

NOTE: The Queensland industrial relations system covers most unincorporated businesses in Queensland (e.g. sole traders and partnerships) as well as some incorporated businesses operating in Queensland (e.g. some charities and not-for-profit organisations). Businesses may need to seek legal advice to determine whether Queensland industrial relations laws apply to them.

This is a summary of the major provisions of the award.

In a workplace where this award has application the Employer is required by the *Industrial Relations Act 1999* to display an up-to-date copy of the full award in a conspicuous place where it is easily read by the employees in the workplace.

Award Summary Sheet

Update Number: 7

Change/s – New rates as from 1 September 2009

Cement Products and Concrete Batching Award – State 2003 (Southern Division Western District)

Application Applies to all employees engaged in or in connection with the fabrication or manufacturing of cement and/or concrete products and the process of concrete batching. See clause 1.4.2 for exclusions.

Effective from September 1, 2009
 These wage rates are to be read in conjunction with the Classification Structure as prescribed by the Award.

Concrete batching	Weekly	P/time	Casual
Grade 1	\$602.85	15.8645	19.5133
Grade 2	\$608.05	16.0013	19.6816
Grade 3	\$629.15	16.5566	20.3646
Grade 4	\$678.25	17.8487	21.9539
Junior employees - % of Grade 1			
15 years of age (45%)	\$271.33	7.1403	8.7825
16 years of age (55%)	\$331.53	8.7245	10.7311
17 years of age (65%)	\$391.73	10.3087	12.6797
18 years of age (75%)	\$451.93	11.8929	14.6283
Cement Products	Weekly	P/time	Casual
Grade 1	\$597.75	15.7303	19.3482
Grade 2	\$607.85	15.9961	19.6751
Grade 3	\$625.65	16.4645	20.2513
Grade 4	\$646.55	17.0145	20.9278
Grade 5	\$678.25	17.8487	21.9539
Junior employees - % of Grade 1			
15 years of age (45%)	\$269.03	7.0797	8.7081
16 years of age (55%)	\$328.73	8.6508	10.6405
17 years of age (65%)	\$388.43	10.2218	12.5729
18 years of age (75%)	\$448.03	11.7903	14.5020

Ordinary hours Average of 38 ordinary hours per week. Ordinary hours of work are between 6.00 am and 6.00 pm Monday to Sunday. May work in excess of 8 ordinary hours per day subject to conditions. See clause 6.1.
 Shift Work – see clause 6.5.

Penalty rates All time worked between midnight Friday and midnight Saturday paid at the rate of time and a half for the first three hours and then double time with a minimum of 2 hours.
All time worked between midnight Saturday and midnight Sunday paid at the rate of double time with a minimum payment of 2 hours. See clause 6.1.1(b).

Overtime Time worked outside the ordinary starting or ceasing times, or outside the ordinary working hours or in excess of 38 hours per week shall be paid for at the rate of time and a half for the first three hours and double time thereafter. All overtime worked on Sunday is paid at the rate of double time.
Minimum payment of 3 hours applies to overtime worked on Saturday or Sunday. See clause 6.4.

Part-time An employee, other than a "Casual Employee" who is engaged to work regular hours each week and whose ordinary daily working hours are worked continuously excluding meal breaks. Provided that the total weekly hours shall always be less than the ordinary weekly hours of a full-time employee. Maximum of 32 hours per week. See clause 4.2.

Casual An employee, other than a "Part-time Employee" who is engaged as such and is paid on an hourly basis to work for less than 38. 23% loading. Minimum payment of 2 hours for each engagement. See clause 4.3.

Allowances Industry Allowance – An industry allowance of \$17.20 per week for all purposes of the Award shall be payable to employees working in the cement and concrete products industry, with the exception of employees working in factories whose sole purpose is the manufacture of tiles in such factories, employees shall be paid an allowance of \$11.40 for all purposes of the Award. See clause 5.3.1.
Please note the allowance of \$17.20 is included in the rates of pay on page 1 of this summary sheet.

Superannuation An employer is required to meet the minimum requirements set out in both the Federal Superannuation Guarantee legislation and this award. Employers and employees should telephone 13 10 20 to determine an employer's possible obligation under the federal legislation and should read the superannuation clause (cl. 5.5) contained within the award to determine award entitlements/obligations.
The approved fund named in the award is: Sunsuper.

Notice by Employer (other than casual)	<i>Period of Continuous Service</i>	<i>Period of Notice</i>
	Not more than 1 year	1 week
	More than 1 year up to 3 years	2 weeks
	More than 3 years up to 5 years	3 weeks
	More than 5 years	4 weeks

Where the employee is over 45 years of age and has had more than two years service, an additional week's notice is due when the employment is terminated by the employer.

**Notice by Employee
(other than casual)** One week

Redundancy Refer to clause 4.10. New provisions operative as from 1/12/03.

Definitions

Concrete batching

(a) **Grade 1 -**

- (i) adult;
- (ii) no industry skills;
- (iii) up to 6 months;
- (iv) training to be:
 - batcher;
 - allocator;
 - tester;
 - plant assistant;

(b) Grade 2 -

Responsible for some, or all of the following:

- (i) materials handling;
- (ii) labouring;
- (iii) cleaning;
- (iv) casual operation of the batching plant;
- (v) operation of associated plant including front loader driver;
- (vi) plant servicing/basic maintenance;

(c) Grade 3 -

- (i) all duties of a batch plant operator - Grade 2;
- (ii) primary task of operating batch plant, including a plant with computerised batching requiring use of keyboard;
- (iii) includes employees engaged in testing of concrete in any laboratory, or as required, on any site away from the laboratory on work in or in connection with or incidental to the sampling or testing and/or sampling and testing of concrete.

(d) Grade 4 -

- (i) all duties of a batch plant operator grade 3; and
- (ii) batching plant worker in charge of a plant regularly required to perform 2, or more, of the following functions:
 - (A) nominate starting and/or finishing times for the employees and subcontract drivers working at, or from the plant, concerned and accept responsibility for employees and subcontractors' time sheets being completed correctly;
 - (B) accept responsibility for ordering raw materials and/or arranging maintenance and/or repairs to equipment from sources outside the company;
 - (C) exercise discretion as to the provisions of credit or acceptance of cheques;
 - (D) accept responsibility for ensuring availability of trucks including authorisation of truck hire; and
 - (E) approval of waiting time logs, accept responsibility and banking of moneys received.

Cement products

(a) Grade 1:

Undertaking the employer's induction program which may include information on the enterprise, conditions of employment, introduction to supervisors and fellow workers, training and career path opportunities, plant layout, work and documentation procedures, occupational health and safety and quality assurance.

Employees at this grade perform routine duties essentially of a manual nature and to the grade of their training:

- (i) perform general labouring and cleaning duties;
- (ii) exercise minimal judgement;
- (iii) work under direct supervision;
- (iv) may undertake structured training so as to enable them to work at Grade 2.

(b) Grade 2:

Employees who have undertaken the employer's induction program and who have satisfactorily completed training so as to enable them to perform work at this grade.

Employees at this grade perform work above and beyond the skills of an employee at Grade 1 and to the grade of their training:

- (i) work under direct supervision either individually or in a team environment;
- (ii) have a basic product knowledge;
- (iii) understand and utilise basic control procedures;
- (iv) understand and undertake basic quality control/assurance procedure including the ability to recognise basic quality deviation/faults.

Indicative of the tasks which an employee at this grade may perform are the following:

- (A) repetition work on a minor machine in a production centre;
- (B) use selected hand tools;
- (C) maintain simple records;
- (D) use hand trolleys and pallet trucks;

Assist in the provision of on the job training in conjunction with other employees, supervisor/trainers.

(c) Grade 3:

Employees who have undertaken the employer's induction program and who have satisfactorily completed training so as to enable them to perform work at this grade.

Employees at this grade perform work above and beyond the skills of employees at grade 2 and to the grade of their training:

- (i) are responsible for the quality of their own work subject to routine supervision;
- (ii) work under supervision either individually or in a team environment;
- (iii) exercise discretion within their grade of skill and training.

Indicative of the tasks which an employee at this grade may perform are the following:

- (A) operate flexibly between production centres;
- (B) operate and set machinery and equipment requiring the exercise of skill and knowledge beyond that of an employee at grade 2;
- (C) operate and is licensed to operate mobile equipment including forklifts, overhead cranes and winch operations;
- (D) basic inventory control in the context of a production process;
- (E) basic keyboard skills;
- (F) receiving, despatching, distributing, sorting, checking and packing (other than repetitive packing in a standard container in goods, materials and components);
- (G) boiler attendant;
- (H) ability to measure accurately;
- (I) assist in the provision of on the job training in conjunction with other employees, supervisors/ trainers.

(d) Grade 4:

Employees who have undertaken the employer's induction program and who have successfully completed a "Certificate" grade qualification and satisfactorily completed training so as to enable them to perform work at this grade.

Employees at this grade perform work above and beyond the skills of employees at grade 3 and to the grade of their training:

- (i) work from complex instruction and procedures;
- (ii) assist in the provision of on the job training to a limited degree;
- (iii) co-ordinate work in a team environment or work individually under general supervision;
- (iv) are responsible for assuring the quality of their own work;

Indicative of the tasks which an employee at this grade may perform are the following:

- (A) machine setting, loading and operating;
- (B) inventory and store control including:
licensed operation of all appropriate handling equipment;
- (C) use of tools and equipment within the scope;
- (D) computer operation at a higher grade than that of an employee at grade 3;
- (E) has a knowledge of the employer's operation as it related to production processes;
- (F) lubrication of production machinery equipment;
- (G) assist in the provision of on the job in supervisors/ trainers.

(e) **Grade 5:**

Employees who have undertaken the employer's induction program and who apply the skills acquired through successful completion of a "Trade Certificate grade" qualification in the production, distribution or stores functions according to the needs of the enterprise.

Employees at this grade work and beyond an employee at grade 4 and to the grade of their training:

- (i) understand and apply quality control techniques;
- (ii) exercise good inter-personal communication skills;
- (iii) exercise discretion within the scope of this grade;
- (iv) exercise keyboard skills at a grade higher than grade 4;
- (v) perform work under general supervision either individually or in a team environment;
- (vi) able to inspect products and/or materials for conformity with established operational standards;

Indicative of the tasks which an employee at this grade may perform are as follows:

- (A) approve and pass first-off samples and maintain quality of product;
- (B) work from production drawings, prints or plans;
- (C) operate set up and adjust all production machinery in a plant;
- (D) can perform a range of engineering maintenance functions including:
 - removing equipment fastenings including use of destructive cutting equipment;
 - lubrication of production equipment;
 - running adjustments to production equipment;
- (E) operate all lifting equipment;
- (F) basic production scheduling and material handling within the scope of the production process or directly related functions within raw materials/finished goods locations in conjunction with technicians;
- (G) understand and apply computer techniques as they relate to production process operations;
- (H) First class engine driver's certificate;
- (I) high grade stores and inventory responsibility beyond the requirements of an employee at grade 4.
- (J) assist in the provision of on the job training in conjunction with trades persons and trainers;
- (K) has a sound knowledge of the employer's operations as it relates to the production process.

DISCLAIMER

This award summary sheet contains information from the provisions of the award made by the Queensland Industrial Relations Commission pursuant to its powers under the Industrial Relations Act 1999.

Any information or advice given to you by Industrial Relations Services or its inspectors and advisors is given only to assist you to discharge your obligation under the industrial Relations Act 1999. Compliance with this information or advice does not relieve you of your obligation under the act. Any information or advice is given based on circumstances that you have outlined and/or is given on the basis that you will make your own independent assessment of what action is necessary to ensure your compliance with the Act.

Whilst all care will be taken in providing information or advice to you, the Department of Justice and Attorney-General and its inspectors and advisors will not be liable for any errors or omissions or for any loss or damage suffered by you or any person which arises (directly or indirectly) from your reliance on this information or for any breach by you of your obligations under the Act. Additionally, this advice does not purport to be in place of legal professional advice. If you wish to obtain such advice you should contact an independent professional consultant.

The Department of Justice and Attorney-General disclaims all responsibility and all liability (including, without limitation, liability in negligence) for all expenses, losses, damages and costs you might incur as a result of the information being inaccurate or incomplete in any way, and for any reason.