



Printing Industries Federation of South Africa

# Cape Chamber News

## Annual General Meeting & Dinner

The PIFSA Cape Chamber will be holding its 94<sup>th</sup> Annual General Meeting at Kelvin Grove on Thursday 23 March 2006 at 18h30. As has become custom, we invite our Members to attend the Chamber Dinner that takes place after the AGM.

Official notice of the AGM and invitations to attend the Dinner shall be posted to Members in due course.

Please book this date and time in your diary to support your Committee and to share an enjoyable evening with fellow Members, friends and colleagues.

The cost of the dinner this year will be R 189.00 per person (including VAT).

We look forward to seeing you there.

## Director's Report

After getting off to a traditional slow start in January, business in Industry appears to have picked up nicely. I trust that 2006 shall be a bumper year for all PIFSA Members.

Members are reminded that the Cape Chamber provides members in the Western Cape with a wide range of professional services, training and industry specific information. These services include:

### ***Employment Relations Consulting and Training***

Proper, fair and progressive counseling and discipline go a long way to helping with effective employment relations. The Chamber assists with counseling and disciplinary issues leading up to representation at the CCMA.

### ***Industry Arbitration***

Members who are confronted by clients who are dissatisfied with the product they have received may elect to refer such commercial disputes to the Chamber for industry arbitration. The Chamber facilitates this process which has proved to be a low cost and time saving alternative to settle disputes amicably.

### ***Human Resources Services***

A range of HR related services are offered, currently in the form of projects to assist companies to comply with relevant legislation and to help them improve their personnel administration. These services include:

- ◆ Policies and Procedures
- ◆ Forms and Documentation

## February 2006

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- ◆ Letters and contracts of Employment
- ◆ Compilation of Job Descriptions and Key Performance Area documents

**Skills Development Facilitation**

The Chamber assists Members in developing workplace skills plans and completing the quarterly reports required by the MAPPP-SETA. The Chamber further assists members with the fulfillment of the said training plans by assisting with the indenturing of Apprentices/Learners and providing training in collaboration with the Cross Media Training Centre - Cape Town. This training includes the following:

- ◆ Corrective Discipline
- ◆ Initiating and Chairing Disciplinary Hearings
- ◆ Supervisory Training
- ◆ Performance Management
- ◆ Technical Theoretical Modules
- ◆ Electronic Origination/DTP Practical training
- ◆ Integrated Business Administrative training

**Industry Interest Group Forums**

Periodic meetings are arranged to cater for industry players within specific fields to meet and discuss issues of mutual interest. These include:

- ◆ IR Forum (mostly attended by Human Resources Managers and Practitioners from member companies)
- ◆ KreditInform (mostly attended by Financial Managers and Administrators to discuss potential common denominator debtor issues)

**Marketing**

Currently a regular newsletter is circulated to PIFSA Cape Chamber members and is an effective tool for companies to advertise their service and/or products to the packaging and printing industry.

**Operational Requirements (Restructuring and Retrenchment)**

Many companies call the Chamber for assistance when contemplating a restructuring or retrenchment exercise in their business.

**Telephonic Assistance**

A major and quite time consuming service that is offered by the Chamber is a “Call Centre” style telephonic advice service where members are free to call for advice on a wide variety of issues.

***‘Let the Chamber help you take the hassle out of running your business’***

Call Ken Leid or Lydia Davids on (021) 595-1367



## Statutory Council for the Printing, Newspaper and Packaging Industry: New General Secretary

Yashwin Singh was recently appointed as General Secretary of the Statutory Council. Yashwin worked for Nedcor Bank Ltd in Risk Management as was a senior legal consultant at the SA Reserve Bank where he specialized in Labour Relations and all aspects of commercial law.

Yashwin has a B Proc Law degree, has his Masters in Commercial Law and Certificates (master's level) in Advanced Labour Relations and Pension Funds Law.

Yashwin indicates that the aim of the Statutory Council is to provide a professional, efficient and cost effective service to the sector that it serves with regards to resolving labour disputes. The commissioners attached to the Council are CCMA accredited and well skilled in resolving all types of labour disputes.

Yashwin states that his job as the General Secretary is to make sure that the Council provides the above-mentioned service. Over and above this he will always be available to all members of the Council to help settle and resolve disputes prior to it going to accredited commissioner. He is also available to all members of the Council, should they require advice on any labour issues that requires research.

Yashwin played professional club cricket in Ireland and still actively plays for the premier league cricket in the Northerns Cricket union. He is also an active tennis and golf player.  
Experienced DTP Operator with Managerial experience seeks employment in the Cape.



**Yashwin Singh**  
General Secretary of the  
Statutory Council  
for the Printing, Newspaper  
and Packaging Industry  
Tel : (011) 699-3067  
Cell : 0829906034  
Fax : (011) 794-2132

## Employment Wanted

- ◆ A Gravure machine minder with management and ink manufacturing experience is looking for a senior position in the printing industry.
- ◆ A Gentleman with 50 years practical sheet-fed litho and management experience (who still wants more) seeks relocation to the Cape.
- ◆ A young graphic designer with experience in preparing print ready files seeks employment in the Packaging and Printing Industry.
- ◆ A highly experienced and qualified Carton Maker is looking for a senior position in the carton and die making field.
- ◆ A qualified and experienced Pre-Press Manager wishes to take up a position in the Cape.

Members wishing to interview or receive CV's of the above applicants should contact Ken Leid on (021) 595 1367 or [kleid@cape.pifsa.org](mailto:kleid@cape.pifsa.org)





## Young Management Printers of the Cape



The PIFSA Cape Chamber calls upon its Members to identify from within their ranks young people who are aspiring to managerial positions and to motivate and assist them to become YMP Members.

YMP Membership Application forms and YMP Constitution booklets are available via the Chamber offices. The said Constitution spells out the purpose and objectives of the YMP.

Members will be advised of the YMP calendar of events for 2006 in due course.

Should you have any queries regarding the YMP please do not hesitate to contact the YMP Chairperson, Kathy Ormerod on (021) 930 7145 or [kathy.ormerod@sappi.com](mailto:kathy.ormerod@sappi.com)

## Business for Sale

A long established general commercial printing company wishes to sell its business as a going concern via the PIFSA Cape Chamber.

Members interested in acquiring such a concern are invited to contact Ken Leid on (021) 595 1367 or [kleid@cape.pifsa.org](mailto:kleid@cape.pifsa.org)

## Public Holiday - 1 March 2006 (acknowledgement: [www.gov.za](http://www.gov.za))

As you are probably aware, the Minister of Provincial and Local Government has in terms of the Local Government Municipal Structures Act, 1998 (Act No. 117 of 1998) declared that the local government elections will be held on 1 March 2006.

Accordingly, in terms of section 2A of the Public Holidays Act No 36 of 1994, 1 March 2006 has been declared a public holiday throughout the Republic.

It is our firm view that the declaration of this day as a public holiday will enable voters to exercise their democratic right to vote as enshrined in our Constitution.

Voting in elections is a fundamental and hard-won right and citizens have a responsibility to exercise it and keep our democracy strong. The progress that freedom has brought can be sustained and extended only if all of us use our democratic right to participate in shaping our country. Participation is the lifeblood of democracy and the only way to ensure continued progress in building a country that truly belongs to all.



## Industry News

### A NEW LEADER FOR PAARL PRINT

**Paarl Media Holdings has announced the appointment of Mike Ehret as Managing Director of Paarl Print (Pty) Ltd. Ehret will replace Callie de Wet, who will in turn head up Paarl Print Labels (Pty) Ltd, during March 2006.**



**Callie de Wet**  
Managing Director:  
Paarl Print Labels

For the past eight months, Ehret has been working very closely with the Paarl Media Group, project managing the implementation of an integrated new management information system (MIS) at Group companies: Paarl Gravure,



**Mike Ehret**  
Managing Director:  
Paarl Print

Paarl Web, Paarl Web Gauteng, Paarl Print and Paarl Print Labels.

Ehret holds a Bachelor of Commerce (Hons) CA(SA), a Higher Diploma in Advanced Banking Law, a Diploma in Financial Markets and a MAP (mini MBA from Wits Business School). He completed his articles at KPMG. Thereafter he joined Nedcor Bank Electronic Banking Division as Senior Manager of Management Information Systems and Finance, before taking up a similar position at Pick 'n Pay Financial Services. In 2000, he joined MWEB as General Manager of the MWEB Zimbabwe Internet Service Provider where he worked until he relocated to Cape Town with his young family during 2005.

He comments: "I am very excited about the opportunity at Paarl Print. It is a challenging position at a large and busy printing plant. The printing industry is an exciting and dynamic space to operate in and I am looking forward to working with a tangible product..

"I endeavour to manage the business in such a way as to offer clients good value with a compelling and efficient service package. In order to do so, I will dedicate time to get to understand the market, the needs of our customers and build personal relationships with our client base.

"In addition, I will ensure we have efficient processes in place, with applicable measurements. It is imperative to have well-trained people doing the right jobs, who can be held accountable. We cannot compromise on quality and service - this is not negotiable.

"Paarl Print has a good reputation, with the advantages of state of the art technology, skilled employees and well established client relationships. I intend to build on these cornerstones."

Family is important to Ehret and this is where he spends his free time. He is married to Louise who is expecting their second child in September 2006. They also have a 15-month old son Kiran.





## Industry News

Ehret enjoys camping in the great outdoors, birding and wildlife, mountain biking and cycling and occasionally, a game of golf.

Paarl Media CEO Stephen van der Walt says: “We are pleased to welcome Mike within the Group’s management ranks. During his time managing the Group’s MIS project over the past few months, he has proven himself as being self-motivated, innovative and customer solutions driven, with excellent strategic leadership and management skills. He has a solid background in the management of information, which we view as crucial to ensure a competitive edge for our Paarl Print business.”

### **PAARL MEDIA TO BUY MAJOR SHARE IN FORMESET’S WEB PLANTS**

**Paarl, Monday 30 January 2005:** Paarl Media Holdings CEO Stephen van der Walt confirmed that this printing Group has reached an agreement in principle with the Formeset Group of printers for the acquisition of a majority shareholding in Formeset’s associated Web businesses, which comprises Formeset in Johannesburg, Printability in Pinetown and Derek Butcher in Cape Town.

The proposed agreement promises significant benefits both for Paarl Media Holdings and the Formeset Group. However, cautions Van der Walt, the anticipated acquisition is still subject to a due diligence review as well as approval by the Competitions Board.

Comments Van der Walt: “The ownership structure of the Formeset Group is entirely empowered and the acquisition of a majority share in their web offset businesses would unlock major value for the current owners while bringing significant additional empowerment credentials into the Paarl Media Group.

“No physical amalgamation of the printing companies will take place and Formeset will retain the day-to-day management control of the web offset businesses, although they will benefit from our technology and the transfer of skills.

“In addition, this move will enable Paarl Media to inject capital into the Formeset plants, thereby giving these empowered entities a competitive edge. Synergies that we could achieve with resources and raw materials should be beneficial to all our clients.”

Formeset’s CEO, Omar Razzak, said that they are excited about the prospects of this acquisition. “The additional resources will allow us to grow a bigger footprint in the market. Formeset’s web offset plants are an important part of our business and we are committed to grow this business to the benefit of all our stakeholders.”

Stakeholders aim to cement the transaction during April 2006, depending on the outcomes of the due diligence review and the Competition Board ruling.



## Integrated Business Administrator Programme (IBA)

On 15 September 2004, Heinrich van der Vyver and Ross Bartholomew started the Integrated Business Administrator Course at Cross Media Training Centre Cape Town. The first course comprised on 8 students who formed our Guinea Pigs class. Much was very new to all of us involved, and with Heinrich and Ken Leid visiting potential sponsor companies, the students were soon all sponsored. A sponsor company pays for the student's training and in turn has the student complete the balance of a year practical training on their premises. At the end of the year the successful student graduates with a IBA Certificate, and is then available to be permanently employed by either the sponsor company or any other.



We have to date run 5 successful IBA courses and have interviewed 148 potential students, of which 38 have been successfully trained and sponsored by companies. As few as 12 students have completed the training, but due to various reasons did not get sponsorship. Of the 148 total, 98 students were interviewed but found not to be suitable for the course, and did therefore not receive training.

As time has gone by we have increased the level of students as well as intensified the training. It needs to be remembered that these students do not emerge from the IBA program as fully qualified estimators or any other level of skill, but rather have received a solid measure of training

that will enable them to further their skill in the practical environment of the sponsor company. At the end of their year of training they will be well suited to fill an number of positions in most printing companies.

Of the 35 students to complete the theoretical and practical components of the course, 20 have already been employed on a permanent basis with various companies (the other 15 have not yet completed the year training). This means that the IBA programme has already brought 20 (and soon more to follow) new people into the industry who would never ordinarily have entered.

The sixth IBA course is scheduled to begin on 27 March and there is already a healthy interest from companies. Three companies have already committed to having IBA students.

Should you require any further information, please look on the following web site: [www.quickeasy.co.za/iba.htm](http://www.quickeasy.co.za/iba.htm) or contact Ross Bartholomew at Cross Media Training Centre Cape Town on 021-552-4013, or via email at [ross@cape.pifsa.org](mailto:ross@cape.pifsa.org)



## PISFA Cape Chamber: Human Resource Services

### **EMPLOYMENT CONTRACTS:**

The BCEA Act requires that each company have on record in the form of employment contract the details of the relationship between the parties.

The employment contract should contain amongst others the following:

- ◆ Full Name and address
- ◆ Occupation and short job description of the employee
- ◆ The place of work
- ◆ The date of employment
- ◆ Ordinary hours/days of work
- ◆ Employee's rate of pay and method of payment
- ◆ Rate of pay for overtime
- ◆ Frequency of remuneration
- ◆ Deductions
- ◆ Leave entitlement
- ◆ Period of notice required to terminate

Further more the act requires that if the employee is not able to understand the written particulars, the onus is on the employer to ensure that the content of the contract is explained to the employee in a language that the employee understands.

Records of the employee must be kept on file for three years after the termination of employment.

Any changes made to employees remuneration should be made in writing confirming the changes. These changes should be placed on record as an amendment to the contract.

Companies who need to update their records and wish to issue employee with an updated contract, should issue a covering letter re-confirming the terms and conditions of employment of the employee. No company can employ an employee with terms and conditions less favourable than the BCEA

**During 2005 the Department of Labour sent inspectors to companies to audit employment contracts. Should your contracts not be updated or in cases where no contracts exist companies are issued with a compliance order to update the records within a specific period of time. The Chamber offers, as part of the HR Services, to assist members with updating employment contracts.**





## PIFSA Cape Chamber: Electronic Invoicing

The PIFSA Cape Chamber is in a good position to e-mail invoices to all its Members. This means that Members will receive invoices instantly.

This will allow Members adequate time to do reconciliations for payments & at the same time sort out any account queries with the Chamber, if any.

In order for us to do this we would need your relevant details.

Please fill in the necessary details & fax back to us on (021) 595 1376 for attention Elton Phillips.

I hereby accept and would like to receive electronic invoices.

I do not wish to receive electronic invoices.

<b>Company:</b>	
<b>Address:</b>	
<b>Accounts contact person</b>	
<b>E-mail of accounts contact person</b>	
<b>Telephone number</b>	
<b>Fax number</b>	

Authorised by: .....

Authorised signature: .....

**For any queries please do not hesitate to contact Elton Phillips on  
(021) 595-1367 or [elton@cape.pifsa.org](mailto:elton@cape.pifsa.org)**

