

ENTERPRISE AGREEMENT

NO: E.A. 343 /1993

DATE REGISTERED: 15-11-93

PRICE: \$ 78.00

3M AUSTRALIA PTY. LTD. - ST. MARYS
PLANT ENTERPRISE AGREEMENT 1993

AGREED BETWEEN

3M AUSTRALIA PTY. LTD. - ST. MARYS PLANT

AND

ELECTRICAL TRADES UNION OF AUSTRALIA
(NSW BRANCH)

MEMORANDUM OF AGREEMENT

1. TITLE

This agreement shall be known as the 3M Australia - St Marys Plant Enterprise Agreement, 1993.

2. ARRANGEMENT

<u>Clause</u>	<u>Subject Matter</u>
1	Title
2	Arrangement
3	Application and Incidence of Agreement
4	Parties Bound
5	Date and Period of Operation
6	Relationship to Parent Awards
7	National Standards
8	Measures to Achieve Gains in Productivity and Flexibility
9	Avoidance of Industrial Disputes
10	Rates of Pay
11	No Duress
12	Not to be Used as a Precedent
13	Renewal of Agreement
Appendix A	Schedule of Classification Wage Rates
Appendix B	Classification Structure Definitions and Principles

3. APPLICATION

The Agreement shall apply to all employees of 3M Australia Pty. Ltd. - St. Marys Plant who are bound by the terms of the following Award:

- (a) Electricians & C (State) Award.

4. PARTIES BOUND

The Parties to this Agreement are:

- (i) Electrical Trades Union of Australia (NSW Branch)
- (ii) 3M Australia Pty. Ltd. - St. Marys Plant, 2-74 Dunheved Circuit, St. Marys, NSW and it's employees who are covered by the Award listed in Clause 3 of this Agreement.

5. DATE AND PERIOD OF OPERATION

This agreement shall operate from the beginning of the first pay period to commence on or after its registration by the Commissioner of Enterprise Agreements and shall remain in force until the 14th March, 1995.

6. RELATIONSHIP TO PARENT AWARDS

This Agreement shall be read and interpreted wholly in conjunction with the Electricians & C (State) Award, provided that where there is any inconsistency, this Agreement shall take precedence.

7. NATIONAL STANDARDS

This agreement shall not operate so as to cause an employee to suffer a reduction in ordinary time earnings, or in national standards such as standard hours of work, annual leave or long service leave.

8. MEASURES DESIGNED TO ACHIEVE REAL GAINS IN PRODUCTIVITY, EFFICIENCY AND FLEXIBILITY

BACKGROUND/PREAMBLE

The previous Enterprise Agreement (C No. 31009 of 1992) set about establishing a framework for improving the flexibility, efficiency and effectiveness of our St. Marys Plant operations.

A "vision" describing how the Plant needs to operate was developed and a list of operational characteristics were identified as necessary outcomes if the St. Marys Plant operation was to succeed in an increasingly competitive environment.

These operational characteristics were to be achieved by making changes to 3 interrelated areas:-

WORK ORGANISATION
TRAINING
MANAGEMENT STRUCTURES

A start has been made in these areas. Three focused factories have been established across the manufacturing operations forming a basis for the development of more focused work teams. Inroads have been made with regard to work demarcations, a number of initiatives have been introduced, including the concept of shared work between salaried and production employees. Work has progressed on the development of career paths, competency based training and operator certification programs.

Management structures are reducing and employees are being asked to participate and be more involved in making decisions in their work group.

While it is fair to say that progress has been made during the currency of our Enterprise Agreement, it is also fair to say that the pace of change needs to increase if the Plant is to play it's role in contributing to 3M Australia's need for quality growth and if we are to improve our job security prospects.

This new Enterprise Agreement will build upon the start we have made but will accelerate the improvement process.

In the area of work organisation this will mean building better co-operation and trust between production, trades, support staff and management to encourage the team approach. This will require a willingness by everyone to challenge existing attitudes and perceptions towards work demarcations, and how people work together in general.

The previous agreement established the aims and objectives of the work organisation process as well as a framework for review and consultation which we must utilise more effectively.

As a consequence of this it has been agreed between the parties on the following initiatives to ensure greater workforce flexibility.

- * Cross-skilling of our electrical and mechanical trades teams (See appendix I for detail)
- * Cross-skilling of production and maintenance teams (See appendix II for detail)

- * The technical community to have access to production equipment and machinery for the purposes of training and familiarisation
- * The establishment of a laboratory facility for the Equipment Design and Development Systems division (See appendix III for detail)

In addition to these initiatives for organising work differently, arrangements have been agreed upon that will mitigate the impact of Rostered Days Off on the Plant's ability to service the customer.

It has been agreed between the parties to implement the following arrangements:-

- * There will no longer be a schedule of nominated Plant R.D.O.'s
- * Individual departments will now arrange their working hours to best suit business needs and the needs of the team
- * Departments will be given the flexibility to organise time-off, for example
 - Accrual of time off (multiple of days, maximum of 5)
 - Time off taken in part days if requested and by mutual agreement
 - Time off to be taken across any of the five days in the working week

Existing award conditions (eg 38 hour week) will continue to prevail.

It has been agreed between the parties to examine more flexible approaches to the arrangement of shifts/working hours to better utilise equipment or to improve customer service.

It has been agreed between the parties to transfer those few remaining employees on cash payments to Electronic Funds Transfer.

It has been agreed between the parties that in the area of Training, management will continue to direct it's efforts at the refinement of career structures, the finalisation of competency standards and the full implementation of operator certification across the plant. The aim of all of this is to increase the skills of the St. Marys Plant workforce.

It has been agreed between the parties that this Agreement shall operate from the beginning of the first pay period to commence on or after its registration by the Commissioner of Enterprise Agreements under the terms of the NSW Industrial Relations Act, 1991 - S.126 and shall remain in force until the 14th March, 1995.

It has been agreed between the parties that, in exchange for the agreement on the issues referenced above and for the commitment to continue to pursue the aims, objectives and processes established in the original Enterprise Agreement, there will be an across the board increase to the (ordinary time) shop rate of pay of 3% per annum over a 2 year period. (See appendix IV for details).

The first increase of 3% will be effective from the first pay period to commence on or after its registration by the Commissioner Of Enterprise Agreements under the terms of the NSW Industrial Relations Act, 1991 - S.126.

The second increase of 3% will be effective from the first pay period on or after 14th March, 1994.

It is agreed between the parties that should there be a National Wage Case decision(s) during the life of this Agreement, no additional increase will be made unless the decision(s) provides for an increase of a greater amount, in which case the difference only will apply.

In addition to this across the board increase, it has been agreed between the parties to investigate and implement a Gainsharing Programme that will reward employees for improvements that can be made to important plant measures/activities.

The parties believe that the implementation of a Gainsharing Programme will:-

- Offer our employees the opportunity to take a greater personal responsibility for the success of the St. Marys Plant operation
- Lead to greater creativity, commitment
- Contribute to overall improvement in productivity and profitability

The parties acknowledge that a lot of detail needs to be addressed before such a programme can be implemented and a committee comprising of management and employee representatives has been established to oversee it's development and implementation.

A target date of 1st July, 1993 has been set.

CROSS-SKILLING OF ELECTRICAL AND
MECHANICAL MAINTENANCE TEAMS

A range of opportunities have been identified within the Maintenance Department where cross-skilling of our Electrical, Mechanical and Boiler House employees is of benefit to the organisation and these employees. These opportunities are listed below along with the appropriate implementation strategy.

1. Mechanical Tradespersons and the introduction of Restricted Electrical Licence - Disconnection and Reconnection of Electrical Motors

In order to allow the certification and hence use of restricted electrical licence the competencies as noted on the Building Services Corporation "STATEMENT OF PRACTICAL EXPERIENCE DISCONNECTION AND RECONNECTION OF ELECTRICAL MOTORS" must be proven.

To prove competency, training and then practical demonstration will be necessary as detailed below.

ELEMENTS

1. Identify isolation points.
2. Isolate motor correctly and safely.
3. Check isolation before disconnecting.
4. Disconnect motor correctly and safely.
5. Select replacement motor correctly.
6. Test wiring at termination before reconnecting.
7. Reconnect motor safely and correctly.
8. Re-energise motor.
9. Check reconnected motors for correct operation.
10. Resetting circuit breakers and fuses.
11. Disconnection of solenoids and actuators.

TRAINING MODULES REQUIRED

For Elements 1, 2 and 3

- * Identification of the motor.
- * Identification of isolation point.
- * Tagging/lockout of isolation.

* Checking with multimeter.

* Checking for operation.

NOTE:

A plant schedule will be created which identifies motor isolation points for all motors without local isolation.

For Element 4

* Use of correct tools.

* Making disconnected cables safe.

* Labelling the connection points.

For Element 5

* Characteristics of different motors, e.g. frame, speed, windings.

For Element 6

* Testing with meter whilst trying to operate.

For Element 7

* Ensuring cable termination soundness.

* Megger Testing.

* Earth continuity testing.

* Connection according to labelling.

For Element 8

* Implication of re-energising.

* Remove Tag and check area.

For Element 9

* Checking of rotation.

* Checking voltage supply

* Checking for correct current.

For Element 10

* Investigation:- physical, operator discussion.

* Use of correct tools.

- * Different type of circuit breakers and fuses.
- * Identification of fuses.
- * Re-occurring faults.

For Element 11

- * Type of connections and isolation required.
- * Isolation points.
- * Reconnection.

COMPETENCY ASSESSMENT

Elements 1 to 9

Disconnection and Reconnection of two motors in each of the following categories.

1. Motor with local isolation.
2. Motor with contactor only.
3. Motor with cubicle isolation (no local isolation).

Demonstration in front of two 3M Electrical Tradespersons.

Element 10

To be advised.

Element 11

To be advised.

NOTES:

1. TAFE course must be successfully completed.
2. This arrangement relates only to the work covered by the licence. It is understood by the parties that in the event of the NSW Building Services Corporation extending the scope of work allowed under the Restricted Electrical Licence - Disconnection and Reconnection of Electrical Motors - then 3M will not seek to extend the existing arrangements without prior consultation and agreement from the Electrical Team.
3. All work carried out by the Maintenance Mechanical Tradesperson is to be logged.

4. In the event of incorrect work associated with this arrangement being identified then, naturally, the normal corrective action process would be instigated. In the context of this arrangement this means that the Mechanical Tradesperson responsible will not be allowed to carry out such work until re-training and re-certification, in the appropriate element(s), has taken place.
 5. When a Mechanical Tradesperson is employed with a Restricted Electrical Licence he/she, like all new trades people, will undergo a thorough plant induction programme incorporating plant safety procedures (including the identification of isolation points).
 6. Flameproof motors are excluded until appropriate training and competency modules are created. This will require consultation and agreement from the Electrical Team.
2. TRADES ASSISTANT TO CHANGE FLICKERING LIGHT TUBES
 - Electrical Team member to provide training, and designated employee(s) to demonstrate competency.
 3. ELECTRICAL TRADESPERSONS AND ALIGNMENT OF PRECISION COUPLINGS
 - Relevant training to provide if necessary by Mechanical Tradespersons, and designated employees to demonstrate competency.
 4. BOILER ATTENDANTS CARRYING OUT MAINTENANCE ON STEAM PLANT
 - Mechanical Tradespersons to provide relevant training or alternatively relevant training provided through TAFE module(s) if available. Designated employees will be required to demonstrate competency.

In addition to cross-skilling initiatives other opportunities have been agreed to that involve shared work. These currently include:

- * Mechanical Tradespersons to be able to change gas bottles
- * Preventative maintenance schedules of a mechanical nature currently performed by the Electrical Trades Team, to be performed by the Mechanical Trades Team as well.

CROSS-SKILLING OF PRODUCTION
AND MAINTENANCE TEAMS

A range of opportunities have been identified for the cross-skilling of our production based (NUW) employees in certain maintenance type functions. For example:

- * Changing of flickering light tubes
- * Repair of static bars
- * Dismantle and cleaning of corona treater bars
- * Relocation of T.O.L. devices to enable production to reset equipment/machinery

NOTE:

This arrangement refers to push button, externally mounted, overload resets and specifically excludes overloads inside cubicles. In addition to this authorised personnel will be nominated and records of equipment "overloading/tripping" will be kept, and in circumstances of excessive or reoccurring trips then electrical team must be informed.

- * Changing of thermo-hygrograph charts
- * Changing of wires on sealing machines
- * Checking batteries
- * Connection of thermocouple pads in Abrasive Maker cure oven

In each of these cases appropriate training covering safety procedures, AS3902 requirements and work procedures will be provided to designated personnel and competencies will be required to be demonstrated.

In regards to the identification of further opportunities for production (NUW) employees to carry out basic maintenance functions, it has been agreed to follow the current consultative process whereby:

- A. Departmental Restructuring Team identifies opportunities
- B. Cross-functional Team made up of production, maintenance and departmental management meet to discuss identified opportunities
- C. Recommendations from Cross-functional Team are reviewed by the Maintenance Team and the appropriate Consultative Committee(s) (up to and including the Joint Consultative Committee, if required).
- D. Agreed outcomes are implemented.

THE ESTABLISHMENT OF A LABORATORY FACILITY FOR THE
EQUIPMENT DESIGN AND DEVELOPMENT SYSTEMS DIVISION

The E.D. & D.S. division will establish an Electro-Mechanical Laboratory to design and develop automated tape packing machines.

The work in this laboratory will be related to applying patents, or confidential customer information, or designs to prototype working units to establish that the designs work in practice.

Accordingly it has been agreed between the parties that the activities of the laboratory will from time to time involve drilling, bolting, turning, welding, milling and designing through the use of appropriate/suitable tools and equipment.

It is agreed between the parties that in circumstances where the Company may seek to extend these arrangements to other laboratories on site then consultation and agreement with the Maintenance Trades Teams will first take place.

9. AVOIDANCE OF INDUSTRIAL DISPUTES

Any disputes or grievances are to be handled in accordance with the following procedures:

The parties to this Agreement shall observe the procedure for avoidance of industrial disputes as set out in the following:

3M St. Marys - Electrical Trade Union Grievance Procedure

1. Except in relation to safety issues, the pre-existing status quo should continue without a stoppage or disruption.
2. Where a genuine safety issue arises, those involved in hazard shall retreat from the area but not the workplace and shall stand by or transfer to other duties whilst the hazard is resolved by Management.
3. Any grievance that arises shall be notified in the first instance by the employee and/or delegate to his Maintenance Supervisor (or his deputy) when appropriate steps will be taken to resolve the grievance within 24 hours.
4. If the Maintenance Supervisor (or his deputy) does not have the authority to resolve the matter or if agreement cannot be reached, as in Step 3, then:
 - (i) the matter shall immediately be taken up by the Maintenance Superintendent (or his deputy) and the appropriate union delegate.
 - (ii) the Maintenance Superintendent (or his deputy) if unable to resolve the matter shall report it immediately to the Personnel Manager (or his deputy) and Maintenance Manager (or his deputy).
 - (iii) discussions shall then take place as soon as practicable and within 24 hours between the union delegate and the Personnel Manager (or his deputy) Maintenance Manager (or his deputy) in an endeavour to resolve the dispute.
5. If the matter is not resolved after proceeding with Steps 3 and 4 the delegate shall notify his union official(s) of the circumstances.

Handwritten signature and initials, possibly 'J.P.W.' and 'G.T.', in the bottom right corner of the page.

6. The Personnel Manager and Maintenance Manager (or their deputies) shall convene a meeting within 48 hours of the matter being notified to them by the union official(s) to further consider the dispute.
7. Provided Steps 3 and 4 are taken or with matters other than employee grievances where a delegate wishes to discuss an industrial grievance with his co-delegate or another union delegate(s) the following procedure shall be followed:-
 - (i) Delegate to inform the Maintenance Supervisor (or his deputy) of his requirement to discuss a grievance with another union delegate (whom he shall nominate).
 - (ii) If the grievance requires the involvement of other delegates, the Maintenance Supervisor (or his deputy) be advised by the delegate. The Maintenance Supervisor (or his deputy) is then responsible for having the delegates released from their department. Delegates to report back to the Maintenance Supervisor (or his deputy) at the conclusion of these discussions.
8. While aforementioned proceedings are being followed employees should continue their normal duties.

AGW G.T.

What this means is that in the case of a grievance being raised then -

- Employee approaches supervisor - in first instance
- Area delegate approaches department supervisor - if agreement is not reached, manager to review problem
- Head delegate approaches Human Resources - only if matter not resolved within the department
- Local Union Organiser approaches Human Resources request review by management - most major issues should be resolved at this stage
- Dispute referred to Arbitration - as most issues are resolved on site, this is an infrequent step

Paid combined department or group meetings will occur in circumstances where management agrees there is a need for discussion or to report back.

- * That this process recognises the availability of the Commission for assistance in conciliation and arbitration as and when required.
- * That each party recognise that in the circumstances where it is deemed necessary for employees to invoke their "right to strike", management will consistently apply the principle of "no work no pay".
- * The recognition that it is in our own mutual interest to work together to resolve our differences to ensure our survival as a healthy growing organisation.

10. RATES OF PAY

- (a) The wage rates and/or methods of remuneration payable for each classification of employee shall be those as set out in Appendix A.
- (b) The wage increases as stated below shall be payable as follows:
 - (i) The amount shown in Column 1 shall be payable from the beginning of the first full pay period to commence on or after the date of certification of this agreement.
 - (ii) The amount shown in Column 2 shall be payable from the beginning of the first full pay period to commence on or after 14th March, 1994.

APPENDIX A
SCHEDULE OF
CLASSIFICATION WAGE RATES

CLASSIFICATION	CURRENT WAGE RATES		WAGE RATES APPLICABLE FROM THE FIRST PAY PERIOD ON OR AFTER DATE OF REGISTRATION (3% WAGE INCREASE)		WAGE RATES APPLICABLE FROM THE FIRST PAY PERIOD ON OR AFTER 14TH MARCH, 1994 (3% WAGE INCREASE)	
	START	STANDARD	START	STANDARD	START	STANDARD
LEVEL 1 - ELECTRICIAN	521.20	526.60	536.80	542.40	552.90	558.70
LEVEL 2 - 3M SPECIAL CLASS ELECTRICIAN	536.50	542.10	552.60	558.40	569.20	575.20
LEVEL 3 - ELECTRONIC TRADESPERSON	580.60	586.30	598.00	603.90	615.90	622.00
LEVEL 4 - INDUSTRIAL SYSTEMS TRADESPERSON - I			628.00	634.10	646.80	653.10
LEVEL 5 - INDUSTRIAL SYSTEMS TRADESPERSON - II			671.90	678.50	692.10	698.90

NOTE: THE ABOVE ARE THE 3M SHOP RATES OF PAY AND INCLUDE NO ALLOWANCES OTHER THAN THE TOOL ALLOWANCE OF \$9.10

THE ABOVE RATES EXCLUDE ALLOWANCE FOR ELECTRICAL LICENSE \$22.20, AND LEAD HAND ALLOWANCE \$30.00

11. NO DURESS

This Agreement has been freely entered into through a process of consultation which has involved tripartite discussions between electrical employee representatives, the Electrical Trades Union of Australia (NSW Branch) and management representatives of 3M Australia Pty. Ltd. - St. Marys Plant.

12. NOT TO BE USED AS A PRECEDENT

This agreement shall not be used in any manner whatsoever to obtain similar arrangements or benefits in any other plant or enterprise.

13. RENEWAL OF AGREEMENT

The Union undertakes, for the duration of the agreement, not to pursue any extra claims, award or over award.

It is agreed between the parties that should there be a National Wage Case decision(s) during the life of this Agreement, no additional increase will be made unless the decision(s) provides for an increase of a greater amount, in which case the difference only will apply.

It is agreed between the parties that at least one month prior to any initiatives being taken to renew or replace this agreement, discussions will take place between the parties to determine an appropriate course of action in respect of this agreement.

BY THE COMMISSION

COMMISSIONER

APPENDIX B

CLASSIFICATION STRUCTURE SUPPORTING PRINCIPLES

The following statements have been agreed upon and are designed to support the operation of the classification structure:-

1. The classification structure is designed to:-
 - encourage and facilitate multi-skilling and flexibility
 - provide opportunities for interesting, stimulating and varied work
 - a career path offering scope for progression and increased reward
2. Employees will perform tasks within their skill competency and training (this includes work at all levels below).
3. Employees will perform a wider range of duties including those which are incidental and peripheral to their main tasks or function.
4. Employees will attempt work in higher classifications in order to obtain training and develop competencies so as to enable progression to the next level/ classification, when a position becomes available.
5. A reclassification committee will review all requests for reclassification under the new structure. The committee will comprise of:-
 - Maintenance Superintendent
 - Maintenance Supervisor (Electrical)
 - Leading Hand (ETU)
 - Delegate (ETU)

All assessments for reclassification will be made fairly and impartially. Reference will be made to the Job Description, Skills Evaluation Log and Skill/Knowledge Area Listings.

The Skills Evaluation Log involves a process of determining an employee's competencies by personal assessment and supervisor assessment. The supervisor assessment entails a review of such documentation as:-

- A. Preventative Maintenance Schedules completed and/or written by the employee

and
- B. Machine Breakdown Logs indicating the employee's ability at troubleshooting and repairing plant equipment and machinery.

INDUSTRIAL SYSTEMS TRADESPERSON - II

To enable progression to this level the employee must be an Industrial Systems Tradesperson Level 4 and have demonstrated competencies in 92.5% of the equipment on plant (including Core Skill Areas) and 50% in ability to train others as detailed in the Skills Evaluation Log (Appendix 1), and the Skill/Knowledge Area Listings (Appendix 2).

In addition, to be classified at this level the employee must possess the prescribed qualifications for Level 4 and have successfully completed the Industrial Conversion Post Trade Course (Course No. 1034) or it's equivalent and be competent in the following:-

- * Fault-finding, repairing, testing and calibration of pneumatic and electronic instrumentation, over and above that which is required in Level 4. Instrumentation includes but is not limited to the following:-
 - gauges, metres, controllers, indicators for the measurement and control of temperatures, pressures, viscosities, flows etc.
- * Conducting engineering assignments to scope of knowledge, ability and training, independently (without the need for Engineering Dept. involvement other than for authority).
- * Knowledge of computer software systems as it relates to equipment and process controls and possess a level of computer literacy that ensures knowledge of computer operating systems eg. D-MACS, ABB Drive Software etc.
- * In addition, to have completed internal (in-house) training in eg:-
 - ABB
 - SICK
 - LEL
 - NDC etc.
- * Employees at this level will work under minimal supervision and technical guidance.
- * Will be required to provide training to other 3M employees and will be required to participate in the "Workplace Trainer" workshop.

At the time of assessment the committee will meet with the tradesperson and will review the material referenced above. If particular skills are to be demonstrated, then this will be arranged to take place.

The committee will make it's assessment and if it determines that the application for reclassification is unsuccessful the reasons will be detailed in a report and required training will be identified so that the skill shortfall can be addressed prior to other applications for reclassification.

The tradesperson will be allowed to comment on the committees recommendations. The tradesperson and his/her supervisor will sign off the written report and a training plan will be developed.

If the applicant has any grievance in regards to the assessment procedures then the matter is to be handled through the grievance procedure.

6. The Skill Evaluation Log will be reviewed on an annual basis to ensure it remains up-to-date.

INDUSTRIAL SYSTEMS TRADESPERSON - I

To enable progression to this level the employee must be an Electronic Tradesperson Level 3 and have demonstrated competencies in 80% of the equipment on plant (including Core Skill Areas) and 25% in ability to train others as detailed in the Skills Evaluation Log (Appendix 1), and the Skill/Knowledge Area Listings (Appendix 2).

In addition, to be classified at this level the employee must possess the prescribed qualifications for Level 3 and have successfully completed 50% of the Industrial Conversion Post Trade Course (Course No. 1034) or it's equivalent and be competent in the following:-

- * Fault-finding, repairing, testing and calibration of pneumatic and electronic instrumentation. Instrumentation includes but is not limited to the following:-
 - gauges, metres, controllers, indicators for the measurement and control of temperatures, pressures, viscosities, flows etc.
- * Conducting engineering assignments to scope of knowledge, ability and training.
- * Knowledge of computer software systems as it relates to equipment and process controls.
- * In addition, to have completed internal (in-house) training in eg:-
 - ABB
 - SICK
 - LEL
 - NDC etc.
- * Employees at this level will work under minimal supervision and technical guidance.
- * Will be required to provide training to other 3M employees and will be required to participate in the "Workplace Trainer" workshop.

ELECTRONIC TRADESPERSON

To enable progression to this level the employee must have at least 3 years on the job experience as a Tradesperson in electronic systems utilising integrated circuits. In addition, the employee must possess a recognised Post-Trade Certificate in Industrial Electronics, equivalent to at least 2 years part-time study.

To be classified at this level the employee must possess all the necessary knowledge, skill qualifications and ability to carry out the duties at level 2 and as well as fulfilling the following requirements:-

- * Installing, repairing, maintaining, servicing, modifying, commissioning, testing, fault-finding and diagnosing of various forms of machinery and equipment which are electronically controlled by complex digital and/or analogue control systems utilising integrated circuitry. The application of this skill and knowledge would require an overall understanding of the operating principles of the systems and equipment on which the employee is required to carry out his/her tasks.
- * The use of sophisticated diagnostic equipment to inspect, trouble-shoot and repair multi-function electronic circuits and printed circuit boards (P.C.B.'s)
- * Work under minimum supervision and technical guidance
- * Provide technical guidance to others within the scope of their work and responsibilities
- * A knowledge and understanding of electronic circuitry and systems at a level higher than that required at level 2
- * Read and interpret technical drawings/circuit diagrams beyond that required at level 2
- * Write technical reports on specific tasks or assignments as deemed necessary

* Has a more detailed knowledge of, and is able to work on:-

- gas burner systems
- air conditioning refrigeration principles
- pneumatic instrumentation
- calibration work
- air flow systems
- hydraulic control systems
- mechanical flow meters
- pneumatic control systems
- coating weight gauges
- LEL systems

L E V E L 2

3M SPECIAL CLASS ELECTRICIAN

To enable progression to this level the employee must have at least 2 years on the job experience of the equipment and processes on site. In addition, the employee must have completed 50% of a recognised Post-Trade Certificate in Industrial Electronics.

To be classified at this level the employee must possess the knowledge, skill, qualifications and ability to successfully carry out the duties at Level 1 as well as demonstrating competencies in the following activities:-

- * Inspect, trouble-shoot and repair D.C. Drive Systems
- * Inspect, trouble-shoot and repair Electronic Circuits and Printed Circuit Boards
- * Use of sophisticated diagnostic equipment to perform duties, eg. Oscilloscope, Transistor Tester
- * Manipulation of minute components on electronic cards and connecting meters for testing
- * Understanding of process involved in production equipment
- * Has exposure to and a limited knowledge of -
 - gas burner systems
 - air conditioning refrigeration principles
 - pneumatic instrumentation
 - calibration work
 - air flow systems
 - hydraulic control systems
 - mechanical flow meters
 - pneumatic control systems
 - coating weight gauges
 - LEL systems

L E V E L 1

ELECTRICIAN (ELECTRICAL FITTER)

An employee at this level is a recognised tradesperson and possess an A Class Electrical Licence.

He/she would be generally required to perform the following range of tasks and functions:-

- * Instal, inspect and repair electrical circuits including the related equipment
- * Change gas bottles
- * Provide mechanical support where necessary
- * Follows all Plant safety rules and regulations
- * Use hand tools and instruments related to trade
- * Use drawings, checklists, maintenance manual and "Wiring Rules"
- * Make terminations of wiring in different techniques
- * Instal cables and conduits to flameproof and other standards
- * Cut and form sheet metal for electrical equipment
- * Instal electric motors and electrical and electronic control gear, and alter same
- * Assemble and wire switchboards
- * Adjust electrical equipment to meet operational requirements
- * Inspect and repair electric motors, transformers and control gear
- * Interpret behaviour of electric equipment and performs trouble-shooting
- * Report in work orders, PM-reports and time sheets on job performance
- * Clean and lubricate electric equipment if required
- * Draw attention of Supervisor or Lead Hand to critical conditions in electrical equipment and systems

- * Responsible for apprentice if same is working with him
- * Responsible for electrical equipment and systems when doing shift work
- * Responsible for safe (within meaning of Wiring Rules) and efficient job performance of himself

RATING SCALE FOR SKILL EVALUATION LOG

(APPENDIX 1)

- NO.1 - NEVER PERFORMED WORK
- Unsure of location of machine or the basic function and operations of machine. Never assigned to repair machine.
- NO.2 - NEEDS GUIDANCE
- Not fully conversant with operating principles of equipment but can carry out basic routine checks on apparatus.
- NO.3 - COMPETENT
- Able to repair equipment with aid of manuals/literature. Familiar with function and operating principles of equipment.
- NO.4 - CAN INSTRUCT OTHERS
- Ability to pass knowledge onto others. To assist with technical information. Conversant with equipment to a greater degree than No. 3.

A P P E N D I X 3

CORE SKILL AREAS

The following CORE SKILL AREAS are derived from the skill/knowledge area listing (Appendix 2) and are mandatory competencies required by an employee if he/she is to progress to Industrial Systems Tradesperson I and II:-

5. PLC OPERATING PRINCIPLES
6. WRITING TECHNICAL REPORTS
8. BASIC TO COMPLEX ELECTRONICS
13. A/C - D/C DRIVES
15. UNDERSTAND PROCESS INVOLVED IN PRODUCTION EQUIPMENT
21. USE OF TEST EQUIPMENT (BASIC - COMPLEX)
25. ALL CALIBRATION WORK
29. OPERATING KNOWLEDGE OF CONVERTERS
31. LOADING/CHECKING PROGRAMS ON COMPUTER SYSTEMS
34. COATING WEIGHT GAUGES
35. LEL SYSTEMS

APPENDIX 4

MULTI - SKILLING AREAS
EMBODIED IN
NEW CLASSIFICATION STRUCTURE

- * GAS BURNER SYSTEMS
- * A/C REFRIGERATION PRINCIPLES
- * MECHANICAL SUPPORT
- * U/STAND PROCESS INVOLVED IN PROD'N EQUIP
- * PNEUMATIC INSTRUMENTATION
- * CHANGING GAS BOTTLES
- * ALL CALIBRATION WORK
- * AIR FLOW SYSTEMS
- * HYDRAULIC CONTROL SYSTEMS
- * MECH. FLOW METERS
- * PNEUMATIC CONTROL SYSTEMS
- * COATING WEIGHT GAUGES
- * LEL SYSTEMS

RATING SCALE

NAME OF CRAFTSMAN	COMPETENCY LEVELS				TOTAL %	DATE	SIGNATURES				
	1	2	3	4							
G. MARTIN	0	9	154	92	255	0%	4%	60%	36%	100%	10/2/92
A. PUNNAT	7	21	163	64	255	3%	8%	64%	25%	100%	5/2/92
A. KISHI	5	25	154	71	255	2%	10%	60%	28%	100%	11/2/92
D. KINUNIBAK	39	83	108	25	255	15%	32%	42%	11%	100%	12/2/92
A. DOBRZYNSKI	34	98	98	25	255	13%	38.5%	38.5%	10%	100%	11/2/92
G. GOODWIN	126	117	12	-	255	49%	46%	5%	0%	100%	10/2/92

SKILL LEVEL RATING

NAME OF CRAFTSMAN	COMPETENCY LEVELS				TOTAL %	DATE	SIGNATURES				
	1	2	3	4							
G. MARTIN	0	9	154	92	255	0%	4%	60%	36%	100%	10/2/92
A. PUNNAT	7	21	163	64	255	3%	8%	64%	25%	100%	5/2/92
A. KISHI	5	25	154	71	255	2%	10%	60%	28%	100%	11/2/92
D. KINUNIBAK	39	83	108	25	255	15%	32%	42%	11%	100%	12/2/92
A. DOBRZYNSKI	34	98	98	25	255	13%	38.5%	38.5%	10%	100%	11/2/92
G. GOODWIN	126	117	12	-	255	49%	46%	5%	0%	100%	10/2/92

SKILL LEVEL

APPENDIX 2

SKILL/KNOWLEDGE AREA	ELECTRICIAN	SPECIAL CLASS ELECTRICIAN	ELECTRONIC T/PERSON	IND. SYSTEMS T/PERSON I	IND. SYSTEMS T/PERSON II
1. LIGHTING INSTALLATIONS (VARIOUS)	██████████				
2. FLAMEPROOF INSTALLATIONS (SAFETY)	██████████				
3. BATTERIES/CHARGERS MAINTENANCE	██████████				
4. BASIC TO COMPLEX RELAY LOGIC	██████████				
5. PLC OPERATING PRINCIPLES		██████████	██████████	██████████	██████████
6. WRITE TECHNICAL REPORTS/RECOM.			██████████	██████████	██████████
7. GAS BURNER SYSTEMS		██████████	██████████		
8. BASIC TO COMPLEX ELECTRONICS		██████████	██████████	██████████	██████████
9. A/C REFRIGERATION PRINCIPLES		██████████	██████████		
10. STATIC/LIGHTING PROTECTION SYSTEMS	██████████				
11. A/C MOTORS + STARTERS	██████████				
12. D/C MOTORS	██████████				
13. A/C & D/C DRIVES		██████████	██████████	██████████	██████████
14. MECHANICAL SUPPORT	██████████				
15. U/STAND PROCESS INVOLVED IN PROD'N EQUIP	██████████	██████████	██████████	██████████	██████████
16. LIAISE WITH ENGINEERING			██████████	██████████	██████████
17. FABRICATION WORK	██████████				
18. SWITCHBOARD WIRING (BASIC-COMPLEX)	██████████				
19. POWER DIST. SYSTEMS/PFC	██████████				
20. TRAINING APPR/NEW STARTERS	██████████				
21. USE OF TEST EQUIP (BASIC-COMPLEX)	██████████				
22. PNEUMATIC INSTRUMENTATION		██████████	██████████		
23. CHANGING GAS BOTTLES	██████████				
24. INSTALLING NEW PLANT & EQUIP/COMM	██████████				
25. ALL CALIBRATION WORK		██████████	██████████	██████████	██████████
26. AIR FLOW SYSTEMS		██████████	██████████		
27. HYDRAULIC CONTROL SYSTEMS		██████████	██████████		
28. USE OF ALL TYPES OF TOOLS/MACHINERY	██████████				
29. OPERATING KNOWLEDGE OF CONVERTERS		██████████	██████████	██████████	██████████
30. MECH. FLOW METERS		██████████	██████████		
31. LOADING/CHKG PROGRAMS ON COMP. SYS.			██████████	██████████	██████████
32. PNEUMATIC CONTROL SYSTEMS		██████████	██████████	██████████	██████████
33. MONITORING EQUIPMENT PERFORMANCE		██████████	██████████	██████████	██████████
34. COATING WEIGHT GAUGES		██████████	██████████		
35. LEL SYSTEMS		██████████	██████████	██████████	██████████
36. 3M IN-HOUSE PROCEDURES	██████████				

SKILL/KNOWLEDGE AREAS EXPANDED

1. LIGHTING INSTALLATIONS (VARIOUS)
 - Fluorescent
 - Mercury vapour
 - Sodium vapour
 - Halogen
 - Quartz iodine
 - Incandescent
 - Ultra violet
 - Flameproof
 - D.I.P.
 - Emergency
 - Panel lighting

2. FLAMEPROOF INSTALLATIONS (SAFETY)
 - Cabling
 - e.g. Mims
 - SWA
 - Flexible
 - Safety precautions
 - Isolation
 - Derating area

3. BATTERIES/CHARGERS MAINTENANCE
 - Alkaline
 - Dry cell
 - Knife trip
 - Lead acid
 - Safety procedures
 - Charging methods

4. BASIC TO COMPLEX RELAY LOGIC
 - Diff voltages
 - Compatibility
 - Voltage relays
 - M/c interlocking
 - Gold flash
 - Drawings

5. PLC OPERATING PRINCIPLES
 - Checking I/O's
 - Loading program
 - Forcing I/O's switching
 - Writing program
 - Checking program
 - Battery maintenance
 - Basic operating principles, various types
 - Reading manuals/understanding

6. WRITE TECHNICAL REPORTS/RECOM.
 - Presentation/layout
 - Technical component
 - Comprehension

7. GAS BURNER SYSTEMS
 - Use of test equipment
 - Operating principles
 - Flame monitoring systems
 - Start up test procedures
 - Interlocking/safety

8. BASIC TO COMPLEX ELECTRONICS
 - Power supplies
 - IC's/electronic components
 - Switching logic
 - Component level fault finding

9. A/C REFRIGERATION PRINCIPLES
 - Condensers
 - Evaporators
 - Compressors
 - Control systems
 - Process interlocks
 - Instrumentation

10. STATIC/LIGHTING PROTECTION SYSTEMS
 - Grounding systems
 - Test methods/conductivity
 - Requirements
 - Anti-static devices
 - Test meters/calibration

11. A/C MOTORS + STARTERS
 - Motor o/haul
 - Wiring/protection sizing
 - Contactors - o/l's
 - Starting methods
 - Controls, interlocking
 - Disconnection/reconnection procedures
 - Rotation
 - Motor testing

12. D/C MOTORS
 - Brushes & brush gear
 - Commutators
 - Wiring & protection
 - Contactors & o/l
 - Starting methods
 - Disconnection & reconnection p'dures
 - Rotation
 - Testing

13. A/C & D/C DRIVES
 - Converter knowledge
 - Digital drives
 - Thyristor installations/testing
 - Fault diagnostics

13. A/C & D/C DRIVES (CONT.)
 - Test equipment/procedures
 - A/C control logic
 - Commissioning/installation
 - Process controls
 - Troubleshooting techniques
14. MECHANICAL SUPPORT
 - Mechanical fault finding
 - Assisting fitters/engineers
 - Mechanical requirements
 - Air pressures
 - Mechanical drive system
15. U/STAND PROCESS INVOLVED ON PROD'N EQUIP
 - Understand machine controls
 - Understand prod'n processes/techniques
 - Tape coating/converting
 - Abr. Mkr./converting
16. LIAISE WITH ENGINEERING
 - 3M procedural recommendations
 - Design/alteration recommendations
 - Conversant with engineers
 - Commissioning work
 - Legal/safety requirements
 - Material suitability
17. FABRICATION WORK
 - Brackets
 - Guards
18. SWITCHBOARD WIRING (BASIC-COMPLEX)
 - Panel layout - wiring systems
 - Mounting accessories - SAA3000
 - Information comprehension
 - Design interpretation
19. POWER DIST. SYSTEMS/PFC
 - Substations/feeders
 - Isolation procedures
 - Transformer Maint.
 - Power factor correction control systems
 - 3Ø + 1Ø power distribution (415V)
20. TRAINING APPR/NEW STARTERS
 - Responsibilities
 - Good tradesmanship
 - Plant knowledge

21. USE OF TEST EQUIP (BASIC-COMPLEX)

- Multimeters
- C.R.O.
- Frequency counters
- Data loggers
- Recorders
- Tension analysers
- Frequency generators
- H.V. test equip
- Calibrators
- Master aids

22. PNEUMATIC INSTRUMENTATION

- Single loop controllers
- Closed loop controllers
- Cascade controllers
- Pressure transmitters
- Pressure gauges
- Pressure transducers
- Level control systems

23. CHANGING GAS BOTTLES

- Conversion factors
- Safety procedures
- Leak testing
- Pressure setting

24. INSTALLING NEW PLANT & EQUIP/COMM

- Organise materials
- Liaise with engineers
- Product/equip knowledge
- SAA3000
- Machine analysis
- Testing procedures

25. ALL CALIBRATION WORK

- Various converters (I/P, P/I, E/P, E/I)
- Use of equipment
- Report writing
- Calibration procedures/labelling

26. AIR FLOW SYSTEMS

- Use of test equipment
- M/c requirements
- Damper operations
- Safety requirements

27. HYDRAULIC CONTROL SYSTEMS

- Assist fitters
- Knowledge of components
- Read drawings
- M/c operating conditions

- 28. USE OF ALL TYPES OF TOOLS/MACHINERY
 - Safety
 - Lathes, mills
 - Hand tools
 - Welders

- 29. OPERATING KNOWLEDGE OF CONVERTERS
 - P/I, I/P, I/E, E/I, P/E
 - Calibration methods
 - Control devices
 - Maint./repair

- 30. MECH. FLOW METERS
 - Gear drive type
 - Sail type
 - Vane type
 - Calibration
 - Maintenance/repair
 - Preset type cut-outs

- 31. LOADING/CHKG PROGRAMS ON COMP. SYS.
 - D.O.S. knowledge
 - Use of hand-held aids
 - Machine operating principles
 - Forcing I/O's
 - Ability to read/write programs
 - Understanding manuals/drawing

- 32. PNEUMATIC CONTROL SYSTEMS
 - Level control systems
 - Check air pressures
 - Primary/secondary elements
 - Convertor knowledge
 - Component knowledge
 - Maint./repair
 - Pneumatic logic

- 33. MONITORING EQUIPMENT PERFORMANCE
 - Report writing
 - Analytical techniques
 - Test equipment
 - Test methods
 - Recording m/c parameters

- 34. COATING WEIGHT GAUGES
 - Principles of operation
 - Power supplies
 - Safety
 - Calibration
 - Maint./repair
 - Infra-red gauges
 - Gamma radiation gauges

34. COATING WEIGHT GAUGES (CONT.)

- Reflectometers
- Light sources
- Control systems

35. LEL SYSTEMS

- Vacuum Pumps
- Flow rates
- Gas conversion factors
- Safety requirements
- M/c interlocks
- Calibration
- Maint./repair
- Temp. controllers

36. 3M IN-HOUSE PROCEDURES

- Purchase req.
- Hazard permits
- 'W' dockets
- OH & S work
- Tagging/cones procedures
- P.P.E.
- S.O.P's
- Variation of equip
- Report writing
- Time sheets
- Pay sheets
- Grievance procedures
- Inter-departmental procedures
- Safety

30 JUL

IN WITNESS WHEREOF the parties hereto have hereunto set their hands the day and year hereinbefore written.

SIGNED for and on behalf of
3M AUSTRALIA PTY LIMITED
ST MARYS PLANT
in the presence of:



M. J. ...
Company Director
T. ...
Company Secretary

.....
Dated this 2ND day AUGUST 1993

SIGNED for and on behalf of the
ELECTRICAL TRADES UNION OF AUSTRALIA,
NEW SOUTH WALES BRANCH,
in the presence of:

W. Woodbridge

Douglas Hart

.....
Dated this 26th day July 1993