

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA01/342

**TITLE:** Caltex / Kurnell Maintenance Agreement 2001 (Mechanical Trades)

**I.R.C. NO:** 2001/7481

**DATE APPROVED/COMMENCEMENT:** 29 November 2001/23 September 2001

**TERM:** 24 Months

**NEW AGREEMENT OR  
VARIATION:** New

**GAZETTAL REFERENCE:** 8 March 2002

**DATE TERMINATED:**

**NUMBER OF PAGES:** 21

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** Applies to employees engaged as Mechanical Assistant, Mechanical Technician Level 1, Mechanical Technician Level 2 and Mechanical Technician Level 3

**PARTIES:** Caltex Refineries (NSW) Pty Ltd -&- the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, New South Wales Branch, The Australian Workers' Union, New South Wales

# **Caltex / Kurnell Maintenance Agreement**

**2001 (Mechanical Trades)**

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## **1.0 Title & Parties**

1.1 This agreement shall be known as the Caltex / Kurnell Maintenance Agreement 2001 (Mechanical Trades)

1.2 The Parties to the agreement are:

- Caltex Refineries (NSW) Pty Ltd (hereinafter known as "the company")
- The Australian Workers Union.
- The Automotive, Food, Metals, Engineering, Printing, and Kindred Industries Union, New South Wales Branch.

## **2.0 Duration and Application**

2.1 This Agreement will operate from September 23, 2001 for a period of two years.

2.2 The Agreement will operate in conjunction with the Ampol Refineries (NSW) Pty Ltd Maintenance Award 1995 (hereinafter known as "the Award") and to the extent that if there is any inconsistency between that award and this agreement, then the agreement shall take precedence.

2.3 The agreement is binding on the parties to the agreement and employees of the company engaged in the classifications as contained within this agreement

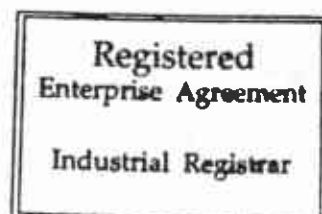
## **3.0 Objectives of the Agreement**

3.1 The agreement continues the annualised pay arrangements and teams based culture originally negotiated in the 1997 "Heads of Agreement" document.

3.2 The parties have committed to ensuring that the refinery is operated in a reliable, cost-effective manner through the provision of a highly skilled maintenance service. The emphasis of the maintenance teams will be proactive rather than reactive. The common objective is to make Kurnell profitable and competitive providing all employees with job security and financially rewarding and satisfying long term careers.

3.3 It is the intent of the parties under the terms of this Agreement to commit to continually review all workplace practices and to the following goals

- Open communication on the running of the refinery.
- Emphasis on teams and teamwork with less emphasis on compartmentalised (silo) operations



- Each Team Member understands their individual roles in meeting both the short and long term goals of the business in their particular areas ie improved equipment reliability and reduced maintenance costs.
- Understanding of, and commitment to, the contribution they collectively make to the business.
- Continuous improvement and innovation with an emphasis on achieving 'best practice' and concepts such as total productive maintenance and equipment ownership.
- A culture which promotes continuous learning and upskilling allowing all employees the opportunity for personal growth.
- A focus on the customer both internal and external.

#### **4.0 Safety Health and Environment**

4.1 The Company will provide safe working conditions, promote and encourage safe working practices and provide information and control measures for hazards in the workplace and related environment.

4.2 Everyone will ensure that they perform their jobs in a safe and environmentally responsible manner and undertake to follow procedures and practices as set.

#### **5.0 Work Organisation**

5.1 Area maintenance teams will continue to operate. Team structures will be reviewed from time to time to ensure that they correspond to the needs of the business. With the implementation of the new SAP Computerised Maintenance Management System, all planning and scheduling for maintenance at Kurnell Refineries is coordinated by a centralised planning and scheduling group with appropriate responsibilities. Before increasing or reducing team numbers or sizes, the team(s) under review will be consulted and a manning review carried out with a Manning review Subcommittee to ensure the skills and workload requirements for the Area are met. Such reviews would be limited to two days in length. If not resolved, then the Maintenance Manager will determine the allocation of Team Members across their Areas(s) based on all relevant information.

5.2 Each area maintenance team must provide a working team leader to co-ordinate the activities of the combined trades team to ensure business needs are met. Team Leader duties and responsibilities are defined in Appendix 5. Team Leader applicants will be required to complete the agreed training needs analysis assessment and successfully complete the required training which will be offered to all team members to enable them to undertake this role. It is recognised that not all team members will wish to undertake this role. This is

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acceptable providing a reasonable number of team members participate and rotate through the role.

5.3 Team Leaders shall hold the position for a period of 3 months or as agreed between the team and the Maintenance Manager. Whilst designated as a team leader an allowance will be paid (the allowance will only be paid to one person per team). The allowance is detailed in Clause 8.0 - Annualised Pay Rates and Performance Payments.

5.4 The parties agree that the annualised pay and team concept will not lead to work 'dumping' by either the company from contractors to teams or from teams to contractors. Work allocation will be done according to the most efficient and effective way of performing the work as per the SELL principle (Safe, Efficient, Legal, and Logical). In accordance with this principle an employee will at the Companys direction carry out such duties as are within the employees skills/competence and training provided that such duties are not designed to promote deskilling and are consistent with the Companys responsibility to provide a safe and healthy working environment. The intent is to allow Maintenance Team Members to work more efficiently wherever possible.

5.5 Where technical expertise is required the Maintenance Manager, after consultation with the effected teams, may move people across area boundaries for short-term assignments. During this period, manpower in the effected area will remain constant by transfer of permanent or contract personnel into the area if deemed necessary by the team. Where possible, the requirement to work additional hours will be minimised for people who transfer across area boundaries. Note, however that this sub-clause does not apply during Turnaround and Inspections (T&Is), as defined in Clause 6.5.

## **6.0 Annualised Pay**

6.1 The annualised pay concept described in this clause encompasses all pay and allowances (including annual leave loading) made to an employee (other than an apprentice) whilst working at the Kurnell Refinery. Any work or pay exceptions are detailed within this agreement. The annualised pay concept requires a commitment to the concept of pay for the job and the following main components are included:

- Normal hours of work
- Additional Hours (Overtime component)
- Changes to start and finish times
- T&I component
- Standby allowance



The following leave conditions contained within the Award Section continue to apply:

- Annual Leave (Clause 18)
- Long Service Leave (Clause 19)
- Sick Leave (Clause 20)
- Parental Leave (Clause 26)
- Bereavement Leave (Clause 34)
- Jury Service (Clause 35)
- Family Leave (Clause 36)
- Trade Union Training Leave (Clause 30 )

#### 6.2 Normal Hours

- Ordinary hours of work are based on 70 hours per two week period.
- Maintenance employees are day workers and their hours of work are as defined in the current award.

#### 6.3 Additional hours component

Ensures that:

- Area work needs may be addressed in a flexible manner
- Employees can work to meet the needs of the business without artificial time constraints.

The following commitments underpin this component:

- The philosophy is to minimise the requirement to work additional hours
- Relevant maintenance team members stay back at the end of normal hours to finish high priority work - priorities are determined by Maintenance Manager or designate
- Responsible approach to requirement to work additional hours by Area Operations, Reliability and the Maintenance Teams
- Any additional hours that are required to be worked are spread equitably amongst the team members
- A transparent system is in place to monitor and control excessive overtime (electronic spreadsheet/database)

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- Some time off in lieu of additional hours
- Time off in lieu for excessive additional hours

### 6.3.1 Time off in lieu of additional hours

Some time off in lieu of additional hours worked may be taken by an individual within a team subject to the following conditions being met:

- The Team must not lose its ability to meet Area Business Needs (refer Appendix 1) whilst the time off in lieu of additional hours is taken
- There must be approval for all time off in lieu of additional hours by the Maintenance Manager or designate
- The time off in lieu of additional hours must be planned ahead as part of the teams week ahead work schedule unless otherwise agreed by the Maintenance Manager or designate
- Time off in lieu of additional hours must be taken within 2 calendar months of completion of the 2 month calendar block worked or as agreed by the Maintenance Manager or designate.

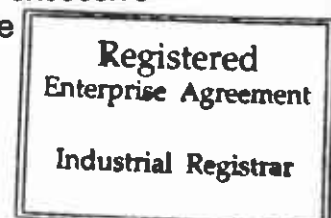
There will be a four monthly area review of time off in lieu of additional hours by the Reliability Manager, Maintenance Manager and the teams, to ensure consistency of application across the site. The philosophy is to minimise the requirements to work additional hours.

### 6.3.2 Time off in lieu of Excessive Additional Hours

- "Excessive" means where an individual exceeds 26hrs of additional work over a 2 month calendar period excluding T&I hours.
- The above calculation is based on the following formula -  $35\text{hrs/week} \times 52\text{ weeks/yr} \times 8.5\% / 6$  (2 month blocks ie Jan/Feb, Mar/Apr, May/Jun...).

Where an individual exceeds 26hrs over a 2 month calendar period, time off in lieu of excessive additional hours may be taken subject to the following conditions being met:

- Additional hours worked are spread equitably, where possible, amongst the team members
- The team must not lose its ability to meet area business needs whilst the time off in lieu of excessive hours is taken
- There must be approval for the timing of time off in lieu of excessive additional hours by the Maintenance Manager or designate





- The time off in lieu of excessive additional hours must be planned ahead as part of the Teams week ahead work schedule unless otherwise agreed by the Maintenance Manager or designate
- If the agreed amount of an individuals time off in lieu of excessive additional hours is not taken within 2 calendar months of completion of the 2 month calendar block worked, then it is automatically added to 'lieu time' leave.

A flexible approach will be applied to requests for time off in lieu where associated with pressing and domestic circumstances such as children's school/medical issues, and when such cannot be attended to on rostered days off.

#### 6.4 Changes to hours of work

Alterations to start/finish times will be agreed between the team and the Maintenance Manager or designate. These alterations will occur from time to time to meet business needs. This is taken into account in the annualised pay. The differentiation of day work and special shift work is normally as defined by spread of hours in the Award but this can be varied by agreement between the Team and the Maintenance Manager or designate. The area team affected is responsible for the equitable distribution of changes to hours of work among team members.

#### 6.5 Turnarounds & Inspections (T&Is)

T&Is are defined as the period from oil out to on line/on specification and steady operation plus agreed pre shutdown & post shutdown work. The T&I component contained in annualised salaries is intended to apply to all Areas though some Areas do not experience T&Is. In these situations additional work will be substituted in consultation with the relevant area team. Appendix 2 contains the Kurnell T&I schedule and agreed work scope for 2001 / 2002.

The final detailed work scope (prepared by all concerned parties) for each work team will be submitted to/by the Team to the Maintenance Manager or designate for approval. It is not the intention of this clause to ensure the full 80 hrs are recovered but it is the intention to ensure a more even spread of work across areas. The T&I component is defined as 80 hours per year, based on 6x10 hour days per calendar week and has been factored into annualised pay. T&I hrs may be spread across a number of shifts in accordance with philosophy to minimise T&I lengths.

##### 6.5.1 Time off in lieu for T&I hours

Where the 80hrs per calendar year additional T&I hours are exceeded by an individual, time off in lieu of T&I hrs may be taken subject to the following conditions:

- T&I hours worked are spread equitably, where possible, amongst the team members



- The team must not lose its ability to meet area business needs whilst the time off in lieu of excessive hours is taken
- There must be signoff for the timing of time off in lieu of T&I hours in excess of 80hrs per calendar year by the Maintenance Manager or designate
- The time off in lieu of T&I hours in excess of 80hrs per calendar year must be planned ahead as part of the team's week ahead work schedule unless otherwise agreed by the Maintenance Manager or designate
- If the T&I hours in excess of 80hrs per calendar year are not taken within 2 calendar months of completion of the shutdown worked, then they are automatically added to "lieu time" leave.

#### 6.6 Standby Allowance (Call-in Guarantee allowance)

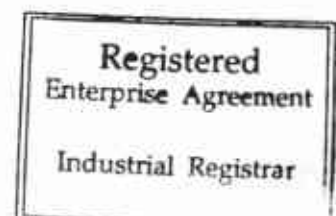
Incorporated into the annualised pay and compensates on the basis of 1 week in 5 standby for Mechanical technicians in order to guarantee call-ins. Call ins will count towards additional hours in the following circumstances:

- If an employee is on site less than 4 hours then 4 hours will be counted.
- If an employee is on site greater than 4 hours then actual hours on site will be counted.
- All hours counted will be valued at single time. Travel time is not counted.

#### 6.7 Recording system

A transparent recording system, open to the Maintenance Manager and designates, self administered by the teams, and with restricted access spanning all maintenance areas is in operation. It includes, as a minimum, the following:

- Additional hours worked
- Time off in lieu arising from additional hours
- Time off in lieu arising from excessive overtime
- T&I hrs worked
- Time off in lieu arising from excessive T&I hrs
- Call-ins
- Vacation schedule
- RDOs



➤ Oil Spill Training Days

## 7.0 Public Holidays-Arrangements for Employees On Call

7.1 When a technician is on call or attends work on a public holiday (even when not on call) they will receive a day in lieu added to annual leave. If a technician on call is called in on a public holiday, no additional hours will be recognised, unless the time exceeds 8 hours, in which case the hours in excess of 8 will be recognised (ie. the normal call in provisions do not apply). Recognised hours are totalled in single time.

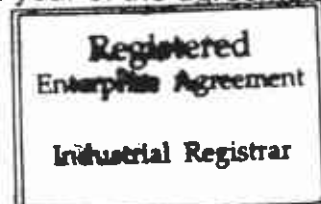
7.2 Teams will provide one Mechanical Technician per Area for on-site maintenance coverage for one day during extended holiday breaks. Extended breaks are defined as four days or greater (including weekends). The parties will confer and agree on which day coverage will be provided during the extended break. No time off in lieu or additional recognition of hours will occur on the specified days unless the time worked exceeds 8 hours in which case the hours in excess of 8 will be recognised.

## 8.0 Annualised Pay Rates and Performance Payments

8.1.0 Rates of Pay -The following rates of pay will apply from the first pay period commencing on or after September 23, 2001 until the first pay period commencing on or after September 23, 2002 when a mid term adjustment will apply as shown in the second column below;

Classification	\$pa Effective ffp 23/9/2001	\$pa Effective ffp 23/9/2002
Wage Increase	3.5%	3.5%
Mechanical Assistant	47,965	49,644
Mechanical Technician Level 1	60,134	62,239
Mechanical Technician Level 2	63,450	65,671
Mechanical Technician Level 3	65,678	67,977

NB. A team member performing the role of Team leader will be compensated by an additional \$52.00 per week in accordance with clause 5.3 (a detailed breakdown of the salaries for year one are contained in Appendix 3 of this agreement and skills associated with the classification structure in Appendix 4). This component will increase to \$54.00 pw in the second year of the agreement.



8.1.1 The rates contained in subclause 8.1.0 are in substitution for the rates, allowances and penalties contained within the Award including, without limitation the payments arising from the following provisions contained within the Award:

- Clause 4 Wages
- Clause 9 Meal Allowances
- Clause 10 Boarding Allowance
- Clause 11 Car Allowance
- Clause 12 Shift Work
- Clause 13 Overtime-Day Workers
- Clause 14 Saturday work-Day Workers
- Clause 15 Sunday Work-Day Workers
- Clause 16 Cancellation of Overtime, Holiday and Weekend Work- Day Workers
- Clause 17 Call-in Roster Payment
- Clause 18 Annual Leave (sub section b)

8.2.0 Apprentices -the following weekly rates for apprentices are as follows:

Year	\$pw Effective ffp 23/9/2001	\$pw Effective ffp 23/9/2002
First Year	330.40	342.00
Second year	432.50	447.60
Third year	590.00	610.70
Fourth year	692.20	716.40

8.2.1 Apprentices will continue to be paid in accordance with the conditions of the Award and attract the following allowances where such are applicable:

	<u>ffp 23/9/2002</u>	<u>ffp 23/9/2002</u>
Meal Allowance	\$9.50	\$9.80
Boarding Allowance	\$19.40	\$20.10
Car Allowance	\$22.40	\$23.20

### 8.3.0 Oil Spill Response Group

Members will receive an allowance of \$1,550.00 per annum (\$1,606.00 per annum in year two of the agreement) paid in quarterly instalments subject to the following conditions being met:

- Members are required to attend 4 x 8 hour training sessions per year, as arranged by the Oil Spill Response Coordinator additional to, and outside of, their "normal" rostered work hours.



- If Oil Spill Response Group Members are unable to attend training sessions then time may be made up on preventative maintenance work provided such work is agreed in advance with the Oil Spill Coordinator and is in the employees own time ie. outside of normal 35hr week.
- Verification of attendance at Training Sessions is required prior to payment being made.
- Any additional training required beyond the above will be considered as part of "normal" work hours.

8.3.1 Employees who work on an oil spill, associated with the Kurnell Marine facilities or on an AMOSC spill, outside of their normal work hours, will receive payment for any additional hours worked. Payment will be calculated at 1.5 times the hourly rate of the annualised pay. There will be no payment for travel time.

8.4.0 A Performance Bonus is available to all Maintenance Award employees subject to the agreed KPI's being achieved. Bonus payment will be as follows:

For the period 1/1/2001 to 31/12/2001 - \$1,660.00 (2.5% of averaged maintenance rates)

For the period 1/1/2002 to 31/12/2002 - \$1,720.00 (2.5% of averaged maintenance rates)

8.4.1 Key Performance Indicators (KPI's) will be chosen to align with the published Kurnell Improvement Plan.

8.4.2 The targets for the period 1/1/2001 to 31/12/2001 are:

- Safety – Combined MTIs and LTIs less than or equal to 1, for permanent maintenance employees (including apprentices).
- Reliability - Operational availability to be per site target.(>94.5% for 2001)
- Reliability – 95% compliance with PM schedule, set in agreement with the work team. Regular auditing will be carried out by Reliability Department.
- Profit – 95% compliance with entry of agreed equipment history notes entered into SAP on specific work orders. Regular auditing will be carried out by Reliability Department.

Each target is worth 25% of the bonus and will be calculated as a common figure across all of the Teams. Targets for subsequent periods will be agreed in the 6 week period leading up to the commencement of the period. Each employee may elect to direct their bonus, if achieved, to a salary sacrifice towards superannuation providing such notification is received in advance.

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## **9.0 Superannuation Benefits**

Superannuation benefits will be calculated as follows. The base rate (as shown in Appendix 3) shall be used for service pre July 21, 1997. Total rate (as shown in Appendix 3) is used for service post July 21, 1997.

## **10.0 Agreement for Alternative Remuneration Arrangement**

Where an employee elects to enter into an arrangement for alternative remuneration under the terms of Clause 4(5) of the Award, the amount so nominated will be calculated with reference to an annual sum, in substitution for the rate per week prescribed in the award. In other respects the terms of clause 4(5) of the award continue to apply.

## **11.0. Claims And Dispute Settling Procedures**

11.1.1 Disputes or claims shall first be raised with the appropriate team.

11.1.2 If the matter is not settled within a reasonable time it shall be referred to the Area Coordinators and appropriate union delegate(s).

11.1.3 If the matter is still not resolved it will then be raised with the Maintenance Manager.

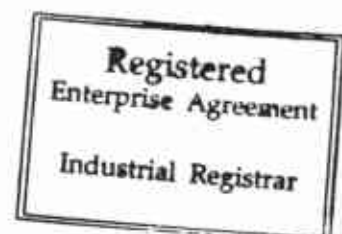
11.1.4 If not resolved it shall be raised with the Reliability Manager, HR representative and a union organiser may become involved.

11.1.5 In the event of no resolution the matter may be referred to the Industrial Relations Commission of NSW.

11.1.6 Until the matter is resolved work shall continue as normal. No party shall be prejudiced as to the final settlement by the continuance of work in accordance with this sub clause.

## **12.0 Personal Development Process**

During the life of this agreement all employees will be formally appraised by their Team Leader or another person, as agreed between the employee and the Maintenance Manager or designate. The object of this process is to set performance objectives, discuss training requirements and personal development issues. The process shall also involve a discussion of individual strengths and weaknesses to help employees improve their performance. These reviews will be carried out on a regular basis - at least annually. This process shall not be used for disciplinary purposes.



## APPENDIX 1

### "BUSINESS NEEDS" DEFINITION

The Maintenance Manager or designate will require that all of the following are being reasonably addressed within their Area prior to a team member being authorised to take time off in lieu of additional hours (Refer Clause 6.3.1)

**Safety**

**Environment**

**Loss of production**

**Loss of product quality**

**Critical equipment - as defined in Equipment Criticality Database**

**Equipment repair issues - say where a pump is broken down and the spare is operating but in poor condition as identified via IMI vibration survey**

**CSC system**

**Absenteeism/vacation**

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## APPENDIX 2

### T&I Schedule & Agreed Work Scope 2001 / 2002

Area	2001	2002
1	<ul style="list-style-type: none"> <li>- Hose, Line and Loading Arm testing</li> <li style="text-align: center;">or</li> <li>- Any Power Plant T&amp;Is</li> </ul>	<ul style="list-style-type: none"> <li>- Hose, Line and Loading Arm testing</li> <li style="text-align: center;">or</li> <li>- Any Power Plant T&amp;Is</li> </ul>
2	<ul style="list-style-type: none"> <li>- Any T&amp;Is In Area 2</li> </ul>	<ul style="list-style-type: none"> <li>- Any T&amp;Is In Area 2</li> </ul>
3	<ul style="list-style-type: none"> <li>- Any T&amp;I in Area 3</li> <li style="text-align: center;">or</li> <li>- Maximum 2 Regenerations in Area 3</li> </ul>	<ul style="list-style-type: none"> <li>- Any T&amp;I in Area 3</li> <li style="text-align: center;">or</li> <li>- Maximum 2 Regenerations in Area 3</li> </ul>
4	<ul style="list-style-type: none"> <li>- Maximum 1 Wax filter overhaul</li> <li style="text-align: center;">or</li> <li>- Any T&amp;I In Area4</li> </ul>	<ul style="list-style-type: none"> <li>- Maximum 1 Wax filter overhaul</li> <li style="text-align: center;">or</li> <li>- Any T&amp;I In Area 4</li> </ul>
Machine Shop	<ul style="list-style-type: none"> <li>- Assist with rotating equipment overhauls associated with T&amp;Is</li> </ul>	<ul style="list-style-type: none"> <li>- Assist with rotating equipment overhauls associated with T&amp;Is</li> </ul>

**Note:** Prior to any work on any T&I, all work scopes will be documented and hours of work agreed between the parties.





**APPENDIX 3**

**MECHANICAL TECHNICIAN SALARIES  
YEAR 1 OF NEW AGREEMENT  
3.5% INCREASE  
ANNUALISED BREAKDOWN**

<b>Component</b>	<b>Mechanical Assistant</b>	<b>MT1</b>	<b>MT2</b>	<b>MT3</b>
<b>Base</b>	\$37,379	\$42,435	\$45,026	\$46,766
<b>Overtime @ 8.5%</b>	\$6,354	\$7,214	\$7,654	\$7,951
<b>T&amp;I</b>	\$0	\$3,730	\$3,959	\$4,111
<b>Allowances</b>	\$1,884	\$3,530	\$3,530	\$3,530
<b>Stand by component (Call-in guarantee allowance)</b>	\$1,533	\$2,202	\$2,202	\$2,202
<b>Leave loading</b>	\$815	\$1,023	\$1,079	\$1,118
<b>Annualised Pay</b>	\$47,965	\$60,134	\$63,450	\$65,678

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## APPENDIX 4

### CLASSIFICATION STRUCTURE

#### **Mechanical Assistant**

Means an employee designated as such by the Company who will perform general duties as required by the company. Such duties and responsibilities will include but not be limited to the following:

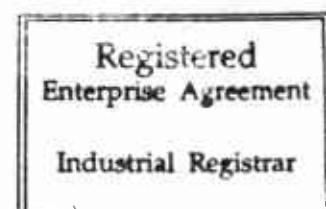
- assisting Technicians in the performance of their duties
- oiling and greasing of equipment
- erection and dismantling of scaffolding where this does not infringe statutory limits
- removal and application of lagging and sheetmetal work
- operates power driven machinery including but not limited to powershears, power hacksaw, power press, grinders, screwing, drilling, and tapping machines
- work within the central tool room (CTR) and on shutdown caravans
- work of a general nature
- utilise the SAP system and communicate with other crafts
- share specialised knowledge

In addition a mechanical assistant will hold and utilise a Crane Chasers Certificate of Competency

#### **Mechanical Technician-Level 1**

Means a tradesperson designated by the company to utilise general trade skills as required. Such duties and responsibilities may include but not be limited to the following:

- competency on all types of rotating equipment such as pumps, compressors and turbines – all repairs to rotating equipment shall be to acceptable IMI standards
- all pipework and pipelines, heat exchangers and valves
- workshop machinery such as lathes, drilling , threading and milling machines



- erection and dismantling of scaffolding, soldering, brazing, use of oxy-acetylene and electric arc welding equipment
- perform minor lifting duties where the performance of these duties does not infringe statutory requirements
- write reports to record the progress of work as required by the Company
- utilise the SAP system
- coordinate and communicate with other crafts and share specialist knowledge

In addition a Mechanical Technician Level 1 will hold a mechanical apprenticeship and will also hold and utilise a Crane Chasers Certificate of Competency

### **Mechanical Technician Level 2**

Means an employee who, in addition to being able to fulfil the requirements of a level 1 technician has successfully completed and utilises the skills of L1 Vibration Monitoring and Balancing machine, LII Basic Analysis and Advanced Analysis IMI Training. Additionally:

- Holds and utilises a National Dogging Certificate of Competency
- Is capable of, and undertakes planning functions associated with assigned work. Without limiting the generality of the foregoing this includes reviewing work order requests and minor job lists, identifying materials, tools equipment and other crafts needed to undertake the job.
- Prepares all necessary permits and procedure plans detailing materials and resources necessary to complete the job
- Organises other trades as required in the execution of assigned duties

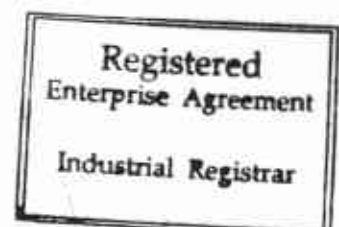
### **Mechanical Technician Level 3**

Means an employee who in addition to the requirements of a level 1 and 2 technician, has accumulated superior and specialised knowledge of equipment in their team's area, and on which they may be consulted by their peers.

A Mechanical Technician Level 3 must have a minimum 5 years experience as a mechanical technician in a refinery environment. Before being considered for MT3 level, the applicant must demonstrate competency on all types of rotating equipment such as pumps, compressors, and turbines including mechanical seals. All repairs to rotating equipment shall be to acceptable IMI standards.

They must be conversant with at least one piece of major or critical equipment in their area and obtain a skill level four pass in at least 75% of general area requirements and at least 50% of area specific and applicable rotating equipment component items in the skill appraisal document.

Assessment will be conducted by a committee comprising two company representatives (with Mechanical Trades background) and one current MT3 from the area team (where possible). All assessments are to be decided by a majority vote.



## APPENDIX 5

### Team Leader Duties and Responsibilities

- Attend Area Meetings as required
- Attend Area weekly Planning and Scheduling meeting with Area Specialists, Dayworkers and Maintenance Planning Coordinators.
- Develop a weekly crew schedule for rotating equipment work and submit to Planning & Scheduling Group (Reliability Dept) who will co-ordinate for overall Refinery Plan
- Co-ordinate communication activities to all team members and customers
- Ensure Area budget monitoring is understood by all team members on a monthly basis
- Represents Area & attends morning Refinery Maintenance co-ordination meeting
- Will carry out work under the direction of the Maintenance Planning & Scheduling Group (Reliability Department) as required
- Ensure team functions are carried out safely & efficiently
- Ensure that the Area Maintenance team adopts the principles of Maintenance Best Practice as outlined in the Reliability 2000+ project.

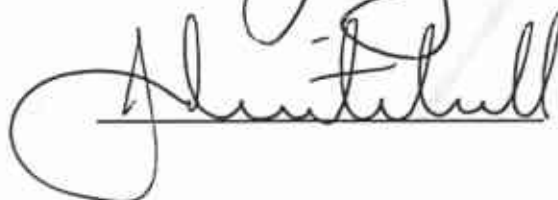
Registered  
Enterprise Agreement  
Industrial Registrar

Signatories

SIGNED FOR AND ON BEHALF OF  
CALTEX REFINERIES (NSW) PTY LTD

  
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In the presence of:

  
\_\_\_\_\_


SIGNED FOR AND ON BEHALF OF  
THE AUSTRALIAN WORKERS' UNION


  
\_\_\_\_\_

In the presence of

  
\_\_\_\_\_

SIGNED FOR AND ON BEHALF OF  
THE AUTOMOTIVE, FOOD METALS,  
PRINTING AND KINDRED INDUSTRIES  
UNION, NEW SOUTH WALES BRANCH

  
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In the presence of