REGISTER OF
ENTERPRISE AGREEMENTS

ENTERPRISE AGREEMENT NO: **EA02/290**

TITLE: **Incitec Ltd - Kooragang Island Enterprise Agreement 2002**

I.R.C. NO: IRC02/4027

DATE APPROVED/COMMENCEMENT: 24 July 2002

TERM: 31 March 2004

NEW AGREEMENT OR VARIATION: Replaces EA99/286

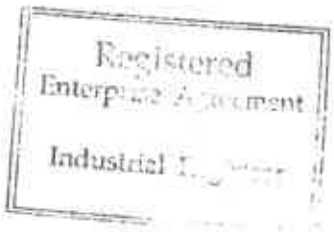
GAZETTAL REFERENCE: 20 September 2002

DATE TERMINATED:

NUMBER OF PAGES: 104

COVERAGE/DESCRIPTION OF EMPLOYEES: Applies to employees of Incitec Ltd at Greenleaf Road, Kooragang Island, who are eligible to be members of The Australian Workers' Union, New South Wales, Electrical Trades Union of Australia, New South Wales Branch and Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, New South Wales Branch.

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

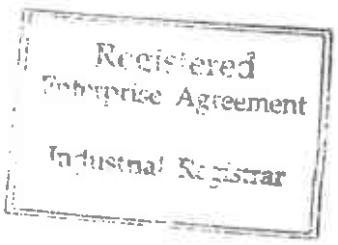


INCITEC LTD

KOORAGANG ISLAND

ENTERPRISE AGREEMENT

2002



1. TITLE

This Agreement shall be known as the Incitec - Kooragang Island Enterprise Agreement 2002.

2. INDEX

3. COMMITMENT TO IMPROVING PRODUCTIVITY AND WORKPLACE REFORM

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

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

We are committed to the establishment of an appropriate consultative mechanism to manage developments impacting on this site including, principally, the implementation of projects contained in this agreement and ongoing improvement programmes.

The parties to this agreement and their representatives from each area will meet on a regular basis to consult on and manage the projects contained in Clause 8 (Enterprise projects) of this agreement.

4. APPLICATION

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

5. PARTIES BOUND

This Agreement shall be binding upon:

a) Incitec Ltd - Kooragang Island

b) Australian Workers Union

c) Electrical Trades Union of Australia (NSW Branch)

d) Australian Manufacturing Workers' Union

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

6. RELATIONSHIP TO PARENT AWARD

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

7. DATE AND PERIOD OF OPERATION

This Agreement shall rescind and replace the terms and conditions of employment regulated by the Kooragang Island Enterprise Agreement 1999 and shall come into operation on approval by the Industrial Relations Commission (IRC) of New South Wales. It shall remain in force until 31 March 2004.

The agreement will be reviewed by the parties after twelve (12) months to ensure that project milestones have been achieved.

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

8. ENTERPRISE PROJECTS

During the life of this agreement the parties are committed to further improvement by managing key project activity concentrating on skills and performance development for all areas of the Kooragang Island site.

8.1. Skills And Competence Development

The development of appropriate skills and competencies is a required link to enable improved performance. In developing better systems and structures it is important to satisfy ourselves that we either have the necessary skills or that we have processes in place to develop them. Whilst our existing career structures have served us well to date, it is timely and appropriate that we assess:

a) Where our skills are currently

b) where we need them to be in the future then:

c) establish the gap

d) close the gap and assess:

e) the capability of existing learning systems versus the alternatives

During the life of this agreement it is required that all areas of the Kooragang Island site will have reviewed and made agreed changes to their career paths. Additionally, there will be clear, documented agreement on how people access new paths, how transition will occur and how training will be delivered.

8.2. Team Development Project

In consultation with management, a framework for team development will be agreed to during the life of this agreement. Establishment of the framework will include agreement on key principles that support the work team philosophy and the development of a learning framework to deliver a common understanding of team processes, communications, quality systems, problem solving, decision making and continuous improvement.

It is intended to integrate these essential components into our learning and skill structures as a requirement for all employees.

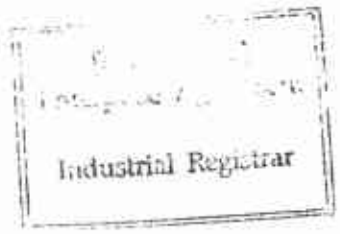
8.3. Performance Management Project

During the life of this agreement all teams will have developed Key Performance Indicators (linked to business Key Performance Indicators) which will provide information about how well individual teams are performing against agreed objectives. Objectives will be set in consultation with the work teams.

Whilst the organisational focus is on teams achievement it is essential to develop the tools with which individuals within teams can provide each other with structured performance feedback. It is therefore agreed, that during the life of this agreement an individual feedback review will be developed with the purpose of delivering structured feedback between team members, co-ordinators and their managers.

The above projects will require time, resources and commitment to make them happen. It is therefore proposed that project milestones will be required to be achieved during the life of this agreement as follows:

Project	Milestone
SKILLS & COMPETENCE DEVELOPMENT PROJECT	Diagnostic Completed
	Learning system pilot developed and trialed.
	New career paths and learning structures developed in Ammonia, Fertiliser and AN Operations and Maintenance.
	New career paths and learning structures developed in AN Despatch, Newcastle PDC and Industrial Ammonia.
PERFORMANCE MANAGEMENT PROJECT	KPI's and objectives developed for all teams
	Pilot individual feedback system developed and trialed
	Individual feedback system developed site wide
TEAM DEVELOPMENT PROJECT	Framework developed and agreed
	Team training included in career paths developed in Ammonia, Fertiliser and AN Operations and Maintenance.
	Team training included in career paths developed in AN Despatch, Newcastle PDC and Industrial Ammonia



9. LEAVE RESERVED

During this agreement, it is available to any of the parties to the agreement to initiate discussions and seek agreement with respect to the following:

a) Review of the Secondary skills matrix

b) Review of the control room classification in the process plants with a view to encouraging more operators to reach this level

c) Review of the Fertilizer Process operations proposal with respect to manning levels and classification structures

d) Review the Co-Ordinator 2/Grade 9 & Co-Ordinator 3/Grade 10 level job description including accountabilities and entitlements

10. APPLICATION OF MUTUAL AGREEMENT

Mutual agreement in this agreement means that when a reasonable request is made, by either party, that agreement to that reasonable request shall not be unreasonably withheld. It does not mean that either party has the right to veto or that either party can always expect agreement no matter what the circumstances.

11. WORK ORGANISATION

11.1. Basic Principles of self managed work teams and systems of work

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

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

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

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

11.1.4. Job demarcations will not exist between the parties bound by this agreement.

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

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

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

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

11.1.5.4. Are responsible for their own time keeping records.

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

11.1.5.6. Set and administer approved standards for team grading system.

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

11.1.5.8. Have open communications both within teams and between teams.

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

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

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

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

11.1.5.13. Are supportive of other teams as follows:

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

12. GENERAL CONDITIONS FOR ALL KOORAGANG ISLAND SITE

12.1. Classification

There are four (4) classifications used on site:

- Process Technician
- Despatch Technician
- Maintenance Technician
- Plant Technician

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

12.2. Remuneration

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

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

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

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

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

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

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

12.3. Skills Development

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

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

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

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

12.4. Work Patterns

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

i) consultation and mutual agreement between the parties

ii) being guided by Occupational Health and Safety considerations.

12.5. Working Hours

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

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

12.6. Performance Improvement.

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

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

12.7. Overtime

12.7.1. Where overtime is payable:

12.7.1.1. Overtime commences after the ordinary number of hours scheduled for each day has been worked.

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

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

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

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

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

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

12.7.2.1. They are entitled to a rest period of ten (10) consecutive hours where the overtime is worked between successive ordinary working days.

12.7.2.2. They are entitled to a reasonable rest period at the end of the work period as agreed by the team where the overtime is worked on non ordinary work days.

12.8. Meal Hours and Meal Tickets

12.8.1. Employees other than shiftworkers are allowed an unpaid meal break of thirty (30) minutes Monday to Friday inclusive.

12.8.2. Employees who are shiftworkers are allowed a crib break of twenty (20) minutes Monday to Sunday inclusive, subject to 12.8.3 below.

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

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

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

12.9. Public Holidays

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

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

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

12.10. Sick Leave

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

12.10.2. When leave is taken, a form (paper or electronic) must be completed.

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

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

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

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

- ❖ early retirement owing to permanent incapacity through ill health
- ❖ retirement after reaching age 55 provided the employee signs a declaration that they are retiring permanently from the workforce
- ❖ in the event of redundancy, will be paid to an employee in line with Incitec/ORICA policy
- ❖ death, in which case payment will be made to the employee's estate

12.11. Long Service Leave

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

12.11.2. Entitlements are converted to an hours basis.

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

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

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

12.12. Trade Union Training Leave

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

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

12.13. Redundancy

12.13.1. In the event of redundancy the provisions that are current Incitec/ORICA personnel practices will apply.

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

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

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

12.13.5. Incitec/ORICA Redundancy Standard - In the event of redundancy the provisions under the current Incitec/ORICA personnel practices will apply:

EITHER

12.13.5.1. Incitec Redundancy Standard – Applicable to employees with less than thirteen year's service and a start date prior to 30th October 2000.

A minimum period of notice of 1 month (or pay in lieu). Longer notice should be given wherever possible.

An upfront payment of 3 times normal notice period (ie 3 months) except for employees who have frozen sick leave or an Award entitlement to unused accumulated sick leave, who would receive either the frozen or unused sick leave entitlement or the upfront payment, whichever is the greater.

An additional payment for each completed year of service of three weeks pay (plus a further weeks pay for each completed four month period) up to a maximum of 60 weeks.

Payment of all statutory entitlements including accrued annual leave, annual leave loading and Long Service Leave. Pro-rata long service leave will be paid after five years service to redundant employees.

Superannuation entitlements as at last day of service.

The company will provide outplacement assistance at a suitable level. The type and level of assistance will be appropriate to the needs of the redundant employee.

OR

12.13.5.2. ORICA Redundancy Standard – Applicable to employees with greater than thirteen years service or start date after 30th October 2000.

A minimum period of notice of 8 weeks (or pay in lieu). Longer notice should be given wherever possible.

A payment for each completed year of service of four weeks pay (plus a further weeks pay for each completed four month period) up to a maximum of 80 weeks. This payment is inclusive of payment for unused accumulated frozen sick leave.

Payment of all statutory entitlements including accrued annual leave, annual leave loading and Long Service Leave. Pro-rata long service leave will be paid after five years service to redundant employees.

Superannuation entitlements as at last day of service.

The company will provide outplacement assistance at a suitable level. The type and level of assistance will be appropriate to the needs of the redundant employee.

12.14. Disputes Handling Procedure

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

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

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

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

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

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

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

12.15. Workers Compensation

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

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

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

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

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

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

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

13. DIVISION 1- AMMONIUM NITRATES OPERATIONS & AMMONIA OPERATIONS

13.1. Application

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

Intention

Our aim for the Nitrates areas and Ammonia area is to develop a highly skilled, dedicated and motivated team of people who strive to continually improve our operation to ensure that we maintain our competitive advantages in quality, service and cost. Notwithstanding the provision of Clause 8 (Enterprise projects) (General Conditions) until agreed changes are made the following classification structure will apply:

13.2. Classification

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

Trainee

A newly appointed Process Technician who has satisfactorily completed an induction programme and is receiving training to attain competency in at least one plant area.

The Technician must also complete Fire training, Emergency Squad training, First Aid and SCBA training before proceeding to higher grades.

Grade 1

Nitrates

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

Ammonia

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

Grade 2

Nitrates

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

Ammonia

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

Grade 3

Nitrates

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

Ammonia

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

Senior

Nitrates

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

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

Ammonia

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

Process Coordinator Level 1

Nitrates and Ammonia

A Process Technician who has:

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

Process Coordinator Level 2

Nitrates and Ammonia

A Process Technician who has:

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

Process Coordinator Level 3

Nitrates and Ammonia

A Process Technician who has:

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

13.3. Scope Of Work

Nitrates and Ammonia

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

The team clearly understands the task
and
The team has the certified skills to carry out the task
and
The team has access to the correct tools and materials for the task

and

The team has the time to carry out the tasks, without adversely affecting Plant operations

and

The team has the authority to carry out the task
(this refers mainly to plant modifications)

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

13.3.3. Non operational duties are carried out by Process Technicians when time allows, including:

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

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

13.4. Skills Required

Nitrates and Ammonia

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

13.5. Employment Levels

Unless otherwise mutually agreed between the parties, shift employment levels will remain as follows:

Shift manning levels in the AN Operations area and Ammonia operations area on the 5 panel roster are six (6) technicians per team.

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

1 Co-ordinator (any level)
1 Senior process technician
3 outside operators (with sufficient skills to cover all outside areas)

13.6. Interaction Between Process and Maintenance Teams

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

13.7. Progression Scheme

Until such time as agreed changes are implemented, the following will apply:

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

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

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

13.7.2. There are no restrictions as to which level a Process Technician can reach within the Grading System, up to and including Co-Ordinator Level 2, provided they have achieved the required competence. At the Co-Ordinator Level 3 there is up to 2 persons at that classification level per team, provided they have achieved the required competence.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13.8. Remuneration

13.8.1. The Ordinary hourly rate for determining overtime payments is calculated by dividing the salaries by 3078.5. Refer Schedule 1.

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

13.9. Nitrates & Ammonia Areas Work Rosters

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

13.9.1. Notional Day

Nitrates

The notional day commences at 2200 hours the night before the day in question.

Ammonia

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

13.9.2. Shift Hours

Nitrates

Each shift shall consist of 12 hours with respective morning and afternoon shift times of 2200 hours to 1000 hours and 1000 hours to 2200 hours.

Ammonia

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

13.9.3. Training

Nitrates

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

Ammonia

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

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

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

and by mutual agreement the following points:

- Carrying out shutdown co-ordination activities in AN Operations (wherever practical the company will give 96 hours notice of changes in shutdown schedules). **Agreement will not be unreasonably withheld. The shutdown co-ordinators role will be covered 100% of the time. The 'training' shift will complete the Shutdown co-ordinator's activities for the greater majority of the time.**
- Swap with Process Technicians (rostered onto operational duties) who require training
- Take annual leave or credit leave
- Perform normal rostered plant work to cover unplanned absences and/or leave in excess of the roster.
- If an employee is requested to perform rostered plant work during the 'training' period, it would be considered reasonable if an employee chose to not work weekends, public holidays, nightshift or to be called in during the 'training' period. In all other circumstances, an employee shall not unreasonably refuse to perform operational duties during the 'training' period. **Except as set out below, overtime rates will apply after 12 consecutive hours are worked during the 'training' period.** The company would only expect an employee to work past their previously planned finishing time for that training day if mutually agreed. **An employee required to work beyond their pre-planned finishing time, on the day upon which the employee agrees to undertake production work, will be paid overtime for all time worked after the pre-planned finishing time. Where arrangements are made in accordance with this clause at any time prior to the day upon which work is performed, overtime rates do not apply.**
- **Clause 13.9.4 'Transfers' does not apply to these arrangements.**

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

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

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

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

13.9.4. Transfers

Nitrates and Ammonia

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

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

13.9.5. Shiftwork Penalties

13.9.5.1. The annualised salary for process technicians includes shiftwork penalties and is divided by the factor of 3078.5 to determine ordinary hourly rates for overtime calculation.

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

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

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

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

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

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

13.9.6. Meal Breaks

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

13.9.7. Leisure Days

Nitrates

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

Ammonia

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

13.9.8. Monthly Time Sheet

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

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

13.10. Overtime

13.10.1. Rate of Pay

All overtime is paid at double the ordinary hourly rate.

13.10.2. Rostered Overtime

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

13.10.3. Extra Overtime

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

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

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

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

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

13.10.4. Call-in Overtime

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

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

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

13.10.5. Pre-arranged Overtime

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

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

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

13.10.6. Overtime Meals

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

13.10.7. Overtime when working Daywork Pattern

Nitrates

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

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

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

Meal Allowance will be calculated using the following formula:

$$\frac{\text{Overtime hours paid}}{4} \times \text{Rate applicable}$$

Mileage Allowance will be calculated using the following formula:

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

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

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

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

Meal Allowance will be calculated using the following formula:

$$\frac{\text{Overtime hours paid}}{4} \times \text{Rate applicable}$$

Mileage Allowance will be calculated using the following formula:

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

13.11. Leave Arrangements

13.11.1.1. Annual Leave

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

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

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

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

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

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

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

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

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

13.11.2. Credit Leave

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

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

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

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

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

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

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

13.11.3. Sick Leave

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

13.12. 21st Shift And Plant Coverage

Nitrates

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

Ammonia

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

13.13. Shutdown Auditor

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

14. DIVISION 2 - INDUSTRIAL AMMONIA

14.1. Application

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

14.2. Intention

Our aim for the Industrial Ammonia area is to develop a highly skilled, dedicated and motivated team of people who strive to continually improve our operation to ensure that we maintain our competitive advantages in quality, service and cost. Notwithstanding the provision of Clause 13 (General Conditions) until agreed changes are made the following classification structure will apply:

14.3. Classification

14.3.1. PLANT AREAS

1. Aqua/Ammonia Production
2. Anhydrous Ammonia Filling
3. Test Station
4. Pollution, Environment & Product Recovery Control
5. Refrigerant Filling and Recovery

A Plant Technician works in the team to their skills and competence to operate and maintain the plant. Before proceeding to the next grade they must be competent in the skills required for that grade. An awareness of the SH&E practices applicable to the site is required.

14.3.2. GRADES

TRAINEE PLANT TECHNICIAN

A new starter. The Trainee Plant Technician will complete an induction program. The Trainee Plant Technician will be on probation for six months. During the probationary period employment may be terminated with one (1) week's notice.

PLANT TECHNICIAN GRADE 1

A technician who has been assessed as competent in all of the required Grade 1 skills. They must possess the following skills;

- In operating and maintaining the Anhydrous Ammonia filling stations 3 off.
- Personal computer skills.
- Obtain Workcover Certificates in ForkLift Trucks.
- Operate the overhead crane.
- In operating the Newcastle Weighing System computer.

- Hold a current First Aid Certificate.
- Fire Training.
- SCBA usage and maintenance.
- Dangerous Goods licence.
- Operate SAP hand held scanner.

PLANT TECHNICIAN GRADE 2

A technician who has been assessed as competent in all of the required Grade 2 skills. They must possess the following skills;

- Electrical/Mechanical Trade certificate or minimum basic fitting skills plus another skill which would enhance the team's skill base taking into account business needs.
- In operating and maintaining the Test Station.
- In operating and maintaining the Pollution and Product Recovery Plant areas.
- In operating the Aqua Ammonia Plant.

SENIOR GRADE

A technician who has been assessed as competent in all of the required Senior Grade skills. They must possess the following skills;

- At least 12 months experience at Plant Technician Grade 2
- In operating and maintaining the Refrigerant filling stations, obtain CFC / HCFC Accreditation.
- Sound Team Leadership skills.
- Leading the team in an area emergency.
- Planning daily production.
- Conduct monthly safety meetings.

PLANT COORDINATOR LEVEL 1

A technician who has been assessed as competent in all of the required Plant Co-Ordinator Level 1 skills. They must possess the following skills;

- At least 2 years experience at Senior Grade
- Team Leaders course
- In preparing all of types of clearances
- Achieved status of Clearance issuer
- Ability to lead and motivate Industrial Ammonia Plant team in the plant's daily operation.
- Leadership in SH&E issues.
- Computer skills associated with position.
- Coordinate between Customer Service Representatives and Transport companies for the D.I.F.I.T.I.S.
- Modifications to completion.
- Monitor and maintain stock levels at stockpoints.

PLANT COORDINATOR LEVEL 2

A technician who has been assessed as competent in all of the required Plant Co-Ordinator level 2 skills. They must possess the following skills;

- At least 2 years experience at Coordinator level 1
- Quality Assurance Systems and Procedures.
- Quality and SH&E Audits.
- Budgeting and cost control.
- Performance appraisal's.
- Interviewing skills.
- Training coordination.
- Plan and carry out continuous improvement projects.
- Prepare CEP's.
- Project management.
- Maintenance management.
- Purchasing.
- Ammsafe training.
- Training accreditation to Certificate IV level.

14.3.3. TEAM MAKE UP

The team will at all times have a minimum of two Mechanical trade fitters and two Electrical trade mechanic / fitters (must hold current licences).

14.3.4. EXTRA SKILLS

It is agreed a requirement of the Team's skills base has a minimum of 2 Riggers (Class 1), 2 Scaffolders (Class 4) and 2 Mobile crane drivers. If these skills are lost due to a team member leaving, one of the other team members or his / her replacement will pick-up that skill.

14.4. RECORD OF PROGRESSION

14.4.1. SKILLS ASSESSMENT

To progress, a Technician must satisfy the Skills requirement in the new grade that they are progressing toward.

The team will carry out the assessment of these skills.

If the progression is to a Coordinator position the Ammonia Plant Manager is to be a part of the team when the assessment is being carried out.

The skill assessment criteria are subject to review as the business requirement change.

The required form is to be submitted after being deemed competent by the team to the new grade that the Technician is progressing toward.

14.5. Scope Of Work

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

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

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

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

14.6. Skills Required

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

There are no restrictions as to which level a Plant Technician can reach within the Grading System, up to and including Co-Ordinator Level 1, provided they have achieved the required competence. At the Co-Ordinator Level 2 there is a maximum of two (2) persons at that classification level per team, provided they have achieved the required competence.

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

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

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

14.7. Remuneration

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

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

14.8. Area Work Roster

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

14.8.1. Work Hours

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

14.9. Rates of Pay

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

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

14.9.1. Meal Breaks

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

14.9.2. Monthly Time Sheet

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

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

14.10. Overtime

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

14.10.2. Overtime is paid at double the ordinary hourly rate and in all cases other than those mentioned in this Clause the Enterprise Award provisions, General Conditions - Clause 13.7 "Overtime" are to apply.

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

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

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

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

14.10.6. Where overtime has been pre-arranged :

Telephone allowance and call-in allowance are not paid.

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

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

14.10.7. Subject to 13.8.1, a Technician required to work overtime for more than one and a half hours after their ordinary ceasing time shall be provided free of cost with a meal or allocated a meal ticket. The value of the meal ticket is as set out in Schedule 1. If the work extends for more than four (4) hours after ordinary ceasing time, the Technician will be provided with a second meal or allocated a meal ticket if they so choose.

14.11. Leave Arrangements

14.11.1. Annual Leave

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

14.11.1.2. When Annual leave is taken, 12 hours will be deducted from their entitlement for each day taken. A form (paper or electronic) will be required to record the taking of leave.

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

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

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

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

14.11.2. Credit Leave

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

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

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

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

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

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

15. DIVISION 3 - FERTILISER OPERATIONS

15.1. Application

This division shall apply to the Fertiliser Operations area.

15.2. Intention

Our aim for the Fertiliser Operations areas is to develop an optimally sized, highly skilled, dedicated and motivated team of people with a totally flexible approach to site activities who strive to continually improve our operation to ensure that we maintain our competitive advantages in quality, service and cost. Notwithstanding the provision of Clause 8 (Enterprise projects) (General Conditions) and Clause 9 (Leave Reserved) until agreed changes are made the following classification structure will apply:

15.3. Classification

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

Trainee

A newly appointed Technician who works in the Fertiliser Operations area to the full extent of both their skill and competence whilst undergoing a comprehensive training programme.

Grade 1

A Fertiliser Operations Technician who has been assessed as competent in a range of duties totalling the required number of primary points for their area. The Technician works in their area to the full extent of their skill and competence.

Grade 2

A Fertiliser Operations Technician who, after having reached Grade 1, has been assessed as competent in a range of duties totalling the required number of primary points for their area and who possesses both a Fork Lift Truck and a Front End Loader Certificate.

The Technician works in their area to the full extend of their skill and competence.

Grade 3

A Fertiliser Operations Technician who, after having reached Grade 2, has been assessed as competent in a range of duties totalling the required number of primary points for their area.

The Technician works in their area to the full extent of their skill and competence.

Grade 4

A Fertiliser Operations Technician who, after having reached Grade 3, has been assessed as competent in a range of duties totalling the required number of primary points for their area

The Technician works in their area to the full extent of their skill and competence.

Coordinator Level 1

A Fertiliser Operations Co-ordinator who has:

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

Coordinator Level 2

A Fertiliser Operations co-ordinator who has:

- At least two (2) years experience at Coordinator Level 1.
- Been assessed as competent in Coordinator Level 2 skill requirements.
- Demonstrated to the satisfaction of two Level 3 Coordinators and their Management, a proven ability to lead and motivate a team of Technicians in their area's operations.
- The Coordinator works in their area to the full extent of their skill and competence.

Coordinator Level 3

A Coordinator who has:

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

- ❖ The Coordinator works in the area to the full extent of their skill and competence.

15.4. Scope of Work for Technicians

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

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

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

15.5. Skills Required

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

15.6. Interaction Between the Fertiliser Operations and Maintenance Teams

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

15.7. Progression Scheme

Until such time as agreed changes are made, the following will apply:

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

15.7.1.1. By learning additional relevant process operations skills (eg. area operations, WorkCover tickets, co-ordinator skills). These are referred to as Primary Skills.

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

15.7.2. There are no restrictions as to which level a Process Technician can reach within the Grading System, up to and including Co-Ordinator Level 2, provided they have achieved the required competence. At the Co-Ordinator Level 3 there is a maximum of 2 persons at that classification level per team, provided they have achieved the required competence. In the Fertilizer Operations area there will be a maximum of four (4) Co-Ordinator 3's – Rockmill team and Granulation operations team.

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

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

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

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

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

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

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

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

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

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

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

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

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

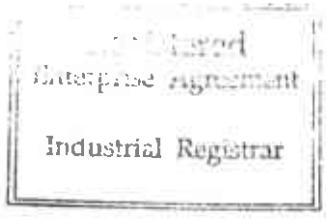
Priority will be given to skills required by the team.

15.8. Remuneration

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

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

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



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

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

15.8.2.1. Daywork

15.8.2.1.1. Overtime hours worked in excess of two hundred and fifty (250) paid hours will attract monthly overtime payments.

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

15.8.2.2. Shiftwork production

15.8.2.2.1. Overtime hours worked in excess of two hundred (200) paid hours will attract monthly overtime payments.

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

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

15.8.2.4. Temporary and casual Fertilizer Technicians will be paid an annual salary, which is exclusive of overtime payments.

15.8.2.5. Temporary employees are paid monthly at a weekly rate.

15.8.2.6. Casual employees are paid monthly at an hourly rate.

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

15.9. Work Patterns

15.9.1. Hours of Work

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

15.9.2. Meal Breaks

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

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

15.9.3. Continuous Production

15.9.3.1. Technicians work staggered meal breaks to ensure continuous production.

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

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

15.9.4. Monthly Time Sheet

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

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

15.9.5. Leisure Days

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

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

15.10. Overtime

15.10.1. Rate of Pay

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

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

15.10.2. Overtime Meals

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

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

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

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

15.10.3. Ten Hour Break

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

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

15.11. Leave Arrangements

15.11.1. Annual Leave

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

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

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

15.11.1.4. A record is required for the taking of any form of leave.

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

15.11.2. Sick Leave

15.11.2.1. Sick leave accumulated balance is frozen as at 16 September, 1992

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

15.11.3. Long Service Leave

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

15.11.4. Credit Leave

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

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

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

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

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

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

15.12. Guaranteed Response System

The Fertilizer operations teams recognise the need to support continuous plant operations and will provide a guaranteed response system (GRS) to meet the needs of the business.

The details of the GRS will be contained in the trial document.

16. DIVISION 4- PRIMARY DISTRIBUTION CENTRE

16.1. CONTENTS

16.2. COMMITMENT TO IMPROVEMENT

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

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

We are committed to the use of an appropriate consultative process to manage developments impacting on the PDC.

16.3. APPLICATION

The provisions of this Division, and Clauses 1 to 8, Clause 9d in respect of higher functions only and Clauses 10 to 12, General Conditions, shall apply to the operations of the PDC and shall stand alone from the remainder of the Agreement. Where there is any inconsistency between this Division and the remainder of the agreement then this Division shall take precedence.

16.4. DEFINITIONS

In this Division "Dispatch Technician" refers to those employees engaged in the activities defined in the Dispatch classification structure in Appendix A or B and "Maintenance Technician" refers to those employees engaged in the activities defined in the Maintenance classification structure in Appendix C.

The term "employee" is a reference to both a Dispatch Technician and a Maintenance Technician.

16.5. CONSULTATIVE COMMITTEE

A consultative committee comprising representatives from employees, who shall be elected to give a balanced cross section of all PDC activities, and management shall meet at the request of any member but at least each six months to review the implementation of the agreement

16.6. EMPLOYMENT LEVELS

Current employment levels in the PDC are 28 Dispatch Technicians and 6 Maintenance Technicians employed on a permanent basis and some operators on a temporary basis to cover seasonal workload. This employment level covers both Daywork and Shiftwork operating requirements.

The company will ensure an adequate supply of manning is available for the safe operation of the plant.

Current work practices are:

South	
Bagging	10
Other tasks	3

Shift Teams are made up of:

Team 1	5
Team 2	5
Team 3 (Day work)	3

North	
Bagging	8
Other tasks	10

Shift Teams are made up of:

Team 1	3
Team 2	3
Team 3 (Day work)	12

16.7. CLASSIFICATION STRUCTURE

The classification structure, primary and secondary skills and progression are detailed in Appendices A, B, and C.

For all Dispatch Technicians employed on 1st January 2002 the classification structure detailed in Appendix A shall continue until 31st December 2003. Employees commencing after 1st January 2003 will be classified according to the classification structure in Appendix B. After 1st January 2004 progression for all Dispatch Technicians will be through the classification structure detailed in Appendix B.

The classification structure for PDC Maintenance Technicians is detailed in Appendix C and will come into effect for new employees and upgrades from 1st January 2002.

16.8. REMUNERATION

Employees are paid a salary based on the knowledge and skills required to perform a range of tasks at the level detailed in the classification structure, rather than on the job being carried out at any given time.

Employees at 1st January 2002 will retain their level in the current structure unless they progress to a new level.

Employees at 1st Jan 2002 will be able to progress through the existing classification structure until 30th December 2003.

When a Dispatch Technician with Set C secondary skills upgrades into the new classification structure the Technician shall be paid the difference between Set B and Set C in addition to the salary in the new structure.

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

Dispatch Technicians

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

Maintenance Technicians

Maintenance Technicians are paid an annual rate that is inclusive of base salary, partially prepaid overtime and all allowances except shift allowance.

Apprentice's rates do not include overtime or allowances. These payments are claimed on a monthly timesheet that must be signed by a Coordinator.

Effective 1st Jan 2002 Daywork				
Employees at 1st January 2002				
Classification	**Primary Skills**	**Existing Secondary Skills**		
		A	B	C
Trainee	34881			
Grade 1	36347			
Grade 2	37232			
Grade 3	38288	40037	41788	43536
Grade 4	39349	41098	42847	44596
Coord 1	42092	43769	45518	47268
Coord 2	51313	53256	55200	57144
Coord 3			62609	64552

Shift Work				
Classification	**Primary Skills**	**Existing Secondary Skills**		
		A	B	C
Trainee	38298			
Grade 1	39914			
Grade 2	40322			
Grade 3	42044	43963	45887	47807
Grade 4	43209	45177	47051	48973
Coord 1	46147	48067	50010	51910
Coord 2	55119	57210	59300	61391
Coord 3			67278	69368

Maintenance			
Classification	**Primary Skills**	**Existing Secondary Skills**	
Grade 4	57399		58951
Grade 5	59511	61065	62617
Grade 6	62346	65452	68558
Grade 7	68721	71826	74931
Grade 10	79835		
Grade 10	.81388		84495

Effective 1st Jan 2003
Daywork

Employees at 1st January 2002					New Employees after 1st Jan 2003 and Upgrades after 1st Jan 2004		
Classification	Primary Skills	Existing Secondary Skills A	B	C	Classification	Primary Skills	New Secondary Skills
Trainee	35927				Trainee	35927	
Grade 1	37437				Operator	37437	38349
Grade 2	38349						
Grade 3	39437	41238	43042	44842	Senior Operator	40529	44132
Grade 4	40529	42331	44132	45934			
Coord 1	43355	45082	46884	48686	Coordinator	52852	56856
Coord 2	52852	54854	56856	58858			
Coord 3			64487	66489	Senior Coordinator	64487	

Shift Work

Employees at 1st January 2002					New Employees after 1st Jan 2003 and Upgrades after 1st Jan 2004		
Classification	Primary Skills	Existing Secondary Skills A	B	C	Classification	Primary Skills	New Secondary Skills
Trainee	39447				Trainee	39447	
Grade 1	41111				Operator	41111	41532
Grade 2	41532						
Grade 3	43305	45282	47264	49241	Senior Operator	44505	48463
Grade 4	44505	46532	48463	50442			
Coord 1	47531	49509	51510	53467	Coordinator	56773	61079
Coord 2	56773	58926	61079	63233			
Coord 3			69296	71449	Senior Coordinator	69296	

Maintenance

Employees at 1st January 2002				New Employees and Upgrades after 1st Jan 2002		
Classification	Primary Skills	Existing Secondary Skills		Classification	Primary Skills	New Secondary Skills
Grade 4	59121		60720	Mechanical	61296	70615
Grade 5	61296	62897	64496			
Grade 6	64216	67416	70615			
Grade 7	70783	73981	77179	Electrical/Instrument	70783	77179
Grade 10	82230			Planner	72974	
Grade 10	83830		87030	Coordinator	83830	

Effective 1st Oct 2003 Daywork							
Employees at 1st January 2002					New Employees after 1st Jan 2003 and Upgrades after 1st Jan 2004		
Classification	Primary Skills	Existing Secondary Skills A	B	C	Classification	Primary Skills	New Secondary Skills
Trainee	36646				Trainee	36646	
Grade 1	38186				Operator	38186	39116
Grade 2	39116						
Grade 3	40226	42063	43903	45739	Senior Operator	41340	45015
Grade 4	41340	43178	45015	46853			
Coord 1	44222	45984	47822	49660	Coordinator	53909	57993
Coord 2	53909	55951	57993	60035			
Coord 3			65777	67819	Senior Coordinator	65777	

Shift Work							
Employees at 1st January 2002					New Employees after 1st Jan 2003 and Upgrades after 1st Jan 2004		
Classification	Primary Skills	Existing Secondary Skills A	B	C		Primary Skills	New Secondary Skills
Trainee	40236				Trainee	40236	
Grade 1	41933				Operator	41933	42363
Grade 2	42363						
Grade 3	44171	46188	48209	50226	Senior Operator	45395	49432
Grade 4	45395	47463	49432	51451			
Coord 1	48482	50499	52540	54536	Coordinator	57908	62301
Coord 2	57908	60105	62301	64498			
Coord 3			70682	72878	Senior Coordinator	70682	

Maintenance						
Employees at 1st January 2002				New Employees and Upgrades after 1st Jan 2002		
Classification	Primary Skills	Existing Secondary Skills		Classification	Primary Skills	New Secondary Skills
Grade 4	60303		61934	Mechanical	62522	72027
Grade 5	62522	64155	65786			
Grade 6	65500	68764	72027			
Grade 7	72199	75461	78723	Electrical/ Instrument	72199	78723
Grade 10	83875			Planner	74433	
Grade 10	85507		88771	Coordinator	85507	

16.9. OVERTIME

16.9.1. Where overtime is payable:

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

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

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

Shift workers working overtime are paid a shift allowance calculated as 10% of the overtime rate multiplied by the number of overtime hours worked.

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

Where additional work is identified and notified to a Dispatch Technician, no additional separate call-in is payable.

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

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

Employees shall be guaranteed a minimum 10 hour break between the cessation of one shift and the commencement of the next except where the employee and the PDC Operations Supervisor otherwise mutually agree to a lesser period.

If it is necessary to return to work before this break has been taken, then double the ordinary hourly rate shall be paid until the 10 hour break is taken.

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

16.9.3. Prepaid Overtime

Dispatch Technicians

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

- Daywork Pattern
  - 250 Hours (Team Members)
  - 500 Hours (Coordinators)

- Shiftwork Pattern
  - 300 Hours (Team Members)
  - 500 Hours (Coordinators)

The 500 hours of overtime built into the coordinators salary recognises the overtime built in to the coordinators roster. (For day work 250 hrs per annum for 0.8 hours per day and for shiftwork 200 hours per annum at 0.5 hours per day.)

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

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

- Team 1 (Daywork) - overtime hours worked in excess of two hundred and fifty (250) paid hours will attract monthly overtime payments. For employees in the Nitrates area this recognises 70 paid hours per annum for the 0.2 hours per day built into the team's roster for all team members.

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

- For Coordinators the prepaid overtime recognises two hundred (200) paid hours per annum for the 0.5 hours per day overtime built into the Senior Coordinator's roster.

Extended Sick and Long Service Leave

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

Maintenance Technicians

The base salary is inclusive of from 125 worked hours of overtime up to a maximum 150 worked hours of overtime. Once a Maintenance Technician has reached 150 hours, time off in lieu will be taken on an hour for hour basis with the agreement of the Maintenance Planner.

- All time in lieu must be taken before the end of January the following year.

16.10. WORK PATTERNS AND BREAKS

Employees other than shiftworkers are allowed a meal break of thirty (30) minutes. Shift workers are allowed a twenty (20) minute crib break.

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

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

Employees work staggered meal breaks other than on bagging shifts to ensure continuous production.

Employees on Daywork will have two occasions to take staggered job rotation breaks. Employees on Shift work will have three occasions to take staggered job rotation breaks.

16.10.1. Maintenance Coverage

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

Maintenance Technicians have agreed to provide continuous coverage (ie. 24 hours per day) to the Newcastle PDC.

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

Maintenance Teams may decide their ordinary working hours between 6.00 am and 6.00 pm.

16.10.2. Leisure Days

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

Leisure days can accumulate. Leisure days will taken as per mutual agreement between the employee and their coordinator who will be responsible for coordinating the taking of each teams' leisure days.

16.11. LEAVE

Accumulated sick leave

Sick leave entitlements accrued under previous Industrial Agreements are "frozen" as detailed below:

- Dispatch Technician Sick leave accumulated balances were frozen as at 16 September 1992.

- Maintenance Technician Sick leave accumulated balances were frozen as at 9 June 1992.

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

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

- Early retirement owing to permanent incapacity through ill health.

- Retirement after reaching age 55 provided the employee signs a declaration that they are retiring permanently from the workforce and will refund the amount paid should they return to permanent employment with any employer.

- In the event of redundancy, will be paid to an employee in line with the Incitec redundancy policy.

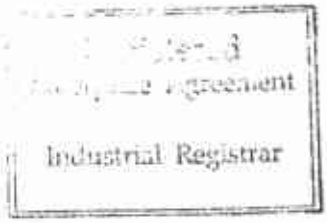
- Death, in which case payment will be made to the employee's estate.

Annual leave

Technicians are entitled to 152 hours (i.e. 20 x 7.6 hours) annual Leave each year from the date of the anniversary date of the commencement of their employment.

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

Annual leave loading of 17.5% is paid to employees in the December pay each year regardless of when annual leave is actually taken.



16.12. Appendix A

Dispatch Technician Classification Structure

2002/2003

Dispatch Technician Primary Skills

Dispatch Technicians in the PDC are required to operate and maintain the plant to the full extent of their skills and competence under one of the Primary classifications contained in the PDC Career Progression Manual 2002.

At the Coordinator Level 3 there is a maximum of 6 persons (two per team) at that classification level provided they have achieved the required competence.

Dispatch Technician Secondary Skills

Dispatch Technicians can access additional levels (A, B or C) in the classification structure by the points associated with the Secondary Skills as described in the PDC Career Progression Manual 2002.

Set A 100 points or more
Set B 200 points or more
Set C 300 points or more

Progression

Until such time as agreed changes are made, the following will apply:

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

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

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

1.2 There are no restrictions as to which level a Technician can reach within the Grading System, providing they achieve the required skills for that level.

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

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

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

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

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

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

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

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

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

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

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

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

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

Priority will be given to skills required by the team.

16.13. Appendix B

Dispatch Technician Classification Structure

2004

Employees in the PDC are required to operate and maintain the plant to the full extent of their skills and competence under one of the following classifications.

Dispatch Technician Primary Skills

Trainee

A newly appointed employee who works in operations to the full extent of both his/her skill and competence whilst undergoing a comprehensive training program.

Dispatch Technician

An employee who has been assessed as competent in the Dispatch Technician duties as prescribed in the PDC Career Progression Manual 2004.

Senior Dispatch Technician

A Senior Dispatch Technician who has been assessed as competent in the Senior Dispatch Technician's duties as prescribed in the PDC Career Progression Manual 2004

Coordinator

An employee who has at least two (2) years experience as a Senior Dispatch Technician or equivalent and has been assessed as competent in Coordinator skill requirements as described in the PDC Career Progression Manual 2004

Senior Coordinator

An employee who has at least two (2) years experience at Coordinator or equivalent and has been assessed as competent in Senior Coordinator skill requirements as described in the PDC Career Progression Manual 2004. The Senior Coordinator will have the proven ability to plan and carry out continuous improvement projects in their area's operations, to prepare CEP's, participate in plant production project work and to manage the full range of the activities in their area for short periods of time. At the Senior Coordinator Level there is a maximum of 6 persons (two per team) at that classification level provided they have achieved the required competence.

Dispatch Technician Secondary Skills

Secondary skills provide a mechanism to recognise a Dispatch Technician's additional skills available to the PDC. To form part of the Secondary skills set the skills must be applicable to the operations of the PDC, be portable from one employer to another and be available from an external provider.

The minimum skill set consists of:

- Hand & Power Tools
- First Aid
- Fitting Techniques.

- WCA CVE Stand by man ticket
- Elevated work platform WCA ticket

The Operations Manager in consultation with the Consultative Committee can add additional skills.

Progression

Progression through the structure is specified in the PDC Career Progression Manual 2004. Progression to Coordinator, and Secondary Skills levels is by assessment by the Operations Manager and, where appropriate, the relevant coordinator. The Operations Manager will certify a Dispatch Technician as competent in the Secondary Skills Set following proof of competency by a recognised provider in all of the secondary skills.

16.14. Appendix C

Maintenance Classification Structure

Maintenance Technicians, who possess the necessary skills, can also perform operating activities and will assist in the training of Operators in maintenance skills. Maintenance Technicians will cross skill between trades where required.

Mechanical Maintenance Technician

A Mechanical Technician with TAFE qualifications in the mechanical trades and has been assessed as competent by the maintenance team. The Mechanical Technician works in the maintenance team to the full extent of his/her capabilities.

The Mechanical Technician will require post trade qualifications in WorkCover OHS, certification in FLT, Rigging, Elevated Work Platform above 11m, Scaffolding, computer skills and a current First Aid qualification.

The Mechanical Technician will be required to provide some management & supervision of contractors and to relieve for the Maintenance Planner as required. The Mechanical Technician will be required to work in a non-demarcated environment.

Instrument/Electrical Maintenance Technician

An Electrical Technician who possesses a formal electrical trade certification and an Electricians "Qualified Supervisor Certificate" and who works in the maintenance team to the full extent of his/her abilities.

The Electrical Technician will require post trade qualifications in WorkCover OHS, certification in FLT, Rigging, Elevated Work Platform above 11m, Scaffolding, Computer Skills and a current First Aid qualification.

The Electrical Technician will be required to provide some management & supervision of contractors and to relieve for the Maintenance Planner as required. The Electrical Technician will be required to work in a non-demarcated environment.

Maintenance Planner

A Maintenance Planner is a Maintenance Technician with a minimum of 2 years experience as a maintenance team member.

Demonstrated an ability to operate Incitec's maintenance computer systems (SAP and MIP).

Demonstrated an ability to carry out continuous improvement projects, and to manage contractors on a day to day basis.

Have the ability to stand in for the PDC Maintenance Coordinator on an as required basis.

Advancement to a Maintenance Planner will be by appointment to fill a vacant position only. The assessment will be conducted by the PDC Manager and the Maintenance Coordinator.

Maintenance Coordinator

A Maintenance Coordinator will have a minimum of 2 years experience as a Maintenance Technician and appropriate post trade skills such as an Associate Diploma from TAFE or an Engineering Degree.

A demonstrated ability to plan and carry out continuous improvement projects, manage and participate in engineering project work and to manage a full range of area engineering operations for the PDC.

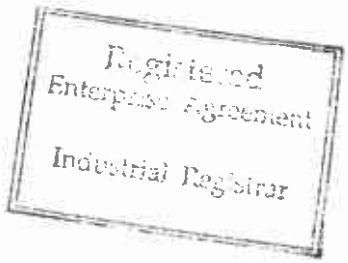
The Maintenance Coordinator will be responsible for the control and management of the PDC RER and Ordinary maintenance budget. At the Senior Coordinator Level there is a maximum of 2 persons at that classification level provided they have achieved the required competence. The assessment will be conducted by the PDC Manager.

Maintenance Secondary Skills

Secondary skills provide a mechanism to recognise a Maintenance Technician's additional skills available to the PDC. To form part of the Secondary Skills set the skills must be able to be utilised within the PDC, be portable from one employer to another and be available from an external provider in all of the secondary skills.

The Operations Manager will certify a Technician as competent in the Secondary Skills Set following proof of competency by a recognised provider.

The minimum skill set consists of Pneumatics and Hydraulics for a Maintenance Technician and Electronics & Industrial Instruments for an Electrical Technician. Additional skills can be added by the Operations Manager in consultation with the Consultative Committee.



17. DIVISION 5 - ENGINEERING

17.1. Application

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

17.2. Intention

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

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

Notwithstanding the provision of Clause 8 (Enterprise projects) (General Conditions) until agreed changes are made the following classification structure will apply:

17.3. Classification

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

17.3.1. Mechanical Stream

17.3.1.1. Maintenance Technician Grade 4

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

17.3.1.2. Maintenance Technician Grade 5

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

17.3.1.3. Maintenance Technician Grade 6

A Maintenance Technician who satisfies the requirements of Grade 5 and who has been assessed as competent in a range of skills totalling the required number of primary skill

points for their area. The Maintenance Technician also possesses a TAFE certificate or equivalent qualification being an approved post- trade course of at least two (2) years' part-time study or modules totalling two (2) years. The Maintenance Technician works in a maintenance team to the full extent of their skill and competence.

17.3.2. Instrument/Electrical Stream

17.3.2.1. Maintenance Technician Grade 5

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

17.3.2.2. Maintenance Technician Grade 6

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

17.3.2.3. Maintenance Technician Grade 7

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

17.3.3. Maintenance Coordinator Levels

17.3.3.1. Maintenance Technician Grade 8 (Coordinator Level 1)

A Maintenance Technician who has:

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

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

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

17.3.3.2. Maintenance Technician Grade 9 (Coordinator Level 2)

A Maintenance Technician who has:

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

* Been assessed as competent in Coordinator Level 2 skill requirements.

* Demonstrated to the satisfaction of two Level 3 Coordinators and the Area Management a proven ability to lead and motivate a team of Technicians in the department's operations.

17.3.3.3. Maintenance Technician Grade 10 (Coordinator Level 3)

A Maintenance Technician who has:

* At least two (2) years experience at Maintenance Coordinator Level 2

* Been assessed as competent in Coordinator Level 3 skill requirements.

* Demonstrated to the management the proven ability to plan and carry out continuous improvement projects in areas of the department's operations.

* Been assessed by the management as having the ability to prepare CEP's, participate in engineering project work and to manage the full range of area engineering operations for short periods of time.

17.4. Scope of Work for Maintenance Technicians

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

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

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

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

17.5. Skills Required

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

17.6. Manning

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

17.7. Progression Scheme

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

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

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

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

17.7.2. There are no restrictions as to which level a Maintenance Technician can reach within the Grading System, up to and including Grade 9, provided they have achieved the required competence. At the Grade 10 level there is a maximum of 2 persons at that classification level per team, provided they have achieved the required competence.

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

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

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

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

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

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

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

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

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

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

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

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

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

Priority will be given to skills required by the team.

17.8. Remuneration

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

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

17.9. Work Patterns.

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

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

17.9.3. Any unscheduled activities on team "off days" is covered by other team members, then contractors, however the decision to engage contractors will based according to the guidelines in Schedule 2.

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

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

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

17.9.7. Plant Coverage

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

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

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

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

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

17.9.8. Meals

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

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

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

17.9.9. Monthly Time Sheet

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

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

i. Individual time sheet recording.

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

17.9.10. Contractors

Contractors may be used on site to supplement Maintenance teams and also for:-
The decision to engage contractors will based according to the guidelines in Schedule 2.

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

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

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

17.10. Leave Arrangements

17.10.1. Annual Leave

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

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

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

17.10.2. Sick Leave

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

17.10.3. Credit Leave

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

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

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

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

18. SIGNATORIES AND DECLARATION

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

SIGNED for and on behalf of
INCITEC/ORICA LTD –
KOORAGANG ISLAND
17/6/02

)
)
)

SIGNED for and on behalf of
AWU AMALGAMATED UNION
18/6/02

)

SIGNED for and on behalf of
THE ELECTRICAL TRADES UNION
OF AUSTRALIA (NSW BRANCH)
(DIVISION OF CEPU)
21/6/02

)
)

SIGNED for and on behalf of
AUSTRALIAN MANUFACTURING
WORKERS' UNION
21/6/2002

)
)

Registered
Industrial Registrar

19. SCHEDULE 1 - Rates of Pay

Incitec Ltd

KOORAGANG ISLAND

CLASSIFICATION STRUCTURES

SCHEDULE 1

INCLUDING 3.0 % INCREASE

SALARY Schedule – January 2002

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

   The call - in allowance shall be $10.70

2. **MILEAGE ALLOWANCE**

   The mileage allowance shall be $0.60 per kilometre.

3. **MEAL TICKETS**

   The value of a Meal Ticket shall be $9.20.

4. **OPERATIVE DATE**

   The provisions of Schedule 1 shall become operative from 1 JANUARY 2002.

5. SALARIES

DIVISION 1 - AMMONIA

1.1 - AMMONIA PROCESS PLANT

GRADE	SALARY				
.	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR LEVEL 3			87,544	89,940	92,335
COORDINATOR LEVEL 2		72,852	75,249	77,644	80,040
COORDINATOR LEVEL 1	65,084	67,480	69,876	72,274	74,669
SNR PROCESS TECHNICIAN	60,543	62,940	65,336	67,732	70,128
PROCESS TECHNICIAN GDE 3	57,541	59,937	62,334	64,728	67,124
PROCESS TECHNICIAN GDE 2	53,039	55,436			
PROCESS TECHNICIAN GDE 1	51,157				
TRAINEE PROCESS TECHNICIAN	47,445				

1.1.1 OVERTIME RATE:

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

DIVISION 1 - AMMONIUM NITRATES

1.2 - AMMONIUM NITRATES PROCESS PLANT

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR LEVEL 3			87,544	89,940	92,335
COORDINATOR LEVEL 2		72,852	75,249	77,644	80,040
COORDINATOR LEVEL 1	65,084	67,480	69,876	72,274	74,669
SNR PROCESS TECHNICIAN	60,543	62,940	65,336	67,732	70,128
PROCESS TECHNICIAN GDE 3	57,541	59,937	62,334	64,728	67,124
PROCESS TECHNICIAN GDE 2	53,039	55,436			
PROCESS TECHNICIAN GDE 1	51,157				
TRAINEE PROCESS TECHNICIAN	47,445				

1.2.1 OVERTIME RATE:

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

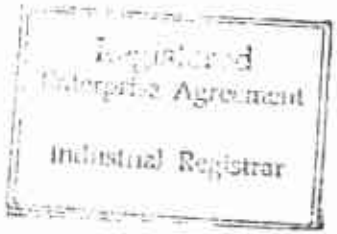
DIVISION 2 - INDUSTRIAL AMMONIA PLANT

2.1 Industrial Ammonia Plant

GRADE	SALARY
COORDINATOR LEVEL 2	72,079
COORDINATOR LEVEL 1	62,561
PLANT TECHNICIAN SENIOR	55,066
PLANT TECHNICIAN GRADE 2	52,568
PLANT TECHNICIAN GRADE 1	47,624
TRAINEE PLANT TECHNICIAN	42,612

2.1.1 OVERTIME RATE:

The Ordinary Hourly Rate for determining Overtime payments is calculated by dividing the above salaries by 2407.



DIVISION 3 - FERTILISER

3.1 - FERTILISER PROCESS

3.1.1 DAYWORK PATTERN

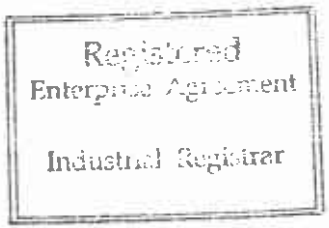
GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR 3			58,851		
COORDINATOR 2		50,063	51,888		
COORDINATOR 1	41,089	42,797	44,506		
GRADE 4	38,477	40,185	41,895		
GRADE 3	37,442	39,149	40,858		
GRADE 2	36,407				
GRADE 1	35,542				
TRAINEE	34,109				

3.1.2 SHIFTWORK (10.0%) PATTERN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR 3			61,984	63,908	65,835
COORDINATOR 2		52,725	54,649	56,576	58,500
COORDINATOR 1	43,280	45,081	46,884	48,685	50,486
GRADE 4	40,525	42,328	44,129	45,930	47,732
GRADE 3	39,435	41,237	43,039	44,840	46,640
GRADE 2	38,345				
GRADE 1	37,436				
TRAINEE	35,925				

3.1.3 SHIFTWORK (55.79%) PATTERN

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR 3			87,459	90,179	92,900
COORDINATOR 2		74,369	77,090	79,812	82,532
COORDINATOR 1	62,095	64,685	67,277	69,867	72,458
GRADE 4	58,132	60,724	63,314	65,907	68,498
GRADE 3	56,559	59,152	61,742	64,334	66,926
GRADE 2	54,997				
GRADE 1	53,686				
TRAINEE	51,514				



3.2 OVERTIME RATE:

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

3.3 TEMPORARY RATE:

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

3.45 CASUAL RATE:

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

4.1 - FERTILISER DESPATCH & AMMONIUM NITRATES DESPATCH

4.1.1 DAYWORK PATTERN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR 3			62,608	64,552	66,497
COORDINATOR 2		53,256	55,200	57,144	59,088
COORDINATOR 1	42,092	43,769	45,518	47,268	49,017
GRADE 4	39,349	41,098	42,847	44,596	46,345
GRADE 3	38,288	40,037	41,788	43,536	45,286
GRADE 2	37,232				
GRADE 1	36,347				
TRAINEE	34,881				

4.1.2 SHIFTWORK (7.5%) PATTERN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR 3			67,278	69,368	71,459
COORDINATOR 2		57,210	59,300	61,391	63,482
COORDINATOR 1	46,147	48,067	49,989	51,910	53,832
GRADE 4	43,209	45,130	47,051	48,973	50,893
GRADE 3	42,044	43,963	45,887	47,807	49,728
GRADE 2	40,882				
GRADE 1	39,914				
TRAINEE	38,298				

4.2 OVERTIME RATE:

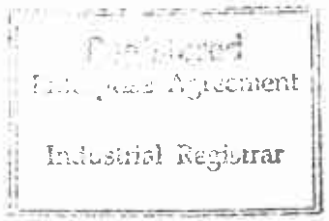
TRAINEE - COORDINATOR 1	DAYWORK (250 HRS) ANNUAL RATE X 89% / 1983.6
COORDINATOR 2 & 3	DAYWORK (500 HRS) ANNUAL RATE X 80% / 1983.6

4.3 TEMPORARY RATE:

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

4.4 CASUAL RATE:

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



DIVISION 5 – ENGINEERING
(EXCLUDES PDC refer 16.8)

5.1 MAINTENANCE TECHNICIAN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
MAINT. TECH'N GRADE 10			81,388	82,940	84,495
MAINT. TECH'N GRADE 9		75,939	77,493	79,045	80,599
MAINT. TECH'N GRADE 8	70,849	72,401	73,954	75,507	77,060
MAINT. TECH'N GRADE 7	68,721	70,274	71,826	73,379	74,931
MAINT. TECH'N GRADE 6	62,346	63,900	65,452	67,005	68,558
MAINT. TECH'N GRADE 5	59,511	61,065	62,617		
MAINT. TECH'N GRADE 4	57,399	58,951			
MAINT. TECH'N GRADE 3	55,261	56,814	58,366	59,919	61,472
MAINT. TECH'N GRADE 2	49,593				
MAINT. TECH'N GRADE 1	44,650				

5.2 APPRENTICES

YEAR	SALARY
FIRST	14,969
SECOND	18,711
THIRD	26,198
FOURTH	29,939

Incitec Ltd

KOORAGANG ISLAND

CLASSIFICATION STRUCTURES

SCHEDULE 1

INCLUDING 3.0 % INCREASE

SALARY Schedule - January 2003

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

   The call - in allowance shall be $11.00

2. **MILEAGE ALLOWANCE**

   The mileage allowance shall be $0.62 per kilometre.

3. **MEAL TICKETS**

   The value of a Meal Ticket shall be $9.50.

4. **OPERATIVE DATE**

   The provisions of Schedule 1 shall become operative from 1 JANUARY 2003.

5. SALARIES

DIVISION 1 - AMMONIA

1.1 - AMMONIA PROCESS PLANT

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR LEVEL 3			90,170	92,638	95,105
COORDINATOR LEVEL 2		75,037	77,506	79,974	82,441
COORDINATOR LEVEL 1	67,036	69,505	71,972	74,442	76,909
SNR PROCESS TECHNICIAN	62,360	64,828	67,296	69,764	72,231
PROCESS TECHNICIAN GDE 3	59,267	61,735	64,204	66,670	69,138
PROCESS TECHNICIAN GDE 2	54,629	57,099			
PROCESS TECHNICIAN GDE 1	52,692				
TRAINEE PROCESS TECHNICIAN	48,868				

1.1.1 OVERTIME RATE:

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

1.2 - AMMONIUM NITRATES PROCESS PLANT

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR LEVEL 3			90,170	92,638	95,105
COORDINATOR LEVEL 2		75,037	77,506	79,974	82,441
COORDINATOR LEVEL 1	67,036	69,505	71,972	74,442	76,909
SNR PROCESS TECHNICIAN	62,360	64,828	67,296	69,764	72,231
PROCESS TECHNICIAN GDE 3	59,267	61,735	64,204	66,670	69,138
PROCESS TECHNICIAN GDE 2	54,629	57,099			
PROCESS TECHNICIAN GDE 1	52,692				
TRAINEE PROCESS TECHNICIAN	48,868				

1.2.1 OVERTIME RATE:

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

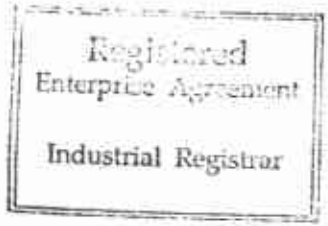
DIVISION 2 – INDUSTRIAL AMMONIA

2.1 - INDUSTRIAL AMMONIA PLANT

GRADE	SALARY
COORDINATOR LEVEL 2	74,242
COORDINATOR LEVEL 1	64,438
PLANT TECHNICIAN SENIOR	56,718
PLANT TECHNICIAN GRADE 2	54,145
PLANT TECHNICIAN GRADE 1	49,053
TRAINEE PLANT TECHNICIAN	43,890

2.1.1 OVERTIME RATE:

The Ordinary Hourly Rate for determining Overtime payments is calculated by dividing the above salaries by 2407.



DIVISION 3 - FERTILISER

3.1 - FERTILISER PROCESS

3.1.1 DAYWORK PATTERN

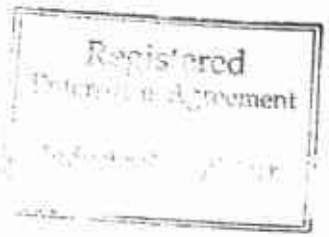
GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR 3			60,617		
COORDINATOR 2		51,565	53,445		
COORDINATOR 1	42,321	44,080	45,841		
GRADE 4	39,631	41,391	43,152		
GRADE 3	38,565	40,324	42,084		
GRADE 2	37,500				
GRADE 1	36,608				
TRAINEE	35,132				

3.1.2 SHIFTWORK (10.0%) PATTERN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR 3			63,844	65,826	67,810
COORDINATOR 2		54,306	56,288	58,273	60,255
COORDINATOR 1	44,578	46,433	48,290	50,146	52,001
GRADE 4	41,741	43,598	45,453	47,309	49,164
GRADE 3	40,618	42,474	44,330	46,185	48,040
GRADE 2	39,495				
GRADE 1	38,559				
TRAINEE	37,003				

3.1.3 SHIFTWORK (55.79%) PATTERN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR 3			90,083	92,884	95,687
COORDINATOR 2		76,600	79,403	82,206	85,008
COORDINATOR 1	63,957	66,626	69,295	71,963	74,632
GRADE 4	59,876	62,545	65,214	67,884	70,553
GRADE 3	58,256	60,926	63,595	66,264	68,934
GRADE 2	56,647				
GRADE 1	55,296				
TRAINEE	53,060				



3.2 OVERTIME RATE:

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

3.3 TEMPORARY RATE:

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

3.4 CASUAL RATE:

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

4.1 - FERTILISER DESPATCH & AMMONIUM NITRATES DESPATCH

4.1.1 DAYWORK PATTERN

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR 3			64,487	66,489	68,492
COORDINATOR 2		54,854	56,856	58,859	60,861
COORDINATOR 1	43,355	45,082	46,883	48,686	50,487
GRADE 4	40,530	42,331	44,132	45,934	47,735
GRADE 3	39,437	41,238	43,042	44,842	46,645
GRADE 2	38,349				
GRADE 1	37,437				
TRAINEE	35,927				

4.1.2 SHIFTWORK (7.5%) PATTERN

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR 3			69,296	71,449	73,603
COORDINATOR 2		58,927	61,079	63,232	65,386
COORDINATOR 1	47,532	49,509	51,489	53,467	55,447
GRADE 4	44,505	46,484	48,463	50,442	52,420
GRADE 3	43,305	45,282	47,263	49,242	51,220
GRADE 2	41,532				
GRADE 1	41,111				
TRAINEE	39,447				

4.1.3 OVERTIME RATE:

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

4.1.4 TEMPORARY RATE:

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

4.1.5 CASUAL RATE:

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

DIVISION 5 – ENGINEERING
(Excludes PDC refer 16.8)

5.1 MAINTENANCE TECHNICIAN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
MAINT. TECH'N GRADE 10			83,829	85,428	87,030
MAINT. TECH'N GRADE 9		78,217	79,818	81,416	83,018
MAINT. TECH'N GRADE 8	72,974	74,573	76,173	77,772	79,372
MAINT. TECH'N GRADE 7	70,782	72,382	73,981	75,581	77,179
MAINT. TECH'N GRADE 6	64,216	65,816	67,416	69,015	70,615
MAINT. TECH'N GRADE 5	61,297	62,897	64,495		
MAINT. TECH'N GRADE 4	59,121	60,720			
MAINT. TECH'N GRADE 3	56,918	58,518	60,117	61,717	63,317
MAINT. TECH'N GRADE 2	51,081				
MAINT. TECH'N GRADE 1	45,989				

5.2 APPRENTICES

YEAR	SALARY
FIRST	15,418
SECOND	19,272
THIRD	26,984
FOURTH	30,839

Incitec Ltd

KOORAGANG ISLAND

CLASSIFICATION STRUCTURES

SCHEDULE 1

INCLUDING 2.0 % INCREASE

SALARY Schedule - October 2003

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

   The call - in allowance shall be $11.20

2. **MILEAGE ALLOWANCE**

   The mileage allowance shall be $0.63 per kilometre.

3. **MEAL TICKETS**

   The value of a Meal Ticket shall be $9.70.

4. **OPERATIVE DATE**

   The provisions of Schedule 1 shall become operative from 1 OCTOBER 2003.

5. **SALARIES**

DIVISION 1 - AMMONIA

1.1 - AMMONIA PROCESS PLANT

GRADE	SALARY				
.	**BASE**	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR LEVEL 3			91,974	94,491	97,008
COORDINATOR LEVEL 2		76,538	79,056	81,573	84,090
COORDINATOR LEVEL 1	68,377	70,895	73,412	75,931	78,447
SNR PROCESS TECHNICIAN	63,607	66,125	68,642	71,159	73,676
PROCESS TECHNICIAN GDE 3	60,453	62,970	65,488	68,004	70,521
PROCESS TECHNICIAN GDE 2	55,723	58,241			
PROCESS TECHNICIAN GDE 1	53,746				
TRAINEE PROCESS TECHNICIAN	49,846				

1.1.1 OVERTIME RATE:

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

DIVISION 1 - AMMONIUM NITRATES

1.2 - AMMONIUM NITRATES PROCESS PLANT

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR LEVEL 3			91,974	94,491	97,008
COORDINATOR LEVEL 2		76,538	79,056	81,573	84,090
COORDINATOR LEVEL 1	68,377	70,895	73,412	75,931	78,447
SNR PROCESS TECHNICIAN	63,607	66,125	68,642	71,159	73,676
PROCESS TECHNICIAN GDE 3	60,453	62,970	65,488	68,004	70,521
PROCESS TECHNICIAN GDE 2	55,723	58,241			
PROCESS TECHNICIAN GDE 1	53,746				
TRAINEE PROCESS TECHNICIAN	49,846				

1.2.1 OVERTIME RATE:

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

2.1 - INDUSTRIAL AMMONIA PLANT

GRADE	SALARY
COORDINATOR LEVEL 2	75,727
COORDINATOR LEVEL 1	65,727
PLANT TECHNICIAN SENIOR	57,852
PLANT TECHNICIAN GRADE 2	55,228
PLANT TECHNICIAN GRADE 1	50,034
TRAINEE PLANT TECHNICIAN	44,768

2.1.1 OVERTIME RATE:

The Ordinary Hourly Rate for determining Overtime payments is calculated by dividing the above salaries by 2407.

DIVISION 3 -- FERTILISER

3.1 - FERTILISER PROCESS

3.1.1 DAYWORK PATTERN

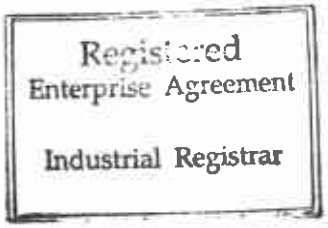
GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR 3			61,829		
COORDINATOR 2		52,596	54,514		
COORDINATOR 1	43,168	44,962	46,758		
GRADE 4	40,424	42,219	44,015		
GRADE 3	39,336	41,130	42,925		
GRADE 2	38,250				
GRADE 1	37,341				
TRAINEE	35,835				

3.1.2 SHIFTWORK (10.0%) PATTERN

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR 3			65,121	67,142	69,166
COORDINATOR 2		55,393	57,414	59,439	61,460
COORDINATOR 1	45,470	47,362	49,256	51,148	53,041
GRADE 4	42,576	44,470	46,362	48,255	50,148
GRADE 3	41,430	43,324	45,216	47,109	49,000
GRADE 2	40,285				
GRADE 1	39,331				
TRAINEE	37,743				

3.1.3 SHIFTWORK (55.79%) PATTERN

GRADE	SALARY				
	BASE	SET A (100 points or more)	SET B (200 points or more)	SET C (300 points or more)	SET D (400 points or more)
COORDINATOR 3			91,885	94,742	97,601
COORDINATOR 2		78,132	80,991	83,850	86,708
COORDINATOR 1	65,237	67,958	70,681	73,402	76,125
GRADE 4	61,074	63,796	66,518	69,241	71,964
GRADE 3	59,421	62,145	64,866	67,589	70,313
GRADE 2	57,780				
GRADE 1	56,402				
TRAINEE	54,121				



3.2 OVERTIME RATE:

TRAINEE - COORDINATOR 1 — DAYWORK (250 HRS) ANNUAL RATE X 89% / 1983.6

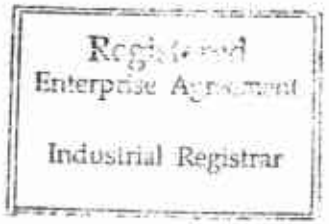
COORDINATOR 2 & 3 — DAYWORK (500 HRS) ANNUAL RATE X 80% / 1983.6

3.3 TEMPORARY RATE:

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

3.4 CASUAL RATE:

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



4.1 - FERTILISER DESPATCH & AMMONIUM NITRATES DESPATCH

4.1.1 DAYWORK PATTERN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR 3			65,777	67,819	69,862
COORDINATOR 2		55,951	57,993	60,036	62,078
COORDINATOR 1	44,222	45,984	47,821	49,659	51,497
GRADE 4	41,340	43,178	45,015	46,852	48,690
GRADE 3	40,226	42,063	43,903	45,739	47,577
GRADE 2	39,116				
GRADE 1	38,186				
TRAINEE	36,646				

4.1.2 SHIFTWORK (7.5%) PATTERN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
COORDINATOR 3			70,682	72,878	75,075
COORDINATOR 2		60,105	62,301	64,497	66,694
COORDINATOR 1	48,482	50,499	52,518	54,537	56,556
GRADE 4	45,395	47,414	49,432	51,451	53,469
GRADE 3	44,171	46,188	48,208	50,227	52,245
GRADE 2	42,363				
GRADE 1	41,933				
TRAINEE	40,236				

4.2 OVERTIME RATE:

TRAINEE - COORDINATOR 1 — DAYWORK (250 HRS) ANNUAL RATE X 89%

1983.6

COORDINATOR 2 & 3 — DAYWORK (500 HRS) ANNUAL RATE X 80%

1983.6

4.3 TEMPORARY RATE:

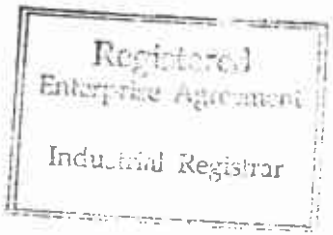
RATE: — DAYWORK (250 HRS) ANNUAL RATE X 89%

52.2

4.4 CASUAL RATE:

RATE: — DAYWORK (250 HRS) ANNUAL RATE X 89%

1983.6



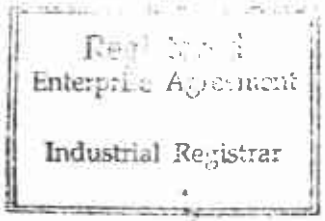
DIVISION 5 – ENGINEERING
(Excludes PDC refer 16.8)

5.1 MAINTENANCE TECHNICIAN

GRADE	SALARY				
	BASE	**SET A (100 points or more)**	**SET B (200 points or more)**	**SET C (300 points or more)**	**SET D (400 points or more)**
MAINT. TECH'N GRADE 10			85,506	87,138	88,770
MAINT. TECH'N GRADE 9		79,781	81,414	83,045	84,677
MAINT. TECH'N GRADE 8	74,433	76,064	77,696	79,328	80,960
MAINT. TECH'N GRADE 7	72,198	73,830	75,460	77,092	78,723
MAINT. TECH'N GRADE 6	65,501	67,132	68,764	70,395	72,027
MAINT. TECH'N GRADE 5	62,521	64,154	65,785		
MAINT. TECH'N GRADE 4	60,303	61,934			
MAINT. TECH'N GRADE 3	58,057	59,689	61,319	62,951	64,583
MAINT. TECH'N GRADE 2	52,103				
MAINT. TECH'N GRADE 1	46,909				

5.2 APPRENTICES

YEAR	SALARY
FIRST	15,726
SECOND	19,658
THIRD	27,524
FOURTH	31,454



20. SCHEDULE 2

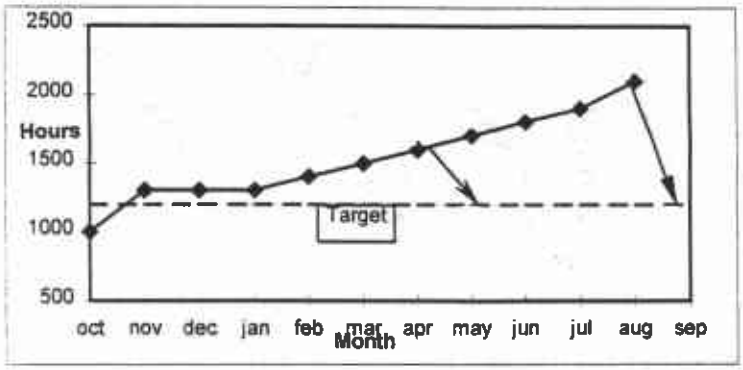
20.1. USE of CONTRACTORS in Maintenance

Comment..

- The company is committed to maintaining a core workforce of permanent maintenance employees because of their skills, knowledge and commitment to the organisation.
- There will always be a requirement to use contractors to "top up" Incitec's workforce e.g. plant outages, non-core work etc
- The maintenance function makes it difficult to " set " what is an acceptable amount of contractor hours. e.g. number of plant outages etc

Contractor Guidelines...[also linked to team / individuals overtime levels]

- Contractors will not be used to supplement normal team numbers for shortfalls caused by team training, annual leave or long service unless there are extraordinary circumstances as agreed with area engineer.
- Teams manage maintenance improvement projects [e.g. planned o.t.]. (excludes major projects as agreed in consultation with the area engineer)
- Rostered-off days which are worked are classified as overtime worked and another day is not taken as time in lieu. The only exception is when all the following criteria are met:
- the work is pre-planned (i.e. not a breakdown situation)
- the backlog is at the "best practice" benchmark level
- the taking of an alternative day off will not incur contractor usage
- When the outage is unplanned/breakdown & the employee is called in on their RDO, then the time is considered overtime. The employee is to be called in for RDO coverage ahead of contractor usage.



Team Backlog K.P.I.

- Team \ individuals overtime linked to plant needs and backlog K.P.I.
- "Best Practice" benchmark data will be used for backlog target levels.
- Teams \ individuals overtime aligned to Team Backlog K.P.I. results, if hours are increasing [1 ⇒ 2] overtime is worked, if it continues to raise [3 ⇒ 4] contractors are utilized for a predetermined period.

K.P.I's

- Team backlog hours by discipline
- Actual contractor hours

Explanation

- Assuming the backlog is under control and the guidelines are fulfilled it is not an expectation that there would be a need to work overtime.
- The maintenance team, in consultation with the area engineer, will determine the most appropriate way to control high backlog.
- When deciding if contractors should be utilised to control high backlog, the overtime level being worked by the maintenance team at that point in time (including consideration for standby hours) will be considered.
- In attempting to reduce high backlog, a reasonable level of overtime would be expected to be worked.
- If the need arises to review team-manning levels it will be done in consultation with the team.
- It is understood that in the Ferts and Workshop teams there maybe the need to backfill with contractors due to team numbers.
- Operation of this scheme will be reviewed during the first 12 months of this agreement.