

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA04/220

TITLE: Hawker Pacific Bankstown Airport Warehousing Enterprise Agreement 2003-2005

I.R.C. NO: IRC4/2036

DATE APPROVED/COMMENCEMENT: 21 April 2004/21 November 2003

TERM: 24

**NEW AGREEMENT OR
VARIATION:** Replaces EA01/320

GAZETTAL REFERENCE: 20 August 2004

DATE TERMINATED:

NUMBER OF PAGES: 12

COVERAGE/DESCRIPTION OF

EMPLOYEES: The agreement applies to employees of Hawker Pacific Pty Ltd who are engaged as Storeman and Packer at its Warehouse operations at 112 Airport Avenue, Bankstown Airport NSW, and who fall within the coverage of the Storemen & Packers, General (State) Award

PARTIES: Hawker Pacific Pty Ltd -&- the National Union of Workers, New South Wales Branch

Hawker Pacific Bankstown Airport Warehousing Enterprise Agreement 2003

1. Title

This Agreement will be known as the Hawker Pacific Bankstown Airport Warehousing Enterprise Agreement, 2003.

2. Parties

This Agreement is binding upon Hawker Pacific Pty Ltd, employees of the Company employed as Storeman and Packer at its Warehouse operations at 112 Airport Avenue, Bankstown Airport, NSW and the National Union of Workers', New South Wales Branch.

3. Term of Agreement

This Agreement will operate from 21 November 2003 and will remain in force for a period of 24 months.

4. Application of Award

Except as varied by this Agreement, the provisions of the Storemen & Packers' General (State) Award will apply.

5. Enterprise Objectives

The parties to this Agreement are committed to contributing to continuous improvement in the performance of the Company's basic operational objectives for its warehousing operations. These are:

- (a) Minimising the impact of warehousing on product net cost.
- (b) Meeting all customer delivery and supply requirements.
- (c) Meeting internal distribution needs.
- (d) Maintaining optimal product and service quality.
- (e) Enhancing operational flexibility.
- (f) Working safely, and
- (g) Maintaining inventory security and accuracy.

6. Specific Initiatives

6.1 Quality, Safety And Performance Improvement

The parties are committed to the objectives of safe, compliant and efficient operations through the implementation, ongoing development and adherence to processes and procedures including:

Provision of and participation in training on the Company structure, policies and objectives and the generic Company systems relevant to the individuals job functions at induction into the Company and ongoing.

Formation of and participation in Business Improvement Teams which are forums where these matters can be raised and actions assigned for the ongoing improvement and safety of operations.

Participation in Risk Assessments at all levels so that the consequence and likelihood of outcomes are assessed and actions are taken where necessary so that inefficient, costly and unsafe situations are avoided.

Participation in Safety Management and Error Management processes including:

- (i) Observance of procedures that have been put in place for error avoidance (examples - data management procedures, accuracy & stock discrepancies, compliance with customer requirements, receipt inspection).
- (ii) Pro-active reporting of possible hazards and situations where errors may occur.
- (iii) Reporting of errors in the knowledge that such reports will not result in the person being blamed for the error (refer CASA draft Part 145.175).
- (iv) Suggestions for new or improved processes or strategies to prevent errors and unsafe situations.

Participation in making our workplace safe and compliant with relevant OH&S requirements.

Participation in the Non-Conformance Review Advice (NCRA) System wherein any employee can raise systemic problems, which prevent them from efficiently and safely, performing their job functions.

Participation in measurement of processes and performance and analysis of results with the objectives of improving production and commercial performance including less rework, reduction in errors, lowering non-productive time and other similar and related objectives.

6.2 Classification Structure

Employees under this Agreement are administered under a classification structure designed to enhance flexibility, promote skills acquisition and offer a career path within the warehousing operation.

Employees are classified in accordance with the definitions as set out in Attachment A as follows:

Storeman & Packer	Level 1
Storeman & Packer	Level 2
Storeman & Packer	Level 3

A new employee will be engaged on a three month probationary basis and will be paid the probationary rate of pay prescribed in Clause 7 (i) of this Agreement. At the conclusion of the probationary period of employment, and subject to satisfactory performance, the new employee will be assessed to determine his or her level of competency and will be appointed to the appropriate classification level. Generally speaking, the appointment will be to Level 1, however the assessment of competency does not preclude the appointment to a higher Level of classification.

6.3 Flexibility Provisions

Consistent with the objectives set out in Clause 5 of this Agreement, the parties have agreed to implement the following measures designed to enhance the flexibility, productivity and efficiency of the warehousing operations:

- (i) Rostered Days Off

The existing RDO working arrangements will remain except that:

- (a) RDO's will not be taken on a rostered monthly basis.

- (b) Employees may elect to take RDO's at mutually agreed times consistent with productive functioning of the Warehouse.
 - (c) Employees may elect to not take RDO's and those RDO's not taken will accumulate.
 - (d) Accumulated RDO's will be paid out at ordinary time rates in the first pay period to commence on or after 1 December annually.
- (ii) Sick Leave
- For the purpose of taking sick leave an employee will be entitled to payment for three days (three single days or two consecutive days and one single day) without production of a medical certificate in the sick leave year.
- (iii) Spread of Hours
- Staggered ordinary hours will be worked to accommodate warehouse serviceability between 0700 and 1800 hours. This may include making special after hours freight arrangements.
- (iv) Long Service Leave
- The parties acknowledge that the current Company policy concerning long service leave, that is, employees receive 13 weeks leave for 10 years of service (service prior to 1 January 1979 accrues at 13 weeks for 15 years service), applies to employees who are covered by this Agreement.
- (v) Safety Equipment
- It is a term of this Agreement that all safety equipment provided by the Company will be utilised by employees. This includes the wearing of protective clothing, ear and eye protective equipment and footwear.
- (vi) Flexibility Provisions
- (a) To receipt, pick, pack and despatch items in the most expeditious manner whilst maintaining traceability (i.e. precisely inspect and receive incoming components into the computer system according to company and system requirements, enter GRN numbers on packing slips, enter shipping information, enter item serial number information, maintain shipping records) and liaise with sales staff concerning shipping requirements and delivery details.
 - (b) To strictly control stock movements and maintain proper warehouse security procedures.
 - (c) To liaise with other staff to ensure clear communication and awareness & resolution of problems or errors.
 - (d) Integration of Company computer system with employee functions at all levels.
 - (e) Physically and logically place items into or move items between sub-inventories as required.
 - (f) Receive/return items on customer returns for credit.
 - (g) Subject to appropriate consultation undertake other system duties related to the warehouse function, which may be required in the future. This may include the use of technology based enhancements such as hand-held RF terminals.
 - (h) Maintain the accuracy, quality and integrity of stock quantities and locations.

(i) Maintain clean, functional and safe work areas at all times.

(vii) Casual Employees

Casual employees will be paid in accordance with the provisions of the Storeman & Packers General (State) award at the appropriate rate noted in 7(a) and (b).

The company agrees to instruct employment agencies to pay casuals the same wage as casuals directly employed by the company. Agency casuals will be engaged only for short-term assignments.

Casual employees will only be made permanent if the company has clear visibility of future employment prospects due to increased sustainable business activity. Casuals employed for special project type activity will have their employment terminated at the end of that engagement.

(viii) Callout Arrangements

In order to provide appropriate customer service, on a 'ring around' voluntary basis, warehouse employees will undertake call outs for AOG spares delivery purposes. When undertaking callouts the following will apply:

- (a) For callouts up to two hours in duration a payment of \$80.00 will apply on each occasion.
- (b) Payment of double time will apply for time worked beyond the two hours noted in (a) above on each occasion.

(ix) Novated Motor Vehicle Leases

It is agreed that employees may salary sacrifice part of their wage detailed in clause 7) rates of pay, of this agreement for the purpose of entering into a novated motor vehicle lease, the terms of which are contained in the Hawker Pacific Motor Vehicle Novated Lease Policy and Company Administrative documents related to novated motor vehicle leases. It is strongly recommended that employees contemplating entering into novated motor vehicle lease should obtain personal financial/taxation advice. Cost of such advice will be borne by the employee.

(x) Salary Sacrifice into Superannuation

The parties agree that the choice of fund to which superannuation contributions will be paid shall be either The Aviation Industry Superannuation Trust (TAIST), or the Hawker Pacific Superannuation Plan which are complying superannuation funds approved under the *Superannuation Industry Supervision Act 1992* (Commonwealth) for receipt of such contributions.

The parties agree that where an employee elects to salary sacrifice part of their wage for provision of retirement benefits to superannuation, this part will be deemed to be part of their wage detailed in Clause 7) Rates of Pay, of this Agreement. This provision will not in any way alter the contribution required by the Company which will be made under the provisions required by the *Superannuation Guarantee Act Legislation 1992* (Commonwealth) and will not operate so as to cause an employee to suffer a reduction in superannuation entitlements.

The following provisions apply regarding this salary sacrifice arrangement.

- (a) The amount of salary sacrificed for superannuation contributions can be varied at 1st January and 1st July each year.
- (b) It is strongly recommended that employees contemplating salary sacrificing a major part of salary should obtain personal financial/taxation advice. Cost of such advice will be borne by the employee.

- (c) A notional salary will be retained on which all other benefits will be based including future salary increases, overtime and superannuation contributions and benefits. For example, if an employee's current salary (the going rate made up of wages plus allowances payable for all purposes) is \$600.00 per week and the employee decides to salary sacrifice \$100.00 per week the notional salary remains \$600.00 per week while the taxable salary reduces to \$500.00 per week.
- (d) Members of the Hawker Pacific Superannuation Plan making 4% employee contribution (former HSAGSF Defined Benefit Members) may make the 4% contributions by way of salary sacrifice.
- (e) Any salary sacrificed contributions plus the interest earned on them must be "preserved" i.e., they only become available in cash on permanent retirement from the workforce after age 55 (age 60 for people born after 01.07.1964) or death or permanent disablement. If an employee leaves the Company, they can be rolled-over with the employee's other superannuation benefits.

7. Wage Rates and Allowances

7.1 Wage Rates

In consideration for the implementation of the measures and commitments set out in the Agreement, the wage rates set out below will be payable as noted:

- (a) The following rates of pay will apply to the classifications listed hereunder from the first pay period to commence on or after 21 November 2003.

CLASSIFICATION	WEEKLY RATE
Storeman & Packer Probation	620.00
Storeman & Packer Level 1	640.00
Storeman & Packer Level 2	690.00
Storeman & Packer Level 3	715.00

- (b) The following rates of pay will apply to the classifications listed hereunder from the first pay period to commence on or after 21 November 2004.

CLASSIFICATION	WEEKLY RATE
Storeman & Packer Probation	638.60
Storeman & Packer Level 1	659.20
Storeman & Packer Level 2	710.70
Storeman & Packer Level 3	736.50

7.2 Allowances

- (i) In addition to the above rates, the following allowances will be paid:

Leading Hand

From the first pay period to commence on or after 21 November 2003 - \$35.00 per week.

From the first pay period to commence on or after 21 November 2004 - \$36.10 per week.

Dangerous Goods Certificate - an employee who is required to hold a Dangerous Goods Certificate issued by an appropriate certifying authority and is required by the Company to exercise the responsibilities under the Certificate will be paid an allowance:

From the first pay period on or after 21 November 2003 - \$20.00 per week.

From the first pay period on or after 21 November 2004 - \$20.60 per week.

Training Allowance - a training allowance will be paid to employees to recognize the skills and competencies attained and utilized whilst progressing from Storeman & Packer Level 1 to Storeman & Packer Level 2 and from Storeman & Packer Level 2 to Storeman & Packer Level 3.

The amount of the allowance will be:

From the first pay period on or after 21 November 2003:

Training Allowance L2	\$25.00 per week
Training Allowance L3	\$13.00 per week

From the first pay period on or after 21 November 2004:

Training Allowance L2	\$25.80 per week
Training Allowance L3	\$13.40 per week

The Training Allowance is paid where the employee has been assessed by the Warehouse Manager as possessing certain predetermined specified skills and competencies deemed to be essential to the performance of the duties and responsibilities of the next higher Level classification.

(ii) other allowances will be increased by:

- (i) 3% from the first pay period to commence on or after 21 November 2003
- (ii) 3% from the first pay period to commence on or after 21 November 2004

8. No Extra Claims

It is a term of this Agreement that the parties bound by this Agreement will not pursue any extra claims, award or over award, for the life of this Agreement including increases arising from Award variations or decisions of the Commission.

9. Grievance and Dispute Procedure

Disputes between the parties to this Agreement or grievances of individual employees employed under this Agreement will be dealt with in accordance with the procedures set out in, or applying to, the Storemen & Packers' General (State) Award.

10. Declaration

The parties to this Agreement declare that they have not entered into this Agreement under duress.

11. Renewal of Agreement

Discussions will take place no later than three months prior to the expiry of this Agreement to discuss the nature of changes, if any, for any future Agreement.

On behalf of

The National Union of Workers',
New South Wales Branch

Hawker Pacific Pty Ltd

Witness

Witness

Date

Date

ATTACHMENT A

Storeman And Packer Level 1

A Storeman and Packer level 1 will mean an employee who is performing these duties:

1. Has satisfactorily acquired the skills relevant to the enterprise at this level
2. May be required to use, for training purposes, materials handling equipment that requires licensing/certification
3. May be required to assist in the training and development of new employees
4. Is responsible for the quality of their own work (subject to instructions and direction)
5. Undertakes duties in a safe and responsible manner
6. Exercises discretion within their level of skills and training
7. Possesses good interpersonal and communication skills including liaising with other staff to ensure clear communication, awareness & resolution of problems or errors.

Indicative of the tasks which an employee at this level may be required to perform include the following:

General labouring and cleaning duties.

Order assembling including picking stock.

Loading/unloading.

Receiving, checking, dispatching and sorting of products.

Participation in annual stocktake activities

Satisfying internal and external customer needs.

Operation of a keyboard to carry out stores work.

Documenting and recording of goods, materials and components.

Basic inventory control.

Use of hand trolleys and pallet trucks.

Storeman And Packer Level 2

A Storeman and Packer level 2 is able to perform work within the scope of this level in addition to the work of lower grades and has been assessed by the employer to perform such work on a continuous basis. An employee at this level performs work to the level of their training and is:

1. Licensed and/or certified to operate all appropriate materials handling equipment, e.g. forklift, mobile crane, etc.
2. May perform duties related to inspection, measuring, marking out, cutting and guillotining of steel and aluminium sheet, tubular and solid stock materials.
3. Able to work from complex instructions and procedures.

4. Responsible for the quality of their own work.
5. Possesses sound interpersonal and communication skills.
6. Assists in the provision of on-the-job training and standards.
7. Has a good knowledge of the employer's operation and product.
8. May be required to perform the following tasks/duties:

Inventory and stores control

Input data into computer systems to carry out stores work involving picking, shipping, inventory location management & stocktaking.(eg. ship/confirm procedures, part subinventory transfer, item master file location maintenance, use of carrier consignment systems eg. Fedex, Toll Priority, AAE, DHL etc., inventory enquiries etc, Microsoft office systems, Label print systems)

Use of other electronic equipment e.g. scanner, portable terminal etc. to carry out stores work.

Routine maintenance of stores equipment and machinery and/or shelf life items.

Performs multiple stores activities.

Storeman And Packer Level 3

A Storeman and Packer Level 3 will mean an employee who has undertaken sufficient training so as to enable him/her to perform work within the scope of this level in addition to the work of lower grades. The employee has been assessed by the employer to perform such work on a continuous basis and is an operator of computer technology used for high-level inventory and stock control.

An employee assessed in this capacity performs work to the level of their training and is:

1. Able to use computerised inventory management systems to receive incoming materials (new product, customer returns and stock transfers) to company required standards.
2. Understands and is responsible for their own quality control.
3. Possesses a sound level of interpersonal and communication skills.
4. Very good working knowledge of all stores duties performed at levels below this grade, exercises discretion within scope of this grade, and has a good knowledge of the employer's product.
5. Is responsible for the proper application and maintenance of appropriate occupational health and safety standards and procedures.
6. Demonstrates some responsibility for quality control of the work of other Storemen and Packers without being responsible for their direction.
7. Manages the information flow within the store.

Leading hand definition

A Leading Hand is an employee appointed by the Company who performs functions as outlined in the Leading Hand position description (Attachment C), stores work of all lower grades and who has completed, or is willing to complete, at the request of the Company, a Company nominated supervisory course.

A Leading Hand is appointed by the Company to assist in the good order of workflow in an operating area. An employee who is appointed as Leading Hand will be required to perform the following in addition to the work performed by other grades:

1. Implement and maintain quality control techniques and procedures as appropriate.
2. To control the standards of work and work output set by management and other staff.
3. Receiving instructions and allocating the work flow to employees.
4. Assist in the provision of on-the-job training and standards.
5. Is responsible for the proper application and maintenance of appropriate occupational health, safety and environmental standards.
6. Utilise highly developed interpersonal and communication skills.
7. To determine shortages in labour, material or equipment failures, and to bring any deficiencies to the management for consideration.
8. This position is accountable for performing some of the following tasks, or a combination thereof:
 - Managing the information flow within the store.
 - Understands and applies computer techniques as they relate to the stores operation (eg. ability to investigate and rectify stock variances using computer systems, determine shipping histories etc).
 - Has a sound knowledge of the employer's operation and product.
9. Where a continued failure in training or behaviour occurs a Leading Hand will disengage from further action and place the matter into the hands of management staff.

A Leading Hand will not become involved in:

Planning - Annual Leave rosters or rostered days off except by consultation with a Manager to ensure an orderly overview of work cover, nor in discipline for behaviour, absenteeism or performance.

However, a Leading Hand will give advice to the Manager or other staff to assist with each of the above but only to the extent of ensuring good order and work flow.

A Leading Hand is appointed on merit and skill taking into account the following factors:

1. Supervisory skills
2. Work performance - experience
3. Warehouse systems knowledge
4. General attitude to Company standards
5. Training and education
6. Attention to detail
7. Clerical aptitude
8. Attendance

Position Description

Warehouse Leading Hand

Reporting to: Warehouse & Distribution Manager
Reports: Warehouse Store people

Function Summary:

The position reports to the Warehouse & Distribution Manager.

The Warehouse Leading Hand must maintain safe working practices and conditions in the Warehouse and ensure internal and external customer orders are accurately shipped according to organisational and customer expectations on time.

The Warehouse Leading Hand must maintain all warehouse operating procedures to ensure compliance with OHSE, CASA and HP Quality dept. requirements.

The position requires the physical ability to move materials and pallets manually, using lifting equipment (manual pallet jacks, electric and gas forklifts).

Key measures of the Warehouse Leading Hands performance will be safety and quality audit results, Putaway activities, shipment performance and management of workload to minimize overtime and maximize customer satisfaction.

General Responsibilities:

The Warehouse Leading Hand coordinates and reallocates team members activities in any aspect of warehouse operation to meet workload requirements in any area of the warehouse (Receiving, Putaway, Picking, Packing and Shipping).

Provides training (as appropriate) to other employees when required.

Ensures routine parts and warehouse equipment maintenance occurs (e.g. batteries, forklifts etc) as required by any SOP and advises if repairs/maintenance is required.

Monitors operating supplies/consumables and advises when replacements are required

Assists the warehouse personnel in any tasks as required

Operational Responsibilities:

Ensure compliance with all Safety regulations and warehousing Standard Operating Procedures to meet OHSE, CASA and HP Quality dept. requirements.

Responsible for organizing transportation of parts to HP local hangars including loading/unloading as required.

Picks and packs parts for orders as required from BAC systems, racks and Carousel including the use of guillotine, hose and pipe cutters and other warehouse equipment.

Ensuring all received parts/stock are packaged and put away into suitable locations in a timely manner whilst maintaining inventory/location control procedures.

Despatch customer orders to meet delivery expectations.

Performs stock counts of parts as required to investigate and resolve variances.

Maintains the cleanliness and house keeping of all areas within the warehouse. Removal of rubbish within the warehouse and general housekeeping duties as required.

Validates parts returned against RMA paperwork, records details in RMA logbook

Participation in safety audits and ensuring forklift safety checklists are completed daily as required.

Participates and assists in annual stocktake activities as required

Flexibility to work in all areas of the warehouse

Other duties as required and consistent with skills/classifications outlined in the Enterprise Agreement and with the needs of the warehouse covering receipt, storage and despatch.

Qualifications:

Forklift license

General mathematical, writing and English language skills to HSC level.

Experience working in Warehouse/Manufacturing team environment

Intermediate level skills in Microsoft Office suite of products (Excel, Word, Outlook), PC skills (keyboard etc)

Familiarity and conceptual understanding of ERP inventory management systems (Oracle, SAP, BPCS, JD Edwards etc)

Dangerous Goods certificated would be advantageous

Satisfactory completion of basic skills assessment and other certification tests as required

Interpersonal/ Communication Skills:

Able to work with minimum supervision in a team environment

Communicates and cooperates well with management, co-workers, and support departments

Able to complete all necessary paperwork in an accurate and timely manner

Physical Requirements:

Passes physical examination by company doctor

Able to bend, stoop, squat, ascend/descend stairs

Able to have full range of arm motion

Ability to lift 20kg at one time