

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA02/81

**TITLE:** Caltex Contractors' Electrical Industry Agreement

**I.R.C. NO:** 2001/8363

**DATE APPROVED/COMMENCEMENT:** 21 December 2001/7 June 2001

**TERM:** 7 June 2003

**NEW AGREEMENT OR  
VARIATION:** New, Replaces EA99/166

**GAZETTAL REFERENCE:** 5 April 2002

**DATE TERMINATED:**

**NUMBER OF PAGES:** 33

**COVERAGE/DESCRIPTION OF EMPLOYEES:** Applies to all employees employed by Contractors or Sub Contractors engaged on contract maintenance and construction work on the site of Caltex Kurnell

**PARTIES:** Caltex Contractors -&- the Electrical Trades Union of Australia, New South Wales Branch



**CALTEX CONTRACTORS'  
ELECTRICAL  
INDUSTRY AGREEMENT**

**Registered  
Enterprise Agreement  
Industrial Registrar**

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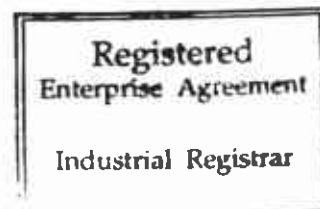
## 1. AREA AND SCOPE

- (a) This Agreement applies to employees, employed by Contractors or Sub-Contractors engaged on contract maintenance and construction work on the Site of Caltex Kurnell.
- (b) Prior to commencement on site, Contractors and Sub-Contractors shall be required to sign the Adherence to the Site Agreement as per Schedule "B".

## 2. WAGES

- (a) An adult employee of a classification specified herein shall be paid per week the wages assigned to that classification according to the following table:

<b>Classification Contract Electrical Industry Employee 7/6/2001</b>	<b>Weekly Rate</b>	<b>Supplementary Payment</b>	<b>Transport and Location Allowance</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
CEIE Level 1	639.80	28.30	15.90	684.00
CEIE level 1A	686.40	28.30	15.90	730.60
CEIE Level 2	753.70	28.30	15.90	797.90
CEIE Level 3	793.00	28.30	15.90	837.20
CEIE Level 4 E	801.80	28.30	15.90	846.00
CEIE Level 4 I	830.40	28.30	15.90	874.60
CEIE Level 5	844.00	28.30	15.90	888.20
CEIE Level 6	903.60	28.30	15.90	947.80
CEIE Level 7	937.80	28.30	15.90	982.00



Classification Contract Electrical Industry Employee 7/6/2002	Weekly Rate \$	Supplementary Payment \$	Transport and Location Allowance \$	Total \$
CEIE Level 1	662.20	29.30	16.50	708.00
CEIE level 1A	710.40	29.30	16.50	756.20
CEIE Level 2	780.10	29.30	16.50	825.90
CEIE Level 3	820.80	29.30	16.50	866.60
CEIE Level 4 E	829.90	29.30	16.50	875.70
CEIE Level 4 I	859.50	29.30	16.50	905.30
CEIE Level 5	873.50	29.30	16.50	919.30
CEIE Level 6	935.20	29.30	16.50	981.00
CEIE Level 7	970.60	29.30	16.50	1016.40

- (b) The rates of pay are minimum and maximum rates applicable to the various classifications and except as varied by this Agreement are in lieu of any award entitlement to special rates and/or allowances.
- (c) In addition to the wage rate prescribed in the first column of sub-clause (a) of this Clause, an adult employee covered by this Industrial Agreement will be paid each week a Supplementary Payment equal to 3.75% of the rate for Contract Electrical Industry Employee Level 2.
- (e) Certificate Allowance

In addition to the wages prescribed in sub clause (a) of this clause an employee employed and working as an electrical tradesman and possessing a New South Wales Electricians Certificate shall be paid: -

- (i) Qualified Supervisor Certificate - \$26.00 per week
- (ii) Certificate of Registration - \$14.00 per week



Provided that an employee previously employed as an Instrument Technician who at the date of this Agreement possessed and was paid an Electrician's Licence Allowance (Qualified Supervisor Certificate) shall continue to receive such payment during his current contract of employment on Site.

- (f) The weekly rate of wage for apprentices shall be the under mentioned percentages of the rate prescribed for Contract Electrical Industry Employee Level 2

Apprentices employed at the time of making this Agreement shall not suffer a reduction in rates of pay by the making of this Agreement.

Four year Term	Percentage CEIE2
1 <sup>st</sup> Year	42
2 <sup>nd</sup> Year	55
3 <sup>rd</sup> Year	75
4 <sup>th</sup> Year	88

### 3. CONTRACT OF EMPLOYMENT

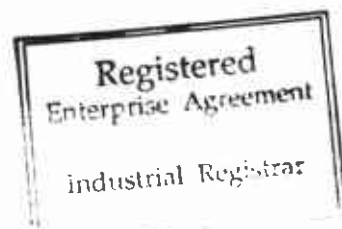
- (a) (i) The Company may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training consistent with the classification structure of this Agreement provided that such duties are not designed to promote deskilling.
- (ii) The Company may direct an employee to carry out such duties and use such tools and equipment as may be required provided that the employee has been properly trained in the use of such tools and equipment.
- (iii) Any direction issued by the Company pursuant to sub clauses (i) and (ii) will be consistent with the Company's responsibilities to provide a safe and healthy working environment.
- (iv) An employee engaged for more than two (2) hours during one day or shift on duties carrying a higher rate than his/her ordinary classification shall be paid the higher rate for such day or shift. If for two hours or less during one day or shift he/she shall be paid the higher rate for the time so worked.



- (v) Where not varied by legislation employment will be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages as the case may be. This will not affect the right of the Company to dismiss any employee without notice for malingering, inefficiency, neglect of duty or misconduct and in such cases the wages will be paid up to the time of dismissal only or to deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown in machinery, or any stoppage of work by any cause for which the Company cannot reasonably be held responsible. Where an employee has given or been given notice he/she will continue in his/her employment until the date of the expiration of such notice. Any employee who having given or been given notice, without reasonable cause (proof of which will lie on the employee) absent his or her self from work during such period will be deemed to have abandoned his/her employment and will not be entitled to payment for work done within that period. Provided that where the Company has given notice, an employee on request, will be granted leave of absence without pay for one day in order to look for alternative employment. Leave of absence so granted will not constitute abandonment of employment for the purpose of this sub clause.
- (vi) 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 will be prima facie evidence that the employee has abandoned his/her employment. Provided that: -
- (a) If within a period of fourteen days from his/her last attendance at work or the date of his/her last absence in respect of which notification has been given or consent has been granted an employee has not established to the satisfaction of the Company that he/she was absent for reasonable cause, he/she will be deemed to have abandoned his/her employment.
- (b) Termination of employment by abandonment in accordance with this sub clause will operate as from the date of the last attendance at work or the last day's absence in respect of which consent was granted or the date of the last absence in respect of which notification was given to the Company, whichever is the later.



- (vii) Late Comers: Notwithstanding anything elsewhere contained in this Agreement the Company may select and utilise for timekeeping purposes any fractional or decimal proportion of an hour (not exceeding quarter of an hour) and may apply such proportion in the calculation of the working time of employees who, without reasonable cause promptly communicated to the Company report for duty after their appointed starting times or cease duty before their appointed finishing times. The same proportion used for this purpose will apply for the calculation of overtime.
  
- (b) In addition, it is a term and condition of employment, and of the obligations and rights accruing under this Agreement that an employee must:
  - (i) comply with the orders of the Company to work reasonable overtime, at any time during the seven days of the week, at the appropriate remuneration prescribed herein; and
  - (ii) use all appropriate protective clothing and equipment provided by the Company for specific circumstances and, after appropriate training, safety equipment or apparatus to supplement safety checks by other authorised personnel; and
  - (iii) comply with the Company's direction to carry out maintenance work required for the safety of personnel and plant (including Maintenance work for the continued operation of plant in accordance with the requirements of the company both as to the Maintenance work to be performed and the numbers and classifications of personnel required for that purpose), or for the emergency prevention of pollution; and
  - (iv) perform such work, including shift work, required for refinery or plant shutdowns or break-downs or start-ups or other emergency maintenance as the Company may, from time to time, reasonably require; and
  - (v) comply with the Company's direction to keep the work-place and equipment in a clean and safe condition; and
  - (vi) drive motor vehicles to Class 1 Licence requirements where such is necessary for performance of their duties.





## 4. WORK PRACTICES

- (a) Subject to the provision of the appropriate Wet Weather Clothing all personnel are to work in the rain, conditional on the ability to maintain a safe working environment, carry out any lawful direction given by the person's Company Representative (the Company) and to take direction from Supervisors.
- (b) The movement of "tools of trade" is the responsibility of the Tradesperson and should not rely on other crafts for their transportation.
- (c) Operators of transport vehicles that are fitted with 'Robo' or similar type mechanical lifting equipment are required to sling their own loads.
- (d) Manpower utilisation -

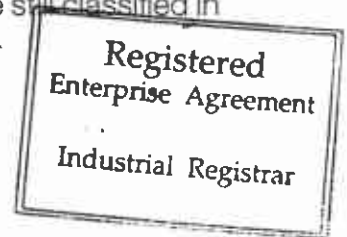
Generally the work should be manned according to the job requirement and there should not exist any fixed numbers and ratios.

- (e) Job Permits -

An employee, qualified to receive permits, will collect the required Job Permits, receive the Work Permit and progress the job as identified.

- (f) There shall be no restriction on an employee performing tasks in a level above or below his/her current level e.g. an employee can gain competency and utilise skills and knowledge applicable to Level 3 while still classified in Level 2.

## 5. DEFINITIONS



- (a) **Contract Electrical Industry Employee - General Duties**

A **Contract Electrical Industry Employee**: is an employee engaged to carry out contract maintenance and construction work at the Kurnell Refineries.

All **Contract Electrical Industry Employees** are graded at various levels depending upon the utilisation of their achieved certification, skills and assessment of Core activity criteria as detailed in the CMIE Skills Training Register. Regardless of any graded level, Contract Electrical Industry Employees will perform general duties within their skill level as required. Such duties will include but not be limited to the following and in no way shall prejudice the requirements contained within the classification structure.

- \* Assisting other **Contract Electrical Industry Employees** in the performance of their duties.
- \* Erection and dismantling of scaffolding, soldering, brazing, use of oxy-acetylene and electric arc welding equipment and perform or assist minor lifting duties where the performance of such duties does not infringe statutory requirements.
- \* Erect and dismantle tarpaulins and any special purpose "igloos" as required, without the assistance of an employee holding a Rigger's Certificate of Competency.
- \* Perform minor lifting tasks in association with their assigned duties by way of removal and installation of equipment and piping, where the lifting does not contravene statutory regulations.
- \* Employees in possession of a Class 1 Driver's Licence shall utilise the licence where the driving is required incidental or ancillary to their assigned duties.
- \* Removal of and application of lagging and sheetmetal work.
- \* Operates power driven machinery including but not limited to power shears, power hacksaws, power press, grinders, screwing, drilling, tapping, threading and milling machines, lathes and vacuum machines.
- \* Work within tool rooms and storerooms as directed.
- \* Work of a general nature including labouring.
- \* Co-ordinates and communicates with other crafts.
- \* Shares specialised knowledge.
- \* Performs safety and fire-watching duties.



**(b) Contract Electrical Industry Employee - Level 1**

**A Contract Electrical Industry Employee Level 1:** is a non-trade employee who has not yet achieved a certified level of competency in a skill as defined in this agreement. The employee is required to perform the general duties described as required by the Company.

Indicative of the classifications which an employee at this level may perform are as follows: -

- \* Electrical Assistant
- \* Electrical Labourer

**(b)(i) Contract Electrical Industry Employee Level 1A**

**A Contract Electrical Industry Employee - Level 1A:** is an employee classified at Level 1 who is required by the company to obtain, and obtains, a Fork Lift Drivers Certificate.

**(c) Contract Electrical Industry Employee - Level 2**

**A Contract Electrical Industry Employee Level 2:** is a tradesperson who has completed and utilises apprenticeship or other equivalent qualification in electrical trades with a Certificate of Proficiency in that trade.

In addition to undertaking the duties of such certified level of competency, the employee is required to perform the general duties described as required by the Company.

**(d) Contract Electrical Industry Employee - Level 3**

**A Contract Electrical Industry Employee Level 3:** is a tradesperson who has completed and utilises apprenticeship or other equivalent qualification in instrument trades with a Certificate of Proficiency in that trade.

In addition to undertaking the duties of such trade or certified level of competency, the employee is required to perform the general duties described as required by the Company.

**(e) Contract Electrical Industry Employee Level 4E**

**A Contract Electrical Industry Employee Level 4E:** is an employee who meets the requirements specified in CEIE Level 2.

AND

<p><b>Registered Enterprise Agreement Industrial Registrar</b></p>
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has achieved and utilises the required level of assessment as set out in the CEIE Skills Training Register for CEIE 4 Electrician.

Additionally such employee shall continue to participate in training to maintain and enhance site-specific requirements.

In addition to undertaking the duties of such certified level of competency the employee is required to perform the general duties described as required by the Company.

(f) **Contract Electrical Industry Employees - Level 4I**

**A Contract Electrical Industry Employee Level 4I:** is an employee who meets the requirements specified in CEIE Level 3.

AND

has achieved and utilises the required level of assessment as set out in the CEIE Skills Training Register for CEIE 4 Instrument Technician.

Additionally such employee shall continue to participate in training to maintain and enhance site-specific requirements.

In addition to undertaking the duties of such certified level of competency the employee is required to perform the general duties described as required by the Company.

(g) **Contract Electrical Industry Employee - Level 5**

**A Contract Electrical Industry Employee Level 5:** is an employee who meets the requirements of CEIE Level 4E;

AND

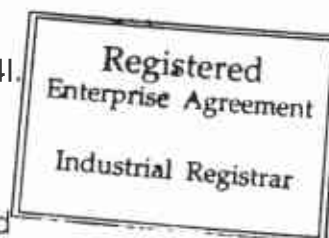
- (1) Holds a Qualified Supervisor Certificate, and
- (2) An Instrument Trades Certificate, or
- (3) An Electrical Engineering Advanced Certificate, or
- (4) An Electrical Engineering Associate Diploma, or
- (5) An Electronic Trades Certificate,

OR

An employee who meets the requirements of level 4I.

AND

- (1) Holds a Qualified Supervisors Certificate, and
- (2) An Electrical Trades Certificate, or
- (3) An Electrical Engineering Advanced Certificate, or



- (4) An Electrical Engineering Associate Diploma, or
- (5) An Electronic Trades Certificate

Additionally such employee shall continue to participate in training to maintain and enhance site-specific requirements.

In addition to undertaking the duties of such certified level of competency the employee is required to perform the general duties described as required by the Company.

**(h) Contract Electrical Industry Employee - Level 6**

**A Contract Electrical Industry Employee Level 6**: is an employee who meets the requirements of both CEIE Level 4E and 4I and is a dual qualified tradesman.

Dual qualified tradesman means: -

- (1) Completion of an apprenticeship or other equivalent course in Electrical Trades with a Certificate of Proficiency in that trade plus successful completion of a TAFE Instruments Industrial (Conversion) Course and also possession of a Qualified Supervisors Certificate ("A" Grade Licence);

OR

- (2) Completion of an apprenticeship or other equivalent course in Instrument Trades with a Certificate of Proficiency in that trade plus possession of a Qualified Supervisors Certificate ("A" Grade Licence).

Additionally such employee shall continue to participate in training to maintain and enhance site-specific requirements.

In addition to undertaking the duties of such certified level of competency the employee is required to perform the general duties described as required by the Company.

**(i) Contract Electrical Industry Employee - Level 7**

**A Contract Electrical Industry Employee Level 7**: is an employee who has achieved and utilises the required level of assessment of core activity as set out in CEIE Skills Training Register for CEIE 4E, 4I, 5 or 6 and is appointed by the company as a Team Leader.

An employee at this level shall be paid in addition to the rate in CEIE 6 the amount as prescribed for Leading Hand in the Electrical Contracting Industry (State) Award.



(j) Progression Through Skills Matrix

A Consultative Committee of the Term Contractor will meet monthly to review the progress of training. A principal aim of this Committee is to ensure that employees are given adequate opportunity to progress through the skills based structure, and an appropriate mechanism will be put in place to ensure this occurs. After 12 months of the operation of this Agreement, when an employee (with a minimum of 12 months site service) has been unable to progress at least one level in the structure and it can be demonstrated that this is due to site training not being provided, then the employee will be promoted to the next level.

Once promoted to that level, the employee will still be required to obtain the site skills applicable to that level.

It is intended that, through the operation of the Consultative Committee, training issues will be addressed on an on-going basis and therefore there should be few (if any) incidents which need to be addressed as above.

Employees must make themselves available if training opportunities are provided. Site training does not include any externally accredited training contained within the structure e.g. riggers certificate, welding ticket etc.

Circumstances which would extend the twelve month period are as follows:-

- \* Broken employment
- \* Casual employment
- \* Extended leave and absences
- \* Avoidance of training

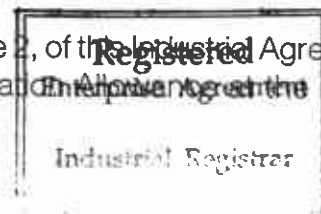
circumstances accepted within the 12-month period are:

- \* Normal leave entitlements
- \* Shift work (if required the employee must consider transferring to day work to complete training)

All circumstances shall be reviewed and endorsed by the Consultative Committee.

## 6. TRANSPORT AND LOCATION ALLOWANCE

- (a) Included in the wage rate prescribed in Clause 2, of the Industrial Agreement employees will be paid a Transport and Location Allowance at the rate of \$15.90 per week. - (\$16.50 from 7/6/2002).



## 7. CLOTHING ALLOWANCE

Where work clothing is not supplied by the Company all employees shall be paid a Clothing Allowance at the rate of \$2.15 per day (\$2.23 from 7/6/2002) for each day worked. This allowance is not influenced by the number of hours worked but is also paid when working on Saturdays, Sunday or Public Holidays. This allowance is NOT part of the "all-purpose" rate.

## 8. WAGES AND ALLOWANCES IN SUBSTITUTION FOR SPECIAL RATES

It is agreed that the wages and allowances prescribed in Clause 2 - Wages, Clause 6 - Transport and Location Allowance will be in substitution for any special rates now existing or which may arise during the currency of this Agreement.

## 9. CASUAL HIRE

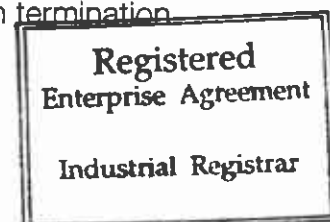
- (a) A casual employee is one engaged and paid as such. A casual employee for working ordinary time shall be paid per hour one thirty-fifth of the weekly rate prescribed herein for the work he or she performs plus 20%. The penalty rate prescribed shall be made in lieu of public holidays, annual leave and sick leave prescribed for other employees covered by this Agreement.
- (b) A casual employee shall not be employed for longer than 6 months continuous.

## 10. ANNUAL LEAVE

Excepting casuals covered by Clause 9, annual leave shall be in accordance with the New South Wales Annual Holidays Act 1944 as amended

## 11. ANNUAL LEAVE LOADING

A loading of 22½% on the "All Purpose Rate" shall apply to leave accrued whilst working under this Agreement to employees proceeding on Annual Leave. This loading will also apply to pro-rata leave payments on termination.



## 12. STANDARD HOURS

The provisions of the Standard Hours (Oil Companies) Award 1974 shall be deemed to regulate the hours of work in this Agreement and insofar as the Agreement and the Award are, in whatever respect inconsistent, the Standard hours (Oil Companies) Award 1974 shall take precedence.

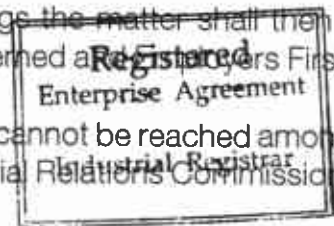
## 13. ROSTERED DAY OFF

- (a) Employees shall be paid for all hours worked during each work cycle and the rostered day off shall be taken without pay.
- (b) The rostered day off shall be observed by all employees on site but may be substituted during plant shutdowns, emergency situations or unscheduled maintenance. Where a rostered day off is substituted in accordance with the above that day shall be worked as normal and a day shall be substituted in lieu thereof.
- (c) Other than emergencies, forty eight hours notice shall be given of substitution of rostered day off and in such cases the substitute day shall be taken on a date suitable to the employee no later than the end of the next rostered cycle.
- (d) Provided that by mutual agreement between the employer and the employee the rostered day off may be substituted and taken at a mutually agreed time.

## 14. DEMARCATION

With the introduction of a skills based structure there should be no demarcation disputes. In unusual circumstances if demarcation disputes occur they shall be resolved in the following manner: -

- (a) Any demarcation matter which cannot be settled by discussion between the delegates of the Unions involved and the supervisor concerned shall be reported to the Industrial Relations representative of the Contractor/s concerned to discuss the matter at issue.
- (b) Failing satisfaction at this stage of proceedings the matter shall then be referred to the Organisers of the Unions concerned a Registered Enterprise Agreement
- (c) Where agreement on any demarcation matter cannot be reached amongst the Unions it shall be placed before the Industrial Relations Commission of New South Wales.





- (d) The Company agrees to observe as far as is practicable the demarcation rights of all the unions concerned.
- (e) The work shall proceed according to custom without interruption during these proceedings.

## 15. SETTLEMENT OF DISPUTES OR CLAIMS

- (a) The matter shall be discussed in the first instance between the employee and his/her supervisor.
- (b) If not settled the matter shall then be discussed between the delegates involved and the Supervisor concerned.
- (c) If still not settled the matter shall be further discussed between the delegates and the appropriate officers of the Company.
- (d) If settlement has not been reached the matter shall then be discussed between the Union and the Industrial Relations representatives of the Company.
- (e) If settlement has not been reached the matter shall then be discussed between the Union and Employers First™
- (f) If settlement has not been reached the matter shall be referred to the Industrial Relations Commission of New South Wales.

Whilst the above procedure is being followed work shall continue normally.

## 16. MEAL ALLOWANCE

- (a) An employee required to work overtime shall be paid an allowance in lieu of overtime meals of \$9.10 (\$9.40 from 7/6/2002) for each meal in accordance with Schedule "A" of this Industrial Agreement.
- (b) A day work employee required to work overtime beyond 8 hours on a Saturday or a Sunday shall be paid a meal allowance of \$9.10 (\$9.40 from 7/6/2002) as provided in accordance with Schedule "A" of this Industrial Agreement.



## 17. BOARDING ALLOWANCE

An employee required to be aboard a vessel at the sub-berth in Botany Bay shall be paid a Boarding Allowance of \$18.40 (\$19.05 from 7/6/2002) per week. The allowance is payable once only for each week during which the employee is required to board vessels moored at the wharf sub-berth in Port Botany.

## 18. SHIFT WORK

Other than as varied by this Agreement the provisions contained within the Electrical Contracting Industry (State) Award will govern the working of shift by employees covered by this Agreement.

### All Other Shift Work

#### 18.1 Definitions

For the purposes of this clause

A "shift" refers to a period of work of eight (8) hours duration but may be worked in conjunction with periods of overtime before or after the shift.

"Afternoon Shift" means any shift finishing after 2000 hours and at or before midnight. Unless specified elsewhere it will be paid at the rate of time plus 15% of ordinary-time rates of pay.

"Night Shift" means any shift finishing subsequent to midnight and at or before 0800 hours. Unless specified elsewhere it will be paid at the rate of time plus 30% of ordinary-time rate of pay.

A "day" commences at the starting time of No. 1 shift and ends at the finishing time of No. 3 shift (currently 2315 hours)



#### 18.2 Special Shifts

- (a) A "Special Shift" is defined as a period of work other than day work or overtime connected with day work performed to handle emergency repairs to refinery equipment. Special Shifts can run for a maximum period of four (4) weeks unless otherwise agreed between the unions involved and the Company.
- (b) Subject to sub clauses (c) and (d) of this clause and to their attendance for these shifts, employees:

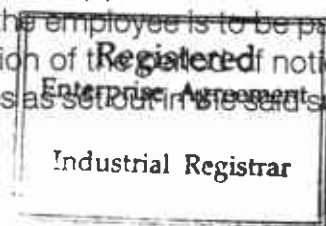
- (i) transferred to special shift work; or
  - (ii) at the request of the company transfer from one special shift to another special shift will receive a minimum of 15.2 hours pay for each of the first four afternoon or night shifts for which they are so rostered. Subsequent afternoon and night shifts will be paid at the rate specified in sub clause (1) of this clause.
- (c) All time worked on Sundays and No. 1 Shift Monday will be paid for at the rate of double time.
  - (d) When an employee is transferred from day work to night shift and the transfer is arranged in a manner which results in the first night shift being worked within twenty-four hours immediately following his/her commencement of a period of day work, he/she will receive eight (8) hours pay at ordinary time rate in addition to any other payments due to him/her under sub clause (b) of this clause for the first night shift.
  - (e) All overtime associated with special shifts worked on a Saturday will be paid for at the rate of double time.

### 18.3 Unit Shutdown and Turnaround Shifts

- (a) A "unit shutdown and turnaround shift" is defined as a period of work other than day work or overtime connected with day work performed to effect a Workcover mandated shutdown, but will not include designated shutting down and starting up rosters which shall be regarded as special shifts.

The designation of rosters as special shifts will be the decision of the Company. There is no limitation on the duration of rosters formed to effect a Workcover mandated shutdown.

- (b) An employee may be allocated to a roster to effect a Workcover mandated shutdown with 48 hours notice of the specified shift on which he/she is to work and be paid the shift penalties as set out in sub clause (1) of this clause. In the absence of 48 hours notice, the employee is to be paid at overtime rates until the expiration of the 48 hours notice and then be paid the shift penalties as set out in the said sub clause (1).

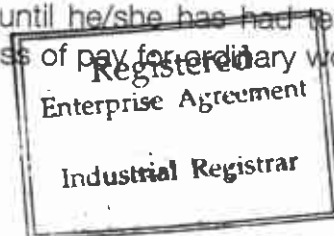


#### 18.4 General

- (a) When due to the curtailment of a shift roster an employee is transferred from shift work to day work with less than forty-eight (48) hours notice he/she will be paid for any periods of work commenced within forty-eight (48) hours of the time of notification of the roster change at the rate he/she would have received for the shifts for which he/she was previously rostered on the same calendar days.
- (b) An employee will receive payment for a normal week for each full week employed, that is, there will be no loss of pay for time scheduled off for the purposes of making shift changes.

### 19. OVERTIME

- (a) For all work done outside ordinary working hours Monday through Friday the rate of pay will be double time, such double time to continue until the completion of the overtime worked.
- (b) Rest Period
  - (i) Subject to the succeeding paragraphs when overtime is necessary it shall be so arranged that the employee has at least ten (10) consecutive hours off duty between the work of successive days.
  - (ii) An employee who works so much overtime between the termination of his/her ordinary work on one day and the commencement of his/her ordinary work on the next day that he/she has not had at least ten (10) consecutive hours off duty between those times shall be released after completion of such overtime until he/she has had ten (10) consecutive hours off duty without loss of pay for ordinary working time occurring during such absence. Should an employee's 10-hour rest period end within 2 hours of his/her normal ceasing time he/she shall not be required to report for work on that day.
  - (iii) If on the instructions of the Employer such an employee resumes or continues work without having had such ten (10) consecutive hours off duty he/she shall be paid at double his/her ordinary time rate of pay until he/she is released from duty for such period and he/she shall then be entitled to be absent until he/she has had ten (10) consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.



- (iv) It is the intention of the parties that all employees are to have a ten-hour rest period in accordance with sub clause (b)(i). An employee who recommences work without having such rest period must receive specific instructions to do so. The absence of specific instructions will not incur the payment of any penalty by the company.

(c) Crib Time

- (i) An employee working overtime shall be allowed a crib time of twenty (20) minutes without deduction of pay after each four (4) hours of overtime worked if the employee continues to work after such crib time.
- (ii) Where the period of overtime is more than two (2) hours an employee before starting overtime after working ordinary hours shall be allowed a meal break of twenty (20) minutes which shall be paid for at his/her ordinary time rate of pay.
- (iii) The Company and an employee may agree to any variation of these provisions to meet the circumstances of the work in hand. Such agreement is not to be unreasonably withheld by either party provided that the Company shall not be required to make any payment in respect of any time allowed in excess of twenty (20) minutes.

(d) Work on Rostered Day Off

An employee called in to work overtime on a rostered day off shall be paid travel time of one (1) hour at his/her ordinary time rate of pay for each time he/she is called in, except when he/she is notified of the requirement to work overtime on the previous normal working day or earlier.

(e) Call-In

The following provisions will apply when an employee is recalled to work overtime.

(i) Monday to Friday Inclusive

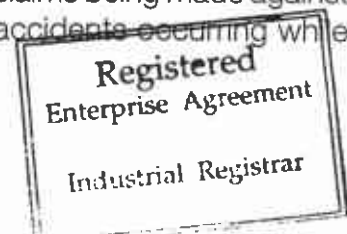
- (a) An employee recalled to work overtime after leaving the company's premises (whether notified before, or after, leaving the premises) shall be paid for a minimum of four hours work at the appropriate rate for each time the employee is so recalled.



- (b) Unless unforeseen circumstances arise the employee shall not be required to work the full four hours if the job the employee was recalled to perform is completed within a shorter period.
- (c) An employee who, not having been notified before leaving the Company's premises, is called back to start work at a time less than four hours before the commencing time of the employee's ordinary hours of work, and continues working into the ordinary hours of work, shall be paid from the time the employee commences work at the rate of double time for the first four hours, in lieu of his/her ordinary-time rate occurring during this period. Thereafter the employee will revert to the rate applicable to ordinary time.
- (d) When an employee is recalled on Saturday he/she shall be paid a minimum of four (4) hours at double time plus one (1) hour at his/her ordinary time rate of pay for travel time.
- (e) When an employee is recalled to work overtime associated with shipping movements at the wharf or sub-berth this recall will be responded to as initially advised and should circumstances change the decision will be made upon the employee's arrival as to whether the call-in will be cancelled and the employee released or held in order to perform the work for which the call-in was initially made.

## 20. CAR ALLOWANCE

- (a) An employee required to work overtime without being notified the previous day or earlier will be paid a car allowance of \$23.50 (\$24.30 from 7/6/2002) where the employee provides his/her own means of transport to return to his/her home from the company's premises.
- (b) If an employee pursuant to notice provides his/her own means of transport and is not required to work overtime he/she shall be paid the above prescribed allowance.
- (c) In accepting this allowance employees accept full responsibility for using their private cars for this purpose. They shall not make claims against the company on account of damage to their cars or claims being made against them by other parties arising from incidents or accidents occurring while using their cars for this purpose.



## 21. SATURDAY WORK

- (a) For all work done on a Saturday the rate of pay shall be double time.
- (b) An employee required to report for work on a Saturday shall be paid for at least four (4) hours at the appropriate rate for each attendance.
- (c) An employee required to work on a Saturday shall be allowed a crib time of twenty (20) minutes without deduction of pay after each four (4) hours worked if the employee continues work after such a crib time, provided that the first prescribed crib time shall if occurring between 1000 hours and 1300 hours be paid at his/her ordinary time rate of pay.
- (d) The Company and an employee may agree to any variation of this provision to meet the circumstances of the work in hand. Such agreement is not to be unreasonably withheld by either party provided that the Company shall not be required to make any payment in respect of any time allowed in excess of twenty (20) minutes.

## 22. SUNDAY WORK

- (a) For all work done on a Sunday the rate of pay shall be double time, such double time to continue until the employee is relieved from duty.
- (b) An employee required to report for work on a Sunday shall be paid for at least four (4) hours at double time for each attendance.
- (c) An employee required to work on a Sunday shall be allowed a crib time of twenty (20) minutes without deduction of pay after each four (4) hours worked if the employee continues work after such crib time, provided that the first prescribed crib time shall if occurring between 1000 hours and 1300 hours be paid at his/her ordinary time rate of pay.
- (d) The Company and an employee may agree to any variation of this provision to meet the circumstances of the work in hand. Such agreement is not to be unreasonably withheld by either party provided that the Company shall not be required to make any payment in respect of any time allowed in excess of twenty (20) minutes.

