

## **REGISTER OF ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA06/48

**TITLE: Beiersdorf Australia Limited Logistics Division Enterprise Agreement 2005**

**I.R.C. NO:** IRC6/144

**DATE APPROVED/COMMENCEMENT:** 25 January 2006 / 25 January 2006

**TERM:** 24

**NEW AGREEMENT OR  
VARIATION:** Replaces EA02/270.

**GAZETTAL REFERENCE:** 17 February 2006

**DATE TERMINATED:**

**NUMBER OF PAGES:** 16

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** The agreement applies to employees employed by Beiersdorf Australia Limited, located at 36 Huntingwood Drive, Huntingwood NSW 2148, who are engaged in picking and repackaging of products in preparation for distribution, who fall within the coverage of the Storemen and Packers, General (State) Award, but does not apply to employees whose substantive duties are clerical, administrative or quality assurance in nature.

**PARTIES:** Beiersdorf Australia Ltd -&- the National Union of Workers, New South Wales Branch

# Beiersdorf Australia Limited Logistics Division Enterprise Agreement 2005

An enterprise agreement is made pursuant to the *Industrial Relations Act 1996* (the “**Act**”) in accordance with the relevant provisions of Part 2 the Act - entered into between Beiersdorf Australia Limited – Logistics Division (the “**Company**”) - and the employees at the Company’s operation at 36 Huntingwood Drive, Huntingwood 2148 - and the National Union of Workers, New South Wales Branch (the “**Union**”).

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## **Title**

This Agreement shall be known and referred to as the *Beiersdorf Australia Limited Logistics Division Enterprise Agreement 2005*.

## **1. Definitions**

In this Agreement:

- 1.1 "Afternoon shift" means any shift finishing after 6:00pm and at or before midnight.
- 1.2 "Casual employee" means an employee engaged and paid as such.
- 1.3 "Company" means Beiersdorf Australia Limited - Logistics Division [A.C.N. 000 025 625] - located at 36 Huntingwood Drive, Huntingwood NSW 2148.
- 1.4 "Night shift" means any shift finishing after midnight and at or before 8:00am.
- 1.5 "The Award" means the *Storemen and Packers General (State) Award*. A reference to this Award includes a reference to any award replacing this Award.
- 1.6 "Rostered shift" means a shift of which the employee concerned has had at least 48 hours notice.
- 1.7 "Weekly employee" means all persons employed on a permanent basis.

## **2. Application And Duration**

- 2.1 This Agreement shall apply at the Company's premises located at 36 Huntingwood Drive, Huntingwood, New South Wales, in respect of those employees whose employment would be wholly regulated by the *Storemen and Packers (State) Award* in the absence of this Agreement, including employees engaged to perform picking and repackaging of products in preparation for distribution.
- 2.2 This Agreement does not apply to those employees whose major and substantive duties are: clerical, or administrative, or quality assurance in nature.
- 2.3 The parties to this Agreement declare that they were not under duress to become a party to the Agreement.
- 2.4 The Agreement will take effect from the beginning of the first full pay period to commence after the date upon which it is approved by the Industrial Relations Commission of New South Wales and will remain in force up until 31 December 2007.
- 2.5 The initial increase in wage rates are applicable from the first full pay period on or after 1 January 2006, as detailed in Appendix A.

### **3. Contract Of Employment**

3.1 Employment of permanent employees during the first three weeks of service shall be from day to day terminable by a day's notice by either side.

3.1.1 Provided that the Company shall indicate in writing to an employee at the time of engagement whether they are being engaged as a casual employee or on a permanent basis.

3.2 As provided elsewhere in this Agreement, employment shall be terminated by a week's notice on either side given at any time during the week or by payment, or forfeiture, as the case may be, of an amount equal to one week's wages.

3.3 The period of notice and payment in lieu can be altered by mutual agreement by the Company and an individual employee.

3.4 For the purposes of this clause service shall be deemed to be continuous notwithstanding:

4.4.1 any absence from work on account of personal sickness or accident, or on account of leave lawfully granted by the Company.

4.4.2 any absence with reasonable cause, proof of which shall be on the employee. The employee shall inform the Company in writing, if practicable, within 24 hours of absence from duty, the reason for and estimated time of such absence.

3.5 Employees recognise and support the Company's efforts to meet requirements in respect of customer service and quality standards consistent with Good Manufacturing Practice and the *Therapeutic Goods Act* 1989. After necessary training, employees will at all times comply with the requirements of the *Therapeutic Goods Act* 1989 and any successor thereto.

3.6 Notwithstanding other provisions in this clause, the Company shall have the right to dismiss any employee without notice for conduct that justifies instant dismissal, including malingering, inefficiency or neglect of duty and in such cases wages shall be paid up until the time of dismissal only.

3.7 Termination shall not be unjust, harsh or unreasonable.

3.8 Abandonment of employment:

4.8.1 The absence of an employee from work for a continuous period exceeding two working days without the consent of the Company, and without notification to the Company in accordance with 4.7, shall be prima facie evidence that the employee has abandoned their employment.

4.8.2 If within a period of 14 days from their last attendance at work, or the date of their last absence in respect of which notification has been given or consent has been granted, an employee has not established to the satisfaction of the Company that they are absent for reasonable cause, they shall be deemed to have abandoned their employment.

4.8.3 Termination of employment by abandonment in accordance with this sub-clause shall operate as from the date of the last attendance at work or the last day's absence in respect of which consent was granted, or the date of

the last absence in respect of which notification was given to the Company, whichever is the later.

3.9 Receipt and dispatch of goods after normal working hours:

Employees and the Company agree that customer service is critical to the Company's future and overtime earnings are important to employees. Accordingly, management will take all reasonable steps to ensure that the relevant employee/s is/are rostered to receive and dispatch orders. Notwithstanding the above, employees accept that orders may be required to be received or dispatched by management outside normal working hours of the relevant employee/s where such orders are unanticipated. Relevant documentation will be available for monitoring by the Consultative Committee.

4. **Grievance And Disputes Procedure**

4.1 The procedure for the resolution of grievances and industrial disputation concerning matters arising under this Agreement shall be in accordance with the following procedural steps:

4.2 Procedure relating to a grievance of an individual employee:

4.2.1 The employee shall notify (in writing or otherwise) the Company as to the substance of the grievance, request a meeting with the Company for bilateral discussion and state the remedy sought.

4.2.2 The grievance must initially be dealt with as close to the source as possible, with graduated steps for further discussion and resolution at higher levels of authority.

4.2.3 Reasonable time limits must be allowed for discussion at each level of authority.

4.2.4 At the conclusion of the discussion, the Company must provide a response to the employee's grievance, if the matter has not been resolved, including reasons for not implementing any proposed remedy.

4.2.5 While this procedure is being followed, normal work must continue.

4.2.6 The Company may be represented by an Industrial Organisation of Employers and the employees may be represented by an Industrial Organisation of Employees for the purpose of each procedure.

4.3 Procedure relating to a dispute between the Company and the employees:

4.3.1 A question, dispute or difficulty must initially be dealt with as close to its source as possible, with graduated steps for further discussion and resolution at higher levels of authority.

4.3.2 Reasonable time limits must be allowed for discussion at each level of authority.

4.3.3 While this procedure is being followed, normal work will continue and the status quo will be maintained.

4.3.4 The Company may be represented by an Industrial Organisation of Employers and the employees may be represented by an Industrial Organisation of Employees for the purpose of each procedure.

## **5. First Aid Attendant**

5.1 Employees shall from time to time be appointed as first aid attendants.

6.2 The allowance for this position which is in addition to wage rates, is prescribed in Appendix A.

6.3 Employees will be elected as representatives on the site safety committee.

## **6. Hours of duty**

6.1 The ordinary hours of work for employees under this Agreement shall be 37.5 per week, Monday to Friday.

6.1.1 Employees employed before 28 February 2005

Notwithstanding 7.1, employees will be split into teams each working a nine day fortnight to enable five days of normal operation each week.

6.1.2 Employees employed after 28 February 2005

The ordinary hours of work per day shall be 7.5 hours to be worked Monday to Friday, without a rostered day off.

6.2 The starting and finishing times for work may be varied by mutual agreement between the Company and the majority of the employees concerned.

6.3 Where an employee is late to work, the wages deducted will equate to the number of minutes the employee is late.

6.4 Employees engaged to perform their duties on Afternoon shift shall be subject to the following conditions:

6.4.1 Notwithstanding 7.1, employees employed before 28 February 2005 will be engaged to work a 4.5 day week.

6.4.2 Employees engaged to permanently perform their duties on afternoon shift shall be paid a loading of 15% in addition to the ordinary rate of pay.

6.4.3 Employees shall be entitled to a 20 minute paid meal break for work performed on afternoon shift on Monday to Thursday, inclusive.

## **7. Rest time and wash up periods**

7.1 A rest period of ten minutes shall be allowed to all employees in the morning and afternoon of each day at a time fixed by the Company, during which employees should ordinarily make use of the canteen facilities.

7.2 Employees shall be allowed a reasonable time to wash up within normal work hours.

**8. Motor vehicle allowance**

An employee who by agreement with the Company uses their own vehicle on the Company's business shall be paid an allowance as prescribed in Appendix A.

**9. Higher Duties**

A permanent employee who performs higher duties at the level of Leading Hand for a period of five days or more shall be paid at the higher rate for that period.

**10. Overtime**

10.1 All work done before the starting time and / or after the finishing time fixed in accordance with Clause 7, Hours of Duty, Monday to Friday, inclusive or on a Saturday, shall be overtime and shall be paid for at the rate of time and one half for the first two hours and double time thereafter. Provided that all time worked after 12 noon on Saturday shall be paid for at the rate of double time.

10.2 Requirements to work reasonable overtime:

The Company may require any employee to work reasonable overtime at overtime rates and such employee shall work overtime in accordance with such requirements and perform functions as required by the Company at rates applicable to those functions (as defined in Appendix A).

10.3 An employee required to work on Saturday, Sunday or a holiday as prescribed in this Agreement shall be provided with four hours work or paid for four hours at the appropriate rate.

10.4 Transport of employee:

When an employee, after working overtime or a shift for which they have not been regularly rostered, finishes work at a time when a reasonable means of transport are not available, the Company shall provide them with a conveyance to their home, or pay them their ordinary wage for the time reasonably occupied in reaching their home.

10.5 Call-back:

10.5.1 An employee recalled to work overtime after leaving the Company's premises (whether notified before or after leaving the premises) shall be paid a minimum of four hours work at the appropriate rate for each time they are so recalled. Provided that except in the case of unforeseen circumstances, the employee shall not be required to work the full four hours if the job they were recalled to perform is completed within a shorter period.

10.5.2 This subclause shall not apply in cases where it is customary for an employee to return to the Company's premises to perform a specific job outside their ordinary working hours or where overtime is continuous (subject

to a reasonable meal break) with the completion or commencement of ordinary working time. Overtime worked in the circumstances specified in this subclause shall not be regarded as overtime for the purposes of 12.1 of this Agreement.

10.6 Rest Period:

Where an employee is required to work more than four hours overtime, a 20 minute paid rest period shall be provided.

**11. Meals**

- 11.1 An employee who works overtime of one hour, or in excess of one hour, on any day after the fixed ceasing time shall be paid a meal allowance as prescribed in Appendix A. Such payment shall be made at the same time as the wages are paid (or would have been paid had the employee worked such overtime) for the overtime giving rise to the meal allowance.
- 11.2 An interval of not less than 30 minutes shall be allowed for the midday meal, as near as possible to the middle of the day's work.
- 11.3 An employee shall not be compelled to work for more than five hours after commencing their daily shift without a break for a meal.
- 11.4 An employee required for duty during their usual meal time shall be paid at the rate of time and a half until they are allowed the usual length of time for a meal, unless they are allowed to have their meal at the job and are paid at the rate of time and a half during such a meal break.

**12. Holidays and Sunday work**

- 12.1 The days upon which New Years Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Christmas Day and Boxing Day are observed, together with any day gazetted or proclaimed as a public holiday for the district in which the employee is employed.
- 12.2 In addition to the holidays specified in 13.1, one additional paid holiday (in lieu of a Picnic Day) shall apply in each calendar year to a weekly employee. Such holiday shall be taken by agreement between the employee and the Company. This holiday must be taken within the year it becomes due.
- 12.3 Subject to 13.5, 13.6 and 13.8, payment for any holiday shall be at the rates prescribed in Appendix A for the level at which the employee is employed.
- 12.4 Subject to the provisions of 13.1, if any of the above holidays occur on a Saturday or Sunday and are not observed on any other day, then employees shall not be paid for such Saturday or Sunday.
- 12.5 An employee absent as the result of an accident sustained in the course of their employment or in the periodic journeying to or from their place of employment and who is receiving payment under the *Workers' Compensation Act 1987*, shall not be entitled to payment for any of the holidays prescribed in 13.1 and 13.2, hereof occurring during such absence, but shall only be entitled to the difference between the payment received for such day under the *Workers' Compensation Act* and their ordinary wage for the holiday.



- 12.6 An employee absenting themselves from work on any portion of the working day preceding or following a holiday provided for in this clause without a reasonable excuse, or without permission from the Company, shall not be entitled to payment for such holiday.
- 12.7 Any employee who is employed on a Sunday shall for all time worked on that day be paid at the rate of double time and one half. Provided that where by agreement between the Company and an employee/s, shift/s are re-arranged to commence on Sunday instead of Monday ordinary rates shall be paid for Sunday work.
- 12.8 An employee who is employed on any holiday provided for in this clause shall for all time worked on that day be paid at the rate of double time and a half.
- 12.9 Daylight Saving

Notwithstanding anything contained elsewhere in this Agreement, in any area where by reason of state legislation summer time is prescribed as being in advance of the standard time of the State, the length of any shift:

- 12.9.1 commencing before the time prescribed by the relevant legislation for the commencement of summer time period; and
- 12.9.2 commencing on or before the time prescribed by such legislation for the termination of a summer time period;

shall be deemed to be the number of hours represented by the difference between the time recorded by the clock at the beginning of the shift and the time so recorded at the end thereof, the time of the clock in each case to be set to the time fixed pursuant to the relevant state legislation. In this sub-clause the expressions "standard time" and "summer time" shall bear the same meaning as prescribed by the relevant state legislation.

### **13. Sick Leave**

- 13.1 Any weekly employee shall be entitled to leave of absence without deduction of pay provided they produce or forward within 48 hours of the commencement of such absence a medical certificate, or other evidence, satisfactory to the Company that the absence was the result of personal accident, in respect of which no compensation is payable under the *Workers' Compensation Act 1987*.
- 13.2 An employee on weekly hiring, after one month's service with the Company, who is absent from work on account of personal ill-health necessitating such absence shall be entitled to leave of absence without deduction of pay subject to the following conditions:
  - 13.2.1 they shall not be entitled to paid leave of absence for any period in respect of which they are entitled to Workers' Compensation.
  - 13.2.2 they shall, within 48 hours of the commencement of the absence, produce or forward a medical certificate, or other evidence satisfactory to the Company, certifying their inability to attend for duty.
  - 13.2.3 except as herein provided, they shall not be entitled in the first year of employment to leave in excess of 37.5 hours, and 75 hours in the second and subsequent years of employment.

- 13.2.4 Sick pay entitlement for part day absences shall be calculated on the basis of the number of hours the employee is absent.
- 13.2.5 Subject to the provisions of 14.3, 14.4 and 14.5, employees shall not be entitled in any subsequent year to be paid leave in excess of 75 hours.
- 13.2.6 Employees shall be entitled to three single days paid sick leave without the need to produce a medical certificate in any calendar year. Sick leave in excess of this (i.e. three single days) shall require a medical certificate from a duly qualified medical practitioner on each occasion in order for that employee to be paid that leave.

An employee who takes more than one consecutive day's sick leave shall produce a medical certificate on each such occasion to receive payment for such leave.

- 13.2.7 The entitlement to paid sick leave shall be at the rate prescribed by Appendix A of this Agreement for the occupation in which the employee is employed.
- 13.3 The rights under this clause shall accumulate from year to year, so that any part of the sick leave which has not been allowed in any year may, subject to the conditions prescribed by this clause, be claimed by the employee and shall be allowed by the Company in any subsequent year of employment. Any rights which accumulate pursuant to this clause shall be available to the employee for a period of 15 years in addition to the current year but no longer, from the end of the year in which, they have accrued.
  - 13.4 The payment for any absence on sick leave in accordance with this clause during the first three months of employment of an employee may be withheld by the Company until the employee completes three months of employment at which time the payment shall be made.
  - 13.5 For the purpose of this clause, continuous service shall be deemed not to have been broken by any absence from work on leave granted by the Company. Provided that any time so lost shall not be taken into account in computing qualifying period of three months.

#### **14. Bereavement leave**

- 15.1 A weekly employee shall be entitled to a maximum of three days leave without loss of pay on each occasion and on production of satisfactory evidence within eight weeks of the death of the employee's husband, wife, father, mother, brother, sister, child, step-child, parents-in-law or grandparents.
- 15.2 For the purpose of this clause the words "wife" and "husband" shall include de-facto wife or de-facto husband and the words "father" and "mother" shall include foster father or foster mother.
- 15.3 This clause shall be read in conjunction with the Relevant Parent Award insofar as it describes additional relationships. Provided that this clause shall have no application where it coincides with any other period of leave.

**15. Jury service**

- 16.1 An employee required to attend for jury service during their ordinary working hours shall be reimbursed by the Company an amount equal to the difference between the amount paid in respect of their attendance for such jury service and the amount of the wage they would have received in respect of the ordinary time they would have worked had they not been on jury service.
- 16.2 An employee shall notify the Company as soon as possible of the date upon which they are required to attend for jury service. Further, the employee shall give the Company proof of their attendance, the duration of such attendance, and the amount received in respect of such jury service.

**16. Blood donors**

- 16.1 A weekly employee who attends a recognised clinic for the purpose of donating blood during working hours shall (subject to normal staffing requirements) be allowed the necessary leave of absence without loss of pay on not more than four occasions in each twelve months. Provided an employee shall not be entitled to payment with respect to time lost in excess of two hours on each occasion.
- 16.2 The Company shall have the right to require the employee to produce satisfactory evidence of their attendance at a recognised clinic to donate blood, prior to payment for this absence.

**17. Annual leave**

See *Annual Holidays Act 1944*.

**18. Loading on annual leave**

- 18.1 During a period of annual leave an employee shall receive a loading of 17 ½% calculated on the rate of wage prescribed by Appendix A of this Agreement.
- 18.2 Notwithstanding anything elsewhere provided, an employee engaged on shift work shall receive the average shift rates as appropriate according to the respective full roster cycle preceding going on leave or a loading of 17 ½% calculated as in 18.1, whichever is the greater.
- 18.3 The loading prescribed in this clause shall not apply to proportionate leave on termination.

**19. Parental leave**

See *Industrial Relations Act 1996*.

**20. Payment of wages**

- 20.1 Wages shall be paid no later than Thursday in each fortnight for wages up to the immediately preceding Sunday, provided that where a holiday prescribed in this Agreement is observed on the Monday, Tuesday or Wednesday immediately

preceding the payday, wages shall be paid not later than Friday of that week unless some other agreement is reached between an employee/s and the Company.

- 20.2 The Company shall not keep more pay in hand than has accrued to any employee up to the end of the second Sunday in each fortnight.
- 20.3 All wages shall be paid by electronic funds transfer to a bank account nominated by the employee in accordance with 21.1.
- 20.4 Any employee leaving on proper notice or dismissal shall be paid their wages on leaving or being dismissed; provided that when an employee is dismissed outside ordinary office hours they shall be paid not later than 10.00 a.m. the next working day.

## **21. Employee entitlements**

The Company will continue to provide in its financial accounts for the accrued benefit of employees, as required by applicable accounting standards, that is has a present obligation to. Accrued benefits will be based on wage rates at the time entitlements are payable.

## **22. Workers' compensation entitlements**

The Company shall provide to an employee who is receiving workers' compensation payments, make-up pay for up to six months from the date of injury.

## **23. Protective clothing**

The Company shall provide appropriate protective clothing and footwear where necessary on the basis of the type of work performed. Such protective clothing and footwear shall be maintained at the employee's expense.

## **24. Shop stewards**

An employee appointed shop steward in the factory, shop, department or section in which they are employed, shall, upon notification thereof to the Company, be recognised as the accredited representative of the Union, and they shall be allowed the necessary time during working hours to interview the Company or its representatives on matters affecting employees whom they represent.

## **25. Notice board**

- 25.1 A notice board shall be provided in some prominent position at the work place.
- 25.2 Any notice previously approved by the Company or its representatives may be posted on such notice board.
- 25.3 A copy of this Agreement and every variation thereof shall be provided pursuant to 26.1 hereof not later than 28 days after the date of issue of such Agreement or variation thereof.

**26. Certificate of service**

An employee shall be entitled on termination of service to a certificate of length of service with the Company and the nature of the work which the employee was employed upon. Provided this clause shall not apply in the case of instant dismissal or abandonment of employment.

**27. Superannuation**

- 27.1 The Company will abide by the relevant legislation.
- 27.2 An employee shall have a choice as to which superannuation scheme the employee wishes to join. The options shall be either LUCRF or an approved fund of the Company's choosing.

**28. Flexibility**

- 28.1 Employees at the levels outlined in Appendix A are to perform a wide range of duties including work incidental or peripheral to their main tasks or functions.
- 28.2 Employees will be prepared to perform all duties up to the level of their classification and for which they have sufficient skill and training.
- 28.3 Employees agree to clean their work areas in line with Good Manufacturing Practice (GMP) requirements.
- 28.4 Employees agree to a staggered tea break to ensure continual machine coverage, and loading and unloading of containers.

**29. Training**

- 29.1 The parties agree that increased emphasis on formal training is necessary if employees are to undertake a wider range of duties and to have access to the new career path. Such training will be consistent with Good Manufacturing Practice standards.
- 29.2 Through proper consultation, the parties will develop a training program consistent with the current and future needs of the Company.
- 29.3 Where training is agreed upon in accordance with 29.2, the training may occur on or off the job. Provided that if training is undertaken during ordinary working hours the employee concerned shall not suffer any loss of pay. The availability of such loss of pay should not be unreasonably withheld by an employer.
- 29.4 All reasonable costs associated with courses and travel to and from such courses will be reimbursed by the Company on presentation of evidence of such expenditure and reports of satisfactory progress.
- 29.5 The parties agree that such training may include up to five days trade union training at courses run or accredited by the Trade Union Training Authority provided that:
  - 29.5.1 such training shall only be available to accredited site representatives.
  - 29.5.2 the Company is given one month's notice of the attendance of site representatives at such training.

29.5.3 representatives who attend such courses shall furnish a report to the Company outlining the relevance and benefits of the course attended.

29.6 Any training undertaken shall first be approved by the Company on the basis of relevance to the Company's business. No costs will be incurred by the Company unless the individual has applied for and been given permission to undertake a particular course.

### **30. Consultative Committee**

30.1 Workplace Reform

30.1.1 A committee comprising of equal numbers of representatives from management and employees shall be appointed with the purpose of overseeing workplace reform and formal training programs as a means of increasing flexibility and efficiency within the enterprise.

30.1.2 This committee may also hear employee grievances about matters relating to training and grading.

30.1.3 The committee shall meet regularly and not less frequently than once every three months.

### **31. Basis of Agreement**

This Agreement has been entered into by employees and the Company in full recognition of the need for the continuous improvement of the Company's operations consistent with Good Manufacturing Practice and the requirements of the *Therapeutic Goods Act 1989*.

### **32. No Extra Claims**

32.1 This Agreement is in full and final settlement of all claims by employees and the Union, including any increases which may arise from State Wage Cases during the term of this Agreement.

32.2 No other wages or allowances shall be payable other than those specified in Appendix A of this Agreement.

32.3 No other wages or allowances shall be payable in respect of new technology introduced into the workplace.

**Wage Rates, Allowances and Classification Structure**

**Wage rates**

- effective from the first full pay period on or after 1 January 2006 (includes 4% increase)

Leading Hand	\$849.10 per week
Picker/Packer	\$794.04 per week
Picker/Packer Level b	\$544.50 per week

- The above wage rates will be increased by 4% from the first full pay period on or after 1 January 2007.

\*\* Casual employees shall be paid an hourly rate equal to the appropriate weekly rate divided by 37.5, plus 15 percent calculated to the nearest half cent with a minimum payment on any day of four hours. In addition, casual employees will be entitled to one-twelfth of their ordinary time earnings in lieu of their annual leave.

**Allowances**

Meal allowance	\$9.95
Travel allowance	\$0.58 per kilometre
First Aid allowance	\$1.80 per day

**LOGISTICS WAREHOUSE LEVELS**

**Leading hand**

Primary objective: To organise and facilitate the functions of the warehouse and distribution in a professional and efficient manner.

Reports to: Team Leader

Supervisory responsibility: Warehouse staff

Specific accountabilities:

- Control and direct the efficient and economical supervision of the warehouse;
- Ensure that the orders are processed in a efficient and organised manner;
- Organise receipt, storage and dispatch of goods in the warehouse;
- Liaise and co-ordinate all receipts with QA;
- Undertake storage, packing and dispatch to customers of finished goods;
- Ensure that stock is maintained at a appropriate level for dispatch of orders;
- Supervise the transfer of goods and products to and from the warehouse;
- Plan and organise the transportation of the Company's product with optimum efficiency and economy;
- Arrange dispatch of goods and products in conjunction with other departments;
- Ensure the correct and timely processing of insurance damage and credit claims;
- Investigate, evaluate and action all discrepancies to eliminate reoccurrence;

- Organising efficient and accurate stock take and cycle counts;
- Ensure all stock movements are conducted both in a physical sense as well as processed within the system;
- Ordering and controlling the pallets (Loscam);
- Ensure all deliveries are completed within the time schedule; and
- Housekeeping to be monitored at all time.

Major relationship: warehouse and distribution manager, Team leaders, leading hand, Inventory and Sub- contracting manager, QA and customer service manager, warehouse staff, transport providers.

## **Picker/Packer**

### **The Picker/Packer role will involve the following:**

- Induction course completed
  - Completed training and certification to operate pallet trucks
  - Basic Warehouse Procedures and Practices Training
  - Order picking from packing slips
  - Commence training on fork lifts
  - Completion of basic GMP training
  - Packing of picked stock in suitable format for delivery
  - Completion of basic safety training (external or internal course)
  - Participation in Productivity Improvement Programme
  - Housekeeping duties
- 
- Completion of training and certification to drive fork lifts
  - Basic Warehouse Procedures and Practices Training II
  - Completion of basic safety training (external and internal course)
  - Preparation and movement of stock and transfers for inter-warehouse movements
  - Replenishment of picking area stocks
  - Competence in issuing raw materials and packaging from Warehouse 24, using the shop floor consolidated picking sheet
  - Receipt of excess materials into Warehouse 24 from Production
  - Materials handling and reconciliation duties within the Production Department
  - Picking and preparation of export and regional orders and dispatch document preparation
  - Cyclic stock checking duties
  - Checking of all orders for accuracy
  - Checking and completion of warehouse transfers, dispatch and stock checking records
  - Receiving of merchant, raw and packaging materials and the preparation of associated documents and records
  - Completion of advanced GMP training
  - Basic computer data entry skills

### **Picker/Packer - Level b**

Initial engagement for an employee will be as a Picker Packer Level b. This is for a period of 450 hours/3 months at which time their ability to perform the duties of a Picker Packer will be assessed by the Leading hand and progression to this role will be determined.



**SCHEDULE OF AGREEMENT**

**Beiersdorf Australia Limited – Logistics Division**

*Signature* \_\_\_\_\_

*Name*

**Witness**

*Signature* \_\_\_\_\_

*Name*

**National Union of Workers – New South Wales Branch**

*Signature* \_\_\_\_\_

*Name*

**Witness**

*Signature* \_\_\_\_\_

*Name*