

## **REGISTER OF ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA05/347

**TITLE: Unimin Australia Limited - Granville Operations Enterprise Agreement 2005**

**I.R.C. NO:** IRC5/6170

**DATE APPROVED/COMMENCEMENT:** 2 December 2005 / 1 July 2005

**TERM:** 36

**NEW AGREEMENT OR  
VARIATION:** Replaces EA03/194.

**GAZETTAL REFERENCE:** 6 January 2006

**DATE TERMINATED:**

**NUMBER OF PAGES:** 32

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** The agreement applies to all employees employed by Unimin Australia Limited, located at the company's Granville site and employed under the classifications of Level 1 - Trainee Operator, Level 2 - Operator, Level 3 - Senior Operator, Level 1 - Engineering Tradesperson, Level 2 - Engineering Tradesperson, who fall within the coverage of the Rock and Ore Milling and Refining (State) Award, and the Metal, Engineering and Associated Industries (State) Award.

**PARTIES:** Unimin Australia Limited -&- The Australian Workers' Union, New South Wales

## **PART 1 - PRELIMINARY**

### **1.1 Title**

This Agreement will be known as the Unimin Australia Limited – Granville Operations Enterprise Agreement 2005, (hereinafter called the Agreement).

### **1.2 Table of Contents**

This Agreement is arranged as follows:

<b>PART 1 - PRELIMINARY .....</b>	<b>1</b>
1.1 TITLE .....	2
1.2 TABLE OF CONTENTS.....	2
1.3 DEFINITIONS.....	4
1.4 SCOPE AND PERSONS BOUND.....	4
1.5 LOCALITY.....	4
1.6 COMMENCEMENT AND DURATION .....	4
1.7 RELATIONSHIP TO PARENT AWARD AND OTHER AWARDS.....	5
1.8 RENEGOTIATION OF AGREEMENT.....	5
1.9 MAINTENANCE OF STATUS QUO .....	5
1.10 NO DURESS.....	5
1.11 PURPOSE OF AGREEMENT.....	5
1.12 SIGNATORIES .....	6
<b>PART 2 - TERMS AND CONDITIONS OF EMPLOYMENT.....</b>	<b>7</b>
2.1 FULL TIME EMPLOYMENT .....	7
2.2 PART TIME EMPLOYMENT.....	7
2.3 CASUAL EMPLOYMENT.....	7
2.4 CONTRACT EMPLOYMENT .....	7
2.5 COUNSELLING AND DISCIPLINARY PROCEDURE.....	8
2.6 DISPUTE SETTLEMENT PROCEDURE.....	8
2.7 REDUNDANCY.....	9
2.8 NOTICE OF TERMINATION BY THE COMPANY.....	11
<b>PART 3 – WAGES, BONUS AND ALLOWANCES.....</b>	<b>12</b>
3.1 APPROACH.....	12
3.2 COMPETENCY BASED SALARY SYSTEM .....	12
3.3 WAGE RATES & ALLOWANCES.....	13
3.5 FUTURE WAGES INCREASES AND PAYMENT .....	14
3.6 ALLOWANCES .....	14
3.7 HIGHER DUTIES PAYMENT.....	15
3.8 LEAVE LOADING .....	15
3.9 SUPERANNUATION .....	15
<b>PART 4 - HOURS OF WORK.....</b>	<b>16</b>
4.1 OPERATIONAL EFFICIENCY.....	16
4.2 ORDINARY HOURS OF WORK – DAY WORK.....	16

4.3	SHIFT WORK .....	16
4.4	ROSTERED DAYS OFF (RDO).....	16
4.5	CRIB BREAK AND WASHING TIME .....	16
4.6	OVERTIME .....	17
4.7	STANDING BY TIME.....	17
4.8	MAKEUP TIME .....	17
4.9	COMPANY/PLANT CLOSE DOWN PERIODS.....	17
4.10	UNION AND NON-UNION MEETINGS .....	18

**PART 5 - STATUTORY HOLIDAYS AND LEAVE..... 19**

5.1	PUBLIC HOLIDAYS .....	19
5.2	ANNUAL LEAVE .....	19
5.3	SICK LEAVE .....	20
5.4	ABANDONMENT OF EMPLOYMENT .....	21
5.5	COMPASSIONATE LEAVE.....	21
5.6	MATERNITY LEAVE .....	21
5.7	JURY SERVICE.....	21
5.8	LONG SERVICE LEAVE .....	21
5.9	PARENTAL LEAVE.....	21

**PART 6 - OCCUPATIONAL HEALTH AND SAFETY ..... 21**

6.1	INTRODUCTION .....	21
6.2	EMPLOYEE HEALTH SURVEILLANCE PROGRAM .....	22
6.3	DRUGS AND ALCOHOL IN THE WORKPLACE.....	23
6.4	SMOKING IN THE WORKPLACE.....	23
6.5	PROTECTIVE WORKWEAR AND APPARATUS .....	24
6.6	SAFETY INCENTIVE SCHEME.....	25

**PART 7 - BEST PRACTICE STRATEGIES..... 25**

7.1	CONSULTATIVE COMMITTEE .....	25
7.2	JOINT COMMITMENT.....	26
7.3	TRAINING .....	26
7.4	INTRODUCTION OF NEW TECHNOLOGY .....	26
	APPENDIX 1 .....	27
	APPENDIX 2 - COMPETENCY STANDARDS FRAMEWORK.....	29

**X..... 30**

### 1.3 Definitions

#### **FOR THE PURPOSES OF THIS AGREEMENT:**

“Agreement”	means the Unimin Australia Limited – Granville Operations Enterprise Agreement 2005.
“AWU”	means the Australian Workers Union – New South Wales.
“Company”	means Unimin Australia Limited.
“Commencement Date”	means the date registered by the Industrial Relations Commission of New South Wales that this Agreement comes into operation.
“Employee”	means any person employed by Unimin Australia Limited on a full time, part time, casual or temporary basis.
“Parties”	means Unimin Australia Limited and all employees under the job classifications listed in clause 3.4 of this Agreement who are employed by the Company.
“Parental Leave”	means maternity leave, paternity leave or adoption leave.

### 1.4 Scope and Persons Bound

This Enterprise Agreement shall be binding upon Unimin Australia Limited, Australian Workers Union – New South Wales and the employees of the Company whose employment;

- (1) Is otherwise covered by the terms and conditions of the Rock and Ore Milling and Refining (State) Award.
- (2) Would, but for the operation of this agreement, be covered by the terms and conditions of the Metal, Engineering and Associated Industries (State) Award.
- (3) This agreement succeeds and replaces the Unimin Australia Limited – Granville Enterprise Agreement 2003 (EA03/194) which came into effect on 1 July 2003. No right or benefit which accrued under the previous agreement is affected by that agreement’s supersession by this Agreement.

### 1.5 Locality

This Certified Agreement will apply to the Company’s work site at the corner of Shirley and Unwin Streets, Rosehill, NSW.

### 1.6 Commencement and Duration

This Agreement will come into force on 1 July 2005 and will continue in force until 30 June 2008.

## **1.7 Relationship to Parent Award and Other Awards**

This Enterprise Agreement is to be read in conjunction with the Rock and Ore Milling & Refining (State) Award (the “parent award”). The parent award covers the employment of production and operational personnel by the company. Where there is any inconsistency between the parent award and this agreement, the terms and conditions of this Agreement shall prevail to the extent of the inconsistency.

The parent award does not apply to maintenance personnel employed by the company, whose terms and conditions of employment are regulated by the Metal, Engineering & Associated Industries (State) Award.

Where there is any inconsistency between the Metal, Engineering & Associated Industries (State) Award and this Agreement, the terms and conditions of this Agreement shall prevail to the extent of the inconsistency.

## **1.8 Renegotiation of Agreement**

The parties to this Agreement will commence to review this Enterprise Agreement and renegotiate its provisions at least six (6) months prior to its expiry. The parties will make best endeavours to conclude these negotiations prior to the nominal expiry date.

## **1.9 Maintenance of Status Quo**

Should negotiations for a new enterprise agreement not be finalised prior to the nominal expiry date of this Agreement, existing rates of pay and conditions will continue to be observed by the Parties for all employees covered by this Agreement.

## **1.10 No Duress**

The parties agree that this Agreement was not entered into under duress.

## **1.11 Purpose of Agreement**

This Agreement has the purpose of promoting the participative processes that will establish new initiatives to continuously improve the competitiveness of the Company and enhance the quality of the working life of all employees.

## 1.12 Signatories

**Australian Workers Union – New South Wales  
For and behalf of all employees.**

\_\_\_\_\_  
**State Secretary**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Witness**

**For and behalf of Unimin Australia Limited**

\_\_\_\_\_  
**Area Manager**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Witness**

## **PART 2 - TERMS AND CONDITIONS OF EMPLOYMENT**

### **2.1 Full Time Employment**

Unless otherwise stated, full time employment is on a weekly basis.

It is recognised by the parties that efficient production performance is more likely to be achieved through the use of full-time permanent production operators than through the use of casuals.

In the first instance, the Company will roster full-time permanent employees for any required periods of work.

However; where it is not deemed practicable or cost effective and where it does not compromise safety, The Company reserves its right to utilise alternative employment categories identified in this Agreement for any required periods of work.

### **2.2 Part Time Employment**

- a. The Company may employ part time employees. Such employees will be paid for ordinary time at the agreed hourly rate for their grade/classification specified in clause 3.4.
- b. A part time employee will accrue prorata entitlement for all leave arising under this Agreement, on a pro rata basis calculated on the normal ordinary hours worked.
- c. Before commencing a period of part time employment under this Clause the employee and the Company will agree:
  - (1) that the employee may work part time;
  - (2) the hours to be worked by the employee, the days upon which they will be worked and commencement times for work;
  - (3) the job grade/classification applying to the work to be performed; and
  - (4) the period of part time employment.

These terms may be varied by consent. The terms or any variation will be recorded in writing and the document retained by both parties.

- d. The terms of this Agreement will apply to part time employment.

### **2.3 Casual Employment**

- a. The Company may employ casual employees, on an hourly hire basis; their employment may be terminated by an hour's notice given either by the Company or employee.
- b. Such employees will be paid for ordinary time at the hourly rate for their classification, plus 20%.
- c. Casual employees are not entitled to payment for annual leave, Public Holidays, sick leave and bereavement leave.
- d. Should a casual employee wish to apply for a permanent vacancy they will be guaranteed an interview and due consideration.

### **2.4 Contract Employment**

- a. It is acknowledged that the Company shall have the right to employ contract labour in the event of emergency, employee sickness or accident or in other circumstances where the situation dictates.
- b. The employee representative(s) at the site will be notified of the intention to engage contract labour.
- c. There shall be no right to engage contract labour where industrial action is taken over a genuine safety issue.
- d. The Company may employ contract employees, on an hourly hire basis; their employment may be terminated by an hour's notice given either by the Company or employee.
- e. Such employees will be paid for ordinary time at the hourly rate for their classification, plus 20%.
- f. Contract employees are not entitled to payment for annual leave, Public Holidays, sick leave and bereavement leave.
- g. Should a contract employee wish to apply for a permanent vacancy they will be guaranteed an interview and due consideration.

## **2.5 Counselling and Disciplinary Procedure**

### **2.5.1 Introduction**

The Company requires all employees to maintain a fair and reasonable output of work, to protect company property, to co-operate willingly with the company, act in a fair and reasonable manner towards fellow employees and to comply with all reasonable instructions from management.

When an employee's performance in any area is of a standard unacceptable to the company, the formal counselling and warning system set out below will be implemented. The formal counselling and warning system includes the use of formal written notification.

### **2.5.2 Formal Counselling and Warning System**

#### **Step 1 – Counselling**

The employee will be counselled by the supervisor or senior management. It will be the employee's option as to whether or not he/she desires his/her delegate to be present during the issuing of this counselling. The employee will be advised that failure to show the required improvement in the area for which the counselling has been issued or failure to perform satisfactorily in any other area for which further counselling is warranted, will result in proceeding to the second step of the formal counselling and warning system. The counselling will be on file and shall remain on file for a period of six (6) months.

#### **Step 2 - First Warning**

The first warning is issued to the employee by senior management in the presence of the employee's representative. The warning will be recorded on file and will remain on file for a period of twelve (12) months. The employee will be advised that failure to show the required improvement in the area for which the warning has been issued or failure to perform satisfactorily in any other area for which a further warning is warranted, will result in proceeding to the third step of the formal counselling and warning system.

#### **Step 3 - Final Warning**

The final warning is issued to the employee by senior management in the presence of the employee's representative. The warning will be recorded on file. Copies of the written warning will be provided to the employee's representative. The formal warning remains effective for twelve (12) months. The employee is advised that failure to show the required improvement in the area for which the warning has been issued or failure to perform satisfactorily in any other area for which a further warning is warranted, will result in termination of employment with the company. Every employee shall have the right to inspect their file regarding warnings to ensure its accuracy.

#### **Step 4 - Termination of Employment**

The employee will be advised by senior management that his/her services are to be terminated for a further breach of his/her duties and obligations for which he/she has received previous counselling and warnings. Where practicable, the employee's representative should be present.

### **2.5.3 Summary Dismissal**

The formal counselling and warning system shall not apply to an employee who performs an act of serious misconduct. Such an act warrants instant dismissal and the offending employee will be advised by senior management of his/her termination of employment. The employee representative will be notified and advised of the dismissal as soon as practicable.

## **2.6 Dispute Settlement Procedure**

### **2.6.1 Introduction**

Clause 21, Grievance Procedures, of the parent award, as produced below, shall apply to the resolution of disputes and the settlement of grievances.

Where the application of the processes referred to in 2.6.2 fails to resolve the dispute or grievance, the dispute or grievance may be referred to the Industrial Relations Commission of New South Wales for conciliation and if necessary, arbitration.



## **2.6.2 Grievance Procedure**

The procedure for the resolution of industrial dispute will be in accordance with the NSW Industrial Relations Act 1996. These procedural steps are:

### **(A) Procedure Relating To The Grievance Of An Individual Employee**

- (1) The employee is required to notify (in writing or otherwise) the employer as to the substance of the grievance, request a meeting with the employer for bilateral discussions and state the remedy sought.
- (2) A grievance must initially be dealt with as close to its source as possible, with graduated steps for further discussion and resolution at higher levels of authority.
- (3) Reasonable time limits must be allowed for discussions at each level of authority.
- (4) At the conclusion of the discussions, the employer must provide a response to the employee's grievance, if the matter has not been resolved, including reasons for not implementing any proposed remedy.
- (5) While a procedure is being followed, normal work must continue.
- (6) The employee may be represented by an industrial organisation of employees

### **(B) Procedure For A Dispute Between An Employer And The Employees**

- (1) A question, dispute or difficulty must initially be dealt with as close to its source as possible, with graduated steps for further discussion and resolution at higher levels of authority.
- (2) Reasonable time limits must be allowed for discussion at each level of authority.
- (3) While a procedure is being followed, normal work must continue.
- (4) The employer may be represented by an industrial organisation of employers and the employees may be represented by an industrial organisation of employees for each procedure.

## **2.6.3 Arbitration**

Where the application of the processes referred to in Clause 2.6.2 fails to resolve the dispute or grievance, the dispute or grievance may be referred to the Industrial Relations Commission of New South Wales for conciliation and if necessary, arbitration.

The parties agree that there shall be no ban, limitation or stoppage while the above mentioned procedure is being applied.

## **2.7 Redundancy**

### **2.7.1 Introduction**

The Provisions of Clause 24, Redundancy, of the parent award shall apply to employees covered by this Agreement.

### **2.7.2 Relocation**

This package shall apply in the event that the Company relocates from its current location at Granville and shall apply to all permanent fulltime and part-time employees.

#### **Preliminary Advice Of Relocation**

- (1) The Company will, as soon as possible after a decision to relocate has been taken, advise employees and the union of the intended date of the relocation of operations or part of the business.
- (2) The Company shall hold discussions with the employees directly affected by the decision to relocate and their union.
- (3) For the purpose of discussion, the company shall in writing provide to the employees concerned and their union, all relevant information about the proposed relocation, including the reasons, the number and categories of employees likely to be affected and the period over which the relocation is likely to occur.
- (4) Employees being offered relocation with the Sydney Metropolitan Area are to be given at least four weeks notice of the transfer to allow each employee to consult with his or her union representative. The company may provide four weeks pay in lieu of notice or may provide part notice and part payment in lieu to a total of four weeks.
- (5) Employees being offered relocation to a position located outside of the Sydney Metropolitan Area shall be provided with four weeks notice of the transfer. Such notice shall include a written description of the award and over-award conditions applying at the position being offered. The company may provide four weeks pay in lieu of notice or may provide part notice and part payment in lieu to a total of four weeks.

- (6) Employees who do not accept relocation under this clause shall be entitled to the redundancy provisions of the Parent Award. Provided that the company may provide notice (or payment in lieu) according to the parent award redundancy provisions and under this clause simultaneously.

### **2.7.3 Redeployment**

An employee, who's position is redundant and is offered and accepts significantly different employment within Unimin Australia Limited shall not, except as hereinafter provided, be entitled to the redundancy provisions of the parent award.

- (1) Significantly different employment means work of a different nature involving reclassification and/or relocation.
- (2) Employees accepting continued employment with Unimin Australia Limited will, where practicable, be offered a position of the same classification and rate of pay or higher.
- (3) An employee who transfers to new duties and as a result is placed in a lower paid classification shall be entitled to the same notice of transfer as he or she would have been had he or she been retrenched from the company and the company may at the company's option, make payment in lieu thereof of an amount equal to the difference between the ordinary time rate of pay of the former position and the ordinary time rate of pay of the new position for the number of weeks of notice still owing. An employee who transfers to a new lower paid position shall, all other things being equal, be given first preference in selection for a vacant position in the employee's former classification.

### **2.7.4 Trial Period**

- (1) The first 6 weeks of employment in a relocated or redeployed position shall be regarded as a trial period by the company and the employee. Where an employee resigns or is terminated by the company for reasons other than those justifying disciplinary dismissal during the trial period, the employee will be entitled to the redundancy provisions of the parent award in the same way as he or she would have been entitled had the employee been retrenched instead of being relocated or redeployed. Except that the employee shall not be entitled to any additional notice or payment in lieu if the employee resigns. An employee resigning or being terminated by the company during the trial period will have his or her redundancy entitlements calculated on the basis of the wage rate that applied to the employee in his or her former position.
- (2)
- (3) Employees who are terminated by the company during the trial period for reasons other than those justifying disciplinary dismissal shall be allowed the equivalent of one day's leave with pay for each week of notice for the purpose of seeking other employment and attending job interviews. Time off during notice will be by prior arrangement with the company, subject to confirmation of the purpose, and, at a time mutually agreed.

### **2.7.5 Preservation of Entitlements for Relocated or Redeployed Employees.**

- (1) The period spent by the employee in the relocated or redeployed position shall count as service continuous on service in the former position for all purposes of the redundancy provisions of the parent award.
- (2) Employees who are relocated and/or redeployed shall be given a certificate of service indicating the reason for the relocation and/or redeployment and shall list the employee's classification at the time of transfer, as well as credits for training modules completed towards the next classification level, and a description of the processes performed by the employee.

### **2.7.6 Removal Expenses**

- (1) An employee relocated to a position outside of the Sydney Metropolitan Area or interstate will receive a one off relocation incentive payment of \$2,000.00 three months after the transfer in recognition of the efforts needed to effect the relocation. In addition and subject to the employee presenting a quote for removal expenses that is agreed to by the Company, all of the employee's removal expenses shall be paid by the Company
- (2) Employees relocated to a position outside the Sydney Metropolitan Area or interstate who subsequently choose to leave the employment of the Company, within the first three months after the relocation shall receive a pro rata payment of the relocation incentive of time in the relocated position to three months.
- (3) Employees who are terminated by the Company for reasons other than those justifying disciplinary dismissal within the first three months after the relocation shall receive the full relocation incentive.

## 2.8 Notice of Termination by the Company

(1) To terminate the employment of a person, the Company will give the person the following notice:

<b>Period of Service</b>	<b>Period of Notice</b>
1 year or less	2 weeks
In excess of 1 year	4 weeks

(2) Instead of working the notice period, payment in lieu of notice may be made.

(3) In addition to the period of notice provision, in the event of a redundancy, the Company will pay the following amount of Severance Pay in respect of a continuous period of service:

<b>Period of Service</b>	<b>Severance Payment</b>	
	<b>Employee under 45 years of age</b>	<b>Employee 45 years of age or more</b>
Less than 1 year	Nil	Nil
1 year and more but less than 2 years	4 weeks' pay	5 weeks' pay
2 years and more but less than 3 years	7 weeks' pay	8.75 weeks' pay
3 years and more but less than 4 years	10 weeks' pay	12.5 weeks' pay
4 years and more but less than 5 years	12 weeks' pay	15 weeks' pay
5 years and more but less than 6 years	14 weeks' pay	17.5 weeks' pay
6 years and more	16 weeks' pay	20 weeks' pay

(4) It is the intention of the Company that all monies due on termination of employment will be paid into the employee's nominated account on the final day of their employment with the Company.

## **PART 3 – WAGES, BONUS AND ALLOWANCES**

### **3.1 Approach**

In order to provide an effective labour cost allocation across all shifts and products, the parties agree to the separation of all allowances from the hourly wage rate.

The overall approach is to provide reward and recognition through a competency based wages system.

### **3.2 Competency Based Salary System**

Unimin Australia Limited's aim is that all employees should feel suitably rewarded and recognised for their contribution to the Company's performance. As such, it is intended that the wage rates for employees should be fair, affordable, and reflect job competencies.

To achieve job comparability, during the life of this Agreement, the Parties agree that a competency assessment system shall be continued to progressively developed, improved and implemented. The Parties also recognise the work already completed to date by the Consultative Committee, existing jobs having been grouped according to award classification and revised Competency Standards during the previous EBA as outline in Section 3.3.

Employees are entitled to request assessment of their skills based on criteria established by Unimin Australia Limited. If employees are found to satisfy the criteria and provided that vacancies at the next appropriate level exist, the employee shall progress to the next level, subject to the company's discretion.

The minimum rates payable for each classification grade are listed in Section 3.4. Within the terms and conditions of this Agreement, the annual base rates of pay for all current staff in their current jobs will be maintained and not reduced by the introduction of the competency assessment system.

In determining the relevant competency standards for the Granville site the following nationally endorsed competency standards packages have been accessed:

- Manufacturing Learning Australia
- National Metal & Engineering Training Board

### 3.3 Wage Rates & Allowances

<b>Classification</b>	<b>Hour Rate 1 July 2005 4%</b>	<b>Hourly Rate 1 July 2006 3.75%</b>	<b>Hourly Rate 1 July 2007 3.75%</b>
Team Leader (TL)	22.7136/hr	23.5653/hr	24.4490/hr
Production Operator Level 4 (PO4)	19.032/hr	19.7457/hr	20.4861/hr
Production Operator Level 3 (PO3)(Quality Assurance)	17.8984/hr	18.5695/hr	19.2689/hr
Production Operator Level 2 (PO2)	16.0784/hr	16.6813/hr	17.3068/hr
Production Operator Level 1 (PO1)	15.5480/hr	16.1311/hr	16.7360/hr
Warehouse Operator Level 2 (WO2)	19.0840/hr	19.7997/hr	20.5422/hr
Warehouse Operator Level 1 (WO1)	17.8672/hr	18.5372/hr	19.2323/hr
Maintenance Fitter	22.1832/hr	23.0150/hr	23.8782/hr
<b>ALLOWANCES</b>	<b>1 July 2005</b>	<b>1 July 2006</b>	<b>1 July 2007</b>
First Aider Allowance	1.85/ shift	\$1.92/ shift	\$1.99/ shift
Industry Allowance	40.10 week	\$41.60/ week	\$43.16/ week
Rotating Day/Afternoon & Night Shift	12.0328/ shift	14.4840/ shift	\$12.9521/ shift
Permanent Afternoon Shift	15.0384/ shift	\$15.6023/ shift	16.1873/ shift
Permanent Night Shift	\$20.404/ shift	\$21.169/ shift	\$21.963/ shift
Meal Allowance	10.0256/ incident	10.4015/ incident	10.7916/ incident

### **3.5 Future Wages Increases and Payment**

There will be no further claims during the term of this Agreement. There will be no flow on of wages outcomes arising from National and State Wage Cases during the life of this Agreement.

The Company will transfer employees' pay via electronic funds transfer into their nominated bank accounts. The normal pay period is two weeks on a fortnightly basis in arrears on the Wednesday following each fortnight end.

The parties agree that employees shall be paid at overtime rates for all waiting time if wages are not deposited into their nominated financial institution by 12.15pm on the Wednesday of the pay week; except delays beyond the Company's control. In such instances the Company will endeavour to provide an alternative method of payment promptly.

### **3.6 Allowances**

#### **3.6.1 Introduction**

In order to provide an effective labour cost allocation across all shifts and products, the parties agree to the separation of all allowances from the hourly wage rate.

The underlying principle is that allowances are calculated only during periods of paid work and not during periods of leave.

#### **3.6.2 First Aid Allowance**

A recognised basic life support certificate is a competency required for the following classifications:

- Team Leader
- Production Operator Level 3
- Quality Assurance Operator
- Maintenance Fitter
- 

This competency will be obtained within 6 months of commencement of employment or position.

The allowance is only payable during periods where the currency of the qualification is maintained.

The Company will pay for training costs incurred in obtaining and maintaining the above competency.

#### **3.6.3 Industry Allowance**

An employee will be paid an allowance per week to compensate for the disabilities associated with working in the Industry. This additional rate will not be regarded as part of the wage rate.

### **3.6.4 Shift Allowance**

The following shift allowances will apply as per the schedule in Section 3.4

### **3.6.5 Meal Allowance**

An employee will be entitled for a meal allowance as per the schedule in Section 3.4, payable after the employee has had to work 2 hours or more before & after their normal shift has been completed and was not given notice the previous day of such overtime. If notice occurs the day before, no meal allowance will be paid.

### **3.7 Higher Duties Payment**

- a. In recognition that the Company's objective is to create a more flexible and skilled work force, from time to time employees may undertake work at a higher duty subject to safety and competence.
- b. For periods of less than four (4) hours; the higher duties payment will not be paid and will be considered as career development.
- c. For periods of four (4) hours or more; a higher duties payment will be paid to an employee who has been authorised by Management to undertake the duties of a higher classification for the hours worked at the higher duties.

### **3.8 Leave Loading**

Employees will be paid 17 1/2% annual leave loading when annual leave is taken.

### **3.9 Superannuation**

- Superannuation is dealt with extensively by legislation. This legislation, as varied from time to time, governs the superannuation rights and obligations of the Parties
- The Company will contribute the Superannuation Guarantee Charge (SGC).
- In addition employees can make their own additional contributions.
- Employee contributions will be in accordance with the minimum specified in the SGC and subject to that legislation, be fully vested in each employees name and be subject to the preservation and portability requirements of the Australian Government Occupational Superannuation guidelines.
- The Company will ensure that Company and employee contributions are paid by the 28th day of each month.

## **PART 4 - HOURS OF WORK**

### **4.1 Operational Efficiency**

The parties shall endeavour to provide operational flexibility in relation to the working of hours. Any changes shall occur after consultation and agreement between the Manager and the employees affected. Such operational flexibility shall enable the efficient performance of work within the company, provided that neither party shall unreasonably withhold consent to a proposal that seeks to provide operational flexibility in the working of hours.

### **4.2 Ordinary Hours of Work – Day Work**

The ordinary hours of work will be based on an average of 38 hours per week.

The lunchtime or equivalent meal break will be of 20 minutes duration and paid.

The ordinary hours of work will be worked at the discretion of the employer after consultation with employees, between the hours of 6.00 a.m. and 6.00 p.m., Monday to Friday, and may be varied by further agreement.

The maximum ordinary hours per 28 consecutive day cycle will be 152 hours.

An employee will be required, within the spread of ordinary hours contained in 4.3.2, to work at least eight hours before any claim for overtime arises.

### **4.3 Shift Work**

#### **4.3.1 Requirements**

All employees are engaged on the basis that they may be required to work shifts as required by the Company as outlined in this Agreement.

#### **4.3.2 Shift Arrangements**

- Day Shift – The hours of work will be from 6am to 2pm Monday to Friday.
- Afternoon Shift - The hours of work will be from 2pm to 10pm Monday to Friday.
- Night Shift - The hours of work will be from 10pm to 6am Sunday to Thursday.

The Company reserves the right to change the shift time due to work considerations and market forces. Such changes may be varied by further agreement.

### **4.4 Rostered Days Off (RDO)**

The ordinary hours of work will be arranged so as to provide a rostered day off over an agreed cycle and in such a way as to avoid a site shutdown.

An employee may elect, with the consent of the employer, to take a rostered day off at any time.

An employee may elect, with the consent of the employer, to take rostered days off in part day amounts.

By agreement between an employee and the Company up to five RDO's may be accumulated and taken at a later date by mutual consent.

Furthermore up to two accumulated RDO's may be taken for pressing personal reasons, provided that an employee notify the employer as early as practicable of the requirement to take such leave.

### **4.5 Crib Break and Washing Time**

Crib breaks of ten minutes and twenty minutes shall be allowed to employees each day without loss of pay in lieu of clause 3 Recognised Meal Break of the Parent Award.

Employees shall be allowed five minutes wash up time immediately prior to the Crib Break.

Fifteen minutes before ceasing time each day shall be allowed for employees to wash.



The Company will apply the staggering of meal breaks to ensure no loss of production. Employees will co-operate to ensure this occurs.

## **4.6 Overtime**

### **4.6.1 Requirement to Work Reasonable Overtime**

The Company may require any employee to work reasonable overtime at appropriate overtime rates and any employee will work overtime in accordance with such requirement.

### **4.6.2 Overtime Opportunities**

Overtime opportunities will be given firstly to Company full time, then part time and casual employees, followed by contract labour.

Opportunities will be made to other shift's employees if required as long as it does not discriminate or disadvantage either party.

### **4.6.3 Overtime Rates**

The following overtime rates will apply:

- Monday to Saturday – the first 3 hours at time and one half, further hours at double time.
- Sunday – double time for all hours worked.
- Public Holidays – time and one half for all hours worked.

### **4.6.4 Time Off in Lieu of Overtime**

In lieu of payment for overtime, the parties agree that an employee may elect to accrue up to 8 hours of overtime to be taken as time off work at a time that is mutually agreed between the parties.

Time taken off under this arrangement is to be on the basis of time off at the appropriate overtime rate to a maximum of 4 hours on any one occasion.

Overtime accrued under this arrangement and not taken within 3 months of accrual shall be paid out to the employee at the appropriate rate on the next pay day immediately following.

## **4.7 Standing By Time**

Subject to any custom prevailing at the site, where an employee is required regularly to hold himself or herself in readiness to work after ordinary hours, the employee is to be paid standing by time at the employee's ordinary rate of pay for the time that he or she is standing by.

## **4.8 Makeup Time**

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

An employee on shift work may elect, with the consent of the Company, to work make-up time" (under which the employee takes time off ordinary hours and works those hours at a later time), at the ordinary rate of pay which would have been applicable to the hours taken off, excluding any shift penalty rates.

## **4.9 Company/Plant Close Down Periods**

The Company agrees to provide each employee, one month in advance, of any close down period with a written notification stating the period of close down, the number of leave days for which payment will be made, the number of public holidays occurring during the close down period. A statement of monies to be paid to each employee and the date of return to work will be provided 2 weeks prior to the closure.

#### **4.10 Union And Non-Union Meetings**

Subject to approval of the employer, employees will be allowed up to 60 minutes with out loss of pay for the purpose of attending meetings arranged by union and non-union representatives. Employees will be paid for meeting at ordinary rates without any penalty rates incurred by the Company for the period determined above.

Provided that adequate notice of the intention to hold the meeting shall be provided to the Company, and provided further that approval of the Company will not be unreasonably withheld.

Minimum coverage will be provided throughout all meetings for yard duty to cover loading and unloading of trucks and tankers. Where reasonably possible, the Company will plan to reduce movements in the yard during this period.

## **PART 5 - STATUTORY HOLIDAYS AND LEAVE**

### **5.1 Public Holidays**

An employee will be entitled, without deduction of pay, to Public Holidays as listed below.

New Years Day;  
Australia Day;  
Union Picnic Day;  
Good Friday;  
Easter Saturday;  
Easter Monday;  
Anzac Day;  
Queen's Birthday;  
Labour Day;  
Christmas Day;  
Boxing Day;

and any other Public Holidays as prescribed by the statutes of New South Wales

### **5.2 Annual Leave**

- Annual leave entitlement shall be in accordance with the Annual Holidays Act 1944 (NSW).
- Annual leave will be accrued from an employee's commencement date on a pro rata basis and is subject to the normal conditions of application and approval. Annual leave must be used within twelve months of falling due, unless by agreement.
- If an employee is sick during annual leave, subject to the supply of medical documentation to support this claim and availability of appropriate unused sick leave, an employee will be credited annual leave for the time lost due to illness which will be accounted against sick leave entitlement.
- Four weeks' notice will be required from the Company or the employee concerned before being allocated or being required to proceed on annual leave. This period may be varied by mutual agreement. Once the time of annual leave has been fixed, it will not be altered or amended except by agreement between the Company and the employee.

## 5.3 Sick Leave

### 5.3.1 Reduction of Absenteeism

It is acknowledged by the parties to this Agreement that absenteeism is an ongoing problem. It is agreed that every effort will be made by all parties to this Agreement to see the incidence of absenteeism reduced.

As part of these efforts the Company shall endeavour to create and maintain a fulfilling work environment which shall contribute to an employee's motivation for regular attendance at work.

### 5.3.2 Definition

Sick leave is leave to which an employee other than a casual is entitled without loss of pay because of the employee's personal illness or injury.

### 5.3.3 Entitlement

The amount of sick leave an employee may take as sick leave depends on how long the employee has worked for the employer and accrues as follows:

Length of time worked for employer (hours)	Rate of accrual of paid sick leave
After 3 months	38 hours
After 12 months	76 hours
Each year thereafter	76 hours

### 5.3.4 Employee Must Give Notice

- a) An employee must notify the Company no later than one hour after start of shift, unless the employee has good reason for not doing so.
- b) The notice must include:
  - The nature of the injury or illness (if known); and
  - How long the employee expects to be away from work

### 5.3.5 Evidence Supporting Claim

Beyond the first 2 single days of sick leave the employee must establish by production of medical certificate or statutory declaration that the employee was unable to work because of injury or personal illness.

### **5.3.6 The Effect of Workers' Compensation**

If an employee is receiving workers' compensation payment, sick leave entitlements will not be used.

### **5.4 Abandonment of Employment**

An employee who is absent from work for a continuous period of three working days without notification to the Company shall be deemed to have abandoned employment.

The Company will take all reasonable steps to investigate the unexplained absence before advising an employee their employment is terminated.

Termination of employment by abandonment in accordance with this Clause will operate as from the date of last attendance at work or the last approved day's absence, whichever is the later; and no payment in lieu of notice will be required.

### **5.5 Compassionate Leave**

Each employee shall be entitled to up to three days compassionate leave on the occasion of the death and funeral of the employee's spouse, (including de-facto spouse or partner), father, mother, (including foster father, foster mother, stepmother or stepfather), sister, brother, stepsister, Stepbrother, child, stepchild, grandparent, parent in law, brother in law, sister in law or other relative or person with whom the employee lived in the structure of a single family unit or can demonstrate some other special relationship warranting the granting of the leave.

Provided that generally an employee will not be entitled to the full three days unless he or she can demonstrate that they are responsible for funeral arrangements.

### **5.6 Maternity Leave**

Maternity leave is unpaid leave and will be in accordance with the current and relevant legislation at the time of taking such leave.

### **5.7 Jury Service**

An employee shall notify the Company as soon as possible of the date/s they are required for jury service.

An employee shall furnish written proof of their attendance for jury service, the duration of service and total payments made as a result of attending jury service.

Ordinary salary will continue to be paid as normal during jury service and, upon return to work, the employee must reimburse the Company the amount paid by the Courts for participating in jury service.

### **5.8 Long Service Leave**

The Company will accrue Long Service Leave entitlements for employees in accordance with the relevant legislation in New South Wales.

The Company requires that Long Service Leave entitlements are taken within twelve (12) months of falling due or varied by agreement. Employees wishing to take Long Service Leave will apply in writing for that leave at least three months in advance of the leave commencing. Similarly, should the Company require an employee to take Long Service Leave that has accrued, it will supply such advice in writing at least three months in advance.

### **5.9 Parental Leave**

The Company will provide Parental Leave entitlements for employees in accordance with the relevant legislation in New South Wales.

## **PART 6 - OCCUPATIONAL HEALTH AND SAFETY**

### **6.1 Introduction**

(1) The parties commit to implementation of the Unimin Australia Limited Occupational Health and Safety Policy, together with all statutory requirements following consultation and agreement through Occupational Health and Safety Committee, relating to Occupational Health and Safety issues.

- (2) All employees agree that adherence to the Company's Occupational Health and Safety Policy and statutory requirements shall be a condition of employment. As an example, this policy includes requirements for the wearing of safety equipment and prohibition on drugs and alcohol in the workplace and non-smoking policy. Failure to comply with any aspect of the Occupational Health and Safety Policy or statutory requirements may lead to disciplinary action and/or dismissal.
- (3) All employees shall be committed to identifying and minimising (or eliminating where possible) occupational health and safety risks to the people associated with the business.
- (4) The Parties have established a safety incentive scheme, which recognises individual and team safety performance through the awarding of prizes for nil lost time injuries over the course of the competition.

## **6.2 Employee Health Surveillance Program**

### **6.2.1 Aim**

- (1) To ensure that potential new employees are passed "fit for duty" prior to employment offers.
- (2) Through routine and random medical examinations, to assist in minimising the risk to health by exposure to hazardous substances or other occupational hazards in the workplace.
- (3) To ensure that regulatory and legal obligations are maintained between the employee and Company.

The cost of the employee medical examinations (PME, RME, RAME & EME) will be paid by the company. All examinations shall where possible be undertaken in Company time. In instances where this is not possible, and with mutual agreement by the Company, the employees may undertake the examinations outside Company time. When this occurs the employees will be paid for such time and must produce a sign Statutory Declaration confirm time taken, place of examination plus doctors certificate if applicable. The Company shall pay hours worked for any RME.

### **6.2.2 Pre-placement Medical Examinations (PME)**

A premedical examination must be undertaken prior to offering any prospective new employee a job. The objective is to ensure that any prospective new permanent or casual employee is fit for duty and that they do not have any pre existing medical condition that may adversely effect an employees ability to undertake the tasks that they are employed for.

### **6.2.3 Routine Medical Examinations (RME)**

All employees (permanent & casual) with a minimum of 3 years service, who are exposed to respirable free crystalline silica shall have a routine medical examination at least every 2 years. The RME will include as a minimum: -

- a) Spirometry (Breathing)
- b) Blood Tests if required as part of alcohol, drug tests.
- c) Urinalysis
- d) Chest X-Rays
- e) Audiometry (Hearing)
- f) Drug and alcohol testing

### **6.2.4 Random Medical Examinations (RAME)**

All employees (permanent, casual and contract) may at the company's direction undergo RAME. These examinations can include those examinations defined in RME guidelines, but also extended to include drugs and alcohol.

### **6.2.5 Exit Medical Examinations (EME)**

All employees (permanent & casual) with a minimum of three years service, who have been exposed to respirable free crystalline silica shall have a EME. An EME is not required if an employee departs less than 12 months after the RME.

### **6.2.6 Reporting of Medical Examinations**

The results of the RME & RAME, in medical terms will be verbally given to the employee at the time of the medical examination and, if there is any medical problem, the Medical Practitioner will send a letter to the employee.

If the individual is fit for work (e.g. medically with normal limits and not subject to any recommended work restrictions), a statement must be issued to the Company by the Medical Practitioner to that effect.

A more detail report may be sent to the Company where there is a significant problem with the fitness of that individual. The report to the company does not contain confidential medical information.

Any follow up (e.g. further investigation by a medical specialist, revised job task) of anyone with problems of abnormal results, will be agreed in advance between the company and the individual concerned.

### **6.2.7 Retention of Results**

The Medical practitioner will retain examination records. The Company will treat all examinations as confidential and append to the personnel file of the individual. Records will be retained during the period of employment and at least for twenty (20) years after employment ceases.

Employees will have access to their medical records, giving the Company reasonable notice of the request.

## **6.3 Drugs and Alcohol in the Workplace**

The Company is committed to providing a safe work environment for all employees. The Company is responsible under various OHS legislative for providing a working environment that is safe and which minimise risk to the health and safety. All employees have a responsibility to co-operate with the company to maintain a safe working environment.

The Company identifies the use of drugs and alcohol in the workplace as a major occupational health and safety risk factor. To this end, any employee found in possession of, consuming or affected by alcohol or illicit drugs on company operating plant premises during working hours will be subject to Disciplinary Procedures and may include Summary Dismissal.

If however, any employee believes that they have a dependency problem and wish assistance form the company to resolve the problem, they should approach the site superintendent who will then advise management. The employee will then have to undergo counselling/rehabilitation and not be under the influence of drugs or alcohol in the workplace in the future.

Under such approaches made by an employee would be strictly confidential and treated on its merits.

## **6.4 Smoking in the Workplace**

The parties to this Agreement acknowledge that smoking at work is an issue which affects company productivity, as well as giving rise to health implications especially in an environment which is potentially dusty.

The parties therefore agree to the immediate implementation of the following measures to minimise the incidence of smoking at work.

- a) Smoking is banned on site.
- b) Disciplinary breaches of this clause shall apply.

## 6.5 Protective Workwear and Apparatus

### 6.5.1 Obligations of Protective Workwear and Apparatus

The Company and the employees recognise the necessity to wear protective clothing and apparatus for the purpose of reducing the risk of injury in the workplace and improving the quality of the workplace environment.

Where necessary, the company shall provide, free of charge, safety helmets, boots, goggles, gloves, respirators, radio's and aprons and employees shall use such equipment when working tasks for which the equipment is issued.

Where necessary, suitable waterproof clothing, including gumboots and suitable protective wind jacket shall be provided free of charge by the Company for the use of the employees.

All apparatus & equipment issued in accordance with this clause shall remain the property of the Company and shall be returned to the Company on demand and in any event on termination of employment. The Company shall be entitled to deduct from any monies due to an employee the reasonable value of such equipment & apparatus (except clothes & boots) if the employee fails to return them.

The Company may take disciplinary action should an employee continuously refuse to wear the designated protective clothing and apparatus.

### 6.5.2 Issue of Protective Workwear and Apparatus

The Company shall also supply all permanent and casual employees (excluding contractors) the following uniforms:

Description	Annual Issue
Trousers/Overalls	5
Long Sleeve Shirts	5
Wind Jacket	1
Jumper	2
Head protection (Cap/Hat/Safety Helmet)	As Required
Boots*	1
<b>Notes:</b>	
a) A reasonable cost of \$75/ pair of boots will apply.	



### **6.5.3 Replacement**

Request for replacement of damaged or defective clothing prior to re-issue will only be approved upon return of the items to be replaced.

### **6.5.4 Special Protective Workwear**

Where personalised special protective workwear is required, such as prescription boots and glasses, replacement items must be approved by the company. Where glasses are replaced, these shall be approved prescription safety glass. Where the company has provided such items and the employee does not use them and damages their own personal items, the company shall not be liable for the replacement of the employee's personal items.

### **6.6 Safety Incentive Scheme**

The parties have established a safety incentive scheme which recognises individual and team safety performance through the awarding of prizes for nil lost time injuries over the course of the competition. The details have been established through the consultative mechanisms and details are to be found in Appendix 1.

## **PART 7 - BEST PRACTICE STRATEGIES**

### **7.1 Consultative Committee**

The parties agree that the effective operation of this Agreement is dependent on the establishment of a Consultative Committee within the workplace.

#### **7.1.1 The Role of the Consultative Committee**

The role of the Consultative Committee shall be:

- To monitor the ongoing application of the Agreement to ensure it's effective operation.
- To develop and monitor Key Performance Indicators (KPI's) that adequately reflect a proper measure of site productive performance.
- To implement competency standards as outlined in clause 3.2.
- To hear and acknowledge reports and ideas generated by employees and employer representatives on a range of issues.
- To provide a forum for information flow between the employer and employees.
- Decisions shall be by consensus and will operate as recommendations for review by Senior Management and all employees.
- A Notice board of suitable dimensions shall be provided by the Company for the purpose of displaying union notices and notices from the Consultative Committee.

## 7.2 Joint Commitment

- It is the joint commitment of the parties to work together to make operations in Granville highly competitive, excelling in occupational health and safety awareness, productivity, quality and environmental responsibility through flexibility, communication and commitment to continuous improvement.
- The joint intention is to create an environment that will encourage and support a highly skilled and committed workforce where participation and development of employees will be a priority for the betterment of the individual and the business.
- 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.
- It is agreed that employees will be pro active in managing their punctuality and be changed and ready to start at their workstation on time.
- The parties are committed to continuous improvement in occupational health and safety standards through the implementation of an organisational framework within the workplace which involves all parties in protecting employee's health and safety. At all workplaces covered by this Agreement, the parties are committed to implementing the best achievable levels of health and safety. The parties shall institute procedures for collecting information on the nature of hazards and incidence of injuries.

## 7.3 Training

The parties agree that the major purpose of training and skill development is to provide the mechanism and opportunities whereby employees can develop a broad range of skills and competencies in performing work in a more varied, efficient, interesting and responsible environment.

It is recognised by the parties that in order to increase the efficiency, productivity and competitiveness of the business, a greater commitment to flexible team-based job models, to training and to skill development is required. The commitment is to:

- Developing a more highly skilled and flexible workforce.
- Providing employees with appropriate opportunities for career development through training to acquire additional skills.
- Removing barriers to the utilisation of skills acquired.

This Agreement specifically recognises that multi-skilling is a job requirement and that employees will perform any tasks required of them to the limits of their skill, competency and training.

Employees shall perform work which is incidental or peripheral to their main tasks or functions and is within the scope of their skills and competence.

It is the Company's intent to have at least one employee trained as a back-up employee for every available position on each shift.

Payment of higher duties is outlined in Clause 3.7.

This clause shall not be used to promote deskilling.

Improved skills and competencies will in turn create a responsible environment in performing more varied activities with greater efficiency and interest. Accordingly, the parties commit themselves to the following: -

- Utilise the Nationally Endorsed Competency Standards outlined in 3.2 as the basis of identifying competency skill gaps and the required training.
- Training and development programs and courses are designed to deliver the required competencies to ensure that assessment processes measure an employee's competency against prescribed standards of performance as set out by the Company.
- Provide employees with career opportunities through appropriate education, training and development to acquire new and additional skills.
- Ensure that all employees have reasonable and fair access to training.

Training will be conducted within working hours without the deduction of pay or payment of overtime.

Should an employee fail to attend a training course without prior warning, the employee will be liable for 50% of the cost of course. This liability does not apply if the employee is eligible for approved leave.

## 7.4 Introduction of New Technology

The parties agree to co-operate positively with the introduction of new technology over the life of this Agreement.

## Appendix 1



**UNIMIN AUSTRALIA LIMITED**  
**GRANVILLE OPERATIONS**

---

# **SAFETY INCENTIVE SCHEME**

## **INTRODUCTON**

In accordance with your Enterprise Agreement the following Safety Incentive Scheme will be introduced.

The purpose of this scheme is to provide a positive reminder of our Safety Target of NIL ACCIDENTS and to reward all eligible members of the factory crew if this can be achieved.

The rules of the scheme are detailed below: -

## **SAFETY INCENTIVE SCHEME COMPETITION PERIOD**

The Safety Incentive Scheme will be in the form of a series of numbered competitions that last for a 6-month period. The start and finish times of the competition are: -

- (a) 1<sup>st</sup> March to 31<sup>st</sup> August
- (b) 1<sup>st</sup> September to 28<sup>th</sup> February (the following year).

## **EMPLOYEE ELIGIBILITY**

For the purpose of the Safety Incentive Scheme, Eligible Members are permanent full time wage employees that have completed their probationary period of employment and covered by this agreement. In the situation where a person completes their probationary period during a competition period, they will not be eligible for that competition, but become automatically eligible for the next competition.

Each competition will have a list of Eligible Members names published.

## **COMPETITION CONDITIONS**

Each competition has only two possible outcomes, i.e.

SUCCESS or FAILURE.

To succeed, every Eligible Member must have ZERO Lost Time Injuries (LTI) in the 6-month period of the competition. If you have a Lost Time Injury you will cause the competition to FAIL.

For the purpose of this scheme, a Lost Time Injury (LTI) is any injury incurred by an employee at work, which results in the employee being absent from work for one or more complete shifts, commencing from the start of the next normal working shift after the day of the occurrence.

Eligible Members therefore have an obligation to THINK carefully at all times about your personal safety and to remind other Eligible Members of their obligation to the success of the competition.

**AWARDING AND PAYMENT OF PRIZES**

On successful completion of a competition, employees can claim their prize through lodgement of an employee expense form complete with receipts to the value of the prize they are entitled too.

Under no circumstances will prizes be given in the form of cash, tobacco or alcohol.

**ROLL OVER OPTION**

Instead of the above Eligible Members may elect to rollover the current prize and aim for a \$600 prize that is awarded to Eligible Members who successfully complete two consecutive Competitions.

Eligible members must nominate in writing that they wish to roll over their prize to aim for the \$600 within 1 month of successful completion of the first competition. Failure to provide written advice within the 1-month period will automatically disqualify eligible members from this option as it has expired.

Should the second competition fail then you will still be entitled to your \$250 prize arising from the first Competition.

-----

↑ Cut Here ↑



**UNIMIN AUSTRALIA LIMITED  
GRANVILLE OPERATIONS**

---

**SAFETY INCENTIVE SCHEME NO \_\_\_\_  
EMPLOYEE ROLL OVER ADVICE**

I would like to rollover my current prize from Competition No. \_\_\_\_\_ and aim to successfully complete two consecutive Competitions and get \$600.

I understand that should the second competition fail then I will be still be entitled to my \$250 prize arising from the first Competition.

Employee Name : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

## Appendix 2 - Competency Standards Framework

Unit No.	Unit Name	PO1	PO2	PO3	PO4	TL	WO1	WO2
<b>PMC COR 101A</b>	Relay & Respond To Information	X	X	X	X	X	X	X
<b>PMC COR 102A</b>	Clean Plant & Equipment	X	X	X	X	X	X	X
<b>PMC OPS 103A</b>	Operate Equipment	X	X	X	X	X	X	X
<b>PMA PROC 101A</b>	Make Measurements	X	X	X	X	X	X	X
<b>PMC OPS 201A</b>	Operate A Unit Of Equipment	-	T	T	X	X	-	-
<b>PMC OPS 202A</b>	Operate Equipment To Blend/Mix Materials	T	X	X	X	X	-	-
<b>PMC OPS 203A</b>	Operate Grinding Equipment	-	-	-	X	X	-	-
<b>PMC OPS 204A</b>	Prepare For Production	-	-	T	X	X	-	-
<b>PMC OPS 206A</b>	Operate An Autoclave	-	-	-	-	-	-	-
<b>PMC OPS 300A</b>	Set Up And Tune A Process	-	-	-	-	X	-	-
<b>PMC OPS 400A***</b>	Optimise Process Systems	-	-	-	-	X	-	-
<b>PMC SUP 170A</b>	Shift Materials Safely	X	X	X	X	X	X	X
<b>PMC SUP 171A</b>	Pack Finished Products	X	X	X	X	X	X	X
<b>PMC SUP 172A</b>	Store Materials For Production	T	X	X	X	X	X	X
<b>PMC SUP 180A</b>	Organise Self	-	X	X	X	X	X	X
<b>PMC SUP 181A</b>	Work In A Team	X	X	X	X	X	X	X
<b>PMC SUP 190A</b>	Apply Quality Processes	T	X	X	X	X	X	X
<b>PMC SUP 270A-a</b>	Move Materials - Forklift & Sweeper	L	L	L	L	L	L	L
<b>PMC SUP 270A-b</b>	Move Materials – Bobcat	-	P	L	L	L	P	L
<b>PMC SUP 270A-c</b>	Move Materials - F/E Loader	-	P	P	L	L	-	-
<b>PMC SUP 271A</b>	Operate Bulk Materials Handling Equipment	-	-	T	X	X	-	-
<b>PMC SUP 272A ***</b>	Identify & Act Upon Hazards In The Workplace	-	-	-	-	-	-	-

Unit No.	Unit Name	PO1	PO2	PO3	PO4	TL	WO1	WO2
<b>PMC SUP 273A ***</b>	Receive And Despatch Materials	-	-	-	-	-	-	-
<b>PMC SUP 274A-a</b>	Undertake Minor Maintenance	-		T	X	X	X	X
<b>PMC SUP 274A-b</b>	Undertake Minor Maintenance	-		T	X	X	-	-
<b>PMC SUP 280A</b>	Manage Conflict At Work	-	X	X	X	X	X	X
<b>PMC SUP 281A</b>	Deliver Customer Service	T	X	X	X	X	X	X
<b>PMC SUP 282A</b>	Use Computers & Related Programs In The Workplace	-	-	X	T	X	T	X
<b>PMC SUP 283A ***</b>	Allocate And Complete Team Tasks	-	-	-	-	-	-	-
<b>PMC SUP 290A</b>	Monitor And Maintain Product Quality	-	-	X	X	X	X	X
<b>PMC SUP 291A ***</b>	Participate In Continuous Improvement	T	X	X	X	X	T	X
<b>PMAC COM 300A</b>	Contribute To Development Of Plant Documentation	-	-	T	T	X	-	X
<b>PMA PLAN 300A ***</b>	Schedule Production	-	-	-	-	X	-	-
<b>PMC SUP 380A</b>	Oversee Team Performance	-	-	-	T	X	-	-
<b>PMC SUP 381A ***</b>	Perform Purchase Control	-	-	-	-	T	-	-
<b>PMC SUP 390A</b>	Solve Problems Using "Quality Tools"	-	-	X	T	X	-	-
<b>PMC SUP 391A</b>	Collect And Prepare Standard Samples	-	T	X	X	X	-	-
<b>PMC SUP 392A</b>	Perform Basic Laboratory Tests	-	T	X	X	X	-	-
<b>PMC SUP 393A</b>	Perform Instrumental Analysis	-	-	X	X	X	-	-
<b>PMA QUAL 400A</b>	Develop And Monitor Quality Systems	-	-	T	X	X	-	-
<b>PMA OH&amp;S 100A</b>	Follow OH&S Policies/Procedures	X	X	X	X	X	X	X
<b>PMA OH&amp;S 200A</b>	Implement & Monitor OH&S Policies And Procedures	-	-	-	-	X	-	-
<b>PMA ENV 100A</b>	Identify And Minimise Environmental Hazards	-	T	X	X	X	X	X
<b>PMA ENV 200A</b>	Monitor And Control Environmental Hazards	-	-	-	-	X	-	-

Unit No.	Unit Name	PO1	PO2	PO3	PO4	TL	WO1	WO2
UAL COR 001	Hold Basic First Aid Certificate	P	P	P	P	P	P	P
UAL OPS 001	Manage and Control Handling of Dangerous Goods – Sterilising	-	-	-	-	-	-	-
UAL OPS 002	Manage and Control Handling of Dangerous Goods – Plant.	T	X	X	X	X	T	X

**Legend:**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• PO1 – Production Operator Level 1</li> <li>• PO2 – Production Operator Level 2</li> <li>• PO3 - Quality Assurance Operator</li> <li>• PO4 – Production Operator Level 3</li> <li>• TL – Team Leader</li> <li>• WO1 – Warehouse Operator Level 1</li> <li>• WO2 – Warehouse Operator Level 2</li> </ul> | <ul style="list-style-type: none"> <li>• X – Demonstrates Competency in Standard</li> <li>• T – Does not hold current Competency in Standard but undergoing Training to achieve required Competency.</li> <li>• L – Demonstrates Competency in Standard and Holds Applicable Licence(s)</li> <li>• P - Demonstrates Competency in Standard and Holds Applicable Permit(s)</li> </ul> |
|---|--|

**Note:**

1. Sterilising Storeperson:- The parties agree that this position will not be replaced in the future and will be removed from all future agreements once the person(s) current employed in these positions have either left the employment of the company or progressed to a higher paying category and/or position.

<b>MAINTENANCE FITTER</b>	
<b>Unit No.</b>	<b>Unit Name</b>
<b>FOUNDATION COMPETENCIES</b>	
1.1F	Undertake interactive workplace communication
1.2F	Apply principals of OH & S in work environment
1.3F	Apply quality procedures
1.4F	Plan to undertake a routine task
<b>CORE BAND 1</b>	
2.1C12	Quality- Apply quality systems
2.2C11	Communication- Organise and analyse information
2.3C11	Work Organisation- Operate in a work-based environment
2.4C11	Training- Assist in the provision of on-the-job training
2.5C11	Measurement- Measure with graduated devices 2
2.7C10	Computations- Perform Computations- basic
2.9C10	Computations- Perform computations
2.6C10	Computer Applications- Perform computer operations
<b>MATERIAL HANDLING</b>	
11.10A	Plan a complete activity
11.11A	Operate mobile load shifting equipment
<b>Measurement</b>	
12.3A	Manual handling
<b>Fabrication</b>	
5.5A	Precision mechanical measurement
5.7A	Carry out mechanical cutting
5.15A	Manual heating, thermal cutting and gouging
5.17A	Weld using gas metal arc welding (GMAW) process
<b>MACHINING</b>	
7.5A	Perform general machining
<b>OH &amp; S</b>	
13.1A	Perform emergency first aid
<b>DRAWING AND DESIGN</b>	
9.1A	Draw and interpret sketch
9.2A	Interpret technical drawing
<b>MECHANICAL</b>	
18.1A	Use hand tools
18.2A	Use power tools/hand held operation
18.3A	Use tools for precision work
18.4A	Maintain and overhaul mechanical equipment
18.5A	Bearings-fault diagnosis installation and removal
18.55A	Dismantle/replace and assemble engineering components 3
18.7A	Maintain and repair mechanical drives and mechanical transmission assemblies
18.9A	Levelling & alignment of machines and engineering components
18.12A	Mechanical seals- installing and removal
18.13A	Gland packing
<b>ELECTRICAL</b>	
18.11A	Isolate/shutdown machines/equipment
<b>FLUID POWER</b>	
18.18A	Maintain pneumatic systems components