropriate.
- 16.9. If the matter cannot be resolved directly between the Parties to the dispute, or if it is not practicable for the above steps to be completed due to the urgency of the dispute, any Party to the dispute or their representative may refer the matter to the Fair Work Commission for resolution. Conciliation must be attempted before arbitration.
- 16.10. Any arbitrated decision of the Fair Work Commission, whether interim or final, will be binding on both Parties. . Either Party has the right to appeal a decision to a Full Bench of the Fair Work Commission.
- 16.11. Where a dispute is referred to the Fair Work Commission, any Employee affected by that dispute including the AWU Delegate or other Employee Representative must be granted reasonable paid leave for the purposes of attending any relevant conference or hearing.
- 16.12. At any stage during this procedure, an Official from the AWU may hold discussions with Employees regarding the dispute as per **clause 14.18**
- 16.13. To ensure the proper application of this process and to maintain workplace harmony, until a dispute is resolved according to this procedure, the status quo antes before the dispute will prevail unless the employee or their representative has a reasonable concern about a risk to the Employee's health, safety or wellbeing.
- 16.14. In order to remove doubt, if the dispute concerns a change at work or a change in conditions, the status quo antes represent the position before the implementation of the change.

## **PART III - SAFETY**

### **17. GENERAL SAFETY MATTERS**

- 17.1. The Parties recognise that potential risks and hazards are in the nature of the construction industry. The Parties are committed to the continuous improvement of the Occupational Health & Safety standards through the implementation of all relevant Victorian and/or any other State or Federal legislation including but not limited to:

- *Occupational Health and Safety Act 2004 (“OH&S Act”)*
- *Occupational Health and Safety Regulations 2017,*
- *Work Health and Safety Act 2011 (where applicable)*
- *Rail Safety National Law Application Act 2013,*
- *Rail Safety National Law National Regulations 2012,*
- *Road Management Act 2004,*
- *Road Management Regulations 2016,*
- *Dangerous Goods Act 1985*
- *Equipment (public Safety) Act 1994*
- *Public Health and Wellbeing Act 2008*
- *Code of Practice for worksite safety - Traffic Management 2023,*
- *AustRoads Guild to Temporary Traffic Management*

Where an activity or procedure for which there is no technical regulation is to proceed, reference will be made to the appropriate compliance code, guidance guidelines or Australian Standard.

- 17.2. Site Safety Consultative Mechanisms

It is the intention of the Parties that the Project will have a Designated Work Group (DWG) for the purposes of applicable OHS Legislation

The DWG will elect a Health and Safety Representative (HSR) in accordance with applicable OHS legislation.

- 17.3. Procedure for resolving issues

As soon as possible after an issue has been reported, the Company's safety supervisor or another management representative and the health and safety representative must meet and try to resolve the issue. The resolution of the relevant issue must take into account any of the following factors that may be relevant-

- a) Whether the hazard or risk can be isolated
- b) The number and location of Employees affected by it;
- c) Whether appropriate temporary measures are possible or desirable;
- d) Whether environmental monitoring is desirable;
- e) The time that may elapse before the hazard or risk is permanently corrected;
- f) Who is responsible for performing and overseeing the removal of the hazard or risk.

If any party involved in the resolution of the issue requests, the details of the issue and all matters relating to its resolution must be set out in writing by the Company to the satisfaction of all parties.

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.

- 17.4. The HSR will be allowed appropriate paid time during working hours to attend any training that will assist them in their role, attend to legitimate job matters directly affecting the Employees they represent provided that the HSR first notifies their manager or supervisor. At all other times the HSR will perform productive work within their range of competence and qualifications as directed by the Company. The role of HSR is not a full-time role. Where a HRS requests to be trained in Mental Health First Aid the Company will pay all costs associated with the training.
- 17.5. The HSR will have a total of 10 days leave with pay each calendar year, non-cumulative to attend AWU events, meetings and other AWU authorised functions. If the HSR is also the Delegate they will ONLY be entitled to 10 days non-cumulative for the dual role of HSR/ Delegate.

## 18. SAFETY COMMITTEE

- 18.1. A Health and Safety Committee will be established on the Project in accordance with applicable OHS legislation;
- 18.2. The Health and Safety Committee shall include the Company's nominated Health and Safety Supervisor and the applicable Health and Safety Representatives for the Project;
- 18.3. The Health and Safety Committee shall meet as necessary to provide an overview of safety on the Project, and assist in the promotion of a safe working environment on the Project site. The Health and Safety Committee shall minute the meetings and determine an action plan for the rectification of unsafe items; and if a safety dispute arises which cannot be resolved by the Health and Safety Committee, the dispute may be resolved with the assistance of the applicable Regulator.
- 18.4. The AWU reserves the right to attend the safety meeting as per **clause 14.3**

## 19. TRACKING DEVICES

- 19.1. Tracking Device is equipment that records the location of Employees, by the use of equipment that uses Global Positioning System (GPS) or by another similar system e.g. In Vehicle management systems, mobile device applications etc.
- 19.2. This clause shall apply where the Company does not have a specific clause that has been previously negotiated and agreed by the parties. Should there be policy agreed prior to this agreement it will be attached with the **Appendix G**
- 19.3. The Company shall not use or implement a tracking device following **clause 12**
- 19.4. Before implementation the Company shall inform the hold discussion with All Parties.
- 19.5. In the event of such an agreement being made and a tracking device being introduced, the following will apply as a minimum in respect of the information derived from tracking devices:
  - i) The information cannot and will not be used for intrusive monitoring of Employees.
  - ii) Employees will be provided, in written request, with access to all available information relevant to them.
  - iii) An Employee can authorise their AWU Delegate in writing to access this information on their behalf.
  - iv) The Company must not, and cannot use, the information as, indirectly or directly, and/or in connection with;

- a. performance monitoring;
- b. to set or assess individual performance benchmarks, or the like, for an Employee;
- c. disciplinary action, excluding those of gross or serious misconduct; and/or
- d. Evidence against an Employee in applying disciplinary action to that Employee or in any legal action for unfair dismissal or the like.
- e. Any disputes regarding this clause or any matter relating to the use of a tracking device shall be dealt with via the disputes procedure in this Agreement.
- f. If the Company see an unsafe pattern of behaviour the Company may toolbox the Employees about the pattern of behaviour as a form of safety education.

## 20. INCLEMENT WEATHER

- 20.1. The intent of the Parties is for disruption of work on the Project to be minimised during periods of inclement weather, provided it is safe and reasonable for work to continue. In any situation where inclement weather affects, or is likely to affect, the safe performance of work, the affected Employees and the Company shall consult on and seek the best method of completing work safely. To be clear all outside work will cease unless the employees and the company agree that it is safe to continue.

Inclement weather shall be (but not limited to) the existence of rain or abnormal climatic conditions, whether they be those of hail, lightning, fog, snow, extreme cold, frost, high wind, severe dust storm, extreme high temperature, air quality or the like or any combination thereof, by virtue of which it is either not reasonable or not safe for Employees exposed thereto to continue working whilst the same prevail.

### HOT WEATHER GUIDELINES

- 20.2. Under this Agreement, temperature of or above **35°C** shall be considered as 'Inclement Weather'.
- 20.3. When it is expected that the temperature will be **35°C** or more, or when the temperature approaches **35°C**, the Parties on site shall confer regarding the performance of work.
- 20.4. When the temperature reaches **35°C** as reported at the closest automatic Bureau of Meteorological Weather Station all outside work will cease and Employees may leave the site once critical works are complete.
- 20.5. Where the Employees are engaged to work out side the ordinary hours such as night shift or, night works and the temperature at commencement of the shift is **35°C** or more the Employees will not commence works and will be 'shedded up' in Air-Conditioned amenities.

If the temperature does not drop below **35°C** within two (2) hours of shift commencing the Employee may, when directed by the Company or Supervisor, leave the site without loss of pay.

### COLD WEATHER GUIDELINE

- 20.6. Under the agreement temperature of **1°C** or less, and/or the existence of 'frost' shall be considered as 'Inclement Weather'.
- 20.7. If there is a "wind chill" then the Company and AWU Delegate and/or HSR must take that into account when reviewing the cold temperature. The AWU Delegate and/or HSR will

conduct a risk assessment, in consultation with parties, to ensure the wind chill factor does not put Employees at risk when coupled with cold temperatures.

- 20.8. When it is expected that the temperature will be **1°C** or less, and/or there is a 'frost', or when the temperature approaches **1°C**, the Parties shall confer regarding the performance of work, and they will reach consensus on a course of action that puts the welfare of Employees first. Work will not resume until this consultation takes place.

#### **TEMPERATURE MEASUREMENT**

- 20.9. Temperatures are reported from the closest automatic Bureau of Meteorological Weather Station. As the temperature approaches these levels listed above the supervisor will plan the work, where practical, to avoid lengthy periods of critical work completion.

As part of a process leading to improvements, it is recognised that hot and cold weather procedures including relocation, must be part of a formal OH&S procedures developed, adopted and managed on a project basis having regard to the different conditions that may prevail on projects in various locations.

#### **HIGH WIND GUIDELINES**

- 20.10. Under this agreement the below table is the recommended wind speed for safe use of plant. Please note that manufacturers' specifications must be adhered to at all times.

| PLANT                       | METERS PER SECOND | KILOMETERS PER HOUR | KNOTS |
|-----------------------------|-------------------|---------------------|-------|
| Narrow EWP Scissor          | 5                 | 18                  | 9.72  |
| Man Box                     | 7                 | 25.2                | 13.61 |
| Mobile Cranes               | 10                | 36                  | 19.44 |
| Wide EWP or Knuckle Boom    | 12.5              | 45                  | 24.3  |
| Truck Mounted Concrete Pump | 15                | 54                  | 29.16 |

#### **LIGHTNING GUIDELINES**

- 20.11. If lightning strikes occur within thirty (30) kilometers radius of the worksite all plant & equipment operations must cease and only resume thirty (30) minutes after the last flash within the radius.
- 20.12. If lightning strikes occur within ten (10) kilometres of the worksite, all works must cease, and Employees be directed to the work sheds and only resume works thirty (30) minutes from the last lightning strike.

#### **VISIBILITY AND FOG GUIDELINES**

- 20.13. During times where work is impacted by visibility and /or fog all works impacted must cease and this will be deemed as inclement weather. The HSR will conduct and / or participate in a risk assessment. Work will not resume until either deemed safe or controls can put in place to mitigate risks.

#### **AIR QUALITY GUIDELINES**

- 20.14. Referencing the EPA guidelines. When the air quality measurement is very poor (for example but not limited to things such as dust storms, bush fire, or chemical fires) employees will go to the sheds for a maximum of two hours. Where the air quality is Hazardous, employees will be sent home.

**RESTRICTION OF PAYMENT**

- 20.15. An Employee shall not be entitled to payment for Inclement Weather as provided for in this clause unless the Employee remains on the job until the provisions set out in this clause have been observed.
- 20.16. The entitlement to payment for time lost due to Inclement Weather is an entitlement limited to ordinary time lost, and does not apply to overtime, public holidays and/or weekend work. Should overtime or weekend work be suspended due to inclement weather, then overtime payments will cease subject to the provisions of this Agreement concerning minimum payment for Saturdays, Sundays and public holidays in which case the minimum time payments as prescribed by the Agreement shall apply.
- 20.17. All necessary steps shall be taken to ensure a full working understanding of the Inclement Weather standards, as contained in this Agreement, is achieved and maintained by the Company and Employees.
- 20.18. Should a portion of the Project be affected by Inclement Weather, Employees can be transferred to another work location for similar duties where those duties are available.
- 20.19. Any dispute in relation to the application of this clause shall be resolved by following the steps outlined in **clause 16**, Disputes Resolution Procedure.

**ENTITLEMENT TO PAYMENT – INCLEMENT WEATHER HOURS**

- 20.20. An Employee shall be entitled to payment by the Company for ordinary time lost through Inclement Weather for up to 36 hours in every four weeks. For the purpose of this sub-clause the following conditions shall apply:
- a. The first period shall be deemed to commence on the first day of the first full day period after the commencement of this Agreement and subsequent periods shall commence at 4 weekly periods thereafter in line with the pay cycle;
  - b. An Employee shall be credited with 36 hours at the commencement of each four weekly period or pro rata if employed after the commencement of the 4 week cycle. Pro rata arrangements will be as follows: 36 hours credited where the Employee commences on any working day within the first week; 24 hours credited where the Employee commences on any working day within the second week; 16 hours where the Employee commences on any working day within the third week; and 8 hours where the Employee commences on any working day within the fourth week;
  - c. The number of hours at the credit of any Employee at any time shall not exceed 36 hours.
  - d. It is agreed between the Parties that, the payment for ordinary time lost is deemed to commence at the time that work ceases at the current work location.

**TRANSFERS**

- 20.21. Employees may be transferred from one location on a Project where it is unreasonable to work due to Inclement Weather, to work at another location on the Project, which is not affected by Inclement Weather. This may include the opportunity to attend pre- arranged training in locations not affected by Inclement Weather. The following conditions will apply:
- No Employee shall be transferred to an area not affected by inclement weather unless there is work available in the Employees' classification.
  - Employees may be transferred from one location on a site to work in areas which are not affected by conditions of inclement weather.

**CESSATION AND RESUMPTION OF WORK**

- 20.22. At the time Employees cease work due to Inclement Weather the Company representative and the Employee's Representative shall agree and note the time of cessation of work.
- 20.23. After the period of Inclement Weather has clearly ended the Employees shall resume work and the time shall be similarly agreed and noted.
- 20.24. Where an Employee is prevented from working at the Employee's particular function as a result of unsafe conditions caused by the Inclement Weather, the Employee may be transferred to other work on site, until the unsafe conditions are rectified. Where such alternative is not available and until the unsafe conditions are rectified, the Employee shall remain on site. The Employee shall be paid for such time without reduction of the Employees' Inclement Weather entitlement.
- 20.25. In the event that Inclement Weather would ordinarily mean a cessation of work on an area of the Project, the Parties agree that Employees may be required to commence or continue work in Inclement Weather, in accordance with the provisions of this Agreement, when it is safe and reasonable for work to continue.
- 20.26. Employees may be required to complete critical works (e.g. rail occupations, laying of asphalt that is part completed, concrete pours, rail crossings, beam erections, traffic switches, sealing of earthworks and utility relocations etc) to a practical stage
- 20.27. Where work has been commenced prior to the commencement of a period of Inclement Weather, Employees may be required to complete such work to a practical stage and for such work will be paid in accordance with **clause 20.35** below calculated to the next hour, and in the case of wet weather shall be provided with adequate wet weather gear.
- 20.28. The Parties accept that works which will commence or be completed without delay following the onset of Inclement Weather include emergency work and critical shutdown activities (eg, rail occupations including 'after last, before first', beam erections, traffic switches, sealing of earthworks and utility relocations).
- 20.29. Employees required to complete such work will be paid in accordance with **clause 20.35** below calculated to the next hour, and in the case of wet weather shall be provided with adequate wet weather gear.
- 20.30. If an Employee's clothes become excessively wet as a result of working in the rain during a concrete pour or critical work, the Employee shall, unless the Employee has a change of dry working clothes available or such clothing is provided by the Company, be allowed to go home without loss of pay.
- 20.31. Where Employees are prevented from working because it is raining:
- For more than an accumulated total of four hours of ordinary time in any one day; or
  - For more than an accumulated total of 50% of the normal work remaining time,
- The Company shall not be entitled to require the Employees to remain on site beyond the expiration of any of the above circumstances. Provided that where, by agreement between the Company and AWU Delegate and /or HSR the Employees remain on site beyond the periods specified above, then any such additional wet time shall be paid for but shall not be debited against the Employee's Inclement Weather hours.
- 20.32. Where the Employees are in the sheds, because they have been rained off, or at starting time, morning tea, or lunch time, and it is raining, they shall not be required to go to work in a dry area or to be transferred to another site unless:
- The rain stops; or
  - A covered walkway has been provided; or

- The sheds are under cover and the Employees can get to the dry area without going through the rain; or
  - Adequate protection is provided. Protection shall, where necessary, be provided for the Employees' tools.
- 20.33. In the case of mechanical plant operators, where they have a dry cabin to work from and they can safely access their cabin without getting "wet", they will return to work so long as the work itself is safe to perform. The Company will ensure that other necessary personnel are provided to ensure safety of the workforce and the public.
- 20.34. In this clause, a dry area shall mean a work location that has not become saturated by rain or where Employees would not become wet.
- 20.35. In the event that an Employee is directed by the Company to work in an area affected by Inclement Weather – typically to complete a concrete pour or other critical works, they will be paid "Time on Time" for the remainder of their shift.
- 20.36. For the avoidance of doubt, 'Time on Time' means an additional payment equal to the Employee's base rate (i.e. not including any loading) for the time they are directed to continue to perform work during Inclement Weather, in addition to the prevailing rate:
- 20.37. Where the whole of a site is so affected by surface water following a period of rain that all productive work is suspended by agreement of the parties, then dewatering will proceed with Employees so engaged being paid at penalty rates as is the case for safety rectification work. When other Employees are undertaking productive work in an area or areas not so affected then dewatering will only attract single time rates.

## **PART IV - EMPLOYMENT RELATIONSHIP AND RELATED ARRANGEMENTS**

### **21. PROBATIONARY PERIOD**

The first three (3) months of employment of an Employee shall be on a probationary basis during which the employment may be lawfully terminated by either party upon one (1) weeks' notice, or payment of one (1) week's wage in lieu of notice by the Company.

Regular feedback will be provided during the probationary period.

Prior to an Employee's employment being terminated under this clause, the Employee will be provided with at least one warning that unless their behaviour or conduct improves, they are at risk of their employment being terminated as a result of failing to satisfactorily complete the probationary period.

### **22. CONTRACT OF EMPLOYMENT**

Employees may be employed on a full-time, part-time, or casual basis. All Employees will be required to attend a site or project induction prior to starting work.

All inductions will be paid provided that the Employee starts on the associated project within 4 weeks of the induction.

### **23. CASUAL EMPLOYEE**

- 23.1. A casual Employee is an Employee employed on an occasional basis and whose work pattern is not regular and systematic. When a person is engaged for casual employment, they will be informed in writing that they are to be employed as a casual, the job to be performed, the classification level and their pay rate.
- 23.2. A casual Employee shall be entitled to all the applicable rates and conditions of employment prescribed in this Agreement except annual leave, paid personal / sick leave, paid compassionate leave, and pay for public holidays not worked.
- 23.3. On each occasion a casual Employee is required to attend work the Employee shall be entitled to payment for a minimum of eight (8) hours work plus the relevant fares and travel allowance.
- 23.4. A casual Employee for working ordinary hours shall be paid an additional 25 percent of the hourly rate prescribed in this Agreement for the Employees' classification. For a casual Employee required to work overtime or on a weekend or shift will be paid 225% and 275% for working public holidays. Termination of all casual Employees shall require eight hours' notice on either side or the payment or forfeiture of eight hours pay, as the case may be.
- 23.5. A casual Employee who has been engaged by the Company on a regular and systematic basis for a period of 3 months is eligible to request conversion to full-time or part-time employment.
- 23.6. Any request for conversion to part-time or full-time employment made by the casual Employee must be in writing.
- 23.7. The Company will provide a written response to the casual Employee's request within 14 days, and if that response is a refusal, the reasons for the refusal will be stated.
- 23.8. If the Company refuses an eligible casual Employee's request for conversion to full-time or part-time employment, the casual loading payable to that Employee for all ordinary hours will increase to 75% of the hourly rate prescribed in this agreement for the work performed. This loading will constitute part of the casual employee's all- purpose rate.

- 23.9. If the casual Employee elects to convert to part-time employment and this request is granted, the Employee and Company must try and reach agreement regarding hours of work.
- 23.10. If a casual Employee chooses not to exercise their entitlement to request conversion to full-time or part-time employment, the employment relationship will proceed on a casual basis and the casual loading will remain at 25%.
- 23.11. A casual Employee can request the process in this clause at any stage of their employment after completing 3 months of service.
- 23.12. Where there is a dispute regarding the conversion of employment, including the refusal of a request for conversion, the Parties will adhere to the dispute settlement procedure outlined in **clause 16** of this Agreement.

## **24. COUNSELLING AND DISCIPLINARY PROCEDURE**

- 24.1. The procedures for investigating and dealing with alleged under-performance and misconduct set out below will be applied in an even-handed, fair and transparent way. The process will give employees every opportunity to respond to allegations against them, and to understand and meet the required standards of job performance and personal behaviour.
- 24.2. AWU members are entitled to be represented by the AWU or AWU Company or Project Delegate or any other representative of their choosing at any and every stage of any disciplinary process if the Employee so choose. Employees who are not AWU members may also choose to be represented by the AWU or AWU Company or Project Delegate or another representative of their own choosing. The representative will be entitled to speak on the employee's behalf during any discussions or meetings.
- 24.3. An Employee may nominate an AWU Official as their representative at any stage of any disciplinary process in which they are involved.
- 24.4. Meetings and/or discussions will be scheduled during the ordinary working hours of the relevant Employee(s). If a number of Employees are parties to the disciplinary process and their ordinary working hours vary, the meetings and/or discussions will be scheduled during the ordinary working hours of the majority of these Employees.
- 24.5. The Company must release all Employees relevant to the disciplinary procedure including the AWU Delegate or other Employee Representative without loss of pay to attend any discussions and/or meetings as required.
- 24.6. If an allegation made against an Employee, an independent person external to the matter/ allegation agreed by the Employee and Company shall investigate the allegation.
- 24.7. An Employee will be granted a proper opportunity to respond to any allegations. To that end:
  - a) The Employee will be provided copies of any relevant material that the Company or investigator will take into account when deciding whether the allegation is made out, and be given an opportunity to comment on that material;
  - b) The Employee will be allowed to gather evidence in relation to the allegation;
  - c) All allegations must be put in writing to the Employee,
  - d) The Employee and/or their representative may access to any person who may be a witness or able to provide evidence on their behalf. The Employee and/or their representative must act lawfully in exercising this access at all times.
- 24.8. If the allegation is made, the Company will:
  - a) Explain clearly the standards that the Employee is expected to meet in future; and

- b) Explain what assistance will be provided to the Employee to assist the employee to reach those standards;
  - c) Explain the reasonable timeframe in which those standards are to be achieved.
- 24.9. If disciplinary action is deemed necessary, it will be applied in accordance with the following steps:
  - Step 1: Formal verbal counselling
  - Step 2: Formal warning
  - Step 3: Final written warning
  - Step 4: Termination of employment
- 24.10. The Company will not progress to a subsequent step in the disciplinary process if the subject matter of the counselling/warning is different to any prior disciplinary process undertaken.
- 24.11. However, the Company may proceed directly to termination where there is serious and willful misconduct.
- 24.12. Warnings will expire after 12 months.
- 24.13. Confidential written records of the process will be made. The employee will be shown the written records and will have the opportunity of commenting on the contents of the record, either in writing or orally as the employee chooses. The record will not be left on the employee's file unless the employee has been given the opportunity to respond to the record.
- 24.14. At all times where any record of any meeting with the employee is made, the record must be put in writing to the employee for the purposes of verifying accuracy before the document is finalised.
- 24.15. In the event that the employee does not agree with the accuracy of the document, the Company will document their additional notes to reflect their state of affairs.
- 24.16. Once the document is finalised, the Employee(s) and their representative will be provided with a copy of that document.

## **25. TERMINATION BY WAY OF REDUNDANCY**

- 25.1. An Employee is made redundant if the Employee's employment is terminated:
  - Because the Company no longer requires the job done by the employee to be done by anyone; or
  - Because of the insolvency or bankruptcy of the Company.
- 25.2. As a first step, the Company will encourage voluntary redundancies.
- 25.3. Prior to any redundancies taking place, the Company will notify the Union and any employees that may be affected by the redundancies and commence discussions with the employees and the Union as early as possible.
- 25.4. For the purposes of this discussion, as soon as practicable the Company will provide in writing to the Union and all employees that may be affected all relevant information about the proposed redundancies including the reasons for the proposed redundancies, the number and categories of employees likely to be affected, the number of workers normally employed and the period over which the redundancies are likely to be carried out.

- 25.5. The Company will ensure that the selection of employees will take into account issues such as, but not limited to, skills and ability, diligence, experience, length of service with the Company and anticipated skills of employees when determining redundancies, as well as any future labour requirements for the Project.
- 25.6. The Company will consult and advise employees in respect of what criteria are used to determine redundancies prior to making employees redundant.
- 25.7. Where there is a dispute regarding redundancy, including the need for redundancies, parties will adhere to the dispute settlement procedure outlined in **clause 16** of this Agreement.

## 26. NOTICE OF TERMINATION

- 26.1. The Company will give the following notice when terminating an Employee (excluding casual Employees):

| Period of Continuous Service                            | Period of notice |
|---------------------------------------------------------|------------------|
| One year or less                                        | One week         |
| Over one year and up to the completion of three years   | Two weeks        |
| Over three years and up to the completion of five years | Three weeks      |
| Over five years                                         | Four weeks       |

- 26.2. In addition to the above notice, Employees over 45 years of age at the time of the giving of the notice with not less than two years' continuous service shall be entitled to an additional week's notice, when their employment is terminated by the Company.
- 26.3. The Company at its discretion may give payment in lieu of notice, or part notice and part payment in lieu. The payment in lieu of notice shall equal the total of all amounts that, if the Employee's employment had continued until the end of the required notice period, the Company would have become liable to pay to the Employee.
- 26.4. Notwithstanding the notice provisions of this clause, the Company retains the right to dismiss an Employee without notice for serious misconduct, in which case the Employee shall only be entitled to be paid for the time worked up to dismissal. In this subclause, serious misconduct is;
- a) willful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment; and
  - b) conduct that causes serious and imminent risk to:
    - (i) the health or safety of a person; or
    - (ii) the reputation, viability or profitability of the Company's business.
- 26.5. The Company at its discretion may suspend an Employee with pay and require the Employee not to attend for work for a period determined by the Company while an investigation is being conducted.
- 26.6. **ADDITIONAL PROVISIONS**
- Upon termination of employment, the Company shall pay each terminated Employee all accrued entitlements and other wages owing and provide a separation certificate within 7 business days of termination, unless otherwise agreed in writing between the Company and Employee, or the Employee shall be entitled to claim payment for all time beyond the two working days, up to a maximum of 8 hours per day, including Saturday and Sunday, until the entitlements are paid.

**26.7. TERMINATION PRIOR TO A PUBLIC HOLIDAY**

If the Company terminates the employment of an Employee, the Company will pay the Employee a day's ordinary wages for each public holiday prescribed in this Agreement which falls within 10 consecutive calendar days after the date the Employee's employment is terminated. For clarity, day one is the day after the Employee's employment was terminated.

Where 2 or more of the public holidays fall within a 7 day span, such public holidays shall be a 'group' of public holidays. If the first day of the group of public holidays falls within 10 consecutive calendar days after the date the Employee's employment is terminated, the whole group shall be deemed to fall within the 10 consecutive days, and the Employee will be paid a day's ordinary wages for each such day. For example, Christmas Day, Boxing Day and New Year's Day (or days in lieu thereof) shall be regarded as a group.

**27. TERMINATION BY THE EMPLOYEE**

A Permanent Employee is required to give one week of notice of termination to the Company.

**28. ABANDONMENT OF EMPLOYMENT**

- 28.1. Employees have a responsibility to notify the Company of any absences from work.
- 28.2. If an Employee is absent without notification, the Company will make a genuine effort to contact the Employee by more than one method. If the Company is able to contact the Employee, the Company will require the Employee to provide substantive justification for their absence. The Company reserves the right to take disciplinary action in accordance with **clause 24** where this explanation is not satisfactory.
- 28.3. If the Employee has not contacted the Company after five (5) working days of their last attendance for work or last explained absence, the Employee will be deemed to have abandoned their employment. In such a circumstance the Company may then determine if it will terminate the employee for this reason. If the Company decides to terminate the employee, the date of the employee's termination must not be before the Company gives the employee notice of such termination. The company will provide notice in accordance with **clause 26**.
- 28.4. Termination under this clause will be reviewed in circumstances where an Employee provides satisfactory evidence that they were prevented from attending work for legitimate reasons, within 14 days from the date of the termination.

**29. REDUNDANCY**

- 29.1. The Company will contribute an amount in the table below for all employees covered by this Agreement, to an Approved Worker Entitlement Fund.

| Redundancy      | Rate CW        | Rate TW        |
|-----------------|----------------|----------------|
| On Commencement | \$180 per week | \$240 per week |
| October 2025    | \$190 per week | \$250 per week |
| October 2026    | \$200 per week | \$260 per week |
| October 2027    | \$210 per week | \$270 per week |

|              |                |                |
|--------------|----------------|----------------|
| October 2028 | \$215 per week | \$275 per week |
|--------------|----------------|----------------|

- 29.2. The weekly contributions will be increased annually from 1<sup>st</sup> of October each year.
- 29.3. The fund utilised for the life of this Agreement will be Protect. The Company may change to another Approved Worker Entitlement Fund, that operates at arms-length from the Company, if agreed by the Parties and the approval of the AWU. If such a change occurs, all references to Protect in this Agreement are to be read as the new fund.
- 29.4. The Company shall pay contributions to Protect on behalf of each Employee, including casual Employees on a weekly basis. Contributions will be required during all authorised absences. A casual Employee will receive a pro rata payment (20% of weekly rate per day worked maximum of 5 days) for days worked.
- 29.5. Contributions to Protect are intended to satisfy the Company's redundancy obligations under the Agreement and the NES. If the total amount paid by the Company to Protect during the relevant employment period is less than the Employee's NES redundancy entitlement, the Company will pay the difference between the two amounts directly to the Employee on termination.
- 29.6. An authorised representative of Protect may attend the workplace where the Company's Employees are engaged for the purpose of explaining to Employees the benefits available to them, and to answer any questions that employees may have about the Protect Severance Fund arrangements.
- 29.7. The Parties accept that, due to the nature of work on the Project, redundancies will occur during the life of this Agreement. Employees will be employed for various periods or tasks that relate to the construction program and their employment will end when those periods or tasks conclude. Throughout the course of the Project, it is expected that there will be significant changes to the construction program, and these changes will impact the periods and tasks upon which Employees are employed.
- 29.8. During the life of this Agreement, the Company will be able to change to another compliant industry redundancy fund - that operates at arm's length from the Company if agreed. All references to Protect in this agreement will be read as the new fund. Affected employees will be consulted and agreement will be reached by the majority of affected employees about any such change prior to it being implemented.
- 29.9. Experience or skills held including the seniority of employees within classifications will be considered by the Company in selecting employees for retrenchment. Voluntary terminations will be encouraged as a first step.
- 29.10. All relevant legislation governing unfair dismissal, discrimination, etc. will be observed.
- 29.11. Where the Company has given notice of termination of employment to an Employee in accordance with this clause, an Employee shall be allowed time off up to one (1) day per week during the notice period without loss of ordinary time pay for the purpose of seeking other employment.

### 30. SEVERABILITY

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

- 30.3. To the extent it is possible, all terms of this Agreement should be interpreted in a manner that would make them permitted matters.

### **31. STANDING DOWN OF EMPLOYEES**

- 31.1. The right of the Company to stand down an Employee shall be in accordance with section 524 of the FW Act.
- 31.2. Provided that, prior to any stand down of an Employee or group of Employees, the Company will first consult with affected Employees and take reasonable steps to explore possible options for works to continue.
- 31.3. In any other circumstance other than where the Company cannot reasonably be held responsible, all Employee(s) will be provided with at least two weeks' notice prior to any stand down taking effect.

## **PART V - RATES AND ALLOWANCES**

### **32. CLASSIFICATION STRUCTURE**

- 32.1. All Employees covered by this Agreement shall be classified according to the skill based classification structure in **Appendix A**.

### **33. WAGE INCREASES**

- 33.1. An Employee's Base Rate of pay will be increased as set out in **Appendix B**
- 33.2. The pay increase will be from the first full pay week period after the 1<sup>st</sup> of March each year

### **34. WAGE SCHEDULE**

Base Rates in **Appendix B** of this Agreement shall apply.

### **35. BASE RATES INCLUSIVE**

The Base Rates are inclusive of all entitlements except as specifically listed elsewhere in this Agreement.

### **36. HIGHER DUTIES**

An Employee engaged for more than 2 hours on duties carrying a higher Base Rate than their ordinary classification shall be paid the higher Base Rate for such day or shift. If so engaged for less than 2 hours they shall be paid the higher Base Rate for the time so worked.

### **37. TRAINEE RATES**

- 37.1. A Trainee is an employee with less than six (6) months experience or new entrant to civil construction that is enrolled in a Certificate III in Civil Construction or similar with a RTO. The Trainee must be registered with an approved Victorian Government Trainees Program.
- 37.2. A Trainee will be paid 85% of CW3 base rate of pay for the first 12 months. Then 90% of a CW3 for the remaining duration of their training qualification.

### **38. DAILY FARES AND TRAVELLING ALLOWANCE**

- 38.1. A Daily Fares and Travelling Allowance payment per day shall be made for each day or part day worked (including RDO's but not other non-working days). This payment shall in no way limit or be construed as a payment in substitution for any other entitlement arising under the award.
- 38.2. Where applicable, in accordance with **Appendix C**
- 38.3. The cost of City Link tolls or similar will be reimbursed to an Employee who is required by the Company to use their own vehicle during working hours, but not for travel to and from work.
- 38.4. The Employee will not be entitled to the allowance in **clause 38.1** where the Employee has agreed to be provided with a fully maintained Company vehicle free of charge.

### **39. TRAVEL FOR PROJECT PURPOSE**

- 39.1. Where an Employee is required or requested to use their own vehicle for work purposes during work time, a payment of .75 cents per kilometre shall be payable. The number of kilometers to be travelled is to be approved by the Employee's supervisor before travel

commences and must be noted on the Employee's weekly timesheet. Payment for kilometres will not be paid to Employees for normal travel to and from work.

#### **40. SITE ALLOWANCE**

- 40.1. A Site Allowance is payable at a flat rate for all hours worked in addition to the ordinary and/or overtime rates of pay. Site allowance shall be paid to compensate Employees for all Special Rates in the Award – Confined Space, Wet Works, Dirty Work, Second-hand Timber, and Fumes. Site Allowance is payable in accordance with **Appendix D**. Award Special Rates and Disability Payments, other than those outline, shall continue to apply in accordance with the award.
- 40.2. It is agreed by the parties that the Site Allowance will not be claimed on any Project where the Project Value is below \$30 million. On projects which DO NOT have attract Site Allowance the Employee will be entitled to be paid all relevant Special Rate or Disability Payments under the award.
- 40.3. Any Site Allowance which is in place at the time of this Agreement commencing, and which provides a higher site allowance than that set out in this clause, will continue to apply until such time as that rate rises above the applicable rates in this clause at which point the higher will apply.

#### **41. FIRST AID ALLOWANCE**

- 41.1. The Company will pay each Company- nominated and approved Employee First Aider the First Aid Allowance will be paid for each day worked in accordance with **Appendix C**.
- 41.2. A First Aider is an Employee who holds (a current) qualifications from an RTO
  - i. HLTAID011 Provide First Aid valid for 36 months (3 years)
  - ii. HLTAID010 Provide basic emergency life support valid for 36 months (3 years)
  - iii. HLTID009 Provide cardiopulmonary resuscitation valid for 12 months
- 41.3. An Employee nominated and approved as a First Aider under this clause will perform first aid duties in addition to their normal work duties.

#### **42. LEADING HAND ALLOWANCE**

- 42.1. A Leading Hand means any Employee who is appointed by the Company, with the specific responsibility of directing and/or supervising the work of other Employees. Leading Hands will be appointed in writing by the Company.
- 42.2. The leading hand allowance will be paid in accordance with **Appendix C**.

#### **43. IN CHARGE OF PLANT ALLOWANCE**

- 43.1. When an Employee engaged to primarily operate plant, is directed to perform general repair work on plant in additional to the work of operating, but not when the Employee is merely assisting a fitter or engineer to do such works.
- 43.2. In charge of plant allowance will be paid in accordance with **Appendix C**

#### **44. OVERTIME MEAL ALLOWANCE**

- 44.1. For the purposes of this clause, the overtime meal allowance will be paid where the Employee works overtime for one and half hours or more (9.5 hours) after working ordinary hours on a Monday to Friday and is calculated from the conclusion of the usual ceasing time at the end of ordinary hours inclusive of time worked for accrual purposes.

The “overtime meal allowance” will be the only meal allowance paid to Employees working less than a twelve hour day on Monday to Friday.

- 44.2. Meal allowance will be paid in accordance with **Appendix C**

#### **45. LIVING AWAY FROM HOME ALLOWANCE (LAFHA)**

##### **ELIGIBILITY**

- 45.1. An Employee eligible to the provisions of this clause will be determined by the Employee’s declared place of residence when employed to work by the Company to work on a job / construction site / Project of such distance from their normal place of residence that it is not reasonable to return to that place of residence each night.
- 45.2. To be eligible for LAFHA the Employee must maintain a normal place of residence greater than 100 kilometres distance from where they report to work. The Employee may be required to provide proof of this and provide a signed statutory declaration to the Company.
- 45.3. An employee is not eligible to the provision of this clause if;
- i) Who’s declared residence is within 100 kms of a job / construction site / Project for the purpose of receiving for living away from home entitlements and/or excess fares and travel entitlements.
  - ii) Who’s not in receipt of relocation benefits
  - iii) whose normal place of residence is outside the aforementioned criteria to the job/ construction site / Project, but who declared when applying for employment on the job / construction site / Project to be considered for employment as though they do not live outside the area.
  - iv) whose normal place of residence changes during their employment on the job / construction site / Project without declaration and approval by the Company
- 45.4. The Company shall not influence the employee, for the purpose of avoiding its obligation under this clause or the award, in persuading a prospective employee to falsify their address.
- 45.5. An Employee will not be eligible for LAFHA whilst employed on the Project, or permitted to commence work on the Project, unless they have made a declaration as to their place of residence and provided this declaration to the Company prior to engagement on the Project.

##### **ENTITLEMENT**

- 45.6. Where an Employee is eligible for LAFHA, the Company will pay an allowance, which shall not be wages, for either a full week (7-day week) or per day for a broken week, and the Employee will not be entitled to Daily Travel set out in **clause 38**; or
- 45.7. Where an Employee is eligible for LAFHA and must live away, meaning they are not able to return home each night to their normal place of residence, the Company will pay for reasonable (meaning well kept, clean, single room with good facilities) accommodation within 30 km of the site/ Project. In addition, the Employee will be entitled to an amount for meals and incidentals per night the Employee is required to ‘live away’. The Employee will be entitled to Daily Travel as set out in **clause 38**  
Should the provisions in **Appendix C** not cover the reasonable costs incurred for meals (breakfast, lunch, and dinner) the Company will increase the allowance, provided the Employee shows proof in the form of receipts for meals etc.
- 45.8. The LAFHA allowance will be paid in accordance with **Appendix C**

## FORWARD & RETURN JOURNEY

- 45.9. An Employee that is sent by the Company to work 'Away' meaning that the Employee will be staying overnight shall be paid the following;
- i) Time spent traveling at the Employee Ordinary Hourly Rate of pay up to a maximum of 8 hours per day.
  - ii) The cost of fares on the most common method of transport to the job / construction site whether that be train bus, economy air
  - iii) Any cost of meals while traveling at the rate the meal allowance set out in this Agreement
- 45.10. LAFHA will not be included in the calculation of any other entitlement under this Agreement.

## 46. INCOME PROTECTION INSURANCE

- 46.1. The Company must provide and pay for Income Protection Insurance for each employee who performs work under this Agreement. The insurance will be sourced by Chifley Services Pty Ltd.
- 46.2. The Company also acknowledges that an additional mental health and well-being support fee will be collected by Chifley in addition to the normal insurance premium. The fee will be **\$5 per week** for each employee covered by the agreement.
- 46.3. The terms of the policy will be as per the Chifley EBA policy wording, but must include following:
- a) maximum 14 day waiting period
  - b) cover for 85% of income, capped at \$2500 per week for 104 weeks or the end of contract plus 90 days, whichever comes first; and
  - c) 100% accident make up for 104 weeks for preinjury average weekly earnings capped at \$3000 a week
  - d) Sickness benefit
  - e) Accident benefit
  - f) A \$20,000 accidental Death Benefit
  - g) A \$10,000 Funeral Benefit for the Employee or immediate dependent family member
  - h) The premium will not exceed **\$50pppw** (plus GST) for the life of the agreement.
- 46.4. It is agreed that the Company and the Employee will make all reasonable efforts to ensure that the Employee returns to work as soon as is practicable. Where possible and agreed to by the Employees' health practitioner, the employee will return to work on modified duties in consultation with the Occupational Health and Safety Representative and Return to Work Group.
- 46.5. For the purposes of the insurances in this clause, income' is to include overtime payments, shift penalties and other allowances or loadings ordinarily received by the Employee.
- 46.6. In the event the policy experiences claims losses, which result in the insurer being unable to renew the policy in its current form, Chifley Financial Services will negotiate remediation of the premium and/or cover provided by the policy.

## 47. ACCIDENT MAKE UP PAY

The Company will provide accident make up payments to 100% of pre injury average weekly earnings where the employee receives an injury for which weekly payments of compensation are payable by or on behalf of the Company pursuant to the provisions of the relevant workers' compensation legislation as amended from time to time, where the company fail to maintain a valid income protection policy as outlined in **clause 46**.

The Company shall pay accident pay as defined in this clause, during the incapacity of their employee/s arising from any one work – related injury, for a total of one hundred and four (104) weeks – irrespective of whether such incapacity is in one continuous period or not.

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

The liability of the Company to pay accident pay in accordance with this Clause will arise as at the date of the injury or accident in respect of which compensation is payable under the said relevant workers' compensation legislation and the termination of the Employee's employment (other than for the reason of genuine redundancy due to Project completion) during the period of incapacity will in no way affect the liability of the Company to pay accident pay as provided in this clause.

## **RETURN TO WORK/ REHABILITATION**

### **PURPOSE**

- (a) The primary aim of this clause is to return ill and injured workers to their full working potential at the job for which they were originally employed, or such other job as is within their capacity, as soon as it is safe to do so.
- (b) If a dispute arises over any matter dealt with in this clause, either party has recourse to conciliation and arbitration under the dispute settlement procedure. In recognition of the importance of the proper rehabilitation of ill or injured workers, anything arising under this clause that is the subject of a dispute will not be implemented until the dispute is resolved

### **JOB PROTECTION**

- (a) Where an employee is receiving income protection or worker's compensation payments, the employee will not be dismissed by the Company before the expiry of a period of 104 weeks from the date the employee last attended work unless by genuine redundancy eg. Redundancy due to project completion.
- (b) Where an employee is unable to fully return to the job they were employed to do, the Company will consult with the employee and their nominated representative before making a decision to dismiss the employee. Consultation will focus on alternative arrangements that could be implemented to avoid dismissal, including employment in another role that the employee can perform and making reasonable adjustments to the employee's original role. The Company will not unreasonably refuse to implement such alternative arrangements.

### **RETURN TO WORK COMMITMENT**

- (a) The Company, the effected employee, and any representatives shall positively co-operate in the development and implementation of a return to work plan (RTW Plan) designed to provide for the early and effective rehabilitation and return to work of injured workers under the following guidelines:

- (i) Injured workers have a right to choose their rehabilitation service providers from a list of 3 agreed to by the RTW Committee or another service provider approved by the relevant State Workcover Authority. In the absence of a return to work committee, the Company may choose the rehabilitation providers in line with its usual process.
- (ii) If a worker unreasonably refuses to participate in a RTW Plan, Workcover payments may be stopped.
- (iii) The Company will provide appropriate interpreters for workers from a non-English speaking background

#### **48. PAYMENT OF WAGES**

All wages, allowances and other monies may be paid by electronic funds transfer on a weekly basis, which an Employee may request be split between up to two accounts. Employees are required to nominate the account(s) at a bank or other financial institution at the time of engagement.

Bank transfers will be made by no later than midday on Thursday of each week.

The Company will, on the written authority of an employee, make deductions from the employee's wages as directed by that employee.

#### **49. WAGE PAYMENT DETAILS**

The following particulars of details of payment to each Employee must be included on the Employees' work statement/payslip and issued to employees within 2 days of payment:

- Name of the employing Company;
- Business name, Legal name, trading name ABN/ACN;
- Name of Employee;
- Employee's classification;
- Date of payment and period covered by work statement/ payslip;
- Details of the number of ordinary hours worked;
- Details of the number of overtime hours worked;
- The ordinary hourly rate and the amount paid at that rate;
- The overtime hourly rates and the amounts paid at those rates;
- The gross wages paid;
- The net wages paid;
- Details of any deductions made from the wages;
- Details of all accrued entitlements including RDO accruals, personal leave, annual leave, long service leave etc.;
- Details of the Company's Protect and CBUS/superannuation contributions, and details of Employee contributions.

#### **50. SUPERANNUATION**

- 50.1. The Company will make the minimum superannuation contributions each week based on the amounts prescribed in the table below, or the superannuation guarantee charge, whichever is the greater into CBUS or another complying MySuper fund nominated by the

employee.

CBUS shall be the default fund in the event an Employee fails to nominate another complying MySuper fund.

|                                 |                |
|---------------------------------|----------------|
| On commencement                 | \$280 per week |
| From 1 <sup>st</sup> March 2026 | \$290 per week |
| From 1 <sup>st</sup> March 2028 | \$300 per week |

- 50.2. Contributions for part-time and casual employees working less than 36 ordinary hours in a week will be paid on a pro rata basis.
- 50.3. The Employee can elect to salary sacrifice part or all of their wages or other allowable entitlements into a superannuation fund of the Employee's choosing provided that:
- (i). The arrangement complies with relevant legislation and Company policy as amended from time to time;
  - (ii). The Employee notifies the Company of their election to salary sacrifice in writing prior to the wages and/or allowable entitlements being earned or accrued by the Employee;
  - (iii). The superannuation fund is a complying superannuation fund; and
  - (iv). The amount to be paid into the superannuation fund plus any balance of wages and/or allowable entitlements is equivalent to what the Employee would have been entitled to as wages and/or allowable entitlements under this Agreement.
- 50.4. Subject to the governing rules of the relevant superannuation fund, the Company will make the superannuation contributions provided for in the following circumstances:
- (i). While the Employee is on any form of paid leave;
  - (ii). For the period of absence from work (subject to a maximum of 52 weeks) of the Employee due to work-related injury or work-related illness provided that:
    - a. the Employee is receiving workers compensation payments or is receiving regular payments directly from the Company in accordance with the statutory requirements; and
    - b. the Employee remains employed by the Company.

## **PART VI - HOURS OF WORK, BREAKS, OVERTIME, SHIFT WORK**

### **51. HOURS OF WORK**

- 51.1. The Parties are committed to meeting Project requirements whilst giving individual Employees a balance of work and leisure. This will be achieved by a roster for work on the Project as required to meet the objectives of the program, whilst giving individual Employees a balance of work and recreation.
- 51.2. All Parties to this Agreement commit to:
  - Flexibility in any way in which ordinary hours are organised and worked to meet operational requirements;
  - Working reasonable additional overtime.

### **52. START AND FINISH LOCATION**

- 52.1. The start and finish location will be the amenities located on Site appropriate for each individual Employee. The specific amenities nominated as the start and finish times for each Employee will be by agreement between the Company and the employees.
- 52.2. If the Company provides transport for the Employees from any location (e.g. from a car park external to the Site) start time will be from the point of pick up.
- 52.3. Employees should be suitably attired in work uniforms and personal protective equipment and ready for work at the designated start time.

### **53. STANDARD ORDINARY HOURS**

- 53.1. The ordinary hours of work for Day Workers shall generally be 36 hours per week, 8 hours per day (with 0.8 hours per day accruing for a paid Rostered Day Off) to be worked Monday to Friday between the hours of 6.00am and 6.00pm.
- 53.2. Commencement of, day, work will generally be between 6am, 8am, nominally 7am.
- 53.3. During the winter months, by agreement with the Parties, should work be prohibited due to poor lighting the commencement time can be changed to 7:30am.
- 53.4. By agreement with the Parties an earlier commencement time, Monday to Friday of no more than one (1) hour, may occur due to Site/ Project requirements. The Employees will receive double time for the first hour prior to 6am.
- 53.5. In the event a casual employee is employed to work less than 36 hours in a week. Overtime will be paid after 7.2 hours each day.
- 53.6. The standard ordinary hours of work for different work areas, once established, may be varied by agreement between the Company and the majority of the directly affected Employees in the work area. The Company and the majority of the directly affected Employees will consult on the standard ordinary hours of work and the Company will take into consideration, prior to implementing changes, an employee's personal and/or family commitments, the obligation to provide a safe and healthy workplace, and positively avoiding excessive overtime.
- 53.7. Prior to any change to the Employees' start time and after consultation with the Employees affected the company will provide 24 hours' notice.
- 53.8. All ordinary hours of work worked outside or in excess of the span of ordinary hours is overtime that will be paid at the penalty rate of double time that will be included in the calculation of superannuation as if such additional payment was part of ordinary time earnings.

## 54. WORK ON FRIDAYS

The Company and the Employees will endeavour to ensure that wherever possible normal productive work shall cease at 3.30pm on Fridays. This does not mean that no productive work can continue past this time where genuine consultation has taken place between the employees and the Company. That is, work can continue past 3.30pm on Fridays if the work is necessary for the production schedule to be maintained or to ensure that the other Employees can be productively employed.

## 55. OVERTIME AND WEEKEND WORK

- 55.1. Employees will be required to work reasonable weekend and non-weekend overtime when requested as determined by the Company to meet the needs of the Company's contractual requirements for completion of work on the Project.
- 55.2. All time worked outside or in excess of an Employee's ordinary hours of work (inclusive of time worked for accrual purposes as prescribed herein) shall be deemed overtime. Overtime worked Monday to Friday will be paid at double the Ordinary time rate. Overtime on Saturday and Sunday will attract double the Ordinary time rate. A Employee required to either work overtime on a Saturday, or to work on a Sunday, shall be paid a minimum of four (4) hours' work.
- 55.3. An Employee recalled to work overtime after leaving the Project (whether notified before or after leaving work) will be paid for a minimum of four hours' work at the rate of double time for each time the Employee is so recalled. Except in the case of unforeseen circumstances arising, the Employee will not be required to work the full four hours if the job the Employee was recalled to perform is completed within a shorter period. This subclause will not apply in cases where it is customary for an Employee to return to work to perform a specific job outside ordinary working hours or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.
- 55.4. No Employee under the age of eighteen years shall be required to work overtime or shift work unless the Employee so desires.
- 55.5. No trainee shall be required to work overtime or shift work at times which would prevent the Employee's attendance at a training facility, as required by any statute, agreement or regulation.
- 55.6. An Employee who works overtime:
  - between the end of the Employee's ordinary work day or shift, and the commencement of the Employee's ordinary work in the next day or shift where the Employee has not had at least ten consecutive hours off duty between these times; or
  - on Saturdays, Sundays and holidays, (not being ordinary working days) or on a rostered day off, without having had ten consecutive hours off duty in the 24 hours preceding the Employee's ordinary commencing time on the next rostered shift; shall, subject to this subclause, be released after completion of such overtime until the Employee has had ten hours off duty without loss of pay for ordinary working time occurring during such absence.
- 55.7. If on the instructions of the Company, such an Employee resumes or continues to work without having had such ten consecutive hours off duty the Employee shall be paid at double rates until the Employee is released from duty for such period and shall then be entitled to be absent until the Employee has had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

- 55.8. The provisions of this clause shall apply in the case of Shift Workers as if eight hours were substituted for ten hours when overtime is worked:
- a) Where a shift is worked by arrangement between the Employees themselves.
  - b) Subject to this clause, the Company may require any Employee to work reasonable overtime. Employees who accept an offer of overtime will be obliged to attend.
  - c) Where an Employee is engaged on shift work and the shift roster includes a regular overtime shift, attendance at the additional shift is considered compulsory. The Company will take into consideration an Employee's individual personal and/or family commitments, if requested by the Employee, when an Employee is unable to attend for the overtime shift.
- 55.9. It is the intention of the parties that excessive overtime will not be worked. To this end the general standard of weekly hours will usually not be more than 56 per week (Monday to Saturday) for an individual Employee, provided that the aforesaid 'usual weekly hours' may by agreement between the Company and employees be exceeded from time to time to meet the needs of the project, or a specific task on a project.
- 55.10. The intentions of the parties in this matter are:
- The Company is not restricted as to the setting of daily hours within the 56- hour standard;
  - It is acknowledged that additional hours are necessary for particular personnel (e.g. [without limiting the foregoing] crane crews; leading hands, peggies; first aiders; hoist drivers; concrete finishers; site security personnel), and such situations are not affected or restricted by this provision, as they are agreed to be a normal necessity of the industry;
  - It is also agreed that additional hours may be necessary during peak construction times, to perform out of hours' work, or leading up to and during rail occupations;
  - If time is lost on a project due to any reason including (without limiting the foregoing) Inclement Weather, then such time may be made up by the scheduling of additional overtime.
- 55.11. Nothing in this clause shall be read as to imply that payment as for 56 hours is guaranteed, and nothing in this clause shall diminish the right of the Company to schedule a lesser weekly program of hours.

## **56. CANCELLATION OF WEEKEND OVERTIME**

- 56.1. In circumstances, including but not limited to, plant failure, actual or forecast inclement weather, or cancelled material delivery, the Company may cancel planned weekend overtime. The Company will endeavor to notify Employees of weekend overtime cancellation by no later than normal finishing time 3.30pm on Thursday
- 56.2. Equally, Employees through circumstances may find themselves unable to fulfil their commitment to attend site. Such Employees will notify the Company as soon as practicable.
- 56.3. A casual Employee, presenting for weekend overtime and not being required will be entitled to four (4) hours' pay at the applicable rate, plus the appropriate allowances prescribed for fares and travel.

## 57. ROSTERED DAYS OFF (RDOS)

- 57.1. From the commencement of the Project, 8 hours' ordinary time will be worked with 7.2 hours per day paid, and with 0.8 hours per day accruing for a paid Rostered Day Off (RDO). Employees will be entitled to 26 RDOs in each 12 months of continuous service. RDOs will generally be taken in accordance with the indicative RDO calendar attached at Appendix D, subject to the following:
- The indicative RDO Calendars have been agreed and are attached in **Appendix D**.
  - The dates of these RDOs may be changed from the dates at **Appendix D** by agreement between the Company and the majority of employees.
  - The number of agreed RDOs an employee is entitled to under this Agreement is 26 per year. There will be no reduction in the number of RDOs an employee is entitled to under this Agreement each year for the life of this Agreement. Each day of paid leave taken and any public holiday occurring during any cycle of two weeks will be a day worked for accrual purposes.
  - Work may take place on scheduled RDOs, but in the interests of employees' health and wellbeing, the Company will endeavour to keep this to a minimum.
- 57.2. **RESCHEDULING OF RDOS**  
RDOs may be rescheduled by agreement between the Company and the AWU Company OR Project Delegate, and effected Employees.
- 57.3. When this is required, the Company is committed to providing as much notice as is reasonably practicable of a requirement to work the Employees, including regular and systematic casuals, however excluding casual top up labour, will be provided with a minimum of nine (9) days' notice. Where this is followed, the RDO will be paid at the ordinary hourly rate and the RDO is to be rescheduled to be taken on another day.
- 57.4. Where the company requires an Employee to work on a scheduled RDO without providing at least nine (9) days' notice, the Employees, including regular and systematic casuals, however excluding casual top up labour, will be paid at public holiday rates of, double time and a half, with the RDO to be rescheduled to be taken on another day.
- 57.5. For any work to take place during Christmas shut down and Easter shut down the Company will provide at least six (6) weeks' or more notice. Where this is followed, the time will be paid at the applicable hourly rate. Any RDO will be rescheduled to be taken on another day. If the company fails to provide written six weeks' notice, the Employee will be paid triple time for all work, with any RDO's to be rescheduled to be taken on another day.
- 57.6. Other than in the case of Designated Long Weekend (DLW), work may take place on a scheduled RDO or on any substituted day where it is required by the Company and such work is necessary as determined by the company only in consultation with the AWU Company or Project Delegate, for instance to allow other Employees to be employed productively to carry out out-of-hours maintenance or because of unforeseen delays to the Project or a section of it or for other reasons arising from unforeseen, emergency circumstances or due to relevant laws and regulations on the Project.
- 57.7. The untaken RDO will generally be re-scheduled to another day falling within six (6) weeks of the originally scheduled day. The rescheduled RDO is to be taken on a day or days agreed by the Company and affected Employee/s, with such agreement not to be unreasonably withheld.
- 57.8. Where an RDO falls on a DLW the following procedure shall apply:

- A DLW is a weekend where an RDO falls adjacent (either before or after) a public holiday.
  - Where work is required on an RDO which falls on DLW, agreement to work must be reached between the Company and a majority of affected Employees.
  - Any Employee required to work must be paid as if they were undertaking Public Holiday Work in accordance with **clause 63.3** of this Agreement for each weekend day, the public holiday and the RDO.
  - Any Employee who works on the scheduled RDO will be granted an alternative RDO which will be re-scheduled and taken as per **clause 57.7**
- 57.9. An Employee that is rostered to work the night of the indicative RDO the Employee shall bank the RDO.
- 57.10. Employees may accumulate up to a maximum of five RDOs at any one time. Accrued RDOs must be taken before any annual leave day(s) are taken. However, by agreement between Employee and Company the Employee may bank additional RDOs.
- 57.11. RDOs on termination of employment are to be paid out at ordinary time.

## 58. SHIFT WORK

- 58.1. Where it is necessary that work be performed in shifts the company will consult with the employees consistent with **clause 12** of this agreement.
- 58.2. For the purpose of this clause:
- All shift work will be paid at least double the ordinary time Wage Rate (i.e. a shift loading of 100% that will be included in the calculation of superannuation for ordinary hours as if such additional payment was part of ordinary time earnings)
- The Parties agree that some aspects of the Company's works will require continuous operations (twenty four hours a day seven days a week). In these circumstances the appropriate shift loadings, penalty payments and other relevant provisions of this Agreement will be applied.
- From time to time the Company is required to engage in works under short term occupation or shut down works of major public and privately owned service facilities. Flexibilities will be agreed between the Parties to ensure that the work will not be delayed. Safety is of paramount importance and will not be compromised. It is envisaged that this clause will have application to tram track renewal, road reconstruction, the diversion of major civil services and works of a similar nature.
- Afternoon Shift means any shift starting at or after 10.00am and before 8pm.
  - Night Shift means a shift starting at or after 8pm and before 6.00 am.
  - Sunday shift means a shift where the majority of rostered Ordinary hours fall on a Sunday. A Sunday shift will be paid at double the Ordinary time rate.
  - The ordinary hours of both Afternoon Shift and Night Shift will generally be eight hours daily inclusive of meal breaks.
- An Employee will be given at least forty-eight hours' notice of the requirement to work shift work.
- 58.3. For the avoidance of doubt, for the purposes of RDOs and public holidays, the shift leading into the RDO or public holiday will be considered the RDO or public holiday shift. For example, where an RDO or public holiday falls on a Monday, the shift starting on Sunday night and finishing on Monday will be considered the RDO or Public Holiday shift,

including for the purposes of the public holiday penalties prescribed in this Agreement.

## 59. LAY DAY

- 59.1. Where the Employee, other than a casual Employee, works a broken week of nights and transfers from Night Work to Day Work the Employee will be entitled to one (1) full day paid, known as a Lay Day. The Company will pay the Employee one (1) ordinary days' work for the Lay Day at the Employees ordinary rate for pay to make up the ordinary hours of that weekly pay period.
- 59.2. The Employee will have a minimum of twenty-four (24) hour break between the night work and day work.
- 59.3. The Employee may request to take an additional entitlement for a further day off to ensure they can manage their fatigue, without repercussions from the Company.

## 60. MEAL BREAKS

Meal and other breaks shall be taken as follows during the course of ordinary hours of work worked on:

### 60.1. Day Workers:

|                     |                                                                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Tea break           | Within four hours of commencing work - 15 minutes <b>paid</b> time.                                                                     |
| Meal break*         | Within six hours of commencing work - 30 minutes <b>unpaid</b> .                                                                        |
| Rest break*         | After 9.5 hours of commencing work (exclusive of the lunch break) - additional 20-minute rest break <b>paid</b> at the applicable rate. |
| Overtime crib break | Each four hours after the rest break - 30 minutes <b>paid</b> at the applicable rate.                                                   |

### 60.2. Afternoon and Night Workers

|                     |                                                                                                                                        |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Tea break           | Within four hours of commencing work - 15 minutes <b>paid</b> time.                                                                    |
| Meal break          | Within six hours of commencing work - 30 minutes <b>paid</b> .                                                                         |
| Rest break*         | After 9.5 hours of commencing work (inclusive of the meal break) - additional 20-minute rest break <b>paid</b> at the applicable rate. |
| Overtime crib break | Each four hours after the rest break - 30 minutes <b>paid</b> at the applicable rate.                                                  |

### 60.3. Weekend and Public Holidays

|                             |                                                                                                     |
|-----------------------------|-----------------------------------------------------------------------------------------------------|
| Combined tea and meal break | Within four hours of commencing work. 30 minutes <b>paid</b> time.                                  |
| Further meal break          | After 8 hours of commencing work. Duration is 20 minutes, and the break is <b>paid</b> .            |
| Overtime crib break         | Each four hours after the dinner crib break. Duration is 30 minutes, and the break is <b>paid</b> . |

### 60.4. All meal breaks for shift workers or tunnel workers will be **paid**.

- 60.5. The timing of meal and rest breaks may be altered by agreement between the Employee/s and the Company in the interests of operational continuity of site/ project needs.

## **61. CONTINUOUS OPERATIONS**

- 61.1. The Parties agree that some sections of a Project program will be conducted on a continuous (24 hours a day, 7 days a week) or extended shift basis as required by the Company. In particular the Parties recognise that construction activities on a Project present unique operational requirements that may require operations to continue without interruption.
- 61.2. In these circumstances the appropriate shift loadings, penalty payments and other relevant provisions of this Agreement will be applied.
- 61.3. Following consultation with the affected Employees, the following type of activity may be conducted for all or part of the time on a continuous/extended basis:
- I. Critical concrete pours;
  - II. Operations involving traffic safety management;
  - III. Occupation related works including critical trackwork, OHW and signalling works;
  - IV. Construction activities that require traffic flow changes (e.g. bridge launch); Spoil removal and spoil haulage activities to stockpiles;
  - V. Utility relocation and/or protection activity;
  - VI. Work required to stabilise any excavation against collapse;
  - VII. Any activity that may affect the operating integrity of plant that supports the areas of continuous operations listed above;
  - VIII. Significant lifts that cannot be conducted during the normal flow of traffic on affected roads; Work that has fallen behind the program schedule
  - IX. Work due to specific requirements of the Project (eg, consideration of community and stakeholder matters)
  - X. Installation of pre-cast elements
- 61.4. In such cases as listed above, appropriate safe staffing levels will be provided.
- 61.5. The provisions of this Agreement relating to RDOs will apply to work conducted under this clause.

## **PART VII - LEAVE AND PUBLIC HOLIDAYS**

### **62. ANNUAL LEAVE**

#### **62.1. PERIOD OF LEAVE**

- a) Employees (other than casual Employees) will be entitled to 4 weeks (20 days) of annual leave for each 12-month period of continuous service.
- b) Annual leave accrues and will be credited on a pro-rata basis at the end of each week of continuous service.
- c) A period of annual leave is exclusive of the ordinary hours that an Employee would have worked on any public holiday or Scheduled RDO's which occurs during that period had that day not been a public holiday or Scheduled ROO.
- d) Employees are generally required to give the Company reasonable notice (3 weeks) in a request for annual leave, although a lesser period of notice may be given by mutual agreement. The Company will not unreasonably refuse a request for annual leave, including where an Employee requests that leave be allowed in one continuous period.
- e) The Company encourages the taking of at least 3 weeks' annual leave each year and may require an Employee to take leave if the Employee has extensive leave accumulated.
- f) For the purpose of the additional week of annual leave provided by the National Employment Standards, a shiftworker means an Employee engaged to work in a system of consecutive shifts throughout 24 hours continuous operations of six or more consecutive days/shifts without interruption (except during breakdown or meal breaks or due to unavoidable causes beyond the control of the Company) and who is regularly rostered to work those shifts.

#### **62.2. PAYMENT OF LEAVE**

Each employee going on leave will be paid their wages in accordance with the normal pay cycle unless alternative arrangements have been agreed before the leave is taken.

#### **62.3. ANNUAL LEAVE LOADING**

- In addition to the payment prescribed above, an Employee shall receive during a period of annual leave a loading of **17.5%** calculated on the Weekly All-Purpose Rate prescribed in this Agreement.
- Instead of the payment in respect of Annual Leave loading provided for as per above (17.5%), an Employee would have worked on shiftwork had they not been on leave and where the employee would have received shift loadings as per **clause 58.2** had they been on leave during the relevant period and such loadings would have entitled them to a greater amount than the loading of 17.5%, then the shift loading as prescribed in **clause 58.2** will be paid instead of the 17.5% loading.

### **63. PUBLIC HOLIDAYS**

- 63.1. An Employee (other than a casual Employee) shall be entitled to the following public holidays paid at ordinary time rates without deduction of pay including all appropriate shift loadings:

- New Year's Day;
- Australia Day;
- Good Friday;

- Easter Saturday;
  - Easter Sunday (if gazetted in accordance with **clause 63.2** below)
  - Easter Monday;
  - Anzac Day;
  - King’s Birthday;
  - Labour Day;
  - Grand Final Eve
  - Melbourne Cup Day;
  - Boxing Day;
  - Christmas Day; and
  - Any other day (including the gazetted substitution of public holidays when they coincide with a weekend) declared by or under a law of the State of Victoria to be observed generally within the State as a public holiday.
- 63.2. With the exception of Easter Saturday, in the event that any public holiday falls during a weekend, the first subsequent ordinary weekday will be treated in lieu as the public holiday. Except in the case of continuous shift workers, in which case the holiday shall fall on the actual day prescribed
- 63.3. All work performed on any of the public holidays in this Agreement shall be paid for at the rate of double time and one half. An Employee required to work on a public holiday shall be afforded at least 8 hours’ work or paid for 8 hours at the appropriate rate.
- 63.4. The Company may request the Employee to work on a public holiday. The Employee may refuse the request if they have reasonable grounds to do so.
- 63.5. Shift Worker(s) (excluding casuals) will be paid their ordinary time earnings for the Employee’s wage rate for a Public Holiday they are rostered to work but are not required to work. This also includes payment for Public Holiday’s that fall on a day that the Employee is not rostered to work. This clause will only apply when the Public Holiday(s), as provided for in **clause 63.1**, which falls on any day between Monday and Friday

#### 64. CHRISTMAS AND EASTER CLOSEDOWN

The indicative RDO Calendars and Christmas and Easter shutdown dates for have been agreed and are attached at **Appendix D**.

During the Christmas and Easter period it is agreed between the Parties, that the project schedule may require works to be scheduled during the Christmas or Easter period. If this is the case the following will apply:

The decision on an early return will be on a zone by zone basis;

Where the Company has planned works during the Christmas or Easter period, affected Employees are to be notified in writing of their requirement to work during this period at least 6 weeks prior to the commencement date of these planned works;

Employees may refuse to work over this period.

Where this notice is followed, the time will be paid at the applicable hourly rate with the following exceptions:

- Any RDO worked will be consistent with **clause 57.5**

- Any work between Christmas day and New Year's Day will attract an additional 200% loading.
- Any work between Good Friday and Easter Monday will attract an additional 200% loading.

Where the company fail to provide 6 weeks' notice the following payment will apply

- An additional 100% loading for all hours worked in addition to any payment (inclusive of loadings and allowances) the employee would have been paid. To be clear where an employee would have been paid 200% for working overtime they would now receive 300%.

#### CANCELLATION OF WORK DURING CHRISTMAS AND EASTER

Where the company cancels works over the Christmas or Easter period that has already been agreed to in writing between the company and the employee the company will provide the employees with at least 6 weeks' notice in writing, where this notice is not given the employee will be paid for the time they agreed to work regardless of whether or not they are required to work.

Employees will generally be required to ensure that they have sufficient annual leave remaining to enable them to take leave for the period of the shutdown. In the event that an Employee does not have sufficient annual leave accrued for the period of the shutdown, the Employee may be required to take additional leave without pay for such period.

#### **65. PERSONAL LEAVE (SICK LEAVE / CARERS LEAVE)**

- 65.1. Employees (other than casual Employees) shall be entitled to paid personal/carer's leave in accordance with the FW Act. The entitlement to paid personal/carer's leave is equivalent to 10 days leave for each 12 months of continuous service for working an average of 36 hours per week over a 52-week period. Personal/carer's leave is paid at the ordinary time rate.
- 65.2. In the case of other Employees (excluding casual Employees), a pro rata amount of paid personal/carer's leave will accrue in accordance with the FW Act. Personal/carer's leave includes sick leave for the Employee when ill or injured, and leave for the Employee to provide care or support to a member of the Employee's immediate family who is sick or injured or who has an unexpected emergency, as these entitlements are defined in the FW Act.
- 65.3. Entitlement to carer's leave under this clause is in respect of a member of the Employee's immediate family or household as defined by the FW Act.
- 65.4. Upon commencement of employment Employees will automatically be credited with 5 days' Personal and/or Carer's leave. After 6 months of employment, the leave will begin to accrue progressively up until it reaches 10 days at the conclusion of 12 months' employment. In subsequent years, Personal and/or Carer's Leave will continue to accrue progressively throughout each year.
- 65.5. An Employee will be granted paid personal/carer's leave up to the limit of their accrued entitlement if they are absent from work due to personal illness or injury (other than injury covered by worker's compensation), or they are required to care for an ill or injured member of their immediate family or household, subject to:

- The Employee notifying the Company as soon as practicable from the commencement of the personal/carer's leave their inability to attend for duty, as far as practicable the nature of their injury, illness or emergency, and the estimated duration of their absence; and
- Providing to the Company's satisfaction that the personal/carer's leave is/was justified; and
- In the case of any multiple day absence, or single day absences in excess of 2 single day absences per year, providing a certificate of a duly qualified medical practitioner that in the medical practitioner's opinion, the Employee was unable to attend for duty on account of personal illness or injury. Where a medical certificate is impracticable, the Company will accept from the Employee a Statutory Declaration stating the relevant circumstances of the reason of the Employee's absence.
- All unpaid sick leave will be paid out to the employee upon resignation, redundancy or termination, however, excluding termination due to serious / gross misconduct.
- Employees are also entitled to unpaid carer's leave in accordance with the FW Act.

## **66. MENTAL HEALTH LEAVE**

The parties recognise the importance and impact that mental health and stress can have on employees at work and in their personal life, and the effect this may have on their attendance or performance at work.

Mental health is a state of well-being in which every individual realises their own potential, can cope with the normal stresses of life, can work productively and fruitfully, and is able to make a contribution.

The parties commit to providing support to Employees who may have concerns about their mental health and wellbeing, may experience mental illness or may be subject to stresses related to separation and/ or divorce.

For Employees or immediate family experiencing mental health concerns, illness or stresses related to separation and/ or divorce the Company will grant up to 5 days per year (non-cumulative) paid leave.

This may be for (but not limited to) the purpose of attending appointments to support their mental health, separation and/or divorce. This leave will be in addition to existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day.

Reasonable evidence may be required and can be in the form of (but not limited to) a document issued by a medical practitioner, mental health service provider or statutory deliration.

The parties recognise that in order to maintain a safe and healthy working environment, employee work arrangements may be modified, and the Company commits to making reasonable efforts to accommodate any such requests made by the Employee.

## **67. REPRODUCTIVE LEAVE**

The purpose of this clause is to support employees in their ability to adequately self-care during reproductive health matters/ issues, while not being penalised by having to deplete their sick or personal leave.

### **ELIGIBILITY**

- a permanent full/ part time or systematic casual Employee that has been employed for at least 3 months and,

- ii. has not had unbroken employment within 3 months

#### **INELIGIBILITY**

- i. short term top up labour
- ii. short term casual employees with less than 3 months unbroken employment

#### **ENTITLEMENT**

An eligible employee who produces a certificate or other supporting documentation from a medical practitioner stating that they are having reproductive health issues will be entitled to ten (10) days paid leave per calendar year, pro-rata and non-cumulative, in the event of inability to perform the work due to reproductive health matters/ issues.

Reproductive Leave is for management of reproductive health matters/ issues including, but not limited to, perimenopause, menopause, endometritis, polycystic ovary syndrome, IVF or fertility treatments, breast and prostate screening and post-vasectomy recovery.

This clause also seeks to remove the stigma and taboo surrounding reproductive health matters and issues.

#### **MENSTRUAL AND MENOPAUSAL**

This provision is designed to provide opportunities for restful working circumstances and self-care for employees experiencing symptoms of their period, perimenopause, menopause, endometritis, and polycystic ovary syndrome

1. This clause is designed to be flexible depending on the employee's needs.
2. The company will provide the following options:
  - i. Having the employee take time in the 'Wellness Rooms' for rest and relief where needed.
  - ii. The ability to take paid Reproductive Leave, of up to 10 days per calendar year, pro-rata and non-cumulative for eligible Employee, in the event of inability to perform the work duties because of menstruation and menopause, and their associated symptoms

### **68. PARENTAL LEAVE**

#### **68.1. DEFINITIONS PARENTAL LEAVE CLAUSE**

"Confinement" means the expected birth of the child or ending of pregnancy in other circumstances, that occurs no earlier than 20 weeks before expected date.

"Eligibility" means a permanent full/ part time employee that has been employed for at least 12 months and has not had unbroken employment within that 12 month

"Ineligibility" means short term top up labour and casual employees

"Pre-natal Leave" means leave for eligible employees to attend medical appointments for per pregnancy medical appointments.

"Short Spousal Leave" means leave taken by an eligible employee whose spouse has, is or about have a newborn or adopt a child excludes per-natal leave or long spousal leave

"Spouse" means former, current or de facto, including a spouse of the same sex/ gender as the Employee.

#### **ENTITLEMENTS**

#### **68.2. PARENTAL LEAVE**

An eligible Employee whose expected date has been confirmed in writing by a medical practitioner of a newborn birth or has documentation that supports and confirms adoption order or interim adoption order for newly adopted child will have access to paid Parental Leave after 12 months of continuous service.

Parental Leave is:

- i. subject to the employee meeting the eligibility and requirements prior to the date of the birth or adoption of the child; and
- ii. entitled to **20 weeks** paid Parental Leave

Documentation can be requested as proof in the form of statutory declaration or other materials to satisfy the Company, in support of the application for Parental Leave.

### 68.3. SHORT SPOUSAL LEAVE

An eligible employee who produces a certificate from a medical practitioner which states their spouse's expected date of confinement, is entitled to two (2) weeks paid leave. The period of Short Spousal Leave will be taken as the 'initial' absence. The exact shall be determined by the employee for example;

- i. an employee may take this leave immediately after the birth or adoption, or
- ii. and the employee may prefer to take the leave after the newborn and /or spouse is back home from hospital.

Short Spousal Leave will be paid at the employees' ordinary hourly rate as prescribed within this agreement and is inclusive of any public holidays during this period.

68.4. Parental Leave shall be in accordance with the NES including that after 12 months of continuous employment, an Employee may take up to 52 weeks of unpaid leave for the purpose of being the primary carer of a newborn or newly adopted child.

68.5. Should entitlements under the *NES or Paid Parental Leave Act 2010 (Cth) (PPL Act)* be higher than what is within this clause then the Employee will be entitled to the better and/or higher entitlements.

68.6. In accordance with section 22 of the Fair Work Act, unpaid leave does not count as continuous service, however, it does not break service.

## 69. COMPASSIONATE LEAVE

69.1. Employees are entitled to 2 days of paid compassionate leave (at their Base Rate) for each occasion when a member of the Employee's immediate family or household (as defined in the FW Act):

- Contracts or develops a personal illness that poses a serious threat to their life; or
- Sustains a personal injury that poses a serious threat to their life; or
- Dies; or
- A child is stillborn, where the child would have been a member of the Employee's immediate family, or a member of the Employee's household, if the child had been born alive; or
- The Employee, or the Employee's spouse or de facto partner has a miscarriage. Subject to the Company's discretion this provision may apply if the miscarriage results in a stillborn child or to a former spouse, or former de facto partner of the Employee.

- 69.2. Further unpaid compassionate leave may be granted at the discretion of the Project Manager. The Employee will also provide the Company with substantiating documentation if requested.

## **70. DOMESTIC/FAMILY VIOLENCE LEAVE**

The parties recognise that employees sometimes face situations of violence or abuse (howsoever described) in their personal life that may affect their attendance or performance at work. Therefore, the parties commit to providing support to employees that experience domestic and/or family violence.

The parties accept the definition of family violence as described in the *Family Violence Protection Act 2008 (Vic)* as well as including physical, sexual, emotional, psychological, verbal, financial or emotional abuse by a domestic and/or family member.

Reasonable proof of domestic and/or family violence may be required and can be in the form of (including but not limited to) a document issued by the Victorian Police, a Court, medical practitioners, registered nurse, mental health care professional, lawyer or statutory declaration.

All personal information concerning domestic and/or family violence will be kept confidential in line with relevant legislation. No information will be kept on an employee's personnel file without their express written permission.

No adverse action or detrimental decision-making will be taken against an employee if their attendance or performance at work suffers as a result of experiencing domestic and/or family violence.

The parties will identify an agreed contact(s) either within and/or external to the Company who will be trained in domestics and/or family violence and privacy issues (for example training in domestics and/or family violence risk assessment and risk management). The Company will advertise the name of the agreed contact(s) for the purpose of domestic and/or family violence.

An employee experiencing domestic and/or family violence may raise the issue with another person if they so choose. That person may seek advice from the agreed and suitably trained person mentioned above.

Where requested by an employee, the agreed contact or such other person appointed by the employee will liaise with the employee's supervisor on the employee's behalf, and will make a recommendation on the most appropriate form of support to provide in accordance with this clause.

The parties will develop agreed guidelines to supplement this clause and which details the appropriate action to be taken in the event that an employee utilises this clause. The parties will not unreasonably withhold agreement in relation to such guidelines. Such guidelines must also be developed through a genuine and proper consultation process. As a minimum the consultation requirement prescribed in the *Occupational Health and Safety Act 2004 (Vic)*.

An employee experiencing domestic and/or family violence will have access to 10 days per year (non-accumulative) of paid special leave for medical appointments, legal proceedings and other activities related to domestic and/or family violence. This leave will be in addition to existing leave entitlements and may be taken as consecutive or single days or as a fraction of a day and can be taken without prior approval provided notification occurs as soon as is reasonably practicable.

An employee who supports a person experiencing domestic and/or family violence will have access to 10 days per year (non-accumulative) of paid special leave to accompany that person or assist that person.

In order to provide support to an employee experiencing domestic and/or family violence and to provide a safe work environment to all employees, the Company will approve any reasonable request from an employee experiencing domestic and/or family violence for:

- Changes to their hours of work and/or shift pattern
- Job re-design or alteration to duties
- Relocation to suitable employment within the Company or associated entity
- Change to contact details
- Any other reasonable measure including those available under existing provisions for family friendly and flexible work arrangements.

An employee experiencing domestic and/or family violence will be referred to the Employee Assistance Program (EAP) and/or other local resources. The EAP will include professionals trained specifically in domestic and/or family violence. An employee experiencing domestic and/or family violence will be given a resource pack of information regarding support services.

## **71. JURY SERVICE**

- 71.1. An Employee (other than a casual Employee) called for jury service during ordinary working hours will be reimbursed by the Company an amount equal to the difference between the amount paid by the Court and the amount of ordinary rate earnings they would have received for the ordinary time hours expended at the Court. The Employee will notify the Company as soon as practicable of the date upon which they are required to attend for jury service.
- 71.2. The Employee will provide the Company with proof of attendance, duration of attendance and amount received from the Court.

## **72. COMMUNITY SERVICE LEAVE**

Community service leave applies in accordance with the FW Act.

## **73. MENTAL HEALTH AWARENESS DAY**

- 73.1. A Mental Health Awareness Day will apply on the first Monday in December of each year.
- 73.2. All Employees, including regular and systematic casuals that work on the Friday prior to and Tuesday immediately following Mental Health Awareness Day, shall take this day as Mental Health Awareness Day without deduction of pay.
- 73.3. Any Employee required to work on this day, and has purchased a ticket, shall be paid at the public holiday day rate. An Employee who attends for work as required on this day shall be paid for not less than eight (8) hours' work.
- 73.4. Employees that are engaged to work nightworks on the Monday night of Mental Health Awareness Day shall be paid the eight (8) ordinary hours in addition to their hours worked.
- 73.5. In the weeks leading up to this day the Company will engage with the workforce with a positive message around mental health

- 73.6. The Company will require from the Employee evidence of their participation in Mental Health Awareness Day, this can be done by the production of a ticket or receipt of purchase. Where such evidence is not produced the Employee will not be entitled to payment for the Mental Health Day. This requirement only applies so long as the Employee has been given a reasonable opportunity to purchase a ticket.

#### **74. LONG SERVICE LEAVE**

Long service leave benefits will be as provided by LeavePlus in accordance with the *Construction Industry Long Service Leave Act 1997 (Vic)*. This benefit applies in lieu of any entitlement of Employees under the *Long Service Leave Act 2018 (Vic)*.

## **PART VIII - GENERAL EMPLOYMENT ARRANGEMENTS**

### **75. MENTAL HEALTH & WELLBEING**

- 75.1. The Company recognises that the workplace plays a vital role in assisting employees affected by mental health issues and commits to:
- a) Establishing, in consultation and by agreement with the employees covered by the Agreement, a mental health and wellbeing policy and mental health first aid officer policy;
  - b) Fostering communication and openness in relation to mental health issues to reduce any stigma or barriers to employees seeking support;
  - c) Providing assistance and support to employees, including access to an employee assistance program with an agreed provider, access to flexible work arrangements that the Company will not unreasonably refuse to agree to, access to resilience training and the training of employees to enable such support;
  - d) Identifying and taking reasonable steps to eliminate or reduce identified workplace factors that may contribute to the development of work-related stress and ill health; and
  - e) Making information about service providers who may be able to offer additional support available to employees.
- 75.2. The Company recognises the importance of proactive initiatives that support employees who may be suffering from mental health issues.
- 75.3. To assist the facilitation of such initiatives, the Company, in consultation with the parties covered by this Agreement, will partner with industry support groups to ensure tailored and effective programs are adopted to support employees who are affected by mental health issues.

#### **SUPPORTING WELLNESS**

- 75.4. The Company recognises the importance of workplace culture, day to day practices, access to health initiatives at work, and the creation of an environment that supports and encourages healthy choices in creating a healthy workplace.
- 75.5. Employees are encouraged to participate in health and wellness initiatives at work and are eligible to access the wellness reimbursement as set out in this clause.

### **76. CLOTHING ISSUE AND SAFETY FOOTWEAR AND EQUIPMENT**

#### **76.1. MANDATORY EQUIPMENT**

All Employees engaged to work on site will be supplied with appropriate safety footwear, high visibility apparel, safety glasses and clean safety helmets with name clearly displayed before commencing work on the Project.

These items must be worn at all times, or, as instructed during the site induction process.

Where there is evidence that Employees are not wearing the mandatory equipment whilst engaged to work on the site they will be dealt with in accordance with the Counselling and Disciplinary Procedure set out in this Agreement.

**76.2. WORK CLOTHING**

Two sets of cotton drill protective clothing will be issued to all Employees, upon request, within two weeks of commencing work with the Company. Employees will be made aware of these entitlements at the time of engagement.

A set of clothing will consist of either:

- Pair of steel cap or composite work boot
- Three pairs of overalls; or
- Three pairs of long trousers and three long sleeved shirts; or
- Work denims at cost no greater than the above three choices.
- One 32oz bluey jacket or equivalent

Clothing and footwear will be replaced on a fair wear and tear basis.

**76.3. TOOL STORAGE**

The Company shall provide where reasonably necessary and practicable a suitable and secure waterproof lock-up solely for the purpose of storing Employees' tools.

**76.4. SOURCE OF CLOTHING**

The Parties seek to provide opportunities for Australian and New Zealand suppliers (Local Suppliers) to supply on the basis of best value for money for the provision of work clothing to its employees.

Reasonable efforts will be made to make Local Suppliers of clothing aware of opportunities to supply clothing to the Company.

**77. FLEXIBILITY TERM**

77.1. The Company and an Employee covered by this Agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the Agreement.

77.2. The Company and Employee may agree to an individual flexibility arrangement ("the arrangement") to vary the requirement in the Annual Leave term that up to a maximum of 12 single days of annual leave may be taken.

77.3. The arrangement must meet the genuine needs of the Company and Employee and be genuinely agreed to by the Company and the Employee.

77.4. The Company must ensure that the arrangement:

- Be about a permitted matter under the FW Act if the arrangement were an enterprise Agreement; and
- Not include a term that would be an unlawful term under the FW Act if the arrangement were an enterprise agreement.

77.5. For the avoidance of doubt, this sub-clause does not allow the arrangement to vary the effect of terms of this Agreement other than the requirement in the Annual Leave term that up to a maximum of 12 single days of annual leave may be taken.

77.6. The Company must ensure that the arrangement results in the Employee being better off overall than the Employee would be if no arrangement were agreed to.

77.7. The Company must ensure that the arrangement:

- is in writing;

- includes the name of the Company and Employee;
- is signed by the Company and Employee and if the Employee is under 18 years of age, also signed by a parent or guardian of the Employee;
- includes detail of:
  - the Annual Leave term that will be varied by the arrangement;
  - how the arrangement will vary the effect of the Annual Leave term;
  - how the Employee will be better off overall than the Employee would be if no arrangement were agreed to; and
- States the date on which the arrangement commences.

77.8. The Company must give the Employee a copy of the arrangement within 14 days after it is agreed to.

77.9. The Company or Employee may terminate the arrangement:

- by giving written notice of not more than 28 days; or
- if the Company and Employee agree in writing – at any time.

## **78. POSTING OF AGREEMENT**

78.1. To ensure the Parties are aware of the terms of this Agreement, and to assist in the resolution of any dispute or the avoidance thereof, a copy of this Agreement shall be retained by the Company at all times for ready access by any Employee covered by this Agreement, and the Company shall provide a permanent copy for each Employee Representative and Employee Workplace Health and Safety Representative on the Project.

78.2. A notice board will be provided at each set of crib sheds and amenities. This board will measure no less than 2m x 1m, and will be used for the posting of information related to this Agreement, industry related Union notices, health and safety notices, and matters relating to amenities and services on site.

## **79. INDUSTRY FUND COMPLIANCE**

The Company shall ensure that all its Employees covered by this Agreement are compliant with the industry schemes Protect, CBus and LeavePlus.

It is acknowledged that information confirming compliance (i.e. registration and contribution status) may be provided by the industry scheme/s to the parties on request, provided that any individual whose information is to be made available has consented to such information being provided.

On commencement, and in accordance with fund procedures, the Company shall register the Employee/s with the relevant industry funds. These are Cbus for superannuation, Protect for severance pay Chifley income protection insurance, and LeavePlus for long service entitlements.

It is a specific requirement that the Company shall ensure that all payments to the abovementioned funds and schemes are up to date and made in full in accordance with the relevant Trust Deed or scheme of the fund.

When an Employee or their representative raises a concern in respect of the Employee's entitlements and/or the Company's compliance with payments and/or registration with the abovementioned funds or schemes, the Company shall provide to the Employee, or

their representative if requested by the Employee, all relevant information to assist in resolving any concerns.

#### **FAILURE TO MAKE PAYMENTS TO INDUSTRY FUNDS ETC.**

If a person covered by this Agreement has a genuine and reasonable belief that the Company has failed to comply with this clause (inclusive) the following will apply:

- (i). the person or their representative must notify the Company in writing of the alleged non compliance and what must be done to remedy it;
- (ii). the parties must consult in good faith in an effort to resolve the matter;

Any disputes related to this clause shall be dealt with via the disputes procedure. The Parties are committed to resolving any genuine and reasonable disagreement about whether any amount is owing or outstanding as quickly as practicable.

If the Company does not contribute the amounts in accordance with this Agreement, the relevant Trust Deed and the Fund or scheme the Company shall be liable to make the appropriate contributions immediately upon notification of the noncompliance. Further, the Company shall pay the earnings on the relevant Trust Deed and the Fund or scheme that accrue during the pay of non- payment. The requirement for the Company to make retrospective payments shall not limit any common law action which may be available in relation to death, disablement or any other cover existing within the terms of a relevant fund.

#### **80. MENTORING AND TRAINING**

The Company is committed to the development of its employees. The company understands the significance of support, training and mentoring services for employees and therefor is committed to working to provide support services such as:

- Assistance with the recruitment process;
- Pre-Employment training programs
- Development of Personal Development & Training Plans

A Company Representative will visit each employee on site at a on a regular basis and make contact with the employee's direct supervisor at least every second month to identify any training needs.

The Company will coordinate with clients/ projects and Employees to develop pathway plans for the Employees with the intent to offer Employees the opportunity to progress through the various classifications within this Agreement.

An Employee can apply for progression to a higher level once every 12 months. The Company will make training available at least annually and requests to attend training will not be unreasonably refused.

The Company will use an RTO that is agreed and approved by the Parties.

All identified training courses will provide the Employee with transferable skills that can be used within civil, rail or mining industries which will also benefit the community.

Any training program would be hands-on, culturally aware and adapted to suit the Employee's learning abilities and skills.

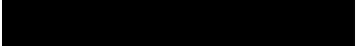
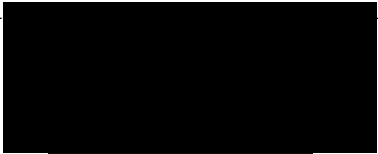
Training costs of courses approved by the Company will be met by the Company and the Employee/s concerned shall not suffer any loss of pay.

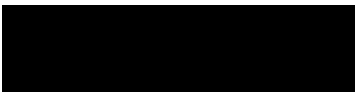
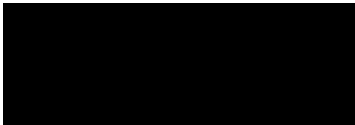
Development through training will provide a strong foundation for developing employees.

## **81. TOOL BOX MEETINGS**

- 81.1. Tool Box Meetings are regarded as an important part of site based communications. The Company will develop a program of consultation with its site based employees around safety, productivity, constructability and methodology.

**82. SIGNATORIES**

|                                                                                              |                                                                                             |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Signed for and on behalf of the Company</b>                                               | <b>Witness</b>                                                                              |
| Date: 9.04.2025                                                                              | Date: 9.04.2025                                                                             |
| Name: Krstomir Bjelogrljic                                                                   | Name: Dani Saracevic                                                                        |
| Address:    | Address:  |
| Title: Director                                                                              | Title: Admin                                                                                |
| I am authorised by the Company to sign this Agreement on its behalf                          | Signature:                                                                                  |
| Signature:  |           |

|                                                                                                |                                                                                      |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Signed for and on behalf of the Australian Workers' Union</b>                               | <b>Witness</b>                                                                       |
| Date: 16/04/2025                                                                               | Date: 16/04/2025                                                                     |
| Name: Ronnie Hayden                                                                            | Name: Pat Wood                                                                       |
| Address:<br>685 Spencer Street West Melbourne 3003                                             | Address:<br>685 Spencer Street West Melbourne 3003                                   |
| Title: Victorian Branch Secretary                                                              | Title:                                                                               |
| I am authorised by the Union to sign this Agreement on its behalf                              | Signature:                                                                           |
| Signature:  |  |

## **APPENDIX A - CLASSIFICATION STRUCTURE**

Where an employee's classification is silent in this clause the classification structure in the Building and Construction General On-site Award 2020 classification will apply for the purpose of identifying a classification.

|                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Construction Worker 1 / Tunnel Civil Worker 1 (CW 1) (TCW1)</b>                                                                                                                                           |
| New entrant (less than 12 months industry experience), asphalt labourer, trades assistant, formwork stripper, concrete gang, peggie, demolition labourer, concrete cutter, chainman, fencer, area controller |
| Roller (up to 5 tonnes)                                                                                                                                                                                      |
| <b>Construction Worker 2 / Tunnel Civil Worker 2 (CW 2) (TCW2)</b>                                                                                                                                           |
| Concrete batcher, general labourer, steel fixer, concrete finisher, manhole builder, pitcher or beacher, spotter, tack welder, Line Pump Operator (Truck or Trailer mounted)                                 |
| Roller (5 to 10 tonnes)                                                                                                                                                                                      |
| Trucks (up to 12 tonnes payload)                                                                                                                                                                             |
| <b>Construction Worker 3 / Tunnel Civil Worker 3 (CW 3) (TCW3)</b>                                                                                                                                           |
| Spotter with Dogger, Dogger, drainer, scaffolder, form setter, pipe layer, renderer, drilling machine operator, small trenching machine, Certified Operator (Boom or Tower Pump) Stationary Pump Operator    |
| Roller (over 10 tonnes)                                                                                                                                                                                      |
| Trucks (12 to 60 tonnes payload)                                                                                                                                                                             |
| Excavator (up to 16 tonnes)                                                                                                                                                                                  |
| Skid steer (single class)                                                                                                                                                                                    |
| Wheel and track loader (up to 100 kw)                                                                                                                                                                        |
| Scrapers (up to 300 kw)                                                                                                                                                                                      |
| Winch driver, forklift driver, mobile hydraulic platform operator                                                                                                                                            |
| <b>Construction Worker 3 Trade / Tunnel Civil Worker 3 Trade (CW 3 trade) (TCW 3 trade)</b>                                                                                                                  |
| Tradesperson level 1, rigger, form worker / carpenter                                                                                                                                                        |
| <b>Construction Worker 4 / Tunnel Civil Worker 4 (CW 4) (TCW 4)</b>                                                                                                                                          |
| Marker / setter out, shaft or trench sinker, drilling machine (over 155mm to 230mm), winding and haulage driver, concrete paver, tradesperson level 2                                                        |
| Compactors (up to 200 tonnes)                                                                                                                                                                                |
| Excavators (17 to 25 tonnes)                                                                                                                                                                                 |
| Backhoe loader (single class)                                                                                                                                                                                |
| Wheel and track loader (100 to 200 kw)                                                                                                                                                                       |

|                                                                    |
|--------------------------------------------------------------------|
| Crawler tractors (up to 100 kw)                                    |
| Graders (up to 130 kw)                                             |
| Scrapers (300 to 400 kw)                                           |
| Trucks (60 to 120 tonnes payload)                                  |
| Construction Worker 5 / Tunnel civil worker 5 (CW 5) (TCW 5)       |
| Drilling machine (over 230mm)                                      |
| Compactors (200 kw plus)                                           |
| Excavators (26 to 65 tonnes)                                       |
| Wheel and track loaders (200 to 300 tonnes)                        |
| Crawler tractors (100 to 200 kw)                                   |
| Graders (130 kw to general)                                        |
| Scraper (400 kw plus)                                              |
| Trucks (120 to 200 tonne payload)                                  |
| Trainee Crane Crew (Operators, Dogger/Crane Hand) up to 400 tonnes |
| Construction Worker 6 / Tunnel Civil worker 6 (CW 6) (TCW 6)       |
| Excavator (66 to 115 tonnes)                                       |
| Wheel and track loaders (300 kw plus)                              |
| Crawler tractors (200 kw to 350 kw plus)                           |
| Grader (final trim), trucks (200 tonnes plus payload)              |
| Crane Crew (Operators, Dogger/Crane Hand) up to 400 tonnes         |

|                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Employees engaged in tunnelling works                                                                                                             |
| <b>TW1</b>                                                                                                                                        |
| New Entrant (an entry level with less than 6 months experience) Water Treatment Plant Operator, Hoist Driver, Area Controller, Storeperson, Peggy |
| Dump Truck Operator – in training                                                                                                                 |
| <b>TW2</b>                                                                                                                                        |
| Yardman, Form worker, Steel Fixer, Dogger                                                                                                         |
| Dumper Driver                                                                                                                                     |
| Tunneller Class 2*                                                                                                                                |
| <b>TW3</b>                                                                                                                                        |
| Gantry Crane Operator, Loader/Excavator Operator, Locomotive Driver, Manitou, Rigger-Scaffolder, Service Vehicle Operator                         |
| Tunneller Class 1**                                                                                                                               |
| <b>TW4</b>                                                                                                                                        |
| Shotcreter, Rock Bolter, Jumbo Operator, Shot Firer, Ring Builder                                                                                 |
| <b>TW5</b>                                                                                                                                        |
| Road header Operator, TBM Operator                                                                                                                |

#### **Tunneller Class 2 \***

A period of 6 months is required to be spent in this role prior to being eligible to progress to tunneller class 1. Reclassification is at the discretion of the tunnel site superintendent after being deemed competent by the tunnel site superintendent and a tunneller class 1 position being available. There is no requirement for the Project to automatically reclassify a tunneller class 2 after 6 months. Note an experienced construction worker may be eligible for accelerated transition to tunneller 1 subject to being deemed competent by the site superintendent.

A tunneller 2 is engaged underground in the work of assisting tunneller class 1; able to operate dump trucks; undertake the general duties of a member of a bullgang; carry out general excavation operations including minor concrete works associated with the tunnel excavation permanent and temporary works. A tunneller class 2 is able to operate pieces of normal tunnelling equipment

#### **Tunneller Class 1 \*\***

An experienced tunneller familiar in the operation of hydraulic and/or electrical equipment; replacement of ground engaging tools for the roadheader; lifting and placement devices and other mucking equipment, concrete pumping equipment, and grouting equipment. Able to operate excavator with/without rock breaker, forklifts, skid-steer loader, concrete agitator, vehicle loading crane (hiab), tele-handler, hoists, dump trucks, grout pumps & mixers, loaders, trucks, rock drilling machines, shotcreting (in training) and rockbolting equipment (in training), gantry cranes, roadheaders and TBMs (in training). Able to operate a wide range of equipment (excluding mobile cranes) and able to undertake minor concrete works associated with the tunnel excavation temporary and permanent works. Able to work with a shotfirer for blasting in the tunnel.

## **APPENDIX B – BASE RATES OF PAY**

The Base Rate of Pay will be adjusted annually in accordance with **clause 33** of the Agreement.

| <b>CW / TCW</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> |
|-----------------|-------------|-------------|-------------|-------------|
| CW/TCW 1        | \$ 54.05    | \$ 56.75    | \$ 59.59    | \$61.97     |
| CW/TCW2         | \$ 55.77    | \$ 58.55    | \$ 61.48    | \$63.94     |
| CW/TCW 3        | \$ 57.67    | \$ 60.56    | \$ 63.59    | \$66.13     |
| CW3 TRADE       | \$ 59.34    | \$ 62.31    | \$ 65.42    | \$68.04     |
| CW/TCW4         | \$ 61.77    | \$ 64.85    | \$ 68.10    | \$70.82     |
| CW/TCW5         | \$ 64.09    | \$67.29     | \$ 70.66    | \$73.48     |
| CW/TCW6         | \$ 67.16    | \$ 70.52    | \$ 74.05    | \$77.01     |

| <b>TW</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> |
|-----------|-------------|-------------|-------------|-------------|
| TW1       | \$ 56.14    | \$ 58.39    | \$ 61.31    | \$63.76     |
| TW2       | \$ 62.69    | \$ 65.20    | \$ 68.46    | \$71.20     |
| TW3       | \$ 63.53    | \$ 66.07    | \$ 69.37    | \$72.15     |
| TW4       | \$ 64.07    | \$ 66.64    | \$ 69.97    | \$72.77     |
| TW5       | \$ 67.03    | \$ 69.71    | \$ 73.20    | \$76.12     |

## **APPENDIX C – ALLOWANCES**

The Allowance Appendix will be adjusted annually in accordance with CPI (All Groups, Melbourne) movements measured in the twelve-month period ending the previous December quarter effective as of the 1<sup>st</sup> March each year, rounded to the nearest 5 cents.

| Allowance type     | Clause Number | Frequency    | From March 1 <sup>st</sup> 2025 |
|--------------------|---------------|--------------|---------------------------------|
| Fares and Travel   | 38            | Per Shift    | \$55.8                          |
| First Aid          | 41            | Per day      | \$7.35                          |
| In charge of Plant | 43            | Per week     | \$31.65                         |
| Overtime Meal      | 44            | Per Occasion | \$32.75                         |

| Leading Hand Allowance | Clause Number | Weekly Hire (per week) | Casual Hire (per hour) |
|------------------------|---------------|------------------------|------------------------|
| 1 person only          | 42            | \$24.65                | \$0.70                 |
| 2 – 5 persons          |               | \$54.50                | \$1.50                 |
| 6 – 10 persons         |               | \$68.85                | \$1.90                 |
| 11 + persons           |               | \$92.50                | \$2.55                 |

| Living Away From Home Allowance | Clause Number | Per                           | Per Week (7 Night) |
|---------------------------------|---------------|-------------------------------|--------------------|
| LAFHA                           | 45            | \$185.05 per day              | \$935.70           |
| Live away LAFHA                 |               | \$100.00 per night - meals    |                    |
|                                 |               | \$25.00 per night - incidents |                    |

## **APPENDIX D - SITE ALLOWANCE**

| <b>Project value \$ Million</b> | <b>Site allowance \$ p/h</b> |
|---------------------------------|------------------------------|
| \$30 m but less than \$50 m     | \$3.65 per hour              |
| \$50 m but less than \$100 m    | \$4.15 per hour              |
| \$100 m but less than \$250 m   | \$4.75 per hour              |
| \$250 m but less than \$400 m   | \$5.45 per hour              |
| \$400 m but less than \$1 bill  | \$5.95 per hour              |
| \$1 bill but less than \$2 bill | \$7.15 per hour              |
| \$2 bill but less than \$3 bill | \$7.80 per hour              |
| \$3 bill but less than \$4 bill | \$8.40 per hour              |
| West Gate Tunnel Project        | \$11.10 per hour             |

1. Site Allowance rates and Project Values, in the table of clause 1 of this appendix, shall be adjusted annually in accordance CPI (All Groups, Melbourne), movements measured in the 12 months period ending the previous June quarter and effective as of 1<sup>st</sup> October of each year. The Project value shall be adjusted up to the nearest \$100,000 and Site Allowance to the nearest 5 cents.
2. Project Value shall be taken from the start of the project plus the appropriate CPI added for each year the Project has been running.
3. Site Allowance applicable to the North East Link Project, The Suburban Rail Loop Project & The Melbourne Airport Rail Project shall be a flat rate per hour as follows;
  - a. As at 1 March 2024 – \$10.75
  - b. As at 1 March 2026 - \$11.15
  - c. As at 1 March 2028 - \$11.55

## **APPENDIX E - AMENITIES**

1. The Employees and the AWU Delegate and/ HSR agree that it is the responsibility of the Company to ensure that the amenities prescribed below are provided for the Site/ Project. Where that standard is not maintained due to an action or event beyond the control of the Company, the AWU Delegate agrees that the Company should be allowed reasonable time in which to rectify the problem.  
If the Company acts to rectify the problem, there should be no interruption to work from industrial stoppages, bans and limitations.
2. In all instances, the following procedure shall be observed:
  - a) A uniformly high standard of amenities and facilities such as ablution blocks, change rooms, crib sheds, wellness room, shall be provided. Mobile amenities in the form of caravans and like accommodation may be provided where work is extended over substantial distances, and the workforce is continually changing. These amenities will be equivalent in type and standard to fixed amenities.
  - b) Where there is an issue relating to amenities, the immediate concern must be to rectify the issue. The Employee Representative agrees to a reasonable period to allow the Company, if alleged to have committed a breach, to comply with all requirements of this clause. While steps are being taken to rectify the issue, the Employee Representative agrees that there shall be no bans or limitations restricting the Company's ability to rectify the issue.

### **DIMENSION/CONSTRUCTION REQUIREMENTS AND CONSTRUCTION OF SHEDS.**

- a) All sheds shall be weatherproof and soundly constructed to an approved standard with sufficient windows and doors, adequate ventilation and lighting. They must have a floor above ground level and be lined on ceilings and walls.
- b) Shed/s shall provide no less than 0.75 square metres of floor space per person employed at any one time, provided that the area is not less than 4.65 square metres. Fixtures, other than tables and chairs, shall not be included when calculating floor space. Lunchrooms will not be used for any other purpose than preparing and eating meals.
- c) Where 5 or more persons are employed at one time, the floor area shall not be less than 9 square metres.
- d) Adequate facilities are to be provided for warmth and for drying clothes e.g. Strip heaters.
- e) Provided that 20 or more Employees are employed on site at any one time, the Company shall provide a separate shed or sheds for messing, which shall be of such dimension as to provide not less than 0.75 square metres of floor space per person.

### **CONTENTS REQUIREMENTS**

#### **CHANGING FACILITIES**

- a) a separate clothes hanging facilities for each Employee are to be provided (coat hooks only to be used).
- b) sufficient seating accommodation for the changing of work apparel is to be provided.
- c) washable vinyl floor surface.

#### **MESSING FACILITIES**

- a) sufficient tables with fixed washable laminex or vinyl surface, and seating for the taking of meals, are to be provided.
- b) Food warming facilities to be supplied, together with a supply of cool, clean water conveniently accessible, as well as boiling water at meal/rest breaks.

- c) Receptacle for garbage with bin liner and rat and fly proof is to be supplied in mess area, and emptied regularly.
- d) washable vinyl floor surface.
- e) Shelving is to be supplied in the mess shed for storage (cups, lunch bags, etc).
- f) All facilities are to be cleaned and disinfected on a regular basis.
- g) In the messing facilities air-conditioning (cooling) shall be supplied

#### WELLNESS ROOM FACILITIES

- a) a lock, curtains for privacy,
- b) washable vinyl floor surface.
- c) relaxing seated area and cot.
- d) Additional lighting available; example a calming lamp
- e) Small speaker for calming music
- f) Small fridge, good ventilation, air conditioning / heating
- g) The 'Wellness Room' must not be in full view or located in a busy area of the site due to the nature of the room.
- h) A minimum of one 'Wellness Room' must be on site. Should there be need for additional rooms the company or project will consult with employees

#### CONSTRUCTION REQUIREMENTS OF SANITARY FACILITIES

##### CLOSETS

- a) Closets shall be weatherproof and soundly constructed to an approved standard must be soundly constructed and roofed with weatherproof material.
- b) floor must be washable vinyl (similar) surface, be well drained.
- c) Every closet shall be well lighted by natural or artificial light and be well ventilated.
- a) a hinged door, capable of being fastened on the inside with lift seats/flaps and toilet paper holder
- b) Where practicable, toilets may be connected to sewerage before commencement of the job.
- c) Closet/urinal location to be conveniently accessible to Employees but not so close as to cause a nuisance to the Employees.
- d) Where necessary, portable water seal toilets of an approved standard are to be provided and regularly serviced.

##### CONTENTS

- a) Adequate washing facilities,
- b) Toilet paper
- c) wash basins/troughs with hot and cold running water.
- d) Soap and hand sanitiser
- e) Paper towels

##### SHOWER FACILITY

- a) Shower facilities must be provided on all sites and projects
- b) Shower facilities need to have access to hot and cold water
- c) The numbers of shower needs to be determined on the number of Employees on site with at least one (1) shower per ten (10) Employees.
- d) Separate shower facilities need to be provided for female, male and unisex.

##### FEMALES FACILITIES

- a) separate change room, closet and shower facility
- b) Sanitary bins and sanitary products
- c) where portable toilets are needed there MUST be a dedicated female toilet with sanity bin

#### CLEANING

- a) Closets, urinals and portable toilets are to be washed throughout the day, with disinfectant and kept in clean, hygienic condition
- b) Every shift must have a dedicated competent peggy,
- c) The Parties must determine how many peggies will be required for the site/ project

#### CLOSET/URINAL REQUIREMENTS

| Employees | Closets                  | Urinals |
|-----------|--------------------------|---------|
| 1-5       | 1 Female 1 Male 1 Unisex | Nil     |
| 6-10      | 2 Female 1 Male 1 Unisex | 1       |
| 11-20     | 3 Female 2 Male 1 Unisex | 2       |
| 21-35     | 4 Female 3 Male 1 Unisex | 4       |
| 36-50     | 5 Female 4 Male 2 Unisex | 6       |
| 51-75     | 6 Female 5 Male 2 Unisex | 7       |
| 76-100    | 8 Female 6 Male 3 Unisex | 8       |

For each additional 20 persons or part thereof up to 200 persons, one additional urinal and closet is required. For each additional 35 persons or part thereof in excess of 200 persons, one closet for female, male and unisex is required.

The Parties will consult should there be need for additional facilities for the project or site.

## APPENDIX F – RDO CALENDAR

# 2025

|                   |                   |
|-------------------|-------------------|
| Public holiday    | Annual Leave      |
| RDO               | Lock Down Weekend |
| Mental Health Day | Westgate Memorial |

| 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 |    |    |    |

# 2026

|                   |                   |
|-------------------|-------------------|
| Public holiday    | Annual Leave      |
| RDO               | Lock Down Weekend |
| Mental Health Day | Westgate Memorial |

| 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 |    |    |

# 2027

|                   |                   |
|-------------------|-------------------|
| Public holiday    | Annual Leave      |
| RDO               | Lock Down Weekend |
| Mental Health Day | Westgate Memorial |

| 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 |    |
|          |    |    |    |    |    |    |

# 2028

|                   |                   |
|-------------------|-------------------|
| Public holiday    | Annual Leave      |
| RDO               | Lock Down Weekend |
| Mental Health Day | Westgate Memorial |

| 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 | 29 |    |    |    |    |
|          |    |    |    |    |    |    |

| 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       |    |    |    |    |    |    |

# 2029

|                   |                   |
|-------------------|-------------------|
| Public holiday    | Annual Leave      |
| RDO               | Lock Down Weekend |
| Mental Health Day | Westgate Memorial |

| 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 |    |    |    |    |    |