

## **REGISTER OF ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA04/179

**TITLE:** Pirelli Power Cables and Systems Australia Pty Limited Enterprise Agreement 2003-2005

**I.R.C. NO:** IRC3/5876

**DATE APPROVED/COMMENCEMENT:** 15 October 2003 / 1 June 2003

**TERM:** 24 Months

**NEW AGREEMENT OR  
VARIATION:** Replaces EA 02/27

**GAZETTAL REFERENCE:** 16 July 2004

**DATE TERMINATED:**

**NUMBER OF PAGES:** 34

### **COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** The Agreement applies to all employees employed by Pirelli Power Cables & Systems Australia Pty Ltd, located at 1 Heathcote Road, Liverpool, NSW 2170 who fall within the coverage of the Federal Rubber Plastic and Cable Making Industry General Award 1998 and the Metal Engineering and Associated Industries Award 1998

**PARTIES:** Pirelli Cables -&- the Communication, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Electrical Division (NSW Divisional Branch) (CEPU) (excluding employees in mechanical field), National Union of Workers, New South Wales Branch

**PIRELLI POWER CABLES AND SYSTEMS AUSTRALIA PTY LIMITED  
ENTERPRISE AGREEMENT 2003 - 2005**

Clause No.	Subject Matter
1.	Title
2.	Preamble
3.	Application and Incident of Agreement
4.	Parties
5.	Date and Period of Operation
6.	Relationship to Awards and Certified Agreement
7.	Objective of this Agreement
8.	Flexibility
9.	Continuous Improvement
10.	Measures to Achieve Gains in Productivity, Efficiency and Flexibility
11.	Training and Multi-skilling
12.	New Classification Structure (NUW only)
13.	Apprentices
14.	Deduction of Union Membership Fees
15.	Trade Union Training Leave
16.	Leave for Participation in Delegates Meeting
17.	Entry of Union Officials to Site
18.	Freedom of Choice in Superannuation
19.	Income Protection Insurance Scheme
20.	Payment of Overtime for Employees Engaged on 12 Hour Shift Rosters
21.	Payment for Shift Workers not Required to Work on Public Holiday
22.	Shift Loading Whilst on Annual Leave
23.	Continuation of Income Whilst Workers Compensation Claim is being Processed
24.	Contracting out of Activities
25.	Public Holidays and Other Leave
26.	Single Day Sick Absences
26.	Redundancy
27.	Dispute Resolution Procedures
28.	Changes in Rates and Allowances
29.	Absorption
30.	No Extra Claims

**1. Title**

- 1.1 This Agreement shall be referred to as the Pirelli Power Cables and Systems Australia Pty Ltd Enterprise Agreement 2003-2005 (the Agreement).

**2. Preamble**

- 2.1 This Agreement reflects the understandings of the parties and the need to continue the high level of cooperation in identifying and implementing opportunities to reduce cost, improve operational efficiencies, the reduction in waste and competitive business performance.

**3. Application and Incident of Agreement**

- 3.1 The Agreement shall apply at the establishment of Pirelli Power Cables and Systems Australia Pty Ltd at 1 Heathcote Road, NSW in respect of all employees who are engaged in any of the occupations or callings specified in the Federal Rubber Plastic and Cable Making Industry General Award 1998, or Part

1 of the Metal, Engineering and Associated Industries Award (excluding employees in the mechanical field).

#### **4. Parties**

- 4.1 The parties to this Agreement are Pirelli Power Cables and Systems Australia Pty Ltd (Pirelli), all employees of Pirelli whether or not members of any of the following employee organizations (Unions):
- (a) The National Union of Workers, (NSW Branch)(NUW);
  - (b) Communication, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia, Electrical Division (NSW Divisional Branch)(CEPU).
  - (c)

#### **5. Date and Period of Operation**

- 5.1 This Agreement shall come into operation on the first payday on or following 1 June 2003 and shall remain in force until 31 May 2005. Negotiations for a replacement Agreement shall commence at the formal request of any party after 1 April 2005.

#### **6. Relationship to Awards and Certified Agreement**

- 6.1 The Agreement replaces all previous agreements howsoever called. It is recognised that issues agreed to in prior certified agreements are honoured by both parties with any identical issues being superseded by the most recent agreement. Where there is no specific reference to conditions contained in this Agreement, relevant Awards will be referred to. The relevant Awards applicable are Federal Rubber Plastic and Cable Making Industry General Award 1998 and the Metal Engineering and Associated Industries Award 1998.
- 6.2 Where there is any inconsistency between any relevant Awards and the Agreement, the Agreement shall apply to the extent of the inconsistency.

#### **7. Objective of This Agreement**

- 7.1 Pirelli and its employees have entered into the Agreement in order to improve the performance and thus sustain the long-term viability of Pirelli by:
- (a) being recognised as a supplier of choice for high quality energy cables and systems at a market competitive price,
  - (b) providing an acceptable return to shareholders and employees with investments in Pirelli through productivity and efficiency gains,
  - (c) enhancing an environment of continuous improvement and cost reduction that provides a sound basis for successful competition in the market place through the implementation of the new classification structure,
  - (d) implementing the new classification structure and co-ordinating the essential training requirements to support that structure through efficiency and skills, by promoting trust and job security for employees, and
  - (e) employees and unions supporting change, which will ensure the viability of the Pirelli operations and the ability to create a skilled, trained and motivated workforce.

#### **8. Flexibility**

- 8.1 Shift Changeover – The parties agree that there will be a shift changeover of 15 minutes at the end of the shift where it is deemed necessary. Outgoing operators will be required to give a full update to

incoming operators during the 15-minute changeover to ensure a smooth handover. The shift changeover will be paid at overtime rates. Employees who cannot work the 15-minute changeover will need to discuss the individual circumstance with their Process Owner. After discussion with their Process Owner any employee unable to comply with the requirement will not be compelled to work the 15-minute changeover.

### **9. Continuous Improvement**

- 9.1 This process requires the involvement of employees participating in training to achieve skill sets and classification levels, which reflect appropriate pay rates.
- 9.2 The parties acknowledge that the implementation of the terms of this agreement are practical and represent a commonsense approach to maintaining Pirelli's viability and will create workplace improvements by using employee skills, knowledge and expertise by promoting security through a trade-like career structure .
- 9.3 The parties acknowledge there is a genuine commitment to facilitate a free-flow of ideas from employees through processes and across processes.
- 9.4 At times it may be appropriate for new arrangements to be trialed prior to implementation. Such trials will be conducted following consultation with and agreement from the appropriate Consultative Committee, and where required the appropriate Union, on the most effective means of implementing the change. The Consultative Committee will not unreasonably withhold their agreement to new arrangements.
- 9.5 During the life of this Agreement new technology, efficiency and training measures are likely to be introduced. The parties support the introduction of new technology, efficiency and training following consultation with the appropriate Consultative Committee.

### **10. Measures to Achieve Gains in Productivity, Efficiency and Flexibility**

- 10.1 The parties are committed to initiatives that achieve real and practical gains in productivity, efficiency and workplace flexibility, which are developed and implemented as key aspects of the Agreement and future reforms.
- 10.2 Initiatives to be included will be drawn from, but not limited to, the implementation of the new classification structure and associated training, assessment of current skill sets and the alignment of those skill sets to the new classification structure with further alignment to relevant pay rates, reduction of scrap, review of machine manning, strategies for the reduction of employee absenteeism, extension of labour flexibility and multi-skilling and improvement of machine Overall Equipment Efficiency (OEE). OEE is the process by which improvements are made on the efficiency of equipment.

### **11. Training and Multi-Skilling**

- 11.1 The parties recognise the importance of training and multi-skilling to the future of Pirelli Cables. Pirelli is committed to the maintenance of competency-based training and skill based career paths and on these aspects Pirelli will consult with the Training or Consultative Committee.
- 11.2 Employees shall not unreasonably refuse to participate in training initiatives and programs to the level at which they are classified.
- 11.3 The training within Pirelli shall be consistent with the following principles:
  - (a) training shall be consistent with a training plan;
  - (b) the assessment of employee's skills will be competency based. If there is a disagreement it will be referred to the relevant Training or Consultative Committee; and

- (c) work change, where possible, shall occur to ensure that employees' skills are utilised to the maximum extent. Pirelli training conducted outside ordinary hours shall be paid for at ordinary rates for the actual time spent training. Pirelli will make every effort to conduct training during normal working hours and where this is not possible training will be voluntary.
- (d) Pirelli may direct employees to carry out all duties that are within the limits of the employee's skills, competence and training - such duties will not be intended to promote de-skilling.
- (e) Pirelli may direct employees to carry out such duties and use such tools and equipment as may be required and employees shall comply with any such direction provided that the employee has been properly trained in the use of such tools and equipment.
- (f) Employees shall undergo all reasonable directions to undertake training to improve their skill sets and to advance them through the classification structure.
- (g) Directions issued by Pirelli pursuant to this clause shall be consistent with its responsibilities to provide a safe and healthy working environment.

## **12. New Classification Structure (NUW Only)**

12.1 A new classification structure has been implemented to underpin the future viability of Pirelli's operations at Liverpool. What is clear from the discussions to date is that unless the restructure is implemented then the continuance of the operations as they currently exist is in doubt.

12.2 The parties sought the assistance of the New South Wales Industrial Relations Commission on this issue and the new classification structure became effective as of 24 March 2003. It is recognised that training and classification issues may arise out of the implementation of the new structure and the parties agree to continue working on these issues through the Training Review Committee.

Any changes to the new classification structure implemented on the 24th March 2003 will only be adopted on agreement by all parties involved in the Training Review Committee

Should a dispute or grievance arise in relation to the implementation of the classification structure both parties will follow the procedures outlines in Clause 27 of this agreement titled Dispute Resolution.

12.3 The purpose of the new classification structure is to promote the acquisition and use of skills, abilities, flexibility required by Pirelli.

12.4 Through this process employees will have access to promotion opportunities, which take into account, not only the skills, abilities, flexibilities and knowledge already acquired but also the level and quality of job performance achieved by an individual. Training and continued development is an integral part of this restructure.

12.5 The underlying features of the new classification structure is that employees will obtain a clear career progression, recognise what their skills are, apply those skills across the site and become multi-skilled. This in turn will provide them with certainty as to their tasks and responsibilities on a day-to-day basis and for the long term.

12.6 The New Classification Structure - The new classification structure will provide:

- (a) specialisation of knowledge within a process area;
- (b) flexibility to move people according to work peaks;
- (c) flexibility to move people according to training, experience and skill on various machines across work sites;

- (d) assessment of core competencies required at different levels, which will underpin advancement through the structure and pay increases. It will also provide the basis for training and management of performance; and
  - (e) recognition in areas of process knowledge, responsibility and efficiencies as an underlying necessity for any continued operation at Liverpool.
- 12.7 Concept of the new classification structure - The new classification structure is built around the concepts of:
- (a) providing employee job security;
  - (b) operational viability;
  - (c) developing leadership and management skills;
  - (d) developing specific competencies at each level;
  - (e) developing skills within specialised process areas;
  - (f) increasing access to structured training that removes barriers at particular levels;
  - (g) increasing ownership and participation in planning;
  - (h) increasing levels of responsibility and accountability; and
  - (i) progression towards a multi-skilled workforce.
- 12.8 Through the development of competencies, employees will become multi-skilled across machines within the same manufacturing process. They will also have access to training which will give them skills that are effective, trade like and marketable.
- 12.9 This will mean that two employees can have the same classification, be paid the same rate of pay, but have a totally different set of machine and process skills.
- 12.10 The classification structure will ensure that employees are competent to work across the site, based on each employee's incremental development in a discreet process area (eg extrusion, mixing, rotating plant etc).
- 12.11 Implementation Plan and Classification Structure was agreed on 24 March 2003 on the recommendation by the New South Wales Industrial Relations Commission. (Note: The classification structure contained in Schedule A contains changes which have been adopted on agreement by all parties involved in the Training Review Committee since 24 March 2003.

### **13. Apprentices**

- 13.1 Pirelli is committed to the development of skilled tradespeople for the maintenance of its plant and equipment. As part of this process the Company will continue its practice of training apprentices by agreeing to train 1 mechanical and 1 electrical apprentice in the maintenance area on an ongoing basis.
- It is further agreed by both parties that the training of two apprentices shall commence no later than three months after the registration of this agreement
- 13.2 Apprentices will continue to receive paid training. Apprentices will be indentured through a contract of training governed by vocational training orders as determined by the NSW Department of Training and Education Co-ordination. The payment of wages shall follow the principles of the Federal Metal Industry Award. Training delivered will be training recognised by the appropriate Industry Training Advisory Board and be of a nationally consistent and portable nature.

- 13.3 The company shall reimburse all TAFE fees and prescribed text book costs of the Apprentice subject to the appropriate competency achievement and receipts being produced

#### **14. Deduction of Union Membership Fees**

- 14.1 Pirelli will continue, upon employee written authorisation, the practice of deducting union membership fees, as levied by the union in accordance with its rules, from the pay of employees who are members thereof. Such monies will be forwarded to the union at the end of each accounting period with all necessary information to enable the reconciliation and crediting of subscription to the members' accounts.

#### **15. Trade Union Training Leave**

- 15.1 The parties to this award recognise that the provision of training for employees and members of the site Consultative Committees and Union Delegates may be appropriate to further the objectives of a sound industrial relations environment.
- 15.2 Subject to sub-clause 15.3 the Union delegate or the elected work place representative with more than six months continuous service, with approval of the Union and upon application in writing shall be granted up to 5 days leave with pay each calendar year, not cumulative, to attend courses conducted or approved by the Trade Union Training Authority, which are designed to promote good industrial relations and industrial efficiency within the industry.
- 15.3 The application to the employer must be in writing and include the nature, content and duration of the course to be attended.
- 15.4 Up to 5 days leave per eligible employee in any calendar year will be provided for training subject to the following limitations:
- (a) Where the Union has coverage of more than 3 but not more than 50 employees under this Agreement 2 employees may be granted leave.
  - (b) Where the Union has coverage of more than 50 but not more than 100 employees under this Agreement 3 employees may be granted leave.
  - (c) Where the Union has coverage of more than 100 employees under this award Agreement 4 employees may be granted leave.
  - (d) The granting of leave, pursuant to this clause, shall be subject to the employee or the Union giving not less than 25 working days notice of the intention to attend such course, or such lesser period of notice as may be agreed by Pirelli.
  - (e) The granting of leave pursuant to this Clause shall be subject to the Process Owner being able to make adequate staffing arrangements amongst current employees during the period of such leave.
  - (f) Leave of absence granted pursuant to this clause shall count as service for all purposes of the relevant Award.
  - (g) Each employee on leave approved in accordance with this clause shall be paid all ordinary time earnings. For the purpose of this sub-clause, ordinary time earnings" for an employee means the base rate of pay, superannuation and shift loading which otherwise would have been site payable but excludes overtime.
  - (h) All expenses (such as travel, accommodation and meals) associated with or incurred by the employee attending a training course as provided in this clause shall be the responsibility of the employee or the Union.
  - (i) An employee may be required to satisfy Pirelli of attendance at the course to qualify for payment of leave, unless the employee would otherwise have been entitled to payment of Annual Leave.

The employee who attended the course must complete the required training record documentation.

- (j) In the event a scheduled rostered day off falls within a period of leave approved pursuant to this clause, an alternative day of leave shall be substituted in lieu.

#### **16. Leave for Participation in Delegates Meeting**

- 16.1 Subject to sub-clause 15, the Union delegate or the elected work place representative with more than six months continuous service, with approval of the Union and upon application in writing to Pirelli shall be granted up to 24 hours leave with pay each calendar year, not cumulative, to attend Union Delegates Meetings with Union Officials.

#### **17. Entry of Union Officials to Site**

- 17.1 Any Secretary of the Union or any Official authorised by the Union and registered in accordance with the *New South Wales Industrial Relations Act 1996* shall not be prevented by PIRELLI Management from visiting and conversing with the employees working under this Certified Agreement in the dining room and/or change room at meal times or before or after the hours of work provided the union/s have complied with the following:
  - (a) By prior arrangement with the site Human Resources Manager or, in their absence the site Plant Manager or other management representative, a duly accredited Union Official shall have the right to visit and discuss issues with the Union Delegate provided that he/she does not unduly interfere with the continuation of work in progress.
  - (b) By prior arrangement with the site Human Resources Manager or, in their absence the site Plant Manager or other management representative, a duly accredited Union Official shall have the right to visit and inspect any job at any time in the presence of the site Human Resources Manager and responsible Process Owner when work is being carried on, whether during or outside ordinary working hours, and to interview employees covered by this Agreement, provided that he/she does not unduly interfere with the work in progress.
  - (c) In each case, entry of a duly accredited Union Official shall be subject to the following conditions:
  - (d) The Union Official or Union Delegate advises the site Human Resources Manager, or in their absence the site Plant Manager or other management representative, of their intention to visit the site prior to arrival and where this is not possible to remain at the front gate until met by Human Resources Manager or their delegate.
  - (e) The Union Official or Union Delegate must advise the presence of the Union Official on site to the site Human Resources Manager, or in their absence the site Plant Manager or other management representative, prior to seeking to interview any employee or view any work being performed.
  - (f) The Union Official complies with all safety requirements whilst the Union Official remains on Pirelli premises;
- 17.2 If it is alleged that an accredited Union Official is unduly interfering with work being performed or is committing a breach of this Clause, Pirelli may refuse the Union Official right of entry. The Union shall have the right to bring such refusal before the Commission and the Commission may thereupon rescind or otherwise deal with such refusal.

#### **18. Freedom of Choice in Superannuation**

- 18.1 Employees may direct Pirelli to pay the Superannuation Guarantee Levy (Employers Contribution) and personal contributions to a Fund of Choice. The employee shall advise Pirelli in writing of the employee's Fund of Choice no more than once in any year.



18.2 The following funds are available to employees for the purpose of this clause:

- (a) Labour Union Cooperative Retirement Fund
- (b) Superannuation Trust of Australia
- (c) Life Track Superannuation Fund (AM Corporation)
- (d) BT Funds Management

#### **19. Income Protection Insurance Scheme**

19.1 Pirelli will continue to provide an administrative framework, which allows employees to have automatic deductions from their pay so as to allow employees to contribute a proportion of their income to an insurer of their choice for the purpose of effecting income protection insurance. Contributions may be made on a salary sacrifice basis.

#### **20. Payment of Overtime for Employees Engaged on 12 Hour Shift Rosters**

20.1 Overtime for employees engaged on 12-hour shift rosters shall be paid at the rate of double time and shall continue as implemented on 28 April 1999.

#### **21. Payment for Shift Workers Not Required to Work on Public Holiday**

21.1 Where Pirelli requires a shift worker to take a Public Holiday on the day the Holiday occurs the shift worker shall be paid their normal earnings, including shift allowances, for the shift (excluding overtime).

#### **22. Shift Loading Whilst on Annual Leave**

22.1 Whilst on Annual Leave an employee shall be paid as if rostered to work. If the shift allowance applicable to the roster at the time of the Annual Leave exceeds the Annual Leave Loading the shift allowance shall substitute the Annual Leave Loading. The employee is only entitled to be paid one of these allowances.

#### **23. Continuation of Income Whilst Workers Compensation Claim is Being Processed**

23.1 Employees injured during the course of their employment shall be allowed to draw on accrued sick, annual and Long Service leave whilst a claim for Workers Compensation is being processed so that continuation of income is not disrupted.

23.2 On acceptance of liability for the claim by the Workers Compensation Insurer the employee will be re-credited with the accrued leave utilized to maintain income continuity. Pirelli will endeavour to ensure that Workers Compensation claims are processed promptly.

#### **24. Contracting Out of Activities**

24.1 Pirelli's currently stated policy is to maintain a core competent workforce. In the event of the need to contract out any activities performed by employees covered by this Agreement, the issue will be discussed with the union and employee representatives.

#### **25. Public Holidays and Other Leave**

25.1 Employees are entitled to Annual leave, Long Service Leave, Parental leave, Jury Service and Public Holidays as are provided for in the relevant awards.

**26. Single Day Sick Absences Without a Certificate**

26.1 Employees shall be entitled to be paid sick leave in respect of three single sick day absences in any year without the need to produce a doctors’ certificate. This entitlement is subject to notification to the employer within 4 hrs of the roster commencing time, except where circumstances make it unreasonable for them to be able to do so.

**27. Redundancy**

27.1 Identification of Redundant Positions

A position will be identified as redundant when it has been determined that the work being performed by the position is no longer required in its current form.

27.2 Selection Of Redundant Employee Where There Is More Than One Employee In Identical Positions

The selection of employees to be redundant will be on the basis of Pirelli needing to retain skills and experience for its ongoing viability. Applications for voluntary redundancy will be considered in light of Pirelli’s need to retain skills and experience.

27.3 Termination of Employment Based on Redundancy

When an employee is advised that their services are to be terminated on the basis of redundancy the advice will be provided to the employee along with an estimate of redundancy payment.

27.4 Severance Payments

When the Company terminates an employee’s services on the basis of redundancy the employee will be paid a redundancy benefit based on the employee’s pay rate applicable at the time the employee is advised of their retrenchment. The benefit will consist of:

- (a) If the employee is not required to work out the notice period, a payment of 4 weeks in lieu of notice will be made, or the appropriate pro-rata proportion;
- (b) weeks pay per completed year of service in accordance with the Redundancy Payment Schedule, plus;
- (c) pro-rata payment for completed months of service in accordance with the Pro-rata Payment Schedule, plus;
- (d) Annual Leave Loading, where loading is paid in addition to the base salary, for all untaken (entitlement and pro-rata) Annual Leave
- (e) Untaken accrued Sick Leave
- (f) where an employee has in excess of 12 months continuous service, a payment equivalent to accrued Long Service Leave based on the formula of 13 weeks Long Service Leave after 15 years continuous service.

27.5 Redundancy Payment Schedule

Complete Years of Service	1	2	3	4	5
Weeks Payment	7	10	13	16	20
Complete Years of Service	6	7	8	9	10
Weeks Payment	24	28	32	36	40
Complete Years of Service	11	12	13	14	15
Weeks Payment	44	48	52	56	60
Complete Years of Service	16	17	18	19	20
Weeks Payment	64	68	72	76	80

Complete Years of Service	21	22	23	24	25
Weeks Payment	80	80	80	80	80
Complete Years of Service	26	26+			
Weeks Payment	82	3 Weeks for each additional years service			

27.6 Pro-rata Payment Schedule

Retrenched employees will be entitled to pro-rata payments for completed months of service in accordance with the following scale:

Period	Additional Weeks Payment for Each Completed Month of Service
Less than 4 years continuous service	0.25 weeks
4 to less than 20 years continuous service	0.33 weeks
20 to less than 25 years continuous service	0.00 weeks
25 to less than 26 years continuous service	0.16 weeks
26 or more years of continuous service	0.33 weeks

27.7 Leave Reserved

Leave is reserved for the parties to discuss terms of redundancy payments where the required reduction cannot be met on a voluntary basis and there is a necessity for forced redundancy.

27.8 Outplacement

Employee's terminated on the basis of redundancy with more than two years service will be offered the services of an Outplacement Consultant at the time they are advised of the termination of their employment. The Company will meet the cost of the Outplacement Consultant selected by the Company up to a maximum fee of \$2,000.00.

27.9 Casual Labour

The Company agrees that no casual labour will be engaged for a period of three months after redundancies unless in exceptional circumstances and in consultation with the appropriate union(s).

**28. Dispute Resolution Procedures**

28.1 The following procedures shall be observed for handling grievances and settling of disputes.

- (a) In the first instance, the employee shall discuss matters with their Process Owner.
- (b) If the matter is not resolved, the accredited Union Delegate shall discuss matters affecting the employee they represent with the Process Owner of the employee.
- (c) If the matter is not resolved at this level, the accredited Union Delegate shall ask for it to be referred to the Plant Manger, and the Process Owner shall do so. The site Plant Manager shall arrange a conference to discuss the matter within 24 hours or such other period as is reasonable with the accredited Union Delegate. The Human Resources Manager should be made aware of the dispute and, if required, be available to participate in this conference.
- (d) If the matter remains unresolved after the conference, the accredited Union Delegate shall advise the appropriate local official of the Union of the matter. A conference on the matter will then be arranged, to be attended by such official or officials and the Union Delegate concerned (as the Union may decide), and by the Human Resources Manager, Process Owner and such other representatives of Pirelli as the Plant Manager may decide.

- (e) If the matter has not been resolved and the procedures referred to above have been availed of, Pirelli and the Union should enter into consultation about it at a higher level, with the employer and the Union, as the parties consider appropriate.
- (f) At any stage in the procedures after consultation between the parties has taken place as required by the procedures, either party may ask for and be entitled to receive a response to their representations within a reasonable time. If there is undue delay on the part of the other party in responding to representations, the party complaining of delay may, after giving notice of intention to do so, take the matter to the next level.
- (g) Without prejudice to either party, and except where a bona fide safety issue is involved, work shall continue in accordance with the status quo while matters in dispute are being discussed in good faith. Where a bona fide safety issue is involved, Pirelli Management must be notified immediately of employee concerns and employees shall work as redirected by Pirelli.
- (h) The parties may only seek the assistance of the New South Wales Industrial Relations Commission at any stage after the steps up to and including 27(g) have been completed. The Commission may conciliate and where necessary arbitrate on the issue in dispute. A decision of the Commission is binding on the parties saving ordinary rights to appeal the decision.

## 29. Changes in Rates and Allowances

29.1 Rates of pay will be increased during the life of this Agreement as follows:

29.1.2 NUW

3% increase on 1 June 2003 for Cabler 5 rates

\$24.02 increase on 1 June 2003 for Entry to Cabler 4 rates

METALS

3% increase on 1 June 2003 for C5 METALS rates

\$31.28 increase on 1 June 3 for C12 to C6 METALS rates

29.1.2 NUW

3% increase on 1 June 2004 for Cabler 5 rate

\$24.74 increase on 1 June 2004 for Entry to Cabler 4 rates

METALS

3% increase on 1 June 2004 for C5 rate

\$32.21 increase on 1 June for C12 to C6 rates

TABLE 1 – NUW Classification Rates

	Rubber Award Rate	Pay Rate as at 31 May 2003	Pay Rate as at 1 June 2003	Pay Rate as at 1 June 2004
			3% increase for Cabler 5	3% increase for Cabler 5
			\$24.02 increase for Entry to Cabler 4	\$ 24.74 increase for Entry to Cabler 4
Entry	448.40	623.52	647.54	672.28

Cabler 1	465.00	664.06	688.08	712.82
Cabler 2	487.60	693.76	717.78	742.52
Cabler 3	508.50	728.40	752.42	777.16
Cabler 1 4	527.70	760.65	784.67	809.41
Cabler 5	542.20	800.59	824.61	849.35

CEPU

TABLE 2 – METALS Classification Rates (includes \$10.00 12 month Service Allowance)

Classification	Metal Industry Award Rate	Pay Rate as at 31 May 2003	Pay Rate as at for 1 June 2003 3% increase for C5 \$31.28 increase C12 to C6	Pay Rate as at 1 June 2004 3% increase for C5 \$32.21 increase for C12 to C6
C5	630.40	1042.52	1073.80	1106.01
C6	609.50	998.34	1029.62	1061.83
C7	567.80	934.78	966.06	998.27
C8	548.90	896.94	928.22	960.43
C10	507.20	817.61	848.89	881.10
C12E 41 T/A	452.60	702.72	734.00	766.21

TABLE 3 – METALS Apprentice Rates (includes \$10.00 12 month Service Allowance)

Classification	Metal Industry Award Rate	Pay Rate as at 31 May 2003	Pay Rate as at 1 June 2003	Pay Rate as at 1 June 2004
First	42% of C10 227.70	343.40	356.53	370.06
Second	55% of C10 298.20	449.69	466.67	484.61
Third	75% of C10 406.70	613.21	636.67	660.83
Fourth	88% of C10 477.10	719.50	747.02	775.37

The parties agree that over the life of the Agreement that the following allowances will be increased by 3 % under this agreement and will commence on the same effective days:

Allowance	Rate as at 31 May 2003	Rate as at 1 June 2003 (3% increase)	Rate as at 1 June 2004 (3% increase)
First Aid	\$12.19	12.56	12.93
Meal	\$10.10	10.40	10.70
Motor Vehicle	\$0.74	0.76	0.79
Tool	\$12.88	13.27	13.66
Graphite	\$0.41	0.42	0.43
Height	\$0.30	0.31	0.32
Hot Places(46-54 c)	\$0.42	0.43	0.44
Hot Places(>54 c)	\$0.57	0.59	0.60
Carbon Black	\$0.71	0.73	0.75
Confined Spaces	\$0.57	0.58	0.60
Dirty Work	\$0.54	0.55	0.57

Dirty Work Allowance is increased to the following for specific areas only

\$1.00, effective 1 June 2003 for Aluminium Wire Drawers in Area 2 only

\$0.75, effective 1 June 2003 for Copper Wire Drawers in Area 2 only

**30. Absorption**

30.1 Any National Wage and/or Living Wage adjustment occurring during the term of this Agreement will not be applied to rates of pay applying under the Agreement.

**31. No Extra Claims**

31.1 It is a term of this Agreement that the Parties will not pursue prior to the normal expiry date of the Agreement any extra claims no matter how described.

**EXECUTED AS AN AGREEMENT**

Pirelli Cables and Systems Australia Pty Ltd of 1 Heathcote Road LIVERPOOL NSW:

Signature Of Authorised Person

Witness

\_\_\_\_\_

\_\_\_\_\_

Name Of Authorised Person

Name Of Witness

Carole Ann Forest

\_\_\_\_\_

\_\_\_\_\_

Office Held

Date

Group Human Resources Manager

\_\_\_\_\_

\_\_\_\_\_

National Union of Workers (NSW Branch) of 3 to 5 Bridge Street GRANVILLE NSW 2142

Signature Of Authorised Person

Witness

\_\_\_\_\_

\_\_\_\_\_

Name Of Authorised Person

Name Of Witness

Derrick Belan

\_\_\_\_\_

Jennifer Lord, JP No. 9500288

\_\_\_\_\_

Office Held

Date

State Secretary

\_\_\_\_\_

14 / 08 / 03

\_\_\_\_\_

Communication, Electrical, Electronic, Energy, Information, Postal, Plumbin2 and Allied Services Union of Australia, Electrical Division, NSW Divisional Branch, of 370 Pitt Street SYDNEY NSW 2000

Signature Of Authorised Person

Witness

\_\_\_\_\_

\_\_\_\_\_

Name Of Authorised Person

Name Of Witness

Bernie Riordan

\_\_\_\_\_

Rebecca Mifsud

\_\_\_\_\_

Office Held

Date

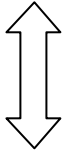
Secretary

26 / 08 / 03

## SCHEDULE A

### CLASSIFICATION STRUCTURE (NUW ONLY)

ENTRY LEVEL		
1	ASSISTANT TO EXTRUDER	1
2	M&W ONLY (INCLUDES WINDERS IN BRAIDING SECTION)	
3	PACKAGING (CORFLUTING, END CAPS, PALLETISING, SHRINK WRAP)	2
4	LV TEST PREPARATION	
5	WIRE WINDING P03056,P03164 & P03165	3
6	SCRAP COLLECTION	
7	RM STORE	4
8	WAREHOUSE	5
9	DRUMSHOP	6
	<b>PLUS CORE TRAINING AT BASIC LEVEL</b>	
	OH&S	
	QA	
	ENVIRONMENTAL	
	PRODUCTIVITY (TPM)	
	<b>PLUS 1 WEEK SPENT OBSERVING ACROSS ALL AREAS</b>	



NAME	NUMBER	AREA	HEAVY OR LIGHT	Cabler 1	Cabler 2	Cabler 3	Cabler 4 + Leadership skills	or	Cabler 4 Specialist Skills only	Cabler 5	Recognition of Cross Skillling
Special Extrusion											
PLCV Extruder (1.5)	P30025	1	SP	1 plus license OR 2	1	1	1	or	2	Leadership	Do not recognise cross skillling
CCV Extruder (1.5)	P33001	5	SP								
CCV Extruder (1.5)	P33027	5	SP								
HCV Extruder	P30001	1	SP								
HCV Extruder	P30002	1	SP								
Peek Extruder	P19045	1	SP								
Rubber Extruder	P06030	1	SP								
Boiler Room		1	SP								

Heavy Extrusion

PVC Extruder	P24262	5	H	1 plus license OR 2	1	1	1	or	2	Leadership	Cross skillling at Cabler 3  (must be equal to Cabler 1 in another stream)
PVC Extruder	P24229	4	H								
PVC Extruder	P24225	4	H								
XLPE Extruder	P24020	5	H								
Line 1	P24269	5	H								
PVC Extruder	P24176	5	H								
PVC Extruder	P24055	4	H								

Light Extrusion

PVC Extruder	P24226	4	L	1 plus license OR 2	2	2	1	or	2	Leadership	Cross skillling at Cabler 3  (must be equal to Cabler 1 in another stream)
PVC Extruder	P24217	3	L								



Line 15 Extruder	P24114	1	L								
Extruder Flex	P24263	1	L								
Extruder Flex Sheathing	P24266	1	L								
Combined Extruder	P24218	3	L								
PVC Extruder	P24194	3	L								
Extruder Sheathing	P24181	3	L								
Line 7	P24268	3	L								

Rubber Curing            this skill forms part of Special extrusion at Cabler 2  
XLPE Curing            this skill forms part of Heavy extrusion at Cabler 1  
Silaine Mixing            this skill is part of the operation of P24020 & P24269

ROTATING PLANT TRAINING CRITERIA
----------------------------------

NAME	NUMBER	AREA	Cabler 1	Cabler 2	Cabler 3	Cabler 4 Rotating Specialist	or	Cabler 4 Team Leader	Cabler 5	Cross Skilling
Lay Up	P03143	5	1 machine plus license OR 2 machines	2	2	2	or	1	Team Leader	Cross skilling at Cabler 3 only  (Must be equal to Cabler 1 from another process)
Armouring	P03148	4								
Ceeco Lay Up	P03194	1								
Armouring/Lay up	P03195	8								
Lesmo		5								
Lay Up	P03110	5								
Strander/Screener/Lay-Up	P03144	5								
Strander/Layup	P03052	1								
Lay Up/Taper	P03060	1								
Tubular Strander	P03080	1								
H/Spd Vert Taper	V07053	1								
36 Bob HG Small + Setic	V12080+ P19046	1								
24 Bob HG Large + Setic	V12084 + P19046	1								
24 Bob HG Small + Setic	V12101 + P19046	1								

Spirka Braid + Setic	V12205 + P19046	1							
Strander/Lay up	P03175	1							
New Taping Line	P07061	4							
Taper/Detaper	P07047	1							
Taper	07060	1							
NMC 1250 Lay Up	P03198	1							
Vertical Lay Up	V03122	1							
??	<b>P03078</b>	4							
DT080	P03199	4							

License can be forklift, boiler, crane etc

	WIRE DRAWING	WIRE DRAWING/ STRANDING/ BUNCHING	STRANDING/BUNCHING	DIE SERVICE
CABLER 1	2 MACHINES plus License OR 3 MACHINES	2 MACHINES plus License OR 3 MACHINES	2 MACHINES plus License OR 3 MACHINES	See attached skills structure
	+	+	+	
CABLER 2	3 MACHINES	3 MACHINES	3 MACHINES	
	+	+	+	
CABLER 3	2 MACHINES	2 MACHINES	2 MACHINES	
	+	+	+	
CABLER 4 SPECIALIST	2 MACHINES	2 MACHINES	2 MACHINES	
	OR	OR	OR	
CABLER 4 TEAM LEADER	1 MACHINE + LEADERSHIP	1 MACHINE + LEADERSHIP Must consist of 4 wire drawers & 4 stranders	1 MACHINE + LEADERSHIP	
CABLER 5 TEAM LEADER	LEADERSHIP	LEADERSHIP	LEADERSHIP	

NAME	NUMBER	MACHINE TYPE	HEAVY OR LIGHT
Cecco Strand 61W	P03156	S	H
Cecco Strand 37 W	P03157	S	H
Krupp Strand 54W	P03158	S	H
Vaughn Wire Draw	P01088	W	H

Vaughn Wire Draw	P01089	W	H
Vaughn Wire Draw	P01090	W	
Vaughn Wire Draw	P01091	W	
Setic Buncher/Godrich	V03151/152/153/155	BCHR	L
Godrich	V03118		
Lesmo	V03200	BCHR	
Ceeco Strand 12W	P03159	S	H
Krupp Strand 7W	P03160	S	H
Northampton Str	P03129/130/131/132/140	S	L
Northampton	P03197	S	
Bager 54 Strand	P03196	S	L
TRB 2	P01122	W	H
Samp TRB1 WDR	P01087	W	H
Henrich WDR	V01057 & V01058	W	L
Niefhoff WDR - Multi-Mini	P10186	W	L
Niefhoff WDR - Multi-Mini	P10121	W	
M85	P01120	W	H
Winder	P03056		
Scraper	P03164		

DIE SERVICE		
	Wire Drawer	Die Service
Cabler 1	1 Be able to operator 3 wire drawing machines	1 Be able to identify Tungsten carbide / Natural Diamond & Compax die's
	or	2 Collect & restock factory die racks
	2 Be able to drive a forklift or Operate 2 Wire drawing machines	3 Be able to completely service Tungsten Carbide die's
		4 Be able to identify die string's
		5 Be able to keep die computer data base updated
Cabler 2	1 Be able to identify Tungsten carbide / Natural Diamond & Compax die's	1 Be able to service the entrance angle of diamond & Compax die's
	2 Collect & restock factory die racks	2 Be able to open small ( up to 2mm ) Diamond & Compax die's up to next size
	3 Be able to completely service Tungsten Carbide die's	
	4 Be able to identify die string's	
	5 Be able to keep die computer data base updated	
Cabler 3	1 Be able to service the entrance angle of diamond & Compax die's	1 Be able to open any Diamond or Compax die up to the next size

	2 Be able to open small ( up to 2mm ) Diamond & Compax die's up to next size	2 Be able to carry out all duties concerning die servicing
Cable 4	1 Be able to open any Diamond or Compax die up to the next size	1 Supervisor the efficiency operation of the die servicing area.
	2 Be able to carry out all duties concerning die servicing	2 Check pricing and arrange the ordering of new die's
		3 Check pricing and arrange the servicing of worn die's by outside company
		4 Be involved in writing of Q.A. procedures for the die servicing area
		5 Lead a TPM team

MIXING	PVC	RUBBER
<b>Entry</b>	Start up and maintain P24171 pelletiser (downstairs) plus Move bags and load pelletiser	Batch making
CABLER 1	P24213 & P24171( all other levels) OR Bausano (incl. Control Room) OR Upstairs Control room	1. Testing 2. MDR & ODR 3. Forlift 4. VMI 5. Stacjer 6. Extrusion on Pomini
	+	+
CABLER 2	P24213 & P24171 ( all other levels) OR Bausano (incl. Control Room) OR Upstairs Control room	1. Control Room 2. Mixing Operations 3. Manual Gilloutine 4. Material Ordering
	+	+
CABLER 3	All PVC - Upstairs & Downstairs	1 x Special Extruder or Bausano
		\\
CABLER 4	P05058 & Control Room plus Leadership Skills	Bausano plus Leadership Skills or 1 x Special Extruder plus

		Leadership Skills
CABLER 5	Team Leader	Team Leader

NAME	NUMBER	TYPE	LOCATION
Calendar Rubber	P05005	RUBBER	1
Camco Tape Slit	V07026 Camco Includes P6-29, P5-3, P5-5 & P7-2	RUBBER	1
Bausano	P24264	PVC	4
PK1000	P24171	PVC	4
PK400	P24213	PVC	4
Pomoni Mixer	P05058 Pomoni includes P5-52, P5-53, P5-55, Drug Store, Batch Making & Testing	RUBBER	1
Banbury	P05048 Banbury includes P5-51, P5-24, P30-26, Drug Store, Batch Making & Testing	RUBBER	1
Mill Skills		RUBBER	1

Following Machines scrapped or decommissioned

- \* Banbury
- \* Camco
- \* Calender

**Structure reviewed & revised 6/5/03**

	SALVAGE
Cabler 1	Collect scrap & record site scrap PLUS Operate all machines in top building
	+
Cabler 2	Load & Unload Truck (understanding legal + axle weights) PLUS Operate 'Heast' Machine
	+
Cabler 3	Organise scrap into loads + Arrange load paperwork + Organise transport of scrap + Record details of sale PLUS 2 x Heavy M&W
	+
Cabler 4	No machines skills ALL leadership
	+
Cabler 5	No machine skills ALL leadership

Salvage Area	Cabler 4	Cabler 5
Monitor site steel bins and arrange for pick up when full plus cover the paperwork	yes	
Carry out monthly area stock takes in the different type and Kg amounts	yes	
Do small step improvements and be part of a TPM team .	yes	
Arrange First Aid / Medical treatment if employee is injured.	yes	
Write green slips to advise maintenance of break down or any problem with machine	yes	
Maintain a high level of housekeeping on the machine being worked	yes	
Be able to prepare stores req	yes	
Organise jobs lots to max blade life, arrange for blade change with maintenance and outside contractor	yes	
Problem solve- processing problems on the machines in their own stream before calling maintenance and do simple adjustments.	yes	
Do or arrange monthly area inspections	yes	
Arrange loads and paperwork to suit daily pick up of scrap also weekly PVC pick up	yes	

Moniter site compactors and arrange pick up when full	yes	
Moniter salvage area own rubbish bin and arrange pick up when full	yes	
Sort scrap into the different grades for sale.	yes	
Fill in Site daily scrap sheet		yes
Moniter salvage area stock holding		yes
Provide dollar value monthly stock takes		yes
Conduct site inspection		yes
As a result of site inspection arrange clean up of any untidy area that is not part of any Process owner area		yes
Arrange for a site pick up of any wooden pallets and the disposal of them		yes
Allocate labour		yes
Relieve for meal breaks on key machines		yes
Do small step improvements and as required lead a TPM team.		yes
Involved in training plan for work area also active in employees training		yes
Write out Pink slips for any and all Safety / Environmental problems found		yes
Moniter site scrap bins to ensure the availablitiy to the Factories		yes
Maintain a high level of safety awareness at all times		yes

## TEST & PACKAGING

### Tasks

#### Cabler 1

Journey Card Interpretation  
Identify tests required  
Identify Faulty Cables  
Correct test area selection 1, 4, 5  
Forklift Loading Of Drums in Test Pens  
L/V Test Preparation (Single Core )  
Physical Check Cable Construction/Id Requirements  
Allocate Test Drum Numbers  
Prepare Test Day Sheet  
'Interlock Test Pen  
Stamp Drums Passed Test  
Complete Non Conformance Ticket If Required  
Cut Test ends using Electrical Saws/Cable Cutters  
Identify Segregate Test End Scrap /Correct Bins  
Apply Heat shrink Caps  
Identify Packaging requirements Corflute/Timber Lagging  
Apply Corflute & Packaging Tape  
Transportation Of Tested Drums To Correct Areas Indent/ Stock

#### Cabler 2

L/V Test Preparation (Multi Core)  
Prepare L/V Rubber Cables  
Gather And Prepare F3 Samples For Test  
Correct core grouping  
Wire Up Test Cage  
Identify Potential Safety Hazards In Test Pens  
Load Tanks Factory 1  
Over Head Crane Operation

#### Cabler 3

Perform L/V Pressures L/V Test Set  
Change Tapping's on Transformers 1,4,,5  
Prepare Cables For PD Test  
Prepare All M/V Cables  
Prepare Special Cables Tenix, A Sub C, Airfield Lighting  
File Test Documents

#### Cabler 4

Perform M/V Pressures Resonant Set  
Identify Tests Required by (Relevant Standard)  
Conductor Resistance Tests Kelvin and Tettex Bridges  
Insulation Resistance Tests  
Produce Test Certificates  
Produce NCA For Non Conforming Product  
Test Calculations  
Interpret Test Manual Documents  
Release L/V Product (Except Tenix A SUB C Cables)  
O/C Fault Find With Capacitance Meter



Cabler 5

Tank Testing F1 M/V Testing Partial Discharge Testing Specials Testing Tenix , A SUB C Release M/V Product Release Tenix A SUB C Specials L/V Fault location Hartman Braun Bridge
---

Cabler 6

Supervision Of Test Area NATA Signatory NATA Auditing Internal Calibrations External Calibrations Witness Testing M/V Fault location Surge Generator Needle Penetration Tests LCR Bridge Tests Type Testing Electrical Qualifications
---

	Shift Team leader	Level 4	Assessment	Level 5	Assessment
1	Do small step improvements and be part of a TPM team .	yes			
2	Involved in material over usage program	yes			
3	Arrange First Aid / Medical treatment if employee is injured.	yes			
4	Fill out basic accident and incident reports - Process Owner to take over when an LTI is involved.	yes			
5	Write green slips to advise maintenance of break down or any problem with machine	yes			
6	Carry out cycle counts	yes			
7	Maintain a high level of housekeeping on the machine being worked	yes			
8	Be able to prepare stores req	yes			
9	Be able to prepare J/Cards	yes			
10	Carry out training assessments	yes			
11	Understand the product flow both before and after the process they are currently working in.	yes			
12	Problem solve- processing problems on the machines in their own stream before calling technology	yes			
13	Be willing to help in other streams	yes			
14	Stock take preparedness	yes			
15	Maintain a high level of safety awareness at all times	yes		yes	
16	Program machines for next 24hours			yes	
17	Organise jobs materials /packing drums & tooling for next 24h			yes	
18	Allocate labour			yes	
19	Relieve for meal breaks on key machines			yes	
20	Recommend leave and RDO approvals to Process Owner based on workload			yes	
21	Recommend OT to Process Owner to meet program/production needs - this may include coverage for absenteeism or leave			yes	
20	Do small step improvements and as required and support TPM teams with P/O.			yes	
21	Involved in material over usage program and at times attend weekly meeting.			yes	
22	Fill out accident reports and incident reports and be part of the follow up investigation			yes	
23	Fill in concession form as part of our SQC system.			yes	
24	Write out Pink slips for any and all Safety / Environmental problems found			yes	
25	Conduct safety audits when required (Primary role of OHS&E reps)			yes	

26	Conduct environmental audits when required (Primary role of OHS&E reps)			yes	
27	Involved with maintenance dept to ensure machines are in good order			yes	
28	Involved in the writing of process instruction with the operator for the Q.A. dept			yes	
29	Maintain a high level of housekeeping in the whole work area.			yes	
30	Carry out speed checks on machines record result and pass to P/Owner			yes	
31	Plan the individual machines to improve and meet delivery requirements			yes	
32	Understand completely the process stream & liase with other process stream to meet schedule .			yes	
33	Monitor scrap levels .			yes	
34	Monitor W.I.P. levels with in their work area (to be implemented when WIP tracking system is in place			yes	
35	Keep schedules up to date and accurate			yes	
36	Involved in training plan for work area also active in employees training			yes	
37	Involved in urgent order (expedite)			yes	
38	Attend 1000 Hrs production meeting as required			yes	

### Logistics Drumshop

#### Entry

Assist with stocktake  
Identify flanges and barrel lagging by size  
Identify different timbers and their different uses  
Identify different nuts, bolts and their different uses  
The above is in addition to relevant site entry skills

#### Cabler 1

Change band saw blades  
Sharpen chain saw blade & sharpen chisel  
Change docking saw blades  
Change rip saw blades  
Operate hand tools  
Assemble routed drums to 1600mm  
Spray paint drums  
Finished product drum yard control  
Participate in & carry out stocktakes

#### Cabler 2

Build segmented drums up to 1600mm  
Repair & refurbish small drums  
Operate forklift OR Design drum templates  
Unload truck from supplier and be able to finalise delivery by ensuring the correct paperwork is forwarded to the correct location and/or person  
Organise yard materials for drum builders  
Organise drum yard layout - oval and rear spaces  
Note forklift type duties are replaced with drum templates for non-forklift drivers

#### Cabler 3

Build segmented drums above 1600mm  
Build large heavy construction drums (SOD, sway bars, blocks, bolstered drums)  
Repair large drums  
Modify large drums i.e. cutdowns or open ups  
Unloading of second hand drums from drum dealers  
Arrange booking for incoming loads  
Design drum templates or basic maintenance of bandsaw, docking saw e.g. grease/clean up dust etc

#### Cabler 4 -Option 1

Team Leader relief (able to do al Cabler 5 team leader functions to cover periods of leave and absence).

All Cabler 1 to Cabler 3

Cabler 4 - Option 2 Non Team Leader type role

Warehouse

Small Cuts or reel picking  
Load/Unload rigids or Drum picking  
Lag/Corflute

OR

RM Store

Pick materials for factory deliveries  
Locate product  
Load & unload truck deliveries  
Unload shipping containers

**Note: Crossover will not be on a permanent basis.**

Cabler 5 - Option 1 Team Leader type role

Supervise & direct Cabler 1-4  
Issue Pass outs  
Accepting 2nd hand drums for purchase  
Maintenance items follow up  
Solve processing problems  
Print work tickets for drums  
Record drum numbers to maintain correct record keeping on incoming drum numbers  
Make decisions when required  
Calculate drum capacities  
Problem solve day to day business  
Basic computer knowledge  
Able to enter data into drumshop specific database  
Relieve Cabler 5 planner when required  
Conduct meetings with all drum shop personnel when required  
Schedule RDO's and annual leave in conjunction with Process Owner  
Assist Process Owner in controlling and improving costs and continuous improvement

Cabler 5 - Planner

Liase with Suppliers and Dealers regarding drumshop requirements  
Problem solve day to day issues with materials  
Advanced SAP ordering/controlling materials i.e.: order material/receipt/issue  
Use SAP to enter drumshop specific information i.e.: purchase orders, drum and material information.  
Excellent computer knowledge - Spreadsheet, BaaN, SAP, Outlook  
Assist Process Owner to drive change  
Prepare reports for process owner  
Assist Process Owner in controlling and improving costs and continuous improvement

RM STORE

**STORES**

**ENTRY**

Forklift License

Be able to complete basic Warehouse paperwork -i.e. requisitions.

Load and unload local deliveries.

Unload shipping containers.

Be able to locate products upon request anywhere within the RM Store.

Cabler 1

Develop a basic understanding of SAP.

Pick materials for delivery to the factory.

Be able to place delivered material into the correct store location.

Be able to unload semi trailers.

Cabler 2

Issues stock using SAP (By Location) Physical.

Maintain the Material Safety Data Sheets (MSDS) system by ensuring that all information in relation to hazardous materials in correct and up to date.

Be able to carry out cycle counts and participate in stocktake.

Cabler 3

Develop a basic understanding of the BAAN system

Do cycle counts accurate and correct as required.

Plane Organise and load semi Trailers I.E ensure safe and correct truck capacity.

Use Baan as required.

Use SAP as required.

Cabler 4 Option 2

Cabler 1.2&3

Cross over Skills in the Warehouse

Small cuts or Reel picking.

Load / unload rigid or drum picking.

Lag / Corflute.

Cross over Skills in the Drum Yard

Identify flanges and barrel lagging by size

Identify different timbers and their different uses

Identify different nuts and bolts and their different uses

Assemble small drums

Cabler 4 Option 1 Team Leader Relief

Utilise the systems and procedures efficiently and advice on improvements

Conduct daily cycle counts on specific products (silo's,copper,alum. Etc)

Lease with supplies for on time and correct delivery.

Supervise and direct Cabler 1-3

Maintain accurate stocktake through random audit

Use Baan as required.

Use SAP as required.

Be able to raise a purchase order in SAP as required.

Cabler 5

All nominate Cabler 1 to 4

Utilize the systems and procedures efficiently and offer advice on improvements.

Liaise with individual factories and other Cabler 5 to determine raw material requirements- machine specific and for silo.

Issue pass outs

Use spreadsheets and databases to track silo delivery.

Organise inter-company transfers.

Supervise and direct Cabler 1-4

Maintain accurate stocktake through random audits

Organise disposal of waste oils. Storage and loading

PLANNING

Cabler 5

Excellent working knowledge of MRP (Material resource planing)

Excellent working knowledge of ERP (Enterprise Resource Planing)

Pay attention to detail and be able to problem solves supply/demand issues effectively and efficiently.

Liaise with Process Owners and Production Planners and planing department on managing supply and demand of material.

Liaise with the purchasing department.

Extensive spreadsheet ability.

Advanced knowledge of SAP and Baan.

Conduct and Follow up errors from cycle counts.

Conduct regular vendor analysis.

Place, chase, cancel and defer purchase orders to manager materials spending.

Enter cycle counts into Sap accurate and correct as required.

List of warehouse jobs (22)

1. Understand all safety requirements
2. Understand all housekeeping requirements
3. Lag / Corflute
4. Large cutting
5. Small cutting
6. Drum picking
7. Cyclic counts
8. Label making
9. Scan, locate and label indent & drum stock
10. Scan, locate, reels
11. Reel picking
12. Load rigid trucks
13. Indent marking
14. Load semi trailers
15. Return Handling
16. Basic SAP
17. Basic BaaN
18. Advanced SAP
19. Raw material requisition
20. Team Leader relief (team leader assistance)
21. Problem solve Liverpool and Branches
22. Team Leader

~~23. Control specific job function~~

~~24. Control warehouse function~~

Cross over skills in the warehouse

Small cuts or Reel picking

Load / Unload rigids or Drum picking

Lag / Corflute

Cross over skill in the RM Store

Pick materials for factory delivery

Locate product  
Load and unload truck deliveries  
Unload shipping containers

OR

Cross over skill in the Drumshop

Identify flanges and barrel lagging by size  
Identify different timbers and their different uses  
Identify different nuts and bolts and their different uses  
Assemble small drums

**Entry**

Safety  
Housekeeping  
Lag / Corflute  
+ 2 others

**Cabler 1**

All nominated entry  
Small cutting  
Large cutting  
Drum pick or Cyclic counts  
~~+ 2 others~~

**Cabler 2**

All nominated entry  
All nominated cabler 1  
Load rigid trucks or indent marking  
**Scan locate and label indent and drum stock OR Scan locate reels**  
Label making or Drum pick  
~~+ 2 others~~

**Cabler 3**

All nominated entry  
All nominated cabler 1  
All nominated cabler 2  
**Scan locate and label indent and drum stock OR Scan locate reels**  
Basic Baan  
Load semi trailers or Basic SAP  
Reel picking or Indent marking

**Cabler 4**

All nominated Entry  
All nominated cabler 1  
All nominated cabler 2  
All nominated cabler 3  
Return handling  
Basic SAP  
Load semi trailers or BaaN  
Drum shop OR ~~and~~ RM store cross over  
Team Leader relief (team leader assistant)

**Cabler 5**

All nominated entry  
All nominated cabler 1

All nominated cabler 2 All nominated cabler 3 All nominated cabler 4 Advanced SAP and BaaN Raw material requisition Problem solve Liverpool and branches Team Leader
--

		Cabler 4	Cabler 5
	Team Leader general responsibilities --		
1	Each T/L is responsible for working together as a team with good communication across all areas in the warehouse but in particular between the T/Ls.	Yes	Yes
3	Each T/L is responsible for making recommendation to the Process Owner for their own hours of work to cover what is expected of them.	Yes	Yes
4	Each T/L has been allocated a specific job function. Your area off control will cross all shifts.	Yes	Yes
5	At least 1 T/L must be on site whenever a crew is working. This coverage is to be organised between yourselves and is your responsibility in consultation with the Process Owner.	Yes	Yes
6	All annual leave and RDO's for your area will be collected by you for your area and forwarded to the Process Owner for approval and/or recommendations for movement of people to cover the workload or absenteeism.	Yes	Yes
7	Any issues with dry goods, maintenance or access to equipment is to be organised by you.	Yes	Yes
8	Any issue with communication between your area and any other area of the company is your responsibility.	Yes	Yes
9	You move your people through your shifts to suit what you are required to achieve givin appropriate notice and in consultation with the Process Owner	Yes	Yes
10	You are responsible for assisting the Process Owner in controlling/improving the following; Safety, housekeeping, DIFOTA, O/T under a certain % in total per week for your area, Training, Communication within your crew, Morale and the list attached to each specific area in Distribution.	Yes	Yes
11	If you have an issue that is outside your control or you are unable to resolve an issue it is your responsibility to raise the issue with the Process Owner before it becomes a major problem. The Process Owner will then assist you to resolve the problem.	Yes	Yes
12	The monthly team brief is to be conducted either by the Team Leader in each area or the Process Owner when required.	Yes	Yes
13	Formal complaints will be forwarded to you to through me. You are responsible for investigation and answering these in writing.	Yes	Yes
14	Responsible for leading a specific area in the absence of Cabler 5	Yes	

	Administration Team Leader	Cabler 5
	All job functions to do with the warehouse computer systems.	
	Scanning System	
	Label Maker	
	BaaN booking in and upload to SAP	
	Prep Note, Cut Confirm, Due List.	
	Location Changes / Metre Changes.	
	A and N Status.	
	System reconcillation with Cyclic Counts	
	All office administration.	
	All filing	
	Supplies required to function in the office	
	Control printers, fax and photocopier.	



1	Take control of the SAP work done in Logistics when it can be returned to the Warehouse.	Yes
2	Timely and accurate communication with other area's of the company.	Yes
3	Train, control and maintain correct procedures to ensure they are understood and adhered to within the office.	Yes
4	O/T to be maintained under 25% (40 hours) of the total hours worked in the area for the week and communicate to Craig before the event why you need to go over this time limit.	Yes
5	System accuracy to be maintained at all times in all areas.	Yes
6	Assist in the flow of communication between the other T/Ls and anyone outside the area.	Yes
7	Train others in computer systems and workflo w both internal and external.	Yes
8	Ensure 3rd party logistics provider has all information required and are working with the best interests of Pirelli in mind.	Yes
9	Problem solve issues across all branches when possible.	Yes
10	Actively work towards changing the work culture within Pirelli.	Yes
11	Change or modify systems and methods to improve the way Pirelli does its business both inside the warehouse office and external division of the company.	Yes
12	Support and assist manufacturing and sales / marketing in solving there issues when possible and appropriate to do so.	Yes
13	Bring to my attention any issue within the area or across the company that you believe is incorrect or you have a better way to do it.	Yes
14	Monitor returns to ensure we as a company are not allowing returns to be mismanaged.	Yes
15	Introduce cyclic counting into the Liverpool warehouse.	Yes
16	KPI's to be reviewed and any actions required presented weekly to me.	Yes
17	Look for ways to improve what we do and how we do it.	Yes

		Cabler 5
	Power --	
	Lagging, Indent, Drum scanning and locating	
1	All scanning of drum stock to be done on a regular basis. All products received before 3pm to be scanned same day. All scanning to be accurate.	Yes
2	All drums located ex factories to be located into the appropriate area for its size and frequency of use.	Yes
3	All location changes made to have the new location marked on the drum.	Yes
4	All packaging to be minimised to reduce costs in labor and materials but not at the expense of adequate cable protection.	Yes
5	All orders to be picked, packed and returned to the office for transport in time to meet delivery requirements by customer.	Yes
6	Order of materials for lagging to be no more than 4 weeks usage and not to be allowed to run out therefore affecting customer service.	Yes
7	All problems with cables or orders to be dealt with immediately and if the issue is unable to be resolved by the T/L it must be raised with me on the day it happens.	Yes
8	Regular contact with the sales people that effect your workflow.	Yes
9	All drums in all locations to be correctly labeled, protected and in the correct location as specified by SAP at all times.	Yes
10	All forklifts to be checked and the Red book filled out daily.	Yes
11	Timely and accurate communication with other areas of the company.	Yes
12	O/T to be maintained under 20% (48 hours) of the total hours worked in the area for the week and communicate to Craig before the event why you need to go over this time limit.	Yes
13	All areas to be clean neat and tidy.	Yes
14	All drum location changes to be recorded and sent to the office for changes in SAP immediately after the relocation.	Yes

15	Cyclic counting to be introduced into the Liverpool warehouse.	Yes
16	All issues on product received from factories to be dealt with by T/L and the relevant planner in the first instance. If unresolved they are to be given to Sandra. If Sandra is unable to resolve they are to come to me.	Yes
17	KPI's to be reviewed and any actions required presented to me weekly.	Yes
18	Look for ways to improve what we do and how we do it.	Yes

		Cabler 5
	Cutting --	
	Cut rack, free standing cutters, Factory 9 cutters.	
1	Cut rack to be filled to a minimum of 90% at all times. (no more than 5 empty spaces)	Yes
2	All cuts to be accurate and complete as per market offer.	Yes
3	All balances to be corfluted, capped, labeled and returned to the correct location.	Yes
4	All location changes to be listed and given to Sandra immediately. All location changes to be marked on the drum.	Yes
5	All cables to be run down to suitable drums or reels to minimise the cost of packaging and transport whether they are cut balances or stock drums in the yard.	Yes
6	O/T to be maintained under 20%(104 hours) of the total hours worked in the area for the week and communicate to Craig before the event on why you need to go over this limit.	Yes
7	Coils, plastic reels and plastic drums to be used in preference to timber or ply at every opportunity.	Yes
8	A minimum of 10 x 100mts of the following codes to be kept in stock on plastic reels 5010060, 5010190, 5010121,5010435, 5010671, 5010497.	Yes
9	Short length balances to be kept in a neat and tidy fashion.	Yes
10	KPI's to be reviewed and any actions required presented to me weekly.	Yes
11	Area to be clean, neat and tidy.	Yes
12	All forklifts to be checked and the Red book filled out daily.	Yes
13	Look for ways to do what we do and how we do it.	Yes

		Cabler 5
	Reels --	
1	All scanning of reel products to be done on a regular basis. All reels ready to be received by warehouse by 3.00 pm, to be scanned and located same day.	Yes
2	All issues with product received from the factories to be dealt with by Todd and the relevant planner in the first instance. If unresolved they are to be given to Sandra. If Sandra is unable to resolve they are to come to me.	Yes
3	All reels to be located as per the master sheet.	Yes
4	All orders to be picked, packed and returned to the office in time to meet market offer.	Yes
5	All picking to be accurate.	Yes
6	All pallets to be packed in a way to allow best practice to be used when loading.	Yes
7	O/T to be maintained under 20%(48 hours) of the total hours worked in the area for the week and communicate to Craig before the event why you need to go over this time limit.	Yes
8	All problems with cables or orders are to be dealt with immediately and if the issue is unable to be resolved by the T/L it must be raised with me on the day it happens.	Yes
9	Regular contact with sales and planning to ensure a smooth workflow.	Yes
10	All location movements or stock corrections to be sent through to the office immediately they are complete.	Yes
11	All forklifts to be checked and the Red book to be filled out daily.	Yes
12	Timely and accurate communication with all areas of the company.	Yes
13	Cyclic counting to be introduced into the Liverpool warehouse.	Yes
14	KPI's to be reviewed and any actions required to be presented to me weekly.	Yes

		Cabler 5
	Loading --	
1	All drum picks for yard drums to be picked, packed and returned to the office in time to meet market offer.	Yes
2	All loads to be marked up and ready before scheduled load time.	Yes
3	All loading to be done in a way to ensure 90% Pirelli utilisation average on a weekly basis.	Yes
4	No vehicle to have longer than a 15 minute weight from time vehicle ordered to time vehicle started to load.	Yes
5	All loads to be accurate with sufficient dunnage to be used to prevent damage to product in transit. 99.5% accurate loading to be maintained ex Liverpool.	Yes
6	O/T to be maintained under 20% (40 hours) of the total hours worked in the area for the week and communicate to Craig before the event why you need to go over this time limit.	Yes
7	All load scheduling to be checked to ensure we have coverage in the area and we have the best use of all vehicles Pirelli is paying for.	Yes
8	No return to be accepted without a Pirelli return DA or you are satisfied it is a genuine return and all interested parties are aware of the return and it can be actioned.	Yes
9	All orders sitting for longer than 48 hours to be questioned.	Yes
10	Any issue with any freight company to be resolved between yourselves in the first instance and if you are unable to resolve they are to be given to me so I can assist.	Yes
11	All forklifts to be checked and the Red book filled out daily.	Yes
12	KPIs to be reviewed and any actions required to be presented to me weekly.	Yes

	Afternoon Shift --	
1	All T/Ls to be approached and any issues to be passed over before the previous T/L finishes for the day.	Yes
2	Any problems from previous shifts to be discussed and resolved.	Yes
3	Ensure that all operational areas met market offer.	Yes
4	All information required for the next morning to be logged in the shift log book.	Yes
5	All areas to be covered to ensure a smooth and efficient back shift.	Yes
6	Whenever possible make sure the back shift is covered in your absence.	Yes
7	Train at least 2 people to cover for you in Scanning, SAP and BaaN in your absence.	Yes
8	KPIs to be reviewed and any actions required to be discussed with the other T/Ls.	Yes
9	Assist all T/Ls in recording and keeping within your KPI targets.	Yes