

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA04/140

**TITLE:** CPI Group Ltd Wetherill Park Agreement

**I.R.C. NO:** IRC3/7326

**DATE APPROVED/COMMENCEMENT:** 19 February 2004

**TERM:** 17 months

**NEW AGREEMENT OR  
VARIATION:** Replaces EA02/155

**GAZETTAL REFERENCE:** 18 June 2004

**DATE TERMINATED:** 6 May 2004

**NUMBER OF PAGES:** 16

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** The Agreement applies to all employees employed by the CPI Group Ltd located at 74-94 Newton Road, Wetherill Park, NSW 2164 who fall within the coverage of the Graphic Arts-General-Interim Award 1995 and the NSW Transport Industry (Mixed Enterprises) (State) Award

**PARTIES:** CPI Group Limited -&- the Transport Workers' Union of New South Wales

# CPI GROUP LTD WETHERILL PARK AGREEMENT

Enterprise Agreement

Between

CPI Group Limited  
NSW operations

and

AFMEPKIU and  
TWU - New South Wales Branch

known as

"CPI Group Ltd Wetherill Park Agreement"

## 1. Title of Agreement

This Agreement shall be referred to as the CPI GROUP LTD WETHERILL PARK AGREEMENT and applies to all referred to employees at the 74-94 Newton Road, Wetherill Park site only.

## 2. Arrangement

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### **3. Application of Agreement**

This Agreement shall only apply to CPI Group Ltd, 74-94 Newton Road, Wetherill Park, 2164, in the State of New South Wales, and to all employees at CPI Group Ltd engaged in any of the occupations or callings specified in the Graphic Arts General Award 2000 and the New South Wales Transport Industry - Mixed Enterprises (State) Award.

### **4. Parties Bound**

- (a) CPI Group Ltd, 74-94 Newton Road, Wetherill Park
- (b) Transport Workers' Union of New South Wales - NSW Branch (to be registered in the Industrial Relations Commission of NSW).
- (c) AFMEPKIU (to be registered in the Australian Industrial Relations Commission).
- (d) The employees of CPI Group Ltd who are employed at 74-94 Newton Road, Wetherill Park and engaged in any of the trades or callings set out in the parent award

### **5. Date and Operation of This Agreement**

The Agreement shall operate from the date of Certification and shall remain in operation until 31st July 2005.

### **6. Relationship to Parent Award**

This Agreement shall be read wholly in conjunction with the Graphic Arts General Award 2000 and the New South Wales Transport Industry - Mixed Enterprises (State) Award. Where there is any inconsistency between this Agreement and the Award, the Agreement shall have primacy to the extent of the inconsistency.

### **7. Aims and Objectives of This Agreement**

The aims and objectives of this Agreement are:

- (a) The creation of a continuous participative improvement culture through which the Wetherill Park site will become highly competitive, excelling in safety, quality, productivity and customer service.
- (b) To provide a consultative and negotiating framework to resolve all issues pertaining to employment with the Company.
- (c) To provide as much flexibility as possible in the Company's operations, consistent with employee satisfaction and Occupational Health & Safety requirements.
- (d) The creation of an employee structure that will allow the ability of skilling the workforce through general warehouse and equipment training and usage.
- (e) The ongoing flexibility and success of the business in the shared interest of its employees, customers and shareholders.

## **8. New Employees**

An employee will initially be employed on probation for a period of up to three (3) months and will be notified accordingly in writing at the time of engagement.

CPI Group Ltd will provide appropriate training, performance feedback and counselling during the probationary period. An induction program will be provided for each employee.

CPI Group Ltd may offer permanent employment at the end of the probationary period. The probationary period cannot be extended beyond three (3) months.

The employer and the employee can terminate during the probationary period with one (1) week's written notice.

## **9. Flexible Start Times**

It is agreed the employer may vary or alter start times of employees, provided notice is given to the employee(s) prior to the cessation of the previous shift. Provided, where there are unforeseen circumstances, no notice is required where there is mutual agreement.

Unforeseen circumstances for individuals will be limited to two (2) incidents per week or eight (8) incidents in a month.

Nothing in this Agreement will replace the Company's continued practice of giving one (1) week's notice where possible.

## **10. Hours of Work**

### **10.1 Ordinary Hours**

Ordinary hours of work are as follows;

Ordinary hours of work 7.5 hours per day

37.5 hours per week

Performed between the hours of 6:00 am and 6:00 pm Monday to Friday

### **10.2 Meal Breaks**

The time of taking a meal break and the period of the break will be as determined by CPI Group Ltd, in consultation with employees, so as to provide the maximum flexibility in operations, provided that:

A period of thirty (30) minutes is allowed. Meal breaks will be staggered to facilitate continuous operations of the site.

Subject to Motor Traffic and Occupational Health & Safety Provisions, no-one will be required to work more than five (5) hours before a break.

### **10.3 Morning Crib Break**

Employees may take ten (10) minutes Crib Break at a time mutually agreeable between the employer and employee in a manner that facilitates continuous running.

### **10.4 Shift Work**

For the purpose of this Agreement:

Morning Shift means any shift commencing prior to 6:00 am. Day Shift refers to any shift starting after 6:00 am and finishing before 6:00 pm. Afternoon Shift means any shift finishing after 6:00 pm and before 12:45 am.

#### Afternoon Shift

The Company will pay a shift allowance to all employees working on an Afternoon Shift at a rate of 20%.

#### Night Shift

Night Shift means any shift finishing subsequent to 12:45 am and/or before 10:00 am. The movement of a staff member to Night Shift will be with the agreement of that staff member.

In the process of considering any Night Shift, CPI would first seek consultation with the existing workforce, asking for volunteers from existing employees. A non discriminatory policy would be adopted for any staff who elect not to accept a night shift role. CPI will not force any staff to work the night shift if those staff do not volunteer. Only after consultation and seeking of volunteers would CPI consider using external staff.

## 11. Remuneration

### 11.1 Wage Rates and Classification Structure

- (a) The purpose of the Classification Structure is to enable employees to move away from narrowly based function and task-based jobs to work which has more variety, responsibility and defined career progression procedures. At the same time as recognizing the skills levels that each employee has gained and is using in the daily work environment
- (b) Skills Based Payment Structure:

The Skills Based Payment Structure has a defined set of operational levels from Level 1 through to Level 6 as shown in the Wages Schedule below. The movement between levels is based on the attaining of various operational skills and details of which are shown in the attached appendix "Skills Based Payment Scheme". The progression between Classification Levels will be enabled by an agreed assessment process. The timing for progression, movement between levels and the Assessment process is detailed in the above mentioned attachment.

Skill Group	Classification	CPI Current Rate	CPI Rate from 1.8.03	CPI Rate from 1.8.04	Award
1	Probationary		\$490.28	505.00	Graphic Arts General Award 2000 & Transport Industry - Mixed Enterprise (State) Award
2	Offsider	\$490.28	\$505.28	520.00	Graphic Arts General Award 2000 & Transport Industry - Mixed Enterprise (State) Award
3	Distribution Facility Worker or Machine Operator - Level 3	\$580.88	\$580.88	601.00	Graphic Arts General Award 2000 & Transport Industry - Mixed Enterprise (State) Award
4	Distribution Facility Worker or Machine Operator - Level 4		\$610.88	630.00	Graphic Arts General Award 2000 & Transport Industry - Mixed Enterprise (State) Award
5	Distribution Facility	\$679.60	\$694.60	710.00	Graphic Arts General

	Worker or Machine Operator - Level 5				Award 2000 & Transport Industry - Mixed Enterprise (State) Award
6	Team Leader	\$733.03	\$748.03	768.00	Graphic Arts General Award 2000 & Transport Industry - Mixed Enterprise (State) Award

(c) Absorption of over Classification payments

The parties to this agreement recognize that CPI has discretion in absorbing any increase arising from this Agreement into payments which currently exceed the rates as shown in the table above and the associated Classification Structure for Skills as attached to this agreement. The above absorption provision shall override any existing verbal or written agreements that might exist between CPI and any existing site staff. Any existing payments or benefits in existence and in excess of the above rates may be absorbed yet not reduced.

(d) Special provision for level 3 staff

If at "initial assessment" and after signing of this agreement a staff member (who would be deemed to be a level 3 staff) cannot progress to a higher level due to lack of skills then CPI will pay \$15 per week for a period of six months to allow that staff member to gain the required skills to reach at least level 4. If that staff member cannot gain the required skills and through no fault of CPI then that staff member will remain on the \$15 per week provision till 1st July 2004 when the above increase for Level 3 will apply

(e) Provision for staff holding a "Level" without gaining skills

i) As a consequence of the Initial assessment there may be employees that are specified to a level where they may not have the necessary number of skills for that level. i.e a Guillotine operator or Team Leader. These employees will have the first 12 months to gain the necessary number of Skills. If at the end of 12 months they have not gained those skills then their pay may be frozen subject to 11.1.e.ii below . In the case of Levels 5 & 6 this will allow lower level staff to gain a level 5 or 6 as a replacement of those staff that have had their pay frozen. This ability to increase level to 5 and 6 would still remain within the limits as shown in Section 4.3 of the attached schedule. If an employee had their pay frozen as stated above then they will not automatically regain any lost increases when they do gain the required number of Skills unless there is a Level 5 or 6 position available. They will remain at a frozen pay and be absorbed till the lower pay levels catch up to them and then continue at a lower level.

ii) The freezing and absorption of an employees pay as outlined in 11.1.e.i above would only occur after joint review with the Consultative Committee and the Warehouse Manager. Issues of inability to train or receive training to be considered at the same time as the employees willingness to want that training.

11.2 Payment of Double Time for Weekend Work

All work started on the weekend (i.e. after midnight Friday night) and ending before 6:00 am Monday morning will be paid at double time. This payment will be calculated in accordance with the relevant award.

11.3 Agreement Negotiations

Negotiations for a further Enterprise Agreement are to commence a minimum of three (3) months prior to the completion date of this Agreement.

11.4 Operative Date of Wage Increases

The new wage increases will be effective from 1st August 2003 and 1st August, 2004.

## **12. Absence from Work**

### 12.1 Annual Leave

Employees are entitled to four (4) weeks paid annual leave, not including public holidays, for each year of completed service with the CPI Group Ltd.

Leave will be taken at a time, and in a manner, which is mutually convenient to the parties, having regard to the CPI Group Ltd's operational requirements. By agreement, leave may be taken in advance of entitlement. The CPI Group Ltd may require an employee to take any accrued but untaken annual leave in excess of twenty (20) days at times, as directed.

Both parties undertake to give at least one (1) month's notice of leave to be taken, but where hardship/exceptional circumstances arise, this lead time may be varied. Untaken annual leave will be paid on termination.

Annual leave should be taken in no more than three (3) "lots", but may be varied in certain circumstances with prior mutual agreement between the employee and their manager. One lot must be a minimum of two (2) weeks.

### 12.2 Sick Leave

An employee will be entitled to be paid sick leave in accordance with the Graphic Arts General Award 2000 and the Transport Industry - Mixed Enterprises (State) Award, provided they will:

- (a) as soon as possible and where practicable within one (1) hour of the normal time for commencement of work, inform the relevant supervisor or manager of their inability to attend for work, and as far as practicable state the nature of the illness or injury and the estimated duration of the absence; and
- (b) demonstrate to the satisfaction of the CPI Group Ltd that they are unable, on account of illness or injury, to attend for work on the day or days for which sick leave is claimed.

The CPI Group Ltd may, in relation to any period of absence on account of illness or injury, and will in the case of an absence of more than one (1) days, require an employee to produce a certificate from a registered medical practitioner or a statutory declaration setting out the reason for the absence.

Any accumulated (unused) Sick leave will be recognised for proportional payout on Retrenchment or Resignation on the following basis :

Accrued sick leave will be recognised in full (subject to condition (c) below) in the case of Retrenchment. In the case of resignation Accrued Sick leave will be recognised to a level of 50% of accrued and unused used days. Sick leave accrued only after the date of this agreement shall be used in this calculation of payment. CPI will consider sick leave accrued on a prorata basis from the date of the Agreement till the date of "Employment anniversary".

### 12.3 Special Leave

There are a variety of other circumstances which may require employees to be absent from work. Each application for Special Leave will be treated on its merits with due regard to the individual circumstances of each case. The granting of such leave is within the sole discretion of the CPI Group Ltd.

### 12.4 Long Service Leave

As per the NSW Long Service Leave Act.

#### 12.5 Public Holidays

Employees are entitled to the public holidays which are generally observed by staff of CPI Group Ltd. These public holidays as gazetted in NSW.

Picnic Day entitlements will be as per the Graphic Arts General Award 2000 and the Transport Industry - Mixed Enterprises (State) Award.

### **13. Part-Time and Casual Employees**

#### (a) Part-Time Employees:

- (i) The Company may employ part-time employees when there is a specific need or a need caused by the cyclical nature of the business or in the interest of maintaining customer service. In no way is this intended to take employment of full time employees.
- (ii) The ordinary hours of work, exclusive of meal times, shall be within the same parameters as those prescribed for weekly employees but shall not be less than twenty (20) hours per week.
- (iii) Other provisions of the Agreement with respect to annual leave, sick leave, holidays, shall apply to part-time employees, but on a pro-rata basis of hours worked.
- (iv) Notwithstanding the provisions of paragraphs (i) and (ii) of this sub-clause, the Unions and the Company may agree, in writing, to observe other conditions in order to meet special cases.

#### (b) Casual Employees:

- (i) The Company may employ casual employees when there is a specific need caused by the cyclical nature of the business and in the interest of maintaining customer service. In no way is this intended to take employment off full time employees.
- (ii) Casual employees employed by the Company shall be paid the appropriate site hourly rate plus a percentage as defined under the relevant award, with a minimum payment in any one day of four (4) hours.
- (iii) Casual employees employed as shift workers will be paid appropriate shift allowance in addition to ordinary rate of pay plus a percentage as defined under the relevant award.
- (iv) In the event that either of the above named Federal or State Awards is varied, such variation/s will apply to this Agreement.
- (v) If it is more appropriate to use casual labour supplied by an external agency, the cost to the Company will not be less than the appropriate rate on the site.
- (vi) Casual employees will be offered permanent employment in writing, after 12 weeks continuous service in a regular pattern of work.
- (vii) Any casual employee who declines an offer of permanency, may continue to be engaged on a casual basis where mutually agreed for a further period of 12 weeks. Prior to the end of this second 12 week period CPI is to offer full time employment to the Casual employee or advise non continuance of employment at the end of the current period. CPI however, does reserve the right, and after consultation and mutual agreement with workforce delegates to continue with a casual employee in special circumstances.
- (viii) A casual employee is employed on a "per engagement" basis and the employment is dependent on operational requirements.



- (ix) Casual employment and/or this agreement should not convey to casual employees in any manner or form that there is any implication or expectation for future and/or ongoing employment.
- (x) Where a casual employee under this Agreement has been notified of the requirement to work and reports for work, ready, willing and able to perform the work, shall be paid a minimum payment for four hours. The minimum payment will not apply if the casual employee leaves the place of work under four hours of their own accord and not at the Company's request.
- (xi) Casuals are expected to adhere to all OH&S notices and company policies.

#### **14. Work Environment and Practices**

##### 14.1 Occupational Health & Safety

Management and employees will co-operate with the OH&S Committee to ensure the observance of all safety precautions and procedures, including the wearing of protective clothing and equipment when required.

Employees will assist and participate in any Federal or State Government funded OH&S training and initiatives in regard to the Wetherill Park site.

##### 14.2 Training and Skills Development

The parties agree that in order to increase the CPI Group Ltd's efficiency, productivity and competitiveness, a continuing commitment to training and skills development appropriate to its business needs is required. Accordingly, the parties commit themselves to:

- (a) developing a more highly skilled and flexible workforce
- (b) providing employees with career opportunities through appropriate training to acquire additional skills
- (c) removing barriers to the utilization of skills acquired
- (d) participating in the development and implementation of a competency based training system
- (e) utilise, participate in and complete any Federal or State Government funded industrial training and/or certification as organised by CPI. This training to be provided and funded under the *Apprenticeship and Traineeship Act 2001*.
- (f) Any classroom training which is undertaken or organised under or in association with any structured Federal and or State educational schemes (i.e. Apprenticeship and Trainee Act or the Workplace English Language and Literacy Provisions (WELL)) and directed to improving skills or operational knowledge for the employees betterment for Classification progression, will be paid at single time base rates. However any "On the job" training will continue to be paid at normal pay rates.
- (g) multi-skilling across all operational activities within the CPI Group Ltd's operation

##### 14.3 Performance Improvement Program

Employees are committed to the concept of continuous improvement and to the incorporation of quality as an integral component of their daily work. To this end, they will actively participate in performance improvement programs introduced by the Company, during normal working hours.

##### 14.4 Additional Policies and Procedures

In addition to the terms and conditions contained in this Agreement, there are other Company policies and procedures applicable to employment, which may be contained in policy manuals or be conveyed to employees by written notice, such as Occupational Health and Safety Procedures. All such policies and procedures will normally be discussed and then introduced by the supervisor/manager.

#### 14.5 Consultation

The parties to this Agreement will consult as required to discuss matters of common interest, including the introduction of change and proposals for continuous improvements in efficiency, flexibility and productivity of CPI's operation, and to act as a forum to address all matters relating to Human Relations and Industrial Relations.

#### 14.6 Performance Monitoring and Key Performance Indicators

Monitoring of targets and measurements of performance shall be conducted on a consultative basis at agreed regular intervals.

The parties reaffirm their commitment to constructive consultations in regard to workplace issues.

It is accepted that the wage increase provided in this agreement is based on the expectation of improved productivity, additional skill recognition and operational efficiency.

In order to recognise the level of improvement the CPI employees will accept Productivity Indicators as agreed in consultation between CPI management, workforce delegates and relevant Team Leaders. It is understood that these Productivity Indicators will be used in the recognition for high performance.

### **15. Avoidance of Industrial Disputes**

The following steps shall be followed in resolving any disputes arising during the life of this Agreement:

- Step 1           The matter shall be raised with the supervisor or employee concerned.
- Step 2           If the matter is not resolved, it should be referred to the Supervisor's Manager.
- Step 3           If the matter is not resolved, it should be referred to the Union delegate who will discuss the issues with the Site Manager.
- Step 4           If the matter is not resolved, it will be referred to an official of the AFMEPKIU and TWU.
- Step 5           If the matter is not resolved either party may refer it to the Australian Industrial Relations Commission or State Industrial Commission, whichever is relevant.

The parties agree to confer in good faith and without undue delay. Work will continue without interruption while this process is being followed.

Management and employees agree that disputes involving third parties will not impact on the operations of any other CPI Group Ltd division.

### **16. No Extra Claims**

The parties to this agreement agree not to make or pursue any extra claims in connection with their employment relations and, or employee conditions until the nominal expiry date of this agreement.

### **17. Redundancy**

The parties recognise the serious consequences and personal disadvantages that loss of employment can have on an individual. In light of this, the Company shall advise the relevant employee or employees and/or their representatives of any intended redundancy at the earliest practicable opportunity.

It is recognised that the Company must retain a workforce which contains the skills necessary to remain competitive in the marketplace. If there is more than one individual in the positions involved, the Company shall call for volunteers before selecting people for redundancy. Where the application for voluntary redundancy is detrimental to the operational requirements of the Company, appropriate discussions will be held with the Union with a view to adopting a mutually agreed alternative.

The Company, when making an employee redundant, will:

- (a) provide four (4) weeks' notice
- (b) pay three (3) weeks pay for every year of service or pro rata thereof, to a maximum of 52 weeks
- (c) pay out all Annual leave, plus any outstanding leave loading entitlements
- (d) pay pro rata Long Service Leave
- (e) Accumulated Sick Leave to be paid as set out in Clause 12.2 above and calculated in respect to any conditions as set out in that same Section. Only sick leave accrued after the date of this Agreement will be considered.

For the purposes of this clause, an employee's ordinary rate of pay shall be the applicable rate of pay including any applicable shift allowance.

#### **18. Sale Or Transfer of Business**

Redundancy provisions will not be paid to any employee where CPI Group arranges ongoing and continuous suitable employment in the event of any sale or transfer of business, either on the existing Wetherill Park site or a site bounded by a 15 kilometres radius from the existing site. CPI shall organise in any sale or transfer that the CPI employees full entitlements are maintained and protected. CPI is to demonstrate through independent audit, to employee representatives that this protection has been undertaken.

#### **19. Demarcation**

All parties to this Agreement agree that any demarcation issues on the site will not affect the day to day running of the site, and any demarcation issues will be resolved by negotiation of all parties to this Agreement.

If unable to be resolved, it will be referred to the Australian Industrial Relations Commission or State Industrial Relations Commission, whichever is relevant, but all work will continue on site as before until the issue is resolved.

#### **20. Not to Be Used as a Precedent**

This Agreement shall not be used as a precedent for the purpose of obtaining similar terms at any other enterprise.

#### **21. Anti-Discrimination**

It is the intention of the parties bound by this Agreement to seek to achieve the object in Section 3(f) of the *Industrial Relations Act 1996* to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of race, sex, marital status, disability, homosexuality, transgender identity and age and responsibilities as a carer.

It follows that in fulfilling their obligations under the Dispute Resolution Procedure prescribed by this Agreement, the parties have obligations to take all reasonable steps to ensure that the operation of the provisions of this Agreement are not directly or indirectly discriminatory in their effects. It will be consistent

with the fulfilment of these obligations for the parties to make application to vary any provision of the Agreement which, by its terms or operation, has a direct or indirect discriminatory effect.

Under the *Anti-Discrimination Act 1977*, it is unlawful to victimize an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.

Nothing in this clause is to be taken to affect:

- (a) any conduct or act which is specifically exempted from anti-discrimination legislation
- (b) offering or providing junior rates of pay to persons under 21 years of age
- (c) any act or practice of a body established to propagate religion which is exempted under Section 56(d) of the *Anti-Discrimination Act 1977*, or
- (d) a party to this Agreement from pursuing matters of unlawful discrimination in any State or Federal jurisdiction.

This clause does not create legal rights or obligations in addition to those imposed upon the parties by legislation referred to in this clause.

## 22. Signatures

Tony Sheldon, State Secretary Transport Workers' Union of Australia, NSW Branch	Dated : _____
Amanda Perkins, State Secretary AFMEPKIU, NSW Branch	Dated : _____
Tony Todd, National Logistics Manager CPI Group Limited	Dated : _____

## SCHEDULE

### Skills Based Pay Structure (SBPS)

Section 1	Overview of the Skills Based Pay Structure
Section 2	Skills levels and Staff classification structure
Section 3	The Assessment process
Section 4	Classification progression

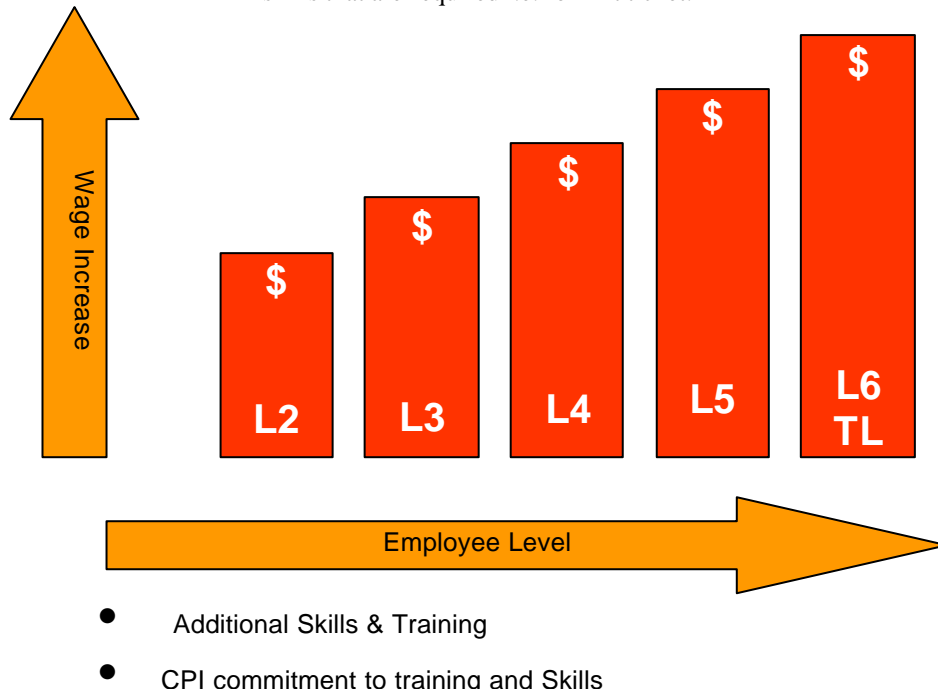
### Section 1 Overview of the Skills Based Pay Structure

CPI Group has a dedication to recognising the skills of an employee together with his or her performance. At the same time CPI employees should be rewarded for successful training and skills learnt and used, with both a wage and career advancement.

A Classification Structure from Probation through to Team Leader is available with the method of progression being based around the skills an employee has gained and uses in his daily CPI work. These Skills have been structured around both the general warehousing and the production - conversion activities.

The Classification progression or movement up through the employee levels is based on obtaining, use of operational skills at the levels as set out below and total willingness to change roles from time to time to use skills that have been recognised. For certain Classification levels there are a number of mandatory

skills that are required i.e. forklift ticket.



Section 2 Skills levels and Staff classification structure

The Skills, number required for each level and those mandatory skills for certain levels are listed in the table below. The progression between Levels will be subject to the Assessment Process with Team Leader, Supervisor and Warehouse Manager input (details of the Assessment Process are set out in Section 3 of this Schedule).

The Skills levels and mandatory skills required are separated into General Warehousing and Production due to the differing skills bases required in each area.

Level	Classification	General Warehousing		Production	
		No. of Skills required	Mandatory Skills Required	No. of Skills required	Mandatory Skills Required
1	Probationary				
2	Offsider	4	Forklift ticket	4	Forklift ticket
3	Distribution facility worker, machine operator - Level 3	6	Forklift ticket	6	Forklift ticket
4	Distribution facility worker, machine operator - Level 4	12	Forklift ticket	8	Forklift ticket Reel pick via Grab
5	Distribution facility worker, machine operator - Level 5	16	Forklift ticket Crane error management	13	Forklift ticket Reel pick via Grab
6	Team Leader	16	Demonstrate the ability to Lead and develop an operational Team	13	Demonstrate the an ability to Lead and develop Operational Team

Levels 5 & 6 have a restricted number of positions available

Skills Required listing :

General Warehousing	Production
Picking Paper Picking Inks Picking Graphics Unloading trucks Loading trucks Unloading Containers Pack & Strap High Rise area deposit and retrieval RF (WMS) Stock receipt Movex Receiving Reach Truck Grab Operation Replenishment by RF Credit Returns Despatch consolidation Crane Error management Country - Interstate freight preparation Transport allocation Order Management (despatch)	Pallet making Wrap & Strap Forklift ticket Parcel wrapping Board Machine Papers machine Order confirmation Grab Operation Full pallet/reel issue from High Rise Guillotine operation Move Order creation Order processing Costing KPI Input  Additional SKILLS for Inks Area Only Laboratory Inks samples Ink Mixing Potting Order Consolidation and Dispatch

Section 3 The Assessment process

The Assessment for the initial classification will be undertaken within 30 days of the acceptance of the EBA Agreement and CPI will back date to the 1st August 2003 all wage rate changes as the consequence of this initial assessment process. CPI is dedicated to making sure the employees receive their wage increases in timely manner. If at an Initial Assessment there are any questions of disagreement between the employee being assessed and those assessing then that employee can see seek immediate re-assessment with the presence of the National Logistics Manager being present.

Note : the provisions of Section 11 of the main EBA document need to be read in conjunction with this Schedule.

Following the initial assessment process as mentioned above the ongoing Assessments will be undertaken in January and July of each year. This assessment is geared to two areas :


The current skills gained, together with any additional training or work experience needed or available to enable progression.

An assessment with Team Leader, Supervisor and a single fellow employee (as observer only) in a format as set out below.

The Assessment is undertaken so that any physical skills would be assessed in the daily work flow while any other skills would be reviewed in a meeting format.

The Assessment form would be completed jointly with the employee with the employee invited to write any comments in regard to the assessment in the response section of the Assessment form. These Assessment forms would then be held by the site HR representative.

Front of Assessment form

<b>Staff Appraisal and Skills Assessment</b>				
Review : _____		Date : _____		
Name : _____		Bundy No : _____		
		Current Level : _____		
<b>Skills Review</b>	Ops area	Good	Needs added training	Comments
<b>Forklift usage</b>				
Counterbalance Fork	W & P			
Reach Truck	W			
<b>Forklift with Grab usage</b>				
Complete Grab Operation	W & P			
<b>General Skills :</b>				
Papers Picking	W			
Inks Picking	W			
Graphics Picking	W			
Unloading trucks	W			
Loading trucks	W			
Unloading containers	W			
Pack & Strap	P & W			
Pallet Making	P			
Parcel Wrapping	P			
<b>Specialised Skills :</b>				
Board Machine operation	P			
Sheeter Machine operation	P			
Guillotine operation	P			
Order Processing	P			
Order Confirmation	P			
Pallet & Reel issue from Highbay	P			
Move order Creation	P			
Job Costing	P			
KPI Input	P			
Highrise area deposit & Retrieval	W			
RF (WMS) Stock receival	W			
Movex Receiving	W			
Replenishment by RF	W			
Credit Returns	W			
Despatch Consolidation	W			
Crane error management	W			
Transport allocation	W			
Country - Interstate freight Preparation	W			
Order management (despatch)	W			
Laboratory Ink Samples	P			
Inks Potting	P			
Inks Mixing	P			
<b>Questions for Employee :</b>				
Do you feel you have the training for your current job ? _____		Do you feel you need additional training ? _____		
<b>Comments from Team Leader or Supervisor :</b>				
_____				
_____				
_____				
<b>Employee comments :</b>				
_____				
_____				
Employee Signature : _____		Team Leader & Supervisor : _____		

Back of Assessment form

Continued :

**Skills and Training schedules**

Skills Schedule	Current level	Skills Required		Assessed No. of Skills held	Goal Date to be achieved by
		Gen W'house	Production		
Level 1 - Probationary		na	na		na
Level 2 - Offsider		4	4		
Level 3		6	6		
Level 4		12	8		
Level 5		16	13		
Team Leader		16	13		

Training Schedule	Resource to assist	Due date	Resource to assist	Due date
Forklift usage				
Counterbalance Fork				
Reach Truck				
Forklift with Grab usage				
Complete Grab Operation				
General Skills :				
Papers Picking				
Inks Picking				
Graphics Picking				
Unloading trucks				
Loading trucks				
Unloading containers				
Pack & Strap				
Pallet Making				
Parcel Wrapping				
Specialised Skills :				
Board Machine operation				
Sheeter Machine operation				
Guillotine operation				
Order Processing				
Order Confirmation				
Pallet & Reel issue from Highbay				
Move order Creation				
Job Costing				
KPI Input				
Highrise area deposit & Retrieval				
RF (WMS) Stock receival				
Movex Receiving				
Replenishment by RF				
Credit Returns				
Despatch Consolidation				
Crane error management				
Transport allocation				
Country - Interstate freight Prep.				
Order management (despatch)				
Laboratory Ink Samples				
Inks Potting				
Inks Mixing				

**Training Plan detail :**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**New Classification attained and available to progress**

New Classification : \_\_\_\_\_ New Weekly base pay : \$ \_\_\_\_\_

\_\_\_\_\_ Team Leader \_\_\_\_\_ Supervisor \_\_\_\_\_ Warehouse Manager

Date : \_\_\_\_\_ Date : \_\_\_\_\_ Date : \_\_\_\_\_

**To Pay office :**

Please return to CPI Sydney office after copy filed on central pay and personnel file

Section 4 Classification progression

4.1 In regard to the progression between levels, an employee can only move by one level in any 12 month period unless through a vacancy being experienced at a higher level and a promotion occurring OR through the Assessment in the initial review. Notwithstanding the above CPI Team Leaders and Supervisors are to make all efforts to assist employees to be trained in additional Skills to meet CPI and employees goals.



- 4.2 CPI will work with, assist and provide training to allow and encourage employees to move up classification levels in a timely manner. It should however be noted that there are only a certain number of Team Leader positions (Level 6) and only when a position becomes available can a progression be made to that level. This Team Leader position and classification carries the responsibility of "Leading" and proactively developing an operational "Team" on the CPI site.
- 4.3 As stated above there would also be a restriction on the number of Level 5 staff. This restriction would not in any way be applied in the initial review and pay increases but would apply in years to come through staff progression. Accordingly it is intended to have the following structure (dependant on CPI volumes and growth being met) :

Area	Team Leaders	Level 5
Receiving	1	1
Pick & Replen	1	1
Office & Orders Management	1	
Transport	2	
Conversion	1	4
Inks & Graphics	1	
Operational Support		1

- 4.4 If an employee requests or CPI directs a change from one operational area to another (i.e. General Warehousing - Production), then the employee must initially remain on their existing pay level in the new operational area. At the end of six months in the new operational area then the Skills gained or held will be recognized and the appropriate Classification level paid.
- 4.5 The Company will not stand in the way of an employee gaining training by the due date as set out on the Assessment form.