

ENTERPRISE AGREEMENT

NO: E.A. 14 /1997

DATE REGISTERED: 13-2-97

PRICE: \$ 50-00

ENTERPRISE AGREEMENT FOR

JOHNSTONE READYMIX CONCRETE

1996

1. TITLE

This agreement shall be known as the Johnstone Readymix Concrete Enterprise Agreement

2. ARRANGEMENT

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Appendix I

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 GTR AR TSH
 T.B. LP GJK MGH-

3. Parties bound

I & P, L & J Johnstone trading as

(i) This agreement shall be binding upon Johnstone Readymix Concrete in the location of Kurrajong Street, Moree, NSW covering this and all other sites at which employees may be located engaged in the following classifications:

- Quarry Workers
- Concrete Batchers
- Truck Drivers

(ii) This agreement shall substitute for the terms of any award, either existing or prospective, which may be applied to the trades and occupations undertaken by employees of Johnstone Readymix Concrete who are subject of this agreement. Appendix I to this agreement contains a list of these awards.

(iii) This agreement shall take effect from the date of registration and will remain in force for a period of 36 months.

(iv) This enterprise agreement was not entered into under duress.

4. Terms of Engagement

(i) Any employee not specifically engaged as a casual employee shall be deemed to be employed by the week.

(ii) **Period of Notice for Termination:**

The employment of a weekly employee may be terminated by either party by giving the appropriate amount of notice as set out below or by the payment by the employer or forfeiture by the employee of the amount of pay in lieu of notice.

Period of Continuous Service -	Period of Notice
Less than 12 months	1 Week
One year but less than 3 years	2 weeks
Three years but less than five years	3 weeks
Five years and over	4 weeks

Provided that an employee over the age of 45 years and with two years continuous service is entitled to one additional week's notice.

(iii) An employee is required to perform work as directed by the Company which is within the employee's skills, competence and training.

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(iv) Redundancy

Period of Continuous Service -	Severance Payments
1 year or less	Nil
1 year and up to the completion of 2 years	4 week's pay
2 years and up to the completion of 3 years	6 week's pay
3 years and up to the completion of 4 years	7 week's pay
4 years and over	8 week's pay

This shall not effect the right of an employer to dismiss an employee without notice where an employee is guilty of misconduct.

5. Classifications

- (i) "Quarry Workers " duties shall include but not be limited to loading and unloading trucks, maintenance of all plant and equipment, responsibility for adhering to all quality assurance procedures contained in the Quality Manual and associated requirements; any other duties as directed from time to time. See attached Job Description.
- (ii) "Concrete Batcher" - duties shall include but not be limited to maintenance of all plant and equipment and responsibility for adhering to all quality assurance procedures contained in the Quality Manual and associated requirements. See attached Job Description.
- (iii) "Truck Drivers"- duties shall include but not be limited to responsibility for pick up and delivery of all products from suppliers and/or to customers; maintenance of vehicles; responsibility for adhering to all quality assurance procedures contained in the Quality Manual and associated requirements. See attached Job Description.

6. Multi Skilling and Flexibility

The parties to this agreement recognise that in order to increase the efficiency, productivity and competitiveness of the employer's business a commitment to training and multi skilling and skill development is required. Accordingly the parties commit themselves to:

- (a) developing a more highly skilled and flexible workforce;
- (b) provide employees with career opportunities through appropriate training to acquire additional skills; and
- (c) removing barriers to the utilisation of skills acquired.

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- (i) An employee is required to perform work as directed by the employer which is within the employee's skills, competence and training including work which is incidental or peripheral to their main tasks or function.
- (ii) Employees may be required to perform work within a different operational unit of the company ie Quarry, Concrete or Transport at the discretion of the employer to meet normal operational requirements of the business.
- (iii) Employees will not impose any restrictions or limitations on multi skilling within and between the three operational units of the company.
- (iv) Any disputes arising in relation to this clause shall be subject to Clause , Dispute Resolution of this agreement.

7. Wages

- (i) The minimum rates for adult employees shall be no less than the Award Rates of Pay.

For ordinary hours of work the rates of pay shall be the following:

Adult employees: \$ 600.00 per week.

Trainee junior or trainee adult rate:

Concrete Batcher	\$415.00 per week
Quarry Worker	\$440.00 per week

- (ii) The employer may negotiate rates of pay in addition to those in this subclause.

8. Payment of Wages

- (i) Wages shall be paid weekly.
- (ii) Wages shall be paid not later than Thursday of each week.

9. Hours of Work

- (i) The ordinary hours of work shall be 40 per week.
- (ii) Ordinary hours shall be worked Monday to Friday between the hours of 7 am to 6 pm.

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10. Meal Break

- (i) An employee shall not be required to work for more than five ordinary hours of work without a break for a meal. Such a break shall be unpaid and be for a period of not less than 30 minutes. Timing of the of the meal break shall be at the discretion of the Company.

10. Overtime

- (i) All time worked in excess of 40 hours per week shall be overtime.
- (ii) Overtime shall be paid at the rate of single time.
- (iii) Employees may be required to work a reasonable period of overtime each day Monday to Friday. This may be up to two hours work per day. Overtime to be worked after the expiry of two hours will be worked by mutual agreement between the employer and employee.
- (a) By mutual agreement between the company and the employee, an overtime entitlement of an employee may be liquidated by the employee having time off in lieu of payment at the rate of single time for each hour of overtime worked.
- (b) An employee may not accumulate more than 40 hours of equivalent time off which shall be taken within 26 weeks of its accrual.. Where such time off is not taken the periods of overtime referable thereto shall be paid for in the next pay period at the appropriate overtime rate otherwise applicable.

12. Sick Leave

- (i) Weekly employees shall, subject to the production of a medical certificate or other evidence satisfactory to the company, be entitled to one weeks sick leave for the first year of employment and 10 days sick leave for the second and subsequent years of service.
- (ii) The employee shall, wherever practicable, before the commencement of absence, inform the Company of such employee's inability to attend for duty and as far as possible, state the nature of the injury or illness and the estimated duration of the absence.
- (iii) If the full period of sick leave is not taken in any year, the whole or any untaken portion shall be cumulative from year to year provided that the Company shall not be bound to credit an employee for sick leave which accrued more than four years before the end of the last completed year of service.

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- (iv) An employee shall not be entitled to paid leave of absence for any period in respect of which he/she is entitled to workers compensation.

13. Annual Leave

- (i) See Annual Holidays Act, 1944.
- (ii) Annual leave loading of 17.5% is included in the rates of pay set out in Clause 5 Wages of this agreement.

14. Long Service Leave

See Long Service Leave Act 1955 as amended.

15. Parental Leave

- See Chapter 2, part 2, Division 3 of the Industrial Relations Act, 1991

16. Bereavement Leave

Weekly employees are entitled to a maximum of 3 days bereavement leave without loss of pay upon the death of a spouse, de facto spouse, child, step child, parent, parents in law, grandparent or sibling.

17. Jury Service

Weekly employees required to attend for jury service during his/her ordinary hours shall be reimbursed by the employer an amount equal to the difference between the amount paid in respect of their attendance for jury service and the amount of wage they would have received had they not been on jury service.

18. Public Holidays

- (i) A public holiday for the purpose of this agreement shall be Christmas Day, Boxing Day, New Years Day, Good Friday, Easter Saturday, Easter Monday, Australia Day, Anzac Day, Queens Birthday, Labour Day.
- (ii) Weekly employees shall be entitled to take the public holidays prescribed by subclause (i) above without loss of pay. Provided that the employee would ordinarily have been required to work their ordinary hours on that day.
- (iii) Whilst it is not the policy of this company to work public holidays should it prove to be necessary, all time worked on a Public Holiday prescribed in subclause (i) shall be paid at single time, in addition to the payment for the Public Holiday.

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19. Wet Weather

- (i) During Monday to Friday the following procedure shall apply for all wet weather days;
 - (a) All employees must notify the employer at the normal commencing time of their preparedness to attend work.
 - (i) Employees whose residence is within 20 kilometres of the office will be required to attend work in person.
 - (ii) Employees whose residence is outside 20 kilometres from the office may telephone work.
 - (b) On notifying the employer, the employee will be informed of the availability of work for that day.
 - (i) An employee informed that they are required to attend work may elect not to work, subject to subclause (c) below.
 - (ii) An employee informed that they are not required to attend work will not lose ordinary pay for that day.
 - (c) An employee may elect not to work that day, and receive as payment either Annual Leave or time off in lieu of overtime payment as described in Clause 10 (iii) of this agreement. An employee without an accrued entitlement who elects not to work on that day due to wet weather will not receive ordinary pay for that day.
 - (d) All employees who elect to work on a wet weather day will be provided with work for that day.
 - (e) Employees will be allocated work on a rotational basis.
 - (f) Employees who do not notify the employer at the normal commencement of the day of their preparedness to attend work, and who do not attend work, will not receive pay for that day, or part day, subject to the employee providing a reasonable explanation for the absence.

20. Superannuation

- (i) "Ordinary time Earnings" shall mean the employee's classification and rate of pay prescribed by this agreement for working ordinary hours. It shall not include overtime, occasional bonus payments or any other ancillary payment of a like nature.
- (ii) The Company shall pay for each employee who earns in excess of \$450 per month, an amount equivalent to 6% of their ordinary time earnings into an authorised Employer-funded Superannuation Scheme, or as regulated by the Superannuation Guarantee Charge or the relevant award.

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21. Safety Equipment

The Company shall supply all safety equipment necessary to ensure compliance with the Occupational Health and Safety Act 1983 as amended which must be worn at all times by employees.

22. Grievance Procedure

The parties agree that, subject to the provisions of the Industrial Relations Act 1991, all grievances, claims or disputes shall be dealt with in the following manner so as to ensure the orderly settlement of the matters in question.

- (i) Any grievance or dispute which arises shall, where possible, be settled by discussion on the job between the employee(s) and the immediate supervisor.
- (ii) If the matter is not resolved at this level, the matter will be reported in writing by the employee(s) to Management. Management, which consists of the Foreman, the immediate Supervisor and the employee(s) concerned shall meet at a time suitable to discuss the issue. The meeting shall take place as soon as practicable after the complaint is received.
- (iii) The employee may be represented by an authorised officer of the appropriate Industrial Organisation of Employees and the employer may be represented by an officer of an Employer Association.
- (iv) Normal work will continue while the procedure is being followed.
- (v) Should the matter not be resolved it may be referred to the Industrial Relations Commission of New south Wales for settlement by either party.

23. Training

Employees will be required to undertake appropriate training as directed by the Company. Adherence to the principles and documentation of the ISO 9002 quality system will be required by all employees.

Employees shall be employed to carry out such duties as may be directed by the employer from time to time subject to the limits of their skills and competence and training provided and multi-skilling in all areas of Johnstone Readymix will be encouraged.

24. Negotiations

The parties to this agreement agree to commence discussions for a new agreement and review the operation of this agreement toward the end of the third year of operation.

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25. Declaration

The parties declare that this agreement:

- (a) Is not contrary to the public interest;
- (b) Is not unfair, harsh or unconscionable;
- (c) Was at no stage entered into under duress; and
- (d) Reflects the interests and desires of the parties.

This agreement is made on this the 15th Day of August 1996.

Signed for and on behalf of Johnstone Readymix Concrete

[Handwritten Signature]

In the presence of: [Handwritten Signature]
Witness

Signed by the individual employees to be covered by this agreement between Johnstone Readymix Concrete and its employees.

Name: GEOFF CULLEN [Handwritten Signature]
Full Signature

Name: MICHAEL RIGBY [Handwritten Signature]
Full Signature

Name: ANTHONY BAKER [Handwritten Signature]
Full Signature

Name: TERRENCE SMALLMON [Handwritten Signature]
Full Signature

Name: KEN HEINZ [Handwritten Signature]

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T.B STE AL T.H.
TD mak.

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Name: MICHAEL LOUGHREY M. C. Loughrey
Full Signature

Name: GRAHAM GOATER G. J. Goater
Full Signature

Name: TERRENCE HOLAHAN T. J. Holahan
Full Signature

Name: JAMIE PEACHEY J. Peachey
Full Signature

Name: JOHN PEACHEY _____
Full Signature

Name: SCOTT ROTTENBERRY S. Rottenberry
Full Signature

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Appendix 1

Quarry Industry (State) Award

Transport Industry (Mixed Enterprises) (State) Award

Cement Mixers & Concrete Workers, Central Batch Plants (State) Award

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JOB DESCRIPTION

POSITION:	LOADER OPERATOR - STOCKPILES
LOCATION:	RUNNYMEDE QUARRY
REPORTS TO:	NIL
POSITION OBJECTIVES:	LOAD CRUSHED PRODUCT FROM PLANT TO CORRECTLY MARKED STOCKPILES
RESPONSIBLE FOR:	<ul style="list-style-type: none">• NON CONTAMINATION OF PRODUCT BY CORRECT SEGREGATION PROCEDURES.• ENSURING CORRECT FORMATION OF STOCKPILES• MAINTAIN MACHINE IN AN OPERATIONAL CONDITION• COMPLETE LOADER OPERATOR MACHINE CHECKLIST
HAS AUTHORITY TO:	ADVISE PLANT MANAGER OF STOCKPILE CONTAMINATION
In the event of absence, the responsibilities of this position are delegated to:	PLANT MANAGER, PLANT OPERATOR
PREPARED BY:	M. Ryan Quality Assurance Manager
Date:	21 JUNE 1995
APPROVED BY: (Name & Title)	
Signed:	<i>M. Ryan</i> MANAGER
Date:	26/10/95
Employee's Signature:	_____ Date: _____

JOB DESCRIPTION

POSITION:	LOADER OPERATOR - RAW FEED
LOCATION:	RUNNYMEDE QUARRY
REPORTS TO:	NIL
POSITION OBJECTIVES:	LOAD RAW MATERIAL FOR CRUSHING
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • ENSURING RAW MATERIAL IS KEPT UP TO FEED BIN. • ENSURING THAT ONLY ACCEPTABLE MATERIAL IS LOADED INTO BIN. • MAINTAIN MACHINE IN AN OPERATIONAL CONDITION. • COMPLETE LOADER OPERATOR MACHINE CHECKLIST.
HAS AUTHORITY TO:	ADVISE PLANT OPERATOR IF MATERIAL IS OUT OF SPECIFICATION.
In the event of absence, the responsibilities of this position are delegated to: PLANT MANAGER, PLANT OPERATOR	
PREPARED BY: M. Ryan Quality Assurance Manager	
Date:	21 JUNE 1995
APPROVED BY: (Name & Title)	
Signed:	<i>M. Ryan</i> MANAGER
Date:	26/10/95
Employee's Signature: _____	Date: _____

JOB DESCRIPTION

POSITION:	LOADER OPERATOR - DESPATCH
LOCATION:	RUNNYMEDE QUARRY
REPORTS TO:	NIL
POSITION OBJECTIVES:	LOAD TRUCKS FOR DESPATCH TO DESIGNATED DELIVERY SITES.
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • ENSURING TRUCKS ARE LOADED IN A CORRECT AND SAFE CONDITION. • MONITORING AND CALIBRATION CHECK OF WEIGH SCALES. • CORRECT DOCUMENTING OF DESPATCH INVOICES. • MAINTAIN MACHINE IN AN OPERATIONAL CONDITION. • COMPLETE LOADER OPERATOR MACHINE CHECKLIST.
HAS AUTHORITY TO:	ADVISE PLANT MANAGER OF CHANGING DESPATCH DETAILS.
In the event of absence, the responsibilities of this position are delegated to:	PLANT MANAGER, PLANT OPERATOR
PREPARED BY:	M. Ryan Quality Assurance Manager
Date:	21 JUNE 1995
APPROVED BY: (Name & Title)	
Signed:	<i>M. Ryan</i> MANAGER.
Date:	26/10/95
Employee's Signature: _____	Date: _____

JOB DESCRIPTION

POSITION:	PLANT OPERATOR
LOCATION:	RUNNYMEDE QUARRY
REPORTS TO:	NIL
POSITION OBJECTIVES:	ENSURING CORRECT PRODUCTION AND OPERATION OF CRUSHING PLANT.
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • START UP AND SHUTDOWN OF PLANT. • VISUAL INSPECTIONS OF SCREENS. • PREVENTIVE MAINTENANCE OF CRUSHING PLANT. • GENERATOR PREVENTIVE MAINTENANCE. • MONITORING OF CRUSHING PLANT OPERATIONS.
HAS AUTHORITY TO:	<ul style="list-style-type: none"> • REGULATE RAW FEED TO CRUSHING PLANT. • INITIATE OR CEASE PRODUCTION. • INFORM PLANT MANAGER OF OBVIOUS PRODUCTION PROBLEMS OR IMPENDING PLANT BREAKDOWNS.
In the event of absence, the responsibilities of this position are delegated to:	
PLANT MANAGER	
PREPARED BY: M. Ryan Quality Assurance Manager	
Date:	22 JUNE 1995
APPROVED BY: (Name & Title)	
Signed:	<i>M. Ryan</i> MANAGER
Date:	<i>22/6/95</i>
Employee's Signature: _____	Date: _____

JOB DESCRIPTION

POSITION:	WEIGH BRIDGE OPERATOR
LOCATION:	RUNNYMEDE QUARRY
REPORTS TO:	NIL
POSITION OBJECTIVES:	WEIGHING AND DOCUMENTING MATERIAL TRANSPORTED FROM QUARRY.
RESPONSIBLE FOR:	<ul style="list-style-type: none">• CALIBRATING WEIGH BRIDGE PRIOR TO USE.• WEIGHING OF LOADED AND EMPTY TRUCKS.• DOCUMENTING WEIGHT DESPATCH DETAILS.
HAS AUTHORITY TO:	<ul style="list-style-type: none">• NOTIFY DRIVER IF VEHICLE IS OVERLOADED AND TO RETURN TO QUARRY TO ADJUST LOAD TO ENSURE COMPLIANCE.
In the event of absence, the responsibilities of this position are delegated to: PLANT MANAGER	
PREPARED BY: M. RYAN Quality Assurance Manager	
Date:	
APPROVED BY: (Name & Title)	
Signed: <i>M. Ryan</i> MANAGER.	
Date: <i>03/10/95</i>	
Employee's Signature: _____	Date: _____

JOB DESCRIPTION

POSITION:	EXCAVATOR OPERATOR
LOCATION:	RUNNYMEDE QUARRY
REPORTS TO:	NIL
POSITION OBJECTIVES:	TO EXCAVATE AND LOAD CONFORMING MATERIAL FOR USE IN PRODUCTION.
RESPONSIBLE FOR:	<ul style="list-style-type: none">• MAINTENANCE CHECKING AND UPKEEP OF MACHINERY.• TO EXCAVATE RAW MATERIAL AND STOCKPILE.• LOADING OF SAND FROM PIT ONTO CART UP TRUCK.
HAS AUTHORITY TO:	<ul style="list-style-type: none">• NOTIFY PLANT MANAGER IF OBVIOUS NON-CONFORMANCE OF MATERIAL IS IDENTIFIED.
In the event of absence, the responsibilities of this position are delegated to: LOADER OPERATOR	
PREPARED BY: M. RYAN Quality Assurance Manager	
Date:	
APPROVED BY: (Name & Title)	
Signed:	<i>M. Ryan</i> MANAGER
Date:	26/10/95
Employee's Signature: _____	Date: _____

JOB DESCRIPTION

POSITION:	FIELD SAMPLER
LOCATION:	RUNNYMEDE QUARRY
REPORTS TO:	NIL
POSITION OBJECTIVES:	TAKING PRODUCT SAMPLES AND IDENTIFYING THESE FOR TESTING.
RESPONSIBLE FOR:	<ul style="list-style-type: none">• SIEVE, ANALYSE AND GRADING TESTS.• MOISTURE TESTING OF MATERIALS.• STOCKPILE SIGNAGE AND MONITORING.• COMPLETING QUALITY RECORDS.
HAS AUTHORITY TO:	<ul style="list-style-type: none">• NOTIFY PLANT MANAGER OF NON-CONFORMING PRODUCT OR MATERIAL.
In the event of absence, the responsibilities of this position are delegated to: PLANT MANAGER	
PREPARED BY: M. RYAN Quality Assurance Manager	
Date:	
APPROVED BY: (Name & Title)	
Signed:	<i>G.P. Johnstone</i> MANAGER
Date:	26/10/95
Employee's Signature: _____	Date: _____

JOB DESCRIPTION

POSITION:	TRUCK DRIVER
LOCATION:	RUNNYMEDE QUARRY
REPORTS TO:	NIL
POSITION OBJECTIVES:	HAULAGE OF RAW MATERIALS AND STOCKPILING PRODUCED MATERIAL.
RESPONSIBLE FOR:	<ul style="list-style-type: none">• ENSURING CORRECT LOADING OF TRUCK.• CARTAGE OF RAW MATERIAL FOR PRODUCTION.• FOLLOWING OF DESIGNATED STOCKPILING PROCEDURES.• ENSURING THAT THE TRUCKS ARE PROPERLY MAINTAINED AND IN RELIABLE WORKING CONDITION.
HAS AUTHORITY TO:	<ul style="list-style-type: none">• TO INITIATE STOCKPILE LOADER OPERATOR'S DUTIES.• TO INFORM PLANT MANAGER OF ANY STOCKPILE CONTAMINATION.
In the event of absence, the responsibilities of this position are delegated to: LOADER OPERATORS	
PREPARED BY: M. RYAN Quality Assurance Manager	
Date:	
APPROVED BY: (Name & Title)	
Signed: <i>M. Johnston</i> MANAGER.	
Date: <i>26/10/95</i>	
Employee's Signature: _____	Date: _____

JOB DESCRIPTION

POSITION:	TRUCK DRIVERS
LOCATION:	MOREE
REPORTS TO:	NIL
POSITION OBJECTIVES:	DELIVERY AND DISCHARGE OF READY MIXED CONCRETE
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • ENSURING THAT THE TRUCKS ARE PROPERLY MAINTAINED AND IN RELIABLE CONDITION AT ALL TIMES • ENSURING THAT THE AGITATOR IS OPERATING CORRECTLY • ENSURING THAT WATER IS ONLY ADDED IF INSTRUCTED BY THE CUSTOMER • ENSURING THAT THE TRUCK IS PROPERLY LOADED AND THAT THERE IS NO SPILLAGE WHILST IN TRANSIT • COMPLETING DELIVERY RECORDS
HAS AUTHORITY TO:	TO INITIATE DESPATCH LOADER DRIVER JOB DUTIES
In the event of absence, the responsibilities of this position are delegated to:	
PREPARED BY: M. Ryan Quality Assurance Manager	
Date: 29.10.1994	
APPROVED BY: (Name & Title)	
Signed:	<i>M. Ryan</i> MANAGER.
Date:	<i>26/10/95</i>
Employee's Signature: _____	Date: _____

JOB DESCRIPTION

POSITION:	TRUCK DRIVERS
LOCATION:	MOBILE PLANT
REPORTS TO:	NIL
POSITION OBJECTIVES:	DELIVERY AND STOCKPILING OF PRODUCED MATERIALS
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • ENSURING CORRECT LOADING OF TRUCK. • FOLLOWING THE DESIGNATED STOCKPILING PROCEDURES. • DESPATCH DOCUMENTATION COMPLETED AND CORRECT. • ENSURING THAT THE TRUCKS ARE PROPERLY MAINTAINED AND IN RELIABLE WORKING CONDITION
HAS AUTHORITY TO:	TO INITIATE DESPATCH LOADER DRIVER JOB DUTIES.
In the event of absence, the responsibilities of this position are delegated to:	
PREPARED BY: M. Ryan Quality Assurance Manager	
Date:	22 JUNE 1995
APPROVED BY: (Name & Title)	
Signed:	<i>J. B. Johnston</i> MANAGER.
Date:	<i>26/10/95</i>
Employee's Signature: _____	Date: _____

JOB DESCRIPTION

POSITION:	LOADER DRIVER
LOCATION:	MOREE
REPORTS TO:	NIL
POSITION OBJECTIVES:	LOAD CORRECT MATERIALS FOR BATCHING CONCRETE
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • ENSURING THAT THE CORRECT MATERIALS ARE LOADED FOR BATCHING • ENSURING THAT STOCKPILES ARE CORRECTLY MARKED AND SEGREGATED TO PREVENT MIXING OF AGGREGATES • COMPLETE LOADER OPERATOR MACHINE CHECKLIST.
HAS AUTHORITY TO:	ADVISE BATCH PLANT OPERATION IF MATERIALS ARE OUT OF SPECIFICATION
In the event of absence, the responsibilities of this position are delegated to:	
THE MANAGER	
PREPARED BY: M. Ryan Quality Assurance Manager	
Date: 29.10.1994	
APPROVED BY: (Name & Title)	
Signed:	<i>M. Ryan</i> MANAGER
Date:	20/10/95
Employee's Signature: _____	Date: _____

JOB DESCRIPTION

POSITION:	BATCH PLANT OPERATOR
LOCATION:	MOREE
REPORTS TO:	NIL
POSITION OBJECTIVES:	ACCURATELY BATCH CONCRETE IN ACCORDANCE WITH MIX DESIGN CARDS
RESPONSIBLE FOR:	<ul style="list-style-type: none"> • DAILY CHECKING OF BATCH PLANT TO ENSURE THAT SCALES ARE SET TO ZERO • BATCHING IN ACCORDANCE WITH THE BATCH SHEETS • ENSURING THAT THE PLANT IS CLEAN AND TIDY AT ALL TIMES • MAINTAINING BATCHING RECORDS • CHECKING SAND MOISTURE CONTENT
HAS AUTHORITY TO:	PREVENT RELEASE OF A BATCH IF IT IS OUTSIDE OF SPECIFICATION
In the event of absence, the responsibilities of this position are delegated to:	
THE MANAGER	
PREPARED BY: M. Ryan Quality Assurance Manager	
Date: 29.10.1994	
APPROVED BY: (Name & Title)	
Signed:	<i>M. Ryan</i> MANAGER.
Date:	<i>29/10/95</i>
Employee's Signature: _____	Date: _____