

# ENTERPRISE AGREEMENT

NO: E.A. 41 /1992

DATE REGISTERED: 30-11-92

PRICE: \$ 26-00

S O C O M I N I N T E R N A T I O N A L

F I N E F O O D S , A U B U R N

A. C. N. 005-560-074

E N T E R P R I S E A G R E E M E N T

This agreement has been developed through a voluntary process of consultation and participation between Socomin International Fine Foods, a division of Petersville Industries Limited incorporated in Victoria and located at 24 Byrne Street, Auburn (the employer) and the Works Committee representing the storemen and packers employed by the employer (the employees) and reflects the ongoing commitment of both parties to the delivery of quality services and the creation of a rewarding and fulfilling working environment.

## PART 1: PURPOSE

### 1.1 PARTIES TO THE AGREEMENT

An enterprise agreement made in pursuance of the N.S.W. Industrial Relations Act 1991 in accordance with the provisions of Sections 115 and 142 of the said Act entered into on the 11th August 1992 between Socomin International Fine Foods, a division of Petersville Industries Limited incorporated in Victoria and located at 24 Byrne Street, Auburn of the one part and the Works Committee of Socomin International Fine Foods in the workplace aforementioned representing the storemen and packers of the other part.

It is agreed by the parties as follows:

#### Title of Agreement

- A. This agreement shall be known as the Socomin International Fine Foods, Auburn Enterprise Agreement.
- B. This agreement shall only apply to the employees so nominated.
- C. This agreement was not entered into under duress by any party to the agreement.

## PART 2: TERMS AND CONDITIONS OF EMPLOYMENT

Where this agreement is silent on a particular matter the relevant provision of the Storemen and Packers General (State) Award will apply.

## PART 3: DEFINITIONS, WAGES AND ALLOWANCES

### 3.1 DEFINITIONS

#### 3.1.1 Basic Storeman and Packer - Storeworker Grade 1

Point of Entry: New employee

Skills/Duties Register

1. Selects and picks goods from stock locations in all areas of the warehouse as instructed by computer documentation. (Pick slips or invoices)
2. Selects and picks stock with correct use-by-dates so as to ensure proper stock rotation.
3. Learns location position of every item of stock held in warehouse.
4. Records damages/breakages in accordance with written instructions.
5. Loads and unloads goods on to and from a variety of road transport vehicles including:
  - \* Sea containers
  - \* Semi-trailers
  - \* Tray trucks
  - \* Delivery vans
6. Packs and checks goods for despatch purposes, with a view to maximum customer satisfaction.
7. Labels and repacks stock.
8. Counts and records stock.
9. Housekeeping and cleaning, including use of cleaning equipment.
10. Replenishment of stock to pick face locations.
11. Responsible for uniform and tidy arrangement of stock in bin locations as well as bulk storage.
12. Undertakes duties in a safe and responsible manner ensuring proper handling of goods throughout warehouse.
13. Possesses basic interpersonal and communication skills.
14. Responsible for quality of own work and can work individually or in a team environment under routine supervision.
15. Must be aware of appropriate health and safety standards.

PART 3:

3.1 DEFINITIONS

3.1.1 (Continued)

Training Undertaken:

1. Warehouse familiarisation - which goods are where.
2. Documentation - how to read and interpret a pick slip/invoice - cartons quantities, etc.
3. Handling techniques for each product group including stock rotation.
4. Health and Safety training for storemen - use of ladders, pallets, lifting and pushing techniques, fire drill, hygiene.
5. Packing and sealing techniques to ensure goods arrive with customer in optimum condition.
6. Truck loading techniques to ensure safe and undamaged transit.
7. Familiarisation with warehouse equipment - racking types, conveyors, cleaners including safe use of warehouse equipment.
8. Stocking and levelling of various types of products.
9. Training to include one day with delivery driver and one day with sales representative for observation purposes only.

Assessment and Promotion:

Grade 1 Store person position is available to first time employees who have never been a store person before. All new warehouse store workers who do not have appropriate certification will commence Grade 1 and will be promoted to Grade 2 once the following proficiency has been demonstrated:

- \* Demonstrates to the Warehouse Manager's satisfaction, ability in all 15 skills.
- \* Documented training in all nine items listed above.
- \* Demonstrates satisfactory attendance and timekeeping.

Depending on previous experience and ability, it is proposed that Grade 1 Store person may be promoted to Grade 2 in not less than three and not more than six months.

PART 3:

3.1 DEFINITIONS (Continued)

3.1.2 Storeman and Packer - Storeworker Grade 2

Point of Entry: Storeworker Grade 1

Proven and demonstrated skills (including appropriate certification) to the level required of this grade.

Skills/Duties Register

All items listed under Grade 1 plus:

1. Weighs and records weight of stock sold by weight such as cheese and fish products. Accuracy of weighing to be checked from time to time by the Warehouse Manager.
2. Understands the basic operation of cold storage rooms, i.e.
  - \* Method of storage (proper ventilation).
  - \* Reports on visible defects or temperature variations.
  - \* Is able to check temps/humidity.
  - \* Awareness of product deterioration.
3. Monitors and records in writing, temperatures of cold storage rooms.
4. Possess sound interpersonal and communication skills.
5. Able to work from written instructions and procedures.
6. Able to co-ordinate work in a team environment under limited supervision.
7. Monitors stock levels and compares with stock inventory.
8. Is able to arrange customer orders in appropriate sequence for despatch purposes.
9. Responsible for the proper application and maintenance of appropriate health and safety standards including training of Grade 1 Store person in handling techniques and hygiene (Safety Officers only).
10. Must be aware of appropriate health and safety standards.
11. Ensures accuracy of loading/unloading vehicles against printed documentation.

PART 3:

3.1 DEFINITIONS

3.1.2 (Continued)

12. Use of tools and equipment within the warehouse (basic non-trades maintenance).
13. May suggest changes within the warehouse in order to improve efficiency of operations.
14. Required to operate powered pallet transporters in the performance of their duties and is responsible for the safe use of same as well as proper maintenance (manufacturers recommendations).
15. Is able to raise customer credit claims in the event of stock-outs or short deliveries.

Leading Hand positions may be approved by management from this grade.

Training Undertaken:

1. Operation of weighing equipment.
2. Operation, running and basic maintenance of cold storage facility - required temperatures, identification of problems.
3. Attendance on accredited health and safety programs.
4. Operation of powered pallet transporters.

Assessment and Promotion:

Grade 2 Store worker will be eligible for promotion to Grade 3 when the following proficiency has been demonstrated:

- \* Demonstrates to the Warehouse Manager's satisfaction ability in all 15 Grade 2 skills.
- \* Documented training in all four Grade 2 training items.
- \* Demonstrates satisfactory attendance and timekeeping.

Promotion to Grade 3 will be at the discretion of the Warehouse Manager.

PART 3:

3.1 DEFINITIONS (Continued)

3.1.3 Leading Hand - Storeworker Grade 3 - Leading Hand

Point of Entry: Storeworker Grade 2

Proven and demonstrated skills (including appropriate certification) to the level required of this grade.

Skills/Duties Register

All items listed under Grade 2 plus:

1. Can demonstrate (either at Socomin or in previous employment) an advanced level of interpersonal and communication skills.
2. Use of materials handling equipment under D.L.I. licence (or provisional licence under training).
3. Is responsible for the safe use of all materials handling equipment under licence and ensures maintenance is carried out in accordance with manufacturers recommendations. Regularly reports on condition of all materials handling equipment.
4. Detailed knowledge of the warehouse layout including proper location of all goods. Proposes changes in layout.
5. Implementation of receipt and despatch procedures including control and preparation of necessary documentation.
6. Detailed knowledge of the shelf life qualities and storage requirements of all products. Ensures that all goods are kept within the manufacturers instructions. Brings to the attention of the Supervisor problems of errors in storage including shelf life availability.
7. Sound knowledge of all warehousing/stores duties performed at levels below this grade. Undertakes training of Grade 1 and Grade 2 storeworkers.
8. Accurately documents customer orders on to drivers manifests for delivery purposes.



PART 3:

3.1 DEFINITIONS

3.1.3 (Continued)

9. Responsible for accurate and safe loading/unloading of all goods received by means of materials handling equipment.
10. Must be aware of appropriate health and safety standards.

Training Undertaken:

1. Provide on-site training hours for materials handling equipment sufficient to obtain full licence in accordance with D.L.I. regulations.
2. Training on each product's storage and keeping requirements from manufacturers specifications. Also handling techniques for all products.
3. Training on goods received and stock take routines.

3.2 CASUAL EMPLOYEES

Casual employees will be utilised from time to time to meet the needs of the employer when circumstances are such that it is not economical and practical to employ additional full-time permanent employees.

3.3 RATES OF PAY

Storeworker Grade 1	\$434.70
Storeworker Grade 2	\$451.40
Storeworker Grade 3 - Leading Hand	\$483.70

The aforementioned rates include the former overaward payment, freezer, forklift, cheese and leading hand allowance where applicable.

An employee under the age of 21 will be paid according to the Storemen and Packers General (State) Award until such time as the employee attains the necessary skills and experience to be classified as a Storeworker Grade 1.

## PART 3 (Continued)

### 3.4 FUTURE INCREASE

A further 2½ per cent increase will be applied to the aforementioned rates of pay in Clause 3.3 week commencing Thursday, 5 November 1992.

## PART 4: HOURS OF WORK

### 4.1 COMMENCING AND CEASING TIMES

There will be two shifts, namely 6.00 am to 2.30 pm and 7.30 am to 4.00 pm.

The method of filling such shifts will in the first instance be voluntary, however, if sufficient numbers cannot be attained, the employer has the right to allocate employees to meet the needs of the employer.

### 4.2 ROSTERED DAYS OFF

Employees will have the flexibility of taking their rostered day, once so entitled, on a day other than a Monday, provided agreement is reached.

All rostered days off will be taken in the period 1 April to 30 November each year. However, individual rostered days, to a maximum of three, may be taken outside this period under extenuating circumstances with agreement of the employer and provided forty-eight hours notice is given.

### 4.3 MORNING TEA BREAK

A daily morning tea break of fifteen minutes will be allowed to each employee.

### 4.4 OVERTIME

Overtime, when required, will be based on a rotating roster system with such roster being maintained by the employer.

## PART 5: SKILL DEVELOPMENT, EDUCATION AND TRAINING

The employer will initiate a skills development program to ensure that all employees covered by this agreement have the opportunity to acquire additional skills relevant to their work.

A regular review of work practices will be carried out to ensure that all employees are able to contribute to the improvement of the day to day warehouse operational procedures.

This will include but not be limited to utilising the flexibility of the workforce in the following areas:

- \* coolroom group activity
- \* repacking of goods
- \* weighing perishable stock
- \* loading/unloading of trucks

## PART 6: LEAVE ENTITLEMENTS

### 6.1 ANNUAL LEAVE

In the period 1 December to 24 December a maximum of two employees will be allowed annual leave whereas at any other time a maximum of three employees will be granted leave simultaneously.

Following acceptance by the employer of an employee's annual leave request, any change to the timing of nominated leave must be notified in writing to the employer with four weeks notice. A change of dates will only be permitted within the terms of this agreement.

### 6.2 SICK LEAVE

Employees claiming sick leave shall be entitled to the first five non-consecutive working days without a medical certificate in each year of service following the anniversary of the commencement of their employment. In all other situations a medical certificate must be obtained and given to the employer as soon as practicable.

PART 6:

6.2 SICK LEAVE (Continued)

Employees will be able to accumulate untaken sick leave indefinitely, thus allowing for unforeseen illness, or elect to be paid the balance of untaken sick leave upon completion of each year of service.

PART 7: COMPANY POLICY AND PROCEDURE

7.1 FLEXIBILITY

Staff personnel may operate manual handling equipment, if so qualified, or assist in warehouse duties in the event that goods arrive without notice after the close of business, with all such incidents being notified to the relevant local union delegate as soon as such person is available.

Where it is deemed necessary for similar action during normal working hours due to an absence of warehouse staff, no such action will take place until the matter has been discussed with the local union delegate and agreement reached.

7.2 GRIEVANCE PROCEDURE

When an employee or employees wish to raise a grievance the following procedures must be followed in order that all grievances are resolved as close to the source as possible:

1. Employee notifies the supervisor (in writing or otherwise) as to the nature of the grievance and requests a meeting with the Warehouse Supervisor.
2. Discussion held between employee and Warehouse Supervisor within one working day.

(With regard to steps 1 and 2 the employee may or may not be accompanied by the local union delegate.)

PART 7:

7.2 GRIEVANCE PROCEDURE (Continued)

If the matter is not resolved:

3. Employee (and delegate) confers with Warehouse Manager within one working day.

If the matter is not resolved:

4. Joint meeting with State Manager within two working days.

If the matter is not resolved:

5. Referral to a mutually agreeable independent third party for mediation. If this situation arises each party may be represented by a person of their choice, for example, the employee may be represented by the union organiser.

If the matter is not resolved:

6. Referral to the Industrial Relations Commission.

If the dispute is notified to the Industrial Relations Commission both the employee and employer may be represented by a third party of their choice.

Whilst the above process is being effected normal work is to continue, unless it is a matter concerning safety, in which case employee/s will carry out all other normal work except that in question until the matter is resolved.

If any matter is not resolved at the conclusion of a particular step the employer will provide a response to the employee/s grievance, including reasons for not implementing any proposed remedy.

PART 8: TERM

This agreement shall operate from the date of registration and shall remain in force for a period of twelve months unless varied or terminated earlier under the provisions of the N.S.W. Industrial Relations Act 1991.

Signed for and on behalf of the employer, Socomin International Fine Foods, a division of Petersville Industries Limited incorporated in Victoria and located at 24 Byrne Street, Auburn:

*Michael G. McTernan*

MICHAEL GERARD MCTERNAN -  
STATE MANAGER N.S.W.

Witness

*[Signature]*

Date

*11 August, 1992*

Signed for and on behalf of the employees by the Socomin International Fine Foods Works Committee:

*[Signature]*  
MERVYN VINCENT DAVIES -  
CHAIRMAN

*[Signature]*  
CHAN-DUC DUONG

*[Signature]*  
RAYMOND WILLIAM ROBBINS

*[Signature]*  
KEITH ALBERT HUNT

Witness

*[Signature]*

Date

*11-8-92*