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1. APPLICATION AND OPERATION

1.1. Title

Alsco Pty Ltd Wollongong Branch Production Workers Enterprise Agreement 2024

1.2. Application

This agreement shall apply to all employees of Alsco Pty Ltd engaged at the company's workplace at 21 Military Rd, Port Kembla NSW 2505 and who are engaged in work as described in the classification structure set out in Schedule A of this Agreement.

1.3. Parties to the Agreement

This agreement shall be binding upon:

1.3.1. Alsco Pty Ltd, 21 Military Rd, Port Kembla NSW 2505;

1.3.2. All employees of Alsco Pty Ltd located at 21 Military Rd, Port Kembla NSW 2505 who are described in clause 1.2 of this agreement; and

1.3.3. The Australian Workers Union and its officers.

1.4. Commencement Date & Nominal Expiry Date

1.4.1. This agreement shall commence from the first day, of the first full pay period following 1st October 2024.

1.4.2. The nominal expiry date of this agreement will be on the last pay period of June 2027.

1.5. Definitions and interpretation

1.5.1. In this agreement, unless contrary intention appears:

- **Act** means the Fair Work Act 2009 (Cth)
- **Agreement** means Alsco Pty Ltd Wollongong Branch Production Workers Enterprise Agreement 2024
- **Award or the Award** means the Dry Cleaning and Laundry Industry Award 2020
- **Base Rate of Pay** has the meaning in section 16 of the Fair Work Act 2009 (Cth)
- **BGM** means Branch General Manager
- **The Branch** means Alsco Wollongong 21 Military Rd, Port Kembla NSW 2505
- **Catch Period** means a period either before or after a long weekend when work product is required to be produced and delivered over 4 days rather than 5
- **The Company** means Alsco Pty Ltd
- **Continuous Service** means paid working time and paid leave for the Company
- **Department** means Production
- **Employee** means national system employee within the meaning of the Act
- **Employer** means Alsco Pty Ltd
- **Foul Laundry** means laundry that contains human excreta
- **FWC** means Fair Work Commission
- **NES** means the National Employment Standards as contained in sections 59 to 131 of the Fair Work Act 2009 (Cth)
- **Redundancy** has the meaning in Section 389 of the Fair Work Act 2009 (Cth)
- **Transmission** includes transfer, conveyance, assignment, or succession whether by agreement or by operation of law and transmitted has a corresponding meaning
- **Transmittor** means The Company i.e. Alsco Pty Ltd
- **Transmittee** means a business that purchases part or all of Alsco Pty Ltd
- **Union** means Australian Workers Union (AWU)

1.6. The National Employment Standards (NES) and this Agreement

1.6.1. The National Employment Standards (NES) is a set of legislated minimum employment entitlements under the Fair Work Act

1.6.2. : The 11 minimum entitlements of the NES are:

- a) Maximum weekly hours
- b) Requests for flexible working arrangements
- c) Offers and requests to convert from casual to permanent employment
- d) Parental leave and related entitlements
- e) Annual leave
- f) Personal/carer's leave, compassionate leave and unpaid family and domestic violence leave
- g) Community service leave
- h) Long service leave
- i) Public holidays
- j) Notice of termination and redundancy pay
- k) Fair Work Information Statement and Casual Employment Information Statement.

1.6.3. The NES apply to employees covered by this Agreement, except where this Agreement provides a more favourable outcome.

1.7. Award Incorporation

1.7.1. This Agreement incorporates the terms of the Dry Cleaning and Laundry Award 2020, as varied from time to time.

1.7.2. Where this agreement is silent on a matter covered extensively in the Award, the Award shall take precedence to the extent of inconsistency

1.7.3. Where there is any inconsistency between a term in this Agreement and a term of the Award that has been incorporated by reference, the term in this Agreement shall take precedence to the extent of the inconsistency.

1.8. Agreement Flexibility

1.8.1. An employer and employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:

1.8.2. the agreement deals with 1 or more of the following matters:

- (a) arrangements about when work is performed;
- (b) overtime rates;
- (c) penalty rates;
- (d) allowances;
- (e) leave loading; and
- (f) the arrangement meets the genuine needs of the employer and employee in relation to 1 or more of the matters mentioned in paragraph 1.8.2; and the arrangement is genuinely agreed to by the employer and employee.

1.8.3. The employer must ensure that the terms of the individual flexibility arrangement:

- (a) are about permitted matters under section 172 of the Fair Work Act 2009; and are not unlawful terms under section 194 of the Fair Work Act 2009; and result in the employee being better off overall than the employee would be if no arrangement was made.
- (b) The employer must ensure that the individual flexibility arrangement:
 - (i) is in writing; and
 - (ii) includes the name of the employer and employee; and
 - (iii) is signed by the employer and employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
- (c) includes details of:

- (i) the terms of the enterprise agreement that will be varied by the arrangement; and
- (ii) how the arrangement will vary the effect of the terms; and
- (iii) how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
- (iv) states the day on which the arrangement commences.

1.8.4. The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

1.8.5. The employer or employee may terminate the individual flexibility arrangement:

- (a) by giving no more than 28 days' written notice to the other party to the arrangement; or
- (b) if the employer and employee agree in writing at any time.

2. CONSULTATION AND DISPUTE RESOLUTION

2.1. Consultation

2.1.1. This term applies if the employer:

- a) has made a definite decision to introduce a major change to production, program, organisation, structure, or technology in relation to its enterprise that is likely to have a significant effect on the employees; or
- b) proposes to introduce a change to the regular roster or ordinary hours of work of employees.

2.1.2. Major change

- a) For a major change referred to in paragraph 2.1.1 (a):
 - (i) the employer must notify the relevant employees of the decision to introduce the major change; and
 - (ii) subclauses (2.1.3) to (2.1.10) apply.

2.1.3. The relevant employees may appoint a representative for the purposes of the procedures in this term.

2.1.4. If:

- a) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
- b) the employee or employees advise the employer of the identity of the representative;

2.1.5. the employer must recognise the representative.

2.1.6. As soon as practicable after making its decision, the employer must:

- a) discuss with the relevant employees:
 - (i) the introduction of the change; and
 - (ii) the effect the change is likely to have on the employees; and
 - (iii) measures the employer is taking to avert or mitigate the adverse effect of the change on the employees; and
- b) for the purposes of the discussion—provide, in writing, to the relevant employees:
 - (i) all relevant information about the change including the nature of the change proposed; and
 - (ii) information about the expected effects of the change on the employees; and
 - (iii) any other matters likely to affect the employees.

2.1.7. However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.

2.1.8. The employer must give prompt and genuine consideration to matters raised about the major change by the relevant employees.

2.1.9. If a term in this agreement provides for a major change to production, program, organisation, structure, or technology in relation to the enterprise of the employer, the requirements set out in paragraph (2.1.2)(a)(i) and subclauses (2.1.3) and (2.1.6) are taken not to apply.

2.1.10. In this term, a major change is likely to have a significant effect on employees if it results in:

- a) the termination of the employment of employees; or
- b) major change to the composition, operation, or size of the employer's workforce or to the skills required of employees; or
- c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
- d) the alteration of hours of work; or
- e) the need to retrain employees; or
- f) the need to relocate employees to another workplace; or
- g) the restructuring of jobs.

2.1.11. Change to regular roster or ordinary hours of work

2.1.12. For a change referred to in paragraph (2.1.1)(b):

- a) the employer must notify the relevant employees of the proposed change; and
- b) subclauses (2.1.13) to (2.1.18) apply.

2.1.13. The relevant employees may appoint a representative for the purposes of the procedures in this term.

2.1.14. If:

- a) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
- b) the employee or employees advise the employer of the identity of the representative;
the employer must recognise the representative.

2.1.15. As soon as practicable after proposing to introduce the change, the employer must:

- a) discuss with the relevant employees the introduction of the change; and
- b) for the purposes of the discussion—provide to the relevant employees:
 - (i) all relevant information about the change, including the nature of the change; and
 - (ii) information about what the employer reasonably believes will be the effects of the change on the employees; and
 - (iii) information about any other matters that the employer reasonably believes are likely to affect the employees; and
- c) invite the relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).

2.1.16. However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.

2.1.17. The employer must give prompt and genuine consideration to matters raised about the change by the relevant employees.

2.1.18. In this term:

- a) relevant employees means the employees who may be affected by a change referred to in subclause (2.1.1).

2.2. Dispute Resolution

2.2.1. If a dispute relates to:

- (a) a matter arising under the agreement; or
- (b) the National Employment Standards;

this term sets out procedures to settle the dispute.

2.2.2. An employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this term.

2.2.3. In the first instance, the parties to the dispute must try to resolve the dispute at the workplace level, by discussions between the employee or employees and relevant supervisors and/or management.

2.2.4. If discussions at the workplace level do not resolve the dispute, a party to the dispute may refer the matter to Fair Work Commission.

2.2.5. The Fair Work Commission may deal with the dispute in 2 stages:

- (a) the Fair Work Commission will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and
- (b) if the Fair Work Commission is unable to resolve the dispute at the first stage, the Fair Work Commission may then:
 - (i) arbitrate the dispute; and
 - (ii) make a determination that is binding on the parties.

Note: If Fair Work Commission arbitrates the dispute, it may also use the powers that are available to it under the Act.

A decision that Fair Work Commission makes when arbitrating a dispute is a decision for the purpose of Div 3 of Part 5.1 of the Act. Therefore, an appeal may be made against the decision.

2.2.6. While the parties are trying to resolve the dispute using the procedures in this term:

- (a) an employee must continue to perform his or her work as he or she would normally unless he or she has a reasonable concern about an imminent risk to his or her health or safety; and
- (b) an employee must comply with a direction given by the employer to perform other available work at the same workplace, or at another workplace, unless:
 - (i) the work is not safe; or
 - (ii) applicable occupational health and safety legislation would not permit the work to be performed; or
 - (iii) the work is not appropriate for the employee to perform; or
 - (iv) there are other reasonable grounds for the employee to refuse to comply with the direction.

2.2.7. The parties to the dispute agree to be bound by a decision made by Fair Work Commission in accordance with this term.

3. WORKPLACE DELEGATES RIGHTS

3.1. AWU Delegates

3.1.1. The Employer recognises the role of the AWU and AWU delegates in representing Union members in employment matters. The Employer recognises that the AWU has a legitimate interest in ensuring that delegates can properly perform such representative functions, including by holding Union meetings free from any unreasonable interference by any other party.

3.1.2. Before exercising entitlements under clause 3, a workplace delegate must give the employer written notice of their appointment or election as a workplace delegate. If requested, the workplace delegate must provide the employer with evidence that would satisfy a reasonable person of their appointment or election.

3.1.3. An employee who ceases to be a workplace delegate must give written notice to the employer within 14 days.

3.2. Right of Representation

3.2.1. A workplace delegate may represent the industrial interests of eligible employees who wish to be represented by the workplace delegate in matters including:

- (a) Participate in any consultation process set out under this Agreement, including consultation about a major workplace change and changes to rosters or hours of work;
- (b) Consult and speak with AWU members and those eligible to be members of the AWU about matters relating to their employment such as a grievance or dispute;
- (c) Represent the interests of AWU members to the Employer, including resolution of disputes, disciplinary processes and before industrial tribunals and courts;
- (d) Participate in any bargaining for an agreement to replace this Agreement; and
- (e) Participate in any process or procedure within this Agreement or policy of the employer under which AWU members are entitled to be represented.

3.3. Entitlement to reasonable communication

- 3.3.1. The Employer will allow AWU delegates to communicate with AWU members and those eligible to be AWU members for the purpose of representing their industrial interests under clause 3.4. This includes discussing AWU membership and representation.
- 3.3.2. AWU delegates are entitled to communicate with AWU members and those who are eligible to be AWU members during work hours or work breaks, or before or after work.
- 3.3.3. AWU delegates are entitled to meet with members and those eligible to be AWU members on an as needs basis.

3.4. Entitlement to reasonable access to the workplace and workplace facilities

3.4.1. The Employer will provide an AWU delegate with access to or use of the following workplace facilities:

- (a) Reasonable access to a room or area to hold discussions that is fit for purpose, private and accessible by the delegate, AWU members and those eligible to be AWU members;
- (b) A physical or electronic noticeboard. Where a physical noticeboard is provided, the Employer will make it available in lunch room facilities and another prominent location in the workplace which is accessible to all employees and allow the AWU delegate to post AWU notices and AWU information on those notice boards;
- (c) Electronic means of communication ordinarily used in the workplace by the Employer to communicate with AWU members and those eligible to be AWU members, including computer, internet and email;
- (d) A lockable filing cabinet or other secure document storage area and
- (e) Office facilities and equipment including printers, scanners and photocopiers.

3.4.2. The employer is not required to provide access to or use of a workplace facility under clause 3.7 if:

- (a) the workplace does not have the facility;
- (b) due to operational requirements, it is impractical to provide access to or use of the facility at the time or in the manner it is sought; or
- (c) the employer does not have access to the facility at the enterprise and is unable to obtain access after taking reasonable steps.

3.4.3. The Employer will respect the privacy of the delegate's use of the facilities referred to in clause 3.7 and will not monitor communications using those facilities.

3.5. Exercise of entitlements under clause 3

3.5.1. A workplace delegate's entitlements under clause 3 are subject to the conditions that the workplace delegate must, when exercising those entitlements:

- (a) comply with their duties and obligations as an employee;
- (b) comply with the reasonable policies and procedures of the employer, including reasonable codes of conduct and requirements in relation to occupational health and safety and acceptable use of ICT resources;
- (c) not hinder, obstruct or prevent the normal performance of work; and
- (d) not hinder, obstruct or prevent eligible employees exercising their rights to freedom of association.

3.7.2 Clause 3 does not require the employer to provide a workplace delegate with access to electronic means of communication in a way that provides individual contact details for eligible employees.

- (a) Clause 3 does not require an eligible employee to be represented by a workplace delegate without the employee's agreement.

Note: Under section 350A of the Act, the employer must not unreasonably fail or refuse to deal with a workplace delegate; or knowingly or recklessly make a false or misleading representation to a workplace delegate; or unreasonably hinder, obstruct or prevent the exercise of the rights of a workplace delegate under the Act or clause.

4. DELEGATE TRAINING

4.1. The Company recognises an employee who is authorised by the AWU to act as an AWU delegate

4.2. Where a delegate has been validly elected by employees, they shall:

- 4.2.1. Attend accredited training offered by the AWU to satisfy the Company, employees covered by this agreement and the AWU that they have the sufficient skills and knowledge to perform their representative duties;

4.2.2. Attendance at the relevant training will be mutually agreed as follows:

- a) Maximum of 2 delegates
- b) Maximum of 4 days training per 12-month period, per delegate generally completed in 2-day blocks;
- c) The application to the employer must be in writing, include the nature, content and duration of the course to be attended, with a minimum 14 days' notice provided by the delegate to their manager;
- d) Training cannot occur during Catch Period and the Company reserves the right to not release the employee for proposed training should it interfere with operational requirements;
- e) The employer must advise the workplace delegate not less than 2 weeks from the day on which the training is scheduled to commence, whether the workplace delegate's access to paid time during normal working hours to attend the training has been approved. Such approval must not be unreasonably withheld.

4.2.3. Leave of absence granted pursuant to this clause, will count as service for all purposes of this Agreement;

4.2.4. Training days do not accrue if they are not used;

4.2.5. No loss of wages shall occur; and

4.2.6. The workplace delegate must, within 7 days after the day on which the training ends, provide the employer with evidence that would satisfy a reasonable person of their attendance at the training.

5. CONSULTATIVE COMMITTEE

- 5.1. The Company recognises the importance of consulting with employees on a range of matters impacting their employment, including those listed in clause 2.1 Consultation
- 5.2. To support ongoing communication and consultation the Company shall form a Consultative Committee of employees covered by this agreement with the purpose of discussing any matters that relate to the employment of employees and the processes and procedures of the business that impact their work
- 5.3. The Consultative Committee shall meet regularly as agreed by the members and will convene at other times if required by any matters arising related to Clause 2 – Consultation and Dispute Resolution

6. TYPES OF EMPLOYMENT AND TERMINATION OF EMPLOYMENT

6.1. Type of Employment

6.1.1. Employees under this agreement will be employed in one of the following categories:

- (a) **Full-time employment** - A full-time employee is one who is engaged to work 38 ordinary hours per week.;
- (b) **Part-time employment** – A part-time employee is one who is engaged to work less than 38 ordinary hours per week, has reasonably predictable hours of work; and receives, on a pro rata basis, equivalent pay, and conditions to those of full-time employees under this agreement in an equivalent classification
 - (i) For Part Time employees, the employment agreement will contain an agreement in writing of a regular work pattern, specifying at least the hours worked each day, which days of the week the employee will work and the actual starting and finishing times each day.
 - (ii) All time worked in excess of agreed part time hours will be overtime and paid for at the rates prescribed in clause 6.5 of this agreement
- (c) **Casual employment** – A casual employee is one who is engaged by the hour and will be entitled to a minimum of 3 hours pay for each engagement. A casual employee will be paid per hour 1/38th of the appropriate classification rate, plus a loading of 25% of that rate per hour worked

6.1.2. At the time of engagement, the employer will inform each employee in writing of the terms of their engagement and whether they are to be full-time, part-time, or casual. This will then be recorded in the time and wages record of the employee.

6.1.3. This agreement shall apply the NES and / or the Act entitlements that are specific to each type of employment listed above in 6.1.1 as applicable

6.2. Offers and Requests for Casual Conversion

6.2.1. Where an employee has been employed by the Company for a period of 6 months beginning the day the employment started; and

- 6.2.2. During those 6 months, the employee has worked a regular pattern of hours on an ongoing basis which, without significant adjustment, the employee could continue to work as a full-time employee or a part-time employee (as the case may be); then
- 6.2.3. Offers and requests for conversion from casual employment to full-time or part-time employment will follow the process outlined in the NES
- 6.2.4. Disputes about offers and requests for casual conversion under the NES are to be dealt with under clause 2.2 — Dispute resolution

6.3. Termination of Employment

- 6.3.1. An employee will give the employer notice of termination in accordance with the NES
- 6.3.2. The Employer will give the employee notice of termination in accordance with the NES

6.4. Redundancy

- a) Redundancy Payments will be made in accordance with the NES
- b) The Company will take the following steps as part of the consultation process should redundancies be required:
- (i) All possible steps will be taken to avoid compulsory redundancies of employees covered by this Agreement;
 - (ii) If redundancies are required, in the first instance, volunteers from the area immediately affected will be sought
 - (iii) The Company will not unreasonably refuse to accept volunteers for redundancy;
 - (iv) If the number of volunteers does not requirements, further discussions will be held between the Company, the employees, and their nominated representative;
 - (v) Discussions will involve examining all possible options for avoiding forced redundancies including retraining, redeployment and job sharing. The Company will not unreasonably refuse to implement any such options;
 - (vi) If such discussions fail to resolve the need for additional redundancies, the Company will assess the relevant multi-skilled capabilities of the impacted employees, using the Classification Structure in this agreement at Schedule A to determine who will be subject to compulsory redundancy; and
 - (vii) The consultation period including steps (i)-(vi) above, shall not be less than four (4) weeks.
- 6.4.2. The provisions of clause 5.4 Redundancy are not applicable where a business is before or after the date of this agreement, transmitted from the Company (in this sub-clause called the Transmittor) to another employer (in this sub-clause called the Transmtee), in any of the following circumstances:
- (a) Where the employee accepts employment with the transmittee which recognises the period of continuous service which the employee had with the transmittor and any prior transmittor to be continuous service of the employee with the transmittee; or
 - (b) where the employee rejects an offer of employment with the transmittee:
 - (i) in which the terms and conditions are substantially similar and no less favourable, considered on an overall basis, than the terms and conditions applicable to the employee at the time of ceasing employment with the Transmittor; and
 - (ii) which recognises the period of continuous service which the employee had with the Transmittor and any prior transmittor to be continuous service of the employee with the Transmtee.

7. MINIMUM WAGES AND RELATED MATTERS

7.1. Payment of Wages

- 7.1.1. Employees' wages shall be paid by means of Electronic Funds Transfer (Direct Banking Deposit)
- 7.1.2. Wages are to be paid weekly
- 7.1.3. When notice of termination of employment has been given by an employee or an employee's services have been terminated by the Company, payment of all wages and other money owing to the employee will be made to the employee by no later than the last day of the formal notice period.

7.2. Classifications

7.2.1. Employees are to be classified as grade 1, 2, 3, 4, or 5 and a detailed description of each grade level and classification information is provided in Schedule A of this agreement

7.2.2. Reclassification:

- a) Where an employee shows skill, capability, and interest in progressing to grade 3 roles, they will be engaged in a defined training plan as outlined in Schedule C
- b) Schedule C includes the detailed outline of how regrading takes place and what is required in the training plan, but propose to include the follow key elements:
 - (i) Formal requirement to sign a training agreement to acknowledge a person is on the path to increasing to a grade 3;
 - (ii) Firm timelines on the need to complete the online learning components, and on the job training components one the agreement is signed;
 - (iii) How the assessment will occur, who has to complete the assessment and when it will be signed off;
 - (iv) Area for feedback if things aren't achieved etc. and what will happen if they're not successful;
 - (v) All recorded and progress trackable / reportable in online learning – including being visible to the employee.

7.3. Career Development

7.3.1. The Company and the employees covered by this agreement are committed to engaging in career development opportunities to ensure that all employees who are interested can engage in training and development that provides them with skills and experience to work in a number of areas of the production facility

7.3.2. To support this career development the classification structure outlined in Schedule A clearly defines the skills, competencies and experience required to operate at each level and in each area of the laundry

7.3.3. The Company shall not unreasonably prevent an employee from entering into an agreement to participate in up-skilling training that can result in a re-grade in accordance with the classification structure

7.3.4. Training Agreements and Competency assessments in accordance with Schedule C will provide employees with clear time frames and requirements for career development

7.3.5. Employees who are deemed competent and are actively using their higher-grade skills will be regraded in accordance with Schedule C.

7.3.6. An employee who is classified as a level 3 or above but is not designated a Team Leader (level 5) and is required to provide induction and onboarding training to a new or learning employee shall be recognised as operating at level 5 for the hours they provide that training and shall be paid in accordance with Clause 6.5 Higher Duties.

7.4. Minimum Wage Rates

7.4.1. The monetary obligations imposed on the Company by this agreement may be absorbed into wage rates which are above those contained in the Schedule B of this agreement. Nothing in this agreement requires the company to maintain or increase any above agreement payment.

7.4.2. Employees are to be paid as per their classified grade 1, 2, 3, 4 or 5

7.4.3. Schedule B of this agreement contains the relevant pay rates for each grade and applicable increases made from the commencement of this agreement until its nominal expiry date.

7.4.4. Wages are applicable for a 38-hour week but expressed in Schedule B as an hourly rate

7.4.5. An employee will not suffer any reduction in wages during any week by reason of having been put to work for part of such week at a classification lower than that under which the employee was engaged or deemed to be working.

7.4.6. Wage rates outlined in Schedule B will initially be effective on approval of the agreement and all future increases will be effective from the first full pay period after the 1st of July.

7.5. Higher Duties

7.5.1. An employee undertaking higher duties will be paid the higher minimum hourly rate for the day or shift.

7.6. Allowances

7.6.1. Allowances will be paid where the employee is entitled to have them paid, as outlined below:

- a) Disability Allowance (Foul Laundry) - An employee who is required to handle foul laundry (as defined) will be paid an additional allowance as listed in Schedule B
- b) First Aid Allowance - An employee who has been trained to provide first aid, who holds a current first aid qualification and who is appointed by the employer to perform first aid duty will be paid an additional allowance as listed in Schedule B
- c) Meal Allowance
 - (i) An employee required to work overtime for more than one hour after the usual finishing time on any day will be reimbursed for the purchase of a meal or paid a meal allowance as listed in Schedule B.
 - (ii) This allowance will not apply where the employee has been notified on the day prior to when they will be required to work overtime
- d) All other allowances shall be applicable and paid as outlined in the Award.

8. SUPERANNUATION

8.1. Superannuation - Payment

- 8.1.1. The subject of superannuation is dealt with extensively by legislation including the Superannuation Guarantee (Administration) Act 1992, the Superannuation Guarantee Charge Act 1992, the Superannuation Industry (Superannuation) Act 1993 and the Superannuation (Resolution of Complaints) Act 1993. The legislation, as varied from in time to time, governs the superannuation rights and obligations of the parties
- 8.1.2. The Company will make contributions to the employee's nominated fund, at the prevailing rate required by the Superannuation Guarantee (Administration) Act 1992 (SGAA)
- 8.1.3. The Company shall not be required to make contributions in respect of periods of unpaid absences. Where an unpaid absence occurs in a pay period, the Company shall make contributions proportionately to the wage received by the employee concerned in that pay period. For the purposes of this clause, each pay period will stand alone. Accordingly, unpaid absences in one pay period will not carry over to another pay period

8.2. Superannuation – Payment While on Leave

- 8.2.1. Subject to the governing rules of the relevant superannuation fund, the employer must also make the superannuation contributions provided for in clause 5.5 and pay the amount authorised under clause 5.5.2:
 - a) Paid leave—while the employee is on any paid leave;
 - b) Work-related injury or illness—for the period of absence from work (subject to a maximum of 52 weeks) of the employee due to work-related injury or work-related illness provided that:
 - i. the employee is receiving workers compensation payments or is receiving regular payments directly from the employer in accordance with the statutory requirements; and
 - ii. the employee remains employed by the employer.

8.3. Superannuation - Choice of Fund

- 8.3.1. Superannuation contributions will be made to a fund of the employee's choice, subject to the following:
 - a) The employer will provide an employee with a standard choice form, and the employer will specify AustralianSuper (STA0100AU) as the employer nominated superannuation fund.
 - b) If the employee does not exercise choice in standard choice form, the employer will check with ATO if the employee has a stapled fund.
 - c) If the employer is notified by the ATO that employee has no stapled fund, the contributions will be made in accordance with choice of fund requirements to the employer nominated fund as specified in the standard choice form provided.

8.4. Superannuation – Salary Sacrifice

- 8.4.1. The employer will make available relevant forms and processes to support the employee to make additional contributions to their superannuation in a salary sacrifice or 'before tax' arrangement in accordance with Australian Taxation Office (ATO) regulations
- 8.4.2. Employees can make applications to commence arrangements at any time, by completing the relevant form and submitting this to payroll via their manager.

8.5. The Employer will provide all Employees the option to attend information sessions associated with a benefit or wellbeing, including a 1-hour paid session per calendar year during work hours on Superannuation provided by AlSCO Uniform's default superannuation fund. Attendance at these sessions is strongly encouraged by AlSCO Management, but is voluntary and at the discretion of the Employee.

9. HOURS OF WORK AND RELATED MATTERS

9.1. Ordinary Hours of Work

9.1.1. The ordinary hours of work will average 38 hours per week.

9.1.2. Ordinary hours may be worked Monday to Friday between the spread of hours of 6.00 am to 6.00 pm and may be worked in one of the following arrangements:

- a) 7.6 hours per day;
- b) 4 days of 8 hours work and one day of 6 hours work; or
- c) a roster system averaging 38 hours worked per week over a 4-week cycle.

9.1.3. The spread of ordinary hours may be moved by up to one hour forward or one hour back by agreement between the employer and the majority of employees, to make this change the Company will:

- a) Notify the employees of the proposal, including the reason for the change (i.e. summertime)
- b) Notification will be provided in writing and specify:
 - (i) Altered Spread of ordinary hours;
 - (ii) Period the change will be in effect; and
 - (iii) At least one weeks' notice.

9.2. Overtime

9.2.1. All work performed by an employee outside of and/or in excess of their ordinary hours will be paid for at 150% of the minimum hourly rate for the first 3 hours and 200% of the minimum hourly rate thereafter.

9.2.2. All other matters related to overtime will be in accordance with the Award.

9.3. Shift Work

9.3.1. A shiftworker means an employee who works an afternoon shift and/or night shift whether alternating with day work or not. Such an employee is a shiftworker for the purposes of the NES.

9.3.2. Unless start and finish times have been altered in accordance with Clause 9.1.3, Shift work means:

- a) Morning shift - commencing before 6.00 am
- b) Afternoon shift - finishing after 6.00 pm and at or before midnight
- c) Night shift - finishing after midnight and at or before 8.00 am

9.3.3. An employee who works shiftwork must be paid 115% of the minimum hourly rate prescribed for the appropriate classification for each hour worked during a morning, afternoon, or night shift.

9.3.4. An employee who works on a night shift which does not alternate with another shift or day work must be paid for each hour worked 130% of the minimum hourly rate prescribed for the appropriate classification.

9.3.5. For the purposes of the extra week of leave prescribed by the NES, a shiftworker is an employee who is rostered to regularly work on Sundays and public holidays

9.3.6. All other matters related to Shift Work will be in accordance with the Award.

9.4. Rostering

9.4.1. The starting and finishing times of each employee (excluding casual employees) will be fixed by the employer

9.4.2. Consultation about changes to rosters or hours of work, those times will not be changed, except in a case of emergency or by agreement with the individual employee, unless 7 days' notice has been given

9.5. Breaks

9.5.1. An employee will be entitled to an unpaid meal break of at least 30 minutes per day or shift. The break must be taken not later than 5 hours after starting work

9.5.2. Where the Company requires an employee to work during their meal break, the period worked will be treated as time worked and paid at 150% of the minimum hourly rate until released for the meal

9.5.3. An employee who is required to work more than one and a half hours overtime will be entitled to a meal break of at least 20 minutes. This break will be paid at ordinary rates of pay and will be taken at a time agreed to between the employee and employer.

9.5.4. All other matters related to Breaks will be in accordance with the Award.

10. LEAVE AND PUBLIC HOLIDAYS

10.1. Annual Leave

10.1.1. The entitlement to Annual Leave for employees covered by this agreement will be as per the NES

10.1.2. The entitlement to Annual Leave Loading for employees covered by this agreement will be as per the Award

10.1.3. Employees are entitled to access **Cashing Out of Annual Leave** and **Annual Leave in Advance** in accordance with the Award, and can do so by:

- a) Completing the relevant online form; and
- b) Submitting it to payroll for processing

10.1.4. Where an employee does not regularly use a company provided computer for their work, they will be provided access to an available computer to complete the application and approval process

10.1.5. Employees will be able to choose to have their approved annual leave payment made in advance of the leave commencing as follows:

- a) Completion of the relevant leave form includes the request for advance payment is selected;
- b) The application to take leave is provided and approved at least four (4) weeks prior to the first day of the annual leave being used; and
- c) On return from the approved period of leave, employees shall not be entitled to any payment of wages in advance to account for the resumption of ordinary hours being paid in arrears.

10.2. Personal Carer's (Sick) Leave and Compassionate Leave

10.2.1. The entitlement to Personal / Carer's (Sick) Leave and Compassionate Leave for employees covered by this agreement will be as per the NES

10.2.2. The following notification and evidence for the use of sick leave is required:

- a) 2 single days of sick leave in 1 year without providing evidence. Each occurrence of sick leave after this you will be required to provide evidence (even for part days) of the illness or injury;
- b) Sick leave that is 2 consecutive days or longer requires evidence of the illness or injury to be always provided;
- c) Sick leave which is taken either side of a Public Holiday or Annual Leave always requires evidence of an illness or injury;
- d) Notification via phone to direct manager before start time, or as soon as reasonably practicable; and
- e) Paid sick leave may not be paid until documentation related to the absence is provided.

10.2.3. If an employee is using Carer's Leave, they will be required to follow the same notification process as listed in 7.2.2 (d) and may be requested to provide evidence to support the valid use of the leave in accordance with the rules set out in the NES.

10.2.4. If an employee is using Compassionate Leave, they will be required to follow the same notification process as listed in 7.2.2 (d) and may be requested to provide evidence to support the valid use of the leave in accordance with the rules set out in the NES.

10.3. Community Service Leave

10.3.1. The entitlement to Community Service Leave and Compassionate Leave for employees covered by this agreement will be as per the NES

10.4. Family & Domestic Violence Leave

10.4.1. The entitlement to Family & Domestic Violence Leave for employees covered by this agreement will be as per the NES

10.5. Parental Leave

10.5.1. The entitlement to Parental Leave for employees covered by this agreement will be as per the NES

10.6. Long Service Leave

10.6.1. The entitlement to Long Service Leave for employees covered by this agreement will be as per the Long Service Leave Act 1955

10.7. Public Holidays

10.7.1. Gazetted Public Holidays NSW

11. ACCIDENT PAY

11.1. For the purposes of clause 8, the following definitions will apply:

11.1.1. Accident pay means a weekly payment made to an employee by the employer that is the difference between the weekly amount of compensation paid to an employee pursuant to the applicable workers' compensation legislation and the weekly amount that would have been received had the employee been on paid personal leave at the date of the injury (not including over award payments) provided the latter amount is greater than the former amount.

11.1.2. Injury will be given the same meaning and application as applying under the applicable workers' compensation legislation covering the employer.

11.2. The employer must pay accident pay where an employee suffers an injury and weekly payments of compensation are paid to the employee under the applicable workers' compensation legislation for a maximum period of 26 weeks.

11.3. The 26-week period commences from the date of injury. In the event of more than one absence arising from one injury, such absences are to be cumulative in the assessment of the 26-week period.

11.4. The termination by the employer of the employee's employment within the 26-week period will not affect the employee's entitlement to accident pay.

11.5. For a period of less than one week, accident pay (as defined) will be calculated on a pro rata basis.

11.6. An employee will not be entitled to any payment under clause 21 in respect of any period of paid annual leave or long service leave, or for any paid public holiday.

11.7. If an employee entitled to accident pay under clause 21 returns to work on reduced hours or modified duties, the amount of accident pay due will be reduced by any amounts paid for the performance of such work.

11.8. In the event that an employee receives a lump sum payment in lieu of weekly payments under the applicable workers' compensation legislation, the liability of the employer to pay accident pay will cease from the date the employee receives that payment.

11.9. Where the employee recovers damages from the employer or from a third party in respect of the said injury independently of the applicable workers' compensation legislation, such employee will be liable to repay to the employer the amount of accident pay which the employer has paid under clause 21 and the employee will not be entitled to any further accident pay thereafter.

11.10. For a casual employee, the weekly payment referred to in clause 8.1.1 (a) will be calculated using the employee's average weekly ordinary hours with the employer over the previous 12 months or, if the employee has been employed for less than 12 months by the employer, the employee's average weekly ordinary hours over the period of employment with the employer. The weekly payment will include casual loading but will not include over award payments.

12. SIGNATORIES TO AGREEMENT

Signatory Name: Robert Andreeski
Signatory Address: 21 Military Rd, Port Kembla NSW 2505

Signature:  Date: 2-10-2024

Witness Name: Steven Stucoski

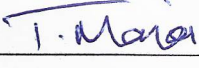
Witness Full Address: 21 Military Rd, Port Kembla.

Signature:  Date: 02/10/24

Signed for and on behalf of Australian Workers Union (AWU):

Signatory Name: Totoko Maria

Signatory Full Address: 39 Kotara Crescent Unanderra

Signature:  Date: 16/11/24

Basis of signatory's authority to sign the agreement: Union Delegate

Witness Name: Steven Stucoski

Witness Full Address: 21 Military Rd, Port Kembla

Signature:  Date: 16/10/24

Schedule A – Classification

Classification Level	Work Areas	Key Tasks	Competency & Progression
Level 1	Insort	<ul style="list-style-type: none"> • Sorting and pulling soiled garments and pre storing by specific product • Sorting and storing all soiled linen in identified overhead bags for processing • Unloading of soiled returned in Tallboy trolleys 	<p>How Do I Attain this Classification?</p> <ol style="list-style-type: none"> 1. Previous process or other similar work experience 2. Ability to read and understand safety guidelines 3. Ability to work in a team 4. Ability to meet processing goals 5. An employee at Level 1 will not remain at this level for any longer than six (6) months <p>How Am I Deemed Competent?</p> <ul style="list-style-type: none"> • Complete Induction Online before commencing work • Complete the relevant Safe Work Procedure (SWP) and/or Standard Operating Procedure (SOP) for one or more work areas over a maximum six months • Meet or exceed processing targets consistently for at least one month <p>Training Required?</p> <ul style="list-style-type: none"> • On the job learning from more experienced team members • Feedback during probation from Supervisor and Production Manager
	Finishing - Ironers	<ul style="list-style-type: none"> • Feeding, Catching, bundle strapping and attaching docket for smalls Tea towels, Glass cloth etc) 	
	Garments	<ul style="list-style-type: none"> • Hanging garments to Tunnel • Straight folding Garments 	
	Dry Fold	<ul style="list-style-type: none"> • Operating and feeding bath towels • Hand folding smalls • Grading towels suitable to expected standard • Maintain expected efficiency output 	
	Mat Area	<ul style="list-style-type: none"> • Rolling mats and packing onto shelf • Rolling Corporate mats and allocating to own rack location 	
Level 2	Work Areas & Key Tasks are the Same as Expressed at Level 1		<p>How Do I Attain this Classification?</p> <ul style="list-style-type: none"> • At least 1 month at Level 1 in any work area (but not more than 6 months), or • At least 1 month laundry experience at another employer • Competency assessment is completed by Supervisor & Production Manager, on the job <p>How Am I Deemed Competent?</p> <ol style="list-style-type: none"> 1. Complete the relevant SWP and/or SOP for one or more work areas over a minimum of 3 months 2. Meet or exceed processing targets consistently with some guidance and feedback from Team Leader or Supervisor 3. Can easily rotate between different Key Tasks within Work Area and maintain performance & quality standards <p>Training Required?</p> <ul style="list-style-type: none"> • On the job learning from more experienced team members

Classification Level	Work Areas	Key Tasks	Competency & Progression
Level 3	Insort	<ul style="list-style-type: none"> • Prioritise and identify Garment soiled workflow • Operation and fault finding around Scanning equipment used with garment Insort • Ability to rack up all overhead bags of soil and identify each bag for washing process 	<p>How Do I Attain this Classification?</p> <ol style="list-style-type: none"> 1. Has worked in the Insort area at level 2 and been deemed competent at that level 2. Has met or exceeded production targets for area consistently <p>How Am I Deemed Competent?</p> <ul style="list-style-type: none"> • Able to communicate with Service Team members to understand any customer information that may impact work area • Can identify and report scanning faults within a short time frame to avoid re-work / customer complaints • Can read and understand workflows for the laundry to complete correct racking and prioritisation of wash process • Meets or exceeds processing targets consistently with minimal supervision <p>Training Required?</p> <ul style="list-style-type: none"> • Complete SWP / SOP training for different Key Tasks as required • Completes online modules related to internal communications & related documentation • Completes online modules related to communicating machine fault information to members of Engineering while on the production floor
Level 3	Finishing - Assembly / Packout	<ul style="list-style-type: none"> • Coordinate all packages from ironers and store as per product • Collect and load onto route trolleys all ticked packages from Ironing area • Pack all ticketed Aprons onto route trollies • Pack out all accommodation Commercial customer flat linen requirements and identify Tubs accordingly for Driver loading • Maintain housekeeping of the area 	<p>How Do I Attain this Classification?</p> <ol style="list-style-type: none"> 1. Has worked in the finishing area at level 2 and been deemed competent at that level 2. Has met or exceeded production targets for area consistently <p>How Am I Deemed Competent?</p> <ul style="list-style-type: none"> • Reading & understanding a catch schedule • Reading & understanding the production schedule • Can provide clear and concise pack out information to the L2 meeting • Can communicate with and answer questions from relevant service team member about the pack out for their customer • Meets or exceeds processing targets consistently with minimal supervision and achieves 100% accuracy more often than not <p>Training Required?</p> <ul style="list-style-type: none"> • Complete SWP / SOP training for different Key Tasks as required • Completes online modules related to internal communications & related documentation • Completes online modules related to communicating machine fault information to members of Engineering while on the production floor

Classification Level	Work Areas	Key Tasks	Competency & Progression
Level 3	Garments	<ul style="list-style-type: none"> • 1st or 2nd sort conveyor loading • 3rd sort Final sort assemble • Aprons, process & pack out 	<p>How Do I Attain this Classification?</p> <ol style="list-style-type: none"> 1. Has worked in the Garment area at level 2 and been deemed competent at that level 2. Has met or exceeded production targets for area consistently <p>How Am I Deemed Competent?</p> <ul style="list-style-type: none"> • Able to read and understand packing instructions and assembly details provided by Service Team • Able to communicate with Service Team members to understand any customer information that may impact work area • Able to advise Supervisor of shortages or errors that may impact achievement of Delivery In Full On Time (DIFOT) • Meets or exceeds processing targets consistently with minimal supervision <p>Training Required?</p> <ul style="list-style-type: none"> • Complete SWP / SOP training for different Key Tasks as required • Completes online modules related to internal communications & related documentation • Completes online modules related to communicating machine fault information to members of Engineering while on the production floor • National Customer specialist pack out training with Supervisor – depending on customer / branch needs
Level 3	Dry Fold	<ul style="list-style-type: none"> • Prioritising workflow to meet pack out expectations • Completing customer packing Tickets and commercial Customer bulk requirements 	<p>How Do I Attain this Classification?</p> <ol style="list-style-type: none"> 1. Has worked in the Dry Fold area at level 2 and been deemed competent at that level 2. Has met or exceeded production targets for area consistently <p>How Am I Deemed Competent?</p> <ul style="list-style-type: none"> • Can efficiently read and implement pack out requirements from tickets • Can assess finished product levels and prioritise own and others work to achieve pack out requirements • Able to advise Supervisor of shortages or errors that may impact achievement of DIFOT • Meets or exceeds processing targets consistently with minimal supervision <p>Training Required?</p> <ul style="list-style-type: none"> • Complete SWP / SOP training for different Key Tasks as required • Completes online modules related to internal communications & related documentation • Completes online modules related to communicating machine fault information to members of Engineering while on the production floor • National Customer specialist pack out training with Supervisor – depending on customer / branch needs

Classification Level	Work Areas	Key Tasks	Competency & Progression
Level 3	Mat Area	<ul style="list-style-type: none"> • Packing out all route requirements • Quality review of all mats inclusive of ragging out mats • Identifying mats able to be repaired and organise for dispatch • Complete all paperwork/reporting around day-to-day duties 	<p>How Do I Attain this Classification?</p> <ul style="list-style-type: none"> • Has worked in the finishing area at level 2 and been deemed competent at that level • Has met or exceeded production targets for area consistently <p>How Am I Deemed Competent?</p> <ul style="list-style-type: none"> • Can assess and classify mat quality and perform relevant ragging or repair procedure accordingly • Can understand and complete relevant paperwork for mat dispatching and communicate with applicable Service Team member to achieve DIFOT • Can provide clear and concise pack out information to the L2 meeting • Can communicate with and answer questions from relevant service team member about the pack out for their customer • Meets or exceeds processing targets consistently with minimal supervision <p>Training Required?</p> <ul style="list-style-type: none"> • Complete SWP / SOP training for different Key Tasks as required • Completes online modules related to internal communications & related documentation • Completes online modules related to communicating machine fault information to members of Engineering while on the production floor

Classification Level	Work Areas	Key Tasks	Competency & Progression
Level 4	Mending	<ul style="list-style-type: none"> • Repair linen and garments either manually or by machine or combination of both • Patching; • Zip, Stud & Button Replacement; • Hemming; • Darning; • Seaming; • Pocket replacement; • Alterations; and • Affixing badges / logo items accurately or making monograms (if required). 	<p>How Do I Attain this Classification?</p> <ol style="list-style-type: none"> 1. At least 12 months previous experience as an industrial machine sewer outside the Company, 2. Or at least 12 months operating in a Level 3 role in any work area plus 12 months on the job training with the existing mending machinist 3. (if internal candidate) Has met or exceeded production targets for previous work area consistently 4. A vacancy must be available & will be advertised internally and externally 5. A competitive recruitment process will take place <p>How Am I Deemed Competent?</p> <ul style="list-style-type: none"> • Can complete all key tasks with minimal supervision • Meets or exceeds processing targets consistently with minimal supervision • Can communicate clearly and concisely with Stores, Service and Sales regarding customer requirements • Can complete documentation related to work orders that ensure customer billing information can be updated <p>Training Required?</p> <ul style="list-style-type: none"> • Complete SWP / SOP training for different Key Tasks as required • Completes online modules related to internal communications & related documentation • If experienced and providing on the job (OTJ) training to another worker – should complete 'Train the Trainer' internal course before delivering OTJ training • If working in another area and completed OTJ training to develop skills and potentially act as a 'back up' for the current incumbent, must complete at least 2 hours per week OTJ over 12 months period
Level 4	Washroom	<ul style="list-style-type: none"> • Prioritise workflow • Operate machinery and fault find • Manage Chemical system • Understand wash formulars and load according per product processed 	<p>How Do I Attain this Classification?</p> <ul style="list-style-type: none"> • Has worked in any work area of the laundry at level 3 and been deemed competent at that level • Consistently met or exceeded production targets at level 3, or • Previous process or other similar work experience • Ability to read and understand safety guidelines, including detailed chemical information from Material Safety Data Sheets (MSDS) and other manufacturers instructions • Ability to work in a team • Ability to meet processing goals • Meet minimum fitness benchmarks as assessed through standardised pre-placement health assessment

Classification Level	Work Areas	Key Tasks	Competency & Progression
Level 4	Washroom	<ul style="list-style-type: none"> • Prioritise workflow • Operate machinery and fault find • Manage Chemical system • Understand wash formulars and load according per product processed 	<p>How Am I Deemed Competent?</p> <ul style="list-style-type: none"> • Reading & understanding a catch schedule • Reading & understanding the production schedule • Can provide clear and concise processing information to the L2 meeting • Can quickly assess possible faults with equipment and provide clear and concise information to Engineering to identify and resolve faults efficiently • Can provide clear feedback to chemical vendors and other technicians about usage, irregularities, quality, and performance when required • Meets or exceeds processing targets consistently with minimal supervision • Is conscious of all people who enter the washroom area and their safety and pro-actively prevents entry if people are not wearing the correct PPE <p>Training Required?</p> <ul style="list-style-type: none"> • Complete SWP / SOP training for different Key Tasks as required • Completes online modules related to internal communications & related documentation • Chemical vendor training if required (e.g. Ecolab)
Level 4	Dryers	<ul style="list-style-type: none"> • Racking up loads to overhead conveyor system • Prioritising workflow • Operating Machinery & fault find same 	<p>How Do I Attain this Classification?</p> <ul style="list-style-type: none"> • Has worked in any work area of the laundry at level 3 and been deemed competent at that level • Consistently met or exceeded production targets at level 3 • Ability to read and understand safety guidelines • Ability to work in a team • Ability to meet processing goals • Meet minimum fitness benchmarks as assessed through standardised pre-placement health assessment <p>How Am I Deemed Competent?</p> <ul style="list-style-type: none"> • Reading & understanding a catch schedule • Reading & understanding the production schedule • Can provide clear and concise pack out information to the L2 meeting • Can quickly assess possible faults with equipment and provide clear and concise information to Engineering to identify and resolve faults efficiently • Meets or exceeds processing targets consistently with minimal supervision • Is conscious of all people who enter the washroom area and their safety and pro-actively prevents entry if people are not wearing the correct PPE <p>Training Required?</p> <ul style="list-style-type: none"> • Complete SWP / SOP training for different Key Tasks as required • Completes online modules related to internal communications & related documentation

Classification Level	Work Areas	Key Tasks	Competency & Progression
Level 4	Stores	<ul style="list-style-type: none"> • Evaluating returns for rag out or potential future use. • Managing RFID scanning off returns and scanning on new issues as required • Receive all new stock into store • Breakdown all new stock and assign accordingly to orders • Collating new Orders and order requirements from supplier • Issue all garments onto the Abel system attach tags and arrange any internal embroidery as required • Advise Production when new store to be introduced and liaise with garment area supervisor as needed • Creation of sizing kits and support to Service with Size ups where required • Can review and understand textile purchases or the branch and how they apply to the Profit & Loss for the operation 	<p>How Do I Attain this Classification?</p> <ul style="list-style-type: none"> • A vacancy must be available & will be advertised internally and externally • A competitive recruitment process will take place if there is more than one applicant • If Internal: <ul style="list-style-type: none"> ○ At least 12 months service at level 3 in any work area; and • If External <ul style="list-style-type: none"> ○ Must have at least 2 years, demonstrated and verified stores experience in the same or a similar role • Beginner to Intermediate computer skills, preferably using a stock tracking or customer service tracking software system <p>How Am I Deemed Competent?</p> <ul style="list-style-type: none"> • Can complete all key tasks with minimal supervision • Meets or exceeds processing targets consistently with minimal supervision • Can communicate clearly and concisely with Production, Service and Sales regarding customer requirements • Can complete documentation related to work orders that ensure customer billing and delivery information is correct <p>Training Required?</p> <ul style="list-style-type: none"> • Complete SWP / SOP training for different Key Tasks as required • Completes online modules related to internal communications & related documentation • Abel or other system training provided by experienced stores operator or Production Manager
Level 5	Team Leader (all work areas)	<p>As well as producing work at a Level 3 standard for the relevant section in their work area, acts as the Team Leader for their section within the work area by:</p> <ul style="list-style-type: none"> • Delivering L1 Briefing Daily • Collating & entering continuous improvement (CI) records • Supports the Supervisor to record and investigate Incidents, Hazards and Near Misses • Shares L2 briefing information with the team as required by Supervisor • Ensures that production / processing targets are being met or exceeded by all team members equally 	<p>How Do I Attain this Classification?</p> <ol style="list-style-type: none"> 1. At least 12 months service at Level 3 2. Has 'acted up' as team leader in the absence of the appointed person at least once in the 12 months 3. A vacancy must be available & will be advertised internally only 4. A competitive recruitment process will take place if there is more than one applicant <p>How Am I Deemed Competent?</p> <ul style="list-style-type: none"> • Can maintain personal performance standards of meeting or exceeding processing targets while motivating and coaching the team to do the same • Easily able to assist Supervisor and Production Manager in the rotation of staff to achieve DIFOT • Can complete internal documentation using basic computer skills for both production, Continuous Improvement and Safety purposes

Classification Level	Work Areas	Key Tasks	Competency & Progression
Level 5	Team Leader (all work areas)	<ul style="list-style-type: none"> • Provides clear and concise performance feedback to the Supervisor as required • Can act as Supervisor when Supervisor is absent for leave (will be paid at Supervisor level for acting up duties of more than 5 consecutive days by agreement) 	<ul style="list-style-type: none"> • Can clearly explain processes and procedures to team members to support their learning and performance improvement • Knows when to communicate to their Supervisor or Manager if a problem arises and does so consistently • Can provide clear and concise information to Engineering about events leading to a stoppage, failure, or fault with equipment in the section <p>Training Required?</p> <p><i>Prior to commencement in role – Self Paced Online Learning</i></p> <ul style="list-style-type: none"> • New to Leading a Team • Host L1 • Present at L2 • Complete Incident, Hazard and CI Documentation <p><i>After Commencing in role & to be completed within 12 months – Combination of Classroom & Online Learning</i></p> <ul style="list-style-type: none"> • Delivery Safety Training • Assess Competence • Deliver On the Job Coaching • Communicating Upwards

Schedule B – Minimum Rates of Pay & Allowances

Grade	2024 On Approval*	2025 (3.00%)	2026 (3.00%)
1	\$24.5784	\$25.3157	\$26.0752
2	\$26.3318	\$27.1217	\$27.9354
3	\$28.0872	\$28.9298	\$29.7977
4	\$29.5136	\$30.3990	\$31.3109
5	\$30.9398	\$31.8680	\$32.8240

**The 'On Approval' rates represent a 3.75% increase to the current base wage and will be paid effective from the date the agreement was voted up*

Allowances

Allowance	On Approval
Disability Allowance (Foul Laundry)	\$20.23
First Aid Allowance	\$20.65
Meal Allowance	\$12.80

Schedule C – Training Plan Template / Sign Off

Example Completed Form

Name:	Jeromy Smith	Employee #	9798
Current Work Area	Finishing Ironers	Proposed Work Area	Garments
Current Classification	Level 2	Proposed Classification	Level 3
Manager Name	Sally Nguyen	Assessor Name	Sandra Kaur
Plan Commences	15.3.21	Plan Concludes	15.3.22
Attainment Requirements for Proposed Classification			
		Due Date for Completion	Completion Date
Has worked in the Garment area at level 2 and been deemed competent at that level			
Has met or exceeded production targets for area consistently (attach productivity Report)			
Competencies			
		Due Date for Completion	Assessment Date
Able to read and understand packing instructions and assembly details provided by Service Team			
Able to communicate with Service Team members to understand any customer information that may impact work area			
Able to advise Supervisor of shortages or errors that may impact achievement of Delivery In Full On Time (DIFOT)			
Meets or exceeds processing targets consistently with minimal supervision			
Training Activities			
		Due Date for Completion	Training Completed Date
Complete SWP / SOP training for different Key Tasks as required			
Completes online modules related to internal communications & related documentation			
Completes online modules related to communicating machine fault information to members of Engineering while on the production floor			
National Customer specialist pack out training with Supervisor – depending on customer / branch needs			
Agreement to Commence Plan			
Manager Sign & Print		Date	
Employee Sign & Print		Date	
Plan Complete			
Assessor Sign & Print		Date	
Manager Sign & Print		Date	
Employee Sign & Print		Date	
Please attach this completed and fully authorised form to the relevant Maintenance Form requesting the classification change to occur			