

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA00/6

TITLE: Cereform Enterprise Agreement 1998

L.R.C. NO: 99/516

DATE APPROVED/COMMENCEMENT: Approved 26 February 1999 and commenced 21 July 1998

TERM: 21 July 2000

**NEW AGREEMENT OR
VARIATION:** New

GAZETTAL REFERENCE:

DATE TERMINATED:

NUMBER OF PAGES: 24

COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to employees employed at Cereform

PARTIES: George Weston Foods Ltd -&- National Union of Workers, New South Wales Branch





**CEREFORM ENTERPRISE AGREEMENT
1998**

Consultative Committee Negotiating Officers:

Approvals	Signature	Date
Bruce Fletcher		5/8/98
Craig Davidson		5/8/98
Nickoli Akmacic		05-08-98
Mark Roberts		5.8.98
GWF Special Projects Manager		13.8.98
General Manager		4th Aug 1998
Divisional Chief Executive		18/5/98

Registered
Enterprise Agreement
Industrial Registrar

RECEIVED
18 AUG 1998

CEREFORM ENTERPRISE AGREEMENT 1998



1. TITLE

This agreement shall be referred to as the Cereform Enterprise Agreement 1998.

2. ARRANGEMENT OF THE AGREEMENT

	Clause
Application of the Agreement	3
Parties bound by the Agreement	4
Period of Operation of the Agreement	5
Relationship of the Agreement to the Parent Award	6
Terms of the Agreement	7

3. APPLICATION OF THE AGREEMENT

This Agreement shall apply at Cereform, in respect of all employees who are engaged in any of the occupations, industries or callings specified in the Starch Manufacturers (State) Award.

This agreement was entered into without duress.



4. PARTIES BOUND

- a. Cereform and its employees who are members or who are eligible to become members of an organisation listed in sub-clause (b) of this clause and who are engaged in any of the occupations, industries or callings specified in the Starch Manufacturers (State) Award.
- b. The organisations of employees listed below and their members thereof respectively - National Union of Workers NSW Branch.

5. PERIOD OF OPERATION

This Agreement shall remain in force from 21st July 1998 and shall operate for a period of two (2) years from that date to 21st July 2000.

It is a condition of this agreement that negotiations for the next Cereform Enterprise Agreement commence no later than sixteen (16) weeks prior to the expiry of this agreement.

6. RELATIONSHIP TO PARENT AWARDS

This Agreement shall be read and interpreted wholly in conjunction with the Starch Manufacturers (State) Award provided that where there is any inconsistency this Agreement shall take precedence over the Award to the extent of the inconsistency.

7. TERMS OF THE AGREEMENT

7.1 Objectives

The parties of this Agreement agree that the objectives of the Cereform Enterprise Agreement shall be:-

- to provide employment that is interesting, with satisfactory career opportunities and provide security of employment.
- to maintain a safe working environment for all employees.
- to ensure the efficient production of the highest quality products with a reduction in and/or elimination of rejects and rework batches.
- to ensure that the parties covered by the Agreement positively assist in working towards the maintenance of ISO9001 & HACCP, and to continue to build on this through continuous improvement and GMP.
- to enhance and expand Cereform's competitive position in the marketplace through further development of a culture of excellence and quality of service to our customers.
- to develop a commitment to training and support of a motivated, multiskilled and flexible workforce committed to achieving a high level of performance, efficiency and productivity.
- to develop and nurture effective communication systems with all employees.

<p>Registered Enterprise Agreement Industrial Registrar</p>
--

7.2 Consultative Committee

The parties agree to support and implement the concepts of a Consultative Committee as a means to improve efficiency and productivity.

Improvement in the efficient running of the plant including changes in work practices which bring about savings for the Company, are the responsibility of all members of staff through the institution of the Consultative Committee. The Consultative Committee is composed of two (2) representatives of Management and three (3) members of the Production/Warehouse workforce.

Management and staff will work closely together to achieve on-going efficiency improvements in the current operations and in the implementation of new processes or work practices. The Consultative Committee will operate under the Constitution as attached (Appendix I).

PREAMBLE TO WORKING PRINCIPLES

The Working Principles covered by this agreement will be measured and deemed achieved or otherwise by the Consultative Committee. To ensure variable factors are considered, any or all of the working principles may be considered achieved by the Consultative Committee if in the opinion of the Committee, satisfactory progress has been made towards the achievement of the principle.

7.3 Working Principles

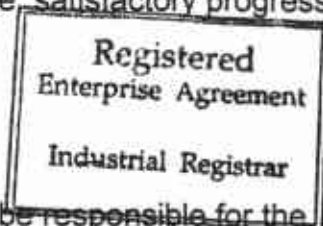
a. Safety Committee

Maintain a Safety Committee which will be responsible for the overseeing of safety and housekeeping issues that impact on those parties covered by the Agreement (that is, all factory/distribution personnel) as well as other employees.

This Committee will comprise of -

- Three (3) Factory / Warehouse Employees
- Two (2) Management Employees
- One (1) Laboratory / Administration Employee

The Factory / Warehouse employees must be elected by fellow members who are also covered by this Agreement.



This Committee shall meet monthly and will provide recommendations to the Management on issues deemed appropriate, that is, repairs, maintenance, training etc.

b. Production Meeting

Establish and implement a Production meeting apparatus and agenda. This meeting will be attended by -

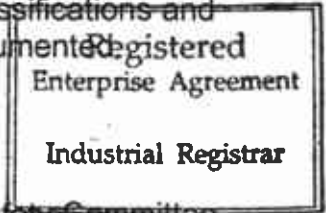
- Shift Supervisors/Team Leaders
- Laboratory / Quality Manager
- Production Manager
- and others as required

Objectives are to:-

- (i) Increase the flow of information between the parties covered by this Agreement.
- (ii) Discuss and plan forthcoming productions schedules.
- (iii) Minimise raw material disruption.
- (iv) Ensure efficient production scheduling and prevent "out of stock" situations.
- (v) To review and monitor Operating Procedures and to ensure these are accurately documented. This is to be conducted in cooperation with the Laboratory / Quality Manager, Quality Officer and others as required.

c. Quality Certification

Parties covered by the Agreement agree to adopt work practices that will assist Cereform in maintaining ISO9001 and implementation of HACCP principles. This will include assisting in providing accurate job specification and classifications and ensuring work procedures are accurately documented.



d. Housekeeping Objectives

Housekeeping objectives will be set by the Safety Committee and the HACCP Audit Team who will also conduct Inspections as required.

These objectives will include:-

- (i) maintenance of levels of general cleanliness as indicated by Good Manufacturing Practice (GMP) of factory/warehouse area to ensure maintenance of ISO9001 certification and HACCP .

Enterprise Agreement

Industrial Registrar

Housekeeping Objectives (Cont'd)

- (ii) maintenance of pest control procedures
- (iii) ensuring equipment is maintained and cleaned at the change of every shift.

e. Absenteeism

The parties covered by this Agreement agree to, where possible, provide satisfactory advance notification of absenteeism.

To assist in increases in productivity, as deemed necessary by the Agreement, the parties covered by this Agreement agree to minimise the overall level of absenteeism.

f. Cereform Employee Classification System (CECS)

All present employees covered by this agreement agree to the principle of development programmes as outlined in the **CEREFORM EMPLOYEE CLASSIFICATION SYSTEM** to ensure an agreed level of multiskilling is achieved by the end of the first year of the Agreement and that this level is further improved at the end of the second year of the Agreement. The definition and implementation of this system is an integral part of the **CEREFORM ENTERPRISE AGREEMENT**

Participation in these development programmes is voluntary, but will be encouraged in order to provide employees with the opportunity to increase their skills.

These skills will enable all participating employees to effectively operate any plant and/or equipment which is within their job specification. As participating employees progress through this system new levels of skills will be achieved and these will be recognised and rewarded through the application of the **CECS**. The hourly rate adjustments which will apply to each level of achievement are detailed in the **CECS** which is included in this Agreement as **APPENDIX II**.

As part of the **CECS** the nominated Shift Allowance which will be current for this Agreement will be \$70.00 per week. This Allowance will increase in line with the Wage Adjustments as detailed in Clause 7.5

Cereform Employee Classification System (cont'd)

This Allowance will be available to all Employees who work under rotating shift principles. For other employees an Averaged Day Shift Allowance of \$15.73 will apply and will also be indexed to the Wage Adjustments as detailed in Clause 7.5. A Chemical Allowance of \$1.49 per shift worked will apply. This Allowance will be indexed to the wage Adjustments as detailed in Clause 7.5 for the duration of this Agreement.

Employees performing Supervisor responsibilities whilst undergoing upgrading to the next Employee Level will be paid the hourly rate applicable to that higher level whilst undergoing that upgrading.

g. Production Objectives

To further enhance the productivity and efficiency of Cereform, the employees covered by this Agreement agree to maintain a minimum level of production for each plant as stated and where possible implement changes whereby improvements on these levels can be achieved:-

2 tonne cake & pastry plant	0.425 tonnes per manhour
2 tonne batch plant	0.450 tonnes per manhour
1 tonne batch plant	0.375 tonnes per manhour
Soy Flour Mill	0.600 tonnes per manhour
Fitzmill	0.500 tonnes per manhour
Z-Arm Mixer	0.090 tonnes per manhour
Grain Blender	To be defined
Microniser	To be defined

(*) Subject to machine upgrade.

These levels of production are calculated as the average production over all shifts and will be recorded weekly and measured against these standards monthly. The ongoing results will be tabulated in graphical form and displayed as a means of advising progress towards set goals. These will be compiled by the Production Manager and checked by the Consultative Committee before being displayed.

The minimum manning requirements to achieve the above output levels of production should be

Supervisor : Minimum Level 2 (assessed as qualified for the relevant machine)

Tipper / Bagger : Assessed as qualified for that function on the relevant machine

h. Rejects

To further enhance the productivity and efficiency of Cereform, the employees covered by this Agreement agree to work toward a maximum level of zero point seven five percent (0.75%) reject batches. These will be recorded weekly and measured against the expected level monthly and will include a breakdown of types and causes of rejects. The ongoing results will be tabulated in graphical form and displayed as a means of advising progress towards set goals. These will be compiled by the Production Manager and checked by the Consultative Committee before being displayed.

7.4 Variation

It is noted by all parties of the Agreement that where changes occur in equipment, technology and other factors that will impact on objective measurements outlined in this Agreement, it will be necessary to provide for variations in the objectives. These variations must not disadvantage any party in the Agreement, in relation to the original objectives.

7.5 Wage Adjustments

A two (2) phase wage adjustment forms part of this Agreement.

- (a) The first adjustment will be an automatic and guaranteed adjustment of five percent (5.0%) effective from 21st July 1998.
 - (b) The second adjustment will be an automatic and guaranteed adjustment of five percent (5.0%) effective from 21st July 1999.
- These will be the only increases during the life of the Agreement provided that the normal hourly rate prescribed by this Agreement shall not fall below the normal hourly rate set by the Award.

7.6 Training

The Company recognises that training is the fundamental vehicle for long term success and is committed to the development of skills and knowledge of its employees both by training and job rotation. This commitment to training will be a joint one with employees, and accordingly, employees who are willing to participate in training will be required to participate in training conducted by the Company or on behalf of the Company.

7.7 Innovation

The parties undertake to formulate and implement mechanisms to promote innovation in work practices and efficiency improvements.

7.8 Grievance and Avoidance of Dispute Procedure

The objective of this procedure is to resolve grievances at the lowest possible level (that is, at the source of the grievance) with the least disruption to day to day operations.

- (a) in the first instance, the employees will raise the grievance with the Production Supervisor
- (b) if unresolved, the employee and the Supervisor will raise the grievance with the Production Manager & Operations Manager
- (c) should the grievance remain unresolved, the employee and the Supervisor will raise the grievance with the General Manager. As required the services of the appropriate Union delegate may also be called upon at this stage to assist in the resolution of the grievance. The Company will provide reasonable time for Union officials to communicate with employees at this stage of the procedure
- (d) if the grievance still remains unresolved, the grievance will be referred to the Industrial Relations Commission of New South Wales.

At each of the first three stages of the above procedure, a response should be given to the employee on the same day as the grievance is raised. If this is not possible, a response must be given within twenty-four (24) hours. In any event, the parties will be committed to resolving the grievance as soon as possible.

Both parties agree that no Industrial Action will be implemented whilst the grievance is being resolved.




EXECUTED AS AN AGREEMENT
FOR AND ON BEHALF OF
CEREFORM
(A Branch of George Weston Foods Limited)
A.C.N. 008 429 632



J.M. Richardson

Dated this 4th day of August, 1998

EXECUTED AS AN AGREEMENT
FOR AND ON BEHALF OF THE
THE NATIONAL UNION OF WORKERS
(New South Wales Branch)



FRANK BELAN O.A.M.

Dated this 3rd day of August, 1998



CEREFORM ENTERPRISE AGREEMENT
1998

APPENDIX I



CEREFORM CONSULTATIVE COMMITTEE CONSTITUTION

STRUCTURE

The Consultative Committee shall consist of Union workplace nominees and Management representatives elected to the Committee for a period of twelve (12) months.

Workplace Committee members may by a majority vote and following consultation with the Union office, be removed from the Committee if it is deemed that their performance on the Committee is unsatisfactory to members. New representatives will then be elected to the Committee.

Note: Any member of the Committee shall cease to be recognised as such upon termination of employment within the Company. Also, any employee representative shall cease to be recognised as such upon resignation from the Union or upon assuming promotion to a management position.

LIST OF OFFICE BEARERS AND THEIR ROLE

Chairperson

Shall be a member of the Committee and shall have the same voting rights as other Committee members. The position of Chairperson will rotate between management and a Union representative every six (6) months. The Chairperson shall also:

- Act as a spokesperson for the Committee;
- Call special meetings of the Committee, if required.

Chairpersons Duties

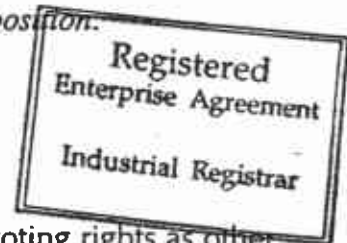
To understand the format and distinctive stages of the meeting.

To be familiar with the agenda and come to the meeting prepared. Indicate the items of business on the agenda as being either "*for information*", "*for discussion*" or "*for decision*". To liaise with the Committee Secretary in preparing for the meeting.

To open the meeting and follow the agenda.

To maintain the meeting in order by encouraging participation and leading the meeting.

To ensure if the previous minutes require amendment prior to their confirmation that these alterations are made prior to signing the minutes.



To allow all members of the Committee to put their point of view.

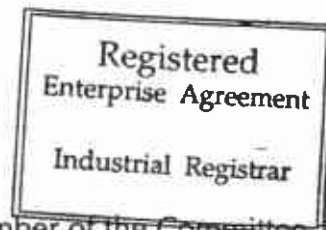
To close the meeting and make known the date, time and place of the next meeting.

To liaise with the Secretary after the meeting and prepare the minutes of the meeting.

Secretary

A Secretary shall be allocated to the Committee by Management to:

- Attend Consultative Committee meetings and record minutes of meetings;
- Compile minutes and forward to the Consultative Committee;
- Draw-up, type and issue agendas;
- Receive and record correspondence;
- Provide typing and photocopying services;
- Arrange meeting times and venues;
- Note correspondence received.



May be co-opted by the Committee but shall be a non-member of the Committee and will not participate in decision-making processes or discussion on agenda items.

Proxy

Committee members, where possible, are to nominate a Proxy to participate on the Consultative Committee (*in the Committee member's absence*).

All rights and obligations extended to Committee members will be transferred to the Proxy whilst they participate in meetings or undertake Committee work.

MEETINGS

Meetings shall be held at least once a month or when specially convened through the Chairperson.

QUORUM

A quorum shall consist of at least one representative of Management and a majority of Union representatives.

AGENDA

The agenda is to be prepared and distributed by the Secretary to all Committee members at least five (5) working days prior to meetings. Any Committee member or employee may submit agenda items.

Appropriate information shall be provided with each agenda item submitted.

Agenda items may be raised for next meeting whilst a meeting is in progress.

Issues of importance but not noted on the finalised agenda can be raised at the meeting and by agreement of the Committee discussed at the meeting.

Provision shall be made available within the agenda for review decisions made at previous meetings to see if they have been acted upon, what progress is being made and who was responsible for acting upon the decision.

RECORDING OF MINUTES

Minutes shall be circulated to Committee members for verification prior to posting on the noticeboards. Every effort shall be made to have the minutes publicised within five (5) working days of the meetings. The minutes shall include:-

- Attendees at the meeting;
- Summary of the issues and alternatives proposed with brief supporting arguments.
- Decisions made, the time frame for implementation of decisions and who is responsible for acting on the decision;
- Time frame for consideration of deferred decisions.

PREPARATION TIME AND REPORT BACK

All members of the Committee shall have adequate time and access to workers.

- Prior to Committee meetings to prepare their response and input to agenda items;
- Following Committee meetings to report back, when necessary, or issues discussed.

CO-OPTION TO COMMITTEE

Where agreed by the Committee:

- (a) Representatives shall have the power to co-opt personnel for advisory purposes on specific issues to expedite Committee business.
- (b) An external resource can be invited to attend relevant meetings. The cost, if any, shall be met by Management.
- (c) By consensus, observers may attend Committee meetings.



DISCRIMINATION

Management shall not dismiss or injure an employee in their employment or alter their position to their detriment by reason of the fact the employee is a member of, or has an interest in, the Consultative Committee.

RIGHTS AND DUTIES OF REPRESENTATIVES

All members of the Committee undertake to carry out their duties in a responsible and honest manner in the spirit of the agreement.

- To attend the meeting and be present a few minutes before the time stated on the agenda;
- To forward apologies to the Secretary if unable to attend the meeting;
- To come to the meeting prepared, having read the minutes of the previous meeting;
- To study the agenda beforehand and be prepared with notes to make contributions briefly, clearly and perhaps with illustrations on matters affecting them or those they represent;
- To communicate with constituents to establish their views and opinions on agenda items;
- To represent the views and opinions of those people they represent and not just their own;
- To speak on the basis of the facts presented.
- Encouraging and assisting constituents to submit agenda items;
- Providing explanations of items recorded in the minutes;
- To report back to constituents on Committee business.

PAID TIME AVAILABLE TO UNION REPRESENTATIVES

Union representatives on the Committee shall be entitled to paid time at the appropriate rate to:-

- Attend Committee meetings;
- Prepare for Committee meetings;
- Report back to State officials and members;
- To attend to other Committee business by agreement with Management.

TRAINING REQUIREMENTS OF COMMITTEE MEMBERS

All members of the Committee to be entitled to training, the range of which to be decided by the Committee, with a view to ensuring all members have the opportunity to perform to the best of their ability. No employees shall be required to undergo training in their own time, or be subjected to any financial disadvantage due to this undertaking.

Union representatives shall be entitled to paid time should they attend Union training courses.

Registered
Enterprise Agreement
Industrial Registrar

RECOMMENDATIONS OF THE COMMITTEE

The Committee may only make recommendations which would then be taken back to a full mass meeting of the NUW members for endorsement prior to the Union's signature being placed on the Agreement on behalf of its members.

All recommendations made by the Committee will be responded to by the General Manager and acted upon by the Union/Workforce.

The Committee shall reach decisions on recommendations by *consensus* only.

DISPUTE SETTLEMENT PROCEDURES

Should the Committee be unable to reach a consensus on an issue, the matter may be referred to the State Branch of the Union and Senior Management. If no resolution is achievable, normal industrial relation procedures will apply.

RIGHT OF ACCESS TO ALL RELEVANT INFORMATION

Management and Union representatives have the right of access to all information and documents relevant to issues being considered by the Committee. Should information and/or documents requested or required by the Committee or its representatives be denied because they are "*commercial in confidence*", such a decision must be fully justified by Management. All reasonable effort will be made by representatives to request specific documents and/or items of information within adequate time. However, this does not diminish Management's responsibility to provide all relevant information and documents in a timely manner.

COMMITTEE RESOURCES AND FACILITIES

Committee representatives shall have the right of access to the following facilities and resources:-

- Lockable filing cabinets
- Typing facilities
- Photocopying as required
- A telephone
- Office accommodation
- Meeting facilities
- Transport where required



OTHER

Provision shall be made after twelve (12) months for the review and evaluation of the Committee, its operation and procedures for the purpose of improving its performance and responsiveness to its stated objectives and functions.

This review shall be undertaken jointly Management, Committee Members and Union Officials.



CEREFORM ENTERPRISE AGREEMENT
1998



APPENDIX II



CEREFORM EMPLOYEE CLASSIFICATION SYSTEM

INDUCTION LEVEL

- * Demonstrates willingness to work as a team member
- * Demonstrates reliability and the willingness and ability to learn new functions.
- * Possesses a current forklift license, logbook or permit
- * Demonstrates good housekeeping
- * Demonstrates a good command of written and spoken English

LEVEL 1

As for Induction Level and

- * Possesses a current forklift Licence.
- * Demonstrates the ability to operate with minimum supervision on the *1 Tonne* and *2 Tonne Cake and Pastry* and *2 Tonne Bread Improver* and *Grain Blender* as detailed in "*Basic Operating Requirements*".



LEVEL 2

An employee who has achieved Induction Level and Level 1 requirements and has undergone Basic Supervision training. Is able to supervise operations on the *Z-Arm Blender* (including rebag operations) and at least 2 other blenders (*1 Tonne, 2 Tonne Cake and Pastry, 2 Tonne Bread Improver* or *Grain Blender*) and is capable of efficient and effective supervision of other employees. This employee has also achieved an approved and current First Aid Certificate. This person must be able to demonstrate a working knowledge of *Basic Maintenance* unsupervised.

LEVEL 3

An employee who has achieved Level 2 requirements and has undergone approved Advanced Supervision training. Is able to carry out all tasks as Supervisor on the *Z-Arm Blender* (including rebag operations), *1 Tonne, 2 Tonne Cake and Pastry, 2 Tonne Bread Improver* and *Grain Blender* and is capable of efficient and effective Supervision of other employees. This employee has undergone an approved Train the Trainer course and is capable of effectively training other employees. This employee must be able to demonstrate the ability to print labels unsupervised.

LEVEL 4

An employee who has achieved all the above levels, has undergone an approved basic Factory Management course, can perform production planning, scheduling and rostering functions and can train others in these functions. This level is capable of identifying and developing staff into higher levels, in conjunction with Cereform Management. Able to produce work orders and run basic MRP Operations.

BASIC OPERATING REQUIREMENTS

LEVEL 1

Bagging and palletising of finished product

- * Square, straight pallets
- * Filling bags & bulka bags
- * Correct stacking pattern
- * Stretch wrapper operation
- * Control of bag numbers - full understanding
- * Conduct Sweeps, flushes & retips
- * Understanding samples
- * Taking samples for QC
- * Adjusting feed control / level sensors
- * Unblocking machine
- * Metal detector operation -
- * Screen changes
- * Magnet checks
- * A-Cleans

Preparing & Tipping Raw Materials

- * Reading formulation sheets
- * Understanding how to set up
- * Use bulk flour & sugar systems
- * Setting up raw materials
- * Tipping of raw materials
- * Spot checking & identifying raw materials
- * Putting away raw materials in correct place.
- * Understand all controls for dropping batches
- * A-Cleans

LEVEL 2

BASIC MAINTENANCE

- * Change screens.
- * Change belts - check belts.
- * Check flowveyor



EMPLOYEE CLASSIFICATION

Storeman - Raw Materials Warehouse

INDUCTION LEVEL

- * Willingness to work as a team member
- * Assess reliability, willingness and ability to learn new functions.
- * Good housekeeping
- * Current forklift license, logbook or permit
- * Good command of written and spoken English

LEVEL 1

Requirements for INDUCTION LEVEL and

- * Forklift Licence.
- * Load and unload product under minimal supervision
- * Understand and comply with warehouse allocations
- * Routine forklift maintenance

LEVEL 2

Requirements for LEVEL 1 and

- * Print labels
- * Load and unload product unsupervised
- * Liaise with production, laboratory and finished goods warehouse.
- * Conduct cycle and other stock counts
- * Hold approved First Aid certificate

LEVEL 3

Requirements for LEVEL 2 and

- * Control stock and stock movements
- * Liaise with all other departments
- * Enter information into inventory control systems
- * Follow up outstanding purchase orders
- * Undergone advanced supervision training



LEVEL 4

Requirements for LEVEL 3 and

- * Control all documentation, administration and other paperwork
- * Determine raw material requirements
- * Raise Purchase Orders
- * Able to train other in all areas of warehouse operation
- * Liaise with raw material and service suppliers
- * Operate basic MRP functions

EMPLOYEE CLASSIFICATION

Storeman - Finished Goods Warehouse

INDUCTION LEVEL

- * Willingness to work as a team member
- * Assess reliability, willingness and ability to learn new functions.
- * Good housekeeping
- * Current forklift license, logbook or permit
- * Good command of written and spoken English

LEVEL 1

Requirements for Induction Level and

- * Forklift Licence.
- * Load and unload product under minimal supervision
- * Pick and assemble orders under minimal supervision
- * Understand and comply with warehouse allocations
- * Routine forklift maintenance

LEVEL 2

Requirements for Level 1 and

- * Control stock and stock movements
- * Load and unload product unsupervised
- * Pick and assemble orders unsupervised
- * Liaise with production, laboratory and raw materials warehouse.
- * Liaise with sales department and customer service.
- * Conduct cycle and other stock counts
- * Hold approved First Aid certificate

LEVEL 3

Requirements for LEVEL 2 and

- * Liaise with all other departments
- * Be able to understand and effectively utilise all documentation and other paperwork
- * Enter information into inventory control systems
- * Undergone advanced supervision training

LEVEL 4

Requirements for LEVEL 3 and

- * Liaise with transport companies and service suppliers
- * Able to train others in all areas of warehouse operation
- * Be able to operate basic MRP functions
- * Control all documentation, administration and other paperwork
- * Determine and manage appropriate stock levels

Registered
Enterprise Agreement
Industrial Registrar

EMPLOYEE CLASSIFICATION

PROGRESSION AND PAY LEVELS

INDUCTION LEVEL

All new employees will start at this level for a minimum of ~~three (3) months~~ during which time the employee will be assessed by the Production Supervisor, appropriate Shift Supervisors and the Operations Manager. Once the employee has satisfied the assessment criteria he/she will be eligible to move to Level 1.



LEVEL 1

All employees at this level will be able to demonstrate proficiency at working with minimal supervision at a level as detailed in "**Basic Operating Requirements**". All employees who wish to progress to Level 2 must be able to meet the requirements as detailed in the Employee Classification for Level 2. Only when this proficiency has been demonstrated to the satisfaction of the Production Supervisor, appropriate Shift supervisor and the Operations Manager will the employee be eligible to progress to Level 2.

LEVEL 2

All employees who wish to progress to Level 3 must be able to meet the requirements as detailed in the Employee Classification for Level 3. Only when this proficiency has been demonstrated to the satisfaction of the Production Supervisor, appropriate Shift supervisor and the Operations Manager will the employee be eligible to progress to Level 3.

LEVEL 3

All employees who wish to progress to Level 4 must be able to meet the requirements as detailed in the Employee Classification for Level 4. Only when this proficiency has been demonstrated to the satisfaction of the Production Supervisor, appropriate Shift supervisor and the Operations Manager will the employee be eligible to progress to Level 4.

LEVEL 4

PROCESS SKILL MODULES

As detailed in the Employee Classification any employee will be eligible to undertake the Process Skill Modules only after they have demonstrated full proficiency of Level 1 skills. Each Process Skill Module which is achieved will attract an extra \$0.25 /hr which will be added to the applicable hourly rate of the employee.

OBLIGATION TO CARRY OUT DUTIES AS DIRECTED.

Refusal by an employee to carry out duties appropriate to their pay and skills level will result in the employee's pay being reduced by one level until reassessed. Reassessment will be conducted by the Operations Manager and appropriate area Manager &/or Supervisor within 90 days of such an occurrence. Notification of the pay reduction must be given to the employee in writing.

PROCESS SKILL MODULES

Registered
Enterprise Agreement
Industrial Registrar

The objective of the **Process Skills Modules** is to provide training and recognition for achievement of skills development.

The current Skills Modules are

Fitz Mill - This covers all aspects of operating the Fitz Mill including loading and discharging, routine maintenance, screen changes, set up, testing, packaging and housekeeping of the Fitz Mill and associated area.

Microniser - This covers all aspects of operating the Microniser including loading and discharging, routine maintenance, grain handling and cleaning, set up, testing, packaging and housekeeping of the Microniser and associated area.

Soy Plant - This covers all aspects of operating the Soy Plant including loading and discharging, routine maintenance, screen changes, grain handling and cleaning, set up, testing, packaging and housekeeping of the Soy Plant and associated area. This also includes the receipt and testing of soy beans, the management of the kibbler and other equipment associated with the Soy Plant.

Oil Products - This covers all aspects of handling, producing and packaging of Oil Products including, loading and discharging, routine maintenance, set up, testing, packaging and housekeeping of the Oil Products equipment and associated area.

Warehouse - This module is designed to allow factory staff the opportunity to expand their skills into functions carried out in the raw material and finished goods warehouses. This will cover all aspects of the job requirements up to and including Level 2 and once competency is assessed as satisfactory the Module payment will be made. Only employees who have achieved competency at Level 2 within the manufacturing environment will be eligible to undertake this module.

Employees will be eligible to undertake Process Skills Modules following the successful achievement of Level 1 Classification. (with the exception of the Warehouse Module)

Achievement of the Skills Modules will be recognised in the form of an extra payment on the individuals applicable hourly rate with this payment increasing in line with the number of Skills Modules which have been successfully completed. Once the Skills Module has been successfully achieved the resultant increase in the hourly rate will be added as a permanent increment.

With the introduction of new technologies it may become necessary for an employee to undergo additional training on the appropriate Module.



CERFORM EMPLOYEE CLASSIFICATION SYSTEM

	Hourly Pay Rates @ August	
	1998	1999
INDUCTION LEVEL 3 MONTHS TEAM WORKER & RELIABLE HOUSEKEEPING TRAINING & ASSESSMENT	\$12.65	\$13.28
↓		
LEVEL 1 TIPPING & BAGGING - ALL BLENDERS FORK LICENCE	\$13.48	\$14.15
↓		
LEVEL 2 SUPERVISE Z-ARM + 2 OTHER BLENDERS BASIC SUPERVISION TRAINING FIRST AID CERTIFICATE BASIC MAINTENANCE	\$14.10	\$14.81
↓		
LEVEL 3 SUPERVISE ALL BLENDERS ADVANCED SUPERVISION TRAINING TRAIN THE TRAINER COURSE PRINT LABELS	\$15.29	\$16.05
↓		
LEVEL 4 BASIC FACTORY MANAGEMENT TRAINING PLANNING, SCHEDULING, ROSTERS STAFF DEVELOPMENT MRP AND WORKS ORDERS COMPUTER	\$15.98	\$16.78

PROCESS SKILL MODULES

(ELIGIBLE AFTER COMPLETING LEVEL 1)

- WAREHOUSE	\$0.25
- SOY PLANT	\$0.25
- FITZ MILL	\$0.25
- OIL PRODUCTS	\$0.25
- MICRONISER	\$0.25