

ENTERPRISE AGREEMENT



NO. EA 98/183

DATE REGISTERED 12.6.98

PRICE \$ 40

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA98/183

TITLE: Deanmac Pty Ltd - New South Wales Certified Agreement 1998 - 1999

I.R.C. NO: 98/2828

DATE APPROVED/COMMENCEMENT: 12 June 1998

TERM: 24 months

**NEW AGREEMENT OR
VARIATION: New**

GAZETTAL REFERENCE:

DATE TERMINATED:

NUMBER OF PAGES: 20

COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to all employees of the company in the State of New South Wales within the scope of the classifications covered by the General Construction and Maintenance, Civil and Mechanical Engineering, &c. (State) Award.

PARTIES: Deanmac Pty Ltd -&- The Australian Workers' Union, New South Wales



Deanmac Pty Ltd - New South Wales
CERTIFIED AGREEMENT 1998 - 1999

1. TITLE

This Agreement shall be known as the Deanmac Pty Ltd - New South Wales Certified Agreement 1998 - 1999.

2. ARRANGEMENT

The Agreement is arranged as follows:

<u>Subject Matter</u>	<u>Clause No.</u>
Title	1
Agreement	2
Introduction	3
Application/Period of Operation	4
Objective	5
Commitment	6
Relationship to Parent Awards	7
Contract of Employment	8
Consultative Committees	9
Settlement of Disputes	10
Skills Assessment Plan Training	11
Quality Assurance and Continuous Improvement	12
Career Planning	13
Employee Payment and Benefits	14
Occupational Health and Safety	15
Rostered Day Off	16
Hours of Work	17
Inclement Weather	18
Electronic Pay Transfer	19
Seniority	20
Supplementary Labour	21
Country Work	22
Demarcation	23
No Extra Claims	24
Appendix A - Table 1 Translation Structure	
Table 2 Instalment Increases Table	
Appendix B	



3. INTRODUCTION

This Agreement has been developed by representatives of Deanmac Pty Ltd, and the AWU. The Agreement details the principles that will apply on projects in the State of New South Wales.

Deanmac Pty Ltd is committed to creating high value work environments for its employees. This will require flexibility and preparedness by everyone involved to trial new concepts.

Deanmac Pty Ltd aims to achieve higher levels of efficiency through increased productivity, gained by developing individual skills, innovation, and co-operation.

The principle objectives of the Agreement are:

To contribute to long term improvement in the Company's performance in regard to:

- Competitiveness, viability and profitability.
- Customer service
- Quality
- Employment conditions



Achievement of these objectives will be facilitated by:

- (a) Reduction in disputation
- (b) Increased efficiency and productivity
- (c) Providing employees with more varied and fulfilling work
- (d) Effective co-operation and consultation between management, employees and Unions.

4. APPLICATION/PERIOD OF OPERATION

This Agreement shall operate from the beginning of the first pay period to commence on or after the date of signing this Agreement and shall remain in force for a period of 24 months.

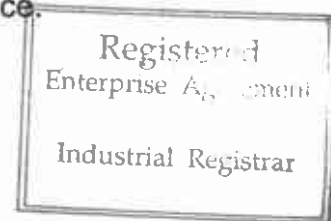
The Agreement covers all employees of Deanmac Pty Ltd in the State of New South Wales within the scope of the classifications covered by the General Construction and Maintenance Civil and Mechanical Engineering (State) Award (here after the General Construction Award).

5. OBJECTIVES

The objectives of the Agreement are to:

- Provide a career structure for all employees based on skills and competencies, and the contribution they make to the company's performance.
- Improve job security and employability for employees.

- Provide high standards of occupational health and safety on all projects.
- Eliminate lost time.
- Improve technical efficiency and capabilities.
- Develop consultative mechanisms with the workforce to facilitate a free flow of information.
- Develop more efficient management practices, including site management, design of work practices and selection of sub-contractors.
- Provide the Client with the best product and service.
- Create a dispute free workplace.



6. COMMITMENT

All parties to this Agreement are committed to ensuring that:

- The terms and conditions of this Agreement lead to real gains in productivity and workplace efficiencies, without reduction to health and safety standards.
- Appropriate training initiated and maintained.
- The Agreement is consistent with the provisions of the NSW Industrial Relations Act 1996.

7. RELATIONSHIP TO PARENT AWARDS

- 7.1** Where there is inconsistency between the terms of this Agreement and the General Construction and Maintenance Civil and Mechanical Engineering (State) Award, the terms of the Agreement shall prevail to the extent of inconsistency.
- 7.2** Where this Agreement is silent with respect to any matter which covered by the General Construction Award, the relevant award standards shall prevail.

8. CONTRACT OF EMPLOYMENT

8.1 The Company shall be entitled to engage any employees on probation for a period of up to six [6] weeks provided that the employee is given written advice at the time of engagement of such probationary period.

8.2 Terms of Employment

- Except for the case of casual employees, any employees shall be employed by the Company on a weekly hire.
- Employment with the Company will be on the basis of a selection procedure for eligible candidates. All prospective employees must complete an Application for Employment Form and supply details of all trades certificates and skill passports, permits, work and medical history. The prospective employee may also be obliged to undertake a pre-employment medical examination at the Company's expense before a job offer is made.
- Deanmac is an Equal Opportunity Employer and will continue towards the elimination of discrimination.

8.3 Employee Definitions

- A casual employee is one who is engaged and paid as such. A casual employee for working ordinary time shall be paid per hour, one thirty eighth of the weekly wage for the classification of the employee for either the trades or non-trades work that the employee performs, plus 20%.
- Casual employees will be employees for a minimum one [1] day and normally a maximum of twelve [12] weeks. Extension to the twelve [12] period will be by agreement with the employee and the Consultative Committee.
- Deanmac relies on casual employees to cover unexpected orders, peaks in work orders, absenteeism or to enable training. The efficient utilisation of casual labour brings significant benefits in scheduling labour also provides the core workforce with increased job security during times of fluctuating orders.
- A full time employee is one who will be employed on weekly hire for the basis of the project/s.



8.4 It is a term and condition of employment and of the obligations and rights occurring under this Agreement, that an employee shall:

- Be available, and willing to perform such work, including shift work, as shall reasonably (within the terms of clause 17) be required on the days and during the hours necessary to best meet the Company's contractual obligations;
- Comply with any request to the Company to work a reasonable amount of overtime in excess of ordinary hours;
- Recognise the right of the Company to have an appropriate number and mix of classifications and skills during any hours of work;
- Properly use all appropriate protective clothing and equipment provided by the Company for specified circumstance;
- Use any technology and perform any duties which are within the limits of the employees skill, competence and training, and can be safely performed;
- Understand that termination of employment will be based on job requirements and skills and that the principle of "last on - first off" will not be the exclusive consideration;
- Adhere to agreed start and finish times for all work periods;
- Maintain a commitment to, and comply with the Company's directions (consistent with the objectives of this Agreement) with respect to, safety, quality, site cleanliness and waste management.

8.5 Termination of employment for all employees shall be in accordance with the terms specified by the NSW Industrial Relations Act, 1996.

9. CONSULTATIVE COMMITTEES

A Consultative Committee has been established to act as the forum for examining the setting of goals and the measurement of performance. Other matters to be addressed by the Committee shall include but not be limited to:

- Productivity and efficiency issues.
- Job security and continuity of employment.
- Job redesign and work organisation.

- Skills Audit.
- Issue resolution and dispute prevention.
- Communication processes.
- Quality Assurance and Quality Control.
- Time frame for implementation.

The Committee consists of elected representatives from Deanmac employees, and representatives of management.

Proposals from the Consultative Committee will be forwarded to the Company's senior management and the workforce for their consideration.

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10. SETTLEMENT OF DISPUTES

10.1 Dispute Avoidance and Settlement Procedure

- 10.1.1 An employee should submit a request concerning any matter, problem or dispute directly connected with employment to their immediate supervisor.
- 10.1.2 Once notified of the problem, the supervisor has an obligation to address the problem as soon as possible or advise of how it is not to be addressed by the Company.
- 10.1.3 If the matter is not resolved before the end of the next ordinary working day, the employee may, if he/she so desires ask their union delegate to submit the matter to the Company's site management. Site management must respond to the matter before the end of the next working day.
- 10.1.4 If not resolved at site level, the matter will be referred to a full time union official and the company senior management who will attempt to resolve the matter.
- 10.1.5 Where the parties fail to resolve the dispute in accordance with the above, it is agreed that a notification may be made to the NSW Industrial Relations Commission. The Commission's decision shall be accepted by all parties, subject to legal rights of appeal.
- 10.1.6 Whilst this procedure is being followed, normal work should continue.

10.2 Procedure for Settling Disagreements Over Safety Issues

Where a safety problem exists, work shall cease only in the affected area. Work shall continue elsewhere unless access to safe working areas is unsafe. However, any problem of access shall immediately be rectified and the workers will use any alternate safe access to such safe working areas while the usual access is being rectified.

Should the whole project be in dispute on the basis that the whole project is thought to be unsafe, a WorkCover Inspector shall be immediately be called (as shall the relevant Union official). Pending the arrival of the WorkCover Inspector, the following procedures shall apply:

- (a) Employees shall not leave the site but shall remain in the sheds
- (b) Immediate inspections of the disputed areas involving both the Company and employee representatives of the site Safety Committee shall take place in the order of priority nominated by Deanmac. These inspections shall identify what safety rectification needs to take place in the disputed areas.
- (c) All employees who can be gainfully employed shall immediately rectify that which needs to be rectified.
- (d) Deanmac Pty Ltd will nominate in order of priority the areas to be inspected by the Safety Committee as rectification work is completed. On verification that rectification has been completed, productive work will resume. Such resumption of work shall take place in stages as each area has been cleared.
- (e) Providing that any disagreements between the Company and the Safety Committees shall be determined by the recommendation of a WorkCover Inspector.
- (f) The position of the Chairperson of the Workplace Safety Committee or the safety representative shall be undertaken in addition to their normal work obligations to the Company.
- (g) No employee will be required to work in any area where there is a genuine fear of risk or injury.
- (h) The parties to this Agreement recognise that safety rectification will be priority.



11. SKILLS ASSESSMENT PLAN AND TRAINING

11.1. Productivity and Efficiency Measurement

The parties agree that the key site organisational concept will be the "Work Area Team". Each Work Area Team will be based upon one (or more) "field's or work", as specified in the training framework. The Work Area Team will be required to do such activities as required without regard to traditional demarcations; provided that it is within the employee's level of training, competence, skill and can be safely performed. The Work Area Team will also be charged with the Productivity and Efficiency Measurement of their tasks.

11.2. Performance Measurement

Performance measurement for productivity improvement would be a matter for consideration by the Consultative Committee.

Points of consideration should include, but not be limited to:

- (a) Waste - Volume or sites (total, recycled, dumped).
- (b) Quality - Rework, number of defects.
- (c) Safety - Lost time frequency rate, rates of incidence.
- (d) Attitude - Morale of employees.
- (e) Time - Non-productive time.

11.3. Skills and Training

- (a) An agreed skills audit will be undertaken with the Company. At the completion of the audit, employees will be reclassified by agreement of the parties.
- (b) No employee will be disadvantaged by this process
- (c) Priority will be given to developing an agreed training plan. It is recognised that Federal Labour market programmes such as ATFIC and TASK can assist with skills and training needs. The parties to this agreement agree to work towards the implementation of a program which will enhance the individual and organisational goals of Deanmac and its employees.
- (d) The Company's competitiveness will be considered at all times by the parties to this agreement.

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12. QUALITY ASSURANCE AND CONTINUOUS IMPROVEMENT

- A quality service is one that meets the customer's requirements. We will provide a quality service by defining the job, and defining how a quality job is provided.
- The majority of works covered by the Agreement are to be carried out under a Quality Assurance regime. Quality Plans for the works will be established; these will detail work procedures and standards and set out respective responsibilities for all personnel (both management and the workforce). Such procedures are the best way of ensuring Deanmac personnel are fully aware of customer and company requirements.
- All personnel will be fully conversant with the contents of the Checklists, Inspection and Test Plans and Non-conformance Reports, their usage and purpose. The Company will ensure that every site location will have set of Quality Procedures.
- Management and its employees covered by this Agreement are committed to searching for areas where improvements can be made and implementing such improvements as part of this Agreement

13. CAREER PLANNING

The parties to this Agreement recognise the importance of career planning. The Company will develop guidelines for discussion of the scope and opportunities for career progression of employees. The Company shall be responsible for developing agreeing on career paths with individual employees. Such a plan and agreement will be reviewed each six (6) months by the supervisor and the employee. Normal procedures of redress to the Company Consultative Committee or an appropriate union representative will be available to resolve any differences.

14. EMPLOYEE PAYMENT AND BENEFITS

14.1 Base Pay

The parties endorse the current industry agreed translation structure as shown in Appendix A, Table 1.

14.2 Additional Increases Over 2 Years

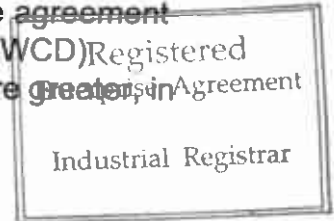
In recognition of the productivity gains which have been and will continue to be introduced the following, increases shall be available to all employees covered by the Agreement.



- (a) 3.5% on signing of Agreement
- (b) A further three [3] instalments of 2.5% due at 6 monthly intervals. These additional adjustments shall only be payable provided the objectives and provisions of the Agreement are being achieved.

These instalment increases are as set out in Appendix A Table II.

These increases are fixed for the duration of the agreement except where the State Wage Case Decision (SWCD) increases over the duration of the Agreement are greater, in which case the SWCD would apply.



14.3 Superannuation

The Company will contribute the sum of \$40.00 per week into the C + BUS scheme on behalf of each employee and as altered by Superannuation guarantee statutory requirements.

14.4 Redundancy

The Company will contribute \$41.60 per week for each employee into an agreed redundancy fund. In the absence of an agreed scheme, entitlement will accrue for each employee. An additional redundancy accrual of one week's pay for every year in excess of 5 years service will apply where an employee is retrenched. Accrual will be from the employees start date with the Company. Redundancy will be payable to the employee upon termination except where termination is due to misconduct.

14.5 Health Screening

The Company shall arrange at the employee's option, an annual health screening to be conducted on site during work time by the workplace Health Screening Service or any mutually suitable service. Costs of testing will be borne by the Company.

14.6 Top Up Insurance

The Company will continue to maintain an agreed top up insurance policy for its employees. The Company agrees to consider the Kanosei insurance plan within 6 months of the making of this agreement.

14.7 Productivity Payment

The Company will make payment of a site allowance where applicable as follows:

- For work areas involving major traffic management and hazards - \$0.60 per hour;
- For work areas where contaminants may be encountered in the soils or groundwater - \$0.90 per hour.

The Productivity Payment shall apply as per the Table "Appendix B".

14.8 Site Agreements and Allowances

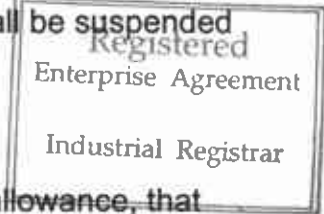
Where a Certified Site Agreement applies generally on a project, the following shall apply:

- (i) Where the Site Agreement prescribes rate of pay and conditions to apply across the site, those rates and conditions will apply and the terms of the Agreement shall be suspended for the purpose of the site,

OR

- (ii) Where the Site Agreement prescribes a site allowance, that allowance shall be paid in addition to the rates of pay prescribed by this Agreement, and the terms of this Agreement shall continue to apply.

- (iii) on a multi agreement site, the Company will use the comparable rate to the employee classification. In the case of multi-agreement sites negotiation with the Union will take place to identify the "most comparable rate".



15. OCCUPATIONAL HEALTH AND SAFETY

The Company and all unions signatory to this Agreement shall give full co-operation to achieve the highest standards of Occupational Health and Safety.

15.1 Site Safety

- The Company is aware of its obligations in ensuring a safe and healthy working environment is provided for all employees.
- The goal of a totally injury free workplace requires the co-operation of management and employees.
- The provisions of the NSW Occupational Health and Safety Act 1993 as amendments as they currently stand will be complied with.

- The provisions of any site regulations will be complied with.
- The Company Safety Handbook will be issued to all employees.
- All employees will complete a Company Safety Induction.
- It is the responsibility of all employees to care for the safety and welfare of themselves and their fellow employees. To meet this commitment, all employees must follow safe working procedures at all times and take all reasonable care to prevent injury to themselves, their workmates and visitors.
- The Company recognise that Health and Safety representatives will be selected by the workforce - and appropriate training for the representatives will be provided by the Company.

15.2 Rehabilitation

- All employees will be encouraged to return to work as soon as is practicable after an injury and the Company will assist rehabilitation and find alternative duties as appropriate.
- The Company reserves the right to require individuals to attend the Company Medical Practitioner for examination.

15.3 Smoke Free Environment

- Smoking is banned in all Deanmac offices, buildings and vehicles. Smoking is also banned in areas of work designated non smoking by Deanmac clients or regulations. Non compliance with the smoke free workplace requirement will be viewed in the same way as any breach of occupational health and safety requirements and standard disciplinary procedures will apply.

16. ROSTERED DAYS OFF

16.1 In respect of the rostered day off it is agreed:

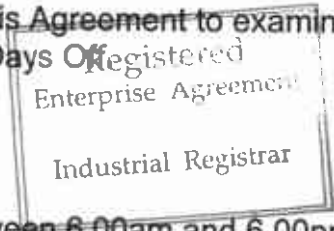
- (a) The prescribed industry RDO may be worked where required and agreed to. Such work shall be paid as if a normal day and the employee(s) involved shall be entitled to take their accrued RDO as provided in (b) below.
- (b) An employee who are entitled to an accrued RDO under the provisions of (a) above, may, where agreement is reached:

- (i) Take the RDO within nineteen [19] ordinary days either side of the nominated industry date, OR
- (ii) Bank the RDO (a maximum of five [5] RDO's can be "banked" in a twelve [12] month period).

Provided that all "banked" RDO's must be are taken within twelve [12] months of the date of their original accrual; as requested by the employee where possible, a minimum of one [1] week notice will be forthcoming in respect of a need to use a "banked" day.

- (c) Where the Company and its employee(s) agree, an alternative ordinary day may be substituted for the Industry Rostered Day Off.

16.2 The parties agree during the life of this Agreement to examine other flexibilities with respect to Rostered Days Off



17. HOURS OF WORK

17.1 Ordinary hours of work, shall be between 6.00am and 6.00pm, thirty eight [38] hours per week by written agreement of the parties. Provided:

- (a) When daylight savings applies, ordinary hours may commence by consultation and agreement from 5.00am, and the finishing time varied accordingly.

17.2 The parties agree that a key element in gaining increased productivity, is that employees start and finish work at the time designated. The parties commit themselves to monitoring this requirement and if a problem is identified, making recommendation for improvement. The Consultative Committee shall be charged with the monitoring of this.

17.3 The parties will continue during the life of the agreement, to consider greater flexibility in Hours of Work.

18. INCLEMENT WEATHER

The parties to the agreement will collectively work towards the minimisation of lost time due to inclement weather. Further to this, the parties undertake to adopt the following principles with regard to inclement weather and idle time that inclement weather creates:

18.1 The adoption of a reasonable approach to inclement weather procedures requirements and definition thereof.

- 18.2 The acceptance of transfer to an area or site not affected by inclement weather if, in the opinion of the Company, useful work is available in that area or site and that work is within the scope of the employees skill, competence and training consistent with the classification structure and can be safely performed and that the employer provides, where necessary, transport.
- 18.3 Non-productive time will be used for activities such as relevant and meaningful skill development, production/upgrade of skill modules, presentation and participation in learning, planning and reprogramming of the project;
- 18.4 Where none of the foregoing are available or appropriate, the Company will adopt a common sense approach and may authorise employees to leave site.

19. ELECTRONIC PAY TRANSFER

- 19.1 Deanmac shall maintain all its employees on the "Electronic Funds Transfer" (EFT) system as is currently implemented.
- 19.2 All efforts will be made by the Company to ensure that itemised pay slips be made available to employees within 24 hours of the due pay date.
- 19.3 The Company will make facilities available for weekly deduction of Union dues by written authorisation for the employee(s).

20. SENIORITY/RETRENCHMENTS

All parties agree with the that length of service can be an important consideration in determining retrenchments. The parties accept the principle that length of service should not be exclusive consideration, but one of a range of factors considered including the skills and efficiency of workers, the required skills available with the existing workforce, and changes in the operational direction of the business.

The Consultative Committee shall formulate a retrenchment criteria which is to be used by the Company for retrenchments, this criteria is to be agreed by the parties to this Agreement.

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Funds

21. SUPPLEMENTARY LABOUR

The parties agree to the use of agreed supplementary Labour Hire Companies by Deanmac to service peak, short term project requirements. Such labour is to be employed in accordance with the terms and conditions of the relevant award and/or enterprise agreement. Preference will be given to companies who have concluded Enterprise Agreements with their employees. Deanmac will attempt to provide supplementary labour employed under similarly beneficial conditions to those contained in this Agreement.

22. COUNTRY WORK

Employees who are requested by the Company to work on country projects, will either be provided with either reasonable Board or Lodging, or to be paid the Caravan Allowance in accordance with the Award. Where the camping allowance is paid, employees will also be entitled to receive the meal allowance, as provided in Clause 17 of the General Construction, irrespective of the amount overtime worked.

There will be appropriate consultation and a reasonable approach adopted by all parties as to whether reasonable board and lodging or a camping allowance is paid. It is agreed that employees will not be financially disadvantaged and will be fully compensated for agreed expenses.

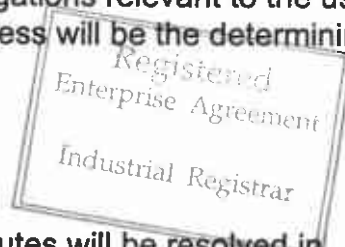
It is acknowledged by the parties that Deanmac is under no obligation to offer Country Work to employees who usually work in Sydney Metropolitan area. Whilst Deanmac may intend to use current employees on country projects, the contractual obligations relevant to the use of local labour and the Company's competitiveness will be the determining factors.

23. DEMARCATION DISPUTES

23.1 It is agreed that demarcation disputes will be resolved in accordance with National Demarcation Agreements between the union involved. If one or more of the union involved in a demarcation dispute is not a party to a National Demarcation Agreement, then the dispute will be resolved in accordance with the ACTU demarcation dispute procedure.

23.2 In all demarcation disputes the union shall:

- (a) Maintain the genuine status quo that existed prior to the dispute.



- (b) The genuine status quo shall be the way the work had been allocated by the representative employer, prior to the dispute.
- (c) Ensure that no stoppage of work or other forms of industrial action occurs.
- (d) Notify the Labour Council of New South Wales, of any demarcation dispute. Where they are not able to be resolved directly by the unions concerned, the Labour Council must participate in any discussions or meetings convened to try to reconcile the Parties or protect the members.

23.3 All parties to this Agreement reserved their right to submit matters in dispute to the relevant Industrial Tribunal.

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24. NO EXTRA CLAIMS

Neither the Union, its members or any other Deanmac employee bound by this Agreement shall make any claim against Deanmac for any increase in rates of pay or allowance or make any other claim during the term of this Agreement.

This includes claims relating to changes arising from award variations or decisions of the Commission other than changes that are consistent with the terms of this Agreement. It is also a term of this Agreement that the Unions and each of the employees bound by it will not take industrial action in support of extra claims, award or overaward, for the duration of this Agreement specified in Clause 4 of this Agreement

BY THE COMMISSIONER

COMMISSION

Australian Workers' Union
New South Wales

R. K. Bellis QJ

(Signature of applicant)

DATED this 16th day of March 1998

Deanmac Pty Ltd

~~*[Signature]*~~

(Signature of applicant)

DATED this 30th day of March, 1998



APPENDIX A

TABLE 1 - TRANSLATION STRUCTURE

Current Award Classification	New Classification	Base Rate
Group 3 Labourer	CW1 (92.0%)	\$432.22
Group 2 Labourer Plant Operator (Group A)	CW2 (95.0%)	\$443.56
Not Applicable	CW3 (97.5%)	\$452.95
Tradesperson Group 1 Labourer Plant Operator (Group B)	CW4 (100.0%)	\$462.34
Special Class Tradesperson Plant Operator (Group C & D)	CW5 (105.0%)	\$483.91
Plant Operator (Group E & F)	CW6 (110.0%)	\$505.37
Plant Operator (Group G & H)	CW7 (115.0%)	\$526.93
Not Applicable	CW8 (120.0%)	\$548.39
Not Applicable	CW9 (125.0%)	\$569.95
NB: Tool Allowance is not shown in the calculations for CW4 Carpenters and is payable in addition to the rates set out herein.		

APPENDIX A

TABLE 11 - INSTALLMENT INCREASES TABLE

MATRIX PAY RATES		A1	A2	A3	A4
		WAGE INCREASE NO. 1 (upon signing of Agreement)	WAGE INCREASE NO. 2 (at 6 months)	WAGE INCREASE NO. 3 (at 12 months)	WAGE INCREASES NO. 4 (at 18 months)
Classification	Base Rate	Weekly Rate (Include 3.5%)	Weekly Rate (include 6.0%)	Weekly Rate (include 8.5%)	Weekly Rate (include 11.0%)
CW1 92.0%	\$432.22	\$447.35	\$458.55	\$470.00	\$481.75
CW2 95.0%	\$443.56	\$459.01	\$470.56	\$482.33	\$494.39
CW3 97.5%	\$452.95	\$468.80	\$480.52	\$492.54	\$504.85
CW4 100.0%	\$462.34	\$478.52	\$490.49	\$502.75	\$515.32
CW5 105.0%	\$483.91	\$500.85	\$513.37	\$526.20	\$539.20
CW6 110.0%	\$505.37	\$523.06	\$536.14	\$549.54	\$563.28
CW7 115.0%	\$526.93	\$545.37	\$559.01	\$572.99	\$587.31
CW8 120.0%	\$548.39	\$567.58	\$581.77	\$596.32	\$611.23
CW9 125.0%	\$569.95	\$589.90	\$604.65	\$619.77	\$635.26

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NOTE: Tool allowance not included

APPENDIX B

PRODUCTIVITY PAYMENT APPLICATION

	PAYMENT (Productive Time)	NON PAYMENT (Non-Productive Time)
Normal Work	X	
Sick Leave		X
Annual Leave		X
Public Holidays		X
Rostered Days Off	X	
Workers Compensation		X
Training On Site	X	
Training Off Site	X	
Jury Duty		X
Bereavement Leave		X
Inclement Weather		X
Any other paid downtime		X

