

AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

AUSTRALIAN INDUSTRIAL REGISTRY LOOSE-LEAF CONSOLIDATION

SANTOS LTD - COOPER BASIN OPERATIONS - HYDROCARBONS AWARD 1998

This award as varied to 17 February 2005 (variation PR955678) comprises pages:

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DISCLAIMER

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AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

Review of awards pursuant to Item 51 of Part 2 of Schedule 5 of the
Workplace Relations and Other Legislation Amendment Act 1996

**HYDROCARBONS AND GAS (PRODUCTION AND PROCESSING EMPLOYEES)
PART IV LONG SERVICE LEAVE AWARD 1987**

(ODN C No. 03669 of 1987)

[Print G9055 [H0012A]]

(C No. 01143 of 1998)

SANTOS LIMITED (SUPERANNUATION) AWARD 1987

(ODN C No. 05537 of 1987)

[Print G8366 [S0170]]

(C No. 01204 of 1998)

SANTOS LTD. (HYDROCARBONS) AWARD 1990

(ODN C No. 50200 of 1990)

[Print J7148 [S0239]]

(C No. 01203 of 1998)

Production, processing and service employees

Oil and gas industry

COMMISSIONER LEWIN

MELBOURNE, 23 DECEMBER 1998

Award simplification

ORDER

A. Further to the decision issued by the Commission on 23 December 1998 [Print R0308] the above awards are consolidated as follows:

By deleting all clauses, schedules and appendices and inserting the following:

1. AWARD TITLE

This award is entitled the Santos Ltd - Cooper Basin Operations - Hydrocarbons Award 1998.

2. ARRANGEMENT

This award is arranged as follows:

1. Award title
2. Arrangement
3. Award coverage

4. Period of operation
5. Relationship with other awards
6. Anti-discrimination
7. Enterprise flexibility
8. Employee relations procedure
9. Contract of employment
10. Wage rates
11. Allowances and special rates
12. Mixed functions
13. Payment of wages
14. Hours of work and overtime
15. Public holidays
16. Annual leave
17. Sick leave
18. Bereavement leave
19. Long Service leave
20. Parental leave
21. Jury service
22. Accommodation and travel - Cooper Basin
23. Superannuation - Santos employees
24. Facilitative provisions

Schedule A - Schedule of respondents

Appendix 1 - Classification structure - gradings and promotions

3. AWARD COVERAGE

3.1 This award is binding upon:

3.1.1 the Australian Workers Union;

3.1.2 the Australian Manufacturing Workers Union;

3.1.3 all employees who are members or eligible to be members of the organisations of employees specified in this clause, who are engaged in any of the classifications specified in this award and who are employed by the employers specified in this clause;

3.1.4 Santos Ltd; and

3.1.5 employers respondent to this award, who are engaged as contractors principally providing catering and/or janitorial services to Santos Ltd;

in or in connection with the operations of Santos Ltd in the Cooper Basin in South Australia and South West Queensland, at Port Bonython in South Australia, and on the Jackson-Moonie Pipeline in Queensland.

3.2 The current respondents to this award are set out in Schedule A.

4. PERIOD OF OPERATION

This award comes into force from 23 December 1998 and will remain in force for two years.

5. RELATIONSHIP WITH OTHER AWARDS

This award supersedes:

- The Santos Ltd (Hydrocarbons) Award 1990
- The Santos Ltd (Superannuation) Award 1987
- The Hydrocarbons and Gas (Production and Processing Employees) Part IV Long Service Leave Award 1987

but no right, obligation or liability incurred or accrued under these previous awards will be affected by such supersession.

6. ANTI-DISCRIMINATION

6.1 It is the intention of the parties to this award to achieve the principal object in s.3(j) of the *Workplace Relations Act 1996* through respecting and valuing the diversity of the workforce, by helping to prevent and eliminate discrimination on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

6.2 Accordingly, in fulfilling their obligations under the employee relations procedure clause, the parties must make every endeavour to ensure that neither the award provisions nor their operation are directly or indirectly discriminatory in their effects.

6.3 Nothing in this clause is to be taken to affect:

6.3.1 Any different treatment (or treatment having different effects) which is specifically exempted under Commonwealth anti-discrimination legislation;

6.3.2 An employee, employer or registered organisation, pursuing matters of discrimination in the any State, or federal jurisdiction, including by application to the Human Rights and Equal Opportunity Commission;

6.3.3 The exemptions in s.170CK(3) and (4) of the Act.

7. ENTERPRISE FLEXIBILITY

Where the employer or employees wish to pursue an agreement at the enterprise or workplace about how the award should be varied so as to make the enterprise or workplace operate more efficiently according to its particular needs, the following process will apply:

- 7.1 A consultative mechanism and procedures appropriate to the size, structure and needs of the enterprise or workplace will be established;
- 7.2 For the purpose of the consultative process the employees may nominate a union or unions bound by this award, or other representative, to represent them;
- 7.3 Where agreement is reached an application will be made to the Commission.

8. EMPLOYEE RELATIONS PROCEDURE

- 8.1 The parties of this award are committed to promoting good industrial relations based upon goodwill, consultation and discussion. To this end, all personnel involved will use their best endeavours to resolve problems promptly whilst work continues normally in accordance with the following arrangements.
- 8.2 Work related or individual problems will be raised initially with the employee's immediate supervisor. If this matter cannot be mutually resolved then the employee may request further discussion on his/her problem with supervision and the union representative. Should the matter still be unresolved, the senior shop steward or organiser will then endeavour to resolve the problem.
- 8.3 If any matter remains unresolved, despite the efforts of the parties to achieve resolution through the consultative processes referred to above, then the assistance of the Australian Industrial Relations Commission may be sought with the objective of seeking a mutually acceptable solution through conciliation, without prejudice to right of either party under the *Workplace Relations Act 1996*.

9. CONTRACT OF EMPLOYMENT

9.1 Termination of employment

9.1.2 Notice of termination by the employer

- 9.1.1(a) In order to terminate the employment of an employee the employer must give to the employee the following period of notice:

| Period of continuous service | Period of notice |
|--|-------------------------|
| 1 year or less | 1 week |
| Over 1 year and up to the completion of 3 years | 2 weeks |
| Over 3 years and up to the completion of 5 years | 3 weeks |
| Over 5 completed years of service | 4 weeks |

- 9.1.1(b) In addition to the notice specified above, employees over 45 years of age at the time of the giving of the notice and with not less than 2 years continuous service, are entitled to an additional weeks notice.

- 9.1.1(c) Payment in lieu of the notice prescribed above must be made if the appropriate period of notice is not given. Provided that employment may be terminated by part of the appropriate period of notice and payment in lieu of the balance of the appropriate period of notice.
- 9.1.1(d) In calculating any payment in lieu of notice, the wages the employee would have received in respect of the ordinary time the employee would have worked during the period of notice had their employment not been terminated will be used.
- 9.1.1(e) For the purpose of this subclause, continuous service will be the total time in employment, including any paid leave, and with any approved unpaid leave not breaking the continuity of the service but not counted as time worked for the purpose of determining the period of service.

9.1.2 Notice of termination by the employee

- 9.1.2(a) The notice of termination required to be given by an employee is the same as that required of the employer, except that there is no additional notice based on the age of the employee concerned.
- 9.1.2(b) Where an employee has given notice as above the employee will continue in employment until the date of the expiration of such notice. Any employee who having given notice is absent without reasonable cause from work during such period will be deemed to have abandoned employment. The employee will not be entitled to payment for work done within the notice period.
- 9.1.2(c) If an employee fails to give notice to the employer, the employer has the right to withhold monies due to the employee to a maximum amount equal to the ordinary time rate of pay for the period of notice.

9.1.3 Summary dismissal

The employer has the right to dismiss an employee without notice for misconduct and in such cases wages will be paid up to the time of dismissal only.

- 9.2 The employer may deduct payment for any day the employee cannot be usefully employed because of any strike or through any breakdown of machinery or any stoppage of work by any cause for which the employer cannot reasonably be held responsible.
- 9.3 A day worker may be required by the employer to transfer to shift work and a shift worker may be required to transfer to day work and thereafter to observe those respective classes of work. Provided that the change from one class of work to another will not be made without the payment of overtime rates unless the employee has had ten hours off duty between the time of ceasing and commencing duty.

- 9.4 An employee will perform such work as the employer reasonably requires, provided the employee is competent to perform such work.
- 9.5 An employee not attending for duty will not be entitled to payment for the actual time of such non-attendance, except as provided in clauses 15 - Public holidays, 16 - Annual leave, 17 - Sick leave, 18 - Bereavement leave and 19 - Long service leave of this award.
- 9.6 An employee working for a catering and/or janitorial contractor may be engaged on a short-term basis with a minimum engagement period of 38 hours.

10. WAGE RATES

[10.1 substituted by V001 PR903110 PR933095; PR955678 ppc 08Feb05]

10.1 The minimum rates of pay or employees are as follows:

| Classification | Total Wage per week \$ |
|----------------------------|----------------------------------|
| Production Operator | |
| Trainee | 522.80 |
| Grade 1 | 576.10 |
| Grade 2 | 601.90 |
| Grade 3 | 626.20 |
| Grade 4 | 663.90 |
| Grade 5 | 683.50 |
| Grade 6 | 703.10 |
| Process Operator | |
| Trainee | 522.80 |
| Grade 1 | 576.10 |
| Grade 2 | 601.90 |
| Grade 3 | 626.20 |
| Grade 4 | 663.90 |
| Grade 5 | 683.50 |
| Grade 6 | 703.10 |

| Classification | Total Wage per week \$ |
|--|----------------------------------|
| Utilityperson | |
| Grade 1 | 503.20 |
| Grade 2 | 541.30 |
| Grade 3 | 576.10 |
| Grade 4 | 601.90 |
| Grade 5 | 626.20 |
| Grade 6 | 663.90 |
| Pipeline Operator | |
| Trainee | 522.80 |
| Grade A | 601.90 |
| Grade B | 626.20 |
| Grade C | 663.90 |
| Grade D | 683.50 |
| Tradesperson | |
| On commencement | 645.30 |
| Level 1 | 697.70 |
| Level 2 | 725.50 |
| Catering/Janitorial | |
| Catering Services Level 3 (Head Cook) | 658.40 |
| Catering Services Level 2 (Qualified Cook) | 645.30 |
| Catering Services Level 1 (Unqualified Cook/Head Bartender) | 605.00 |
| Service Attendant Level 4 (Cleaning Supervisor/Bartender) | 585.90 |
| Service Attendant Level 3 (Proficient Kitchen Hand) | 561.70 |
| Service Attendance Level 2 (Proficient Camp Attendant) | 539.60 |
| Service Attendant Level 1 (On Commencement Kitchen Hands /Camp Attendants) | 514.40 |

10.2 Arbitrated safety net adjustment

[10.2 substituted by V001 PR903110 PR933095; PR955678 ppc 08Feb05]

The rates of pay in this award include the arbitrated safety net adjustment payable under the *Safety Net Review—Wages May 2004* decision [PR002004]. This arbitrated safety net adjustment may be offset against any equivalent amount in rates of pay received by employees whose wages and conditions of employment are regulated by this award which are above the wage rates prescribed in the award. Such above-award payments include wages payable pursuant to certified agreements, currently operating enterprise flexibility agreements, Australian workplace agreements, award variations to give effect to enterprise agreements and overaward arrangements. Absorption which is contrary to the terms of an agreement is not required.

10.3 Increases made under previous National Wage Case principles or under the current Statement of Principles, excepting those resulting from enterprise agreements, are not to be used to offset arbitrated safety net adjustments.

11. ALLOWANCES AND SPECIAL RATES

The rates shown for allowances in this clause are the minimum rates to be paid.

11.1 Shift allowance

An employee engaged on shift work will be paid an allowance for specific shifts worked as follows:

11.1.1 Cooper Basin

[11.1.1 varied by V001 PR903110 PR933095; PR955678 ppc 08Feb05]

An allowance of \$1.75 per hour for the following shifts:

- All ordinary time twelve hour shifts;
- All ordinary time ten hour shifts where the majority of the shift is worked prior to 7.00 a.m.;
- Ordinary time eight hour shifts where such shift is worked as part of the normal shift rotation and the majority of the shift is worked prior to 7.00 a.m.

11.1.2 Port Bonython

[11.1.2 varied by V001 PR903110 PR933095; PR955678 ppc 08Feb05]

An allowance of \$2.59 per hour for all ordinary time afternoon and night shifts.

11.1.3 Excluded shifts

A shift allowance will not be paid where shift work is performed on Saturdays or Sundays, public holidays or the days not being ordinary time days referred to in sub clause 14.1.5(b).

Note: Prior to the removal of service increments the above allowances were calculated by applying the following percentages to the Operator Grade 6 base rate divided by the ordinary hours per week multiplied by the ordinary hours per shift:

Cooper Basin - 10%; and Port Bonython - 15%

[11.1.4 varied by V001 PR903110 PR933095; PR955678 ppc 08Feb05]

11.1.4 Cooks and Kitchen Hands when employed in the Cooper Basin on broken shifts will be paid an allowance of \$0.40 cents per hour for each completed rostered hour off duty after their first work period of a day and \$0.69 cents per hour for each completed rostered hour off duty between their second and third work period in a day.

11.2 Isolation allowance - Cooper Basin

[11.2 substituted by V001 PR903110 PR933095 ppc 30Mar03; varied by PR955678 ppc 08Feb05]

An employee working in the Cooper Basin will be paid an isolation allowance for each day or part of a day spent on site when the stay on site exceeds seven consecutive days. The allowance will be determined as follows:

| Duration of the stay in the Cooper Basin | Daily allowance |
|---|------------------------|
| | \$ |
| 1 Calendar weekend | 5.05 |
| 2 Calendar weekends | 7.62 |
| 3 Calendar weekends | 10.10 |
| 4 Calendar weekends | 12.25 |
| 5 Calendar weekends | 15.17 |

The isolation allowance will not be the subject of any penalty or premium addition.

11.3 Leading hands

[11.3 substituted by V001 PR903110 PR933095 ppc 30Mar03; varied by PR955678 ppc 08Feb05]

Leading hands will be paid the following additional rates:

| | Rate Per Week | |
|---|----------------------|-------------------|
| | Trades | Non-Trades |
| In charge of not less than 3 or more than 10 employees | 24.94 | 18.90 |
| In charge of not less than 10 or more than 20 employees | 37.39 | 29.81 |
| In charge of more than 20 employees | 46.91 | 38.55 |

11.4 Post trade course payments

[11.4.1 substituted by V001 PR903110; PR933095 ppc 30Mar03; varied by PR955678 ppc 08Feb05]

11.4.1 An employee engaged as a Tradesperson under this award and undertaking the Advanced Certificate in Mechanical Engineering will receive, in addition to the weekly wage rate prescribed for that classification and subject to the conditions set out hereunder, the following payments:

| | Rate Per Week |
|---|----------------------|
| | \$ |
| Stage 1 on successful completion | 17.47 |
| Stage 2 on successful completion a further | 15.79 |
| Stage 3 on successful completion a further | 19.91 |
| On successful completion of the above mentioned course an employee will receive an additional | 15.02 |

11.4.2 Such amounts will be added to the employee,'s weekly wage rate from the beginning of the first pay period commencing on or after the completion of studies as prescribed in 11.4.1.

11.4.3 The payments prescribed in this subclause are for all purposes of this award.

11.5 Santos certificate in advanced production operations

[11.5.1 substituted by V001 PR903110; PR933095 ppc 30Mar03; varied by PR955678 ppc 08Feb05]

11.5.1 An employee engaged as a Production Operator Grade 6 under this award and undertaking the Santos Certificate In Advanced Production Operations will receive, in addition to the weekly wage rate prescribed for that classification and subject to the conditions set out hereunder, the following payments:

| | Rate Per Week |
|---|----------------------|
| | \$ |
| Stage 1 on successful completion of 110 module hours | 11.37 |
| Stage 2 on successful completion a further 130 module hours | 11.37 |
| Stage 3 on successful completion a further 80 module hours | 11.37 |

11.5.2 Such amounts will be added to the employee's weekly wage rate from the beginning of the first pay period commencing on or after the completion of studies as prescribed in 11.5.1.

11.5.3 The payments prescribed in this subclause are for all purposes of this award.

11.6 Certificates of competency - Process Operators - Moomba and Port Bonython

11.6.1 Port Bonython

[11.6.1 varied by V001 PR903110 PR933095; PR955678 ppc 08Feb05]

A Process Operator employed at Port Bonython holding a qualification that can be used by the employer to meet the requirements of the relevant South Australian Government authority responsible for pressure vessel, turbine and engine certification will be paid an amount of \$12.98 per week in addition to the employee's normal rate. This additional payment will be limited to one operator per shift on each of the five shifts currently in operation at Port Bonython.

11.6.2 Moomba

[11.6.2 substituted by V001 PR903110; PR933095 ppc 30Mar03; varied by PR955678 ppc 08Feb05]

A Process Operator employed at Moomba holding the following Certificates of Competency issued by the relevant South Australian Government authority responsible for pressure vessel, turbine and engine certification will be paid the following amounts per work cycle:

| | Rate Per Week |
|---|----------------------|
| | \$ |
| Boiler Attendant ticket | 21.08 |
| Restricted 1 st Class Engine Drivers' ticket | 31.35 |
| Unrestricted 1 st Class Engine Drivers' ticket | 51.93 |

These amounts will be paid as flat rates, in addition to the employee's normal rate of pay and will be paid irrespective of the time at which work is performed and will not be subject to any premium or penalty addition.

These amounts will be paid to any Process Operator at Moomba holding any one of the above tickets. In the case of an operator holding more than one ticket, payment will only be made for the highest ticket.

11.7 Camping allowance

[11.7.1 varied by V001 PR903110 PR933095; PR955678 ppc 08Feb05]

- 11.7.1** Where it is not desirable for an employee to return to the home camp and it is necessary for the employee to camp out overnight, the employee will be paid \$18.80 per night. This allowance will not be paid when the employee can be accommodated in a hotel, motel, drilling camp or other such accommodation. This allowance is payable in addition to the payment of isolation allowance under 11.2.
- 11.7.2** This allowance will apply when employees are required to stay overnight at an intermediate pump house station on the Jackson-Moonie Pipeline.

11.8 Self catering allowance - Cooper Basin

- 11.8.1** Where employees are required to reside overnight at a permanent camp and where the employees are required to provide their own catering and janitorial services during the course of such residence, the employees will receive an allowance equal to two hours at the employees' appropriate overtime rate for each night spent at the camp.
- 11.8.2** Calculation of the appropriate overtime rate will stand alone and will not be affected by any other overtime payable for that day.
- 11.8.3** This allowance will be paid in lieu of the camping allowance contained in 11.7.

11.9 Special rates

- 11.9.1** All claims for the special rate are to be made before completion of the work. In the case of disagreement between a supervisor and an employee, the employee or a union representative on the employee's behalf shall be entitled within 24 hours to ask for a decision on the employee's claim by the executive officer responsible for the management or superintendence of the plant concerned. In such cases a decision will be given on the employee's claim within 48 hours of its being asked for (unless that time expires on a non working day in which case it will be given during the next working day), or else the special rate shall be paid. In the event of disagreement work is to continue normally pending finalisation of the claim
- 11.9.2** Where an employee claims payment of the special rate for work not specifically provided in this subclause, the employee or a union representative on the employee's behalf, shall be entitled within 24 hours to ask for a decision on the employee's claim by the executive officer responsible for the management or superintendence of the plant concerned. In such a case a decision will be given on the employee's claim within 48 hours of it being asked for (unless that time expires on a non-working day in which case it will be given during the next working day), or else the claim will be paid.

11.9.3 Subject to 11.9.1, in addition to the wage rates elsewhere prescribed in this award, the special rate of \$1.24 per hour will be paid in the following circumstances:

11.9.3(a) Boiler, etc, cleaning

Cleaning or scraping inside the gas or water space of any boiler or flue or column.

11.9.3(b) Cold places

Working continually for more than one hour in places where the temperature is reduced by artificial means below zero degrees Celsius. Where work continues for more than two hours employees will be entitled to a rest period out of the cold area of twenty minutes every two hours without the loss of pay.

11.9.3(c) Confined spaces

Working in confined spaces, i.e. a compartment, space or place the dimensions of which necessitate an employee working in a stooped or otherwise cramped position, or without proper ventilation.

11.9.3(d) Dirty work

Work which a supervisor and employee agree is of an unusually dirty or offensive nature. The special rate will not be payable if the employer provides protective clothing.

11.9.3(e) Height money

An employee engaged in the construction, erection, repair and/or maintenance of structures or working on a bosun's chair or swinging stage at a height in each case of fifteen metres or more directly above the nearest ground level.

11.9.3(f) Hot places

Working for more than one hour in places where the temperature in the shade is raised by artificial means to 46 degrees Celsius or more. Where work continues for more than one hour in temperatures raised by artificial means exceeding 46 degrees Celsius, an employee will also be entitled to fifteen minutes rest after each hour's work without deduction of pay.

11.9.3(g) Respirators

All jobs requiring the use of a full face mask respirator with canister or self-contained air supply (other than a blower type respirator or a respirator with self-contained air supply of the Scott Air Pack type). Provided that the special rate will not apply to the use of such respirators for any continuous period of less than fifteen minutes duration.

All jobs requiring the use of a respirator with self-contained air supply of the Scott Air Pack type.

Jobs requiring the use of a blower-type respirator:

- where the work performed is inside a tank, payment to be made to all members of the team operating the equipment up to three in number provided that each member takes a turn inside the tank; or
- where the work is performed elsewhere, payment to be made only to the employee or employees who wear the respirator.

11.9.3(h) Slag wool

An employee handling slag wool, loose insulwool, or other loose material of a like nature used for providing insulation against heat, cold or noise when so employed on the construction, repair or demolition of furnaces, pipework, walls, floors, and/or ceilings.

11.9.3(i) Tank cleaning etc.

An employee cleaning inside an enclosed white product tank, black oil tank, lubricating oil tank, bitumen tank, rail tank cars, motor vehicle tank and tanks on waterborne craft.

11.9.3(j) Wet places

An employee working in any place where the employee's clothing or boots become saturated, whether by water, oil or otherwise. Provided that the special rate will not be payable to an employee who is provided by the employer with suitable and effective protective clothing and/or footwear. Provided further than an employee who becomes entitled to the special rate under the circumstances will be paid the special rate for such part of the day or shift as the employee is required to work in wet clothing or boots.

11.9.3(k) Multiple disabilities

The existence on the same job of more than one of the disabilities referred to in this subclause entitling an employee to the special rate, will not entitle the employee to more than one payment of the special rate for that job.

11.9.3(l) Special rate not subject to penalty additions

The special rate prescribed in this subclause will be paid irrespective of the time at which work is performed, and will not be subject to any premium or penalty additions.

12. MIXED FUNCTIONS

An employee engaged for more than three hours on any day or shift on duties carrying a higher rate than the employee's ordinary classification will be paid the higher rate for such day or shift. If so engaged for three hours or less on any day or shift the employee will be paid the higher rate for the time worked.

13. PAYMENT OF WAGES

- 13.1** Wages will be paid on a fortnightly basis and not later than the third day after they fall due.
- 13.2** The method of payment will be by electronic funds transfer to a bank of the employee's nomination. The employer shall advise employees of nominated pay days by posting a list in advance. The employer will carry out all reasonable actions within its control to have the monies deposited in the employee's bank account on or before the nominated date.
- 13.3** Where the transfer of funds can not be effected by the nominated date, the employer will notify the employee and provide reasonable details and the employer will make such other arrangements for the occasion as is appropriate.
- 13.4** On or prior to payday, the employer will advise each employee in writing of the amount of wages to which the employee is entitled, the amount of deductions made from those wages and the net amount being paid to the employee.

13.5 Upon termination of employment, wages due to an employee will be paid to the employee on the day of such termination or forwarded by post on the next working day.

14. HOURS OF WORK AND OVERTIME

14.1 Cooper Basin and Jackson - Moonie Pipeline

14.1.1 General - day work and shift work

14.1.1(a) Work may be carried out over consecutively recurring cycles, each consisting of a specified number of consecutive working days followed by a specified number of consecutive non-working days.

14.1.1(b) In respect of each work roster the following will be observed:

14.1.1(b)(i) The total ordinary hours of work will be not more than thirty-eight hours multiplied by the number of weeks in the cycle.

14.1.1(b)(ii) The number of ordinary hours worked in a day without payment of overtime may be agreed upon by the employer and the employee concerned provided that the number of days in a cycle on which ordinary time may be worked not exceed five days multiplied by the number of weeks in the cycle.

14.1.1(b)(iii) The number of ordinary hours to be worked in a day as arranged by the employer and employee concerned will be the normal rostered hours of the day and, except as provided in 14.1.2(b) and 14.1.2(c) in respect of day workers and 14.1.4(d) and 14.1.4(e) in respect of shiftworkers, will be paid for at ordinary time.

14.1.2 Day work

14.1.2(a) The daily rostered hours will be continuous except for meal breaks and each day will include an unpaid meal break of 30 minutes.

14.1.2(b) Where Saturdays are worked in a cycle the normal rostered hours will be paid for at time and a half.

14.1.2(c) Where Sundays are worked in the cycle the normal rostered hours will be paid for at double time.

14.1.3 Day work - overtime

For all work performed in excess of the normal rostered hours the following penalty rates will apply:

- On weekdays - time and a half for the first two hours and double time thereafter;
- On Saturdays and Sundays - double time.

14.1.4 Shift work

14.1.4(a) Under this subclause, shifts are defined as:

- **Afternoon Shift** means any shift rostered to finish at or after 6.00 p.m. and at or before midnight.
- **Night Shift** means any rostered shift finishing subsequent to midnight and at or before 9.30 a.m.

14.1.4(b) These shift times and hours may be varied from time to time by agreement between the employer and the majority of the employees concerned.

14.1.4(c) All shifts of more than four hours will include a paid crib break of twenty minutes to be taken at a time which will not interrupt the continuity of work.

14.1.4(d) Where a shift worker on a rostered shift performs the major portion of work on a Saturday the shift worker will be paid at the rate of time and a half for that shift.

14.1.4(e) Where a shift worker on a rostered shift performs the major portion of work on a Sunday the shift worker will be paid at the rate of double time for that shift.

14.1.5 Shift work - overtime

14.1.5(a) Shift work performed in excess of the normal rostered hours for the day will be paid at the rate of double time except where the excess hours are caused by the normal rotation of shifts.

14.1.5(b) Shift work performed on a weekday not being an ordinary time day in accordance with 14.1.1(b)(ii), will be paid at the rate of double time.

14.1.6 Travel time - crew changes - Cooper Basin

14.1.6(a) Notwithstanding anything elsewhere contained in this award, day workers and shift workers who work in the Cooper Basin area will be paid four hours at ordinary time rate as a travelling time allowance for each day on which they travel outside the ordinary hours prescribed in 14.1 for the purpose of changing crews.

14.1.6(b) In addition to the amount paid for travelling under this clause, an employee will be paid for an extra two hours at ordinary rates where the employee travels on a day which is a public holiday pursuant to clause 15 - Public holidays of this award.

14.2 Port Bonython

14.2.1 Day work

14.2.1(a) Employees may be scheduled to work an average of not more than 38 ordinary hours per week, Monday to Friday inclusive.

14.2.1(b) The schedule shall:

- Specify the daily ordinary hours which are to be continuous except for meal breaks.
- Allow an unpaid meal break of at least thirty minutes and not more than one hour. Such meal break shall commence not later than two hours after the middle of the scheduled work period.
- Not be altered without due notice to the employees concerned.

14.2.1(c) This schedule may be varied by agreement between the employer and the majority of employees concerned.

14.2.2 Day work - overtime

Penalty rates shall be paid for overtime as follows:

- On weekdays - time in excess of scheduled ordinary time - time and a half for the first two hours and double time thereafter.
- On Saturdays - time and a half for the first two hours and double time thereafter.
- On Sundays - double time for all time worked.

14.2.3 Shift work

14.2.3(a) Employees may be rostered to work an average of not more than 38 ordinary hours per week spread over cycles of 1, 2, 3, 4 or 5 weeks as the case may be.

14.2.3(b) Under this clause, shifts are defined as:

- **Afternoon shift** means any shift rostered to finish at or after 6.00 p.m. and at or before midnight.
- **Night shift** means any rostered shift finishing subsequent to midnight and at or before 9.30 a.m.

14.2.3(c) These times may be varied from time to time by agreement between the employer and the majority of the employees concerned.

14.2.3(d) All shifts of more than four hours will include a paid crib break of twenty minutes to be taken at a time which will not interrupt the continuity of work.

14.2.3(e) Where a shift worker on a rostered shift performs the major portion of work on a Saturday the shift worker will be paid at the rate of time and a half for that shift.

14.2.3(f) Where a shift worker on a rostered shift performs the major portion of work on a Sunday the shift worker will be paid at the rate of double time for that shift.

14.2.4 Shift work - overtime

14.2.4(a) Shift work performed in excess of the rostered hours for the day will be paid at the rate of double time except where the excess hours are caused by the normal rotation of shifts.

14.2.4(b) Shift work performed on a weekday not being an ordinary time day in accordance with 14.2.3 will be paid at the rate of double time.

14.3 Applicable to all operations

14.3.1 Overtime

14.3.1(a) For the purpose of calculating overtime each day will stand alone, except when such overtime continues into the next day.

14.3.1(b) Where an employee works so much overtime continuous with the completion of normal hours in one day that the employee does not have at least ten consecutive hours off duty between the work of successive days the employee will be paid at double the ordinary rate until the employee has had ten consecutive hours off duty. Provided however, that the employee will be paid for all ordinary time occurring during such ten hours off duty. The provisions of this paragraph will apply in the case of shift workers as if eight hours were substituted for ten hours when overtime is worked.

14.3.1(c) An employee recalled to work overtime after leaving the employer's business premises (whether notified before or after leaving the premises) will be paid for a minimum of four hours' work at the appropriate rate for each time the employee is recalled. Provided that, except in the case of unforeseen circumstances arising, the employee will not be required to work the full four hours if the job the employee was recalled to perform is completed within a shorter period. This paragraph will not apply where it is customary for an employee to return to the employer's premises to perform a specific job outside the employee's ordinary work hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time. Overtime worked in the circumstances specified in this paragraph will not be regarded as overtime for the purposes of 14.3.1(b) where the actual time worked is less than four hours on such recall or on each of such recalls.

14.3.2 Daylight savings

Notwithstanding anything elsewhere contained in this award, in any area where by reason of the legislation of a State, summertime is prescribed as being in advance of the standard time of that State, the length of any shift:

- commencing before the time prescribed by the relevant legislation for the commencement of a summertime period; and
- commencing on or before the time prescribed by such legislation for the termination of a summertime period;

will be deemed to be the number of hours represented by the difference between the time recorded by the clock at the beginning of the shift and the time recorded by the clock at the end of the shift, the time of the clock in each case to be set to the time fixed pursuant to the legislation.

14.3.3 Time records

The time occupied by an employee in filling out any time record shall be treated as time of duty, but this does not apply to checking in or out when entering or leaving the employer's premises.

15. PUBLIC HOLIDAYS

15.1 Except as otherwise provided in this clause, an employee will be entitled to the following public holidays without loss of pay:

New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Adelaide Cup Day (in South Australia), Labour Day, Anzac Day, Queen's Birthday, Christmas Day, Boxing Day and Commemoration Day (to be observed in South Australia instead of Boxing Day).

- 15.2** On such other day as is generally observed in the locality as a substitute for any of the days referred to in 15.1.
- 15.3** Where another holiday is proclaimed by Order in Council or otherwise gazetted by the authority of the Commonwealth, South Australian or Queensland Governments as applicable to the defined locality, such day will be deemed to be a holiday for the purposes of this award.
- 15.4** By agreement between an employer and the majority of employees in a particular work place, other days may be substituted for any of the holidays listed in 15.1.
- 15.5** An employee whose rostered day off falls on a day observed as a public holiday in the State in which the employee is working, and to which there is an entitlement without loss of pay pursuant to 15.1, if not required to work on that day will be paid an additional amount equal of the employee's ordinary rostered hours at the appropriate ordinary time rate.
- 15.6** Where an employee is absent from the place of employment on the working day before or the working day after a public holiday prescribed in 15.1, without reasonable excuse or without the consent of the employer, the employee will not be entitled to payment for such holiday or holidays.

15.7 Cooper Basin and Jackson-Moonie Pipeline

For all work performed on a public holiday an employee will, in addition to the rate the employee is already receiving for work on that day, be paid an extra amount at the rate of time and a half for work done on that day providing that work will not be paid for at a rate in excess of triple time.

15.8 Port Bonython

- 15.8.1** Work done on any of the public holidays prescribed in this clause will be paid for at the rate of double time and a half.
- 15.8.2** A day worker at Port Bonython not required for work on a public holiday will be paid for the rostered or scheduled hours for the day at the appropriate ordinary time rates of pay.

16. ANNUAL LEAVE

- 16.1** Except as otherwise provided by this clause, an employee will be entitled to 28 consecutive days (including non-working days) leave after one year's continuous service with the employer.

16.2 In addition to the leave provided for in 16.1, shift workers at Port Bonython who are regularly rostered over a period of three or more weeks to work on any day of the week not excluding Sundays and holidays shall be allowed an additional seven consecutive days leave.

16.2.1 Where the shift work referred to in 16.2 does not continue for a full year, the amount of the additional annual leave shall be allowed on a pro rata basis.

16.3 Subject to this paragraph, the annual leave provided for in this clause will not include any of the holidays set out in clause 14 - Hours of work, and overtime, and if any of those holidays fall within an employee's period of annual leave and is observed on a day which for that employee would have been a normal working day, time equal to the ordinary time which the employee would have worked if that day had not been a holiday will be added to the employee's annual leave entitlements.

16.3.1 When such a holiday falls and the employee fails, without reason, to attend for work at the normal starting time on the working day immediately following the last day of the employee's period of annual leave, the employee will not be entitled to be paid for that holiday.

16.4 Annual leave will be allowed and taken in a continuous period not later than six months after it accrues and wherever practicable at the time an employee specifies. Provided that if so requested by an employee annual leave will be allowed and taken in not more than two separate periods and wherever practicable at the time the employee specifies. Provided further that by mutual agreement the period of six months may be extended.

16.5 An employee before going on annual leave will be paid as follows:

16.5.1 The normal rostered earnings which would have been received if the employee had not been on annual leave during the relevant period. The rostered earnings will be calculated by including where appropriate:

- ordinary wage rates;
- leading hand allowances;
- weekend penalty rates, shift allowances, isolation allowance;
- qualification allowances; and
- overtime rates for regularly rostered time in excess of the ordinary hours as prescribed in clause 14 - Hours of work and overtime.

but will not include any other allowances such as travel allowance or payments for unscheduled overtime.

16.5.2 Day workers at Port Bonython will for each complete week of leave be paid their weekly wage rate pursuant to clause 10 - Wage rates of this award plus a loading of seventeen and one half percent plus, where appropriate, any qualification allowances.

16.6 If an employee:

16.6.1 After one week's continuous service in the first qualifying twelve-monthly period with an employer lawfully leaves the employment of the employer or the employee's employment is terminated by the employer through no fault of the employee; or

16.6.2 After twelve months continuous service with an employer, leaves the employment of the employer, or the contract of employment is terminated by the employer for any reason;

the employee will in respect of the period worked and for which no leave has been given, be paid the cash equivalent of annual leave in the same proportion as the payment prescribed in 16.5.

17. SICK LEAVE

17.1 After four weeks service an employee who is absent from work on account of personal illness or on account of injury by accident will be entitled to sick leave in accordance with this clause.

17.2 Payment for sick leave will be equivalent to the normal rostered earnings for the day and will be calculated on the same basis as annual leave but exclusive of any leave loading.

17.3 Sick leave entitlements will accrue at the rate of ten working days per year of service.

17.4 Sick leave taken and paid will reduce an employee's entitlement by the number of working days absent.

17.5 Whilst employment remains continuous, sick leave will accumulate from year to year so that any leave entitlement not taken in one year may be taken in any subsequent year.

17.6 An employee will not be entitled to be paid sick leave for any period in respect of which the employee is entitled to workers' compensation.

17.7 An employee will as soon as possible and preferably before the start of work, inform the employer of that employee's inability to attend duty and, as far as practicable, state the nature of that employee's illness or injury and the estimated duration of absence.

17.8 An employee will, on production within 48 hours of the commencement of such absence of evidence of the employee's illness or injury satisfactory to the employer, be entitled to leave of absence on the prescribed rate of pay and in accordance with 17.3.

17.9 An employee who is sick for a period of three or more consecutive days whilst on annual leave will be entitled to paid sick leave upon the provision of a certificate from a legally qualified medical practitioner and the annual leave credit will be adjusted accordingly. The certificate must certify that for the period of three or more consecutive days as specified in the certificate, the employee would have been unable to attend or remain at normal duties if the employee had been required to do so.

17.10 An employee will be entitled to be paid sick leave for two single day absences in any one year of service without production of a certificate from a legally qualified medical practitioner.

17.10.1 Where the employer has reasonable cause to believe that this entitlement is being abused, an employee may be required to provide evidence of the illness or injury satisfactory to the employer.

17.11 Paid sick leave granted to each employee in accordance with this clause will not exceed the sick leave entitlement of the employee.

18. BEREAVEMENT LEAVE

18.1 An employee will be entitled to a maximum of three clear days leave without loss of pay on each occasion and on production of satisfactory evidence of the death of the employee's wife, husband, father, mother, brother, sister or child, mother-in-law, father-in-law and grandparents. For the purpose of this clause **wife** and **husband** will include de facto wife or husband.

18.2 For bereavement leave will be equivalent to the normal rostered earnings for the day.

18.3 Employee will be entitled to bereavement leave whilst on annual leave and the annual leave credit will be adjusted accordingly.

19. LONG SERVICE LEAVE

19.1 South Australian Act to apply

The provisions of the South Australian Long Service Leave Act, as varied from time to time, will apply to employees covered by this award, except for the specific provisions hereunder.

19.2 Ordinary pay

For the purposes of the payment of long service leave ordinary pay will mean:

- 19.2.1** In relation to an employee rostered to work over a 28-day cycle the weekly rate obtained by dividing by four the remuneration for the employee's normal rostered hours of work per cycle;
- 19.2.2** In relation to an employee not so rostered the remuneration for the employee's normal weekly number of ordinary hours of work calculated at his ordinary time rate of pay;
- 19.2.3** The term does not include overtime, or other penalty rates.

19.3 Notice to take long service leave

Except where an employee otherwise agrees the employer will give an employee at least 56 days' notice of the date from which his leave is to be taken.

19.4 Interim long service leave

An employee who has completed not less than seven years' continuous service but less than ten years' continuous service with an employer will be entitled to take interim long service leave. The entitlement to such leave is to be calculated in the proportion of thirteen weeks' leave that the number of years service completed by the employee with the employer at the time of commencing such interim leave bears to ten years.

19.5 Catering employees - approval to cash out long service leave

For catering employees at Moomba and Jackson/Ballera, an application to cash out long service entitlements will also require the approval of the Moomba Area Manager or the relevant Area Superintendent for Jackson or Ballera, who may deny or defer approval based on the impact on operating costs.

19.6 Transmission of business

- 19.6.1** Where a business is transmitted from an employer (in this subclause called **the transmittor**) to another employer (in this subclause called **the transmittee**) and the employee who at the time of such transmission was an employee of the transmittor in that business becomes an employee of the transmittee:
- continuity of the service of the employee shall be deemed not to have been broken by reason of such transmission; and
 - the period of service which the employee has had with the transmittor or any prior transmittor shall be deemed to be service of the employee with the transmittee.

19.6.2 For the purposes of this subclause, business includes any part of a business and transmission includes transfer, conveyance, assignment or succession whether by agreement or by operation of law, and transmitted has a corresponding meaning.

20. PARENTAL LEAVE

An employee will be entitled to unpaid parental leave in accordance with the provision for such leave sanctioned by the Australian Industrial Relations Commission in clause 32 of the Hospitality Industry - Accommodation, Hotels, Resorts and Gaming Award 1998 as contained in Print P9138. Employees may obtain a copy of this provision by contacting the Personnel Department relevant to the operation in which they are employed.

21. JURY SERVICE

21.1 An employee required to attend for jury service during that employee's rostered or ordinary working hours will be reimbursed by the employer an amount equal to the difference between the amount paid in respect of attendance for such jury service and the normal rostered earnings which would have been received had the employee not been on jury service.

21.2 An employee will notify the employer as soon as possible of the date upon which the employee is required to attend for jury service. Further, the employee will give the employer proof of attendance, the duration of such attendance and details of the amount received in respect of such jury service.

22. ACCOMMODATION AND TRAVEL - COOPER BASIN

22.1 Accommodation

When an employee is required to live in a camp at the site, the employer will provide suitable board and accommodation free of charge at the site.

22.2 Air travel

For the purpose of changing crews the employer will supply air transport between the Cooper Basin and the Adelaide and Brisbane Airports.

23. SUPERANNUATION - SANTOS EMPLOYEES

23.1 Definitions

In this clause:

- **Company** means Santos Limited or a subsidiary or associated company thereof;
- **Employee** means an employee of the Company;

- **Ordinary time earnings** means the classification rate under this award including, where applicable, any shift allowance;
- **Plan** means the Santos Retirement Plan.

23.2 Contributions

- 23.2.1** Subject to the provisions of this clause, the Company will pay into the Plan on behalf of each employee eligible to be a member of the Plan an “employer’s award contribution” in addition to any other contributions made under the rules of the Plan.
- 23.2.2** The employer’s award contribution for each employee will be an amount equivalent to 3% of the employee’s ordinary time earnings.
- 23.2.3** The employer’s award contributions paid into the plan will be fully vested in each employee’s name and subject to the preservation and portability requirements specified by the prevailing superannuation legislation.

24. FACILITATIVE PROVISIONS

- 24.1** A facilitative provision is one which provides that the standard approach in an award provision may be departed from by agreement between an individual employer and the union and/or an employee, or the majority of employees, in the enterprise or workplace concerned.
- 24.2** The facilitative provisions in this award are contained in the following clauses:

| Clause title | Clause number |
|--|----------------------|
| Enterprise flexibility | 7 |
| Hours of work and overtime - Cooper Basin and Jackson-Moonie Pipeline - General - day work and shift work | 14.1.1 |
| Hours of work and overtime - Port Bonython - day work | 14.2.1 |
| Hours of work and overtime - Port Bonython - shift work | 14.2.3 |
| Public holidays | 15.4 |
| Annual leave | 16.4 |
| Long service leave - notice to take long service leave | 19.3 |

SCHEDULE A - SCHEDULE OF RESPONDENTS

1. Australian Workers Union.
2. Australian Manufacturing Workers Union.
3. Santos Ltd.
4. P&O Catering and Services Pty Ltd.

APPENDIX 1 - CLASSIFICATION STRUCTURE - GRADINGS AND PROMOTIONS

This Appendix defines the structure of the classifications set out in clause 10 - Wage rates of this award and the basis for the promotion of employees pursuant to that clause.

A. Santos Ltd - Production Operators - Moomba and Associated Satellites

General

Production Operators, under the direction of the Production Senior Supervisor or Supervisor, operate the various items of equipment associated with the production, dehydration and transportation of hydrocarbons in the field.

Upon initial employment the employee commences as a Trainee Production Operator on the following basis:

Trainee Production Operator

Initial theory training is conducted by a Production Supervisor and consists of:

- an overview of the Company's operation
- the importance of maintaining a neat and tidy workplace
- safety procedures required throughout the operation
- a description of various facilities throughout the field, including:
 - well heads
 - satellite stations
 - gathering systems
 - trunk line systems

Upon completion of the theory training, the Trainee Production Operator is assigned duties with a qualified Production Operator until completion of training.

Production Operator Grades 1 - 6

The field is broken into six specific areas:

1. wellheads/flowlines
2. treatment facilities
3. permits

4. enhanced recovery or compressors
5. artificial lift or remedial
6. general operations

After completing the period as a Trainee Production Operator, Production Operators are graded 1 to 6, starting as Grade 1, and through promotion, to Grade 6 on the following basis:

Operator Grade 1

General competency in all work areas. Specific competency in one of the following 5 areas:

- wellheads/flowlines
- treatment facilities
- permits
- enhanced recovery or compressors
- artificial lifts or remedial

Operator Grade 2

As for Grade 1, with specific competency in one additional area.

Operator Grade 3

As for Grade 1, with specific competency in two additional areas.

Operator Grade 4

As for Grade 1, with specific competency in three additional areas.

Operator Grade 5

As for Grade 1, with specific competency in four additional areas.

Operator Grade 6

As for Grade 5, with competency in general operations.

Production Operator Maintenance Skills

Acquired while progressing through Trainee to Grade 6

- Valve, flange, beam pump, general on line equipment maintenance
- Light mobile lifting equipment and basic rigging
- Troubleshooting instrument problems
- Basic understanding of PLC's, electronic control, pneumatic control systems and vibration monitoring
- Efficient training skills course, or equivalent

B. Santos Ltd - Process Operators - Moomba

General

Process Operators, under the direction of the Shift Supervisor, operate the various items of equipment associated with the processing of natural gas, natural gas liquids and crude oil in the plant of Santos Ltd at Moomba.

Upon initial employment the employee commences as a Trainee Process Operator before progressing to Process Operator Grade 1.

Trainee Process Operator

Initial theory training is undertaken by the Shift Supervisor. This theory training consists of:

- an overview of the Company's operation
- the importance of maintaining a neat and tidy workplace
- safety procedures required throughout the operation
- a description of various process streams within the plant, including:
 - natural gas streams, from plant to inlet to outlet
 - Benfield solution systems, used for carbon dioxide removal
 - steam system
 - water systems - raw water - demineralised water
 - natural gas liquids stream and storage
 - crude oil streams and storage
- a description of the various items of equipment/machinery used to process the gas and oil streams, including:
 - various types of valve (ball, gate, globe, etc.)
 - safety valves
 - pumps
 - turbines
 - boilers
 - vessels and associated internals
 - electric power generation

During this period of training, application is made for a correspondence course to allow study for a "Boiler Attendant's Certificate".

Upon completion of the theory training, the Trainee Process Operator is assigned to a shift, where practical training commences, in one of the following areas:

- carbon dioxide removal plant
- water treatment
- steam generation
- crude stabilisation
- liquid recovery plant
- crude storage and pumping (offsites)

The practical training, under the direction of the Shift Supervisor, commences with the Trainee accompanying a Process Operator. As experience is gained, the Trainee carries out routine tasks as listed:

- logging of the various parameters on machinery and process streams
- maintenance of lube and cooling streams
- maintenance of fluid levels in process vessels
- routine adjustment of equipment as dictated by the process
- adjustment to equipment/streams as requested by staff.

Process Operator Grades 1 - 6

Following the satisfactory completion of theory examination, the Trainee Process Operator is promoted to Process Operator Grade 1.

After a period of consolidation in the area, the Grade 1 Operator is given an opportunity to study and receive training in another area of the plant. Upon successful completion of this training promotion to Grade 2 occurs. This course continues until the person has learnt and can operate six of the eight areas of the plant at which time the employee will have achieved the level of Grade 6 Operator.

The plant area is broken into eight identifiable areas:

1. Carbon dioxide plants
2. Power generation
3. Steam generation

4. Water treatment
5. Crude stabilisation plant
6. Liquids Recovery Plant 1
7. Liquids Recovery Plant 2
8. Pump Station 1 and off site

Operator Grade 1

Can operate one of eight areas.

Operator Grade 2

Can operate two of eight areas.

Operator Grade 3

Can operate three of eight areas.

Operator Grade 4

Can operate four of eight areas.

Operator Grade 5

Can operate five of eight areas.

Operator Grade 6

Can operate six of eight areas.

Process Operator Maintenance Skills

Acquired while progressing through Trainee to Grade 6

- Valve, flange, general equipment maintenance
- Troubleshooting instrument problems

C. Santos Ltd - Process Operators - Port Bonython

General

Process Operators, under the direction of the Shift Supervisor, operate the various items of equipment associated with the processing of crude oil in the plant of Santos Ltd at Port Bonython.

Upon initial employment the employee commences as a Trainee Process Operator before progressing to Process Operator Grade 1.

Trainee Process Operator

Initial theory training is undertaken by the Shift Supervisor Day Staff. This theory training consists of:

- an overview of the Company's operation
- safety and fire fighting procedures required throughout the operation
- basic first aid
- a description of the various process streams within the plant, including:
 - de-ethaniser, de-propaniser, naptha splitter
 - refrigeration system
 - process services
 - fire fighting systems
 - crude oil/condensate and storage
 - jetty, pipeline, LPG storage
 - liquid petroleum gas truck load out
- a description of the various items of equipment/machinery used to process the oil stream, including:
 - gas detection equipment
 - various types of valves (ball, gate, globe, etc.)
 - safety valves
 - pumps
 - basic instrumentation
 - communications equipment
 - electrical motors
 - P & ID symbols
 - overview of the permit system
 - breathing apparatus training

Upon completion of the above training, the Trainee Operator is assigned to a shift, where practical training commences in the Basic Grade.

This practical training, under the direction of the Shift Supervisor commences with the Trainee accompanying a Process Operator. As experience is gained, the Trainee carries out routine tasks as listed:

- maintaining a neat and tidy workplace
- logging of various parameters on machinery and process streams
- maintenance of fluid levels in process vessels and equipment
- routine adjustment of equipment/streams as dictated by the process/staff
- preparation of equipment for maintenance work

- taking of quality control samples
- start up and shut down equipment

Process Operator Grades 1- 6

After completion of the Basic Grade, the Trainee is promoted to Process Operator Grade 1.

After a period of consolidation in the area, the Grade 1 Operator is given the opportunity to study and receive training in another area of the plant. Upon successful completion of this training, promotion to Grade 2 occurs. This course continues until the person has learnt and can operate all areas of the plant at which time the employee will have achieved the level of Grade 6 Operator.

The plant is broken into five identifiable areas:

1. tank farm
2. jetty
3. fractionation towers
4. naphtha splitter and utilities
5. refrigeration and treaters

Operator Grade 1

Has successfully completed the Basic Grade.

Operator Grade 2

Can operate either tank farm or jetty.

Operator Grade 3

Can operate tank farm and jetty.

Operator Grade 4

Can operate three of five areas.

Operator Grade 5

Can operate four of five areas.

Operator Grade 6

Can operate five of five areas.

Process Operator Maintenance Skills

Acquired while progressing through Trainee to Grade 6

- Troubleshooting instrument problems
- Operate forklift vehicle
- Prepare electrical isolation and gas testing for work permits
- PSV rotation and fire system checks
- Grease valves
- Effective training skills course, or equivalent.

D. Santos Ltd - Production Operators - Jackson and Associated Satellites

General

Production Operators, under the direction of a Production Supervisor, operate various items of equipment associated with the production, treatment and transportation of hydrocarbons in the field.

Initially the employee commences as a Trainee Production Operator on the basis set out below. After completing the period as a Trainee, the employee becomes a Production Operator Grade 1, and thereafter can progress through the grading structure to Grade 6 according to the number of skill areas in which competency has been achieved.

Trainee Production Operator

Initial theory training is conducted by supervisory staff, including:

- an overview of the Company's operation
- the importance of maintaining a neat and tidy workplace
- safety procedures required throughout the operation
- a description of various facilities throughout the field, in particular:
 - well heads and field manifolds
 - satellite stations
 - gathering systems
 - trunk line systems

Then assigned duties under the guidance of an experienced Production Operator or Supervisor until completion of training.

Production Operator Grades 1- 6

Production Operation is divided into six skill areas:

1. wells and flowlines
2. treatment facilities
3. metering and export system
4. artificial lift
5. injection: water and gas
6. general operation of all Queensland fields, including troubleshooting and Permit to Work system.

In each skill area competency is determined on the basis of:

- knowledge the operator must have
- procedures the operator can demonstrate
- equipment the operator can operate
- practical experience the operator must have had in the area.

Operator Grade1

Requires general competency in all areas, plus specific competency in one of the areas (a) to(e)

Operator Grade 2

As for Grade 1, plus specific competency in a second one of areas (a) to (e).

Operator Grade 3

As for Grade 2, plus specific competency in a third one of areas (a) to (e).

Operator Grade 4

As for Grade 3, plus specific competency in a fourth one of areas (a) to (e).

Operator Grade 5

As for Grade 4, plus specific competency in the fifth one of areas (a) to (e).

Operator Grade 6

As for Grade 5, with specific competency in area (f).

Production Operator Maintenance Skills

Acquired while progressing through Trainee to Grade 6

- Valve, flange, beam pump, general equipment maintenance
- Light mobile lifting equipment and basic rigging
- Understanding instrument control and measurement of pressure, temperature, levels and flow
- Basic understanding of PLC's, electronic control, pneumatic control systems, vibration monitoring, gas turbines, pumps and compressors
- Understanding workover operations
- Efficient training skills course, or equivalent

E. Santos Ltd - Pipeline Operators - Jackson-Moonie Pipeline

General

Pipeline Operators, under the general direction of the Senior Operations Supervisor, operate the various items of equipment associated with the transportation of hydrocarbons.

Upon initial employment the employee commences as a Trainee Pipeline Operator, progressing to various grades of Pipeline Operator in accordance with the employee's level of competence to perform the duties associated with each grade.

Trainee Pipeline Operator

Initial theory training is conducted by an Operations Supervisor and consists of:

- physical properties of fluids
- nature of flow in pipelines - laminar and turbulence
- liquid pipelines hydraulics
- surge problems
- pump characteristics and troubleshooting
- storage tank usage
- pig launching and retrieval
- operation of mainline pumps
- operation of diesel engines (control panel)
- theory of isolating valves
- theory of station instrumentation and operation of main control panel
- use of auxiliary systems (fuel, power, air and water)
- control room fire systems
- cathodic protection principles

Upon completion of the theory training, the employee is assigned duties with a qualified Pipeline Operator.

Pipeline Operator Grades A - D

Operator Grade A

General competency in all work areas

Operator Grade B

Grade A qualifications.

Specific competency to operate an intermediate main line pumping station.

Operator Grade C

B qualifications.

Specific competency to operate the primary main line pumping station.

Operator Grade D

C qualifications.

Specific competency to be responsible for the coordination of the operation of all pumping stations, the Moonie receiving facilities and all ancillary pipeline operations.

F. Santos Ltd - utility persons - All Operations

Utilityperson Grades 1 - 6

Utilityperson Grade 1

First six months' experience.

Utilityperson Grade 2

Second six months' experience.

Utilityperson Grade 3

After one year's experience.

Utilityperson Grade 4

In addition to the duties of Utilityperson Grade 3

1. Storeperson; or, one of the following skills
2. Crane chaser/Operator of light mobile equipment
3. Ticketed rigger
4. Ticketed scaffolder

Utilityperson Grade 5

In addition to the duties of Utilityperson Grade 4

1. Senior storeperson; or
2. Operator of heavy mobile equipment; or
3. any two of the following Grade 4 skills;

- (a) Crane chaser/Operator of light mobile equipment
- (b) Ticketed rigger
- (c) Ticketed scaffolder

Utilityperson Grade 6

Grade 5, plus completion of training and ability to perform duties without direct supervision

Utilityperson Extra Skills

Acquired while progressing through Grades 1 - 5

Maintenance

- Valve, flange, general equipment maintenance
- Use of welding equipment
- Maintenance computer operation
- Monitoring and recording
- Basic motor servicing (Vehicle Maintenance only)

Field Services

- Contracts administration, report writing
- Basic surveying
- Use of welding equipment
- Road surfacing techniques
- Equipment servicing

Stores

- Computer Materials Management system
- Stocktaking and resolution of minor stocktake discrepancies
- Clerical skills, office management, report writing
- Review of Stores Re-order Reports (Port Bonython only)

Production

- Valve, flange, general equipment maintenance
- Use of welding equipment
- Maintenance computer operation

General Facilities

- Basic carpentry or plumbing (where applicable) or basic mechanical skills
- Public health management
- Report writing

G. Santos Ltd - Tradespersons - All Operations

Definitions

Metal Trade - Upon Commencement

Qualified tradesperson with limited experience in the hydrocarbons or similar industry.

Metal Trade - Level 1

Qualified tradesperson required to apply general trade experience, and who has demonstrated performance and local knowledge but within only a defined area of operations.

Metal Trade - Level 2

Qualified tradesperson who has gained a level of skill and knowledge through on-site experience and training enabling performance of the full range of duties in that location, on a as required basis, with a minimum of technical guidance.

Additional Definitions

Level 1

Fitter

Means a tradesperson engaged in any of the following classes: fitter and turner, maintenance fitter, mechanical fitter, engaged in the repair, altering, overhauling, assembling or testing of equipment associated with the production and processing (or incidental thereto) of oil, gas and hydrocarbons products, and who is required to apply general trade experience.

Motor Mechanic

Means a tradesperson engaged in repairing, altering, overhauling, assembling or testing metal and/or electrical parts of the engine or chassis of motor cars, motor cycles or other motor vehicles and equipment associated with the production and processing (or incidental thereto) of oil, gas and hydrocarbons products.

Boilermaker/Welder

Means a certified tradesperson engaged in fabrication and welding upon vessels, pipes and boilers and other oil and gas associated equipment, using electric arc and/or oxyacetylene equipment, who is required to apply general trade experience as a boilermaker/welder.

Level 2

Fitter

A Level 1 fitter employed upon maintenance and/or installation of oil and gas plant (or incidental thereto) equipment and machinery, and who has gained a level of skills and knowledge through on-site experience and training, enabling him/her to perform the full range of duties in that location with a minimum of technical guidance.

Motor Mechanic

Means a motor mechanic or mechanical fitter engaged in repairing and/or overhauling mobile and stationary equipment associated with:

- (a) construction equipment and oil and gas associated equipment;
- (b) earthmoving equipment and industrial mobile equipment such as petrol/diesel/gas engines, chassis, transmission, hydraulics, and ancillary equipment.

Boilermaker/Welder

A Level 1 boilermaker/welder who has gained a level of skills and knowledge through on-site experience and training, enabling him/her to perform the full range of duties in that location with a minimum of technical guidance.

Tradespersons Extra Skills

In addition, Level 1 and Level 2 tradespersons would be expected to demonstrate competency in the following extra areas:

Moomba

- 1. Basic welding and oxyacetylene for fitters and mechanics
- 2. Basic fitting for welders
- 3. Light mobile equipment and rigging training (Hiab or equivalent)
- 4. Basic instrumentation
- 5. Vehicle electrical and air conditioning for vehicle mechanics

Port Bonython

- 1. Maintenance computer
- 2. Basic welding and oxyacetylene for fitters and mechanics
- 3. Basic fitting for welders
- 4. Hydrotesting prefabricated pipework for welders
- 5. Light mobile equipment training (Hiab or equivalent)

Jackson

- 1. Basic welding and oxyacetylene for fitters and mechanics
- 2. Light mobile equipment and rigging training (Hiab or equivalent)
- 3. Basic instrumentation
- 4. Vehicle electrical and air conditioning for vehicle mechanics
- 5. Report writing skills
- 6. Knowledge of oil/gas operating principles
- 7. Computer skills

H. Catering/Janitorial Classifications

General

Catering and Janitorial employees under the direction of Camp Managers will assist in catering and janitorial duties as required.

Catering Services Level 3 (Head Cook)

This person has been appointed to the position of Head Cook. They have completed an apprenticeship or achieved a certificate of recognition as Professional Qualified Cook in accordance with the standards laid down by a State training authority. The Head Cook has responsibility for:

- supervision and coordination of all kitchen staff;
- menu planning and overall presentation;
- standard of catering and service;
- training of kitchen staff;
- ordering, stock quality and proportioning control;
- maintenance of kitchen;
- hygiene standards;
- recording of meals;
- ensuring efficient food production methods and flow to servery area.

Catering Services Level 2 (Qualified Cook)

This person has completed an apprenticeship or achieved a certificate of recognition as Professional Qualified Cook in accordance with the standards laid down by a State training authority. This person:

- reports to and assists the Head Cook (Catering Services Level 3);
- directly supervises and trains assigned kitchen staff;
- assists the Head Cook in the preparation of meals and other duties as required and within their scope of skills and training.

Catering Services Level 1 (Unqualified Cook)

This person has an appropriate level of skill and training and can demonstrate an acceptable level of competence in cooking duties. This person:

- reports to the Head Cook (Catering Services Level 3) or Qualified Cook (Catering Services Level 2);
- directly supervises assigned kitchen staff;
- assists the Head Cook and other cooks in the preparation of meals and other duties as required;
- fulfils the duties of breakfast cook.

Catering Services Level 1 (Head Bartender)

This person is appointed by management, has proven advanced bar management skills and has responsibility for overall bar operations and staff. This person:

- is responsible for overall stock forecasting, ordering and control;
- ensures maintenance of all bar equipment;
- monitors janitorial standards;
- trains bar personnel in all aspects of their duties including drink service and customer relations;
- is responsible for overall secure cash handling and balancing controls, cellar and liquor sales;
- ensures the license is adhered to in all respects;
- undertakes training for other administrative functions.

Service Attendant Level 4 (Bartender)

This person has proven bar service skills and has responsibility for all aspects of the bar when placed in sole charge. This person:

- reports to the Head Bartender (Catering Services Level 1);
- provides liquor and cellar sales;
- operates the bar in accordance with the license;
- maintains cellar and bar equipment;
- ensures appropriate standards and customer service and relations are provided;
- has responsibility for secure cash handling and balancing;
- where required has responsibility for ordering and control of stock.

Service Attendant Level 4 (Cleaning Supervisors)

This person is appointed by management, has proven leadership and advanced janitorial skills and is allocated a role coordinating responsibilities for janitorial operations. This person:

- reports to Area Manager/Service Manager;
- has a comprehensive knowledge of janitorial duties;
- ensures minor maintenance is coordinated;
- directly supervises and trains all janitorial and laundry personnel;
- has a comprehensive knowledge of chemicals use and first aid procedures;
- monitors and ensures safe working practices are utilised by personnel in carrying out their duties;
- coordination of stock control for chemicals, room supplies and linen;
- is involved in the induction of new staff;
- carries out duties necessary to the completion of overall janitorial functions.

Service Attendant Level 3 (Senior Kitchen Hand)

This person is appointed by management, has proven kitchen hand skills and shows initiative in the application of their duties. This person can demonstrate competence in and understanding of:

- foodstuff preparation and presentation including salads and desserts;
- equipment operation, cleaning and shutdown procedures;

- work flow procedures;
- kitchen utensil cleaning, maintenance, use and application;
- minor cooking functions;
- assist in receiving and storing foodstuffs;
- ensure hygienic storage and removal of waste from kitchens;
- carry out kitchen area janitorial duties;
- provide low level training to inexperienced kitchen hands;
- can operate with a significant degree of autonomy;
- monitors and ensures laid down OH&S practices are observed by all appropriate personnel in the carrying out of their duties;
- assists in the induction of new Kitchen Hands.

Service Attendant Level 2 (Proficient Camp Attendant)

This person has achieved demonstrable skills in janitorial work including laundry operation and may be required to drive a vehicle. This person can carry out comprehensive Camp Attendant's functions including:

- a broad understanding of occupational hygiene;
- general cleaning procedures;
- correct use of cleaning equipment and products;
- machine handling, low level maintenance;
- maintenance of surfaces;
- servicing offices, accommodation, ablution units and general working areas, both inside and outside buildings;
- provide training to Camp Attendants on commencement;
- tidy attention to associated areas;
- hygienic removal of rubbish;
- linen replacement as required.

Service Attendant Level 1 (On Commencement Camp Attendants and Kitchen Hands)

This person is an on commencement position where employees are provided with basic training, closely monitored and reviewed over an initial 6 month period. This period may be extended where progress is not satisfactory and where an acceptable level of competence to move to the position of Service Attendant Level 2 has not been demonstrably achieved. This person reports to a Service Attendant Level 4 or a Catering Services Level 3 as appropriate.

Duties will include those applicable to Services Attendant Level 2 kitchen or janitorial functions.

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