



DECISION

Fair Work Act 2009
s.185—Enterprise agreement

Boxshall Industries Pty Ltd Trading AS Boxshall Group
(AG2026/1304)

BOXSHALL GROUP ENTERPRISE AGREEMENT 2026-2030

Building services

DEPUTY PRESIDENT FAROUQUE

MELBOURNE, 15 JUNE 2026

Application for approval of the Boxshall Group Enterprise Agreement 2026-2030

Introduction

[1] Boxshall Industries Pty Ltd T/A Boxshall Group (the **Employer**) has made an application for approval of a single-enterprise agreement known as the *Boxshall Group Enterprise Agreement 2026-2030* (the **Agreement**), pursuant to s 185 of the Fair Work Act 2009 (Cth) (the **Act**).

Section 186, 187 and 188

[2] I am satisfied that each of the requirements of ss 186, 187 and 188 of the Act as are relevant to this application for approval have been met.

Approval

[3] The Agreement is approved and, in accordance with s 54 of the Act, will operate seven days after approval.



DEPUTY PRESIDENT

[2026] FWCA 1538

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1. TITLE AND PARTIES

1.1 Name of Agreement

1.1.1 This Agreement shall be known as the **Boxshall Group Enterprise Agreement 2026–2030**.

1.2 Parties Bound

1.2.1 This Agreement is made between:

- (a) Boxshall Industries Pty Ltd (ABN 11 155 742 144) (the Company); and
- (b) the Employees of the Company who are employed in classifications covered by this Agreement.

1.2.2 This Agreement binds the Company and all Employees to whom it applies.

1.3 Coverage and Scope

1.3.1 This Agreement applies to the Company and to all Employees employed by the Company in the classifications specified in the Schedules to this Agreement who perform work within Australia, whether employed before or after the commencement of this Agreement, while they remain employed by the Company.

1.3.2 This Agreement regulates the terms and conditions of employment for Employees covered by it to the exclusion of any modern award or other industrial instrument.

1.4 Respect and Wellbeing

1.4.1 The Company is committed to fostering a respectful, inclusive and supportive workplace for all Employees.

1.4.2 Employees are expected to treat colleagues, clients and stakeholders with professionalism, dignity and respect at all times.

1.4.3 The Company promotes a culture of safety, wellbeing, inclusion and accountability and does not tolerate bullying, harassment, discrimination or victimisation.

1.5 Guiding Principles

1.5.1 The Company is committed to job security and stable employment structures, with a preference for ongoing employment where operationally sustainable.

1.5.2 The Company supports gender equality in pay, opportunity and career progression, and is committed to merit based advancement and inclusive workplace practices.

1.5.3 The Company invests in skills development pathways, including apprenticeships, traineeships and professional development opportunities to support long term workforce capability.

1.5.4 This clause expresses the shared principles of the parties and does not create enforceable rights beyond those contained elsewhere in this Agreement.

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

2.1.1 For the purposes of this Agreement, unless the context otherwise requires:

- (a) **Act** means the Fair Work Act 2009 (Cth), as amended from time to time.
- (b) **Agreement** means the Boxshall Group Enterprise Agreement 2026–2030.
- (c) **Parties** means the Company and the Employees bound by this Agreement, as described in **clause 1.2**.
- (d) **Company** means Boxshall Industries Pty Ltd (ABN 11 155 742 144) and includes any related entity, subsidiary, or associated entity that is expressly bound by this Agreement.
- (e) **Employee** means a person employed by the Company in Australia who is covered by the classifications set out in the Schedules to this Agreement.

- (f) **General Trades** means Employees engaged in construction or trade-based work that does not involve regulated building services systems, and includes apprentices engaged in those trades.
- (g) **Services Trades** means Employees engaged in the installation, commissioning, maintenance, modification, or repair of building services systems, including electrical, hydraulic, mechanical, fire, security, communications, controls, automation, or similar services, and includes apprentices and trainees engaged in those disciplines.
- (h) **Site** means any project location, client premises, construction site, or work location where physical trade or services work is performed for a client, principal contractor, developer, or external customer.
- (i) **Professional and Business Employees** means Employees whose primary and predominant duties relate to engineering design, technical advisory or consulting services, project management, estimating, planning, commercial or contractual administration, finance, human resources, corporate support, business management or organisational leadership functions, rather than direct construction delivery or trade based installation work.
- (j) **Principal Place of Employment** means the Company workplace or Branch Office to which the Employee is permanently assigned at the commencement of their employment. An Employee's Principal Place of Employment will be specified in their letter of offer and will not be changed unless:
- the Employee agrees in writing; or
 - the Employee resigns and is re-employed at a different location; or
 - the Employee applies for and accepts a transfer.
- The Company will not unilaterally change an Employee's Principal Place of Employment for the purpose of altering wage schedules, allowances, or entitlements under this Agreement.
- (k) **Metropolitan Area** means any area located within a **sixty (60)** kilometre radius of the General Post Office of a capital city of an Australian State or Territory
- (l) **Regional Operations Zone** means any Company workplace, Branch Office, or operational location situated outside a Metropolitan Area.
- An Employee will be classified as working within a Regional Operations Zone where their Principal Place of Employment is located within that Zone.
- Temporary deployment to or from a Regional Operations Zone does not of itself change an Employee's classification for the purposes of wage schedules, allowances, or entitlements under this Agreement.
- (m) **Headquarters (HQ)** means the Company's principal place of business at 1 Crown Street, Footscray, Victoria 3011, or any replacement location notified by the Company.
- (n) **Branch Office** means any Company-established operational workplace, including any metropolitan or regional office, workshop, or operational base established by the Company.
- (o) **Distant Project** means a Site or work location situated more than **one hundred and twenty (120)** kilometres radius, calculated as a straight-line distance, from the Employee's principal place of employment.
- (p) **NES** means the National Employment Standards set out in Part 2-2 of the Act.
- (q) **Ordinary Time Earnings** has the meaning given in the Superannuation Guarantee (Administration) Act 1992 (Cth).
- (r) **Schedules** means all Schedules to this Agreement, which form part of this Agreement and set out the applicable classifications, rates of pay, allowances, and monetary amounts payable under this Agreement.
- (s) **Work Materials** means tools, equipment, materials, consumables, stock, components, plant, documentation, Company-issued uniform, personal protective equipment (PPE), or any other items provided or required for the performance of work for the Company.

2.1.2 Supervision Definitions

- (a) **Supervisor** means an Employee of the Company who has been authorised by the Company to provide direction, oversight or instruction to another Employee, and who is competent to perform or supervise the relevant work.
- A Supervisor may include a tradesperson, leading hand, foreperson, manager, professional Employee or other person appointed by the Company to oversee work activities.
 - A Supervisor does not require a specific job title and is determined by the role and authority assigned by the Company.
- (b) **Direct Supervision**
The Supervisor provides clear instructions and guidance, is readily available for communication, support and intervention, and maintains active oversight appropriate to the task complexity, risk or experience of the Employee.
For Apprentices and Trainees, the Supervisor must be physically present, within sight and hearing distance, and provide active instruction and oversight. This level of supervision typically applies to early stage apprentices and higher risk tasks.
- (c) **General Supervision**
The Supervisor provides initial direction and remains reasonably accessible during the work period. The Employee performs defined tasks with periodic review, guidance and support as required.
For Apprentices and Trainees undertaking trade work, the Supervisor must be at the same work location and readily available to attend and intervene as required.
- (d) **Broad Supervision**
The Supervisor provides initial instruction and monitors performance through agreed reporting, review or outcome-based checks. The Employee performs work independently within defined responsibilities, with the Supervisor available for consultation as required.
- (e) **Limited Supervision**
The Employee performs work with substantial autonomy and is responsible for planning, coordination and delivery of assigned functions. The supervisor is available for strategic direction, escalation or periodic review but does not provide routine operational oversight.
- (f) **Industry-Specific Legal Requirements**
Where legislation prescribes a specific supervision standard or ratio for particular work, that requirement applies in addition to these definitions.

2.2 Headings and Interpretation

- 2.2.1 Headings are for convenience only and do not affect interpretation.
- 2.2.2 Words in the singular include the plural and vice versa.
- 2.2.3 Words such as including are not words of limitation.
- 2.2.4 A defined term has the meaning given to it in this Agreement unless the context requires otherwise.

2.3 Severability

- 2.3.1 If any provision of this Agreement, or its application to any person or circumstance, is found to be invalid, unlawful, or unenforceable by a court or tribunal of competent jurisdiction, that provision will be severed to the extent of the invalidity or unenforceability and the remaining provisions of this Agreement will continue to operate in full force and effect.
- 2.3.2 Where reasonably possible, an invalid or unenforceable provision is to be read down so as to give it lawful effect consistent with the intent of the Parties.

2.4 Reference to Legislation

2.4.1 A reference in this Agreement to any legislation includes that legislation as amended, re-enacted, replaced, or substituted from time to time and includes any regulations, instruments, or statutory rules made under that legislation.

2.5 Schedules

2.5.1 The Schedules to this Agreement form part of this Agreement.

2.5.2 Where there is any inconsistency between a Schedule and the body of this Agreement, the body of the Agreement will prevail to the extent of the inconsistency.

3. OPERATION, INTERACTION AND FLEXIBILITY

3.1 Relationship to the National Employment Standards

3.1.1 The National Employment Standards (NES) apply to all Employees covered by this Agreement.

3.1.2 Where the NES provides an entitlement that is more favourable than a corresponding provision of this Agreement, the NES will prevail to the extent of the inconsistency.

3.1.3 Nothing in this Agreement is intended to exclude or reduce the operation of the NES.

3.2 Supremacy of this Agreement and Site-Based Arrangements

3.2.1 The Parties acknowledge that, from time to time, clients, principals, or head contractors may have site, project, or other Agreements, including site rates Agreements or site allowance arrangements, with trade unions and/or Employees.

3.2.2 The terms and conditions of this Agreement will prevail over and apply in lieu of any such site, project, or other Agreements, whether arising under contract, State or Federal industrial instrument, or otherwise.

3.2.3 Nothing in this clause obliges the Company to adopt, replicate, or apply site-specific rates, allowances, or conditions that exceed the terms of this Agreement.

3.3 Classification Determination

3.3.1 The application of this Agreement and the Classification of an Employee are determined by the role the Employee is engaged to perform and the primary duties and responsibilities the Employee is required to perform on an ongoing basis, having regard to the operational requirements of the Company.

3.3.2 An Employee's Classification is not determined by job title, position description, academic qualifications, degrees, certifications, licences (unless legally required to lawfully perform the role), length of service, or prior employment history.

3.3.3 The Company may assign Employees job titles, role descriptions, or client-facing designations for business, operational, or commercial purposes, including to reflect project structure, client expectations, service delivery models, or internal organisational requirements.

3.3.4 An Employee's title, designation, email signature, business card, or description provided to clients does not of itself determine the Employee's Classification, rate of pay, seniority, or entitlements under this Agreement.

3.3.5 Classification and remuneration are determined solely by reference to the duties and responsibilities the Employee is engaged to perform on an ongoing basis in accordance with this Agreement.

3.3.6 The possession of qualifications, degrees, licences, competencies, or other credentials does not of itself entitle an Employee to a higher Classification or rate of pay, except where a licence or qualification is legally required for the performance of the role.

3.3.7 An Employee will not be reclassified solely because the Employee:

- (a) performs higher-level, different, or additional duties on an incidental, temporary, relief, training, acting, or

ad hoc basis;

- (b) assists, observes, shadows, supports, or provides coverage for another Employee performing work at a higher Classification;
 - (c) performs duties outside their usual role that are reasonably incidental to their role or required to meet operational needs; or
 - (d) demonstrates capability, efficiency, or aptitude beyond the requirements of their engaged role.
- 3.3.8 An Employee's Classification will only change where:
- (a) the Company formally alters the Employee's ongoing role and primary duties; and
 - (b) the altered duties become the principal and predominant duties performed; and
 - (c) the altered duties are performed on a sustained basis for a continuous period of not less than **six (6)** months, unless otherwise agreed in writing; and
 - (d) the Company has consulted with the Employee and confirmed the change in writing.
- 3.3.9 Where an Employee performs duties across more than one Classification, the Employee will be classified according to the principal and predominant duties performed over the relevant period.
- 3.3.10 Nothing in this clause prevents the Company from temporarily assigning higher or different duties, or appointing an Employee to a trial, acting, or project-based role, without triggering reclassification, provided such arrangements are not intended to be permanent and are managed in accordance with this Agreement.
- 3.3.11 Employees will ordinarily be required to demonstrate sustained performance at their current Grade or Level for a period of approximately **twelve (12)** months before progression to the next Grade or Level may be considered.
- 3.3.12 Progression between Classifications reflects demonstrated capability, leadership, compliance performance and operational contribution, and is not automatic.
- 3.4 Individual Flexibility Arrangements (IFA)**
- 3.4.1 An employer and employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:
- (a) the agreement deals with 1 or more of the following matters:
 - arrangements about when work is performed;
 - overtime rates;
 - penalty rates;
 - allowances;
 - leave loading; and
 - (b) the arrangement meets the genuine needs of the employer and employee in relation to 1 or more of the matters mentioned in **paragraph (a)**; and
 - (c) the arrangement is genuinely agreed to by the employer and employee.
- 3.4.2 The employer must ensure that the terms of the individual flexibility arrangement:
- (a) are about permitted matters under section 172 of the Fair Work Act 2009; and
 - (b) are not unlawful terms under section 194 of the Fair Work Act 2009; and
 - (c) result in the employee being better off overall than the employee would be if no arrangement was made.
- 3.4.3 The employer must ensure that the individual flexibility arrangement:
- (a) is in writing; and
 - (b) includes the name of the employer and employee; and

- (c) is signed by the employer and employee and if the employee is under **18 years** of age, signed by a parent or guardian of the employee; and
 - (d) includes details of:
 - the terms of the enterprise agreement that will be varied by the arrangement; and
 - how the arrangement will vary the effect of the terms; and
 - how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
 - (e) states the day on which the arrangement commences.
- 3.4.4 The employer must give the employee a copy of the individual flexibility arrangement within **14 days** after it is agreed to.
- 3.4.5 The employer or employee may terminate the individual flexibility arrangement:
- (a) by giving no more than **28 days** written notice to the other party to the arrangement; or
 - (b) if the employer and employee agree in writing — at any time.

3.5 Date and Period of Operation

- 3.5.1 This Agreement will commence operation **seven (7)** days after approval by the FWC.
- 3.5.2 The nominal expiry date of this Agreement is **four (4)** years after the date of approval by the FWC.

3.6 No Extra Claims and Dispute Resolution

- 3.6.1 During the life of this Agreement, Employees will not pursue claims in respect of matters dealt with by this Agreement.
- 3.6.2 Without limiting, there will be no industrial action taken for the purpose of supporting or advancing claims against the Company until the nominal expiry date of this Agreement has passed and the requirements of the Act have been satisfied.
- 3.6.3 Any dispute arising in relation to this Agreement will be dealt with in accordance with the Dispute Resolution Procedure in **clause 18**.

3.7 Relationship to Awards

- 3.7.1 This Agreement is intended to cover all matters pertaining to the employment relationship between the Company and its Employees and represents a complete statement of the mutual rights and obligations of the Parties, to the extent permitted by law.
- 3.7.2 This Agreement displaces the operation of any modern award or other industrial instrument that would otherwise apply to Employees covered by this Agreement, except where the Act or the NES expressly provide otherwise.
- 3.7.3 Without limiting the foregoing, this Agreement displaces the operation of the following awards and any successor or replacement awards:
 - (a) Electrical, Electronic and Communications Contracting Award
 - (b) Plumbing and Fire Sprinklers Award
 - (c) Building and Construction General On-Site Award
 - (d) Manufacturing and Associated Industries Award
 - (e) Clerks – Private Sector Award
 - (f) Professional Employees Award

4. EMPLOYEE ENGAGEMENT

4.1 Types of engagement

- 4.1.1 Employees may be engaged under this Agreement on one of the following bases:

- | | | |
|---------------|---------------------------------|----------------|
| (a) full-time | (c) casual | (e) apprentice |
| (b) part-time | (d) fixed-term or project-based | (f) trainee |

4.1.2 The type of engagement does not determine an Employee's Classification, which is governed by **clause 3.3** of this Agreement.

4.2 Probationary period

4.2.1 All Employees engaged on a full-time or part-time basis will be subject to a probationary period on commencement of employment.

4.2.2 Duration

- (a) The probationary period for Employees (other than apprentices and trainees) will be **six (6)** months, unless otherwise specified in writing.
- (b) The probationary period for apprentices will be as set out in the applicable training Agreement or contract of apprenticeship and consistent with the requirements of the relevant apprenticeship authority, but will not exceed **three (3)** months.

4.2.3 Termination During Probation

During the probationary period, employment may be terminated by either party by giving **one (1)** week's notice, or payment in lieu of notice by the Company.

4.2.4 Assessment

During the probationary period, the Company may assess the Employee's suitability for ongoing employment, including performance, conduct, attendance, capability, and compliance with Company policies and site requirements.

4.2.5 Confirmation of employment following probation is at the Company's discretion and is not automatic.

4.3 Full-Time Employment

4.3.1 A full-time Employee is an Employee engaged to work an average of **thirty-eight (38)** ordinary hours per week, in accordance with the Hours of Work provisions of this Agreement.

4.3.2 Full-time Employees may be required to work additional hours where authorised or agreed in accordance with this Agreement.

4.4 Part-Time Employment

4.4.1 A part-time Employee is an Employee engaged to work less than **thirty-eight (38)** ordinary hours per week on a regular and predictable basis.

4.4.2 At the time of engagement, the Company will agree with the part-time Employee in writing on:

- (a) the guaranteed minimum number of ordinary hours per week; and
- (b) the days and times those hours are ordinarily to be worked.

4.4.3 Part-time Employees are entitled to the benefits of this Agreement on a pro rata basis according to the ordinary hours worked relative to **thirty-eight (38)** hours per week.

4.4.4 Part-time Employees may work additional hours by Agreement up to **thirty-eight (38)** ordinary hours per week and may work overtime where applicable under this Agreement.

4.4.5 Any variation to a part-time Employee's agreed ordinary hours, days, or start and finish times must be agreed in writing between the Company and the Employee.

4.4.6 Minimum Engagement

- (a) A part-time Employee will be engaged for a minimum of **four (4)** consecutive hours on any day they are required to attend for work.

- (b) Where a part-time Employee works in excess of their agreed ordinary hours, payment will be made in accordance with the overtime provisions of this Agreement.

4.4.7 Public Holidays

- (a) Where a part-time Employee's ordinarily rostered ordinary hours fall on a public holiday and the Employee does not work on that day, the Employee will be paid for those hours at their ordinary rate of pay.
- (b) Payment under this clause is limited to the Employee's agreed ordinary hours and does not apply to hours that are not ordinarily rostered.
- (c) Where a part-time Employee works on a public holiday, payment will be made in accordance with the Public Holidays provisions of this Agreement.

4.5 Casual Employment

4.5.1 A casual Employee is an Employee engaged and paid as a casual.

4.5.2 Casual Employees:

- (a) have no guaranteed or ongoing hours of work;
- (b) are paid on an hourly basis; and
- (c) receive a casual loading as provided for in the applicable Schedule, in lieu of paid annual leave, personal/carer's leave, notice of termination, redundancy pay, and payment for public holidays not worked.

4.5.3 Casual Conversion

- (a) The Company will reasonably initiate discussions regarding conversion where a regular and ongoing pattern of work develops.
- (b) A Casual Employee may elect to convert to permanent part-time or full-time employment after **six (6)** months of regular and systematic employment, provided there is an ongoing pattern of work that could reasonably be performed on a permanent basis.
- (c) Where a Casual Employee makes a request for conversion under this clause and the eligibility criteria are met, the Company will approve the conversion, unless there are genuine operational reasons preventing conversion.
- (d) A Casual Employee is not required to convert to permanent employment and may elect to remain engaged as a casual.
- (e) Any conversion under this clause will take effect from an agreed date and on agreed hours, having regard to the Employee's actual pattern of work.

4.5.4 A Casual Employee is engaged on the basis that there is no firm advance commitment by the Company to continuing and indefinite work according to an agreed pattern of work, unless and until the Employee elects to convert to permanent employment under this Agreement.

4.5.5 Minimum Engagement

- (a) A Casual Employee will be engaged for a minimum of **four (4)** consecutive hours on any day they are required to attend for work.
- (b) Where a Casual Employee is required to attend for work and is not provided with productive work for the minimum engagement period, the Employee will be paid for **four (4)** hours.
- (c) This minimum engagement does not apply where the Employee elects to cease work earlier for personal reasons.

4.5.6 Hours of Work

Casual Employees will not ordinarily be required to work more than **forty (40)** hours in any week without

overtime being payable in accordance with this Agreement.

4.5.7 Saturday Work

For casual Employees, work performed on a Saturday will be treated as ordinary hours where the Employee has worked less than **thirty two (32)** hours in that week prior to the Saturday shift. Where the Employee has worked **thirty two (32)** hours or more, all Saturday hours will be treated as overtime in accordance with this Agreement.

4.6 Fixed-Term and Project-Based Employment

4.6.1 A fixed term or project based Employee may be engaged for:

- (a) a specified period;
- (b) a specific task or project; or
- (c) the duration of a particular contract or project phase.

4.6.2 The Company will advise the Employee in writing at the commencement of employment of:

- (a) the nature of the engagement; and
- (b) the expected duration or completion criteria.

4.6.3 Fixed term and project based employment will be used only where permitted and will comply with all statutory requirements, including any limitations on duration, renewals and the provision of required information statements.

4.6.4 Engagement under this clause does not of itself create an expectation of ongoing employment.

4.7 Apprentices

4.7.1 Employees may be engaged as apprentices in accordance with applicable training legislation.

4.7.2 Apprentices are Employees for the purposes of this Agreement and are classified and paid in accordance with the relevant Schedule.

4.7.3 Engagement as an apprentice does not guarantee ongoing employment upon completion of the apprenticeship.

4.8 Work Experience

4.8.1 The Company may host individuals participating in approved work experience or vocational placement programs as part of a recognised school, tertiary, or training institution program.

4.8.2 Work experience participants are not Employees for the purposes of this Agreement and are not entitled to wages, allowances, leave, or other employment benefits under this Agreement.

4.8.3 Work experience placements are observational and educational in nature and do not involve the performance of productive work that would otherwise be performed by an Employee.

4.8.4 The Company may, at its discretion, provide work experience participants with a daily allowance or reimbursement to assist with incidental expenses. Any such payment is not wages and does not create an employment relationship.

4.9 Trainees

4.9.1 The Company may engage Employees as trainees under a recognised traineeship in accordance with applicable training legislation.

4.9.2 Trainees are Employees for the purposes of this Agreement and will be classified within the Professional and Business classification.

4.9.3 Trainees will be paid as a percentage of the Professional and Business **Grade 1** rate set out in Schedule **C.3** as follows:

- (a) Year 1 – 60%
- (b) Year 2 – 70%
- (c) Year 3 – 80%

4.9.4 Progression between stages will be based on the trainee's progression within the traineeship and

satisfactory performance.

- 4.9.5 Engagement as a trainee does not of itself entitle an Employee to ongoing employment or automatic progression upon completion of the traineeship.

5. REMUNERATION

5.1 Payment of Wages

- 5.1.1 Employees will be classified in accordance with this Agreement and paid not less than the rate applicable to their Classification as set out in the relevant Schedule.
- 5.1.2 Wages are paid weekly by electronic funds transfer on a weekday nominated by the Company.
- 5.1.3 On termination of employment, outstanding wages will be paid on the next normal pay day unless earlier payment is required by law.
- 5.1.4 The Company may change the nominated pay day by providing at least **seven (7)** days' notice to Employees.
- 5.1.5 Rates of pay will be adjusted in accordance with the increases and operative dates specified in the applicable Schedule to this Agreement.
- 5.1.6 Where an Employee receives remuneration that exceeds the minimum entitlements under this Agreement, the excess may be applied to satisfy any monetary entitlement arising under this Agreement.
- 5.1.7 If an overpayment occurs, the Company will notify the Employee and a reasonable repayment arrangement will be agreed having regard to the amount and the Employee's circumstances.
- 5.1.8 Any deduction from monies payable on termination will only be made with the written agreement of the Company and the Employee, and must be reasonable in the circumstances.
- 5.1.9 The rates set out in the Schedules are inclusive of all non expense related allowances, loadings and monetary entitlements that would otherwise be payable under any applicable modern Award, unless expressly stated otherwise in this Agreement.

These rates apply as the minimum rates for the purposes of calculating remuneration, paid leave and redundancy entitlements under this Agreement.

5.1.10 Junior Professional and Business Employees – Pay Rates

- (a) This clause applies to Employees engaged in Professional and Business classifications who are under **twenty-four (24)** years of age and who are not engaged as Apprentices or Trainees.
- (b) The minimum hourly rate payable to a Junior Employee will be calculated as a percentage of the rate of pay applicable to the most appropriate Classification under the relevant Schedule.
- (c) The following percentages apply:

Age	Percentage
Under 16 years of age	50%
16 & 17 years of age	60%
18 & 19 years of age	70%
20 & 21 years of age	80%
22 & 23 years of age	90%

5.1.11 Regional Operations Zone – Pay Rates

Employees whose Principal Place of Employment is located within a Regional Operations Zone will be paid base hourly rates that are **ten percent (10%)** lower than the corresponding pay rates set out in the applicable wage Schedule to this Agreement.

This clause does not apply to Junior Professional and Business Employees covered by **clause 5.1.10**.

5.2 Operational Allowance

5.2.1 An Operational Allowance is payable to Employees required to perform work on a Site.

5.2.2 The Operational Allowance is payable for ordinary hours worked while an Employee is performing operational or project-based work.

5.2.3 The applicable Operational allowance rates for:

- (a) Apprentices; and (b) General Trades and Services Trades Employees

are set out in the applicable Schedule to this Agreement.

5.2.4 Ordinary Hours Only

The Operational Allowance:

(a) is payable only in respect of ordinary hours worked; and

(b) is not payable for:

- overtime hours;
- work performed on Saturdays, Sundays, or public holidays;
- periods of leave, RDOs, or absences; or
- non-operational duties performed at the Company's HQ, Branch Office, workshop, or during training, TAFE or RTO.

5.2.5 The Parties acknowledge that the Operational Allowance recognises participation in revenue-generating operational work performed during ordinary hours on a Site. Operational work includes coordination and execution of works, compliance documentation and ITP requirements, project reporting, and the active use of Company workforce management systems, communication platforms, digital documentation systems and tracking processes necessary to support project delivery and operational coordination. Overtime payments are intended to compensate Employees for extended or unsocial hours and may arise due to operational, scheduling, or client-driven requirements that do not attract additional project revenue.

5.2.6 The Operational Allowance forms part of wages for the purposes of this Agreement and is payable only in the circumstances set out in this clause.

5.3 Fares and Travel

5.3.1 General Travel Principle

- (a) Travel between an Employee's place of residence and their usual place of work is not working time and does not attract payment or allowances unless expressly provided in this Agreement.
- (b) Employees are responsible for arranging personal travel to attend work in accordance with scheduled start times.
- (c) This clause applies to all Employees unless otherwise specified.
- (d) Where practicable, the Company will seek to allocate Employees to Sites or work locations reasonably proximate to the Employee's principal place of residence, having regard to operational requirements, skill suitability, project needs, and fairness across the workforce.

5.3.2 Fares Allowance – Site Based Work

- (a) A fares allowance is payable where an Employee is required to commence work at a Site in accordance with the applicable Schedule, unless otherwise excluded under this clause.
- (b) A fares allowance is not payable where the Employee:
- starts and finishes work at the Company's HQ, office, workshop, or other registered office or Branch Office;
 - attends School, TAFE, RTO, or other training or education as part of their employment or apprenticeship;

- attends meetings, training, inductions, toolbox talks, or administrative activities;
- is provided with Company transport or a Company vehicle for travel.

5.3.3 Travel Responsibility and Operational Mobility

- (a) An Employee's personal travel arrangements must allow them to attend work in accordance with scheduled start times.
- (b) Travel time between an Employee's place of residence and the first or last work location of the day is not working time and does not form part of hours worked, except where expressly provided for under this Agreement.
- (c) Employees whose roles require operational mobility must be capable of travelling between Sites, Branch Offices or suppliers during working hours as reasonably directed by the Company.
- (d) An Employee's choice of transport to attend work must not unreasonably restrict their ability to comply with lawful and reasonable directions to attend alternate work locations during the working day.
- (e) Where an Employee attends work in a manner that restricts their ability to travel between Sites during the working day, including by use of public transport or other means that limit operational mobility, the Employee may not be entitled to fares, travel allowances, or excess travel payments for that day.
- (f) This clause does not require an Employee to own a private vehicle; however, Employees are responsible for ensuring they can meet the operational requirements of their role.

5.3.4 Use of Private Vehicle

Where an Employee is required by the Company to use their own vehicle during working hours, the Employee will be entitled to a kilometre allowance in accordance with the applicable Schedule.

For clarity:

- (a) Travel between an Employee's residence and the first required work location of the day, and between the last work location and the Employee's residence, does not constitute use of a private vehicle during working hours.
- (b) Where an Employee is required to attend the Company's HQ, Branch Office, workshop or other Company premises as the first required location of the day, travel between that location and a Site on the same day does not of itself attract kilometre allowance, unless the Employee is separately directed to perform additional travel during paid working time.

5.3.5 Excess Travel Time

Where an Employee is required to travel to or from a Site located more than **sixty (60)** kilometres from the Employee's Principal Place of Employment, the Employee will be paid for the actual reasonable travel time that exceeds the first **sixty (60)** kilometres.

- (a) Excess travel time will be paid at the Employee's ordinary hourly rate and calculated in **fifteen (15)** minute increments.
- (b) Excess travel time does not count as ordinary hours worked for the purpose of calculating overtime.
- (c) Payment for excess travel time does not reduce the requirement for the Employee to perform their ordinary daily hours of work on Site.
- (d) Excess travel time does not of itself trigger overtime or penalty rates.

5.3.6 Collection of Work Materials

- (a) The collection of Work Materials under this clause is intended to occur on a reasonable and ad-hoc basis to meet operational needs and is not expected to form part of an Employee's ordinary daily duties.
- (b) Where an Employee is required to collect work materials on the way to or from work and the detour from the Employee's normal direct route does not exceed **thirty (30)** minutes, the time will be treated in accordance with **clause 6.1.7** and will not attract additional kilometre allowance, fares allowance, or

excess travel time.

- (c) Where the detour exceeds **thirty (30)** minutes, the excess time will be treated as working time, and where a private vehicle is used, kilometre allowance will apply in accordance with **clause 5.3.4**.

5.3.7 Parking Reimbursement

Where an Employee is required to attend a Site or project at which free or reasonably accessible parking is not available, the Company will reimburse the reasonable cost of parking actually incurred by the Employee. Reimbursement under this clause:

- | | |
|--|---|
| (a) applies to all Employees required to work on Site; | (e) is not wages and does not form part of ordinary time earnings; and |
| (b) is capped at the maximum daily amount set out in the applicable Schedule; | (f) is not payable during periods of leave, RDOs, public holidays, or non-Site duties. |
| (c) is subject to the Employee providing a valid receipt or other reasonable proof of payment; | (g) does not include reimbursement of parking fines, infringement notices, towing costs, or penalties arising from unlawful or non-compliant parking. |
| (d) is payable only for days worked on Site; | |

5.3.8 Relationship to Living Away From Home

Where a Site or project is situated more than **one-hundred and twenty (120)** kilometres radius (calculated as the crow flies) from the Employees Principal Place of Employment, living away from home arrangements, where applicable, are governed by **clause 5.4** of this Agreement.

For the avoidance of doubt, excess travel time under this clause does not apply where the Employee is required to live away from home.

5.4 Living Away From Home Allowance

5.4.1 An Employee will be regarded as living away from home only where the Company requires the Employee to work on a Distant Project and to remain away from their usual place of residence overnight.

5.4.2 Where an Employee is required to live away from home, the Company may elect to:

- (a) provide reasonable accommodation and three adequate meals each day; or
- (b) provide reasonable accommodation and pay an allowance in accordance with the applicable Schedule to compensate for meals and incidental expenses; or
- (c) pay an allowance in accordance with the applicable Schedule in lieu of providing accommodation, meals and incidental expenses.

5.4.3 Any allowance paid under this clause is not wages and does not form part of ordinary time earnings.

5.4.4 Where accommodation is provided, it will be of a reasonable standard.

5.4.5 Long travel, early starts, late finishes, traffic conditions or commuting time do not of themselves constitute living away from home.

5.5 Income Protection Insurance

5.5.1 Provision of Insurance

The Company will maintain a compulsory group income protection insurance policy for full time and part time Employees with a reputable Australian insurer. Casual Employees are excluded.

5.5.2 The policy will provide, at a minimum:

- (a) a benefit equal to **seventy five percent (75%)** of the Employee's base rate of pay;
- (b) continued superannuation contributions during the benefit period at approximately **twelve percent (12%)** of the insured salary, where provided under the policy;
- (c) a maximum insured salary of **\$108,000** per annum for the purposes of calculating benefits.

- (d) a waiting period of approximately **thirty (30)** days; and
- (e) a benefit period of up to **two (2)** years.

subject to the terms and conditions of the policy.

5.5.3 Waiting Period Support

During the waiting period, Employees may access accrued paid leave entitlements.

Where an Employee does not have sufficient accrued paid leave to cover the full waiting period at **seventy five percent (75%)** of base pay, the Company will make up the shortfall for the balance of the **thirty (30)** day waiting period at **seventy five percent (75%)** of base pay.

5.5.4 Interaction with Other Schemes

Where an Employee is entitled to payments under workers' compensation, TAC or any other statutory or insurance scheme, the income protection policy may operate as a top up or offset in accordance with the policy terms.

5.5.5 Policy Exclusions

Coverage under the income protection policy is subject to the insurer's policy terms, conditions, limitations and exclusions. Without limiting those policy terms, coverage will generally not apply to disabilities arising from intentional self-inflicted injury, criminal or unlawful acts committed by the Employee, uncomplicated pregnancy or childbirth, or war or acts of war.

5.5.6 Administration

The Company will pay the premiums required to maintain the policy during employment. Benefits are payable strictly in accordance with the insurer's policy terms and approval processes.

5.5.7 Rehabilitation and Return to Work

The income protection policy will reasonably include rehabilitation and return to work support, where available under the terms of the policy.

5.5.8 Continuation After Employment

Upon termination of employment, an Employee may apply, subject to the insurer's rules and eligibility requirements, to continue or convert the coverage to an individual policy at their own cost.

5.5.9 Contributions and benefits provided under this clause are not wages, do not form part of ordinary time earnings, and are not included in the calculation of any other entitlement under this Agreement.

5.6 Salary Sacrifice and Packaging

5.6.1 By written Agreement, an Employee may elect to salary sacrifice a portion of their remuneration in accordance with applicable taxation and superannuation requirements.

5.6.2 Salary sacrifice arrangements may include additional superannuation contributions, novated motor vehicle leasing, or other arrangements approved by the Company.

5.6.3 A salary sacrifice arrangement must not reduce the Employee's base rate of pay for the purpose of calculating leave, notice, redundancy, superannuation, or other statutory entitlements.

5.6.4 All arrangements:

- (a) must be documented in writing;
- (b) are subject to administrative feasibility and Company approval; and
- (c) may be varied or ceased by Agreement or where required due to changes in taxation or law.

5.6.5 Salary sacrifice is discretionary and does not create an ongoing entitlement.

5.7 Superannuation

5.7.1 The Company will make superannuation contributions in respect of each Employee's ordinary time earnings to a complying superannuation fund nominated by the Employee, in accordance with applicable

superannuation legislation.

- 5.7.2 Where an Employee does not nominate a complying fund, contributions will be made to the Company's nominated default fund.
- 5.7.3 The contribution rate will be the minimum rate required by superannuation guarantee legislation as in force from time to time.

5.8 Productivity and Performance Payments

- 5.8.1 The Company may, at its discretion, implement productivity payments, performance bonuses, incentive payments, KPI-based rewards, or similar arrangements to recognise efficiency, quality of work, safety performance, attendance, leadership, or other business objectives.
- 5.8.2 Any payment under this clause:
- (a) is discretionary and ex gratia in nature;
 - (b) is not wages and does not form part of ordinary time earnings;
 - (c) does not accrue and is not guaranteed; and
 - (d) does not create any ongoing entitlement, expectation, or right to payment unless expressly stated in writing by the Company.
- 5.8.3 Productivity or performance payments may be administered by reference to Company policies, performance frameworks, KPI schemes, or review processes as determined by the Company from time to time, which may be amended, replaced, or withdrawn at the Company's discretion.

5.9 Recognition and Milestones

- 5.9.1 The Company may recognise Employee contributions, service milestones and performance achievements through awards, acknowledgements or other forms of recognition.
- 5.9.2 Recognition may include non-monetary acknowledgements, service awards, or discretionary performance-based rewards.

5.10 No Reduction in Take Home Pay

- 5.10.1 The Company warrants that no Employee will suffer a reduction in take-home pay as a direct result of the approval and operation of this Agreement.
- 5.10.2 Where an Employee was receiving remuneration or benefits in excess of the minimum entitlements provided by this Agreement prior to its approval, the Company may maintain those arrangements through absorption, over-award payments, or other lawful means.

5.11 Pay Transparency

- 5.11.1 Employees are free to discuss their remuneration or employment conditions with others, or to choose not to do so.
- 5.11.2 The Company will not make, enforce, or rely on any term that prohibits an Employee from disclosing or discussing their remuneration or employment conditions.

6. HOURS OF WORK AND ATTENDANCE

6.1 Ordinary Hours of Work

- 6.1.1 This clause applies to Employees other than shiftworkers.
Shiftwork arrangements, where required, will be dealt with separately under this Agreement.
- 6.1.2 Ordinary Weekly Hours
- (a) The ordinary hours of work for a full-time Employee will be an average of **thirty-eight (38)** hours per week.
 - (b) Ordinary hours may be averaged over a period of up to **twenty-eight (28)** consecutive days to meet

operational and project requirements.

6.1.3 Maximum Daily Ordinary Hours

- (a) Ordinary hours of work will normally be worked up to **eight (8)** hours per day.
- (b) Ordinary hours of up to **ten (10)** hours in any one day may be worked where:
 - the work is authorised by the Company; and
 - appropriate supervision is provided; and
 - suitable roster arrangements are in place; and
 - the Company has regard to health, safety, and fatigue management obligations.

6.1.4 Span of Ordinary Hours

Ordinary hours may be worked between **6.00am** and **6.00pm** Monday to Friday. Work performed outside this span is treated as overtime or shift work in accordance with this Agreement.

6.1.5 Staggered Hours

The Company may introduce staggered starting and finishing times, including staggered breaks, to manage Site access, congestion, productivity, safety, or project sequencing requirements.

6.1.6 Continuous Work and Breaks

Ordinary hours will be worked continuously, except for authorised meal and rest breaks in accordance with this Agreement.

6.1.7 Incidental Work Time

- (a) The hourly rates under this Agreement compensate full-time Employees for reasonable incidental time associated with the commencement or conclusion of work, including early arrival expectations, attendance at scheduled toolbox meetings, minor collection of work materials, and brief operational or performance discussions.
- (b) Such incidental time may average up to **ninety (90)** minutes per week over a **four (4)** week period, provided it does not exceed **one-hundred and twenty (120)** minutes in any single week.
- (c) Incidental time within these limits does not constitute additional ordinary hours or overtime.
- (d) Time exceeding these limits will be treated as working time and paid in accordance with this Agreement.

6.1.8 Flexible Working Arrangements

- (a) Employees may request flexible working arrangements in accordance with the NES.
- (b) The Company may also reasonably consider other requests for flexible working arrangements, having regard to operational requirements, team collaboration, performance, and the nature of the role.

6.1.9 By Agreement, the Company and Employee may record a temporary shortfall in ordinary hours where the Employee is paid for time not worked. The Employee agrees that such shortfall may be worked back within **four (4)** weeks. If the shortfall is not worked within that period, any recovery of overpaid wages will be managed in accordance with **clause 5.1.8**

6.2 Start and Finish Times

6.2.1 Determination of Start and Finish Times

Start and finish times for Employees will be determined by the Company within the applicable span of ordinary hours set out in **clause 6.1**, having regard to operational, Site, project, and client requirements. Different start and finish times may apply to different Sites, projects, work groups, or Employees.

6.2.2 Notification

The Company will provide reasonable notice of start and finish times, including any changes, except where changes are required due to safety, weather, Site conditions, client direction, or other circumstances beyond the Company's control.

6.2.3 No Guarantee of Fixed Times

Nothing in this Agreement guarantees an Employee fixed or permanent start or finish times unless expressly agreed in writing.

6.3 Attendance Expectations and Readiness

6.3.1 Attendance

- (a) Employees are expected to attend work as rostered and in accordance with their assigned start and finish times.
- (b) Employees must notify their supervisor, site manager, or the Company as soon as practicable if they are unable to attend work or will be late.

6.3.2 Readiness

Employees are expected to be at work location, ready for work, and fit for duty at their scheduled start time.

Being “ready for work” includes:

- (a) being present at the work location;
- (b) wearing required personal protective equipment;
- (c) having required Work Materials; and
- (d) having completed any required inductions, pre-starts, or safety checks.

6.3.3 Early Arrival Expectation

- (a) Employees must ensure they are ready to commence work at the scheduled start time.
- (b) Where reasonably required by the Company, Site, or project conditions, Employees may be expected to arrive up to **fifteen (15)** minutes prior to the scheduled start time to allow for Site access, inductions, pre-start meetings, tool preparation, or safety requirements.
- (c) Time spent in accordance with this clause forms part of the incidental time arrangements in **clause 6.1.7** and does not constitute additional ordinary hours or overtime within the limits specified in that clause.
- (d) Where time exceeds the limits specified in **clause 6.1.7**, it will be treated as working time and paid accordingly.

6.4 Rosters and Rostered Days Off (RDOs)

6.4.1 Rostered Days Off (RDOs) are provided to promote rest, wellbeing, family time, and sustained productivity. RDOs are not intended to operate as a long-term accrual or savings mechanism.

6.4.2 This clause applies to full-time and part-time Employees. Casual Employees are not entitled to RDOs.

6.4.3 Accrual of RDOs

- (a) Employees work ordinary hours of **thirty-eight (38)** hours per week, typically worked as **eight (8)** hours per day, Monday to Friday.
- (b) RDOs accrue at the rate of **0.05** hours for each paid ordinary hour.
- (c) This accrual equates to approximately **thirteen (13)** RDOs per year for a full-time Employee working **thirty-eight (38)** hours per week.
- (d) RDOs do not accrue during unpaid leave or periods of unauthorised absence.

6.4.4 RDO Calendar

- (a) The Company will establish an annual RDO calendar identifying the planned **thirteen (13)** RDOs for the year.
- (b) RDO calendars will be prepared with consultation and issued as early as practicable prior to the commencement of each calendar year.
- (c) The Company may operate separate RDO calendars for different work groups or operational needs.

6.4.5 Working on an RDO

Where an Employee works on a scheduled RDO due to operational requirements, training, or approved absence (including TAFE), the RDO will be banked and taken at a later time.

6.4.6 Limits on Accumulation

- (a) An Employee must not accumulate more than **five (5)** RDOs at any time.
- (b) Where an Employee approaches the maximum accrual, the Company may direct the Employee to take RDOs to reduce the balance.

6.4.7 Taking RDOs

- (a) Subject to operational requirements, Employees may request to take accrued RDOs in full days, half days, or by way of hours. Where practicable, Employees should provide at least **one (1)** week's notice of an intention to take a banked RDO, unless otherwise agreed.
- (b) The Company may require an Employee to take accrued RDOs, including in full days, half days, or by way of hours, where work is not available or where operational requirements reasonably require, by providing at least **one (1)** week's notice, unless urgent operational circumstances arise or otherwise agreed.

6.4.8 Payment of RDOs

- (a) Upon request, the Company may agree to cash out accrued RDOs at the Employee's ordinary hourly rate at the time of payment.
- (b) Accrued but untaken RDOs will be paid out on termination of employment at the Employee's ordinary rate.

6.5 Overtime

6.5.1 Ordinary Hours and Reasonable Additional Hours

- (a) Employees may be required to work reasonable additional hours in excess of their ordinary hours to meet the operational requirements of the Company, including project delivery, client commitments, shutdowns, emergencies, breakdowns, or unplanned works.
- (b) Employees acknowledge that the nature of the Company's operations means overtime will arise from time to time and forms part of employment.

6.5.2 Overtime applies to:

- (a) hours exceeding the rostered daily ordinary hours;
- (b) hours worked outside the span of ordinary hours; and
- (c) all hours worked on Saturdays, Sundays and Public Holidays.

6.5.3 Overtime Rates

Overtime will be paid on the Employee's ordinary hourly rate as follows:

Monday-Friday:	Time and a half for the first two (2) hours and double time thereafter
Saturday:	Time and a half for the first two (2) hours and double time thereafter
Sunday:	Double time
Public Holidays:	Double time and a half

6.5.4 Overtime Availability Expectation

- (a) Where overtime is operationally required, Employees are expected to be reasonably available to perform up to **twenty (20)** hours of overtime per month, subject to fatigue, safety, and personal circumstances.
- (b) This clause does not guarantee the availability of overtime and does not require the Company to create overtime where none exists.

6.5.5 Distribution of Overtime

- (a) The Company will endeavour to distribute overtime fairly and reasonably across Employees where practicable and will not routinely rely on the same Employees to perform overtime without reasonable cause.
- (b) Where an Employee indicates a preference to work additional overtime for income purposes, the Company will reasonably facilitate access to available overtime, having regard to operational requirements, skill suitability, safety, and fairness to other Employees.

6.5.6 Overtime Limits and Fatigue Management

Unless otherwise agreed or required due to operational necessity, an Employee will not be required to work more than **twenty (20)** hours of overtime in any one week.

This weekly limit may be exceeded where:

- (a) the Employee is engaged in approved shift work arrangements;
- (b) overtime is required due to emergencies, breakdowns, safety risks, or critical unplanned works; or
- (c) the Employee voluntarily agrees to work additional overtime, having regard to fatigue and safety considerations.

In all cases, overtime must be reasonable and must not compromise health, safety, or wellbeing.

6.6 Call-Outs and Recall to Work

6.6.1 Recall to Work

Where an Employee has completed their ordinary hours and is recalled to work, the Employee will be paid for the actual time worked at the applicable overtime rate, subject to a minimum payment of **two (2)** hours per recall.

6.6.2 Multiple Call-Outs

Each separate recall will be treated as a separate call-out unless the Employee has not returned home or has remained continuously engaged on work.

6.6.3 Travel Time

For the purposes of this clause, time worked includes reasonable travel time from the Employee's place of residence to the work location and return.

6.6.4 Emergency and Breakdown Work

Call-outs may arise due to emergencies, breakdowns, safety risks, or urgent service requirements and may occur outside ordinary hours.

6.7 On-Call and Standby Arrangements

6.7.1 Establishment of On-Call Roster

The Company may establish on-call or standby arrangements to support service, maintenance, emergency or client response requirements. Where an on-call roster is implemented:

- (a) the Company will provide Employees with at least **one (1)** month's notice of the roster, where practicable;
- (b) on-call duties will be allocated having regard to skills, competency, experience and operational requirements; and
- (c) Employees may, by Agreement and subject to operational coverage being maintained, swap rostered on-call duties with another eligible Employee.

6.7.2 Eligibility

- (a) Trade-based Employees may be rostered on-call where their role requires physical attendance at Sites.
- (b) Apprentices may be rostered on-call where appropriate to their level of training and competency, provided adequate supervision is available and the arrangement does not compromise safety or training

obligations.

6.7.3 On-Call Allowance

Employees rostered on-call will be paid an on-call allowance in accordance with the applicable Schedule. Different allowance rates apply to the following classifications:

- (a) Trade-based Employees; and
- (b) Apprentices.

The applicable rates and payment structure are set out in the Schedule to this Agreement.

6.7.4 On-Call Obligations

An Employee rostered on-call must:

- (a) remain contactable by phone or other nominated means;
- (b) be fit for duty and capable of attending work if required; and
- (c) comply with all safety and legal requirements, including those relating to fatigue, alcohol, and drugs.

6.7.5 Call-Out While On-Call

Where an Employee is called out while rostered on-call, the Employee will be paid for the actual time worked at the applicable overtime rate, subject to any minimum call-out payment under this Agreement.

6.8 Meal and Rest Breaks

6.8.1 Standard Breaks

Meal and rest breaks include any personal activities undertaken during those breaks. No additional paid time will be provided for personal errands or activities outside of the break entitlements set out in this clause, including (without limitation) purchasing food or refreshments.

Employees are entitled to:

- (a) one paid rest break of **fifteen (15)** minutes per day; and
- (b) one unpaid meal break of **thirty (30)** minutes, to be taken no later than after **six (6)** hours of work.
- (c) By Agreement between the Company and the Employee's, or where operationally required, the unpaid meal break may be extended to up to **sixty (60)** minutes.

(d) **One (1)** Break Arrangement

Where a work group on a particular Site or project prefers to work a one break arrangement, the Company may approve an arrangement under which the rest break and meal break are combined into a single paid break of **thirty (30)** minutes.

With a corresponding adjustment to start and finish times so that Employees receive not less than **eight (8)** ordinary hours of pay for the day.

6.8.2 A **one (1)** break arrangement may be applied:

- (a) by Agreement with Employees working on a particular Site or project; or
- (b) across a work group where it is the established and accepted practice.

The Company may vary or withdraw a one break arrangement where operational requirements change.

6.8.3 Overtime Breaks

Where an Employee is required to continue working overtime:

- (a) Monday to Friday, a paid break of **twenty (20)** minutes will be provided after two (2) hours of overtime;
- (b) Saturday, Sunday, or Public Holidays, a paid break of **twenty (20)** minutes will be provided after **four (4)** hours of overtime.

6.8.4 Minimum Break

Where practicable, Employees will be provided with a minimum break of **ten (10)** consecutive hours between finishing work and commencing their next period of ordinary hours.

6.8.5 Insufficient Break Due to Call-Out

Where an Employee is required to work such that they do not receive the minimum break, the Company will:

- (a) release the Employee from ordinary duties until the minimum break is achieved, without loss of ordinary pay; or
- (b) by Agreement, allow the Employee to continue working, in which case all hours worked until the break is achieved will be paid at time and a half until the minimum break is achieved.

6.8.6 Fatigue and Safety

Nothing in this clause requires an Employee to work in circumstances that would be unsafe due to fatigue.

6.9 Shift Work

6.9.1 For the purposes of this Agreement, shift work applies only where an Employee is rostered to perform a shift that:

- (a) commences before, finishes after, or is performed wholly or partly outside the ordinary span of hours prescribed under this Agreement; and
- (b) the arrangement is communicated with at least **five (5)** days' notice; and
- (c) the Employee is rostered to work a minimum of **ten (10)** consecutive shifts outside the ordinary span; and
- (d) the work forms part of a planned rostered system and is not ad hoc overtime.

Where these requirements are not satisfied, all hours worked outside the ordinary span will be treated as overtime, unless the applicable shift loading results in a higher rate of pay.

6.9.2 Continuous Shift Work

An Employee will be regarded as a continuous shiftworker where they are rostered to perform shift work as part of a planned roster, and the shift work forms a regular and ongoing component of their duties, as opposed to occasional or ad hoc work outside the ordinary span, and may include weekend or public holiday work as part of the ordinary roster.

6.9.3 NES Shiftworker Status

An Employee who meets the definition of continuous shiftworker under this clause will be treated as a NES shiftworker.

6.9.4 Annual Leave for Continuous Shiftworkers

Employees classified as continuous shiftworkers are entitled to an additional **one (1)** week annual leave.

6.9.5 Shift Loadings

Applicable shift loadings will be paid in accordance with the relevant classification and Schedule where shift work applies under this clause.

Shift loadings do not apply to hours paid as overtime.

6.10 Time Recording

6.10.1 Requirement to Record Time

Employees must accurately record, for each working day, their:

- (a) start and finish times;
- (b) meal breaks;
- (c) Site, client, project, or work location;
- (d) tasks or work activities performed;
- (e) brief comments describing the work completed; and
- (f) photographs of completed work or work stages.

6.10.2 Time Recording Systems

The Company may require Employees to record time using any reasonable system nominated by the Company, including electronic systems, mobile applications, paper records, or site-based records.

The Company may change or update time recording systems from time to time, following reasonable notice.

6.10.3 Accuracy and Responsibility

- (a) Employees are responsible for ensuring their time records are complete, accurate, and submitted in accordance with Company requirements.
- (b) Time records must reflect actual hours worked and must not be falsified, estimated, or completed on behalf of another Employee unless authorised.

6.10.4 Verification and Correction

- (a) The Company may review, verify, and correct time records where errors, omissions, or inconsistencies are identified.
- (b) Payments will be made based on the Company's approved time records as reflected on the Employee's payslip.
- (c) If an Employee believes a payment does not accurately reflect hours worked, the Employee must notify the Company as soon as practicable so the matter can be reviewed.

6.10.5 Payment Based on Records

Payment of wages, overtime, allowances, and entitlements will be based on approved time records, subject to any correction or verification.

7. LEAVE

7.1 Annual Leave

7.1.1 Entitlement

- (a) Full-time Employees are entitled to **four (4)** weeks of paid annual leave per year of service.
- (b) Part-time Employees accrue annual leave on a pro rata basis.
- (c) Annual leave accrues progressively and accumulates from year to year.
- (d) Annual leave will be paid at the Employee's ordinary rate of pay for the ordinary hours they would have worked had they not been on leave.

7.1.2 For the purposes of this Agreement, annual leave accrues at the rate of **0.076923** hours for each ordinary hour worked.

7.1.3 Taking Annual Leave

- (a) Annual leave will be taken at a time reasonably agreed between the Employee and the Company, having regard to operational requirements, workload, and resourcing.
- (b) Employees should provide reasonable notice of a request for annual leave. Wherever practicable, at least **four (4)** weeks' notice should be given for planned leave.
- (c) Annual leave may be taken as:
 - single days;
 - consecutive days; or
 - part-days, by Agreement.
- (d) The Company will not unreasonably refuse a request for annual leave.

7.1.4 Annual Leave in Advance (Negative Leave)

- (a) Employees who have completed at least **twelve (12)** months of continuous service may, by Agreement, access annual leave in advance of accrual.
- (b) Leave taken in advance may result in a negative annual leave balance of up to:
 - **twenty-four (24)** hours, or

- such greater or lesser amount as may be reasonably agreed having regard to service history, operational needs, and individual circumstances.

(c) Any annual leave taken in advance will be deducted from future accruals.

(d) Where employment ends and an Employee has a negative annual leave balance, the Company may deduct the value of the advanced leave from final payments.

7.1.5 Excessive Annual Leave

(a) For the purposes of this Agreement, excessive annual leave means a balance of **eight (8)** weeks or more.

(b) Where an Employee has accrued an excessive annual leave balance, the Company may consult with the Employee to agree on a plan to reduce the balance.

(c) Where Agreement cannot be reached, the Company may direct an Employee to take annual leave in accordance with the NES, provided reasonable notice is given.

7.1.6 Christmas or Business Close-Down

(a) The Company may require Employees to take annual leave as part of a business or project close-down, including over the Christmas and New Year period, by providing reasonable notice.

(b) Public holidays occurring during any close-down period will be paid.

7.1.7 Annual Leave and Overtime Conversion

(a) By Agreement, an Employee may elect to convert overtime hours worked into annual leave on an hour-for-hour basis instead of receiving overtime payment.

(b) Any annual leave accrued under this clause will be treated as annual leave for all purposes.

7.1.8 Cashing Out Annual Leave

(a) Annual leave may be cashed out by written Agreement between the Employee and the Company.

(b) Cashing out of annual leave must:

- be genuinely agreed; and
- leave the Employee with at least **four (4)** weeks of accrued annual leave remaining.

7.2 Personal / Carer's Leave

7.2.1 Entitlement

(a) Full-time Employees are entitled to **ten (10)** days of paid personal/carer's leave per year, accruing progressively and accumulating from year to year.

(b) Part-time Employees accrue personal/carer's leave on a pro rata basis.

(c) Casual Employees are not entitled to paid personal/carer's leave.

7.2.2 For the purposes of this Agreement, personal/carer's leave accrues at the rate of **0.038462** hours for each ordinary hour worked.

7.2.3 Use of Leave

Personal/carer's leave may be taken where the Employee is:

(a) unfit for work because of a personal illness or injury; or

(b) required to provide care or support to a member of their immediate family or household who requires care because of illness, injury, or an unexpected emergency.

7.2.4 Notification Requirements

(a) An Employee must notify the Company as soon as reasonably practicable of:

- their inability to attend work;
- the expected duration of the absence.
- the reason for the absence; and

(b) Notification should occur prior to the normal start time wherever practicable.

7.2.5 Evidence Requirements

The Company may require reasonable evidence to support an absence on personal/carer's leave, including but not limited to:

- (a) absences of **two (2)** or more consecutive days;
- (b) absences during the first **six (6)** months of employment;
- (c) absences that occur immediately before or after a public holiday, weekend, or rostered day off;
- (d) absences following a pattern of frequent or regular single-day absences; or
- (e) where otherwise reasonably requested by the Company.

Acceptable evidence includes a medical certificate or statutory declaration that would satisfy a reasonable person.

7.2.6 Payment

- (a) Personal/carer's leave will be paid at the Employee's ordinary rate of pay for the ordinary hours they would have worked.
- (b) Personal/carer's leave is not payable for periods where the Employee is receiving workers' compensation payments for the same absence.

7.2.7 Unpaid Carer's Leave

Where an Employee has exhausted their paid personal/carer's leave entitlement, they may take up to **two (2)** days of unpaid carer's leave per occasion.

7.2.8 Unauthorised Absence

Where an Employee fails to provide required notice or evidence in accordance with this clause, the absence may be treated as unauthorised and will not be paid.

7.3 Compassionate Leave

7.3.1 Entitlement

- (a) An Employee (other than a casual Employee) is entitled to **two (2)** days of paid compassionate leave per permissible occasion.
- (b) A casual Employee is entitled to **two (2)** days of unpaid compassionate leave per permissible occasion.

7.3.2 Compassionate leave may be taken when a member of the Employee's immediate family or household dies, or contracts or develops a serious illness or injury, or in the case of stillbirth or miscarriage.

7.3.3 Taking Compassionate Leave

- (a) Compassionate leave may be taken as:
 - a single continuous period; or
 - separate periods, including part-days, by Agreement with the Company.
- (b) Compassionate leave does not accumulate from year to year and is available as required for each permissible occasion.

7.3.4 Payment

Paid compassionate leave will be paid at the Employee's ordinary rate of pay for the ordinary hours the Employee would have worked during the period of leave.

7.3.5 Notice and Evidence

- (a) An Employee must notify the Company as soon as reasonably practicable of the need to take compassionate leave.
- (b) The Company may require reasonable evidence to support the request, such as a medical certificate,

death notice, or statutory declaration.

7.4 Immediate Family or Household

7.4.1 For the purposes of personal/carer's leave and compassionate leave, a person is a member of an Employee's immediate family or household if they are:

- (a) a member of the Employee's household; or
- (b) a member of the Employee's immediate family.

7.4.2 Immediate family includes:

- (a) a spouse or former spouse, including a de facto spouse or former de facto spouse;
- (b) a child, parent, grandparent, grandchild or sibling of the Employee; and
- (c) a child, parent, grandparent, grandchild or sibling of the Employee's spouse or de facto spouse.

7.4.3 A de facto spouse means a person who lives or has lived with the Employee as their partner on a genuine domestic basis.

7.5 Paid Family and Domestic Violence Leave (FDVL)

7.5.1 Employees are entitled to **ten (10)** days paid Family and Domestic Violence Leave per **twelve (12)** month period.

7.5.2 Leave is available in full at the start of each **twelve (12)** month period and does not accumulate.

7.5.3 The Company will treat disclosures confidentially except where required by law or necessary to protect safety.

7.5.4 Payslips will not identify FDVL.

7.5.5 The Company may require reasonable evidence.

7.6 Parental Leave

7.6.1 Entitlement

- (a) Employees are entitled to parental leave in accordance with the NES.
- (b) In addition to the NES, the Company provides a Company-funded paid parental leave benefit in accordance with this clause.

7.6.2 Eligibility

- (a) Company-funded paid parental leave is available to full-time and part-time Employees (other than apprentices) who have completed at least **two (2)** years of continuous service with the Company as at the expected date of birth or placement of the child.
- (b) Casual Employees are entitled to parental leave in accordance with the NES only.
- (c) Where full-time or part-time Employee was previously employed by the Company as an apprentice, eligibility for Company-funded paid parental leave will arise only after the Employee has completed a minimum of **one (1)** year of continuous service following completion of their apprenticeship.

7.6.3 Company-Funded Paid Parental Leave

An eligible Employee may access Company-funded paid parental leave of either:

- (a) **four (4)** weeks at 100% of the Employee's base rate of pay, or
- (b) **eight (8)** weeks at 50% of the Employee's base rate of pay,

as elected by the Employee prior to commencing paid parental leave.

7.6.4 Company-funded paid parental leave is available once per child and must be taken within **twelve (12)** months of the birth or placement of the child.

7.6.5 Paid parental leave may be taken consecutively or, by Agreement, flexibly over the applicable period.

7.6.6 Multiple Births or Placements

- (a) For the purposes of this clause, a reference to the birth or placement of a child includes a multiple birth or multiple placement arising from the same pregnancy or placement event.
- (b) Multiple births or placements arising from the same event will be treated as a single parental leave entitlement.

7.6.7 Paid parental leave in respect of adoption applies only where the adopted child is under **five (5)** years of age at the time of placement with the Employee.

7.6.8 Successive Periods of Parental Leave

An Employee is not entitled to access a further period of Company-funded paid parental leave in respect of a subsequent birth or placement unless the Employee has returned to work following their previous period of parental leave and has completed at least **twelve (12)** months of continuous employment with the Company from the date of their return to work.

7.6.9 Interaction with Government Paid Parental Leave

- (a) Company-funded paid parental leave is in addition to any entitlement an Employee may have under the Government Paid Parental Leave scheme.
- (b) Nothing in this Agreement is intended to reduce, replace, offset, or otherwise affect an Employee's eligibility for Government Paid Parental Leave.

7.6.10 Unpaid Parental Leave

Employees may access unpaid parental leave, including any extensions, in accordance with the NES.

7.6.11 Accrual of Entitlements During Paid Parental Leave

- (a) Company-funded paid parental leave does not count as service for the purposes of accruing paid leave entitlements.
- (b) During any period of Company-funded paid parental leave, an Employee will not accrue annual leave, personal/carer's leave, RDOs, or any other paid leave entitlements, and is not entitled to payment for public holidays that fall during the period of leave.

7.6.12 Superannuation

The Company will pay superannuation contributions on the Company-funded portion of paid parental leave at the standard Superannuation Guarantee rate.

7.6.13 Return to Work and Flexibility

- (a) An Employee returning from parental leave is entitled to return to their pre-leave position or a comparable position in accordance with the NES.
- (b) The Company will consider reasonable requests for flexible working arrangements associated with parental leave, having regard to operational requirements.

7.7 Community Service Leave

7.7.1 Employees are entitled to Community Service Leave.

7.7.2 Community Service Leave includes jury service and voluntary emergency management activities.

7.7.3 Employees engaging in an eligible community service activity are entitled to be absent from work for the period required to undertake the activity, including reasonable travel and rest time.

7.7.4 Employees must notify the Company as soon as reasonably practicable of the need for Community Service Leave and the expected duration of the absence, and must provide evidence if reasonably requested.

7.7.5 Where an Employee (other than a casual Employee) is absent due to jury service, the Company will pay the Employee at their base rate of pay for ordinary hours worked for up to **ten (10)** days, less any jury service pay received.

7.7.6 Except for jury service, Community Service Leave is unpaid.

7.8 Long Service Leave

- 7.8.1 Long service leave will be provided in accordance with this Agreement, subject to any applicable portable long service leave scheme or minimum entitlements prescribed by applicable long service leave legislation.
- 7.8.2 Where an Employee performs work covered by a portable long service leave scheme, including the LeavePlus Long Service Leave Scheme (or its lawful successor), the Employee's long service leave entitlement will be satisfied through that scheme.
- 7.8.3 Employees not covered by a portable long service leave scheme, including Professional and Business Employees not performing on-site trade or construction duties, will accrue and take long service leave under this Agreement.
- 7.8.4 For Employees covered by this Agreement, long service leave will accrue on the basis that an Employee becomes entitled to:
- (a) **thirteen (13)** weeks of long service leave after **ten (10)** years of continuous employment.
- 7.8.5 An Employee who has completed **seven (7)** years of continuous employment may access a pro-rata long service leave entitlement.
- 7.8.6 For payroll and accrual purposes, long service leave accrues progressively at the rate of **0.025** hours of long service leave for each ordinary hour of service.
- 7.8.7 Long service leave will be paid out on termination in accordance with applicable legislation.
- 7.8.8 An Employee seeking to take long service leave must provide at least **four (4)** weeks' notice, unless otherwise agreed.
- 7.8.9 Approval of the timing of long service leave will not be unreasonably withheld, having regard to operational requirements.
- 7.8.10 An Employee covered by an approved portable long service leave scheme will not accrue long service leave under this Agreement or under state long service leave legislation for the same period of service.

7.9 Public Holidays

- 7.9.1 Entitlement
- (a) Full-Time Employees
A full-time Employee is entitled to be absent from work on a public holiday without loss of pay. Payment for a public holiday will be at the Employee's ordinary rate of pay for the ordinary hours the Employee would have worked on that day.
 - (b) Part-Time Employees
A part-time Employee is entitled to be absent from work on a public holiday without loss of pay only where the public holiday falls on a day the Employee would normally be rostered to work. Payment will be at the Employee's ordinary rate of pay for the ordinary hours the Employee would have worked on that day.
 - (c) Casual Employees
Casual Employees are not entitled to paid public holidays, except as otherwise provided by the NES.
- 7.9.2 Applicable Public Holidays
Public holidays are those declared under applicable State or Territory legislation for the location where the Employee is ordinarily based.
- 7.9.3 Reasonable Request to Work
The Company may request an Employee to work on a public holiday where operational requirements make this necessary.

In determining whether a request is reasonable, consideration will be given to:

- (a) the nature of the work performed;
- (b) operational and client requirements;
- (c) the Employee's personal circumstances, including family or caring responsibilities;
- (d) whether the Employee could reasonably expect to be required to work on the public holiday; and
- (e) any notice given by the Company.

An Employee may refuse a request to work on a public holiday where the refusal is reasonable.

7.9.4 Payment for Work on a Public Holiday

Where an Employee works on a public holiday, payment will be made in accordance with the penalty rates set out in this Agreement. Public holiday penalties are not cumulative with overtime or shift penalties unless expressly stated.

7.9.5 Substituted Public Holidays

Public holidays may be substituted by agreement between the Company and an individual Employee, or by agreement between the Company and the majority of affected Employees.

7.9.6 Public Holidays During Leave

A public holiday falling during a period of paid leave will not be deducted from the Employee's leave balance.

7.10 Unpaid Leave and Unauthorised Absence

7.10.1 No General Entitlement to Unpaid Leave

- (a) Except as provided under the NES or this Agreement, there is no entitlement to unpaid leave.
- (b) Unpaid leave is not intended to be used as a routine means of varying ordinary working hours or substituting for exhausted annual leave.
- (c) The Company may approve unpaid leave at its absolute discretion in exceptional circumstances.
- (d) A lack of accrued annual leave does not create an entitlement to unpaid leave for the purpose of holidays, travel, or discretionary time off.
- (e) Employees are expected to manage annual leave balances responsibly where planning personal holidays or extended absences.

7.10.2 Early Departure or Failure to Complete Ordinary Hours

- (a) Employees are expected to work their scheduled ordinary hours unless otherwise approved.
- (b) Where an Employee seeks to leave early or reduce ordinary hours for personal reasons, this must be approved in advance and may be managed by:
 - use of accrued annual leave; or
 - the flexibility arrangements in **clause 6.1.9**.
- (c) Unpaid leave will not be the default mechanism for managing early departure.

7.10.3 Unauthorised Absence

Where an Employee fails to attend work or leaves work without approval, the absence will be treated as unauthorised. An unauthorised absence:

- will not be paid;
- will not count as time worked or service for the purposes of accrual of leave, RDOs, or other entitlements; and
- may result in adjustment to RDO or leave accruals where applicable.

8. APPRENTICES

8.1 Apprentice Engagement and Expectations

8.1.1 An Apprentice is an Employee engaged under a contract of apprenticeship or training Agreement approved by the relevant State apprenticeship authority.

- 8.1.2 Apprentices are engaged for the duration of their apprenticeship and are entitled to the conditions of employment under this Agreement, except where expressly varied by this section or where redundancy entitlements do not apply.
- 8.1.3 Apprentices are expected to actively participate in both on-the-job and off-the-job training and to make reasonable efforts to successfully complete all required units of competency within the prescribed training program.
- 8.1.4 Apprentices must comply with the requirements of their training Agreement, training plan, and any lawful and reasonable directions relating to training, supervision, safety, and performance.
- 8.1.5 Where an apprenticeship or training Agreement is cancelled, suspended, or otherwise ceases in accordance with applicable legislation or the requirements of the relevant apprenticeship authority, the Apprentice's employment will also terminate.
- 8.1.6 Unauthorised absence from work or training may result in an extension of the apprenticeship period in accordance with the requirements of the relevant apprenticeship authority.

8.2 Wages and Progression

- 8.2.1 Apprentice wage rates are set out in the applicable classifications and Schedules to this Agreement.
- 8.2.2 Progression to the next year of apprenticeship wage rates is subject to the Apprentice:
- (a) reaching the relevant anniversary date of commencement of the apprenticeship; and
 - (b) being up to date with the required off-the-job training, assessments, and profiling applicable to that stage of the apprenticeship.
- 8.2.3 Where the requirements in **paragraph (b)** have not been met by the relevant anniversary date, progression may be deferred until the outstanding requirements are satisfied.
- 8.2.4 Once the Apprentice satisfies the requirements in **paragraph (b)**, progression will apply from that date and be reflected in the next practicable pay cycle.
- 8.2.5 Progression will not be unreasonably withheld where delays in training, assessment, or profiling are outside the Apprentice's control.

8.3 Adult Apprentice

- 8.3.1 Under this Agreement, an Adult Apprentice is defined as a person who is **twenty-five (25)** years of age or older at the time of originally entering into an apprenticeship.
- 8.3.2 In recognition of prior life and employment experience, Adult Apprentices are expected to demonstrate an elevated level of workplace maturity, responsibility and accountability, including:
- (a) professional conduct and communication;
 - (b) proactive time management and task preparation within supervision limits;
 - (c) accurate completion of documentation and compliance records;
 - (d) mentoring of younger apprentices where appropriate;
 - (e) constructive engagement with supervisors, clients and team members.

8.4 School-Based Apprentices

- 8.4.1 Engagement
The Company may engage School-Based Apprentices in accordance with applicable legislation and approved school-based apprenticeship or traineeship arrangements.
- 8.4.2 Terms of Employment
School-Based Apprentices will be employed on terms consistent with their approved training Agreement, school commitments, and the requirements of the relevant apprenticeship authority.
- 8.4.3 School and Training Priority

Work performed by School-Based Apprentices must not interfere with compulsory schooling or approved training obligations.

8.4.4 Paid Training Time

Where attendance at off-the-job training, TAFE, or structured school-based training is required under the approved training Agreement, such attendance will be treated as paid time in proportion to the Apprentice's agreed ordinary hours of work.

8.4.5 Proportionality

For the avoidance of doubt, a School-Based Apprentice is not entitled to paid training or school attendance in excess of the proportionate hours they are engaged to work. Paid training time is not intended to exceed the equivalent ratio that would apply to a full-time Apprentice undertaking the same training.

8.5 Off-the-Job Training and TAFE

8.5.1 Attendance at Training

Apprentices are required to attend all off-the-job training, including attendance at TAFE, Registered Training Organisations, or other approved training providers, as required under their training Agreement.

8.5.2 Paid Training Time

Time spent attending approved off-the-job training, including required examinations and assessments, will be treated as time worked and paid accordingly.

8.5.3 Selection of Training Provider

- (a) Before enrolling in a training provider, Apprentices are encouraged to seek feedback and recommendations from existing Employees regarding the quality, delivery, and outcomes of available TAFE or RTO options.
- (b) Where more than one suitable provider is available, Apprentices are expected to reasonably consult with the Company prior to enrolment.

8.5.4 Scheduling of Training Days

- (a) Where off-the-job training is conducted on a regular basis, including one day per week attendance, consultation must occur between the Apprentice and the Company prior to commencement to determine a suitable training day, having regard to operational requirements.
- (b) Apprentices are expected to make reasonable efforts to enrol on an agreed training day and to avoid, where practicable, clustering all Apprentices on the same training day.

8.5.5 Evidence of Compliance

Apprentices must provide training timetables, attendance records, results, profiling updates where applicable, and other documentation reasonably required to demonstrate compliance with their training obligations.

8.6 Apprentice Support, Mentoring and Training Integrity

8.6.1 Overtime and Training Protection

- (a) No Apprentice under the age of **eighteen (18)** years will be required to work overtime, shiftwork or on-call unless they elect to do so.
- (b) No Apprentice will, except in an emergency, be required to work overtime or shiftwork at times that would prevent attendance at required training in accordance with their training Agreement.

8.6.2 Shared Responsibility for Training Outcomes

- (a) The Company recognises that Apprentices may, at times, experience difficulty with formal assessments despite demonstrating practical competence.
- (b) The Company, Apprentices, and Employees will work cooperatively to promote successful completion of

apprenticeship training.

8.6.3 Mentoring Expectations

Tradespersons and senior Employees are expected to provide reasonable guidance, instruction, and mentoring to Apprentices in the course of normal work.

Apprentices are expected to actively engage in learning and apply feedback provided.

8.7 Extension of Apprenticeship

8.7.1 Where an Apprentice has not successfully completed all required training units or final assessments by the scheduled completion date, the apprenticeship period may be extended by Agreement between the Company and the Apprentice.

8.7.2 During any agreed extension period, the Apprentice will continue to be employed as an Apprentice and paid in accordance with the applicable year of apprenticeship or as otherwise required by law.

8.7.3 The Company is not required to finalise or complete an Apprentice's employment until all requirements of the apprenticeship and training Agreement have been satisfactorily completed.

8.8 Apprentice Training Fees and Concessions

8.8.1 Apprentices attending TAFE, a Registered Training Organisation, or other approved training provider and who provide satisfactory evidence of progress, including official training records and up-to-date profiling where applicable, will be reimbursed by the Company for mandatory tuition fees, prescribed textbooks, and required training materials paid by the Apprentice, less any amount reimbursed by a Federal or State government.

8.8.2 Where an Apprentice is eligible for a government concession, including a Low Income Health Care Card, the Apprentice is expected to take reasonable steps to apply for and maintain that concession.

8.8.3 Reimbursement by the Company will be limited to the applicable concession rate where the Apprentice is eligible for such a concession. Where an Apprentice elects not to apply for an available concession, reimbursement may be limited to the amount that would have been payable at the concession rate.

8.8.4 Reimbursement will occur annually at the end of each financial year and will be limited to fees and costs associated with successfully completed units during that financial year, as evidenced by official statements of attainment, transcripts, or equivalent training records.

8.8.5 The Company is not required to reimburse fees or costs associated with failed units, repeat enrolments, re-sits, late fees, optional or recommended textbooks, replacement materials, tools of trade, personal equipment, or non-mandatory charges.

8.8.6 Where an Apprentice's employment ends before the end of a financial year, reimbursement will be limited to mandatory fees and costs associated with units successfully completed prior to the cessation of employment.

9. TRAINING AND PROFESSIONAL DEVELOPMENT

9.1 Learning and Growth

9.1.1 The Company and Employees recognise that the construction and services industries are fast paced and continuously evolving, and that ongoing training and professional development are essential to maintaining safety, competence, compliance and quality outcomes.

9.1.2 Training and professional development opportunities under this Agreement apply to all Employees, including Professional and Business Employees, and may include role specific technical, compliance, licensing, leadership or broader professional development activities.

9.1.3 Subject to operational requirements and business needs, the Company will seek to provide reasonable opportunities for Employees to develop their skills, qualifications and leadership capability.

9.1.4 Participation in training may be required where necessary to maintain safety standards, regulatory compliance, licensing requirements or operational capability.

9.2 Employer-Directed Training

9.2.1 The Company may require an Employee to attend training, further education, inductions, or professional development activities that are relevant to the Employee's role, safety, compliance obligations, licensing requirements, or the operational needs of the business.

9.2.2 Where training is directed by the Company:

- (a) the Employee will attend such training as required;
- (b) time spent attending the training will be treated as time worked and paid at the Employee's ordinary rate of pay; and
- (c) the Company will pay the reasonable costs of the training.

9.3 Professional and Regulatory Maintenance

9.3.1 Where an Employee is required, whether by law, professional body, client requirement or the inherent requirements of their role, to hold and maintain a licence, registration, accreditation, certification or professional membership, the Employee is responsible for maintaining that qualification in good standing.

9.3.2 The Company recognises that professional capability is strengthened through ongoing learning and development. Employees are encouraged to take ownership of their professional growth and to actively maintain and enhance the skills, knowledge and credentials relevant to their role.

9.3.3 Unless the Company specifically directs attendance at particular training or activities, time spent undertaking renewal, continuing professional development, professional membership requirements or similar maintenance obligations will not be treated as time worked.

9.3.4 Where an Employee seeks approval to undertake training or further education that is not directed by the Company, the Company will reasonably consider whether to contribute to course fees and/or paid time, having regard to the relevance of the training and operational requirements.

9.4 Payment for Training Time

9.4.1 Time spent attending employer-directed training, mandatory inductions, safety training, or compliance training will be paid as time worked.

9.4.2 Employer-directed training may occur during or outside an Employee's rostered working hours. Where training occurs outside rostered working hours, payment will be at the Employee's base rate of pay and will not attract overtime or penalty rates.

9.5 Training Fees and Reimbursement

9.5.1 Where the Company agrees to pay training or course fees, reimbursement is conditional upon the Employee:

- (a) providing satisfactory evidence of expenditure; and
- (b) successfully completing the training and, where applicable, obtaining the relevant accreditation, licence, or competency.

9.5.2 The Company is not required to pay or reimburse fees associated with failed courses or units, repeat enrolments, re-sits, late fees, or optional training not approved by the Company.

9.6 Training Repayment Obligations

9.6.1 Where the Company funds external training, accreditation or professional development with a total cost exceeding **\$1,000** (inclusive of course fees and wages paid for time spent attending training), the following repayment provisions apply.

- 9.6.2 If an Employee resigns, or their employment is terminated for serious misconduct, within **nine (9)** months of completing training costing between **\$1,000** and **\$4,999**, up to **100%** of the training cost may be recoverable.
- 9.6.3 Where employment ends between **nine (9)** and **twelve (12)** months following completion of training costing between **\$1,000** and **\$4,999**, the repayment amount will reduce on a pro-rata basis so that no repayment applies after **twelve (12)** months from completion.
- 9.6.4 Where the total training cost exceeds **\$5,000**, and employment ends due to resignation or serious misconduct within **eighteen (18)** months of completion, up to **100%** of the training cost may be recoverable.
- 9.6.5 Where the total training cost exceeds **\$5,000** and employment ends between **eighteen (18)** and **twenty-four (24)** months following completion, the repayment amount will reduce on a pro-rata basis so that no repayment applies after **twenty-four (24)** months from completion.
- 9.6.6 No repayment applies where employment ends due to redundancy, incapacity, or termination at the initiative of the Company (other than for serious misconduct).
- 9.6.7 The Employee authorises the Company to deduct any outstanding repayment amount from monies owed on termination, subject to applicable legislation.

10. PERFORMANCE, CONDUCT AND DISCIPLINE

10.1 Standards of Conduct

- 10.1.1 Employees are expected to conduct themselves in a professional, respectful, and responsible manner at all times while at work or representing the Company.
- 10.1.2 Employees must comply with all lawful and reasonable directions, Company policies, site rules, safety requirements, and applicable laws.
- 10.1.3 Conduct that may constitute misconduct or serious misconduct includes, but is not limited to:
- | | |
|--|---|
| (a) breaches of safety obligations; | violence; |
| (b) dishonesty, theft, fraud, or misuse of Company property; | (d) intoxication or impairment at work; |
| (c) harassment, bullying, discrimination, or | (e) serious or repeated failure to follow lawful and reasonable directions. |
- 10.1.4 Workplace Care and Company Property
- (a) Employees must maintain the workplace in a clean, safe, and orderly condition and must treat Company property, plant, vehicles, tools, equipment, and materials with due care and respect.
- (b) Company property must be used for authorised work purposes only and returned to designated storage areas or locations as reasonably required.
- (c) Where Company property is lost or damaged due to an Employee's negligence or misconduct, the Company may recover the reasonable cost of repair or replacement.

10.2 Company Discretion

- 10.2.1 Where this Agreement restricts certain conduct, the Company may approve an exception where it reasonably considers that the approval does not create a conflict of interest, safety risk, legal exposure, or adverse impact on business operations.

10.3 Personal Presentation

- 10.3.1 Employees must present in a clean, hygienic, neat and professional manner appropriate to their role, workplace, site requirements and client expectations.
- 10.3.2 Personal presentation and attire must not compromise safety or the Company's professional standards.

- 10.3.3 Employees in supervisory, professional, management or client facing roles are expected to model professional standards of presentation, conduct and communication consistent with the Company's reputation and brand.
- 10.3.4 Where uniforms are not required, Employees must wear attire that is safe, appropriate to the workplace and reflective of a professional environment.
- 10.3.5 The Company may issue reasonable dress and presentation guidelines from time to time, having regard to safety, client expectations and operational requirements.

10.4 Professional Conduct and Representation of the Company

- 10.4.1 Employees must not engage in conduct, whether during or outside ordinary working hours, where there is a sufficient connection to employment, including conduct that:
 - (a) damages or is likely to damage the Company's reputation, client relationships, or business interests;
 - (b) is inconsistent with safety, equal opportunity, or workplace behaviour standards;
 - (c) occurs while wearing Company uniform, operating a Company vehicle, or otherwise representing the Company;
 - (d) occurs at a Company organised or authorised event.

10.5 Capability and Productivity

- 10.5.1 Employees are expected to perform the duties of their role competently, efficiently, and to the required standard.
- 10.5.2 Where an Employee is unable to perform the inherent requirements of their role due to capability, skill, or capacity issues, the Company may consider reasonable measures including training, redeployment, or adjustment of duties, having regard to operational requirements.

10.6 Conflicts of Interest and Outside Work

- 10.6.1 Employees must not engage in any employment, business, or paid activity that creates a conflict of interest with the Company, adversely affects the Employee's performance, or competes with the Company's business.
- 10.6.2 Without limiting **clause 10.6.1**, Employees must not:
 - (a) perform work for another person or business that is the same as or similar to the services provided by the Company;
 - (b) perform work or private jobs that would otherwise form part of the Company's ordinary business; or
 - (c) use Company time, tools, equipment, vehicles, materials, intellectual property, confidential information, or client relationships for any outside work.
- 10.6.3 Employees may engage in secondary employment or personal activities outside working hours, provided those activities do not conflict with this Agreement, the Employee's duties, or the Company's interests.

10.7 Confidentiality and Protection of Business Interests

- 10.7.1 Employees must not disclose, use, copy, retain, publish, reproduce, or distribute confidential Company information, client information, pricing, intellectual property, trade secrets, commercially sensitive material, or project photographs, drawings, designs, documents, or other project materials obtained in the course of employment, except as required to perform their duties.
- 10.7.2 This obligation continues during employment and after the termination of employment.
- 10.7.3 All client information, pricing structures, intellectual property, designs, drawings, systems, processes, and business materials developed or accessed during employment remain the property of the Company.
- 10.7.4 All intellectual property, designs, drawings, documents, systems, software, templates, materials, and works

created by an Employee in the course of their employment automatically vest in and remain the property of the Company.

- 10.7.5 Where an Employee has or controls a professional social media or networking profile that references their employment with the Company, the Employee must ensure that any reference to the Company is accurate, professional, and not misleading. Upon termination of employment, the Employee must promptly remove any representation that they are currently employed by or authorised to represent the Company.
- 10.7.6 For a period of **six (6)** months following termination of employment, an Employee must not directly or indirectly solicit, attempt to solicit, or accept work from any client of the Company with whom the Employee had material dealings during the **twelve (12)** months prior to termination, in their own capacity or through a business owned, controlled, or operated by them.
- 10.7.7 For a period of **six (6)** months following termination of employment, an Employee must not directly or indirectly solicit or induce any Employee of the Company to leave their employment.
- 10.7.8 Nothing in this clause prevents an Employee from working in the same industry following termination of employment.
- 10.7.9 Following termination of employment, an Employee must not represent themselves as acting on behalf of the Company and must not use the Company name, branding, intellectual property, or marketing materials without prior written authorisation.

10.8 Integrity and Anti-Bribery

- 10.8.1 Employees must not engage in bribery, improper inducements, kickbacks, secret commissions, or any conduct that improperly influences clients, suppliers, contractors, or public officials.
- 10.8.2 Employees must comply with all applicable anti-corruption and integrity laws relating to ethical conduct.
- 10.8.3 Employees who become aware of suspected misconduct, corruption, fraud, or serious wrongdoing are encouraged to report the matter through the Company's designated reporting channels.
- 10.8.4 No Employee will be subjected to adverse action or detrimental treatment for making a report in good faith under this clause.

10.9 Performance Management

- 10.9.1 The Company may address performance concerns through a structured performance management process, which may include feedback, coaching, training, monitoring, or formal performance improvement measures.
- 10.9.2 Performance management is intended to support Employees to meet required standards and may be tailored to the nature and seriousness of the issue.

10.10 Performance Reviews

- 10.10.1 The Company will reasonably conduct formal performance reviews on an annual basis, or more frequently where reasonably required.
- 10.10.2 Performance reviews will be conducted using a structured performance review framework determined by the Company, which may include assessment against Company values, role expectations, capability, productivity, behaviour, development objectives, and business performance.
- 10.10.3 The performance review process may include:
- (a) an overview of Company and team performance;
 - (b) Employee self-assessment;
 - (c) manager assessment and feedback; and
 - (d) a review meeting to discuss outcomes, development, and expectations.
- 10.10.4 Employees are expected to participate honestly and constructively in the performance review process, including completing self-assessments and attending review discussions as reasonably directed.

10.10.5 Where a performance review meeting is conducted outside ordinary working hours and does not exceed **sixty (60)** minutes, such time may form part of the incidental time arrangements under **clause 6.1.7**.

10.10.6 Performance reviews may be used to inform decisions relating to performance management, training and development, remuneration outcomes, bonus eligibility, promotion, or disciplinary action.

10.11 Disciplinary Process

10.11.1 Where disciplinary action is contemplated, the Company will generally:

- (a) inform the Employee of the issue;
- (b) provide an opportunity for the Employee to respond; and
- (c) consider the Employee's response before determining an outcome.

10.11.2 Workplace Meetings and Notice of Expectations

Expectations, standards, policies, procedures, and lawful and reasonable directions communicated to Employees at toolbox meetings, site meetings, safety meetings, or other workplace meetings, and recorded by the Company, constitute notice to Employees for the purposes of performance management, disciplinary action, and termination of employment.

10.11.3 Disciplinary outcomes may include verbal warnings, written warnings, final warnings, or termination of employment, depending on the seriousness of the matter.

10.11.4 Nothing in this clause prevents the Company from summarily dismissing an Employee for serious misconduct.

11. ENDING EMPLOYMENT

11.1 Resignation by Employee

11.1.1 An Employee may resign from employment by providing written notice to the Company.

11.1.2 The minimum notice of resignation is:

Same notice period that would apply if the Company terminated the Employee under this Agreement except that there is no requirement on the Employee to give additional notice based on the age of the Employee concerned.

11.1.3 Employees are expected to provide additional notice where reasonably practicable, having regard to project continuity, handover requirements, and operational impacts.

11.1.4 Where an Employee provides less than the required notice, the Company may withhold payment in lieu of the unworked portion of notice from monies otherwise payable on termination.

11.1.5 By mutual Agreement, an Employee may work part of the notice period and receive payment in lieu of the balance.

11.2 Termination by the Company

11.2.1 The Company may terminate an Employee's employment for reasons including, but not limited to, performance, conduct, capacity, operational requirements, or redundancy.

11.2.2 Except in cases of serious misconduct, termination by the Company will be subject to the notice periods set out in **clause 11.4**.

11.2.3 Where termination is for serious misconduct, the Company may terminate employment without notice or payment in lieu of notice.

11.3 Serious Misconduct

11.3.1 Serious misconduct includes conduct that justifies immediate termination, including but not limited to:

- (a) serious breaches of safety obligations;
- (b) theft, fraud, dishonesty, or misuse of
- (c) Company property;
- (c) violence, threats, or serious harassment;

- (d) intoxication or impairment at work;
- (e) serious or repeated refusal to follow lawful and reasonable directions.

11.3.2 Nothing in this clause limits the Company's ability to take immediate action where warranted by the seriousness of the conduct.

11.4 Notice of Termination

11.4.1 The minimum notice periods are:

Period of Continuous Service	Period of Notice
Up to the completion of 1 year	1 week
1 year and up to the completion of 3 years	2 weeks
3 years and up to the completion of 5 years	3 weeks
5 years and over	4 weeks

11.4.2 An Employee who is over **forty-five (45)** years of age and has completed at least **two (2)** years of continuous service is entitled to an additional **one (1)** week's notice.

11.4.3 The Company may provide payment in lieu of notice.

11.5 Redundancy

11.5.1 Where an Employee's position is made redundant, redundancy pay will be provided in accordance with the NES and the table below.

11.5.2 Redundancy does not occur where:

- (a) the employment ends due to the ordinary and customary turnover of labour; or
- (b) the Employee accepts suitable alternative employment with the Company or an associated entity.

11.5.3 Where the Company employs **fifteen (15)** or more Employees, redundancy pay will be as follows:

Period of Continuous Service	Severance Pay
Less than 1 year	Nil
1 year and less than 2 years	4 weeks' pay
2 years and less than 3 years	6 weeks' pay
3 years and less than 4 years	7 weeks' pay
4 years and less than 5 years	8 weeks' pay
5 years and less than 6 years	10 weeks' pay
6 years and less than 7 years	11 weeks' pay
7 years and less than 8 years	13 weeks' pay
8 years and less than 9 years	14 weeks' pay
9 years and less than 10 years	16 weeks' pay
10 years and over	12 weeks' pay

11.5.4 Apprentices and working directors are not entitled to redundancy pay.

11.6 Exit Process and Return of Company Property

11.6.1 Upon resignation or termination, an Employee must return all Company property, including but not limited to:

- (a) Tools, equipment and Work Materials;
- (b) vehicles and vehicle accessories;
- (c) phones, laptops, keys, access cards, and security credentials;
- (d) work clothing, PPE, uniforms, and branded items;
- (e) documents, drawings, data, and confidential information.

11.6.2 The Company may require an Employee to participate in a reasonable exit process, including a handover of

duties and, where requested, an exit interview.

11.6.3 Where Company property is not returned, the Company may delay final payments to the extent reasonably necessary to recover or account for such property.

11.7 Final Payments

11.7.1 All final payments, including wages, accrued entitlements, and redundancy pay (where applicable), will be made as soon as practicable following the end of employment.

12. HEALTH, SAFETY AND WELLBEING

12.1 Work Health and Safety

12.1.1 General Obligations

- (a) The Company is committed to providing and maintaining, so far as is reasonably practicable, a safe and healthy working environment for all Employees in accordance with applicable work health and safety legislation.
- (b) Employees must take reasonable care for their own health and safety and that of others and must comply with all lawful and reasonable safety directions, policies, procedures, site rules, and risk control measures implemented by the Company or required by clients or regulators.

12.1.2 Pregnancy

Where an Employee is pregnant, the Company will manage work arrangements in accordance with its work health and safety obligations and the NES.

This may include, where reasonably practicable:

- (a) undertaking risk assessments relevant to the Employee's role and work environment;
- (b) implementing reasonable adjustments to
- (c) providing suitable alternative duties where required.

12.1.3 Ergonomic Workstations

- (a) The Company will take reasonable steps to provide safe, ergonomically appropriate, and well maintained workstations for Professional and Business Employees, having regard to the nature of the work performed.
- (b) Employees are responsible for using workstations, equipment, and furniture in accordance with any training, guidance, or instructions provided.
- (c) Where an Employee identifies a potential ergonomic risk, the Employee must notify the Company so the matter can be assessed and, where reasonably practicable, addressed.

12.1.4 Workplace Amenities

The Company may provide workplace amenities and facilities intended to support Employee wellbeing, connection, and a positive workplace environment.

Such amenities may include, where available, items such as tea and coffee facilities, fruit or light refreshments, shared kitchen or break areas, recreational or social facilities, or other amenities made available at Company premises.

12.2 Inclement Weather

12.2.1 Inclement weather means environmental conditions that materially affect the safe or efficient performance of work.

Inclement weather is taken to exist only where one or more of the following objective conditions apply:

- (a) Rain, rainfall of sufficient intensity that outdoor work surfaces, tools, materials, or equipment become wet, such that the work cannot reasonably be performed without sustained exposure to rain; or

- (b) High temperature, the ambient temperature exceeds **thirty-five (35)** degrees Celsius, and Employees are required to perform work outdoors in direct sunlight; or
- (c) Other abnormal weather conditions, where the Company determines, having regard to work health and safety obligations and actual site conditions, that the weather presents a material safety risk and cannot be reasonably managed through alternative duties, relocation, shelter, or control measures.

12.2.2 The following conditions do not of themselves constitute inclement weather:

- (a) mist, fog, spray, or light drizzle that does not materially wet work surfaces or equipment;
- (b) intermittent or passing rain that does not require sustained outdoor exposure; or
- (c) weather conditions that can be reasonably managed through relocation, shelter, PPE, or alternative work methods.

12.2.3 Determination

The existence of inclement weather for the purposes of this clause is determined by the Company, having regard to:

- (a) actual conditions at the Site;
- (b) the nature of the work being performed; and
- (c) the Company's work health and safety obligations.

Forecasts, weather apps, or conditions at other locations are not determinative.

12.2.4 Management of Inclement Weather

Where inclement weather exists, Employees may be required to:

- (a) continue working where safe, including by relocating to undercover or alternative work;
- (b) perform work involving minimal exposure, including preparation, materials handling, or support activities;
- (c) perform emergency, make-safe, safety, or securing work of limited duration;
- (d) be relocated to other unaffected Sites or work locations; or
- (e) attend toolbox meetings, work planning, training, or skills development activities.

12.2.5 Where only part of a Site is affected, Employees working in unaffected areas will continue working.

12.2.6 No Employee will be required to perform work in unsafe conditions.

12.2.7 Work Required to Continue in Inclement Weather

- (a) Where the Company directs an Employee to perform work outdoors in inclement weather as defined in this clause, and the work cannot reasonably be avoided, deferred, or relocated, the Employee will be paid at **one hundred and fifty percent (150%)** the Employee's ordinary hourly rate for the actual time worked in those conditions.
- (b) This payment applies only to work performed while the inclement weather condition exists and does not apply to work performed undercover or in unaffected areas.

12.3 Fitness for Work

12.3.1 Employees must present for work and remain at work fit for duty, meaning they are physically and mentally capable of safely performing the inherent requirements of their role without risk to themselves or others. Fitness for work includes being free from impairment caused by fatigue, illness, injury, heat stress, dehydration, drugs, alcohol, or any other condition that may affect safe work performance.

12.3.2 Where the Company reasonably believes an Employee is not fit for work, the Company may direct the Employee to modify duties, take rest breaks, relocate to alternative work, or cease work for the remainder of the shift where required for safety.

12.3.3 Where access to a client site is subject to legal, regulatory or client specific requirements including

immunisations, background checks or security clearances, Employees must comply with those requirements. The Company will consider whether suitable alternative duties are available.

12.4 Medical Assessments

12.4.1 Application

- (a) Where the Company reasonably believes that an Employee's medical condition may affect their fitness for work, ability to safely perform the inherent requirements of their role, or compliance with work health and safety obligations, the Company may require the Employee to undergo a medical assessment by a registered medical practitioner or other suitably qualified health professional nominated by the Company.
- (b) Any medical assessment under this clause will be limited to matters relevant to the Employee's capacity to perform their role safely. The Company will bear the reasonable cost of any such assessment, and medical information obtained will be handled confidentially in accordance with privacy and work health and safety requirements.

12.4.2 Pre-Employment Medical Assessments

- (a) As part of the recruitment or onboarding process, the Company may require a prospective Employee to undergo a pre-employment medical assessment where the Company reasonably considers it necessary to assess the individual's capacity to safely perform the inherent requirements of the role or to meet work health and safety obligations.
- (b) Any pre-employment medical assessment will be limited to matters relevant to the role, conducted by a suitably qualified health professional, and will not be used for discriminatory purposes. Employment may be conditional upon a satisfactory assessment outcome, and the Company will bear the reasonable cost of any required assessment.

12.5 Drugs and Alcohol

- 12.5.1 Employees must not attend or remain at work while under the influence of drugs or alcohol, or otherwise impaired, such that their ability to safely perform work is affected. Employees taking prescription or over-the-counter medication that may impair safe work performance must notify the Company or their supervisor, and such information will be treated confidentially.
- 12.5.2 Where the Company reasonably believes an Employee may be impaired by drugs or alcohol, the Company may direct the Employee to cease work, leave the workplace, or undergo drug and or alcohol testing conducted by a suitably qualified person or provider nominated by the Company. The reasonable cost of any testing will be borne by the Company.

12.6 Psychosocial Health and Safety

- 12.6.1 The Company is committed to providing a work environment that manages psychosocial risks in accordance with applicable work health and safety legislation.
- 12.6.2 Psychosocial risks may include excessive workload, unreasonable work pressure, remote or isolated work, role conflict, bullying, harassment, discrimination, vilification, aggression, or exposure to traumatic events.
- 12.6.3 Discrimination includes less favourable treatment on the basis of protected attributes including but not limited to sex, race, age, disability, religion, sexual orientation, gender identity, parental or carer status.
- 12.6.4 The Company will take reasonably practicable steps to identify and manage psychosocial hazards as part of its broader safety management framework.
- 12.6.5 Employees are encouraged to raise concerns about psychosocial risks with their supervisor, Health and Safety Representative, or through any available reporting channel.
- 12.6.6 No Employee will be disadvantaged for raising concerns about psychosocial health or safety in good faith.

12.7 Scrap Materials, Recycling and Sustainability

- 12.7.1 The Company is committed to sustainable work practices, responsible recycling, and the reuse of materials where practicable as part of its operational and environmental values.
- 12.7.2 Materials generated through Company work, including scrap copper, aluminium, cabling off-cuts, components removed during demolition or upgrades, and other recyclable materials, remain the property of the Company and must be returned or managed in accordance with Company procedures.
- 12.7.3 The Company may recycle, reuse, or repurpose recovered materials, including for reinvestment into workplace amenities, Employee wellbeing initiatives, Company events, training, or product development activities consistent with the Company's sustainability objectives.
- 12.7.4 Employees must not remove, sell, or otherwise dispose of Company materials without authorisation. This clause operates in conjunction with the Company's broader conduct, property, and sustainability obligations.

12.8 PPE and Clothing Requirements

12.8.1 Provision of PPE and Uniform

The Company will provide Employees with Company-issued uniform and personal protective equipment appropriate to their role, the nature of the work performed, and applicable work health and safety requirements.

Without limiting this obligation, Company-provided uniform and PPE may include items such as:

- (a) work pants and long sleeve shirts
- (b) safety footwear
- (c) jackets, jumpers, or wet weather clothing
- (d) head protection
- (e) high visibility clothing
- (f) task-specific PPE required to comply with work health and safety obligations or site rules

12.8.2 The type, quantity, style, and replacement of uniform and PPE provided may vary depending on role, work activities, and operational requirements.

12.8.3 Use, Presentation, and Alternatives

- (a) Employees must wear Company-issued uniform and PPE while on duty, comply with site-specific clothing requirements, and present in a clean, professional manner when attending client sites or workplaces.
- (b) Where approved by the Company, Employees may use their own clothing or footwear provided it complies with relevant safety standards and site requirements. The Company will reimburse approved items in accordance with any applicable schedule or policy.

12.8.4 Maintenance, Replacement, and Spare Clothing

- (a) Employees are responsible for the routine cleaning and day-to-day care of Company-issued uniform and PPE. Replacement will be provided on a fair wear and tear basis, having regard to the nature of the work performed.
- (b) Employees are expected to carry spare clean work clothing, including long pants and long sleeve shirts, to ensure compliance with site safety requirements and to allow transition between dirty and clean work environments where required.

12.8.5 All Company-issued uniform and PPE remains the property of the Company and must be returned upon termination of employment or when replaced.

12.9 Company Toolbox Meetings

12.9.1 The Company may conduct regular Company-wide toolbox meetings for the purposes of safety communication, operational updates, consultation, and workforce engagement.

12.9.2 Company-wide toolbox meetings are intended to occur approximately once every **two (2)** months and will generally be held at the Company's Headquarters (HQ) or Branch Office. Indicative dates for these meetings

will be published on the Company calendar up to **twelve (12)** months in advance where practicable. Attendance at Company-wide toolbox meetings is expected where reasonably practicable.

12.9.3 The Company will provide breakfast and coffee at Company-wide toolbox meetings.

12.9.4 Attendance at Company-wide toolbox meetings forms part of the incidental time arrangements under **clause 6.1.7**.

12.9.5 In addition to Company-wide toolbox meetings, individual sites or projects may conduct local or site-specific toolbox meetings, including meetings led by builders, principal contractors, or Company supervisors. Site or project toolbox meetings will generally occur during paid working time unless otherwise advised.

12.10 Employee Wellbeing, Engagement and Company Events

12.10.1 The Company recognises the importance of Employee wellbeing, connection, engagement, and positive workplace culture as part of a safe, productive, and sustainable working environment.

As part of its wellbeing and engagement initiatives, the Company organises and funds a range of Company events each year. These events have historically included, and are intended to continue to include where practicable:

- (a) a comedy night for Employees and partners;
- (b) a football or sporting event day for Employees;
- (c) an annual golf day involving Employees, and may also include friends, clients, and suppliers; and
- (d) an end-of-year Christmas or annual celebration event.

12.10.2 The Company endeavours to plan and communicate its primary Company events in advance, including by publishing indicative dates on the annual Rostered Day Off (RDO) calendar where practicable.

12.10.3 The Company encourages Employees to participate in Company-organised events as a means of fostering connection, teamwork, and engagement across the workforce.

12.10.4 Attendance at Company events is voluntary unless otherwise notified. Participation or non-participation will not of itself affect an Employee's employment or entitlements under this Agreement.

12.10.5 The nature, timing, location, frequency, and availability of Company events are determined by the Company having regard to operational requirements and may vary from year to year. Company events do not form part of an Employee's ordinary hours of work and do not constitute a guaranteed entitlement under this Agreement.

12.10.6 In addition to major Company events, the Company may from time to time support informal team, project, or workplace connection activities, which may include team meals, project lunches, or shared workplace lunches, including periodic office lunches.

12.10.7 These activities are intended to support team cohesion, wellbeing, and engagement and are provided at the Company's discretion. The timing, frequency, and form of such activities may vary depending on operational requirements and are not guaranteed or enforceable entitlements under this Agreement.

12.10.8 Workplace Health and Safety at Company Events

- (a) Company events organised or authorised by the Company are treated as workplace activities for the purposes of workplace health and safety obligations.
- (b) Employees must take reasonable care for their own health and safety and that of others while attending Company events.
- (c) Employees who invite guests are expected to take reasonable steps to ensure their guests behave appropriately and comply with any event requirements communicated by the Company.

13. TOOLS, VEHICLES AND EQUIPMENT

13.1 Tools of Trade

- 13.1.1 Employees engaged in trade or services roles are responsible for providing and maintaining a basic set of personal tools and equipment appropriate to their classification and inherent duties.
- 13.1.2 Personal tools must be safe, serviceable, and of a quality suitable for commercial construction and service environments.
- 13.1.3 The tool and equipment expectations applicable to each classification level are set out in the table below. The Company may vary these requirements following consultation to reflect operational, safety, or industry changes.
- 13.1.4 The Company will provide specialised tools, high-value equipment, plant, consumables, project-specific equipment, and any equipment not reasonably considered part of a basic personal tool kit.
- 13.1.5 Where personal testing equipment is required, it must comply with applicable safety standards and be maintained in a safe and compliant condition. The Company may require reasonable verification of compliance.
- 13.1.6 The Company may publish or vary indicative tool guidance by policy from time to time. Such guidance does not form part of this Agreement.

Classification	General Trades & Services Trades
	Minimum Personal Tools
Apprentice Year 1-2 Trade Level 1-2	<ul style="list-style-type: none"> Basic personal hand tools appropriate to trade No requirement to provide power tools or testing equipment Company provides specialised and project-specific equipment
Apprentice Year 3-4 Trade Level 3	<ul style="list-style-type: none"> Includes the requirements of the preceding classification level, plus: Personal cordless power tools suitable for general installation work Basic trade-appropriate measuring or testing equipment where required
Trade Level 4 and above	<ul style="list-style-type: none"> Includes the requirements of the preceding classification level, plus: Extensive personal hand tools Full set of personal cordless power tools suitable for independent work Trade-appropriate testing, measuring, or commissioning equipment reasonably required to perform duties

13.2 Tool Co-Contribution

- 13.2.1 Following successful completion of probation, the Company may approve a tool co contribution arrangement where the Company matches the Employee's personal contribution up to a maximum of **\$1,000** for approved trade tools relevant to the Employee's role.
- 13.2.2 Any Employee contribution may be funded by payroll deduction in accordance with applicable legislation and written authorisation.
- 13.2.3 Tools remain the property of the Company until:
- the Employee contribution has been fully repaid; and
 - the Employee has completed **twelve (12)** months continuous employment from the date of purchase.
- 13.2.4 Upon satisfaction of both conditions in the clause above, ownership of the tools will transfer to the Employee.
- 13.2.5 If employment ends before both conditions in **clause 13.2.3** are satisfied, the tools must be returned to the Company. Where tools are not returned, the Employee authorises the Company to recover the outstanding Company contribution.
- 13.2.6 Approval of tools under this clause is at the Company's discretion having regard to operational

requirements and role suitability.

13.3 Tool and Equipment Security and Storage

- 13.3.1 Employees who are in possession of Company Tools, Plant, Devices, or Work Materials must take reasonable care to protect those items from loss, theft, damage, or misuse.
- 13.3.2 Company Tools and Work Materials must be securely stored when not in use. This includes locking vehicles, toolboxes, storage areas, and Sites as reasonably required.
- 13.3.3 Company Tools or Work Materials must not be left unattended in a vehicle at a Site or public location unless secured out of sight in a locked vehicle or approved storage system.
- 13.3.4 Company Tools or Work Materials with an aggregate replacement value exceeding **\$2,000** (or another threshold determined by the Company) must not be stored on a Site outside working hours, even if the Site is locked, unless approved in writing by the Company.
- 13.3.5 Employees must not leave personal tools on a Site outside working hours. Personal tools must be removed from the Site at the end of each shift. The Company is not responsible for loss, theft, or damage to personal tools left on a Site.
- 13.3.6 Where Company Tools or Work Materials exceed **\$2,000** in replacement value (or another threshold determined by the Company), Employees may be required to remove those items from vehicles overnight and store them securely at their residence or return them to the Branch Office, as reasonably directed.
- 13.3.7 Employees must promptly report any loss, theft, or damage involving Company Tools or Work Materials.

13.4 Drivers Licence Expectations

- 13.4.1 Where an Employee's role requires the operation of a motor vehicle, the Employee must hold and maintain a current and valid Australian driver licence appropriate to the vehicle being operated.
- 13.4.2 An Employee who is required to hold a driver licence as part of their duties must promptly notify the Company if their licence is suspended, cancelled, restricted, or otherwise becomes invalid.

13.5 Company Vehicles

- 13.5.1 A Company vehicle may be provided to an Employee for operational purposes at the Company's discretion. All Company vehicles remain the property of the Company.
- 13.5.2 Use of Company vehicles, including any permitted private use, is subject to Company policy and may be varied or withdrawn by the Company to reflect operational, insurance, taxation, or compliance requirements.
- 13.5.3 Employees must operate Company vehicles lawfully, safely, and in accordance with road rules and licence conditions. Company vehicles must not be operated by an Employee who is unlicensed or impaired by alcohol, drugs, or medication.
- 13.5.4 Employees are responsible for the reasonable care, cleanliness, and condition of any Company vehicle allocated to them and must promptly report defects, damage, incidents, or infringements.
- 13.5.5 Employees must ensure that any Company vehicle and any Work Materials contained within it are reasonably secured when not in use.
- 13.5.6 Vehicles must not be left overnight in locations that are clearly inappropriate or present an unreasonable risk of theft or damage.
- 13.5.7 Traffic and parking infringements incurred while operating or in control of a Company vehicle are the responsibility of the Employee who was operating or in control of the vehicle at the time of the offence.
- 13.5.8 Company vehicles may only be driven by authorised Employees unless prior approval is given by the Company.
- 13.5.9 Fuel cards or other payment methods, where provided, are to be used strictly in accordance with Company

policy.

13.5.10 Refuelling and Charging

- (a) Employees allocated a Company vehicle are responsible for ensuring the vehicle is adequately fuelled or charged to perform required duties.
- (b) Refuelling or charging of a Company vehicle is incidental to the allocation of the vehicle and does not of itself constitute working time or attract additional payment, unless otherwise directed by the Company.
- (c) Where an electric vehicle is allocated and permitted to be garaged at an Employee's residence, charging at the Employee's residence forms part of the ordinary use of the vehicle and does not attract separate reimbursement or allowance.

13.5.11 No modifications or alterations may be made to a Company vehicle.

13.5.12 Where a Company vehicle is involved in an incident and loss is attributable to an Employee's negligence or misconduct, the Employee may be liable for any non recoverable insurance excess, subject to applicable legislation and lawful deduction requirements.

13.5.13 Where a service vehicle or mobile workshop is allocated, the inventory assigned to that vehicle forms part of the Employee's operational responsibility.

13.5.14 Employees must:

- (a) maintain allocated inventory in a clean, organised and serviceable condition
- (b) ensure reasonable stock levels are maintained to support efficient service delivery
- (c) record usage, replenishment requests and material allocation through approved Company systems
- (d) safeguard all allocated assets against loss, damage or misuse

13.5.15 Replenishment of stock and spare parts will occur in accordance with Company operational systems and approval processes.

13.5.16 Company vehicles, fuel cards, tools, equipment and allocated inventory must be returned immediately upon request or upon cessation of employment.

13.6 Private Vehicle Expectation

13.6.1 Where an Employee is engaged in a site-based, service, construction, or call-out role, the Employee must be able to perform the inherent requirements of the role.

13.6.2 The inherent requirements of such roles include the ability to reliably attend work locations as directed, and to safely transport, handle, and use tools, equipment, and materials ordinarily associated with the role.

13.6.3 Unless a Company vehicle is provided, this may reasonably require the Employee to have access to a private motor vehicle suitable for commuting between work locations and transporting work-related items.

13.6.4 Where an Employee uses a private vehicle for approved work purposes beyond ordinary travel to and from work, reimbursement will be provided in accordance with this Agreement.

13.6.5 Employees using private vehicles for work purposes must ensure the vehicle is roadworthy, legally registered, and appropriately insured.

13.6.6 The Company is not responsible for the ownership, maintenance, insurance, or operating costs of an Employee's private vehicle, except as expressly agreed.

14. TECHNOLOGY, DATA AND SYSTEMS

14.1 Acceptable Use of Personal Technology

14.1.1 Employees may possess personal mobile phones and devices at work, however use must not interfere with safety, productivity, performance of duties or client obligations.

14.1.2 Personal device use during working hours must be limited to essential or incidental matters and must not

disrupt workflow or create safety risks.

14.1.3 Personal device use is not permitted:

- (a) while operating plant, vehicles, or equipment
- (b) during safety critical activities
- (c) during inductions, toolbox meetings, or formal instructions
- (d) where prohibited by Site rules

14.2 Photography and Recording

14.2.1 Employees must use Company approved systems to photograph and document work activities for quality assurance, compliance, safety and project reporting purposes.

14.2.2 Photographs taken for work purposes:

- (a) form part of Company records
- (b) must be uploaded to the nominated Company system
- (c) must not be retained on personal devices beyond the time required to upload
- (d) must not be shared outside Company systems without authorisation

14.2.3 Employees must not photograph, film, livestream or record any Site, client premises, plant, equipment, incidents or other Employees for personal use or publication without express authorisation.

14.3 Social Media and Representation

14.3.1 Employees must not post content on social media platforms during paid working time unless the activity forms part of authorised Company duties.

14.3.2 Outside working hours, Employees must not publish content that:

- (a) discloses confidential information
- (b) damages client relationships
- (c) misrepresents Company work
- (d) depicts unsafe practices
- (e) presents themselves as speaking on behalf of the Company without authority

14.3.3 Employees wearing Company branded clothing or identifying themselves as employed by the Company must ensure their conduct and content reflects professional standards and does not bring the Company into disrepute.

14.4 Monitoring and Surveillance

14.4.1 The Company operates tracking, monitoring and recording systems for safety, security, asset protection, compliance and operational management purposes.

14.4.2 Monitoring may apply to Company vehicles, plant, equipment, tools and Work Materials, Sites and Branch Offices, Company issued devices, digital systems, networks and time recording platforms.

14.4.3 Monitoring systems may include GPS and telematics, asset tracking technology, access logs, digital audit trails, CCTV systems and workforce management applications.

14.4.4 CCTV may operate at Sites and operational premises for safety and security purposes and may include audio capability where lawful.

14.4.5 Monitoring may occur while Employees are performing work, present at Company controlled premises, or using Company vehicles, devices or systems.

14.4.6 Information obtained through monitoring may form part of operational and employment records and may be used for safety investigations, compliance, asset recovery, performance management, disciplinary processes, client reporting, dispute resolution or legal proceedings.

14.4.7 Interfering with or tampering with monitoring systems constitutes serious misconduct.

14.4.8 Monitoring and surveillance will be conducted in accordance with applicable privacy and surveillance

legislation.

14.5 Communication and System Responsiveness

- 14.5.1 Employees must use and monitor Company communication systems as part of their ordinary duties.
- 14.5.2 Company systems include email, workforce and job management platforms, approved messaging tools, scheduling systems and other authorised digital coordination channels.
- 14.5.3 Employees must check Company communication systems at the commencement of each working day and at reasonable intervals during working hours to remain aware of instructions, safety updates and operational changes.
- 14.5.4 Where issued with a Company device, Employees must use that device for Company communications. Where access via a personal device is required, Employees must maintain reasonable availability during working hours.
- 14.5.5 Employees must not use unauthorised platforms for Company coordination where an approved system exists.
- 14.5.6 Employees are not required to monitor or respond to communications outside their rostered hours unless they are rostered on call, performing approved overtime, or hold a supervisory, management or professional role involving operational responsibility.
- 14.5.7 Incidental after hours communication does not constitute working time unless the Employee is directed to perform, or performs, substantive work.

14.6 Company provided Laptops, Phones and Devices

- 14.6.1 The Company provides laptops, mobile phones, tablets or other technology devices where required for the performance of an Employee's duties.
- 14.6.2 All Company issued devices remain the property of the Company at all times.
- 14.6.3 Company issued devices must be used primarily for legitimate work purposes.
- 14.6.4 Limited and incidental personal use is permitted provided it does not interfere with work duties, compromise security, incur unreasonable cost or breach Company policy.
- 14.6.5 Employees are responsible for the care, security and lawful use of Company issued devices and must not permit unauthorised access, modification or installation of unauthorised software.
- 14.6.6 The Company retains full administrative control of Company issued devices and may remotely manage, secure, restrict, monitor, access or disable such devices in accordance with applicable law.
- 14.6.7 Company issued devices must be returned immediately upon request or upon cessation of employment.

14.7 Workforce, Asset and Digital Systems

- 14.7.1 Employees must use Company approved workforce, asset and digital management systems as required to perform their duties.
- 14.7.2 Company systems support operational governance and may include functions relating to time recording, project allocation, purchasing, material management, asset tracking, compliance documentation, certification records, quality assurance and operational reporting.
- 14.7.3 Employees must accurately and contemporaneously record required information in Company systems, including work performed, materials used, assets allocated and compliance activities undertaken.
- 14.7.4 Required documentation, photographs and records must be uploaded as directed as part of operational reporting.
- 14.7.5 System permissions and location services reasonably required for operational verification must remain enabled during working hours where applicable.

14.7.6 All data entered into Company systems forms part of operational and employment records.

14.7.7 False, misleading, incomplete or fabricated entries constitute serious misconduct.

14.8 Data Security

14.8.1 Employees must protect the confidentiality, integrity and security of Company and client information always.

14.8.2 Company information includes commercial, operational, client, workforce, financial and technical data, including intellectual property and system access credentials.

14.8.3 Employees must:

- (a) use only authorised systems for storing or transmitting Company information;
- (b) not copy, download or transfer Company data to unauthorised devices or platforms;
- (c) not share passwords or access credentials;
- (d) immediately report suspected data breaches or security incidents; and
- (e) not upload, input, disclose or transmit Company or client information into publicly accessible artificial intelligence systems or external digital platforms without prior approval.

14.8.4 Company information must not be accessed, retained, transmitted or used for non-work related purposes.

14.8.5 Access to Company systems is auditable.

14.8.6 These obligations continue during employment and after cessation of employment.

15. POLICIES AND PROCEDURES

15.1.1 The Company may issue, amend and withdraw policies and procedures from time to time to support operational, safety and compliance requirements.

15.1.2 Employees must comply with all lawful and reasonable Company policies and procedures.

15.1.3 Company policies and procedures do not form part of this Agreement and may be varied by the Company without requiring variation of this Agreement.

16. CONSULTATION PROCESS

16.1 Application

16.1.1 This clause applies where the Company:

- (a) has made a definite decision to introduce a major workplace change likely to have a significant effect on Employees; or
- (b) proposes to make a change to regular rosters or ordinary hours of work.

16.2 Major Workplace Change

16.2.1 Major workplace change may include restructuring, organisational change, technological change, relocation, redundancy, changes in operational methods, or other significant changes affecting Employees.

16.2.2 As soon as reasonably practicable after making a definite decision, the Company will:

- (a) notify affected Employees and their representatives;
- (b) provide relevant information in writing about:
 - (i) the nature of the change;
 - (ii) the expected effects; and
 - (iii) any other matters likely to affect Employees; and
- (c) invite Employees to give their views.

16.2.3 The Company will:

- (a) discuss with Employees and their representatives:
 - (i) the introduction of the change; and
 - (ii) measures to avert or mitigate adverse effects; and
- (b) give prompt and genuine consideration to matters raised before finalising implementation.

16.3 Roster or Ordinary Hours Changes

16.3.1 Prior to implementing a change to regular rosters or ordinary hours, the Company will:

- (a) notify affected Employees and their representatives;
- (b) provide relevant information in writing about the proposed change; and
- (c) invite Employees to give their views.

16.3.2 The Company will:

- (a) discuss with Employees and their representatives the proposed change and its likely effects; and
- (b) give genuine consideration to matters raised before implementing the change.

16.3.3 Employees will be provided with at least five (5) days' notice of permanent changes, unless otherwise agreed.

16.4 Representation

16.4.1 Employees may appoint a representative for the purposes of consultation under this clause.

16.4.2 The Company will recognise the appointed representative.

16.5 Confidential Information

16.5.1 The Company is not required to disclose confidential, commercially sensitive, or legally privileged information.

16.6 No Requirement for Agreement

16.6.1 Nothing in this clause requires the Company to reach Agreement with Employees or their representatives, nor does it prevent the Company from implementing a change after consultation has occurred.

16.7 Emergency or Operational Changes

16.7.1 In circumstances involving urgent operational, safety, or client requirements, the Company may implement changes prior to consultation where it is not reasonably practicable to consult beforehand.

16.7.2 In such cases, consultation will occur as soon as reasonably practicable after implementation.

17. WORKPLACE DELEGATES AND REPRESENTATION

17.1 Recognition

17.1.1 The Company recognises the rights of workplace delegates in accordance with Part 3-5A of the Act

17.2 Notice of Appointment

17.2.1 A workplace delegate must provide the Company with written notice of their appointment or election before exercising any rights under this clause.

17.2.2 The Company may request reasonable evidence of such appointment.

17.3 Scope of Representation

17.3.1 A workplace delegate may represent the industrial interests of Employees who:

- (a) are eligible to be represented; and
- (b) have requested or consented to such representation.

17.3.2 A workplace delegate does not represent an Employee without that Employee's Agreement.

17.4 Reasonable Communication

17.4.1 A workplace delegate may communicate with eligible Employees for representational purposes:

- (a) during work breaks; or
- (b) before or after work; or
- (c) during working hours where this does not unreasonably disrupt operations.

17.5 Reasonable Access to Facilities

17.5.1 Where practicable and subject to operational requirements, the Company will provide reasonable access to existing workplace facilities for the purposes of representation, including:

- (a) meeting areas;
- (b) noticeboards (physical or electronic); and
- (c) electronic communication systems ordinarily used in the workplace.

17.5.2 The Company is not required to provide facilities that do not exist or are not reasonably accessible due to operational or site constraints.

17.6 Training

17.6.1 Unless the Company is a small business employer, a workplace delegate is entitled to up to **five (5)** days of paid time per year during ordinary working hours to attend training related to their representational duties.

17.6.2 The entitlement in clause **17.6.1**:

- (a) applies on a per delegate, per year basis;
- (b) is non-cumulative; and
- (c) does not accrue from year to year.

17.6.3 Access to training is subject to:

- (a) reasonable notice being provided;
- (b) the training being relevant to the delegate's representational role; and
- (c) operational requirements, provided approval is not unreasonably withheld.

17.7 Exercise of Rights

17.7.1 When exercising rights under this clause, a workplace delegate must:

- (a) comply with their duties as an Employee;
- (b) comply with Company policies and Site rules;
- (c) not hinder or obstruct work; and
- (d) not interfere with Employees who do not wish to be represented.

18. DISPUTE RESOLUTION

18.1 Dispute Resolution Procedure

18.1.1 If a dispute arises in relation to this Agreement or the NES, the parties will first attempt to resolve the matter at the workplace level through discussion between the Employee and their immediate supervisor.

18.1.2 If the matter is not resolved within a reasonable timeframe, and where practicable within **five (5)** working days, it may be escalated to senior management for further discussion.

18.1.3 An Employee may appoint a representative at any stage of the dispute process.

18.1.4 If the dispute remains unresolved, either party may refer the matter to the FWC.

18.1.5 The FWC may deal with the dispute in accordance with its powers under the Act, including by conciliation and, if the parties agree, arbitration.

18.1.6 While a dispute is being resolved, work will continue as directed unless there is a genuine safety concern.

18.1.7 An Employee will not be subject to adverse treatment for raising or participating in a dispute in good faith.



19. ENDOREMENT OF AGREEMENT AND COMMON UNDERSTANDING

19.1 Good Faith Bargaining and Overall Benefit

19.1.1 The Parties acknowledge that this Agreement has been negotiated in good faith and that, taken as a whole, it provides terms and conditions that are at least as beneficial as those contained in the relevant modern awards, having regard to both monetary and non-monetary benefits.

19.2 Signed for and on behalf of the Company

Name (printed):	SEAN BOXSHALL
Signature:	
Position:	DIRECTOR
Address:	1 CROWN ST, FOOTSCRAY 3011
Date:	24/05/2026

19.3 Signed for and on behalf of the Employees

Name (printed):	Katherine Frawley
Signature:	
Position:	Site Manager
Address:	1 Pembroke Road, Balwyn
Date:	24/05/2026.

A SCHEDULE A – GENERAL TRADES CLASSIFICATIONS AND RATES

A.1. General Trades Classification Structure

A.1.1. Building, Civil, Construction and Operational Support Trades including Prefabrication and Manufacturing.

A.1.2. An Employee will be classified within the General Trades stream where the primary and predominant duties relate to construction delivery, fabrication, operational execution, site supervision, yard management or project implementation, whether performed on Site, in a workshop, yard, plant environment or site office.

A.1.3. This stream applies to Employees engaged in building, civil construction, structural, finishing, prefabrication, manufacturing, assembly and associated construction and operational support activities, whether performed on Site, in a workshop, factory, yard or other Company controlled location, including, but not limited to:

- | | |
|--|--|
| (a) carpentry and formwork | (o) labouring and general construction support |
| (b) concreting, reinforcement and steel fixing | (p) precast manufacture and installation |
| (c) structural steel erection | (q) shopfitting, cabinet making and joinery installation |
| (d) demolition | (r) civil works and infrastructure construction |
| (e) scaffolding and rigging | (s) yard operations and materials handling |
| (f) crane, plant and excavation operation | (t) storeperson and logistics functions |
| (g) traffic control | (u) fleet, plant and equipment maintenance |
| (h) bricklaying and blocklaying | (v) mechanical maintenance of plant and vehicles |
| (i) plastering and rendering | (w) warehouse operations and stock control |
| (j) tiling and waterproofing | (x) workshop fabrication and repair |
| (k) painting and finishing | (y) construction related site and yard cleaning |
| (l) roofing and cladding | |
| (m) glazing and façade installation | |
| (n) fencing and landscaping | |

A.2. General Trainees and Apprentices

A.2.1. Apprentice Trade Employees are Employees engaged under a registered training contract. Progression reflects increasing technical competency, responsibility, initiative and contribution to operational performance.

A.2.2. Each Apprentice level incorporates the characteristics, expectations and supervision standards of the preceding level.

A.2.3. **Level 1 – Foundation Stage (Year 1 or Early Stage Trainee)**

Characteristics:	Expectations:	Supervision:
<ul style="list-style-type: none"> • Learning basic tools, materials and processes • Assisting qualified Employees • Performing simple remedial and preparation tasks • Developing safe work habits 	<ul style="list-style-type: none"> • Demonstrate punctuality and reliability • Follow instructions accurately • Keep tools and work areas clean and organised • Prepare job fronts and materials as directed and take responsibility for maintaining work readiness. • Complete basic workforce system entries • Maintain active participation in formal training • Show a proactive learning mindset 	<p>Direct and General Supervision.</p>

<ul style="list-style-type: none"> Participating in yard, workshop and Site activities 	<ul style="list-style-type: none"> Accept feedback constructively and implement corrective instruction Maintain personal presentation consistent with Company standards 	
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A.2.4. Level 2 – Developing Stage (Year 2 or Mid Stage Trainee)

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> Performing routine trade tasks under supervision Using tools competently Completing simple works independently Assisting with prefabrication and assembly Beginning to interpret drawings and specifications 	<ul style="list-style-type: none"> Take initiative in preparing materials and job fronts Maintain tools in serviceable condition Anticipate next steps in task sequencing Demonstrate measurable improvement in productivity and task efficiency. Accurately record time, materials and progress Seek feedback and apply it 	Direct and General Supervision.

A.2.5. Level 3 – Competent Stage (Year 3 or Advanced Trainee)

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> Performing skilled tasks with limited supervision Interpreting drawings with guidance Completing defined scopes independently Participating in quality checks and compliance documentation Contributing to prefabrication and modular works 	<ul style="list-style-type: none"> Consistently deliver quality workmanship Prepare job fronts without direction Identify and rectify simple defects Support Level 1 and 2 Employees Maintain strong safety leadership behaviour Demonstrate proactive problem solving 	General and limited Broad Supervision.

A.2.6. Level 4 – Pre Qualified Stage (Final Year Apprentice)

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> Performing skilled work with minimal supervision Assisting in task planning and sequencing Contributing to coordination of works Supporting quality assurance processes Preparing for transition to qualified trade status 	<ul style="list-style-type: none"> Demonstrate trade level competency Mentor junior developing Employees Maintain high productivity standards Proactively resolve simple technical issues Maintain complete and accurate documentation Demonstrate readiness for qualification 	General and Broad Supervision.

A.3. General Trade Grades

A.3.1. General Trade Employees are Employees engaged to perform trade, operational, construction, manufacturing, maintenance or support duties within the coverage described in **clause A.1**. Progression through the General Trade Grades reflects increasing competency, technical capability, autonomy, accountability, leadership and contribution to operational performance.

A.3.2. Each Grade incorporates the characteristics, expectations and supervision standards of the preceding Grade, unless otherwise specified.

A.3.3. General Trade Grade 1

Characteristics:	Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs basic operational, labouring or support tasks within the coverage described in clause A.1 • Undertakes repetitive or process driven duties • Assists qualified tradespersons, operators or senior Employees • Uses basic hand tools, plant or equipment appropriate to the task • Does not exercise independent technical judgement 	<ul style="list-style-type: none"> • Comply with all safety requirements and Company systems • Follow lawful and reasonable directions • Maintain clean, organised and safe work areas • Handle tools, materials and equipment responsibly • Demonstrate punctuality, reliability and work readiness • Complete basic operational or administrative records as required • Contribute positively to team productivity 	Direct Supervision.

A.3.4. General Trade Grade 2

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs structured semi-skilled operational or trade support tasks • Uses tools, equipment and basic plant competently without continuous prompting • Completes routine tasks from established procedures or instructions • Demonstrates developing task sequencing awareness • Exercises limited judgement within defined parameters 	<ul style="list-style-type: none"> • Perform allocated work with improving efficiency and reduced rework • Identify obvious defects, hazards or non-conformances and take appropriate action • Prepare work areas and materials with minimal direction • Maintain tools and equipment in serviceable condition • Accurately record time, materials or operational information relevant to the task 	Direct and minimal General Supervision.

A.3.5. General Trade Grade 3

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs skilled operational or advanced trade support tasks • Operates licensed plant or equipment independently where authorised • Interprets basic drawings, plans or specifications relevant to assigned work • Completes defined scopes of work without step-by-step instruction • Exercises judgement within established procedures 	<ul style="list-style-type: none"> • Deliver consistent quality outcomes with minimal rework • Identify and rectify simple defects without escalation • Anticipate material and sequencing requirements • Demonstrate safe and competent use of licensed equipment • Provide informal guidance to Grade 1 and 2 Employees • Maintain compliance documentation relevant to assigned tasks 	General and Broad Supervision.

A.3.6. General Trade Grade 4

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs work requiring a recognised trade qualification or equivalent competency • Executes trade tasks 	<ul style="list-style-type: none"> • Deliver trade work to required standards with minimal oversight • Identify, diagnose and rectify trade related defects or non-conformances 	Broad Supervision.

<p>independently within defined scopes of work</p> <ul style="list-style-type: none"> • Interprets drawings, plans and specifications relevant to assigned tasks • Undertakes technical problem solving within their trade discipline • Accepts responsibility for quality and compliance of their own work 	<ul style="list-style-type: none"> • Supervise and support Apprentices or Trainees in accordance with Company and legal requirements • Plan materials, tools and sequencing for assigned tasks • Coordinate procurement in accordance with Company systems • Maintain required compliance documentation and trade records • Demonstrate accountability for productivity and workmanship 	
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A.3.7. General Trade Grade 5

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Demonstrates advanced technical competency across a broad range of trade functions • Performs complex, non routine or multi stage trade work • Exercises independent technical judgement within their discipline • Provides trade level guidance and technical direction to others • Coordinates and directs the work of a small team or defined work area • May be appointed as a Leading Hand 	<ul style="list-style-type: none"> • Lead delivery of defined projects or scopes of work from commencement to completion • Plan sequencing, materials and labour allocation within assigned works • Diagnose and resolve complex technical issues without routine escalation • Ensure compliance, safety and quality standards are achieved across the team • Mentor and develop Apprentices and junior Employees • Demonstrate productivity, cost awareness and workflow optimisation 	<p>Broad Supervision with responsibility for team coordination and work outcomes.</p>

A.3.8. General Trade Grade 6

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Acts as Site Foreperson or equivalent • Manages medium to large projects or major components of complex projects • Coordinates multiple work fronts, trades or operational teams • Exercises substantial autonomy in planning and delivery • Accountable for overall site or project performance within assigned responsibility 	<ul style="list-style-type: none"> • Plan, program and oversee works from commencement to practical completion • Allocate labour, materials and resources across multiple activities • Monitor productivity, quality, safety and compliance performance • Identify and mitigate project risks • Interface with clients, consultants, subcontractors and Company management • Contribute to cost awareness, scheduling and operational reporting • Provide structured leadership and performance oversight to team members 	<p>Limited Supervision.</p>

A.3.9. General Trade Grade 7

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Leads large, complex or technically demanding projects at site level 	<ul style="list-style-type: none"> • Resolve complex construction, coordination or compliance issues 	<p>Limited Supervision.</p>

<ul style="list-style-type: none"> • Exercises advanced trade or multi-discipline technical judgement • Provides on-site technical authority and problem resolution • Directs multiple teams or subcontractor groups • Primary operational and technical contact for client representatives 	<ul style="list-style-type: none"> • Oversee technical sequencing and integration of works • Ensure compliance with standards, specifications and statutory requirements • Mentor Forepersons and technically support trade personnel • Drive site productivity, safety and quality outcomes 	
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A.3.10. General Trade Grade 8

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Manages projects from commencement to completion • Holds both commercial and technical accountability • Exercises independent technical and contractual judgement • Interprets and applies specifications, standards and compliance frameworks at project level • Leads technical coordination across disciplines 	<ul style="list-style-type: none"> • Manage program, procurement and financial performance • Assess technical risk and develop mitigation strategies • Approve technical solutions and variations • Coordinate consultants and specialist trades • Ensure engineering, compliance and documentation standards are met • Provide technical guidance to site leadership 	Limited Supervision.

A.3.11. General Trade Grade 9

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Oversees multiple complex or high value projects • Exercises high level commercial and technical authority • Provides senior technical oversight across projects • Influences methodology, standards and operational systems 	<ul style="list-style-type: none"> • Lead complex technical and commercial negotiations • Provide technical direction across project portfolios • Contribute to development of engineering and operational standards • Oversee dispute resolution involving technical matters • Mentor Project Managers in both commercial and technical performance 	Limited Supervision.

A.4. General Trade Rates

A.4.1. General Trainees and Apprentices Rates Table

Classification	From Commencement	From 1 March 2027	From 1 March 2028	From 1 March 2029	From 1 March 2030
A2.3 - Level 1	\$16.39	\$16.88	\$17.39	\$17.91	\$18.45
A2.4 - Level 2	\$20.62	\$21.23	\$21.87	\$22.53	\$23.20
A2.5 - Level 3	\$23.71	\$24.42	\$25.15	\$25.90	\$26.68
A2.6 - Level 4	\$27.77	\$28.61	\$29.46	\$30.35	\$31.26

A.4.2. General Trainees and Apprentices Rates Table (Adult Apprentice)

Classification	From Commencement	From 1 March 2027	From 1 March 2028	From 1 March 2029	From 1 March 2030
A2.3 - Level 1	\$26.12	\$26.90	\$27.71	\$28.54	\$29.40
A2.4 - Level 2	\$27.48	\$28.30	\$29.15	\$30.03	\$30.93
A2.5 - Level 3	\$29.53	\$30.41	\$31.32	\$32.26	\$33.23
A2.6 - Level 4	\$30.21	\$31.12	\$32.05	\$33.01	\$34.00

A.4.3. General Trade Rates Table

Classification	From Commencement	From 1 March 2027	From 1 March 2028	From 1 March 2029	From 1 March 2030
A3.3 Grade 1	\$28.68	\$29.54	\$30.43	\$31.34	\$32.28
A3.4 Grade 2	\$30.58	\$31.50	\$32.44	\$33.42	\$34.42
A3.5 Grade 3	\$31.86	\$32.81	\$33.80	\$34.81	\$35.86
A3.6 Grade 4	\$38.85	\$40.01	\$41.21	\$42.45	\$43.72
A3.7 Grade 5	\$40.79	\$42.02	\$43.28	\$44.58	\$45.91
A3.8 Grade 6	\$42.83	\$44.12	\$45.44	\$46.80	\$48.21
A3.9 Grade 7	\$44.97	\$46.32	\$47.71	\$49.14	\$50.62
A3.10 Grade 8	\$47.22	\$48.64	\$50.10	\$51.60	\$53.15
A3.11 Grade 9	\$49.58	\$51.07	\$52.60	\$54.18	\$55.80

B. SCHEDULE B – SERVICES TRADES CLASSIFICATIONS AND RATES

B.1. Services Trades Classification Structure

- B.1.1. Building Services, Engineering Services and Technical Installation, Commissioning and Maintenance Trades including Prefabrication and Systems Integration.
- B.1.2. This stream primarily covers Employees engaged in regulated technical trade disciplines within the building services sector, including disciplines where statutory licensing, registration, certification or other regulatory authorisation may apply.
- B.1.3. An Employee will be classified within the Services Trade stream where the primary and predominant duties relate to construction delivery, site supervision, technical installation, commissioning or direct project execution, whether performed on Site or within a site office environment.
- B.1.4. Classification under this Schedule reflects competency, responsibility, autonomy and accountability and does not of itself confer or replace any statutory licence, registration or certification requirement.
- B.1.5. This Stream applies to Employees engaged in building services trades and technical disciplines, whether performed on Site, in workshops, prefabrication facilities, plant rooms, client occupied premises, service environments or other Company controlled locations, including, but not limited to:
- | | |
|---|---|
| (a) electrical trades | (j) HVAC and mechanical services trades |
| (b) electronic and communications trades | (k) controls, automation and BMS trades |
| (c) security and alarm systems trades | (l) instrumentation trades |
| (d) data and structured cabling trades | (m) service and maintenance trades |
| (e) fire protection trades | (n) prefabrication and modular services trades |
| (f) plumbing trades | (o) technical installation and commissioning trades |
| (g) gas fitting trades | (p) operational and technical support trades |
| (h) irrigation and mechanical plumbing trades | |
| (i) refrigeration and air conditioning trades | |

B.2. Services Trade Apprentices

- B.2.1. Services Trade Apprentices are Employees engaged under a registered training contract in a recognised building services trade discipline.
Progression reflects increasing:
- | | |
|------------------------------|---|
| (a) technical competency | (e) documentation accuracy |
| (b) regulatory awareness | (f) contribution to operational and project performance |
| (c) independent capability | |
| (d) compliance understanding | |
- B.2.2. Each Apprentice level incorporates the characteristics, expectations and supervision standards of the preceding level.
- B.2.3. Apprentice Levels generally correspond to each year of the apprenticeship, subject to satisfactory completion of all training and requirements under this Agreement.
- B.2.4. Services Trade Apprentice – Level 1

Characteristics:	Expectations:	Supervision:
<ul style="list-style-type: none"> Commencing formal training in a regulated services trade discipline Learning safe work practices specific 	<ul style="list-style-type: none"> Comply with all safety, statutory and Company requirements Follow lawful and reasonable instructions precisely 	Direct Supervision

<p>to licensed technical work</p> <ul style="list-style-type: none"> • Assisting licensed tradespersons in installation, maintenance or service tasks • Performing basic preparatory and support tasks • Developing familiarity with tools, materials, drawings and specifications • Developing awareness of regulatory and licensing obligations • Participating in site, workshop and service activities 	<ul style="list-style-type: none"> • Maintain clean, compliant and organised work areas • Handle tools, materials and equipment responsibly • Accurately complete basic workforce and compliance records • Attend and actively participate in all required off site training • Demonstrate punctuality, reliability and professional conduct • Seek guidance before undertaking unfamiliar tasks • Maintain satisfactory progress in formal training 	
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B.2.5. Services Trade Apprentice – Level 2

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs routine installation and maintenance tasks • Uses trade tools and equipment competently • Assists with testing, fault finding and commissioning activities • Begins interpreting drawings, schematics and specifications relevant • Develops working knowledge of compliance and regulatory requirements • Contributes to prefabrication and system assembly activities 	<ul style="list-style-type: none"> • Prepare work fronts, materials and tools with minimal prompting • Demonstrate improving task sequencing and efficiency • Accurately record time, materials and basic test results • Identify obvious defects, hazards or non-conformances and report appropriately • Maintain required documentation relevant to assigned tasks • Apply feedback and demonstrate measurable improvement in technical capability 	<p>Direct and General Supervision</p>

B.2.6. Services Trade Apprentice – Level 3

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs skilled installation and maintenance tasks • Interprets drawings, schematics and specifications relevant to assigned work • Assists in testing, commissioning and fault finding activities • Contributes to system integration and prefabrication works • Demonstrates increasing technical judgement within defined parameters • Understands regulatory and compliance obligations relevant 	<ul style="list-style-type: none"> • Deliver consistent quality workmanship with minimal rework • Prepare and sequence assigned tasks without step by step instruction • Identify and rectify simple defects under supervision • Accurately complete compliance documentation and testing records relevant to assigned work • Anticipate material and tool requirements for assigned tasks • Provide informal guidance to Year 1 and Year 2 Apprentices 	<p>General Supervision</p>

B.2.7. Services Trade Apprentice – Level 4

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs skilled installation, maintenance and fault finding tasks • Interprets drawings, schematics and 	<ul style="list-style-type: none"> • Deliver high quality technical work with minimal rework • Plan, sequence and prepare assigned tasks 	<p>General and Broad Supervision</p>

<p>specifications independently</p> <ul style="list-style-type: none"> • Assists in advanced testing, commissioning, diagnostics and system integration activities • Leads small defined task segments under oversight • Demonstrates developed technical judgement • Participates in programming, controls, configuration or advanced diagnostic activities • Demonstrates readiness to transition to licensed trade status 	<p>independently</p> <ul style="list-style-type: none"> • Identify, diagnose and rectify defects • Maintain accurate and complete compliance documentation and testing records • Mentor and support junior Apprentices • Demonstrate strong organisation, documentation discipline and time management • Maintain full readiness for final assessment, trade school completion and any applicable licensing examinations • Complete all required training, logbooks and regulatory documentation prior to qualification 	
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B.3. Services Trade Grades

B.3.1. Services Trade Employees are Employees engaged to perform trade, technical, installation, commissioning, maintenance or operational duties within the coverage described in **clause B.1.**

B.3.2. Progression through the Services Trade Grades reflects increasing:

- (a) technical competency
- (b) regulatory and licensing responsibility
- (c) autonomy and independent judgement
- (d) accountability for compliance and safety
- (e) leadership and supervision capability
- (f) commercial and project responsibility

B.3.3. Each Grade incorporates the characteristics, expectations and supervision standards of the preceding Grade unless otherwise specified.

B.3.4. Services Trade Grade 1

Characteristics:	Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs trade support and operational assistance duties • Assists Qualified Trade Employees in installation, maintenance or service activities • Performs basic preparatory, handling and labouring tasks • May include non-licensed data or security cabling support roles • Does not perform work requiring statutory qualification, registration or trade certification • Does not exercise independent technical judgement 	<ul style="list-style-type: none"> • Comply with all safety, statutory and Company requirements • Follow lawful and reasonable directions • Maintain organised, compliant and safe work areas • Handle tools, materials and equipment responsibly • Complete basic operational or documentation requirements • Contribute positively to team productivity 	<p>Direct and General Supervision</p>

B.3.5. Services Trade Grade 2

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Has completed a recognised apprenticeship or equivalent formal trade training • Performs trade tasks competently within defined scopes 	<ul style="list-style-type: none"> • Deliver consistent quality workmanship • Prepare and sequence assigned tasks with minimal prompting • Accurately complete compliance 	<p>General Supervision</p>

<ul style="list-style-type: none"> • Undertakes installation, maintenance and testing activities under supervision • Exercises developing technical judgement within established parameters • Not authorised to independently certify or sign off regulated work where statutory authority is required 	<ul style="list-style-type: none"> • Identify and rectify defects within supervision limits • Demonstrate readiness for transition to Qualified Trade status 	
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B.3.6. Services Trade Grade 3

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Holds and maintains any required statutory qualification, registration or trade certification applicable to the role • Performs installation, maintenance, fault finding and testing activities independently • Exercises sound technical judgement within established standards and specifications • May supervise Apprentices and Services Trade Grade 1 or 2 Employees in accordance with statutory requirements • May complete and certify work • Capable of completing small service or maintenance jobs independently 	<ul style="list-style-type: none"> • Deliver trade work to required standards with minimal rework • Plan and sequence assigned tasks effectively • Ensure compliance with safety, regulatory and documentation requirements • Provide guidance and instruction to Apprentices • Accurately complete testing, commissioning and compliance documentation • Demonstrate accountability for quality, productivity and workmanship • Represent the Company professionally when dealing with clients on small service activities • Procure materials and consumables required for assigned tasks in accordance with Company systems 	General and Broad Supervision

B.3.7. Services Trade Grade 4

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Demonstrates advanced technical competency across a broad range of trade functions • Performs complex, non routine or multi stage installation, service and diagnostic work • Exercises independent technical judgement within their trade discipline • Interprets drawings, specifications and compliance requirements independently • Provides structured mentoring and technical guidance to Apprentices and junior Employees • Coordinates defined scopes of work and small teams on medium sized projects 	<ul style="list-style-type: none"> • Deliver high quality technical outcomes with minimal oversight • Diagnose and resolve complex technical issues within trade scope • Plan sequencing, materials and labour for assigned works • Procure materials and specialist items in accordance with Company systems • Ensure compliance documentation and testing records are complete and accurate • Maintain productivity, cost awareness and workflow efficiency • Represent the Company professionally in client and consultant interactions 	General and Broad Supervision

B.3.8. Services Trade Grade 5

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Demonstrates advanced technical competency across their trade discipline • Performs complex, multi stage 	<ul style="list-style-type: none"> • Lead delivery of small projects or defined scopes from commencement to completion • Plan sequencing, materials and labour allocation effectively • Procure materials and specialist items in accordance with 	Broad and Limited Supervision

<p>or high risk technical work</p> <ul style="list-style-type: none"> • Exercises independent technical judgement within trade scope • Formally leads and coordinates a defined team or work area • Allocates labour and resources within assigned scopes • Identifies technical and design issues impacting delivery • Acts as trade lead on small projects or defined project sections 	<p>Company systems</p> <ul style="list-style-type: none"> • Identify, document and raise variations, RFIs and design discrepancies • Contribute to forward planning and program awareness • Attend site meetings where required and represent the trade scope • Ensure safety, quality and compliance standards are achieved across the team • Mentor and develop Apprentices and junior Employees • Maintain cost awareness and workflow efficiency • Accurately complete required reporting and documentation 	
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B.3.9. Services Trade Grade 6

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Manages medium to large projects or major components of complex projects • Coordinates multiple crews or work fronts on the same site • Exercises substantial autonomy in planning and delivery • Provides technical authority for services installation, commissioning and compliance • Interfaces directly with clients, consultants and principal contractors • Has authority to approve minor variations within defined Company limits 	<ul style="list-style-type: none"> • Plan and program works from commencement through to practical completion at site level • Allocate labour, materials and plant across multiple crews • Identify design issues, raise and manage RFIs and variation documentation • Approve minor variations within delegated authority • Monitor productivity, quality and safety performance across the site • Identify cost risks and advise Project Manager or management • Ensure all testing, commissioning and compliance documentation is completed • Conduct site meetings and represent the Company's services scope • Mentor Leading Hands and qualified trades • Maintain accurate site reporting including labour, materials and progress tracking 	<p>Limited Supervision</p>

B.3.10. Services Trade Grade 7

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Leads large, complex or technically demanding services projects at site level • Exercises advanced multi discipline technical judgement • Manages multiple crews and service interfaces across the project • Contributes to project methodology, staging and sequencing strategy • Interfaces directly with clients, consultants and senior contractor representatives 	<ul style="list-style-type: none"> • Run the full services package on large or complex projects from commencement through to practical completion • Resolve complex design, coordination and compliance issues • Contribute to tender methodology, buildability input and value engineering proposals • Review drawings and specifications for technical risk and constructability • Provide structured leadership and performance management to Grades below Employees • Identify commercial risks and contribute to cost management discussions 	<p>Limited Supervision</p>

<ul style="list-style-type: none"> • May hold an Advanced Diploma, Diploma, Certificate IV or equivalent post trade qualification, or has demonstrated equivalent experience and capability 	<ul style="list-style-type: none"> • Approve and manage significant variations within delegated authority • Ensure commissioning, integration and compliance outcomes meet contractual standards • Represent the Company in high level project and coordination meetings 	
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B.3.11. Services Trade Grade 8

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Holds full project accountability for services works from commencement to completion • Exercises independent technical, commercial and contractual judgement • Manages financial performance of assigned projects • Develops and implements project methodology and construction sequencing strategies • Leads subcontract engagement and procurement strategy • Oversees technical coordination across multiple disciplines • Conducts performance management of site leadership personnel • May hold Diploma, Advanced Diploma, Degree or equivalent demonstrated experience 	<ul style="list-style-type: none"> • Manage project budget, cost forecasting and financial reporting • Develop and administer subcontract packages and procurement schedules • Lead value engineering and constructability reviews • Review and approve major variations and claims within delegated authority • Identify and mitigate commercial, contractual and technical risks • Manage client relationships and high level stakeholder engagement • Conduct performance reviews and mentoring of Grade 6 and 7 Employees • Ensure compliance with contractual, statutory and quality obligations • Drive program performance and resource optimisation 	<p>Limited Supervision</p>

B.3.12. Services Trade Grade 9

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Oversees multiple projects or a major high value and complex services project • Exercises high level commercial, contractual and technical authority • Provides senior technical oversight across projects and disciplines • Influences construction methodology, staging and resource strategy • Leads and mentors Project Managers, Senior Site Managers and Forepersons • Manages significant client relationships and high level stakeholder engagement • Contributes to business unit planning and operational performance 	<ul style="list-style-type: none"> • Oversee financial performance, forecasting and risk across multiple projects • Lead complex commercial negotiations including variations, claims and dispute resolution • Approve major procurement strategies and subcontract engagement • Drive value engineering initiatives and constructability improvements • Establish technical and quality standards across project teams • Identify systemic operational risks and implement corrective strategies • Conduct performance reviews and capability development for senior project personnel • Represent the Company in executive level project meetings 	<p>Limited Supervision</p>

B.4. Services Trade Rates

B.4.1. Services Trainees and Apprentices Rates Table

Classification	From Commencement	From 1 March 2027	From 1 March 2028	From 1 March 2029	From 1 March 2030
B2.4 - Level 1	\$17.35	\$17.87	\$18.41	\$18.96	\$19.53
B2.5 - Level 2	\$23.09	\$23.78	\$24.50	\$25.23	\$25.99
B2.6 - Level 3	\$26.55	\$27.35	\$28.17	\$29.01	\$29.88
B2.7 - Level 4	\$31.11	\$32.04	\$33.00	\$33.99	\$35.01

B.4.2. Services Trainees and Apprentices Rates Table (Adult Apprentice)

Classification	From Commencement	From 1 March 2027	From 1 March 2028	From 1 March 2029	From 1 March 2030
B2.4 - Level 1	\$24.95	\$25.70	\$26.47	\$27.27	\$28.09
B2.5 - Level 2	\$29.94	\$30.84	\$31.76	\$32.72	\$33.70
B2.6 - Level 3	\$31.14	\$32.07	\$33.03	\$34.02	\$35.04
B2.7 - Level 4	\$32.28	\$33.25	\$34.25	\$35.27	\$36.33

B.4.3. Services Trade Rates Table

Classification	From Commencement	From 1 March 2027	From 1 March 2028	From 1 March 2029	From 1 March 2030
B3.4 Grade 1	\$34.25	\$35.28	\$36.34	\$37.43	\$38.55
B3.5 Grade 2	\$35.68	\$36.75	\$37.85	\$38.99	\$40.16
B3.6 Grade 3	\$43.51	\$44.82	\$46.16	\$47.54	\$48.97
B3.7 Grade 4	\$45.69	\$47.06	\$48.47	\$49.93	\$51.42
B3.8 Grade 5	\$47.97	\$49.41	\$50.89	\$52.42	\$53.99
B3.9 Grade 6	\$50.37	\$51.88	\$53.44	\$55.04	\$56.69
B3.10 Grade 7	\$52.89	\$54.48	\$56.11	\$57.79	\$59.53
B3.11 Grade 8	\$55.53	\$57.20	\$58.91	\$60.68	\$62.50
B3.12 Grade 9	\$58.31	\$60.06	\$61.86	\$63.71	\$65.62

C. SCHEDULE C – PROFESSIONAL AND BUSINESS CLASSIFICATIONS AND RATES

C.1. Professional and Business Classification Structure

- C.1.1. Professional, Engineering, Commercial and Corporate Functions including Advisory, Design, Planning and Business Management.
- C.1.2. This stream primarily covers Employees engaged in professional, technical advisory, engineering, estimating, planning, commercial, administrative, corporate and business management disciplines, including roles where tertiary qualifications, professional accreditation or specialised expertise may apply.
- C.1.3. An Employee will be classified within the Professional and Business stream where the primary and predominant duties relate to engineering design, technical advisory or consulting services, project management, commercial or contractual administration, estimating, planning, finance, human resources, corporate support or organisational leadership functions, rather than direct construction delivery or regulated trade installation work.
- C.1.4. Classification under this Schedule reflects competency, accountability, professional judgement, commercial responsibility and leadership capability and does not of itself confer or replace any statutory licence, registration or professional accreditation requirement.
- C.1.5. Employees engaged in professional roles requiring a tertiary qualification, including graduate professionals, will be classified at a minimum of Professional and Business **Grade 3**.
- C.1.6. This stream applies to Employees engaged in professional and business disciplines, whether performed at Branch Office, site office or other Company controlled locations, including, but not limited to:
- | | |
|---|--|
| (a) engineering, technical advisory and consulting roles | (h) finance, accounting and payroll roles |
| (b) project engineering and project management roles | (i) human resources, workforce management and organisational development roles |
| (c) estimating, tendering and planning roles | (j) marketing, branding, communications and media roles |
| (d) commercial, contract administration and procurement roles | (k) business administration and corporate support roles |
| (e) BIM, digital engineering and information management roles | (l) compliance, governance and risk management roles |
| (f) software development, systems integration and application development roles | (m) product development and innovation roles |
| (g) information technology, data management and automation roles | (n) business unit management and executive leadership roles |
- C.1.7. Progression through the Professional and Business Grades reflects increasing:
- | | |
|---|--|
| (a) technical or functional competency | (d) accountability for accuracy and outcomes |
| (b) analytical and problem-solving capability | (e) leadership and coordination responsibility |
| (c) autonomy and independent judgement | (f) commercial and organisational impact |
- C.1.8. Each Grade incorporates the characteristics, expectations and supervision standards of the preceding Grade unless otherwise specified.

C.2. Professional and Business Grades

C.2.1. Professional and Business Grade 1

Characteristics:	Expectations:	Supervision:
• Performs routine administrative, clerical or entry	• Comply with all Company policies,	Direct and

<p>level technical support tasks</p> <ul style="list-style-type: none"> • Assists with preparation of reports, drawings, models, schedules, system updates or documentation under direction • Undertakes structured data entry, document control, file management and record maintenance • May assist with BIM modelling, digital drafting, IT support, estimating take offs or system configuration using established templates and processes • Performs defined tasks using established procedures, checklists and Company systems • Does not exercise independent professional or advisory judgement • Work is task based and procedural in nature • Does not hold responsibility for project, commercial or technical outcomes 	<p>systems and procedures</p> <ul style="list-style-type: none"> • Follow lawful and reasonable directions precisely • Maintain accurate records, documentation and digital files • Demonstrate punctuality, reliability and professional conduct • Use Company systems correctly including time recording, documentation platforms and digital tools • Seek guidance before undertaking unfamiliar or higher complexity tasks • Escalate issues outside defined task scope to appropriate supervisors • Contribute positively to team productivity and workplace culture 	<p>General Supervision</p>
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C.2.2. Professional and Business Grade 2

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs administrative, technical support or coordination duties with developing competency • Completes defined tasks with minimal prompting once instructed • Assists in preparation of reports, models, drawings, schedules, cost plans, system documentation or technical submissions • May undertake structured BIM modelling, estimating take offs, document control, data analysis or system configuration activities under direction • Exercises limited independent judgement within established procedures and templates • Identifies obvious errors, omissions or inconsistencies and escalates appropriately • May coordinate defined work segments or documentation packages • Does not hold primary responsibility for project, commercial or advisory outcomes 	<ul style="list-style-type: none"> • Deliver assigned tasks accurately and within required timeframes • Demonstrate improving task sequencing, organisation and efficiency • Maintain accurate documentation and digital records • Apply Company standards, templates and systems consistently • Identify and raise issues impacting quality, coordination or compliance • Support project or operational teams in achieving deadlines • Communicate clearly with internal stakeholders • Demonstrate reliability, accountability and professional conduct 	<p>Direct and General Supervision</p>

C.2.3. Professional and Business Grade 3

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs senior administrative, coordination or advanced support duties • Exercises sound judgement within established Company systems and standards • Independently completes structured technical or analytical tasks within defined parameters • May produce BIM models, drawings, cost plans, digital outputs, reports or system configurations under 	<ul style="list-style-type: none"> • Deliver high quality work outputs with minimal rework • Plan and sequence assigned tasks independently • Maintain accurate and complete documentation and digital records • Identify errors, omissions and coordination issues and escalate 	<p>General Supervision</p>

<p>general direction</p> <ul style="list-style-type: none"> • Coordinates documentation packages, submissions or defined project workstreams • Provides informal guidance to Grade 1 and Grade 2 Employees • Demonstrates strong system proficiency and documentation discipline • Does not hold primary responsibility for final technical sign off, design authority or commercial approval 	<p>appropriately</p> <ul style="list-style-type: none"> • Contribute to workflow planning and deadline management • Support project or operational teams with accurate reporting and updates • Mentor junior support Employees in systems and processes • Maintain professional communication with internal stakeholders 	
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C.2.4. Professional and Business Grade 4

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs professional, analytical or technical duties within a defined discipline • Exercises independent judgement within established standards, methodologies and Company systems • Prepares technical reports, BIM models, engineering documentation, cost plans, digital solutions or advisory outputs within defined scope • Undertakes analysis, coordination and problem solving activities requiring technical reasoning • May contribute to design development, system architecture, commercial analysis or project planning • Responsible for accuracy and completeness of assigned professional outputs • May liaise with clients, consultants or contractors on defined matters under guidance • May supervise or coordinate Grade 1–3 Employees within assigned tasks • Does not hold final technical authority, contractual authority or financial delegation 	<ul style="list-style-type: none"> • Deliver professional outputs with minimal supervision and limited rework • Apply relevant standards, technical principles and Company methodologies • Identify and resolve routine technical or coordination issues within scope • Raise design, commercial or compliance risks appropriately • Maintain high quality documentation and record keeping standards • Contribute to project planning, sequencing and coordination activities • Demonstrate increasing commercial awareness and accountability • Provide structured guidance to support level Employees 	<p>General and Broad Supervision</p>

C.2.5. Professional and Business Grade 5

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs professional, technical or advisory duties with developed competency within their discipline • Exercises sound independent judgement within established technical and commercial parameters • Delivers defined project scopes, work packages or technical outputs with limited oversight • Prepares and reviews reports, models, designs, cost plans, specifications, system architectures or analytical outputs • Identifies technical, coordination or commercial risks within assigned work • Contributes to methodology, buildability and system development discussions 	<ul style="list-style-type: none"> • Deliver high quality professional outputs with minimal rework • Apply standards, regulations and Company systems consistently • Plan and sequence assigned scopes independently • Identify and escalate design, compliance or commercial risks appropriately • Contribute to coordination and multidisciplinary integration • Demonstrate cost awareness and program awareness 	<p>Broad Supervision</p>

<ul style="list-style-type: none"> • Provides structured guidance and task direction to Grade 1–4 Employees • May represent the Company in defined client or consultant interactions within scope • Does not hold final technical sign off authority or full project accountability 	<ul style="list-style-type: none"> • Mentor junior Employees and support capability development • Maintain accurate and complete documentation and reporting 	
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C.2.6. Professional and Business Grade 6

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs advanced professional, technical or advisory duties within their discipline • Exercises substantial independent judgement within established Company and industry standards • Manages defined project scopes or small projects from commencement through to completion • Coordinates multidisciplinary inputs relevant to assigned works • Prepares, reviews and finalises technical documentation, cost plans, system designs, digital models or advisory outputs • Identifies and manages technical, coordination and commercial risks within assigned scope • May supervise and coordinate Grade 4 and 5 Employees • May attend and contribute meaningfully to client, consultant and contractor meetings • Does not hold final cross discipline technical authority or strategic financial delegation 	<ul style="list-style-type: none"> • Run small projects or defined scopes independently within delegated limits • Plan sequencing, resourcing and delivery of assigned works • Monitor program performance and raise risks proactively • Ensure documentation accuracy and compliance within scope • Review and provide structured feedback on work produced by junior professionals • Contribute to buildability, value engineering and methodology discussions • Maintain commercial awareness and cost discipline • Represent the Company professionally in client interactions within delegated authority • Mentor and develop professional staff 	Broad Supervision

C.2.7. Professional and Business Grade 7

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> • Performs highly developed professional, technical or advisory duties across complex scopes • Leads small projects independently from commencement through to completion • Exercises advanced independent judgement within delegated technical and commercial authority • Holds delegated client interface responsibility for assigned projects or scopes • Coordinates multidisciplinary technical inputs and resolves cross functional issues • Contributes to project methodology, sequencing and delivery strategy • Reviews work produced by junior professionals for quality and consistency within project scope • May act as discipline lead on small projects 	<ul style="list-style-type: none"> • Deliver Medium projects independently within delegated authority • Manage scope, program and coordination risks proactively • Interface directly with clients, consultants and contractors within delegated limits • Contribute to commercial discussions, variations and scope clarification • Provide technical leadership and structured guidance to Grade 4–6 Employees • Ensure documentation, modelling, cost plans and advisory outputs meet Company standards • Maintain strong cost awareness and 	Broad and Limited Supervision

<ul style="list-style-type: none"> Does not hold final cross discipline approval authority or formal performance management responsibility 	<ul style="list-style-type: none"> delivery discipline Escalate strategic, contractual or financial risks appropriately 	
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C.2.8. Professional and Business Grade 8

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> Performs principal level professional, advisory or technical functions Exercises advanced independent judgement across complex, multidisciplinary scopes Reviews, approves and provides final technical sign off on work produced by Grades 4–7 within delegated authority Leads medium to large projects or complex professional scopes Holds delegated client authority at senior level for assigned projects or disciplines Has formal responsibility for mentoring, supervision and performance management of professional Employees Contributes to commercial strategy, methodology and risk management Holds partial budget accountability for assigned projects, disciplines or cost centres Influences standards, systems and quality benchmarks across the discipline 	<ul style="list-style-type: none"> Approve and validate professional outputs for quality, compliance and consistency Lead complex projects or multiple small projects concurrently Manage scope, budget and program performance within delegated limits Identify, mitigate and escalate commercial, contractual and technical risks Conduct performance reviews and capability development for professional staff Contribute to business planning, resourcing strategy and succession planning Represent the Company in senior client and consultant forums Drive value engineering, innovation and process improvement initiatives Maintain strong financial discipline within delegated authority 	<p>Broad and Limited Supervision</p>

C.2.9. Professional and Business Grade 9

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> Provides senior professional leadership across multiple projects or complex portfolios Exercises high level independent technical, commercial and advisory judgement Oversees delivery performance across multiple project teams or professional functions Influences methodology, standards, systems and technical governance across disciplines Holds significant delegated financial and commercial authority within defined limits Manages senior client relationships and strategic stakeholder interfaces Contributes to business planning, operational forecasting and resourcing strategy Provides mentoring and strategic direction to Grade 6–8 Employees May lead a discipline or professional function without full business unit accountability 	<ul style="list-style-type: none"> Oversee financial performance, forecasting and risk across assigned portfolios Lead complex commercial discussions including variations and scope negotiations within delegated authority Establish and enforce technical and quality standards Drive consistency in documentation, modelling, reporting and advisory outputs Identify systemic operational risks and implement corrective strategies Mentor Principal and Lead professionals Contribute to recruitment, workforce planning and capability strategy Represent the Company in high level client, consultant and contractor forums Escalate enterprise level risks to executive 	<p>Limited Supervision</p>

leadership

C.2.10. Professional and Business Grade 10

Additional Characteristics:	Additional Expectations:	Supervision:
<ul style="list-style-type: none"> Leads and manages a defined professional department or functional business unit Holds full accountability for operational performance and financial outcomes of the assigned department Exercises high level commercial, contractual and strategic judgement Holds delegated profit and loss responsibility within defined limits Oversees multiple projects, portfolios or service lines within the department Develops and implements departmental strategy aligned with Company objectives Conducts performance management and capability development of senior professional staff Approves major technical, commercial and operational decisions within delegated authority Manages significant client relationships and contractual negotiations 	<ul style="list-style-type: none"> Deliver departmental financial performance including revenue, margin and cost control Prepare and manage budgets, forecasting and financial reporting Approve significant variations, procurement strategies and commercial positions Establish departmental systems, standards and operational frameworks Identify and mitigate commercial, contractual and operational risks Lead recruitment, workforce planning and succession development within the department Drive business development initiatives and client relationship growth Ensure compliance with statutory, contractual and governance requirements Report performance metrics to executive leadership 	Limited Supervision

C.3. Professional and Business Rates

Classification	From Commencement	From 1 March 2027	From 1 March 2028	From 1 March 2029	From 1 March 2030
C2.1 Grade 1	\$29.46	\$30.34	\$31.25	\$32.19	\$33.16
C2.2 Grade 2	\$32.11	\$33.07	\$34.07	\$35.09	\$36.14
C2.3 Grade 3	\$35.32	\$36.38	\$37.47	\$38.60	\$39.76
C2.4 Grade 4	\$39.21	\$40.38	\$41.60	\$42.84	\$44.13
C2.5 Grade 5	\$43.91	\$45.23	\$46.59	\$47.98	\$49.42
C2.6 Grade 6	\$49.62	\$51.11	\$52.64	\$54.22	\$55.85
C2.7 Grade 7	\$55.58	\$57.24	\$58.96	\$60.73	\$62.55
C2.8 Grade 8	\$62.80	\$64.69	\$66.63	\$68.62	\$70.68
C2.9 Grade 9	\$70.34	\$72.45	\$74.62	\$76.86	\$79.17
C2.10 Grade 10	\$79.48	\$81.87	\$84.32	\$86.85	\$89.46

D. SCHEDULE D – ALLOWANCES AND LOADINGS

Clause	Description	From Commencement	From 1 March 2027	From 1 March 2028	From 1 March 2029	From 1 March 2030
4.5.2 (c)	Casual Loading	20%				
5.2.3 Operational Allowance	(a) Apprentices	\$1.50	\$1.55	\$1.59	\$1.64	\$1.69
	(b) General Trades and Services Trades	\$3.00	\$3.09	\$3.18	\$3.28	\$3.38
5.3.2	Fares Per Day	\$23.49	\$24.19	\$24.92	\$25.67	\$26.44
5.3.4	Motor Vehicle per Kilometre	\$0.98	\$1.00	\$1.03	\$1.06	\$1.08
5.3.7	Parking Reimbursement	\$18.00	\$18.54	\$19.10	\$19.67	\$20.26
5.4.2 Living Away From Home	(b) Meals Per Day	\$35.00	\$36.05	\$37.13	\$38.25	\$39.39
	(c) Per Day	\$100.17	\$103.18	\$106.27	\$109.46	\$112.74
	(c) Per Week	\$667.82	\$687.85	\$708.49	\$729.74	\$751.64
6.7.3 (a) Trades On-call	Monday – Friday Per Day	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51
	Sat-Sun Per Day	\$34.00	\$35.02	\$36.07	\$37.15	\$38.27
	Public Holiday	\$40.00	\$41.20	\$42.44	\$43.71	\$45.02
6.7.3 (b) Apprentices On-call	Monday – Friday Per Day	\$15.00	\$15.45	\$15.91	\$16.39	\$16.88
	Sat-Sun Per Day	\$25.50	\$26.27	\$27.05	\$27.86	\$28.70
	Public Holiday	\$30.00	\$30.90	\$31.83	\$32.78	\$33.77
6.9.5 Shift work loading	Clerical and professional workers.	20%				
	Services Trades	35%				
	General Trades	50%				
12.8.3 (b)	Boots Reimbursement	\$150.00	\$154.50	\$159.14	\$163.91	\$168.83
	Pants Reimbursement	\$60.00	\$61.80	\$63.65	\$65.56	\$67.53

E. SCHEDULE E - LEAVE AND RDO CALENDAR

- E.1.1. The 2026 Leave and RDO Calendar forms part of this Agreement and establishes the programmed RDO and leave structure for the 2026 calendar year.
- E.1.2. Leave and RDO calendars for 2027 to 2030 will replicate the structure and allocation methodology of the 2026 calendar. The specific dates for each year will be determined by the Company following consultation with Employees and will be issued prior to the commencement of each calendar year.

2026

BOXSHALL CALENDAR

JANUARY

M	T	W	T	F	S	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

M	T	W	T	F	S	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

M	T	W	T	F	S	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

M	T	W	T	F	S	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		

2nd - Comedy night

MAY

M	T	W	T	F	S	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

M	T	W	T	F	S	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					

20th - Footy DayTM

JULY

M	T	W	T	F	S	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

M	T	W	T	F	S	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

M	T	W	T	F	S	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		

28th - Golf Day

OCTOBER

M	T	W	T	F	S	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

M	T	W	T	F	S	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

M	T	W	T	F	S	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					

22nd - Christmas Party

■ Public Holiday
 ■ RDO
 ■ Boxshall Events
 ■ Toolbox Meeting
■ Annual Leave
 ■ Lockdown Weekend
 ■ School Holidays (VIC)
 6:30am at HQ - BBQ Breakfast