REGISTER OF ENTERPRISE AGREEMENTS

ENTERPRISE AGREEMENT NO: EA98/34

TITLE: Incitec - Kooragang Island Enterprise Agreement 1997

I.R.C. NO: 97/6492

DATE APPROVED/COMMENCEMENT: 8 December 1997

TERM: 12 months

NEW AGREEMENT OR VARIATION: New. Replaces Incitec Limited Kooragang Island Enterprise Agreement 1994 Award

GAZETTAL REFERENCE:

DATE TERMINATED:

NUMBER OF PAGES: 72

COVERAGE/DESCRIPTION OF EMPLOYEES: All employees engaged in manufacturing at the Kooragang Island Site of Incitec Limited at 15 Greenleaf Road, Kooragang Island 2300

PARTIES: Incitec Limited -&- Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, New South Wales Branch; Electrical Trades Union of Australia, New South Wales Branch; The Australian Workers' Union, New South Wales

INCITEC LTD

KOORAGANG ISLAND

ENTERPRISE AGREEMENT

1997

1. TITLE

This Agreement shall be known as the Incitec - Kooragang Island Enterprise Agreement 1997.

2. INDEX

3. **COMMITMENT TO IMPROVING PRODUCTIVITY AND WORKPLACE REFORM**

It is the objective of the parties to make the Incitec - Kooragang Island site a highly competitive manufacturer, and a model industrial site excelling in safety, productivity, quality, flexibility, communication and commitment.

We are committed to creating an environment which encourages and supports the development of a highly skilled and flexible workforce and where employee participation is a priority for the betterment of the individual and the business.

We are committed to reorganising work and management processes to improve the efficiency, profitability and competitive position of the site whilst enhancing the career opportunities and job security of the employees. Work will be organised to maximise the flexibility of the workforce and enable employees to work to the limits of their skills and capabilities. There will be no artificial barriers preventing employees from performing tasks in which they have been trained. All Incitec - Kooragang Island employees will receive equal treatment in benefits and conditions where practicable, and the principle of single status employment will be upheld wherever possible.

We are committed to utilising the established consultative mechanism and procedures set up by the Kooragang Island Continuous Improvement Team (KICIT) to consult on issues and developments impacting on the site including the implementation of this Agreement and ongoing workplace continuous improvement programmes.

We are committed to the site achieving the status of being a "Continuous Improvement Site" as measured by the Incitec Ltd Workplace Diagnostic.

4. **APPLICATION**

This Agreement shall apply at the establishment of Incitec Ltd - Kooragang Island, located at Greenleaf Road, Kooragang Island.

5. **PARTIES BOUND**

This Agreement shall be binding upon:

(1) Incitec Ltd - Kooragang Island

(2) AWU (NSW Branch) ~~**FIME Amalgamated Union**~~

(3) Electrical Trades Union of Australia (NSW Branch)

(4) AUTOMOTIVE FOOD METALS ENGINEERING ~~**Australian Manufacturing Workers' Union**~~ PRINTING & KINDRED INDUSTRIES UNION (NSW BRANCH)

(5) Employees, employed by the Company, who are eligible to be members of any of the above unions.

6. RELATIONSHIP TO PARENT AWARD

This Agreement shall be read in conjunction with the Incitec Ltd NSW Manufacturing Award 1994 provided that where there is any inconsistency this Agreement shall take precedence to the extent of the inconsistency.

7. KOORAGANG ISLAND CONTINUOUS IMPROVEMENT TEAM (KICIT)

The Kooragang Island Continuous Improvement Team has been established, consisting of employee representative(s) from each area and representatives from the company. The employee members of the team will be elected by the employees of the area they represent. Site management will nominate those team members representing the company.

The KICIT will meet as required but at least monthly and it's primary objective will be to lead and monitor the implementation of this Agreement and the process of workplace continuous improvement on site.

The role of the KICIT is to :

* **Improve communications and understanding of key business issues and measures between management and employees**
* **Assist the company in manufacturing and supplying high quality products and in providing excellent customer service whilst conforming with site safety, health and environment requirements**
* **Create a workplace climate that nurtures mutual trust, respect, teamwork, personal growth, pride in performance and enjoyment and that supports the Agreement to improve workplace productivity and flexibility**
* **Contribute to site strategies that improve site profitability**

8. DATE AND PERIOD OF OPERATION

This Agreement shall rescind and replace the terms and conditions of employment regulated by the Kooragang Island Enterprise Agreement 1994, published (31 March 1995) (I.G.: Vol 284, p 1107) and shall come into operation on the making thereof by the Industrial Relations Commission of New South Wales. It shall remain in force until ~~31 August~~ 8 December 1998.

The Agreement will be reviewed by the KICIT after six (6) months to ensure it's effective implementation.

The parties agree that no later than four (4) months prior to the expiration of this Agreement, discussions shall commence regarding the desirability and content of a future Agreement.

9. GENERAL CONDITIONS

1. Classification

There **are four (4)** classifications used on site:

* Process Technician
* **Despatch** Technician
* Maintenance Technician
* **Plant Technician**

Detailed definitions of these classifications are found in the appropriate Career Progression Scheme Manuals.

2. Remuneration

2.1 Technicians **are** paid a salary based on individual levels of skill, responsibility, accountability and knowledge, rather than on the job being carried out at any given time.

2.2 Process Technicians **(other than those in the Fertiliser area)** are paid an annual rate which is inclusive of the base salary, shift premiums and all allowances and additional payments but which is exclusive of overtime payments and overtime related allowances.

2.3 **Despatch** Technicians **(and Process Technicians in the Fertiliser area)** are paid an annual rate which is inclusive of the base salary, shift premiums and all allowances and additional payments and partially prepaid overtime but which is exclusive of overtime related allowances.

2.4 Maintenance Technicians are paid an annual rate which is inclusive of base salary, overtime payments and all allowances.

2.5 Plant Technicians are paid an annual rate which is inclusive of the base salary, shift premiums and all allowances and additional payments and partially prepaid overtime and which is inclusive of overtime related allowances.

2.6 Annual rates payable for each classification are as set out in Schedule 1.

2.7 Salaries **are** paid monthly on 15th day of each month.

2.8 Salaries will be reviewed by the end of December **1997** for payment commencing January **1998**.

3. Skills Development

3.1 A skills development career structure **applies**. Technicians progress to the next level of the career structure by acquiring the required skills.

3.2 Technicians **acquire** skills through training programmes that have been mutually agreed with the appropriate Manager, after taking into account the needs of the site and plant areas.

3.3 Training **is** self-paced where possible and skills **are** deemed to have been acquired once competency has been demonstrated to the required standard.

3.4 Skills training **is** developed on a modular basis where possible. Skills modules will be developed to reflect those skills comprising a set task or job at the site.

4. Work Patterns

Work patterns (both daywork and shiftwork), including starting and finishing times may be varied to suit the requirements of the plant or sections of the plant. Changes to work patterns **are** subject to:

i) consultation and mutual agreement between the parties

ii) being guided by Occupational Health and Safety considerations.

5. Working Hours

An average of 38 hours per week is worked over a fifty two (52) week period.

Leisure days off, where applicable, are incorporated into daywork and shift rosters for all Technicians.

6. Work Organisation

The **current** system of work is based on a number of basic principles as follows:

6.1 Teams **will continue to move to become** self managed. They will carry high levels of responsibility and authority.

6.2 Teams will increase their level and range of skills. This demands a higher level of training.

6.3 Technicians **are** paid for the (relevant) skills they possess rather than the job they are doing at any time. This encourages skill acquisition and flexible work practices.

6.4 Job demarcations will not exist.

Teams will **continue to** operate largely as Self Managed Work Teams (SMWT's). This involves changes to current work practices. The **goal** is that **SMWT's :**

6.1.1 **Are** responsible for their own work patterns and plant coverage requirements.

6.1.2 Organise their own team training programme and control their own team training budget.

6.1.3 **Are** responsible for their own recruiting and disciplinary actions, consistent with legislative and company standards.

6.1.4 **Are** responsible for their own time keeping records.

6.1.5 Formally review the performance of their team and team members.

6.1.6 Set and administer approved standards for team grading system.

6.1.7 Encourage all team members to attain the highest grade within the system.

6.1.8 Have open communications both within teams and between teams.

6.1.9 Where skills permit, rotate all jobs within the team, including the Co-ordinator's role.

6.1.10 Carry out minor plant improvement modifications within existing safety constraints from conception to completion drawing upon external resources as required.

6.1.11 Support service and quality initiatives undertaken by the company and be responsible for customer service in their area of work.

6.1.12 Take a proactive role on Safety, Effluent and Environmental and Cost issues, ie. identify problems and initiate solutions.

6.1.13 **Are** supportive of other teams as follows:

a) Assist during break down repairs and shutdowns.
b) Carry out maintenance and routines when able
c) Process Technicians **assist** maintenance teams during Shutdowns.
d) If required and by mutual agreement, Process Technicians may be used on overtime to carry out maintenance tasks

7. Performance Improvement.

Work Teams will identify and implement a set of relevant and agreed performance measures which reflect the critical activities and outputs of the team.

These Key Performance Indicators will enable teams to identify and focus attention on those factors that require improvement whilst at the same time monitor and evaluate the results of changes introduced.

8. Overtime

8.1 Where overtime is payable:

8.1.1 Overtime commences after the ordinary number of hours scheduled for each day have been worked.

8.1.2 Overtime is paid for dayworkers at the rate of one and a half times for the first two (2) hours and double-time thereafter, except in the case of a recall to work when the rate will be double-time.

8.1.3 Overtime is paid for shiftworkers at the rate of double-time.

8.1.4 An employee called-in to work overtime is paid for a minimum of four (4) hours work at the appropriate rate, providing the employee completes the work required.

8.1.5 Where additional work is identified and notified to an employee, no additional separate call-in is payable.

8.1.6 An employee called-in to work overtime is paid a telephone allowance and a mileage allowance as set out in Schedule 1 for the use of his/her telephone and own private vehicle where the call-in involves an additional separate journey to and from the site.

8.2 Where an employee works overtime or is called-in to work:

8.2.1 He/she is entitled to a rest period of ten (10) consecutive hours where the overtime is worked between successive ordinary working days.

8.2.2 He/she is entitled to a reasonable rest period at the end of the work period as agreed by the team where the overtime is worked on non ordinary work days.

9. Meal Hours and Meal Tickets

9.1 Employees other than shiftworkers are allowed a meal break of thirty (30) minutes Monday to Friday inclusive.

9.2 Employees who are shiftworkers are allowed a crib break of twenty (20) minutes Monday to Sunday inclusive, subject to 9.3 below.

9.3 An employee will not be compelled to work for more than five (5) hours without a break for a meal.

9.4 Where overtime is payable, an employee required to work for more than one and a half hours after their ordinary finishing time will be provided free of cost with a meal or allocated a meal ticket. The value of the meal ticket is as set out in Schedule 1. If the work extends for more than four (4) hours after ordinary finishing time, the employee will be provided with a second meal or allocated a meal ticket if he/she so chooses.

9.5 Where overtime is not payable, a meal ticket is provided where a call-in to work occurs before normal starting time and continues into ordinary hours. The value of the meal ticket is as set out in Schedule 1.

10. Public Holidays

10.1 The Picnic Day holiday is recognised by crediting one (1) days ordinary hours to each Technician's Credit leave entitlement, on 1st January each year.

10.2 When a Technician is rostered to work and does work on a Public Holiday, additional hours are credited to Credit leave to take his/her total rate for hours worked to a total of two-and-a-half times ordinary rate of pay, except for 25 December or Good Friday when total rate is triple time ordinary rate.

10.3 When a Technician is rostered off on a public holiday, ordinary hours for that day is credited to credit leave.

11. Sick Leave

11.1 Sick leave **is** granted in accordance with the provisions of the Incitec Ltd NSW Manufacturing Award.

11.2 When leave is taken, a form (PRC) must be completed.

As there is no longer an accumulated balance of sick leave entitlement, records will show each day taken in ordinary hours for each classification.

11.3 Sick leave entitlements accrued under previous Industrial Agreements **are** "frozen" as at the nominated date for each Division.

11.4 The cash value of accumulated "frozen "sick leave will be increased by the same percentage increase applied to salaries each year.

11.5 Accumulated frozen sick leave will be paid to an employee only in the following circumstances:

- early retirement owing to permanent incapacity through ill health
- retirement after reaching age 55 provided the employee signs a declaration that he/she is retiring permanently from the workforce and will refund the amount paid should he/she return to permanent employment with any employer
- in the event of redundancy, will be paid to an employee in line with Incitec policy
- death, in which case payment will be made to the employee's estate

12. Long Service Leave

12.1 Long Service Leave entitlements **are** as per the NSW Long Service Leave Act 1955 as amended.

12.2 Entitlements **are** converted to an hours basis.

12.3 Deductions from entitlements to Long Service Leave will not include Public Holiday(s) falling during the period of leave.

12.4 During the period of leave, each employee will receive the annual rate of pay.

12.5 Unused balances of Long Service Leave will be paid out at the employee's annual rate upon resignation, retrenchment, retirement or disablement or paid to the employee's estate upon death in service.

13. Trade Union Training Leave

13.1 An employee, nominated by his/her union to attend trade union training courses, will be granted leave where his/her attendance will result in no interruption to Company operating requirements.

13.2 The Site Manager may use discretion in determining the amount of leave to be granted.

14. Redundancy

14.1 In the event of redundancy the provisions that are current Incitec personnel practices will apply, unless industry standards have exceeded the Company's offer. If that is the case, the parties will renegotiate in line with community and industry standards.

14.2 Where the Company has made a definite decision regarding redundancy, the Company will, as soon as practicable, hold discussions with employees directly affected and their union. The discussions will cover reasons for termination and measures (eg. retraining) taken to avoid or minimise the termination/s.

14.3 The Company will make every effort to give employees adequate notice of redundancy. During the period of notice an employee will be allowed up to five (5) days time off without loss of pay, for the purpose of seeking other employment, provided a minimum of four (4) hours is taken on each occasion.

14.4 The Company reserves the right to retain those employees it considers have special skills and/or abilities to satisfy its operating requirements.

15. Disputes Handling Procedure

Disputes arising on site will be dealt with on all occasions in accordance with the following procedure.

As soon as is practicable after a dispute or claim has arisen, the employee, or group of employees concerned, will take the matter up with their immediate coordinator affording the opportunity to remedy the cause of the dispute or claim.

Where any such attempt at settlement has failed, or where the dispute or claim is of such nature that a direct discussion between the employee and their immediate coordinator would be inappropriate, the employee/s shall forthwith take the matter up with the employer or a representative of the employer. The employee/s may elect to be accompanied by a duly authorised representative of their union.

The Company will reply within twenty four (24) hours.

If the matter is not settled it will be submitted to the New South Wales Industrial Commission which will endeavour to resolve the issue between the parties by conciliation.

Without prejudice to any party, work will continue while the matter/s in dispute are being dealt with.

In the event of any alleged serious safety issue, the Company will immediately investigate the allegation in consultation with Union officials and/or the chairperson of the Safety Committee and/or competent safety advisers - as agreed between the parties to this Agreement.

16. Workers Compensation

16.1 Workers Compensation will be paid in accordance with the NSW Workers Compensation Act 1987 as amended.

16.2 During a period of absence or being on restricted duties, an employee will receive the annual rate of pay.

16.3 Payment of average overtime during periods on workers compensation will be determined as follows:

16.3.1 Where an employee is unfit for work no payment is made.

16.3.2 Where an employee is fit for restricted duties and the restrictions specified do not prevent him/her from working overtime on a job he/she has been offered, then the employee either works the overtime and is paid or refuses the overtime and no payment is made.

16.3.3 Where an employee is fit for restricted duties and the restrictions specified prevent him/her from working overtime, then the employee is paid average overtime.

16.4 Payment of average overtime is calculated on the basis of actual average overtime worked by the employee over the previous twelve months.

10. AREA SPECIFIC CONDITIONS

DIVISION 1- AMMONIUM NITRATES OPERATIONS & AMMONIA OPERATIONS

1. Application

This division shall only apply to Process Technicians in the **Ammonium Nitrates Operations** area and the **Ammonia Operations** area..

2. Intention

Our aim for the Nitrates areas and Ammonia area is to develop a highly skilled, dedicated and motivated team of people who **strive** to continually improve our operation to ensure that we maintain our competitive advantages in quality, service and cost.

3. Classification

Process Technicians **are** employed in the Nitrates areas and Ammonia area to operate and maintain the plant on a continuous basis under one of the following grades. The Technician **serves** a probationary period of three (3) months before permanent employment is confirmed. During the probationary period employment may be terminated with one (1) week's notice.

Trainee

A newly appointed Process Technician who has satisfactorily completed an induction programme and is receiving training to attain competency in at least one plant area.
The Technician must also complete Fire training, Emergency Squad training, First Aid and SCBA training before proceeding to higher grades.

Grade 1

Nitrates

A Technician who has been assessed as competent (including POC control) in one plant of the area.

Ammonia

A Technician who has been assessed as competent in one plant area.

Grade 2

Nitrates

A Technician who has been assessed as competent (including POC control) in two plants of the area.

Ammonia

A Technician who has been assessed as competent in three plant areas.

Grade 3

Nitrates

A Technician who has been assessed as competent (including POC control) in all plants of the area and who has obtained WorkCover Authority certification in Boiler, Turbine and Refrigeration Engine operations.

Ammonia

A Technician who has been assessed as competent in five plant areas. The Technician must have obtained WorkCover Authority certification for Boiler, Turbine and Refrigeration operations.

Senior

Nitrates

A Technician who has reached Grade 3 and has been assessed as competent in all aspects of Control Room operations.

The Technician works in a production team to the full extent of his/her skill and competence including performing the role of Coordinator for short periods.

Ammonia

A Technician who has attained Grade 3 competency, possesses a working knowledge of all plant areas and is fully competent in all aspects of Control Room operations.

Process Coordinator Level 1

Nitrates and Ammonia

A Process Technician who has:

- at least twelve (12) months experience at Senior Process Technician Grade and has demonstrated to the satisfaction of all Level 3 Coordinators sound team leadership abilities.
- been assessed as competent in Coordinator Level 1 Primary Skills requirements
- the capability in an emergency situation to take the safest course to protect personnel and plant without benefit of advice
- obtained the TAFE "Operative Certificate in Chemical Plant Skills" subject to transitional provisions.
- acquired competence in Problem Solving and Personal Computing skills.

Process Coordinator Level 2

Nitrates and Ammonia

A Process Technician who has:

- at least twelve (12) months experience at Coordinator Level 1
- been assessed as competent in Coordinator Level 2 Primary Skills requirements
- obtained the TAFE "Certificate in Chemical Industries Operations" subject to transitional provisions
- acquired competence in Planning and Estimating and Statistical Process Control skills.
- demonstrated to the satisfaction of all Level 3 Coordinators and the Plant Manager, a proven ability to lead and them in the plant's operations.

Process Coordinator Level 3

Nitrates and Ammonia

A Process Technician who has:

- at least two (2) years experience at Coordinator Level 2
- been assessed as competent in Coordinator Level 3 Primary Skills requirements
- obtained the TAFE "Advanced Certificate in Chemical Industries Technology" subject to the transitional provisions.
- demonstrated to the Area Manager the proven ability to plan and carry out continuous improvement projects in areas of the plant's operations
- been assessed by the Area Manager as having the ability to prepare CEP's, having the capability of leading a project team from conception to completion and to perform the role of Area Manager (in the case of Nitrates Area Team Manager).

4. Scope Of Work

Nitrates and Ammonia

4.1 The primary role of each Area Process Technician is to operate the plant. In addition members of the team **also** carry out maintenance tasks under the following conditions:

The team clearly understands the task
and
The team has the certified skills to carry out the task
and
The team has access to the correct tools and materials for the task
and
The team has the time to carry out the tasks, without adversely affecting Plant operations
and
The team has the authority to carry out the task
(this refers mainly to plant modifications)

4.2 Any Maintenance activities being carried out should be such that it could be abandoned immediately in the event of a plant trip.

4.3 Non operational duties **are** carried out by Process Technicians when time allows, including:

* Training on process skills
* Training on maintenance and other relevant skills
* Carrying out plant projects
* Assisting maintenance teams on plant maintenance
* Covering process technicians (rostered on to operational duties) who request training
* Area housekeeping
* Specified laboratory analysis

4.4 It **is** the responsibility of each team coordinator (in consultation with their teams) to schedule these non operational duties. Priorities **are** agreed by the teams based on the Areas' needs.

5. Skills Required

Nitrates and Ammonia

Primary skills and secondary skills which are required in the plant areas are identified in the Areas' Process Technicians' Career Progression Skills Manual.

6. Manning Levels

Nitrates and Ammonia

Shift manning levels in the Nitrates area and Ammonia area on the 5 shift roster are six (6) Technicians per team consisting of :

1 Coordinator
5 Process Technicians

Minimum skills level required for the manning of a shift are:

1 Coordinator (any level)
1 Senior Process Technician
3 Outside Operators (with sufficient skills to cover all outside areas)

7. Interaction Between Process and Maintenance Teams

Both maintenance and process teams carry out maintenance. The current 'clearance to work' system is maintained with respect to maintenance jobs.

8. Progression Scheme

8.1 There are two ways of moving through the Process Technician progression scheme.

8.1.1 By learning additional relevant process operations skills (eg. plant operations, control room operations, WorkCover tickets, coordinator skills). These are referred to as Primary Skills.

8.1.2 By learning additional relevant other skills (eg. engineering skills, training skills, team skills). These are referred to as Secondary Skills.

8.2 There are no restrictions as to which level a Process Technician can reach within the Grading System, providing he/she achieves the required skills for that level.

8.3 In order to achieve Primary Skills progression and hence move up the grading system, the following steps would be taken by the Technician:

8.3.1 Provide proof of passing any externally accredited courses eg. Work Cover (WCA) or TAFE.

8.3.2 Pass an internally written or verbal test on the skills.

8.3.3 Pass a practical test carried out on the relevant plant areas. Senior people from teams other that of the applicant should be involved in this assessment process.

8.3.4 For positions of Senior Operator and above a performance appraisal carried out by **all** teams. This appraisal will concentrate on the applicants interpersonal and team oriented skills.

A full description of Primary Skills is included in the relevant Area's Career Progression Scheme Skills Manual.

Progress through the Primary Skills grades is recorded in the Team Member's Manual.

8.4 Progression in Secondary skills is dependent upon the team member obtaining proficiency in secondary skills modules. Modules can be either internal where the training and assessment is done by Incitec, or external where the training and assessment is done by an external body such as TAFE or WorkCover Authority. Each module has a points value allocated to it. This points value is a function of both the number of formal hours of training required to obtain proficiency in the module and the priority or relevance to the plant area.

The Secondary Skills grading is dependent upon the number of module points accumulated by the team member.

Module Descriptors for each of the Secondary Skills that are available to Process Technicians are detailed in the relevant Area's Career Progression Scheme Skills Manual.

Skills points for each module will be credited to the employee upon the successful completion of that module.

Progress through the Secondary Skills grades is recorded in the Team Member's Manual.

Priority will be given to obtaining skills required by the team and Primary Skills in preference to Secondary Skills.

8.5 Ultimately the intention is to make the TAFE Advanced Certificate in Chemical Industries Technology a prerequisite for the Senior Process Technician's position - in line with the trades grading system (the Advanced Certificate is equivalent to a Trade Certificate). This will be phased in **as the course becomes available.**

Existing employees will not be restricted from progression to Coordinator Level 1, Level 2 or Level 3 positions whilst obtaining these certificates.

The company acknowledges that whilst it would be desirable to obtain the certificates, should the restrictions of shift work prove prohibitive in attending TAFE, no restrictions will be placed on progression.

8.6 A full description of Coordinator skills, responsibilities and accountabilities is included in the relevant Area's Career Progression Scheme Skills Manual. Progress through both Primary and Secondary Skills is recorded in the Coordinator's Manual.

9. Remuneration

9.1 The Ordinary hourly rate for determining overtime payments is calculated by dividing the salaries by **3078.5**

9.2 Shaded areas are normally inaccessible, with the exception being that team members will be credited with secondary skill points for those skills existing at the time of employment and compulsory secondary skills acquired.

10. Nitrates & Ammonia Areas Work Rosters

The Nitrates and Ammonia areas works a five panel 12 hour continuous shift roster.

10.1 Notional Day

Nitrates

The notional day commences at 2300 hours the night before the day in question.

Ammonia

The notional day commences at 1900 hours the night before the day in question.

10.2 Shift Hours

Nitrates

Each shift shall consist of 12 hours with respective morning and afternoon shift times of 2300 hours to 1100 hours and 1100 hours to 2300 hours.

Ammonia

Each shift consists of 12 hours with respective day and night shift times of 0700 hours to 1900 hours and 1900 hours to 0700 hours.

10.3 Training

Nitrates

The roster provides a two week training period for each team in every 10 week cycle. The team rostered for training must complete 60 hours during this 2 week period, and are only available for rostered plant work by a mutual agreement.

Ammonia

The roster provides a one week training period for each team in every 5 week cycle. The team rostered for training must complete 30 hours during this 1 week period, and are only available for rostered plant work by a mutual agreement.

During this two week training period, Technicians will carry out a combination of the following tasks:

i) Training on Primary Skills
ii) Training on Secondary skills
iii) Plant project work (including area housekeeping and audits)
iv) Carrying out Plant Maintenance together with Area Maintenance Team
v) Carrying out plant safety equipment maintenance checks

and by mutual agreement the following points:

vi) Swap with Process Technicians (rostered onto operational duties) who require training
vii) Take annual leave or credit leave
viii) Perform normal rostered plant work

It will be the responsibility of each Team Leader (in consultation with their teams) to schedule these non operational duties. Priorities would be agreed by the teams based on the plant/team needs.

Training time can be shifted from one training session to another session.

Training time spent during time-off periods of the work cycle period of the roster can be credited against the training of the next training period but no overtime will be payable.

Where a Public Holiday falls in the training period then twelve (12) hours will be credited against the training hours required.

10.4 Transfers

Nitrates and Ammonia

The Company must give employees 96 hours notice of change of shift, (unless this is waived by individual employees by mutual agreement), or pay employees double time until 96 hours of notice expires.

Temporary transfers to day work due to plant shutdowns/emergencies or any other requirement will not result in loss of earnings of shift penalties.

10.5 Shiftwork Penalties

10.5.1 Rostered Saturday work is paid at time and a half the ordinary rate and is included in the shift component of annual salary.

10.5.2 Rostered Sunday work is paid at double time of the ordinary rate and is included in the shift component of annual salary.

10.5.3 All rostered work Monday to Sunday inclusive **attracts** shift allowance of 10% more than the ordinary rate and **is** included in the shift component of annual salary.

10.5.4 All hours worked in excess of the average 38 hours per week over the full roster cycle **are** paid as overtime monthly.

10.5.5 Rostered stand-by time **is** paid at time and a half of the ordinary rate.

A stand-by roster **is** maintained and each technician will be rostered for stand-by.

Stand-by duration and frequency is determined to be 2 hours per week and is included in annual rate.

The Stand-by person must be available and on-call one hour before and one hour after the shift commences. If the stand-by person will not be at his/her usual contact number over this period, he/she must inform the Coordinator of his/her contact number. Stand-by may be re-arranged with other Technicians.

There **is** no Stand-by Allowance paid to trainees until they are capable of manning a plant area without assistance.

10.6 Meal Breaks

Technicians will be allowed a reasonable time for meal breaks which will be taken so as not to interfere with the continuity of work.

10.7 Leisure Days

Nitrates

Sixteen (16) hours leisure time is accrued during the 8 week work on plant cycle of the roster and is subtracted from the 76 hours required during the training period of the roster, leaving 60 hours training time. Because the training time is flexible, no days are nominated as leisure days.

Ammonia

Eight (8) hours leisure time is accrued during the 4 week work on plant cycle of the roster and is subtracted from the 38 hours required during the training period of the roster, leaving 30 hours training time. Because the training time is flexible, no days are nominated as leisure days.

10.8 Monthly Time Sheet

The use of clock cards is discontinued with teams being responsible for their own timekeeping.

Monthly time sheets are completed detailing each Technician's overtime, call-ins, mileage allowances, phone allowances and credit leave, annual leave etc. Coordinators will sign overtime claims.

11 Overtime

11.1 Rate of Pay

All overtime is paid at double the ordinary hourly rate.

11.2 Rostered Overtime

The five (5) panel roster provides 2 hours per week overtime during operating cycle. This overtime is not transferable and is included in the shift component of annual rate.

11.3 Extra Overtime

11.3.1 All hours worked during the operating cycle over and above ordinary hours (other than rostered overtime) are paid as overtime.

11.3.2 Under normal operating conditions, where an operator is required to remain at work at the end of a shift, then the maximum period to be worked continuously is 14 hours. Where an operator is not required or rostered to return to work within 12 hours, then the maximum period to be worked continuously is 16 hours.

11.3.3 Teams will arrange overtime so that employees have at least 10 consecutive hours off duty between work periods. Employees will be stood down with full pay until 10 consecutive hours of rest has elapsed. Should the team require an employee to return to work before 10 consecutive hours has elapsed, then he/she will be paid at double the ordinary hourly rate until he/she has had a 10 hour break.

11.3.4 Employees are not permitted to work overtime during periods of annual leave or credit leave.

11.3.5 Employees rostered on to their training period may work overtime on the plant during that period, provided that training commitments are met and the 10 hour break is observed.

11.4 Call-in Overtime

To maintain safe minimum plant coverage, deficiencies in manning due to illness etc, are met by calling in Technicians who are rostered off duty. Such call-ins are to be 4 hours minimum duration.

The Technician may use hire transport for this call-in journey or use his/her own private transport and if used is paid mileage allowance as specified in Schedule 1.

An employee accepting such a call to work is paid a call-in allowance as specified in Schedule 1.

11.5 Pre-arranged Overtime

Telephone allowance and call-in allowance are not be paid for overtime pre-arranged before the event.

Mileage allowance is only paid if the pre-arranged overtime involves an extra trip to work over and above the normal rostered shifts.

Overtime payments are only paid for actual hours spent on the job.

11.6 Overtime Meals

A Technician required to work overtime for more than one and a half hours after their ordinary ceasing time will be provided free of cost with a meal or allocated a meal ticket. The value of the meal ticket is as set out in Schedule 1. If the work extends for more than four (4) hours after ordinary ceasing time, the Technician will be provided with a second meal or allocated a meal ticket if he/she so chooses.

11.7 Overtime when working Daywork Pattern

Nitrates

Where a Process Technician is required to work daywork pattern (eg. during plant shut-down) he/she will be entitled to payment for overtime and related allowances as follows:

Overtime hours will be calculated on the basis of a full cycle of the roster (ie 10 weeks or 396 hours) using the following formula:

Shift hours worked from start of cycle to start of Daywork	***plus***	**Daywork hours worked**	***p l u s***	**Shift hours to be worked from end of Daywork to end of cycle**	***m i n u s***	**Full Cycle Hours (396 hrs)**

Meal Allowance will be calculated using the following formula:

Overtime hours paid / 4	X	Rate applicable

Mileage Allowance will be calculated using the following formula:

No. of days worked/to be worked during full cycle	*minus*	*35*	=	days	X	Rate applicable

Ammonia

Where a Process Technician is required to work daywork pattern (eg. during plant shut-down) he/she will be entitled to payment for overtime and related allowances as follows:

Overtime hours will be calculated on the basis of a full cycle of the roster (ie 5 weeks or 198 hours) using the following formula:

Actual hours employee worked during pay month	*m i n u s*	Hours employee's shift was rostered to work during pay month (including training week)	*equals*	Employee's overtime hours for pay month

Meal Allowance will be calculated using the following formula:

Overtime hours paid / 4	X	Rate applicable

Mileage Allowance will be calculated using the following formula:

No. of days travelled to work during pay month	*m i n u s*	*No. of days scheduled to travel to work during month as per shift roster*	=	days	X	Rate applicable

12 Leave Arrangements

12.1. Annual Leave

12.1.1 Technicians are entitled to five weeks annual leave at the annualised rate at the end of each year of employment.

Because the roster provides for shiftwork of 12 hours duration each shift, the entitlement is 204 hours, credited to each employee's record upon their anniversary.

12.1.2 For the purposes of calculating entitlements for incomplete years of service, holidays will accrue at the rate of 17 hours per month of service.

12.1.3 Such annual leave is exclusive of any statutory holidays which may occur during the period of annual leave and shall be taken on an hour for hour basis.

Statutory public holidays falling in a period of annual leave will be observed as a holiday, and paid at full pay with no deduction from the employee's holiday entitlements record.

12.1.4 When Annual leave is taken it is paid in the normal monthly pay unless special arrangements for advance payments are made.

12.1.5 During the operating cycle of the roster, only one Technician from each team will be allowed annual leave. At the discretion of Coordinator and Manager, special circumstances may apply to allow more than one Technician off.

During the training period built into the roster, more than one Technician from each team may take annual leave.

12.1.6 Unused annual leave including pro-rata amounts will be paid out at the employee's normal rate upon resignation, retrenchment, retirement or disablement, or paid to the employee's estate upon death in service.

12.1.7 Annual Leave Loading of 17.5% is paid to Process Technicians in the October pay each year, regardless of when Annual Leave is actually taken.

12.2 Credit Leave

12.2.1 Credit leave may be cashed in at the end of each pay month, using the monthly allowances timesheet or accumulated.

12.2.2 Accumulated credit leave may be cashed in at any time (on an hour for hour basis) using the monthly allowances timesheet or taken off as leave (on a shift penalty basis).

12.2.3 Accumulated credit leave may only be taken as leave when a spare man is available to cover the absence.

Credit leave may not be taken if overtime costs will be incurred.

12.2.4 Credit Leave may be taken during the training period of the roster on an hour for hour basis.

12.2.5 Accumulated Credit Leave in excess of 150 hours as at the 1st of December each year will be paid out at the employee's annual rate in the December pay.

12.2.6 Accumulated Credit Leave will be paid out at the employee's normal rate upon resignation, retrenchment, retirement or disablement, or paid to the employee's estate upon death in service.

12.3 Sick Leave

12.4.1 Sick leave accumulated balance will be frozen as at 10 July, 1992.

13. 21st Shift And Plant Coverage

Nitrates

In exchange for the changed conditions in Annual leave and Public Holidays, the payment of the 21st shift the first time annual leave **is** taken **has been** discontinued.

Ammonia

In exchange for the changed conditions in Annual leave and Public Holidays, the payment of the 21st shift the first time annual leave is taken **has been** discontinued and the guarantee of a minimum of two (2) extra Process Technicians per shift to cover work on the plant during start-ups **has been** given.

14. Shutdown Auditor

Process Technicians who are required to act in an auditing or Coordinator role during shutdowns **are** paid at Coordinator Level 1 rate during the shutdown only.

DIVISION 2 - INDUSTRIAL AMMONIA

1. Application

This division shall only apply to Plant Technicians in the Industrial Ammonia area.

2. Intention

Our aim for the Industrial Ammonia area is to develop a highly skilled, dedicated and motivated team of people who strive to continually improve our operation to ensure that we maintain our competitive advantages in quality, service and cost.

3 Classification

Plant Technicians are employed in the Industrial Ammonia area team to operate and maintain the plant to the full extent of his/her skills and competence under one of the following grades. The Technician serves a probationary period of three (3) months before permanent employment is confirmed. During the probationary period employment may be terminated with one (1) week's notice.

Trainee

A new recruit. The Technician possesses a craftsman's certificate in either Electrical (also possesses Electrical licence) or Mechanical trade and has satisfactorily completed an induction programme. The Technician must also be assessed as competent in First Aid, Fire training, Emergency Squad training and SCBA usage and maintenance.

Grade 1

A Technician who has been assessed as competent in operating and maintaining the Anhydrous Ammonia Filling plant area and who has been assessed as competent in all required Grade 1 skills.

Grade 2

A Technician who has been assessed as competent in operating and maintaining the Aqua Ammonia Production plant area and who has been assessed as competent in all required Grade 2 skills. The Technician must have obtained competence in:

* **Personal Computer Skills 1, 2 and 3,**
* **operating the ICI Chemcall system,**
* **obtain WorkCover Certificates for Fork Lift Truck, Electrical Overhead Crane, Scaffolder (Class 4), and Boiler Operation.**

Before proceeding to Coordinator Level 1, the Technician must attain competency in:

* **operating and maintaining the Test Station and the Pollution and Environment and Product Recovery Control plant areas,**
* **WorkCover Certificates for Rigging (Class 1).**
* **additional Grade 2 skills,**

Plant Coordinator Level 1

A Plant Technician who has:

* **at least twelve (12) months experience at Plant Technician Grade 2.**
* **been assessed as competent in Coordinator Level 1 Skills requirements**
* **acquired competence in Communications, Industrial Relations, Planning and Estimating and Statistical Process Control.**
* **the capability in an emergency situation to take the safest course to protect personnel and plant without benefit of advice**
* **demonstrated to the satisfaction of the Ammonia Manager, a proven ability to lead and motivate an Industrial Ammonia plant team in the plant's operations.**

Plant Coordinator Level 2

A Plant Technician who has:

* at least two (2) years experience at Coordinator Level 1

* been assessed as competent in Coordinator Level 2 Skills requirements

* demonstrated to the Ammonia Manager the proven ability to plan and carry out continuous improvement projects in areas of the plant's operations

* been assessed by the Ammonia Manager as having the ability to prepare CEP's, and having the capability of leading a project team from conception to completion

4. Scope Of Work

4.1 Plant Technicians carry out all operational and maintenance requirements on the plant to the full extent of their skills and competence. The current 'clearance to work' system is maintained with respect to maintenance jobs.

4.2 Non operational duties are carried out by Plant Technicians when time allows, including:

* Training on process skills
* Training on maintenance and other relevant skills
* Carrying out plant projects
* Covering plant technicians who request training
* Area housekeeping
* Specified laboratory analysis

4.4 It is the responsibility of plant coordinators (in consultation with their teams) to schedule these non operational duties. Priorities are agreed by the teams based on the area needs.

5. Skills Required

Skills that are required in the Industrial Ammonia area are identified in the Industrial Ammonia Area Plant Technician Career Progression Scheme Skills Manual. A full description of all skills is included in the Manual.

There are no restrictions to the level a Plant Technician can reach within the Grading System, providing he/she achieves the required skills for that level.

In order to attain skills and hence move up the grading system, the following steps would be taken by the Technician:

- Provide proof of passing any externally accredited courses eg. Work Cover (WCA) or TAFE.
- Pass an internally written or verbal test on the skills.
- Pass a practical test carried out on the relevant plant areas. Senior people off the other team to that of the Technician should be involved in this assessment process.
- For positions of Coordinator Level 1 and above a performance appraisal carried out by all teams. This appraisal will concentrate on the Technician's interpersonal and team oriented skills.

Progress through the skills grades is recorded in the Technician's Manual.

6. Manning Levels

Current manning levels for each team in the area on the twelve hour five day roster are :

1 Coordinator
2 Plant Technicians

7. Remuneration

Annual rates include a prepaid number of overtime hours and include overtime related allowances. The prepaid number of overtime hours for teams is 300 hours.

The Ordinary hourly rate for determining overtime payments is set out in Schedule 1.

8. Area Work Roster

The Industrial Ammonia area works a 12 hour 5 day (Monday to Friday) roster.

8.1 Work Hours

Each shift consists of 12 hours between 0700 hours to 1900 hours. A shift of 8 hours between 0700 and 1500 hours will be worked where necessary to allow an average working time of 38 hours per week over the full roster cycle. Leave is reserved to amend starting times if the majority of employees agree to do so and provided the change is acceptable to the company.

8.2 Rates of Pay

All rostered work Monday to Friday will attract Shift Allowance of 5% more than the ordinary rate and is included in the shift component of annual salary.

All hours worked in excess of the average 38 hours per week over the full roster cycle will be paid as overtime.

8.3 Meal Breaks

Technicians shall be allowed a reasonable time for meal breaks which shall be taken so as not to interfere with the continuity of work.

8.4 Monthly Time Sheet

The use of clock cards has been discontinued with teams being responsible for their own timekeeping.

A monthly time sheet is completed by each Plant Technician, detailing each employee's overtime, call-ins, mileage allowances, phone allowances and credit leave, annual leave etc. Coordinators will sign any overtime claims.

9. Overtime

9.1 Overtime and overtime related allowances are only paid to Technicians after all team members including Coordinators have reached the pre-paid number of hours.

9.2 Overtime is paid at double the ordinary hourly rate and in all cases other than those mentioned in this Clause the Enterprise Award provisions, Clause 9. General Conditions - Clause 8 "Overtime" are to apply.

9.3 Where a Technician is required to remain at work at the end of the shift, then two (2) hours overtime is to be considered maximum if he is rostered to return to work for another shift within twelve (12) hours.

Where a Technician is not required or rostered to return to work within twelve (12) hours, then four (4) hours overtime is to be considered maximum after a twelve (12) hour shift.

9.4 Technicians are not permitted to work overtime during periods of annual leave or credit leave.

9.5 The Coordinator has the discretion to cover any absences in manning below three positions per shift by calling in Technicians who are rostered off duty.

9.6 Where overtime has been pre-arranged :

Telephone allowance and call-in allowance are not paid.

Mileage allowance is only paid if the pre-arranged overtime involves an extra trip to work over and above the normal rostered shifts.

Overtime payments are only paid for actual hours spent on the job.

9.7 Subject to 9.1, a Technician required to work overtime for more than one and a half hours after their ordinary ceasing time shall be provided free of cost with a meal or allocated a meal ticket. The value of the meal ticket is as set out in Schedule 1. If the work extends for more than four (4) hours after ordinary ceasing time, the Technician will be provided with a second meal or allocated a meal ticket if he/she so chooses.

10. Leave Arrangements

10.1. Annual Leave

10.1.1 Plant Technicians will be entitled to 152 hours Annual leave each year from the anniversary of the date of commencement of their employment.

10.1.2 When Annual leave is taken, 12 hours will be deducted from their entitlement for each day taken. A PRC will be required to record the taking of leave.

10.1.3 Annual leave loading of 17.5% will be paid to Plant Technicians in the October pay each year regardless of when annual leave is actually taken.

10.1.4 Such annual leave is exclusive of any statutory holidays which may occur during the period of annual leave and will be taken on an hour for hour basis.

Statutory public holidays falling in a period of annual leave will be observed as a holiday, and paid at full pay with no deduction from the employee's holiday entitlements record.

10.1.5 When Annual leave is taken it is paid in the normal monthly pay unless special arrangements for advance payments are made.

10.2 Credit Leave

10.2.1 Credit leave may be cashed in at the end of each pay month, using the monthly allowances timesheet or accumulated.

10.2.2 Accumulated credit leave may be cashed in at any time (on an hour for hour basis) using the monthly allowances timesheet or taken off as leave (on a shift penalty basis).

10.2.3 Accumulated credit leave may only be taken as leave when a spare man is available to cover the absence.

Credit leave may not be taken if overtime costs will be incurred.

10.2.4 Accumulated Credit Leave in excess of 150 hours as at the 1st of December each year will be paid out at the employee's annual rate in the December pay.

10.2.5 Accumulated Credit Leave will be paid out at the employee's normal rate upon resignation, retrenchment, retirement or disablement, or paid to the employee's estate upon death in service.

DIVISION 3 - AMMONIUM NITRATES OPERATIONS DESPATCH *& FERTILISER OPERATIONS*

1. Application

This division shall apply to **Despatch Technicians in the Ammonium Nitrates Operations *& Fertiliser Operations areas***.

2. Intention

Our aim for the **Ammonium Nitrates Operations Despatch *& Fertiliser Operations areas*** is to develop an optimally sized, highly skilled, dedicated and motivated team of people with a totally flexible approach to site activities who **strive** to continually improve our operation to ensure that we maintain our competitive advantages in quality, service and cost.

3 Classification

Technicians **are** employed in the **Ammonium Nitrates Operations Despatch area *& Fertiliser Operations area*** to operate and maintain the plant **to the full extent of their skills and competence** under one of the following grades. The Technician **serves** a probationary period of three (3) months before permanent employment is confirmed. During the probationary period employment may be terminated with one (1) week's notice.

Trainee

A newly appointed Technician who works in the **Ammonium Nitrates Operations Despatch** area ***or Fertiliser Operations area*** to the full extent of both his/her skill and competence whilst undergoing a comprehensive training programme

Grade 1

An **Ammonium Nitrates Operations Despatch** Technician ***or Fertiliser Operations Technician*** who has been assessed as competent in a range of duties totalling the required number of primary points for his/***her*** area. The **Technician** works in ***there*** **area** to the full extent of his/her skill and competence.

Grade 2

An **Ammonium Nitrates Operations Despatch** Technician ***or Fertiliser Operations Technician*** who, after having reached Grade 1, has been assessed as competent in a range of duties totalling the required number of primary points for his/***her*** area. and who possesses both a Fork Lift Truck and a Front End Loader Certificate.
The **Technician** works in ***there*** **area** to the full extend of his/her skill and competence.

Grade 3

An **Ammonium Nitrates Operations Despatch** Technician ***or Fertiliser Operations Technician*** who, after having reached Grade 2, has been assessed as competent in a range of duties totalling the required number of primary points for his/***her*** area.

The **Technician** works in ***there*** **area** to the full extent of his/her skill and competence.

Grade 4

An **Ammonium Nitrates Operations Despatch** Technician ***or Fertiliser Operations Technician*** who, after having reached Grade 3, has been assessed as competent in a range of duties totalling the required number of primary points for his/***her*** area

The **Technician** works in ***their*** **area** to the full extent of his/her skill and competence.

Coordinator Level 1

An **Ammonium Nitrates Operations Despatch** Coordinator ***or Fertiliser Operations Co-ordinator*** who has:

- At least twelve (12) months experience at **Technician Grade 4** and has demonstrated to the satisfaction of two Level 3 Coordinators sound team leadership abilities.
- Been assessed as competent in **Coordinator Level 1 skill requirements.**

The Coordinator works in ***their*** **area** to the full extent of his/her skill and competence.

Coordinator Level 2

An **Ammonium Nitrates Operations Despatch** Coordinator ***or Fertiliser Operations co-ordinator*** who has:

* **At least two (2) years experience at Coordinator Level 1.**
* **Been assessed as competent in Coordinator Level 2 skill requirements.**
* Demonstrated to the satisfaction of two Level 3 Coordinators and ***his/her*** **Superintendent,** a proven ability to lead and motivate a team of Technicians in ***their*** **area's** operations.

The Coordinator works in ***their*** **area** to the full extent of his/her skill and competence.

Coordinator Level 3

A Coordinator who has:

* **At least two (2) years experience at Coordinator Level 2.**
* **Been assessed as competent in Coordinator Level 3 skill requirements.**
* **The proven ability to plan and carry out continuous improvement projects in *their* area's operations.**
* Been assessed by the **Operations Manager** as having the ability to prepare CEP's, participate in plant production project work and to manage the full range of ***their*** **area** operations for short periods of time.

The Coordinator works in the area to the full extent of his/her skill and competence.

4. Scope of Work for Technicians

Teams of **Technicians** primarily carry out **Ammonium Nitrates Operations Despatch** activities **/ *Fertiliser Operations activities***. In addition, they **carry** out maintenance tasks under the following conditions:

The team clearly understands the task
and
The team has the certified skills to carry out the task
and
The team has the time to carry out the task without adversely affecting area operations.
and
The team has the authority to carry out the task.

If all the above conditions are not met, the team will refer the task to the ***area*** Engineering teams.

5. Skills Required

Primary skills and secondary skills which are required in the area are identified in the Technician Career Progression Scheme Skills Manual.

6. Ammonium Nitrates Operations Despatch Manning Levels

6.1 *Twenty three (23) Technicians/Coordinators* will be employed on a permanent basis and some Technicians on a temporary basis from time to time to cover seasonal work-load. This manning level covers both Daywork and Shiftwork operating requirements.

6.2 Manning levels for each shift team are *eight* Technicians consisting of one Coordinator (Level 3) and *seven* Technicians to cover bulk rail, bulk road and filling I.B.C.'s operations.

6.3 Permanent shiftworkers who were working shiftwork pattern prior to 1st January 1994 will not be required to transfer to permanent daywork, but may volunteer to change subject to company and production requirements.

7. Interaction Between the **Ammonium Nitrates Operations Despatch** and Maintenance Teams

Both Maintenance and the **Ammonium Nitrates Operations Despatch** teams carry out maintenance. The current 'clearance to work' system is maintained with respect to maintenance jobs.

8. Fertiliser Operation Manning Levels.

8.1 Current manning levels in the Despatch area are twenty-one Technicians employed on a permanent basis and some Technicians on a temporary basis from time to time to cover seasonal work-load. This manning level covers both Daywork and Shiftwork operating requirements.

8.2 Current manning levels in the Process area are twelve Technicians employed on a permanent basis to cover the work-load. This manning level covers both Daywork and Shiftwork operating requirements.

9. Interaction Between the Fertiliser Operations and Maintenance Teams

Both Maintenance and the Fertiliser Operations teams carry out maintenance. The current 'clearance to work' system is maintained with respect to maintenance jobs.

10. Progression Scheme

10.1 There will be two ways of moving through the Technician progression scheme.

10.1.1 By learning additional relevant process operations skills (eg. area operations, WorkCover tickets, coordinator skills). These are referred to as Primary Skills.

10.1.2 By learning additional relevant other skills (eg. engineering skills, training skills, team skills). These are referred to as Secondary Skills.

10.2 There are no restrictions as to which level a the Technician can reach within the Grading System, providing he/she achieves the required skills for that level.

10.3 In order to achieve Primary Skills progression and hence move up the grading system, the following steps would be taken by the Technician:

10.3.1 Provide proof of passing any externally accredited courses eg. Work Cover (WCA) or TAFE

10.3.2 Pass an internally written or verbal test on the skills.

10.3.3 Pass a practical test carried out on the relevant plant areas.

10.3.4 For positions of Coordinator Level 1 and above a performance appraisal will be carried out by all teams. This appraisal will concentrate on the applicants interpersonal and team oriented skills.

A full description of Primary Skills is included in the ***area's*** Career Progression Scheme Skills Manual.

Progress through the Primary Skills grades is recorded in the Team Member's Manual.

10.4 Progression in Secondary skills is dependent upon the team member obtaining proficiency in secondary skills modules.

Modules can be either internal where the training and assessment is done by Incitec, or external where the training and assessment is done by an external body such as TAFE or WorkCover Authority. Each module has a points value allocated to it. This points value is a function of both the number of formal hours of training required to obtain proficiency in the module and the priority or relevance to the plant area.

The Secondary Skills grading is dependent upon the number of module points accumulated by the team member.

Module Descriptors for each of the Secondary Skills that are available to the Technicians are detailed in ***their*** Career Progression Scheme Skills Manual.

Skills points for each module will be credited to the employee upon the successful completion of that module.

Progress through the Secondary Skills grades is recorded in the Team Member's Manual.

Priority will be given to ***skills required by the team.***

11. Remuneration ***Ammonium Nitrates Operations Despatch.***

11.1 Annual rates include a prepaid number of overtime hours but are exclusive of overtime related allowances. The prepaid number of overtime hours for teams is as follows:

11.1.1 Daywork Pattern - 250 Hours (Team Members)
- 500 Hours (Coordinator Level 2 & 3)

11.1.2 Shiftwork Pattern - 300 Hours (Team Members)
- 500 Hours (Coordinator Level 2 & 3)

11.2 Overtime will be paid at the ordinary hourly rate to Technicians only after all team members including Coordinators have reached the pre-paid number of hours.

It is agreed the prepaid number of hours have been reached and monthly overtime payments will commence as follows:

11.2.1 Team 1 **(Daywork)** - overtime hours worked in excess of one hundred and eighty (180) paid hours will attract monthly overtime payments.

This recognises seventy (70) paid hours per annum for the 0.2 hours per day built into the team's roster for all team members. In addition this recognises two hundred and fifty (250) paid hours per annum for the 0.8 hours per day overtime built into the Coordinator's roster.

11.2.2 Teams 2 and 3 **(Shiftwork)** - overtime hours worked in excess of three hundred (300) paid hours will attract monthly overtime payments. This recognises two hundred (200) paid hours per annum for the 0.5 hours per day overtime built into the Coordinator's roster.

11.3 The Ordinary hourly rate for determining overtime payments is set out in Schedule 1.

11.4 Temporary and casual **Ammonium Nitrates Operations Despatch** Technicians will be paid an annual salary which is exclusive of overtime payments.

Temporary employees are paid monthly at a weekly rate.

Casual employees are paid monthly at an hourly rate.

11.5 Shaded areas are normally inaccessible, with the exception being that team members will be credited with secondary skill points for those skills existing at the time of employment and compulsory secondary skills acquired.

12. Remuneration

12.1 Annual rates include a prepaid number of overtime hours but are exclusive of overtime related allowances. The prepaid number of overtime hours for teams is as follows:

12.1.1 Daywork Pattern - 250 Hours (Team Members)
- 500 Hours (Coordinator Level 2 & 3)

12.1.2 Shiftwork Pattern - 300 Hours (Team Members)
- 500 Hours (Coordinator Level 2 & 3)

12.1.3 Production - 200 Hours (Team Members)
- 350 Hours (coordinators Level 2 & 3)

12.2 Overtime will be paid at the ordinary hourly rate to Technicians only after all team members Including Coordinators have reached the pre-paid number of hours.

It is agreed the prepaid number of hours have been reached and monthly overtime payments will commence as follows:

12.2.1 Teams 1,2, and 3 (Daywork despatch)
- overtime hours worked in excess of two hundred and fifty (250) paid hours will attract monthly overtime payments.

In addition this recognises two hundred and fifty (250) paid hours per annum for the 0.8 hours per day overtime built into the Coordinator's roster.

12.2.2 Teams 2 and 3 (Shiftwork despatch)
- overtime hours worked in excess of three hundred (300) paid hours will attract monthly overtime payments.

This recognises two hundred (200) paid hours per annum for the 0.5 hours per day overtime built into the Coordinator's roster.

12.2.3 Teams 1, 2, and 3 (Shiftwork production)
- overtime hours worked in excess of two hundred (200) paid hours will attract monthly overtime payments.

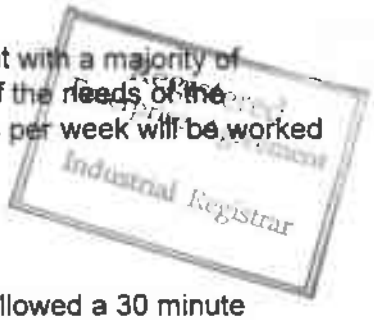
This recognises one hundred and fifty (150) paid hours per annum for the 0.5 hours per day overtime built into the Coordinator's roster.

12.3 The Ordinary hourly rate for determining overtime payments is set out in Schedule 1.

13. Work Patterns

*13.*1 Hours of Work

Hours of work will be determined by agreement with a majority of employees in each area, taking due account of the needs of the business provided that an average of 38 hours per week will be worked over a fifty two (52) week period.



*13.*2 Meal Breaks

Technicians working Daywork pattern will be allowed a 30 minute unpaid meal break.

Technicians working Shiftwork pattern will be allowed a 20 minute paid meal break.

*13.*3 Continuous Production

13.3.1 **Technicians work staggered meal breaks other than on bagging shifts to ensure continuous production.**

13.3.2 Technicians on Daywork will have two occasions to take staggered job rotation breaks.

13.3.3 Technicians on Shift work will have three occasions to take staggered job rotation breaks.

*13.*4 Monthly Time Sheet

The use of clock cards **has been** discontinued with teams being responsible for their own timekeeping.

A monthly time sheet **is** completed by each team's Coordinator detailing each Technician's overtime, call-ins, mileage allowances, phone allowances and credit leave, annual leave etc. Coordinators **sign** any overtime claims.

*13.*5 Leisure Days

Provided that an average of 38 hours per week will be worked over a 52 week period, **Technicians are** entitled to take one (1) leisure day off per calendar month to a maximum of twelve (12) per year whilst ensuring that the requirements of ***there area*** continues to be met.

Area Coordinators will be responsible for coordinating the taking of each teams' leisure days.

14. Overtime

14.1 Rate of Pay

For Daywork pattern overtime will be paid at one and one half times the ordinary hourly rate for the first two hours and double the ordinary hourly rate thereafter.

For Shiftwork pattern all overtime will be paid at double the ordinary hourly rate.

14.3 Overtime Meals

Any Technician required to work overtime for more than one-and-a-half hours after their ordinary working time shall be provided, free of cost, with a meal or paid a meal allowance (as defined in Schedule 1) if the company is unable to supply a meal.

If the work extends for more than four (4) hours after the regular working time any Technician will be supplied with a second meal or be paid a meal allowance if he/she so chooses, or if the employer is unable to provide a meal.

If any Technician becomes entitled to a third or subsequent meal he/she shall be supplied with a meal or paid a further meal allowance on each occasion.

Technicians required to work overtime for more than one-and-a-half hours but less than four hours shall be allowed a crib break of twenty (20) minutes and if required to work overtime for more than four (4) hours a second twenty minute crib break at the expiration of the four (4) hours. Crib breaks shall be paid for at the appropriate rate of pay.

14.4 Ten Hour Break

There must be a ten hour break, without loss of pay, between shifts as a rest period. If it is necessary to return to work before this break has been taken, then double the ordinary hourly rate shall be paid until the 10 hour break is taken.

Where a shift is worked by arrangements between Technicians themselves, then eight hours will substitute for ten.

15. Leave Arrangements

*15.*1 Annual Leave

*15.*1.1 Technicians **are** entitled to 152 hours (ie. 20 x 7.6 hour days) Annual leave each year from the anniversary of the date of commencement of their employment.

*15.*1.2 Where more than one-third of normal work time a year is worked on alternating non-continuous shifts, an additional 8 hours annual leave **accrues**.

*15.*1.3 **Technicians** who are rostered to work seven-day shiftwork for the whole year, including Sundays and holidays, **are** entitled to an additional 38 hours Annual leave each year.

*15.*1.4 When Annual leave is taken, 7.6 hours **is** deducted from their entitlement for each day taken. A PRC **is** required to record the taking of leave.

*15.*1.5 Annual leave loading of 17.5% **is** paid to **Technicians** in the October pay each year regardless of when annual leave is actually taken.

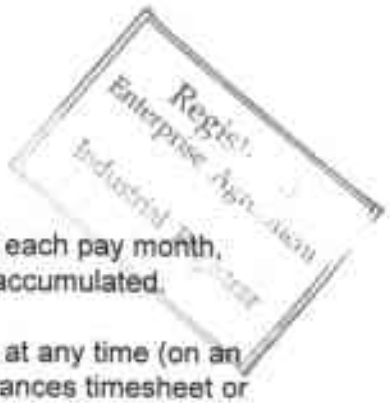
*15.*2 Sick Leave

*15.*2.1 Sick leave accumulated balance **is** frozen as at 16 September, 1992

15.2.2. If sick leave of more than four (4) weeks is needed, the amount of prepaid overtime required to work would be reduced by: Number of overtime hours per Year, divided by fifty two (52) times the number of weeks sick.

*15.*3 Long Service Leave

15.3.1. If leave of more than four (4) weeks is required, the amount of prepaid overtime required to work would be reduced by: Number of overtime hours per Year, divided by fifty two (52) times the number of weeks taken.



15.4 Credit Leave

15.4.1 Credit leave may be cashed in at the end of each pay month, using the monthly allowances timesheet or accumulated.

15.4.2 Accumulated credit leave may be cashed in at any time (on an hour for hour basis) using the monthly allowances timesheet or taken off as leave (on a shift penalty basis).

15.4.3 Accumulated credit leave may only be taken as leave when a spare man is available to cover the absence.

Credit leave may not be taken if overtime costs will be incurred.

15.4.4 Accumulated Credit Leave in excess of 150 hours as at the 1st of December each year will be paid out at the employee's annual rate in the December pay.

15.4.5 Accumulated Credit Leave will be paid out at the employee's normal rate upon resignation, retrenchment, retirement or disablement, or paid to the employee's estate upon death in service.

DIVISION 4 - ENGINEERING

1. Application

This division shall only apply to Instrument/Electrical, Mechanical, and Maintenance Operator streams of the Maintenance Technician classification.

2. Intention

Our aim for the Engineering Maintenance Department is to develop optimally sized, highly skilled, dedicated and motivated teams of people with a totally flexible approach to site activities who **strive** to continually improve our maintenance operations to ensure that we maintain our competitive advantages in quality, service and cost.

No demarcations exist between employees and the sole criteria for work performance and individual progression is the ability to carry out the task.

3 Classification

Maintenance Technicians **are** employed to maintain the plants under one of the following streams and grades. The Technician **serves** a probationary period of three (3) months before permanent employment is confirmed. During the probationary period employment may be terminated with one (1) week's notice.

3.1 Maintenance Operator Stream

3.1.1 Maintenance Technician Grade 1

A newly appointed Maintenance Technician who does not possess formal trade certification and who works in a maintenance team to the full extent of his/her skill and competence whilst undergoing a comprehensive training programme.

3.1.2 Maintenance Technician Grade 2

A Maintenance Technician who does not possess formal trade certification and who has been assessed as competent in a range of skills totalling the required number of primary skill points for this grade. The Maintenance Technician works in a maintenance team to the full extent of his/her skill and competence.

3.1.3 Maintenance Technician Grade 3

A Maintenance Technician who does not possess formal trade certification and who has been assessed as competent in a range of skills totalling the required number of primary skill points for this grade.. The Maintenance Technician works in a maintenance team to the full extent of his/her skill and competence.

3.1.4 Maintenance Technician Grade 4

A Maintenance Technician who does not possess formal trade certification and who has been assessed as competent in a range of skills totalling the required number of primary skill points for this grade. The Maintenance Technician works in a maintenance team to the full extent of his/her skill and competence.

3.2 Mechanical Stream

3.2.1 Maintenance Technician Grade 4

A newly appointed Maintenance Technician who possesses formal mechanical trade certification and who works in a maintenance team to the full extent of his/her skill and competence whilst undergoing a comprehensive training programme.

3.2.2 Maintenance Technician Grade 5

A Maintenance Technician who satisfies the requirements of Grade 4 and who has been assessed as competent in a range of skills totalling the required number of primary skill points for his/her area. The Maintenance Technician works in a maintenance team to the full extent of his/her skill and competence.

3.2.3 Maintenance Technician Grade 6

A Maintenance Technician who satisfies the requirements of Grade 5 and who has been assessed as competent in a range of skills totalling the required number of primary skill points for his/her area. The Maintenance Technician also possesses a TAFE certificate or equivalent qualification being an approved post- trade course of at least two (2) years part-time study or modules totalling two (2) years. The Maintenance Technician works in a maintenance team to the full extent of his/her skill and competence.

3.3 Instrument/Electrical Stream

3.3.1 Maintenance Technician Grade 5

A newly appointed Maintenance Technician who possesses formal electrical trade certification and an Electricians "Qualified Supervisor Certificate" and who works in a maintenance team to the full extent of his/her skill and competence whilst undergoing a comprehensive training programme.

3.3.2 Maintenance Technician Grade 6

A Maintenance Technician who satisfies the requirements of Grade 5 and who has been assessed as competent in a range of skills totalling the required number of primary skill points for his/her area. The Maintenance Technician works in a maintenance team to the full extent of his/her skill and competence.

3.3.3 Maintenance Technician Grade 7

A Maintenance Technician who satisfies the requirements of Grade 6 and who has been assessed as competent in a range of skills totalling the required number of primary skill points for his/her area. The Maintenance Technician also possesses a TAFE certificate or equivalent qualification being an approved post- trade course of at least two (2) years part-time study or modules totalling two (2) years. The Maintenance Technician works in a maintenance team to the full extent of his/her skill and competence.

3.4 Maintenance Coordinator Levels

3.4.1 Maintenance Technician Grade 8 (Coordinator Level 1)

A Maintenance Technician who has:

- **At least twelve (12) months experience at the highest grade for that stream and has demonstrated to the satisfaction of two Level 3 Coordinators sound team leadership abilities.**

- **Been assessed as competent in Coordinator Level 1 skill requirements.**

The Maintenance Technician works in a maintenance team to the full extent of his/her skill and competence.

3.4.2 Maintenance Technician Grade 9 (Coordinator Level 2)

A Maintenance Technician who has:

- **At least two (2) years experience at Maintenance Coordinator Level 1**
- **Been assessed as competent in Coordinator Level 2 skill requirements.**
- **Demonstrated to the satisfaction of two Level 3 Coordinators and the Area Engineer a proven ability to lead and motivate a team of Technicians in the department's operations.**

3.4.3 Maintenance Technician Grade 10 (Coordinator Level 3)

A Maintenance Technician who has:

- **At least two (2) years experience at Maintenance Coordinator Level 2**
- **Been assessed as competent in Coordinator Level 3 skill requirements.**
- **Demonstrated to the Engineering Manager the proven ability to plan and carry out continuous improvement projects in areas of the department's operations.**
- **Been assessed by the Area Engineer and Engineering Manager as having the ability to prepare CEP's, participate in engineering project work and to manage the full range of area engineering operations for short periods of time.**

4. Scope of Work for Maintenance Technicians

The Maintenance Technician role primarily covers the skills of a Mechanical Technician, Instrument/Electrical Technician, Maintenance Operator and Maintenance Coordinator.

Maintenance Technicians who possess the necessary skills can also perform operating activities.

The primary role of maintaining the plant **involves** the Maintenance Technician in the performance of complex maintenance activities requiring high levels of trade skills as well as tasks not able to be carried out by Process Technicians.

Maintenance Technicians **also** assist in the training of Process and Maintenance Technicians in maintenance skills.

5. Skills Required

Primary skills and secondary skills which are required for each stream in the Maintenance Department are identified in the Maintenance Technician Career Progression Scheme Skills Manuals.

6. Manning

It is anticipated that team manning and structures will evolve over time due to training and to the quantity of maintenance work which will be carried out on shiftwork by Process Technicians. Reassessment of each team size will be evaluated consistently against the same set of appropriate performance indicators. Team manning can be changed to fully cover maintenance core activity requirements. Teams will be consulted with and have an input to proposed changes prior to any final decision.

7. Progression Scheme

7.1 A Career Progression Scheme Manual has been produced for each stream in the Maintenance Technician classification structure

There **are** two ways of moving through the Maintenance Technician progression scheme.

7.1.1 By learning additional relevant trade stream skills including Coordinator skills. These are referred to as Primary Skills.

7.1.2 By learning additional relevant other skills (eg. other engineering skills, training skills, team skills). These are referred to as Secondary Skills.

7.2 There are no restrictions as to which level a Maintenance Technician can reach within the Grading System, providing he/she achieves the required skills for that level.

7.3 In order to achieve Primary Skills progression and hence move up the grading system, the following steps **are** taken by the Technician:

7.3.1 Provide proof of passing any externally accredited courses eg. Work Cover (WCA) or TAFE

7.3.2 Pass an internally written or verbal test on the skills.

7.3.3 Pass a practical test carried out on the relevant plant areas.

7.3.4 For positions of Coordinator Level 1 and above a performance appraisal **is** carried out by the area team. This appraisal will concentrate on the applicants interpersonal and team oriented skills.

A full description of Primary Skills is included in the Progression Scheme Skills Manuals.

Progress through the Primary Skills grades is recorded in the Team Member's Manual.

7.4 Progression in Secondary skills is dependent upon the team member obtaining proficiency in secondary skills modules.

Modules can be either internal where the training and assessment is done by Incitec, or external where the training and assessment is done by an external body such as TAFE or WorkCover Authority. Each module has a points value allocated to it. This points value is a function of both the number of formal hours of training required to obtain proficiency in the module and the priority or relevance to plant Maintenance.

The Secondary Skills grading is dependent upon the number of module points accumulated by the team member.

Module Descriptors for each of the Secondary Skills that are available to Maintenance Technicians are detailed in the Progression Scheme Skills Manuals.

Skills points for each module **are** credited to the employee upon the successful completion of that module.

Progress through the Secondary Skills grades is recorded in the Team Member's Manual.

Priority **will be given to skills required by the team**.

8. Remuneration

8.1 Apprentices rates do not include overtime nor allowances. These payments are claimed on a monthly timesheet which must be signed by a Coordinator.

8.2 Shaded areas on the salary structure are normally inaccessible, with the exception being that team members will be credited with secondary skill points for those skills existing at the time of employment and compulsory secondary skills acquired.

9. Work Patterns.

9.1 Maintenance Teams work an average 38 hours per week where starting times and finishing times are varied to suit the requirements of their plants. Teams may decide their ordinary working hours between 6.00 am. and 6.00 pm.

9.2 Different work patterns have been adopted by Maintenance Teams to allow for the introduction of a compressed working week arrangement which provides greater flexibility in the "hours of work".

Any unscheduled activities on team "off days" is covered by other team members, then the Workshop team if available, then contractors.

9.3 Morning tea and lunch breaks are taken when convenient to the team activities and could be staggered to allow continuity of work.

9.4 Teams arrange training for their members within the constraints of an approved yearly budget and plant requirements.

9.5 Where work requirements result in a temporary maintenance shift roster being introduced for more than one week (ie. 38 hours), Maintenance Technicians who work the shift roster will be paid shift allowance of 10% of salary for the whole of the period on shift roster provided each Maintenance Technician works not less than one week (ie. 38 hours) each time.

9.6 Plant Coverage

Maintenance teams recognise the need to support continuous plant operations with a viable maintenance service. A guaranteed response system is instituted, with the use of **pagers/mobile phones**, to ensure the out of hours availability of maintenance personnel.

9.6.1 Maintenance Technicians have agreed to provide continuous coverage (ie. 24 hours per day) to the plant to which they have been allocated.

9.6.2 Maintenance teams are area based. They are responsible for ensuring all maintenance work allocated in their area is completed in a timely and effective manner. They **are** not required to assist teams in other areas under normal operating and maintenance conditions.

9.6.3 All Maintenance teams **are** available if required and by mutual agreements between their respective coordinators and team members to assist teams in other areas (including overtime) for:-

Personnel Safety
Threat to Environment
Specialist Skills that may be required
Plant breakdowns where loss of major production may occur

9.7 Meals

Thirty minutes **is** allowed for an unpaid meal break during the usual spread of hours and ten minutes **is** allowed as a morning tea break.

Meal and tea breaks **are** taken at a time determined by the team and may be staggered to suit the needs of the business.

Call-ins before normal starting time which run into ordinary hours, **require** the provision of a "meal only" ticket.

9.8 Monthly Time Sheet

The use of time clocks has ceased, with the teams being responsible for their own time keeping.

With the advent of annualised salaries the teams are responsible for:-

i. Individual time sheet recording.

ii. Specially prepared overall team timesheet for restructuring feedback analysis.

9.9 Contractors

Contractors may be used on site to supplement Maintenance teams and also for:-

i. Specialised work on hourly hire where the area team members do not have the skills

ii. Fixed price work where the teams do not have the skills, the numbers, or the time allotted to complete the task

iii. During major shut-downs when large numbers of workers are required to complete many tasks in a prescribed time period.

10. Leave Arrangements

10.1 Annual Leave

10.1.1 Maintenance Technicians **are** entitled to 152 hours Annual leave each year from the anniversary of the date of commencement of their employment.

10.1.2 When Annual leave is taken, ordinary hours **are** deducted from their entitlement for each day taken. A PRC **is** required to record the taking of leave.

10.1.3 Annual leave loading of 17.5% **is** paid to Maintenance Technicians in the October pay each year regardless of when annual leave is actually taken.

10.2 Sick Leave

10.2.1 Sick leave accumulated balance **is** frozen as at 9 June, 1992.

10.3 Credit Leave

10.3.1 Accumulated credit leave may be cashed in at any time on an hour for hour basis.

10.3.2 Accumulated credit leave may only be taken as leave if additional costs are not incurred.

10.3.3 Accumulated Credit Leave in excess of 150 hours as at the 1st of December each year is paid out at the employee's annual rate in the December pay.

10.3.4 Accumulated Credit Leave is paid out at the employee's normal rate upon resignation, retrenchment, retirement or disablement, or paid to the employee's estate upon death in service.

SIGNATORIES AND DECLARATION

The parties to this Agreement declare that it was not entered into under duress.

SIGNED for and on behalf of)
INCITEC LTD - KOORAGANG ISLAND)
) 8/9/97

SIGNED for and on behalf of)
THE AUSTRALIAN WORKERS UNION)
(NSW BRANCH)) 26/9/97

SIGNED for and on behalf of)
THE ELECTRICAL TRADES UNION)
OF AUSTRALIA (NSW BRANCH)) 9/9/97

SIGNED for and on behalf of ~~AUTOMOTIVE METALS AND ENGINEERING UNION~~) J Mason
) 31/10/97

AUTOMOTIVE FOOD METALS ENGINEERING PRINTING & KINDRED INDUSTRIES UNION, NSW BRANCH

~~SIGNED for and on behalf of FEDERATION OF INDUSTRIAL MANUFACTURING AND ENGINEERING EMPLOYEES (NSW BRANCH)~~) N
) 26/9/97

Incitec Ltd

KOORAGANG ISLAND

CLASSIFICATION STRUCTURES

SCHEDULE 1

INCLUDING 4.5% INCREASE
ANNUAL SALARY REVIEW - 1997

1. **CALL - IN ALLOWANCE (PHONE ALLOWANCE & CALL - IN PREMIUM)**

   The call - in allowance shall be $9.20.

2. **MILEAGE ALLOWANCE**

   The mileage allowance shall be $0.53 per kilometre.

3. **MEAL TICKETS**

   The value of a Meal Ticket shall be $7.90.

4. **OPERATIVE DATE**

   The provisions of Schedule 1 shall become operative from 1 JANUARY 1997.

6. SALARIES

DIVISION 2 - AMMONIA

2.1 - AMMONIA PROCESS PLANT

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR LEVEL 3	71,387	73,454	75,521	77,588	79,655
COORDINATOR LEVEL 2	60,780	62,847	64,914	66,981	69,048
COORDINATOR LEVEL 1	56,147	58,214	60,281	62,348	64,415
SNR PROCESS TECHNICIAN	52,229	54,296	56,363	58,430	60,497
PROCESS TECHNICIAN GDE 3	49,639	51,706	53,773	55,840	57,907
PROCESS TECHNICIAN GDE 2	45,755	47,822	49,889	51,956	54,023
PROCESS TECHNICIAN GDE 1	44,131	46,198	48,265	50,332	52,399
TRAINEE PROCESS TECHNICIAN	40,928	42,891	44,853	46,816	48,779

2.1.1 OVERTIME RATE:

The Ordinary Hourly Rate for determining Overtime payments is calculated by dividing the above salaries by 3078.5

2.2 - INDUSTRIAL AMMONIA PLANT

GRADE	SALARY
COORDINATOR LEVEL 2	62,181
COORDINATOR LEVEL 1	53,970
PLANT TECHNICIAN GRADE 2	45,348
PLANT TECHNICIAN GRADE 1	41,083
TRAINEE PLANT TECHNICIAN	36,760

3.2.3 OVERTIME RATE:

The Ordinary Hourly Rate for determining Overtime payments is calculated by dividing the above salaries by 2531.

DIVISION 3 - AMMONIUM NITRATES

3.1 - AMMONIUM NITRATES PROCESS PLANT

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR LEVEL 3	71,387	73,454	75,521	77,588	79,655
COORDINATOR LEVEL 2	60,780	62,847	64,914	66,981	69,048
COORDINATOR LEVEL 1	56,147	58,214	60,281	62,348	64,415
SNR PROCESS TECHNICIAN	52,229	54,296	56,363	58,430	60,497
PROCESS TECHNICIAN GDE 3	49,639	51,706	53,773	55,840	57,907
PROCESS TECHNICIAN GDE 2	45,755	47,822	49,889	51,956	54,023
PROCESS TECHNICIAN GDE 1	44,131	46,198	48,265	50,332	52,399
TRAINEE PROCESS TECHNICIAN	40,928	42,891	44,853	46,816	48,779

3.1.1 OVERTIME RATE:

The Ordinary Hourly Rate for determining Overtime payments is calculated by dividing the above salaries by 3078.5

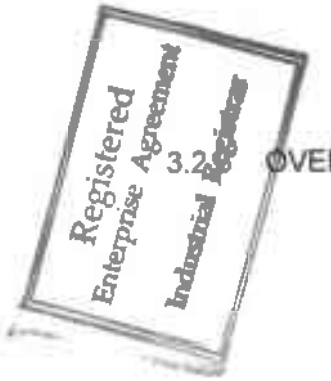
3.2 - AMMONIUM NITRATES DESPATCH

3.2.1 DAYWORK PATTERN

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR 3	50,656	52,334	54,011	55,688	57,365
COORDINATOR 2	44,265	45,942	47,620	49,297	50,974
COORDINATOR 1	36,312	37,758	39,267	40,776	42,285
GRADE 4	33,945	35,454	36,963	38,472	39,981
GRADE 3	33,030	34,539	36,048	37,557	39,066
GRADE 2	32,119	33,628	35,137	36,646	38,155
GRADE 1	31,355	32,864	34,373	35,882	37,391
TRAINEE	30,091	31,600	33,109	34,618	36,127

3.2.2 SHIFTWORK (7.5%) PATTERN

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR 3	54,431	56,235	58,038	59,842	61,646
COORDINATOR 2	47,550	49,353	51,157	52,961	54,764
COORDINATOR 1	39,809	41,467	43,124	44,781	46,439
GRADE 4	37,275	38,933	40,590	42,247	43,905
GRADE 3	36,270	37,927	39,585	41,242	42,899
GRADE 2	35,268	36,925	38,582	40,240	41,897
GRADE 1	34,432	36,089	37,746	39,404	41,061
TRAINEE	33,040	34,697	36,355	38,012	39,669



3.2 OVERTIME RATE:

TRAINEE - COORDINATOR 1	DAYWORK (250 HRS) ANNUAL RATE X 89% / 1983.6
COORDINATOR 2 & 3	DAYWORK (500 HRS) ANNUAL RATE X 80% / 1983.6

3.2.4 TEMPORARY RATE:

RATE: `	DAYWORK (250 HRS) ANNUAL RATE X 89% / 52.2

3.2.5 CASUAL RATE:

RATE:	DAYWORK (250 HRS) ANNUAL RATE X 89% / 1983.6

DIVISION 4 - FERTILISER

4.1 - FERTILISER DESPATCH

4.1.1 DAYWORK PATTERN

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR 3	50,656	52,334	54,011	55,688	57,365
COORDINATOR 2	44,265	45,942	47,620	49,297	50,974
COORDINATOR 1	36,312	37,758	39,267	40,776	42,285
GRADE 4	33,945	35,454	36,963	38,472	39,981
GRADE 3	33,030	34,539	36,048	37,557	39,066
GRADE 2	32,119	33,628	35,137	36,646	38,155
GRADE 1	31,355	32,864	34,373	35,882	37,391
TRAINEE	30,091	31,600	33,109	34,618	36,127

4.1.2 SHIFTWORK (7.5%) PATTERN

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR 3	54,431	56,235	58,038	59,842	61,646
COORDINATOR 2	47,550	49,353	51,157	52,961	54,764
COORDINATOR 1	39,809	41,467	43,124	44,781	46,439
GRADE 4	37,275	38,933	40,590	42,247	43,905
GRADE 3	36,270	37,927	39,585	41,242	42,899
GRADE 2	35,268	36,925	38,582	40,240	41,897
GRADE 1	34,432	36,089	37,746	39,404	41,061
TRAINEE	33,040	34,697	36,355	38,012	39,669

4.2 - FERTILISER PROCESS

4.2.1 DAYWORK PATTERN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR 3	47,618	49,193	50,769		
COORDINATOR 2	41,612	43,188	44,764		
COORDINATOR 1	35,445	36,920	38,394		
GRADE 4	33,192	34,667	36,141		
GRADE 3	32,299	33,773	35,248		
GRADE 2	31,407	32,882	34,356		
GRADE 1	30,661	32,136	33,610		
TRAINEE	29,425	30,900	32,374		

4.2.2 SHIFTWORK (5.0%) PATTERN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR 3	49,981	51,637	53,292	54,947	56,602
COORDINATOR 2	43,676	45,331	46,986	48,642	50,297
COORDINATOR 1	37,202	38,751	40,299	41,848	43,397
GRADE 4	34,834	36,383	37,931	39,480	41,029
GRADE 3	33,897	35,445	36,994	38,543	40,091
GRADE 2	32,960	34,509	36,058	37,606	39,155
GRADE 1	32,179	33,727	35,276	36,825	38,373
TRAINEE	30,880	32,428	33,977	35,526	37,075

4.2.3 SHIFTWORK (55.79%) PATTERN

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR 3	70,754	73,101	75,448	77,795	80,142
COORDINATOR 2	61,810	64,157	66,504	68,851	71,198
COORDINATOR 1	53,567	55,802	58,037	60,272	62,508
GRADE 4	50,150	52,385	54,620	56,855	59,091
GRADE 3	48,793	51,028	53,264	55,499	57,734
GRADE 2	47,445	49,680	51,916	54,466	56,386
GRADE 1	46,313	48,549	50,784	53,019	55,254
TRAINEE	44,440	46,675	48,910	51,145	53,381

4.3 OVERTIME RATE:

TRAINEE - COORDINATOR 1 $\frac{\text{DAYWORK (250 HRS) ANNUAL RATE X 89\%}}{1983.6}$

COORDINATOR 2 & 3 $\frac{\text{DAYWORK (500 HRS) ANNUAL RATE X 80\%}}{1983.6}$

4.4 TEMPORARY RATE:

RATE: ` $\frac{\text{DAYWORK (250 HRS) ANNUAL RATE X 89\%}}{52.2}$

4.5 CASUAL RATE:

RATE: $\frac{\text{DAYWORK (250 HRS) ANNUAL RATE X 89\%}}{1983.6}$

DIVISION 5 - ENGINEERING

5.1 MAINTENANCE TECHNICIAN

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
MAINT. TECH'N GRADE 10	67,230	68,570	69,909	71,249	72,589
MAINT. TECH'N GRADE 9	64,171	65,511	66,851	68,190	69,530
MAINT. TECH'N GRADE 8	61,119	62,459	63,798	65,138	66,478
MAINT. TECH'N GRADE 7	59,283	60,623	61,962	63,302	64,642
MAINT. TECH'N GRADE 6	53,784	55,124	56,463	57,803	59,143
MAINT. TECH'N GRADE 5	51,339	52,678	54,018	55,358	56,698
MAINT. TECH'N GRADE 4	49,516	50,856	52,196	53,535	54,875
MAINT. TECH'N GRADE 3	47,672	49,012	50,351	51,691	53,031
MAINT. TECH'N GRADE 2	42,783	44,123	45,463	46,802	48,142
MAINT. TECH'N GRADE 1	38,518	39,857	41,197	42,537	43,876

5.2 APPRENTICES

YEAR	SALARY
FIRST	12,913
SECOND	16,142
THIRD	22,600
FOURTH	25,827