



## CATEGORY 1 BASIC PROJECTS

### Introduction

Signatory organisations are required to report impending significant projects and contracts as early as possible, using the Notification of Work Form which is available from the NJC website. Prompt notification assists the parties to satisfy their mutual obligations and for each to fulfil their share of the responsibility in considering the use of additional employment relations support where appropriate.

On Category 1 Major Projects the provision of additional employment relations support is normally taken up and the provisions of NAECI Appendix D, including the implementation of a Supplementary Project Agreement, Project Joint Council and Independent Auditor are usually applied in full.

### Basic Projects

While major projects based on traditional power generation and petrochemical technologies have required and will continue to require Category 1 additional employment relations support, smaller (basic) projects, some using newer technologies, have indicated a requirement to build under the auspices of the NAECI Category 1, but with a more project specific level of support than that normally provided.

As such, where it is thought to be appropriate and **only with NJC approval**, the following alternative arrangements can be considered for selected smaller projects:

#### 1. Basic Project SPA

The Basic Project SPA is an agreement between the signatory Union Full Time Officials and the project Managing/Main Contractor and other in-scope contractors.

A BPSPA may be less prescriptive than the usual Supplementary Project Agreement but must contain minimum provisions relating to:

- Scope of Work
- Rates of Pay and Fixed or Incentive Bonus Arrangements
- Basic Working Hours and any Shift / Overtime Hours
- Health, Safety & Welfare Arrangements
- Grievance Procedure
- Project Forum meeting frequency

Once agreed locally the BPSPA will be reviewed by the assigned NJC Regional Operations Manager to ensure NAECI compliance and signed off on behalf of the NJC.

## **2. Project Forum**

The promotion of on-going good employee relations and communications is essential for any successful project and therefore regular meetings between the site management and shop stewards should be a feature of the BPSPA. The frequency of project forum meetings will be dictated by the requirements of individual projects but should be no less than quarterly to maintain the required level of continuity.

Full Time Officials signatory to the BPSPA may attend project forum meetings as requested.

## **3. Independent Audit**

The implementation of an Independent Audit provision is optional; however arrangements should be included in the BPSPA for the Project Forum to call for spot audits. The EPC may implement self-audit if required.

Under these optional Category 1 arrangements, should difficulties arise whereby they are no longer effective, then the local parties shall be committed to discussing the implementation of a full Project Joint Council (PJC).

Where such arrangements are employed, the NJC will continue to provide full Regional Operations Manager support at all stages of the project. The NJC ROM will visit the project regularly, attend project forum meetings and report to the NJC in accordance with current Category 1 Project Monthly Report arrangements.