

AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

AUSTRALIAN INDUSTRIAL REGISTRY LOOSE-LEAF CONSOLIDATION

SANTOS PETROLEUM MANAGEMENT AWARD 2001

This award as varied to 24 November 2005 (variation PR965738) comprises pages:

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Note: This award consolidates AW765750

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AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

Workplace Relations Act 1996

Review of awards pursuant to Item 51 of Part 2 of Schedule 5 of the
Workplace Relations and Other Legislation Amendment Act 1996
(C No. 01205 of 1998)

**AGL PIPELINES AND SANTOS PETROLEUM MANAGEMENT PTY LTD
- THE AUSTRALIAN WORKERS' UNION -
HYDROCARBONS AND GAS AWARD 1996**
(ODN C No. 20577 of 1990)
[Print N4707 [A0539]]

Various employees

Oil and gas industry

COMMISSIONER HOFFMAN

BRISBANE, 16 JANUARY 2001

Award simplification.

ORDER

A. Further to the decision in transcript of the Commission on 19 December 2000, the above award is varied as follows:

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

PART 1 - APPLICATION AND OPERATION OF AWARD

1. AWARD TITLE

This award shall be known as the Santos Petroleum Management Award 2001.

2. ARRANGEMENT

This award is arranged as follows:

Part 1 – Application and operation of award

1. Award Title
2. Arrangement
3. Parties Bound
4. Application
5. Operation and duration
6. Anti-discrimination
7. Relationship to other awards
8. Posting of award

Part 2 – Award flexibility

9. Enterprise flexibility

Part 3 – Dispute resolution

10. Dispute resolution

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11. Contract of Employment
12. Part-time employment
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26. Annual leave
27. Sick leave
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29. Special responsibility leave
30. Bereavement leave
31. Parental leave
32. Jury service
33. Public holidays
34. Long service leave

Appendix A Job description

3. PARTIES BOUND

This shall be binding upon Santos Petroleum Management Pty Limited, its employees and the Australian Workers' Union.

4. APPLICATION

4.1 This award shall be binding upon The Australian Workers' Union (the AWU), its members, Santos Petroleum Management Pty Ltd and its employees and shall govern the wages and conditions of employment of persons described in the classification structure of this award whilst employed in or in connection with the production, processing, piping, accumulation and distribution of hydrocarbons or other products (whether in solid or fluid form) from oil to gas fields and any preparatory, maintenance or servicing activities incidental thereto.

4.2 This award shall apply in all States and Territories of Australia.

5. OPERATION AND DURATION

This award shall come into operation on 19 December 2000 and shall remain in force for a period of six months.

6. ANTI-DISCRIMINATION

6.1 It is the intention of the respondents 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 work force 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 disputes avoidance and settling clause, the respondents 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 taken to affect:

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

6.3.2 junior rates of pay, until 22 June 2000 or later date determined by the Commission in accordance with s.143(IE) of the Act;

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

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

7. RELATIONSHIP TO OTHER AWARDS

This award supersedes the AGL Pipelines and Santos Petroleum Management Pty Limited – The Australian Workers’ Union - Hydrocarbons and Gas Award 1996 (Print N4707).

8. POSTING OF AWARD

This award shall be exhibited by the employer on each of the employer's premises in a place accessible to all employees.

PART 2 - AWARD FLEXIBILITY

9. 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 shall apply:

- 9.1** A consultative mechanism and procedures appropriate to the size, structure and needs of the enterprise or workplace shall be established;
- 9.2** For the purpose of the consultative process the employees may nominate the Union or another to represent them; and
- 9.3** Where agreement is reached an application shall be made to the Commission.

PART 3 - DISPUTE RESOLUTION

10. DISPUTE RESOLUTION

10.1 In the event of a dispute arising in the workplace the procedure to be followed to resolve the matter shall be as follows:

10.1.1 The parties shall attempt to resolve the matter at the workplace level, including but not limited to:

10.1.1(a) the employee and his or her supervisor meeting and conferring on the matter; and

10.1.1(b) if the matter is not resolved at such a meeting, the parties arranging further discussions involving more senior levels of management (as appropriate); and

10.1.1(c) the relevant workplace representative or union official becoming involved as appropriate.

10.2 If the matter cannot be resolved at workplace level, the parties may agree to refer the matter to the Australian Industrial Relations Commission for conciliation.

- 10.3** If the matter has been referred for conciliation, both parties will participate in the process in good faith.
- 10.4** The parties may agree to submit the dispute to arbitration and, if so agreed, the decision must be accepted by the parties subject to any appeal available.
- 10.5** During the time when the parties attempt to resolve the matter, either at the workplace level, or through conciliation or arbitration:
- 10.5.1** The parties shall continue to work in accordance with their contract of employment, unless the employee has a reasonable concern about an imminent risk to his or her health and safety; and
- 10.5.2** Subject to relevant provisions of any state or territory Occupational Health and Safety law, even if the employee has a reasonable concern about an imminent risk to his or her health and safety, the employee must not unreasonably fail to comply with the direction by his or her employer to perform other available work, whether at the same workplace or another workplace that is safe and appropriate for the employee to perform.
- 10.6** The parties must co-operate to ensure that the dispute resolution procedures are carried out as quickly as is reasonably possible.

PART 4 – TERMS AND CONDITIONS OF EMPLOYMENT

11. CONTRACT OF EMPLOYMENT

11.1 Probationary employment

- 11.1.1** On commencement employees are to undertake and pass induction training before proceeding to probationary employment. The probationary period, including induction training, may be for up to 12 weeks and during this period either party may terminate the employment by the giving of one day's notice or by the payment or forfeiture of a day's pay.
- 11.1.2** During the probationary period the probationer will be assessed on a regular basis and advised in respect of performance.
- 11.1.3** Whilst on probation service will count toward the accrual of leave entitlements, but the probationer will not be entitled to any paid leave, other than sick leave or bereavement leave during that period.

11.2 Conditions of employment

- 11.2.1** Except for casuals and employees engaged for a specified period of time or for a specific task or tasks, employment shall be by the week.

11.2.2 An employee shall perform such work as the employer shall, from time to time, require on the days and during the hours usually worked by an employee.

11.2.3 All employees are required to undertake training to learn how to perform related work, acquire additional job skills and instruct other employees in these procedures and practices.

11.3 Employees under this award will be employed in one of the following categories:

- full-time employees
- regular part-time employees or
- casual employees

11.3.1 At the time of their engagement, an employer will inform each employee of the terms of their engagement and, in particular, whether they are to be full-time, regular part-time or casual employees.

12. PART-TIME EMPLOYMENT

12.1 An employee may be employed on a regular part-time basis in any classification in this award.

12.2 A part-time employee works less than the full-time employee hours of 38 per week and has predictable hours of work.

12.3 Part-time employees shall accrue and/or receive benefits and provisions (annual leave, sick leave, etc) in the ratio of the hours worked as a proportion of normal hours except that public holiday pay is only payable where the rostered regular pattern of employment includes the public holiday.

12.5 A part-time employee shall be paid per hour at the rate of 1/38 of the weekly rate prescribed for the class of work performed.

13. CASUAL EMPLOYMENT

[13 varied by PR965738 ppc 24Nov05]

Casual employees shall be paid at the rate of 1/38 of the prescribed weekly rate for such work plus a loading of 25% in lieu of sick leave, long service leave, annual leave, public holiday and bereavement leave.

14. STAND DOWN AND STORM ABANDONMENT

14.1 Stand down

Employees who cannot be usefully employed because of a strike or through any breakdown of machinery or stoppage of work for any cause for which the company cannot be reasonably held responsible, may be stood down without pay provided minimum of 24 hours notice is given.

14.2 Storm abandonment

In the event of storm or cyclone or other conditions which result in the abandonment of the work-site, the following shall apply:

- 14.2.1** Employees shall carry out their normal duties until such time as normal duties become impracticable due to any reasons including safety factors.
- 14.2.2** Employees who are prevented from carrying out their normal duties shall be put on to alternative duties, maintaining their ordinary award wage rates.
- 14.2.3** Employees for whom no alternative work can be found and workers for whom no further alternative work can be found shall be stood down.
- 14.2.4** Employees stood down as a result of storm abandonment shall maintain their earnings for a maximum period of five working days.
- 14.2.5** In the event of work not resuming at the conclusion of the five day period referred to in the previous clause the employer and the employees concerned, through the process of consultation, shall enter into further negotiation.
- 14.2.6** Notwithstanding the above, an employee may elect not to accept alternative duties in which cases 14.2.4 and 14.2.5 shall not apply.

15. TRANSFER

A day worker may be required by an 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. 48 hours notice of the change shall be provided and should the employee be required to work on the new system within that notice period overtime rates will be paid for such hours. In addition, an employee may be required to transfer from one shift to another shift in accordance with this subclause.

16. TERMINATION OF EMPLOYMENT

16.1 Notice of termination by employer

- 16.1.1** In order to terminate the employment of an employee other than a casual or probationary employee, the employer shall give to the employee the following notice:

Period of Continuous Service	Notice Period
Not more than 1 year	1 week
Over 1 year & up to the completion of 3 years	2 weeks
Over 3 years & up to the completion of 5 years	3 weeks
Over 5 years and over	4 weeks

- 16.1.2** The payment is increased by one week if the employee is:
- over 45 years of age; and
 - has completed at least 2 years continuous service.
- 16.1.3** Payment in lieu of notice prescribed for in the above shall be made when the appropriate notice period is not given. Employment may be terminated by giving part of the period of notice and part payment in lieu thereof.
- 16.1.4** Payment in lieu of notice shall be the salary an employee would have received in respect of the ordinary time worked during the period of notice had the employment not been terminated.
- 16.1.5** The period of notice in this clause, shall not apply in the case of dismissal for conduct that justifies instant dismissal including inefficiency within the first fourteen days, neglect of duty or misconduct and in the case of casual employees, apprentices or employees engaged for a specific period of time for a specific task or tasks.
- 16.1.6** Notwithstanding the foregoing provisions trainees who are engaged for a specific period of time shall once the traineeship is completed and provided that the trainees' services are retained have all service including the training period counted in determining entitlements. In the event that a trainee is terminated at the end of his or her traineeship and is re-engaged by the same employer within six months of such termination the period of traineeship shall be counted as service in determining any future termination.

16.2 Notice of termination by employee

- 16.2.1** The notice of termination required to be given by the employee shall be the same as that required of an employer as defined in 16.1.1 except that there shall be no additional notice based on the age of the employee concerned.
- 16.2.2** If an employee fails to give notice the employer shall have the right to withhold moneys due to the employee with a maximum amount equal to the ordinary time rate of pay for the period of notice.
- 16.3** Nothing in this clause shall affect the right of the employer or an officer duly authorised by the employer to instantly terminate the services of an employee for misconduct or other grounds that justify summary dismissal.

16.4 Time off during notice period

Where an employer has given notice of termination to an employee, an employee shall be allowed up to one day's time off without loss of pay for the purpose of seeking other employment. The time off shall be taken at times that are convenient to the employee after consultation with the employer.

17. REDUNDANCY

In the event that the job of an employee under this award is declared redundant, the Company undertakes to comply with the test case standards of the Australian Industrial Relations Commission.

PART 5 - WAGES AND RELATED MATTERS

18. DEFINITIONS

18.1 Employees covered by this award will be classified as one of the seven following categories:

- Senior Operator/Maintenance
- Operator A1 (Production, Pipeline or Maintenance)
- Operator A2 (Production, Pipeline or Maintenance)
- Operator B1 (Production, Pipeline or Maintenance)
- Operator B2 (Production, Pipeline or Maintenance)
- Operator C (Trainee-Production, Pipeline or Maintenance)
- Operator Utility person

18.2 Detailed job descriptions, as set out in Appendix A, these categories will vary marginally from area to area so as to comply with local conditions and requirements. Whilst these job descriptions are comprehensive, the parties agree that they are not restrictive and the intent of 11.2 is not superseded.

18.3 An Operator of whatever category, may be required to perform any work associated with the main operational functions and any incidental or peripheral tasks associated with such work. operators will, if required by the Company, be trained in all operational aspects without limitation. Incidental or peripheral tasks include, but are not limited to, the performance of general labouring duties associated with the operational requirements of the Company. An employee may be required to utilise any skill acquired from previous experience or training.

19. MINIMUM WAGE RATES

[19.1 substituted by PR955671 ppc 08Feb05]

19.1 Employees employed under this part for 38 ordinary hours per week shall receive the minimum rate as set out below:

Classification	Minimum wage rate \$
Senior Operator (Maintenance)	615.60
Operator A1 (Production, Pipeline or Maintenance)	598.80
Operator A2 (Production, Pipeline or Maintenance)	587.00
Operator B1 (Production, Pipeline or Maintenance)	575.10
Operator B2 (Production, Pipeline or Maintenance)	554.90
Operator C (Trainee-Production, Pipeline or Maintenance)	536.60
Operator Utility person	524.80

19.2 Leading hands

[19.2 substituted by PR955671 ppc 08Feb05]

19.2 Leading hand rates will apply where an employee is deemed by the Site Superintendent / Manager to be occupying a supervisory role, or carrying additional responsibilities and skills to those normally associated with his / her job classification namely:

	\$
Grade 3 In charge of 3 to 10 employees	24.23
Grade 3 In charge of 11 to 20 employees	33.46
Grade 3 In charge of more than 20 employees	47.69

19.3 Arbitrated safety net adjustment

[19.3 - Safety net adjustment - from operative date of award title changed and substituted by PR955671 ppc 08Feb05]

19.3.1 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.

19.3.2 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.

19.4 Safety net adjustment – 12 months from operative date of award

[19.4 deleted by PR955671 ppc 08Feb05]

19.4 Superannuation

[19.5 renumbered as 19.4 by PR955671 ppc 08Feb05]

19.4.1 All employees are eligible to join the Company's Superannuation Scheme. The scheme is detailed in the appropriate Trust Deed and membership booklet.

19.4.2 Employees electing not to join the company scheme have all compulsory contributions paid to an eligible Fund, e.g. Sunsuper.

20. ALLOWANCES

20.1 Clothing and boots allowance

[20.1.1 varied by PR955671 ppc 08Feb05]

20.1.1 Employees are required to wear work clothes as specified by the employer. The cost of these items will be reimbursed by the employer as an allowance of \$13.88 per week of duty when working 12 hour shifts or \$9.29 per week of duty when working 8 hour shifts. The employer may supply the required clothing and boots at no cost to the employee in which case the allowances specified will not apply.

20.1.2 On commencement each permanent employee shall be provided with four sets of clothing. A casual employee may be provided with a partial issue.

20.1.3 A set of clothing will consist of:

- Long trousers and long sleeved shirt; or
- Coveralls; or
- Bib and Brace and long sleeved shirt.

20.1.4 In addition to the above each employee will be provided with:

- One jacket
- One pair of safety boots
- a One hat
- one jumper or two jumpers in the case of fly in/ fly out sites.

20.1.5 When clothing is provided it will be replaced on an annual basis and on a fair wear and tear basis in respect to items specified in 20.1.3 and on a fair wear and tear basis only in respect to items specified in 20.1.4.

20.1.6 It is a condition of employment that only approved industrial clothing is worn in the approved manner whilst on duty.

20.1.7 It is also a condition of employment that personal safety equipment be worn as required and that only approved tools and test equipment be used in the performance of work.

20.2 First aid allowance

[20.2 varied by PR955671 ppc 08Feb05]

All operators other than Trainees are required to maintain a current First Aid Certificate. Any employee appointed by the Company as an official First Aid Attendant shall be paid an allowance of \$13.41 per week of duty.

20.3 Shift allowance

[20.3 varied by PR955671 ppc 08Feb05]

Where a majority of a rostered shift falls between 4.00 p.m. and 8.00 a.m., an allowance of \$9.23 per shift worked will be paid.

20.4 Standby allowance

20.4.1 Where operational requirements necessitate an employee to be on standby to react safely and immediately to any callout, a Standby Allowance shall be paid to any employee nominated by the Site Supervisor or Superintendent.

[20.4.2 varied by PR955671 ppc 08Feb05]

20.4.2 This allowance shall be \$13.78 for each standby period during a normal work-cycle, and \$34.34 for each standby period of 24 hours during rostered days off.

20.5 Field allowance

[20.5 varied by PR955671 ppc 08Feb05]

Where employees are required to be away from their normal place of work and usual place of residence for an overnight period an allowance of \$16.99 per night shall be paid under the following circumstances:

- when accommodated in rig or seismic camps, or under canvas; or
- when accommodated in compressor station units.

20.6 Meals allowance

[20.6 varied by PR955671 ppc 08Feb05]

Where an employee is required to work in excess of two hours after the normal rostered finishing time that employee shall be entitled to be provided with a meal by the Company or to be paid an allowance of \$7.09.

20.7 Isolation allowance

[20.7.1 varied by PR955671 ppc 08Feb05]

20.7.1 An allowance of \$13.29 for each day or part thereof spent on site will be paid to an employee who works a cyclic roster and is required to stay in camp accommodation during the work period.

20.7.2 This allowance is to cover the additional expenses and disabilities associated with isolation, accumulating days off, the lack of normal amenities of town or city dwelling, living away from home and all other factors associated with living on-site.

20.8 Locality allowance

An employee based at the Moonie Field shall be paid an allowance of \$18.00 per week as appearing in the Queensland Government Industrial Gazette and as varied from time to time.

20.9 Tool allowance

[20.9 varied by PR955671 ppc 08Feb05]

An allowance of \$9.97 per week shall be paid to maintenance employees to supply approved tools when tools are not supplied.

[20.10 deleted by PR955671 ppc 08Feb05]

21. SAFETY EQUIPMENT AND TOOLS

21.1 All necessary safety equipment and tools (e.g. masks, goggles) will be provided by the employer.

21.2 Where an employee is required to work in wet conditions adequate waterproof clothing shall be made available.

22. MIXED FUNCTIONS

22.1 An employee, who on any day or shift does work involving different rates of pay shall be paid the highest of such rates for the whole of the ordinary hours on that day or shift.

22.2 Where, in any overtime period, an employee is required to perform work involving different rates of pay, the employee shall be paid the highest of such rates for the whole of that overtime period.

PART 6 - HOURS OF WORK, BREAKS, OVERTIME, SHIFTWORK & WEEKEND WORK

23. HOURS OF WORK

23.1 Day work

The ordinary hours of work shall not exceed an average of 38 per week.

23.2 Shift work

The ordinary hours shall average 38 per week over the number of weeks in the cycle.

23.3 Saturday and Sunday work

23.3.1 The rate payable for ordinary hours worked on a shift commencing on a Saturday shall be time and one-half.

23.3.2 The rate payable for ordinary hours worked on a shift commencing on a Sunday shall be double time.

23.3.3 The extra rates prescribed above shall be in substitution for and not cumulative upon the shift work allowance prescribed in 20.3.

23.4 Subject to the provisions of clause 24 – Rosters and cycles, normal rostered working hours shall be up to 12 per day as required for each rostered duty day.

24. ROSTERS AND CYCLES

24.1 At each work location the employer shall establish a roster which shall specify:

- the crew change days;
- the starting and finishing times of each rostered day;
- the cycle, i.e. days rostered on and off.

24.1.1 Once having been determined, the above shall only be altered by the employer after discussion with the employees and the Union or other employee representative and with at least one cycle's notice, or by agreement between the parties.

24.2 Travelling time where an employee's designated assembly point is not the employee's work location.

24.2.1 On crew change day only, an off-going employee shall be paid four hours travelling time at the ordinary rate. On crew change day only, an on-coming employee shall be paid four hours travelling time at the ordinary rate, provided that the employee reports at the designated assembly point at the time notified by the employer. The designated assembly point shall be as determined by management of the work location.

24.3 If an employee is dismissed other than for serious misconduct the employee shall be provided at dismissal with free transport, similar to that provided for a normal crew change, from the site to the employee's home port. If public transport is not available at that point, the employee shall be provided at dismissal with free transport to the nearest place to that point where public transport is reasonably available.

25. UNSCHEDULED OVERTIME

25.1 All time worked in excess of or outside the normal rostered hours of work prescribed by 23.4 shall be paid at the rate of double time, with the exception of time spent on training or education which shall be paid for at the normal hourly rate.

25.2 Where an employee works so much unscheduled overtime continuous with the completion of rostered hours on one day and the commencement of ordinary hours on the following day such that the employee does not have at least 8 consecutive hours off duty between the work of successive days the employee shall be paid at overtime rates until released from duty for 8 consecutive hours. The employee shall not lose payment for ordinary time occurring during such eight hours off duty:

- For the purpose of changing shifts; or
- Where a shift worker does not report for duty; or
- For the purpose of crew changes.

- 25.3** An employee recalled to work any overtime shall be paid for a minimum of two hours work. Such work shall not be regarded as overtime for the purpose of 25.2.
- 25.4** An employee required to work more than two hours overtime continuous with normal rostered hours shall be allowed a meal break of 30 minutes without loss of pay.

PART 7 - LEAVE AND PUBLIC HOLIDAYS

26. ANNUAL LEAVE

26.1 Period of annual leave

Except as otherwise provided by this clause at least one period of 28 consecutive days off duty shall be allowed annually to an employee after each year's continuous service with an employer, and as such shall be regarded as annual leave.

26.2 Shift work allowance

In addition to the leave prescribed in 26.1, an employee who is regularly rostered around the clock to work on any day of the week not excluding Sundays and holidays shall be paid an additional 7 days. Where an employee is so rostered for a part of the year the amount of additional-leave pay shall be the same proportion of 7 days as such part bears to a year.

26.3 Annual leave exclusive of public holidays

26.3.1 Subject to this subclause the annual leave prescribed by this clause shall be exclusive of any of the holidays prescribed clause 33 - Public holidays , and if any such holiday falls within an employee's period of annual leave and is observed on a day which, in the case of that employee would have been an ordinary working day, then one day in each case shall be added to the period of annual leave, except in the case of even-time cycle employees where compensation will be paid as opposed to days accrued.

26.3.2 Where a Public Holiday falls as aforesaid and the employee fails, without reasonable cause, proof shall be upon the employee, to attend for work at his/her ordinary starting time on the working days immediately preceding and following his/her period of annual leave, the employee shall not be entitled to be paid, or add to the period of annual leave days referred to in 26.3.1, for any such Holiday.

26.4 Time of taking annual leave

Except as otherwise agreed annual leave shall be allowed and taken in a continuous period not later than six months after it accrues at a time agreed between the employer and employee; however, by mutual agreement the period of six months may be extended.

26.5 Payment for annual leave

An employee, before going on leave, shall be paid as follows:

- 26.5.1** Where the employee is regularly rostered in accordance with 23.2 to work on any day of the week the employee shall be paid the amount of wages the employee would have received had he/she not been on leave during the relevant period, i.e. as if at work, but shall not include unscheduled overtime payments nor travelling allowances.
- 26.5.2** Other employees shall, for each complete week of leave, be paid their weekly wage rate pursuant to clause 19 – Minimum wage rates, plus a loading of 17.5%.
- 26.5.3** The employer may elect to pay the loading on an annual basis in December of each year instead of at the time when leave is taken.

26.6 Payment of annual leave on termination

If an employee:

- 26.6.1** After 6 weeks continuous service in the employee's first qualifying 12 monthly period with an employer, lawfully leaves the employment of the employer or his/her employment is terminated by the employer through no fault of the employee; or
- 26.6.2** After 12 months continuous service with an employer leaves the employment of the employer or his/her employment is terminated by the employer for any reason;

shall in respect of the period worked and for which no leave had been given, be paid the cash equivalent of annual leave in the same proportion as the payment prescribed in 26.5.

27. SICK LEAVE

27.1 Sick leave

Sick leave shall accrue at the rate of 10 days per annum and in the first year shall accrue at the rate of 1 day every 5 weeks of employment.

- 27.1.1** An employee who is absent from work on account of personal illness or injury by accident for which there is no entitlement to workers compensation shall, on production of evidence of the employee's illness or injury satisfactory to the employer, be entitled to sick leave without deduction of pay in accordance with 27.1.
- 27.1.2** Any absence on sick leave exceeding two days, or any absences affecting a designated crew-change, must be supported by a doctor's certificate or other evidence satisfactory to the employer.

27.1.3 An employee who is sick for a period of three or more consecutive days whilst on annual leave shall be entitled to paid sick leave and an annual leave credit adjustment upon the provision of a doctors certificate stating that the employee would have been confined to bed for the period claimed.

28.2 Accident pay

28.2.1 An employer shall pay an employee accident pay where the employee receives an injury for which payments or compensation are payable by or on behalf of the employer pursuant to the provisions of the appropriate Workers' Compensation Act provided such payments are at a rate less than an employee's award rate.

28.2.2 **Accident pay** means payment of an amount being the difference between the amount of compensation paid to the employee pursuant to the said appropriate Workers' Compensation Act and payment for the number of hours that the employee would have worked had he/she been at work, at the single time rate.

28.2.3 An employer shall pay, or cause to be paid, accident pay during the incapacity of the employee within the meaning of the said appropriate Act until such incapacity ceases, or until the expiration of a period of 52 weeks from the date of injury, whichever event shall first occur.

28.2.4 The liability of the employer to pay accident pay in accordance with this clause shall arise as at the date of the injury or accident in respect of which compensation is payable under the said appropriate Act, and the termination of the employee's employment for any reason during the period of any incapacity shall in no way affect the liability of the employer to pay accident pay as provided in this clause.

28.2.5 In the event that the employee receives a lump sum in redemption of weekly payments under the said Act, the liability of the employer to pay accident pay as herein provided shall cease from the effective date of such redemption.

29. SPECIAL RESPONSIBILITY LEAVE

29.1 Use of sick leave

29.1.1 An employee with responsibilities in relation to either members of their immediate family or members of their household who need their care and support shall be entitled to use, in accordance with this subclause, up to five days sick leave per annum for absences to provide care and support for such persons when they are ill.

29.1.2 The employee shall, if required, establish by production of a medical certificate or statutory declaration that the person concerned is ill.

29.1.3 The entitlement to use sick leave in accordance with this subclause is subject to:

29.1.3(a) the employee being responsible for the care of the person; and

29.1.3(b) the person concerned being either:

- a member of the employee's immediate family; or
- a member of the employee's household.

29.1.3(c) The term **immediate family** includes:

29.1.3(c)(i) a spouse (including a former spouse, a de facto spouse and a former de facto spouse) of the employee; and

29.1.3(c)(iii) an adult child (including an adopted child, an ex-foster child, a step-child, or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee.

29.1.4 The employee shall, wherever practicable, give the employer notice prior to the absence of the intention to take leave, the name of the person requiring care and their relationship to the employee, the reasons for taking such leave and the estimated length of absence. If it is not practicable for the employee to give prior notice of absence, the employee shall notify the employer by telephone of such absence at the first opportunity on the day of absence.

29.2 Unpaid leave for caring purposes – Carers leave

An employee may elect, with the consent of the employer, to take unpaid leave for the purpose of providing care to a family member who is ill.

29.3 Annual leave – Carers leave

Notwithstanding the provisions of this clause, an employee may elect, with the consent of the company, to take annual leave not exceeding five days in any calendar year at a time or times agreed between the parties.

29.4 Time off in lieu of payment for overtime – Carers leave

29.4.1 An employee may elect, with the consent of the employer, to take time off in lieu of payment for overtime at a time or times agreed with the employer to discharge a responsibility to care for or support a person within the employee's immediate family or household whether sick or not.

29.4.2 Overtime taken as time off during ordinary time hours shall be taken at the ordinary time rate, that is an hour for each hour worked.

29.4.3 An employer shall, if requested by an employee, provide payment, at the rate provided for the payment of overtime in the award, for any overtime worked under 29.4.1 if this subclause where such time has not been taken within four weeks of accrual and requested by the employee.

29.5 Make-up time – Carers leave

An employee may elect, with the consent of the employer, to work make-up time, under which the employee takes time off ordinary hours, and works those hours at a later time, during the spread of ordinary hours provided in the award, at ordinary rates.

30. BEREAVEMENT LEAVE

30.1 An employee shall be entitled to three days bereavement leave without loss of pay on each occasion and on production of satisfactory evidence of the death of the employee's wife, husband, father, grandparents, mother, brother, sister, child, stepchild or parents-in-law.

30.2 Provided that, at the employer's discretion employees may take more than 3 days paid leave where justified given the circumstances of a particular case.

30.3 In addition to the provisions of 30.1 and 30.2 the following will apply:

30.3.1 If the employee is on rostered duty at the time of such death the employer will provide free of charge transport similar to that provided for a normal crew change to the employee's home port or to the nearest place to that point where public transport is reasonably available.

31. PARENTAL LEAVE

The provisions of this clause apply to full-time and regular part-time employees, but do not apply to casual employees.

Subject to the terms of this clause employees are entitled to maternity, paternity and adoption leave in connection with the birth or adoption of a child.

31.1 Definitions

31.1.1 For the purpose of the clause **child** means a child of the employee under the age of one year except for adoption of a child where 'child' means a person under the age of five years who is placed with the employee for the purpose of adoption, other than a child or step-child of the employee or of the spouse of the employee or a child who has previously lived continuously with the employee for a period of six months or more.

31.1.2 Subject to 31.1.3, in this clause, **spouse** includes a de facto or former spouse.

31.1.3 In relation to 31.5, **spouse** includes a de facto spouse but does not include a former spouse.

31.2 Basic entitlement

31.2.1 After twelve months continuous service, parents are entitled to a combined total of 52 weeks unpaid parental leave on a shared basis in relation to the birth or adoption of their child. For females, maternity leave may be taken and for males, paternity leave may be taken. Adoption leave may be taken in the case of adoption.

31.2.2 Subject to 31.3.6, parental leave is to be available to only one parent at a time, in a single unbroken period, except that both parents may simultaneously take:

31.2.2(a) for maternity and parental leave, an unbroken period of one week at the time of the birth of the child;

31.2.2(b) for adoption leave, an unbroken period of up to three weeks at the time of placement of the child.

31.3 Maternity leave

31.3.1 An employee must provide notice to the employer in advance of the expected date of commencement of parental leave. The notice requirements are:

31.3.1(a) of the expected date of confinement (included in a certificate from a registered medical practitioner stating that the employee is pregnant) – at least 10 weeks;

31.3.1(b) of the date on which the employee proposes to commence maternity leave and the period of leave to be taken – at least 4 weeks.

31.3.2 When the employee gives notice under 31.3.1(a) the employee must also provide a statutory declaration stating particulars of any period of paternity leave sought or taken by her spouse and that of the period of maternity leave she will not engage in any conduct inconsistent with her contract of employment.

31.3.3 An employee will not be in breach of this clause if failure to give the stipulated notice is occasioned by confinement occurring earlier than the presumed date.

31.3.4 Subject to 31.2.1 and unless otherwise agreed between the employer and employee, an employee may commence parental leave at any time within six weeks immediately prior to the expected date of birth.

31.3.5 Where an employee continues to work within the six weeks of the expected date of birth, or where the employee elects to return to work within six weeks after the birth of a child, an employer may require the employee to provide a medical certificate stating that she is fit to work on her normal duties.

31.3.6 Special maternity leave

31.3.6(a) Where the pregnancy of an employee not then on maternity leave terminates after 28 weeks other than by the birth of a living child, then the employee may take unpaid special maternity leave of such periods as a registered medical practitioner certifies as necessary.

31.3.6(b) Where an employee is suffering an illness not related to the direct consequences of the confinement, an employee may take any paid sick leave to which she is entitled in lieu of, or in addition to, special maternity leave.

31.3.6(c) Where an employee not then on maternity leave suffers illness related to her pregnancy, she may take any paid sick leave to which she is then entitled and such further unpaid special maternity leave as a registered medical practitioner certifies as necessary before her return to work. The aggregate of paid sick leave, special maternity leave and parental leave, including parental leave taken by a spouse, may not exceed 52 weeks.

31.3.7 Where leave is granted under clause 31.3.4, during the period of leave an employee may return to work at any time, as agreed between the employer and the employee provided that time does not exceed four weeks from the recommencement date desired by the employee.

31.4 Transfer to a safe job

31.4.1 Where an employee is pregnant and, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to continue at her present work, the employee will, if the employer deems it practicable, be transferred to a safe job at the rate and on the conditions attaching to that job until the commencement of maternity leave.

31.4.2 If the transfer to a safe job is not practicable, the employee may elect, or the employer may require the employee, to commence parental leave for such period as is certified necessary by a registered medical practitioner.

31.5 Paternity leave

31.5.1 An employee will provide to the employer at least ten weeks prior to each proposed period of paternity leave, with:

31.5.1(a) a certificate from a registered medical practitioner which names his spouse, stating that she is pregnant and the expected dated of confinement, or states the date on which the birth took place; and

31.5.1(b) written notification of the dates on which he proposes to start and finish the period of paternity leave; and

31.5.1(c) a statutory declaration stating:

- he will take that period of paternity leave to become the primary care-giver of a child;
- particulars of any period of maternity leave sought or taken by his spouse; and
- that for the period of paternity leave he will not engage in any conduct contrary to his contract of employment.

31.5.2 The employee will not be in breach of 31.5.1 if the failure to give the required period of notice is because of the birth occurring earlier than expected, the death of the mother of the child, or other compelling circumstances.

31.6 Adoption leave

31.6.1 The employee will notify the employer at least ten weeks in advance of the date of commencement of adoption leave and the period of leave to be taken. An employee may commence adoption leave prior to providing such notice, where through circumstances beyond the control of the employee, the adoption of a child takes place earlier.

31.6.2 Before commencing adoption leave, an employee will provide the employer with a statutory declaration stating:

31.6.2(a) the employee is seeking adoption leave to become the primary care-giver of the child;

31.6.2(b) particulars of any period of adoption leave sought or taken by the employee's spouse; and

31.6.2(c) that for the period of adoption leave the employee will not engage in any conduct contrary to their contract of employment.

31.6.3 An employer may require an employee to provide confirmation from the appropriate government authority of the placement.

31.6.4 Where the placement of child for adoption with an employee does not proceed or continue, the employee will notify the employer immediately and the employer will nominate a time not exceeding four weeks from receipt of notification for the employee's return to work.

31.6.5 An employee will not be in breach of this clause as a consequence of failure to give the stipulated periods of notice if such failure results from a requirement of an adoption agency to accept earlier or later placement of a child, the death of a spouse, or other compelling circumstances.

31.6.6 An employee seeking to adopt a child is entitled to unpaid leave for the purpose of attending any compulsory interviews or examinations as are necessary as part of the adoption procedure. The employee and the employer should agree on the length of the unpaid leave. Where agreement cannot be reached, the employee is entitled to take up to two days unpaid leave. Where paid leave is available to the employee, the employer may require the employee to take such leave instead.

31.7 Variation of period of parental leave

Unless agreed otherwise between the employer and the employee, an employee may apply to their employer to change the period of parental leave on one occasion. Any such change to be notified at least four weeks prior to the commencement of the changed arrangements.

31.8 Parental leave and other entitlements

An employee may in lieu of or in conjunction with parental leave, access other paid leave entitlements which they have accrued, such as annual leave or long service leave, subject to the total amount of leave not exceeding 52 weeks.

31.9 Returning to work after a period of parental leave

31.9.1 An employee will notify of the intention to return to work after a period of parental leave at least four weeks prior to the expiration of leave.

31.9.2 An employee will be entitled to the position which was held immediately before proceeding on parental leave. In the case of an employee transferred to a safe job pursuant to 31.4, the employee will be entitled to return to the position held before such transfer.

31.9.3 Where such position no longer exists but there are other positions available which the employee is qualified for and is capable of performing, the employee will be entitled to a position as nearly comparable in status and pay to that of the former position.

31.10 Replacement employees

31.10.1 A replacement employee is an employee specifically engaged or temporarily promoted or transferred, as a result of an employee proceeding on parental leave.

31.10.2 A replacement employee will be informed of the temporary nature of the employment and of the rights of the employee who is being replaced.

32. JURY SERVICE

32.1 An employee required to attend jury service during rostered working hours shall not suffer any reduction in normal salary, the employer shall pay the difference between and juror's fee received and the employees normal salary.

- 32.2** An employee required to attend jury service shall notify the employer as soon as possible of the date upon which attendance for jury service is required.
- 32.3** An employee required to attend jury service shall give the employer proof of attendance, the duration of such attendance and details of any amount received in respect of such jury service.
- 32.4** An employee called for, but not required to perform jury service shall, where it is reasonable practicable, return to work.
- 32.5** An employee who is required to be a witness at a court of law shall be granted leave without pay except where, at the discretion of the employer, leave with pay is granted.

33. PUBLIC HOLIDAYS

33.1 Entitlement

33.1.1 An employee shall be entitled to the following holidays, without loss of pay:

- New Years Day (January 1)
- Good Friday
- Easter Saturday
- Easter Monday
- Christmas Day (December 25)
- Boxing Day (December 26)
- Australia Day (January 26)
- Anzac Day (April 25)
- Queen's Birthday
- Eight Hour Day or Labour Day and
- one additional day which may be observed in the particular State, Territory or locality as Show day or other local holiday.

33.2 By agreement between the employer and a majority of employees at a particular work site, other days may be substituted for the said holidays or any of them.

33.2.1 Where an employee is absent from his/her employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of the employer, the employee shall not be entitled to payment for such holiday or holidays.

33.2.2 For all work performed on a public holiday an employee shall, in addition to the rate he/she 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, provided that work shall not be paid for at a rate in excess of triple time.

33.2.2(a) When operating a cyclic work system the employer and employees may agree to calculate the additional payments for public holidays worked or not worked and make an average payment for such days each pay period.

33.2.3 A shift worker or an employee working under 24.2 of whose rostered day off falls on a public holiday shall, if not required to work, receive 7.6 hours pay at single time in addition to the normal cycle earnings during which the public holiday falls.

33.2.4 In addition to the amount for travelling under 25.2, an employee shall be paid an extra two hours at ordinary rates when travel occurs on a public holiday.

34. LONG SERVICE LEAVE

34.1 An employee shall be entitled to paid long service leave on full pay, subject to and in accordance with the provisions hereunder at the weekly rate specified in clause 19 – Minimum wage rates.

34.2 The entitlement of any and every employee to long service leave on full pay pursuant to this clause shall be in respect of the employee's continuous service:

34.2.1 in the case of an employee who shall have completed a period of 10 years of continuous service with the Company be 13 consecutive weeks;

34.2.2 in the case of an employee who shall have completed a period of 7 years but less than 10 year service with the Company and who terminates or the Company terminates that service for any cause other than serious misconduct, or who dies, be a proportionate amount on the basis of 13 weeks for 10 years service;

34.2.3 in the case of an employee who after completing the first or subsequent period of 10 years service with the company continues that service until the employee has completed a further ten years service with the company, be a further 13 consecutive weeks; and

34.2.4 in the case of an employee who after completing the first or subsequent period of 10 years service with the Company and who terminates that service or, the Company terminates that service for any cause other than serious misconduct, or who dies, be a proportionate further amount on the basis of 13 weeks for 10 years, service.

34.2.5 this clause supersedes all previous long service leave entitlements effective and accumulating from 1 January 1989 and shall be cumulative to any long service leave accrued as at that date.

APPENDIX A – JOB DESCRIPTION

MOONIE

Position - Senior Operator Maintenance - (Mechanic/Fitter)

Responsible to - Field Foreman

Work Duties

Work duties and responsibilities shall include but not be restricted to the following:

- To be fully conversant with the repair and maintenance of high speed compression ignition engines.
- To be competent in the maintenance and overhaul of centrifugal pumps.
- To be responsible for maintenance and upkeep of fleet vehicles.
- To be responsible for repairs to meters and chemical pumps associated with separators.
- To be familiar with electrical switching of power generators.
- To be competent in the safe handling and operation of workshop plant and equipment.
- To report any hazardous situations or dangerous work practices to Field Foreman.
- To be proficient in the use of all firefighting equipment used on site.
- To be responsible for maintaining work area in a generally tidy and safe state.
- To maintain a current First Aid Certificate.

MOONIE

Position - Senior Operator Maintenance - (Electrician)

Responsible to - Field Foreman

Work Duties

Work duties and responsibilities shall include but not be restricted to the following:

- To be competent in all existing electrical and instrument installations.
- To be competent in maintaining power generators, switchboards and circuit breakers.
- To be competent in testing and maintaining all existing alarm circuits.
- To be familiar with fault finding and repairs via circuit diagrams.
- To be competent in the repair of electrical motors of all sizes and applications.
- To be competent in new wiring and installation of new equipment or instruments.

- To report any machinery faults or unsafe work practices to Field Foreman.
- To be responsible for repairs to domestic power supplies and switchboards.
- To be competent in fault finding on E.S.P. wells.
- To be qualified in high voltage overhead switching.
- To be aware of Mines Department and Electric Authority regulations and requirements.
- To have knowledge of Mines Department hazard zoning of plant areas for purposes of wiring.
- To be responsible for maintaining work areas in a generally tidy and safe state.
- To maintain a current First Aid Certificate.

MOONIE

Position - Production/Pipeline/Maintenance Operator A1

Responsible to - Field Foreman

Work Duties

Will have been assessed as competent in, and routinely performs, all duties associated with but not restricted to the following:

- All aspects of field production, calculations and reporting.
- Operation of gas flare valve and maintenance of pressure systems associated with same.
- An understanding of power generation systems and equipment.
- Operation and maintenance of E.S.P and beam pump wens.
- An understanding of the overhead power distribution system.
- Full understanding of fire-fighting equipment and alarm systems and their use.
- To be fully conversant with procedures to be followed in emergency shut down of production or pipeline facilities.
- To carry out duties of Operator B1 as and when required.
- To be familiar with Mines Department zones and classing within the production facility.
- To be responsible for the accurate use of meter proving equipment and the calculations arising from same.
- To assist, where possible, other Operators, Fitters and Electricians to expedite work carried out in their areas of responsibility.
- To maintain a current First Aid Certificate.

MOONIE

Position - Production/Pipeline/Maintenance Operator B1

Responsible to - Field Foreman

After a minimum period of 3 months service at Moonie Plant and having satisfactorily performed the work duties of a Trainee Operator, work duties will include but not be restricted to:

- Being conversant with all aspects of pipeline operation at Moonie.
- To become proficient in all aspects of mainline pump and engine operation.
- To learn the operations of the instrumentation and control equipment.
- To become proficient with the operation of the Santos J.M.P. receiving facility.
- To be conversant with chemicals, their safe handling and injection rates.
- To be proficient with the test and production separator control and operation.
- To become proficient with the fuel centrifuging operation and distribution.
- To be proficient with all the lube oil distribution lines and storage tanks.
- To be proficient with the slop oil recovery system.
- To be proficient with the production water disposal system and report on the quantity of water.
- To be constantly aware of normal operations and report any abnormalities or unsafe conditions to the Field Foreman.
- To maintain a current First Aid Certificate.
- To carry out the duties of a Trainee Operator as and when required.

MOONIE

Position - Production/Pipeline/Maintenance Operator C

Responsible to - Field Foreman

Work Duties

To become trained in and become familiar with all areas of production and pipeline operations at Moonie as described below:

- To become familiar with operational safety procedures.
- To be trained in tanker unloading and loading procedures and an safety requirements associated with same.
- To become familiar with fire fighting plant and facilities.
- To become proficient with ticket loading and calculations.
- To learn all drainage and sump pump distribution points.
- To learn tank dipping, draining and sampling procedures.
- To learn Instrument and start up air systems.
- To learn plant operation, sampling and lab testing of samples.
- To assist Operators in normal operating procedures, when necessary.

- To keep plant area clean and tidy at all times.
- To keep vehicles clean, tidy and to report any noted defects to mechanical maintenance or the Field Foreman.
- On 2 hourly basis, visit all appropriate facilities and record all readings from gauges on all operating plant, running at that particular stage and to report on any irregular patterns noted.
- To receive training in and obtain a recognised First Aid Certificate.

LYTTON/BREWER ESTATE

Position - Terminal/Pipeline Operator A1

Reports to and can substitute for the Terminal Supervisor and has been assessed as competent in, and routinely performs, all duties and responsibilities associated with but not restricted to those listed below, as well as those of an Operator B1 & C, and has worked a minimum of three years in this or a similar area.

- Can organise with refineries and pipeline operations scheduling of all crude oil transfer operations.
- Has a good knowledge of off-site facilities and can work out unusual transfer or non-routine transfer line-ups.
- Can carry out most maintenance activities, except those requiring specialist trade qualifications and experience.
- Maintain a current First Aid Certificate.

LYTTON/BREWER ESTATE

Position - Terminal/Pipeline Operator B1

Reports to the Terminal Supervisor and has been assessed as competent in, and routinely performs, all duties and responsibilities associated with but not restricted to those listed below, as well as those of an Operator C and has a minimum of six months in this or a similar area.

- Without supervision, can carry out crude transfer operations including calculations for the amount transferred.
- Can complete daily reporting requirements for crude movements.
- Has a thorough understanding of terminal layout and piping and general understanding of off-site facilities necessary for lining up routine crude transfers.
- Carry out, with direction, non-routine maintenance activities.
- Maintain a current First Aid Certificate.

LYTTON/BREWER ESTATE

Position - Terminal/Pipeline Operator C/Utilityman

Reports to the Terminal Supervisor and has been assessed as generally competent in, and routinely performs or assists in the performance of, all duties and responsibilities associated with but not restricted to:

- General terminal layout and piping arrangement so that in an emergency can isolate equipment as required.
- Can operate fire fighting facilities.
- Perform routine checks on all facilities at regular intervals so any irregularities can be detected and reported.
- Operate equipment necessary for routine maintenance of facilities, vehicles and grounds.
- Under supervision, can stop and start crude transfers (and loadouts, where applicable) including dipping and sampling of tanks, operating valves, stopping and starting pumps, etc.
- Collate necessary meter readings, instrument checks and pipeline data as required for gas or oil line facilities.
- Carry out installation of or alterations to any terminal or pipeline facilities as directed.
- Carry out routine maintenance and general labouring tasks as required.
- Receive training in and obtain a recognised First Aid Certificate.

ROMA

Position - Operator Maintenance (Senior, A1, B1 or C)

In some circumstances, operations will require the employment of persons with specific trade skills. Examples of the skills required are:

- Electrician;
- Mechanic;
- Welder;
- Instrument Technician; or
- Heavy Equipment Operator.

However specific duties and skill required will vary depending on the equipment installed or operated in the field. The duties of Maintenance Personnel complement, and in some cases overlap with those of the various duties of the Production Operators.

Position - Production Operator A1

Responsible to - Production Supervisor

Work Duties

Work duties and responsibilities would be the same as those of a Production Operator B1. In addition to this, however, a Production Operator A1 would be expected to have a minimum of three years field service in oil and gas production operations. As well as advanced knowledge of operational issues and skills in problem solving. He shall have demonstrated his ability to anticipate and recognise complex operational problems and to take appropriate and effective action.

ROMA

Position - Production Operator B1

Responsible to - Production Supervisor

Work Duties

A Production Operator B1 would be expected to have a minimum of twelve months field service in oil and gas production operations and would routinely perform all work duties and responsibilities associated with but not restricted to:

- To regularly inspect and operate gas production equipment such as wellheads, separators, scrubbers, injection pumps, metering facilities.
- To adjust gas flow rates and monitor gas field production volumes so that contract commitments can be satisfied.
- To have knowledge of CP principles and carry out on-off potential surveys and interference testing as well as equipment maintenance and installation.
- To accurately measure and record all well pressures and flow information on monthly data sheets.
- To service and calibrate all flow measurement and control equipment to maintain required standards of accuracy.
- To assemble, install and function test all meter run flow measurement equipment.
- To install, test and service all automatic well shut down pressure controllers.
- Install, operate and maintain all equipment at liquid hydrocarbon storage facilities.
- To install, operate and maintain Lufkin or similar design pumps for the production of oil and/or water from oil and gas wens.
- To carry out gas well liquid production tests with skid/trailer mounted test separators and accurately record all test data on required data sheets.

- To maintain test separators, associated flow metering equipment and trailers.
- To drain off all water from liquid hydrocarbon storage tanks and accurately record water production data from each tank installation.
- To safely load out liquid hydrocarbons from field storage facilities into road tankers and accurately record all liquid volumes.
- To know the location of fire fighting equipment, safety equipment and emergency alarms and to be able to competently use this equipment in the event of a fire or accident.
- To operate wireline equipment to carry out bottom hole pressure surveys in accordance with Reservoir Engineering programs.
- To program electronic pressure recorders using office computers retrieve data on completion of pressure surveys and obtain final data printouts.
- To use chart reading instruments and tables to determine pressures recorded by Amerada instruments and record and/or plot information on relevant office data sheets.
- To operate pipeline pigging equipment to launch and retrieve all types and sizes of pipeline pigs.
- To inject corrosion inhibitor into pipeline systems as scheduled; to inject surfactant down well casing/tubing to improve gas well flow performance.
- As qualified to assemble/disassemble, connect/disconnect screwed and/or welded piping (if qualified to do so) and standard fittings for either permanent or temporary operational field installations.
- To drive trucks, cars, utilities, fork lifts, cranes as licensed and as required to assist in the performance of operator duties.
- To have a basic knowledge of company accounting, warehouse and administrative procedures and the necessary forms associated with these procedures.
- To practice good housekeeping in their work areas and maintain safe working conditions at all times.
- To report to the Supervisor any need for maintenance of equipment or any hazardous work situations.
- To carry out on-the-job training of Production Operators.
- To participate in training exercises aimed at improving the skill and knowledge of Operators.
- To demonstrate the ability to study and absorb new practices and techniques within the industry.
- To maintain a current First Aid Certificate.

ROMA

Position - Production Operator C (Trainee)

Responsible to - Production Supervisor

Work Duties

Whilst undergoing training in all areas of field hydrocarbons production facilities and operations, the Trainee Operator's work duties and responsibilities would include but not be restricted to:

- To regularly inspect and operate gas production equipment such as wellheads, separators, scrubbers, injection pumps, metering facilities.
- To accurately measure and record all well pressures and flow information on monthly data sheets.
- To service and calibrate all flow measurement and control equipment to maintain required standards of accuracy.
- To drain off all water from liquid hydrocarbon storage tanks and accurately record water production data for each tank installation.
- To know the location of fire fighting equipment, safety equipment and emergency alarms and to be able to competently use this equipment in the event of an emergency.
- To use chart reading instruments and tables to determine pressures recorded by Amerada instruments and record and/or plot information on relevant office data sheets.
- To drive trucks, cars, utilities, fork lifts, cranes as licensed and required to assist in the performance of operator duties.
- To practice good housekeeping in their work areas and maintain safe working conditions at all times.
- To report to Supervisor any need for maintenance of equipment or any hazardous work situations.
- To participate in training exercises aimed at improving the skill and knowledge of Operators.
- To assist Production Operators in carrying out their required work duties.
- To demonstrate the ability to study and absorb *new* practices and techniques within the industry.
- To receive training in and obtain a recognised First Aid Certificate.

MEREENIE

Position - Operator Maintenance Senior (A1, A2, B1, B2 or C)

Responsibilities and Duties

In some circumstances field operations will require the employment of persons with specific trade skills. Examples of the skills required are:

- Electrician
- Mechanic
- Welder
- Instrument Technician
- Heavy Equipment Operator

Specific duties will vary depending on the equipment installed or operated in the field. The duties of Maintenance Personnel complement and in some cases overlap with those of the various duties of the Production Operators.

MEREENIE

Position - Production Operator AI

Responsibilities and Duties

A Mereenie Production Operator AI is an employee who has received additional recognition by attaining, through his own initiative, advanced knowledge and skills. He shall have demonstrated his ability to anticipate and recognise complex operational problems and to take appropriate effective action(s). Job duties and responsibilities should remain the same as an Operator A2. The position of Mereenie Production Operator AI would be attained by successfully completing a written examination conducted by the company or by an impartial and qualified third party.

General Requirements (To include but not be limited to)

The applicant shall have completed 3 years of continuous field service during which time he/she ably and fully demonstrated his ability to fill all the requirements of a Mereenie Production Operator A2 as well as:

- Has been routinely required to accept the responsibilities of his immediate Supervisor.
- Successfully completed the "pilot" series of instruction booklets.
- Developed knowledge of the below-listed subjects and successfully sat for a written examination to demonstrate advanced knowledge and proficiency.

1. Demonstrated safe field handling of natural gas.
 2. Demonstrated the ability to commission and operate new generation hydrocarbons field facilities.
 3. Demonstrated safe operation and knowledge of production facility process and flow systems.
 4. Safety shutdown and emergency systems and procedures.
 5. Basic instrumentation.
 6. Oil and gas reservoir behaviour characteristics.
 7. Surface oil and gas equipment.
 8. General basic science knowledge with the ability to perform simple calculations.
 9. Company accounting, warehouse and administrative procedures and the necessary forms.
 10. The safety manual.
 11. Emergency alarms and procedures for fire, accident and process control.
 12. The inter-relationship of the entire hydrocarbon system of producing, treating, transporting, processing, storage and loading produce from the source to the terminal located at PRA, Adelaide.
- Attend advanced fire fighting training.
 - Maintain a current First Aid Certificate.
 - Continue to perform all the requirements of a Production Operator A2.

MEREENIE

Position - Production Operator A2

A Mereenie Production Operator A2 is an employee who has attained, through training and initiative, knowledge and skills in excess of those required for a Production Operator B1. Job duties and responsibilities should remain essentially the same as a Production Operator B1. The movement to a Production Operator A2 would be by assessment and completion of at least 50% of the study requirements of a Production Operator A1.

General Requirements (To include but not be limited to)

The applicant shall have completed two years of continuous field service during which time the employee has ably and fully demonstrated the ability to fill all the requirements of a Production Operator B1. In addition the general requirements specified for a Production Operator AI will apply equally to a Production Operator A2.

MEREENIE

Position - Production Operator B1

Responsibilities and Duties

A Mereenie Production Operator B1 is an employee who has had considerable oil and gas production operations experience. A Production Operator B2 can move to the position of Production Operator B1 by successfully completing a written examination conducted by the company or by an impartial and qualified third party.

General Requirements

Job duties and responsibilities should remain the same as an Operator B2 but in addition to also include but not limited to:

- To be occasionally required to accept the responsibilities of his immediate Supervisor.
- To be a competent operator in all areas of the field hydrocarbons production facilities.
- To adjust speed, flow or level of such items of equipment in order to safely and efficiently operate the system.
- To start up, operate and shutdown equipment according to established procedures.
- To operate a computer console to transmit and receive data.
- To take corrective action upon receiving an alarm or non-routine conditions through the control system.
- To regulate and adjust the flow of gas and/or oil as requested.
- To divert wells to test and record test information.
- To change charts and orifice plates, refill Inking devices.
- To witness proving of meters and record results.
- To launch spheres and scrapers and other pipeline "pigs" into pipelines.
- To test surface safety valves on a routine basis.
- To draw samples and analyse for determination of water and other contaminants in crude oil on a routine basis and for special tests as required.
- To carry out basic store duties and adequate provisioning of stores by notifying Supervisor of impending shortages.
- To inject corrosion inhibitor chemical into well bore as scheduled.
- To shut down, isolate and depressure equipment for maintenance work.
- To ensure safe conditions continue during performances of maintenance work.
- To be competent in all aspects of wireline operations and assist with wireline operations as required.
- To lubricate valves when necessary and perform regular valve maintenance.
- To safely remove, replace caps or plugs from drains, vents, bleed and sample connections as required.
- To connect/disconnect flexible hoses for use in cleaning.

- To open, clean and/or replace sample filters, strainers and screens in flowlines and equipment as directed.
- To connect/disconnect gas cylinders and manifolds for safety, first aid and fire fighting.
- To use suitable mechanical aids as directed, e. g. read tachometers to check condition of equipment.
- To replace lights when accessible for safety and operational reasons including indicator and gauge lights.
- To assemble/dismantle, connect/disconnect screwed piping and stand fittings for temporary situations such as testing, venting, draining and steaming out arrangements.
- To tighten fittings on flowlines, pipelines and equipment.
- To use chemicals, mechanical or hot water cleaning devices as necessary.
- To carry out gas testings as necessary for safety at operations.
- To handle stores and chemicals within the work area.
- To carry out on-the-job training instruction of Trainee Operators.
- To isolate electrical equipment where special tools are not required.
- To clean plugged or fouled flowlines, drains and vents by:
 - use of steam or hot waters
 - use of detergents or chemicals
 - use of rods in certain cases
- To maintain a current First Aid Certificate.

MEREENIE

Position - Production Operator B2

A Mereenie Production Operator B2 has experience in oil and gas production operations exceeding those of a Production Operator C. The movement to the Production Operator B1 is subject to a minimum of 6 months experience in this level and is by assessment and completion of at least 50% of the study requirements of a Production Operator B1

General Requirements

Job duties and responsibilities will be as generally specified for a Production Operator B1.

MEREENIE

Position - Production Operator C - Trainee

Responsibilities

A Mereenie Production Operator C is an employee who has limited oil and gas production operations experience. Operators with previous experience in oil and gas production operations will normally be required to undertake a probationary period as a Production Operator C. A minimum of 6 months experience will generally be required before a Production Operator C can sit for the written exam to become a Production Operator B2.

General Requirements (To include but not be limited to)

- Regularly inspect and operate process equipment such as wellheads and controls, knockout vessels, scrubbers, separators, generators, turbine, pumps, injection pumps., compressors, metering facilities, valves.
- To understand and operate emergency alarms and shutdown systems within his/her area of responsibility.
- To practice good housekeeping in the work area and keep it clean and free from unsafe conditions.
- To report to the Supervisor any need for maintenance of equipment.
- Install "stick-on" signs or stencil information on flowlines, pipelines and equipment as requested.
- To generally take reasonable action as may be necessary to make work areas safe.
- To assist with wireline operations as required.
- To note, record and report operating or process information on log books as requested.
- To make out a daily log and report of operations and conditions.
- To know the location of fire fighting equipment, safety appliances and emergency and alarm systems and to use them in the event of a fire or accident.
- To participate in training exercise aimed at improving the skill and knowledge of operators.
- To drive trucks, cars, utilities as required to assist the performance of operator duties.
- To demonstrate the ability to take corrective action in an emergency or unusual operational situation to protect personnel, plant, equipment and project without the Field Supervisor in attendance.
- To demonstrate the ability to study and absorb new practices and techniques within the industry.
- To be trained in and carry out such duties as deemed necessary in the event of emergency, including fire.
- To be trained in and obtain a current first Aid Certificate.

MEREENIE

Position - Operator Utility person (Camp)

Responsibilities and Duties

A Camp Utility person works generally under the supervision of a Head Cook or Camp Supervisor. The duties undertaken vary according to the number of camp residents and the camp staffing levels. In periods of low camp residency numbers, a Camp Utility person may be used for general duties elsewhere in the field. A Camp Utility person's duties include but are not limited to:

- Assist with the preparation and serving of food in the camp kitchen.
- Perform cleaning and housekeeping duties in the camp kitchen, dining room, recreation facilities, accommodation units, ablution blocks and on-site field office and accommodation units.

- Maintain the camp gardens and grounds.
- Perform general maintenance duties around the camp facilities including basic repairs and painting.
- Keep camp facilities and surroundings clean of all rubbish and transport camp refuse to field dump sites as required.
- Unload and store camp supplies.
- Perform general field duties as and when required.
- Maintain a current First Aid Certificate.

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