

ENTERPRISE AGREEMENT

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BONDS
(MINTO - DISTRIBUTION CENTRE)

ENTERPRISE AGREEMENT

1993

NEW SOUTH WALES INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 1991

Application for a Certified Agreement

Bonds Industries Limited

STOREMEN AND PACKERS, GENERAL (STATE) AWARD

ENTERPRISE AGREEMENT

1 TITLE

This Agreement shall be referred to as the Bonds Industries Ltd (MINTO) Agreement 1993.

2 ARRANGEMENT

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3 APPLICATION OF AGREEMENT

This Agreement shall apply to the Bonds Distribution Centre located at Minto, New South Wales, in respect to all its employees who are employed at the site.

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4 PARTIES BOUND

The parties to this Agreement shall be Bonds Industries Limited at Minto on one hand and the National Union of Workers (NSW Branch) on the other, and shall apply to all existing and future employees at the Minto site.

5 DATE, PERIOD AND REVIEW OF OPERATION

This Agreement shall operate from the beginning of the first pay period to commence from date of registration and shall remain in force until 30th September, 1995.

Four months prior to the expiration of this Agreement, the parties undertake to formally review its performance and to negotiate a further agreement.

6 RELATIONSHIP TO PARENT AWARD

This Agreement shall be read and interpreted wholly in conjunction with the Storemen and Packers General (State) Award.

Provided that to the extent of any inconsistency between the Award and the Agreement the latter shall prevail.

7 SPREAD OF HOURS

The ordinary hours of work Monday to Friday shall be worked, except for meal breaks, at the discretion of the Company as follows:

6.00 am to 6.00 pm

8 RATES OF PAY

8.1 Rates of Pay

<u>POSITION</u>	<u>AWARD RATE</u>	<u>BONDS RATE</u>
Storeperson	\$ 364.70	\$ 406.30
Leading Hand	\$ 396.20	\$ 430.60



8.2 Allowances

The current allowances paid at the Minto site are as follows:

Forklift Allowance	\$ 0.47 per hour
Computer (Data Entry) Allowance	\$15.70 per week
First Aid Allowance	\$ 8.40 per week (Bonds Rate)

8.3 Wage Increases

The rates of pay contained in clause 8.1 to this Agreement take effect on and from the date of registration. Employees covered by this Agreement at the date of registration will be paid their rate of pay in accordance with Clause 8.1 on and from 1st October 1993 or from the date of employment, whichever is the later.

The following wage adjustments will therefore apply to current Bonds rates:

A 4½% increase payable from 01/10/93
A further 2% increase payable from 01/10/94
A further 2% increase payable from 01/04/95

9 PAYMENT OF WAGES

Payment of wages will be on a weekly basis by direct payment into an account nominated by the employee.

It is the Company's intention to move to a fortnightly payroll for all employees at the Minto site during the life of the Agreement.

Movement from a weekly payroll to fortnightly payroll shall be subject to a majority vote of employees.

10 MEAL AND TEA BREAKS


As per Storemen and Packers General (State) Award

11 CASUAL EMPLOYMENT

A casual employee is one engaged and paid as such. A casual employee for working agreed time shall be paid 15% loading plus 1/12th of the ordinary rate of pay.

12 INDUCTION

The parties agree to the development and implementation of an induction program for all new employees at the Minto site.

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13 ANNUAL LEAVE

Annual leave arrangements shall be taken to minimise disruption and to manage productivity consistently throughout the year.

The terms and conditions as prescribed in Clause 27 of the Storemen & Packers General (State) Award, will be applicable.

With prior approval of the Company, an employee may take annual leave in separate periods subject to the provisions of the Annual Holidays Act 1944. The minimum period of annual leave that may be granted will be one day.

Under normal circumstances the site will operate 52 weeks per year and the Company's approval of annual leave will have regard for the effective operation of the Warehouse at all times. Annual Leave will not be taken in busy periods in normal circumstances. However, leave may be taken by mutual agreement between the employee and the Distribution Manager taking into account individual circumstances.

Busy period is defined as July to Christmas.

14 SICK LEAVE/FAMILY LEAVE

The sick leave provisions contained in Clause 26 of the Storemen and Packers General (State) Award shall apply.

Notwithstanding this clause, employees may elect to take Family Leave from their current year sick leave entitlement on the following basis:

- (a) In their second year of service up to 2 days of Family Leave may be taken; and
- (b) In each year thereafter up to 3 days of Family Leave may be taken.

Family Leave may be taken at any time mutually agreed in advance by the Distribution Manager and the employee.

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15 WORKERS COMPENSATION

Where an employee is incapacitated as a result of an injury arising out of or in the course of his/her employment and is entitled to weekly benefits within the terms of the Workers Compensation Act 1987, weekly benefits will be paid in accordance with the Act at the rate per week which the worker was being remunerated at the time of injury and calculated by reference to the roster of work for each employee. All employees will be subject to the Company's Rehabilitation Policy established in accordance with the Company's obligations under the Act.

16 BEHAVIOUR CODE

It is a condition of employment that while employees are at work they shall behave in a fair, safe and honest manner and the Company shall do likewise and that the following will not be acceptable:

misconduct, fighting, theft, removing Company property without approval, wilfully damaging Company property, abuse of management or employees, contravening Company safety standards.

17 VISITOR SAFETY

The parties agree that visitor safety requirements will be observed by visitors including Union Officials and employees.

18 AVOIDANCE OF INDUSTRIAL DISPUTES

It is agreed that in order to avoid industrial action in relation to any particular dispute, the parties to the dispute will ensure that the following procedure is followed responsibly and expeditiously.

18.1 All matters in dispute between the Company and any employees shall first be referred to the Leading Hand in the area in which the dispute arises. This will be done by the employee. In order to resolve the dispute, the Leading Hand may need to consult with other levels of line management responsible for that area.

18.2 In the event of failure to resolve the dispute, the employee shall refer the dispute to the Warehouse Manager. This can be done by the employee or by the employee's representative.

18.3 If the matter is still unresolved it shall be referred to the Distribution Manager who may request the involvement of the Human Resources Manager, and the Union Delegate may request the involvement of the Union Organiser.

If no negotiated settlement can be achieved and the process is exhausted without the dispute being resolved, the parties may jointly or individually refer the matter to the NSW Industrial Relations Commission for assistance in resolving the dispute. At any meeting convened by the Commission the parties will use their best endeavours to resolve the matter by conciliation.

18.4 The time taken for all the procedural steps up to 18.3 should be completed within three working days.

18.5 Without prejudice to either party whilst these procedural steps are being followed, work should continue normally and the status quo shall remain. Status quo shall mean the situation existing immediately prior to the dispute or the matter giving rise to the dispute.

18.6 At any time either party shall have the right to notify the dispute to the relevant Industrial Registrar.

18.7 Any action of the parties to this agreement taken outside the bounds of this procedure shall not be taken without consultation with all Minto employees or their representatives.

19 OCCUPATIONAL HEALTH AND SAFETY

The parties agree to adhere to OH&S objectives set by the Site Safety Committee to minimise losses suffered by both employees and the Company.

20 LABOUR FLEXIBILITY

Employees and Management agree to provide flexibility of labour:

21.1 No demarcation between sections, departments or divisions.

21 SMOKE FREE WORKPLACE

The parties agree to the establishment and maintenance of Bonds Minto as a smoke free workplace.

Smoking shall not be permitted within the building at any time.

22 FOR FURTHER DISCUSSION

It is observed that overtime adds significantly to the overall operating expenditure of this site and the Consultative Committee will endeavour to address this aspect of expenditure and take steps to reduce this cost.

23 RECOGNITION OF GAINS ACHIEVED

The Minto Distribution Centre has been in operation for a period of three years, and employee commitment in achieving cost reductions during this period is to be recognised.

24 NEW TECHNOLOGY

The parties are committed to sharing the responsibility for achieving the commitment from all employees to effect the installation of all new plant equipment and technology for production or trialling purposes with no disruption to the business and recognising that work load adjustments will be in accordance with accepted work measurement recommendations through the process of consultation.

25 NO EXTRA CLAIMS

The National Union of Workers and the employees undertake that for the life of this agreement, they will not pursue any extra wage claims.

26 SKILL CLASSIFICATION STRUCTURE

The parties agree to develop a skills based classification structure applicable to the Minto Distribution Centre no later than 30th June, 1994.

It is agreed such a structure would have a commencement rate no less than the minimum rates applicable at the Minto site.

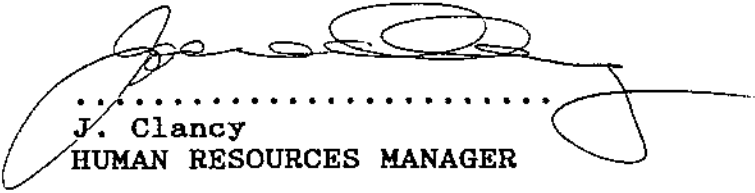
It is agreed that the Leading Hand Allowance will be no less than the Leading Hand Allowance applicable at the time.

It is agreed that the Company will take into account the warehousing industry standards in developing the Minto structure and it is further agreed that the Company will negotiate the NUW's claim in respect to the applicable classification structure and automatic progression.

27 This Agreement was not entered into under duress by any party hereto.


Signed for and on behalf of:

BONDS INDUSTRIES LTD


.....
J. Clancy
HUMAN RESOURCES MANAGER

30/6/94
.....
Date

NATIONAL UNION OF WORKERS


.....
F. Belan
STATE SECRETARY

4.7.94.
.....
Date

SKILLS CLASSIFICATION FOR

BONDS DISTRIBUTION CENTRE - MINTO


J.C. [Signature]

TRAINING GUIDELINES

BONDS DISTRIBUTION CENTRE - MINTO

To enable the smooth use of the Skills Classification Structure developed as part of the Minto Enterprise Agreement, the following guidelines have been proposed.

1. The request to gain a new skill can be made by either the employee or the management. Management may declare the need for more particular skills, to which employees may volunteer for training. Also an employee may indicate their desire to obtain further skills. Agreement to proceed and timing is then the result of discussion between management and the employee. The use of a Training Requisition will formalise the process and also act as a record of skills acquired. (see attached)
2. The Consultative Committee will act as a training advisory group to provide guidance and resolve problems which may arise in training activities.
3. Every permanent storeperson shall be required to progress to Grade 2 as a minimum within a 2 year period.
4. Every permanent storeperson shall be given the opportunity to progress to Grade 3 within a 3 year period.
5. The order in which the Foundational Core Skills are undertaken will be determined by the operational requirements of the distribution centre.
6. Recognition of prior learning and experience can be given when an employee undertakes assessment for accreditation of a skill without having undertaken formal training by Bonds. Accreditation will be given once the employee passes the specific company requirements for that skill.
7. The choice of Advanced Core and Auxiliary skills shall be determined by agreement giving due regard to the company's operational requirements for skills and the employees personal preference.
8. An employee shall not move from one level to another until they have been evaluated as competent against the specific competency standards. Recognition of skills or progression between levels shall not be made on the basis of training activities only.
9. Progression beyond Grade 3 will only occur with due consideration of company requirements. i.e. an employee with Grade 4 or Grade 5 skills will not function in that grade until a vacancy becomes available.

J.C. 

10. Should an individual fail to attain a level of competence in any nominated skills, this will not prevent them from undertaking training in a different skill, should that opportunity be available. Under these circumstances, credit will not be given for the failed skill area, and the individual will continue to be paid at the same rate while undertaking the new training.
11. On termination of employment, for whatever reason, an employee shall be given written documentation which provides evidence of the experience and skills attained while employed at the distribution centre.
12. Bonds Distribution Centre will create an environment where all employees are provided with the opportunity to maximise their potential, and equip themselves to be able to perform work at their highest skill level.

FC [Signature]

SKILLS CLASSIFICATIONS FOR BONDS DISTRIBUTION CENTRE - MINTO

In the light of the Bonds Minto Enterprise Agreement, there is a need to establish a Skills Classification Structure which reflects the local context.

The first step in this process is a Skills Analysis which identifies the range of tasks undertaken and all the skills required by the present (and future) work processes.

This has been undertaken by a skilled trainer David Crowe, Training & Development Manager of Bonds - Pacific Fabrics. The process involved identifying the job roles in each area of the warehouse, interviewing employees at all levels of responsibility as they undertook their daily tasks and identifying the skills required for each task. The tasks were then grouped into skill areas and subsequently compiled as a Skills Register in three groups: Core, -Auxiliary- and Enabling Store Working Skills and these are listed below.

A "skill" is taken to be the knowledge and abilities needed to perform the tasks involved in a job. This includes tasks that have an observable and quantifiable outcome, (e.g. machine operations) as well as skills not readily observable (e.g. knowledge and responsibility for work standards, co-ordination with other employees, problem solving skills).

1. CORE STOREWORKING SKILLS

These are utilised in the current areas which cover:

- Binning
- Bulk Picking
- Primary Picking
- Machine Operations
- Receiving
- Despatch
- Office
- Processing Returns

The core store working skills are comprised of two levels;

a) **FOUNDATIONAL CORE SKILLS** are those which are required to carry out the basic activities of any of the above functions. They may include:

1. Order assembling and picking stock.
2. Interpreting written instructions.
3. Basic inventory control.
4. Use of hand and unlicensed powered materials handling machines.
5. Self-checking procedures.
6. Documenting and recording stock activities.
7. Accepting instructions and receiving training.
8. Safe stock handling.
9. Use of product identification equipment such as RF scanning wand.

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10. Knowledge of specific customer requirements.
11. Computer literacy to read data only.
12. Stock counting and auditing.
13. Housekeeping.
14. Understanding of O.H & S personal obligations.

b) **ADVANCED CORE SKILLS** are those which the store worker uses to perform, assess and make decisions in the advanced activities of the above functions. They include:

- Invoicing.
- Computer literacy to change live data, i.e. stock adjustments.
- Fork lift licence.
- Allocation labour.
- Customer contact (external).
- Auditing stock.
- Resolving stock and order queries.

2. **AUXILIARY STORE WORKING SKILLS** are those skill areas which are desirable for more efficient operation of the warehouse. They may include:

- First aid.
- Advanced computer literacy.
- Occupational health and safety.

3. **ENABLING STORE WORKING SKILLS** are those which facilitate work processes and enable the employee to assume increased responsibility and provide leadership or guidance.

These may include skills in the following areas;

- Interpersonal.
- Communication and Presentation.
- Learning.
- Teamwork.
- Conflict resolution.
- Negotiation.
- Stock control.
- Warehouse management.
- Team Leadership.

This Skills Register has been discussed by the Consultative Committee and Union representatives, subsequent to which an appropriate skills classification which reflects the identified skills has been developed.

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SKILLS CLASSIFICATION FOR
BONDS DISTRIBUTION CENTRE - MINTO

SKILLS LEVELS STRUCTURE - STOREPERSONS

A. Storeperson Grade 1 Rate of Pay \$ 424.00

Entry skill status
to commence Grade 1
training:

Inexperienced.

Training objectives: To have the required competence in 3 Foundational
Core Skills.

Result: Accreditation of competence at Grade 1.

Time: Standard 12 months.


Note: Commencement of Grade 1 training will warrant the payment
of monies associated with Grade 1 on the understanding
that the training objective is completed within the time
period specified.

An employee at this level performs work to the level of their
training and:

1. Is responsible for the quality of their own work (subject
to instructions and direction).
2. Works in a team environment and/or under routine
supervision.
3. Undertakes duties in a safe and responsible manner within
OH&S guidelines.
4. Handles stock with accuracy in identification and
quantity.
5. Completes work assigned within the allotted time
6. Exercises discretion within their level of skills and
training.
7. Possess good interpersonal and communication skills.

Indicative of the tasks which an employee at this level may be
required to perform include the following:

- Order assembling including picking stock
- Documenting and recording of stock activities
- Basic inventory control
- Use of hand trolleys and pallet trucks.
- Housekeeping duties
- Interpreting written instructions

J.C. 

Rate of Pay \$ 431.00

B. Storeperson Grade 2

**Entry skill status
to commence Grade 2
training:**

Accreditation at Grade 1.

Training objective:

- a) To have the required competence in all Foundational Core Skills (total of 15 skills).
- b) To be able to work competently using these skills in all sections: Binning, Bulk Picking, Primary Picking, Machine Operations, Receiving, Despatch, Office (excluding invoicing, changing live data and processing returns, including contact with on-site customers only)

Result:


Accreditation of competence at Grade 2 and payment at Grade 2 rate.

Note:

Grade 2 pay rate is only payable upon completion (ie accreditation of competence at Grade 2).

A Grade 2 Storeperson shall mean an employee, who in addition to performing the duties of Grade 1 Storeperson:

1. Has performed 12 months service as a Storeperson in a permanent position and has satisfactorily acquired the skills relevant to the enterprise at this level.
2. Has had experience in several work functions and can be confidently assigned to more than one area eg. Binning, Machine Operations, Receiving, et al.
3. May be required to use, for training purposes, materials handling equipment which requires licensing/certification.
4. May be required to assist in the development of Grade 1 Storepersons.

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C. Storeperson Grade 3

Rate of Pay \$ 443.00

Entry skill status
to commence Grade 3
training:

Accreditation at Grade 2.

Training objective:

To have the required competence in 1 Advanced Core Skill or 1 Auxiliary Skill.

Result:

Accreditation of competence at Grade 3 and payment at skill level 3 pay rate for the particular skill.

Note:


Skill level 3 pay rate is only payable upon completion (ie. accreditation of competence in the skill attained).

A Grade 3 Storeperson means an employee who has undertaken sufficient training so as to enable him/her to perform work within the scope of this level in addition to the work of lower grades and who has been appointed by the employer to perform such work on a continuous basis. An employee at this level performs work to the level of their training and is:

1. Able to work from complex instructions and procedures
2. Able to co-ordinate work in a team environment under general supervision
3. Responsible for assuring the quality of their own work.
4. Possessing sound interpersonal and communication skills.
5. Licensed and/or certified to operate all appropriate materials handling equipment, eg forklift plus one (1) additional Advanced Core Skill
6. May be required to assist in the development of Grade 2 Storepersons.

Indicative of the tasks which an employee at this level may be required to perform are:

- Invoicing
- Resolving stock and order queries
- Basic stock control
- Customer contact (external)

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D. Storeperson Grade 4

Rate of Pay \$ 460.00

Entry skill status
to commence Grade 4
training:

Accreditation of Grade 3.

Training objective:

To have the required competence in all Foundational Core and appropriate Advanced Core Skills and Enabling Skills which assist him/her to act as a second-in-charge of a team.

Result:

A multiskilled second-in-charge of a team responsible for the allocation of work and performance of the team, in accordance with the production objectives, and payment at Grade 4 rate.

Note:

Grade 4 pay rate is only payable upon completion (ie: accreditation of competence at Grade 4).

A Grade 4 Storeperson means an employee who has undertaken sufficient training so as to enable him/her to perform work within the scope of this level in addition to the work of lower grades and who has been appointed by the employer as either second-in-charge of an area or function.

An employee appointed in this capacity performs work to the level of their training and:

1. Understands and is responsible for their own quality control
2. Possesses a sound level of interpersonal and communication skills
3. Possesses sound working knowledge of all stores duties performed at levels below this grade, exercises discretion within scope of this grade, and has a good knowledge of the products and processes of the Distribution Centre.
4. Where appropriate, accredited by the employer as competent in the understanding of appropriate Regulations eg materials handling equipment, fire protection.
5. Performs work requiring minimal supervision, either individually or in a team environment.
6. Is licensed to operate appropriate materials handling equipment, eg fork lifts,
7. Is responsible for quality control of the work of other Storeworkers without being responsible for their direction.

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8. To gain the experience and knowledge required to progress to further grades is able to maintain quality techniques and procedures, OH&S practices and direct the work flow and performance of a section, through direct application of the skills required without direction of the team leader from time to time.
9. May be required to assist in the training of lower grade employees.

E. Storeperson Grade 5

Rate of Pay \$ 485.00

**Entry skill status
to commence Grade 5
training:**

Accreditation at Grade 4.

Training objective:

The acquisition of additional Enabling Skills to assume the responsibility of a Team Leader.

Result:

Accredited Leading Hand/Stock Controller and payment at Grade 5 rate.

Note:

Grade 5 pay rate is only payable upon completion (ie accreditation of competence at Grade 5).

A Grade 5 Storeperson means an employee who undertakes stores work of all lower grades and who has, at the request of the employer, completed any required training eg: the Warehousing and Distribution Course (No 8502) or the equivalent at a TAFE college. An employee who is appointed by the employer to this level may be required to perform the following in addition to the work performed by other grades:

1. Implement quality control techniques and procedures
2. Utilise highly developed level of interpersonal and communication skills
3. Responsible for the provision of on-the-job training and standards
4. May be responsible for the proper application and maintenance of appropriate occupational health and safety standards
5. Responsible for the smooth flow of the section and completion of the work.
6. Shall not become involved in disciplining of employees for behaviour, absenteeism or performance.
7. Shall not breach any confidence placed in them by fellow employees or the employer.

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