

1. TITLE

This Agreement shall be known as the *Skout Solutions Industrial Enterprise Agreement 2024*.

2. COVERAGE AND APPLICATION OF AGREEMENT

2.1 This Agreement shall cover and apply to:

- (a) Skout Solutions Pty Ltd (ABN 40 614 706 526); and
- (b) any Employee of the Company engaged to perform work for a Client involving repair, replacement, renovation, rehabilitation, maintenance, earth works, civil works, concrete works, electrical services, infrastructure, power or water, fabrication, preassembly, assembly, disassembly, construction, breakdowns, shutdowns, outages, turnarounds, access of any type including by rope, preparatory, repair, modification, pre-commissioning, commissioning, decommissioning, hook up, hook-up and commissioning, completions, local service upgrades, minor capital or capital works and all associated and similar miscellaneous industrial works for all nature of work listed above within the Commonwealth of Australia (onshore and offshore).

2.2 Notwithstanding clause 2.1, this Agreement shall not cover or apply to any managerial, supervisory, hospitality, administrative or clerical Employees.

3. MODERN AWARDS AND REPLACEMENT OF EXISTING ENTERPRISE AGREEMENT

3.1 Consistent with section 57 of the Act the Modern Awards that would otherwise apply to Employees covered by this Agreement are displaced in their entirety by this Agreement except where clauses of the Award are explicitly incorporated by this Agreement.

3.2 This Agreement rescinds and replaces the Skout Solutions Industrial Enterprise Agreement 2019 from the commencement date of this agreement

4. TERM OF OPERATION

This Agreement shall commence operation 7 days after it is approved by the Fair Work Commission and shall have a nominal expiry date 4 years from the date of approval by the Fair Work Commission.

5. NO EXTRA CLAIMS

Employees covered by this Agreement shall not pursue any further claims during the life of this Agreement relating to their conditions of employment, except where consistent with the terms of this Agreement.

6. NATIONAL EMPLOYMENT STANDARDS

The National Employment Standards (NES) apply to all employees as a minimum standard.

Where there is an inconsistency between the NES and a clause of this agreement, the NES will apply and the clause of the agreement will not apply, except to the extent that the clause of the agreement provides for a more beneficial outcome for employees than the NES.

7. DEFINITIONS

"Act" means the *Fair Work Act 2009* (Cth) or successor Commonwealth legislation.

"Agreement" means the Skout Solutions Industrial Enterprise Agreement 2024.

"Company" and "Employer" means Skout Solutions Pty Ltd (ABN 40 614 706 526).

"Client" means a client of Skout Solutions Pty Ltd. It also, for purposes of this Agreement, includes indirect Clients whereby Skout may have a direct contractual relationship with one Company but ultimately performs work for an indirect Client that may be the direct Client or Client's Client of the company with which Skout has a direct contractual relationship.

"Distant on-hire point" means the Company specified point of mobilisation to FIFO/DIDO Work closest to the Employee's Usual Place of Residence at the time of engagement. An Employee's Distant on-hire point will be stipulated in writing to the Employee by the Company prior to engagement.

"Employee" means, unless otherwise stated, a Skout Solutions Pty Ltd employee covered by this Agreement.

"FWC" means Fair Work Commission or successor.

"General building and construction and metal and engineering construction sectors" has the same meaning as clause 34.1 in the *Building and Construction General On-site Award 2020*.

"Immediate family" means a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee. "Spouse" includes a former spouse.

"Majority" means, for the purposes of an agreement with Employees, greater than 50%.

"NES" means the National Employment Standards as provided in the Act.

"Ordinary time rate" means the rate of pay in clause 20.

"Remote Work" means work where an Employee is required by the Company to work on a FIFO or DIDO basis and the location of the work is remote from centres of population.

"Site" means the precincts, premises, location or establishment where the Company has a contract to perform such work or a company depot.

8. DISPUTE SETTLEMENT PROCEDURE

Procedure Application

- 8.1 This term sets out procedures to settle a dispute:
- (a) about a matter arising under the Agreement; or
 - (b) in relation to the National Employment Standards; or
 - (c) concerning any other matter where the Employee and the Employer agree.
- 8.2 Both Employees and the Employer may appoint a representative of their choice for the purposes of the procedures in this term.
- 8.3 In the first instance, the Employee(s) must try to resolve the dispute at the workplace level, by discussions between the Employee or Employees and relevant supervisors and/or management.
- 8.4 If discussions at the workplace level do not resolve the dispute both parties to the dispute may agree to refer the matter to the Fair Work Commission.
- 8.5 The Fair Work Commission may deal with the dispute in 2 stages:
- (a) the Fair Work Commission will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and
 - (b) if the Fair Work Commission is unable to resolve the dispute at the first stage, the Fair Work Commission may then arbitrate the dispute..
- 8.6 If the Fair Work Commission arbitrates the dispute, it may also use the powers that are available to it under the Act.
- 8.7 A decision that the Fair Work Commission makes when arbitrating a dispute is a decision for the purpose of Division 3 of Part 5.1 of the Act. Therefore, appeals may be made against the decision, as well as any appeal to the Federal Court on questions of law.
- 8.8 While the parties are trying to resolve the dispute using the procedures in this term:
- (a) an Employee must continue to perform his or her work as he or she would normally unless he or she has a reasonable concern about an imminent risk to his or her health or safety;
 - (b) an Employee must comply with a direction given by the Company to perform other available work at the same workplace, or at another workplace, unless the work is not safe, and
 - (c) all procedures under this clause end (whether in progress or not) at the time at which the Employee who is party to the dispute ceases to be an Employee.

9. ENTERPRISE FLEXIBILITY

- 9.1 All Employees will carry out lawful directions and duties that are within their skill, competency and training provided that the Employee can perform the work directed in a safe manner.

- 9.2 In addition to 9.1, an Employee (other than a casual) may be required by the Company, due to operational reasons, to transfer to another role, where an Employee holds suitable skills to do so, or location, either temporarily or permanently. Without limiting the scope of this clause, an Employee (other than a casual) may be required to move between onshore and offshore work locations or between day work and shift work as required on provision of 2 days' notice (or shorter if by agreement).
- 9.3 If an employee refuses a direction under clause 9, and the movement amounts to or is considered a reasonable and suitable transfer or redeployment, the employee will be terminated with the applicable notice period applying.

10. INDIVIDUAL FLEXIBILITY

- 10.1 The Company and an Employee engaged under this Agreement may agree to make an individual flexibility agreement (IFA) to vary any of the terms of this Agreement including, but not limited to those relating to:
- (a) arrangements about how, where and when work is performed;
 - (b) overtime (additional hours) rates;
 - (c) penalty rates;
 - (d) allowances; and
 - (e) annual leave and leave loading.
- 10.2 An IFA made in accordance with clause 10.1 must be made to meet the genuine needs of the Company and the Employee, and must be genuinely agreed to by both.
- 10.3 The Company will ensure that the terms of the IFA:
- (a) are about permitted matters under section 172 of the FW Act;
 - (b) are not unlawful terms under section 194 of the FW Act; and
 - (c) result in the Employee being better off overall than they would have been had no IFA been made.
- 10.4 The Company will ensure that the IFA:
- (a) is in writing;
 - (b) includes the name of the Company and the Employee;
 - (c) is signed by the Employee (or in the case of an employee who is under the age of 18 years of age, their parent or guardian) and the Company; and
 - (d) includes details of:
 - 1. the terms of the Agreement that will be varied by the IFA;
 - 2. how the IFA will vary the effect of the terms;
 - 3. how the Employee will be better off overall in relation to the terms and conditions of employment as a result of the IFA; and

(e) states the day on which the IFA will commence.

10.5 The Company will provide the Employee with a copy of the IFA within 14 days after it is agreed to.

10.6 The Company or the Employee may terminate the IFA:

- (a) by giving no less than 28 days written notice to the other party to the IFA; or
- (b) in writing at any time, by agreement between the Company and the Employee.

11. CONSULTATION

11.1 For the purposes of this clause:

- (a) Employees may be represented by a person of their choice;
- (b) nothing shall be taken to require the Company to disclose confidential or commercially sensitive information as part of its obligations under this clause.

Major Change

11.2 Where the Company has made a definite decision to introduce a major change that will be likely to have a significant effect on Employees the Company will consult with affected Employees about measures to avoid or mitigate the effects of the changes on the Employees. Major change will not include changes already contemplated and provided for by this Agreement.

Change to Regular Roster or Hours of Work

11.3 Where the Company has made a definite decision to change the Employees' regular roster or ordinary hours of work, the Company will:

- (a) provide information to the Employees about the change;
- (b) invite the Employees to give their views about the impact of the change, including any impact in relation to their family or caring responsibilities; and
- (c) consider any views provided by the Employees about the impact of the change.

12. CONTRACT OF EMPLOYMENT

12.1 Employees may be engaged on either a full-time, part-time, casual, or fixed or maximum term or project-specific contract of employment.

12.2 Full-time Employee means an Employee who works an average of 38 hours a week.

12.3 Part-time employees

- (a) "Part-time Employee" means an Employee who is employed as such, who normally works an average of less than 38 hours per week.
- (b) A part-time employee must be offered a minimum 4 hour shift per engagement.

12.4 Casual employees

- (a) "Casual Employee" has the meaning given by the Act.
- (b) A Casual Employee will be paid for Ordinary Hours a 25% casual loading in addition to the Ordinary Time Rate prescribed for their classification. Where there is an entitlement to overtime or other penalty rates, the 25% loading based on the Ordinary Time Rate will also be paid (i.e. time and a half would mean 175% of the Ordinary Time Rate). The casual loading is paid in lieu of any entitlement to redundancy pay, paid public holidays, paid annual leave, paid personal leave or other forms of paid leave or other entitlements usually afforded to full-time Employees.
- (c) The minimum engagement periods for casual employees are as follows:
 - (i) Employees covered by the *Hydrocarbons Industry (Upstream) Award 2020* shall be paid for a minimum of one day or 7.6 hours per engagement, whichever is greater.
 - (ii) Employees covered by the *Manufacturing and Associated Industries and Occupations Award 2020* or the *Electrical, Electronic and Communications Contracting Award 2020* shall be paid for a minimum of four hours per engagement.
- (d) A casual employee can be terminated by providing a minimum of one hour's notice.
- (e) **Offers and requests for casual conversion**
Offers and requests for conversion from casual employment to full-time or part-time employment are provided for in the NES.

13. PROBATION

- 13.1 All new Employees (excluding casual Employees) will be engaged on a probationary period of 3 months. Without limiting the operation of clause 13, during the probation period, either party can terminate the employment by giving 1 weeks' notice or payment in lieu of notice (in the case of the Company). Failure to provide this notice will result in the payment in lieu, or forfeiture, of monies equivalent to a week's wages.

14. TERMINATION OF EMPLOYMENT

Notice Period

- 14.1 Except in the case of summary dismissal or clause 13, the Company may terminate the employment of an Employee (other than a casual) by providing the following notice in writing:

Employee's Period of Continuous Service	Period of Notice
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks

More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

- 14.2 In addition to the notice given in sub-clause 14.1, Employees who are over 45 years of age at the time at the end of the day on which the notice is given and who have not less than two years' continuous service shall be entitled to an additional week's notice.

Termination of Employment by Employee

- 14.3 The notice of termination required to be given by an Employee is the same as that required of the Company except that there is no requirement on the Employee to give additional notice based on the age of the Employee concerned.

Summary Dismissal

- 14.4 Notwithstanding the provisions of sub-clauses 14.1 and 14.2 the Company has the right to dismiss any Employee without notice for serious misconduct and in such cases any entitlements applying under this Agreement are paid up until the time of dismissal only. In the case of termination for serious misconduct no notice period is payable.

15. REDUNDANCY

Employees are entitled to redundancy/ severance pay in accordance with the Act.

16. DAY WORK

Ordinary Hours of Work

- 16.1 The ordinary hours of work will be 38 per week averaged over a period of up to 4 weeks to be worked Monday to Sunday, between the hours of 6.00 a.m. and 6.00 p.m., up to a maximum of 12 hours per day (or 10 hours per day where the Construction allowance in clause 20.3 applies). Provided that the spread of hours may be altered by up to 1 hour at either end of the spread by agreement with an individual Employee or with the majority of Employees in the plant, section or sections concerned.

Rostering

- 16.2 Ordinary Hours will generally be worked within an established roster pattern for the specific site or Client as determined by the Company.
- 16.3 The roster pattern for the specific site or location may require Employees to work reasonable additional hours, including on weekends and public holidays, in order to meet the operational requirements of the Company and/or Client. This may, at the discretion of the Company, include compressed roster cycles with a cycle of rest and recreation constituting non-working time or rostered days off.
- 16.4 The Company and an Employee or group of Employees may develop, by agreement, innovative work arrangements that provide better use of hours available for work and provide quality of life advantages and productivity improvements, provided that any

such arrangement will not result in terms and conditions less favourable than this Agreement.

- 16.5 Notwithstanding sub-clause 16.4 and unless the Employee agrees to a shorter period, the Company may vary an Employee's rostered working hours by providing 48 hours' notice.

Breaks

- 16.6 The Company will provide a 30-minute unpaid break. Work breaks may be staggered by the Company or required to be taken earlier to meet operational requirements, provided that such breaks will not occur earlier than 3 hours after the commencement of the duty and an Employee will not be required to perform more than 5 hours' work without being provided with a break either under this sub-clause or sub-clause.
- 16.7 Should Employees be unable to take the break provided for in sub-clause 16.6, they will be paid at the rate of double the Ordinary Time Rate until such break is taken. This sub-clause does not apply where a majority of Employees have agreed to take their work break at another time consistently with the needs of the Company or Client.
- 16.8 Employees will be allowed a paid morning rest break of 15 minutes duration (starting at the time the Employee ceases work and concluding at the time the Employee is ready to recommence work at the physical location of the work rather than the time the Employee reaches or leaves the crib room - where this is unreasonable, the Company and Employee will agree to an alternative arrangement). Where the rostered hours are for 10 hours or more, then the rest period may be extended to 30 minutes without deduction of pay.
- 16.9 Subject to Client and Company approval, and in consultation with the workforce engaged at a particular Client site or location, taking into account fatigue management, hygiene and operational requirements, a rest break can be taken as follows:
- (a) At the crib hut - this will be paid at the applicable Ordinary Time Rate; or
 - (b) At the actual work location/station - this will be paid at double the Ordinary Time Rate for the duration of the rest break.

Weekends and Public Holidays

- 16.10 Ordinary Hours of work on a Saturday will be subject to the following penalty rates and conditions with a minimum 3 hours of duty or payment of 3 hours:
- (a) First 2 hours - time and a half of the Ordinary Time Rate;
 - (b) After the first 2 hours OR any hours worked after 12 noon - double the Ordinary Time Rate;
- and
- (c) All work performed on a Saturday following Good Friday will be paid at the rate of double time and a half of the Ordinary Time Rate with a minimum duty or payment of 4 hours.

- 16.11 Ordinary Hours worked on a Sunday will be paid at double the Ordinary Time Rate with a minimum duty or payment of 4 hours.
- 16.12 Ordinary Hours worked on a Public Holiday will be paid at double time and a half of the Ordinary Time Rate with a minimum duty or payment of 4 hours.

17. SHIFT WORK

Definitions

- 17.1 For the purposes of this Agreement, the following is shift work:
- (a) "Afternoon Shift" means any shift finishing at or after 7pm and at or before midnight;
 - (b) "Night Shift" means any shift finishing after midnight and at or before 8am;
 - (c) "Permanent Night Shift" means a shift of which the Employee:
 - (1) Remains on night shift for a longer period than 4 consecutive weeks; or
 - (2) Works night shift only; or
 - (3) Works a shift cycle that involves more than or equal to 2/3rds of working time being performed as night shift (i.e. less than 1/3rd of working time is performed as day work or shift work that is not night shift).
 - (d) Where more than one allowance, loading or penalty rate may apply to the Ordinary Time Rate, only the highest applicable allowance, loading or penalty rate will apply.

Ordinary Hours of Work

- 17.2 The Ordinary Hours of work for shift workers will not exceed an average of 38 hours per week over a period of up to 4 weeks to be worked Monday to Sunday up to a maximum of 12 hours per shift (or 10 hours per shift where the Construction allowance in clause 20.3 applies).

Rostering

- 17.3 Shifts will be worked according to a shift roster which will specify the commencing and finishing times of each shift. The roster may be changed by providing the affected Employees with 48 hours' notice, except if the Employee agrees on a shorter period.
- 17.4 Different rosters will be required from time to time and will be subject to Client, contract and logistical circumstances. The number of hours worked each day within these rosters shall vary from Client to Client. This may include rosters based on a compressed cycle of worked days, followed by a cycle of non-working time or rostered days off.
- 17.5 The roster pattern for the specific project may require Employees to work reasonable additional hours, including Weekends and Public Holidays, in order to meet the operational requirements of the Company or Client and may include a cycle of rest and recreation.

Breaks

- 17.6 A paid work break of 30 minutes may be taken no later than 5 hours after the commencement or at another time by agreement between the Company and a majority of relevant Employees.

Shift Loadings

- 17.7 Shift loadings are applied to Ordinary Hours only, overtime hours are subject to clause 18.
- 17.8 Afternoon/ night shift - more than 5 successive shifts:
- (a) Where an Employee is employed continuously (inclusive of Public Holidays) for at least 5 shifts, in addition to the Ordinary Time Rate, the Employee will be paid a loading of 15% of their Ordinary Time Rate for Ordinary Hours worked during afternoon and night shifts.
 - (b) Sub-clause (a) does not apply to afternoon and night shifts worked on a Saturday, Sunday or Public Holiday.
- 17.9 Afternoon/ night shift - less than 5 successive shifts:
- (a) Employees who work on any afternoon or night shift which does not continue for at least 5 successive afternoons or nights will be paid a 50% shift loading for the first two Ordinary Hours and a 100% loading for their Ordinary Hours thereafter. The relevant overtime rates will be paid for all hours worked beyond Ordinary Hours.
 - (b) Sub-clause (a) does not apply for afternoon and night shifts worked on a Saturday, Sunday or Public Holiday.
- 17.10 Permanent Night Shift
- (a) Employees who work Permanent night shift, in addition to the Ordinary Time Rate, will be paid a loading of 30% of their Ordinary Time Rate for Ordinary Hours worked during afternoon and night shifts.
- 17.11 For the purposes of this clause:
- (a) Saturday Shift means a shift where the majority of hours are worked between midnight on Friday and midnight on Saturday;
 - (b) Sunday Shift means a shift where the majority of hours are worked between midnight on Saturday and midnight on Sunday; and
 - (c) Public Holiday Shift means a shift where the majority of hours are worked on a Public Holiday (as set out in this Agreement).
- 17.12 The following shift allowances apply to Ordinary Hours of Shift Work performed on weekends and Public Holidays:
- (a) Saturday Shift - one and a half the Ordinary Time Rate;
 - (b) Sunday Shift - double the Ordinary Time Rate;

(c) Public Holiday Shift- double and a half the Ordinary Time Rate.

18. OVERTIME

Obligation to work overtime

- 18.1 All hours worked by Employees beyond their Ordinary Hours of work on any day or averaged roster cycle or outside the spread of hours shall be treated and paid as overtime.
- 18.2 Employees, working either Day Work or Shift Work, agree to work reasonable overtime as required by the Employer.
- 18.3 All overtime is subject to approval by the Company (or a designated representative) prior to commencement. Unapproved overtime will not attract any payment.
- 18.4 Where more than 1 allowance, loading or penalty rate applies to particular time worked, only the highest allowance, loading or penalty rate will apply.

Overtime penalties

- 18.5 All overtime hours worked by Employees Monday to Friday, will be paid at time and a half for the first 2 hours and double time thereafter.
- 18.6 All overtime hours worked by Employees on a Saturday will be paid at time and a half for the first 2 hours and double time thereafter. Any overtime worked on a Saturday after 12 noon will be paid at double time. Overtime that is not continuous with Ordinary Hours will have a minimum duty or payment on a Saturday for overtime of 3 hours, provided that for the Saturday after Good Friday the minimum will be 4 hours.
- 18.7 All overtime hours worked by Employees on Sunday shall be paid at double time for all time worked. Overtime that is not continuous with Ordinary Hours will have a minimum duty or payment on a Sunday for overtime of 4 hours.
- 18.8 All overtime hours worked on a Public Holiday will be paid at double time and a half of the Ordinary Time Rate with a minimum duty or payment of 4 hours.

Rest after Overtime

- 18.9 Employees are entitled to a minimum of 10 consecutive hours off duty between the termination of a work day or shift and the commencement of the next work day or shift. If an Employee works such overtime that there is less than 10 hours off duty, the Employee is entitled to be absent, without loss of pay for Ordinary Working Time occurring during such absence until they have had 10 consecutive hours off.
- 18.10 Sub-clause 19.9 will apply in the case of an Employee who is working an afternoon or night shift as if 8 hours were substituted for 10 hours when overtime is worked for the purpose of changing shift rosters or where a night or afternoon shift work does not report for duty and a day worker is required to replace them.

Call Back

- 18.11 If an Employee is called back to work after they have left the Workplace at the conclusion of a shift, they will be paid a minimum of 4 hours at double the Ordinary

Time Rate. Subsequent recalls, during the same twenty-four-hour period as the first recall, will be paid based on the actual time worked and will not attract an additional 4 hours minimum. Overtime worked in the circumstances specified in this clause is not to be regarded as overtime for the purposes of clause 18.10 concerning rest after overtime, when the actual time worked is less than 3 hours on the call back or on each call back.

19. CLASSIFICATIONS AND WAGE RATES

- 19.1 Persons employed at any one of the following Classification Levels will be an employee who management has determined has the necessary certification, qualifications and skills so as to adequately perform the tasks required to satisfactorily complete the job. Wages for each classification will be as follows for work performed:

Ordinary	Description	Ordinary Time Rate
Level 1a	An employee required to undertake labouring duties under general supervision with less than 12 months relevant industry experience.	\$25.72
Level 1	<p>An Employee having the skills, qualifications and competency and required to exercise the following skills under limited supervision, including but not limited to:</p> <ul style="list-style-type: none"> • Trades Assistant • Dogman • Rigger (<12 mths experience) • Scaffolder (<12 mths experience) • Forklift Driver 10 tonnes or less • Labourer • Stores person • Industrial Cleaner • Traffic Controller 	\$26.68
Level 2	<p>An Employee having the skills, qualifications and competency and required to exercise the following skills, including but not limited to:</p> <ul style="list-style-type: none"> • Rigger Intermediate • Scaffolder Intermediate • Insulator (no-trade) 	\$28.85
Level 3 – Semi Skilled	<p>An Employee having the skills, qualifications and competency and required to exercise the following skills, including but not limited to:</p> <ul style="list-style-type: none"> • Concrete Finisher • Concrete pump operator and concrete cutting or drilling machine operator • Crane license < 10 tonnes • Fibreglasser • Forklift Driver > 10 tonnes • Form worker • Painter/Blaster (non-trade) • Rigger advanced • Scaffolder advanced • Steel - Fixer • Multi ticketed Rigger, Scaffolder & Dogman • Plant & equipment operator 	\$30.06

Level 4 – Base Trade	<p>An Employee having the skills, qualifications and competency and required to exercise the following skills, including but not limited to:</p> <ul style="list-style-type: none"> • Boilermaker • Crane license > 10, < 120 tonnes • Electrical Tradesperson • Electrical Fitter • Electrical Installer • Licensed plumber • Mechanical Fitter • Pipe Fitter • Tube Fitter • Painter/Blaster (trade) • lines person • Tradesperson - all other (including, but not limited to, carpentry, refractory and building tradespersons) • Welder • Sheet metal work (trade) 	\$32.46
Level 5 - Special class trade	<p>An Employee having the skills, qualifications and competency and required to exercise the following skills, including but not limited to:</p> <ul style="list-style-type: none"> • Crane license > 120 tonnes • Electrical Tradesperson - special class • Instrument Tradesperson • Mechanical Tradesperson - special class • Surveyor • Welder Special Class • Coded Welder 	\$34.86
Level 6 - Advance trade	<p>An Employee having the skills, qualifications and competency and required to exercise the following skills, including but not limited to:</p> <ul style="list-style-type: none"> • Instrumentation and Controls Tradesperson • Dual Trade Electrical Instrument • Coded Welder Certificate 10 	\$37.27

Apprentices

19.2 The percentage of the Level 4 rate for each stage of Apprenticeship is as follows:

Year of Apprenticeship	Other than Adult Apprentice	Adult (aged 21+)
Stage 1	55%	80%
Stage 2	65%	82%
Stage 3	75%	85%
Stage 4	90%	90%

Notwithstanding anything else in clause 20, Employees who commence an Adult Apprenticeship (someone aged over 21yrs) with the Company shall not be paid less than the full-time trade's assistant rate (Level 1).

20. ALLOWANCES

Leading Hand Allowance

20.1 An employee specifically appointed in writing by the Company and performing the duties of a leading hand will be paid a flat per hour rate of \$1.25 per hour. The appointment of an Employee to supervise or direct or be in charge of another Employee or Employees will be at the discretion of the Employer. Should the Employer no longer require an Employee to supervise or direct or be in charge of another Employee or Employees, the Employee will be advised of this in writing and the Leading Hand Allowance will no longer be payable.

Meal Allowance

20.2 Where an Employee is required to work more than 2 hours overtime (not including breaks) before or after Ordinary Hours and the Employee was not notified by the Company prior to the end of the Employee's last shift of the requirement to work overtime, a meal will be provided by the Company or alternatively a meal allowance of \$21.00 shall be paid.

Construction Allowance

20.3 An Employee engaged to perform construction work will receive an all-purpose allowance of \$3.40 per hour. This additional rate will be regarded as part of the Ordinary Time Rate for all purposes. For the purposes of this sub-clause, 'construction work' shall mean a circumstance where the *Building and Construction General On-site Award 2020* would have applied but for this Agreement. Where an Employee is engaged to perform 'general building and construction' and 'metal and engineering construction' sectors work and their shift begins before 6am or at or after 11am on a weekday, this allowance will be \$5.60 per hour instead.

Electrical Allowance

20.4 An Employee engaged to perform electrical services work or who is required by the Company to hold an Electrical license (or equivalent) will receive an all-purpose allowance of \$1.30 per hour. This additional rate will be regarded as part of the

Ordinary Time Rate for all purposes. For the purposes of this sub-clause, 'electrical services work' shall mean a circumstance where the *Electrical, Electronic and Communications Contracting Award 2020* would have applied but for this Agreement.

First Aid Allowance

- 20.5 An Employee who holds a current Senior First Aid Certificate or Occupational First Aid Certificate and is appointed in writing by the Company to undertake first aid duties will be paid a flat rate allowance of \$3.20 per day.

Underground Allowance

- 20.6 An Employee who is required to work underground will be paid an additional minimum flat rate allowance of \$18.59 per week. Provided that an Employee is required to work underground for no more than 4 days or shifts in any ordinary week, must be paid an additional minimum \$3.72 per day or shift.

Confined Space

- 20.7 An Employee who is required to work in a confined space must be paid a minimum additional all-purpose allowance of \$1.03 per hour or part thereof. Confined space means a place the dimensions or nature of which necessitate working in a cramped position or without ventilation or as otherwise defined by the Company.

Fumes

- 20.8 An Employee required to work in a place where fumes of sulphur or other acid or other offensive fumes are present must be paid an allowance which will be such rates as are agreed upon between the Employee or the majority of Employees and the Employer.

Furnace Work

- 20.9 An Employee engaged in the construction of, or alteration or repairs to, boilers, flues, furnaces, retorts, kilns, ovens, ladles, and similar refractory work must be paid an additional minimum all-purpose allowance of \$2.05 per hour. This additional rate will be regarded as part of the Ordinary Time Rate for all purposes.

Acid Work

- 20.10 An Employee required to work on the construction of or repairs to acid furnaces, acid stills, acid towers and all other acid resisting brickwork must be paid an additional \$2.05 per hour as an all-purpose allowance. This additional rate will be part of the Ordinary Time Rate for all purposes.

Travel (except for Remote Work)

- 20.11 Where an Employee is directed by the Company to commence work at a site other than the employees normal place of work, which is less than 50 radial kilometres from the depot, the Employee will be entitled to the amount of no less than \$12.83 for each day that the Employee is required to do so.

- 20.12 Where the Employee is directed by the Company to commence work at a site other than at the Employee's depot which is greater than 50 radial kilometres from the Employee's depot, the Employee will be entitled to the amount of no less than \$25.65 for each day that the Employee is required to do so.
- 20.13 The above allowances will not apply if the Employee is provided with transport by the Company at the Company's cost, or the travel distance from the Employee's residence to the alternate location is less than the distance between the Employee's residence and their usual place of work.
- 20.14 So as to avoid doubt, an Employee will only be entitled to either allowance in sub-clauses 20.11 and 20.12, not both. Sub-clauses 20.11 and 20.12 will not apply where clause 24 (Remote work) applies.

Board and Lodging

- 20.15 Subject to the remainder of this clause, at the Company's sole discretion, an Employee who is directed by the Company to live in a location that is not their Usual Place of Residence on each day may be provided with either:
- (a) Company or Client provided accommodation and messing, or if that is unavailable, reasonable board and lodgings; or
 - (b) A Living Away From Home Allowance (LAFHA) of no less than \$558.35 per complete week of work.
- 20.16 Payment of LAFHA will be in accordance with the prevailing ATO guidelines at the time to enable the Employee to provide their own messing and/or accommodation and will be made in lieu of Company provided messing and/or accommodation. Concessional taxation treatment will only be applied subject to the Employee providing any documentation (including a declaration of their Usual Place of Residence) as required by the ATO in connection with LAFHA.
- 20.17 Casual employees performing offshore work who, but for the Agreement, would be covered by the *Hydrocarbons Industry (Upstream) Award 2020*, shall be paid LAFHA pursuant to clause 20.15(b) of the Agreement at the rate of \$71.91 per day (or part thereof) in lieu of the amount otherwise provided for in that sub-clause. For the avoidance of any doubt, for those employees, provision of board and lodging in clause 20.15(a) will not be in lieu of 20.15(b).

21. INCREASES DURING THE LIFE OF THE AGREEMENT

The wage rates and allowances contained in clauses 19 and 20 (inclusive of any previous increases under this clause) shall increase by % on the first full pay period after the following dates: INSERT increases and dates

22. ABOVE AGREEMENT PAYMENTS

- 22.1 During the life of this Agreement, the Company may offer additional payments over and above those outlined elsewhere in this Agreement. Where this occurs, the offer will be put in writing to each affected Employee as part of each Employee's individual contract of employment.

- 22.2 If an Employee accepts such an offer, the arrangement will be in full satisfaction of and in compensation for any obligation to otherwise make payments or provide benefits to the Employee for any entitlements and allowances which might otherwise apply to the Employee under this Agreement, provided that the total payments made to the Employee for the same designated work cycle and rostered hours of work are not less than the total value of the entitlements and allowances that would have otherwise apply to the Employee under this Agreement.

23. PAYMENT OF WAGES

- 23.1 All monies paid pursuant to this Agreement shall be paid weekly or fortnightly by electronic transfer of funds into one account nominated by the Employee with a bank or other financial institution recognised by the Company.
- 23.2 Where the pay frequency for an Employee is to be changed between weekly and fortnightly or vice versa, the Company must consult with the Employee.
- 23.3 The Company shall have the right to deduct any amount required to be paid by the Employee under this clause for cases of incorrect or overpayment of wages or allowances. The deduction method will be discussed and agreed with the Employee.

24. REMOTE WORK

- 24.1 The Company shall transport Employees by economy air transport from the Employees' designated Distant On-Hire Point to the work site at the commencement of employment, or at the commencement of their mobilisation, at the conclusion of employment or at the completion of their demobilisation. Employees shall be allowed a reasonable amount of baggage, (to the maximum allowed in economy air) in addition to any toolbox(s) which the Company requires the Employee to provide for the Employee's work on the site.
- 24.2 Employees whose Distant On-Hire Point is within driving distance of the Work Site, may be provided road transport by the Company or elect to drive in lieu of air travel on mobilisation and demobilisation. Where an Employee chooses to elect to drive, prior written permission from the Company must be obtained.
- 24.3 Upon mobilisation and demobilisation to the Project from the Distant On-Hire Point, Employees shall be paid the actual travel time at the Employee's Ordinary Time Rate (to a maximum of 8 hours);
- 24.4 Where an Employee's designated Distant On-Hire Point requires the Employee to arrange personal air travel from or to their Usual Place of Residence to the Distant On-Hire Point for the purposes of mobilisation or demobilisation;
- (a) The cost associated with this travel will be at the Employee's own expense; and
 - (b) Should the Employer fail to provide a minimum of 1 weeks' notice of any changes to mobilisation or demobilisation dates where these changes conflict with travel already purchased by the Employee; on application the Employee will be reimbursed the cost associated with either fees associated with a change in ticketing or a new flight, whichever is the lesser.

- 24.5 Where an Employee misses travel scheduled by the Company for reasons that are within the Employee's control and the Company incurs a fee or cost for the missed flight, the Company may seek to recover that money from the Employee.

25. STAND DOWN

- 25.1 The Company may stand an Employee down, without pay, for any day or part of such day if the Employee cannot be usefully employed because of any:
- (a) shortage of work caused by any strike, ban, limitation, or restriction on the performance of work by any employee (including an employee not covered by this Agreement) or any union, association, or organisation;
 - (b) breakdown or failure of the Company's machinery which the Company could not reasonably have prevented;
 - (c) stoppage of work by any cause for which the Company cannot be held responsible, including Inclement Weather (except where clause 26 provides otherwise) and other forces of nature;
 - (d) failure by an Employee to attend for work without appropriate safety equipment, or where an employee is found to be working without appropriate safety equipment

26. INCLEMENT WEATHER

- 26.1 Disruption to work is to be minimised during periods of Inclement Weather.
- 26.2 The Company, at its discretion, will formally declare any period of Inclement Weather.
- 26.3 During Inclement Weather, work will continue unless the Company's nominee determines it is not safe to do so.
- 26.4 An Employee operating machinery fitted with a functional weatherproof cab will be deemed to be working in an area not affected by Inclement Weather, subject to safe access to the machine and safe working conditions applying.
- 26.5 Where Inclement Weather has been declared and a concrete pour has already been commenced, Employees may be required to complete such concrete pour where it is safe to do so, to a stage of practical completion and in the case of wet weather shall be provided with adequate wet weather gear.
- 26.6 For the avoidances of doubt, the term practical completion in this context is to mean a point at which the Company determines that work may cease without impacting the quality of the finished product or creating future re- work requirements. In this case, such work will be paid at the rate of double the Ordinary Time Rate calculated to the next hour. Where more than one allowance or penalty rate may apply to the Ordinary Time Rate only the highest applicable will apply.
- 26.7 Should Inclement Weather affect only a portion of a Workface or part of the Work Site, all Employees not affected will continue working, regardless of the fact that some Employees may be transferred to non-working activities.

- 26.8 The Company will advise when conditions are no longer inclement, and productive work will resume as soon as possible.
- 26.9 Payment for time lost following the declaration of Inclement Weather will be paid at the affected Employee's Ordinary Time Rate for the Ordinary Hours of work lost due to Inclement Weather up to a maximum of 32 hours in any 4-week period. For casual Employees, the Company may terminate the engagement where the casual has not been productively engaged for a period of four hours during the engagement. For the purposes of this sub-clause, engagement means an individual shift.
- 26.10 Employees will not be entitled to any payment for stoppages due to Inclement Weather outside of Ordinary Hours.

27. ANNUAL LEAVE

- 27.1 In accordance with the NES, full time and part time Employees are entitled to 4 weeks of paid annual leave for each year of service. Annual leave accrues progressively during a year of service according to the employee's ordinary hours of work.
- 27.2 Except as provided by the Act, annual leave does not accrue during any period of unpaid or unauthorised leave.
- 27.3 Annual leave can be taken:
- (a) by the Employee requesting to take accrued annual leave and that request being approved by the Company. Leave approval is subject to the operational requirements of the workplace;
 - (b) the Company reasonably directing an employee to take accrued annual leave by giving a minimum of 2 weeks' notice.
- 27.4 Any untaken leave in one year cumulates to the next year. Untaken annual leave is paid out on termination.
- 27.5 Employees are not entitled to annual leave loading, which has been incorporated into the rates of pay.
- 27.6 Where the Company shuts down all or any part of the business Employees may be required to take accrued annual leave. If an Employee does not have sufficient accrued leave he/she may be required to take leave without pay.
- 27.7 By written agreement with the Company, an Employee may elect to cash out part of his/her accrued annual leave entitlement, provided that:
- (a) the Employee maintains an annual leave balance of at least 4 weeks;
 - (b) the Employee and the Company signs a separate written agreement on each occasion that the Employee cashes out an amount of annual leave;
 - (c) the Employee is paid at least the amount that would have been paid to the Employee had the Employee taken the annual leave.

27.8 "Shift worker" means, for the purposes of entitlement to an additional week of annual leave pursuant to ss.87(1)(b) and 196 of the Act:

- (a) For Employees who, but for this Agreement, would have had the *Building and Construction General On-site Award 2020* apply, an Employee engaged to work in a system of consecutive shifts throughout the 24 hours of each of at least six consecutive days without interruption (except during breakdown or meal breaks or due to unavoidable causes beyond the control of the employer) and who is regularly rostered to work those shifts;
- (b) For Employees who, but for this Agreement, would have had the *Electrical, Electronic and Communications Contracting Award 2020* apply, an employee regularly engaged to work in a system of consecutive shifts throughout the 24 hours of each of at least five consecutive days without interruption (except during breakdown or meal breaks or due to unavoidable causes beyond the control of the employer) and who is regularly rostered to work those shifts;
- (c) For Employees who, but for this Agreement, would have had the *Manufacturing and Associated Industries and Occupations Award 2020* apply, a seven day shift-worker who is regularly rostered to work on Sundays and public holidays;
- (d) For Employees who, but for this Agreement, would have had the *Hydrocarbons Industry (Upstream) Award 2020* apply, an employee engaged in an enterprise in which shifts are continuously rostered 24 hours per day, seven days per week and who is rostered regularly to work those shifts and works regularly on Sundays and public holidays.

27.9 This clause does not apply to casual Employees.

28. PERSONAL/CARER'S LEAVE

28.1 For each year of continuous service, an Employee (except casuals) will progressively accrue ten days of Personal Leave based on their ordinary hours of work in accordance with the NES.

28.2 An Employee shall be entitled to take an amount of accrued paid personal leave if the Employee is unable to attend work:

- (a) on account of personal illness or injury; or
- (b) because the Employee is required to provide care or support to a member of the Employee's immediate family or household who requires care or support as they are sick or injured or has an unexpected emergency.

28.3 To be entitled to paid personal leave, the Employee must give the Company:

- (a) if it is reasonably practicable to do so-a medical certificate; or
- (b) if it is not reasonably practicable for the Employee to give the employer a medical certificate-a statutory declaration made by the Employee attesting to the matters set out above.

- (c) This subsection does not apply to an Employee who could not comply with it because of circumstances beyond the Employee's control.
- 28.4 The Employee shall, as soon as is practicable, inform the Company of the inability to attend for duty, and, as far as is practicable, state the duties for which the Employee is unfit and the estimated duration of the absence.
- 28.5 The unused portions of the entitlement to paid personal leave in any one year shall accumulate from year to year. Accrued personal leave is not paid out on termination.
- 28.6 A Casual Employee is entitled to 2 days of unpaid carer's leave on each occasion as outlined in sub-clause 28.2(b) above, subject to the notice and evidence requirements outlined in subclauses 28.3 and 28.4 above.

29. COMPASSIONATE LEAVE

Compassionate leave is provided for in the NES which, in summary, provides that an Employee is entitled to 2 days of compassionate leave for each occasion when a member of the Employee's immediate family, or a member of the employee's household; contracts or develops a personal illness that poses a serious threat to his or her life; sustains a personal injury that poses a serious threat to his or her life; or, dies.

30. PUBLIC HOLIDAYS

Public holidays are provided for in the NES.

31. COMMUNITY SERVICE LEAVE

Employees are entitled to Community Service Leave in accordance with the NES.

32. PARENTAL LEAVE

Employees are entitled to Parental Leave in accordance with the NES.

33. LONG SERVICE LEAVE

Employees are entitled to Long Service Leave pursuant to the provisions of any applicable long service leave legislation, including but not limited to, any applicable portable paid long service leave scheme.

34. DOMESTIC VIOLENCE LEAVE

Employees are entitled to domestic violence leave in accordance with the NES.

35. SUPERANNUATION

- 35.1 Superannuation contributions will be made sufficient to avoid a charge in accordance with the Superannuation Guarantee (Administration) Act 1992 (Commonwealth).

- 35.2 For the purposes of this Agreement and the governing act, the ordinary time earnings base will be the Employee's rate of pay for time worked as ordinary hours (up to 38 hours per week).
- 35.3 Contributions will be paid into an eligible fund nominated by the Employee. Provided that where an Employee does not nominate a fund, or the Company is unable to pay into that fund, the Company will pay into the Employee's 'stapled super fund' as advised by the Australian Taxation Office. If the Employee does not nominate a fund and does not have a 'stapled super fund', contributions will be paid into the Company's default superannuation fund.

SCHEDULE A- SIGNATORIES TO ENTERPRISE AGREEMENT