

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA99/289

**TITLE:** Shinagawa Thermal Ceramics Port Kembla Agreement 1998

**L.R.C. NO:** 99/598

**DATE APPROVED/COMMENCEMENT:** 25 February 1999

**TERM:** 27 January 2002

**NEW AGREEMENT OR  
VARIATION:** New

**GAZETTAL REFERENCE:**

**DATE TERMINATED:**

**NUMBER OF PAGES:** 40

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** Applies to all employees who are performing work at the Company's site at Five Islands Road, Port Kembla

**PARTIES:** Shinagawa Thermal Ceramics Pty Ltd -&- 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





**SHINAGAWA THERMAL CERAMICS  
PORT KEMBLA AGREEMENT 1998**

Registered  
Enterprise Agreement  
Industrial Registrar

**BETWEEN**

**SHINAGAWA THERMAL CERAMICS PTY LTD**

**- (ACN 082 371 891)**

**THE AUSTRALIAN WORKERS' UNION, NEW SOUTH WALES**

**and**

**THE AUTOMOTIVE, FOOD, METALS, ENGINEERING,  
PRINTING AND KINDRED INDUSTRIES UNION, NEW  
SOUTH WALES BRANCH**

**and**

**ELECTRICAL TRADES UNION OF AUSTRALIA, NSW BRANCH**

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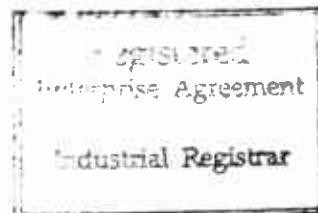
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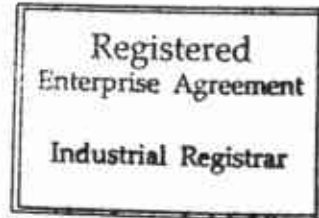


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## 1 TITLE

This Agreement will be known as the *Shinagawa Thermal Ceramics Port Kembla Agreement, 1998* and will be submitted to the Industrial Relations Commission of New South Wales for approval in accordance with section 34 of the Industrial Relations Act, 1996.

## 2 PARTIES BOUND

This agreement is made between Shinagawa Thermal Ceramics Pty Ltd (ACN 082 371 891) and The Australian Workers Union, New South Wales and The Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union and the Electrical Trades Union of Australia and will be binding on Shinagawa Thermal Ceramics Pty Ltd, the unions and employees eligible to become members of the unions who are performing work at the Company's site at Five Islands Road, Port Kembla.

## 3 DEFINITIONS

- 'Company' means Shinagawa Thermal Ceramics Pty Ltd.
- 'Parties' means the Company, the Unions and Employees.
- 'Site Leadership Team' or 'SLT' means the team consisting of management and employee representatives established under clause 6.
- 'Commission' means The Industrial Relations Commission of New South Wales.

## 4 STRATEGIC PARTNERSHIP

- 4.1 This agreement has been prepared by representatives of the employees and management. The agreement will take the Company on an evolutionary step towards making it the best refractory manufacturing site in the Asia Pacific. The recognition and development of sustained strategic partnerships between all levels of the organisation is fundamental to this agreement. The Parties are committed as a site to the development of the working relationship between all employees at Port Kembla.

- 4.2 The Parties will develop the relationship to form a strategic partnership on the site that will be long lasting, robust and of mutual benefit. The partnership will be based on absolute trust, commitment and co-operation. The Parties will work in an environment where they recognise that the effort and performance of individual employees and the teams to which they belong will result in growth for the Company, satisfaction and development for individual employees and achievement of business goals.
- 4.3 The strategic partnership will be developed to actively meet the needs of the business. It is recognised that all employees are part of the business and will contribute to defining the business needs.
- 4.4 The Parties agree that all facets of work at the Port Kembla site aim to achieve best international standards of excellence and best practice in all relevant respects including -
- Operational and business performance,
  - Work organisation;
  - Workplace flexibility;
  - Recruitment practices;
  - Continuous improvement;
  - Training and development;
  - Quality;
  - Safety;
  - Harmonious employee relations
- 4.5 It is recognised that any work injury at the Company's Port Kembla site is totally unacceptable. The SLT will involve all employees in ensuring that there is a suitable improvement in the Company's safety performance. It is an objective of this agreement to achieve an injury free workplace by implementing the initiatives identified in clause 7.

- 4.6 The Parties recognise that the success of the business is based on customer satisfaction and at Port Kembla site, customer satisfaction is the driving force behind our strategies and daily actions. The most significant impact that we can make on customer satisfaction is for the Company to operate its plants safely, reliably, efficiently and effectively. During the next three years the Company is committed to developing a quality process to ensure that all customer needs are met. The Parties are committed to improving the performance of the Company's plants by implementing the initiatives identified in clause 10.

## **5 WORK GROUPS**

- 5.1 Employee 'Work Groups' will be introduced to ensure that employees work as a team with their supervisor/manager to meet the goals of the business. The work groups will be involved in activities including the development of workplace safety improvement plans, developing employee skill and competency levels, job and skill sharing, resolution of workplace issues.
- 5.2 The work groups will assist in the allocation of work roles to group members, and will be responsible for ensuring that each team member has access to necessary training and experience to enable the optimal performance of the group.

## **6 THE SITE LEADERSHIP TEAM**

- 6.1 The Parties are committed to the establishment and maintenance of processes through which changes to the business and performance of work and the implementation of this Agreement can be discussed and monitored to ensure the interests of all employees and the Company are properly considered.
- 6.2 A 'Site Leadership Team' (SLT) will be established and consist of five employee and five management representatives and will operate in a consensus mode.
- 6.3 The SLT will meet regularly to monitor the implementation of this Agreement and discuss any significant workplace issue that affects the business as a whole and which is unable to be resolved through normal channels of communication.

## **7 OCCUPATIONAL HEALTH AND SAFETY**

- 7.1 The employees covered by this Agreement recognise that they are responsible and accountable for working at all times in a safe manner in compliance with statutory requirements and the 'safe working' policies and practices developed by the Company.
- 7.2 The SLT will develop and support the implementation of safety initiatives aimed at significantly improving the safety of the workplace and reducing the incidence of workplace injuries.

## **8 EQUAL EMPLOYMENT OPPORTUNITY**

- 8.1 The Parties acknowledge that all employees have the right to work in an environment free of discrimination and harassment. The Parties will not condone such behaviour or a work environment that gives rise to such behaviour, and any allegations of workplace harassment or discrimination will be taken seriously and investigated by the Company.
- 8.2 Recruitment, selection for specific jobs and career progression and promotion will be determined on the basis of merit, competency and potential to effectively perform the job. All things being equal, seniority applies.

## **9 HOURS OF WORK**

- 9.1 The ordinary hours of work will be thirty eight (38) hours per week, Monday to Friday, eight (8) hours a day averaged over a nineteen (19) day four (4) week cycle.
- 9.2 The spread of normal hours is Day work 5.00am to 6.00pm and Shift work 7.00am to 3.00pm and 3.00pm to 11.00pm and 11.00pm to 7.00am. These may be changed by mutual agreement.
- 9.3 The Work Groups will maintain their own rosters ensuring an agreed complement to safely meet the needs of the Business and the Work Group and in accordance with leave requirements.
- 9.4 Extra hours shall be worked as required and managed by the Work Group.
- 9.5 Employees may be transferred within the areas (Slide Gate, Casting, Monolithics) at Port Kembla to meet Business needs and Work Group





requirements. Transfers will be for a minimum period of 8 hours and for longer periods by agreement.

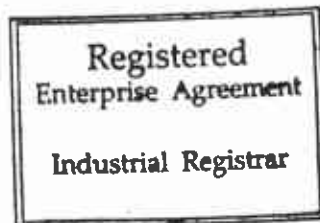
- 9.6 There will be no short term transfers between Port Kembla plants and the Berkeley Road and Gladstonbury Avenue Plants. Transfers will be on a permanent basis. As the Port Kembla and potentially the Berkeley Road Plants operate on all up salaries the following conditions will apply on transfer to the Gladstonbury Avenue Plant - a one off payment of \$2500 (less applicable tax) will be made on transfer and the individual will work in accordance with the terms of the Enterprise Agreement applying to employees at the Gladstonbury Avenue Plant. If Gladstonbury Avenue adopts an all up salary package in the future the one off payment will cease.

## 10. CUSTOMER SATISFACTION

- 10.1 The Parties are committed to developing and implementing ongoing quality, reliability and other improvement initiatives with the aim of improving customer satisfaction.
- 10.2 The improvement initiatives may include:
- targeted employee training;
  - active employee participation in improvement teams;
  - active employee participation in the development and implementation of 'up time' measurements and subsequent improvement initiatives;
  - changing the focus from 'breakdown' maintenance to 'reliability' maintenance (Total Productive Maintenance - TPM).

## 11 SALARIED WORKING CONDITIONS

- 11.1 The annualised salaries set out in Schedule 1 include components in recognition of the requirement for employees to perform overtime. Employees must be available to perform work outside the ordinary hours set out in sub-clause 9.1.



## 12 ANNUALISED SALARIES

12.1 Employees will be paid an annualised salary. The relevant salaries for each classification are those set out in schedule 1 of this agreement. The classification definitions are set out in Schedule 2.

The annualised salaries will be inclusive of the following entitlements:

- (i) all Award entitlements including but not limited to;
  - base weekly wage and safety net adjustments
  - overtime payments including payments for call-ins.
  - allowances including leading hand, meal, industry, shift, and other special disability allowances (excluding First Aid)
  - penalty payments
  - annual holidays loading
- (ii) quarterly and other lump sum performance payments
- (iii) other payments previously available under the Port Kembla Plant Productivity Agreement
- (iv) any over-award payments or allowances

12.2 Salaries will be paid in equal weekly instalments by means of direct deposit transfer into an account with a financial institution nominated by the employee and acceptable to the Company.

12.3 Employees covered by this Agreement will be entitled to the following increases in the salaries set out in Schedule 1 to this Agreement. Any increases in Award rates of pay, including but not limited to increases arising from State and National Wage Case decisions (including Safety Net Adjustments) will be absorbed, into the increases set out below on the 1st pay period commencing on or after:

- 28 April 1999, salaries will be increased by 4.5%;
- 26 April 2000, salaries will be increased by 4.5%;
- 25 April 2001, salaries will be increased by 4.5%

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### 13 FIRST AID ALLOWANCE

13.1 In addition to the salaries in Clause 12, a payment will be made to the annual salary for those people who have a Senior First Aid Certificate or the Occupational First Aid Certificate. Payment will be made to those nominated by the Company and only one of the payments can be made to an individual.

#### Salary Increase

Senior First Aid Certificate	\$ 620/annum
Occupational First Aid Certificate	\$1000/annum

### 14 CLOTHING ISSUE

14.1 On an annual basis, employees are entitled to a clothing issue based on a points system with each article of clothing and footwear being allocated certain number of points. Clothing issues are normally made during January each year. See Schedule 5 for details.

### 15 ANNUAL LEAVE

15.1 Payments made during a period of annual leave or on termination of employment will be paid for at the annual salary rate applying at the time. No annual holidays loading will be payable.

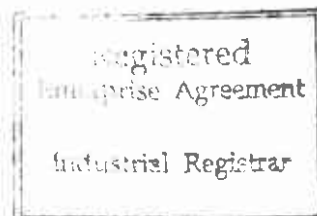
### 16 LEAVE

16.1 The Work Group will be responsible for managing the time at which the following leave is taken:

- Annual Leave
- Sick Leave
- Compassionate/Bereavement Leave
- Long Service Leave

#### 16.2 Sick Leave

The Company has a discretionary sick leave policy. Schedule 3 has details.



### 16.3 Long Service Leave

You are entitled to Long Service Leave in accordance with the NSW Long Service Leave Act at the salary rate.

### 16.4 Compassionate or Bereavement Leave

This will be granted at the discretion of your Work Group and or Management.

## 17 UNTAKEN SICK LEAVE

17.1 The Company may, if requested by an employee, pay to the employee an amount equal to the employee's salary for the period of any un-taken sick leave entitlement which was accumulated before the introduction of the Company's discretionary sick leave policy. If such payment is made by the Company the proportion of the employee's accumulated sick leave to which the payment relates will be extinguished.

## 18 EMPLOYMENT SECURITY

18.1 If a downturn in business necessitates a reduction in employees, the Company's priority will be to redeploy employees whose positions are no longer required.

18.2 Opportunities for redeployment at any of its sites will be considered by the Company, and the Company will consult with the employees concerned and their representatives.

18.3 If re-deployment opportunities are not available the Company may:

18.3.1 Invite employees to offer themselves for voluntary early retirement: or

18.3.2 Invite employees to transfer their employment to BHP in accordance with the arrangement agreed 19 September 1997 between BHP Refractories Pty. Ltd. And Australian Manufacturing Workers Union and Communication, Electrical, Energy, Information, Postal, Plumbing and Allied Services Union of Australia and AWU-FIME Amalgamated Union in the agreement titled "Agreement re Market and Sale Related Labour Adjustments - Port Kembla and Unanderra Plants".

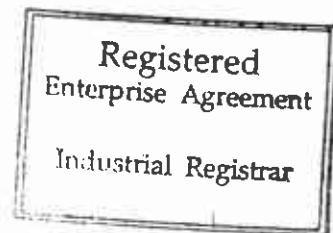
- 18.4 If the reduction in employees achieved by applying steps in 18.2 and 18.3 is insufficient to meet the needs of the Business then the Company in consultation with the Unions will aim to resolve the above to the mutual benefit of both parties.

## 19 DISCIPLINARY PROCEDURE

- 19.1 It is the Company's and Unions intention that any concerns about the behaviour of all employees be resolved in a timely and pro-active manner. The objective is to address unacceptable employee behaviour to ensure that it ceases.
- 19.2 Behavioural concerns will be dealt with in accordance with Disciplinary Procedure as set out in Schedule 4.

## 20 UNION DELEGATES

- 20.1 The Company is committed to the training and development of union delegates at the site so that they have appropriate skills to successfully perform the following responsibilities:
- developing positive relationships between employees and management;
  - facilitating the implementation of the Company's enterprise agreement;
  - assisting in the resolution of employee grievances and disputes;
  - improving communications within the workplace;
  - ensuring leadership in planning future direction;
  - liaising with union and industry organisations:
  - right of entry for union officials;
  - paid time off for trade union courses;
  - delegates given suitable time during work hours to resolve issues.
- 20.2 Subject to approval of their Work Group Delegates will be given suitable time during work hours to resolve issues.



- 20.3 The Company will consider requests for paid time off for Union Delegates to attend Trade Union Courses.

## 21 EMPLOYEE LEARNING PROCESS

- 21.1 The Parties are committed to a continuing process of improving employees' skills, knowledge and competency. The Parties agree to the implementation of skill sharing, and the removal of any restrictions on employees performing any work for which they are suitably trained and competent, and which is SAFE, LEGAL AND LOGICAL.
- 21.2 The Parties are committed to the objective of employees participating in 10 days of training per year.
- 21.3 Competency Project Team
- 21.3.1 A Project Team has been established to implement a new workplace learning system. The Project Team will work with employee work teams focused on particular components of the projects to encourage employee ownership of the process.
- 21.3.2 All learning will be competency based where possible and clearly defined and agreed standards will be set. Both on and off the job training will be provided and financial support will be given by the Company where appropriate. The work groups will be responsible for the scheduling of all employee learning activities.
- 21.3.3 Roles will be defined and agreed in terms of accountabilities, key tasks and key performance indicators, i.e. what the job is. Roles will be based on business needs. The key tasks will be aligned with competency standards which will comprise the competency profile, i.e. how to do the job. The roles will then be linked into career structures.
- 21.3.4 Employees will have ongoing assessment against job roles and competency profiles. The outcome of the assessment will be to identify training gaps which will be addressed in the individual development plan.

- 21.3.5 Each employee will be given a development plan to address training gaps. The development plan will be an action plan made up of various training and development activities matched to competencies which need to be developed. The development plan will be agreed with the team leader in consultation with the work group and will be reviewed regularly. It is the responsibility of the employee, in consultation with the employee's work group, to complete development plans. Financial and other support will be given to the employee for this purpose where appropriate.

## **22 DISPUTES PROCEDURE**

### **22.1 Step 1 – Issue Resolution**

Any employee or a work team with a grievance about any issue, should try to resolve the issue within the work team. An employee may consult his or her union delegate and involve the representative in any discussions. If the work group needs time to consider options for resolution, normal work must continue until the matter is resolved by the work group or referred to the next stage.

### **22.2 Step 2 – Issue Resolution**

If the matter is not resolved in accordance with step 1, it will be referred to the SLT for consideration. The SLT may consult with the union representatives or obtain any other assistance as is needed to resolve the issues. The SLT must take into account the implications of the issue for the entire work site and other work groups may be consulted if necessary.

### **22.3 Step 3 – Issue Settlement**

If the issue cannot be resolved at stage 2, it will be referred to the Commission or an agreed mediator. The Parties will meet their own costs of the mediation.

If the issue is referred to the Commission, the Commission will only be required to conciliate unless the Parties consent to arbitration.

- 22.4 Whilst the above procedure is taking place, normal safe work will continue. No party will be prejudiced as to final settlement by the continuance of work in accordance with this clause.

## **23 PERFORMANCE MEASUREMENT AND IMPROVEMENT**

- 23.1 The Company and Union will monitor the implementation of the agreement by measuring results against identified performance targets.
- 23.2 Regular performance audits will be conducted by the SLT.
- 23.3 The performance indicators and targets to be monitored will be agreed by the SLT and will be looking for improvements in such measures as:
- MTI improvement
  - Productivity improvements
  - Reduction in off specification production
  - Customer satisfaction improvements
  - Up-time improvements

## **24 WORKPLACE CHANGE INITIATIVES**

- 24.1 Work teams and individual employees are encouraged to develop ideas and initiatives to improve the performance of the workplace.
- 24.2 Where a new idea or initiative has been developed by a work team or employee it should first be submitted to the SLT for consideration.
- 24.3 Following consideration of the idea or initiative by the SLT, the work team or employee will be notified:
- (i) whether any further action is proposed in relation to the idea or initiative; and
  - (ii) what, if any, further action is to be taken.



## 25 TERMINATION OF EMPLOYMENT

25.1 Employment shall be by the week. Notice shall be in accordance with the following:

### 25.1.1 Notice of Termination by the Company.

- (i) In order to terminate the employment of a full-time or regular part-time employee, the Company will give to the employee the period of notice specified in the table below:

Period of Continuous Service	Period of Notice
One year or less	One week
Over one year and up to the completion of three years	Two weeks
Over three years and up to the completion of five years	Three weeks
Over five years of completed services	Four weeks

- (ii) In addition to the above notice, employees over 45 years of age at the time of the giving of the notice with not less than two years continuous service with the Company will be given an additional weeks notice.
- (iii) The Company may terminate an employee's employment by making a payment of salary in lieu of notice. Employment may be terminated by the employee working part of the required period of notice and by the Company making payment in lieu for the remainder of the period of notice.

- (iv) In calculating any payment in lieu of notice, the relevant part of the employee's annual salary which would have been received in respect of the period of notice had the employee's employment not been terminated will be used.
- (v) The periods of notice in this clause will not apply in the case of dismissal for conduct that justifies instant dismissal.

25.1.2 Notice of Termination by Employee

- (i) The notice of termination required to be given by an employee is the same as that required of the Company, except that there is no requirement for the employee to give additional notice based on his or her age.
- (ii) If an employee fails to give notice, the Company has the right to withhold any salary owing to the employee, to a maximum amount equal to the salary for the relevant period of notice.

**26 PERIOD OF OPERATION OF AGREEMENT**

- 26.1 This Agreement will operate from the date of its approval by the Commission until 27 January 2002. Negotiations for a new agreement will commence 3 months prior to expiry of this agreement.

**27 NO EXTRA CLAIMS**

- 27.1 The Union and employees will not make any claims relating to wages, salaries and conditions of employment during the term of this agreement.

**DATED** the                      day of January 1999



**SIGNATORIES**

**SIGNED for and on behalf of The  
AUSTRALIAN WORKERS UNION, NEW  
SOUTH WALES** )

*[Signature]*  
.....  
Witness  
Name (printed): *Doris Perez*

*[Signature]*  
.....  
Secretary  
Name (printed): *A GILLESPIE*

**SIGNED for and on behalf of The  
AUTOMOTIVE, FOOD, METALS,  
ENGINEERING, PRINTING AND  
KINDRED INDUSTRIES UNION, NEW  
SOUTH WALES BRANCH** )

*[Signature]*  
.....  
Witness  
Name (printed): *David Bourne*

*[Signature]*  
.....  
Secretary  
Name (printed): *PAUL BASTIAN*

**SIGNED for and on behalf of  
ELECTRICAL TRADES UNION OF  
AUSTRALIA, NSW BRANCH** )

*[Signature]*  
.....  
Witness  
Name (printed): *Green Jack*

*[Signature]*  
.....  
Secretary  
Name (printed): *B. RIOROAN*

**SIGNED for and on behalf of  
SHINAGAWA THERMAL CERAMICS  
PTY LTD** )  
(ACN 076 258 976) in the presence of: )

*[Signature]*  
.....  
Director or Secretary  
Name (printed): *JOHN PHIPPS*

*[Signature]*  
.....  
Director  
Name (printed):  
*R.G. HOWIE*

## SCHEDULE 1 - ANNUALISED SALARIES

As of 27 January 1999

### OPERATIONS

Level	Shift Work	Day Work
1	\$34600	\$33000
2	\$39600	\$38000
3	\$42600	\$41000
4	\$45900	\$44300
5	\$48960	\$47360
6	\$53040	\$51400
7	\$58140	\$56500

### MECHANICAL

Level	Shift Work	Day Work
Basic	\$43600	\$41900
1	\$53600	\$51900
2	\$63600	\$61900
3	\$68500	\$66800
4	\$73500	\$71800
5	\$78500	\$76800

### ELECTRICAL

Level	Shift Work	Day Work
Basic	\$44000	\$42200
1	\$54000	\$52200
2	\$63000	\$61200
3	\$72000	\$70200
4	\$81000	\$79200
5	\$85000	\$83200
6	\$89000	\$87200

## SCHEDULE 2 - CLASSIFICATION DEFINITIONS

### OPERATIONS:

SHINAGAWA THERMAL CERAMICS

CLASSIFICATION STRUCTURE

PORT KEMBLA SITE

### PROGRESSION

#### 1.0 Level 1 to Level 5 :

An employee will be classified to a particular level when he/she has completed one of the competency units at that level, and completed all lower level Plant specific competency units, or as many as required to meet employee career path or operational needs.

(Refer attached classification structure)

Once an employee is classified to a particular level, he/she will then complete remaining Plant specific competency units at that level if required to meet employee career path or operational needs.

Training priorities will take into account employee career paths and the operational needs of the business.

#### 2.0 Level 6 :

All employees will be given the opportunity to seek accreditation to this level of the classification structure. Assessment will be performed by the Work Place Assessment Team. This Team will consist of one Training System Operator, one Management Representative and one Employee nominated by the person requesting assessment.

Note: System Operators ( eg Training, Safety etc )

**2.1 Assistant Team Leader** positions will be advertised internally and be subject to selection criteria after assessment of applications positions will be by appointment.

**3.0 Level 7 :**

All Level 7 positions will be advertised internally, and be subject to selection criteria after assessment of applications positions will be by appointment.

**4.0 TRANSFERABLE TASKS**

Transferable tasks are duties that can be performed by employees transferring between departments on a non permanent basis. These tasks are to a skill level consistent with that of the Level 3 description.

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** PLANT OPERATION COMPETENCIES	DESCRIPTION	TRANSFERABLE TASKS
<p>Level 1</p> <p>OH&amp;S Standards</p> <p>Forklift permit</p>	<p>Undertake Plant induction's</p> <p>Perform manual tasks</p> <p>Obtain appropriate permits as required</p>	<p>OH&amp;S standards</p> <p>Forklift permit</p>
<p>Level 2</p> <p>A. SLD Plant Operation</p> <p>B. Batching Assistant</p> <p>Operate packaging lines</p> <p>Operate Taphole extruder</p> <p>Manual cement and add's weight</p> <p>C. Operate re-work machine</p> <p>Operate Shot Blaster</p> <p>Pre-batching</p> <p>Resical setting</p> <p><u>Progression</u></p> <p>A, B or C units</p>	<p>Perform simple machine operations &amp; tasks</p> <p>Responsible for own quality, production recording and inventory control</p> <p>Involvement in process improvement activities</p> <p>Possess Level 1 skills and knowledge</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Registered Enterprise Agreement Industrial Registrar</p> </div> <p>Transferability at level 2 description tasks</p>

** PLANT OPERATION COMPETENCIES	DESCRIPTION	TRANSFERABLE TASKS
<p><b>Level 3</b></p> <p>A. Small casting operation</p> <p>B. De-bagging operation Cement machine operation</p> <p>C. Banding machine operation Milling &amp; drilling operation Core drilling operation Dragging</p> <p><b>Progression</b> A, B or C units</p>	<p>Operate &amp; setup basic Plant equipment</p> <p>Perform manual tasks</p> <p>Detailed production recording and reports</p> <p><b>Possess level 1 &amp; 2 skills and knowledge</b></p>	<p>Resical inspection &amp; testing</p> <p>Operate shot blaster</p> <p>Operate banding machines</p>
<p><b>Level 4</b></p> <p>A. Medium casting operation</p> <p>B. Speciality plants operation</p> <p>C. Grinding operation Gas channel operation Kiln car setting Finishing table operation</p> <p>D. Despatch operations</p> <p><b>Progression</b> A, B, C or D units</p>	<p>Operate &amp; setup Plant and equipment</p> <p>Quality control, inspection and testing</p> <p>Trouble shoot process and product problems</p> <p><b>Possess level 1,2 &amp; 3 skills and knowledge</b></p>	<p>Operate milling &amp; drilling machines</p> <p>Operate grinder</p> <p>Operate SLD plant</p>

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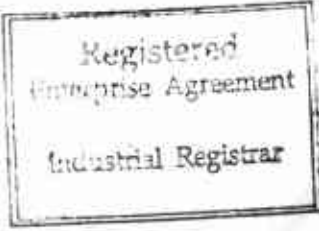


** PLANT OPERATION COMPETENCIES	DESCRIPTION
<p><b>Level 5</b></p> <p>A. Large casting operation</p> <p>B. Taphole mixing operation Batching operations</p> <p>C. Press operation Mixer operation Heat treatment operation</p> <p>D. Raw material operations <u>Progression</u> A, B, C or D units</p>	<p>Operate, setup &amp; program complex plant &amp; equipment</p> <p>Co-ordinate production with Team members</p> <p>Responsible for other team members quality</p> <p>Possess level 1,2,3 &amp; 4 skills and knowledge</p>
<p><b>Level 6</b></p> <p>Assistant Team Leader ( By appointment)</p>	<p>Assist in ensuring safety regulations and company policies are adhered to.</p> <p>Assist with efficient management of company systems &amp; resources to achieve maximum quality outputs.</p>

Operate Medium casting plant

Batching assistant

Operate de-bagging



Pre batching

Dragging

Operate core drill machine

Finishing table

** PLANT OPERATION COMPETENCIES	DESCRIPTION
Assistant Team Leader (continued)	<p>To develop effective communication, management and people development skills.</p> <p>Pursues excellence in line with the organisations values.</p> <p>Thorough knowledge and understanding of plant and process systems.</p> <p>Possess level 1,2,3,4 &amp; 5 skills</p>
Level 6	
Store's system operator (transferable competency)	<p>Communication &amp; liaison with suppliers, customers &amp; plant personnel..</p> <p>Proactive involvement with improvements to stock &amp; inventory management.</p> <p>Forward thinking &amp; planning skills</p> <p>Pursues excellence in line with the organisations values.</p> <p>Possess level 1,2,3,4 &amp; 5 skills</p>

Setting

Operate Small casting plant

Operate packaging lines

Operate taphole extruder

Operate cement machine and manual cement & additives



<b>** PLANT OPERATION COMPETENCIES</b>	<b>DESCRIPTION</b>
<b>Level 6</b>  <b>Training system operator</b>	<p>Proactively seeks resolution of plant training issues.</p> <p>Thorough knowledge and understanding of classification structure.</p> <p>Qualified work place assessor.</p> <p>Proactively involved with the development and maintenance of training manuals.</p> <p>Participates in self development training programs.</p> <p>Pursues excellence in line with the organisations values</p> <p><b>Possess level 1,2,3,4 &amp; 5 skills</b></p>

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 Industrial Registrar

<b>** PLANT OPERATION COMPETENCIES</b>	<b>DESCRIPTION</b>
<b>Level 6</b>	<p> <b>Laboratory System Tester</b>                      (transferable competency)                 </p> <p>                     Ensure consistent application of quality procedures and systems.                      Adopts a proactive approach to resolving product and process quality issues.                      Effectively communicates test results and recommendations to address process quality issues.                      Through knowledge of plant processes and products.                      Pursues excellence in line with the organisations values                      Possess level 1,2,3,4 &amp; 5 skills                 </p>

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 Enterprise Agreement  
 Industrial Registrar

<b>** PLANT OPERATION COMPETENCIES</b>	<b>DESCRIPTION</b>
<p><b>Level 6</b></p> <p><b>Safety system operator</b></p>	<p>Proactively seeks resolution of plant safety issues.</p> <p>Through knowledge of OH&amp;S Act, Environmental Policy, Dangerous Goods Code of Practice and correct manual handling practices.</p> <p>Possess confined space certificate.</p> <p>Knowledge and understanding of plant systems and regulations to enable the issuing of authority to work clearances.</p> <p>Pursues excellence in line with the organisations values</p> <p><b>Possess level 1,2,3,4 &amp; 5 skills</b></p>

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Industrial Registrar**

<b>** PLANT OPERATION COMPETENCIES</b>	<b>DESCRIPTION</b>
<b>Level 6</b>	<p>Performs effectively in stressful and difficult circumstances to achieve positive outcomes.</p> <p>Ability to adapt in changing situations.</p> <p>Takes continuous action to improve personal and team performance.</p> <p>Enduring efforts to overcome obstacles to complete tasks.</p> <p>Thorough knowledge &amp; understanding of plant &amp; process and adopts a proactive approach to solving plant and process issues.</p> <p>Consistently strives to efficiently use company resources.</p> <p>Pursues excellence in line with the organisations values</p> <p><b>Possess level 1,2,3,4 &amp; 5 skills</b></p>

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** PLANT OPERATION COMPETENCIES	DESCRIPTION
LEVEL 7	<p data-bbox="416 1675 456 1951">System specialist ( By appointment )</p> <p data-bbox="416 936 587 1458">Takes the long term impact into consideration when generating original and imaginative ideas &amp; solutions to resolve plant issues</p> <p data-bbox="639 936 719 1458">Communicates effectively with all levels within the organisation.</p> <p data-bbox="772 987 938 1458">Ability to identify &amp; resolve key issues through application of specialised knowledge and understanding.</p> <p data-bbox="991 920 1294 1458">Ability to alter behaviour and opinions in light of new information or changing situations Able to build persuasive arguments based on logic, data and the objective merits of the situation <b>Possess level 1,2,3,4,5 &amp; 6 skills</b></p>

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<b>** PLANT OPERATION COMPETENCIES</b>	<b>DESCRIPTION</b>
<p><b>LEVEL 7</b></p> <p><b>Plant specialist</b> ( By appointment )</p>	<p>Communicates effectively with all levels within the organisation.</p> <p>Able to build persuasive arguments based on logic, data and the objective merits of the situation</p> <p>Possess in depth computer/robotics programming &amp; system analysis skills and applies this knowledge to overcome obstacles and/or to complete tasks.</p> <p>Possess confined space certificate &amp; knowledge of plant and machinery to enable the issuing of authority to work clearances.</p> <p>Has in depth knowledge of plant and process. Adopts a proactive approach.</p>

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** PLANT OPERATION COMPETENCIES	DESCRIPTION
<p><b>LEVEL 7</b></p> <p><b>Plant specialist</b> (continued)</p>	<p>Understands the relationship between data linkages and the mechanical operation of the plant and equipment, has the ability to assess the downstream effects.</p> <p>Participates in self development training programs.</p> <p><b>Possess level 1,2,3,4,5 &amp; 6 skills</b></p>
<p><b>LEVEL 7</b></p> <p><b>Team leader</b> ( By appointment )</p>	<p>Ensures safety regulations and company policies are adhered to.</p> <p>Efficiently manage company systems and resources to achieve maximum quality outputs.</p> <p>To effectively communicate , manage and develop people.</p> <p><b>Possess level 1,2,3,4,5 &amp; 6 skills</b></p>

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 Enterprise Agreement  
 Industrial Registrar



## **MECHANICAL TRADE LEVELS:**

### **MECHANICAL TRADE LEVELS**

**70% OF EACH LEVEL IS REQUIRED TO PROGRESS TO THE NEXT LEVEL**

#### **BASIC ENTRY LEVEL**

- Completed Apprenticeship
- Basic understanding of production/mechanical plant
- Completed Confined Space course
- First Aid Certificate
- Overhead Crane Ticket
- Crane Chasing Ticket
- Forklift Ticket

#### **LEVEL 1**

- Competent Electric Welding
- Competent in Oxy Welding
- Competent in Silver Soldering
- Competent in Brazing
- Competent in Mig Welding/Hard facing
- Hydraulics Stage 1
- Pneumatics Stage 1
- Understanding plant mechanical operations
- Able to read and understand basic drawings

#### **LEVEL 2**

- Hydraulics Stage 2 and/or 2 years experience
- Maintain and overhaul hydraulic equipment
- Pneumatics Stage 2 and/or 2 years experience
- Maintain and overhaul pneumatic equipment
- Metal spraying
- Die building
- Ability to supervise contractors effectively on jobs
- Understanding of store systems

**LEVEL 3**

- Competent in PM system
- Competent in Store system
- Ordering and dispatching
- Ability to liaise with reps and contractors
- Problem solving
- Team work

**LEVEL 4**

- Team Leadership
- Competent on Robot operations
- Trained on plant operations
- Modify plant & equipment
- Basic Citect knowledge
- Basic PLC knowledge
- Reliability planning
- Scheduling planned maintenance

**LEVEL 5**

- Competent in modifying drawings
- Complete Associate Diploma in Mechanical Engineering
- Technical specialist in given areas



## ELECTRICAL TRADE LEVELS:

### ELECTRICAL TRADE LEVELS

#### BASIC LEVEL

Apprenticeship completed, 1st year tradesperson  
 Competent on all plant processes  
 Competent in fault Finding  
 Fault finding using PLC's  
 Competent using Schematic Diagrams  
 Competent in fully co-ordinating work requests  
 Understanding of load cells / scale head operation  
 Understanding of all plant instrumentation  
 First Aid Training  
 Confined Space Training  
 Fork lift license  
 Elevated platform license  
 Electrical license

#### LEVEL 1

Current C8 level electrical tradesperson (New Employee)  
 Training on Allen Bradley PLC's  
 ( Basic / fault finding Course )  
 Training on Citect  
 ( Basic Understanding of Citect )  
 Training on Hardy / Gedge scale units  
 Competent on all plant Electrical processes  
 Competent on load cells / scale head operations  
 Able to calibrate scales  
 Able to calibrate instruments  
 Able to do minor modifications to PLC programs  
 Able to make hardware changes  
 Good understanding of Operator interfaces  
 Basic understanding of Mechanical processes  
 Able to retrieve/edit electrical database  
 Good understanding of PC's  
 Understanding of gas burners / electrical relationship

**LEVEL 2**

Current C7 level electrical tradesperson who has  
 Completed Post Trade  
 Completed Half of Advanced Certificate  
 Training on Allen Bradley PLC's  
 ( Advanced programming course )  
 Training On Citect  
 ( Advanced Citect )  
 Training on Robot  
 Training on VVVF drives  
 Training on Gas burners  
 Competent on Process, Electrical, Mechanical relationship  
 Competent on all facets on Allen Bradley PLC's  
 Competent on communication's ( remote I/O , Configuration)  
 Competent on gas burners  
 Able to co-ordinate and commission work requests  
 Competent making changes to PLC's / writing simple programs  
 Competent contacting suppliers / ordering in parts

**LEVEL 3**

Current C6 level electrical tradesperson who has  
 Completed Advance Certificate or Equivalent

Training on Hydraulics / Pneumatics  
 ( Basic understanding )  
 Training on Allen Bradley Panel Views  
 ( Panel View Training Course )  
 Seek Austel License  
 Training on Networks (Data Highway & Ethernet) / Gateways

Competent in making Process Improvements  
 Competent organising and co-ordinating contractors  
 Able to understand Electrical/Hydraulic/Pneumatic principles  
 Competent on making simple changes on Operator interfaces  
 Able to understand / edit complex PLC programs  
 Good understanding of plant Networks / Gateways  
 Able to compile Operator Training Manuals

**LEVEL 4**

Current C5 level electrical tradesperson

Training on Planning

Training in Human Resources

Train the Trainer Training Course

Training on Computer Aided Drafting ( CAD )

Competent in planning / scheduling work

Competent in drafting Electrical Schematics

Competent in developing process systems

Competent in developing Operator interfaces

Competent in training Operators in understanding their plants

**LEVEL 5**

Current C3 level electrical tradesperson

Completed Associated Diploma

Training on Hydraulics / Pneumatics  
( Advanced Course )

Be involved in selection of new processes

Competent on hydraulics/pneumatics/electrical relationship

Competent in developing Training Manuals

Able to fault find on plant network

Able to undertake electrical engineering work

Able to set up computer systems

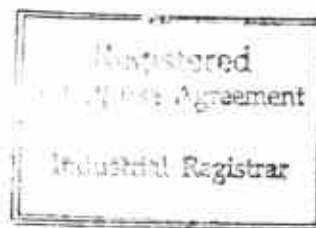
**LEVEL 6**

Current C2 level electrical tradesperson

Completed Diploma in Electrical Engineering

**Salary**

Level	Day Work	Shift Work
Basic	\$42,200	\$44,000
1	\$52,200	\$54,000
2	\$61,200	\$63,000
3	\$70,200	\$72,000
4	\$79,200	\$81,000
5	\$83,200	\$85,000
6	\$87,200	\$89,000



## **SCHEDULE 3 - DISCRETIONARY SICK LEAVE POLICY**

### **DISCRETIONARY SICK LEAVE POLICY**

- 1.1 The Company regards sick leave as being insurance against loss of salary in time of genuine ill health or injury, and the Company's sick leave policy provides for salary being continued for a reasonable period subject to the following conditions.
- 1.2 Payment of sick leave is at the discretion of the Company and each case will be treated on its merits. No distinction is made between ordinary illness or personal injury and injury received from outside sporting and other activities.
- 1.3 Sick leave payment is based on your salary.
- 1.4 To receive sick leave payment an employee must arrange for his/her supervisor to be advised prior to normal commencing time, that he/she is unable to attend work and as far as practicable state the nature of the injury or illness and the estimated duration.
- 1.5 If an employee is off work on sick leave for a period of one week or more the/she should have a doctor's certificate stating that he/she is fit to return to work. On day before and day after a Public Holiday a Medical Certificate is required. Payment of sick leave will be treated on the merits of each case at the discretion of SLT.
- 1.6 Where an employee's attendance level becomes unacceptable to the company, the company will implement the Disciplinary Procedure. As part of implementing this procedure, the employees concerned maybe subject to additional proof of absence.



## **SCHEDULE 4 - DISCIPLINARY PROCEDURE**

### **DISCIPLINARY PROCEDURE**

1. The Disciplinary Procedure should be used when the behaviour of an individual is not in accordance with standard policies and procedures established by the Company and the Work Groups.
2. It is the intention that behavioural issues be resolved in a timely and proactive manner. The objective is to reverse poor behaviours and to ensure the rehabilitation of the individual into our strategic partnership.
3. The parties to this agreement shall observe the following disciplinary procedure:
  - (i) Initial verbal warning by Team Leader
  - (ii) Formal warning by Supervisor (documented)
  - (iii) Formal warning by Supervisor in presence of Union Delegate (documented)
  - (iii) Warning in presence of Site Leadership Team
  - (iv) Take disciplinary action
4. The Disciplinary action to be taken will depend on the severity on the incident.

The Plant Manager and relevant Union Organiser must be consulted before any disciplinary action is taken in order to ensure consistency and compliance to legal requirements.
5. Whilst each case has to be dealt with on its merits there may be some serious incidents which require instant dismissal.





## SCHEDULE 5 - CLOTHING ISSUE

### CLOTHING ISSUE FOR EMPLOYEES

NAME:

CLOCK NO:

PLANT:

ORDER NO.:

**MAX POINTS = 9 ONLY**

PRODUCT	SUPPLIER REFERENCE	POINTS	SIZE	QTY	ISSUED	B/ORD
<b>SHIRTS</b>						
COTTON DRILL LONG SLEEVE GREEN	YA7500	1				
COTTON DRILL SHORT SLEEVE GREEN	YA7510	1				
PERM PRESS LONG SLEEVE SAGE	YA7590	1				
PERM PRESS SHORT SLEEVE SAGE	YA7591	1				
WOOLLEN FLANNEL - LONG SLEEVE	WSSHIRT	3				
BUSINESS LONG SLEEVE WHITE	WC800LS	1				
BUSINESS SHORT SLEEVE WHITE	WC800SS	1				
<b>TROUSERS</b>						
COTTON DRILL	GREEN YA2501	1				
PERM PRESS	GREEN YA2591	2				
<b>SHORTS</b>						
COTTIN DRILL	GREEN YA5501	1				
PERM PRESS	GREEN YA5591	1				
<b>OVERALLS</b>						
COTTON DRILL COMBINATION	GREEN YA0010	3				
COTTIN DRILL BIB & BRACE	GREEN YA1010	3				
<b>OTHERS</b>						
SLOPPY JOE	GREEN WC13967	1				
T-SHIRT	WCTSB939	1				
SOCKS (1 pkt = 3 pairs)	BSEBHP3	1				
WOOL BLEND PULLOVER	GREEN CWJ400BP	2				
WOOL BLEND VEST	GREEN CWV800BV	2				
<b>JACKETS</b>						
COTTON DRILL	GREEN YA6562	2				
PERM PRESS	GREEN YA6501	2				
BOMBER (FLYING NYLON)	GREEN CW509/CW510	2				
CASTRO (LONGLINE NYLON)	GREEN CW511/CW512	2				
BLUEY 34 oz WOOL - LONG	CWC303UL	4				
KEMBLA 21 oz - SHORT	CWJ302UL	3				
<b>BOOTS/SHOES/JOGGERS</b>						
BOOTS ELASTIC SIDED	JBO82081	2				
BOOTS LACE UP	JBO85043	2				
JOGGERS	JBBS6269	2				
SHOES	JBO80651	2				

**CLOTHING FORM TO BE RETURNED TO THE STORE BY:.....**

GOODS AS ORDERED RECEIVED BY:

BACK ORDER DETAILS:

Signature: .....

Signature: .....

Date: .....

Date: .....