

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA99/60

TITLE: Totalflow Logistic Services Enterprise Agreement 1998

I.R.C. NO: 99/128

DATE APPROVED/COMMENCEMENT: Approved 27 January 1999 and commenced 31 november 1998

TERM: 31 October 2000

**NEW AGREEMENT OR
VARIATION:** Variation

GAZETTAL REFERENCE:

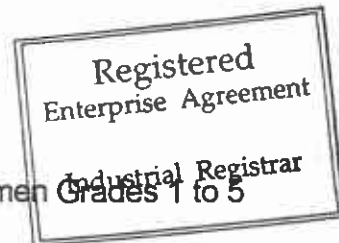
DATE TERMINATED:

NUMBER OF PAGES: 10

COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to employees engaged as Stormen Grades 1 to 5

PARTIES: Totalflow Logistics Services Pty Ltd -&- National Union of Workers, New South Wales Branch



- ENTERPRISE AGREEMENT

BETWEEN

TOTALFLOW LOGISTIC SERVICES

AND

NATIONAL UNION OF WORKERS [NSW BRANCH]

Off
3-5 Bridge
Granville



1. **TITLE OF AGREEMENT**

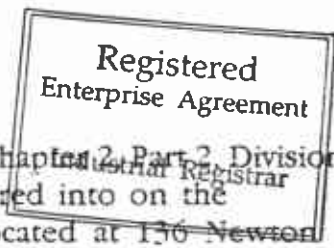
This Agreement shall be known as the **Totalflow Logistic Services Enterprise Agreement - 1998.**

2. **ARRANGEMENT**

1. Title of agreement
2. Arrangement
3. Incidence and parties bound
4. Term of agreement
5. Definitions
6. Relationship to parent award and agreement
7. Duress
8. Purpose of agreement
9. Hours of Work
10. Inventory
11. Absenteeism and Attendance
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17. Signatories to agreement

3. **INCIDENCE AND PARTIES BOUND**

This Enterprise Agreement is made pursuant to Chapter 2, Part 2, Division 1 of the N S W Industrial Relations Act, 1996, entered into on the 1999 between Totalflow Logistic Services Pty Ltd located at 136 Newton Road Wetherill Park NSW 2164, the National Union of Workers (NSW Branch) and employees classified as storepersons.



4. TERM OF AGREEMENT

This Agreement shall have a nominal term of 24 months.

5. DEFINITIONS

"Employee" means an employee covered by this agreement.

6. RELATIONSHIP TO PARENT AWARD

It has been determined by the parties to this Enterprise Agreement that the agreement shall be read and interpreted wholly in conjunction with the *Storemen & Packers, General [State] Award*; and provided that where there is any inconsistency, this Enterprise Agreement shall take precedence.

7. DURESS

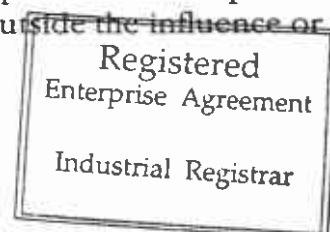
This Enterprise Agreement has not been entered into under duress by any of the parties.

8. PURPOSE OF AGREEMENT

The purposes of this Agreement are:

- (a) to implement new work practices designed to increase the productivity and profitability of the work performed by employees; and
- (b) to reduce the costs of the work being performed by employees; and
- (c) to identify and develop over the life of this agreement the key performance indicators by which improvements to productivity and profitability, and decreases in costs may be measured; and
- (d) to identify and develop over the life of this agreement an appropriate structure by which the benefits that flow from any improvements to productivity and profitability, and decreases in costs are passed on to the parties to this agreement;

provided that the parties to this agreement recognise and agree that the employees should neither be advantaged nor disadvantaged by factors that influence any change to, or result in, improvements to productivity and profitability, or decreases in costs, that are outside the influence or control of the effort and contribution of employees.



9. HOURS OF WORK

The ordinary hours of work, exclusive of meal times, shall average 38 hours per week, worked as follows:

- (a) The spread of ordinary hours of work will be between the hours of 6.00 am to 6.00 pm, Monday to Friday.
- (b) The ordinary hours of work may be worked up to 10 hours on any day, such as to allow for a 4 day week to be worked. Provided that up to 10 ordinary hours may also be worked to meet the needs of the work.
- (c) Subject to Clause 13, Hours in the parent Award, a 'Rostered Day Off' system may be implemented.

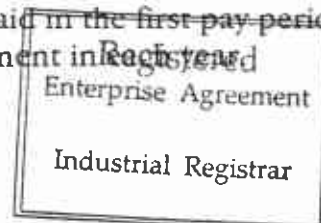
10. INVENTORY

- (a) The parties to this Agreement understand and agree that it is critical to the company's success for all employees to ensure accuracy of inventory. The ultimate objective of the company is to reach 100% accuracy in its record keeping and physical holding of inventory.
- (b) All employees agree to positively contribute to participating in the development and implementation of procedures designed to improve and maintain the accuracy of inventory. Accuracy of inventory includes ensuring the quantity, location and lot number of any customer's product is correctly identified and recorded at any given time.

11. ABSENTEEISM AND ATTENDANCE

An employee who has an accumulated sick leave entitlement of at least 10 days at the commencement of a new year of service may be eligible for an attendance payment, subject to the following provisions:

- (a) This provision will only apply to employees who have an accumulated sick leave entitlement of at least 10 days at their anniversary of employment.
- (b) At the end of each completed year of service, any sick leave that has accrued over the course of that year of service in excess of five days shall be paid as an attendance payment to each employee.
- (c) The attendance payment shall be paid in the first pay period after the employee's anniversary of employment in each year.



- (d) Provided that where an employee, in a complete year of service, takes more than a total of two day's sick leave, no attendance payment shall be made.
- (e) Provided that an employee shall forego the right to accumulate sick leave in excess of the five days for that year of service, where the balance of any entitlement has been paid out as an attendance payment;
- (f) Provided further that any untaken sick leave not paid out as an attendance payment shall accrue as a sick leave entitlement.
- (g) An employee may not 'cash in' sick leave other than in accordance with the provisions of this agreement.

12. HOUSEKEEPING

- (a) The parties to this Agreement understand and agree it is critical to the company's success for all employees to take positive steps to ensure the workplace is kept safe, orderly and tidy at all times, and that good housekeeping is maintained in general. The company recognises the crucial role that employees play in insuring good housekeeping.
- (b) The parties recognise and agree that good housekeeping is critical to ensure the health and safety of employees and visitors to the workplace.
- (c) The parties further recognise and agree that good housekeeping is critical to the success of the company, as our customer satisfaction requirements may include an external quality audits undertaken by customers from time to time. It is essential that the company pass these external audits in order to attract and retain customers.

13. CLASSIFICATIONS AND WAGE RATES

(a) **Storemen Grade 1**

For the purposes of this award, a Storemen and Packer Grade 1 shall mean an employee who performs work to the level of their training, and:

1. Is responsible for the quality of their own work (subject to instructions and direction).
2. Works in a team environment and/or under routine supervision.
3. Undertakes duties in a safe and responsible manner.
4. Exercises discretion within their level of skills and training.
5. Possesses good interpersonal and communication skills.



6. 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.
- * Satisfying internal and external customer needs.
- * Operation of a keyboard to carry out stores work.
- * Documentation and recording of goods, materials and components.
- * Basic inventory control.
- * Use of hand trolleys and pallet trucks.

(b) **Storemen Grade 2**

For the purposes of this award, a Storeman Grade 2 shall mean an employee, who in addition to performing the duties of a Storeman Grade 1:

1. Has performed 12 months service as a Storeman Grade 1 and has satisfactorily acquired the skills relevant to the enterprise at this level;
2. May be required to use, for training purposes, materials handling equipment which requires licensing/certification, and
3. May be required to assist in the development of a Storeman Grade 1.

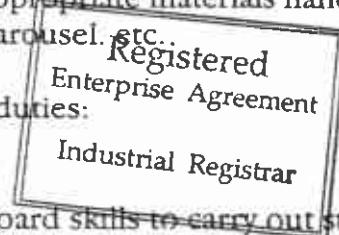
(c) **Storemen Grade 3**

For the purposes of this award, a Storeman Grade 3 means 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 and who has been appointed 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. Able to work from complex instructions and procedures.
2. Able to co-ordinate work in a team environment under general supervision.
3. Responsible for assuring the quality of their own work.
4. Possesses sound interpersonal and communication skills.
5. Licensed and/or certified to operate all appropriate materials handling equipment, e.g. forklift, mobile crane, carousel, etc.

May be required to perform the following tasks/duties:

- * Inventory and stores control.
- * VDU operation using intermediate keyboard skills to carry out stores work.



- * Use of other electronic equipment, e.g. scanner, to carry out stores work.
- * Routine maintenance of stores equipment and machinery.

(d) Storemen Grade 4

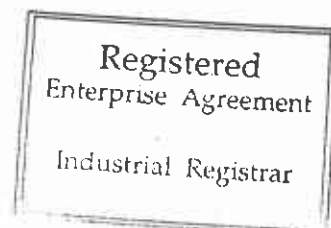
For the purposes of this award, a Storeman Grade 4 shall mean an employee, who has undertaken sufficient training so as to enable him/her to perform work within the scope of this level in addition to the work of lower grades and who has been appointed by the employer as either a single storeworker in charge of a store or as an operator of computer technology used for high level inventory and stock control.

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

1. Understands and is responsible for their own quality control.
2. Possesses a sound level of interpersonal and communication skills.
3. Sound 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.
4. Where appropriate, accredited by the employer as a competent in the understanding of Regulations relating to handling, storage and loading/unloading of specific product, e.g. chemicals, solvents and explosives.
5. May perform work requiring minimal supervision, either individually or in a team environment.
6. Must be competent to perform the following tasks/duties:
 - * Licensed to operate appropriate materials handling equipment, e.g. forklifts, mobile crane, carousel, etc.
 - * Routine maintenance of stores equipment or machinery.
7. In addition, may be responsible for the proper application and maintenance of appropriate occupational health and safety standards (optional).
8. May also be responsible for quality control of the work of other Storemen and Packers without being responsible for their direction (optional).

(e) Storemen Grade 5

For the purposes of this award, a Storeman Grade 5 shall mean an employee, who has undertakes stores work of all lower grades and who has, at the request of the employer, completed the Warehousing and Distribution Course (No. 8502) at a TAFE college. An employee who is appointed by the employer to this level may be required to perform the following in addition to the work performed by other grades:



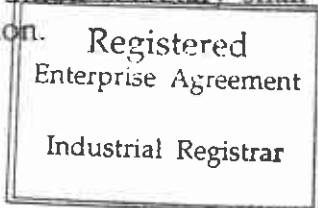
1. Implement quality control techniques and procedures.
 2. Utilise highly developed level of interpersonal and communication skills.
 3. Assisting in the provision of on-the-job training and standards.
 4. In addition, may be responsible for the proper application and maintenance of appropriate occupational health and safety standards.
 5. This position is accountable for performing some of the following tasks, or a combination thereof:
 - * Performing multiple stores activities.
 - * Managing the information within the store.
 - * Understands and applies computer techniques as they relate to a bond store operation.
 - * Has a sound knowledge of the employer's operation and product.
- (f) The wage rates for Storemen Grades 1 to 5 are contained in Table 1 of this Agreement.

Casual Rate

- (g) The hourly rate of pay for a casual employee in Table 1 is determined by:
- (i) dividing the weekly rate of pay for the appropriate grade contained in Table 1 by 38; and
 - (ii) adding a 15% casual loading to that hourly rate; and
 - (iii) adding a further 1/12 (or 0.0833%) loading in lieu of annual leave

14. DISPUTE PROCEDURE

- (i) Any dispute arising out of employment shall be referred by the shop steward or any individual employee to the company representative appointed for this purpose.
- (ii) Failing settlement at this level between the company and the shop steward or individual employee on the job, the shop steward or individual employee shall refer the dispute within 24 hours to the union organiser who will take the matter up with the company. All efforts shall be made by the company and the union organiser to settle the matter but failing settlement the union organiser shall refer the dispute to the union secretary and the company shall refer the dispute to its employer association and the union secretary shall take the matter up with the employer association.



- (iii) 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 the matter giving rise to the dispute.
- (iv) At any time either party shall have the right to notify the dispute to the Industrial Registrar.

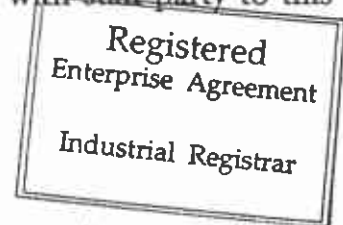
15. NO EXTRA CLAIMS

The parties to this agreement acknowledge that there shall be no further claims for wage increases or any further claims during the nominal term of this agreement.

16. OPERATIVE DATE

Employees party to this agreement at the time of signing acceptance will be paid the appropriate wage adjustment from 1 November 1998 in accordance with the terms of clause 13 herein.

The effective operative date is 1 November 1998. The employer undertakes to arrange further enterprise agreement discussions with staff party to this agreement prior to the end of October 2000.



17. SIGNATORIES TO AGREEMENT

Signed for and on behalf of Overflow Warehousing Pty Ltd

Signed [Signature]

Witnessed by [Signature] date 16.11.98

Signed for and on behalf of the employees of Overflow Warehousing Pty Ltd by the:

National Union of Workers [NSW Branch]

[Signature]
.....
[SECRETARY] ACTING SECRETARY

8/1/99
.....
[DATE]

[Signature]
.....
[WITNESS]

8-1-99
.....
[DATE] Registered Enterprise Agreement Industrial Registrar

TABLE 1 - WAGES

1 November 1998 - 31 October 1999

Classification	Weekly Rate	Hourly Rate	Casual Rate
	\$	\$	\$
Storeman Grade 1	474.62	12.49	15.56
Storeman Grade 2	492.10	12.95	16.13
Storeman Grade 3	521.36	13.72	17.09
Storeman Grade 4	546.44	14.38	
Storeman Grade 5	576.84	15.18	

1 November 1999 - 31 October 2000

Classification	Weekly Rate	Hourly Rate	Casual Rate
	\$	\$	\$
Storeman Grade 1	495.14	13.03	16.23
Storeman Grade 2	513.38	13.51	16.83
Storeman Grade 3	543.78	14.31	17.83
Storeman Grade 4	582.92	15.34	
Storeman Grade 5	615.22	16.19	

