

# ENTERPRISE AGREEMENT

NO: E.A. 278 /1996

DATE REGISTERED: 4-10-96

PRICE: \$ 24-00

**ENTERPRISE AGREEMENT**

**BETWEEN**

**HYMIX INDUSTRIES PTY LIMITED**

**AND**

**PLANT ASSISTANTS, COUNTRY  
BATCH PLANT OPERATORS AND  
FIELD SAMPLERS AND TESTERS  
EMPLOYED AT THE HYMIX CONCRETE  
CENTRAL COAST PLANTS - (GOSFORD,  
KINCUMBER, WARNERVALE)**

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## **1. INTRODUCTION**

### **1.1 Title**

This Agreement is entitled the Hymix Industries Pty Limited Batch Plant Agreement (this Agreement).

### **1.2 Parties**

The parties to this Agreement are:

- (a) Hymix Industries Pty Limited (the Company);
- (b) any and all employees of the Company employed by the Company to batch, despatch and test pre-mixed concrete or batched materials as well as operate and keep clean the production and testing facilities, equipment and vehicles at the Hymix Plants currently or presently in the Central Coast area (the Employees).

### **1.3 Enterprise for which Agreement is made**

This Agreement is made in respect to the enterprise known as Hymix Industries Pty Limited and any successor.

### **1.4 Trades or Occupations**

This Agreement is related to the trades or occupations of Plant Assistant, Country Batch Plant Operator, Country Batch Plant Supervisor and Field Sampler and Tester Grade 3b.

### **1.5 No Duress**

This Agreement is made between the parties without any duress.

### **1.6 Term of Agreement**

This Agreement shall have a nominal term of twenty-four (24) months from the date of registration

## **2. AWARD TERMS AND CONDITIONS**

### **2.1 Relationship to Awards**

This agreement overrides to the extent of any inconsistency any clause, sub-clause or provision of the Cement Mixers and Concrete Workers Central Batch Plants (State) Award made 17th March 1994.

## **2.2 Non-Applicable Award Conditions**

Despite 2.1 above, the following Clauses of the Cement Mixers and Concrete Workers Central Batch Plants (State) Award shall not apply to the employees:

- (a) Clause 1 Basic Wage
- (b) Clause 4 Wages
- (c) Clause 5 Arbitrated Safety Net Adjustment
- (d) Clause 9 Hours - (i) to (viii)
- (e) Clause 14 Payment of Wages (iv)
- (f) Clause 18 First Aid (iii)
- (g) Clause 19 Reporting for Duty
- (h) Clause 22 Meal Allowances
- (i) Clause 23 Meal Breaks
- (j) Clause 27 Definitions
- (k) Clause 28 Protective Clothing
- (l) Clause 29 Disputes and Industrial Grievance Procedure

## **3. CONDITIONS OF EMPLOYMENT**

### **3.1 Performance of employees' duties**

Employees must carry out their duties:

- (a) with due care and skill in a proper, thorough and professional manner;
- (b) safely, and in accordance with the Company's safety requirements;
- (c) in accordance with the day to day operational directions given by the Company from time to time;
- (d) in accordance with any written direction or procedures manual or other specifications the Company provides from time to time.

## **4. DUTIES**

### **4.1 Plant Assistant**

A Plant Assistant shall be someone appointed as such by the Company and shall be responsible for maintaining the yard, operating a Front End Loader, organising raw material deliveries, minor plant maintenance and other general duties as may be required by the Company from time to time, e.g., amenity cleanliness.

#### **4.2 Batcher Grade 3**

A Batcher shall be someone appointed as such by the Company and shall be responsible for the batching of pre-mixed concrete and maintaining the yard, operating a Front End Loader, organising raw material deliveries, minor plant maintenance and other general duties as may be required by the Company from time to time, e.g., amenity cleanliness.

#### **4.3 Country Batch Plant Operator**

A Country Batch Plant Operator (up to 15 trucks) shall be someone appointed as such by the Company and shall be responsible for the taking of orders and scheduling of deliveries, the batching and production of concrete along with all administrative procedures and associated paperwork including:

- (a) Quoting Cash On Delivery (COD) clients;
- (b) Adherence to the Company's credit checking and control policies on both COD and Account clients;
- (c) Direct responsibility to ensure that all cash payments are collected;
- (d) Banking all cash takings or get a signature on the COD Reconciliation Sheet from whoever is authorised to do the banking;
- (e) Carrying out stocktaking of raw materials and other stocks at the frequencies requested from Management and accurately recording the stock figures on the appropriate paperwork; and
- (f) Responsibility for the nomination of efficient starting, finishing and meal and rest times for drivers in the most cost effective fashion for the Company.

In addition to these duties a country batch plant operator may be directed to perform any and all of the duties set out in Clause 4.1 above.

#### **4.4 Country Batch Plant Supervisor**

- (a) An employee who has been appointed the responsibility to direct and supervise employees including drivers, in carrying out any duties covered in Clause 4.1 by the Company shall receive the sum set out in Clause 7.1 (e).
- (b) Any despatcher in a plant with a resident Plant Manager shall not be entitled to the sum set out in Clause 7.1 (e).
- (c) Once given, the responsibility to direct and supervise employees may be withdrawn by the Company by giving seven (7) days notice, without the need to supply any reason or cause.

#### **4.5 Field Sampler and Tester Grade 3b**

A Field Sampler and Tester shall be someone appointed as such by the Company and shall be responsible for materials testing, sampling concrete, casting, preparing and crushing test

specimens in accordance with the relevant Australian standards and Company procedures along with all associated administration and paperwork procedures including data entry.

In addition a Field Sampler and Tester shall:

- (a) notify to Management any observable actions whether by drivers, clients or their representatives that may impact on the quality of concrete or service being provided by the Company. In the case of non-complying slumps, this will be via the Defective Slump Notice form, but in other instances such as client addition of water or concrete mishandling this will be directly reported to Management and/or recorded on Field Sheets; and
- (b) clean and perform minor maintenance for the Laboratory, testing equipment and vehicles.

Furthermore, a Field Sampler and Tester must:

- (a) not use or operate the vehicle in a careless, reckless or dangerous manner;
- (b) not drive the vehicle under the influence of alcohol or of a drug which might adversely affect driving performance;
- (c) drive the vehicle in compliance with all relevant laws;
- (d) provide at any time on the request of the Company their current Roads and Traffic Authority driver's licence print out - the cost of such print out will be borne by the Company;
- (e) at the finish of work each day must return the vehicle to their normal place of work.

## **5. FRONT END LOADER**

The cost of permits or licenses required to drive a front end loader will be paid by the Company.

## **6. CLASSIFICATION**

Employees shall be classified by the Company in one of the following grades:

- (a) **Trainee**  
A person with no experience in the industry undergoing a training program under supervision.
- (b) **Plant Assistant**  
See Clause 4.1.

- (c) Batcher Grade 3  
See Clause 4.2
- (d) Country Batch Plant Operator  
See Clause 4.3
- (e) Country Batch Plant Supervisor  
See Clause 4.4
- (f) Field Sampler and Tester Grade 3b  
See Clause 4.5

## **7. REMUNERATION**

### **7.1 Wages - Full-time employees**

A full-time employee must be paid per week from the first full pay period after the date of registration of this Agreement (these rates include the industry allowance);

(a)	Trainee -	\$ 437.43
(b)	Plant Assistant -	\$ 457.70
(c)	Batcher Grade 3 -	\$ 487.41
(d)	Country Batch Plant Operator -	\$ 502.43
(e)	Country Batch Plant Supervisor -	\$ 16.42
(f)	Field Sampler and Tester Grade 3b -	\$ 495.81

A full-time employee must be paid per week from the first full pay period 12 months after the date of registration of this Agreement (these rates include the industry allowance);

(a)	Trainee -	\$ 459.30
(b)	Plant Assistant -	\$ 480.59
(c)	Batcher Grade 3	\$ 511.78
(d)	Country Batch Plant Operator -	\$ 527.55
(e)	Country Batch Plant Supervisor -	\$ 17.24
(f)	Field Sampler and Tester Grade 3b -	\$ 520.60

### **7.2 Payment of Wages**

Wages must be paid weekly by electronic funds transfer to a bank, building society or credit union account of the employee.

## **8. HOURS**

### **8.1 Ordinary Hours of Work**

The Ordinary Hours of Work shall be an average of 38 hours per week with a maximum of eight (8) hours ordinary time per day (exclusive of meal breaks) worked over a cycle of four (4) consecutive weeks. Such ordinary hours are to be worked between the hours of 6.00 a.m. to 5.00 p.m. Monday to Friday inclusive.

### **8.2 Starting Times**

#### **(a) Notice of Ordinary Hours**

Employees must be notified seven (7) days before any changes to their start time for Ordinary Hours of Work.

#### **(b) Unable to Start**

Employees unable to start work must notify their direct Manager before their nominated start time.

#### **(c) Unforeseen changes to extraordinary starting times**

If after having notified an employee of when they will be required to start work and the Company becomes aware that to meet its customer demands the said starting time is no longer appropriate, the Company must contact the employees by telephone no later than 10.00 p.m. to notify the employees of a change in starting time. If the Company is unable to contact the employee, his previously notified starting time will remain. This clause does not require the employee to be on stand by and does not apply to starting times within ordinary hours between 6.00 a.m. to 5.00 p.m. Monday to Friday, excluding Public Holidays.

### **8.3 (a) Lunch Break**

If, due to operational demands on any particular day, it is not practical in the Company's view to give an employee a lunch break the employee must be paid for the actual hours worked on the day and shall record N/L (no lunch) on the time sheet.

#### **(b) Short Breaks**

Any short breaks taken during the course of the day shall only be taken at a time suitable to the Company's production demands. No additional payment will be made for these short breaks.



#### **8.4 Meal Allowance**

An employee working in excess of ten (10) hours on any normal working day shall be entitled to a payment of \$7.67 and a further payment of \$6.51 for each subsequent four (4) hours period worked.

#### **8.5 Overtime**

Because of the nature of the pre-mixed industry it is acknowledged that overtime must be worked for the Company to satisfy its customers demands and that the employees undertake to work the overtime required for the Company to satisfy its customers demands.

### **9. MEDICAL EXAMINATIONS**

#### **9.1 The Company:**

- (a) may require prospective employees to undertake a medical examination by a qualified and practicing medical practitioner prior to the Company offering employment;
- (b) may require current employees to undertake medical examinations by a qualified and practicing medical practitioner at the Company's request from time to time;
- (c) must make results of such examinations available to the employee concerned;
- (d) may terminate the employment of anyone considered medically unfit for work;
- (e) must treat all medical records with the strictest confidence; and
- (f) may nominate the medical practitioner and must bear all associated expenses.

### **10. PROBATIONARY EMPLOYMENT**

All new employees shall be employed on a probationary period of one month or some other period identified to the person prior to employment commencing.

The Company may, in its absolute discretion, and without any reason being given, either confirm the employees' continued employment or terminate the employees' employment at the conclusion of their probationary period.

### **11. CLOTHING**

#### **11.1 Issues**

Upon completion of the probationary period the Company will order and supply free of

charge upon delivery a uniform of a style and quality suitable to the Company, and one (1) pair of boots.

The employees must wear the uniforms and boots so provided.

Individual items will be replaced when, in the opinion of the Company, the appearance of these items is of an unacceptable standard. They shall be replaced by the Company, free of charge to the employee.

Employees may be liable for an amount equal to the replacement value of uniforms due to any cause arising from neglect or misuse, provided that there is no liability for reasonable wear and tear.

## **11.2 Laundering**

Such clothing shall be laundered by the employee, ensuring that a neat and tidy appearance to the satisfaction of the Company is maintained. For such laundering, the Company shall pay the employee \$1.45 per normal working day worked Monday to Friday inclusive, to a maximum of \$7.25 per week.

## **11.3 Protective Items**

When required the Company must supply:

- (a) gloves;
- (b) eye protection;
- (c) hearing protection;
- (d) wet weather gear;
- (e) safety helmets;
- (f) aprons; and
- (g) gumboots.

But,

The employee must provide at their own expense personal items such as sun hats and sun screen lotion.

## **12. SITE ALLOWANCE**

Where a site allowance is paid to persons working on a building or construction site that the employees are required to drive to or on, or supply service to, that allowance shall not be paid to the employees.

### **13. HOME PLANT**

At the commencement of employment each employee shall be allocated to work regularly from a particular plant in the Central Coast area which shall be known as their home plant. The Company may change an employee's home plant by giving the employee seven (7) days' notice of the change.

### **14. WRITTEN DIRECTIONS, PROCEDURES MANUAL OR OTHER SPECIFICATIONS**

When the Company from time to time provides the employees with any written directions, procedures manual or other specifications, the employees shall make themselves aware of and familiar with such written directions, procedures manuals or other specifications and in particular any new requirements arising from the said material.

### **15. FIRST AID**

#### **15.1 Training Period**

Any employee appointed by the Company to perform First Aid shall be trained at the Company's expense at the same rate as the employees' last Classification under Clause 7.1 prior to the training. The employee shall not be classified as a Trainee during this period.

#### **15.2 Payment**

Upon the successful completion of the employee's training, they shall be paid an amount in addition to their normal remuneration of \$1.62 per normal working day worked Monday to Friday inclusive.

### **16. NO DISADVANTAGE**

During the term of this Agreement, the Company agrees to pay the higher wage rate of either those rates nominated in Clause 7.1 of this Agreement, or the wage rates applicable to the Awards as nominated in Clause 2.1 of this Agreement.

### **17. DISPUTES PROCEDURE**

#### **17.1 Procedures relating to grievances of individual employees**

- (a) The employee is required to notify (in writing or otherwise) the employer as to the substance of the grievance, request a meeting with the employer for bilateral discussions and state the remedy sought.

- (b) A grievance must initially be dealt with as close to its source as possible, with graduated steps for further discussion and resolution at higher levels of authority.
- (c) Reasonable time limits must be allowed for discussion at each level of authority.
- (d) At the conclusion of the discussion, the employer must provide a response to the employee's grievance, if the matter has not been resolved, including reasons for not implementing any proposed remedy.
- (e) While a procedure is being followed, normal work must continue.
- (f) The employee may be represented by an industrial organisation of employees.

#### **17.2 Procedures relating to disputes etc between employers and their employees**

- (a) A question, dispute or difficulty must initially be dealt with as close to its source as possible, with graduated steps for further discussion and resolution at higher levels of authority.
- (b) Reasonable time limits must be allowed for discussion at each level of authority.
- (c) While a procedure is being followed, normal work must continue.
- (d) The employer may be represented by an industrial organisation of employers and the employees may be represented by an industrial organisation of employees for the purposes of each procedure.

