

Coverage of Supervisors

Building and Construction Industry Long Service Payments Act 1986

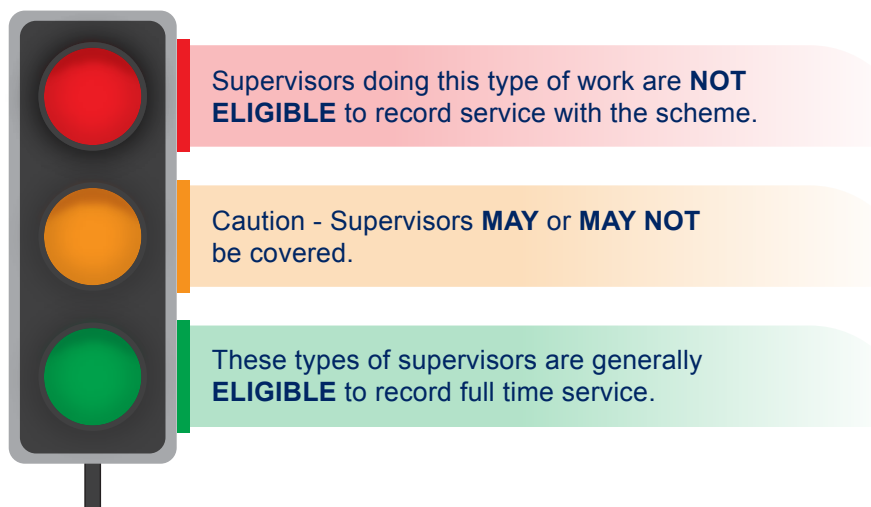
Workers who are employed to supervise building and construction work are only eligible to record service for days where they are *directly supervising* building and construction work.

Directly supervising means the first line supervisor who is physically present on site, exercising control over workers, with technical knowledge of the building and construction work being carried out. This may include:

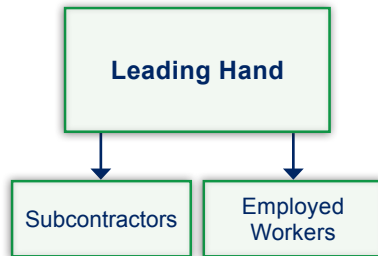
- Supervising, coordinating and scheduling the daily activities of the workers
- Coordinating work with subcontractors
- Ensuring that work is being carried out to the required quality standard in accordance with plans and priorities
- Reporting on progress of work to project manager.

To record a day's service as a supervisor, a person must be on site *directly supervising* the work for more than half of their working hours on that day. If a person worked less than half the hours for that day *directly supervising* work, no service can be recorded for that day. Where workers perform a combination of eligible and ineligible work, the employer must lodge part time service representing the number of days in that period where eligible work was performed for more than half the worker's day. Employers are required to keep timesheets or a diary to substantiate any service days lodged.

The following models describe some typical examples of the different types of supervision within the building and construction industry.



1 LEADING HAND (Employee)



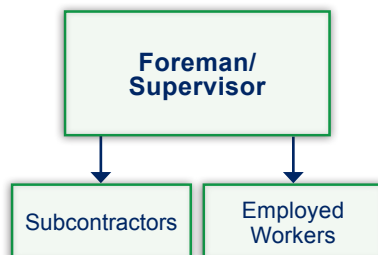
LEADING HAND (Employee)

- 'On Tools' work for more than half of their day
- Directly supervising workers that are on tools
- Based on the work site

As the leading hand is principally employed to work on the tools, this work is ELIGIBLE.

Leading hands are normally skilled or experienced workers in their trade. They are not employed primarily to supervise workers, but instead paid an extra allowance for the supervisory work.

2 FOREMAN/SUPERVISOR (Employee)

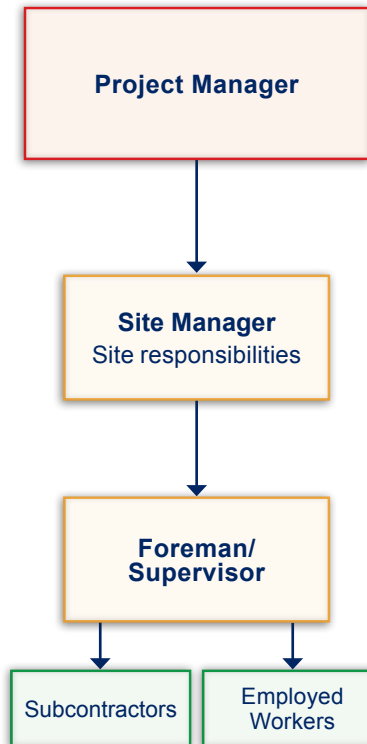


FOREMAN/SUPERVISOR (Employee)

- **ELIGIBLE** if directly supervising workers that are 'On Tools', including leading hands
- No (or minimal) 'On Tools' work of their own
- Based on a single work site

This model shows different types of supervision levels, usually on larger construction sites, where the supervisors are employees. Eligibility is determined based on the work performed, not on the job title of the worker.

Where a worker performs a combination of eligible work and ineligible work, then service must only be lodged for days where more than half of that day is spent doing eligible work.



PROJECT MANAGER (Employee)

- Primarily office based (may be onsite or offsite)
- Overseeing site and ensuring project meets budget and schedule
- No (or minimal) direct supervision of workers on tools

NOT ELIGIBLE if not directly supervising building and construction work.

SITE MANAGER (Employee)

NOT ELIGIBLE if they supervise only foremen and supervisors.

ELIGIBLE if there is no foreman or supervisor and they directly supervise workers on the tools, including leading hands, for more than half of the day.

SUPERVISION WORK AND ADMIN (Employee)

Supervising

- Directly supervising workers that are on tools
- May or may not do 'On Tools' work themselves
- Based on the work site

Administration

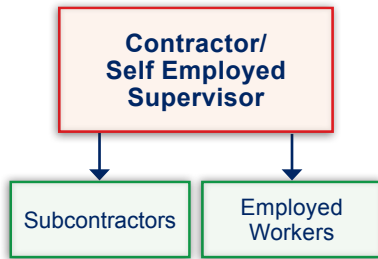
- Administration tasks may or may not be based on the work site (ordering materials, hiring staff, plans, meetings etc)

Travelling between sites

- Some supervisors travel between several sites

ELIGIBLE for the day only when more than half of that day is spent directly supervising building and construction work.

4A

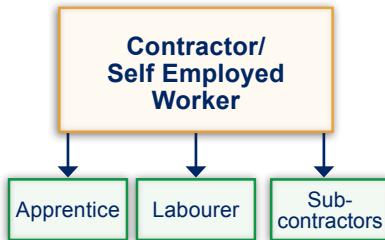
**CONTRACTOR/SELF EMPLOYED SUPERVISOR (Sole Trader or Partnership)**

NOT ELIGIBLE if they are **engaged** to directly supervise building and construction work.

- No 'On Tools' work of their own
- Supervising employees and/or subcontractors

Under the Act a supervisor MUST be under a contract of employment to be eligible.

4B

**CONTRACTOR/SELF EMPLOYED WORKER (Sole Trader or Partnership)**

NOT ELIGIBLE if they are primarily supervising their own team of employees or subcontractors who work on the tools.

- No 'On Tools' work of their own

Under the Act a supervisor MUST be under a contract of employment to be eligible.

ELIGIBLE if they are engaged to work 'On Tools' and they directly supervise building and construction work.