

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA16/01

TITLE: Ralph M. Lee Pty Ltd (Wollongong Branch) Enterprise Agreement

I.R.C. NO: 2000/4466

DATE APPROVED/COMMENCEMENT: 12 September 2000/ 1 May 2000

TERM: 34 months

**NEW AGREEMENT OR
VARIATION:** New

GAZETTAL REFERENCE:

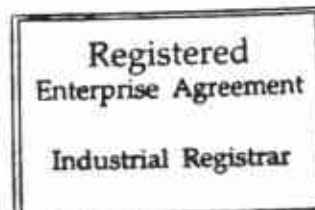
DATE TERMINATED:

NUMBER OF PAGES: 20

COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to all employees engaged pursuant to the Electrical Contracting Industry (State) Award while working from the Company's Wollongong branch

PARTIES: Ralph M Lee Pty Ltd -&- Electrical Trades Union of Australia, New South Wales Branch



RALPH M. LEE PTY LIMITED (WOLLONGONG BRANCH)
ENTERPRISE AGREEMENT 2000

- 1. INTRODUCTION**
- 2. STRUCTURE OF AGREEMENT**
 - 2.1 Title
 - 2.2 Definitions
 - 2.3 Date and Period of Operation
 - 2.4 Parties Bound
- 3. OBJECTIVES OF AGREEMENT**
- 4. APPLICATION OF AGREEMENT**
- 5. CONDITIONS OF AGREEMENT**
 - 5.1 Overview
 - 5.2 Work Hours/Breaks/RDO's
 - i. Ordinary Hours
 - ii. Overtime
 - iii. RDO's
 - iv. Start and Finish Times
 - v. Sick Days
 - vi. Stand-By/Availability for Duty
 - vii. Site Allowances/Site Rates
 - viii. Electricians Picnic Day
 - ix. Productivity Allowance
 - x. Rest Period after Overtime
 - 5.3 Superannuation
 - 5.4 Redundancy
 - 5.5 Electronic Funds Transfer
 - 5.6 Top/Up Accident Cover
 - 5.7 New Employees
 - 5.8 Inclement Weather
 - 5.9 Distant Work
 - 5.10 Time Sheets/Records
 - 5.11 Not to be used as a Precedent
 - 5.12 No Extra Claims
 - 5.13 Disputes Settlement Procedure
 - 5.14 Industrial Impact on Client
 - 5.15 Impact of Client Industrial Disputes
 - 5.16 OH&S
 - 5.17 QA
 - 5.18 Skill Development/Training
 - 5.19 Disciplinary Codes
 - 5.20 Performance Measures
 - 5.21 Consultative Mechanism
 - 5.22 Work Teams
 - 5.23 Apparel
 - 5.24 Tools
 - 5.25 Wage Increases
- 6. SIGNATORIES**



1. INTRODUCTION

The purpose of this Agreement is to develop and implement workplace reform strategies enabling continuous process aimed directly at improving the competitiveness of the Company in the marketplace. This process will deliver projects on time and within budget ensuring job satisfaction and security for employees.

2. STRUCTURE OF AGREEMENT

2.1 Title: This Award shall be known as the Ralph M. Lee Pty Limited (Wollongong Branch) Enterprise Agreement.

2.2 Definitions: For the purpose of this Agreement.

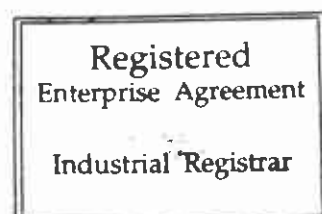
- "Agreement" means this enterprise award.
- "Parent Award" means the Electrical Contracting Industry (State) Award, 1992
- "Company" means Ralph M. Lee Pty Limited (Wollongong Branch)
- "Employee" means an employee of the Company performing work within the scope of this Agreement.
- "Union" means the Electrical Trades Union of Australia, NSW Branch, (The Communications, Electrical, Electronic, Energy, Information, Plumbing, Postal and Allied Workers Union of Australia).
- "Consultative Committee" - A committee of elected employees and Management representatives.

2.3 Date and Period of Operation:

This Agreement shall come into operation from the 1st May 2000 and remain in force until the 1st March 2003.

2.4 Parties Bound: This Agreement shall be binding upon:

- Ralph M. Lee Pty Ltd (Wollongong Branch).
- All employees whether members of the Union or not, engaged in any of the occupations, industries or callings specified in the Parent Award.
- Electrical Trades Union of Australia, NSW Branch. (The Communications, Electrical, Electronic, Energy, Information, Plumbing, Postal and Allied Workers Union of Australia).



3. OBJECTIVES OF AGREEMENT

The parties to this Agreement are committed to the following shared objectives:

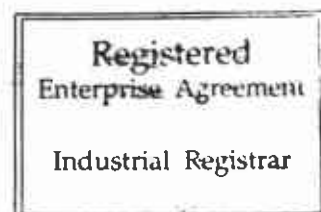
- To ensure customer satisfaction in the provision of services.
- Increasing the productivity, efficiency and flexibility of the Company and its workforce.
- Creating a co-operative, safe and harmonious environment within the Enterprise.
- Establishing and developing better and more effective communication and consultation between the Company and employees.
- Developing better work practices and methods that substantially reduce and eventually eliminate lost time.
- To foster a commitment to the Company's Quality Management System.
- Establishing performance indicators so as to measure our performance.
- To implement a training programme consistent with the provision of the Parent Award and this Agreement for all employees.

4. APPLICATION OF AGREEMENT

This Agreement applies to the Company in respect of all employees who are engaged pursuant to the Parent Award while working from the Company's Wollongong branch.

Where there is any inconsistency between this Agreement and the Parent Award, the Agreement shall prevail to the extent of the inconsistency.

Where a situation/condition is not mentioned in this Agreement the Parent Award provisions prevail.

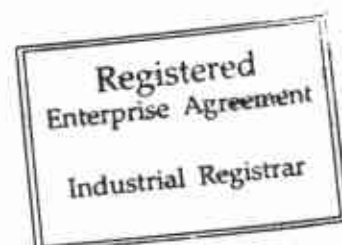


5. CONDITIONS OF AGREEMENT

5.1 Overview

Under this Agreement, to become entitled to payment of the wage prescribed herein an employee must:-

- be available, ready and willing to perform such work, including shift work, as the Company shall reasonably require on the days and during the hours necessary for the employer to the best meet the Company's Contractual obligations in the Wollongong Branch, and
- comply with any request of the Company to work reasonable overtime in excess of the ordinary hours at any time during the seven days of the week at the appropriate remuneration; and
- recognise the right of the Company to have an appropriate number and mix of classifications and skills during any hours of work; and
- agreed that seniority or last on-first off systems shall not apply with regard to termination of employment, rather the attitude, efforts, skill and abilities of employees and the operational needs and requirements of the Company shall be the determining factor; and
- properly use and maintain all appropriate protective clothing and equipment provided by the Company for specified circumstances; and
- use any technology and perform any duties which are within the limits of the employee's skill, competence and training; and
- adhere to agreed start and finish times for all work periods; and
- maintain commitment to, and comply with the Company's directions (consistent with the objectives of this Award) with respect to, safety, quality, site cleanliness and waste management; and
- Be committed to the objectives in Clause 3 of this Award.



5.2 Work Hours/Breaks/RDO's

The parties agree that the current working arrangements for hours of work provisions (including the daily maximum ordinary hours and the taking of meal breaks and rest periods) may be altered during the life of this Agreement following consultation and agreement by the consultative committee to meet project and/or shift work or operational requirements. The criteria that will be used in assessing the desirability of proposed changes to hours of work will include the impact on efficiency, operational and project requirements, productivity, quality and quality of life.

(i) Ordinary Hours

Ordinary hours for the purpose of this Agreement shall be 38 hours per week worked from Monday to Friday and shall be between 6.00am and 6.00pm. Where agreed by the Company and the majority of employees involved, different methods of implementation of the hours of work, including extending the 8 ordinary hours maximum, may be applied to various groups or sections of employees.

(ii) Overtime

Employees will comply with requests of the Company to work reasonable overtime in excess of the ordinary hours at any time during the seven days of the week at the appropriate remuneration.

There shall be no restriction on the working of overtime on an RDO weekend. The practice of one in, all in shall not apply.

The Company shall be the sole authority in the selection of employees for overtime requirements.

iii) Rostered Days Off (RDO's)

The company and the employees agree to increased flexibility with regard to the taking of RDO's. By agreement between the company and employees affected RDO's may be rescheduled or staggered over the work cycle rather than taken on industry RDO days.

Up to 12 RDO's may be banked and records of each employee's RDO status will be kept by the Company and made available to the employee upon request.

It is also recognised that one of the benefits of increased flexibility and banking of RDO's is that it facilitates their usage for the purpose of family leave and should be encouraged for this purpose by both company and the employees.

On 31st December each year an employee must by agreement with the Company either take the accrued days off or convert them to cash.

(iv) Start and Finish Times

In an effort to increase productivity on construction sites the Company and employee's on that particular site agree to genuinely consider and where possible implement methods of reducing time lost in moving between the site sheds and the workface areas at start time, morning tea, lunch and finish time.

Employees shall be at the nearest gang box or site shed dressed, equipped and ready to commence work at the start time. Unless there is an exceptionally dirty site or task, wash up time shall occur after the nominated finishing time.

(v) Sick Days

It is agreed by the company and the employees that the use of sick days will strictly be in accordance with the provisions of Clause 23 of the Parent Award and Clause 2 of the Electrical Contracting Industry Family Leave (State) Award IRC 1157 of 1995.

(vi) Stand-By/Availability for Duty

It is agreed that where the company provides suitable mobile communication to an employee no additional payment and/or conditions for Stand-By / Availability for Duty will apply.

(vii) Site Allowance / Site Rates

(a) Site allowances will be paid in addition to the rates payable under this Agreement only where such site allowances are:-

- i) Awarded by the Industrial Relations Commission, or
- ii) Contractually required to be paid at the time of tender submission.

(b) Productivity allowance is to be absorbed into site allowances except where contract conditions require otherwise.

(viii) Electricians Picnic Day

Each employee will be required to produce a receipt to the company for the entrance fee to the electrician's picnic, to qualify for payment of that day.

(ix) Rest Period After Overtime

The provisions of sub-clause 20.2 and 21.4.1 of the Award shall not apply to employees. In general the current 10-hour break will be replaced with an 8-hour break for work related to heavy industry, for example, at BHP, MM, PKCT, and the like. Except under extraordinary conditions this arrangement will not exceed three (3) occurrences in any one (1) weekly pay period. The arrangement specifically excludes building industry work. Alternatively,

where an employee works six (6) hours or more overtime immediately following the daily ordinary hours, then by mutual agreement with the Company, such overtime hours shall count as part of the weekly ordinary hours, but they shall be paid at the appropriate overtime rate of pay.

5.3 Superannuation

The Company will pay superannuation contributions into the C+BUS Superannuation Scheme (or NESS No1 where appropriate) for each employee. It is hereby agreed that this superannuation fund will be the sole fund utilised under this agreement. The contribution rate shall be as required by the Superannuation Guarantee Legislation, provided that the weekly minimum contribution for all employees, except apprentices and trainees, will be a minimum of \$50 per week worked.

All superannuation contributions will be paid monthly as required by the Trust Deed.

5.4 Redundancy

Redundancy will be paid strictly according to the provisions of the Electrical Contracting Industry Redundancy & Technological Change (State) Award, with the exception that this award shall apply notwithstanding that employment is terminated by the Company due to the ordinary and customary turnover of labour.

The Company will make contributions to MERT on behalf of employees (other than apprentices, trainees and casual employees) engaged on construction work at the following rates. Casual employees will accrue payments on a daily basis to make-up full week contributions

- From 1st July 2000 at the rate of \$20.00 per week worked
- From 1st July 2001 at the rate of \$30.00 per week worked
- From 1st January 2002 at the rate of \$40.00 per week worked
- From 1st July 2002 at the rate of \$50.00 per week worked

5.5 Electronic Funds Transfer

All employees will be paid by Electronic Funds Transfer

5.6 Top Up Accident Cover

Top Up insurance's will be provided by the Company on projects where contractually obliged at the time of tender submission.

5.7 New Employees

All new employees (other than casuals) will be engaged on the basis of a 3-month probationary period. The Company reserves the right to terminate a probationary employee at any time during this three month period subject to a week's notice or payment in lieu thereof.

Notwithstanding the above the Company reserves the right to engage an employee on a specified task or specified period basis.

5.8 Inclement Weather

The company and the employees will collectively work towards the minimisation of lost time due to inclement weather. Common sense and safety will be the guiding principles.

Further to this, the company and the employees undertake to adopt the following principles with regard to inclement weather.

Further to this, the company and the employees undertake to adopt the following principles with regard to inclement weather.

- Necessary work or making good/safe will continue until the work can no longer be carried out in a safe manner.
- If it is required appropriate clothing will be provided by the Company whilst work continues in an inclement weather situation. Such clothing will remain the property of the Company.
- Walking to and from unaffected areas on a project or site will be carried out using the appropriate clothing supplied by the Company.
- If, in the opinion of the Company, useful work is available in another area or site, the employees shall accept transfer to that area or site.
- Where the Company believes initiatives described in the above are not practical or would be non-productive, the non-productive time can be used for activities such as skill development, training or the planning and re-programming of the project.

5.9 Distant Work

Where an employee volunteers to be transferred to a distant site they shall not be entitled to living away allowances or travel expenses.

Where an employee is specifically requested to transfer to a distant site they shall be entitled to living away allowances.

The arrangements regarding distant sites shall be formalised in writing and witnessed by another employee.

The selection of employees for away work shall be solely at the discretion of the Company.

5.10 Time Sheets/Records

Where required each employee shall be responsible for the accurate and timely completion of time sheets, productivity records, QA and safety documentation.

5.11 Not to be used as a Precedent

This agreement shall not be used in any manner whatsoever to obtain similar arrangements or benefits in any other State, Territory, division, plant or enterprise.

5.12 No Extra Claims

The employees and the union shall not pursue any extra claims, either award or over-award for the life of this Award. Where any disagreement arises, the company and the employees shall follow the Dispute Settlement Procedure contained in this Award.

5.13 Dispute Settlement Procedure

The company and the employees agree that one of the fundamental objectives of this Award is to eliminate lost time in the event of a dispute. Further, we agree that it is in the best interests of both Company and the employees to achieve prompt resolution of disputes.

The most effective procedure to achieve this is for the responsibility for resolution to remain close to the source as is possible. It is with this uppermost in mind that the company and the employees agree to strictly adhere to the dispute settlement procedure as follows: -

- (a) The employee/s or accredited employees representative wishing to raise any matter affecting the employee/s shall:
 - (i) Initially raise the matter with the employee/s immediate supervisor/foreperson. If within 1 full working day agreement is not reached at this level, the employee/s or representative shall then:
 - (ii) Raise the matter with the company manager or his representative. If within a further 2 full working days agreement is not reached at this level and an employee representative has been involved, the employee representative will then:
 - (iii) Be provided with telephone facilities to speak to an official of the union and request representation at a further conference to be held at a date and time mutually acceptable.
- (b) Should negotiation as prescribed in (a) above fail, the matter (where appropriate) shall be referred to the National Electrical Contractors Association and the State Secretary of the Union within five working days, at which level a conference of the company and the employee/s shall be convened without delay.
- (c) In the absence of agreement, either party may refer the matter to the Industrial Relations Commission of New South Wales for resolution.
- (d) Whilst the above procedure is being carried out, work shall continue normally.
- (e) All recommendations, order and/or directions of the Industrial Relations Commission of New South Wales shall be strictly observed by all company and the employees.



5.14 Industrial Impact on Client

To protect the credibility of the Company and the job security of employees, the parties agree that disputes will be managed in accordance with the disputes settlement procedure and that work will continue without interruptions during the process.

However, further to the above process, on any BHP or BHP related site, if a stoppage of work is to be applied the Union will then give notification, in writing, of the stoppage. If the stoppage will cause interruption and/or delay to the BHP operations then the stoppage shall not occur within ten (10) days of the notification.

5.15 Impact of Client Industrial Disputes

When Ralph M. Lee employee's are working within the boundaries of a client's operation and other employee's enter upon an industrial stoppage, Ralph M. Lee employee's will continue to work where: -

- (a) The work is in the terms and specifications of a specific fixed price contract, whether described by the client as "capital", "maintenance" or "services".
- (b) The work can be continued without carrying out any work of the other employee's on strike.

In instances where work physically cannot continue because of the other employee's stoppage, there will be no restriction on work carrying on in the Ralph M. Lee Workshop (whether on site or not) or carrying out work at another contract location.

5.16 Occupational Health and Safety

The Company is committed to provide a safe and healthy working environment in which our employees can work. The emphasis of this commitment is on the identification of potential unsafe practices and the prevention of accidents and injury.

Managers and supervisors have the responsibility at all times to ensure that safe working procedures are in place and observed and to assist in the rehabilitation of injured employees.

Employees have the responsibility at all times to observe safe working procedures and to work in such a way that controls the risk of injury to themselves and other employees with whom they work.

Any dispute arising out of Occupational Health and Safety issues will be dealt with in accordance with Clause 5.13, or where relevant, State Legislation, Regulations or Codes of Practice, and will involve vacating only those areas where safety is at risk. It is agreed that no industrial action, interruption to or dislocation of work shall occur before a conciliatory approach being conducted to discuss and resolve any OH&S issue at a workplace level.

5.17 Quality Assurance

The company and the employees endorse the underlying principles of the Company's Quality Management System which seeks to ensure that its services are provided in a manner which

best conforms to the requirements of the customer. This requires the Parties to establish and maintain, implement, train and to continuously improve its procedures and processes.

5.18 Training/Skill Development

The Company and the employees recognise that training and skills development is an integral part of the future growth of both the employees and the Company. Accordingly, the company and the employees are committed:

- (i) To developing a more highly skilled and flexible workforce;
- (ii) To providing employees with the appropriate career opportunities, all in accordance with the current and future skill needs of the Company.

5.19 Counselling and Disciplinary Policy and Procedures

Attached as Appendix (A) to this Award is the Company's Counselling and Disciplinary Policy and Procedures. Its objective is to describe the procedures and mechanisms involved in the fair treatment of individual employees with respect to discipline.

The company and the employees agree to abide by this document.

5.20 Performance Measurements

The company and the employees recognise that in order to achieve its objectives, there is a requirement to develop productivity and efficiency indicators to measure, monitor and to identify ways of continually improving performance and competitive market position.

The performance indicators and targets are to be developed by the Consultative Committee and should include at least the following: -

- Absenteeism
- Lost Time
- Waste
- Rework
- Defects
- Consumable Usage
- Waiting Time
- Tools and Equipment
- Quality
- Occupational Health & Safety
- Productivity

5.21 Consultative Mechanism

The company and the employees agree that a precondition for the effective operation of this Award is the establishment of a consultative mechanism within the Company.

To this end, a consultative committee comprising of Company appointed representatives and employee elected representatives shall be established and maintained. The purpose of the



consultative committee shall be to develop, recommend and assist to implement strategies and measures designed to achieve the objectives outlined under Clause 3 of this Agreement.

Elected employees of the Consultative Committee can be replaced by an election every 2 years or in the case of a resignation, by another election in the represented area.

5.22 Work Teams

Where specific projects and or areas allow, it is the intent of the Company to introduce the concept of work teams.

The work teams shall consist of groups of employees with the responsibility to carry out clearly identified portions of work. Their responsibilities may include planning and programming, co-ordination with other trades, procurement of necessary materials, quality assurance and the completion.

The work team members will be required to work to the full utilisation of their skill competence and training consistent with their classification.

The company and the employees recognise that there will be elements of work or processes that are not suitable for this model. In those instances however, the other aims and objectives of this Agreement will still apply.

5.23 Apparel

(i) **Footwear**

Generally employees are required to wear safety footwear. This safety footwear shall be supplied by the company and maintained by the employee. Employee's who have been issued safety footwear will have such safety footwear replaced on a wear and tear basis upon the presentation of old unserviceable footwear. There shall be no automatic re-issue of footwear where an employee is placed on a new site.

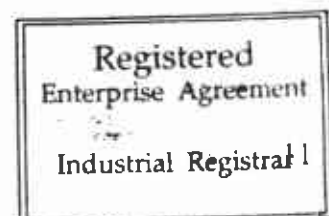
(ii) **Uniforms and Clothing**

Employees issued with company uniforms and clothing shall wear such items during all working hours and each employee shall maintain their clothing/uniform in a respectable condition as approved by the company. Clothing will be replaced every 12 months or in special circumstances on a wear and tear basis. The standard issue of clothing is 2 pair of long leg drill trousers and 2 long sleeved drill shirts fitted with appropriate company logo. Clothing/uniform issue is restricted to permanent employees with greater than 3 months service (ie after the probationary period). There shall be no automatic re-issue of clothing where an employee is placed on a new site.

(iii) **Jackets**

Only where harsh site working conditions prevail shall employees be provided jackets. Employees who have been issued jackets will have such jackets replaced on a wear and tear basis upon presentation of old unserviceable jackets.

(iv) **General**



The above mentioned clothing issue shall be fixed and not subject to change by any specific site agreement.

5.24 Tools

All employees shall provide their own tools as per the agreed list (refer Schedule C) with specific emphasis on labour saving tools and all agree that the tools shall be in a sound condition and at work at all times when required.

The Company shall, on behalf of the employee, replace employees' tools lost by theft whilst working, provided these tools were securely stored in a locked company vehicle, locked private vehicle that is situated at the worksite or in any locked storage facility situated on the employer's premises, job site or workshop.

Employees tools lost by theft whilst actually being used for work (ie. when not securely stored as described above) are however, the sole responsibility of the employee and will not be replaced.

Any claim for such loss of tools by theft must be accompanied by a police report.

Each employee shall provide the employer with a validated agreed list of tools.

The validation process for the tools as prescribed by Schedule C shall be validated by visual inspection. And the timing of such validation shall be:

- New employees on engagement
- Existing employees within 3 months from certification of this agreement
- The validation may be requested on an annual basis.

All agreed tools used in the normal course of work which are in excess of the prescribed list in Appendix C shall be validated and included in the individual employees tool list.

The employer shall validate such tools upon request

All tools shall be of an acceptable agreed standard.

5.25 Wage Increases

In recognition of the productivity measures herein and subject to the continued commitment to and implementation thereof, the following increases shall be available to all employees covered by this Agreement from the first full pay period on or after the dates specified.

Wage Increases are to be in accordance with Schedule B.



6.0 SIGNATORIES

Signed By: 

Date: 9. August 2000

For and on behalf of Ralph M. Lee (Wollongong Branch)

Signed By: B. P. Li

Date: 5.9.00

For and on behalf of the Electrical Trades Union of Australia, NSW Branch.

**Registered
Enterprise Agreement
Industrial Registrar**

APPENDIX 'A'

COUNSELLING AND DISCIPLINARY POLICY

OBJECTIVE

The objective of this Counselling and Disciplinary Policy is to describe the procedures and mechanism involved in the fair treatment of individuals with respect to discipline.

The policy and procedures established are not specifically for the dealing out of punishment but rather to encourage improvement or changes in work habits, work performance and general behaviour at work.

The aim is for management to handle matters of discipline, including termination of employment, in a fair, equitable and consistent manner.

The establishment of a detailed policy and procedures document is to ensure all employees of Ralph M. Lee Pty Ltd New South Wales are familiar with the expectations of management and fellow workers.

DISCIPLINARY PROCEDURE

1/ Objective

The objective of this procedure is to encourage an improvement in employees whose performance, behaviour or attendance has fallen below a general acceptable standard.

2/ Procedure

The disciplinary procedure can be summarised as below: -

Stage One	-	Counselling
Stage Two	-	Written Warning
Stage Three	-	Termination of Employment



2.1 Stage One - Counselling

The purpose of the counselling stage is to advise the employee personally of the conduct that is of concern and to establish if there are any reasons for the behaviour and whether the Company can assist the employee to avoid further instances of unacceptable behaviour.

This counselling session will be recorded in the employee's personal file by way of record of interview. The employee will be afforded the right to acknowledge the record of interview.

The counselling session will be carried out by the employee's one-up Supervisor or higher management.

The employee will be given every opportunity to defend himself/herself against the complaint with the assistance of another person if requested by the employee.

The Company will give due consideration to the matters raised by the employee.

The counselling session will aim to reach a mutual agreement between employer and employee on the action required to rectify the problem. A time or duration will be set to review the employees conduct in light of the agreed action plan.

2.2 Stage Two - Written Warning

Should the conduct of an employee not improve following an earlier counselling session, he/she will be personally advised that a second disciplinary interview is required. At the same time, the employee will be personally advised of the reason(s) for the disciplinary interview.

This interview will be recorded in the employee's personal file by way of record of interview. The employee will be afforded the right to acknowledge the record of interview.

The employee's Projects Manager or higher management will carry out the interview.

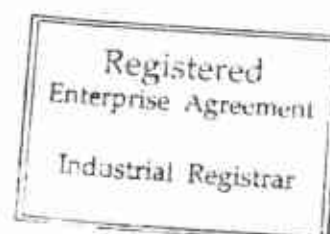
The employee will be given every opportunity to defend himself/herself against the complaint with the assistance of another person if requested by the employee.

The Company will give due consideration to the matters raised by the employee which may require further investigation and the interview may need to be reconvened at a later time following this investigation.

Should the issue of a warning to the employee be necessary, the interview session will aim to reach a mutual agreement between employer and employee on the action required to rectify the problem. A time or duration will be set to review the employee's conduct in light of the agreed action plan.

The employee will also be advised that continuation of such conduct will lead to termination of employment.

Within 24 hours of the disciplinary interview a final written warning based on the record of interview will be issued to the employee and a copy placed in the employee's personal file.



2.3 Stage Three - Termination of Employment

Should the conduct of an employee not improve following issue of a written final warning, he/she will be personally advised that a termination of employment interview is required. At this same time, the employee will be personally advised of the reason(s) for the disciplinary interview.

This termination of employment interview will be recorded in the employee's personal file by way of record of interview. The employee will be afforded the right to acknowledge the record of interview.

The employee's Contracts Manager or higher management will carry out the interview.

The employee will be given every opportunity to defend himself/herself against the complaint with the assistance of another person if requested by the employee.

The Company will give due consideration to the matters raised by the employee which may require further investigation and the interview may need to be reconvened at a later time following the investigation.

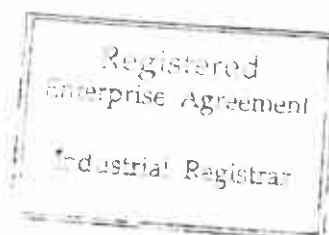
The employer may, following careful consideration of all the factors, the defence raised by the employee and further investigation of matters raised by the employee, terminate the employee's employment. The employee will be advised in writing that his/her employment is terminated, from what date and by what method.

The employer will decide whether the employee will work out the required period of notice or be paid in lieu thereof. The minimum period of notice will be one (1) week.

In the event of an employee being required to work out the required period of notice, he/she will be granted leave of absence without pay for one day in order to look for alternative employment.

If requested by the employee, the employer will provide: -

- (a) A Termination of Employment statement, and/or
- (b) A Certificate of Employment.



3/ **Summary Dismissal**

The management may exercise their right to summarily dismiss an employee for: -

- Dishonesty, including theft
- Wilful misuse of company property, materials or equipment
- Fighting
- Refusal of duty
- Serious neglect of duty
- Malingering
- Wilful negligence of safety procedure
- Gross insubordination or abuse
- Drunkenness
- Illegal drug use (unprescribed drugs)
- Extreme inefficiency or incompetence
- Serious and wilful disobedience
- Serious misconduct

The employee will be personally advised that a disciplinary interview is required. At this same time, the employee will be personally advised of the reason(s) for the disciplinary interview.

This interview will be recorded in the employee's personal file by way of record of interview. The employee will be afforded the right to acknowledge the record of interview.

The employee's Projects Manager or higher management will carry out the interview.

The employee will be given every opportunity to defend himself/herself against the complaint with the assistance of another person if requested by the employee.

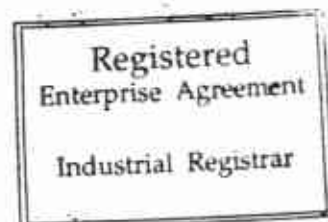
The Company will give due consideration to the matters raised by the employee which may require further investigation and the interview may need to be reconvened at a later time following the investigation.

The employer may, following careful consideration of all the factors, the defence raised by the employee and further investigation of matters raised by the employee, terminate the employee's employment. The employee will be advised in writing that his/her employment is terminated, from what date and by what method.

Wages will be only be paid to the time of dismissal.

If required by the employee, the employer will provide: -

- (a) A Termination of Employment statement, and/or
- (b) A Certificate of Employment.



4/ Time Limit on Life at Counselling and/or Warnings

No time limit on the life of previous counselling or warnings will apply. However, the flow of time will be a factor taken into consideration should it be necessary to take previous counselling and/or warnings into consideration.

**Registered
Enterprise Agreement
Industrial Registrar**

RALPH M. LEE PTY LIMITED (WOLLONGONG BRANCH)

SCHEDULE "B" (5.24)

Classification	1st May 2000		1st July 2000		1st Jan 2001		1st July 2001		1st Jan 2002		1st July 2002	
	Current EBA Rate	Increase	Including BHP Allow	Increase	Including BHP Allow	Increase	Including BHP Allow	Increase	Including BHP Allow	Increase	Including BHP Allow	Increase
Grade 1	13.77	14.47	15.47	14.47	15.83	14.83	15.20	16.20	15.58	16.58	15.97	16.97
Grade 2	14.48	15.21	16.21	15.21	16.59	15.59	16.98	16.98	16.38	17.38	16.79	17.79
Grade 3	15.17	15.94	16.94	15.94	17.34	16.34	17.74	17.74	17.16	18.16	17.59	18.598
Grade 4	15.87	16.67	17.67	16.67	18.09	17.09	18.52	18.52	17.96	18.96	18.40	19.40
Grade 5 Unlicensed	16.89	17.75	18.75	17.75	19.19	18.19	19.64	19.64	19.11	20.11	19.59	20.59
Grade 5 Qual SV	17.65	18.54	19.54	18.54	20.01	19.01	20.48	20.48	19.97	20.97	20.47	21.47
Grade 6 Qual SV	18.37	19.30	20.30	19.30	20.78	19.78	21.28	21.28	20.78	21.78	21.30	22.30
Grade 7 Qual SV	19.76	20.76	21.76	20.76	22.28	21.28	22.81	22.81	22.36	23.36	22.92	23.92
Grade 8 Qual SV	21.16	22.23	23.23	22.23	23.79	22.79	24.36	24.36	23.94	24.94	24.54	25.54
Grade 9 Qual SV	21.87	22.98	23.98	22.98	24.55	23.55	25.14	25.14	24.74	25.74	25.36	26.36
Grade 10 Qual SV	23.97	25.18	26.18	25.18	26.81	25.81	27.46	27.46	27.12	28.12	27.80	28.80
Mert Per Week ¹				\$20			\$30		\$40			\$50
Fares Allow ²		\$8		\$9			\$10					\$11
Travel Allow ²		\$12		\$12			\$12					\$12
Apprentices												
Indent 1st Year	7.20	7.56	8.56	7.56	8.75	7.75	8.95	8.95	8.15	9.15	8.35	9.35
Indent 2nd Year	9.52	10.00	11.00	10.00	11.25	10.25	11.51	11.51	10.77	11.77	11.04	12.04
Indent 3rd Year	13.22	13.89	14.89	13.89	15.24	14.24	15.59	15.59	14.96	15.96	15.33	16.33
Indent 4th Year	15.09	15.85	16.85	15.85	17.25	16.25	17.66	17.66	17.07	18.07	17.50	18.50
Trainee 1st Year	8.12	8.53	9.53	8.53	9.74	8.74	9.96	9.96	9.18	10.18	9.42	10.42
Trainee 2nd Year	10.69	11.21	12.21	11.21	12.51	11.51	12.80	12.80	12.09	13.09	12.39	13.39
Trainee 3rd Year	14.46	15.19	16.19	15.19	16.57	15.57	16.96	16.96	16.36	17.36	16.77	17.77
Trainee 4th Year	15.80	16.60	17.60	16.60	18.01	17.01	18.44	18.44	17.88	18.88	18.32	19.32

1 Mert is to be paid on an accumulated Pro-rata to casual employees

2 Travel allowance is per day for tradespersons, pro-rata for apprentices and non-trades

Registered
Enterprise Agreement
Industrial Registrar

SCHEDULE "C" (5.25)

Description	Range / Size
Allen Keys	Imperial & Metric
Centre Punch	
Cold Chisel	25mm
Crimping Tool - Ratchet	1.5mm to 6mm
Drill Bits	3mm to 13mm
Drill Bits - Holesaw & Arbour	16mm to 25mm
Files	Flat / Round
Hacksaw	
Hacksaw - Junior	
Hammer Claw	
Knife - Retractable Blade	
Level Spirit	300mm
Measuring Tape	8m
Multi Grips	
Multimeter	
Pliers - Insulated Combination	
Pliers - Insulated Long Nose	
Screwdrivers - Insulated	Philips Head
Screwdrivers - Insulated	Blade
Side Cutters - Insulated	
Snips - Tin	
Spanner - Shifting	150mm
Spanner - Shifting	300mm
Spanner - Open End	Various
Spanner - Ring	Various
Steel Square	
Toolbox	
Torch	
Vice Grips	150mm
Wire Stripper	1mm - 6mm

