

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA00/32

TITLE: Cradle Runways (Aust) Pty Ltd Enterprise Agreement 1999

I.R.C. NO: 99/6172

DATE APPROVED/COMMENCEMENT: 9 December 1999

TERM: 12 months.

**NEW AGREEMENT OR
VARIATION: New Replaces EA99/24**

GAZETTAL REFERENCE: 18 February 2000

DATE TERMINATED:

NUMBER OF PAGES: 25

COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to all employees engaged in the installation, commissioning and maintenance of the Company's equipment at locations at Mona Vale, and outside of the Mona Vale Plant

PARTIES: Anthony Aldridge -&- John Baumann, Jean Cazin, Cradle Runways (Aust) Pty Limited, Ian Cunningham, Mark Fawcett, Scott Graham, William Graham, Alan Mills, Tom Moment, Shaun Murphy, Peter Reid, Barney Roberts, Craig Rogers, Bob Sizeland, Sandy Wallace

Registered
Enterprise Agreement
Industrial Registrar

ENTERPRISE AGREEMENT

1. PARTIES

This Enterprise agreement is made between Cradle Runways (Aust.) Pty. Ltd. (ACN NO. 001 087 510) (the Company) and employees at the Company's Mona Vale plant, who fall within the trades and occupations specified in clause 9(a) of this Agreement, in accordance with the provision of the New South Wales Industrial Relations Act 1996.

Employees party to this agreement:

MARK	FAWCETT	JEAN	CAZIN	BOB	SIZELAND
SCOTT	GRAHAM	WILLIAM	GRAHAM	JOHN	BAUMANN
SANDY	WALLACE	ANTHONY	ALDRIDGE	CRAIG	ROGERS
BARNEY	ROBERTS	ALAN	MILLS	IAN	CUNNINGHAM
SHAUN	MURPHY	PETER	REID	TOM	MOMENT

This Agreement is subject to registration by the Industrial Relations Commission of New South Wales.

2. TITLE

This Agreement shall be known as the:

CRADLE RUNWAYS (AUST.) PTY. LIMITED ENTERPRISE AGREEMENT 1998

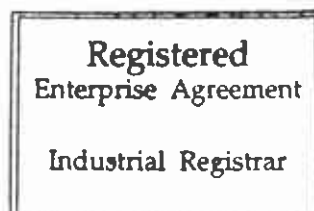
3. PREAMBLE

Cradle Runways (Aust.) Pty. Ltd. has been involved in the design and manufacturing of Building Maintenance Machinery for buildings in Australia since 1966.

The company also designs and manufactures Special Hoist Systems, Inclined Lifts, Automatic Window Washing Machinery for curtain walls on high rise buildings and the supply, installation and installation or Personnel Safety Restraint Systems for dangerous areas.

The employees covered by this Enterprise Agreement include electricians, fitters and boilermakers who are engaged in the manufacture of the equipment in - the Mona Vale factory, installation and commissioning of the equipment on site, maintenance services and refurbishment of the machines or equipment on site.

The work performed is highly specialised and entails the employees working in difficult circumstances and conditions with a high degree of emphasis on safe work practices to ensure the employee's personal safety in addition to the safety of the public in areas below.



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5. APPLICATION

This Agreement is binding on the Company in relation to its employees in respect to employment conditions and rates of pay at the Company's manufacturing Plant located at Mona Vale, New South Wales. The Agreement will also have application to employees engaged in the installation, commissioning and maintenance of the Company's equipment at locations outside of the Mona Vale Plant.

6. PERIOD OF OPERATION

This Agreement will commence from the date of registration, the increase in wages will take effect from **22nd October, 1999**. The Agreement will continue in force for a period of one year subject to the provisions of the Industrial Relations Commission of New South Wales 1996.

7. SUPERSESSON

This Agreement supersedes, and operates to the exclusion of any former Industrial Agreement or Award that may otherwise be applicable. Provided that the Agreement will operate in conjunction with any Enterprise Agreement applicable to construction sites on which employees will be employed.

8. NO. DURESS

This Agreement has not been entered into under duress by any of the parties.



9. RATES OF PAY (ARE INCLUSIVE OF 99/2000 PAY INCREASE)1999/2000 5.7% PAY INCREASE

(a) Employees will be paid the following **base rate** in accordance with the trade or occupation in which they are engaged, with such wage rate becoming effective from 22nd October, 1999

<u>CLASSIFICATION</u>	<u>WAGE RATE</u>	
	<u>Weekly</u>	<u>Hourly</u>
Cleaner (Casual)		\$15.85
Trades Assistant	\$666.90	\$17.55
** Tradesperson		
0-3 months service	\$623.20	\$16.40
3-12 months service	\$661.20	\$17.40
thereafter	\$704.90	\$18.55

** Tradesperson will include Fitter & Machinist, Boilermaker or Electrician

(b) Apprentices

(i) Junior Apprentices will be paid the following weekly rate of pay, increases to take place as per anniversary date of indenture.

1st year of apprenticeship	\$226.00	per week	5.95	hourly
2nd year of apprenticeship	\$285.00	per week	7.50	hourly
3rd year of apprenticeship	\$385.00	per week	10.13	hourly
4th year of apprenticeship	\$450.00	per week	11.84	hourly

(ii) Adult Apprentices will be paid the following weekly rate of pay:

1st year of apprenticeship	\$386.00	per week	10.16	hourly
2nd year of apprenticeship	\$450.00	per week	11.84	hourly
3rd year of apprenticeship	\$508.00	per week	13.37	hourly
4th year of apprenticeship	\$540.00	per week	14.21	hourly

(iii) Apprentices who attend a TAFE College or Day Block Release during normal working hours will be paid for the day as though the apprentice was at work provided that the Company may require proof of attendance at TAFE.



(c) Tool Allowance

Trades persons and apprentices will be paid a tool allowance in accordance with the following table for supplying and maintaining tools ordinarily required in the performance of their work as trades persons.

The allowance will be paid for all purposes of this Agreement.

Trades person	\$9.90 per week
1st year apprentice	\$4.20 per week
2nd year apprentice	\$5.50 per week
3rd year apprentice	\$7.40 per week
4th year apprentice	\$8.80 per week

(d) Savings

No employee who is covered by this Agreement at the date of its registration will suffer any reduction in wages as a consequence of this Agreement coming into effect.

10. ON-SITE CONSTRUCTION WORK

An employee required to work on a construction site will be paid all the appropriate allowances applicable to the site, for the period of on-site work, in accordance with the relevant Construction Site Agreement.

ON-SITE SERVICE WORK

Additionally an allowance of \$1.50 per hour will be paid while working in confined space or dangerous conditions on two sites Summit Restaurant & Zenith Towers.

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11. MOTOR VEHICLE ALLOWANCE

An employee who by agreement with the Company is required to use his/her private motor vehicle on Company business will be paid an allowance of 52 cents per kilometer.

12. FIRST AID ALLOWANCE

An employee who holds an appropriate First Aid Certificate and who is appointed by the Company to perform first aid duties, in addition to ordinary work, will be paid an allowance of \$9.30 per week in addition to the wage rate paid as required by Clause 9.

13. SUPERANNUATION

(a) The Company will contribute to the Tower Life Australia Superannuation Fund, for each employee covered by this Agreement, an amount equal to 7% (or such other percentage or amount as required by applicable statute) of the employee's ordinary time rate of pay.

(b) An employee's eligibility for contributions to the Fund will cease on the last day of employment with the Company and the Company will not make any contributions to the Fund in respect of any period beyond the last day of employment.

(c) The Company will contribute an amount (in addition to the Superannuation contribution) to Tower Life Australia giving 24 hour World wide cover for Death and Disability on behalf of each employee in accordance with the provisions of the Insurance Policy.

(d) Nothing in the Agreement stands to over-ride the Company's obligations in respect to the Commonwealth Superannuation Guarantee Act or any other legislation in regard to Superannuation membership, contributions or administration in respect to any of its employees.



14. TRAINING

(a) The Company acknowledges its commitment to provide training for its employees to provide more varied, fulfilling and better paid jobs.

(b) No employee will be required to perform work at a level of skill for which that employee has not received accreditation as a result of qualification. In accordance with the needs of the Enterprise, training will be provided to enable employees to qualify for classification to and to make a contribution at higher levels of skill.

(c) The Company will accept responsibility for the organisation of 'on the job' training however suitably qualified employees will assist as required in the training of other employees. For training 'off the job' the Company will accept responsibility for arranging the training in all cases where the Company requests such training to meet staffing requirements.

(d) The Company will pay at the classified level of skill during all training undertaken in normal working hours. For training undertaken 'off the job' and outside normal working hours, and approved by the Company as being in accordance with the needs of the Enterprise, the Company will reimburse all necessary fees and the cost of essential textbooks, literature and stationery subject to successful completion of the course.

(e) An employee who undertakes one or more tasks, but not all the tasks, at a higher level of skill than that to which the employee is accredited, as part of their training for qualification to that higher level, will continue to be paid at the classification level rate for which the employee has been accredited.

15. TERMS OF ENGAGEMENT

(a) Employees will be engaged by the week except in the case of casual employees.

(b) The first three months of full-time or part-time employment with the Company will be a probationary period. Formal advice on non-performance will be given by the Supervisor at regular intervals during this period. If the Company considers the employee's performance to be unsatisfactory, then the employment will be terminated at any time during this period on the giving of one weeks notice or payment in lieu.



15. Terms Of Engagement Cont:

(c) Full-Time Employees will be paid the rate of pay for the appropriate skill level set out in clause 9.

(d) Part-Time Employees may be engaged on the basis of a set numbers of ordinary hours (less than 38) each week as agreed in advance between the Company and the employee concerned.

Part time employees will be paid pro-rata the rate for the appropriate skill level set out in Clause 9.

The provisions of this Agreement will apply to part-time employees as if they were full-time employees with the exception that Sick Leave, Annual Leave, Annual Leave Loading and Family Leave will be allowed on a pro-rata basis.

(e) Casual employees will be engaged by the hour and paid an hourly rate of pay in accordance with Clause 9 of this Agreement divided by 38 plus a loading of 20% in lieu of payment for Annual Leave, Sick Leave and public holidays. Casuals will be paid for a minimum engagement of 4 hours on any one day, provided that a casual cleaner will be paid for a minimum engagement of 3 hours on any one day.

(f) The Company may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training provided that such duties are not designed to promote de-skilling and are consistent with normal Occupational Health and Safety principles.

(g) Despite any other provision of this Agreement the Company is not required to pay wages to any employee for any day on which that employee cannot be usefully employed because of:

- (i) any strike
- (ii) any breakdown of machinery or
- (iii) any stoppage of work for which the Company is not responsible.



16. TERMINATION OF EMPLOYMENT

(a) In respect of full-time and part-time employment will be terminated by either the employee or the Company giving one week's notice at any time during the work or by the payment or forfeiture of one week's pay.

(b) The company will not terminate an employee's employment for reasons related to the employee's conduct or performance unless the employee has been given the opportunity to defend himself or herself against all allegations made or the company could not reasonably be expected to give the employee the opportunity.

(c) An employee who had been given notice will be allowed up to one day as time off without loss of pay (at a time convenient to the Company) for the purpose of seeking another job.

(d) Following a request from the terminated employee, the Company will provide a written statement of the period of employment and the type of work performed.

(e) The Company may dismiss any employee without notice, subject to appropriate investigation and termination procedures, for malingering, inefficiency neglect of duty or misconduct. In such case the employee will be paid only up to the time of dismissal.

(f) **Abandonment of Employment:** The absence of an employee from work for a continuous period exceeding three working days without the consent of the Company, and without notification to the Company, shall be prima facie evidence that the employee has abandoned employment and unless the absence is established to the satisfaction of the Company within a period of fourteen days as having been due to a reasonable cause, termination shall operate as from the last day of attendance at work or authorised absence.



17. HOURS OF WORK

(a) The ordinary hours of employment will be 38 hours per week worked over a five day period, with eight hours being worked each day from Monday to Thursday and six hours being worked on Friday.

(b) The normal hours of work will be as follows:

Monday to Thursday - 7.00 a.m. to 3.30 p.m. (including 30 minutes unpaid meal break)

Friday - 7.00 a.m. to 1.00 p.m.

(c) The hours of work may be varied by agreement between the Company and the employees.

18. OVERTIME

(a) Employees who work outside of the ordinary hours of work on any one day will be paid at the rate of time and one half for the three hours and double time for each subsequent hour.

(b) An employee required to work overtime on Saturday will be paid at time and one half for the first three hours and double time thereafter provided that all work performed after midday will be paid at the rate of double time.

A minimum payment of four hours will apply on Saturdays except where such overtime is continuous with overtime commenced on Friday.

(c) Work performed on Sundays will be paid at the rate of double time with a minimum payment of four hours.

(d) Work performed on a public holiday will be paid at the rate of double time and one half in lieu of any other penalty rate, with a minimum payment of four hours.



OVERTIME CONT:

(e) An employee required by the Company to work overtime in excess of the ordinary hours on any one day will be entitled to a break of 10 hours before resuming ordinary work on the next day.

If the employee is required by the Company to resume ordinary work before the 10 hours have expired the employee will be paid at the rate of double time for all time so worked until released from duty for 10 consecutive hours during which time the employee will suffer no loss of pay for such ordinary working time occurring during such absence.

(f) Employees will work a reasonable amount of overtime when required.

(g) An employee recalled to work overtime after leaving at the end of a normal working day, will be paid at the appropriate rate set out in this Clause for a minimum of four hours. Provided that the employee will not be required to work the full four hours if the job is completed in a shorter time.

(h) An employee required to hold himself/herself in readiness to work after ordinary hours will be paid for standing by at ordinary rates until released, from the time from which the employee is told to hold himself/herself in readiness.

19. MEAL BREAKS & ALLOWANCE

(a) An employee will be allowed an unpaid meal break of 30 minutes to be taken between 4 and 6 hours after the commencement of work. In addition such employee will be allowed a paid morning tea break of 10 minutes duration to be taken at an agreed time to suit the needs of the enterprise.

(b) Employees required to work through a meal break will be paid at the rate of time and one half, for the 30 minutes and until the break is subsequently taken.

(c) An employee required to work overtime for more than 1½ hours after normal ceasing time, will be allowed a meal break of 20 minutes before commencing overtime to be paid for at ordinary rates.



19. Cont:

(d) An employee working overtime will be allowed a crib time of 20 minutes, without deduction of pay, after each four hours of overtime worked if the employee continues to work after such crib time. Provided that where a day worker on a five day week is required to work overtime on a Saturday the first crib time will, if occurring between 10.00 a.m. and 1.0 p.m. be at ordinary rates.

(e) An employee required to work overtime for more than 2 hours on any one day and who was not notified of the requirement on the previous day or earlier will be supplied with a meal by the Company or paid the sum of \$7.20 for each meal.

20. SICK LEAVE

An employee who is absent from work on account of personal illness, or injury by accident not arising out of and in the course of employment, will be entitled to paid leave of absence in accordance with the following provisions:

(a) During the first year of service an employee will be entitled to paid sick leave to a maximum of 5 days per year of service, and 8 days the second and subsequent year of service.

(b) At the completion of the first three months employment, an employee will become entitled to any unclaimed balance of sick leave and may be paid for any unpaid sick leave taken during that period.

(c) No payment will be made for any absence for which Worker's Compensation is paid.

(d) The employee will advise the Company of the expected absence, its cause and the likely duration, prior to the employee's normal commencement time.

(e) An employee will be required to provide the Company with satisfactory evidence of the illness or injury if absent from work for a period of two or more consecutive days.

(f) Untaken sick leave at the end of each year's service will accumulate from year to year provided that an employee may not accrue more than 12 years sick leave entitlement at any one time.



21. ANNUAL LEAVE

(a) Annual leave will be allowed to all employees in accordance with the New South Wales Annual Holiday Act, 1944. In particular the following provisions will apply:

- (i) Employees will be given four weeks annual leave for each completed year of service, being paid in advance the rate or pay they normally receive for their skill level for the period of leave taken.
- (ii) The annual leave may be taken in one or more periods by agreement between the Company and the employee.
- (iii) When a public holiday (as prescribed in clause 24) occurs while an employee is on annual leave then the leave period will be extended by one day for each such holiday that occurs.
- (iv) If the employment of a weekly paid employee is terminated, that employee will be paid for any outstanding leave entitlement at the normal rate of pay for the employee's skill level, including pro-rata payment for any part of a year's entitlement.

22. ANNUAL LEAVE LOADING

(a) An employee who goes on annual leave will be paid as additional loading of 17.5% of that employee's skill level rate of pay for the period of leave.

(b) An employee who is terminated by the Company will be paid a loading as in sub-clause (a) above for all untaken leave to which the employee is entitled. No payment will be made to an employee who has been terminated for misconduct in accordance with the provisions of Clause 15 (e) of this Agreement.



23. LONG SERVICE LEAVE

Employees will be entitled to Long Service Leave in accordance with the provision of the NSW Long Service Leave Act 1955.

24. PUBLIC HOLIDAYS

(a) For the purpose of this Agreement, public holidays will include the following days:

New year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Labour Day, Christmas Day and Boxing Day, and any other days proclaimed as holidays in New South Wales either as substitution for or in addition to any of the above.

(b) In addition to the holidays prescribed in sub-clause (a), employees will be entitled to a picnic day to be taken on a day agreed between the employees and the Company. Such day is to be regarded as a public holiday for purposes of this Agreement.

(c) An employee who works on a public holiday in accordance with sub-clause (a) will be paid at the rate of double time and one half for all time worked provided that an alternative day is not taken in lieu of the holiday in accordance with sub-clause (b) of this Clause.

(e) Where an employee is absent from work on the working day before or the working day after a public holiday, without reasonable excuse or without the consent of the Company, the employee will not be entitled to payment for such holiday.

25. PAYMENT OF WAGES

(a) Employees will be paid for all money due no later than Thursday for the pay week which will end on the previous Wednesday. Such wages will be paid in cash to employees during normal working time.

(b) For each pay period the employee will be supplied with a written statement showing how the pay has been made up and including details of any deductions.



26. BEREAVEMENT LEAVE

(a) An employee, other than a casual, will be entitled to a maximum of 2 days leave without loss of pay on each occasion of the death in Australia of the employee's wife, husband, (including defacto spouse), father, mother, brother, sister, child, step-child, or parents-in-law.

(b) Provided further an employee, other than a casual, will be entitled to a maximum of 2 days leave without loss of pay on each occasion of the death outside of Australia of the employee's wife, husband, mother, father, brother, sister, child or stepchild, and where such employee travels outside of Australia to attend the funeral.

(c) Proof of such death will be furnished by the employee to the satisfaction of the Company. This clause will have no operation while the period of entitlement coincides with any other period of entitlement to leave.

27. JURY SERVICE

An employee required to attend for jury service during ordinary working hours will be reimbursed by the Company an amount equal to the difference between the amount paid in respect of their attendance for such jury service and the amount of wage they would have received in respect of the ordinary time they would have worked had the employee not been on jury service.

28. PARENTAL LEAVE

Parental leave will be provided in accordance with the provisions of the New South Wales Industrial Relations Act 1991.

29. FAMILY LEAVE

(a) An employee with responsibilities in relation to a class of person set out in sub-clause (d) of this Clause needs their care and support will be entitled to use in accordance with this sub-clause, sick leave entitlements which accrue after 5th October, 1995 for the purpose of providing care and support for such persons when they are ill.

The application of this provision must ensure that the minimum sick leave provisions of Section 97 of the Industrial Relations Act are preserved, and are to be taken in accordance with Clause 20 of this Agreement.



Family Leave Cont:

(b) As an alternative to taking sick leave for this purpose, an employee may elect, subject to Company consent, take up to 5 days in any calendar year of annual leave; time off in lieu of overtime (i.e. one hour for each hour of overtime worked); make-up time in relation to ordinary hours; or unpaid leave.

(c)

(i) Provided that an employee will be required, where practicable, to give the Company prior notice of intention to take leave. If it is not practicable for the employee to give prior notice of absence, the employee will notify the Company by telephone of the absence at the first opportunity on the first day of absence.

(ii) At the time of notifying the Company of the absence, the employee will provide the Company with the following information:

- * The name of the person requiring care.
- * The relationship of the person to the employee.
- * The estimated duration and the reason for taking such absence.
- * Provide a medical certificate or statutory declaration establishing the illness of the person concerned.

(d) Definitions of Class Of Employee

An employee's entitlement to leave under this provision is subject to the person concerned being:

- (i) a spouse of the employee or
- (ii) a de facto spouse who, in relation to the employee is a person of the opposite sex and who lives with the employee as husband or wife of the employee on a bona fide domestic basis, although not legally married or
- (iii) a child or adult child (including an adopted child, a step child or an ex-nuptial child), parent, (including a foster parent and legal guardian), grandparent, grandchild or sibling of the employee or spouse (including de facto spouse) of the employee; or



Cont:

- (iv) a same sex partner who lives with the employee as the de facto partner or the employee who is a member of the same household where for the purpose of this paragraph:
"relative" means a person related by blood, marriage or affinity; "affinity" means a relationship that one spouse because of marriage has to blood relatives of the other; and "household" means a family group living in the same domestic dwelling.

30. INTRODUCTION OF CHANGE

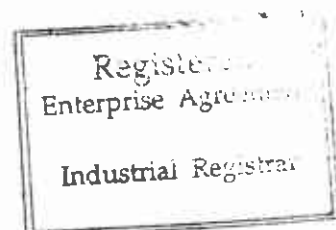
(a) Where the Company has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the Company will notify the employees who may be affected by the proposed changes and, the union if the employees are members.

(b) Significant effects include termination of employment, major changes in the composition of the company's work force or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours work; the need for retraining or transfer of employees to other work locations, and the restructuring of jobs. However, where this Agreement makes provision for alteration of any of the matters referred to herein, an alteration will be deemed not to have a significant effect.

(c) The company will discuss with the employees affected and the union if they are members, inter alia, the introduction of the changes referred to in sub-clause (a), the effects the changes are likely to have on employees and will give prompt consideration to matters raised by employees and, if they are members of the union, by their union in relation to the changes.

(d) The discussions will commence as early as practicable after a definite decision has been made by the company to make the changes referred to in sub-clause (a).

(e) For the purposes of such discussion, the Company will provide in writing to the employees concerned, and if they are members of the union, to their union, all relevant information about the changes, including the nature of the changes proposed, the expected effects of the changes on employees and any other matters likely to affect employees. However, the company will not be required to disclose confidential information, the disclosure of which would be detrimental to the Company's interests.



31. REDUNDANCY

(a) Where the Company has made a definite decision that the Company no longer wishes the job an employee has been doing, done by anyone, and this is not due to the ordinary and customary turnover of labour, and that decision may lead to the termination of employment, the Company will hold discussions with the employees directly affected and with the union if they are members.

(b) The discussions will take place as soon as practicable after the Company has made such decision and will cover, inter alia, any reasons for the proposed termination, measures to avoid or minimise the terminations and measures to mitigate any adverse effects of any terminations on the employees concerned.

(c) For the purposes of the discussion the Company will, as soon as practicable, provide in writing to the employees concerned and their union, if appropriate, all relevant information about the proposed terminations, including the reasons for the proposed terminations, the number and categories of employees likely to be affected, and the number of workers normally employed and the period over which the terminations are likely to be carried out. However, the Company will not be required to disclose confidential information, the disclosure of which would be detrimental to the company's interests.

(d) Termination Of Employment

(i) For the purpose of this Clause the Company will give the employee the following **period of notice** of termination, or payment in lieu thereof:

<u>Years of Continuous service</u>	<u>Under 45 Years of Age</u>	<u>Over 45 Years of Age</u>
Less than 1 year	1 week	2 weeks
1 year and less than 3 years	2 weeks	3 weeks
3 years and less than 5 years	3 weeks	4 weeks
5 years and over	4 weeks	5 weeks

(ii) In addition to the period of notice prescribed in sub-clause (i), an employee whose employment is terminated for reasons set out in sub-clause (a) will be entitled to the following amount of severance pay in respect to a continuous period of service.



<u>Years of Continuous service</u>	<u>Under 45 Years of Age</u>	<u>Over 45 Years of Age</u>
0 - 1	Nil	Nil
1 - 2	4.0 weeks	5.0 weeks
2 - 3	7.0 weeks	8.75 weeks
3 - 4	10.0 weeks	12.5 weeks
4 - 5	12.0 weeks	15.0 weeks
5 - 6	14.0 weeks	17.5 weeks
6 - 7	16.0 weeks	20.0 weeks

Termination of Employment Cont:

(iii) "Weeks Pay" means the all purpose rate for the employee concerned at the date of termination and will include, in addition to the ordinary rate of pay, shift penalties and allowances.

(iv) The severance payments on the above scale will not exceed the amount which the employee would have earned if employment with the Company had proceeded to 65 years of age.

(e) An employee who is given notice of redundancy may terminate employment at any time during the notice period. In such cases, the employee will be paid the severance benefit, however no payment in lieu of the outstanding notice period will be paid.

(f) Where a decision has been made to terminate employees in the circumstances outlined in sub-clause (a), the Company will notify the Commonwealth Employment Service as soon as possible giving relevant information including the number and categories, of employees likely to be affected and the period over which the terminations are intended to be carried out.

(g) This Clause will not apply where employment is terminated as a consequence of conduct that justifies instant dismissal, including misconduct, or in the case of casual employees, apprentices, or employees engaged for a specific period of time or for a specific task or tasks.



32. UNIFORMS AND PROTECTIVE CLOTHING

(a) The company will provide each employee with uniforms and protective clothing (including sunburn cream). New employees will not receive their initial uniform issue until the completion of three months continuous service with the Company. Employees clothing (3-off shirts 3-off trousers) to be issued on 22nd October each year. Windjackets to be issued in March to all employees. Hats to be issued as required. (1-off per year)

(b) The Company will subsidise each employee \$60.00 per year towards the purchase of a pair of safety boots.

(c) The company will subsidise each employee \$20 per year towards the purchase of sun-glasses.

33. COUNTRY AND INTERSTATE WORK

Employees required to work in country or interstate locations will have fares, meals and accommodation paid for by the Company in accordance with Company policy.

34. COUNSELLING & DISCIPLINARY PROCEDURES

(a) Supervisors and Managers will counsel employees in regard to minor instances of unacceptable behaviour, rather than allow them to go unchecked until disciplinary action is required.

(b) When disciplinary action is required the following procedure will be used:

- (i) As soon as the supervisor becomes aware of a situation or circumstance possibly requiring disciplinary action the supervisor will notify the immediate Manager.
- (ii) The Manager will have the matter investigated as soon as practicable after receiving the advice.
- (iii) Should the Manager decide that disciplinary action is required, then the employee will be interviewed in the presence of a witness nominated by the employee.
- (iv) The Manager will make the employee fully aware of the reasons why disciplinary action is proposed and will give the employee an opportunity to explain the behaviour.



34 Cont:

- (v) If the Manager decides to take disciplinary action, then the employee will be given a **first written warning** will be given in the presence of the employee's nominated witness, and a copy place on the employee's file.
- (vi) If further disciplinary action in respect to the same employee is taken by the Manager, then a **second and final written warning** will be given in the presence of the employee's nominated witness, and a copy placed on the employee's file.
- (vii) If further disciplinary action is required in respect to the same employees, then the employee will be formally terminated by the Company.
- (viii) Written warnings held on the employee's file, will lapse and may not be used for further disciplinary action after a period of twelve months.
- (ix) If the Manager decides that serious misconduct has occurred, the above procedure may be excluded and summary dismissal may be appropriate as provided in Clause 16 (e) of this Agreement.

35. WORKPLACE EFFICIENCY

The following efficiency measures have been agreed to by the parties provided that specific details of implementation will be resolved through consultation between the employees and management:

- (a) Employees will pay particular attention to their commitment and enthusiasm in the work they perform as representatives of the Company in the interest of safety and the integrity of their workmanship.
- (b) Employees will strive to improve the efficiency of their work through undertaking to use their individual and team initiative to find solutions to problems and to determine the necessary requirements to complete the tasks and projects to which they are assigned.
- (c) Employees will provide feedback to the Company in regard to problems and/or improvements on new and existing projects which can be addressed by the Company.

