

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO: EA99/98**

**TITLE: Blue Star Corporate State Enterprise Agreement**

**I.R.C. NO:** 99/900

**DATE APPROVED/COMMENCEMENT:** Approved and commenced 11 March 1999

**TERM:**

**NEW AGREEMENT OR  
VARIATION:** New

**GAZETTAL REFERENCE:**

**DATE TERMINATED:** 31 December 2000

**NUMBER OF PAGES:** 23

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** Applies to all employees engaged by Blue Star Office at its Alexandria warehousing location engaged in classifications previously covered by the WC Penfold Corporate State enterprise agreement

**PARTIES:** Blue Star Corporate Pty Ltd -&- National Union of Workers, New South Wales Branch



# **BLUE STAR OFFICE**

## ***State Enterprise Agreement***



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## 1. TITLE

This Agreement shall be known as the Blue Star Corporate State Enterprise Agreement.

## 1. CONTEXT OF THIS AGREEMENT

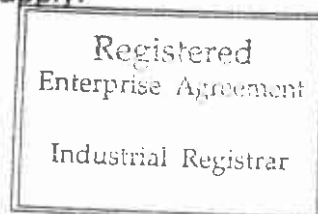
- 2.1 This agreement formally embodies the intention of Blue Star Office and the National Union Workers, new South Wales Branch to recognise the requirement for co-operative efforts by the parties to meet the agreed objectives and efficiency, participation and competitiveness to achieve performance which will ensure continued viability and job security.
- 2.2 The Agreement addresses a range of issues including ongoing consultation commitments with respect to productivity / efficiencies during its life.
- 2.3 The parties to this agreement will review and develop during the first three months of the Agreement's life an appropriate skill based classification structure linked to career paths.

## 3. COMMON VALUES

- 3.1 This Agreement is the result of extensive consultation between the parties based on common values which are critical to the achievement of a world class enterprise.
- 3.2 The parties are committed to sharing the responsibility for
  - (a) The design of work systems and arrangements which increases the productivity and efficiency of the organisation and provides opportunities for making better use of the expertise, skills and experience of all employees through.
  - (b) A safe and healthy working environment
  - (c) A quality of working life for all employees including job security and equity in access to skill development and participation.

## 4. SCOPE, PARTIES BOUND AND DURATION OF THIS AGREEMENT

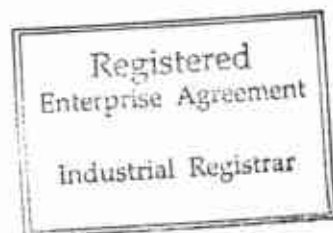
- 4.1 This Agreement shall apply to all existing and future employees engaged by Blue Star Office at its Alexandria warehousing location engaged in classifications previously covered by the W C Penfold Corporate State Enterprise Agreement. Where this Agreement is silent, the provisions of the Storeman and Packers, General (State) Award shall apply.



4.2 This Agreement shall be binding upon:

- (a) Blue Star Office ( hereinafter "the Company" ) Cnr Huntley Street and Euston Road Alexandria New South Wales in respect of its employees affected by this Agreement and
- (b) The National Union of Workers, New South Wales Branch ( hereinafter the "Union) and its members and employees eligible to be member thereof
- (c) And all other store employees subject to this agreement.

4.3 It is the intention of the parties to continue the process of consultation to finalise, clarify and implement the detail of the Agreement into the workplace



# Blue Star Enterprise Agreement

## 1. Parties to the Agreement

This Agreement is made between Blue Star Group Pty Ltd (ACN 074 868 901) ("Blue Star") and the Employees whose details are set out in Part 1 of Schedule 1 of this Agreement ("the Employee").

## 2. Duration of Agreement

This Agreement shall commence on approval by the NSW Industrial Relations Commission ("the IRC") ("the Commencement Date") and continue in force until 31 December 2000.

## 3. Contract of Employment

- 3.1 The Employee is a storeperson on a full-time basis.
- 3.2 At the Commencement Date each Employee will be classified at the relevant Grade. An explanation of the duties for each grade is set out in Schedule 2 of this Agreement.
- 3.3 The Employee shall perform work at the site specified in part 1 of Schedule 1 or such other Blue Star site within the Sydney metropolitan area.

## 4. Termination of Employment

- 4.1 The employment of the Employee shall not be terminated without Blue Star providing the Employee with notice of termination (or payment of wages in lieu) in accordance with the following scale:

<b>Employee's Period of continuous service with Blue Star</b>	<b>Period of Notice</b>
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks



- 4.3 If at the date of termination the Employee is over 45 years old and has completed at least two years of continuous service with Blue Star, Blue Star will provide an additional weeks notice or payment of wages in lieu.

- 4.4 The initial three months of employment shall be regarded as probationary. During the probationary period the employment may be terminated by Blue Star or the Employee with a minimum of 24 hours notice.
- 4.5 Notwithstanding sub clauses 4.1, 4.2 and 4.3, Blue Star may terminate the employment of the Employee without notice (or payment in lieu of notice) for conduct justifying instant dismissal, including misconduct, neglect of duty or abandonment o employment.

## **5. Payment of Salary**

- 5.1 The employee's Base Salary is in accordance with Schedule 3 of this Agreement as it pertains to the Employee's Grade.
- 5.2 The Base Salary rates shown in column 1 of Schedule 3 shall be payable from the Commencement Date.
- 5.3 The Base Salary rates shown in column 2 shall be payable from the first anniversary of the Commencement Date.
- 5.4 At the commencement of the Enterprise Agreement a 3% increase in the weekly salary will be paid as of 31<sup>ST</sup> December 1998. The Employee will also be entitled to further salary increases of 3% on the first anniversary being the 31 December 1999.
- 5.5 The payment of salary will be weekly by electronic funds transfer to the Employee's nominated bank account.
- 5.6 The Employee will receive an additional \$1.65 per day First Aid allowance if the Employee is appointed as a First Aid attendant.
- 5.7 Allowances will be varied subject to this Agreement in accordance arbitrated wage case safety net adjustments.



## 6. Hours of Duty

- 6.1 The hours of duty shall be on average 38 hours per week.
- 6.2 The span of working hours will be between 6.00 am to 12.00 midnight Monday to Friday existing rosters can be altered with 48 hours notice must be given.
- 6.3 Meal breaks will not be regarded as time worked and are unpaid.
- 6.4 The Employee will receive a minimum of one paid rest breaks of 10 minutes duration per shift for day shift workers and one paid rest break of 20 minutes duration per shift for afternoon shift workers.

## 7. Roster Loading

- 7.1 In addition to the Base Salary, the Employee shall be paid a roster loading on Base Salary for shift work. The Employee is only entitled to the roster loading for actual shifts worked and is not entitled to the roster loading with respect to any other payments, including but not limited to payments for:

- (a) annual leave;
- (b) long service leave;
- (c) parental leave;
- (d) compassionate leave;
- (e) sick leave;
- (f) family leave.

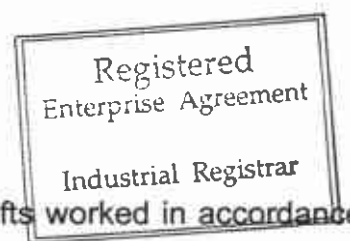
### 7.2 Roster Loading

The roster loading is paid according to the actual shifts worked in accordance with the following table:

Type of Shift	Roster Loading
Day shift	0%
Evening shift	16.95%

For the purposes of this Agreement:

- (a) "Day Shift" shall mean any shift commencing at or after 6.00 am and finishing at 6.00 pm.
- (b) "Afternoon Shift" means any shift finishing after 6.00 pm and at or before 12.00 midnight.



## **8. Sundays and Public Holidays**

- 8.1 The Employee shall be paid at the rate of 2.5 times the hourly Base Salary for hours worked on Sundays and public holidays.
- 8.2 The Employee shall be entitled, without loss of pay, to the public holidays gazetted in the State of New South Wales if he/she is required to work on the day of the public holiday.

## **9. Overtime**

- 9.1 Overtime means hours worked in excess of 7.6 hours per shift.
- 9.2 If you are required to work in excess of 7.6 hours per shift such work will be regarded as overtime.
- 9.3 If you are required to work overtime you will be paid at the rate of time and one half for the first 2 hours overtime and double time thereafter until the completion of the work/shift.

## **10. Annual Leave**

- 10.1 The Employee shall receive annual holidays on the basis of the relevant State legislation. Leave loading of 17.5% will be paid when the Employee takes leave during the term of this Agreement.

## **11. Long Service Leave**

Long service leave will be taken and accrued in accordance with the relevant State legislation.

## **12. Parental Leave**

Parental leave shall be granted in accordance with the relevant State industrial relations legislation.



## **13. Compassionate Leave**

The Employee shall be entitled to a maximum of 2 days leave without loss of pay on each occasion and on production of satisfactory evidence of the death of the employee's spouse, parent, brother, sister, child, stepchild, step-parent, grandparent or parent-in-law.



## 14. Sick Leave/Family Leave

- 14.1 If the Employee is absent from duty as a result of personal ill health or accident the Employee shall be entitled to paid sick leave as follows:
- (a) 5 days in the first year of employment;
  - (b) 10 days in the second and subsequent years of employment.
- 14.2 Untaken sick leave shall accrue to a maximum of 120 days.
- 14.3 During the first three months of employment, absences of 1 day shall require the production of a medical certificate.
- 14.4 After a total of 2 days sick leave absences in any year of employment, an Employee is required to produce a medical certificate for each further sick leave absence. Blue Star may refer the Employee to an independent medical practitioner at the expense of Blue Star if there is a concern regarding sick leave.
- 14.5 The Employee shall give reasonable notice to Blue Star of their absence from work. This notice shall be given to their team leader before 24 hours after the normal commencement of duty and as far as practicable at least two hours before the normal commencement of duty. The notice, shall state the nature of the illness or injury and the estimated duration of absence.
- 14.6 Any personal paid sick leave entitlement may be taken as paid family leave in the event of illness or incapacity of the Employee's spouse or dependents where such person is permanently within the Employee's spouse or dependents where such person is permanently within the Employee's immediate care at the time of the request for such leave. For absences of 2 days or more, this entitlement is subject to the Employee providing a medical certificate and/or statutory declaration suitable to Blue Star explaining the reasons for the absence.
- 14.7 Where the Employee is absent before or after any rostered absence or a public holiday, a medical certificate must be provided.
- 14.8 Blue Star is aiming to improve the health of its workforce and will offer a Quit Smoking course to those full time employees who wish to give up.

## 15. Military Leave

This leave will be taken and accrued in accordance with the relevant State legislation.



## 16. Meal Hours

- 16.1 The Employee shall be entitled to an unpaid meal break of 30 minutes after the completion of at least 5 hours continuous work in any one day. Blue Star may direct the Employee to take a meal break at a time suitable to Blue Star.
- 16.2 If the Employee works 1.5 hours or more in addition to their rostered hours per day, they shall be paid \$7.30 as a meal allowance unless notified on the previous day of the intention to work that overtime.

## 17. Superannuation

The obligation on Blue Star to make superannuation contributions shall be that which is provided in the Commonwealth Superannuation Guarantee Administration Act, 1992. This includes the increases in future contribution rates set out in the same legislation. All payments will be made to the approved superannuation fund .

## 18. Dispute Resolution Procedure

### 18.1 Grievance Procedure Purpose

To allow parties (employee/union and management) to discuss and resolve all matters of grievance and dispute and allow for peaceful resolution.



### Procedure:

1. The employee will meet with the relevant supervisor and attempt to settle the matter at that level. Any grievance must initially be dealt with as close to the source as possible with the following graduated steps for further discussion and resolution.
2. If not settled in Step 1, the employee and/or delegate will meet with the Warehouse Manager along with the Supervisor.
3. If not settled in Step 2, the Union Organiser will meet with Warehouse Manager for resolution. The State Secretary of the appropriate Union will be advised of this meeting and may become involved.
4. If still not settled either party may at any time refer the dispute to the Industrial Relations Commission of New South Wales.
5. Notwithstanding anything contained in the preceding sub clauses, the parties shall be free to exercise their rights if the dispute is not finalised without unreasonable delay.

6. This clause shall not apply to any dispute as to bona fide safety issues.
7. During this procedure 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.

The parties are committed to prompt resolution of all grievances.

## **18.2 Corrective guidance policy and procedure**

### **Objective**

1. To ensure that all matters relating to an employee's work performance and conduct are dealt with promptly, investigated thoroughly, considered reasonably and are handled fairly and consistently.
2. To encourage and improve employee work performance and conduct.

### **Definitions**

Unsatisfactory work performance is failure to perform the requirements of a position at an acceptable standard or level of competence. Examples of unsatisfactory work performance conduct may include unsafe work practices, excessive absenteeism or lateness, low productivity or inefficiency, negligence or uncooperative behaviour.

Unsatisfactory conduct is failure to observe company policies and procedures.

The Company regards the following actions as examples of incidents constituting serious misconduct and justifying instant dismissal: falsifying company records, fighting, drunkenness, being under the influence of illegal drugs at work, theft of company property and serious and wilful refusal of duty.

Verbal and written warnings shall be specified and warnings shall have a stand alone character ie future corrective action shall relate to the original warning.



## Procedure

### A. Unsatisfactory work performance or conduct

In relation to instances of unsatisfactory work performance or conduct the following procedure will be followed:

#### Step 1. Counselling/Verbal Warning

This is an opportunity to bring the performance or conduct which is unacceptable to the attention of the employee concerned, to establish the reasons for the unacceptable behaviour and to establish whether the Company can provide any assistance to the employee to avoid further instances of it occurring.

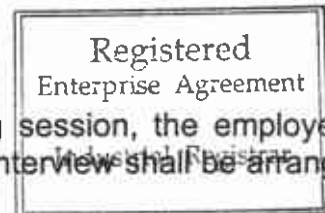
During the initial counselling session the immediate supervisor shall:

- (a) Discuss the unacceptable performance or conduct identified with the employee and outline the standard of work performance or conduct which is required.
- (b) Give the employee an opportunity to respond to the allegations made and provide an explanation. (If the explanation given is justifiable, no further disciplinary action should be taken).
- (c) Agree on specific action to be taken to remedy the situation and set a date for review.
- (d) Warn the employee that failure to improve will result in further disciplinary action being taken.
- (e) The employee may request the involvement of the Union delegate and/or other nominated witness during the discussion.

A counselling/disciplinary interview record shall be completed and kept on the employee's file and remain active for a period of three (3) months.

#### Step 2. First Written Warning

If by the review date established in the initial counselling session, the employee's work performance or conduct has not improved, a second interview shall be arranged which may lead to a first written warning being issued.



Following authorisation from the Warehouse Manager, the immediate supervisor shall:

- (a) Restate the unsatisfactory work performance or conduct identified.
- (b) Restate the agreed corrective actions identified at the previous session including establishing a date for review.

- (c) Give the employee an opportunity to defend him/herself against the allegations made. (Again, if the explanation is satisfactory, no further disciplinary action should be taken).
- (d) If the employee's explanation is not acceptable, indicate to the employee that he/she is to be issued with a first written warning. The Supervisor shall exercise reasonable discretion in the issuing of warnings.
- (e) Agree on specific action to be taken to remedy the problem and set a date for review.
- (f) Warn the employee that failure to improve will result in further disciplinary action being taken which could ultimately lead to dismissal.
- (g) The employee may request the involvement of the Union delegate and/or other nominated witness during the discussion.

The counselling/disciplinary interview record shall be completed and kept on the employee's file. Once the written warning is completed and authorised by the supervisor the employee shall be issued a copy in the presence of a Union delegate and/or witness and informed that it will be recorded on his/her personnel record. All parties to the interview may sign as recognition of the issue of the warning advice and its receipt by the employee. This warning shall remain active for a period of four (4) months.

### Step 3. Final Written Warning

If by the review date established in the second interview session, the employee's work performance or conduct has still not improved, another interview should be arranged which may lead to a final written warning being issued.

The Warehouse Manager and the immediate supervisor shall:

- (a) Again restate the unsatisfactory work performance or conduct identified and referred to previous interview session in including the agreed corrective actions and review date set.
- (b) Give the employee an opportunity to defend him/herself against the allegations made. (Again, if the explanation is satisfactory, no further disciplinary action should be taken).
- (c) If the employee's explanation is not acceptable, indicate to the employee that he/she is to be issued a final written warning.
- (d) Agree on specific action to be taken to remedy the problem and set a date for review.
- (e) Warn the employee that failure to improve will result in dismissal.
- (f) The employee may request the involvement of the Union delegate or other



nominated witness during the discussion.

The counselling/disciplinary interview record shall be completed and kept on the employee's file. Once the final written warning is completed and authorised by the Warehouse Manager the employee shall be issued a copy in the presence of a witness and informed that it will be recorded on his/her personnel record. All parties to the interview shall sign as recognition of the issue of the warning advice and its receipt by the employee. The warning shall remain active for a period of six (6) months.

#### **Step 4. Termination**

If the employee's performance does not improve to an acceptable standard or there is a repeated occurrence of the unacceptable conduct identified, a further interview should be arranged, involving the Warehouse Manager, which may lead to dismissal.

The Warehouse Manager shall:

- (a) Advise the employee of the reason for the proposed dismissal.
- (b) Discuss the employee's employment history, including record of prior counselling session, warnings etc.
- (c) Ensure the employee has had an adequate opportunity to defend him/herself.
- (d) Explore whether any reasonable alternatives to termination exist.
- (e) The employee may request the involvement of the Union delegate or other nominated witness during the discussion.

If the decision is made to dismiss the employee, the employee must be provided with written advice of the termination of his/her employment with the Company and the effective time and date. If the employee requests that the reason for termination is given in writing or a certificate of employment identifying the period of employment and duties performed, such documentation shall also be provided.

#### **B. Serious misconduct**

As soon as an instance of serious misconduct comes to the attention of the Warehouse Manager the following procedure will be followed:



- Step 1. Investigate fully all circumstances surrounding the alleged misconduct. This must include interviewing any witnesses and reviewing the employee's employment record. Record all information received.
- Step 2. If the investigations appear to substantiate the allegations, interview the employee/s concerned with the Union delegate and/or a witness present. Ensure the employee is given clear details of the allegations and is given the opportunity to explain or defend him/herself with the assistance of another person if requested which may be the elected

Union delegate. The Union organiser may at the request of the employee be invited to participate.

- Step 3. If the employee's defence or explanation cannot be substantiated or is not acceptable and the serious misconduct substantiated by witnesses justifies termination, the termination must be communicated to the employee at the time of the termination. Termination for serious misconduct does not require notice or compensation in lieu of notice. Terminations without notice must not be proceeded with unless authorised by the Warehouse Manager.
- Step 4. If requested, the employee should also receive firstly a certificate of employment detailing their period of service and nature of duties performed and secondly a separate written reason for termination.

### **Suspension Procedures**

Where the Company considers that a breach of discipline is sufficiently serious to warrant it, the Warehouse Manager may suspend an employee without pay. The suspension shall be imposed in the presence of a witness who may be the Delegate and the suspended employee shall sign off and leave the Warehouse immediately.

The period of such initial suspension shall be only to cover the interval needed for the arranging of a formal meeting by the Warehouse Manager. Normally this will be held on the next working day or shift.

Arrangements will be made for a formal meeting and the employee shall have the right to have the Organiser and Delegate assist them at the meeting.

If the Warehouse Manager finds that there was no breach of discipline or that the breach was too minor to warrant suspension then the employee shall be paid the appropriate rate for the working time lost as a result of the suspension.



## 19. Redundancy

- 19.1 For the purposes of this clause, a termination on the ground of redundancy is a termination by Blue Star made pursuant to Blue Star's decision that the job being performed by the Employee is no longer required to be performed by anyone and that this decision is not due to the ordinary and customary turnover of labour.
- 19.2 This clause shall not apply where employment is terminated in accordance with clause 4 where employees were engaged for a specific period of time or task, or employees with less than 1 years continuous employment.
- 19.3 In addition to the period of notice prescribed for ordinary termination in sub clause 4.1 of this Agreement, if the Employee's employment is terminated for reasons set out in sub clause 19.1 hereof shall be entitled to the following amount of severance pay in respect of continuous period of service.

REDUNDANCY PAY		
Years of Service	No of Weeks pay	If age more than 45
Up to one	2	
1yr - 2yr	4	plus 1
2yr - 3yr	7	plus 1.75
3yr - 4yr	10	plus 2.5
4yr - 5yr	12	plus 3
5yr - 6yr	14	plus 3.5
More than 6yrs	16	plus 4

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- 19.4 During the period of notice of termination given by Blue Star an employee shall be allowed up to 2 days time off without loss of pay during each week of notice for the purposes of seeking other employment. If the employee has been allowed paid leave for more than 1 day during the notice period for the purpose of seeking other employment, the employee shall, at the request of Blue Star, be required to produce proof of evidence and an interview or shall not receive payment for the time absent.
- 19.5 This clause shall have no application where an employee is required to relocate to another site within the Sydney metropolitan area no less than 20 km from the Alexandria site.
- 19.6 In addition to the benefit in 19.1 the following additional entitlements shall apply

### SICK LEAVE

- (l) In accordance with the current EBA, a pro rata payment will be made if the Employee qualifies for the sick leave incentive program.



(II) **LONG SERVICE LEAVE**

A pro rata payment for long service leave will be made to all redundant employees who have completed 12 months service at the time of ceasing employment.

(III) **RE-ENGAGEMENT**

An employee who is made redundant who is subsequently re employed by the employer within six months of having been redundant shall have continuity of employment which however will exclude the period for which the employee was absent.

(IV) **EMPLOYEE'S ESTATE**

In the event an employee dies while under notice of redundancy, the employee's entitlement under the redundancy scheme is to be paid into the employee's estate.

(v) **WORKING OUT NOTICE**

Employees will be given the opportunity to work out their notice period or receive a payment in lieu of notice. If the employee is to work out this notice then he/she will be given suitable time off to attend interviews.

(VI) **ALTERNATIVE EMPLOYMENT**

Employees under notice of redundancy who find other employment may leave at any time during the period of notice and receive full entitlements under final agreement.

(VII) **RATE OF PAY**

All payments referred to are based on the weekly shop rate at the date of redundancy.

(VIII) **RE-EMPLOYMENT**

Redundant employees will have no preference of re-employment with the company.

(IX) **SUPERANNUATION**

Superannuating payments will be in accordance with the Trust Deed.

(X) **SELECTION CRITERIA**

Should redundancies be necessary, the following actions will be taken (in the order they appear) until such time as an appropriate reduction has been achieved.

- Blue Star will discuss with the individual employees the use of accrued leave as an alternative to redundancy.
- Voluntary redundancy will be offered to all shifts. If excess volunteers occur, preference will be given to the most senior employees



- Finally, subject to any applicable laws, involuntary redundancy action will be instituted with the lowest graded people first.

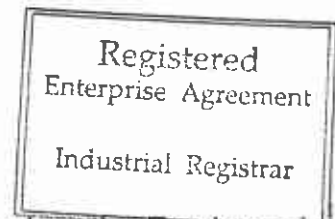
## 20. Sick leave scheme

- 20.1 An amount of \$50.00 per month shall be paid to an employee who works full 8 hours shifts on all available working days during Blue Stars trading month.
- 20.2 An additional amount of \$300.00 shall be paid at the end of a six (6) month period to an employee who worked full shifts on all available working days during this period. This period will be deemed to be a "rolling" period of six(6) months i.e. if an employee is in the first month, the next available six month block or period would commence the next month.
- 20.3 Where an employee has worked a five(5) month period without absence and becomes ill in the sixth month a pro-rata payment shall be made equivalent to 66% of the six(6) month incentive payment i.e. \$200.00
- NB The above mentioned incentive arrangements will enable an employee who works all available shifts over forty eight (48 weeks and takes four (4) weeks annual leave to receive a payment of \$1200.00 (12 months x \$50.00 plus two payments of \$300.00)
- 2.4 The incentive payments detailed above cover periods of annual leave provided the employee has provided Blue Star with a minimum of two (2) weeks notice of the intention to proceed on annual leave.
- 2.5 The incentive payment is not applicable when an employee is absent and in receipt of workers compensation payments.

## 21. Jury Service

- 21.1 The Employee shall be allowed leave during any period when the Employee is required to attend for jury service. During such leave, Blue Star will pay the Employee the difference between the jury service fees received and the employee's ordinary time rate of pay.
- 21.2 The Employee shall notify Blue Star as soon as possible of the date upon which he or she is required to attend for jury service. Also, the Employee shall give Blue Star proof of their attendance, the duration of such attendance and the amount of jury service fees received.

## 22. No extra claims



You shall not seek any further terms and conditions of employment other than those set out in this Agreement for the duration of this Agreement.

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# SCHEDULE 1

## PART 1

All full time storepersons employed by Blue Star Group Pty Ltd (ACN 074 868 901) employed at the Alexandria site NSW. This also covers all future employees employed by Blue Star Group at this site.

## SCHEDULE 2

### GRADE 1

A Storeman and Packer Grade 1 shall mean an employee, who in addition to performing the duties of a Storeman and Packer, as a new employee or employee with less than 12 months' experience at the site:

- 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 communicable 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
  - Documenting and recording of goods, materials and components
  - Basic inventory control
  - Use of hand trolleys and pallet trucks
- 7 As a Storeman and Packer Grade 1 and has satisfactorily acquired the skills relevant to the enterprise at this level.
- 8 May be required for use, for training purposes, materials handling equipment which requires licensing/certification.
- 9 Computer skills.



## GRADE 2

A Storeman and Packer Grade 2 shall mean an employee who has undertaken sufficient training so as to enable him/her to perform work within the scope of its level in addition to the work of lower grades and who has been appointment by the company 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 and communication skills.
- 4 Possesses sound interpersonal and communicable skills.
- 5 Licensed and/or certified to operate all appropriate materials handling equipment, e.g. forklift, mobile crane, carousel etc.
- 6 May be required to assist in the development of Grade 1.
- 7 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

## GRADE 3

A Storeman and Packer Grade 3 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 company 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.
- 5 May perform work requiring minimal supervision, either individually or in a team environment.

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- 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 and machine
- 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 discretion. The employee shall be aware of Blue Star's corporate policy on Quality Assurance.

#### **GRADE 4 (TEAM LEADER)**

A Storeman and Packer Grade 4 shall mean an employee who has undertaken stores work of all lower grades. An employee who is appointed by the Company 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 property 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 Company operation
  - Has a sound knowledge of the employer's operation and product
- 6 For receiving replenishment induction dispatch.



# SCHEDULE 3

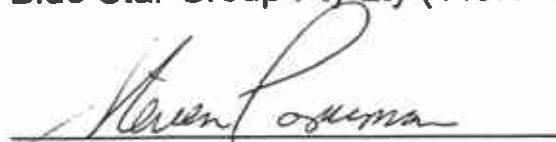
## Salaries

<b>Grade</b>	<b>Column 1 Weekly Salary as at Commencement Date</b>	<b>Column 2 Weekly Salary as at the first anniversary of the Commencement Date</b>
	<b>\$</b>	<b>\$</b>
1	484.82	499.36
2	490.80	505.52
3	510.16	525.46
4 [includes \$25 per week for supervision]	523.45	559.15
	25.00	25.00
	545.45	584.15

- The above rate may be adjusted in accordance to the rate increase for those employees who received a higher payment prior to this agreement.



Blue Star Group Pty Ltd ( ACN 074 868 901)



Steven Pohlmann  
Signed on Behalf of Blue Star

Date: 12-1-99

National Union Of Workers New South Wales Branch



Frank Balen  
Signed on Behalf of NUW NSW BH

Date: 18 JAN. 1999

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