

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA98/309

**TITLE:** Ausdoc Information Management Enterprise Agreement 1997

**I.R.C. NO:** IRC97/6280

**DATE APPROVED/COMMENCEMENT:** 18 February 1998

**TERM:** 18 February 2000

**NEW AGREEMENT OR VARIATION:** New

**GAZETTAL REFERENCE:**

**DATE TERMINATED:**

**NUMBER OF PAGES:** 9

**COVERAGE/DESCRIPTION OF EMPLOYEES:** Applies to employees of Ausdoc Information Management Ltd who fall within the coverage of the Storemen and Packers, General (State) Award and who are situated at the Company's various sites in New South Wales

**PARTIES:** Ausdoc Information Management Ltd -&- National Union of Workers, New South Wales Branch

# **ENTERPRISE AGREEMENT**

**BETWEEN**

**AUSDOC  
INFORMATION  
MANAGEMENT**  
(A.C.N. 004270991)

**AND**

**NATIONAL UNION  
OF WORKERS**  
(3 - 5 BRIDGE ST, GRANVILLE NSW 2142)

It is agreed by the Parties as follows:-

**1. TITLE:**

This Agreement shall be known as the 'Ausdoc Information Management Enterprise Agreement 1997'.

**2. ARRANGEMENT:**

1. Title
2. Arrangement
3. Parties
4. Application of Agreement
5. Relationship to Parent Award
6. No duress
7. Definitions
8. Classifications/Occupations
9. Rates of Pay
10. Hours of Work
11. Payment of Wages
12. Consultative Committee
13. Avoidance of Disputes Procedure
14. Duration of Agreement
15. Review of Agreement
16. Casuals
17. Junior Rates
18. Commencement of E.B.A.
19. O.H.& S., and First Aid
20. Tea Breaks

**3. PARTIES:**

The parties to this Agreement are as follows:

- i. Ausdoc Information Management Ltd;
- ii. National Union of Workers, New South Wales Branch.

**4. APPLICATION OF AGREEMENT:**

This Agreement shall apply to employees of Ausdoc Information Management Pty Ltd in the occupations specified in Clause 8 herein, situated at the Companies various sites in New South Wales.

**5. RELATIONSHIP TO PARENT AWARD:**

This Agreement shall be read and interpreted wholly in conjunction with the Storemen and Packers (General) State Award provided that where there is any inconsistency between the two, this Agreement shall prevail to the extent of the inconsistency.

**6. NO DURESS:**

This Agreement was not entered into by duress by either party.

**7. DEFINITIONS:**

“The Company” is Ausdoc Information Management.

“The Union” is the National Union of Workers (NSW Branch).

“The Award” is the Storemen and Packers General (State) Award.

**8. CLASSIFICATION/OCCUPATIONS:**

As per the Storemen and Packers General (State) Award.

**9. RATES OF PAY:**

From the first full pay period commencing on or after 1st July 1997, employees to whom the Agreement applies will be paid the following rates:-

38 hours / week - (Mon-Fri) - 6.30am - 5.30pm.

<b>Grade 1</b>	\$12.15 / hour	\$461.70 / week
<b>Grade 2</b>	\$12.41 / hour	\$471.58 / week
<b>Grade 3</b>	\$12.94 / hour	\$491.72 / week
<b>Grade 4</b>	\$13.58 / hour	\$516.04 / week
<b>Grade 5</b>	\$14.63 / hour	\$555.94 / week

The wage rates specified above absorbs any minimum safety net adjustment or other wage increase deriving from wage case decisions during the operation of this Agreement, unless otherwise expressly determined by the Industrial Relations Commission. No further claim will be made by either party during the term of this Agreement.

### **Grade 1**

A Storeperson who works **supervised** with no machine ability for no longer than 6 months.

### **Grade 2**

A Storeperson who works **unsupervised** with no machine ability and is willing to undertake training in order to ascend to Grade 3. All costs to be incurred by the company.

### **Grade 3**

A Storeperson who works unsupervised with a current forklift machine and Stockpicker Licence, with Basic Computer system ability who is able to ascend to a Grade 4 within 24 months as a permanent.

### **Grade 4**

A storeperson who works **unsupervised** with forklift machine and Stockpicker licences, and detailed system's ability, and who is able to partly direct work, eg:

- a) Confirm picking slip advises
- b) Resolve exception reports
- c) Create historical tracking reports
- d) Successfully download scanners & upload onto the main system
- e) Detect download malfunctions & report to Ausdoc Management

This person is able to support a Grade 5 as and when required. This Grade can perform Grade 5 duties as and when determined by the company. A Grade 4 will be paid a Grade 5 rate if he/she performs the duties for more than 3 consecutive business days.

### **Grade 5**      **Title of: Team Leader**

Will be able to perform grades 1 to 4 with the additional ability to allocate work unsupervised by management and meet the daily Ausdoc Information Management customer needs whilst working within Ausdoc Information Management corporate guidelines, and will undertake relevant training when required.

**10. HOURS OF WORK:**

The ordinary working hours, exclusive of meal times, shall be 38 hours per week, Monday to Friday, worked as follows:-

- a. The hours to be worked will be between the span of hours, 6.30am to 5.30pm.
- b. Employees covered by this Agreement will be rostered off one weekday during a four week cycle, mutually agreed to between the parties. Employees will be eligible to accrue up to a maximum of 3 Rostered Days Off with prior Management Approval.
- c. A Roster will be formulated by the company, though with prior notice an approval by Ausdoc Management, RDOs can be exchanged with another employee under the Stormen & Packers (State) Award.

**11. PAYMENT OF WAGES:**

Employees covered by this Agreement will be paid fortnightly.

**12. CONSULTATIVE COMMITTEE:**

The Consultative Committee shall meet monthly to ensure that the implementation of this Agreement is achieved in a timely manner and to monitor the ongoing compliance with this Agreement.

The purpose of the Consultative Committee is to solely implement the Agreement and add value and structure to Ausdoc Information Management.

**13. AVOIDANCE OF DISPUTES PROCEDURES:**

- (a) Any dispute arising out of employment shall be referred by the delegate to the company representative appointed for this purpose.
- (b) Failing settlement at this level between the Company and the delegate on the job, the delegate may refer the dispute, within a reasonable time, 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 Company's association, and the union secretary shall take the matter up with the employer association.

(c) During the discussions, the status quo must 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.

(d) At any time, either party shall have the right to notify the dispute to the Industrial Registrar.

**14. DURATION OF AGREEMENT:**

This Agreement shall remain in force for 24 months, effectively expiring on 1st July 1999.

**15. REVIEW OF AGREEMENT:**

The parties agree to commence discussions designed to achieve a replacement Agreement from 1st March 1999.

**16. CASUALS:**

All casual employees are to be paid in accordance with the site rates:-

<b>Grade 1</b>	\$15.13 / hour
<b>Grade 2</b>	\$15.45 / hour
<b>Grade 3</b>	\$16.12 / hour
<b>Grade 4</b>	\$16.91 / hour
<b>Grade 5</b>	\$18.22 / hour

Grades descriptions are that as set out in Point 9.

The wage rates specified above absorbs any minimum safety net adjustment or other wage increase deriving from wage case decisions during the operation of this Agreement, unless otherwise expressly determined by the Industrial Relations Commission. No further claim will be made by either party during the terms of this Agreement.

**17. JUNIOR RATES**

There will be no Junior Rate of Pay.

**18. COMMENCEMENT OF E.B.A.:**

When the E.B.A. Agreement is approved, all rates for employees determined under the Storeman and Packers (State) Award will become effective as of 1st July 1997.

**19. OH&S AND FIRST AID:**

**19. OH&S AND FIRST AID:**

Any representative of OH&S or a First Aid Officer can be from a Grade 1-5, though must be a permanent employee for a minimum of six months.

**20. TEA BREAKS:**

In addition to the scheduled meal breaks, an employee may take a further 10 minute "afternoon tea break" if working a minimum of an 8 hour shift.

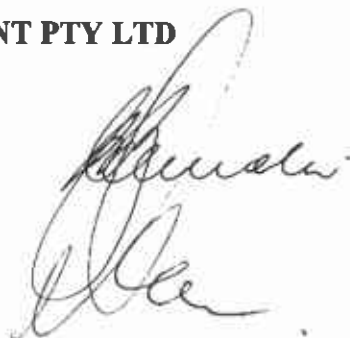


Signed for and on behalf of:  
**AUSDOC INFORMATION MANAGEMENT PTY LTD**

Name: P. C. Beattie

Witness: C. COOPER

Date: 14/10/97



Signed for and on behalf of:  
**THE NATIONAL UNION OF WORKERS (NEW SOUTH WALES BRANCH).**

Name: FRANK BELAN

Witness: JOHN IVANIC

Date: 17/09/97



**THIS AGREEMENT, WHEN ACCEPTED, WILL BE  
BACKDATED TO 1ST JULY 1997.**

**NO FURTHER CLAIM WILL BE MADE BY EITHER PARTY  
DURING THE TERM OF THIS AGREEMENT.**