

## **REGISTER OF ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA05/161

**TITLE: Pelikan Quartet Pty Ltd Enterprise Agreement 2005**

**I.R.C. NO:** IRC5/556

**DATE APPROVED/COMMENCEMENT:** 11 January 2005 / 11 January 2005

**TERM:** 24

**NEW AGREEMENT OR  
VARIATION:** Replaces EA03/47.

**GAZETTAL REFERENCE:** 15 July 2005

**DATE TERMINATED:**

**NUMBER OF PAGES:** 17

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** The agreement applies to all employees employed by Pelikan Quartet Pty Ltd located at 91, Ashford Avenue, Milperra, NSW 2214 who fall within the coverage of the Graphic Arts Award 2000 and the Storemen and Packers, General (State) Award.

**PARTIES:** Pelikan Quartet Pty Ltd -&- the National Union of Workers, New South Wales Branch

# PELIKAN QUARTET PTY LTD ENTERPRISE AGREEMENT 2005

## 1. Title

This Agreement shall be known as the Pelikan Quartet Pty Ltd Enterprise Agreement.

## 2. Arrangement

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Appendix A - Wage Classification Descriptions

Appendix B - Wage Rates (Effective upon commencement of Agreement)

## 3. Application

This agreement shall apply to employees of Pelikan Quartet Pty Ltd, 91 Ashford Avenue, Milperra, N.S.W. who are bound by either the terms of the Graphic Arts - General - Award 2000 or the Storeman and Packers General (State) Award.

## 4. Parties Bound

The parties to this Agreement are:

- (a) Pelikan Quartet Pty Ltd

- (b) All employees bound by either the terms of the Graphic Arts - General - Award 2000 or the Storeman and Packers General (State) Award
- (c) National Union of Workers, New South Wales Branch

### **5. Single Bargaining Unit**

This Agreement has been negotiated through a single bargaining unit comprising representatives of all employee groups.

### **6. Purpose of This Agreement**

- 6.1 The focus of this Enterprise Agreement is the long term commercial viability of Pelikan Quartet Pty Ltd.
- 6.2 The objectives of this Agreement are to:
  - 6.2.1 To reduce the cost of products we manufacture.
  - 6.2.2 To reduce the costs associated with the running of both production and warehousing facilities.
  - 6.2.3 To improve the way we work together as teams and with management.
  - 6.2.4 To provide our customers with good quality products and services as quickly as possible.
  - 6.2.5 To improve our job security and increase our wages.
  - 6.2.6 To provide a system of work that provides the ongoing incentive and motivation for employees and the company to want to strive for continuous improvement.

### **7. Transmission of Business**

This agreement shall apply to any purchaser of all or part of the business.

### **8. Union Recognition**

- 8.1 It is acknowledged that the National Union of Workers, in accordance with its rules, can cover employees covered by this agreement.
- 8.2 If employees who are members of the National Union of Workers New South Wales Branch authorise the deduction, the company will deduct union membership dues as levied by the National Union of Workers New South Wales Branch in accordance with its rules.

### **9. Wages**

- 9.1 Upon certification of this agreement by the Industrial Relations Commission of New South Wales, the company will provide a total of \$1.50 per hour pay rise over the two year term of the agreement (Refer Section 30, Term of Agreement) to all employees covered by this Agreement.
- 9.2 A \$0.75 per hour pay rise will be paid immediately upon commencement of the agreement with a further \$0.75 per hour payable upon successfully completing the first year of the agreement.
- 9.3 The wages outcomes provided for in this agreement will be the only means by which employees covered by this agreement will receive wage adjustments for the term of this agreement. Any future increases arising out of National Wage Case, State Wage Case, Living Wage Claim, Safety Net Increases and other such increases are to be fully absorbed into the above award payments arising out of this agreement.

## **10. Hours of Work**

- 10.1 The operational span of hours for all sections other than Multi Stamps is to be 6.00am - 6.30pm Monday to Friday.
- 10.2 The operational span of hours for Multi Stamps is to be 9.00am - 11.30pm Monday to Friday
- 10.3 In general, full time production employees and warehouse employees are to work a 38 hour week with the maximum number of hours worked on any one day to be twelve hours. Those full time employees participating in twelve hour shift arrangements will be required to work thirty six hours per week. The number of hours worked per week by part time employees will be arranged on an individual basis.
- 10.4 Full time employees in the Multi Stamps section are to work a 40 hour week.
- 10.5 The "normal" hours of work for full time production employees (other than Multi Stamps) will be considered to be 7.30am - 4.00pm Monday to Thursday and 7.30am - 1.00pm Friday.
- 10.6 Changes to the "normal" hours of work for existing employees (i.e. a change to the hours of work under which an employee was originally employed) is subject to mutual agreement between an employee and the company on the basis that a minimum of one week and up to four weeks notice to change may be provided.
- 10.7 Alternative hours of work within the span of hours outlined above will generally be offered on a team by team basis. However, if required a team's hours of work may be spread across a range of hours within the operational span of hours outlined above. Alteration and/or cancellation of alternative hours of work will be made only after consultation with the team/employee concerned.
- 10.8 In the interest of productivity and on time delivery, provision for staggered meal breaks will always be maintained.
- 10.9 The hours worked by casual employees will be at management's discretion within the same span of hours guidelines as permanent employees. When required to work, the casual employee shall be entitled to a minimum start of four continuous hours.
- 10.10 All new employees are to commence on the basis that they may be required to vary their hours of work within the span of hours outlined above as the need arises.

## **11. Skill Level Structure (Classification Structure)**

- 11.1 The purpose of the skill level/classification structure is to enable employees to move toward a system of work which has more variety, responsibility and defined career progression. The skill level/classification structure, together with the acquisition of new skills and knowledge will lead to a multiskilled, flexible workforce that is capable of achieving many of the objectives as outlined in Section 6. Purpose of this Agreement.
- 11.2 The company's operations are structured into different streams to reflect the various operational groups. Within each stream there are different levels that are appropriate to the skills and knowledge attained by an employee. An outline of the levels within each stream is included in Appendix A - Wage Classification Descriptions.
- 11.3 Upgrading from one level to another in the skill level/classification structure is based upon a satisfactory performance assessment of each employee in the skills and knowledge required in the level concerned. The formal assessment will take place only upon an employee completing an "Application for Upgrading" and lodging their application with the pay office. Each application will be individually assessed by the appropriate department Manager within a timely manner and after consultation with the employee a decision will be made as to whether the application will be approved or whether further demonstration of skills and knowledge is required. If the decision of the Manager is not accepted by the employee, the employee can request that the application be reviewed by the Managing Director.

- 11.4 Levels 1, 2 & 3 in all streams are available to both permanent and casual employees. Upgrading to levels 4A, 4B, 5 & 6 is limited to permanent employees only.
- 11.5 Employees at Level 4A are required to temporarily relieve higher duties when Level 4B or above employees are away for no additional pay. There is no other higher duty mechanism.
- 11.6 Employees classified as Level 4A must perform at a satisfactory level when relieving at higher duties. If unable to achieve an appropriate level of performance then they can be reclassified as a Level 3 and management will give another employee the opportunity.
- 11.7 If in the interest of maintaining continuous operation and flexibility, it is agreed that an employee may have the opportunity to be trained to perform at an alternative or higher level and, subject to a satisfactory performance assessment, be elevated to the upgraded level even though the employee may not perform that job on a regular basis.

## **12. Wage Rates**

- 12.1 From the first pay period after classification is complete employees will be paid weekly at wage rates outlined in Appendix B - Wage Rates (Effective on commencement of Agreement). Refer to Clause 12.3 for the exception to this clause.
- 12.2 The wage rates for the Multi Stamp section are average rates which include allowances for overtime premium (two hours) and shift allowances (where applicable).
- 12.3 No employee shall suffer a reduction of wages as a result of classification into the skill level/classification structure.

## **13. Overtime**

- 13.1 Qualification for overtime will apply when an employee's hours, in a section other than Multi Stamps, exceed 8 hours per day or 38 hours per pay period.
- 13.2 In Multi Stamps overtime will apply when an employee's hours exceed 8 hours per day or 40 hours per pay period.
- 13.3 All hours worked outside of the span of hours outlined in Section 10. Hours of Work will be worked as "Overtime Hours".
- 13.4 Employees may elect to bank "Banked Hours" at the appropriate overtime rate at which they were worked. For example if you worked two hours overtime at time and a half you would bank three hours. If you worked two hours overtime at double time you would bank four hours. (Refer Section 14. Banked Hours). Current employees may only elect to bank hours at the beginning of this agreement or from the first of October each year.

## **14. Banked Hours**

- 14.1 Employees who elect to bank hours will accumulate the first twenty four "Banked Hours".
- 14.2 When the number of accumulated "Banked Hours" exceeds twenty four hours, all hours in excess of twenty four will be automatically paid out.
- 14.3 In the last pay period of September each year all accrued "Banked Hours" will be paid out. Hours will then accrue again as above.
- 14.4 Employees are able to apply to have their "Banked Hours" accumulate beyond twenty four hours for special purposes providing the time frame when the "Banked Hours" are to be taken does not exceed six months. Each application will be considered individually.

- 14.5 All applications for "Banked Leave" are to be submitted prior to going on leave. "Banked Leave" is not intended to be used as an alternative to or in addition to Sick Leave.

### **15. Improved Productivity at Machines**

All employees will be required to make better use of their time when operating a machine that does not require full time monitoring of the controls and the process in order to maintain operator safety, product quality and productivity.

### **16. Wash Up Time**

Any employee requiring to wash up prior to meal breaks or at the end of a days work will do so in their own time with the facilities provided by the company.

### **17. Team Responsibilities**

- 17.1 Where appropriate each team will develop, with management assistance, the skills necessary to perform the following tasks.
- 17.1.1 Physically pick their own teams raw materials and maintain the associated inventory records to account for their material usage
  - 17.1.2 Become involved in production scheduling so as to maintain continuous operation.
  - 17.1.3 Ensure "Due Dates" are met (Ensure that the production plan is achieved on time)
  - 17.1.4 Participate and operate "KANBAN" material ordering systems
  - 17.1.5 Use barcode scanning equipment in day to day operations of both warehouse and factory
  - 17.1.6 Regularly meet as a team to discuss and plan how to improve the way the team organises their work and how to improve productivity
  - 17.1.7 Provide management with a monthly report on their team's productivity improvement activities.

### **18. Sick Leave**

- 18.1 There is no limit to the amount of sick leave that an employee can accrue.
- 18.2 Each employee can take up to three single days per year as sick without providing a doctor's certificate. All sick leave of two continuous days or more must be supported with a doctor's certificate.

### **19. Shortage of Work**

If there is shortage of work the Company may give notice of one week for employees to take some annual leave days up to a cumulative maximum of five days in any calendar year.

### **20. Redundancy Policy**

- 20.1 Should the need arise, redundancy would be implemented initially on a voluntary basis and then if the need arises on the basis of last on first off by skill level commencing with the lower skill levels.
- 20.2 Employees with less than five years of service will be given two weeks notice of termination due to redundancy.
- 20.3 Employees with more than five years of service will be given four weeks notice of termination due to redundancy.

- 20.4 All employees will be entitled to receive severance pay consisting of:
- 20.4.1 Two weeks pay for each year of service up to 15 years service and pro rata for current year.
  - 20.4.2 Two weeks pay on termination.
  - 20.4.3 Leave loading of 17.5% on all untaken annual leave.
  - 20.4.4 Untaken Long Service Leave after 5 years service.
  - 20.4.5 Untaken sick leave on current year only
- 20.5 During the period of notice up to one day per week of paid leave will allowed to seek alternative employment. To receive payment for this leave, the employee will need to provide proof of attendance at an interview.

### **21. Provision for Extended Leave/Unpaid Leave**

- 21.1 Extended leave is leave that is in addition to the normal leave entitlements. Typically this is taken in the form of unpaid leave.
- 21.2 Unpaid leave can only be applied for when both Annual Leave and Banked Leave entitlements have been used up. If applicable, each employee will be required to ensure that sufficient leave entitlements to provide for the Christmas/New Year shutdown period are available for use during the shutdown period.
- 21.3 If extended leave is required for travel purposes, each employee will be entitled to apply for one extended leave period every three years. The maximum amount of unpaid leave that will be given for each application is four weeks. Proof of travel will need to be provided before the application is approved.
- 21.4 If extended leave is required for personal reasons other than travel, an employee must make an application to the company. Each application will be considered on an individual basis. The guidelines outlined above for extended leave for travel purposes do not apply to an application for extended leave for personal reasons. Valid reasons for extended leave for personal reasons would include things such as long term illness or matters relating to your direct family. Direct family being defined as parents, brothers, sisters, children, husband and/or wife.
- 21.5 If an employee is given extended/unpaid leave and for what ever reason is unable to return on the agreed date, the employee is responsible for making contact with the company to discuss the details relating to the late return to work.

### **22. Provision for Non Standard Religious/Other Cultural Events**

- 22.1 All employees are to provide management with one weeks notice, in the form of a leave application, of their intention not to work on days that coincide with non standard religious or other cultural events. (For example - Chinese New Year)
- 22.2 The leave is to be preferably taken as "Banked Hours" leave. Leave will not be approved if applied for as either "Sick Leave" or "Unpaid Leave".

### **23. Dismissal Process**

The dismissal process will consist of four stages:

- 23.1 Verbal warning which will be noted on the personnel file.
- 23.2 Written warning to be signed and witnessed. Original to be given to the employee and a copy retained on the personnel file.

23.3 Written warning to be signed and witnessed. (As per 22.2)

23.4 Final written warning to be signed and witnessed. (As per 22.2)

#### **24. Employment of Casuals**

Casuals may be hired for extended periods to satisfy the special needs of the businesses without the requirement to offer permanent employment.

Casuals will be paid the appropriate site rate of pay for their level plus a 15 per cent loading plus 1/12 of ordinary time earnings in lieu of annual leave or as specified in the appropriate award, whichever is the greatest.

#### **25. Probation Period**

All permanent employees will be initially employed on a probationary basis for a period of three months.

#### **26. Performance Reviews**

26.1 Performance reviews will be conducted for all teams at six-month intervals.

26.2 Performance reviews will be conducted for all employees every six months. The review will be conducted by the appropriate team leader after consultation with the appropriate manager. Performance, training and opportunities for career and skills development will be discussed.

26.3 A standard review form will be developed and used for employee reviews. Employees will be given a copy of the completed form.

#### **27. Employment of Juniors**

27.1 Juniors will be paid the site rate at percentages set out in the appropriate awards.

27.2 If, after the probationary period and appropriate training and experience, juniors believe that they satisfy the competency requirements for Level 2 or above they may apply for an upgrade (as per Section 11). If they are successful they will be paid the appropriate adult rate.

#### **28. Superannuation**

28.1 Choice of Industry Superannuation Fund

All employees will be offered the choice of joining either Print Super or the Labor Union Co-operative Retirement Fund (L.U.C.R.F).

28.2 Salary Sacrifice for Superannuation

28.2.1 Employees may elect to have a pre tax amount of their wages paid into their superannuation fund.

28.2.2 The payment amount must be no more than the increase payable in this agreement

28.2.3 Employees must request this payment in writing to the Pay Office prior to the commencement of this agreement or the subsequent increase.

28.2.4 Employees may rescind or make amendment to their election. The change must be in writing and must be received by the Pay Office before the annual anniversary of the agreement. The changes will only take effect from the first pay period after the anniversary date.



### 29. Dispute Settlement Procedure

In the event of a dispute or grievance arising in the workplace the procedure to be followed to resolve the matter will be as follows:

- 29.1 The employee and their supervisor or team leader will meet and confer on the matter. The employee may appoint another person to assist them.
- 29.2 If the matter is not resolved at such meeting, the parties will hold further discussions between the employee and their nominated representative or appropriate union official and more senior levels of management.
- 29.3 During the discussions the status quo shall remain and work shall proceed normally. 'Status Quo' shall mean the situation existing immediately prior to the dispute or matter giving rise to the dispute.
- 29.4 If the matter cannot be resolved, it may be referred to the Industrial Relations Commission of New South Wales or another mutually agreed mediator.
- 29.5 The parties will at all times confer without undue delay.

### 30. No Extra Claims Commitment

It is a term of this Agreement that the National Union of Workers and each of the employees bound by this Agreement will not pursue any extra claims in relation to any employees' conditions of employment for the life of this Agreement.

### 31. Term of Agreement

- 31.1 The agreement will become effective from the 11th day of January 2005.
- 31.2 The agreement will remain in place for a two-year period from the effective date. The parties will commence negotiations three months prior to expiry of the agreement.

Pelikan Quartet Pty. Ltd. \_\_\_\_\_  
(signature)

DATED THIS 24th DAY OF December 2004

Union Delegates \_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

DATED THIS 24th DAY OF December 2004

National Union of Workers \_\_\_\_\_  
(signature)

DATED THIS 27th DAY OF December 2004

# APPENDIX A

## Wage Classification Descriptions

Stream One	Ribbons - General
Level 1	<p>RG1 - Training and Entry Level</p> <p>All new general employees in the ribbon factory (permanent and casual) to commence on this level. If after three months an employee has not obtained upgrading to Level 2 (RG2) employment will be terminated.</p>
Level 2	<p>RG2 - Basic Level</p> <p>Upgrading to Level 2 (RG2) to take place three months after appointment to Level 1 (RG1) subject to satisfactory performance assessment with regard to the following skills and knowledge.</p> <ul style="list-style-type: none"><li>Follow verbal work instructions</li><li>Use computer based equipment for the printing of product and barcode labels</li><li>Work unsupervised on occasion and complete assigned tasks</li><li>Observe safe work practices that impact on your own personal safety and that of other company employees</li><li>Undertake housekeeping, routine and preventative maintenance procedures within the team work environment</li><li>Demonstrated ability to read , understand and follow documented product specifications, work instructions and procedures</li><li>Assist and contribute to the process of data collection related to the manufacturing process such as rejected raw materials, hours taken to complete each process</li></ul>
Level 3	<p>RG3 - Intermediate level</p> <p>Attainable six months after appointment to Level 2 (RG2). In addition to possessing the skills and knowledge of a Level 2 (RG2) employee, upgrading to Level 3 (RG3) is subject to a satisfactory performance assessment with regard to the following skills and knowledge.</p> <ul style="list-style-type: none"><li>Capable of achieving above average production rates over a range of processes on a long term basis</li><li>Analyse and suggest modifications to documented product specifications, work instructions and procedures</li><li>Communicate with management with regard to issues such as production priorities, material availability, production deadlines and quality</li><li>Accept ownership and responsibility for product quality including detecting defects and taking steps for corrective action</li><li>Perform the following functions within the computer based manufacturing system<ul style="list-style-type: none"><li>request picking/print picking slip</li><li>maintain picking slip</li><li>enter daily production</li><li>transfer to stock</li><li>re-allocate materials/re pick production order</li></ul></li><li>Modify on demand existing label formats to generate alternative labels</li><li>Perform ribbon, paper and/or label change over on printing devices used in the workplace</li><li>Participate in the training of other team members</li><li>Participate and communicate as an effective team member</li></ul>

Level 4A

RG4A - Upper Intermediate

The number of Level 4A (RG4A) positions is restricted to a maximum of one per work team and is attainable six months after appointment to Level 3 (RG3). In addition to possessing the skills and knowledge of a Level 3 (RG3) employee, upgrading to Level 4A (RG4A) is subject to vacancy and a satisfactory skill assessment performance assessment with regard to the following skills and knowledge.

Able to relieve at Level 4B or higher when incumbent is on leave

Level 4 B

RG4B - Advanced level

The number of Level 4 (RG4) positions is restricted to a maximum of one per work team and is attainable twelve months after appointment to Level 3 (RG3). In addition to possessing the skills and knowledge of a Level 3 (RG3) employee, upgrading to Level 4 (RG4) is subject to vacancy and a satisfactory performance assessment with regard to the following skills and knowledge.

Communicate and implement management instructions and priorities to the remainder of the team

Perform general maintenance of printing devices within the workplace  
Effectively setup and operate all equipment related to the work activities of your team

Effectively setup and operate a range of equipment related to the work activities of other teams within the workplace

Operate material handling equipment that does not require special licensing (eg pallet jacks, walk behind forklift) at ground level

Pick and deliver the material requirements of the team using a limited range of material handling equipment

Contribute to and make suggestions as to how their teams activities may be improved as to reduce both material waste and manufacturing time

Level 5

RG5 - Senior level

The number of Level 5(RG5) positions is restricted to a maximum of one per ribbon factory and is attainable twelve months after appointment to Level 4B (RG4B). In addition to possessing the skills and knowledge of a Level 4 (RG4B) employee, upgrading to Level 5 (RG5) is subject to vacancy and a satisfactory performance assessment with regard to the following skills and knowledge.

Determine appropriate personal requirements to satisfy production demand  
Co-ordinate team activities and work flow in order to maximise production efficiencies

Assist in the forward planning of materials and equipment for upcoming production orders

Level 6

RG6 - Coordinator

The number of Level 6 (RG6) positions is restricted to a maximum of one per ribbon factory and is attainable twelve months after appointment to Level 5(RG5). In addition to possessing the skills and knowledge of a Level 5 (RG5) employee, upgrading to Level 6 (RG6) is subject to vacancy and a satisfactory performance assessment with regard to the following skills and knowledge.

Creation & maintenance of Bill of Materials/Routing files

Production planning and scheduling

Planning and implementing appropriate labour crewing capable of achieving the production plan in an efficient manner

Undertaking studies in a company sponsored APICS - CPIM certification.

## **Stream Two**

### **Ribbons - Slitting Operator**

#### Level 1

#### RSO1 - Training and Entry Level

All new slitting operators in the ribbon factory (permanent and casual) to commence on this level. If after three months an employee has not obtained elevation to Level 2 (RSO2) employment will be terminated.

#### Level 2

#### RSO2 - Basic Level

Upgrading to Level 2 (RSO2) to take place three months after appointment to Level 1 (RSO1) subject to satisfactory performance assessment with regard to the following skills and knowledge.

- Follow verbal work instructions
- Use computer based equipment for the printing of product and barcode labels
- Work unsupervised on occasion and complete assigned tasks
- Observe safe work practices that impact on your own personal safety and that of other company employees
- Undertake housekeeping, routine and preventative maintenance procedures within the team work environment
- Demonstrated ability to read , understand and follow documented product specifications, work instructions and procedures within Columbia Pelikan and Pelikan Quartet warehouses
- Assist and contribute to the process of data collection related to the manufacturing process such as rejected raw materials, hours taken to complete each process

#### Level 3

#### RSO3 - Intermediate level

Attainable six months after appointment to Level 2 (RSO2). In addition to possessing the skills and knowledge of a Level 2 (RSO2) employee, upgrading to Level 3 (RSO3) is subject to a satisfactory performance assessment with regard to the following skills and knowledge.

- Capable of achieving above average production rates over a range of processes on a long term basis
- Analyse and suggest modifications to documented product specifications, work instructions and procedures
- Communicate with management with regard to issues such as production priorities, material availability, production deadlines and quality
- Accept ownership and responsibility for product quality including detecting defects and taking steps for corrective action
- Operate material handling equipment that does not require special licensing (eg pallet jacks, walk behind forklift) at ground level
- Pick and deliver the material requirements of the team using a limited range of material handling equipment
- Contribute to and make suggestions as to how their teams activities may be improved as to reduce both material waste and manufacturing time
- Perform the following functions within the computer based manufacturing system

- request picking/print picking slip
- maintain planned orders

Modify on demand existing label formats to generate alternative labels  
Perform ribbon, paper and/or label change over on printing devices used in the workplace  
Participate in the training of other team members  
Participate and communicate as an effective team member

Level 4A RSO4A - Upper Intermediate

The number of Level 4A (RSO4A) positions is restricted to a maximum of one per work team and is attainable six months after appointment to Level 3 (RSO3). In addition to possessing the skills and knowledge of a Level 3 (RSO3) employee, upgrading to Level 4A (RSO4A) is subject to vacancy and a satisfactory performance assessment with regard to the following skills and knowledge:

Able to relieve at Level 4B or higher when incumbent is on leave

Level 4B RSO4B - Advanced level

The number of Level 4B (RSO4B) positions is restricted to a maximum of one per work team and is attainable twelve months after appointment to Level 3 (RSO3). In addition to possessing the skills and knowledge of a Level 3 (RSO3) employee, upgrading to Level 4B (RSO4B) is subject to vacancy and a satisfactory performance assessment with regard to the following skills and knowledge.

Communicate and implement management instructions and priorities to the remainder of the team  
Perform general maintenance of printing devices within the workplace  
Effectively setup and operate all equipment related to the work activities of your team  
Effectively setup and operate a range of equipment related to the work activities of other teams within the workplace  
Operate material handling equipment that does not require special licensing (eg pallet jacks, walk behind forklift) at multi-level

Level 5 Refer RG5 - Senior Level

Restricted to maximum of one per Slitting factory

**Stream Three Media - General**

**MG1: Training/Entry Level:**

All new general employees in the general media assembly area (permanent and casual) to commence on this level. Proficiency testing for interpretation of work instructions, numeracy and literacy will be conducted at 3 months. Abstract testing will be conducted at preliminary interview. If after three months an employee has not obtained elevation to Level 2 (MG2) employment may be terminated following assessment.

**MG2: Basic Level:**

Upgrading to Level 2 (MG2) to take place three months after appointment to Level 1 (MG1) subject to satisfactory performance assessment with regard to the following skills and knowledge.

Perform general maintenance of printing and scanning devices in the workplace.

Operate material handling equipment that does not require special licensing (e.g. pallet jacks, walk behind forklift) at ground level.

Demonstrated ability to follow verbal and written instructions, documented standard operating procedures and security policy.

Use computer-based equipment for the printing of shipper labels, barcode labels and product specifications.

Use computer-based equipment for booking in of incoming raw materials.

Operate computer-based equipment for use in tasks such as serial number tracking and quality assurance.

Observe safe work practices that impact on their own safety and that of other company employees.

Undertake housekeeping, routine and preventative maintenance procedures within the workplace environment (e.g. print head cleaning).

Correctly interpret and build according to internal work instructions (including PINKs), engineering drawings and customer specifications to obtain full conformance.

Assist and contribute to the process of data collection related to the manufacturing process such as rejected raw materials, time/motion studies and efficiency measurements with regard to Statistical Process Control etc.

Demonstrated ability to maintain product quality and zero defect standards for three consecutive evaluation cycles.

Able to pick and pack and wrap pallets.

Able to replenish flow racks with correct materials.

### **MG3: Intermediate Level:**

Attainable six months after appointment to Level 2 (MG2). In addition to possessing the skills and knowledge of a Level 2 (MG2) employee, upgrading to Level 3 (MG3) is subject to satisfactory performance assessment with regard to the following skills and knowledge.

Capable of achieving above average production rates over a range of processes on a long-term basis.

Analyse, suggest and implement method, process and documented product specification change with the aim of quality and efficiency improvements.

Communicate with management about issues such as production priorities, material availability, production deadlines and quality issues.

Accept ownership and responsibility for product quality including detecting non-conformances and taking steps for corrective action.

Pick and deliver the material requirements of the team using a limited range of material handling equipment.

Accurate packing and checking of order details.

Scan packing and printing of serialised barcode labels.

Distribute stock to correct bin locations and update stock movements in ERP system.

Modify on demand existing label formats to generate alternative labels.

Perform ribbon, paper and/or label changeover on printing devices used in the workplace.

Effectively setup and operate all equipment related to the work activities of other teams in the workplace (e.g. shrinkwrapper, ovens, Digma, Pad Printer).

Participate in the training of other team members.

Participate and communicate as an effective team member.

Perform the following functions within the computer based manufacturing system

- request picking/print picking slip
- maintain picking slip
- enter daily production
- transfer to stock
- re-allocate materials/re-pick production orders
- generate invoices

**MG4A: Upper Intermediate:**

The number of MG4As is limited to a maximum of two per operational facility and is attainable six months after appointment to Level 3 (MG3). In addition to possessing the skills and knowledge of a Level 3 (MG3) employee, upgrading to Level 4A (MG4A) is subject to vacancy and a satisfactory performance assessment with regard to the following skills and knowledge:

Able to relieve at Level 4B or higher when incumbent is on leave

**MG4B: Advanced Level:**

Level 4B (MG4B) is attainable twelve months after appointment to a Level 3. In addition to possessing the skills and knowledge of a Level 3 employee, upgrading to Level 4B (MG4B) is subject to vacancy and a satisfactory performance assessment with regard to the following skills and knowledge. The number of Level 4B (MG4B) positions is limited to two per operational facility.

Communicate and implement management or specific customer instructions and priorities to the remainder of the team.

Contribute to and make suggestions as to how their team's activities may be improved as to reduce both material waste and manufacturing time.

Co-ordinate team activities and work flow in order to maximise production efficiencies.

Maintain accurate analytical data for use in production efficiency measurements and subsequent reporting of interpreted data.

Assist in the forward planning of materials and equipment for upcoming production orders.

Advanced knowledge of Bills of Materials and other such customer requirements.

Accept responsibility and ownership of the delivery requirements of a competitive service model (including JIT).

Co-ordinate and implement the training of new team members and assist them to develop the necessary skills for their role in the manufacturing environment.

Report to management, on a regular basis, all operational and personnel related issues arising in the manufacturing environment.

Capability to relieve coordinator at any time.

Enter customer orders into ERP systems (such as Pakrite, WASP and Vendor Connect).

Ability to implement Engineering Change Notices which encompass U.T.E (change of parts).

## **Stream Five**

### **Warehousing General**

#### **Level 1**

##### **WG1 - Training and Entry Level**

All new employees in the warehouse team (permanent and casual) to commence on this level. If after three months an employee has not obtained elevation to Level 2 (WG2) employment will be terminated.

#### **Level 2**

##### **WG2 - Basic level**

Upgrading to Level 2 (WG2) to take place three months after appointment to Level 1 (WG1) subject to satisfactory performance assessment with regard to the following skills and knowledge.

- Forklift licence or willingness to learn
- Pick orders in a timely and accurate manner including both finished goods and raw materials
- Assist in unloading containers and checking stock receipts
- Use computer based inventory management system for inquiry purposes
- Participate and communicate as an effective team member
- Follow stock location system
- Implement company policy in relation to stock rotation
- Observe safe work practices that impact on your own personal safety and that of other company employees
- Able to use scanners to scan pack and scan verify orders
- Undertake housekeeping, routine and preventative maintenance procedures within the team work environment

#### **Level 3**

##### **WG3 - Intermediate level**

Attainable six months after appointment to Level 2 (WG2). In addition to possessing the skills and knowledge of a Level 2 (WG2) employee, upgrading to Level 3 (WG3) is subject to a satisfactory performance assessment with regard to the following skills and knowledge.

- Accurately pack and check orders
- Competently use all functions of the computer relating to receiving and dispatch
- Distribute stock to correct locations
- Replenish picking bays and utilise replenishment report
- Unload vehicles, check quantity and quality against supplied paperwork and verify barcodes
- Effectively answer customer queries (internal and external)
- Forklift licence
- Capable of achieving above average picking and packing rates over a long term basis
- Proficient at using scanners for scan pack, scan verify, scan transfer and other Radio Frequency (RF) functions
- Analyse and suggest modifications to documented work instructions and procedures
- Accept ownership and responsibility for all goods picked and dispatched
- Perform ribbon and paper and/or label change over on printing used in the workplace
- Processing credits
- Identify appropriate protective packaging for white board to minimise in transit damage
- Understand the special requirements of customers (e.g. TIHIs, pallet heights.....)



Level 4A

WG4A - Upper Intermediate Level

The number of Level 4A (WG4A) positions is restricted to a maximum of two per warehouse team and is attainable six months after appointment to Level 3 (WG3). In addition to possessing the skills and knowledge of a Level 3 (WG3) employee, upgrading to Level 4A (WG4A) is subject to vacancy and a satisfactory skill assessment performance assessment with regard to the following skills and knowledge.

Able to relieve at Level 4B or higher when incumbent is on leave

Level 4B

WG4B - Advanced level

The number of Level 4 (WG4B) positions is restricted to a maximum of two per warehouse team and is attainable twelve months after appointment to Level 3 (WG3). In addition to possessing the skills and knowledge of a Level 3 (WG3) employee, upgrading to Level 4B (WG4B) is subject to vacancy and a satisfactory performance assessment with regard to the following skills and knowledge.

Capable of relief to Level 5 (WG5)

Prepare daily transport paperwork

Arrange time slotting of deliveries

Arrange daily transport to cover our delivery needs

Able to operate the Freight Management system

Cycle counting

Filing of paperwork

Rotate Work Activities within a wide range in the warehouse

Contribute to and make suggestions as to how the team activities may be improved to increase warehouse efficiencies

Communicate and implement instructions and priorities to the remainder of the team

Identify performance issues and refer them to the Manager

Train other employees in appropriate skills and knowledge to meet training plan requirements

Level 5

WG5 - Senior level

The number of Level 5 (WG5) positions is restricted to a maximum of one per warehouse team and is attainable twelve months after appointment to Level 4 (WG4B). In addition to possessing the skills and knowledge of a Level 4 (WG4B) employee, upgrading to Level 5 (WG5) is subject to vacancy and a satisfactory performance assessment with regard to the following skills and knowledge.

Capable of relief to Level 6 (WG6)

Data entry, including all local deliveries and overseas shipments

Complete scanned orders in the Vendor Connect System (Paxar)

Export documentation

Printing and issuing picking slips

Stock controls

Customer liaison (internal and external)

Determine appropriate personnel to satisfy warehouse demands

Level 6

WG6 - Coordinator

The number of Level 6 (WG6) positions is restricted to a maximum of one per warehouse team and is attainable twelve months after appointment to Level 5 (WG5). In addition to possessing the skills and knowledge of a Level 5 (WG5) employee, upgrading to Level 6 (WG6) is subject to vacancy and a satisfactory performance assessment with regard to the following skills and knowledge.

Planning and implementing appropriate labour crewing and resources capable of achieving the distribution plan in an efficient manner  
Ability to plan the distribution of products to meet customer service objectives  
Able to co-ordinate the efficient flow of product from Receiving to Despatch  
Effective communication with transport companies and internal Customer Service to achieve customer service objectives  
Understand and ensure that quality system procedures are followed  
Ensure that all team members are appropriately trained to perform their job requirements  
Ability to build a effective team  
Ongoing contribution to improvement of processes and procedures to improve the effectiveness of the distribution and warehousing  
Supervision to ensure safe work practices are followed team members  
Undertaking or completed studies in a company sponsored logistics or distribution management certification course or higher