



BUREAU
VERITAS

BUREAU VERITAS MINERALS PTY LTD KALGOORLIE ENTERPRISE AGREEMENT 2024

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1. TITLE

This Agreement will be known as the **Bureau Veritas Minerals Pty Ltd - Kalgoorlie Enterprise Agreement 2024**.

2. DEFINITIONS

- a) **'Agreement'** means the Bureau Veritas Minerals Pty Ltd - Kalgoorlie Enterprise Agreement 2024.
- b) **'AMWU'** means the "Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union" known as the Australian Manufacturing Workers' Union.
- c) **'Award'** means the *Manufacturing and Associated Industries and Occupations Award 2020*, as at the date of commencement of the Agreement.
- d) **'Commission'** means the Fair Work Commission or its successors.
- e) **'Company'** means Bureau Veritas Minerals Pty Ltd, ABN 30 008 127 802.
- f) **'Employee'** means an employee of the Company.
- g) **'Fair Work Act'** or means the *Fair Work Act 2009*, as amended or replaced from time to time.
- h) **'FWC'** means Fair Work Commission
- i) **'NES'** means the National Employment Standards, a set of minimum employment entitlements set out in the Fair Work Act.
- j) **'Workplace'** means 20 Cunningham Road, Kalgoorlie, WA 6430.

3. RELATIONSHIP TO AWARD AND THE NES

- a) The terms of the Manufacturing and Associated Industries and Occupations Award 2020, or successor award(s), as varied from time to time, are incorporated into this Agreement. If an incorporated Award term is inconsistent with an express term of the Agreement, the express term in this Agreement prevails over the incorporated Award term to the extent of the inconsistency. In incorporating the award terms into this agreement, they are to be read as altered to incorporate necessary changes resulting from them being provisions of an agreement rather than provisions of an award. For example, the words "this award" would become "this agreement".
- b) The National Employment Standards ('NES') shall apply to Employees covered by this Agreement, except where this Agreement provides a more favourable outcome, in which case the Agreement provision shall supplement the NES entitlement. To avoid doubt, where this Agreement includes terms that have the same effect as terms of the NES, or terms that are ancillary or supplementary to the NES, the Agreement terms operate subject to the same qualifications, limitations, and exclusions as the relevant NES entitlement, unless otherwise specified. A summary of the NES will be provided to an Employee by the company, upon request.

4. SCOPE

This Agreement covers:

- a) the Company; and
- b) Production employees engaged at 20 Cunningham Road, Kalgoorlie who;
 - i. perform laboratory or sample preparation technical duties within a classification covered by the Award; or
 - ii. work in or adjacent to laboratory or sample preparation areas and perform reporting or invoicing duties requiring technical understanding or knowledge of the laboratory's functions; and

- c) the AMWU, provided the decision of the Commission approving the Agreement notes the AMWU is covered by the Agreement.

The agreement applies to full time, part time and casual employees within the scope of the agreement as outlined above.

5. PERIOD AND AREA OF OPERATION

- a) This Agreement shall operate at the Company's operations located at 20 Cunningham Road, Kalgoorlie. Further, employees are required, as a term of this agreement, to carry out any duties assigned to them if such duties are within the employee's skills and competence.
- b) This Agreement will operate from a date seven days after its approval by FWC and remain in force until 31 December 2026.

6. SAFETY

Safety is an Absolute. Irrespective of the economic climate, the geography, the priorities or external pressure we may have, ensuring an incident free workplace for our customers and our workers is on the forefront of everything we do. All Employees must comply with all safe operating procedures, Cardinal Safety Rules, control measures and safe behaviours, at all times. Failure to do so puts both you and your colleagues at an unacceptable risk, disciplinary action may be taken for breaches of the above.

7. RATES OF PAY

- a) Employee skill levels require classification to enable definition of current skill base and provide a transparent path forward with regard to skills required. To rectify this matter the parties, agree that the classifications will be broad banded.
- b) The base rates of pay will be as prescribed in Schedule A and will be effective from 1 January 2024.
- c) The pay rates as per the table in Schedule A will increase to be 1% above the relevant comparable classification rates in the Award, effective from the first full pay on 1 July 2025 and on 1 July 2026.
- d) Clause 7c above cannot have the effect of increasing an individual employee's rate of pay to an amount greater than the higher end of the pay range for their level. If an employee's adjusted pay rate would be above the higher end of the pay range for their level, their pay rate will instead either increase to the top of the range for their level, or remain as it is, whichever is more favourable to the employee.

8. FIRST AID AND FIRE WARDEN ALLOWANCE

- a) An employee who has been trained to render first aid and who is the current holder of appropriate first aid qualifications (such as a certificate from the St. John's Ambulance or similar body) will be paid as an allowance in accordance with the applicable term in the Manufacturing Award.
- b) There are a prescribed number of First Aiders and Fire Wardens required for coverage of the set shift pattern which will determine the maximum number required on current patterns.

9. HOURS OF WORK

- a) Hours of work will be as prescribed in this agreement and ordinary hours will be 38 per week. However, the hours may be averaged over a roster cycle. Hours may be averaged away from the rosters by consent of the employer and employee in writing or by majority vote of the affected employees.

- b) The employer and the employees acknowledge that on occasions work may not be available on specific rostered days of work. In the case of an employee attending the workplace but work being unavailable for the employee, the employee shall be entitled to leave the workplace. Such absence will be regarded as approved leave and will not have an impact on the continuity of the employee's service. Where this is required, the minimum employee engagement is 4 hours.
- c) Employees shall be paid fortnightly by electronic funds transfer (EFT) directly into the employee's nominated bank account.
- d) Employees are to clock in and out using the electronic time management machine. Should the electronic system not be available, employees should complete timesheets and the time sheets are required to show the starting and finishing times of the employee.
- e) Deliberate falsification of the electronic clock card machine or time sheets will be viewed as gross misconduct and may result in summary dismissal of the employee concerned.
- f) During periods of peak workloads, employees may be requested to work periods of reasonable overtime taking into account employee work/life balance. In this case an employee who works hours in addition to their rostered shift time will be paid at an overtime rate.

10. ROSTERS

- a) For the purpose of this agreement employees will be classified either as a day worker or shift worker, depending on the roster they are scheduled to work.
- b) A Shift worker is a 7-day shift worker who is regularly rostered for Saturdays, Sundays and Public Holidays. Furthermore, a shift is a day or afternoon shift where an afternoon shift finishes after 6pm.
- c) Continuous shiftwork means worked carried on with consecutive shifts of employees throughout the 24 hours of each of at least 6 consecutive days without interruption except for breakdowns or meal breaks or due to unavoidable causes beyond the control of the employer.
- d) A day worker will work Monday to Friday. For employees working Monday to Friday, shift penalties of 15% are only applicable for afternoon and night shifts.
- e) If a day worker is required to work overtime on Monday to Friday (outside the ordinary hours of work) then the following overtime rates apply:
 - i. 1.5 times the ordinary time rate for the first 2 hours.
 - ii. 2 times the ordinary time rate thereafter.
- f) A day worker required to work overtime on:
 - i. Saturday must be paid 1.5 times the ordinary hourly rate for the first 3 hours and 2 times the ordinary hourly rate thereafter with a minimum payment of 4 hours.
 - ii. Sunday must be paid 2 times the ordinary hourly rate with a minimum payment of 3 hours.
 - iii. Public Holiday must be paid 2.5 times the ordinary hourly rate until the employee is relieved from duty with a minimum payment of 3 hours.
- h) A worker who is not a shift worker required to work on:
 - i. Saturday must be paid 1.5 times the ordinary hourly rate.
 - ii. Sunday must be paid 2 times the ordinary hourly rate.
 - iii. Public Holiday must be paid 2.5 times the ordinary hourly rate.
- g) An employee who is classified as a shift worker will be paid 22% shift penalties on all ordinary hours whilst working on the rosters as outlined in Schedule C (including all ordinary hours worked on day, afternoon and night shift).
- h) Saturday and Sunday work forms part of the normal roster for a shift worker and is compensated by the 22% allowance as described in Clause 10 (g).
 - iv. Public Holidays forms part of the normal roster of a shift worker and is compensated by 2.5 times the ordinary hourly rate until the employee is relieved from duty with a minimum payment of 3 hours.
- i) A shift worker required to work overtime (outside the shift ordinary hours) on:
 - i. Monday to Friday must be paid 1.5 times the ordinary time rate for the first 2 hours and 2 times the ordinary time rate thereafter.
 - ii. Saturday must be paid 1.5 times the ordinary hourly rate for the first 2 hours and 2 times the ordinary hourly rate thereafter.

- iii. Sunday must be paid 2 times the ordinary hourly rate.
 - iv. Public Holiday must be paid 2.5 times the ordinary hourly rate.
- j) Shiftwork may be rostered to meet the needs of the business. The site has a number of established roster patterns. The intent of this agreement is to maintain the core principals of the historical rostering arrangements. At the same time the parties acknowledge that the current and foreseeable business outlook could require a flexible approach to the roster development. Attached to this agreement at Schedule C are rosters that are applicable. The rosters form part of this agreement. However rostering arrangements are not limited to the rosters and the parties to this agreement may enter into any type of roster by agreement. Such agreement shall not be unreasonably withheld by either party. If either party believes the other is being unreasonable the dispute can be resolved through the dispute resolution procedure in this Agreement.
- k) An employee who works shift work will be notified of their roster such that they have at least one weeks' notice of the hours to be worked on a particular day.
- l) Where it is necessary to move employees from day work to shift work (or vice versa), the preference will be to do so with the agreement of the affected employees. However, after consideration the decision will be at management discretion and based on business demand.

11. TIME OFF IN LIEU OF OVERTIME

Overtime shall generally be paid in line with clause 10 (e) and 10 (f) and will not be counted towards Time in Lieu. In special circumstances where Time in Lieu is agreed between an employee and an authorised representative from the company, i.e. Operations Coordinator and or Manager, the terms are as follows:

- i. An employee who requests to work overtime and receive time in lieu instead of pay shall be given this time at single time.
- ii. An employee who was requested by the company to work overtime and receive time in lieu instead of pay, shall be given this time at the relevant penalty rate.

12. SALARY SACRIFICE

An employee may elect to sacrifice a proportion of the rate payable to them under the terms of this Agreement to a superannuation fund. For the purposes of workers' compensation legislation and the employer's obligations in respect of the Superannuation Guarantee (Administration) Act 1992, any amount sacrificed will form part of the employee's ordinary time earnings.

13. SUPERANNUATION

- a) Employees engaged will have superannuation contributions made into a superannuation scheme of their choice.
- b) The employer will make superannuation contributions in accordance with the provisions of The Superannuation Guarantee's Act.

14. LONG SERVICE LEAVE

In accordance with the Western Australian Long Service Leave Act 1958, long service leave will:

- i. accumulate at the rate of 8.66 weeks for the first 10 years of service and pro rata thereafter.
- ii. be available after 10 years' service and pro rata upon termination after seven years, it may be utilised earlier upon mutual agreement; and
- iii. long service leave may be taken in instalments of one week or more or at the option of the employee may be traded by agreement for the equivalent pay.

15. PARENTAL LEAVE

- a) Unpaid parental leave - Employees are entitled to unpaid parental leave in accordance with the provisions of the NES.
- b) Government-funded entitlements - "Parental Leave Pay" - Employees may be entitled to Government-funded entitlements in accordance with the provisions of the NES.
- c) Company-funded paid parental leave - Provided that the employee has at least 12 months' continuous service at the time of birth or adoption, the company shall pay the difference between the employees' ordinary rate of pay and the sum paid under the Government's Parental Leave Pay (PLP) scheme.

16. PERSONAL/CARER'S AND COMPASSIONATE LEAVE

Paid personal/carer's leave will be available to an employee when they are absent due to:

- iii. personal illness or injury ('personal leave'); or
- iv. for the purposes of caring for an immediate family or household member that is sick and requires the employee's care and support ('carer's leave'); or
- v. bereavement on the death of an immediate family or household member ('bereavement leave')

For the purposes of this clause, 'immediate family' is as per National Employment Standards.

Personal Leave

- a) Personal leave is leave to which an employee (other than a casual employee) is entitled without loss of pay because of the employee's personal illness or injury.
- b) Each eligible employee will be entitled to ten working days' sick leave, which accrues progressively and according to their ordinary hours of work. Unused leave will accumulate fully. Personal leave will accrue from point of permanent employment at the standard rate.
- c) An employee must give notice to the direct supervisor or manager in the relevant department of taking personal leave as soon as practicable (which may be a time after leave has started). The notice must include how long the employee expects to be away from work.
- d) Two days of personal leave may be taken as single day absences each year without the need for a medical certificate ('certification') and or evidence to satisfy a reasonable person, such as a signed statutory declaration, except where such leave is taken a day immediately before on or after a weekend, public holiday, start and end of rotation and changeover, in which case, Certification and or evidence to satisfy a reasonable person, such as a signed statutory declaration must be produced. All other personal leave requires certification.
- e) An employee receiving workers' compensation payments is not entitled to personal leave in addition to workers compensation.
- f) Apart from sick leave entitlements available under the Award - Special Maternity Leave, additional personal leave may be granted in special circumstances as determined by the General Manager.

Carer's Leave

- g) An employee (other than a casual employee) will be entitled to utilise their personal leave to provide care and support for members of their family or household because of a personal illness, or personal injury, affecting the member; or an emergency affecting the member. This entitlement is subject to the employee being responsible for the care or support of the person concerned.
- h) The entitlement will be accessed by drawing upon accumulated personal/carer's leave.
- i) In normal circumstances, an employee will not be entitled to take carer's leave where another person has taken leave to care for the same person.

An employee must give notice of taking carer's leave as soon as practicable (which may be a time after leave has started). The notice must include:

- i. the name of the person requiring care or support and their relationship to the employee.
- ii. the reasons for taking such leave; and
- iii. the estimated length of absence.

- j) The employee must, if required by the employer, provide reasonable proof of the requirement to take Carer's Leave. This may include the production of either a medical certificate from a registered medical practitioner or statutory declaration.
- k) An employee may take unpaid carer's leave in accordance with the NES, or otherwise by agreement with the Company.

Compassionate Leave

- l) Employees are entitled to five days compassionate leave per occasion, as summarised in this clause, where a member of their immediate family or household:
 - i. a member of their immediate family or household dies, or contracts or develops a life-threatening illness or injury
 - ii. a baby in their immediate family or household is stillborn
 - iii. they have a miscarriage, or
 - iv. their current spouse or de facto partner has a miscarriage.
- m) Except in the case of casual employees, compassionate leave is payable at the employee's base rate of pay for the ordinary hours the employee would have worked had they not proceeded on the leave.

17. DOMESTIC AND FAMILY VIOLENCE LEAVE

Family and domestic violence means violent, threatening or other abusive behaviour by certain individuals known to an employee that both seeks to coerce or control the employee and causes them harm or fear.

To access paid family and domestic violence leave, the individual could be an employee's close relative, a member of an employee's household, or a current or former intimate partner of an employee.

To access unpaid family and domestic violence leave, the individual needs to be a close relative.

A close relative is an employee's spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild, sibling, an employee's current or former spouse or de facto partner's child, parent, grandparent, grandchild or sibling, or a person related to the employee according to Aboriginal or Torres Strait Islander kinship rules.

1800RESPECT is the national domestic, family and sexual violence counselling, information and support service. If you or someone you know is experiencing, or at risk of experiencing, domestic, family or sexual violence, call 1800RESPECT on 1800 737 732 or visit 1800RESPECT.org.au. This service can also provide confidential information about what it means to be experiencing domestic, family or sexual violence.

Paid family and domestic violence leave

All employees can take up to 10 days of paid family and domestic violence leave each year. This includes part-time and casual employees. Employees must be experiencing family and domestic violence to be eligible to take paid family and domestic violence leave.

An employer can ask their employee for evidence that shows the employee took the leave to deal with family and domestic violence. If the employee doesn't provide the requested evidence, they may not get paid the leave.

The evidence has to convince a reasonable person that the employee took the leave to deal with the impact of family and domestic violence and it's not practical for them to do so outside of their work hours. An employer can only use this information to satisfy themselves that the employee is entitled to family and domestic violence leave, unless the employee consents, or the employer is required to deal with the information by law, or it's necessary to protect the life, health or safety of the employee or another person.

The employer can't use the information for other purposes, including to take adverse action against the employee.

Types of evidence

Types of evidence can include a statutory declaration, documents issued by the police service documents issued by a court, or family violence support service documents. Employers can ask employees to provide evidence for as little as one day or less off work.

Confidentiality

Employers have to take reasonable steps to keep any information about an employee's situation confidential when they receive it as part of an application for leave. This includes information about the employee giving notice that they're taking the leave any evidence they provide.

Employers can disclose information if it's required by law, or is necessary to protect the life, health or safety of the employee or another person. Any information about an employee's experience of family and domestic violence is sensitive. If information is mishandled, it could have adverse consequences. Employers should work with their employee to discuss and agree on how this information will be handled.

18. ANNUAL LEAVE

- a) Employees are entitled to four weeks annual leave for each twelve (12) month period of continuous employment. Employees shall be entitled to a 17.5% annual leave loading during periods of annual leave which are taken.
- b) The annual leave days are in addition to any public holidays and personal leave days taken during the period of such annual leave. Annual leave will be taken by the Employee when mutually agreed between the parties.
- c) If an employee has leave accruals greater than 8 weeks/ excessive leave accrual, the employer or the employee may seek to confer with the other and genuinely try to reach agreement on how to reduce or eliminate the excessive leave accrual. Should agreement not be reached the employer may direct the employee in writing to take one or more periods of paid annual leave.
- d) For shiftwork employees who are regularly rostered to work weekends, Sundays and public holidays, the entitlement to annual leave is five weeks.
- e) **Cashing out of Annual Leave**
Employees may request to cash out part of their credited annual leave entitlement. Such request must be in writing. Employees must retain a minimum of four (4) weeks of annual leave after any cashing out of leave. The cashing out of annual leave in accordance with this clause is only by written agreement with the Company regarding each request. The payment must not be less than the amount that would have been payable had the employee taken the leave at the time the payment is made.
- f) The employer must not unreasonably refuse to agree to a request by the employee to take paid annual leave. Reasons to decline an employee's annual leave request must be shared with the employee making the request.

19. PUBLIC HOLIDAYS

An employee is entitled to be absent from his or her employment on a day or part-day that is a public holiday, all Western Australian public holidays will be recognised for the purposes of the Agreement in addition to the gazetted public holidays.

20. SUPPLEMENTARY AND CASUAL LABOUR

- a) The preferred forms of employment will be permanent, full-time or part-time employment. Provided that an employee will not be converted from full-time to part-time employment without the employee's written consent. Further, the Company will continue to ensure that Permanent employees have preference when resuming 10-hour shifts (or equivalent).
- b) The full-time and part-time workforce may be supplemented by casual or fixed term employees, or contract labour ('supplementary labour').
- c) The engagement of supplementary labour will not prejudice the employment security or remuneration of full-time or part-time employees, nor inhibit the engagement of additional full-time or part-time employees (where such engagement is sustainable in the long term and meets operational requirements).
- d) Contract labour engaged other than on fixed term contract will receive no less on balance (over the period of their engagement) than the rates and conditions specified by this Agreement.
- e) Supplementary labour may be engaged in circumstances including, but not limited to, the following:
 - i. the Company is unable to meet operational needs with available employees due to fluctuations in workload or absences (in such cases, the use of casual employees is preferred).
 - ii. there is an absence of required skills in the existing workforce; or
 - iii. to perform special projects (in this case, the Company would typically engage employees on fixed-term contracts).
- f) All casual employees shall receive in addition to the rates of pay set out from the relevant classification level a loading of 25% this loading shall be paid to the casual employee for all work during ordinary hours. Whilst engaged on overtime work the appropriate penalty rate shall apply to the casual employee.
- g) Employees who are engaged in casual employment are entitled to have their employment status reviewed to permanent in accordance with the provisions of the NES.

Fixed-Term Employment

For the purposes of this clause:

- a) An employee may be engaged on a full-time or part-time basis for a specific period or for specific task/s.
- b) The details of the specific period or specific task/s shall be set out in writing and retained by the Company and the Company shall provide a copy to the employee. This period must not exceed two years.
- c) An employee engaged in accordance with this subclause is for all purposes of this Agreement a full-time or part-time employee.
- d) Service under a contract of employment for a specific period or specific task/s shall form part of an employee's period of continuous service, where such employee is engaged as a full-time or part-time employee immediately following such contract of employment.
- e) A fixed-term agreement must not be renewed/ extended more than once.

21. SHUTDOWN AND STANDOWN

Shutdown

Where the Company closes down its entire site or part of it for operational reasons (e.g., for machinery installation) and for the purpose of allowing annual leave to all or the majority of the Employees in the site, or section or sections concerned, or part concerned, the following shall apply:

- a) The Company will provide not less than 4 weeks' notice of its intention to do so.
- b) Employees who have accrued sufficient annual leave to cover the period of the shutdown are allowed to take the paid annual leave at their Ordinary Rate of Pay.
- c) Employees who have not accrued sufficient annual leave to cover part or all of the close down are allowed paid annual leave for the period for which they have accrued sufficient annual leave and given unpaid leave

- for the remainder of the close down. If an Employee has sufficient long service leave entitlements, they may utilise that leave instead of unpaid leave. Annual leave and long service leave may be taken at half pay.
- d) Leave taken by an Employee because of a shutdown counts as continuous service.
 - e) The Company may only shut down the site or part of it for one (1) or two (2) separate periods in a year.

Standdown

The Company may stand down an employee if they cannot usefully be employed because of several circumstances including:

- f) Breakdown of machinery or equipment if the employer cannot reasonably be held responsible for the breakdown.
- g) Stoppage of work for any cause for which the employer cannot reasonably be held responsible.
- h) Where sub-clause (a) applies, the Company may stand down employees in any section or work area of the site from their usual duties, provided the following process is followed:
 - i) At first instance, the Company will seek volunteers from full-time, part-time, and casual employees who may wish to end their shift prior to their rostered finishing time. Consideration of volunteers will include consideration of the skills and training required to ensure any remaining production can be completed safely and competently.
 - ii) Where there are insufficient volunteers, the Company may stand down employees who are unable to be usefully employed in the following order:
 1. Labour hire
 2. Casual employees who have been employed for six months or less.
 3. Casual employees who have been employed for longer than six months.
 4. Part-time and full-time employees
- i) The Company may allocate any remaining employees to work in other work areas or sections of the facility for the completion of the remaining production. When selecting employees to work in other work areas or sections, consideration will be given to the skills and training required, to ensure that work can be performed safely and competently.
- j) Permanent full-time and part-time employees who have accrued sufficient annual leave to cover the period of the stand down, are allowed to take the paid annual leave at their Ordinary Rate of Pay.
- k) Employees who have not accrued sufficient annual leave to cover part or all the close down, are allowed paid annual leave for the period for which they have accrued sufficient annual leave and given unpaid leave for the remainder of the stand down. If an Employee has sufficient long service leave entitlements, they may utilise that leave instead of unpaid leave. Annual leave and long service leave may be taken at half pay.
- l) Leave taken by an Employee because of a stand down counts as continuous service.

22. WORKPLACE CHANGE AND CONSULTATION

- a) When the employer contemplates:
 - i. Major changes that are likely to entail terminations or have a significant effect on employees covered by this agreement; or
 - ii. Changes to regular rostering or ordinary hours of work; the employer must genuinely consult affected employees and the union(s) covered by this agreement, and any other representative of employees nominated by any affected employee, as early as possible on, inter alia, the introduction of such changes, the effects they are likely to have and the measures for averting or mitigating the adverse effects of such changes.
- b) The Company will consult with the employees affected and the employees' chosen representatives on the introduction of the changes, the effects the changes are likely to have on employees and measures to avoid or reduce the adverse effects of such changes. It will give prompt consideration to matters raised by the employees and/or their representatives in relation to the changes.
- c) The employer must also invite affected employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities) and give prompt and genuine consideration to the views of employees about the impact of the change and employee suggested ways to mitigate the adverse effects of the change. This must be completed before any definite decision.

- d) The employer must act in good faith in relation to the consultation process provided in this clause.
- e) In this clause, 'good faith' includes obligations to meet, disclose relevant information, genuinely consider proposals, respond to proposals, provide reasons, and to refrain from inconsistent or unfair conduct that undermines consultation.
- f) 'A major change is likely to have a significant effect on employees' if it results in:
- g) The termination of employment of employees, in the context of an organizational restructure; or
 - i. Change to the composition, operation or size of the employer's workforce or to the skills required of the employees; or
 - ii. The elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
 - iii. The alteration of hours of work; or
 - iv. the need to retrain employees; or
 - v. the need to relocate employees to another workplace; or
 - vi. the restructuring of jobs; or
 - vii. changes to the legal or operational structure of the employer or business.
- h) The requirement to consult regarding contemplated changes to regular rostering or ordinary hours of work is in addition to the requirements to reach agreement with employees contained elsewhere in this Agreement.

Consultative Mechanism

- i) The consultative mechanism is vested with the Joint Consultative Committee.
- j) The Committee will comprise of equal representation of both management and Employee's ensuring the employee has a representative from each section of the workplace covered.
- k) The Company shall discuss changes in production, programme, organisation, structure or technology that are likely to have an effect on employees with the Joint Consultative Committee prior to implementing such changes.

23. NOTICE OF TERMINATION AND REDUNDANCY PAY

In addition to the period of notice specified in the NES, an employee whose employment is terminated for reasons of redundancy will be paid the following amount of severance pay in respect of a period of continuous service:

Period of Continuous Service	Severance pay
less than one year	Nil
1 year but less than 2 years	4 weeks' pay
2 years but less than 3 years	6 weeks' pay
3 years but less than 4 years	9 weeks' pay
4 years but less than 5 years	12 weeks' pay
5 years but less than 6 years	15 weeks' pay
6 years but less than 7 years	16 weeks' pay
7 years but less than 8 years	17 weeks' pay
8 years but less than 9 years	18 weeks' pay
9 years but less than 10 years	19 weeks' pay
10 years and over	20 weeks' pay

The period of notice referred to below must be provided in writing and will be the greater of stated notice in employee's contract of employment or NES.

Period of Continuous Service	Minimum Notice Period
1 year or less	1 week
More than 1 year but less than 3	2 weeks

More than 3 years but less than 5	3 weeks
More than 5 years	4 weeks
*Over 45 years of age with 2 years continuous service	Additional 1 week Notice

The employer will, if requested by an employee who has been terminated, provide to that employee a written statement specifying the period of their employment and the classification and type of work performed by the employee.

24. DISPUTE RESOLUTION PROCEDURES

- a) This dispute resolution procedure will apply to any matter in dispute between the employer and employees arising from the terms of this Agreement or the National Employment standards.
- b) If conciliation as set out below fails to resolve the dispute, then the Fair Work Commission is empowered to arbitrate over the matter, provided that the arbitration is limited to matters involving working terms and conditions. This sub clause shall only apply in the event that the procedures set out below fail to resolve the dispute.
- c) If arbitration is necessary, the Commission will have the power to do all such things as are necessary for the resolution or determination of the matter in dispute. This includes the exercising of procedural powers in relation to those directions, hearings, witnesses, evidence and submissions necessary to make the arbitration effective.
- d) The employee/s concerned will first meet and confer with their immediate supervisor. The employee/s may appoint another person to act on their behalf.
- e) If the matter is not resolved at such a meeting the parties will arrange further discussions involving more senior management as appropriate. The employee/s may invite an employee representative to be involved in the discussions. The employer also may elect to involve an external representative at this stage.
- f) If the matter remains unresolved, the employer may refer it to a more senior level of management. The employee/employer may invite their representative(s) to be present at such meeting. In the event there is no agreement to refer the matter to a more senior level or it is agreed that such a reference would not resolve the matter the parties shall jointly or individually refer the matter to the Fair Work Commission for assistance in resolving the matter.
- g) In order to facilitate the procedure the party with the grievance must notify the other party at the earliest opportunity of the problem.
- h) Throughout all stages of the procedure all relevant facts must be clearly identified and recorded.
- i) Sensible time limits must be allowed for completion of the various stages of discussion. However, the parties must co-operate to ensure that the disputes resolution procedures are carried out as quickly as possible.
- j) While the parties are attempting to resolve the matter, the parties will continue to work in accordance with this agreement and their contract of employment unless the employee has a reasonable concern about an imminent risk their health and safety. Subject to relevant provisions of any State or Territory occupational health and safety law, even if the employee has a reasonable concern about an imminent risk to their health or safety, the employee must not unreasonably fail to comply with a direction by their employer to perform other available work, whether at the same enterprise or another enterprise, that is safe and appropriate for the employee to perform.
- k) In the event of a dispute arising and the matter subsequently being referred to the Fair Work Commission in compliance with this dispute resolution procedure neither party will pursue costs against the other.

25. CLASSIFICATION STRUCTURE

- a) The Company has developed the Bureau Veritas Minerals Kalgoorlie Classification Matrix for the purpose of providing enterprise-specific guidance on classification of employees covered by this Agreement within the classification structure specified at Schedule B. No employee will have their classification

reduced (other than by agreement) by the application of the relevant classification matrix. The proposed new classification structure will provide a career path. It will identify the competencies required to be exercised at each level.

- b) The parties are committed to ensuring that classifications are consistent with the operational requirements of the business, the enterprise-specific classification matrices, the Laboratory Operations National Training Package (MSL09), and the Award classification structure.
- c) The parties will seek to vary this Agreement to incorporate any agreed new classification structure developed consistent with this clause if required due to workplace change (new processes). Such variation will result, at a minimum, in amendments to the Classification Matrix.
- d) The broad banding of the classifications outlined at clause 7 is the defined structure; any employee seeking reclassification can apply to the appropriate supervisor/manager using the EBA Banding Review Document, with any dispute arising out of this to be handled through the dispute resolution procedure with a written response provided if requested. Classification review decisions are based on:
 - i. the skills/competencies held and used by the individual employee, assessed against the relevant enterprise-specific classification matrix; and
 - ii. the workforce skills profile necessary to meet the operational and commercial requirements of the business (that is, whether a position is available at a higher classification level).
- e) The selection of individual employees for development opportunities to support skill/knowledge acquisition and progression is at the Company's sole discretion.
- f) For the avoidance of doubt, an employee's classification is not determined by formal qualifications held. However, formal qualifications may assist in demonstrating that an employee holds the skills/competencies and knowledge required to perform work at a particular classification level.
- g) An employee engaged for the majority of one shift or more on duties carrying a higher rate than his or her ordinary classification shall be paid the higher rate for the day or the shift.

26. INDIVIDUAL FLEXIBILITY CLAUSE

The Company and an employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:

- a) the agreement deals with 1 or more of the following matters:
 - i. arrangements about when work is performed.
 - ii. allowances.
- b) the arrangement meets the genuine needs of the employer and employee in relation to 1 or more of the matters mentioned in paragraph (a); and
- c) the arrangement is genuinely agreed to by the employer and employee.

The employer must ensure that the terms of the individual flexibility arrangement:

- a) are about permitted matters under section 172 of the *Fair Work Act 2009*; and
- b) are not unlawful terms under section 194 of the *Fair Work Act 2009*; and
- c) result in the employee being better off overall than the employee would be if no arrangement was made.

The employer must ensure that the individual flexibility arrangement:

- a) is in writing; and
- b) includes the name of the employer and employee; and
- c) is signed by the employer and employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and

includes details of:

the terms of the enterprise agreement that will be varied by the arrangement; and

- a) how the arrangement will vary the effect of the terms; and
- b) how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
- c) states the day on which the arrangement commences.

The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

- a) The employer or employee may terminate the individual flexibility arrangement:
 - i. by giving no more than 28 days written notice to the other party to the arrangement; or
 - ii. if the employer and employee agree in writing, at any time.

27. NO EXTRA CLAIMS

It is agreed by the parties that for the duration of the agreement, the Parties will not pursue any additional claims for changes in relation to the matters dealt with by this Agreement, except where consistent with the Act and decisions of the Commission.

28. CONFIDENTIAL INFORMATION

- a) The Employee(s) agree and recognise that all confidential information, procedures, inventions and business contacts of the Company, relating specifically to the Company's business activities or to the Company's subsidiaries and associates including the Company's customers are the property of these entities. The Employee(s) confirms that information of such nature that the Employee(s) may become aware of while being in the employ of the Company shall not be communicated or caused by any word, action or deed to be communicated by the Employee(s) to any other party without permission of the Company in writing, first being obtained, at any time during or after being in the employ of the Company.
- b) The Employee's obligations of confidentiality owed to the Company continue after termination of this agreement, except in respect of information that is part of the Employee's general skill and knowledge. Information relating to the contents of this Agreement is specifically exempted from the terms of this clause. Either party is at liberty to disclose details relating to the contents of this agreement to a third party.
- c) The employee(s) accept that confidential information of the employer includes but is not limited to:
 - i. Sample Preparation and Analysis Procedures.
 - ii. Clients utilising our services; and
 - iii. Analytical Data.

29. INTELLECTUAL PROPERTY

- a) Valuable intellectual property may be generated during activities undertaken by individuals at the Company and collaboratively with other organisations.
- b) The Company owns the intellectual property created by staff members in the course of employment unless a specific agreement has been made varying this principle. The Employee(s) acknowledge that any of the following created during and in the course of their employment with the Company, whether during or outside ordinary working hours, is the property of the Company:
 - i. All inventions, discoveries and novel designs whether registrable as designs or patents including any invention of or improvements to software, equipment, technology, methods or techniques made solely by the individual or jointly with others (Inventions).
 - ii. The entire copyright throughout the world in all literary works, and other copyright works (Works).
 - iii. Any business name, brand name or trademark (whether registered or not).
- c) In relation to any Works in which the Employee has a moral right, they irrevocably consent to the Company using such works, whether during or after the Employee's reproducing, publishing, performing, transmitting, exhibiting or adapting the Works or altering or in any way changing or using the Works:
 - i. with or without attribution or authorship.
 - ii. with or without any other materials comprising copyright.

- iii. with or without any other text, data, sounds or images.
 - iv. with no title, the same title or any other title.
 - v. in any medium or context.
 - vi. in any way that the Company sees fit.
- d) The Employee(s) also agrees to disclose to the Company all Inventions, Works and Marks created during their employment with the Company.
- e) The Employee must both during and after their employment with the Company do all such acts and things and sign all such documents as the Company may reasonably request to secure to the Company or its client's ownership or registration rights in the Inventions, Works and Marks
- f) For avoidance of doubt, all documents, financial information, client lists and computer records which the Employee creates during their employment with the Company will belong to Company and the Employee must return them to Company at the cessation of their employment.

30. TRAINING

The parties to this Agreement recognise that in order to increase the efficiency, productivity and competitiveness of the employer, a dedication to training and skill development is required. Accordingly, the parties resolve themselves to:

- i. Develop a more highly skilled and flexible workforce, and
- ii. Providing employees with career opportunities through appropriate training to acquire additional skills as required by the Company.

31. QHSE

Bureau Veritas is committed to the safety, health and well-being of all employees. Pre-Employment Medicals, along with routine Medicals (including Drug and Alcohol testing and blood testing for lead safety), are carried out as per role requirement. With regards to Forklift licences and High-Risk licences, where required for the role, these will be paid by the Company. For further information, please refer to QHSE documents on the Company's document management system or local QHSE Business Partner.

32. UNIFORMS

The Company will supply uniforms sufficient to meet roster requirements, (a minimum of three) and all permanent employees will be required to wear a uniform. The employee shall be responsible for the maintenance of the uniforms. The uniforms will be replaced by the Company on a fair wear and tear basis. Safety Boots, where required, can be re-imbursed from the Company as per PPE Procedure (maximum of \$150).

33. CONSULTATIVE COMMITTEE

The committee agrees to meet quarterly to discuss the Company, the operation of the Agreement, and other workplace issues of concern to employees or management. It is not intended that the Workplace Consultative Committee replace other mechanisms in place for consultation on Health and Safety matters. The Company will recognize representatives elected by the majority of employees in one section. The company will recognize that employees who sit on this committee will be able to consult and represent as part of their job role.


34. DELEGATES RIGHTS

Delegated rights will be in line with the provisions in the award.

34. SIGNATURES

Signed for and on behalf of:

Bureau Veritas Minerals Pty Ltd ('the Employer')

Name	Position	Address	Signature	Date
Rebecca Noakes	People & Culture Manager WA	58 Sorbonne Crescent Canning Vale 6155 WA		30/10/2024

Signed for and on behalf of:

The Employees covered by this Agreement ('The Employees')

Name	Position	Address	Signature	Date
Kay Murray	Operations support Officer	20 Cunningham Road West Kalgoorlie WA 6430		30/10/2024
Blake Greaves	Maintenance Coordinator	20 Cunningham Road West Kalgoorlie WA 6430		30/10/2024
Leesa Woolhouse	Store Person	20 Cunningham Road West Kalgoorlie WA 6430		30/10/2024
Songa Kubota	Sample Preparation Assistant	20 Cunningham Road West Kalgoorlie WA 6430		30/10/2024

The above persons are authorised by the Employer covered by the Agreement to sign the Agreement on its behalf.

SCHEDULE A - BASE PAY RATES

EBA CLASSIFICATION	AWARD CLASSIFICATION	Current Rate Low	Current Rate High
SAMPLE PREPARATION (P)			
P1	C4	\$32.96	
P2	C5	\$32.10	\$32.95
P3	C6	\$31.45	\$32.09
P4	C8	\$29.16	\$31.44
P5	C10	\$27.44	\$29.15
P6	C12	\$25.23	\$27.43
P8	C12 CASUAL (+25%)	\$25.23	
LABORATORY (L)			
L1	C5	\$32.10	
L2	C6	\$31.45	\$32.09
L3	C10	\$27.44	\$31.44
L4	C11	\$26.06	\$27.43
L5	C12	\$25.23	\$26.05
L8	C12 CASUAL (+25%)	\$25.23	
FIRE ASSAY (F)			
F1	C5	\$32.10	
F2	C6	\$31.45	\$32.09
F3	C10	\$27.44	\$31.44
F4	C12	\$25.23	\$27.43
F8	C12 CASUAL (+25%)	\$25.23	
SUPPORT SERVICES (S)			
S1	C2B	\$37.11	
S2	C2A	\$35.55	\$37.10
S3	C3	\$34.68	\$35.54
S4	C5	\$32.10	\$34.67
S5	C6	\$31.45	\$32.09
S6	C9	\$28.30	\$31.44
S7	C11	\$26.06	\$27.43

SCHEDULE B - CLASSIFICATION STRUCTURE

Sample Preparation (P)

Agreement Classification	Equivalent Award Classification(s)	Award Qualification Requirement	Technical Competence and indicative skills
P1 Shift Co Ordinator	C4 Engineering/Laboratory Technician—Level V	Diploma of Laboratory Technology or equivalent experience	Duties in all preceding levels. Works under general to limited supervision, either individually or in team environment. Support and leads weighing, crushing team and QC jobs. Robot jogger - low level maintenance of robots. Competent in specials prep protocols. Able to carry out basic duties using written, spoken and diagrammatic instruction. Performs task within Receivals (pre-booking jobs, job creates, sorting and labelling). Intermediate to advance profiling with high degree of accuracy. Begin specialist profiling. Able to start contacting clients in relation to submission forms and start answering client queries on jobs status. Is cognisant of occupational, health, safety, and house-keeping requirements within the scope of this level. Three (3) years' experience.
P2 Supervisor	C5 Engineering/Laboratory Technician—Level IV	50% towards an Advanced Diploma of Laboratory Operations or 85% towards a Diploma of Laboratory Technology or equivalent experience.	Duties in all preceding levels. Makes recommendations on improvements. Can work unsupervised where necessary. Has a working knowledge in quality control, product technology and work organisation. Supervise an entire Shift, QA/QC, allocation of staffing arrangements, coach, production of daily reports, KPI's and targets. Has a practical and theoretical knowledge of sampling techniques, fire assay and digest. Able to operate all preparation equipment with ability to train. Requires substantial technical expertise.
P3 Team Leader/2IC	C6 Engineering/Laboratory Technician—Level IV	50% towards an Advanced Diploma of Laboratory Operations or 85% towards a Diploma of Laboratory Technology or equivalent experience.	Duties in all preceding levels. Able to carry out advanced duties using written, spoken, and diagrammatic instruction. Competent in all the following: weighing, crushing, splitting, sorting, LM2, LM5. High level of experience with a high degree of competence. Comprehends contamination and sample preparation QC procedures. Is cognisant of HSE and house-keeping requirements within the scope of this level. Has a high level of sampling theory. Able to supervise a team and train.
P4 Senior Sample Preparer Level 2	C8 Engineering/Laboratory Technician - Level II	40% towards an Advanced Diploma of Laboratory Operations, 60% towards a	Duties in all preceding levels. Carries out intermediate duties using written, spoken, and diagrammatic instruction. Competent in five (5) of the following: LM2, LM5, milling, crushing, splitting, sorting, weighing.

		Diploma of Laboratory Technology or equivalent experience	Comprehends contamination and basic sample preparation QC procedures. Is cognisant of HSE and house-keeping requirements, understands sampling theory. Able to work unsupervised and to train in proceeding levels. Skilled in Sample Preparation.
P5 Senior Sample Preparer Level 1	C10 Engineering/Manufacturing Tradesperson - Level I	Equivalent experience	Duties in all preceding levels. Carries out intermediate duties using written, spoken, and diagrammatic instruction. Competent in three (3) of the following: LM2, LM5, milling, crushing, splitting, sorting, weighing. Comprehends contamination and basic sample preparation QC procedures. Is cognisant of HSE and house-keeping requirements and understands sampling theory. Able to work unsupervised and to train in proceeding levels. Skilled in Sample Preparation.
P6 Sample Preparer	C12 Engineering/Manufacturing Employee - Level III	Engineering Production Certificate I or Certificate II in Engineering or equivalent experience	Basic tasks, work of a manual nature. Direct supervision. Priorities set by others. Covers basic tasks in one of the aspects of weighing, crushing, splitting, sorting, or milling. Has a basic understanding of contamination, HSE and housekeeping procedures.
P8 Casual Sample Preparer	C12 Engineering/Manufacturing Employee - Level III	Engineering Production Certificate I or Certificate II in Engineering or equivalent experience	Basic tasks, work of a manual nature. Direct supervision. Priorities set by others. Covers basic tasks in one of the aspects of weighing, crushing, splitting, sorting, or milling. Has a basic understanding of contamination, HSE and housekeeping procedures.

Laboratory Wet Chemistry (L)

Agreement Classification	Equivalent Award Classification(s)	Award Qualification Requirement	Technical Competence and indicative skills
L1 Shift Co Ordinator Level 2	C5 Engineering/Laboratory Technician - Level V	Diploma of Laboratory Technology or equivalent experience	Duties in all preceding levels. Makes recommendations on improvements. Able to work unsupervised where necessary. Has a working knowledge in QC, product technology and work organisation. Supervise an entire Shift, QA / QC, production of daily reports, KPI's and targets. Has a practical and theoretical knowledge of sampling techniques, fire assay and digest. Can operate all laboratory equipment with the ability to train. Requires substantial technical expertise. Equivalent five (5) years' experience.
L2 Shift Co Ordinator Level 1	C6 Engineering/Laboratory Technician - Level IV	Technical, 50% towards an Advanced Diploma of Laboratory Operations or 85% towards a Diploma of Laboratory Technology or equivalent experience	Duties in all preceding levels. Works under general to limited supervision, either individually or in team environment. Support and leads weighing, crushing team and QC jobs. Intermediate to advance profiling with high degree of accuracy. Begin specialist profiling. Can carry-out advanced duties using, written, spoken and diagrammatical instructions. Understands and is responsible for basic QA/QC procedures and techniques. Able to perform more complex LIMs functions, additions, trouble shooting and alterations if required. Be able to contact clients and answer client queries regarding jobs in progress and misleading submissions. Be able to help in training of lower-level staff and able to step into an acting supervisory role if required.
L3 Senior Laboratory Technician Level 2	C10 Engineering/Laboratory Technician - Level I	Certificate III in Laboratory Skills or equivalent experience	Duties in all preceding levels. Has a basic understanding of QA/QC and contamination procedures. At least one (1) to two (2) year's Laboratory technician experience. Able to perform basic duties using written, spoken, and diagrammatical instructions. Priorities set by others. Able to conduct all methods. High level of QC knowledge. Able to conduct training, adhere to guidelines set forth by the company including standard of Behaviour, policy and QHSE. Able to do minor maintenance on equipment operations diagnostics and quality processes. Makes recommendations on improvement of testing techniques and processes, product technology and work organisation. All technical skills in Digest Laboratory. High level of trouble shooting abilities and housekeeping.
L4	C11	Certificate II in Sampling	Duties in all preceding levels.

Senior Laboratory Technician Level 1	Laboratory Tester	and Measurement or equivalent experience	Has a basic understanding of QA/QC and contamination procedures. At least one (1) year Laboratory technician experience. Able to carry out basic duties using written, spoken, and diagrammatical instructions. Priorities set by others. Digest duties AQUA and FA Prill Digest. Adhere to guidelines set forth by the company including standard of behaviour, policy and OHSE. Conduct basic equipment calibrations. Understands HSE and housekeeping procedures.
L5 Laboratory Technician	C12 Engineering/Manufacturing Employee - Level III	Engineering Production Certificate I or Certificate II in Engineering or equivalent experience	Basic tasks, work of a manual nature. Priorities set by others. Works under direct supervision. Weighing/start, basic calibration. A basic understanding of contamination, HSE and housekeeping procedures.
L8 Casual Laboratory Technician	C12 Engineering/Manufacturing Employee - Level III	Engineering Production Certificate I or Certificate II in Engineering or equivalent experience	Basic tasks, work of a manual nature. Priorities set by others. Works under direct supervision. Weighing/start, basic calibration. A basic understanding of contamination, HSE and housekeeping procedures.

Fire Assay (F)

Agreement Classification	Equivalent Award Classification(s)	Award Qualification Requirement	Technical Competence and indicative skills
F1 Production Co Ordinator	C5 Engineering/Laboratory Technician -Level V	Diploma of Engineering-Technical, Diploma of Laboratory Technology or equivalent experience	Duties in all proceeding levels (sample prep/lab). Works under general to limited supervision, either individually or in team environment. Support and leads Fire assaying team. Able to profile low level to intermediate jobs with high degree of accuracy/QA/QC. Advanced knowledge of sampling theory, as well as fluxing, quality, and fire assay procedures as well as maintenance. Ensure furnace and machine operation is maintained. All technical skills in Fire Assay department; plus, high level of trouble shooting ability. Able to organise and manage staff, priorities, and training of staff. HSE requirements and KPI targets.
F2 Fire Assay Supervisor	C6 Engineering/Laboratory Technician - Level IV	50% towards an Advanced Diploma of Laboratory Operations or 85% towards a Diploma of Laboratory Technology or equivalent experience	Duties in all proceeding levels. Advanced knowledge of sampling theory, fluxing, quality, and fire assay procedures as well as maintenance. Ensure furnace and machine operation is maintained. All technical skills in Fire Assay department plus high level of trouble shooting ability. Able to organise and manage staff, priorities, and training of staff. HSE requirements and KPI targets.
F3 Senior Fire Assayer	C10 Engineering/Manufacturing Tradesperson - Level I	Certificate III in Laboratory Skills or equivalent experience	Duties in all proceeding levels. Intermediate knowledge of sampling theory, fluxing, quality standards, fire assay procedures and maintenance. Ensure furnace and machine operation is maintained. All technical skills in Fire Assay department plus high level of trouble shooting ability. Able to assist Fire Assay Supervisor where required. Understands HSE requirements and KPI targets. Works unsupervised and can ensure priorities are followed.
F4 Fire Assayer	C12 Engineering/Manufacturing Employee - Level III	Engineering Production Certificate I or Certificate II in Engineering or equivalent experience	Able to carry out basic duties using written, spoken, and diagrammatical instructions. Prioritise set by others. On routine weighing for all FA analysis, able to prioritize job sequence.
F8 Casual Fire Assayer	C12 Engineering/Manufacturing Employee - Level III	Engineering Production Certificate I or Certificate II in Engineering or equivalent experience	Able to carry out basic duties using written, spoken, and diagrammatical instructions. Prioritise set by others. On routine weighing for all FA analysis, able to prioritize job sequence.

Non-Production / Support Services (S)

Agreement Classification	Equivalent Award Classification(s)	Award Qualification Requirement	Technical Competence and indicative skills
S1 Production/Operations/Quality Coordinator/ Maintenance Co Ordinator Level 2	C2B Principal Technical Officer	Advanced Diploma or equivalent and sufficient additional training to enable the employee to meet the requirements of the relevant classification definition and to perform work within the scope of this level	Advanced Diploma in Laboratory Technology or equivalent / seven (7) years' experience. Duties in all preceding levels. Makes recommendations on improvements. Work unsupervised where necessary. Working knowledge in quality control, product technology and work organisation. Supervise an entire Shift, QA/QC, allocation of staffing arrangements, recruitment /onboarding, payroll, coach, production of daily reports, KPI's and targets as a. Has practical and theoretical knowledge of sampling techniques, fire assay and digest. Able to operate all preparation equipment with ability to train. Requires substantial technical expertise.
S2 Production/Operations/Quality Coordinator Maintenance Co Ordinator Level 1	C2A Leading Technical Officer / Principal Supervisor/ Trainer/Co-ordinator	Advanced Diploma or equivalent and sufficient additional training to enable the employee to meet the requirements of the relevant classification definition and to perform work within the scope of this level equivalent of which at least 50% of the competencies are in supervision/training	Advanced Diploma or equivalent five (5) years' experience. Duties in all preceding levels. Makes recommendations on improvements. Work unsupervised where necessary. Working knowledge in quality control, product technology and work organisation. Supervise an entire Shift, QA/QC, allocation of staffing arrangements, recruitment/onboarding, payroll coach, production of daily reports, KPI's and targets. Has a practical and theoretical knowledge of sampling techniques, fire assay and digest. Able to operate all preparation equipment with ability to train. Requires substantial technical expertise.
S3 Shift Co Ordinator / QAQC Co Ordinator / Maintenance Co Ordinator	C3 Engineering Associate/ Laboratory Technical Officer - Level II	Advanced Diploma of Laboratory Operations or equivalent experience	Duties in all preceding levels. Able to carry-out advanced duties using written, spoken, and diagrammatical instructions. Understands and is responsible for basic QA/QC procedures and techniques. Able to perform more complex LIMs functions, additions, trouble shooting and alterations if required. Be able to contact clients and answer client queries regarding jobs in progress and misleading submissions. Be able to help in training of lower-level staff. Be able to step into an acting supervisory role if required.
S4	C5	Diploma of Engineering -	Carry out basic duties using written, spoken, and diagrammatic instruction.

QAQC Trainee /Cleaner/Truck Driver/Maintenance Officer LVL4	Engineering/Laboratory Technician - Level V	Technical, Diploma of Laboratory Technology or equivalent experience	Perform task within receivals (pre-booking jobs, Job creates, sorting and labelling), Truck Driver (MR&HR) and Cleaner. Is cognisant of occupational, health, safety, and house-keeping requirements within the scope of this level.
S5 QAQC Trainee /Cleaner/Truck Driver/Maintenance Officer Level 3	C6 Engineering/Laboratory Technician—Level IV	50% towards an Advanced Diploma of Laboratory Operations or 85% towards a Diploma of Laboratory Technology, or equivalent experience.	Carry out basic duties using written, spoken, and diagrammatic instruction. Performs tasks within receivals (pre-booking jobs, Job creates, sorting and labelling), Truck Driver (MR&HR) and Cleaner. Is cognisant of occupational, health, safety, and house-keeping requirements within the scope of this level.
S6 QAQC Trainee /Cleaner/Truck Driver/Maintenance Officer Level 2	C9 Engineering/Laboratory Technician - Level I	Certificate III in Laboratory Skills or equivalent experience	Basic duties using written, spoken, and diagrammatic instruction. Performs tasks within Receivals (pre-booking jobs, Job creates, sorting and labelling), Truck Driver (MR&HR) and Cleaner. Is cognisant of occupational, health, safety, and house-keeping requirements within the scope of this level.
S7 QAQC Trainee /Cleaner/Truck Driver/Maintenance Officer Level 1	C11 Engineering/Manufacturing Tradesperson - Level I	Certificate III in Laboratory Skills or equivalent experience	Basic duties using written, spoken, and diagrammatic instruction. Invoicing. Performs tasks within Receivals (pre-booking jobs, Job creates, sorting and labelling), Truck Driver (MR&HR) and Cleaner. Is cognisant of occupational, health, safety, and house-keeping requirements within the scope of this level.

SCHEDULE C – 12 WEEK ROTATING ROSTER

WEEK 1							WEEK 2							WEEK 3							WEEK 4						
Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
D	D	D	D	A	A	A	A					D	D	D	D	A	A	A	A				D	D	D	D	
8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0					8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0				8.0	8.0	8.0	8.0	
2.0	2.0	2.0		2.0	2.0	2.0	2.0					2.0	2.0	2.0	2.0	2.0		2.0	2.0					2.0	2.0	2.0	
2.0	2.0	2.0	4.0	2.0	2.0	2.0	2.0					2.0	2.0	2.0	2.0	2.0	4.0	2.0	2.0				4.0	2.0	2.0	2.0	
16.8	16.8	16.8	17.8	16.8	16.8	16.8	16.8	0.0	0.0	0.0	0.0	16.8	16.8	16.8	16.8	16.8	17.8	16.8	16.8	0.0	0.0	0.0	17.8	16.8	16.8	16.8	
118.3							50.3							101.6							68.0						

WEEK 5							WEEK 6							WEEK 7							WEEK 8						
Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
A	A	A	A					D	D	D	D	A	A	A	A					D	D	D	D	A	A	A	A
8.0	8.0	8.0	8.0					8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0					8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
2.0	2.0	2.0						2.0	2.0		2.0	2.0	2.0	2.0	2.0					2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
2.0	2.0	2.0	4.0					2.0	2.0	4.0	2.0	2.0	2.0	2.0	2.0					2.0	2.0	2.0	2.0	4.0	2.0	2.0	2.0
16.8	16.8	16.8	17.8	0.0	0.0	0.0	0.0	16.8	16.8	17.8	16.8	16.8	16.8	16.8	16.8	0.0	0.0	0.0	0.0	16.8	16.8	16.8	17.8	16.8	16.8	16.8	16.8
68.0							101.6							50.3							118.3						

WEEK 9							WEEK 10							WEEK 11							WEEK 12						
Thu	Fri	Sat	Mon	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
				D	D	D	D	A	A	A	A					D	D	D	D	A	A	A	A				
				8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0					8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0	8.0
				2.0	2.0	2.0	2.0	2.0	2.0		2.0					2.0		2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
				2.0	2.0	2.0	2.0	2.0	2.0	4.0	2.0					2.0	4.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
0.0	0.0	0.0	0.0	16.8	16.8	16.8	16.8	16.8	16.8	17.8	16.8	0.0	0.0	0.0	0.0	16.8	17.8	16.8	16.8	16.8	16.8	16.8	16.8	16.8	16.8	16.8	0.0
50.3							84.8							84.8							50.3						