



**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA97/147

TITLE: Honeywell Distribution Centre Enterprise Agreement 1997

I.R.C. NO: 97/3726

DATE APPROVED/COMMENCEMENT: 4 August 1997 and commenced from the first pay period on or after 4 August 1997

TERM: 12 months

**NEW AGREEMENT OR
VARIATION: New**

GAZETTAL REFERENCE:

DATE TERMINATED:

NUMBER OF PAGES: 13

**COVERAGE/DESCRIPTION OF
EMPLOYEES: To apply to Storepersons located within the Honeywell Distribution Centre at 134 Euston Road Alexandria NSW**

PARTIES: Honeywell Limited -&- Denis Bell, Anthony Best, Dante Caycho, Stephen Morris, Khamsing Phantavady, John Spirovski

HONEYWELL DISTRIBUTION CENTRE ENTERPRISE AGREEMENT 1997



1. Title of Agreement

This Agreement shall be known as the Honeywell Distribution Centre Enterprise Agreement 1997.

2. Arrangement

This agreement is arranged as follows:

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3. Application of Agreement

The parties bound by this Agreement are:

- (a) Honeywell Ltd, 134 Euston Road, Alexandria NSW 2017
- (b) Store persons employed by Honeywell Ltd that are located within the Honeywell Distribution Centre at the address specified in (a) above.



4. Term of Agreement

This Agreement will take effect from the first pay period to commence on or after (the date of ratification) and shall have a nominal term of 12 months.

5. Relationship to Parent Award

This Agreement shall be read and interpreted wholly in conjunction with the Storeman and Packers General (State) Award ("the parent Award"), provided that where there is any inconsistency, this agreement shall take precedence to the extent of the inconsistency. Where this Agreement is silent, the Parent Award shall prevail.

6. Duress

This Agreement was not entered into under duress by any party to it.

7. Definitions

(i) **Development Plan**

A plan resulting from the annual career review which identifies potential career directions for the employee.

(ii) **Performance Effectiveness System**

Is a performance review where the employee receives feedback on their performance, including agreed action plans to improve and a career review where an opportunity exists to discuss what else the employee wants to do, or if they are content to continue in their current role.

(iii) **Honeywell Empowerment Card**

Card issued to each employee by the Managing Director which authorises the employee to act outside of his/her normal limits of authority in the interests of the business.

(iv) **Business Planning Process**

Process used to develop the strategic direction for each business unit within Honeywell.

(v) **HDC Archiving**

Process for storing documentation where there is a legal requirement to keep such documentation.



8. Objectives of Agreement

The parties agree to engage in a process of enterprise bargaining with the intention of providing increased efficiency, flexibility and productivity for the Company and its employees.

9. Intent of Agreement

The management and the employees will work to develop Honeywell Distribution Centre by providing high quality and time efficient service in an enthusiastic and responsible manner. This will contribute to build the future of the Company and the job security of the employees.

This should:

- a) encourage harmonious relations and goodwill by developing mutual understanding through consultation and cooperation;
- b) further the growth and profitability of the Company for the benefit of all;
- c) provide the flexibility needed to enhance the Company's competitiveness
- d) advance the working conditions and living standards of employees;
- e) ensure a task and relationship focused work relationship occurs at all times;
- f) promote quality customer service;
- g) provide employees to take ownership of tasks and duties.

10. Measures to Achieve Gains in Productivity, Efficiency and Flexibility

To achieve real gains in productivity, efficiency, and flexibility at Honeywell Distribution Centre, the agreed measures are:

- a) Consultative Committee:

The Consultative Committee will comprise of 3 employees and 2 members of management. It will meet every 3 months to review the operation of this Agreement and the overall effect on the competitive position of the Enterprise. The meeting will be conducted through an open forum discussion.

- b) Continuous Improvement

All employees are committed to seek continuous improvement by:



- maintaining a positive attitude
- accepting change required to meet real gains in productivity, efficiency and flexibility
- initiating change
- making suggestions to achieve change
- taking advantage of training and advancement wherever possible
- identifying and solving problems at the closest point of action
- working flexibly as required
- working as a team
- working to obtain various Company reward and recognition schemes
- assisting fellow workers during spare time to enhance productivity and team spirit
- establishing channels of communication between staff to enhance teamwork and distribute the workload equitably among employees
- having all overtime approved by Warehouse Team Leader and kept to the minimum required to complete the work

The employees will work toward implementing recommendations that will achieve the above outcomes.

(c) Key Performance Indicators:

- i) Stock Accuracy
Measured through cyclical counting

Physical count tolerance is one (1) percent for all inventory classes.

Financial tolerance is one (1) percent for all inventory classes.

A selection of "A" class items will be counted daily to complete a minimum of two counts per year per item

A selection of "B" class items will be counted daily to complete a minimum of one count per year per item

A selection of "C" class items will be counted daily to complete a minimum of one count per year per item

- ii) Backlog Control

Packlist backlog = zero lines

Airfreight unpacking backlog = less than 1 days receipts



Seafreight unpacking backlog = less than 2 days receipts
Local receiving backlog = same day unpack all items.
Quarantine area backlog = monitor weekly.
Bin by bin checks to ensure product is correctly binned =
action weekly to complete entire stock holding area every
six months.

iii) Housekeeping

Maintain a high standard of housekeeping within the
warehouse area

iv) Archives

Maintain HDC archives to facilitate retrieval of any
archive within audit requirements = Any required
document within four (4) hours of request.

11. Ordinary Hours of Work

- (i) The ordinary hours of work will be forty (40) hours per week worked over Monday to Friday, exclusive of any breaks. The span of hours shall be between the hours of 6.30 am to 6.30 pm to assist in coordinating Company operations in other States and needs of customers.
- (ii) No rostered day off (RDO) is available under this agreement.
- (iii) The Company can change commencing and ceasing times of work by giving 48 hours notice to the employee. This period of time may be reduced by mutual consent.

12. Dispute Resolution Procedure

- (i) The purpose of this clause is to resolve, as quickly as possible, all normal work related problems that may arise. Parties should always confer in good faith and without delay with a view to resolving matters through direct consultation.
- (ii) Management is always available to discuss matters that concern employees.
- (iii) When a problem or grievance arises, the Warehouse Team Leader is the first contact.
- (iv) The Warehouse Team Leader shall endeavour to resolve and/or reply to the matter as soon as practicable. If the matter may take some time the Warehouse Team Leader is to advise the employee of such expected period of time.

- (v) If the matter is not settled within an agreed or reasonable period of time, then the employee with or without their representative can ask the Warehouse Team Leader to refer the matter to the next higher authority. The Company representative may become involved. This shall be at the Company's discretion.
- (vi) At any stage, depending on the seriousness of the matter, management may call the employees together to fully discuss the matter. The employees through the Warehouse Team Leader can request a meeting with management for the same reason.
- (vii) While any grievance or disagreement is being discussed with an employee, all employees party to the agreement, will work normally without prejudice to either party, i.e., maintain the status quo that existed before the matter arised.
- (viii) By agreement, and with prior notice to management, employees may meet without management.
- (ix) It is recognised that all parties have the common interest "to satisfy the customer at all times."
- (x) If the matter remains unresolved, either party may refer the matter to the Industrial Relations Commission of New South Wales for assistance in settlement.

13. Wages

- (i) Employees will be called "Warehouse Team Member".
- (ii) Employees will be paid according to Honeywell Salary Range Job Number 501 (Appendix 1).
In addition, through the Performance Effectiveness System employees are eligible for wage increases.
- (iii) The existing company policy of an "attendance bonus" amount of \$30.00 per week will be absorbed into the minimum rate of pay in (i) above.

14. Recognition Award

To encourage quality attitudes, quality performance and a commitment to excellence. Honeywell acknowledges the contribution made by employees who perform in an outstanding manner. The recognition is via the Distinguished Achievement Award.



15. Employment Security

The parties agree to work together to help ensure and maintain the business effectiveness and efficiency to thereby secure employment of its employees. It is the intention of the Company not to implement redundancies during the term of this Agreement. If, however, unforeseen circumstances arise thereby necessitating redundancy (s) the appropriate Parent Award provision and/or legislation will apply.

16. Renewal of Agreement

The parties shall continuously monitor the application of this Agreement to ensure the effective implementation and structural efficiency and enterprise bargaining.

The parties agree to commence negotiations for a new Agreement or variation thereof within (3) months prior to the expiration of this Agreement.

17. Personal Improvement and Progression

17.1 Exam Leave

An employee who undertakes a University or TAFE course that is relevant to their current position or that may enhance their job opportunities within Honeywell, may before commencing the course, approach their manager and seek written approval to obtain a half (1/2) day off per subject studied. This half day is to be taken at exam time and is thereby called exam leave.

The approval of exam leave shall be at the discretion of the Team Leader.

17.2 Skills Improvement

The employer will provide the opportunity for employees to participate in 5 days training per annum during ordinary hours.

Training shall be at the initiative of the employer and all employees will be required to attend, unless an authorised reason for absence is granted by the employee's Team Leader before training commences. The employer is to identify the areas for an employees skills improvement through the Development Plan. Such identification may involve the employee in the identification process.



17.3 Career Pathways

Honeywell is committed to developing the careers of employees.

Through the Performance Effectiveness System, the Company will try to identify possible career directions for employees.

Through the Development Plan, the Company will assist employees in identifying the skills and/or experience necessary to increase performance effectiveness, thereby assisting in achieving career goals.

Any career advancement within Honeywell will be subject to merit.

18. Equal Employment Opportunity

The parties recognise that all employees have the right to a productive, harassment free and fulfilling working life.

The parties further recognise that discrimination in its various forms may prevent workers from participating fully in the operations of the Company. Accordingly, the parties agree that any form of discrimination on the basis of sex, sexuality, sexual harassment, race, political or religious beliefs, age or any other form of discrimination will not be tolerated in the workplace.

19. Occupational Health and Safety

The parties recognise that the right to a productive working environment shall be with the assistance of a healthy and safe workplace.

The parties shall endeavour to provide a healthy and safe workplace for employee's, contractors, customers and the community at large while simultaneously managing the business in ways sensitive to the operational environment.

The parties will adhere to the Company Occupational Health and Safety Policy, which may change from time to time.



20. Empowerment

The employer recognises that employees need to act outside their normal level of authority to meet the needs of Honeywell and its customers.

The Honeywell Empowerment Card provides the appropriate authority for decisions to be made outside the level of authority given to an employee. The parties recognise that the employee must be genuine in their use of the Empowerment Card, and any non-justifiable use of the card may put the employment of the user in jeopardy.

21. Employee Participation

- (i) Employees are encouraged to become involved in the business planning process/exercise and any task focused team. The opportunity to become involved will usually occur during ordinary hours. However, should an employee wish to become involved in any task focused team or business planning process/exercise which is not within their ordinary hours of work, the employee may become involved but will only be paid for time involved at ordinary rates.
- (ii) Employee participation must be authorised by the employee's manager in writing before hand, otherwise the time involved will not be paid for at all.

22. No Extra Claims

There shall be no further claims for wage increases or improvements in conditions of employment during the term of this Agreement.



23. Signatories

Signed by the authorised officer of Honeywell Limited.

Name: M. E. James Signed: [Signature] Date: 20/6/97

Witness name: B. PARATA Signed: [Signature] Date: 20/6/97

Signed by the employees of Honeywell Distribution Centre party to this Agreement:

Name: K. PHANTAVADY Signed: [Signature] Date: 20-6-97

Name: T. Best Signed: [Signature] Date: 20/6/97

Name: S. MORRIS Signed: [Signature] Date: 20-6-97 SM

Name: D. CAYCHO Signed: [Signature] Date: 20-6-97

Name: J. SPROVSKI Signed: [Signature] Date: 20/6/97

Name: D. BELL Signed: [Signature] Date: 20-6-97

Witness to all employees signature: [Signature]

Name of witness: BAKER PARATA Date: 20/6/97

APPENDIX 1

Classification Structure Range

Registered
Enterprise Agreement

Industrial Registrar

Job Number	Job Desc	Low Minimum	Low Developmental	Low Qualified	Low Outstanding	Exceptional:		Car or Allowance	Overtime Payable
						1 Low Exceptional	2 High Exceptional		
		\$	\$	\$	\$	\$	\$	\$	\$
501	Warehouse Team Member	22346	24850	28615	29049	31284	33518	No	Yes

Definitions

1. Low Minimum:-

The employee will usually possess good interpersonal skills, work in a team environment and exercise discretion within the limited skills and knowledge attained. The employee will undergo training within the Distribution Centre to progress to a "Developmental" level.

Indicative tasks include of an employee at this level include:

- being untrained
- general labouring duties
- picking and packing of goods
- loading of goods
- use hand trolley to move goods
- work towards achieving monthly individual objectives
- works under direct supervision

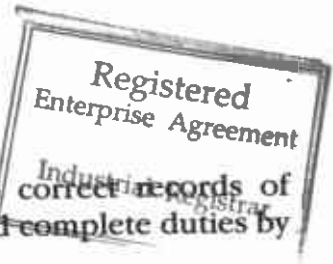
2. Low Developmental:-

The employee will have a good understanding of the operations of the Distribution Centre and may be required to assist employees at a higher level and/or the development of employees classified as "Minimum". The employee will be able to work from given directions without direct supervision.

Indicative tasks include of an employee at this level include:

- 12 months experience in industry
- picking and packing of goods
- loading and unloading of goods
- in training for forklift licence
- working to achieve quarterly individual objectives

- works under routine supervision
- undertake duties at a lower level



3. Low Qualified:-

An employee will work from complex instructions and keep correct records of inventory movement. The employee will be able to undertake and complete duties by displaying initiative and sound judgment.

Indicative tasks include of an employee at this level include:

- licensed to operate forklift
- picking and packing goods
- loading and unloading goods
- receipt and dispatch of goods
- participate in setting and achieving annual team objectives
- operate keyboard
- undertake "cyclical counting" to identify "stock accuracy Key Performance Indicator"
- ensure quality of own work
- works under general supervision
- undertake duties at a lower level

4. Low Outstanding:-

An employee will work usually without direction and may be called upon to perform a variety of duties commensurate with the overall operations of the Distribution Centre. Such an employee will have computer operation skills and be able to carry out without difficulty, the stock control/movement procedures of the Distribution Centre. The employee may also be called upon to train employees at a lower grade with minimal supervision from the Warehouse team Leader. The employee may be called upon to undertake the Warehousing and Distribution Course (No. 8502) at a TAFE College.

Indicative tasks include of an employee at this level include:

- works autonomously and responds to required change with initiative and pro-activity
- generate Key Performance Indicator reports from given data to identify stock accuracy and highlights anomalies and exceptions
- works to maintain "backlog control" to ensure the Key Performance Indicator is met
- responsible for quality control
- works under minimal supervision
- involved directly in the training of employees at a lower level
- undertake duties at a lower level

5. Exceptional:-

An employee at this level will provide leadership and guidance to employees at a lower level. The employee will usually have completed the Warehousing and Distribution Course (No. 8502) or will demonstrate to the employer skills, competencies and



abilities to the satisfaction of the employer.

Indicative tasks include of an employee at this level include:

- May co-ordinate the training of employees at a lower level whether or not under instruction from the Warehouse Team Leader
- Initiates corrective actions
- leader in business planning process
- delegated authority from and in absence of Warehouse Team Leader
- undertake duties at a lower level