

**MEADOW LEA FOODS LIMITED - MASCOT
PRODUCTION AGREEMENT 1999**

MEADOW LEA FOODS LTD

AND

**AUSTRALIAN WORKERS UNION – NSW,
ELECTRICAL TRADES UNION of AUSTRALIA
– NSW BRANCH,
AUTOMOTIVE, FOODS, METALS, ENGINEERING,
PRINTING & KINDRED INDUSTRIES UNION –
NSW BRANCH**

**Registered
Enterprise Agreement
Industrial Registrar**

ARRANGEMENT

PART A

CLAUSE NO.	PAGE	CLAUSE
1	1	Area, Incidence, Duration
2	2	Classifications, Allowances, Definitions, Training Standards, Wage Rates
3	2	Contract of Employment
4	2	Labour Flexibility
5	3	Termination of Employment
6	3	Staffing
7	3	Payment of Wages
8	4	Mixed Functions
9	4	Hours of Work
10	5	Shift Allowance
11	6	Meal Breaks
12	6	Overtime
13	8	Call Backs
14	8	Overtime Breaks
15	9	Meal Money During Overtime
16	10	Rest Periods
17	10	Annual Leave
18	11	Public Holidays
19	11	Long Service Leave
20	12	Sick Leave
21	13	Bereavement Leave
22	13	Paternity Leave/Adoption Leave
23	13	Blood Donors
24	14	Jury Service
25	14	Right of Entry of Union Officials
26	15	Activities of Union Delegates
27	15	Dispute Settling Procedures
28	15	Disciplinary Procedure
29	15	Grievance Procedure
30	15	Trade Union Training
31	15	Notice Boards
32	15	Redundancy Provisions

Registered
Enterprise Agreement
Industrial Registrar

PART A

ATTACH. NO	PAGE	
1	16	Wage Rates
2	17	Redundancy Provisions
3	21	Dispute Settling Procedure
4	22	Corrective Guidance and Disciplinary Procedure
5	26	Grievance Procedure
6	29	Activities of Union Delegates
7	32	Consultative Committee
8	33	Training Committees
9	34	Accident Make Up Pay
10	35	Average Pay

PART B

CLAUSE NO.		
1 - 4	36	Shift Provisions

PART C

Productivity Agreement 1999



MEADOW LEA FOODS LIMITED - MASCOT PRODUCTION AGREEMENT 1999

An Agreement made this the **First** day of **April** 1999 and in pursuance of the New South Wales Industrial Relations Act 1996, as amended, between Meadow Lea Foods Limited, (hereinafter called the "Employer" or the "Company") of the one part and The Australian Workers Union - NSW, The Electrical Trades Union, NSW Branch and The Automotive, Foods, Metal, Engineering, Printing & Kindred Industries Union -NSW Branch (hereinafter called the "Union") of the other part. This agreement SHALL BE known as the - Meadow Lea Foods Limited - Mascot Production Agreement 1999.

1. AREA, INCIDENCE AND DURATION

1.1. This Agreement applies to all employees of the Company, who are:

- a) members of the Union;
- b) employed at the Company's Mascot site;
- c) classified by one of the classifications listed in this Agreement.

1.2. This Agreement rescinds and replaces previous Agreements registered or otherwise made between the "Company" and the "Union" insofar as the said Agreements apply to members of the Union parties to this Agreement at the site and insofar as any such Agreements relate to the assessment of wage rates and the determination of conditions on the site.

1.3. This Agreement will take effect on or from the first pay period following the approval by the Industrial Relations Commission of New South Wales for a period until 1 April 2001.

1.4. In addition to the conditions of employment contained in this Agreement the parties to this Agreement will implement the productivity measures contained in Part C of this Agreement.

1.5. The terms and conditions of this Agreement shall be read in conjunction with the terms and conditions of the Margarine Makers State Award, Metal & Engineering Industry (New South Wales) Award and Electricians, &c. (state) Award except that where an inconsistency occurs, the terms and conditions of this agreement will prevail to the extent of the inconsistency over the parent awards.



**2. CLASSIFICATIONS
DEFINITIONS
TRAINING STANDARDS
WAGE RATES**

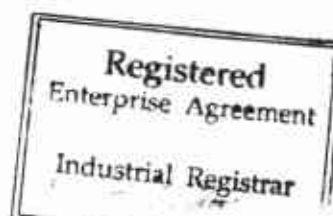
Classifications, allowances, definitions, and wage rates will be as detailed in Attachment I and part B of this Agreement.

3. CONTRACT OF EMPLOYMENT

- 3.1. All employees, other than casuals, will be engaged on a full-time basis.
- 3.2. Employees engaged as casuals are engaged by the hour and paid 15 percent in addition to the hourly equivalent of their respective rate as classified with a minimum payment of 4 hours.
- 3.3. Employees may be engaged as fixed term employees and will receive pro-rata entitlements of full time employees. The relevant Union will be consulted prior to such engagement.
- 3.4. Notwithstanding the provisions of 3.1 wherever a requirement exists to engage part time employees prior consultation will take place with the Union.
- 3.5. An employee, as part of his/her contract of employment will work as directed to perform duties attached to his/her classification.

4. LABOUR FLEXIBILITY

- 4.1. An employee can be directed to carry out any duties within the limit of his/her skill, competence and training consistent with the classification group to which his/her classification belongs. Such duties can temporarily be of a lower classification within that classification group.
- 4.2. Where such duties are at a lower classification the employee will continue to be paid at the rate applicable to his/her normal classification. Such duties should be in accordance with normal safety standards and not designed to promote de-skilling.
- 4.3. Within the spirit of Structural Efficiency, no restriction of time, place or numbers of employees, other than those required by safety, may be imposed on any job.
- 4.4. An employee may be directed to perform another job even though he/she was assigned at the start of a shift to a specific job or has spent a considerable time on a specific job.



5. TERMINATION OF EMPLOYMENT

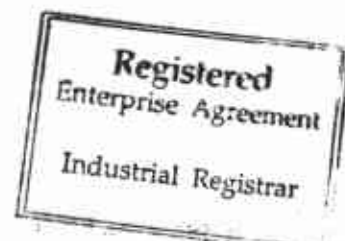
Where employment is terminated for misconduct the provisions of the Corrective Guidance and Disciplinary Procedure Attachment 4 will be followed.

6. STAFFING

- 6.1. The Company will endeavour to offer security of employment to existing employees as far as possible within circumstances of market fluctuation and changes to production mix requirements, technology, methodology and organisation structure. However, circumstances may occur which demand that the Company reduce its numbers of employees, in which case the Company will notify the Union and both parties will discuss the matter before either take any action.
- 6.2. When this is necessary the Company will endeavour, as far as possible, to achieve the reduction by natural attrition. Where this is not possible the Retrenchment Provisions, contained in Attachment 2 will apply.

7. PAYMENT OF WAGES

- 7.1. The pay week will run from a.m. Wednesday to p.m. Tuesday.
- 7.2. Pay day will be Thursday. Pay will be made by E.F.T.
- 7.3. Pay advices will be distributed during normal working hours.
- 7.4. In the event that the Company does not provide financial institutions with necessary data to be able to provide payment by 3pm on the pay day, employees may request and receive a cash advance from the Company against those wages.
- 7.5. Employees required to wait on site after normal hours for payment of wages will be paid the appropriate overtime for the time they are kept waiting, except where the delay has been caused by circumstances beyond the control of the Company.



8. MIXED FUNCTIONS

- 8.1. An employee required, on a temporary basis, to perform tasks normally assigned to employees of higher classifications, will be paid the pay rates assigned to the higher classifications as follows:
- a) for less than 2 hours: payment for the period worked;
 - b) for 2 hours or more in any one shift: payment for the whole shift;
- 8.2. An employee, acting temporarily in a higher classification, who continues in that higher classification on overtime, will continue to be paid at the higher rate of pay until completion of the overtime worked.
- 8.3. An employee can work as directed on a temporary basis to any lower classification within the group of classifications to which his/her classification belongs.

9. HOURS OF WORK

- 9.1. All employees covered by this Agreement will be deemed to be shift workers other than employees in the Factory Services department, tanker Loader and Unloader, Warehouse day forklift driver and export warehouse employees.
- 9.2. Employees will be given 72 hours notice of a requirement to change shifts. Such notice can be given prior to commencement of shift. Employees who are not given the required notice will be paid overtime rates for the shifts worked until the expiration of the notice period.
- 9.3. Shifts may be permanent, alternating or rotating by agreement between the Company and the majority of employees (following consultation with the Union) to suit the circumstances of the Company.
- 9.4. The ordinary hours of work will not exceed eight in any one day nor 152 in any cycle of four weeks. Such ordinary hours may be worked over 19 shifts in each cycle of four weeks. Ordinary hours shall be fixed by mutual agreement between the employer and employees and their representatives to suit production needs.
- 9.5. Starting and finishing times of shifts will be fixed and subsequently varied by mutual agreement between the Company and the majority of employees in a particular department following consultation with Union representatives. In the absence of agreement, variation to the times will be by way of seven days notice of alteration given by the Company to the employees.
- 9.6. For 12 hour shift workers refer to Part B of this Agreement.



10. SHIFT ALLOWANCES (Non Continuous)

10.1. Where an employee rotates through three shifts morning, afternoon and night, shift allowance will be:

- Morning shift Nil
- Afternoon shift 18%
- Night shift 23½%

10.2. Where an employee rotates through two shifts, morning and afternoon, shift allowances will be:

- Morning shift Nil
- Afternoon shift 18%

10.3. Where an employee works permanently on the same shift, shift allowances will be:

- Morning shift Nil
- Afternoon shift 20½%
- Night shift 33½%

10.4. Continuous shifts (seven days)

- a) Monday to Friday
 - Afternoon shift 18%
 - Night shift 23½%
- b) 11pm Friday to 11pm Sunday
 - All shifts - double time
- c) Public Holidays
 - All shifts - double time and a half

10.5. The appropriate shift allowance will be paid on overtime when that overtime exceeds 4 hours in any one shift. For this purpose each shift will stand alone.

10.6. For 12 hour shift workers refer to Part B of this Agreement.



11. MEAL BREAKS

- 11.1. A period of at least twenty five minutes will be allowed on each shift as a meal break. Where the needs of production in a department allow it, such a break will be taken at a set time each day, but, except that where the needs of production are such that a definite time cannot be set for tea break, a period of up to one hour will be set aside and such meal break will be taken within that one hour period.
- 11.2. The times for meal breaks, having once been set, will not be changed without seven days notice.
- 11.3. Employees will not be required to work for more than five hours without a meal break.
- 11.4. All work done during meal breaks and thereafter until a meal break is allowed, will be paid for at the overtime rate applicable. Where the time of the meal break can vary over a one hour period the penalty will not be paid until the second half of the one hour period has commenced.
- 11.5. During normal shifts, employees will be entitled to one ten minute tea break between the start of the shift and the meal break. The time of the break will be determined by mutual arrangement within the time span of the first hour and one half and second hours and a half of the shift. Such arrangement should ensure production needs are not affected.

12. OVERTIME

- 12.1. Overtime is defined as any work performed outside the agreed ordinary hours with the exception of the Casual substitution conditions and participation in Workplace Improvement Teams as described in Part C of the Agreement.
- 12.2. The following overtime rates will apply:
 - a) Weekdays and Saturdays, which are not public holidays:
First hour: time and a half ordinary rates
Thereafter: double time
 - b) Sundays:
All hours: double time
 - c) Public Holidays
All hours: triple time



- 12.3. Employees, who work a whole shift on a Public Holiday other than a Sunday may elect:
- a) to be paid the normal overtime rate for the public holiday and take a day off without pay to be taken within six (6) months of the public holiday worked;
 - or
 - b) to be paid double time for the public holiday and take a day off with pay to be taken within six (6) months of the public holiday worked.
- 12.4. The Company may require employees to work reasonable overtime at overtime rates, and such employees will work overtime in accordance with such requirement. However employees will not normally be penalised where mitigating circumstances exist.
- 12.5. The assignment of overtime by the Company will be based on the specific work requirements of the enterprise.
- 12.6. When employees are requested to work overtime on a Saturday, Sunday or Public Holiday, they will be given at least four hours work unless the overtime is worked prior to the commencement or subsequent to the conclusion of a rostered shift, where the Company will nominate the length of overtime, which may be of any duration. When consultative meetings are held on Saturdays, Sundays or Public Holidays the four hour minimum will not apply. When employees attend consultative meetings whilst on their rostered break four hours payment will be made.
- 12.8. The Company will notify the requirement for weekend overtime by 2 p.m. on the preceding Wednesday, unless the overtime is caused by circumstances outside the Company's control e.g. major plant breakdown.
- 12.9. If a person is advised of the requirement to work overtime the day prior and such overtime is cancelled on the actual day, the employee will be entitled to payment of the meal money. When notification is given on the day and cancelled later that same day no payment will be made, unless the employee can prove a financial loss due to the purchase of a meal for the overtime period.
- 12.10. In the event that weekend overtime is cancelled after 11pm Thursday, a payment of four hours at ordinary rate will be made, except when cancellation is due to factors beyond Company control.
- 12.11. Where overtime is scheduled for at least four hours and the cancellation occurs after the conclusion of the last ordinary shift prior to the overtime, a payment of four hours at ordinary time will be made.
- 12.12. Where overtime is scheduled for at least four hours and has commenced but is disrupted because of shortage of materials, a breakdown of machinery or equipment or any other source, alternate work will be provided and paid for at the overtime rate.



13. CALL BACKS

- 13.1. An employee recalled to work overtime after leaving the Company's premises (whether notified before or after leaving the premises) shall be paid for a minimum of four hours' work at overtime rates for each time that he/she is recalled. This sub clause shall not apply in cases when it is customary for an employee to return to the Company's premises to perform a specific job outside his/her ordinary working hours or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time. This clause does not apply to Casual Substitution as outlined in Part C of the Agreement.
- 13.2. An employee will not be required to work the full four hours if the job he/she is recalled to perform is completed in a shorter period.
- 13.3. When a call back begins three hours or less prior to the employee's normal starting time, the employee will receive payment for the full four hours of the call back at overtime rate and will continue working until the normal cessation of the rostered period of work, which will be paid at ordinary time rate.
- 13.4. Where an employee is recalled to work, the Company will provide transport to and from work or if the employee is able to provide his/her own transport will pay the allowances applicable to his/her vehicle, as set out in the current NRMA Motoring Cost Schedule.
- 13.5. Travelling time of 0.5 hours each way will be paid for a call-back.

14. OVERTIME BREAKS

- 14.1. Unless the period of overtime is less than one hour, an employee, before starting overtime after working ordinary hours, will be paid a crib break of 20 minutes which will be paid for as time worked.



- 14.2. An employee working a whole shift on a Saturday, Sunday or Public Holiday will either:
- i) take a crib break of thirty (30) minutes after each four hours of overtime if the employee is to continue to work beyond such crib time.
 - or
 - ii) take a ten (10) minute morning tea break during the first hour and one half and second hour and one half and a crib break of twenty minutes after each four hours of overtime. Both breaks are only to be taken if the employee is to continue to work beyond the crib break.
- 14.3. An employee working a double shift outside of weekends or public holidays to fill in for an absent employee will observe the same breaks on the overtime shift as the employees rostered for the shift and will be paid for all such breaks at overtime rates.

15. MEAL MONEY DURING OVERTIME

- 15.1. Meal allowance is as listed in Attachment I.
- 15.2. Meal allowance will be adjusted each quarter in line with the C.P.I. change for New South Wales, effective on or after the commencement of the first pay period after the announcement of the C.P.I. change.
- 15.3. Where an employee is requested to work overtime following his/her shift and that overtime lasts for more than one (1) hour, meal allowance will be paid as follows:
- a) prior to commencement of overtime,
 - b) every four hours, providing overtime continues after that four hours.
- 15.4. Where an employee is requested to work overtime commencing at least one hour before his/her shift, meal allowance will be paid.
- 15.5. Where an employee is requested to work overtime at a time not following or preceding his/her normal shift, meal allowance will be paid after every period of four hours worked, providing overtime continues after the period of four hours.



15.6. When an employee is on a call back, meal allowance will be paid:

- a) after two hours;
- b) after completion of every four hours of call back subsequent to the first two hours (that is after six hours, after ten hours etc.) providing the call back continues after that four hours.

16. REST PERIODS AFTER OVERTIME

- 16.1. An employee who works so much overtime after the termination of his/her work on one day and the commencement of his/her work on the next day that he/she has not had at least ten consecutive hours off duty between those times, will be released after completion of such overtime until he/she has had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- 16.2. If on the instruction of the Company such an employee resumes or continues work without having had such ten consecutive hours off duty, he/she will be paid at double time until he/she is released from duty for such period and he/she will then be entitled to be absent until he/she has had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- 16.3. Weekend work on overtime is excluded from the provisions of 16.1 and 16.2. Such overtime stands alone for all purposes.
- 16.4. Award provisions for rest periods will apply in the case of call backs.

17. ANNUAL LEAVE

- 17.1. Annual leave will be taken as provided for by the Annual Holidays Act, 1944 as amended.
- 17.2. Annual leave taken as a continuing part of employment with the Company or as pro-rata on retirement, retrenchment or death will be paid either with a loading of 22% on the ordinary rate or average pay (as defined) whichever is the greater. Leave loading for 12 hour shift workers has been incorporated in the weekly rate of pay as outlined in Part B of this Agreement.
- 17.3. No annual leave loading will be paid on pro rata annual leave paid out on termination of employment unless there are compassionate grounds for the termination.



18. PUBLIC HOLIDAYS

- 18.1. Public Holidays and Picnic Days will be as detailed in the relevant (State) Awards or as mutually agreed between the Company and the Union. Any mid week Public Holidays will be moved to a Monday or Friday.
- 18.2. Employees who are absent the working day before or after a Public Holiday or Picnic Day will be required to present proof by way of a doctor's certificate or Statutory Declaration that they were unable to attend work on those days.

19. LONG SERVICE LEAVE

- 19.1. The provisions of the Long Service Leave Act N.S.W. (1955) as amended will prevail with the following additional benefits.
- 19.1.2. An employee who has completed with the Company at least 5 years service and whose services are terminated by the employer for any reason (other than the employee's serious and wilful misconduct) or by the employee on account of illness, incapacity or domestic or other pressing necessity or by reason of the death of the employee (where the service is between 5-10 years), is entitled to be paid a proportionate amount for long service leave on the basis of 13 weeks for 15 years subsequent service.
- 19.1.3. Where an employee for any reason leaves the employer's service or is dismissed by them with more than 10 but less than 15 years service, he/she is entitled to a proportionate amount of long service on the basis of 13 weeks for 20 years for service before April 1, 1963 and 13 weeks for 15 years for service after that date.
- 19.1.4. Long service leave will be granted by mutual consent between the Company and the employee in advance of the entitlement date of 15 years continuous service, but not earlier than 10 years' service with the Company. Leave granted thus will not be in excess of pro rata entitlement as at 10 years service, and will not be of less than one month's duration.
- 19.1.5. Long service leave taken as a continuing part of employment with the Company will be paid for at average pay or ordinary rate whichever is the greater. For 12 hour shift workers the rates contained in tables 1.1, 1.2, 1.3, 1.4, 2.1 or 2.2 in Part B are applicable.
- 19.1.6. Where Public Holidays occur during an employee's period of long service leave, such leave will be extended by one day for each Public Holiday.



19.2. Terminations

19.2.1. Employees who retire from the Company will be paid their pro rata long service leave at average pay rates as defined or ordinary rate whichever is the greater. For 12 hour shift workers, the appropriate classification rate in Tables 1.1, 1.2, 1.3, 1.4, 2.1 or 2.2 contained in Part B are applicable.

19.2.2. Where a person leaves the Company and there is an entitlement to pro rata long service leave such leave will be paid as in 19.2.1

20. SICK LEAVE

20.1. Sick leave will be taken as provided for in the appropriate awards with the following provisions superseding award provisions.

20.2. Employees with seven years completed service with the Company will have two additional days sick leave at the beginning of the eighth and subsequent years.

Years of service for the purpose of this clause means the period between the date of commencement in employment in any year and the anniversary of the commencement of employment in the next year.

20.3. An employee absent because of illness should provide the Company with as much notice as possible before the absence, indicating the scheduled starting time, the reason for and the estimated duration of the absence.

The Company telephone is staffed 24 hours a day seven days a week and failure to so notify the Company will deny the right to sick pay.

Sick calls received during business hours will be recorded by the switchboard operator, while calls received at other times will be recorded by the Security staff.

20.4. Employees will prove to the satisfaction of the Company that they were unable to attend work for the day or consecutive working days of absence before they are entitled to payment.

To be eligible for sick pay the following is requested:

1 day	Nil
2 days	Statutory Declaration
3 or more days	Medical Certificate



20.5. An attendance bonus will be paid each year which will be the equivalent of the balance of the unpaid sick leave at the employees last anniversary date to the maximum of the previous years' grant. Equivalent sick leave credits will be deducted from the sick leave balance.

20.6. On termination, a monetary attendance bonus will be paid out equivalent to all unpaid sick leave at ordinary time rate, except in the case of summary dismissal when no payment will be made. Employees working 12 hour shifts will be paid in accordance with Part B of this Agreement.

In the case of summary dismissal due consideration should be given to clause 6 of the Corrective Guidance and Disciplinary Procedure.

20.7. On the death of an employee the attendance bonus in 20.6 will be paid to the employee's estate at the appropriate rate.

21. BEREAVEMENT LEAVE

Employees will be entitled to bereavement leave on each occasion and on production of satisfactory evidence of the death of relatives as follows:

- a) Grandparents, grandchild or parents-in-law:
maximum 2 days
- b) Father, mother, husband, wife, brother, sister, child or step child:
in Australia: maximum 3 days
outside Australia: maximum 4 days

For the purpose of this clause the words "wife" and "husband" will include de facto wife or husband and words "father" and "mother" will include foster father or mother.

22. PARENTAL LEAVE

22.1. Employees will be entitled to parental leave as provided in the NSW Industrial Relations Act as amended.

22.2. The terms of the Funds Trust Deeds will apply in respect of employees' Superannuation contribution.

23. BLOOD DONORS

23.1. Subject to the Company being able to make the necessary arrangements, employees will be permitted to attend an on-site mobile blood bank to donate four times per year without loss of wages.

23.2. Prior notice of the visits will be made so that employees can rearrange their normal blood giving times at the normal three-monthly interval.



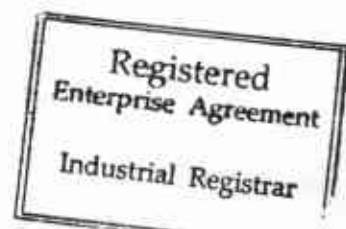
- 23.3. If the Company cannot arrange three-monthly visits of the mobile blood bank to the factory, employees will be permitted to make supplementary visits to the Blood Bank to a total of four donations per year. These visits will be without loss of pay for up to four hours per visit. In such cases employees will obtain permission from the Team Leader for such a visit and will submit proof of the date and times blood was given. The Occupational Nurse should also be informed prior to such visits. In addition, those employees with rare blood groups who are especially requested by the Blood Bank to donate blood may do so. These employees will be paid for such absence with a maximum of four hours ordinary payment for each visit.

24. JURY SERVICE

- 24.1. An employee required to attend Jury Service during ordinary working hours will be reimbursed by the Company an amount equal to the difference between the amount paid for their attendance at Jury Service and the amount he/she would have been paid for a similar duration of work at ordinary time rate for day workers or the rates contained in Tables 1.1, 1.2, 1.3 or 1.4 of Part B of this Agreement.
- 24.2. Employees will notify the Company as soon as possible of the dates upon which they are required to attend Jury Service. Further, employees will give the Company proof of their attendance, the duration of such attendance and the amounts received in respect of Jury Service. Afternoon and night shift employees called for Jury Service will be given time off from the next shift, without loss of pay, equivalent to the hours involved in that Jury Service.

25. RIGHT OF ENTRY OF UNION OFFICIALS

- 25.1. Union officials will have the right to enter the Mascot site at any time.
- 25.2. As for all visitors to the site, Union officials should report to the Security Office. After being checked in, the Security Office should notify the New South Wales Personnel Office of their presence. They are then free to conduct their business.



26. ACTIVITIES OF UNION DELEGATES

The provisions of attachment 6 will apply.

27. DISPUTE SETTLING PROCEDURE

The provisions of attachment 3 will apply.

28. DISCIPLINARY PROCEDURE

The provisions of attachment 4 will apply.

29. GRIEVANCE PROCEDURE

The provisions of attachment 5 will apply.

30. TRADE UNION TRAINING

It is the prerogative of the Mascot Operations Manager, or in his/her absence, the New South Wales Personnel Manager to authorise permission and payment for Union members to attend trade union training, provided the request for such training is made by a Union Official.

31. NOTICE BOARDS

31.1. The Company will erect suitable Union notice boards in prominent positions for the display of notices.

31.2. The Company reserves the right to take down notices that are not bearing a delegates signature and/or notices that are not strictly Union business.

32. REDUNDANCY PROVISIONS

32.1. As per attachment 2.



ATTACHMENT #1

WAGE SCHEDULE AND GRADING STRUCTURE

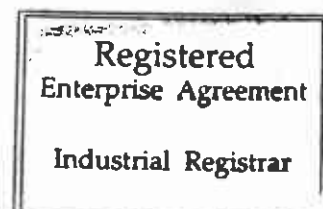
The rates of pay contained in table 1.1 below are applicable to employees who elect to contribute or who don't elect to contribute to the income protection scheme.

TABLE 1.1

Classification	Refinery		Packing and Liquid Groceries	
	With income protection	With no income protection	With income protection	With no income protection
Base	N.A.	N.A.	654.96	649.03
Trainee	N.A.	N.A.	705.28	698.75
Grade 1	753.29	746.33	738.54	731.71
Grade 2	769.69	762.57	754.94	747.96
Grade 3	790.98	783.67	776.24	769.07
Grade 4 (Refinery)	838.51	830.74	-	-
L/Hand (Packing and LG)	-	-	822.12	814.51
Facilitator (Refinery)	878.22	870.24	-	-
Grade 5 (Packing)	-	-	846.71	838.87
Facilitator (Packing)	-	-	874.02	865.98
Team Leader (Refinery)	974.48	965.71	-	-
Team Leader (Packing)	-	-	956.46	947.67

The rates for Base, Grade 1, 2, and 3 as shown under Packing and Liquid Groceries are also applicable to Factory Services personnel.

Meal Allowance	\$ 7.09
First Aid Allowance	\$10.60 per week
Dirt Money	\$ 0.50 per hour
Boiler Attendant Allowance	\$22.79 per week



ATTACHMENT #2

MEADOW LEA REDUNDANCY PROVISIONS

TERMS

GENERAL

1. Absolute security of employment cannot be guaranteed but it is recognised that job security is an important issue for all employees and it is therefore the Company's objective to provide continuing employment.
2. If an employee's job ceases to exist the company will endeavour to find alternative employment within the Company after satisfactory consultation with the relevant Union.

However it is recognised that there will be occasions when an employee feels that the alternative employment offered to him/her may not be acceptable and the Company agrees to the following:

- a) If an employee is offered alternative employment, he/she may elect to take redundancy pay in lieu
 - b) If an employee is employed in a position requiring certified skills and the job offered to him/her is outside the area of such skills, he/she may elect to take redundancy payment in lieu.
3. If an employee is moved to a lower rate of pay than that which he/she enjoys in his/her redundant job, he/she will move to the lower rate of pay over a period of time by receiving 50% of wage rises as they occur. Such overpayment shall, for the time taken for it to be absorbed, be considered as a "personal overpayment" and not entitle any other person who works in that job, either permanently or temporarily to that particular rate.
 4. If an employee is offered a job which is outside the Union of which he/she is a member, he/she may elect to take redundancy pay in lieu.
 5. In any other circumstances if an employee is offered a job which gives a rate less than 90% of his/her existing ordinary rate he/she may elect to take redundancy pay in lieu.



6. If employees from Mascot site are offered employment within Goodman Fielder Limited, they shall be entitled to inspect the job and will be interviewed in respect to that job. The employee will be afforded a period of two weeks within which to accept or reject the job offered.

If the employee accepts the job offer and the job proves unsatisfactory to the employee within one month he/she may terminate. In the event that either the job is rejected or the job proves unsatisfactory within one month, the employee shall be entitled to redundancy benefits.

Period Of Notice

7. The Company will give to each employee to be made redundant the maximum possible notice, but at least three (3) months notice of redundancy. The employee shall within the said three (3) months elect to work for that period or terminate his/her employment and receive the benefits as described hereunder.

Benefits

8. The following benefits will apply and payment will be calculated on the basis of the base rate rate plus average shift loading. Average shift loading will be calculated on the basis of actual shifts worked over the 52 weeks ended with the last completed pay week in the month prior to the employee having been given notice. For 12 hour shift workers (a), (b) and (c) below will be paid at the appropriate rate contained in Tables 1.1 and 1.2 Part A plus 2 hours at this rate, plus a loading of 13.83%; (d) and (e) will be paid at the rates contained in Part B Tables 1.1, 1.2, 1.3 or 1.4 as appropriate.
- a) Four weeks ex gratia payment.
 - b) Four weeks in lieu of notice.
 - c) Four weeks per year of service. Periods of less than one completed year to be paid on a pro rata basis.
 - d) Accumulated sick leave for day employees to be paid at the rates contained in tables 1.1 and 1.2 in Part A. For employees working 12 hour shiftwork the rates contained in Tables 1.1, 1.2, 1.3 or 1.4 in Part B are applicable.
 - e) Long service leave to be paid regardless of length of service on pro rata rate, such rate to be as in (d) above.
 - f) Superannuation payments to be paid as per the relevant Superannuation Fund Trust Deed.
 - g) If during the period of notice an employee dies, then the benefits to which he/she would have been entitled upon termination, as described herein, will be payable to his/her estate.



9. Additional Benefits

- a) The Company agrees to pay the costs associated with any reasonable need for interpreters during this process.
- b) The Company agrees to pay the cost associated with bringing certified and professional tax and investment advisers to the site to conduct group sessions for employees interested in these subjects. However, if an individual wishes to engage these advisers for personal counselling then any costs associated there with will be to their own account.
- c) The Company agrees to provide redundant employees with two (2) standard issues of Company products.
- d) The Company agrees to facilitate on site access to the Commonwealth Employment Service in order to assist those people not retained in finding alternative employment.
- e) The Company during the period of notice will allow employees reasonable time to attend for employment interviews at other sites. The Company may require confirmation of the said appointments.
- f) The Company, on request, will provide redundant employees with an exit medical examination.
- g) The Company is to provide redundant employees with a reference on the termination of their employment.

Method of Selection

10. The following method of selection shall apply for persons to be made redundant.

- a) The Company will provide the Union with the projected number of employees to be made redundant during the introduction of the new technology and the proposed timetable for those redundancies.
- b) The Union Delegates will hold on site meetings and obtain a list of employees who wish to be considered for redundancy. This list will then be provided to the Company.
- c) On obtaining the list the Company will have the following discretions:
 - i) If there is an employee on the list whom they wish to retain, the Company has the right to hold discussions with that employee in an effort to retain his/her services.



- ii) If the employee refuses the Company's offer in Clause 6 and continues in their desire to be made redundant then the Company will accept their application but have the right to determine at what stage the person will be released.

This clause is designed to allow the Company to retain experienced staff and utilise the employees expertise to train their eventual replacements.

- d) If the persons applying for redundancy exceeds the numbers required by the Company then the most senior employees on the list will be given access to the redundancies.
- e) If any disagreement should arise between the parties as to:
 - i) Who is to be redundant and/or
 - ii) When their redundancy is to apply

then the matter will be negotiated between the Company; the Union delegates and officials.

Limitation of Benefits

- 11. Employees dismissed for misconduct or unsatisfactory performance or who leave of their own accord are not eligible for redundancy payments.



ATTACHMENT #3

DISPUTE SETTLING PROCEDURE

In the event of employees having a grievance or of a dispute arising for any purpose, employees through their Delegate, will take the following two steps before taking industrial action or refusing to carry out work as directed:

1. raise the matter with:

appropriate Team Leader
or
appropriate Department Manager
or
New South Wales Personnel Manager

2. where issues arise concerning matters such as the introduction of new technology, work methods, broad Company issues the Team Leader or Delegate may request the Consultative Committee to investigate the matter.

3. call in the Union Organiser to discuss the matter with Delegates and then the appropriate Team Leader, Manager and Personnel Manager.

Where the grievance or dispute remains unresolved after the previous three steps, the Union will notify the Company of its intentions.

Where appropriate, either party may notify the dispute to the New South Wales Industrial Commission in an effort to resolve the issue.

4. Whilst these procedures are followed the status quo shall remain.



ATTACHMENT #4

CORRECTIVE GUIDANCE AND DISCIPLINARY PROCEDURE

1. Preamble

- 1.1. It is an accepted part of any Employer/Employee relationship that prescribed standards of behaviour should be observed. When these standards are breached it is necessary at times, to undertake formal corrective guidance and disciplinary action.
- 1.2. This action is not generally intended as a means of punishment but rather a positive attempt by all parties to encourage and improve good work practices, performance and individual conduct.
- 1.3. Inherent in any such procedure, are several basic principles which cover the responsibilities of the employer and employee, the role of the Union Delegate and, most importantly, the responsibility of all concerned to ensure the procedure is applied in a fair, consistent manner. In other words to ensure all employees are treated equally without exception.
- 1.4. The procedure which follows covers these responsibilities as well as describing the various steps within the process.

2. Responsibilities and Rights of the Employee

- 2.1. All employees are expected to abide by the terms of their contract of employment, particularly in regard to work performance and individual conduct. However when employees are not working in a correct manner or fail to adhere to normal standards of behaviour, remedial action needs to be taken to assist the employee in rectifying any misunderstanding or apparent shortcomings. When this is necessary an employee has certain intrinsic rights which should be observed at all times. These can be best summarised as:
 - being made aware of the full facts
 - delegate representation (if required)
 - given the opportunity to offer an explanation
 - not have any discipline action predetermined
 - where necessary to have mitigating circumstances and employment record taken into account
 - to have the matter documented
 - representation of any grievance arising from a discipline matter, within the provisions of the grievance procedure
 - statute of limitations on misconduct in accordance with guidelines issued to Team Leaders/Managers on levels of misconduct.

Registered
Enterprise Agreement
Industrial Registrar

3. Rights and Responsibilities of the Company

3.1. The Company through the Team Leader and/or Manager has the responsibility of ensuring employees observe the conditions of their employment contract.

3.2. Whenever an employee is in breach of these conditions the Team Leader and/or Manager has a responsibility to inform the employee of his/her shortcoming and to motivate him/her to change his/her behaviour. Where this does not have the desired effect the processes of the Corrective Guidance and Disciplinary Procedure should be applied.

3.3. When this is necessary the Team Leader and/or Manager is bound by certain responsibilities. These are:

- to undertake all disciplinary action in a timely and fair manner
- to ensure employees rights are observed in accordance with clause 2.1.
- to treat each case individually and on its merits
- to ensure all matters are properly documented

4. Role of Union Delegates

4.1. Union delegates play an important role in the process and are usually involved through the request of the employee concerned. When so requested they have clearly defined responsibilities, which are:

- to ensure employees rights are observed and the procedure is followed
- to speak on the employees behalf, if requested
- to assist in follow up counselling and monitoring (usually by arrangement with the Team Leader and/or Manager)

5. Steps

5.1. There are 5 steps within the disciplinary process ranging from counselling/verbal warning to termination of services/summary dismissal. The type of disciplinary action to be invoked will depend upon the severity or frequency of the alleged offence. The levels are:

i) COUNSELLING/VERBAL WARNING

This is the first step in the process and is a positive attempt to assist the employee in rectifying any minor performance problems, such as excessive absenteeism or poor time keeping. In this regard the Team Leader will constantly monitor the situation and if immediate improvement is not forthcoming will undertake follow up counselling. A Union delegate will be notified at this stage. Quite often this will follow an informal counselling by the Team Leader which was not recorded.



ii) WRITTEN WARNING

This is undertaken when an employee has failed to improve following a counselling/verbal warning or when the alleged offence is of a serious nature. At this stage, a manager will issue the warning in the presence of the Team Leader.

iii) FINAL WARNING

This occurs when an employee has still failed to display the accepted level of performance or behaviour and the previous two steps in the process have been followed.

iv) DEMOTION OR SUSPENSION

This action is not mandatory and should only be used when, after investigation of a repeated serious offence or a series of minor offences, it is considered that summary dismissal might be too severe and that the employee deserves one final chance to rectify behavioural problems.

Demotion would normally be for 6 months at which time the situation would be reviewed.

Suspension would be between 1 to 5 days without pay.

This level should not be used for cases of very serious misconduct.

v) TERMINATION OF EMPLOYMENT/SUMMARY DISMISSAL

This action is the most serious available and should only be used

a) when all available levels of the process have been applied and no improvement has been forthcoming

or

b) when an offence is considered to be very serious misconduct.

Note: When a Union Delegate is accused of any alleged disciplinary offence his/her Union Organiser should be informed and if necessary be involved in the process.

6. Resignation in Lieu of Dismissal

6.1. Owing to the severe penalties and long term effects on employment opportunities resulting from dismissal there are occasions when an employee, guilty of misconduct and who would normally be dismissed, may as an alternative be allowed to resign with forfeiture of notice or payment in lieu. This option will depend upon both the circumstances of the offence and the employee's prior record with the Company.



7. Cases Which Involve Two or More Employees

7.1. Where it is alleged that two or more employees have committed the same or similar offence it is essential that each employee be given the opportunity to state his/her own case and for that purpose each employee should be interviewed separately.

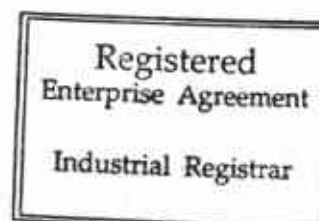
8. Statute of Limitations

8.1. Minor Offences

If an employee maintains a clear record for a continuous period of six months from the date of the last offence, all previous minor offences will be deleted from his/her record for all purposes. In the case of attendance related offences the period will be 1 year.

8.2. Serious Offences

These will remain on an employee's record for 1 year after which time they will be deleted for all purposes, provided the employee has a clear record over that period.



ATTACHMENT #5

GRIEVANCE HANDLING PROCEDURE

1. Preamble

- 1.1. It is a normal part of any work environment that any employee will consider that he/she has a grievance. It does not matter whether the grievance is real or imaginary, minor or serious, if it is seen to be very real by the employee concerned then it should be treated as such.
- 1.2. The resentment and dissatisfaction caused by a grievance can adversely affect an employee's performance, especially if it remains unresolved. Further, grievances which are not brought to notice by the concerned employee, could indirectly lead to disciplinary action, particularly if there were shortcomings in performance.
- 1.3. If grievances remain unresolved, they not only adversely affect the employee but could escalate to involve the Company and related outside bodies in needless cost and time.
- 1.4. It is therefore in the interests of all concerned, that grievances are quickly identified, appropriately dealt with, and resolved as soon as possible.
- 1.5. The following procedure sets out a common standard to ensure that all grievances, real or imaginary, are addressed in a fair and equitable manner. Further, the confidentiality of all involved individuals should be respected at all times.



2. Steps in Resolving

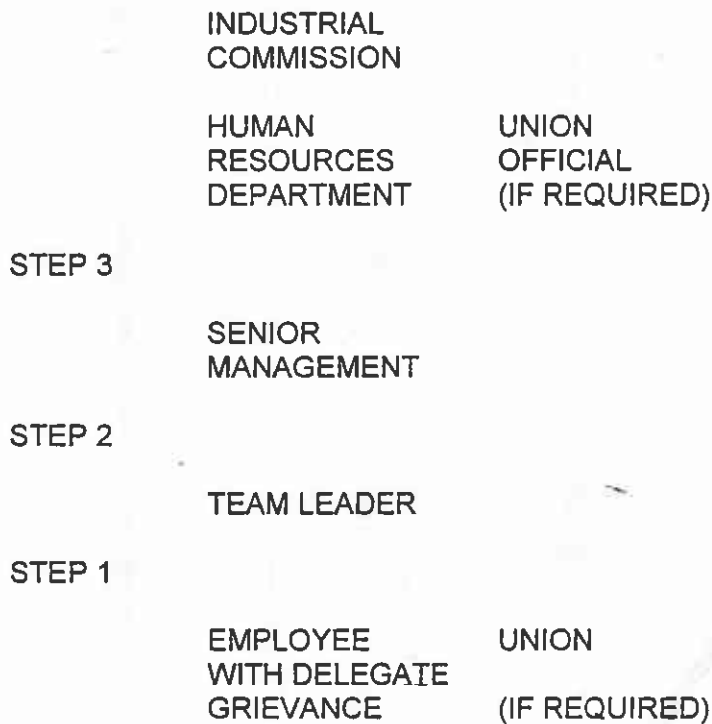


Diagram 1 - Shows the steps in resolving a grievance. These steps are explained below.

2.1. FIRST STEP

- i) The employee should contact his/her immediate Team Leader and advise him/her of the grievance and the relevant details.
- ii) The Team Leader should, within 24 hours, attempt to resolve the matter.
- iii) If unable to do so, the employee should be given a progress report and an indicative timetable for resolution.

Note: If the grievance involves the immediate Team Leader, the employee can seek to discuss the matter with the next level of management. During the resolution process the immediate Team Leader will be acquainted of the facts by the line manager.

2.2. SECOND STEP

If the grievance remains unresolved or no response has been given by the specified time the employee can refer it to the next level of management.



2.3. THIRD STEP

If the same still applies the employee can refer it to more senior management and the Human Resources Department, who will ensure the grievance is properly resolved. Where appropriate resolution is not possible, it will then be referred by the parties to the NSW Conciliation Commission.

3. Involvement of Unions

Although it is probably preferable to have a grievance resolved through the immediate supervisor/employee relationship, this does not preclude an employee's right to have his/her Union delegate involved in the process.

4. Recording of Grievances

4.1. All grievances must be documented to the employee's satisfaction. Additionally all actions taken in the satisfactory resolution of the grievance should be documented.

4.2. The employee must be provided with a copy of the documentation.



ATTACHMENT #6

ACTIVITIES OF UNION DELEGATES

1. Introduction

- 1.1. Any employees who are appointed as shop delegates in the departments or workshops in which they are employed shall, upon notification to the Company, be recognised as the accredited representatives of the Trade Union to which they belong.
- 1.2. Accredited delegates will be allowed reasonable paid time during working hours to discuss with the Company or its representatives, matters affecting employees represented by the delegates. Such discussions should be arranged at times convenient to both parties and with minimum disruption to the normal production process.
- 1.3. Notwithstanding the above, delegates are still subject to the same normal standards of behaviour applicable to all Company employees. In fact, through the position of responsibility bestowed upon delegates by their fellow employees and recognised by management, it is expected that delegates should set an example by their adherence to the agreed standards.

2. Approved Time Off the Job

INTERNALLY

- 2.1. Delegates, in all cases should advise and where necessary obtain the permission of their Team Leader or representative before leaving their place of work on Union or related business. When doing this they should indicate the general nature of the business as well as an estimated time of absence.
- 2.2. Whenever delegates are required to enter another department or work area on approved Union business they should ensure the Team Leader or his/her representative in that area is aware of their presence. To avoid disruption to normal production and to ensure safety standards are maintained he/she should also be informed of the number of employees likely to be involved as well as the indicative time.
- 2.3. While it is difficult to put limitation on the amount of time delegates can spend off the job on Union business it is expected that responsibility and common sense will prevail. Delegates should carry out any Union related business in a timely and co-operative manner.



EXTERNALLY

- 2.4. While it is normal practice for Union officials to visit the site to consult with delegates, there will be occasions when Delegates need to go off site to meet with Union Officials.
 - 2.5. Again this should be by arrangement with their Team Leader so that any disruption to the production process is minimised.
 - 2.6. Whenever Delegates are required to leave the site on approved Union business the Company will pay for 2 Delegates per Union. Wherever possible the Company will meet reasonable travel expenses.
 - 2.7. In respect of Commission or Court hearings the Company will pay for a maximum of 2 Delegates of any Union directly involved in the matter to attend the hearing.
 - 2.8. Whilst adequate travelling time will be granted, Delegates should ensure they return to work immediately the business or hearing is complete.
 - 2.9. If the Union considers there is a justifiable need to have more than 2 Delegates attending an off site meeting or commission hearing they should contact the Mascot Operations Manager, or in his/her absence the New South Wales Personnel Manager and seek approval.
 - 2.10. Any additional attendance which is not approved will be at the Delegates own time and cost.
3. Notification of Delegates
- 3.1. It is necessary that the Company has a list of all accredited Delegates. This list should be held by the New South Wales Personnel Manager. It is therefore the responsibility of each Union to provide him/her with the following details in respect of Delegates:
 - name of Delegate
 - status e.g Senior Delegate, Delegate, etc.
 - Union
 - work location and contact telephone number
 - area(s) of responsibility
 - period of tenure
 - 3.2. Any variation to the list should be immediately advised to the New South Wales Personnel Manager.
 - 3.3. It is necessary that each Union nominate or elect one of their Delegates as the Senior Delegate or Convenor. This enables a focal point for dealings with management as well as ensuring that the normal communication channels for information flow are clearly defined.



4. Union Meetings

4.1. As distinct to the normal day to day activities of Delegates outlined in item 2 above, it is recognised in a site with the geographical spread and shift arrangement that exists at Meadow Lea that Delegates have a need to meet on a regular basis to consider and discuss relevant matters. In this regard the following arrangement should apply.

<u>UNION</u>	<u>FREQUENCY</u>	<u>PAID TIME</u>
AWU	Monthly	4 Hours
All Maintenance Unions (as a group)	Monthly	2 Hours
Others	By Arrangement	

4.2. The above meetings should be held at a time where least disruption to production is caused and as far as practicable at the same time each month.

4.3. At the conclusion of each meeting the New South Wales Personnel Manager should be contacted concerning any matters or resolutions arising from the meeting. If necessary a meeting will be convened with no more than 2 representatives from the concerned Union. However the Union at all times should have equal representation in such meetings.

4.4. If, in exceptional circumstances, additional meetings or extensions of time are required, approval must be sought from the Mascot Operations Manager, or in his/her absence, the New South Wales Personnel Manager.

4.5. Any unauthorised meetings may result in wages being deducted for the time lost off the job.

5. UNION RESOLUTIONS

5.1. All Union resolutions should be passed through the appropriate Team Leader or line manager to the New South Wales Personnel Manager in written form. This will enable the Company to make a timely and proper response and also give the Union a formal record of matters raised with the Company. It will further serve to remove any misunderstandings that can arise through verbal resolutions.



ATTACHMENT #7

CONSULTATIVE COMMITTEE

A Consultative Committee comprising an equal number of Management and employee representatives shall be established. This Committee shall be a forum for open discussion and shall meet at set monthly intervals with additional meetings on an as required basis.

This Committee shall address a broad range of operational and personnel matters, particularly those that contribute to the efficiency and productivity of the Company's operation as well as attempting as far as possible, to maintain security of employment. Subjects that would be addressed, include:

- the introduction of new technology;
- work methods;
- implications of external decisions on the Company and employees;
- the physical aspects of the employee working environment.

It shall also form part of the agreed dispute settling procedure, detailed at Attachment 3.



ATTACHMENT #8

TRAINING COMMITTEES

Separate Joint Training Committees shall be established in the Refinery and Packing Rooms. These Departmental Committees shall have an equal number of Management and Work force representatives and shall meet at set weekly intervals. Further, these Committees, through sub Committees on each shift will embrace the training requirements for all production employees.

These Committees shall have the objectives of:

- assisting in the definition of skills and competency standards for each classification level;
- assist in the development of training programs consistent with these standards;
- identify and select employees to undergo skills based training;
- actively encourage all employees to participate in the skills based training program.

A joint Training Steering Committee comprising an equal number of Management and Work force representatives shall be established and shall meet at set fortnightly intervals. This committee shall have the responsibility of:

- overseeing the activities of the Training Committees;
- where necessary providing advice and direction to these Committees;
- resolving any areas of non agreement among the members of the Training Committee.



ATTACHMENT #9

ACCIDENT MAKE-UP PAY

The Company acknowledges the requirements of the Workers Compensation Act 1926 as amended by Act No. 124 - 1987, whereby a worker is entitled to be paid his/her current weekly rate in respect of absences totalling not more than 26 weeks in respect of any one injury and agrees that it shall make up an employee's pay to the current weekly rate for an additional 13 weeks (i.e. a total of 39 weeks at normal rate of pay).

The provisions of this clause will be subject to the following conditions:

1. The injury must be accepted as compensatable under the terms of the Workers' Compensation legislation.
2. All absences must be covered by appropriate medical certification.
3. "Current weekly wage" shall be taken to mean the employee's normal rate of wages for his/her normal job, i.e. not acting and not including any penalty or overtime rates.
4. During the supplementary period of 13 weeks the employee will not be entitled to make-up pay in respect of any periods of paid annual leave, long service leave or Public Holiday.
5. The Company will be entitled to a refund of any amounts paid under this clause when an employee is successful in a common law claim in relation to the injury.
6. After 39 weeks' absence relating to any one injury, payment will revert to the Workers' Compensation rate applicable at the time as provided for in the legislation.
7. The Company reserves the right to modify the scheme at any time after consultation with the Union.



ATTACHMENT #10

AVERAGE PAY

Average pay, will be calculated as follows:

At the end of each tax year the Pay Office will calculate the average weekly pay for that twelve months or part of it in the case of employees joining part way through the year - call that Figure A.

When the leave is taken, the year to date amount appearing on the computer payroll will be divided by the number of complete weeks worked at the time annual leave is to commence, giving the average weekly pay for the period from the beginning of that current tax year to the point when leave begins. Call that Figure B.

The figures A and B are added and averaged, to give "average pay".

This clause is not applicable to personnel working 12 hour shiftwork.



PART B

SHIFT PROVISIONS

1. A 12 hour 5 day shift work roster will be worked in the Refinery and Packing room at Mascot. The roster involves working an average of 40 hours per week over a 3 week cycle. The shift commences 7am Monday and concludes 7am Saturday. The roster does not include the working of Public Holidays. The general conditions of employment contained in Part A of this Agreement apply to 12 hour shift workers unless stated otherwise in the clause or contained in Part B provisions.

The following wage structure in Tables 1.1, 1.2, 1.3, 1.4 and 1.5 incorporate all penalties contained in Part A of this Agreement for the working of such shifts. Also included in the wage is a provision for 3 Refinery Personnel to commence work 4 hours before normal start time, 6 to 8 Packing Room Personnel 2 hours before normal start time and 3 to 4 Liquid Groceries personnel 2 hours before normal start time, at the beginning of each week. The tables show the different rates that are applicable to employees who contribute to the Income Protection Scheme and those who do not.

'5' Day Pay Rates

Table 1.1

Classification	Refinery			
	With income protection		With no income protection	
	Weekly	Annual	Weekly	Annual
Grade 1	1105.58	57490	1095.43	56962
Grade 2	1129.51	58734	1119.12	58194
Grade 3	1160.56	60349	1149.89	59795
Grade 4	1229.91	63955	1218.57	63366
Facilitator	1287.85	66968	1276.21	66363
Team Leader	1428.29	74271	1415.49	73605



Table 1.2

Packing Room				
Classification	With income protection		With no income protection	
	Weekly	Annual	Weekly	Annual
Base	962.12	50030	953.46	49580
Trainee	1035.53	53847	1026.00	53352
Grade 1	1084.06	56371	1074.09	55853
Grade 2	1107.99	57615	1097.79	57085
Grade 3	1139.06	59231	1128.60	58687
Leading Hand (Packing)	1206.00	62712	1194.90	62135
Grade 5 (Packing)	1241.88	64578	1230.43	63983
Facilitator	1281.72	66649	1269.99	66039
Team Leader	1402.00	72904	1389.18	72237

Table 1.3

8 & 10 hour Day/Afternoon shifts

Liquid Groceries				
Classification	With income protection		With no income protection	
	Weekly	Annual	Weekly	Annual
Base	890.63	46313	882.56	45893
Trainee	959.06	49871	950.17	49409
Grade 1	1004.29	52223	994.98	51739
Grade 2	1026.58	53382	1017.08	52888
Grade 3	1055.54	54888	1045.79	54381
Grade 4 (L/H)	1117.94	58133	1107.58	57594
Team Leader	1300.62	67632	1288.65	67010

Registered
Enterprise Agreement

Industrial Registrar

Table 1.4

8 hour day work

Factory Services/ Tanker Loading & Unloading/Packing Room				
Classification	With income protection		With no income protection	
	Weekly	Annual	Weekly	Annual
Base	747.11	38850	740.34	38498
Trainee	804.50	41834	797.06	41447
Grade 1	842.45	43807	834.65	43402
Grade 2	861.15	44780	853.18	44365
Grade 3	885.45	46043	877.27	45618
Grade 4	956.48	49737	947.61	49276

The hourly rate for the weekly rates in Tables 1.1, 1.2, 1.3 and 1.4 are calculated by dividing the weekly rate by 40.

The above rates in table 1.1, 1.2, 1.3 and 1.4 are payable for Annual and Long Service Leave. Annual Leave Loading is incorporated in the above rates.

The weekly rate for compensation and for overtime calculation are contained in Tables 1.1 and 1.2 of Part A of the Agreement. The hourly rate for these rates is calculated by dividing the weekly rates in these Tables by 38.

Table 1.5

Tradespersons - 12 hour shift work				
Classification	Base Rate		Average Rate	
	Weekly	Annual	Weekly	Annual
Fitter Base	759.42	39490	1113.44	57899
Fitter s/c	804.03	41810	1177.67	61239
Fitter level 1	842.90	43831	1233.63	64149
Fitter level 2	881.79	45853	1289.63	67061
Fitter Instrument	923.44	48019	1349.59	70179
Electrician	818.45	42559	1197.80	62286
Instrument	855.51	44487	1251.17	65061
Electronics	946.03	49194	1381.49	71837
Electrical Instrument	946.03	49194	1381.49	71837
Electronic Instrument	1037.62	53956	1513.75	78694
Team Leader	1114.78	57969	1624.44	84471

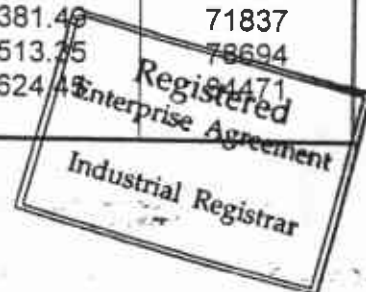


Table 1.6

Tradespersons - Liquid Groceries Rotating Day/Afternoon				
Classification	Base Rate		Average Rate	
	Weekly	Annual	Weekly	Annual
Fitter Base	759.42	39490	1046.44	54415
Fitter s/c	804.03	41810	1107.10	57569
Fitter level 1	842.90	43831	1159.96	60318
Fitter Level 2	881.79	45854	1212.84	63068
Fitter Instrument	923.44	48019	1269.47	66012

Table 1.6 incorporates all penalties for working the rotating 8/10 hour shift pattern.

Table 1.7

Tradespersons - Day Work				
Classification	Base Rate		Average rate	
	Weekly	Annual	Weekly	Annual
Mechanical	862.77	44864	984.15	51176
Electrical	1074.83	55891	1250.57	65030

For hourly rate calculation of Tables 1.5, 1.6 and 1.7, the base rate is divided by 38 and the average rate by 40.

2. Sick Leave

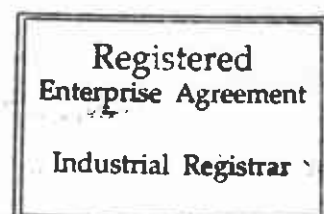
Sick leave entitlements are as follows:

Year 1 (after 3 months)	40 hours
Year 2 to 7 inclusive	80 hours
Beginning of year 8 and thereafter	96 hours

Payment of Sick Leave

The above entitlements will be paid at average rates (where applicable Table 1.1, 1.2, 1.3, 1.4) which include all penalty payments for 12 hour shifts. This will reduce the credit entitlement in accordance with the following formula:

$$\text{Credit reduction} = \frac{\text{hours} \times \text{Base rate}}{\text{Ave rate}} \quad \begin{array}{l} \text{(Table 1.1\& 1.2 of Part A)} \\ \text{(Tables in Part B)} \end{array}$$



Effective credit entitlements at average pay will therefore be:

Year 1 (after 3 months)	2.4	12 hour shifts
Year 2 to 7 inclusive	4.8	12 hour shifts
Beginning of year 8 and thereafter	5.8	12 hour shifts

Any credit not utilised at the end of the sick leave years will accrue or may be paid as an attendance bonus (no accrual).

In addition to the above entitlements, the company will make available additional sick entitlements where required (as supported by evidence such as a doctor's certificate) in the current sick leave year as follows:

Year 1 (after 3 months)	2.6	12 hour shifts
Year 2 to 7 inclusive	5.2	12 hour shifts
Beginning of year 8 and thereafter	6.2	12 hour shifts

These entitlements are made available on the proviso that the provisions in the Productivity Document dated 7 September 1994 referred to in the Site Agreement are complied with. This leave will not accrue, nor is any attendance bonus applicable.

When an employee has taken leave in excess of his/her Agreement entitlement, and the sick leave applicable above, such leave will be paid in accordance with any credit accrued for previous years. Such leave will be deducted as taken at the average rate formula.

3. Career Structure

Attachments of Part C outline the competency based career structure for Packing, Refinery and Liquid Groceries.

4. Salary Sacrifice

An employee may request that the Company make additional contributions to the Superannuation Fund to which employer contributions are being made on his/her behalf. These contributions are distinct from and in addition to employer contributions. All arrangements for salary sacrifice are subject to the Company's approval.

On each occasion on which the Company makes a salary sacrifice contribution, that employees gross earnings shall be reduced by an amount equal to the salary sacrifice contribution. For the purpose of this sub-clause, "occasion" means the calculation of the payroll in accordance with the applicable pay week.

No employee may have salary sacrifice contributions at a level in excess of 50% of their pre salary sacrifice contribution gross weekly rate of pay.

Employees may arrange to have salary sacrifice contributions made at a set weekly dollar amount or as a percentage of variable earnings.



Except in pressing circumstances, an employee may not vary their salary sacrifice contributions more than 4 times per annum.

Where an employee elects to enter into a salary sacrifice contribution arrangement, the details of the election will be recorded on an election form.

In the event that the governing taxation and superannuation law changes so as to make the objective of this clause unattainable or ineffective, then the parties to the Agreement will meet to discuss the matter and vary or terminate the clause.

Registered
Enterprise Agreement
Industrial Registrar

PART C

PRODUCTIVITY AGREEMENT

CONTENTS

	Page
1. Packing operations Productivity	
1.1. Introduction	3
1.2. Revised Structure	3
1.3. Packing Room Productivity	5
1.4. Liquid Groceries Productivity	8
2. Refinery	
2.1. Proposed Model	11
2.2. Manning Levels	15
2.3. Production Services	16
3. Factory Services	22
4. Position Descriptions	
4.1. Packing Room Team Leader	24
4.2. Liquid Groceries Team Leader	30
4.3. Refinery Team Leader	36
4.4. Packing Room Facilitator	42
4.5. Grade 5 operator (Warehouse)	47
4.6. Grade 4 operator (Leading Hand) Packing Room	52
5. General Matters	
5.1. Employment of Casual Labour	56
5.2. Other Site Issues	57
5.3. Company Sick Leave and other Leave Payments	57
5.4. Bonus Scheme	58
5.5. Trades	58
5.6. Personal Development & Performance Review System	58
5.7. Position Transfers	59
5.8. GF Fresh	59
6. Signatures	61



Attachments

No.	Description	Page
11	Packing Room Structure	4
12	Annual Leave Roster	6
13	Training Flowchart - Packing Room	7
14	Training/Classification Flowchart - Liquid Groceries	10
15	Leave Relief - Factory Services, Tanker Unloading and Loading	19
16	Minimum Manning Levels - Refinery	20
17	Training/Classification Flowchart - Refinery	21
18	Factory Services Classification Structure	23
19	Weekend Boiler Roster	60



1. PACKING OPERATIONS PRODUCTIVITY

1.1. INTRODUCTION

Currently, packed stock is produced by the production operators in the Packing Room and Liquid Groceries. Packing Room operations currently consist of 3 rotating shifts of 26 personnel, 2 day shifts of 3 personnel and 1 day work person located in 2 broad levels, with one level (upstairs) producing mainly processed packaged product, and the other (downstairs) producing Industrial filled products. Also included within downstairs operations are various palletising and logistics functions.

Liquid Groceries operations consist of 3 shifts of 10 personnel plus 1 extra, producing both Industrial and Retail packaged product.

1.2. REVISED STRUCTURE

The attached Organisation Chart outlines the new structure for the Packing Room.

Under this structure, the Team Leader position in the Packing Room will continue to be responsible for the production of finished goods, receipt of materials, stock movements, storage and dispatch of product. The position will report to the Packing Room Manager. Reporting to the Team Leader will be a Facilitator primarily responsible for co-ordination of production, materials storage and movement and troubleshooting as needed and the Packing Room maintenance crew.

The Team Leader will be accountable for the execution of overall operations in the Packing Room in a safe, cost effective manner consistent with company objectives. To achieve this the Team Leader will be responsible for planning, organising and allocation of resources.

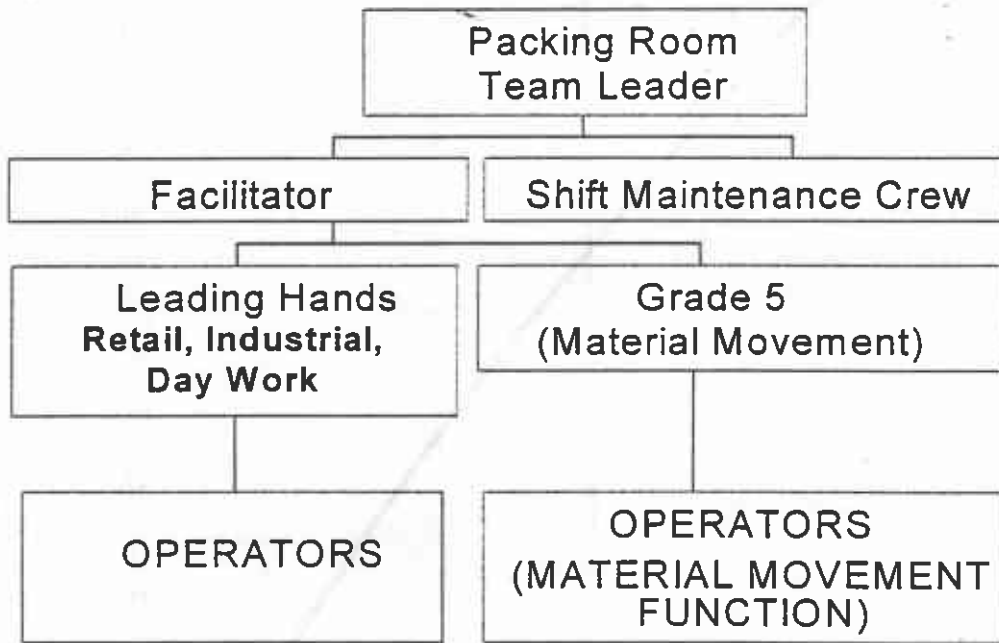
The Packing Room group will consist of 85 personnel of which 3x28 personnel will be on rotating shifts, and 1 person will be on 8 hour day work. There will be no restriction on movement within the Packing Room or between the Packing Room and Liquid Groceries. Labour allocation will be coordinated by the Team Leader based on the balance of skills needed to maintain overall operations.



Attachment 11

Packing Room structure

Packing Room Structure



**Registered
Enterprise Agreement
Industrial Registrar**

1.3. PACKING ROOM PRODUCTIVITY

Prior productivity measures continue to apply unless mentioned below.

This agreement includes the following new productivity measures :-

Certificated Boiler attendants (production operators) in the Packing Room total 3 (1 per shift in each of the rotating shifts). Packing Room operators with Boiler Certificates above this number (ie from the previous agreement) will continue to receive the allowance.

Hand palletising may be performed to the end of the program for the nominated priority line. This may necessitate shutting down other lines. All other manual palletising to be done by available men. If no extra personnel are available and the palletiser is expected to be inoperative for more than 1 hour then casuals may be sourced. Palletising may be done indefinitely using casual labour. These decisions are at the discretion of the Team Leader or Facilitator

Due to changing workload and production requirements, a reallocation of labour will occur resulting in the following :-

On day shift (excluding maintenance crew), there will be 28 operators from the rotating shift, plus 1 by 8 hour person. Of these, there will be 16 directs from the rotating shift.

On night shift, there will be 28 operators from the rotating shift. Of these there will be 17 directs available.

When the number of scheduled directs is 15 or above, the maximum absence level is 3 before a casual or package rate operator can be called in. This will be at the Team Leaders discretion.

The number of directs mentioned above includes sourcing labour from the downstairs material movement group as per the previous agreement.

The 2 previous Day shifts (of 3 operators per shift) shall transfer to the rotating shifts with 2 transferring to each shift.

All labour flexibility issues in the Packing Room are as per the Flexibility Clause (4).



ATTACHMENT 12

RE: ANNUAL LEAVE ROSTER

In order to manage 12 hour shift operations, it is essential that annual leave be rostered according to relief available on each crew. The following procedure will be used to establish annual leave rosters in the Packing Room.

1. Personnel seeking to take annual leave must contact their Team Leader .
2. Up to (2) people per crew can be on annual leave at any one time. If an employee has accrued more than 1 years entitlement of annual leave (4 weeks), the extra leave taken will be covered using casual labour if no other spare labour is available. Team Leaders are to ensure employees do not accrue more than 1 years entitlement of annual leave (4 weeks).
3. Positioning on the roster will depend on the 3 issues listed below:
 - i) The first person to contact the Team Leader will get preference.
 - ii) If a request is made simultaneously, seniority will get preference.
 - iii) Urgency of annual leave will also be considered based on documents of proof presented to the Team Leader.

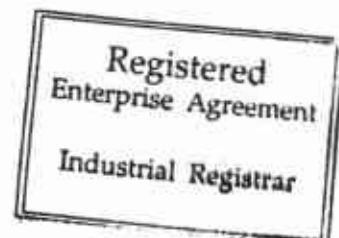
Team Leaders ultimately are responsible to ensure that leave is managed appropriately .



ATTACHMENT 13
TRAINING FLOWCHART
PACKING ROOM

GRADE	POSITION	SKILLS REQUIRED
TRAINEE		
1	OPERATOR	2 RETAIL + 2 INDUSTRIAL OPERATING SKILLS IN P.R.
2	OPERATOR	ALL OPERATING SKILLS IN P.R. + PALLETISER * (EXCLUDING DRUM, DAIRY & PUMPABLE)
3	OPERATOR	ALL BLENDING SKILLS IN P.R.
4	LINE LEADING HAND	1 LEADING HAND MODULE IN P.R. or WAREHOUSE (as relief for Grade 5)
5	GRADE 5	ALL LEADING HAND MODULES IN P.R. or WAREHOUSE
6	FACILITATOR	HIGHER LEVEL SKILLS (REFER TO POSITION DESCRIPTION)
7	TEAM LEADER	MANAGEMENT SKILLS

*Forklift driving is required for Palletiser operation.



1.4. LIQUID GROCERIES PRODUCTIVITY

Prior productivity measures continue to apply unless mentioned below.

- **Shift structure:**

There will be 2 crews of 10 rotating shift operators in both the off and on seasons. These rotating shifts will be 5 x 8 hour dayshifts per week and 4 x 10 hour afternoon shifts per week. The seasonal crew will consist of 6 casuals.

- **Start times :**

Day shift (rotating) : 07.00 to 15.00
Afternoon shift (rotating) : 15.00 to 01.00

- **Minimum Manning Levels :**

Seasonal day shift : 5
Rotating day/aft shift : 9

This may vary depending on the plant(s) running and the skill requirements and is at the discretion of the Team Leader.

- **Season Duration :**

The off season in Liquid Groceries would typically last from the start of January to the end of June. This may vary according to demand and will be set by the Liquid Groceries Manager. The seasonal crew will be manned by casual labour sourced from an agency.

- **Coverage :**

With the absence of an "off" crew in Liquid Groceries, coverage for shortages of labour will be :

- i) Sourced from the Packing Room
- ii) If Packing Room labour is unavailable, then casuals are to be sourced as per the site agreement. This will be at the Team Leaders discretion.

- **Pallecons :**

The Team Leaders are to allocate labour based on requirements, priorities and availability. Known orders for pallecons will be placed on the weekly program.

- **Start up Overtime :**

All Liquid Groceries personnel shall share early startup duties. The Team Leaders are to manage the start up rosters.



- **Manual Palletising/Depalletising :**

Manual palletising or depalletising (if required) may be performed by available labour to the end of the program. If no extra labour is available and the palletiser or depalletiser is expected to be inoperative for more than 1 hour then casual labour may be sourced. Palletising or depalletising may be done indefinitely using casual labour. These decisions are at the discretion of the Team Leader.

- **Increased Demand during Peak Season :**

Short term increases in demand that cannot be produced by the day/afternoon and seasonal crews will be covered by overtime. In the case of a sustained increase in demand, discussions with the union will take place regarding the expansion of the shift structure.

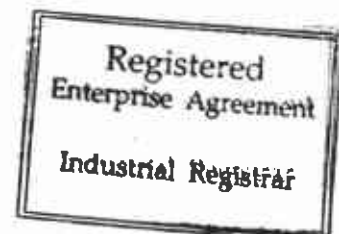


ATTACHMENT 14

TRAINING/CLASSIFICATIONS FLOW CHART

LIQUID GROCERIES

CLASSIFICATION	SKILLS ATTAINED	TRAINING PROGRAM
Shift Facilitator	Facilitator	
		Learns manpower management stock control, log sheets as specified in addition to leading hand role
Production Operative Grade 4	Leading Hand	
		Learns personnel skills, hygiene, QC and production control, safety and production co-ordination scheduling.
Production Operative Grade 3	Skilled in all processing and packaging operations	
		Learns mayonnaise processing, BBQ heat exchanger, necessary log sheets, QC.
Production Operative Grade 2	Skilled in some processing and all packaging skills	
		Learns premix/slurry, QC and log sheets etc.
Production Operative Grade 1	All packaging operations	
		Learns all filling line skills both industrial and retail and paperwork.
Trainee Production Operative	training in one filling Line	
		Agrees to train on one filling line skill
Production Operative Base Rate	Unskilled entry Depalletising/Palletising	



2. REFINERY PRODUCTIVITY MODEL

2.1. PROPOSED MODEL

The proposed model for operations in the Refinery involves a 3 panel, 12 hour shift arrangement with each shift having collective responsibility for producing the planned requirements for the shift.

The general features of the model are:

- i) Salaried Operators, i.e. each operator will be paid a guaranteed salary, which includes a component for shift allowance and overtime, whether it is necessarily worked or not. Details of the salary structure are included in the Consent Award.
- ii) Collective Responsibility of the Shift

For each mix of plants operating, a minimum number of operators will be designated, primarily in the grounds of safety and reasonable workload - refer attached. Functional operator responsibilities for each plant will remain as per present, however, each shift will define the allocation of responsibilities to individuals as it sees fit.

Annual leave will be planned by each shift so as to avoid breaching of minimum manning levels (including potential sick, workers compensation, training courses, etc.)

Each shift will give an undertaking to manage leave to cater for:

- Prevention of leave impacting of Refinery Operations (taking into account likely sick, workers compensation, training courses, etc.)
- Compliance with the Annual Leave Act
- Leave levels will not be allowed to accrue above 12 months credit hours for individuals
- Safe Operating Manning Levels
- Sufficient leave is available for operators to take leave during the annual shutdown as is presently done

Shift Team Leaders ultimately are responsible to ensure that leave is managed appropriately.

- iii) With each shift collectively responsible for plant, output, bundying on/off will not be necessary, with only a minimum of paperwork required for administration and safety purposes.



- iv) Training requirements will be determined using ISO9002 procedure. This will be done on shifts using spare personnel. If no spare personnel available, coverage will be provided at package rate for planned training. The training will be undertaken to ensure it is being completed in the most effective manner.
- v) The 12 hour shifts will be worked on an agreed rotation cycle, which is attached.
- vi) Overtime may be worked during periods of exceptional production demand or specific exercises as nominated by the Company. As a rule, all functions previously performed by Refinery Operators whether mid-week or weekends will be performed within the defined working week, with weekend work only performed if it is not possible to be done during normal hours. Such activities to be performed in normal hours will include:
- SCD Cleaning
 - Press Hosing/Steaming/Cleaning
 - Press Clothing/Papering
 - Weekend cleaning
 - Kurita Chute Cleaning

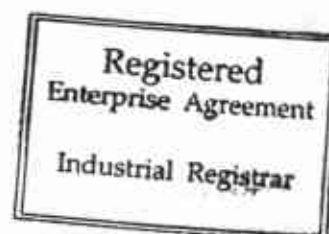
Selected activities such as Press Scraping for the purposes of re-clothing may also be performed by Factory Services personnel (only if available). Where possible, sufficient plants will be closed to allow for a minimum of 3 personnel to perform this function. The 3 personnel may include a Factory Service person.

Minimum manning allocations for a major re-clothing exercise (i.e. full press scraping or re-clothing) will be made as if that plant is actually operating. Emergency cloth replacement will continue to be conducted by Refinery Operators on an as needs basis whilst plant is still operating. Major Press re-clothing will be done on a planned basis, between Team Leaders and Planner, through the process of stock building and planned plant closure. Intervals will be dependent on volumes, however indicative periods between re-clothing will be of the order of 6 months (at current volumes).

Team Leaders will maintain regular communication with the Planner as to the status of the Press Cloths.

Operators will do routine cleaning of Refinery areas outside normal plant areas, will be cleaned during normal hours using spare personnel. Areas would possibly be allocated to a shift with rotation every 3 - 4 months. Blending area and Kurita mezzanine level will require improvement to drainage. Some areas will receive an initial clean to facilitate this normal cleaning. Areas include the whole Refinery, including Blending Building, Deodoriser 1, 2, 3, Kurita and Refinery 1st Floor.

- vii) Each shift will coordinate the overtime roster as is currently done. Classifications will remain as per present, with the current role of Shift Supervisor incorporated into that of Shift Team Leader. The responsibilities of the Team Leader will be identical to that of the previous Supervisor, who will have full accountability for the performance/administration of the whole shift. A revised Position Description is attached.



For each shift, an eligible Acting Team Leader will be appointed, with relief payment procedures to apply as outlined in the Current Site Agreement. This individual will be referred to as the Facilitator and be paid on the basis of additional skills and responsibilities.

In addition, eligible Acting Facilitators will be appointed to replace current Facilitators when not available. Current relief payment procedures would still apply.

viii) Production Services Responsibilities

Responsibilities previously referred as Production Services will become the responsibility of each shift. This will include Trade Waste Plant operation and incoming oil shipments during the week. In the case of oil shortages, deliveries will be unloaded provided prior advice is given to the shift.

In addition, relief for the Day Shift Tanker Offloading Tanker/Loading positions would be provided as per the attachment.

ix) Bleach Additions/Citric MakeUp

Will be performed by the shift, on completion of installation of a suitable handling system for bulk containers of Bleaching Earth and Filter Aid.

x) Housekeeping Requirements

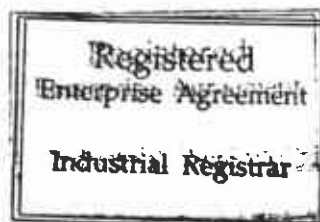
Present housekeeping responsibilities as defined in Operating Manuals will remain.

xi) Weekly Startup

Weekly startup will require a minimum complement of 2 operators for a 4 hour period prior to the designated startup time and 1 operator for a 2 hour period prior to the designated startup time, all personnel to be nominated by the relevant shift

Responsibilities for these operators will include:

- Boiler startup (when nominated as a Refinery function on the Boiler Roster).
- Startup operations of SCD3 2 hours prior to normal startup time.
- Starting heating/charging of the Hydro (if planned)
- Startup operation of Shortmix separators, and commence feeding oil (if planned).
- Operation of the Winteriser Plant for full 4 hours.
- Commencement of operations of alternative plants as prioritised, wherever possible as dictated by safety and reasonable workload.



Rostering of individuals will be the responsibility of each shift, providing the startup objectives continue to be met. Minimum requirements for startup personnel will be:

- Statutory requirements for Boiler startup (numbers, qualifications).
- Minimum of 1 operator designated as Eligible Acting Facilitator, (or senior) for overall coordination of plant startup, and communication to management, if necessary. This individual may be included in the Statutory requirements for Boiler Startup, if necessary.
- Sufficient skills to startup plant operations as nominated.

Nominated Weekly startup for the 5 day Roster will be 0700 hrs Monday. This will necessitate an actual startup time of 0300 hrs for the startup complement referred above.

xii) **First Aid Renewals**

First Aid Certificate renewals will normally be scheduled to coincide with individuals rostered work days. Given the level of notice possible with First Aid Courses, these dates will be determined in conjunction with each shift as least 6 weeks prior to as not to coincide with any rostered Annual Leave. Given this scenario, shifts should roster Annual Leave, taking such courses into account, and maintaining agreed minimum manning levels.

xiii) **IE/Fractionation Day Planning**

On provision of weekly requirements by the Refinery Planner, day planning for these processes will be performed by Refinery Team Leaders.

xiv) **Consultative Committee**

The consultative Committee will include two representatives from each shift. They will be on the committee for a minimum of 6 months.



xv) Forklift Operation

Details of guidelines for forklift operation by Refinery personnel are attached to the Clarification Document - Attachment "A".

2.2. MANNING LEVELS

The manning level for each shift will be as follows:

- 1 Team Leader
- 1 Facilitator
- 5 Plant Operators

In the majority of cases, sufficient manning will be assured to operate necessary plant. Under the proposed model, with the whole shift responsible for operation on necessary plants, allocation of the men available (Including Facilitator and Team Leader) will be determined by the shift.

Under the agreed model, a minimum and normal manning level is established for a given mix of plants, which is established on a reasonable workload basis.

These minimum manning levels are as indicated in the attached manning matrix. These levels represent those which can operate in the event of excessive unplanned leave. Normal manning levels for the purposes of defining spare labour, and overtime configurations will be determined by this matrix

No.2 SCD may be substituted for any single major plant in the above equations, but may not be in addition to the full complement of plants.

No.2 SCD will only operate in the event of the hydro being closed, or shortmix being closed or No.3 SCD being down or with overtime as indicated in the manning matrix (attached).

If, in the event of absenteeism, sufficient manning is not available, then selective, non-critical plant will be placed on hold wherever possible, if agreed by the Planner. If not possible, then each shift will agree to conduct critical operations to minimise overall costs to the company, provided safety is not compromised.

b) Future Tonnage Increases

The manning matrix (attached) will determine the tonnage which can be produced at any point in time.



2.3. PRODUCTION SERVICES (PREVIOUS DUTIES)

Previous Production Services functions will be conducted as follows:-

i) ACID PLANT/TRADE WASTE PLANT/MIDWEEK IMPORTED OIL SHIPMENTS

Will become part of the responsibilities of each of the Refinery Shifts.

During day shift the Trade Waste position (as a part of Factory Services) will undertake Trade Waste work, including loading sludge and acid oil.

ii) TANKER UNLOADING

Day shift recievals of crude oils will be conducted by the existing Day Worker designated for this purpose. This operator will work a 40 hour week with 2 hours overtime per week payable. There will be no RDO. Public Holidays and weekends (if required) would attract overtime payment on an as-worked basis.

Weekend shipments (and local deliveries) will be performed in the first instance by the designated Tanker Unloader, and, if not available then by any eligible Refinery operator trained for this function. This activity will be designated as a one-operator function. Rostering for weekend operations will be coordinated by the Refinery Team Leader on Day Shift following advice on the periods and workload required. Team leaders will be responsible to ensure that safety is not compromise due to excessive work periods and that no unnecessary additional costs are incurred as a consequence of the roster.

Except on dayshift when the designated Tanker Unloader is working (both weekdays and weekends), if there are more than six trucks involved in a imported oil shipment, there will be two operators allocated to this during the period when more than six trucks are in service. During weekdays, the second operator will be sourced on overtime. On weekends, the both operators will be on overtime

Relief for this operator during leave periods will be provided as per the attachment.

Forklift licensing and operation would be required for this position as per Refinery Operators. Details of Fork Lift Operation are attached.



iii) TRADE WASTE COVERAGE FOR WEEKEND OPERATIONS

Manning for weekend Trade Waste operation will only be required when high flows and/or pollutant levels impose potential risks to meeting Trade Waste Service Agreement commitments. For example, Trade Waste manning would not be required for activities such as Line 5 (Shortenings), Line 6, Line 7, Liquid Groceries (1 Line only), and selected Environmental Cleaning. Waste Waters from these activities will be accommodated by increased buffer storage. Manning will still be necessary for activities such as Packing Room CIP or retail line operation.

Limited Packing Room production coverage may be provided by Packing Room Day crew.

iv) TANKER LOADING

Will remain a Day Shift operation, with overtime worked on weekends and Public Holidays paid on an as worked basis.

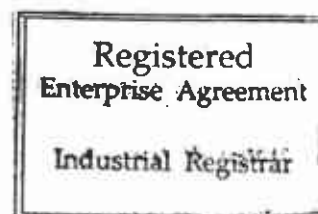
Conditions will be:

- Formal undertaking of Tanker Loader to accept responsibility for Quality Assurance of Tankers/BLT's prior to loading
- Selected loads nominated by the company may be performed by Refinery Shift Operators during outside hours if work load permits. This will be done only after the provision of adequate training and documentation.
- Formal undertaking to coordinate the availability and positioning of BLT's and Tankers. This will include coordination of Factory Services personnel in tanker washing, fork lift personnel, and tanker drivers
- Forklift licensing and operations will be required for this position as for Refinery Operators. Details of forklift operations are attached.

Cross training will also be provided between the Tanker Loader and Tanker Unloader on completion of relevant Training Modules. Once completed, flexible operation of these 2 functions will apply, with individuals expecting to receive equal opportunity for overtime.

Acid Oil and Sludge Loading:

Refer to attachment



TANKER LOADER/UNLOADER RELIEF

Annual/sick/bereavement relief for tanker unloading will firstly be provided from any qualified (and available) Factory Services Operator and if is not available, then from any qualified Refinery Operator for the time tanker unloading is required. Annual leave will need to be taken into account by the relevant Refinery shifts and planned with Refinery leave accordingly.

Annual/sick/bereavement relief for Tanker Loader would be provided initially by the Tanker Unloader (once qualified), or any trained Refinery Operator. Coverage for the Tanker Unloader would be provided as above.

ADDITIONAL FLEXIBILITIES (TANKER LOADER / UNLOADER)

Mutual assistance for peak workloads.

Ensure work areas are kept clean. This will involve duties such as removing and replacing oil drums, cleaning work areas such as platforms and floors with scrubber, hoses and other cleaning equipment.

Additional work may include Acid Oil and Sludge Loading when required.

Coverage for leave is amended as indicated in the attachment.



ATTACHMENT 15

LEAVE RELIEF - FACTORY SERVICES, TANKER UNLOADING AND LOADING

Acid Oil / Sludge Loading

1. Factory Services Trade Waste Operative (normal Function)
2. Factory Services (when trained)
3. Tanker Loader / Unloader
4. Refinery Operators

Factory Services (Day Shift) Trade Waste Operation

1. Factory Services Trade Waste Operative (normal function)
2. Factory Services (when trained)
3. Refinery Operators (performed at average rate)

Tanker Loading

1. Tanker Unloader
2. Refinery Operator

Tanker Unloading

1. Factory Services (when trained)
2. Refinery Operator



ATTACHMENT 16

MINIMUM MANNING LEVELS IN EVENT OF EXCESSIVE UNPLANNED LEAVE

(TO AVOID CALL-INS)

<u>MAIN PLANTS</u>	<u>OTHER FUNCTIONS</u>	<u>MINIMUM MANNING</u>	<u>NORMAL MANNING</u>
SCD3, Hyd 1, Hyd 2, S/Mix (fully)	Any/all of IE/Wint/Frac/Bleach/Shipments/Trade Waste	6	6
SCD3 Hyd 1 or 2, S/Mix	"	5	6
SCD3, S/Mix	"	4	4
SCD3, Hyd 1, Hyd 2	"	4	4
SCD3, Hyd 1 or 2	"	3	4
Hyd 1, Hyd 2, S/Mix	"	5	5
Hyd 1 or Hyd 2, S/Mix	"	4	5

- No.2 SCD may be substituted for any single main plant in the above equation, but may not be in addition to the full complement of "Main" Plants. If No.2 SCD is operated in addition to the full complement of Main Plants, an additional operator will be sourced on overtime.
- All other functions, such as Press reclothing are as outlined in original Agreement.
- If washing either deodoriser in addition to operating plants referred in the above table, an additional 2 operators will be required over and above the figures indicated in the matrix for the mix of plants operating. If available numbers are below this figure, either plant will be closed if agreed by the planner, or overtime will be worked.

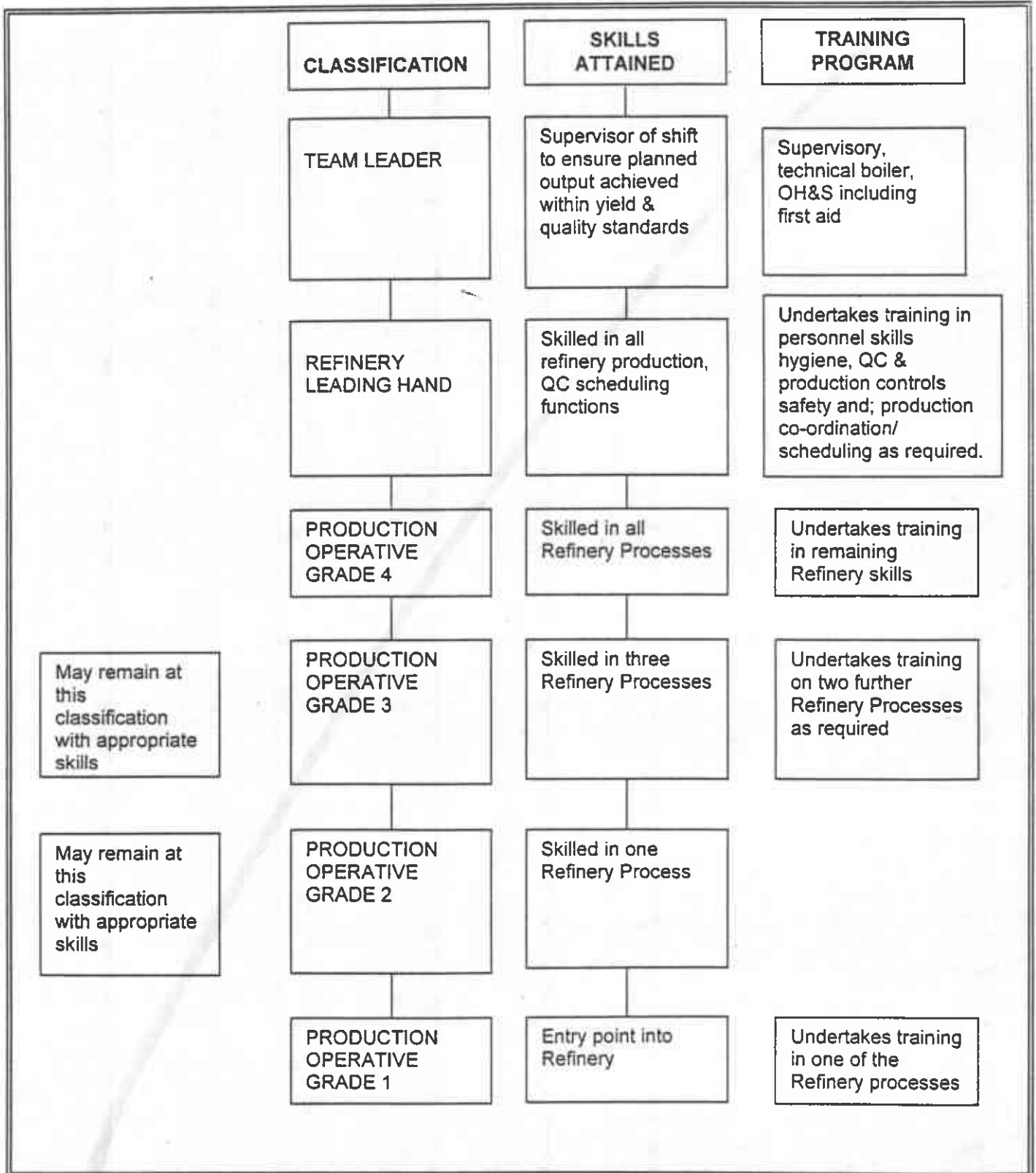
OTHER FUNCTIONS: (including Batch Plants)

- When 'new' minimum manning levels are in application, the Planner will arrange to put non-critical function on hold, as has been demonstrated in the past.
- Team Leaders need to give a commitment that Planning/Rostering of leave will not allow breaching of abovementioned minimum manning levels. All leave should be notified in advance as much as possible, via the Manning Diary in the Team Leaders office.
- Company initiated Training Courses will be included as "Leave" provided written notice is supplied to each shift 3 weeks prior. Otherwise plant shutdown/overtime will apply.



ATTACHMENT 17

**TRAINING/CLASSIFICATIONS FLOW CHART
REFINERY**



**Registered
Enterprise Agreement
Industrial Registrar**

3.0 FACTORY SERVICES PRODUCTIVITY PROPOSAL

The Factory Service Department will operate on a 40 hour working week with 2 hours fixed overtime per week. There will be no RDO. The current philosophy of no 'fixed' manning for factory service activities will continue.

WORKING HOURS

The normal working week will be from 7.00am to 3.00pm, Monday to Friday. Factory Service activities may be required whenever full factory operations are being conducted. Working on public holidays and weekends when required would attract overtime payments.

WORK ACTIVITIES

Responsibilities of this group (including the day shift Trade Waste) remain unchanged as a whole (minus duties transferred to Packing), and no restrictions will apply on movement within the group or performing tasks by any member of the group provided skills are attained and workload permits. Priorities and tasks performed at any time will be allocated by the Refinery Superintendent or Refinery Manager, where appropriate.

Internal relief for leave / absences/temporary vacancies will be provided initially from within the group, where skills permit - refer attachment. In periods of high workload or leave relief, or temporary vacancies coverage will be provided by casual employment or by substitution of casuals by employees on average rates. In the first instance Refinery personnel will be given the option to work at average rates. If no Refinery person elects to substitute for a casual then the option will be offered to Packing Room personnel and then Liquid Grocery personnel. The Site General Matters conditions for substitution will apply.

In addition to the above it is agreed that:

if a vacancy is not filled within 3 months then it will be filled by a Refinery operator on overtime. Training of the trade waste person will be undertaken by operators from the Refinery on average rates. Training will also be undertaken by the Engineers. Factory Services personnel will be trained in Trade Waste operations.

A revised Factory Services classification structure is attached.

The current work functions such as drum melt out, limited tank cleaning, yard cleaning, tanker/BLT washing etc will continue.

Operators will be required to assist Refinery department in press cleaning and tanker unloading when required.

Wherever practical, pit/trade waste tank cleaning will be performed in normal working hours.

Forklift certification will be required for the Grade 2 Operator and the relief Grade 2 Operator. Further forklift certificates may be issued if required. Details of forklift operations are attached.



ATTACHMENT 18

FACTORY SERVICES CLASSIFICATION STRUCTURE

CLASSIFICATION

REQUIRED MODULES / ASSESSMENTS

BASE RATE

INDUCTION PROGRAM (including OH&S)

Trainee

MOD --
Yard Cleaning
Tanker Washing

Grade 1

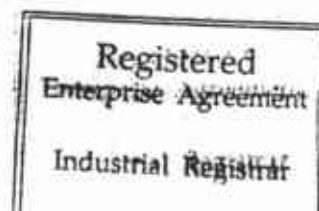
Separator
or
Trainee for: - Tanker Unloading
- Trade Waste Operation
- Acid Oil / Soap Plant / Sludge

Grade 2

Leading hand Factory Services
or
One of - Tanker Unloading
- Trade Waste Operation
- Acid Oil / Soap Plant / Sludge

Grade 3

All of - Tanker Unloading
- Trade Waste Operation
- Acid Oil / Soap Plant / Sludge



4.1 POSITION DESCRIPTION

PACKING ROOM TEAM LEADER

1. PRIMARY JOB PURPOSE:

To achieve planned production and oversee all material movement and logistics whilst complying with Company standards, Policies and Procedures.

2. KEY ACCOUNTABILITIES:

2.1. PLANNING

Produce the day plan in accordance with the weekly Master Schedule in the most cost effective manner.

2.2. OPERATIONS:

Ensure the completion of daily and weekly plans through the optimum allocation of resources and plant performance.

Ensure material movements are planned and implemented in the most cost effective manner.

Produce product within time, yield and quality standards,

Maintain a safe and hygienic workplace.

Comply with environmental policy and procedures.

Efficient processing of work.

Compliance with the requirements of the OH&S Act.

2.3. HUMAN RESOURCES:

Plan, coordinate and participate in the ongoing training of Operators and Leading Hands to ensure all Performance Indicators are met and improved upon.

Provide leadership for the group and foster effective teamwork and communication.

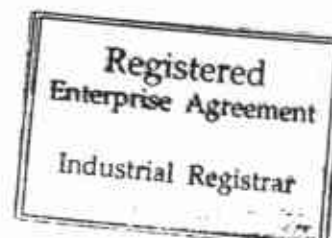
2.4. ADMINISTRATION AND REPORTING:

Communicate to Management and the workforce on matters relating to operations.

3. POSITION DIMENSIONS:

Position is responsible for all production and logistics operations within the Packing Room areas.

Refer attached organisation chart.



4. PERFORMANCE INDICATORS:

KEY AREA	INDICATOR	MEASURED BY
Plant Operation	Line Efficiency Startups Shutdowns Changeovers	Performance against set standards
Communication and Reporting	Information Quality SFC	Timely and completion of reports such as: Downtime Exception Report Team Leader Changeover Sheets Inventory Accuracy Report Daily, Weekly and Monthly Reports Downtime accountability on Plant Log Sheets. SFC Reports
Product and Material Losses	Product Rejects Packaging/Oil/Material Losses	Reject qualities (Tonnes/%) Losses against standard Unaccounted losses
Quality	Conformance to product quality targets Customer Complaints Quality Reviews Hygiene and Housekeeping Corrective Action Reports (CAR's-ISO)	Meet quality and processing specifications Tonnes of Held, or Downgrades products. Number of complaints Results from weekly reviews Hygiene audits, micro results, airplate results. Timely and comprehensive completion
Safety	Lost Time Injuries First Aid Treatments Near misses Workplace Inspections Other 5 Star Programs	Number Number Number Investigation and Reporting Compliance as required compared to target. Compliance with program
Personnel	Training Program Leave Management	Preparation and level of completion of skills matrix against target. Training committee timetable against target. Adherence to training timetable. Sick leave levels against target Annual leave against target Annual leave management
Self Development	Training	Attendance at team Leader development sessions.

5. DUTIES:

Duties of the Team Leaders include, but are not limited to:

5.1. PLANNING

Maintain and adjust the daily program as required to ensure cost effective compliance with Master Schedule.

Ensure smooth operation of materials, movement through optimum planning of labour and logistics support.

Allocate total labour numbers between respective sections within the Packing Room based on workload.

Source and provide additional resources as required to meet overall demand in the most cost effective matter.

Source casuals in accordance with guidelines.

Approve and schedule overtime in accordance with the agreement.

5.2. OPERATIONS:

5.2.1. SAFETY:

Implement rehabilitation programs as required
Complete safety inspections and audits as programmed
Complete and follow up all first aid injury, incident, near miss reports
Monitor work orders and follow ups
Ensure and enforce safe work practices
Act as Chief Warden in site Emergency Evacuations.
Compliance with provisions of OH&S Act.

5.2.2. QUALITY:

Ensure all product quality parameters and processing conditions are met.
Anticipate and avoid problems as necessary.
Ensure the correct use of the Product Information Book and other relevant quality systems and documentation.
CAR documentation and follow up
Oversee trouble shooting when required
When necessary, liaise with maintenance and process engineering on specific quality issues
Ensure compliance with ISO commitments of the shift.



5.2.3. LINE OUTPUT SUPERVISION:

Oversee compliance with daily and weekly program, SFC and anticipate and avoid potential causes of lost time.
Oversee startup, changeover and shutdown where necessary.
Prioritise maintenance breakdown activities where required
Monitor respective progress of Packing Room and Refinery schedules to minimise disruption due to quality, timing and quantity of oil supply.
Oversee rework operations.

5.2.4. HYGIENE AND HOUSEKEEPING:

To ensure that defined housekeeping standards are maintained at all times and that steps are taken to ensure the housekeeping standard continually improves.
Ensure that plant targets are reached
Implement corrective actions to hygiene audits
Relevant outside areas to be maintained

5.2.5. MATERIALS MOVEMENT:

Oversee effective distribution of materials on the site.
Ensure safe, efficient and tidy storage of packaging, materials and product.
Oversee loading and unloading of materials and product to and from transportation vehicles.

5.3. HUMAN RESOURCES:

5.3.1. TRAINING:

To participate in the development of training documentation
To plan and coordinate all training within the shift and to ensure adequate completion of all training records
Attend training committee
Ensure training of potential reliefs
Provide safety awareness training
Coordinate necessary back training
Facilitate rotation of personnel within and between groups to maintain skill levels

5.3.2. LEAVE MANAGEMENT:

Ensure that annual leave is managed on the shift and that leave targets are met
Monitor and control sick leave where necessary.



5.3.3. LEADERSHIP:

- Ensure compliance with and work to relevant Industrial Agreements
- Conduct disciplinary procedures as required
- Maintain and develop team concept within and between various groups
- Ensure effective contribution by Team members in Workplace Improvement Teams
- Ensure effective delegation of tasks.

5.4. ADMINISTRATION AND REPORTING:

5.4.1. COMMUNICATION AND REPORTING:

- Sign off SFC reports on a daily basis and investigate and report on causes of misses.
- Communicate to Refinery Team Leader/Planner on potential oil supply problems
- Report reasons for variance to program, yield or quality standards, including efficiency report data
- Timely and detailed completion of plant failure/exception reports and coordinate follow up of recommendations.
- Initiate work orders as required
- Complete packaging variance reports
- Ensure accurate completion of plant log sheets, including lost time, startup, shutdown and changeover
- Ensure accurate completion of P Tank status sheet
- Complete daily shift report as part of a combined changeover/ management reporting format
- Conduct shift communication meetings
- Ensure all reports, orders, schedules and receipts for storage and distribution are completed as required.

Contact relevant personnel to resolve problems/issues/difficulties wher further advice/expertise is needed.

5.4.2. ROUTINE DUTIES:

- To complete time sheets on a daily basis, including training records
- To collate weekly stocktakes
- To attend daily meetings in the relevant areas
- To attend quality review meetings
- Attend weekly and weekend maintenance meetings
- To attend relevant training meetings
- To attend VAM, Consultative committee meetings
- Complete daily SFC and SFC white board
- Complete weekly shutdown checklist



6. MINIMUM QUALIFICATIONS OR EXPERIENCE REQUIRED:

A. FORMAL EDUCATION:

Tertiary qualifications in a food related discipline is desirable.

B. EXPERIENCE:

Previous supervisory experience
Previous production/engineering/quality control experience within the food industry
Other related experience

C. OTHER PERSONAL FACTORS:

To have demonstrated high standards of the following skills and behaviour:

Leadership
Communicative and interpersonal skills
Initiative
Decision making, analytical ability and judgement
Computer literacy



4.2 POSITION DESCRIPTION

LIQUID GROCERIES TEAM LEADER

1. PRIMARY JOB PURPOSE

To achieve planned production and oversee Liquid Groceries materials movement and logistics whilst complying with Company Standards, Policies and Procedures.

2. KEY ACCOUNTABILITIES.

2.1. PLANNING

Production of the day plan in accordance with the weekly Master Schedule in the most effective manner.

2.2. OPERATIONS

- Ensure the completion of daily and weekly plans through the optimum allocation of resources, and plant performance.
- Ensure material movements are planned and implemented in the most cost effective manner.
- Produce product within time, yield and quality standards.
- Maintain a safe and hygienic workplace.
- Comply with environmental policy and procedures.
- Efficient processing of rework.
- Compliance with the requirements of the OH & S Act.

2.3. HUMAN RESOURCES

- Plan, coordinate and participate in the ongoing training of operators and Leading Hand to ensure all Performance Indicators are met and improved upon.
- Provide Leadership for the group and foster effective teamwork and communication.

2.4. ADMINISTRATION AND REPORTING

Communicate to Management and the work force on matters relating to operations.

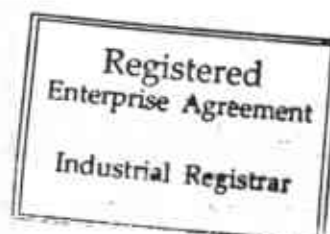
3. POSITION DIMENSIONS

Position is responsible for all production and logistics operations within the Liquid Groceries areas.



4. PERFORMANCE INDICATORS

KEY AREA	INDICATOR	MEASURED BY
Operating targets for each plant.	Line Efficiency Start Ups Shut Downs Change Overs	Performance against set standards
Communication and Reporting	Information Quality SFC	Timely and detailed completion of reports such as:- Downtime exception Reports, TL Changeover Sheets, Stocktake Report, Daily, Weekly and Monthly Reports. Downtime accountability on plant log sheets. SFC Reports
Product/Material Losses	Product Rejects	Reject Quantities (Tonnes/%)
	Packing/Oil/Material Losses	Losses against standard. Unaccounted losses.
Quality	Conformance to product quality targets	Meet quality and processing specifications. Tonnes of Held, or Downgraded product
	Customer Complaints	Number of complaints
	Quality Reviews	Results from weekly reviews
	Hygiene and Housekeeping	Hygiene audits, micro results, airplate results
	Corrective Action Reports (CAR'S -ISO)	Timely and comprehensive completion
Safety	Lost time injuries	Number
	First Aid Treatments	Number
	Near Misses	Number Investigation and reporting
	Work Place Inspections	Compliance as required compared to target
	Other 5 Star Programs	Compliance with program
Personnel	Training Program	Preparation and level of completion of skills matrix, against target Training committee timetable against target Adherence to training time table
	Leave Management	Sick leave levels against target Annual leave against targets Annual leave management
Self Development	Training	Attendance at Team Leader development sessions



5. DUTIES

Duties of the Team Leaders include but are not limited to:-

5.1. PLANNING

- Input into the daily program as required to ensure cost effective compliance with Master Schedule
- Ensure smooth operation of materials movement through optimum planning of labour and logistics support
- Source and provide additional resources as required to meet overall demand in the most cost effective manner
- Source casuals in accordance with guidelines.
- Approve and schedule overtime in accordance with the agreement.

5.2. OPERATIONS

5.2.1. SAFETY

- Implement rehabilitation programs as required
- Complete safety inspections and audits as programmes
- Complete and follow up all first aid injury, incident, near miss reports
- Monitor work orders and follow ups
- Ensure and enforce safe work practices
- Act as Chief Warden in site Emergency evacuations
- Compliance with provisions of OH & S Act

5.2.2. QUALITY

- Ensure all product quality parameters and processing conditions are met
- Anticipate and avoid problems as necessary
- Ensure the correct use of processing specifications and other relevant quality systems and documentation
- CAR documentation and follow up
- Oversee trouble shooting when required
- When necessary liaise with maintenance and process engineering specific quality issues
- Ensure compliance with ISO commitments of the shift

5.2.3. LINE OUTPUT SUPERVISION

- Oversee compliance with daily and weekly program, SFC and anticipate and avoid potential causes of lost time
- Oversee start up, changeover and shut down where necessary
- Prioritise maintenance breakdown activities
- Oversee rework operations



5.2.4. HYGIENE AND HOUSEKEEPING

- To ensure that defined housekeeping standards are maintained at all times and that steps are taken to ensure the housekeeping standard continually improves
- Ensure that plant targets are reached
- Implement corrective actions to hygiene audits
- Relevant outside areas to be maintained

5.2.5. MATERIALS MOVEMENT

- Oversee effective receipt of materials into Liquid Groceries
- Ensure safe efficient and tidy storage of packaging, materials and product
- Ensure accurate and full completion of work order documentation

5.3. HUMAN RESOURCES

5.3.1. TRAINING

- To participate in the development of training documentation
- To plan and coordinate all training within the shift and to ensure adequate completion of all training records
- Attend training committee
- Ensure training of potential reliefs
- Provide safety awareness training
- Coordinate necessary back training
- Facilitate rotation of personnel within and between groups to maintain skill levels

5.3.2. LEAVE MANAGEMENT

- Ensure that annual leave is managed on the shift and that leave targets are met
- Monitor control sick leave where necessary

5.3.3. LEADERSHIP

- Ensure compliance with and work to relevant Industrial Agreements
- Conduct disciplinary procedures as required
- Maintain and develop team concept within and between various groups
- Ensure effective contribution by Team members in Workplace Improvement Teams
- Ensure effective delegation of tasks



5.4. ADMINISTRATION AND REPORTING

5.4.1. COMMUNICATION AND REPORTING

- Sign off SFC reports on a daily basis and investigate and report on causes of misses
- Communicate to Refinery Planner on potential oil supply problems
- Report reasons for variance to program, yield or quality standards, including efficiency report data
- Timely and detailed completion of plant failure/exception reports and coordinate follow up of recommendations
- Initiate work orders as required
- Complete packaging and variance reports
- Ensure accurate completion of plant log sheets, including lost time, start up, shut down and change over
- Complete daily shift report as part of a combined change over/management reporting format
- Conduct shift communication meetings
- Ensure all reports, orders, schedules and receipts for storage and distribution are completed as required.
- Contact relevant personnel to resolve problems/issues/difficulties where further advice/expertise is needed.

5.4.2. ROUTINE DUTIES

- To complete time sheets on a daily basis, including training records
- To complete weekly cycle counts and monthly stocktake
- To attend daily meetings
- To attend quality review meetings
- To attend weekly and weekend maintenance meetings
- To attend relevant training meetings
- To attend VAM, Consultative committee meetings
- Complete daily SFC
- Complete weekly shut down list

6. MINIMUM QUALIFICATIONS OR EXPERIENCE REQUIRED

A. FORMAL EDUCATION

It would be desirable to have completed, or at least be in the stages of completing an approved course at TAFE Certificate level in one of the following:-

Supervision
Management
Food Technology
Chemistry
Engineering
Related courses subject to approval



B. EXPERIENCE

Previous supervisory experience
Previous production/engineering/quality control experience within the food industry
Other related experience

C. OTHER PERSONAL FACTORS

To have demonstrated high standards of the following skills and behaviour:-

Leadership
Communication and interpersonal skills
Initiative
Decision making, analytical ability and judgement
Computer literacy



4.3 POSITION DESCRIPTION

REFINERY TEAM LEADER

1. PRIMARY JOB PURPOSE

To achieve planned production and oversee Refinery materials movement and logistics whilst complying with Company Standards, Policies and Procedures.

2. KEY ACCOUNTABILITIES.

2.1. PLANNING

Production of the day plan in accordance with the refinery plan in the most effective manner.

2.2. OPERATIONS

- Ensure the completion of daily and weekly plans through the optimum allocation of resources, and plant performance.
- Ensure material movements are planned and implemented in the most cost effective manner.
- Produce product within time, yield and quality standards.
- Maintain a safe and hygienic workplace.
- Comply with environmental policy and procedures.
- Efficient processing of rework.
- Compliance with the requirements of the OH & S Act.
- Ensure that quality and quantity targets for Trade Waste Discharge are adhered to except when the trade waste plant is manned on weekdays by the dayshift operator.

2.3. HUMAN RESOURCES

- Plan, coordinate and participate in the ongoing training of operators and Leading Hand to ensure all Performance Indicators are met and improved upon.
- Provide Leadership for the group and foster effective teamwork and communication.

2.4. ADMINISTRATION AND REPORTING

Communicate to Management and the work force on matters relating to operations.

3. POSITION DIMENSIONS

Position is responsible for all production and logistics operations within the Refinery areas



4. PERFORMANCE INDICATORS

KEY AREA	INDICATOR	MEASURED BY
Operating targets for each plant.	Line Efficiency Start Ups Shut Downs Change Overs	Performance against set standards
Communication and Reporting	Information Quality	Timely and detailed completion of reports such as:- Downtime exception Reports, TL Changeover Sheets, Stocktake Report, Daily, Weekly and Monthly Reports. Downtime accountability on plant log sheets.
Product/Material Losses	Product Rejects	Reject Quantities (Tonnes/%)
	Oil/Material Losses	Losses against standard. Unaccounted losses.
Quality	Conformance to product quality targets	Meet quality and processing specifications. Tonnes of Held, or Downgraded product
	Customer Complaints	Number of complaints
	Hygiene and Housekeeping	Hygiene audits
	Corrective Action Reports (CAR'S -ISO)	Timely and comprehensive completion
Safety	Lost time injuries	Number
	First Aid Treatments	Number
	Near Misses	Number Investigation and reporting
	Work Place Inspections	Compliance as required compared to target
	Other 5 Star Programs	Compliance with program
Personnel	Training Program	Preparation and level of completion of skills matrix, against target Training committee timetable against target Adherence to training time table
		Leave Management
Self Development	Training	Attendance at Team Leader development sessions



5. DUTIES

Duties of the Team Leaders include but are not limited to:-

5.1. PLANNING

- Input into the daily program as required to ensure cost effective compliance
- Ensure smooth operation of production through optimum planning of labour and logistics support
- Source and provide additional resources as required to meet overall demand in the most cost effective manner
- Source casuals in accordance with guidelines.
- Approve and schedule overtime in accordance with the agreement.
- To continually review progress of Packing Room and Refinery schedules with the PR Team Leader, to ensure minimum disruption to Packing Room productivity, due to lack of oil supply.

5.2. OPERATIONS

5.2.1. SAFETY

- Implement rehabilitation programs as required
- Complete safety inspections and audits as programmes
- Complete and follow up all first aid injury, incident, near miss reports
- Monitor work orders and follow ups
- Ensure and enforce safe work practices
- Act as Chief Warden in site Emergency evacuations
- Compliance with provisions of OH & S Act

5.2.2. QUALITY

- Ensure all product quality parameters and processing conditions are met
- Anticipate and avoid problems as necessary
- Ensure the correct use of processing specifications and other relevant quality systems and documentation
- CAR documentation and follow up
- Oversee trouble shooting when required
- When necessary liaise with maintenance and process engineering specific quality issues
- Ensure compliance with ISO commitments of the shift



5.2.3. LINE OUTPUT SUPERVISION

- Oversee compliance with daily and weekly program, SFC and anticipate and avoid potential causes of lost time
- Oversee start up, changeover and shut down where necessary
- Prioritise maintenance breakdown activities
- Oversee rework operations
- To oversee all operations in the effluent section to ensure compliance with Trade Waste requirements and relevant industrial agreements.
- To oversee all aspects of the operation of the Limited Attendance Boiler.
- To ensure that the CIG Hydrogen Supply Log Book is maintained appropriately.
- To provide relief on Factory Weighbridge, as required.

5.2.4. HYGIENE AND HOUSEKEEPING

- To ensure that defined housekeeping standards are maintained at all times and that steps are taken to ensure the housekeeping standard continually improves
- Ensure that plant targets are reached
- Implement corrective actions to hygiene audits
- Relevant outside areas to be maintained

5.3. HUMAN RESOURCES

5.3.1. TRAINING

- To participate in the development of training documentation
- To plan and coordinate all training within the shift and to ensure adequate completion of all training records
- Attend training committee
- Provide safety awareness training
- Coordinate necessary back training
- Facilitate rotation of personnel within and between groups to maintain skill levels

5.3.2. LEAVE MANAGEMENT

- Ensure that annual leave is managed on the shift and that leave targets are met
- Monitor control sick leave where necessary

5.3.3. LEADERSHIP

- Ensure compliance with and work to relevant Industrial Agreements
- Conduct disciplinary procedures as required
- Maintain and develop team concept within and between various groups
- Ensure effective contribution by Team members in Workplace Improvement Teams
- Ensure effective delegation of tasks



5.4. ADMINISTRATION AND REPORTING

5.4.1. COMMUNICATION AND REPORTING

- Review SFC reports on a daily basis and investigate and report on causes of misses
- Communicate to Refinery Planner on potential oil supply problems
- Report reasons for variance to program, yield or quality standards, including efficiency report data
- Timely and detailed completion of plant failure/exception reports and coordinate follow up of recommendations
- Initiate work orders as required
- Ensure accurate completion of plant log sheets, including lost time, start up, shut down and change over
- Complete daily shift report as part of a combined change over/management reporting format
- Conduct shift communication meetings
- Ensure all reports, orders, and schedules are completed as required.
- Contact relevant personnel to resolve problems/issues/difficulties where further advice/expertise is needed.

5.4.2. ROUTINE DUTIES

- To complete time sheets on a daily basis, including training records
- To complete weekly cycle counts and stocktake
- To attend daily meetings
- Attend weekly and weekend maintenance meetings
- To attend relevant training meetings
- To attend VAM, Consultative committee meetings as required
- To check status of Effluent Plant at least once per shift.



6. MINIMUM QUALIFICATIONS OR EXPERIENCE REQUIRED

A. FORMAL EDUCATION

It would be desirable to have completed, or at least be in the stages of completing an approved course at TAFE Certificate level in one of the following:-

- Supervision
- Management
- Food Technology
- Chemistry
- Engineering
- Related courses subject to approval

B. EXPERIENCE

- Previous supervisory experience
- Previous production/engineering/quality control experience within the food industry
- Other related experience including:
 - Possession of a St John's Senior First Aid Certificate
 - Selected training on Weighbridge procedures
 - Boiler Certificate

C. OTHER PERSONAL FACTORS

To have demonstrated high standards of the following skills and behaviour:-

- Leadership
- Communication and interpersonal skills
- Initiative
- Decision making, analytical ability and judgement
- Computer literacy



4.4 POSITION DESCRIPTION

FACILITATOR- PACKING ROOM

1. PRIMARY JOB PURPOSE

To achieve planned production whilst complying with Company Standards, Policies and Procedures.

2. KEY ACCOUNTABILITIES

2.1. PLANNING

Oil supply logistics to upstairs processes

2.2. OPERATIONS

- Availability of personnel and materials to complete the day plan.
- Optimum operation of lines and processes
- Produce product within time, yield and quality standards.
- Maintain a safe and hygienic workplace.
- Environmental compliance.
- Compliance with the requirements of the OH & S Act.

2.3. HUMAN RESOURCES

- Operator training and assessment.
- Leadership and direction of work team.

2.4. ADMINISTRATION AND REPORTING

Communication to all relevant personnel as required.

3. POSITION DIMENSIONS

Position is responsible for all production functions (including receival of materials).

Refer attached organisation chart.



4. PERFORMANCE INDICATORS

KEY AREA	INDICATOR	MEASURED BY
Plant Operations	Line efficiency Start Ups Shut Downs Changeovers	Performance against set standards
Communication and Reporting	Information quality	Timely and completion of reports such as: Downtime exception report Facilitator changeover sheets Downtime accountability on plant log sheets
Product and Material Losses	Product Rejects Packaging/Oil/ Material Losses	Reject quantities Losses against standard Unaccounted lossts
Quality	Conformance to product quality targets Customer complaints Quality reviews Hygiene and Housekeeping	Meet quality and processing specifications Number Results from weekly reviews Hygiene audits, micro results, airplate results.
Safety	Lost time injuries First Aid treatments Workplace inspections	Number Number Compliance against targets
Personnel	Training	Level of completion of skills matrix



5. DUTIES

Duties of the Facilitator include:-

5.1. PLANNING

- Planning and allocation of labour to meet the needs of the schedule.
- Coordinate the receipt of oil from the refinery to meet the needs of the day plan
- In conjunction with Team Leaders, monitor performance against schedule and review against weekly program.

5.2. OPERATIONS

5.2.1. SAFETY

- Ensure all personnel follow safe work practises
- Act as warden in site evacuations
- Complete safety documentation as required

5.2.2. QUALITY

- Ensure personnel comply with, production and processing procedures and specifications which impact on quality.
- Ensure compliance with ISO commitments
- Investigate product quality problems and issues and provide recommendations on corrective actions.
- Liaise with the QA/QC department on quality developments.

5.2.3. LINE OUTPUT SUPERVISION

- Oversee compliance with daily program, SFC and anticipate and avoid potential causes of lost time.
- Participate in the operation of lines when necessary (including relief)
- Ensure startup, changeovers and shutdown are performed within target times.
- Conduct troubleshooting and problem solving where required.
- Guide and assist maintenance personnel in conduction specified maintenance activities.
- Oversee coordination of product and crew changes between Packing Areas.
- Act as area specialist for trials in the area, including planning, implementation and followup.

5.2.4. HYGIENE AND HOUSEKEEPING

- Ensure areas are maintained to a standard appropriate for a food processing plant and to set target.
- Ensure personnel comply with hygiene requirements.
- Followup from housekeeping audits.



5.2.5. MATERIALS MOVEMENT

Ensure efficient movement of materials in and out of the packing area.

5.3. HUMAN RESOURCES

5.3.1. TRAINING

- Participate in the development of training documentation.
- Participate in the training committee.
- Participate in training and assessment in the area.
- Coordinate refresher training/ assessment where necessary
- Ensure training documentation is completed

5.3.2. LEADERSHIP

- Develop and maintain team concept within group.
- Ensure effective delegation of tasks

5.4. ADMINISTRATION AND REPORTING

5.4.1. COMMUNICATION AND REPORTING

- Communicate to Team Leader on potential oil supply problems.
- Full and accurate completion of log sheets
- Contribute to SFC Reports.
- Initiate work orders, work requests and plant failure reports where necessary.

5.4.2. ROUTINE DUTIES

- Attend daily meetings when required.
- To attend quality review meetings.

6. MINIMUM QUALIFICATIONS OR EXPERIENCE REQUIRED

A. FORMAL EDUCATION

It would be desirable to have completed, or at least be in the stages of completing an approved course at TAFE Certificate level in one of the following:

Supervision
Management
Food Technology
Chemistry
Engineering
Related courses subject to approval

B. EXPERIENCE

Previous Packing Room experience (minimum 2 years) or equivalent.
Previous Supervisory experience desirable.



C. OTHER PERSONAL FACTORS

To have demonstrated high standards of the following skills and behaviour:

Leadership

Communication and interpersonal skills

Initiative

Decision making, analytical ability and judgement

Troubleshooting and Decision making skills

Computer literacy



4.5 POSITION DESCRIPTION

GRADE 5 OPERATOR - MATERIALS MOVEMENT

1. PRIMARY JOB PURPOSE

To achieve planned production and physical movement of Finished Goods, Packaged Materials and Manufacturing supplies on the Mascot Site, whilst complying with Company Standards, Policies and Procedures.

2. KEY ACCOUNTABILITIES

2.1. PLANNING

- Finished goods load planning
- Availability of storage capacity for finished goods
- Shop floor reconciliation.

2.2. OPERATIONS

- Availability of personnel and materials to complete the day plan
- Optimum operation of lines and processes
- Maintain a safe and hygienic workplace
- Environmental compliance
- Forklift allocation
- Correct storage and location of finished goods
- Update inventory with finished goods production
- Shop floor control
- Ensure finished goods are transferred in correct date order
- Compliance with the requirements of the OH&S Act.

2.3. HUMAN RESOURCES

- Operator training and assessment
- Leadership and direction of work team

2.4. ADMINISTRATION AND REPORTING

- Communication to all relevant personnel as required.

3. POSITION DIMENSIONS

Position is responsible for all material movement functions (including receipt of materials)

Refer attached Organisation Chart.



4. PERFORMANCE INDICATORS

KEY AREA	INDICATOR	MEASURED BY
Communication and Reporting	Information Quality	Timely and completion of reports such as: Pallecon and pallet registers
Product and Material Losses	Product Rejects	Reject quantities
	Packaging/Oil/Material Losses	Losses against standard Unaccounted losses
	Movement to 'NCV' MRPII Inventory Control	Stock balance in 'NCV' Variance in physical stock to book stock on hand.
Quality	Conformance to product quality targets	Meet quality and processing specifications
	Customer Complaints	Number
	Quality Reviews	Results from weekly reviews
	Hygiene and Housekeeping	Hygiene audits
Safety	Lost Time Injuries	Number
	First Aid Treatments	Number
	Workplace Inspections	Compliance against Targets
Personnel	Training	Level of completion of skills matrix
Product Movement	Uncleared NBT Stock	Variance between physical quantity and quantity dispatched.



5. DUTIES:

Duties of the Grade 5 operator include

5.1. PLANNING

- Planning and allocation of labour to meet the needs of the schedule.
- In conjunction with Team Leader, monitor performance against schedule and review against weekly program
- Coordinate the physical movement of finished goods, packaged material and manufacturing supplies on the site
- Finished goods load planning
- Availability of storage capacity
- Shop floor reconciliation

5.2. OPERATIONS:

5.2.1. SAFETY

- Ensure all personnel follow safe work practices
- Act as Warden in site evacuations
- Complete safety documentation as required

5.2.2. QUALITY

- Ensure personnel comply with production and processing procedures and specifications which impact on quality
- Ensure compliance with ISO commitments
- Investigate product quality problems and issues and provide recommendations on corrective actions
- Liaise with the QA/QC department on quality developments
- Ensure vehicles moving finished goods are clean and free from contamination

5.2.3. LINE OUTPUT SUPERVISION

- Oversee compliance with daily program, SFC and anticipate and avoid potential causes of lost time
- Participate in the operation of lines when necessary (including relief)
- Conduct troubleshooting and problem solving where required
- Guide and assist maintenance personnel in conducting specified maintenance activities
- Act as area specialist for trials in the area, including planning, implementation and follow up



5.2.4. HYGIENE AND HOUSEKEEPING

- Ensure areas are maintained to a standard appropriate for a food processing plant and to set target.
- Ensure personnel comply with hygiene requirements
- Follow up from housekeeping audits
- Ensure storage areas are maintained to the appropriate standard

5.2.5. MATERIALS MOVEMENT

- Ensure efficient movement of materials in and out of the packing area
- Ensure all operations are supplied with packaging/materials in a timely matter
- Ensure loading/unloading of vehicles is performed efficiently
- Ensure incoming packaging, materials and manufacturing supplies are located correctly as per home location
- Provide QA with sample stock as requested
- Pallet and pallet control and ordering

5.3. HUMAN RESOURCES

5.3.1. TRAINING

- Participate in the development of training documentation
- Participate in the training committee
- Participate in training and assessment in the area
- Coordinate refresher training/assessment where necessary
- Ensure training documentation is completed

5.3.2. LEADERSHIP

- Develop and maintain team concept within group
- Ensure effective delegation of tasks

5.4. ADMINISTRATION AND REPORTING

5.4.1. COMMUNICATION AND REPORTING

- Full and accurate completion of log sheets
- Contribute to SFC reports
- Initiate work orders, work requests and plant failure reports where necessary
- Process work orders, delivery dockets, load documentation, invoices, transfer documentation as required.

5.4.2. ROUTINE DUTIES

- Attend daily meetings when required.
- To attend quality review meetings.
- Reconciling of finished products.
- Daily cycle counting.
- Update inventory system.



6. MINIMUM QUALIFICATIONS OR EXPERIENCE REQUIRED

A. FORMAL EDUCATION

It would be desirable to have completed, or at least be in the stages of completing an approved course at TAFE Certificate level in one of the following:

- Supervision
- Management
- Food Technology
- Chemistry
- Engineering
- Related courses subject to approval

B. EXPERIENCE

- Previous Packing Room experience (minimum 2 years) or equivalent
- Previous Warehouse experience (minimum 2 years) or equivalent
- Previous Supervisory experience desirable

C. OTHER

- Current Forklift license

To have demonstrated high standards of the following skills and behaviour.

- Leadership
- Communication and interpersonal skills
- Initiative
- Decision making, analytical ability and judgement
- Troubleshooting and decision making skills
- Computer literacy



4.6 POSITION DESCRIPTION

GRADE 4 OPERATOR (LEADING HAND) PACKING ROOM

1. PRIMARY JOB PURPOSE

To achieve planned production on a line whilst complying with Company Standards, Policies and Procedures.

2. KEY ACCOUNTABILITIES

2.1. PLANNING

- Oil supply to a line.
- Packaging supply to a line.

2.2. OPERATIONS

- Availability of personnel and materials to complete the day plan for a line.
- Optimum operation of lines and processes
- Produce product within time, yield and quality standards.
- Maintain a safe and hygienic workplace.
- Environmental compliance.
- Compliance with the requirements of the OH & S Act.

2.3. HUMAN RESOURCES

- Leadership and direction of work team.

2.4. ADMINISTRATION AND REPORTING

- Communication to all relevant personnel as required.

3. POSITION DIMENSIONS

Position is responsible for all production functions on a line (including receipt of materials).



4. PERFORMANCE INDICATORS

KEY AREA	INDICATOR	MEASURED BY
Plant Operations	Line efficiency Start Ups Shut Downs Changeovers	Performance against set standards
Communication and Reporting	Information quality	Timely and completion of reports such as: Process logsheets Downtime accountability on plant log sheets
Product and Material Losses	Product Rejects Packaging/Oil/ Material Losses	Reject quantities Losses against standard Unaccounted losses
Quality	Conformance to product quality targets Customer complaints Hygiene and Housekeeping	Meet quality and processing specifications Number Hygiene audits, micro results, airplate results.
Safety	Lost time injuries First Aid treatments Workplace inspections	Number Number Compliance against targets

5. DUTIES

Duties of the Leading Hand include:-

5.1. PLANNING

- Planning and allocation of labour on a line to meet the needs of the schedule.
- Coordinate the receipt of oil from the dairy to meet the needs of the day plan
- In conjunction with the Team Leader and Facilitator, monitor performance against schedule and review against daily program.



5.2. OPERATIONS

5.2.1. SAFETY

- Ensure all personnel on a line follow safe work practises

5.2.2. QUALITY

- Ensure personnel comply with, production and processing procedures and specifications which impact on quality.
- Ensure compliance with ISO commitments
- Investigate product quality problems and issues and provide recommendations on corrective actions.
- Liaise with the QA/QC department on quality developments.

5.2.3. LINE OUTPUT SUPERVISION

- Oversee compliance with daily program, SFC and anticipate and avoid potential causes of lost time.
- Participate in the operation of lines when necessary (including relief)
- Ensure startup, changeovers and shutdown are performed within target times.
- Conduct troubleshooting and problem solving where required.
- Guide and assist maintenance personnel in the conduction of specified maintenance activities.
- Act as area specialist for trials in the area, including planning, implementation and followup.
- Ensure operators are following specified break times and are utilised during significant line downtime.

5.2.4. HYGIENE AND HOUSEKEEPING

- Ensure areas are maintained to a standard appropriate for a food processing plant and to set target.
- Ensure personnel comply with hygiene requirements.
- Followup from housekeeping audits.

5.2.5. MATERIALS MOVEMENT

- Ensure efficient movement of materials in and out of the line.

5.3. HUMAN RESOURCES

5.3.1. TRAINING

- Participate in the development of training documentation.
- Participate in training and assessment in the area.
- Coordinate refresher training/ assessment where necessary
- Ensure training documentation is completed



5.3.2. LEADERSHIP

- Develop and maintain team concept within the group of operators on a line.
- Effectively delegate tasks

5.4. ADMINISTRATION AND REPORTING

5.4.1. COMMUNICATION AND REPORTING

- Communicate to Team Leader or Facilitator on potential oil supply problems.
- Full and accurate completion of log sheets
- Contribute to SFC Reports.
- Initiate work orders, work requests and plant failure reports where necessary.

5.4.2. ROUTINE DUTIES

- Attend daily meetings when required.

6. QUALIFICATIONS OR EXPERIENCE DESIRED FOR POSITION

A. FORMAL EDUCATION

It would be desirable to have completed, or at least be in the stages of completing one of the following:

Higher or School Certificate
Trade Qualification
TAFE Certificate

B. EXPERIENCE

Previous Packing Room experience (minimum 2 years) or equivalent.
Previous Supervisory experience desirable.

C. OTHER PERSONAL FACTORS

To have demonstrated high standards of the following skills and behaviour:

Leadership
Communication and interpersonal skills
Initiative
Decision making, analytical ability and judgement
Troubleshooting and Decision making skills



5. SITE (GENERAL) MATTERS

5.1. EMPLOYMENT OF CASUAL LABOUR (PACKING & LIQ. GROCERIES)

The use of casual labour and fixed term employees will continue as outlined below. In lieu of casual employees, casual substitution ie. MLF employees paid at average rates (annualised rate) may occur.

1. Long term sick leave. (Greater than 1 week)
2. Long term workers compensation. (Greater than 1 week)
3. Long term annual leave. (Greater than 4 weeks leave)
4. Long service leave. (Greater than 4 weeks leave)
5. L.W.O.P. (Long term) (Greater than 1 week)
6. Fixed term employees will be sought to cover long term production increases.
7. Jury duty.
8. Training for external courses/non plant related training if necessary.
9. Bucket production in the Packing Room (in circumstances where direct labour is not available).
10. Seasonal Crew in Liquid Groceries.
11. An extra casual can be used to assist in depalletising of Nickey bottles in Liquid Groceries. This applies until the depalletiser is successfully modified to allow automatic depalletising of Nickey bottles.

Conditions for Use of Casuals and Casual Substitution

The employment of a casual or MLF employee at average pay will only occur if there is no suitable spare personnel on site at the time.

To reduce the cost of wage increases associated with this Agreement, under normal circumstances, employees will substitute for casuals.

Limits will be applied on the amount of time any individual spends at work under this scheme due to OH&S considerations. These limits will be self-managed by the teams.

Casual Labour will remain an option for all supplementary labour needs if the above options have been exhausted (through non-availability of MLF employees or OH&S reasons)

The above scheme will be dependent upon absentee levels remaining at 3.0% or less (either individually or by group).

The flexibilities under this system will be as if employing a casual / contract employee. That is, overtime, callbacks, meal monies, rest periods after overtime provisions referred in the existing Agreement are not applicable under this system.

5.2. OTHER SITE ISSUES

Weekend Boiler coverage will be performed as outlined in the attachment.

Personnel volunteering for workplace improvement teams (ie Team of Teams) will be paid ordinary time (at annualised rate) for additional hours required.

5.3. ADDITIONAL COMPANY SICK LEAVE:

The Company is prepared to agree to the following course of action:

- a) Sick leave credits are based on parent award conditions. These credits vary according to the number of years of service. These credits are:

1 year's service	40 hours
2 to 7 years	80 hours
8 years and over	96 hours

The amount payable for these credits is based on the classification base rate, excluding any penalty payments.

This represents the maximum amount which can either be accumulated or paid out in any one sick leave year. The amount can be converted into a payment at average rate for sick leave purposes, so that people will not be disadvantaged in their average pay when they take sick leave.

The equivalent credits, if taken at average rate would be:

1 year's service	2.4 12 hour shifts
2 to 7 years	4.8 12 hour shifts
8 years and over	5.8 12 hour shifts

In addition to the above, the Company is prepared to make available, on the basis of genuine need, as supported by evidence such as a doctor's certificate, an additional number of days of sick leave. these additional credits would be paid at average rate. The maximum number of these additional credits available in any sick leave year are:

1 year's service	2.6 12 hour shifts
2 to 7 years	5.2 12 hour shifts
8 years and over	6.2 12 hour shifts



These additional credits, if not required to be taken, will not be paid out at the end of the year, but they will be accumulated for the duration of this agreement. They would simply be available to cover a genuine illness during the year. Current sick leave credits will be converted to the average rate equivalent and employees will receive the "additional" sick leave credits pro rata'd into their next sick leave anniversary date.

- b) Regarding Workers Compensation; the rate is in accordance with legislation and establishes the premium payable. Higher rates would have to be funded by the Company and would have to come from within the overall model. No such provision has been allowed in the overall costings.

The Company would, however, be agreeable to using accumulated sick leave that would otherwise be paid out to the employee to supplement compensation pay to make it up to average shift rate.

5.4. BONUS SCHEME:

The current bonus scheme will remain in force until agreement is reached between the company and the workforce on the introduction of a new scheme .

5.5. TRADES :

Previous Agreements in the Trades area continue to apply unless otherwise stated in this Agreement. Trades maintenance personnel in the Refinery, Liquid Groceries and Packing Room will report to the areas Production Team Leader.

5.6. PERSONAL DEVELOPMENT AND PERFORMANCE REVIEW SYSTEM :

1. Individual teams and team members are required to participate in this system.
2. The system involves the process of setting team and individual objectives, measuring performance, analysing achievement and setting future performance improvement objectives. The system will ensure that teams and team members receive feedback, recognition, career opportunities and guidance necessary to satisfy personal and organisational goals.
3. The system will assist individuals and teams in focussing on what is required from them over a given period, and how they performed. Performance feedback can be obtained from :
 - ◆ Key Performance Indicators
 - ◆ Team member to team member
 - ◆ Team member to Team Leader
 - ◆ Team Leader to team member/s
 - ◆ Customer surveys
 - ◆ Benchmarking
 - ◆ Assessment against training manual assessments (This is to be used for training developmental purposes).



4. Key objectives of the system are :

- ◆ Provide individuals and teams with key performance objectives.
- ◆ Provide feedback to teams and individuals on performance.
- ◆ Improve performance.
- ◆ Promote good working relationships.
- ◆ Identify areas for development and possible career paths.
- ◆ Encourage teams and team members to find creative solutions to improve performance.
- ◆ Identify and remove obstacles to company performance.
- ◆ Clarify areas of responsibility and accountability.

5. Prior to the commencement of each review period, each team and team member will complete and agree on a personal performance plan with their Team Leader. This plan will include individual and team Key Performance objectives.

On completion of the review period, the team and team member together with their Team Leader will assess performance against the Key Performance objectives and develop an action plan to build on strengths and address areas for improvement and additional development.

A team member, if not satisfied with the review conducted by his or her Team Leader shall have the right of appeal under the company's grievance procedure.

5.7. POSITION TRANSFERS :

1. If an employee applies for an advertised position on site and is successful in obtaining the position, then he or she shall transfer to the grading of that advertised position.
2. If an employee involuntarily transfers to a new position (ie through job redesign, EBA provisions etc) then the terms of the redundancy provisions apply, ie he or she will gradually move to the lower rate of pay by receiving 50% of wage rises as they occur.

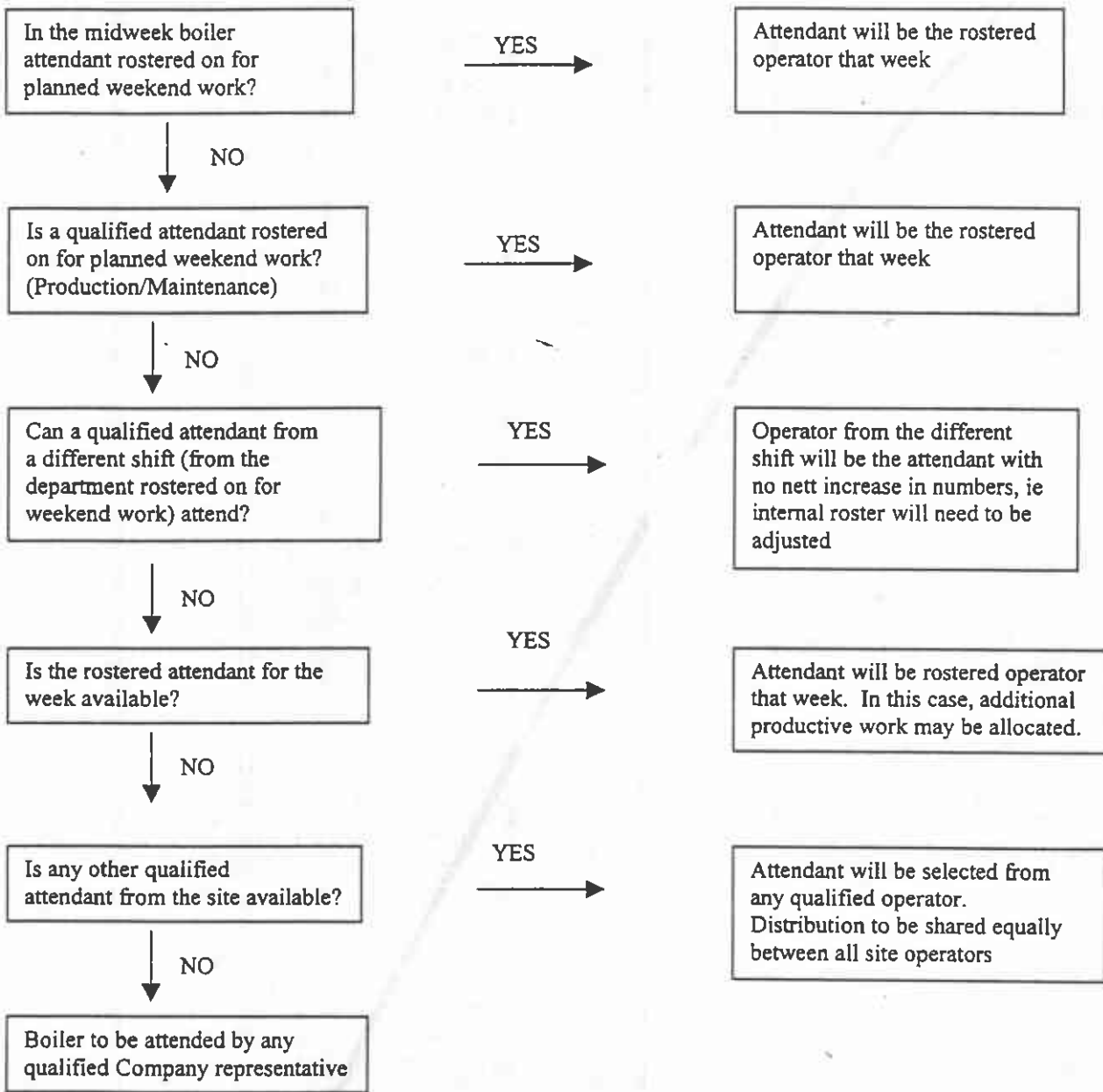
5.8. GF FRESH :

GF Fresh is a separate business to Meadow Lea Foods Mascot. As such, Meadow Lea Foods employees covered by this Agreement will not be required to provide service or assistance to the GF Fresh operations.



ATTACHMENT 19

WEEKEND BOILER ROSTER



NB: In the event that trade waste is the only Refinery operation, combined trade waste and boiler coverage may be provided by the single refinery representative who would report to the Team Leader in the relevant operating department. This individual would only attend the boiler if there is no qualified boiler attendant rostered on.



Agreed to and signed:

AUSTRALIAN WORKERS UNION - NSW ~~BRANCH~~ ^{RLU}

Signed by	Date
<u>R. K. Waller</u>	<u>27. 9. 99.</u>
<u>Waller</u>	<u>27-9-99</u>
_____	_____
_____	_____

ELECTRICAL TRADES UNION OF AUSTRALIA - NSW Branch

Signed by	Date
<u>W. Lewis</u>	<u>2-11-99</u>
<u>Donohoe JA</u>	<u>02-11-99</u>
_____	_____
_____	_____

AUTOMOTIVE, FOODS, METALS, ENGINEERING, PRINTING & KINDRED INDUSTRIES UNION

Signed by	Date
<u>[Signature]</u>	<u>14 Oct 99</u>
<u>Davidson J.P.</u>	<u>14 October, 1999</u>
_____	_____
_____	_____

MEADOW LEA FOODS

Signed by	Date
<u>[Signature]</u>	<u>22/9/99</u>
<u>[Signature]</u>	<u>22/7/99</u>
_____	_____
_____	_____

