



Looking Back on 2007

The year of 2007 began in a reasonably quiet way for the Chamber - until February that is, when the Chamber was notified by the landlord that he had sold the building. Notice was duly given - “we need you out by the end of the month.”

This started a flurry of activity away from the core business of the Chamber staff. Finding a suitable new property to lease in record time was the task. A closer look at the lease indicated that we had time on our hands in terms of the notice period required. This did not deter the Chamber – it was time to move on, and to close the chapter on these premises.

The Chamber was fortunate to find new premises not far from the old site, this time in a more secure area, and in a more modern building. It seems that the move has paid off, as the initial flurry of activity in February never died down.

Looking back, the relocation to 21 Shepstone Road was a good move for the Chamber, and Chamber staff remained focused in moving forward for the rest of the year.

Some of the notable highlights of 2007 were:

- The training of 399 delegates from the membership base during the year. That is an average of 36 people per month. This will be difficult to top in 2008.
- The very prestigious award to Atlas Printers in the Sappi Printer of the Year Competition where they won the International Packaging and Labels section of the competition.
- The establishment of a Technical Interest Group in association with the South African Institute of Printing. A very interesting and informative evening was held with Ted Reade, the Regional

Representative for National Adhesives. The interest group is to host further evening events in 2008 with solvents, paper and inks to be the subject of discussion.

- In-house Flexographic Machine Minder training was offered for the first time during the year. A good number of employees benefited from this hands-on practical and theoretical initiative.

An important milestone was the commitment received from the Cross Media Training Centre in Honeydew to open a Branch of the Centre in KwaZulu Natal in 2008. We need the support of Industry to make this work. (See details on page 6).

Purchasing New Equipment/Machinery?

If you are considering the purchase of new or secondhand equipment or machinery, then you should consider using the Federation’s Finance arm **PIFSA Finance**.

PIFSA Finance is a Joint Venture between PIFSA and ABSA Bank. It has been structured specifically for the Printing, Packaging and Allied Industries.

Make a call to the Chamber 031 7058744 to see how we can help your next purchase.

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Sexual Harassment

Approximately two years ago, the Chamber raised the issue of sexual harassment in the work place in this news letter. We do so again here.

Make sure that your company has a policy statement on its position regarding sexual harassment. Policy documents are available from the Chamber offices.

During 2007, the Chamber dealt with two cases of sexual harassment in member companies. Both of these were difficult. Had there been a clear cut policy in place it would have made our job very much easier. Both led to disciplinary hearings and dismissal. Of course, the CCMA and Statutory Council ended up with these disputes.

Wall Charts

The Chamber has a stock of wall charts that companies should be displaying on their premises.

- Basic Conditions of Employment Act
- Occupational Health and Safety Act
- Employment Equity Act

These are available at a discounted price of R95,00 per chart (excl. VAT)

New Members

The Chamber welcomes the following new members:

PAK Plastics
Pro Plastics
Ace Printers

We wish them a long and valued association with the Chamber.

Consumer Price Index

The headline inflation rate at November 2007 (i.e. the Consumer Price Index for the historical metropolitan areas at November 2007 compared with that at November 2006) was 8,4%. This rate was 0,5 of a percentage point higher than the corresponding annual rate of 7,9% at October 2007.

CPIX

The annual percentage change in the Consumer Price Index excluding interest rates on mortgage bonds (CPIX) for the historical metropolitan areas was 7,8% at November 2007 (i.e. the percentage change in the CPIX at November 2007 compared with that at November 2006). This rate was 0,5 of a percentage point higher than the corresponding annual rate of 7,3% at October 2007.

Producer Price Index

The Production Price Index (PPI) for all commodities for consumption in South Africa showed an annual rate of change of 9,1% at November 2007 (i.e. the PPI at November 2007 compared with that at November 2006). This rate is 0,4 of a percentage point lower than the corresponding annual rate of 9,5% at October 2007.

Notice of Annual General Meeting

The Chamber will be holding its Annual General Meeting as follows:

Date: 13 March 2008

Time: 17h30

Venue: Royal Natal Yacht Club

Nomination forms for the election of Office Bearers are available from the Chamber's offices. Please contact the Chamber for the necessary form and return to the Chamber's offices by Fax to 031 7054408.

Members are urged to attend the meeting and to join the incoming President and Committee for drinks and snacks after the meeting.

Members' News

Should you wish to have news from or about your company published in the Chamber Bulletin, please send details by fax or e-mail to the Chamber. See address at bottom of this page or contact Helen on 031 7058744.

Imprint Act and how to keep it legal

The Imprint Act 43 of 1993 requires that all printed matter except for certain exclusions, bears the full name and address of the manufacturing printer, or a registered abbreviated imprint. The abbreviated imprint must be registered by the printer and not the packaging house design company or brand company.

See the PIFSA website www.pifsa.org for further details.

PIFSA SERVICES

Remember that the Chamber offers a wide range of services. Some of these are detailed below:

Industry Level Representation

- Statutory Council
- MAPPP SETA
- Labour Affairs
- SACOB
- Government Lobby and Consultation
- Trade Exhibitions
- Access to the Graphic Arts Information Network
- World Print and Communication Forum
- Representation on SATU Retirement Funds

Dispute Resolution

- Commercial Disputes
- Labour Disputes
- Technical Expertise

Management Consulting Services

- Broad Based Black Economic Empowerment

Industry Communication

- Regular News Bulletins
- Printalk
- Website Home Page

Labour Relations Services

- CCMA/Statutory Council Hearings
- Charing Disciplinary Hearings
- Counselling

- Union Relations
- Wage Negotiations
- Retrenchments and Restructuring
- Wage Surveys
- Notice letters and other documentation

Human Resources Management

- Job Descriptions
- Job Evaluation
- Personnel Filing Systems
- HIV/AIDS Policy
- Policy and Procedure Manuals
- Various Employment Guidelines
- Performance Management Systems

Apprentice TT Blocks for KZN

For a number of years, the Printing and Packaging Industry in KZN have requested that the TT blocks for Apprentices be offered in the Province.

The Cross Media Training Centre has recently acquired the services of two lecturers to facilitate this training.

The support of this initiative by employers in KwaZulu Natal is essential to ensure its viability.

Trade Theory Blocks initially on offer are:

- **Lithography Sheetfed**
- **Rotary Printing and Re-reeling Flexography**

Trade Theory Blocks in other trades will be offered in the future.

Training Venue PIFSA KZN Chamber Offices
21 Shepstone Rd.
New Germany

For registration, please contact Helen on 031 7058744

TO PLACE AN ADVERTISEMENT IN THIS NEWSLETTER PLEASE CONTACT HELEN 0317058744

Annual Cocktail Function a Great Success

Mondi Business Paper were the anchor sponsor of the Chamber's Annual Cocktail Function held at the ABSA Stadium at the end of 2007.

Thanks to Sugan Naicker, Mondi's Channel Manager for the Printing and Converting Channel for his assistance in making the evening a memorable one.



Silveray were well represented-seen here are Prakash Haripersad, Heather Aarsen, Yogan Govender, Niel Speres, Manesh Singh and Gandhi Naidoo.



Winner of the Lucky Draw-Mike Barrett Managing Director of Lithotech, Pinetown seen here with Sugan Naicker of sponsors, Mondi Business Paper.

Need Technical Training?

The Chamber can facilitate technical training for Litho sheet fed and Flexographic printing. This training is conducted in-house. **Contact Geoff at the Chamber for details.**



Enjoying the selection of snacks are Ashwin Ramdeen, Leonard Buckthorp, Dave Monda of Nampak Carton and Labels.

Quality Management Systems

The Chamber is able to facilitate the implementation of the following Quality Management Systems:

- ISO 9001:2000** – Consulting/Implementation, Training, Audits and Maintenance
- ISO T/S 16949:2002** -Consulting/Implementation, Training, Audits
- ISO 14001** - Consulting/Implementation, Training, Audits
- ISO 17025** - Consulting/Implementation, Training, Audits
- OHSAS 18001** Consulting/Implementation, Training, Audits
- HACCP** - Consulting/Implementation, Training, Audits
- Quality Control Systems
- Quality Costing Systems
- Process and Productivity Improvement
- Integration of Management Systems
- Electronic Process Management systems
- Industrial Cleaning Services

Services are provided by a qualified Industrial Engineer with experience in the Printing and Packaging Industry.

Contact Geoff Warren at the Chamber for further details.

Chamber Golf Day

The Chamber Golf Day of 2007 was washed out due to rain. Fortunately, we were able to cancel the catering prior to any preparations taking place, the prizes were of the “long life” variety, and a new date was planned immediately.

The Golf Day of 2007 is now to be hosted at the Kloof Country Club on Tuesday 12 February 2008.

There are still two holes up for sponsorship. Should you wish to sponsor the event in any way including prizes, please contact Geoff Warren on 031 7058744.

BEE Interventions

On the 24th of March 2004 government published a document called:

South Africa's Economic Transformation: A Strategy for Broad-Based Black Economic Empowerment:

- This document later led to the publication of the Broad-based BEE Act which establishes a legislative framework for the promotion of black economic empowerment and the publication of Transformation Charters and the issuing of BEE Codes of Good Practice;
- On the 9th of February 2007 the Codes of Good Practice in terms of Section 9 of the Broad-Based Black Economic Empowerment Act no. 53 of 2003 were promulgated;
- The BEE Codes set the framework for measuring BEE compliance levels of organizations and these BEE Codes will also later incorporate the various Industry Transformation Charters;

Organizations will be classified as either being -

- An Exempted Micro Enterprises (EME)
- Qualifying Small Enterprises (QSE) to be measured in accordance with QSE Scorecard
- Other Organizations to be measured in accordance with Generic Scorecard

The Federation has entered into an agreement to provide assessment and other services to its members through a company known as **BEE2Business**. This company has the expertise to provide the necessary support your company may need.

BEE2Business is a **level two BEE Contributor** (125% recognition) and also boasts a 25, 1% Black Equity Partner.

Its primary business focus is to assist **businesses and other organisations** to improve their BEE Contribution Levels and increase the resulting Transformation Scorecard scores.

Although the objective is to obtain the **highest possible BEE Score**, BEE2Business strives towards introducing measures that -

- (1) Supports Basic Business Principles and
- (2) Creates Sustainable BEE Initiatives

For further information and assistance, contact the Chamber.

Spotlight on Labour

Many employers have called the Chamber in the following predicament:

“An employee has resigned and walked out on 24 hours notice. He/she has already been paid his/her salary.” What can I do?

To cover yourself in such a situation, when signing up new employees, insert a clause in their contract that states that as a condition of employment, that should the employee contravene the provisions regarding the period of notice required, then the employer would be entitled to withhold salary or leave pay in lieu of notice.

It is advisable not to amend your existing employees' contracts unilaterally, you would need to consult them first.

CHAMBER COURSES January-March 2008

Course	Details	Duration	Date	Price
Supervisors' Course	A course for first line Supervisors/Managers	2 Days 08h30 – 16h30	22-23 January	R2 035,00 (Incl. VAT) Tea, Lunch and Course Notes
Professional Reception Skills	The contents of this workshop is supplemented with video modeling and delegates' practical role play of effective practices that should be used. First impressions are long lasting and customers can be won or lost during their first encounter with your business. This could be at the switchboard or reception desk.	1 Day 08h30 – 16h30	30 January	R1 100,00 (Incl. VAT) Tea, Lunch and Course Notes
Handling Misconduct and Poor Work Performance	A hands-on practical programme for Managers and Supervisors who have to deal with misconduct and Poor Work Performance issues.	1 Day 08h30-16h30	6 February	R1 250,00 (Incl. VAT) Tea, Lunch and Course Notes
First Aid	Delegates will receive First Aid Training to equip them as an In-house First Aider.	2 Days	11-12 February	R570,00 (Excl. VAT)
An Introduction to Printing	An in-depth explanation of traditional printing processes, current and future development, Paper and its influences on the printing process, Colour and ink.	2 Days	4-5 March	R2 345,00 (Incl. VAT)
Professional Minute Taking	Sending out Notice, Agenda, Taking Minutes, Format of Minutes, Style, The use of the English language.	Half day	6 March	R750,00 (Incl. VAT)



Printing Industries Federation of South Africa KwaZulu-Natal Chamber

ESTIMATING COURSE FOR PRINTERS – 2008

This course will assist individuals in not only calculating estimate but also production planning management sales.

Estimating classes for 2008, at KZN Chamber are as follows:

- STARTING DATE** : 7 February 2008
- STARTING TIME** : 17h00, every Thursday evening
- REGISTRATION BEFORE:** 31 January 2008
- VENUE** : Unit 2 Afriscan Park, 21 Shepstone Rd, New Germany
- COST OF THE COURSE** : **R3350, 00 (Inclusive of Text Book, Tuition, Examination Fee and Certificates, Incl. VAT)**
R6700.00 for non Member (Inclusive of Text Book, Tuition Examination Fee and Certificates, Incl. VAT)
- DURATION** : 40 x 2 hour lectures during the year
- EXAMINATIONS** : 1 x theoretical examination in June
2 x practical examinations in November

COURSE CONTENT:

Introduction to Estimating; Computers – Assisted Estimating; Paper and Paper Calculations; Type Calculations; Ink Calculations; Technical Terms; Imposition Schemes; Standard Layout for the Preparation of Quotes; Magazine Production; Label Work; Book Work; Hourly Cost Rates; Jobbing Work; Carton.

ENROLMENT FORM

Name of Student

Name of Company

Postal Address of Company

Tel: (W)

Fax:

Tel: (H)

I hereby wish to register the above student/s for Estimating Printers 2008.

Enclosed herewith my cheque for R

Payable to: PIFSA KZN Chamber, PO Box 1212, Kloof, 3640

Contact name of company official

Fax Enrolment Form to: 031-7054408 (Please copy enrolment form if you have more than one student)

Apprentice Training



The Cross Media Training Centre is to offer TT Blocks in KwaZulu Natal in 2008

Trade Theory Blocks are to be offered in the following Trades

- **Lithography Sheetfed**
- **Rotary Printing and Re-reeling Flexography**

For a number of years now, the Printing and Packaging Industry have requested that the TT blocks for Apprentices be offered in **KwaZulu Natal**.

The Cross Media Training Centre has recently acquired the services of two lecturers to facilitate this training.

The support of this initiative by employers in **KwaZulu Natal** is essential to ensure its viability. Trade Theory Blocks in other trades will be offered in the future.

Training Venue PIFSA KZN Chamber Offices
Unit 2
Afriscan Park
21 Shepstone Rd.
New Germany

Registration

There are **three files attached** to this message. Please complete the **registration form** and return it for the attention of Helen Stuart at the KZN Fax 031 7054408. or email kzn-chamber@pifsa.org

Please contact Helen or Geoff concerning registration as soon as possible.

Course Fee

The fee for each TT Block in KwaZulu Natal in 2008 is R7130.00 (Incl Vat)
The above fee is payable prior to the commencement of training.

Should you have any queries or wish to discuss TT Block Training in KwaZulu Natal for 2008, please contact Helen or Geoff:

Tel: 031 7058744 Fax: 031 7054408 Email: kzn-chamber@pifsa.org