

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO: EA01/37**

**TITLE: Starch Australasia Limited Lane Cove Enterprise Agreement 1999**

**I.R.C. N :** 2000/2137

**DATE APPROVED/COMMENCEMENT:** 21 June 2000/1 December 1999

**TERM:** 24 months

**NEW AGREEMENT OR  
VARIATION:** New. Replaces EA99/201

**DATE OF REFERENCE:** 16 March 2001

**DATE TERMINATED:**

**NUMBER EMPLOYEES:** 73

**CVERAGE/DESCRIPTION**

**EMPLOYEES:** Applies to Electrical, Mechanical and Fabrication personnel at Starch Australasia Limited located at Lane Cove

**PARTIES:** Starch Australasia Limited -&- Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union, New South Wales Branch, National Union of Workers, New South Wales Branch, , The Australian Workers' Union, New South Wales



**FILED**

16 MAY 2000

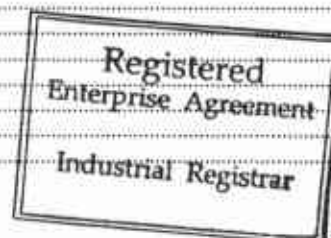
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**STARCH AUSTRALASIA LIMITED  
LANE COVE ENTERPRISE  
AGREEMENT 1999**

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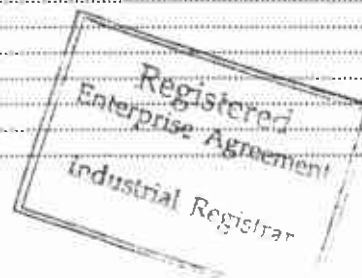
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## 1. INTRODUCTION

This enterprise agreement shall be known as the Starch Australasia Lane Cove Enterprise Agreement 1999 (the Agreement).

The Agreement is established for the purpose of increasing the efficiency and productivity of the business and, in return, to allow for more secure employment and improved remuneration for employees who reflect these achievements.

The parties are committed to a process of continuous improvement at the Company which will be assisted by enterprise-level consultation and co-operation between the parties to enable the implementation of flexible work practices within the scope of the Agreement.

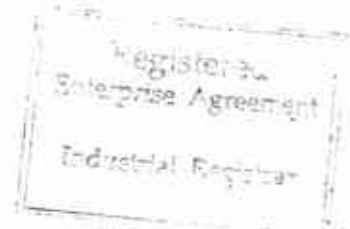
## 2. PARTIES BOUND

For the purpose of this Agreement the Company and the Unions (as defined) are the parties to this Agreement:

"Company" means Starch Australasia Limited, 170 Epping Road, Lane Cove.

The "Union/s" means:

- (a) National Union of Workers NSW Branch (NUW);
- (b) Australian Workers Union (AWU);
- (c) Australian Manufacturing Workers Union (AMWU).



## 3. OPERATION AND DURATION

The Agreement shall commence from 1 December 1999 and shall remain in operation for a period of 2 years.

## 4. EXISTING AWARDS AND AGREEMENTS

- (a) This Agreement is in complete substitution for and excludes the operation of the Starch Manufacturers (State) Award, the Metal and Engineering Industry (NSW) Award, the Draftsmen, Planners, Technical Officers (State) Award and the Electricians (State) Award and any award or industrial agreement that rescinds or replaces any such awards during the life of the Agreement.
- (b) Further, this Agreement replaces and rescinds all and any agreements and practices previously entered into or arranged between the parties at the site, including the previous agreement known as the Starch Australasia Lane Cove Enterprise Agreement 1997.
- (c) The exclusion set out in (a) above will cease to operate in the event of cancellation of this Agreement. At this time the above mentioned awards will again have application, subject to any further agreement reached between the parties.
- (d) The Weekly Base Rates of pay payable to employees covered by this Agreement shall not be reduced as a result of the nominal life of this Agreement expiring.

## 5. WORKPLACE CONSULTATION

The development of effective participative/consultative practices is important in the process of workplace flexibility and can lead to advantages for both the Company and employees. As a consequence the parties have agreed to implement participative / consultative mechanisms at the enterprise level.

- (a) The form, structure and method of implementing consultative mechanisms and practices at the site are prescribed by the Enterprise Consultative Committee Constitution, the terms of which are set out in APPENDIX A.
- (b) The Enterprise Consultative Committee will assist management to determine policy issues for the effective operation of the "teams based system of work" set out in clause 9.
- (c) In addition to the formal consultative structure, the parties support ongoing discussion between management and individual employees, and management and departments, on the progress of implementation of productivity and efficiency improvements as part of the overall consultation process.
- (d) The Unions agree that the parties may, by agreement, vary the application of the provisions of designated clauses referred to in this Agreement. The Unions shall be advised of any agreement and shall not unreasonably withhold their acceptance of such agreement where the employees genuinely agree.
- (e) The process of consultative practices is a mechanism through which employees can be involved in and positively contribute towards management's decision making process. All decisions are encouraged to be reached through consultative mechanisms and practices however, managerial prerogative is acknowledged.



**6. WAGE RATES AND INCREASES**

**6.1 Wages**

Subject to the provisions of clause 10, Seven Day Shift Roster - 12 Hour Shifts and clause 11, Five Day Shifts and Rostered Callouts by Electrical Employees, an adult employee of a classification specified in APPENDIX B hereof shall receive a rate of pay to be known as the Weekly Base Rate (**Weekly Base Rate**) as set out below:

**(a) Production Employees**

Level As at 1/12/99 without first 3.5% of new agreement	Non Shift Employees Weekly Base Rate*	Production on Shift Weekly Base Rate*
	\$	\$
P1	610.93	647.39
P2	671.52	696.12
P3	687.10	712.28
P4	710.76	736.77
P5	749.42	776.94
P6	814.58	841.95

\* Includes \$4 x 5 = \$20 Disability Allowance except Level P1  
The weekly rates include a \$25/week Mobility Allowance.

**(b) Maintenance Employees**

Level	Weekly Base Rate**
	\$
C11	710.76
C10	811.85
C9	850.96
C8	889.85
C7	929.10
C6	968.10



\*\* Includes \$4/wk Special Allowance  
The weekly rates include a \$25/week Mobility Allowance.

**(c) Laboratory Employees**

Classification	Weekly Base Rate***
	\$
Technical Officer - Year 1 & 2	901.57
Technical Officer - T/A	943.50
Technical Officer - L/H	1,004.88

\*\*\* Includes \$4 x 5 = \$20 Disability Allowance  
The weekly rates include a \$25/week Mobility Allowance.



**(d) Apprentices**

	<b>% of the C10 Rate</b>	<b>Weekly Base Rate</b>
		<b>\$</b>
1 <sup>st</sup> Year	44	359.60
2 <sup>nd</sup> Year	57	461.15
3 <sup>rd</sup> Year	76	617.05
4 <sup>th</sup> Year	88	718.37

**6.2 Wage Increases under Enterprise Agreement**

(a) The Weekly Base Rates of pay prescribed by this clause shall increase by 8.5% over the life of the Agreement. These increases are productivity-based to the extent that the 8.5% shall be offset against productivity and represent the employees' half share of productivity improvements of at least 17% to be achieved over the life of the Agreement. The increases shall be paid as follows:

(i) An increase of 3.5% to take effect from the first pay period commencing on or after 1 December 1999, which shall be offset against productivity;

The increase will be made upon certification of the Agreement by NSW Industrial Relations Commission and will be back-paid to 1 December 1999.

(ii) A further increase of 2% to take effect from the first pay period commencing on or after 1 July 2000, which shall be offset against productivity;

(iii) A further increase of 1.5% to take effect from the first pay period commencing on or after 1 January 2001, which shall be offset against productivity;

(iv) A further increase of 1.5% to take effect from the first pay period commencing on or after 1 July 2001, which shall be offset against productivity.



### 6.3 Lump Sum Payments for Excess Productivity Gains

Productivity improvements shall be measured at the end of each 6 months in accordance with Clause 7, Productivity Bargaining, to assess whether employees shall be entitled to a lump sum payment for any excess productivity gains. If less than the required productivity improvement has been achieved the productivity shortfall will be owed to the Company. If more than the productivity requirement is achieved the employees' shall be paid a lump sum in accordance with clause 7.4. Any shortfall in productivity shall cease to be owed to the Company at the end of the Agreement.

- (a) The productivity-based lump sum payments will be paid 1 month after the end of the measurement period, allowing 4 weeks for assessment and calculation.
- (b) The employee parties agree to review the Productivity Matrix after an initial 12 month period so as to:
  - (i) Ensure productivity improvements are being achieved and monitored;
  - (ii) Adjust the Matrix to take into account both the first and second stage wage increases included in the Agreement;
  - (iii) Review the measurement items used in the Matrix to determine if they should be altered or added to so as to ensure the effective operation of the Matrix as a measurement tool.



## 7. PRODUCTIVITY BARGAINING

The parties to the Agreement are committed to a process of productivity bargaining based on consultation which will bring about improved efficiency and productivity at the site. Further, the parties are committed to an objective measurement of productivity to determine if improvements have been achieved and the sharing of the improvements between the Company and the employees on a regular basis.

### 7.1 Definition of Productivity

- (a) For the purposes of this Agreement, "productivity" is defined as an improvement in efficiency. This must be a net improvement at the site such that any item, whilst providing an improvement in any one area, does not create a loss in another area.
- (b) For the purposes of this Agreement, improved efficiencies relate to those achieved changes to which the employees have made a direct contribution. Changes arising from capital expenditure, for which the Company takes the risk and which requires a reasonable return on the funds invested, do not necessarily count as a productivity improvement. It is acknowledged that where capital expenditure requires changes in work methods and/or in the numbers of employees and the changes are of a nature that enhances the investment, it could qualify as a productivity improvement. It is further acknowledged that in circumstances where the anticipated improvements or set criteria of a capital expenditure program are exceeded and employees have contributed to this excess achievement, the excess would qualify as a productivity improvement. The treatment of improved efficiency arising from major capital expenditure is to be agreed upon by the Enterprise Consultative Committee on each occasion in advance.

### 7.2 Measurement of Improvements

The commencement date for measurement is the operative date of this Agreement. The parties acknowledge that Total Quality Management (TQM) does not itself create or bring about improvements in productivity but rather is a tool which may assist in the measurement and demonstration of any improvements. The items to be measured will be agreed by the Enterprise Consultation Committee. The items to be measured will be set out in an agreed Productivity Measurement Matrix. The starting point and the progress of improvement will be reliant upon the implementation of agreed changes at the site. The improvements shown should be capable of independent audit, and be audited, prior to confirmation of the result.

### 7.3 Monitoring and Assessment

- (a) The Enterprise Consultative Committee will undertake the role of monitoring progress in accordance with the measurements and targets set.
- (b) Each six months the Enterprise Consultative Committee will assess the extent of measured change for the purpose of the share distribution of any gains.

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#### 7.4 Method of Distribution of Gains

- (a) Where the Productivity Measurement Matrix shows a productivity increase over and above the agreed minimum targets the gain will be shared between the Company and the employees as follows:

Productivity gains related directly to employees' contribution

- 50/50 distribution.

Capital expenditure-related productivity gains - where the anticipated improvements or set criteria are exceeded, the excess to which employees have also contributed

- 50/50 distribution.

- (b) The employees' productivity gain share for a 6 month period will be distributed in the form of a single lump sum payment, payable to employees in the next week following the E.C.C.'s agreement on the assessment. This payment shall not result in any increase to the employees' Weekly Base Rate.

#### 7.5 Role of Enterprise Consultative Committee

The Enterprise Consultative Committee will develop proposals for productivity bargaining projects setting out:

- Factors to be measured
- Proposed means of measurement
- Targeted improvement levels of performance
- Time considerations

as part of establishing and utilising the Productivity Measurement Matrix.

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## 8. ALLOWANCES

In addition to the rates of pay prescribed in clause 6 the following allowances provisions apply:

### 8.1 Mobility Allowance

A mobility allowance of \$25.00 per week is incorporated into the weekly rates of pay set out in clause 6 of all employees (other than apprentices) in consideration for their willingness to perform any work required to be done on the site that is within their competency and skill.

### 8.2 Disability Allowance

- (a) A disability allowance of \$4.00 per day was previously paid to production employees and laboratory employees. This allowance is incorporated into their weekly base rates as set out in Clause 6.
- (b) This allowance is not payable to maintenance employees as an increase in overaward payments was previously granted to such employees to compensate them for all disability circumstances on the site that warrant the payment of the allowance.
- (c) The disability benefits now included in weekly base rates replaced the previously existing disability allowance, dust allowance and wet allowance applied at the site.

### 8.3 Special Allowance

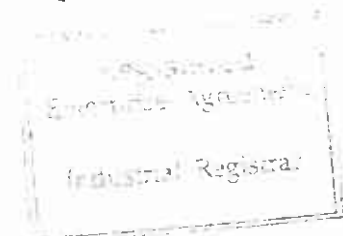
A \$4 per week Special Allowance is included in the rates prescribed by Clause 6 for maintenance employees in lieu of any special rates.

### 8.4 First Aid Allowance

An employee appointed by the Company as a first aid attendant who has been trained to render first aid and who is the current holder of a certificate issued by St. John's Ambulance or some other similar body shall be paid an additional amount of \$9.02 per week. Such amount shall be payable during periods of paid leave but shall not be taken into account in calculating penalty rates. The Company shall not be required to make such an appointment.

### 8.5 Boiler Allowances

- (a) **Boiler Certificate Allowance**  
An employee who holds a current boiler certificate and who is willing to attend boilers while on his/her shift shall be paid a Boiler Certificate Allowance of \$16.70 per week
- (b) **Boiler Attendance Allowance**  
Qualified employees required to attend boilers on a shift shall be paid a Boiler Attendance Allowance of \$3.50 per shift.



## 8.6 Meal Allowance

Employees shall receive a meal allowance of \$6.30 for each shift worked. This allowance shall be adjusted by the percentage (%) increases for wages set out in clause 6.2 and from the same operative dates.

## 8.7 Qualified Supervisor Certificate (Electrician) Allowance

An electrical tradesperson who holds a Qualified Supervisor Certificate shall be paid an additional allowance of \$21.90 per week. The allowance shall be paid for all purposes of the Agreement. An employee paid this allowance can be called upon by the Company either to perform low to medium voltage circuit wiring work in accordance with the SAA Wiring Rules which, because of this qualification, does not require inspection and approval or to supervise the work of other electricians in their performance such work.

## 9. TEAMS-BASED SYSTEM OF WORK - SEVEN DAY ROSTER

- 9.1 As part of the operation of the seven day roster set out in clause 10, employees involved will be required to work in accordance with a teams based system of work organisation.
- 9.2 Teams should regularly meet during work time to review the effectiveness of their operation and to resolve problems and issues that arise during day to day operations.
- 9.3 Each year there shall be 4 x 4 hour team meetings (i.e. every three months) held outside employees ordinary working hours. These quarterly team meetings will be used for reviewing team performance, training etc. All team members are required to attend quarterly team meetings and there shall be no additional payment for attendance.
- 9.4 An employee's absence from a team meeting without reasonable excuse will constitute unsatisfactory conduct under Clause 24, Disciplinary Procedure, of this Agreement and will be dealt with in accordance with the disciplinary provisions of that clause.

### Teams Steering Group

A Teams Steering Group will be formed to determine policy issued for the operation of the teams.

## 9.5 Manning Reduction and Lump Sum Payment

As part of the introduction of the teams based workplace, there will be a manning reduction of one person on each of the four shifts.

The savings shall be calculated on the basis of a reduction of four shiftwork employees on classification P4 working in accordance with the projected roster over a 12 month period.

Each of the identified employees shall receive a share of 100% of the savings as a one-off lump sum payment resulting from the manning reduction.

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## 9.6 Redundancy Resulting from Introduction of Teams

As a result of the changes to manning levels brought about by the introduction of teams, three redundancies will be offered by the Company.

The redundant positions are the Wet Starch Operation 1 (also known as the Steepman).

The positions shall be made redundant as follows:

- (a) The employees currently holding the redundant positions will be offered redundancy;
- (b) In the event that the persons currently holding those positions do not wish to take up the redundancy, volunteers from the Production shift area will be sought;
- (c) If there are more than three volunteers a selection will take place using the criteria set out in clause 23.4
- (d) If there are three or less volunteers, those applying will be accepted and this will be the total number of redundancies to take place.

This offer does not extend beyond the introduction of teams. The persons who are to be accepted for redundancy have been identified and would cease employment at the end of January 1998.



## 10. SEVEN DAY SHIFT ROSTER - 12 HOUR SHIFTS

### 10.1 Operation

- (a) This clause shall apply to those employees working twelve hour shifts on the basis of a seven day continuous roster.

This clause and clause 9, Teams-Based System of Work - Seven Day Roster, shall be read in conjunction with the other clauses of this Agreement. However, where there is any inconsistency between the provisions of clauses 9 and 10 and those prescribed elsewhere, the terms of clauses 9 and 10 shall apply.

### 10.2 Extension of Seven Day Shift Roster

~~In some non-production areas of the site employees do not work on the basis of a 12 hour shift/ seven day continuous roster. Through the flexible application of this Agreement, those areas may change to seven day continuous running to meet the needs of the business by agreement between the Company and the employees concerned through the process of workplace consultation.~~

### 10.3 Roster

The agreed seven day shift roster is a twelve hour "2,2,4" shift arrangement averaging 42 hours per week.

An example of such a roster, which can be changed at any time by agreement through workplace consultation, is set out in APPENDIX D of this Agreement.

### 10.4 Seven Day Roster - Wages, Hours and Overtime

- (a) Employees working the seven day shift roster will be paid the Seven Day Roster Wage (**Seven Day Roster Wage**). The Seven Day Roster Wage incorporates the payment, or prepayment as the case may be, of the following components (i)(ii)(iii)(iv)(v) and (vi):

(i) Ordinary hours of work

Ordinary hours of work are made up of several parts:

- (A) The employees' ordinary hours of work shall be based on an average of 38 ordinary hours (**Ordinary Hours**) per week.
- (B) Ordinary hours of work Monday to Friday are paid at single time of the Weekly Base Rate;
- (C) Ordinary hours of work on Saturdays are paid at time and one half of the Weekly Base Rate;
- (D) Ordinary hours of work on Sundays are paid at double time of the Weekly Base Rate;
- (E) Ordinary hours of work for each day are calculated as:  
8 weeks × 38 hours divided by 28 shifts.  
This is equal to 10.857 ordinary hours worked each day.

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(ii) Overtime which is incorporated into the 12 Hour Shift

Each 12 hour shift shall consist of 10.857 ordinary hours per shift. The remaining 1.143 hours of each shift is overtime. Payment for such overtime has been calculated at the rate of time and one half of the Multi Purpose Rate.

(iii) Annual leave, including 17.5 days annual leave cover.

(iv) Annual leave loading.

(v) Shift allowances

The shift allowance is calculated to be an averaged amount of 10% per shift of the Multi Purpose Rate.

(vi) Crib and meal allowances.

(b) Overtime Worked Beyond Rostered Shifts

All work done outside the shift roster shall be overtime and shall be paid for at the rate of time and one half for the first two hours and double time thereafter of the Weekly Base Rate.



**10.5 Annual Leave**

- (a) Employees will be entitled to 5 weeks annual leave (190 hours) per annum paid at the Multi Purpose Rate.
- (b) 17.5 days "annual leave cover" will be prepaid and shall be calculated at the rate of time and a half for the first two hours then 10 hours at double time of the Weekly Base Rate.
- (c) An Annual Leave Loading of 17.5% of 190 hours at the Multi Purpose Rate will be paid on a pro-rata basis.
- (d) Under the teams based work system "annual leave cover" will be provided by teams closing ranks and using "call-ins" only as a last resort. In the event that employees are called in to cover annual leave, all efforts should be made by the team to ensure a fair distribution of such work within the team.

**10.6 Sick Leave**

- (a) During their first year of service employees shall be entitled to 43.425 hours sick leave (3.6 shifts x 12 hours). During their second and subsequent years of service employees shall be entitled to 86.85 hours sick leave per annum (7.2 shifts x 12 hours). Payment of sick leave shall be at the Multi Purpose Rate.
- (b) Under the teams based work system "sick leave cover" will be provided by teams closing ranks and using "call-ins" only as a last resort. In particular, it is agreed that:

- (i) Where one employee in a team is absent on sick leave, the team shall close ranks and provide sick leave cover for that employee; and
- (ii) Where more than one employee in a team is absent on sick leave, the team shall assess the current situation and the production requirements of the business and where ever possible will close ranks and provide sick leave cover. Where it is not possible to close ranks and is considered necessary to meet production requirements, a call in may be arranged.

### 10.7 Workers' Compensation

- (a) Workers' compensation payments will be based on the Multi Purpose Rate.
- (b) Under the teams based work system "workers' compensation cover" will be provided by teams closing ranks and using "call-ins" only as a last resort.

### 10.8 Public Holidays

- (a) An employee who is rostered to work on a public holiday and actually works shall be paid time and a half at the Weekly Base Rate over and above the normal paid hours.
- (b) An employee who is rostered to work on a public holiday and does not actually work shall be paid 10.857 hours at the Multi Purpose Rate plus shift allowance.
- (c) An employee who is rostered off on a public holiday shall be paid 7.6 hours at the Weekly Base Rate.

### 10.9 Continuation of 4% Shift Work Premium

Production employees shall continue to receive the 4% premium previously received by Production shift workers.

### 10.10 Crib Breaks

- (a) Employees shall receive a crib payment of 45 minutes at the employee's Weekly Base Rate for the shift being worked.
- (b) From the commencement of the seven day roster packers are to be paid the crib allowance.

### 10.11 Meal Allowance

Employees shall receive the meal allowance set out in subclause 8. for each shift worked.

### 10.12 Weekly Base Rate

The Weekly Base Rates are set out in clause 6, Wage Rates and Increases.

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**10.13 Multi Purpose Rate**

The Multi Purpose Rate (**Multi Purpose Rate**) is used to calculate certain entitlements of employees on the seven day shift roster. The Multi Purpose Rate is the average of the ordinary time (10.857 hours per shift) worked at different rates on weekdays, Saturdays and Sundays over the roster cycle.

(a) Calculation of the Multi Purpose Rate

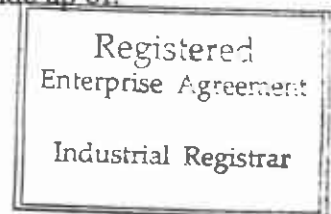
The Multi Purpose Rate is calculated as follows:

- 28 x 12 hour shifts worked in an 8 week cycle. This equals 336 hours or 42 hours per week.
- 8 weeks x 38 ordinary hours equals 304 hours.
- $336 \text{ hours} - 304 \text{ hours} = 32 \text{ hours}$
- $32 \text{ hours} \div 8 \text{ weeks} = 4 \text{ hours/week}$ .
- This leaves 4 hours per week of overtime hours.
- 304 hours divided by 28 shifts equals 10.857 ordinary hours per shift. The balance of the 12 hours (that is 1.143 hours) is overtime.

In calculating the Multi Purpose Rate the following is taken into account:

28 shifts worked in total over the 8 week cycle of the roster, made up of:

- (i) 20 shifts worked on Monday to Friday at single time.  
(Weekly Base Rate x 10.857 x 20)
- (ii) 4 shifts worked on Saturdays at time and a half.  
(Weekly Base Rate x 1.5 x 10.857 x 4)
- (iii) 4 shifts worked on Sundays at double time.  
(Weekly Base Rate x 2 x 10.857 x 4)



The total of subclauses (a)(i)(ii) and (iii) divided by 304 hours equals the Multi Purpose Rate which is the employees' Ordinary Time Earnings.

(b) The Multi Purpose Rate is to be used for the calculation of:

- (i) Overtime worked as the balance of each twelve hour shift within the roster, this being 1.143 hours at time and a half on any day Monday to Sunday;
- (ii) Accrual and payment of sick leave, annual leave, annual leave loading, long service leave and workers' compensation payments, this being 10.857 ordinary hours per day taken or allocated;
- (iii) Superannuation Guarantee contributions made by the Company in line with the Superannuation Guarantee Ruling SGR 94/4 "Ordinary Time Earnings";
- (iv) Redundancy payments. Redundancy payments remain subject to the guidelines set out in clause 23, including the ceiling of 75 weeks.

(c) The Multi Purpose Rate is **not** to be used to calculate overtime payments worked in addition to the hours worked per day under the "2,2,4" continuous roster. See clause 10.4(b).

**10.14 Time Keeping Records**

- (a) Each team shall keep accurate time sheets for each shift, with the ultimate aim of eliminating the requirement for employees to clock on and off if the system of time sheets proves successful.
- (b) By pre-arrangement with his or her team, an employee may organise for the team to close ranks and cover for his/her absence for part of a shift. The absence will be without loss of income. Such an absence is intended to apply in circumstances where due to the nature of shift work, an employee is genuinely unable to avoid a conflict with personal commitments. However, wherever possible employees should schedule personal commitments outside of work hours. Where an employee is absent for such a reason, this should be recorded in the appropriate time sheet.



**11. FIVE DAY SHIFTS AND ROSTERED CALLOUTS BY ELECTRICAL EMPLOYEES**

- (a) This clause shall apply to electrical employees.
- (b) This clause shall be read in conjunction with the other clauses of this Agreement. However, where there is any inconsistency between the provisions of this clause and those prescribed elsewhere, the terms of this clause shall apply.
- (c) Electricians will work a new Five Day Shift Roster in conjunction with a rostered callout system which will ensure electrical maintenance coverage 24 hours a day, 7 days a week for the site by means of three rostered shifts and a rostered callout system.

Shifts will be made up of:

- (i) 6.00am - 2.00pm - First Day Shift
- (ii) 10.00am - 6.00pm - Second Day Shift
- (iii) 4.00pm - 12.00pm - Afternoon Shift



The electrical employees will alternate weekly between the First Day Shift and the Second Day Shift (**the Day Shifts**). The contract electrician will work on the Night Shift.

- (d) The remaining hours in the week i.e. hours not covered by the day shifts and night shift, will be covered by a rostered callout system. The Company will supply the electrician who is rostered to be called back with a mobile phone as the method of contact. Callouts will be attended within 45 minutes.

The callout roster will cover the following hours:

- (i) Weekdays:  
12.00pm to 6.00am Monday to Friday = 30 hours per week where coverage will be shared between the nightshift electrician and the 6.00am - 2.00pm (First Day Shift) electrician depending on the time of breakdown.
- (ii) Weekends:  
12.00pm Friday to 6.00am Monday = 53 hours per week where coverage will be provided by the electrician rostered on for callout during that weekend. One electrician will be rostered on each weekend over a three week cycle.

- (e) In addition to the Five Day Shift Roster and the rostered callout system set out in 11(c) and 11(d) above, electrical employees also agree to the following:
  - (i) Annual leave will be covered by the electrical department closing ranks to ensure coverage for normal shifts e.g.: 10 hour days, swapping shifts, etc.
  - (ii) Sick leave will be covered by the electrical department closing ranks to ensure coverage in the same manner as for annual leave.
  - (iii) On any public holiday that the factory is running electrical employees will ensure coverage for all shifts.

- (iv) During periods of planned maintenance shutdowns, the employees' hours will be arranged in conjunction with other maintenance employees to meet the needs of the business.
- (v) The dayshift electricians agree to forfeit their RDO to provide maximum coverage to the factory.
- (f) In consideration for the electricians agreeing to the above working in accordance with the arrangements set out in this clause the employees will be paid an annual wage set out in APPENDIX C.
- (g) Any lump sum payments for excess productivity gains payable to employees under clause 6.3 shall also apply to electrical employees.



## 12. TERMS OF ENGAGEMENT AND TERMINATION

Unless otherwise determined by agreement in accordance with Clause 5, Workplace Consultation, the following provisions shall apply:

### 12.1 Engagement

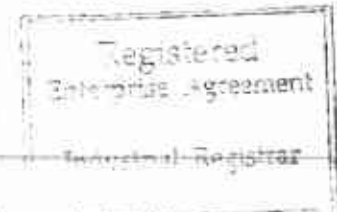
Subject to the following conditions the engagement of all employees under this Agreement shall be on the basis of either weekly employment (which includes part-time employees) or casual employment. Employees shall be notified prior to engagement under which category they are employed.

(a) Weekly Employees (Including Part-time Employees)

(i) Probationary Period of Employment

All new weekly employees (which includes part-time employees) shall be employed under a probationary period of three months commencing from the date engagement. During this period a new employee will be properly instructed on the tasks and requirements of the position to be filled. During the first 4 weeks of the probationary period employment shall be on a day to day basis and the employee's employment may be terminated by either the Company or the employee at the end of any day or shift without notice. For the remaining 9 weeks of the probationary period employment may be terminated by either side giving one weeks notice or by the forfeiture or payment of a weeks pay in lieu of notice, as the case may be.

- (ii) A "part-time employee" shall mean an employee who is employed on a weekly basis to work regular days and regular hours, either of which are less than the number of days or hours worked by full-time weekly employees employed at a site, but such days shall not be less than 2 per week and such hours shall not be less than 16 per week.
- (iii) The number of part-time employees that may be employed shall not exceed the proportion of one part-time employee to every four or portion of four full-time weekly employees.
- (iv) A part-time employee shall be paid per hour one thirty-eight of the weekly rate prescribed for full-time employees for the classification in which he or she is employed.
- (v) The spread of ordinary hours of part-time employees shall be the same as that applicable to full-time weekly employees in the section of the establishment in which they are employed. The number of ordinary hours worked by a part-time employee shall not on any day or in any week exceed the number of ordinary hours of weekly employees in the section in which the employee is employed without the payment of overtime.
- (vi) Subject to this subclause, all of the provisions of this Agreement shall apply to a part-time employee.



(b) Casual Employees

- (i) A casual employee means an employee engaged and paid as such.
- (ii) Casual employees shall be paid not less than 15% per centum in addition to the rates specified for the various classes of employment provided for in APPENDIX B, Skill Classifications.

## 12.2 Termination

(a) Weekly Employees (Including Part-time Employees)

Employment shall be terminated by a week's notice on either side given at any time during the week or by the payment or forfeiture of a week's wages as the case may be.

No such notice shall be given to an employee at the time of commencing his annual holidays or long service leave or during the currency of such holidays or leave.

(b) Casual Employees

Employment shall be terminated by one hour's notice on either side given at any time during the week or by payment or forfeiture of one hour's Weekly Base Rate pay as the case may be.

(c) Instant Dismissal

These provisions shall not affect the right of the Company to dismiss any employee without notice for serious and wilful misconduct, and in such cases, the wages shall be paid up to the time of dismissal only.

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### 13. HOURS

Subject to the provisions of Clause 11, Seven Day Shift Roster - 12 Hour Shifts and clause 11, Five Day Shifts and Rostered Callouts by Electrical Employees, and unless otherwise determined by agreement in accordance with Clause 5, Workplace Consultation, the following provisions shall apply:



#### 13.1 Ordinary Hours of Work

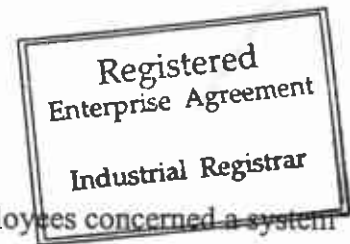
- (a) Ordinary working hours shall not exceed an average of thirty-eight per week.
- (b) Ordinary hours of work will be subject to the definitions set out in clause 13.2 below.
- (c) The start and finish times for ordinary hours and the days upon which such ordinary hours may be worked can vary from section to section or vary between employees within any section of the business.
- (d) In the absence of agreement the ordinary working hours are not to exceed ten on any day.
- (e) Where agreement exists between the Company and an employee or between the Company and the majority of employees concerned, the ordinary hours of work can be worked at any time on any day of the week, Saturday and Sunday inclusive.
- (f) The working of "staggered starting times" by laboratory and production employees is specifically agreed between the parties.

#### 13.2 Definitions

- (a) "Day Work" means an arrangement of ordinary hours that does not form part of a rostered shift system. The ordinary hours for day work shall be at such times and on such days as agreed between the Company and an employee or between the Company and the majority of employees concerned or, in the absence of agreement, as determined by the Company between 6am and 6pm, Monday to Friday on the basis of either 38 hours in one week, 76 hours in two weeks, 114 hours in three weeks or 152 hours in four weeks.
- (b) "Day Shift" means a shift worked in accordance with the terms of paragraph (a) but which forms part of a rostered shift system.
- (c) "Afternoon Shift" means any shift finishing after 6.00pm and at or before midnight.
- (d) "Night Shift" means any shift finishing after midnight and at or before 8.00am.
- (e) "Rostered Shift" means a shift of which the employee concerned has had at least forty-eight hours notice.
- (f) "7 Day Shift Work" means work carried on with consecutive shifts of persons throughout the twenty-four hours of each day of the week without interruptions except during breakdowns or meal breaks or due to unavoidable causes beyond the control of the Company.

### 13.3 Payment for Ordinary Hours

- (a) An employee whilst on day work or day shift work shall be paid his/her Weekly Base Rate as prescribed by Clause 6 of this Agreement.
- (b) An employee whilst on afternoon and/or night shifts shall be paid the following shift allowances:
- Afternoon Shifts - 15%  
Night Shifts (rotating) - 15%  
Night Shifts (non-rotating) - 30%
- (c) By agreement between the Company and the majority of employees concerned a system of averaging the shift allowances may be introduced.



### 13.4 Rates for Ordinary Hours on Shifts on Saturdays, Sundays and Holidays

- (a) In a system of non-continuous shift work where night shift in a week commences on Monday night and ends on Saturday morning the hours worked by that night shift between midnight on Friday night and the completion of that shift on Saturday shall be paid for at single time rates.
- (b) Subject to paragraph (a) an employee working ordinary hours on day work or a shift, the major portion of which is worked on a Saturday, shall be paid for such work at time and one half rates.

Ordinary hours on day work or on a shift, the major portion of which is worked on a Sunday, shall be paid for at double time of the Weekly Base Rate.

An ordinary shift the major portion of which is worked on a Holiday as part of continuous shift work shall be paid for at double time of the Weekly Base Rate.

These extra rates shall be in substitution for shift allowances as prescribed in clause 13.3 above.

The method of payment of these extra rates may be altered by mutual agreement of the parties.

### 13.5 Day Worker Changing to Shift Work

Except in a case arising from another employee's absence from work or as a consequence of a breakdown in machinery, a day worker who commences shift work at the instruction of the Company without seven days notice (or the reduced period of forty-eight hours notice where the transfer to shift work is necessitated by absenteeism) the employee shall be paid time and one half of the Weekly Base Rate for all ordinary time worked until such required notice would have expired. Such extra rate shall be in substitution for the shift allowance.

### 13.6 Change of Shift Rosters

Except in a case arising from another employee's absence from work or as a consequence of a breakdown in machinery, an employee placed on the shift roster shall not have his/her roster changed by the Company without 48 hours notice of such change or payment is made at time and one half of the Weekly Base Rate for ordinary time worked until such 48 hours notice would have expired. Such extra rate shall be in substitution for the shift allowance.

### 13.7 Termination of Shift

A shift worker shall be given 7 days notice of the cessation of shift work. If such notice is not given the appropriate shift allowances set out in clauses 13.3 and 13.4 hereof shall apply to ordinary time worked until such 7 days notice would have expired.

### 13.8 Meal Break - Day Workers

- (a) Day workers shall be allowed an unpaid meal break for a minimum of half an hour or such other period as may be agreed upon between the Company and an employee or between the Company and the majority of employees concerned. An employee shall not be required to work for more than five ordinary hours without a meal break unless otherwise agreed, provided that the time of taking a meal break for a particular day may be varied to meet the needs of the business. If a meal break is not given within six hours an employee shall be paid at time and one half rates until a meal break is allowed.
- (b) Where the ordinary hours of work are worked on the basis of four days of eight ordinary hours each and one day of six ordinary hours in a week, the six hour day may be worked without a meal break.

### 13.9 Meal Break - Shift Workers

- (a) In the working of non-continuous shift work half an hour shall be allowed for a paid meal break provided that an employee shall not be required to work for more than five ordinary hours without a meal break.

All work done during an employee's lunch break shall be paid for at double time rates of pay. For work performed thereafter until a lunch break is allowed time and one half rates shall be paid.

- (b) Where an employee is working in conjunction with a continuous process or where a shift roster provides for continuous shifts over 24 hours of the day, a 45 minute paid crib break shall be allowed to shift workers each shift which shall be counted as time worked. Such crib shall be taken at a time and in a method arranged between the Company and the employee or majority of employees concerned so as to meet the needs of the establishment. The employees shall also receive an additional half hours pay for each day so employed.

### 13.10 Notice of Rostered Days/Shifts Off

In cases where, by virtue of the arrangement of the ordinary hours of work, an employee is entitled to a rostered day/shift off during the work cycle, such employee shall be advised by the Company at least four weeks in advance of the day/shift to be taken off unless otherwise arranged between the Company and the employees concerned.



**13.11 Banking of Rostered Days/Shifts Off**

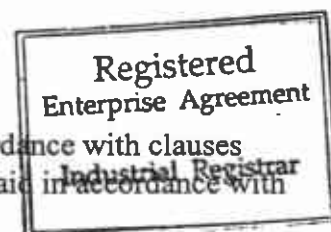
By agreement between the Company and an employee, or between the Company and the majority of employees concerned, rostered days/shifts off may be accumulated (banked) and shall be taken in a manner agreed upon between the Company and the employee.

**13.12 Rostered Days or Shifts Off Not to Coincide with Holidays**

- (a) In cases where, by virtue of the arrangement of the ordinary hours of work, an employee is entitled to a rostered day/shift off during the work cycle, the day/shift to be taken off shall not coincide with a holiday fixed in accordance with Clause 14
- (b) Provided that, in the event that a public holiday is prescribed after an employee has been given notice of a rostered day/shift off in accordance with clause 13.10 of this clause and the holiday falls on such day/shift the Company shall allow the employee to take an alternative day/shift off in lieu.
- (c) An employee working continuous shift work who by the arrangement of ordinary hours of work is entitled to a rostered shift off which falls on a public holiday prescribed by Clause 14 shall at the discretion of the Company, be paid for that day one-fifth of the Weekly Base Rate of pay or have an additional day added to the annual leave entitlement. This provision shall not apply when the holiday on which the employee is rostered off falls on a Saturday or Sunday.

**13.13 Work on a Rostered Shift Off**

Unless a rostered shift off is substituted for another shift off in accordance with clauses 13.2(b) and 13.13 work performed on the rostered shift off will be paid in accordance with Clause 14 of this Agreement.

**13.14 Substitute Day or Shift**

The Company and an employee or the Company and the majority of employees concerned may by agreement substitute the day/shift an employee or the employees are to take off during a work cycle for another day/shift without the payment of penalty rates.

**13.15 Daylight Saving**

Notwithstanding anything contained elsewhere in this Agreement, in any area where, by reason of the legislation of the State, summer time is prescribed as being in advance of the standard time of that State the length of any shift:-

- (a) Commencing before the time prescribed by the relevant legislation for the commencement of a summer time period, or
- (b) Commencing on or before the time prescribed by such legislation for the termination of a summer time period,

shall be deemed to be the number of hours represented by the difference between the time recorded by the clock at the beginning of the shift and the time so recorded at the end thereof, the time of the clock in each case to be set at the time fixed pursuant to the relevant State legislation.

In this subclause the expression "standard time" and "summer time" shall bear the same meaning as prescribed by the relevant State legislation.

## 14. OVERTIME, SUNDAY AND HOLIDAY RATES

Subject to the provisions of clause 10, Seven Day Shift Roster - 12 Hour Shifts and clause 11, Five Day Shifts and Rostered Callouts by Electrical Employees, and unless otherwise determined by agreement in accordance with Clause 5, Workplace Consultation, the following provisions shall apply:

### 14.1 Overtime

All work done outside the ordinary hours of work shall be overtime and shall be paid for at the rate of time and one half for the first 2 hours and double time thereafter. Provided that in respect of overtime worked on a Saturday payment shall be made at the appropriate overtime rate as for a minimum of 4 hours worked, except in the case of a shift worker continuing in overtime after having finished his ordinary hours of work on a Saturday. In the computation of overtime each day or shift shall stand alone.

An employee shall not be paid overtime for work on any day until the employee has worked the equivalent of his ordinary hours for the day. This provision is intended to apply in circumstances where employees are late for work or are unlawfully absent during the day.

#### (a) Call back

Where, after having left the site an employee is recalled to work from home the employee shall be paid for at least 4 hours work at the appropriate rate, provided that except in the case of unforeseen circumstances arising, the employee shall not be required to work the full 4 hours if the job he was recalled to perform and any other emergency work that has arisen since he/she was called back is completed within a shorter period. The minimum 4 hour payment provisions shall not apply where such recall occurs within two hours of the employee's normal commencement time. In such a case overtime rates shall apply until the normal commencement time and then single time at the Weekly Base Rate shall be payable.

#### (b) Standing By

An employee required by the Company to hold him/herself in readiness for call back to work shall be paid "stand by" time at single time at the Weekly Base Rate of pay from the time the employee is required to so hold him/herself in readiness until released by the Company from the requirement to "stand by". In cases where an employee on "stand by" is then called back the minimum payment of 4 hours prescribed by paragraph (a) shall be reduced to 3 hours.

#### (c) An employee (other than a casual employee) who works so much overtime between the termination of the ordinary hours of work on one day or shift and the commencement of the ordinary hours of work on the next day or shift that he/she has not had at least ten consecutive hours off duty at some stage between those times shall, subject to this sub-clause, be released after completion of such overtime until he/she has had ten consecutive hours off duty without loss of pay for ordinary hours occurring during such absence. If on the instructions of the Company such an employee resumes or continues work without having had such ten consecutive hours off duty, he/she shall be paid at double time of the Weekly Base Rate until he is released from duty for such period, and he shall then be entitled to be absent until he/she has had ten consecutive hours off duty without loss of pay for ordinary hours occurring during such absence.



- (d) The provisions of this sub-clause shall apply in the case of shift workers as if 8 hours were substituted for 10 hours when overtime is worked:
- (i) For the purpose of changing shift rosters; or
  - (ii) Where a shift worker does not report for duty and a day worker or shift worker is required to replace such shift worker; or
  - (iii) Where a shift is worked by arrangement between employees themselves.
- (e) Reasonable Overtime
- The Company may require an employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirement.

#### 14.2 Crib Times and Meal Allowances

- (a) An employee required to work more than two hours overtime immediately before or immediately after his/her ordinary hours of work on any day or shift shall be entitled to a crib break or an additional payment for thirty minutes at the Weekly Base Rate, whichever is agreed on between the Company and the employee, upon completion of two hours overtime. An employee required to continue to work overtime shall be allowed a further crib break or payment, whichever is agreed, at the end of each further four hours of overtime worked, provided that an employee shall not be entitled to any particular crib break or payment unless the employee is required to continue to work overtime after the qualifying period.
- (b) An employee required to return to the site to work overtime shall be entitled to a crib break or payment of thirty minutes at the Weekly Base Rate, whichever is agreed, upon completion of each four hours overtime worked, provided an employee shall not be entitled to any particular crib break or payment unless the employee is required to continue to work overtime after the qualifying period.
- (c) The Company and an employee may agree to any variation of the above provisions to meet the circumstances of the work in hand which is not less favourable to the employee and which will not require the Company to pay in excess of thirty minutes at the Weekly Base Rate for the prescribed crib time.
- (d) Where overtime is involved Monday to Friday the employee shall be paid the meal allowance set out in subclause 8.6 for each crib

#### 14.3 Sunday Work

An employee required to work on a Sunday shall be paid at the rate of double time.

#### 14.4 Holiday Work

- (a) Any employee required to work on any of the above mentioned holidays shall be paid at the rate of double time and one-half.
- (b) Payment of any holiday need not be made in cases where an employee is absent on the last working day prior to the holiday or on the first working day following the holiday unless such absence is due to illness or the action of the Company or is taken with the permission of the Company.

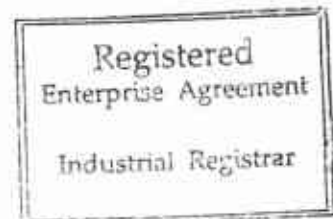


**14.5 Time Off in Lieu of Overtime, Call Back, Sunday and Holiday Work**

Subject to the following provisions, time off in lieu of payment of overtime, call back, Sunday and holiday work may be taken by an employee. The amount of time off shall be calculated on the basis of the appropriate penalty rate. This alternative to the payment of penalty rates shall only apply by agreement between the Company and the employee concerned.

**15. MIXED FUNCTIONS**

Subject to the provisions of this clause and clauses 10 and 11, an employee engaged for more than two hours of one day or shift on duties carrying a higher rate of wage than his ordinary classification shall be paid the higher rate for such day or shift. If so employed for two hours or less of one day or shift he shall be paid the higher rate for the time so worked.



**16. PAYMENT OF WAGES**

Subject to the provisions of Clause 10, Seven Day Shift Roster - 12 Hour Shifts and clause 11, Five Day Shifts and Rostered Callouts by Electrical Employees, and unless otherwise determined by agreement in accordance with Clause 5, Workplace Consultation, the following provisions shall apply:

**16.1 Electronic Funds Transfer**

All wages shall be paid weekly by Electronic Funds Transfer (EFT).

**16.2 Absences from duty**

(a) An employee who works an average of 38 ordinary hours each week and is absent from duty (other than for public holidays, paid sick leave, bereavement leave or jury service leave) shall, for each day he/she is so absent, lose average pay for that day calculated by dividing the average weekly wage rate by 5.

(b) When an employee is absent from duty for a whole day (other than for public holidays, paid sick leave, bereavement leave or jury service leave) the employee will not accrue a 'credit' because the employee would not have worked ordinary hours that day in excess of 7 hours 36 minutes for which he/she would otherwise have been paid. Consequently, during the week of the work cycle in which the employee is to work less than 38 ordinary hours the employee will not be entitled to average pay for that week. In that week, the average pay will be reduced by the amount of the 'credit' the employee does not accrue for each whole day during the work cycle the employee is absent.

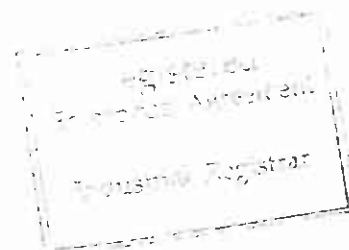
The amount by which an employee's average weekly pay will be reduced when the employee is absent from duty (other than on public holidays, paid sick leave, bereavement leave or jury service) is to be calculated as follows:

$$\frac{\text{Total of 'credits' not accrued during cycle} \times \text{average weekly pay}}{38}$$

**16.3 Termination of Employment**

Upon termination of employment wages due to an employee shall be paid either at the end of the final day or shift or forwarded by post on the next working day or be transferred to the employees account by E.F.T. at the same time as weekly wages would usually be transferred.

In the case of an employee who is paid average pay and who has not taken a rostered day off due to him/her during the work cycle in which the employment is terminated, the wages due to that employee shall include the total of credits accrued during the work cycle. Where the employee has taken a day off during the work cycle in which the employment is terminated, the wages due to that employee shall be reduced by the total of credits which have not accrued during the work cycle.





**17. ANNUAL LEAVE**

**17.1 Employees Other Than Seven Day Shift Workers**

See Annual Holidays Act, 1944.

**17.2 Seven Day Shift Workers**

See clause 10.5.

**18. ANNUAL LEAVE LOADING**

Subject to the provisions of clause 10, Seven Day Shift Roster - 12 Hour Shifts and clause 11, Five Day Shifts and Rostered Callouts by Electrical Employees, during a period of annual leave an employee shall receive a 17.5% Annual Leave Loading calculated on the Weekly Base Rate.



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**19. SICK LEAVE**

Subject to the provisions of clause 10, Seven Day Shift Roster - 12 Hour Shifts and clause 11, Five Day Shifts and Rostered Callouts by Electrical Employees, and unless otherwise determined by agreement in accordance with Clause 5, Workplace Consultation, the following provisions shall apply.

**19.1 Eligibility for Paid Sick Leave**

A weekly employee, having had at least three months' service with the Company, shall be entitled to paid sick leave when absent from duty as a result of personal illness or accident (other than an accident for which the employee is entitled to workers' compensation) subject to the following conditions:-

(a) Provided that any such sick leave taken during the first three months from the date of commencement of employment will not be paid until that period of employment is completed.

(b) Notice of Absence

An employee shall inform the Company of his or her inability to attend for duty due to personal illness or accident not later than one hour prior to the commencement of the ordinary hours of the first day or shift of the absence. Provided that where an employee gives the Company a satisfactory explanation for late notification, the employee may notify the Company during the first day or shift of the absence, but not later.

(c) Proof of Reason for Absence

An employee shall produce a medical certificate that his or her non-attendance was due to personal ill health or injury necessitating such absence.

This requirement does not apply to the first two single day absences in each year.

**19.2 Sick Leave Year**

The sick leave year of an employee is the 12 month period commencing on the anniversary date of the employees employment each year.

**19.3 Amount of Sick Leave**

An employee shall be entitled to 38 hours (1 week) sick leave during the first sick leave year and to 76 hours sick leave from the commencement of each subsequent sick leave year.

**19.4 Accumulation of Untaken Sick Leave**

Subject to the provisions of clause 19.5,

(a) an employee who has not taken any part of his or her entitlement to sick leave in a year shall be entitled to accumulate the untaken portion from year to year.

(b) sick leave may not be accumulated in excess of 114 hours sick leave as measured at the end of the employee's Sick Leave Year.

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**19.5 Payment in Lieu of Accumulation**

- (a) Where as a result of the operation of sub-clause 19.4(b) an employee no longer accumulates sick leave, the employee shall be paid an amount equivalent to the untaken portion of the sick leave entitlement for that year.
- (b) Payment shall be made in the first week in December of each year.
- (c) An employee shall not, under any circumstances, be entitled to payment under this subclause to an amount in excess of 76 hours pay in any one year.
- (d) Sick leave paid out in accordance with this subclause shall not accumulate under clause 19.4.

**19.6 Bonus on Termination for Good Attendance**

An employee with more than 12 months service shall be entitled to payment for good attendance. This payment shall not exceed 65% of untaken sick leave at the time of termination of employment.

Provided that an employee whose employment is terminated on the grounds of malingering, inefficiency, neglect of duty, or misconduct shall not receive payment for any untaken sick leave on termination.



## 20. BEREAVEMENT LEAVE

This clause shall have no operation where an entitlement to bereavement leave coincides with any other period of paid absence.

### 20.1 Death within Australia

A weekly employee shall on the death within Australia of a wife, husband, father, mother, brother, sister, child or step-child be entitled on notice to leave up to and including the day of the funeral/service of such relative, and such leave shall be without the deduction of pay for a period not exceeding the number of hours worked by the employee in three ordinary days work. A weekly employee shall on the death within Australia of an employee's mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild, grandmother or grandfather, be entitled to leave without deduction of pay for a period not exceeding the number of hours worked by the employee in one ordinary day's work.

Evidence of such death shall be furnished by the employee to the satisfaction of the employer.

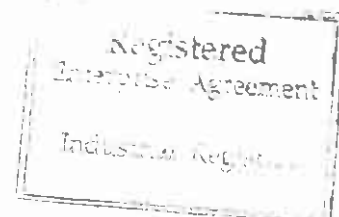
For the purpose of this clause "wife" and "husband" shall not include the wife or husband from whom the employee is separated, but shall include a person who lives with the employee as a de facto wife or husband.

### 20.2 Death outside Australia - Funeral/service overseas

The provisions of clause 20.1 shall apply upon the death outside Australia of any of the nominated relatives upon the production of satisfactory evidence of the death and evidence of the employee's travel outside of Australia to attend the deceased's funeral/service.

### 20.3 Death outside Australia - service locally

Where any of the relatives nominated in clause 20.1 dies outside Australia and a weekly employee does not travel outside Australia to attend the funeral/service, such employee shall be entitled to leave not exceeding the number of hours worked by him on one ordinary day's work for the purpose of attending a local service for the deceased. Evidence of the death and evidence of attendance at the service shall be furnished by the employee to the satisfaction of the employer.



## 21. PUBLIC HOLIDAYS

- (a) An employee on weekly hire shall be entitled, without loss of pay, to holidays as follows:

The days upon which New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Eight Hour Day, Christmas Day, Boxing Day and Union picnic day (which will be observed on the last Monday in October) fall, together with any other days which shall be proclaimed by the Government as a holiday throughout the state of NSW. Provided that, in the case of shift workers, each such holiday shall be deemed to commence at the usual starting time of the ordinary hours of work of the day shift on the day of the holiday and to end at the corresponding time on the following day except where the usual starting time of the ordinary hours of shift commences at or before midnight on a Sunday, in which case each such holiday shall be deemed to commence at the same time at or before midnight on a Sunday and to end at the corresponding time on the day of the holiday.

- (b) In addition to the above provisions, a shift worker shall be entitled to payment of his or her shift allowance in accordance with the shift roster when he or she is entitled to a paid public holiday off.

## 22. JURY SERVICE

An employee required to attend for jury service during his or her ordinary working hours shall be reimbursed by the Company an amount equal to the difference between the amount paid in respect of his or her attendance for such jury service and the amount of wage prescribed by Clause 6 of this Agreement which the employee would have received in respect of the ordinary time he or she would have worked had he or she not been on jury service.

An employee shall notify the Company as soon as possible of the date upon which he or she is required to attend for jury service. Further, the employee shall give his or her employer proof of his or her attendance, the duration of such attendance and the amount received in respect of such jury service.



## 23. REDUNDANCY

The introduction of new technology through capital expenditure has been identified by the parties as necessary to ensure the competitiveness of the business.

At the same time it is important to improve the efficiency and productivity of the business by way of changes to work practices and arrangements.

In circumstances where it is necessary to make employees redundant the following provisions shall apply.

### 23.1 Redundancy Payments

A weekly employee employed by the Company for more than twelve months whose employment is terminated by the Company and who is made redundant for any reason shall receive at the time of his or her termination payments calculated in accordance with the following:

(a) Severance Payment

4 weeks at the rate prescribed in clause 23.1(d) below.

(b) Redundancy Payment

Employees shall receive 4 weeks redundancy payment for each completed year of service at the rate prescribed in clause 23.1(d) below.

(c) Maximum Payment

The maximum payment to be made to an employee as a consequence of the prescribed severance payment and redundancy payment shall be 75 weeks.

(d) Rate for Calculations of Redundancy Payments

(i) Employees working the seven day continuous running 12 hour shift roster shall have their redundancy payments calculated based on the "Multi Purpose Rate" set out in clause 10.13.

(ii) Employees who do not work the seven day continuous running 12 hour shift roster shall have their redundancy payments calculated based on their Weekly Base Rate of pay.

### 23.2 Other Benefits

(a) Pro-rata long service leave payments shall be made to a weekly employee with 5 or more completed years of service with the Company.

(b) The 17.5% Annual Leave Loading shall be paid in relation to any unused period of annual leave due and in relation to pro-rata leave payments.

(c) A redundant employee shall receive a written statement of service and a written employment reference.

(d) The Company will make available to each redundant employee out placement advice/counselling.



### 23.3 Conditions of Agreement

The operation of this clause is subject to the following conditions being observed:

- (a) It is agreed between the parties that the severance payment and scale of redundancy payments prescribed by this clause are in complete substitution for the provisions prescribed by any relevant Award or right under and relevant statute in relation to periods of notice of termination (or payment in lieu of such notice periods), severance payments and/or redundancy payments.
- (b) The calculation of all other conditions of employment will be made in accordance with the terms of this Agreement.
- (c) The parties recognise that casual employees do not have an entitlement to benefits prescribed by this clause.

### 23.4 Selection Criteria

The Company will identify the positions that are no longer required and, subject to the following, the employee holding that position will become redundant.

A substitute employee may be selected for redundancy by the Company if the employee holding the redundant position indicates a preference to continue in employment and if another employee employed either at the same or a lower level of skill indicates a desire to leave his or her employment. If selected the volunteer will be made redundant and the position held by the substitute employee will be filled by the employee who was to be made redundant in the first instance.

At all times the Company will select employees to be made redundant on the basis of its need to retain the most skilled employees so as to maintain and enhance the Company's productivity, efficiency and profitability.



## 24. DISCIPLINARY PROCEDURE

The following Disciplinary Procedure shall apply to employees covered by the Agreement.

### 24.1 Disciplinary Procedure Relating to Poor Work Performance or Unsatisfactory Conduct

Without limiting the scope of application of this procedure "poor work performance or unsatisfactory conduct" could include the following:-

- Unacceptable work quality
- Unsafe work practices
- Wilfully failing to abide by reasonable and lawful directions
- Excessive absenteeism

Where it is alleged an employee's work performance or conduct is of a poor or unsatisfactory standard the following procedure may be adopted:-

### 24.2 Interview Process

An interview of the employee should be conducted by the Company's representative. It is appropriate for another member of management to be present as well as the Shop Steward or his or her representative (if the employee is a member of a union) or other nominated or responsible employee acceptable to the employee being disciplined. At the time of the interview the employee should be informed of the nature of the problem and be given the opportunity to explain his or her actions.

If the problem is not work related, efforts should be made to provide appropriate professional counselling or other outside assistance, where available.

If the problem is work related, it is suggested that certain details of the interview should be recorded, such as:

- (a) Nature of alleged poor work performance or unsatisfactory conduct and the specific details.
- (b) Date/s of alleged poor work performance or unsatisfactory conduct.
- (c) Date and time of the interview.
- (d) Signature of the parties present at the interview.

A copy of this record should be supplied to the employee concerned.





### 24.3 Discipline

If the warning resulting from the initial interview is unsuccessful a further interview similarly constituted should then take place.

At that time management should produce further evidence of the continued poor work performance or unsatisfactory conduct and the employee should be given the opportunity to explain his/her continued poor work performance or unsatisfactory conduct.

If the explanation is deemed unsatisfactory management may take disciplinary steps in relation to the employee.

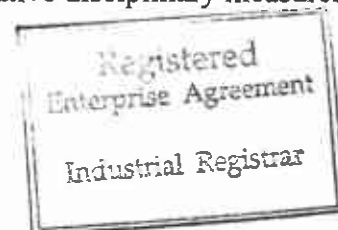
Such disciplinary action may result in dismissal, however in some circumstances it would be appropriate that a further warning be given.

However in some less serious situations appropriate disciplinary measures may include:-

- Relocation in the work place;
- Restriction of Privileges;
- Admonishments recorded on the employee's personal file.

These forms of disciplinary measures may be either permanent or of a temporary nature, in which case previous entitlements may then be restored provided the employee's work performance or conduct has improved in the intervening period.

The employee may nonetheless be dismissed if any of these alternative disciplinary measures are found not to be a satisfactory solution.



### 24.4 Dismissal

#### (a) Dismissal Following Disciplinary Procedure

The employee should be notified in writing of impending dismissal and the reasons for same. The Shop Steward (or his or her representative) should be notified as soon as practicable if this course of action is to be taken.

#### (b) Instant Dismissal

The above procedures dealing with poor work performance or unsatisfactory conduct and are not intended to interfere with the operation of Clause 12.2(c) the Agreement which recognises the right of the Company to dismiss any employee without notice for serious and wilful misconduct that justifies instant dismissal, including malingering, inefficiency or neglect of duty.

In such circumstances the following procedure should be followed:

- (i) An investigation should be conducted to establish the facts.
- (ii) The employee shall be interviewed in the presence of another member of Management and be informed of the alleged misconduct.
- (iii) The employee shall be given the opportunity to explain or refute the alleged misconduct.

25. DISPUTES PROCEDURE

The following procedures shall be observed for handling grievances and settling of disputes. These procedures will not restrict the Company or a duly authorised official of the Union making representations to each other.

- (a) The Union and the Company shall notify to each other in writing the names and/or titles of duly accredited job representatives. The accredited union job representative will be the only person entitled to make representations on behalf of members of his or her Union employed by the employer and the nominated Company representative will be responsible for dealing with matters raised by the union job representative.
- (b) The accredited union job representative and the nominated Company representative shall make themselves available for consultation as required under the procedures.
- (c) In the first instance, the accredited union job representative shall discuss matters affecting the employees he or she represents with the foreman or supervisor of those employees.
- (d) If the matter is not resolved at this level, the accredited union job representative should ask for it to be referred to the Company's nominated representative and the foreman or supervisor shall do so. The Company's nominated representative shall arrange a conference to discuss the matter within 24 hours or such other period as is agreed with the accredited union job representative.
- (e) If the matter is not resolved at the conference convened under paragraph (d) above, the accredited union job representative shall advise the appropriate local official of the Union of the matter in issue. A conference on the matter will then be arranged, to be attended by such official or officials and the union job representative concerned as the Union may decide, and by the nominated Company representative and such other representatives of the Company including it's association as the Company may decide.
- (f) If a matter has not been resolved when the procedures referred to above have been availed of, the Company and the Union should enter into consultation about it at a higher level, on the Company and Union sides, as the parties consider appropriate.
- (g) At any stage in the procedures after consultation between the parties has taken place in accordance with the procedures, either party may ask for and be entitled to receive a response to their representations within a reasonable time. If there is undue delay on the part of the other party in responding to representations, the party complaining of delay may, after giving notice of his intention to do so, take the matter to a higher level in the procedures on their side.
- (h) Without prejudice to either party, and except where a bona fide safety issue is involved, work shall continue in accordance with this Agreement while matters in dispute between them are being negotiated in good faith. Where a bona fide safety issue is involved, the employer and the appropriate Safety Authority must be notified concurrently or at least a bona fide attempt made to so notify that authority.
- (i) At any stage of the procedures, the parties may seek the assistance of some mutually acceptable person.
- (j) If the matter is still not settled it shall be submitted to a member of the Industrial Relations Commission, whose decision shall, subject to any appeal in accordance with the Act, be final and shall be accepted by the parties.
- (k) In the event of a party failing to observe these procedures, the other party may take such steps as are open to him to resolve the matter.
- (l) Notwithstanding anything set out above an employee may personally process an individual grievance in accordance with these procedures and, if the employee desires, have a Union representative present.



**26. SITE AMENITIES**

Amenities made available to the employees by the Company immediately prior to the commencement of the Agreement shall continue to be provided and/or maintained unless otherwise agreed to by the parties in accordance with Clause 5, Workplace Consultation.

**27. NO EXTRA CLAIMS**

Except as allowed for by the terms of this Agreement, the employees and the Unions undertake not to pursue any extra claims, either award or overaward, unless arising from and in accordance with any State Wages Case decision or a Wage Fixing Principles determination made by the N.S.W. Industrial Relations Commission during the life of the Agreement.

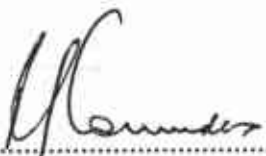


28. ENDORSEMENT OF AGREEMENT

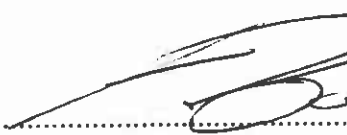
The signatories below accept the terms of the Agreement on behalf of their organisations and endorse its terms and in doing so declare that the Agreement is not entered into under duress by any party to it:

Signed on the 12<sup>th</sup> day of APRIL 2000,


1. For and on behalf of STARCH AUSTRALASIA LIMITED:

  
.....  
**Rob Lowndes**  
**Goodman Fielder Ingredients Group**

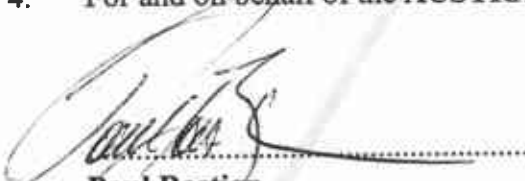
2. For and on behalf of the NATIONAL UNION OF WORKERS:

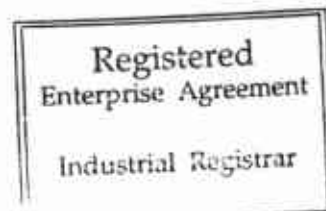
  
.....  
**Frank Belan**  
**Secretary - NSW Branch**

3. For and on behalf of the AUSTRALIAN WORKERS UNION:

  
.....  
**Russ Collison**  
**State Secretary**

4. For and on behalf of the AUSTRALIAN MANUFACTURING WORKERS UNION:

  
.....  
**Paul Bastian**  
**State Secretary**



APPENDIX A

1. CONSTITUTION OF THE ENTERPRISE CONSULTATIVE COMMITTEE

1.1 Structure

The Enterprise Consultative Committee shall consist of workplace nominees from the following departments: Production (4), Maintenance (2), Plant Service (1), Warehouse/Storage (1), Laboratory (1), Clerical (1), and Management (2). Other attendees shall be invited to attend as and when required as observers, following Committee agreement.

The elected Shop Stewards shall have automatic rights to become committee members. The elected Shop Stewards shall represent the Union on the Committee.

Workplace representatives shall be elected to the Committee by a vote for a period of twelve months.

Workplace Committee members may by a majority vote of all site employees and in consultation with the Secretary of the relevant Union be removed from the Committee if it is deemed that their performance on the Committee is unsatisfactory to members.

New representatives to the ECC will be elected to the Committee by majority vote of all appropriate employees on the site.

NB: Any member of the committee shall cease to be recognised as a ECC member upon termination of employment with the Company. Also any employee representative shall cease to be recognised as a ECC member upon assuming promotion to a management position.

1.2 List of Office Bearers and their Roll

(a) Chairperson

Shall be a member of the Committee and shall have the same voting rights as other Committee members. The position of Chairperson will rotate every six months between a management and an employee representative by agreement of the Committee.

The Chairperson shall:-

- Act as a spokesperson for the Committee
- Call special meetings of the Committee as and when required.

(b) Chairpersons Duties

To understand the format and distinctive stages of the meeting.

To be familiar with the agenda and come to the meeting prepared. Indicate the items of business on the agenda as being either "for information", "for discussion" or "for decision".

To liaise with the committee Secretary in preparing for the meeting.



To open the meeting and follow the agenda.

To maintain the meeting in order by encouraging participation and leading the meeting.

To ensure that if the previous minutes required amendment prior to their confirmation that these alterations are made prior to the signing of the minutes.

To allow all members of the committee to put their point of view. To close the meeting and make known the date, time and place of the next meeting.

To liaise with the Secretary after the meeting and ensure the minutes of the meeting are prepared.

(c) Vice-Chairperson

When the Chairperson is absent from the Committee meetings, the Vice-Chairperson shall assume the Chairpersons role.

The Vice-Chairperson shall be elected from the Committee and will be a representative of the group to which the Chairperson does not belong.

Following the Chairperson serving their 6 month term the Vice-Chairperson shall become the Chairperson and a new Vice-Chairperson elected.

(d) Secretary

A secretary shall be allocated to the Committee by management to:

- draw up and issue agendas
- record minutes of meetings and distribute them
- receive and record correspondence
- provide typing and photocopying services
- arrange meeting times and venues
- note correspondence received.



The Secretary shall be a member of the Committee and will participate in decision making processes or discussions on agenda items.

### 1.3 Proxy

Committee members where possible are required to nominate a proxy to participate on the ECC (in the Committee members absence).

All rights and obligations extended to Committee members will be transferred to the proxy whilst they participate in meetings or undertake Committee work.

### 1.4 Meetings

Meetings shall be held every month or when specially convened through the Chairperson.

## 1.5 Agenda

All employees shall be entitled to propose agenda items for consideration by the Committee and an appropriate method of allowing employees to nominate topics, which shall include a procedure to recognise the employee and have his/her position explained to their representative, shall be established.

The agenda is to be prepared and distributed by the Secretary to all Committee members and observers at least five (5) working days prior to meetings. Any Committee member may submit agenda items.

Management members shall submit matters that may impact upon employees as agenda items.

Appropriate information shall be provided with each agenda item submitted in a manner that tables the item for the following meetings discussion. (This is to avoid the misuse of the committee's time).

Agenda items may be raised for the next meeting whilst a meeting is in progress.

Provision shall be made available within the agenda to review the recommendations made at previous meetings to see if they have been acted upon, what progress is being made and who was responsible for acting upon the recommendations. This should also ensure that ECC members are actively pursuing the objects of the Committee.

## 1.6 Recording of Minutes

Minutes shall be circulated to Committee members and observers for verification prior to posting on the notice boards. Every effort shall be made to have the minutes publicised within 5 working days of the meetings. The minutes shall include:

- Attendees at the meeting.
- Summary of the issues and alternatives proposed with brief supporting arguments.
- Recommendations made, the time frame for implementation of recommendations and who is responsible for acting on the recommendations.
- Time frame for consideration of deferred recommendations.

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## 1.7 Preparation Time and Report Back

Union members of the Committee shall have adequate time and access to their membership

- prior to Committee meetings to prepare their response and input to agenda items
- following Committee meetings to report back, when necessary, on issues discussed.

## 1.8 Co-Option to Committee

Where agreed by the Committee:

- (a) Representatives shall have the power to co-opt personnel for advisory purposes on specific issues to expedite committee business.

- (b) An external resource can be invited to attend relevant meetings. The cost, if any shall be met by the management.
- (c) Observers may attend Committee meetings, by invitation of the Committee.
- NB. Accredited Union Officials shall have the right to attend Committee meetings and participate in discussions.

## 1.9 Discrimination

No members of the ECC be they Management or Union Representative shall be disadvantaged or discriminated against because of their membership of or interest in the ECC.

## 1.10 Rights and Duties of Representatives

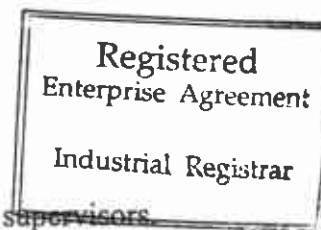
All members of the Committee undertake to carry out their duties in a responsible manner in the spirit of the Agreement.

- to attend the meeting and be present a few minutes before the time stated on the agenda
- to forward apologies to the Secretary if unable to attend the meeting and ensure the replacement is available to attend
- to come to the meeting prepared, having read the minutes of the previous meeting
- to study the agenda beforehand and be prepared with notes to make contributions briefly, clearly and perhaps with illustrations on matters affecting them or those they represent
- to communicate with employees to establish their views and opinions on agenda items
- to represent the views and opinions of those people they represent and not just their own
- to speak on the basis of the facts presented and not on the basis of preconceived ideas not based on facts
- encouraging and assisting employees to submit agenda items
- providing explanations of items recorded in the minutes
- to report back to employees on Committee business.

## 1.11 Paid Time Available to Employee Representatives

Employee representatives on the Committee shall be entitled to reasonable time off with no loss of pay to:-

- attend Committee meetings
- prepare for Committee meetings
- report back to Union Officials and members
- to attend to other Committee business by agreement with supervisors.



This shall be in consultation with and approval of site Management.



### 1.12 Training Requirements of Committee Members

All members of the Committee will be entitled to training, the range of which to be decided by the Committee, with a view to ensuring all members have the opportunity to perform to the best of their ability. Employee representatives shall be entitled to paid time to attend Union training courses after consultation and agreement with Management.

### 1.13 Decision Making Process of Committee

The Committee shall reach decisions by consensus only, and shall be in the form of recommended action.

Before the Committee finalises any recommended action that would promote workplace change, the employee Committee representatives will arrange for the matter to be considered and endorsed by the majority of employees on the site.

### 1.14 Dispute Settlement Procedure

Should the Committee be unable to reach a decision on an issue the matter may be referred to the Secretary of the relevant Union and senior management.

If no resolution is achievable the Disputes Procedure prescribed by Clause 25 of this Agreement.

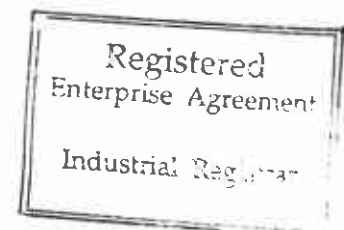
### 1.15 Right of Access to all Relevant Information

Management and ECC employee representatives have the right of access to all information and documents relevant to issues being considered by the Committee. All reasonable effort will be made by representatives to request specific documents and/or items of information within adequate time.

### 1.16 Right of Access to Resources and Facilities

In relation to workings of the ECC, ECC employee representatives shall have the right of access to the following facilities and resources, subject to management approval.

- typing facilities
- photocopying as required
- a telephone
- meeting facilities
- transport where required after management approval.



### 1.17 Review of ECC

Provision shall be made every 6 months for the review and evaluation of the Committee, its operation and procedures for the purpose of improving its performance and responsiveness to its stated objectives and functions.

This review shall be undertaken jointly by management and committee members.

## APPENDIX B

## SKILL CLASSIFICATIONS

## 1. CLASSIFICATION FLEXIBILITY

## 1.1 Agreed Principles

- (a) Employees in the above classifications are to perform a wider range of duties including work which is incidental or peripheral to their main tasks or functions.
- (b) Subject to the requirements of the business, employees are to undertake training for the above mentioned wider range of duties and for access to higher classifications.
- (c) The parties will not create barriers to advancement of employees within the classification structure or through access to training.
- (d) The parties accept the new classification structure in which classification descriptions are more broadly based and generic in nature.
- (e) The parties will co-operate in the transition from the old classification structure to the new structure in an orderly manner without creating false expectations or disputation.
- (f) The Company may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training consistent with the classification structure of this Agreement, provided that such duties are not designed to promote deskilling.
- (g) The Company may direct an employee to carry out such duties and use such tools and equipment as may be required provided that the employee has been properly trained in the use of such tools and equipment.

## 1.2 Upskilling of P4 Employees to P5

- (a) In consultation with the Enterprise Consultative Committee the individual Teams are to formulate and maintain a skills matrix. The skills matrix shall determine the skills required to be held across the Team and thereby set the training needs for the individuals of the Team.
- (b) With the Teams based workplace a method of cross training and upskilling shall be adopted. The purpose of this methodology is to raise the skills of the P4 Production employees to achieve the P5 classification. The skills obtained by a P4 Production employee are to be grouped as per the table set out below in order to achieve an appropriate mix of P4 and P5 skills so as to enhance the broad skills held across the Team. The acquisition of skills must be in accordance with the needs of the individual Team as determined by the skills matrix of each Team.



P4 Skill Sets verified by assessment		P5 Skill Sets verified by assessment	Pay Classification
<b>Two of the following:</b> 2.4 Evaporation either 2.5 a) Wet Mill or b) Co-Products/Bio-Filter 2.6 Corn Handling 2.7 Roll Drying	<b>P</b> <b>l</b> <b>u</b> <b>s</b>	<b>One of the following:</b> 2.8 a) Starch Treating b) Starch Washing or c) Starch Drying	4.5
<b>Two of the following:</b> 2.4 Evaporation either 2.5 a) Wet Mill or b) Co-Products/Bio-Filter 2.6 Corn Handling 2.7 Roll Drying	<b>P</b> <b>l</b> <b>u</b> <b>s</b>	<b>All of the following:</b> 2.8 a) Starch Treating b) Starch Washing c) Starch Drying	5
<b>All five of the following:</b> 2.4 Evaporation 2.5 a) Wet Mill b) Co-Products/Bio-Filter 2.6 Corn Handling 2.7 Roll Drying	<b>P</b> <b>l</b> <b>u</b> <b>s</b>	Nil	5
<b>Three of the following:</b> 2.4 Evaporation 2.5 a) Wet Mill b) Co-Products/Bio-Filter 2.6 Corn Handling 2.7 Roll Drying	<b>P</b> <b>l</b> <b>u</b> <b>s</b>	Nil	4.5

The Skill Sets to be used for this purpose are as follows:

2.4 Level P4 Production – Evaporation.

Primary skills being Evaporators, Boiler Certificate and Effluent Plant.

2.5 Level P4 Production – Wet Milling.

Primary skills being a) Wet Mill.

b) Co-Products/Bio-filter.

2.6 Level P4 Production – Corn Handling.

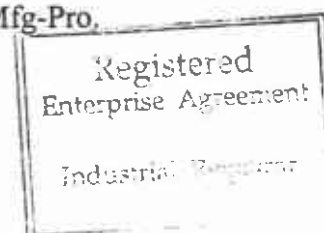
Primary skills being Corn Intake/cleaning, Weighbridge Operation/Mfg-Pro.

2.7 Level P4 Production – Roll Drying.

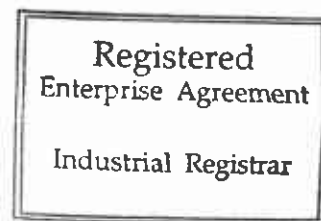
Primary skills being Roll Dryer Operation

2.8 Level P5 Production – Starch Modification.

Primary skills being a) Starch Treating.  
 b) Starch Washing.  
 c) Starch Drying.



- (c) An assessment process is to be developed by the parties in order to ensure that the competencies associated with the additional skills are achieved and able to be verified by demonstration. This process is to be a co-operative effort between the individual task experts and the Teams Support Co-ordinator.
- (d) An individual employee who achieves the necessary competencies and is assessed as competent shall be paid at the classification level set out in the above table
- (e) All employees are to undergo competency assessment against their existing classification levels during the life of this Agreement. The purpose of this is to put in place documented evidence of each employees training level and skills competency.
- (f) It is a commitment of the employees in teams that all production employees who do not hold the relevant levels of competency and skill for existing classification at the commencement of this Agreement shall acquire the necessary additional skills so that they can be assessed as competent for their classification. The teams accept that this commitment shall be satisfied before the end of this Agreement if the issue of the relegation of these employees to an appropriate lower classification is to be avoided during the negotiation of the next Agreement.



**REQUIREMENTS & DEFINITIONS****2. PRODUCTION EMPLOYEES****2.1 Entry Level P1 Production****(a) Definition**

An adult employee recruited into the Company at P1 level shall remain at this classification for a three month induction period. During this time the employee shall satisfactorily complete the required job training to qualify for advancement to the next level in the career path.

At the conclusion of the induction period, an assessment will be made of the employee's progress to determine if the employee's employment is to be continued.

**(b) Requirements**

(i) Basic numeracy and literacy skills for workplace communication.

(ii) Typical tasks will include:

Starch Packing  
Batch Coding  
Housekeeping

**(c) Responsibilities**

(i) Works under direct supervision and/or in a team environment.

(ii) Responsible for the quality of his or her own work subject to routine supervision.

(iii) Applies safe work practices.

**2.2 Level P2 Production****(a) Definition**

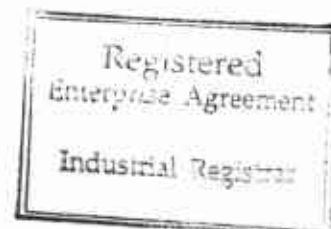
An employee that has successfully completed the induction program and assessment process.

**(b) Requirements**

(i) Completed training in manual handling and chemical awareness.

(ii) Competent in the following procedures and will apply these competencies whenever necessary in order to perform the work required of the team:

Batch Coding  
Product Coding  
Starch Packing  
Product Sampling  
Product Change  
Starch Packing Documentation  
Blends  
Blends Documentation



(c) Responsibilities

- (i) Works under direct supervision and/or in a team environment.
- (ii) Responsible for the quality of his or her own work subject to routine supervision.
- (iii) Applies safe operating procedures including safe work practice.
- (iv) Understands and undertakes basic quality procedures, including the ability to recognise basic quality faults.

**2.3 Level P3 Production**

(a) Definition

An employee who has successfully completed the training and assessment process as listed in subclause (b)(iii) below.

(b) Requirements

- (i) Qualified as P2.
- (ii) Trained and licensed in the use of a forklift.
- (iii) Competent in the following procedures and will apply these competencies whenever necessary in order to perform the work required of the team:

- Batch Coding
- Product Coding
- Starch Packing
- Product Change
- Starch Packing Documentation
- Blends
- Blends Documentation

(c) Responsibilities

- (i) Works under limited supervision.
- (ii) Supervises the work of other employees.
- (iii) Responsible for training new employees where required.
- (iv) Responsible for the quality of his or her work and product.
- (v) Responsible for the quality of work and product of personnel under his or her direct supervision.
- (vi) Applies safe operating procedures including safe work practice.



## 2.4 Level P4 Production - Evaporation

### (a) Definitions

- (i) Qualified as a P3.
- (ii) Successfully completed training and assessment process of competencies listed in subclause (b)(iii) below.

### (b) Requirements

- (i) Qualified as a P3.
- (ii) Intermediate Boiler Certificate.
- (iii) Competent in the following procedures and will apply these competencies whenever necessary in order to perform the work required of the team:

- Evaporation
- Evaporation Documentation
- Corn Steep Liquor Outloading
- Steeping
- Steeping Tests
- Steeping Documentation
- Corn Receival
- Corn Receival Tests
- Corn Receival Documentation
- Corn Storage
- Corn Cleaning
- Weighbridge
- Weighbridge Documentation
- MFG-Pro
- Effluent System
- Effluent System Tests
- Effluent System Documentation

### (c) Responsibilities

- (i) Works under limited supervision
- (ii) Supervises the work of other employees.
- (iii) Responsible for training new employees where required.
- (iv) Responsible for the quality of his or her work and product.
- (v) Responsible for the quality of work and product of personnel under his or her direct supervision.
- (vi) Apply safe operating procedures including safe work practice.

**2.5 Level P4 Production - Wet Milling**

(a) Definitions

- (i) Qualified as a P3.
- (ii) Successfully completed training and assessment process of competencies listed in subclause (b)(ii) below.

(b) Requirements

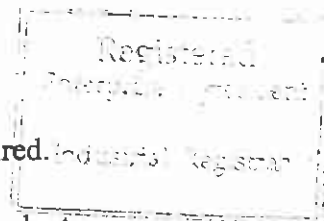
- (i) Qualified as a P3.
- (ii) Competent in the following procedures and will apply these competencies whenever necessary in order to perform the work required of the team:

Wet Milling  
 Wet Milling Tests  
 Wet Milling Documentation  
 Steeping  
 Steeping Tests  
 Steeping Documentation  
 Biofilter  
 Biofilter Tests  
 Biofilter Documentation  
 Weighbridge  
 Weighbridge Documentation  
 Co-product Drying  
 Co-product Tests  
 Co-product Bulk Outloading  
 Co-product Documentation

Co-products defined as Feed, Gluten, Fine Gluten Meal and Germ

(c) Responsibilities

- (i) Works under limited supervision
- (ii) Supervises the work of other employees.
- (iii) Responsible for training new employees where required.
- (iv) Responsible for the quality of his or her work and product.
- (v) Responsible for the quality of work and product of personnel under his or her direct supervision.
- (vi) Apply safe operating procedures including safe work practice.





2.6 Level P4 Production - Corn Handling

(a) Definitions

- (i) Qualified as a P3.
- (ii) Successfully completed training and assessment process of competencies listed in subclause (b)(ii) below.

(b) Requirements

- (i) Qualified as a P3.
- (ii) Competent in the following procedures and will apply these competencies whenever necessary in order to perform the work required of the team:

Corn Receiving  
 Corn Receiving Tests  
 Corn Receiving Documentation  
 Corn Storage  
 Corn Cleaning  
 Corn Cleaning Documentation  
 Germ Handling  
 Germ Storage  
 Weighbridge  
 Weighbridge Documentation  
 MFG-Pro

(c) Responsibilities

- (i) Works under limited supervision
- (ii) Supervises the work of other employees.
- (iii) Responsible for training new employees where required.
- (iv) Responsible for the quality of his or her work and product.
- (v) Responsible for the quality of work and product of personnel under his or her direct supervision.
- (vi) Apply safe operating procedures including safe work practice.



**2.7 Level P4 Production - Roll Drying****(a) Definitions**

- (i) Qualified as a P3.
- (ii) Successfully completed training and assessment process of competencies listed in subclause (b)(ii) below.

**(b) Requirements**

- (i) Qualified as a P3.
- (ii) Competent in the following procedures and will apply these competencies whenever necessary in order to perform the work required of the team:

Slurry Preparation  
Slurry Preparation Documentation  
Drum Dryer Operation  
Drum Dryer Operation Documentation  
Conveying and Milling System

**(c) Responsibilities**

- (i) Works under limited supervision
- (ii) Supervises the work of other employees.
- (iii) Responsible for training new employees where required.
- (iv) Responsible for the quality of his or her work and product.
- (v) Responsible for the quality of work and product of personnel under his or her direct supervision.
- (vi) Apply safe operating procedures including safe work practice.



**2.8 Level P5 Production - Starch Modification**

- (a) Definition
- (i) Qualified as a P4 - Production.
  - (ii) Successfully completed training and assessment process of competencies listed in subclause (b)(ii) below.

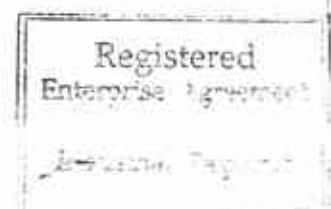
(b) Requirements

- (i) Qualified as P4 Production.
- (ii) Competent in the following procedures and will apply these competencies whenever necessary in order to perform the work required of the team:

Starch Treating  
Starch Treating Test  
Starch Treating Documentation  
Starch Washing  
Starch Washing Tests  
Starch Washing Documentation  
Starch Drying  
Starch Drying Tests  
Starch Drying Documentation  
Weighbridge  
Weighbridge Documentation

(c) Responsibilities

- (i) Works under minimal supervision.
- (ii) Supervises the work of other employees.
- (iii) Decision making responsibility within policies and plans.
- (iv) Responsible for training new employees where required.
- (v) Responsible for the quality of his or her work and product.
- (vi) Responsible for the quality of work and product of personnel under his or her direct supervision.
- (vii) Apply safe operating procedures including safe work practice.



## 2.9 Level P5 Production - Utility Operator

### (a) Definition

- (i) Qualified as a P4 - Production.
- (ii) Successfully completed training and assessment process of competencies listed in subclause (b)(iv) below.

### (b) Requirements

- (i) Qualified as P4 Production.
- (ii) First Aid Certificate.
- (iii) Intermediate Boiler Certificate.
- (iv) Competent in all production procedures and will apply these competencies whenever necessary in order to perform the work required of the team.

### (c) Responsibilities

- (i) Works under minimal supervision.
- (ii) Supervises the work of other employees.
- (iii) Decision making responsibility within policies and plans.
- (iv) Responsible for training new employees where required.
- (v) Responsible for the quality of his or her work and product.
- (vi) Responsible for the quality of work and product of personnel under his or her direct supervision.
- (vii) Apply safe operating procedures including safe work practice.
- (viii) Acts as relief supervisor when required.

## 2.10 Entry Level P1 Distribution

### (a) Definition

An adult employee recruited into the Company at P1 level shall remain at this classification for a three month induction period. During this time the employee shall satisfactorily complete the required job training to qualify for advancement to the next level in the career path.

At the conclusion of the induction period, an assessment will be made of the employee's progress to determine if the employee's employment is to be continued.

### (b) Requirements

- (i) Basic numeracy and literacy skills for workplace communication.
- (ii) Forklift Drivers Licence.
- (iii) Typical tasks will include:

- Loading and Unloading of palletised product
- Shrink Wrapping of Product
- Pallet Control



(c) Responsibilities

- (i) Works under direct supervision and/or in a team environment.
- (ii) Responsible for the quality of his or her own work subject to routine supervision.
- (iii) Applies safe work practices.

**2.11 Level P3 Distribution**

(a) Definition

- (i) An employee who has successfully completed the induction program and assessment process.
- (ii) Competent in the procedures listed in subclause (b)(ii) below.

(b) Requirements

- (i) Completed training in manual handling and chemical awareness.
- (ii) Competent in the following procedures and will apply these competencies whenever necessary in order to perform the work required of the team:

Stock Control  
 Shrink Wrapping of product  
 Stock Control Documentation  
 Liaison with domestic Transport  
 Pallet Control

(c) Responsibilities

- (i) Works under limited supervision.
- (ii) Supervises the work of other employees.
- (iii) Responsible for the training of new employees where required.
- (iv) Responsible for the quality of his or her work and product.
- (v) Responsible for the quality of work and product of personnel under his or her direct supervision.
- (vi) Applies safe operating procedures including safe work practice.

**2.12 Level P4 - Distribution**

(a) Definitions

- (i) Qualified as a P3 - Distribution.
- (ii) Successfully completed training and assessment process of competencies listed in subclause (b)(ii) below.

(b) Requirements

- (i) Qualified as a P3 - Distribution.
- (ii) Competent in the following procedures and will apply these competencies whenever necessary in order to perform the work required of the team:

Export Documentation  
 Export Shipping Liaison  
 Containerisation  
 MGF-Pro



(c) Responsibilities

- (i) Works under limited supervision.
- (ii) Supervises the work of other employees.
- (iii) Responsible for training new employees where required.
- (iv) Responsible for the quality of his or her work and product.
- (v) Responsible for the quality of work and product of personnel under his or her direct supervision.
- (vi) Apply safe operating procedures including safe work practice.

### 2.13 Entry Level P1 - Plant Services

(a) Definition

An adult employee recruited into the Company at P1 level shall remain at this classification for a three month induction period. During this time the employee shall satisfactorily complete the required job training to qualify for advancement to the next level in the career path.

At the conclusion of the induction period, an assessment will be made of the employee's progress to determine if the employee's employment is to be continued.

(b) Requirements

- (i) Basic numeracy and literacy skills for workplace communication.
- (ii) Typical tasks will include:
  - Cleaning Duties
  - Grounds Maintenance

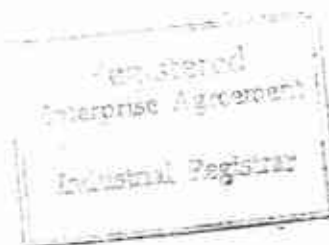
(c) Responsibilities

- (i) Works under direct supervision and/or in a team environment.
- (ii) Responsible for the quality of his or her own work subject to routine supervision.
- (iii) Applies safe work practices.

### 2.14 Level P3 - Plant Services

(a) Definitions

- (i) An employee who has successfully completed the induction program and assessment process.
- (ii) Competent in the procedures listed in subclause (b)(iii) below.



(b) Requirements

- (i) Completed training in manual handling and chemical awareness.
- (ii) Forklift Driver's Licence.
- (iii) Competent in the following procedures and will apply these competencies whenever necessary in order to perform the work required of the team:

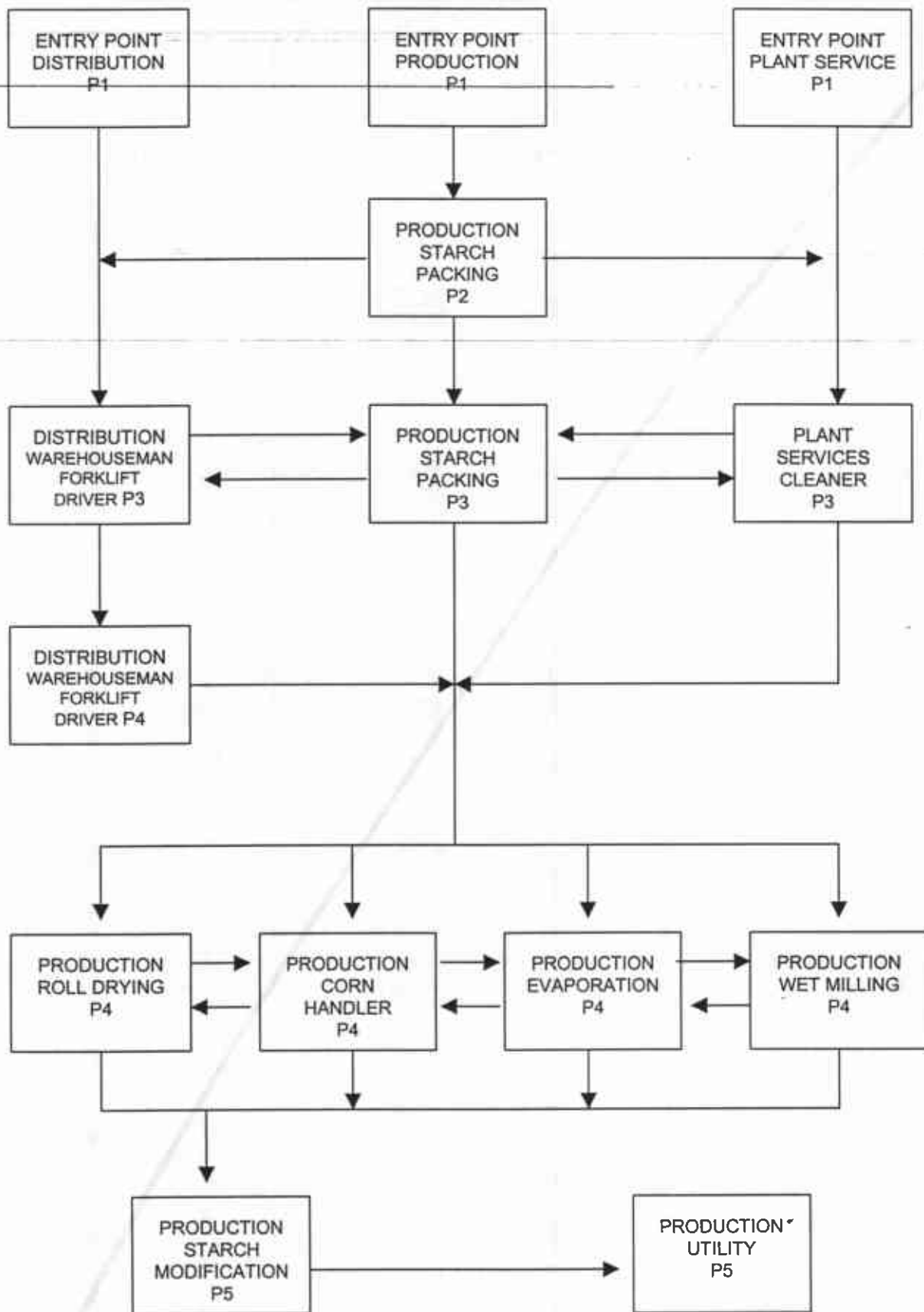
Amenities Cleaning  
First Flush System Cleaning  
Yard and Car Park Cleaning  
Paper Recycling System  
Amenities Servicing

(c) Responsibilities

- (i) Works under limited supervision.
- (ii) Supervises the work of other employees.
- (iii) Responsible for training new employees where required.
- (iv) Responsible for the quality of his or her work and product.
- (v) Responsible for the quality of work and product of personnel under his or her direct supervision.
- (vi) Applies safe operating procedures including safe work practice.



3. MAIZE PRODUCTS - CAREER PATHS FLOW CHART



Registered  
Enterprise Agreement  
Industrial Registrar



**4. CAREER PATH - PRODUCTION - IN HOUSE MODULES**

**MODULE 1 - INDUCTION**

Company Structure  
 Conditions of employment/welfare  
 Safety, including fire and explosion  
 Good Housekeeping  
 Basic course in manual handling

**MODULE 2 - CLEANING**

Introduction to cleaning  
 Ride-on sweeper  
 Amenities cleaning  
 Use of plant vacuum cleaning systems  
 First Flush Pit cleaning

**MODULE 3 - CHEMICAL AWARENESS**

Handling and storage of Chemicals and ingredients  
 Bulk tanker delivery procedures  
 Cleaning of bunded areas  
 Material safety data sheets  
 Personal protective equipment

**MODULE 4 - FORKLIFT OPERATION**

WorkCover Licence

**MODULE 5 - PACKING**

Introduction to Warehouse  
 Sampling  
 Operate Packer  
 Operate Metal Detector  
 Operate Scales  
 Bag stacking  
 Shrink wrapping  
 Documentation

**MODULE 6 - SANITATION**

Sanitation theory course  
 Practical application

**MODULE 7 - TRUCK OPERATION**

RTA Class 3A licence

**MODULE 8 - DRY BLENDERS**

Ingredients preparation  
 Batch preparation  
 Packing  
 Documentation

**MODULE 9 - GRAIN & GERM HANDLING**

Grain testing  
 Grain storage  
 Grain cleaning  
 Germ handling  
 Documentation  
 Distributed control system  
 MFG-Pro

**MODULE 10A - WAREHOUSING**

MFG-Pro  
 Stock control and rotation  
 Shrink wrapping  
 Documentation  
 Transport liaison  
 Pallet control

**MODULE 10B - EXPORT**

Containerisation  
 Export documentation  
 Export shipping liaison  
 Transport liaison

**MODULE 11 - WEIGHBRIDGE**

Weighbridge operation  
 Documentation

**MODULE 12 - STEEPING**

Silo operation  
 Filling steeps  
 Steepwater management  
 Steep acid plant  
 Steep emptying

**MODULE 13 - BIOFILTER**

pH control system  
 Vapour collection systems  
 Conveying air collection system  
 Heat recovery system  
 Cooling tower  
 Biomass modules  
 Distributed Control System

**MODULE 14 - GERM/FIBRE SEPARATION**

Degerminating mills  
 Hydroclone operation  
 ICM, Entoleter, DSM screens and Fibre transfer



**MODULE 15 - STARCH/GLUTEN SEPARATION**

Primary separation  
Starch hydroclones  
Gluten concentration

**MODULE 16 - GERM DRYER**

ICM and Vetter press  
Tube bundle dryer  
Transfer and storage system

**MODULE 17 - GLUTEN DRYER**

Rotary vacuum filter  
Conveying and mixing  
Tube bundle dryer  
Transfer and storage system

**MODULE 18 - STOCK FEED DRYER**

ICM and Vetter press  
Conveying and mixing  
CSL and corn cleaning addition  
Tube bundle dryer  
Transfer and storage system

**MODULE 19 - EVAPORATION**

Steepwater evaporators  
CSL storage  
Drum and bulk tanker outloading  
Weighbridge  
Documentation  
Distributed control system

**MODULE 20 - WASH CHANNELS**

Reactor operation  
Hydrocyclone operation and maintenance  
Centrifuge operation and maintenance  
Centrifuge supply system  
pH control

**MODULE 21 - TREATING**

Distributed control system  
Starch batching  
Chemical batching  
pH control  
Neutralising

**MODULE 22 - REACTOR OPERATION/TREATING**

Filling and emptying  
Heating and cooling  
Cleaning  
Mix tank operation  
Distributed control system

**MODULE 23 - REINEVELD CENTRIFUGE**

Slurry system  
Basket maintenance  
Wash-out procedure  
Product change procedure  
Distributed control system

**MODULE 24 - FLASH DRYERS**

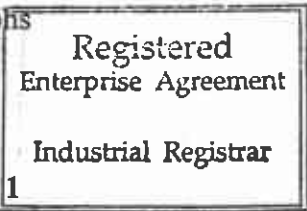
Gas control  
Moisture control  
Product change procedure  
Sample procedure  
Filter and screen maintenance  
Transfer and storage systems  
Distributed control system

**MODULE 25 - CHEMICAL PREPARATION/TREATING**

Acetic Anhydride/Adipic Acid preparation  
Caustic Soda system  
Propylene Oxide system  
Phosphorous Oxychloride  
Dry ingredients  
Distributed control system

**MODULE 26 - PROCESS CONTROL**

Batch methods  
Testing Procedures  
Brabender Viscographs  
Scott Fluidity  
Titration  
pH adjustment



**MODULE 27 - PREGEL 1**

Slurry preparation  
Drum dryer preparation

**MODULE 28 - PREGEL 2**

Drum dryer operation  
Grinding, sieving and conveying systems

**MODULE 29 - EFFLUENT SYSTEM**

Effluent collection points and rotary screen  
Buffer tank and degritting system  
Westfalia centrifuges  
Treated effluent and pH control system  
Starch fines transfer  
Westfalia decanter  
Starch fines outloading  
Distributed control system

## 5. MAINTENANCE EMPLOYEES

### 5.1 Engineering Employee - Level C11

An employee who possesses necessary skills and/or has completed suitable on the job training so as to enable the employee to perform work within the scope of this level.

The level particularly covers the function of Technical Trade Assistant/Greaser and Engineering Stores Attendant.

An Employee at this level performs work generally as stated below:

- (a) Assists in the provision of on the job training to a limited degree.
- (b) Performs work under general supervision either individually or in a team environment.
- (c) Is responsible for assuring the quality of his or her own work.
- (d) Indicative of the tasks that an employee at this level may perform are the following:
  - Manage a programmed lubrication system for all machinery on site.
  - Assess and report on general condition of equipment during implementation of programmed lubrication.
  - Assist and be directed by higher level tradespeople where necessary.
  - Participate in management of inventory and stores control systems, including: licensed operation of all appropriate materials handling equipment
  - Manage receipt, storage and issuing of stores items on site.
  - Basic computer operation and keyboard skills.
  - Licensed for forklift operation.
  - Has knowledge of the employer's production process steps.
  - Has basic engineering and fault recognition skills.
  - Can use basic engineering tools proficiently.



## 5.2 Engineering Tradesperson - Level C10

An Engineering Tradesperson C10 is an employee who holds a Trade Certificate in one of the electrical, mechanical or fabrication engineering streams and is able to exercise the skills and knowledge of that trade.

A C10 level would normally be the level at which a new tradesperson would commence employment.

A C10 tradesperson would have successfully completed a trade apprenticeship and a relevant tertiary trade course at a TAFE college or similar.

An Engineering Tradesperson C10 works above and beyond an employee at C11 and to the level of their training:

- (a) Understands and can implement quality maintenance management techniques.
- (b) Exercises good interpersonal and vocal/written communication skills.
- (c) Has the ability to exercise some computer and keyboard skills as required.
- (d) Performs work under general supervision either individually or in a team environment.
- (e) Operates all lifting equipment incidental to his or her work.
- (f) Performs non trade tasks incidental to his or her work.
- (g) Performs work which while primarily involving the skills of the employee's trade, is incidental or peripheral to the primary task and facilitates the completion of the whole task. Such incidental or peripheral work would not require additional formal technical training.



### 5.3 Engineering Tradesperson - Level C9

An Engineering Tradesperson C9 is a tradesperson who has completed the following training requirements:

- (a) Obtained accreditation in any four modules as described in module career path.

An Engineering Tradesperson C9 works above and beyond an employee at C10 and to the level of their training:

- (a) Exercises the skills attained through satisfactory completion of the training prescribed under the module career path.
- (b) Provides trade guidance and assistance as part of a work team for grades below C9.
- (c) Works under general supervision either individually or in a team environment.
- (d) Understands and implements quality maintenance management techniques.
- (e) Performs non trade tasks incidental to their work.
- (f) Performs work which, while primarily involving the skills of the employee's trade, is incidental or peripheral to the whole task. Such incidental or peripheral work would not require additional formal technical training.

### 5.4 Engineering Tradesperson - Level C8

An Engineering Tradesperson C8 is a tradesperson who has completed the following training requirements:

- (a) Obtained accreditation in any eight modules as described in module career path.

An Engineering Tradesperson C8, works above and beyond an employee at C9 and to the level of their training:

- (a) Exercises the skills attained through satisfactory completion of the training prescribed under the module career path.
- (b) Provides trade guidance and assistance as part of a work team for grades below C8.
- (c) Works under limited supervision either individually or in a team environment.
- (d) Understands and implements quality maintenance management techniques.
- (e) Assists in provision of training in conjunction with maintenance supervisor and maintenance manager.
- (f) Performs non trade tasks incidental to his or her work.
- (g) Performs work which, while primarily involving the skills of the employee's trade, is incidental or peripheral to the whole task. Such incidental or peripheral work would not require additional formal technical training.



## 5.5 Engineering Tradesperson - Level C7

An Engineering Tradesperson C7 is a tradesperson who has completed the following training requirements:

- (a) Obtained accreditation in any twelve modules as described in module career path.

An Engineering Tradesperson C7, works above and beyond an employee at C8 and to the level of their training:

- (a) Exercises the skills attained through satisfactory completion of the training prescribed under the module career path.
- (b) Provides guidance, supervision and direction to C8, C9, C10 and C11 personnel when required.
- (c) Able to work under very low levels of supervision either individually or in a team environment.
- (d) Understands and implements quality maintenance management techniques.
- (e) Assists in provision of training in conjunction with maintenance supervisor and maintenance manager. Can assist in preparation of in-house training documents and is able to carry out formal training of lower grades.
- (f) Performs non trade tasks incidental to his or her work.
- (g) Performs work which, while primarily involving the skills of the employee's trade, is incidental or peripheral to the whole task. Such incidental or peripheral work would not require additional formal technical training.
- (h) Indicative of the tasks that an employee at this level may perform, are as follows:
- Works on machines or equipment that utilise complex electric/electronic circuitry and/or hydraulic/pneumatic controls or a combination thereof.
  - Works on instruments which make up a complex control system which utilise some combination of electrical, electronic, mechanical or fluid power principles.
  - Works on complex or intricate interconnected electrical, mechanical, pneumatic or hydraulic circuits.
  - Has detailed involvement in programmed and predictive maintenance functions in accordance with a computerised maintenance management system.
  - Is able to assist in preparation of in-house training documentation for sophisticated machinery and control systems such as centrifuges, DCS control system etc.

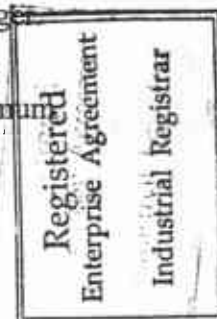
### 5.6 Engineering Tradesperson - Level C6

An Engineering Tradesperson C6 is a tradesperson who has completed the following training requirements:

- (a) Obtained accreditation in any sixteen modules as described in module career path.

An Engineering Tradesperson C6, works above and beyond an employee at C7 and to the level of their training:

- (a) Exercises the skills attained through satisfactory completion of the training prescribed under the module career path.
- (b) Provides guidance, supervision and direction to C7, C8, C9, C10 and C11 personnel when required.
- (c) Able to work with minimum levels of supervision either individually or in a team environment.
- (d) Is familiar with and implements site quality maintenance management systems and work organisation at a level higher than a tradesperson at C7 level.
- (e) Has a high level of understanding of quality maintenance management techniques and systems as implemented on site by maintenance manager and maintenance team generally. Is completely familiar with computerised maintenance management systems installed on site and can use system to identify maintenance prone equipment and establish a programme of improvements in conjunction with maintenance manager.
- (f) Assists in provision of training in conjunction with maintenance supervisor and maintenance manager. Can prepare in-house training documentation with minimum supervision and is able to carry out formal training of lower grades.
- (g) Able to prepare reports of a technical nature on specific tasks or assignments as directed.
- (h) Performs non trade tasks incidental to their work.
- (i) Performs work which while primarily involving the skills of the employee's trade is incidental or peripheral to the whole task. Such incidental or peripheral work would not require additional formal technical training.
- (j) Indicative of the tasks which an employee at this level may perform, are as follows:
- Works on machines or equipment which utilise complex electric/electronic circuitry and/or hydraulic/pneumatic controls or a combination thereof.
  - Works on instruments which make up a complex control system which utilise some combination of electrical, electronic, mechanical or fluid power principles.
  - Works on complex or intricate interconnected electrical, mechanical, pneumatic or hydraulic circuits.
  - Has detailed involvement in programmed and predictive maintenance functions in accordance with a computerised maintenance management system- to a level higher than C7.
  - Able to work on various forms of machinery and equipment which are electronically and/or pneumatically controlled by complex digital and/or analogue control systems using integrated circuitry.
  - Is able to prepare in-house training documentation for sophisticated machinery and control systems such as centrifuges, DCS control system, entoleters etc.



- Can conduct formal training courses for lower level tradespeople in the following areas:
  - Relating to particular machines and systems in the factory.
  - Relating to Shock Pulse Analysis techniques and implementation.
  - Relating to Laser Alignment techniques and implementation.
  - Relating to analysing and interpreting data from lubrication analysis.

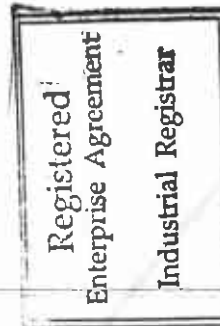




6. CAREER PATH - TRADES

6.1 Details of Common Modules for Electrical, Mechanical & Fabrication Personnel

Module Description	Module Points
Fork Lift License	0.25
Cherry Picker License	0.25
Confined Space Certificate	0.25
Elementary Rigging	0.25
Computerised Maintenance System- Level 1	0.5
Computerised Maintenance System- Level 2	1
Condition Monitoring- Shock Pulse Analysis-Level 1	0.5
Condition Monitoring- Shock Pulse Analysis-Level 2	1
Laser Alignment	1
Lubrication Analysis/Results Interpretation	0.5



6.2 Details of Modules for Mechanical & Fabrication Personnel

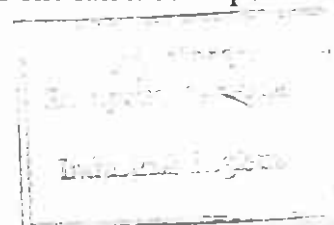
TAFE No	Module Description	Module Points	Prerequisites
NM14	Robots	1	
NM21	Precision Measurement	1	NMO5 NBB12
NM33	Fluid Power Control 1	1	NBB08 NM32 or NM31
NM36	Heat Transfer	1	NBB13
NM37	Steam Plant	1	NM36
NM42	Water Pumping	1	NBB07
NM43	Pumps, Application & Maintenance	1	NM42
NM51	Precision Machining	1	NMO2 NMO3 NM19
NM59	Hydraulics 4	1	NM32
NM62	Pneumatics 4	1	NM61
NM63	Fluid Power Control 2	1	NM33
NM68	Braking Systems	1	NBB13
NM69	Plant Transmissions 1	1	NM15 NBB11
NM70	Plant Transmissions 2	1	NM15 NM30 NBB11
NM72	Plant Pneumatics	1	NM30 NM68
NM96	Precision Fitting & Assembly	1	NBB06 NBB12 NM16
NM200	Assembly Fitting	1	NBB07 NBB12
NM201	Hydraulic Equipment Repair	0.5	NM200 NM30
NM202	Pump Equipment Repair	0.5	NM200
NM203	Compressed Air Equipment Repair	0.5	NM200
NM205	Introduction to Sheet Metal Work	0.5	NBB07 NBB12
NFO1	Manual Metal Arc Welding 1	1.0	NBB09
NFO3	Gas Tungsten Arc Welding 1	0.5	NBB09
NFO5	Manual Metal Arc Welding 2	1.0	NFO1
NFO6	Manual Metal Arc Welding 3	1.0	NFO5
NF19	Fabrication Techniques 2	1.0	NBB09 NBB10 NBB12
NF20	Geometric Development	1.0	NBB12
NF27	Fabrication-Transitions 1 (Concentric	1.0	NBB10 NF20
NF28	Fabrication-Transitions 2 (Offset)	1.0	NF27
NF36	Fabrication Stainless Steel	0.5	NFO1, NFO3 & either NF23 or NF26 or NF28
NF65	Welding Certificate 1	1.0	NFO6

**6.3 Details of Modules for Electrical Personnel**

TAFE No	Module Description	Module Points	Prerequisites
NM31	Pneumatics 1	1.0	NM30
NM32	Hydraulics 1	1.0	NM30
NM57	Hydraulics 2	1.0	NM32
NM60	Pneumatics 2	1.0	NM31
Year 1	Industrial Electronics (Advanced Certificate)	4.0	Electrical Trade
Year 2	Industrial Electronics (Advanced Certificate)	4.0	Electrical Trade
Year 3	Electronics Trade (Final Year)	4.0	And Elect. Year 1 & 2
Year 1	Instrument Trade	4.0	
Comp.	Instrument Trade	4.0	
	DCS Level 1	2.0	Yokogawa & In House
	DCS Level 2	2.0	Yokogawa & In House

**6.4 General Notes on Modules and Upgrading of Skills**

- (a) It is understood that basic TAFE subject prerequisites, required for courses above, have been completed during trade training and as such do not form part of the module system.
- (b) Any module completed during Trade training does not count towards advancement in the career path.
- (c) A full module has been designed on the assumption that a person will achieve the specified competencies in 35 to 40 hours of TAFE or "in-house" training.
- (d) C6 is the highest level tradesperson required on site.
- (e) Employees will have Company support in arranging working hours to suit study times but it will be employee's responsibility to arrange exchange of shift coverage etc.
- (f) A "Training Review" committee will be formed- consisting of Engineering Manager, Maintenance Manager, 1 Mechanical representative, 1 Electrical representative. Committee will meet as appropriate to manage the training system.
- (g) Before a person commences any programme of improvement, the programme must be reviewed and approved by the Training Review Committee (TRC).
- (h) Periodic, special training courses and presentations which may occur from time to time, and which the TRC may feel are beneficial to a particular employee, will be considered as general reinforcement of skills and will not form part of the module programme.
- (i) Elementary Rigging and the Fork Lift License will count as one full module point each for existing employees.



## 7. LABORATORY EMPLOYEES

### 7.1 Technical Officer

A Technical Officer shall mean an adult employee:

- (a) (i) who has been engaged for at least four years as a technical assistant or who has had two years' experience as a technician or who has had training deemed by the employer to be equivalent thereto; and
- (ii) who has received a certificate from a State Education Department or Technical Education Department such as the Mechanical Engineering Certificate, Electrical Engineering Certificate, Chemistry Certificate or Metallurgy Certificate, appropriate to the work in which he is engaged or its equivalent; and
- (b) Who is required to perform technical duties in a specified field of engineering or scientific practice, such as research, development, laboratory and/or engineering activities, and who in carrying out such work is required to apply the skill acquired pursuant to the provisions of subparagraphs (i) and (ii), of paragraph (a), of this subclause.
- (c) Notwithstanding the provisions of the said subparagraphs (i) and (ii), an employer shall classify an employee as a technical officer who for six months satisfactorily performs work which is of the same nature as required by paragraph (b), of this subclause, and which requires the application of a similar standard of knowledge and/or engineering or scientific experience which has been acquired by other means that as provided for in the said subparagraphs (i) and (ii).

### 7.2 Leading Technical Officer

Leading Technical Officer shall mean a technical officer who is required to supervise three or more technical persons of whom at least one is performing the work of a technical officer.

### 7.3 Technician

- (a) Technician shall mean an adult employee who has had at least two years experience as a technical assistant or other experience deemed by the employer to be the equivalent thereof and who, under the supervision of technical staff, is called upon to perform duties which require the exercise of judgement and skill in excess of that required of a technical assistant but do not fall within the duties at the level as defined for a technical officer.
- (b) Technical Assistant shall mean an adult employee who has completed an appropriate apprenticeship or achieved an equivalent standard of skill or knowledge and is employed on routine technical tasks requiring such skill or knowledge.

## 7. LABORATORY EMPLOYEES

### 7.1 Technical Officer

A Technical Officer shall mean an adult employee:

- (a) (i) who has been engaged for at least four years as a technical assistant or who has had two years' experience as a technician or who has had training deemed by the employer to be equivalent thereto; and
- (ii) who has received a certificate from a State Education Department or Technical Education Department such as the Mechanical Engineering Certificate, Electrical Engineering Certificate, Chemistry Certificate or Metallurgy Certificate, appropriate to the work in which he is engaged or its equivalent; and
- (b) Who is required to perform technical duties in a specified field of engineering or scientific practice, such as research, development, laboratory and/or engineering activities, and who in carrying out such work is required to apply the skill acquired pursuant to the provisions of subparagraphs (i) and (ii), of paragraph (a), of this subclause.
- (c) Notwithstanding the provisions of the said subparagraphs (i) and (ii), an employer shall classify an employee as a technical officer who for six months satisfactorily performs work which is of the same nature as required by paragraph (b), of this subclause, and which requires the application of a similar standard of knowledge and/or engineering or scientific experience which has been acquired by other means that as provided for in the said subparagraphs (i) and (ii).

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- (b) Technical Assistant shall mean an adult employee who has completed an appropriate apprenticeship or achieved an equivalent standard of skill or knowledge and is employed on routine technical tasks requiring such skill or knowledge.



APPENDIX C

1. ANNUAL WAGE FOR ELECTRICIANS

<b>PAY CALCULATION FOR ELECTRICIANS.</b>		1-Dec-99	
		WEEKLY	YEARLY
C6 ORDINARY RATE	25.4762		
<b>STANDARD SHIFT</b>			
ORDINARY HOURS	7.6 x Ord Rate	\$193.62	
OVERTIME HOURS	0.4 x Ord Rate x 1.5	\$15.29	
SHIFT ALLOWANCE	10% of 38 hours	\$19.36	
		<b>\$228.27</b>	
<b>ANNUAL LEAVE SHIFT</b>			
ORDINARY HOURS	7.6 x Ord Rate	\$193.62	
OVERTIME HOURS	0 x Ord Rate x 1.5	\$0.00	
SHIFT ALLOWANCE	0	\$0.00	
		<b>\$193.62</b>	
<b>THEREFORE A NORMAL WEEK = 5 X STANDARD SHIFT.</b>			
<b>THEREFORE AN ANNUAL LEAVE WEEK = 5 X A/LEAVE SHIFT.</b>			
PLUS	ANNUAL LEAVE LOADING	\$13.03	<b>\$677.67</b>
PLUS	ANNUAL LEAVE OVERTIME COVER	\$137.18	<b>\$7,133.34</b>
PLUS	SICK LEAVE OVERTIME COVER	\$65.16	<b>\$3,388.33</b>
PLUS	PUBLIC HOLIDAY COVER	\$29.79	<b>\$1,548.95</b>
PLUS	ADDITIONAL HOURS	\$205.77	<b>\$10,700.00</b>
PLUS	QUALIFIED SUPERVISORS CERTIFICATE	\$21.90	<b>\$1,138.80</b>
		<b>\$1,141.33</b>	<b>\$54,784.02</b>
		<b>\$968.10</b>	<b>\$3,872.38</b>
			<b>\$677.67</b>
			<b>\$7,133.34</b>
			<b>\$3,388.33</b>
			<b>\$1,548.95</b>
			<b>\$10,700.00</b>
			<b>\$1,138.80</b>
		<b>Weekly Wage</b>	<b>Annual Wage</b>
		<b>\$1,600.84</b>	<b>\$83,243.50</b>

Registered  
Enterprise Agreement  
Industry Register

APPENDIX D

1. PROJECTED ROSTER

DECEMBER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
No 1 TEAM					D	D	N	N					D	D	N	N				D	D	N	N							D	D	N
No 2 TEAM	N	N						D	D	N	N				D	D	N	N					D	D	N	N						D
No 3 TEAM	D	D	N	N						D	D	N	N					D	D	N	N				D	D	N	N				
No 4 TEAM			D	D	N	N						D	D	N	N					D	D	N	N									

2 0 0 0

JANUARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2000	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	
No 1 TEAM	N						D	D	N	N					D	D	N	N					D	D	N	N					D	D
No 2 TEAM	D	N	N						D	D	N	N					D	D	N	N					D	D	N	N				
No 3 TEAM		D	D	N	N						D	D	N	N					D	D	N	N				D	D	N	N			
No 4 TEAM			D	D	N	N						D	D	N	N					D	D	N	N					D	D	N	N	

FEBRUARY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
2000	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	
No 1 TEAM	N	N					D	D	N	N					D	D	N	N						D	D	N	N			
No 2 TEAM	D	D	N	N						D	D	N	N					D	D	N	N					D	D	N	N	
No 3 TEAM			D	D	N	N						D	D	N	N					D	D	N	N					D	D	N
No 4 TEAM				D	D	N	N						D	D	N	N					D	D	N	N						D

MARCH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2000	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
No 1 TEAM			D	D	N	N						D	D	N	N					D	D	N	N					D	D	N	N	
No 2 TEAM				D	D	N	N						D	D	N	N					D	D	N	N					D	D	N	N
No 3 TEAM	N						D	D	N	N					D	D	N	N						D	D	N	N				D	
No 4 TEAM	D	N	N							D	D	N	N					D	D	N	N					D	D	N	N			

APRIL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
2000	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
No 1 TEAM			D	D	N	N						D	D	N	N					D	D	N	N					D	D	N	N
No 2 TEAM					D	D	N	N						D	D	N	N							D	D	N	N				D
No 3 TEAM	N	N						D	D	N	N						D	D	N	N					D	D	N	N			
No 4 TEAM	D	D	N	N							D	D	N	N						D	D	N	N					D	D	N	N

MAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2000	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	
No 1 TEAM					D	D	N	N						D	D	N	N					D	D	N	N					D	D	N
No 2 TEAM	N	N						D	D	N	N						D	D	N	N					D	D	N	N				D
No 3 TEAM	D	D	N	N						D	D	N	N						D	D	N	N					D	D	N	N		
No 4 TEAM			D	D	N	N							D	D	N	N					D	D	N	N					D	D	N	N

JUNE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
2000	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F		
No 1 TEAM	N					D	D	N	N						D	D	N	N						D	D	N	N				D	
No 2 TEAM	D	N	N							D	D	N	N							D	D	N	N					D	D	N	N	
No 3 TEAM		D	D	N	N							D	D	N	N					D	D	N	N					D	D	N	N	
No 4 TEAM			D	D	N	N							D	D	N	N					D	D	N	N					D	D	N	N

