

**ENTERPRISE AGREEMENT**

BETWEEN

**SERROL INGREDIENTS**

AND

**NATIONAL UNION OF WORKERS (NUW)**

UNDER

DIV 2 PART 3, NEW SOUTH WALES INDUSTRIAL RELATIONS ACT 1991

TO ESTABLISH THE

**SERROL INGREDIENTS ENTERPRISE AGREEMENT 1996**

**1. TITLE**

This Agreement shall be known as the Serrol Ingredients Enterprise Agreement 1996 (the Agreement).

**2. ARRANGEMENT**

<u>Clause No.</u>	<u>Title</u>
1	Title
2	Arrangement
3	Area and Incidence of Agreement
4	Parties Bound
5	Date and Period of Operation
6	Standards
7	Objectives
8	Workplace Consultation / Workplace Consultative Committee (WCC)
9	Classification of Work and Wages
10	Conditions of Employment
11	Hours of Duty
12	Overtime
13	Sunday and Holiday Rates
14	Public Holidays
15	Payment of Wages
16	Jury Service
17	Amenities
18	Annual Leave
19	Sick Leave
20	Bereavement Leave
21	Long Service Leave
22	Not to be Used as a Precedent
23	Grievance and Disputes Procedure
24	Disciplinary Procedure
25	Monitoring and Renewal of Agreement
26	No Extra Claims
27	Endorsement of Agreement

### **3. AREA AND INCIDENCE OF AGREEMENT**

The Agreement shall apply to the manufacturing operation of Serrol Ingredients, A Division Of Quality Bakers Australia Ltd, located at 464 - 466 Victoria Street Wetherill Park NSW 2164 in respect of all employees of the Company at the site covered under the Grocery Products Manufacturing (State) Award.

### **4. PARTIES BOUND**

The Agreement shall be binding on:

- (a) Serrol Ingredients (the Company); and
- (b) National Union of Workers, NSW Branch (the Union). and
- (c) The Employees at the site covered under the Grocery Products Manufacturing (State) Award.

### **5. DATE AND PERIOD OF OPERATION**

The Agreement shall operate from the date of its registration under the Industrial Relations Act of 1991 and remain in force for a period of 2 years.

### **6. STANDARDS**

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

### **7. OBJECTIVES**

The parties agree to establish an Enterprise Agreement for the purpose of:

- (a) Increased quality efficiency, productivity and profitability for the Company;
- (b) Improving remuneration to employees which reflects these achievements;
- (c) To replace and update existing industrial award provisions, and to replace and rescind all and any agreements and practises entered into or arranged between the parties at the site;
- (d) To realise and expand the Company's export market potential.

To this end the parties agree to focus on:

Achieving sustained improvements in performance through the pursuit of international best practices;

A commitment to product quality, and the implementation of a "Quality Programme". Priority issues will include:

- Formulation accuracy;
- Adherence to operational procedures;

- Finished goods weight accuracy;
- Presentation Quality, ie correctly sewn and labelled bags.
- Housekeeping / hygiene
- Quality efficiency.

Achieving ISO 9002 accreditation;

The achievement of these aims and objectives will be assisted by:

The introduction of a structured employee training skills development programme;

The establishment of a common set of terms and conditions of employment for employees at the site covered under the Grocery Products Manufacturing (State) Award.

Using the enhanced flexibility available through new conditions of employment, the parties agree to co-operatively review the work practice arrangements at the site during the life of the Agreement in order to establish greater flexibility in work arrangements and staff utilisation so that the production needs of the Company and the requirements of customers are met. To this end a Workplace Consultative Committee (WCC) will operate at the site and will regularly review site conditions arrangements and reach agreement on appropriate work practice changes which will go as recommendations to management with a view to their implementation within the scope of this Agreement.

## **8. WORKPLACE CONSULTATION / WORKPLACE CONSULTATIVE COMMITTEE (WCC)**

The means by which the parties will achieve the agreed objectives of the Agreement will either be through the specific arrangements set in place by the terms of this Agreement or through the process of Workplace Consultation.

A WCC already exists at the site. The structure, membership and constitution of the WCC will be reviewed to ensure that it is best achieves the objectives set out in Clause 7.

The WCC shall be responsible for the identification of issues requiring consideration and will reach agreement on recommendations to management on appropriate change. The WCC will be responsible for the implementation of changes and productivity improvement measures. The WCC will monitor the effectiveness of the agreed productivity measures and be responsible for ongoing consultation at the site.

Resources will be made available to ensure that members of the WCC are appropriately trained in the skills required for effective workplace consultation.

The WCC will have adequate time and facilities to carry out its functions.

The process of introducing change to achieve increased flexibility is premised on the understanding that:

- (1) The majority of employees and the Company must genuinely agree.

- (2) No employee will have his/her income reduced as a result of these changes. Income in the context of this clause shall not include overtime earnings.
- (3) Agreement reached shall not adversely affect the health and safety of the employees within the meaning of the relevant state legislation.
- (4) Agreed changes that go beyond the flexibility provisions of this Agreement shall be implemented in accordance with the Enterprise Agreement provisions of the Industrial Relations Act 1991. In these circumstances the Union shall be notified of the proposed changes and shall not unreasonably withhold its consent to implementation of the changes where the majority of the employees agree.
- (5) The Union will assist in completion of the procedural steps required under the Act to implement such change. Issues on which agreement is reached by the WCC will be introduced at the site and will operate within the scope of this Agreement. However, where consensus cannot be reached by the WCC, or where the union withholds its consent the disputes procedure established as part of this Agreement shall be observed in order to resolve the issue.

#### Operation of Workplace Consultative Committee

The WCC will co-ordinate and monitor the implementation of agreed workplace change and be responsible for ongoing consultation about:

mechanisms to promote a better working environment, with high levels of consultation and co-operation;  
 a review of work allocation and the implementation of new methods of work with a particular focus on:

- materials handling;
  - finished product weight accuracy;
  - compliance to written procedures;
  - plant hygiene;
  - product quality;
  - production throughput.
- job redesign;
    - education and training of employees;
    - establishment of a training committee to:
      - formulate a training programme;
      - disseminate information relating to the training programme, the availability of training courses and career opportunities to employees;
      - recommend individual employees for training and reclassification; and
      - monitor the effectiveness of the training programme and advise management and employees about the same.

any other issues relevant to the work of the WCC.

## 9. CLASSIFICATION OF WORK AND WAGES

### (a) Classification Of Work:

The Agreement represents a change in employee classification to a skills based structure whereby each employee under this Agreement has an opportunity to better themselves through company sponsored training and receive remuneration accordingly.

The Agreement therefore gives rise to skills based classifications rather than titles as in the past. These classifications take the form of Level 1 through to Level 6 with Level 1 representing a highly skilled employee with a number of years experience in the organisation through to a Level 6 which represents a new employee just commencing with the company.

It is the role of the Consultative Committee to decide through a quorum which employee is classified at which Level in the Agreement.

### (b) Wage Rates and Increases:

The wage increases set out below represent payment in return for workplace improvements. The minimum increase a staff member would be entitled to over the life of the Agreement is 8.5%, which will rise to 13.5% once the second stage conditions are satisfied. However, any employee advancing to higher levels has access to increased wages in excess of these amounts.

- (1) To start the negotiation process a 3.5% wage increase was paid to employees on and from the 22nd March, 1995. This amount will form part of the total amount agreed upon. Details of the current classification structure are shown below with their weekly remuneration figure. These figures include the 3.5% increase.

Supervisor	\$525.10
Leading Hand	\$483.91
Production	\$459.65

Employees covered by this Agreement at the date of registration will be paid the rate of pay in accordance with the first 3.5% wage increase under the Agreement on and from 22nd March 1995 or the date of employment whichever is the later.

- (2) Under the new skills based classification system the wage increases will be in two stages. Stage 1 will commence as soon as the Agreement is signed. The wage levels for stage 1 are as follows:-

Level 6	\$432.63 ***
Level 5	\$482.63
Level 4	\$532.63
Level 3	\$582.00
Level 2	\$632.00
Level 1	\$682.00

Employees covered by this Agreement at the date of registration will be paid the rate of pay in accordance with the wage increase under stage 1 of the Agreement on and from the date that the Agreement is signed or the date of employment whichever is the later.

\*\*\* Please note: All existing production employees will start at least at level 5 and existing leading hands and supervisors will start at least at level 3. This is to ensure that no employees wage will be reduced with the start of this new system.

12 months after the date the Agreement is signed, if conditions referred to below are met, then all levels will be entitled to a further increase of 5%. The Stage 2 wage levels would be as follows:-

Level 6	\$454.26
Level 5	\$506.76
Level 4	\$559.26
Level 3	\$611.10
Level 2	\$663.60
Level 1	\$716.10

The conditions set out for the Stage 2 wage increase involve aspects of quality. As part of the process of achieving ISO 9002 accreditation, quality audits are conducted against procedures by company employees to ensure compliance to procedures. These audits will require a minimum of 90% compliance measured over the first 12 months of the Agreement as an average in order that the second stage wage increase can be executed. -

The maintenance of this statistic will be tabled at the regular Consultative Committee meetings and monitored over the life of the agreement.

Set out in pages 7 to 21 are the full details of the training schedules and descriptions for the 6 level skills based classification system. This classification structure will be reviewed by the Committee after 12 months.





**SERROL INGREDIENTS**

**PRODUCTION EMPLOYEE TRAINING SCHEDULE**

**LEVEL 6**

COLLEAGUE NAME: \_\_\_\_\_

TEAM LEADER'S NAME: \_\_\_\_\_

Starting Date at Level 6: \_\_\_\_\_

Finishing Date at Level 6: \_\_\_\_\_

		<i>Leaders Initial</i>	<i>Date</i>
1) All induction procedures should have been completed:		<input type="text"/>	_____
2) Demonstrate correct lifting procedure:		<input type="text"/>	_____
3) Demonstrate operating procedure:	<i>PM-OP-03</i>	<input type="text"/>	_____
	<i>PM-OP-04</i>	<input type="text"/>	_____
	<i>PM-OP-01</i>	<input type="text"/>	_____
	<i>PM-OP-02</i>	<input type="text"/>	_____
4) Completed raw material identification training:	<i>Week 4</i>	<input type="text"/>	_____
	<i>Week 9</i>	<input type="text"/>	_____
	<i>Week 13</i>	<input type="text"/>	_____
5) Training in production recording:		<input type="text"/>	_____
6) Obtain Forklift Learners permit:		<input type="text"/>	_____

**LEVEL 6 COMPLETION SIGN OFF**

Colleague: \_\_\_\_\_

Team Leader: \_\_\_\_\_

# PRODUCTION EMPLOYEE TRAINING SCHEDULE

## LEVEL 6 - Explanatory Notes

**Minimum time required to be spent at this stage - 3 months.**

### ***1. All Induction procedures should have been completed:***

Attach a copy of the completed Employee Induction Checklist.

### ***2. Demonstrate correct lifting procedure:***

Ensure employee has read relevant sections of the Induction and Safety Guidelines on Manual Handling and demonstrates correct lifting procedure at all times whilst at Level 6.

### ***3. Demonstrate operating procedure for Level 6 employee***

Identify and locate where the Factory Work Procedures Manual is kept and correctly adhere to the following procedures

**1. PM-OP-03** Filling and Closing the Bag or Box. Need only 6.A. Automatic packer for bags up to 25 kg. *Employee trained in this procedure in week 1.*

**2. PM-OP-04** Pallet Stacking, Wrapping and Storage. Need only 6.A. Pallet stacking. *Employee trained in this procedure in week 1.*

**3. PM-OP-01** Raw Material Collection and Measurement. Items 5 and 6. *Employee trained in this procedure in weeks 4 - 5 .*

**4. PM-OP-02** Loading the Mixer. *Employee trained in this procedure in weeks 4 - 5.*

### ***4. Completed raw material identification training***

Randomly place an assortment of 1 unit of each key raw material used in production on a pallet, ensuring there is a wide variety of different stock items chosen. Select a formulation and require the person to pick the raw materials for that formulation. In this process, ensure that the raw materials demonstrated include not only those that are in the formulation requiring picking but also an assortment of other commonly used stock items in order to clearly identify the employees raw material knowledge. *Employee reviewed in raw material identification in week 4, week 9 and week 13.*

### ***5. Training in production recording***

Ensure that production recording is thoroughly reviewed emphasising the importance of accuracy and completeness. This is to be reviewed in conjunction with the employee reading PM-WI-03, being the Production Book Entries work instruction. *Employee reviewed continuously throughout Level 6.*



***6. Obtain forklift learners permit***

Ensure that the employee obtains a forklift operators permit as soon as possible.

***AN EMPLOYEE CANNOT PROGRESS TO LEVEL 5 WITHOUT SUCCESSFULLY  
COMPLETING ALL OF THE ABOVE REQUIREMENTS!***



**SERROL INGREDIENTS**

**PRODUCTION EMPLOYEE TRAINING SCHEDULE**

**LEVEL 5**

COLLEAGUE NAME: \_\_\_\_\_

TEAM LEADER'S NAME: \_\_\_\_\_

Starting Date at Level 5: \_\_\_\_\_

Finishing Date at Level 5: \_\_\_\_\_

**Leaders  
Initial**

**Date**

1) Demonstrated ability to read and interpret formulations including ability to identify product.

\_\_\_\_\_

2) Production recording has been reviewed for correctness and accuracy:

Week 4:

\_\_\_\_\_

Week 9:

\_\_\_\_\_

Week 13:

\_\_\_\_\_

3) Demonstrated proficiency in both loading and unloading:

Week 4:

\_\_\_\_\_

Week 9:

\_\_\_\_\_

Week 13:

\_\_\_\_\_

4) Working regular rotating shift:

\_\_\_\_\_

5) Level 5 Procedure Training:

PM-OP-03

\_\_\_\_\_

PM-OP-01

\_\_\_\_\_

**LEVEL 5 COMPLETION SIGN OFF**

Colleague: \_\_\_\_\_

Team Leader: \_\_\_\_\_

# PRODUCTION EMPLOYEE TRAINING SCHEDULE

## LEVEL 5 - Explanatory Notes

Minimum time required to be spent at this stage - 3 months.

### ***1. Demonstrate ability to read and interpret formulations including ability to identify product:***

This level tests the ability of the employee to interpret formulations by requiring the employee to write up a formulation and pick the required raw materials. QA will check their formula recording as well as their ability to pick the correct raw material. In addition, this stage involves not only identifying the correct raw material, but also ensuring that good stock rotation is being practiced and that the oldest product was selected. *Employee reviewed regularly and specifically at week 4, week 9 and week 13.*

### ***2. Production recording has been reviewed for correctness and accuracy:***

This section tests the ability of the employee to autonomously fill out the production book accurately, neatly and consistently over the three month period of being a Level 5. The employee should also review work instruction PM-WI-03 to ensure that the task is being completed correctly. *Employee reviewed regularly and specifically at week 4, week 9 and week 13.*

### ***3. Demonstrated proficiency in both loading and unloading:***

Review the employees ability in loading and unloading throughout the period the employee is at Level 5 ensuring the employee demonstrates a thorough knowledge of the process. This is to be completed in conjunction with a review of procedures originally covered in Level 6, being PM-OP-02 (Loading the mixer) and PM-OP-03 (Filling and Closing the Bag). *Employee reviewed regularly and specifically at week 4, week 9 and week 13.*

### ***4. Working regular rotating shift:***

At Level 5, an employee has had adequate experience to be in a position to undertake rotating shift work. This is a condition of employment and the employee is obliged to work any shift specified in the roster.

### ***5: Undertake Level 5 procedural training:***

Understand how the Operational Procedures relate to the Work Instructions. *Employee trained in this procedure immediately upon commencing Level 5.*

Be able to carry out the Work Instructions relating to the Operational Procedures stated in Level 6. *Employee reviewed continuously throughout Level 5.*

Be able to correctly carry out the following procedures and related work instructions:

1. **PM-OP-03** Filling and Closing the Bag or Box, 6.B. Manual Packer for Box or Bag Weights up to 25 kg, 6.C. Filling Bulker Bags. *Employee trained in this procedure immediately upon commencing Level 5.*

**2. PM-OP-01 Raw Material Collection and Measurement. Complete procedure. *Employee trained in this procedure immediately upon commencing Level 5.***

***AN EMPLOYEE CANNOT PROGRESS TO LEVEL 4 WITHOUT SUCCESSFULLY COMPLETING ALL OF THE ABOVE REQUIREMENTS!***

# PRODUCTION EMPLOYEE TRAINING SCHEDULE

## LEVEL 4 - Explanatory Notes

**Minimum time required to be spent at this stage - 6 months.**

### ***1. Obtain Forklift Licence and demonstrate safe driving:***

Employee must obtain forklift licence and demonstrate adherence to site safety procedures.

### ***2. Demonstrate knowledge of and adherence to stocktake procedure and stocktake accuracy:***

The employee's adherence to stocktake instructions are to be reviewed by their leader. Furthermore, stocktake accuracy will also be reviewed over several months and assessment made. If the person is having numeracy problems, numeracy training will be provided through formal education. If the problem is based on product specific identification problems, further familiarisation with the product will be required and proceeding to the following level will not be permitted until this has been achieved.

### ***3. Demonstrate thorough working knowledge of both Machine A & B:***

Leader to review employees performance in operating machine A & B in both packing and loading in line with procedures PM-OP-03 Filling and Closing the Bag or Box and PM-OP-02 Loading the Mixer, whereby the employee demonstrates adherence to these procedures and a thorough working knowledge of them.

### ***4. Attend "Hygiene in Food Factory" seminar:***

Employee to attend "Food Safety Assurance - Hygiene for Supervisors" seminar as run by Food Industry Training Limited or equivalent training body.

### ***5. Complete the Train the Trainer course:***

A fully qualified Level 4 employee, on completion of the Train the Trainer course, will be able to be the "buddy" for new Level 6 employees.

### ***6. Undertake Level 4 Procedure Awareness Training:***

Be able to correctly carry out the following procedures and related work instructions:

- **PM-OP-07** Mixing in the Small Factory Mixer. *Employee trained in this procedure immediately upon commencing Level 4.*

***AN EMPLOYEE CANNOT PROGRESS TO LEVEL 3 WITHOUT SUCCESSFULLY COMPLETING ALL OF THE ABOVE REQUIREMENTS!***



**SERROL INGREDIENTS**

**PRODUCTION EMPLOYEE TRAINING SCHEDULE**

**LEVEL 4**

COLLEAGUE NAME:

\_\_\_\_\_

TEAM LEADER'S NAME:

\_\_\_\_\_

Starting Date at Level 4:

\_\_\_\_\_

Finishing Date at Level 4:

\_\_\_\_\_

**Leaders  
Initial**

**Date**

Obtain Forklift Licence and demonstrate safe driving:

\_\_\_\_\_

Demonstrate knowledge of and adherence to stocktake procedure and accuracy:

\_\_\_\_\_

Demonstrate thorough working knowledge of both Machine A & B:

\_\_\_\_\_

Demonstrate knowledge of and adherence to safety procedures:

\_\_\_\_\_

Attend "Hygiene in Food Factory" seminar:

\_\_\_\_\_

Complete the Train the Trainer course:

\_\_\_\_\_

Level 4 Procedure Awareness Training:

PM-OP-07

\_\_\_\_\_

**LEVEL 4 COMPLETION SIGN OFF**

Colleague:

\_\_\_\_\_

Team Leader:

\_\_\_\_\_



**SERROL INGREDIENTS**

**PRODUCTION EMPLOYEE TRAINING SCHEDULE**

**LEVEL 3**

COLLEAGUE NAME: \_\_\_\_\_

TEAM LEADER'S NAME: \_\_\_\_\_

Starting Date at Level 3: \_\_\_\_\_

Finishing Date at Level 3: \_\_\_\_\_

	<i>Leaders Initial</i>	<i>Date</i>
<i>Undertake and Obtain First Aid Certificate:</i>	<input type="text"/>	_____
<i>Undertake QC training: No. 1 x 2 week</i>	<input type="text"/>	_____
<i>Undertake QC training: No. 2 x 2 week</i>	<input type="text"/>	_____
<i>Undertake QC training: No. 3 x 2 week</i>	<input type="text"/>	_____
<i>Undertake QC training: No. 4 x 2 week</i>	<input type="text"/>	_____
<i>Undertake and complete store training:</i>	<input type="text"/>	_____
<i>Undertake Supervisors course:</i>	<input type="text"/>	_____
<i>Level 3 Procedure Awareness Training: QAM-OP-01 - QAM-OP-09</i>	<input type="text"/>	_____
<i>PM-OP-04</i>	<input type="text"/>	_____
<i>PM-OP-05</i>	<input type="text"/>	_____
<i>PM-OP-06</i>	<input type="text"/>	_____
<i>PM-OP-08</i>	<input type="text"/>	_____
<i>PM-OP-09</i>	<input type="text"/>	_____

**LEVEL 3 COMPLETION SIGN OFF**

Colleague: \_\_\_\_\_

Team Leader: \_\_\_\_\_

# PRODUCTION EMPLOYEE TRAINING SCHEDULE

## LEVEL 3 - Explanatory Notes

**Minimum time required to be spent at this stage - 12 months.**

### *1. Undertake and complete First Aid Certificate:*

The employee is required to hold a First Aid Certificate. This is to be obtained by attending a course run by St Johns Ambulance.

### *2. Undertake QA training for four 1 week sessions:*

The objective of this training phase is to highlight the importance of quality and to give employees an understanding as to why we undertake such levels of quality assurance. The program will consist of the following:

- ◆ In Line Production - reviewing formulation boards, loading, scales and packaging.
- ◆ Raw Materials - reviewing labels, weight, and quantity;
- ◆ Weigh up - review scales, print out on scale, and correct quantity;
- ◆ Finished Products - review correct batch number's and dates, bag colour and type, pallet stacking, finished goods QA testing, and product passing process;
- ◆ Production Book - review of correct product name and code, batch numbers and date, mix, yield and bag colour and type;
- ◆ Label printing - understand and train in use of label printing software and printer, reviewing correct product name and quantity;
- ◆ Production Procedure - training in and review of all production procedures in order to be qualified to conduct reviews;
- ◆ Raw Materials Specification - training in raw material specifications, raw material moisture and sieve analysis.

### *3. Undertake and complete store training:*

Employees are required to undertake an in - house training program in all receipting and despatching documentation, order picking, batch recording, pallet control and addressing transport queries. This is to be done in conjunction with procedures PM-OP-04, PM-OP-05, PM-OP-06, PM-OP-08, and PM-OP-09.

### *4. Undertake supervisors course:*

Employees are required to undertake a "Supervisor in the Food Plant" course run by an appropriate training body.

### *5. Level 3 procedure awareness training:*

Level 3 procedure training consist of two major areas. Firstly, the employee is to have a basic understanding of the Quality Assurance Procedures QAM-OP-01 through to QAM-OP-09. *Employee trained in this procedure during QA 4 week training session.*

Secondly, the employee should be able to adhere to the following procedures and related work instructions:



- 1. PM-OP-04** Pallet Stacking, Wrapping and Storage. *This is to be reviewed by the supervisor constantly through the period the employee is at Level 3.*
- 2. PM-OP-05** Dispatching Finished Product. *Employee trained in this procedure on becoming a Level 3 and reviewed continuously.*
- 3. PM-OP-06** Receiving Raw Materials. *Employee trained in this procedure on becoming a Level 3 and reviewed continuously.*
- 4. PM-OP-08** Control of Bulka Bags. *Employee trained in this procedure on becoming a Level 3 and reviewed continuously.*
- 5. PM-OP-09** Control of the Batch Number through Production. *Employee trained in this procedure on becoming a Level 3 and reviewed continuously.*

***AN EMPLOYEE CANNOT PROGRESS TO LEVEL 2 WITHOUT SUCCESSFULLY COMPLETING ALL OF THE ABOVE REQUIREMENTS!***



**SERROL INGREDIENTS**

**PRODUCTION EMPLOYEE TRAINING SCHEDULE**

**LEVEL 2**

COLLEAGUE NAME: \_\_\_\_\_

TEAM LEADER'S NAME: \_\_\_\_\_

Starting Date at Level 2: \_\_\_\_\_

Finishing Date at Level 2: \_\_\_\_\_

**Leaders  
Initial**

**Date**

Undertake in house computer training for the Inventory System:

\_\_\_\_\_

Undertake advanced warehousing and distribution training:

\_\_\_\_\_

Undertake Advanced Supervision Course:

\_\_\_\_\_

Undertake Production Planning course and on site training:

\_\_\_\_\_

OH & S training course as provided by WorkCover

\_\_\_\_\_

Level 2 Procedure Awareness Training: *PM-WI-04*

\_\_\_\_\_

*PM-WI-09*

\_\_\_\_\_

*PM-WI-12*

\_\_\_\_\_

*PM-WI-17*

\_\_\_\_\_

*PM-WI-19*

\_\_\_\_\_

**LEVEL 2 COMPLETION SIGN OFF**

Colleague: \_\_\_\_\_

Team Leader: \_\_\_\_\_

# PRODUCTION EMPLOYEE TRAINING SCHEDULE

## LEVEL 2 - Explanatory Notes

Minimum time required to be spent at this stage - 12 months.

### *1. Undertake in house computer training for the Inventory System:*

This area of training will consist of two separate half day sessions based on use of the mainframe computer and accessing inventory data. The training will cover the following areas:

- ◆ Introduction to the mainframe and Fact software;
- ◆ Inventory system menus identifying what information is available;
- ◆ Inventory reporting available;
- ◆ Inventory movements covering ability to monitor current and present stock levels;
- ◆ Inventory analysis.

These two half day training sessions will be followed up by hands on operation together with the IT Manager.

### *2. Undertake advanced warehousing and distribution training:*

The objective of this training is to enhance the store function beyond simply receipting and despatching stock, by increasing the employees skill in areas of stock rotation and store organisation. This objective will be met through completion of a "Warehouse Materials Handling Course" run by TAFE for a period of 6 weeks, followed by a review over a period of 8 weeks following completion of the course in the performance of the employee. This review may only be conducted by a Level 1 employee or the Production Supervisor.

### *3. Undertake Advanced Supervision course:*

The employee will be required to undertake a "Supervisors - Management Skills for Supervisors" training seminar run by Food Industry Training or an equivalent training body. Following this, the employee will be reviewed in four brackets of 2 week sessions operating as a Shift Leader.

### *4. Undertake Production Planning course and on site training:*

The employee will be required to undertake a "Production Planning" course run by the AIM or an equivalent training body. On completion of the training, the employee will be required to spend four brackets of four weeks at a time completing the production planning in conjunction with a Level 1 employee or the Production Supervisor.

### *5. OH & S training course as provided by WorkCover:*

The objective here is that in order to be an effective Leader, the employee should have a strong understanding of OH & S requirements in the plant. Accordingly, the employee is required to attend a four day course on OH & S as specified by WorkCover. This would also give the employee the opportunity to participate on the OH & S Committee.



# SERROL INGREDIENTS

## PRODUCTION EMPLOYEE TRAINING SCHEDULE

### LEVEL 1

COLLEAGUE NAME: \_\_\_\_\_

TEAM LEADER'S NAME: \_\_\_\_\_

Starting Date at Level 1: \_\_\_\_\_

Finishing Date at Level 1: \_\_\_\_\_

**Leaders  
Initial**

**Date**

Undertake training in advanced computer literacy - spreadsheet:

\_\_\_\_\_

Undertake Test Baking Awareness training:

\_\_\_\_\_

Undertake Advanced Production planning and scheduling training on site:

\_\_\_\_\_

Ability to interface with management and participate in management meetings:

\_\_\_\_\_

Level 1 Procedure Awareness Training: QAM-OP-10 - QAM-OP-14

\_\_\_\_\_

Continue Revision

\_\_\_\_\_

### LEVEL 1 COMPLETION SIGN OFF

Colleague: \_\_\_\_\_

Team Leader: \_\_\_\_\_

# PRODUCTION EMPLOYEE TRAINING SCHEDULE

## LEVEL 1 - Explanatory Notes

### *1. Undertake training in advance computer literacy:*

The objective of this training is to give the employee computer literacy skills in basic spreadsheeting and word processing to assist the employee in workflow ability as well as generating useful information in a standard format.

### *2. Undertake Test Baking awareness training:*

The objective of this training session is to give the employee an understanding as to how Serrol product is applied in the baking process and the implications of product integrity and quality. This session will require the employee to spend a period of 1 week in the Test Bakery for every year the employee is in a grade 1.

### *3. Undertake advanced production planning and scheduling training on site:*

The training for this session involves the employee being given complete responsibility for the production planning process. This will require the employee not only to schedule production but also interface with Logistics staff as to materials requirement. Training for advanced production planning will be conducted and reviewed by the Production Supervisor, however the essence of this area is more autonomy with the trainer only giving guidance as and when required.

### *4. Ability to interface with management and attend management meetings:*

The Level 1 employees will be invited to attend meetings to give their input into the site decision making process and familiarise themselves with the organisational direction and goals.

### *5. Level 1 Procedure Awareness training:*

The employee at this level will be required to have a basic understanding of the Quality Assurance Operational Procedures for Test Baking being QAM-OP-10 through to QAM-OP-14.

Furthermore, the employee will be required to revise all Operational Procedures and Work Instructions on a regular basis and to initiate any alterations required. In addition, the employee would be expected to advise the Quality System Co-ordinator when new procedures or work instructions are required.

## 10. CONDITIONS OF EMPLOYMENT

Unless otherwise determined by agreement in accordance with Clause 8, Workplace Consultation, the following provisions shall apply. Any variations made to the following provisions of the Agreement shall be subject to section 125 of the Industrial Relations Act 1991.

### A. ENGAGEMENT

Subject to the following conditions the engagement of all employees under this Agreement shall be on the basis of either weekly employment (which includes part-time employees) or casual employment. Employees shall be notified prior to engagement under which category they are employed.

#### (a) Weekly Employees (Including Part-time Employees)

##### (i) Probationary Period of Employment

All new weekly employees (which includes part-time employees) shall be employed under a probationary period of three months commencing from the date of engagement. During this period a new employee will be properly instructed on the tasks and requirements of the position to be filled. During the probationary period employment shall be on a day to day basis and the employee's employment may be terminated by either the Company or the employee at the end of any day or shift without notice.

(ii) A "part-time employee" shall mean an employee who is employed on a weekly basis to work regular days and regular hours, either of which are less than the number of days or hours worked by full-time weekly employees employed at a site, but such days shall not be less than 2 per week and such hours shall not be less than 16 per week.

(iii) The number of part-time employees that may be employed at a site shall not exceed the proportion of one part-time employee to every four or portion of four full-time weekly employees employed under this Agreement.

(iv) A part-time employee shall be paid per hour one thirty-eighth of the weekly rate prescribed for full-time employees for the classification in which he or she is employed.

(v) The spread of ordinary hours of part-time employees shall be the same as that applicable to full-time weekly employees in the section of the establishment in which they are employed. The number of ordinary hours worked shall not on any day exceed the number of ordinary hours of weekly employees in the section in which the employee is employed and shall not in any week exceed the number of hours of weekly employees in the section without the payment of overtime.

(vi) Subject to the provisions set out in this subclause, all of the provisions of this Agreement shall apply to a part-time employee.

#### (b) Casual Employees

(i) The rate of pay for casual employees shall be the Level 6 rate plus 20 per cent. Where a casual employee works on any day Monday to Friday in excess of the number of ordinary

hours worked by weekly employees in the establishment the rate of pay for working such excess hours shall be time and a half for the first two hours and double time thereafter and such rate shall not include the casual loading.

- (ii) The rate of pay for work performed by casual employees on Saturdays, Sundays and Public Holidays shall be the Level 6 rate plus 20 per cent. Weekend penalty rates for casual employees will only apply once they have worked in excess of 38 ordinary hours during a normal pay week.
- (c) Except as provided by Clause 19, Sick Leave, employees shall not be entitled to be paid full weekly wages unless they are ready, willing and available to work during the ordinary hours of the week prescribed by this Agreement.

## B. TERMINATION

### (a) Weekly Employees (Including Part-time Employees)

Employment shall be terminated by the Company or the employee giving the notice period set out below at any time during the week or by the payment or forfeiture of wages instead of such notice as the case may be.

<b>Employee's Period of Continuous Service With the Company</b>	<b>Period of Notice</b>
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

The period of notice to be given by the Company shall be increased by one week if the employee is over 45 years old and has completed at least 2 years continuous service with the Company.

Notice shall not be given to an employee at the time of commencing his/her annual holidays or long service leave or during the currency of such holidays or leave.

### (b) Casual Employees

Employment shall be terminated by one hour's notice on either side given at any time during the week or by payment or forfeiture of one hour's ordinary pay as the case may be.

### (c) Instant Dismissal

These provisions shall not affect the right of the Company to dismiss any employee without notice for serious and wilful misconduct, and in such cases, the wages shall be paid up to the time of dismissal only.

## 11. HOURS OF DUTY

Unless otherwise determined by agreement in accordance with Clause 8, Workplace Consultation, the following provisions shall apply. Any variations made to the following provisions of the Agreement shall be subject to section 125 of the Industrial Relations Act 1991.

### (a) Ordinary Hours of Work - Day Work

(i) Except as provided elsewhere in this clause, ordinary working hours for day workers shall not exceed an average of 38 per week to be worked between 6.00 am and 6.00 pm, Monday to Friday on one of the following bases:-

- (1) 38 hours within a work cycle of one week
- (2) 76 hours within a work cycle of two weeks
- (3) 114 hours within a work cycle of three weeks
- (4) 152 hours within a work cycle of four weeks

Different methods of implementation of a 38 hour week may apply to various groups or sections of employees in the establishment concerned.

- (ii) In the absence of agreement the ordinary working hours are not to exceed ten on any day to be worked between 6.00 am and 6.00 pm.
- (iii) By agreement between the Company and an individual or between the Company and the majority of employees concerned, the ordinary hours of work can be worked at any time on any day of the week, Saturday and Sunday inclusive.
- (iv) Where the ordinary hours of an employee performed on a Saturday in accordance with section (a) (iii), the employee shall be paid for such hours at the rate of time and one half for the first two hours and double time there after.
- (v) Where the ordinary hours of an employee performed on a Sunday in accordance with section (a) (iii), the employee shall be paid for such hours at the rate of double time.
- (vi) An unpaid meal break shall be allowed for a minimum of half an hour or such other period as may be agreed upon between the Company and an employee or between the Company and the majority of employees concerned. An employee shall not be required to work for more than five ordinary hours without a meal break unless otherwise agreed, provided that the time of taking a meal break for a particular day may be varied to meet the needs of the establishment. If a meal break is not given within six hours an employee shall be paid at time and one half rates until a meal break is allowed.
- (vii) The practice of paying employees double time in lieu of the taking of rostered days off shall continue.

### (b) Ordinary Hours of Work - Shift Work:

It is accepted by the employees that in circumstances where market demand for the Company's products warrant the establishment of a shiftwork system to achieve increased production the Company is entitled to introduce shiftwork.