

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA03/226

TITLE: Wella Australia (Somersby NSW) Enterprise Agreement 2003

I.R.C. NO: IRC3/6030

DATE APPROVED/COMMENCEMENT: 28 October 2003

TERM: 12

**NEW AGREEMENT OR
VARIATION:** Replaces EA02/25

GAZETTAL REFERENCE: 5 December 2003

DATE TERMINATED:

NUMBER OF PAGES: 29

COVERAGE/DESCRIPTION OF

EMPLOYEES: The agreement applies to employees of Cosmetic Products Pty Ltd located at 1 Wella Way, Somersby engaged in the manufacture and distribution of cosmetic products, and in any of the occupations, industries and callings as specified in the Drug Factories (State) Award and the Warehouse Employees Drug (State) Award.

PARTIES: Cosmetic Products Pty Ltd -&- the Shop Assistants and Warehouse Employees' Federation of Australia, Newcastle and Northern, New South Wales

WELLA AUSTRALIA (SOMERSBY NSW) ENTERPRISE AGREEMENT 2003

1. Arrangement

Clause No.	Subject Matter
1	Arrangement
2	Title
3	Area, Incidence and Parties Bound
4	Relationship to Parent Awards
5	Duration
6	No Extra Claims
7	Probationary Period
8	Span of Hours
9	Grievance/Dispute Procedure
10	Disciplinary Procedure
11	Meal Allowance
12	Rostering of Picnic Day
13	Afternoon Rest Break
14	Rest Breaks and Meal Break for Shift Workers
15	Rostering of Lunch Breaks
16	Statement of Intent
17	Wage Increases
18	Classification Structure
19	Re-classification Procedure
20	Appointment Procedure for Higher Classifications
21	Productivity Payment
22	Allowances
23	Overtime
24	Part Time Employees
25	Annual Leave
26	Sick Leave
27	Compassionate Leave
28	Carers/Family Leave
29	Parental Leave
30	Study Leave
31	Defence Force Training
32	Volunteer Services Leave
33	Casual Labour
34	Redundancy
35	Declaration
36	Superannuation
Schedule A	Wages
Schedule B	Allowances

Attachment A Classification Structure Warehouse
Attachment B Classification Structure Production
Attachment C Classification Structure Production Services
Attachment D Classification Structure Compounding

2. Title

This Agreement shall be known as the "Wella Australia (Somersby NSW) Enterprise Agreement 2003".

3. Area, Incidence and Parties Bound

This Agreement shall be binding upon Cosmetic Products Pty Limited ("the Company"), the Shop Assistants & Warehouse Employees Federation of Australia, Newcastle and Northern, New South Wales ("the Union") and employees of Cosmetic Products Pty Ltd engaged in the manufacture and distribution of cosmetic products at their Somersby site, at 1 Wella Way, Somersby, and in any of the occupations, industries or callings specified in the Drug Factories (State) Award and the Warehouse Employees Drug (State) Award ("the Parent Awards").

4. Relationship to Parent Awards

The terms and conditions of the Parent Awards shall apply. However, where there is a conflict between those awards and the terms and conditions of this Agreement, then the terms and conditions of this Agreement shall apply.

5. Duration

This Agreement will take effect from the first full pay period to commence on or after the date upon which it is approved in the Industrial Relations Commission of New South Wales and will remain in force for a period of one year.

6. No Extra Claims

All parties bound by this agreement will not pursue any extra claims, award or overaward, for the life of this agreement arising from award variations or decisions of the Commission.

7. Probationary Period

For a period of ninety (90) days following the commencement in employment of a full time or part time employee, the employee shall enter into a structured probationary period which shall be monitored each thirty (30) days, as to progress being made and productivity level reached. The employee will be advised in writing of the progress being made, together with any matters which may need to be improved.

If unsatisfactory progress is reported during the first, second or third month, and, where appropriate, corrective action has been taken, and progress remains unsatisfactory, termination shall follow, with one week's notice being given or payment in lieu thereof. Provided that the employment of an employee shall not be terminated, except for misconduct, whilst an employee is legitimately absent from duty on accrued sick leave.

Notwithstanding the above provisions, the Company and the Union agree, that during the probationary period employment may be terminated, by either employee or employer, with one (1) week's notice or payment in lieu respectively, without penalty.

8. Span of Hours

The parties agree the time span of ordinary working hours, excluding shift workers, shall be between 6.00 am and 6.00 pm, Monday to Friday inclusive.

Within the span of hours shown above, the company shall fix the commencement and finishing times for the various operations, which shall not be changed other than upon seven (7) days notice being given to affected employees in writing.

9. Grievance/Dispute Procedure

The following Grievance Procedure has been introduced to provide for the early resolution of local industrial disputes and grievances.

It is an objective of the Company to provide a pleasant working environment for all employees. In an effort to achieve this, the parties believe it is important that a system is present to allow for swift settlement of industrial issues and grievances.

By adhering to the following procedure, the parties will be promoting a harmonious atmosphere in which to work.

Any issues which involve safety will be reported directly to the Department Manager/Supervisor, who will either resolve the issue immediately or refer it to the Occupational Health and Safety Committee for further consideration.

Procedure

During the execution of this procedure, up to and including Step 4, the status quo existing immediately prior to the time the industrial/grievance issue arose, will be maintained.

Step 1

The Employee advises his or her direct Supervisor personally of their concern. The Supervisor will attempt to solve the problem within two (2) days.

Step 2

If the matter is not solved within two days, the Supervisor will bring it to the attention of the Department Manager/Supervisor (as appropriate), and the employee may advise the Union Delegate of the existence of the problem.

Step 3

If the matter is not resolved by the Department Manager/Supervisor within two (2) days of being referred a meeting will be held and attended by the employee, the appropriate delegate, the appropriate Manager, and/or the Employee Relations Manager.

Step 4

If the matter remains unresolved despite these efforts, the Union Delegate and Union Organiser shall meet with the Company.

Step 5

In the event that the matter cannot be resolved at Step 4, either party may notify or refer the dispute to the Industrial Registrar for reference to the Industrial Relations Commission for conciliation or arbitration.

Nothing in this procedure shall preclude an employee from contacting the personnel representative directly, where the particular issue in question is one of a personal/confidential nature, and the employee wishes to discuss it with a member of the Personnel Department.

10. Disciplinary Procedure

Should an Employee's work behaviour or attitude fall below acceptable standards the Company reserves the right to counsel such employee as an alternative to disciplinary action or termination.

Such counselling shall be done in accordance with the following procedure :

1. The employee's immediate supervisor will arrange a meeting with the employee, the purpose of which is to explain to the employee the nature of the complaint against him/her.
2. During this meeting, the employee is free to request the presence of the Union Delegate, or any other employee. It is the responsibility of the immediate Supervisor to ensure that the employee has the ability to request the presence of a third party, and also to ensure that an additional Company representative is present.
3. If an employee's conduct is such that he or she receives three letters of warning within a twelve month period; a further letter of warning received within six (6) months of the third letter of warning will result in the employee's termination of employment.

All letters of warning must be processed through the Human Resources Department, prior to issue.

4. Adherence to this procedure will be abandoned should any one or all of the misdemeanours constitute a further act warranting instant dismissal.

Such acts include, but are not limited to :

- (a) neglect of duty, including endangering the safety of other workers;
 - (b) dishonesty;
 - (c) destruction or theft of company property;
 - (d) refusal to obey a reasonable direction;
 - (e) refusal to abide by company policy;
 - (f) striking any individual whilst on company premises;
 - (g) serious/wilful misconduct.
5. Nothing in this clause shall preclude the company from initiating discussions with the employee prior to invoking this clause in an effort to resolve a problem.

11. Meal Allowance

The provisions of Clause 17 - Meal Allowance of the Drug Factories (State) Award, and Clause 11 - Meal Allowance of the Warehouse Employees Drug (State) Award in so far as they refer to the payment of meal allowances prior to the meal break, will not apply.

In view of the location of the Company's operation and the undesirability of holding large quantities of cash on the premises, it is agreed between the Union and Company that meal allowances will be paid directly into the accounts of employees by Electronic Funds Transfer with wages on the next succeeding pay day.

The meal allowance payable under this Agreement shall be as per the current allowance contained in the Awards.

12. Rostering of Picnic Day

The Company and the Union agree that the Picnic Day normally occurring on the August Bank Holiday will be subject to rostering over the whole year. The roster shall be drawn up and advised to employees in the December of the preceding year.

Provided that the rostered day shall be either a Friday or Monday, and that employees shall not be required to work on the Saturday or Sunday following the Friday and preceding the Monday.

13. Afternoon Rest Break

It is agreed that during this Agreement the afternoon rest break may be removed in lieu of finishing ten minutes earlier, providing the employees agree.

14. Rest Breaks and Meal Break for Shift Workers

It is agreed that there will be a ten minute rest break in the first half of a shift and a second ten minute break in the second half of the shift. There will be a twenty minute meal break. Providing all employees agree, one of the rest breaks can be forfeited in lieu of a thirty minute meal break. Both the rest break and meal break will be paid breaks.

15. Rostering of Lunch Breaks

(i) Filling Room

The parties agree that lunch breaks in the Filling Room may be rostered without the application of penalty rates outlined in Clause 16 (a)(i) and (ii) - Meal Hours of the Drug Factories (State) Award.

Rostering of lunch breaks in this way will be management discretion on an infrequent ad hoc basis.

(ii) Warehouse

The Company and the Union agrees that lunch breaks in the Warehouse may be rostered without the application of penalty rates outlined in Clause 10(b), Warehouse Employees Drug (State) Award.

Rostering of lunch breaks in this way will be management discretion on an infrequent ad hoc basis.

16. Statement of Intent

The parties agree, through a process of consultation and negotiation, to implement measures aimed at improving the efficiency and competitive position of the Company and to providing employees with skill related career paths, improved working conditions and access to higher living standards.

17. Wage Increases

A 3.5 % pay increase is to be paid on 1 August 2003.

This wage increase will be paid on the ordinary time rate of pay of each employee and allowances will be increased in proportion to this agreed wage rise.

18. Classification Structure

A structure of Skill Levels was introduced for Warehouse employees in the Wella Australia (Somersby NSW) Enterprise Agreement 1999. A Classification Structure was introduced, as part the Wella Australia (Somersby NSW) Enterprise Agreement 2001 Agreement, for employees in the Production - Filling Room, Production Services and Compounding areas effective 1 November 2001.

There are four streams in the Classification Structure :

A.	Warehouse	Attachment A
B.	Production - Filling Room	Attachment B
C.	Production Services	Attachment C
D.	Compounding	Attachment D

Any employees working in another department/area (eg during a period of heavy workload) will be paid at Level 1 rates applicable to that area.

19. Reclassification Procedure

The following Procedure has been introduced to provide a fair and equitable method of assessment of skills to ensure that employees have the opportunity to progress from one level to the next within the Classification Structure. To gain recognition of a skill the employee must be able to :

1. Perform all elements of the skill
2. Demonstrate that under normal working conditions, the skills can be consistently and competently performed.

All new employees will be classified at Level 1 unless otherwise set out in the Classification Structure applying (i.e. Classification Structure applicable to Compounding employees).

The assessment process to determine the skill level an employee has achieved will be as follows :

Step 1

Employees will request a Skills Assessment from their Supervisor when they believe they have achieved competency and proficiency in the skills required to meet the next classification level. The Supervisor will provide this form to the employee within two days of the request being made.

Alternatively, the Supervisor, Leading Hand or Line Leader may advise an employee that they have demonstrated competence and proficiency in all the required skills of the classification level. The Supervisor will then complete the Skills Assessment form and provide a copy to the employee within two days of notifying the employee of this.

Step 2

The employee's self-assessment will be reviewed by the Supervisor. This review will be completed within five days of receipt of the assessment from the employee.

Step 3

When it is accepted (either by self-assessment or by the Supervisor's assessment) that the employee has met all the criteria required to progress to the next level of the Classification Structure the Human Resources Department and Pay Office will be notified and a change in the rate of pay will be processed in the next full pay period following this.

Step 4

If the employee's assessment is not accepted by the Supervisor it will be referred to a four person panel consisting of the Supervisor, the Manager and two fellow employees, one of whom is on the same Classification Level as the employee (or higher).

Step 5

If the panel cannot agree, the Grievance/Dispute Procedure detailed in this agreement will be followed. In following the Grievance/Dispute, if the resolution of the reclassification takes more than one month from the time the employee lodged the self-assessment with the Supervisor, and the issue is resolved in favour of the employee, the pay increase resulting from the reclassification will be back-dated to a date one month from the time the employee first lodged the self-assessment.

20. Appointment Procedure to Higher Classifications

Employees can be assessed as having achieved and demonstrated competence in the skills required at all levels of the Classification Structure however the reclassification to the following skills levels will be by management appointment.

Classification Stream	Position
Production Employees - Filling Room	Level 4 Quality Control Attendant
Production Services Employees	Supervisor - Level 4
Compounding Employees	Level 6

The appointment procedure will be as follows :

Step 1

A position vacant notice will be posted on Notice Boards throughout the site and applicants for the position will have one week to notify the Supervisor of their interest in the position.

Step 2

All applicants for the position will be interviewed by the Supervisor and/or the Department Manager or Human Resources.

Step 3

All applicants will be assessed on whether they meet the criteria for the position as set out in the Classification Structure.

Step 4

In the event of selection or rejection for the position, the employee will be advised.

21. Productivity Payment

The parties acknowledge that improvements in efficiency will result in an improvement in the performance of the Company. The actual financial benefits achieved as a result of any improvements will be shared with the employees.

The Key Performance Indicators upon which each work group will be measured will be as follows :

Production and Compounding Employees

Where better than 100% efficiency is achieved in a six month period the financial gain to the Company resulting from such efficiency will be shared amongst the employees. The amount to be distributed will be calculated after deduction of an amount of 30% to account for on-costs.

Warehouse Employees

Total Non-conformances will be compared against the previous six months and where there has been a 25% reduction in the number of non-conformances 50% of the cost benefit resulting from the reduction in non-conformances will be calculated and, after deduction of an amount of 30% to account for on-costs, the nett amount will be shared amongst the Warehouse employees.

Warehouse/Logistics Departmental costs will be measured against budget for each six month period and 50% of any financial gain achieved as a result of efficiency will be shared amongst the employees after deduction of an amount of 30% to account for on-costs.

Payment of Productivity Payments :

During the life of the Agreement, on the achievement of the Key Performance Indicators there will be two payments which will be made at the conclusion of each six month period commencing on the 1 July 2003

Periods covered will be :
1 July 2003 - 30 December 2003
1 January 2004 - 30 June 2004

22. Allowances

The following Allowances will be paid to employees :

(i) Forklift Allowance

An allowance of \$15.85 per week will be paid to all licensed Forklift Operators. This allowance will be paid when the employee has successfully completed training and obtained a licence. This allowance is included in the ordinary time rate.

(ii) Turrett Allowance

An allowance of \$11.40 per week will be paid to all licensed Turrett Truck (LO) operators. This allowance will be paid when the employee has successfully completed training and obtained a licence. This allowance is included in the ordinary time rate.

(iii) First Aid Allowance

An allowance of \$12.45 per week will be paid to all employees who hold a current First Aid Certification and have been appointed and authorised by the Company to act as First Aid Officers on site. This allowance is not included in the ordinary time rate.

(iv) Leading Hand Allowance

An allowance of \$45.10 per week will be paid to employees who have been appointed by the Company and who are performing the duties of Leading Hand in accordance with the Job Description for that position. This allowance is included in the ordinary time rate.

(v) Line Leader - Production Filling Room

An allowance of \$42.95 per week will be paid to employees who have been appointed by the Company and who are performing the duties of Line Leader, Filling Room in accordance with the Job Description for that position. This allowance is included in the ordinary time rate.

(vi) Quality Control Allowance

An employee appointed to the position of Quality Assurance Attendant and performing the duties of this position in accordance with the Position Description, will receive an Allowance of \$53.85 per week. This allowance is included in the ordinary time rate.

(vii) Administration Allowance

An employee appointed to the position of Production Administration Assistant and performing the duties of this position in accordance with the Position Description, will receive an allowance of \$86.10 per week. This allowance is included in the ordinary time rate.

(viii) Shift Allowances

Clause 9 (e)(ii) of the Warehouse Employees - Drug (State) Award and Clause 15(e)(ii) of the Drug Factories (State) Award will not apply and in place thereof an allowance of 15% of the ordinary time rate will apply to employees engaged on Afternoon Shift and 25% of the ordinary time rate will apply to employees engaged on a Night Shift These allowance will not be included in the ordinary time rate.

(ix) Dirty Work Allowance

This allowance will be paid in accordance with the Awards and will not be included in the ordinary time rate.

23. Overtime

(i) Overtime before Day Shift

When overtime of more than two hours is worked by employees engaged on Day shift before normal Day Shift times, a paid break of 20 minutes and a meal allowance will be paid.

When overtime of two hours or less is worked by employees engaged on Day Shift before normal Day Shift times, a paid break of 10 minutes and a meal allowance will be paid.

(ii) Overtime After Day Shift - Tea Break

When overtime of more than 1.5 hours is worked by employees engaged on Day Shift beyond their normal finishing time a meal allowance will be paid. A break of 10 minutes will be taken and paid provided that overtime continues beyond 1.5 hours.

(iii) Time Off in Lieu of Payment for Overtime

An employee may elect, with the consent of the Company, to take time off in lieu of payment for overtime at a time or times agreed with the employer within 12 months of the said election. The conditions as detailed in Clause 24, (d) of the Warehouse Employees - Drug (State) Award and Clause 24 (4) of the Drug factories (State) Award shall apply.

(iv) Overtime Worked on a Scheduled Rostered Day Off

Where an employee works more than four hours overtime on a scheduled Rostered Day Off on Day Shift an unpaid meal break of 30 minutes will apply.

When an employee works more than four hours overtime on a scheduled Rostered Day Off on Afternoon Shift all breaks will be paid at overtime rates.

(v) Overtime Worked on Saturday or Sunday - Meal and Tea Breaks

Where an employee works 4 hours or less on a Saturday or Sunday a paid Tea Break of 10 minutes will be allowed after two hours have been worked. Where overtime continues beyond six hours an unpaid meal break of half an hour will be allowed. Where overtime does not extend beyond 6 hours a paid Tea Break of 10 minutes will be taken every two hours.

24. Part Time Employees

Part time employees must complete five hours of overtime at normal rates (to a maximum total of 38 hours) before penalty rates apply.

25. Annual Leave

Annual Leave shall be provided in accordance with the *Annual Holidays Act 1944*, as amended.

26. Sick Leave

Each employee will be allowed five single days absent in an anniversary year without production of a Medical Certificate or other satisfactory evidence of absence due to illness. Each single day absence must not be before or after a Public Holiday or a scheduled Rostered Day Off when such absences will require production of a Medical Certificate or other satisfactory evidence of absence due to illness.

27. Compassionate Leave

An employee other than a casual employee shall be entitled to a maximum of four days compassionate leave without deduction of pay. If a fifth day of leave is required a Rostered Day Off can be re-scheduled. The employee may be required to provide the company with evidence of the need for such absence.

28. Carers/Family Leave

The provisions of Clause 24 Personal/Carers' Leave set out in the Drug Factories (State) Award and Clause 24 Personal/Carers' Leave Warehouse Employees - Drug (State) award will apply and also in circumstances where leave is requested by either the pregnant employee and/or spouse in order to attend appointments associated with the pregnancy.

29. Parental Leave

Employees returning to work after parental leave who were full time employees prior to proceeding on Parental Leave will be considered for part time work if that is their preference. The Company will consider the option of part time work arrangements where it is practically possible.

Establishing roster times suitable for individual employees to meet parental responsibilities will be considered where it is practically possible.

30. Study Leave

The parties agree that where an employee elects to undertake external training which assists their development and is applicable to their current or future roles within the Company, support for such participation will be considered by the Company upon application from the employee. The support considered will include financial support in meeting the cost of fees and required text books and the establishment of roster times to meet study commitments where this is practically possible.

31. Defence Force Training

An employee who is a member of the Defence Force Reserve will be allowed leave of absence to attend training and camps at various times. During such leave of absence, an employee shall be paid the difference between the remuneration received from the Defence Force and the employee's ordinary rate of pay as if working.

An employee shall be required to produce evidence of the requirement to attend such training and camps and evidence of the remuneration received.

32. Volunteer Services Leave

The Company supports the efforts of Volunteer Emergency Groups such as the State Emergency Service and Volunteer Bushfire Brigade and encourages employees to participate in these groups in their local area.

Should any emergency arise where an employee is an existing member of such an organisation and is required to assist the organisation during working hours, the Company will consider granting paid leave on an individual basis for a period of five days.

Where the emergency extends beyond five days and the employee's volunteer services are required OR the employee is required to assist in an area outside their immediate locality, a further application for leave will be considered. Approval for such further leave will not be unreasonably withheld.

33. Casual Labour

Casual labour personnel, hired from an Agency, and not by the Company, are excluded from the financial benefits of this Agreement.

34. Redundancy

It is acknowledged that there may, over time, be a need for a reduction in the number of positions available within the Company. The number of employees to be affected by redundancies, the positions to be made redundant and the timing of such redundancies will be determined by the Company.

In the first instance the Company will call for volunteers, however any decision in relation to redundancy will be based on the need to retain an adequate skills base for the present and future needs of the Company in a particular area. Where there are an inadequate number of volunteers in a particular area then the process to be followed in that case will be discussed with the employees of the particular work area or work group affected and the Union and a last on first off procedure will be adopted after all other avenues have been exhausted.

The provisions of Clause 10 of the Drug Factories (State) Award, with the exception of Clause 10 (5) (i) (a) and (b) Severance Pay, shall apply to all employees covered by this Agreement as specified in Clause 2.

In place of Clause 10 (5) (i) (a) and (b) the following provisions shall apply :

Employees with more than one year's service will receive a payment of four weeks pay for each year of service to a maximum of 52 weeks pay.

Service less than a full year will be paid on a pro-rata basis.

Employees with less than 1 years service will be entitled to no payment.

However, it is agreed that should there be a need to invoke the provisions of this clause within the life of this agreement, leave is reserved for the parties to negotiate the payments to be made in respect of Severance Pay.

35. Declaration

The parties declare that the document :

Is not contrary to the public interest;

Is not harsh, unfair or unconscionable;

Was at no stage entered into under duress.

Reflects the interests and desires of the parties.

36. Superannuation

- (i) The objective of this clause is to enable employees to make pre-tax contributions to superannuation through a salary sacrifice arrangement.
- (ii) An employee may request the Company to make additional contributions to the Cosmetic Superannuation Plan from their pre-tax salary. These additional contributions are distinct from and in addition to the "Employer contributions" made in accordance with relevant superannuation guarantee legislation. For the purpose of this clause, these additional contributions will be referred to as "salary sacrifice contributions".
- (iii) On each occasion on which the company makes a salary sacrifice contribution on behalf of an employee, that employee's gross earnings shall be reduced by an amount equal to the salary sacrifice contribution. For the purpose of this sub-clause "occasion" means the calculation and processing of the normal pay period.
- (iv) Salary sacrifice contributions are limited to an amount that, together with the Employer contributions, does not exceed the aged based deductibility limits provided for by sections 82AAC to 82AAf of the Income Tax Assessment Act 1936.
- (v) Employees may elect to have salary sacrifice contributions made at a percentage of earnings or dollar amounts, and may vary that percentage or dollar amounts annually with effect from 1 July each year.
- (vi) The parties agree that any amount subject to a salary sacrifice arrangement shall be taken to satisfy the Company's obligation in relation to salary under this Agreement.
- (vii) For the purposes of calculating any :
 - Salary increase
 - Redundancy benefit
 - Annual leave and Long Service Leave entitlements
 - Annual Leave Loading
 - Overtime and shift paymentsthe rate of pay used will include any salary sacrifice contributions.
- (viii) In the event that the law governing superannuation and taxation changes in such a way as to make the objective of this clause ineffective, unattainable or illegal, the Company will advise the employees concerned, and the salary sacrifice contribution arrangement will be terminated or amended.

Signatories To Agreement

The undersigned parties approve the terms contained in the Enterprise Agreement herein sought and agree that the terms give effect to the agreement between them.

I am the Operations Director of Cosmetic Products Pty Ltd and am authorised to approve the terms contained within this Enterprise Agreement on its behalf and have approved those terms on its behalf.

.....Dated :.....

I am an officer of the Shop Assistants & Warehouse Employees Federation of Australia, Newcastle & Northern New South Wales, and am authorised by the Committee of Management of the Organisation to approve the terms contained within this Enterprise Agreement on its behalf and have approved those terms on its behalf.

.....Date :.....

SCHEDULE A

Wages Schedule				
Area	Job Title	Current Hrly Rate	Current Weekly Rate	Weekly Rate 1-Aug-03
Production	Production Level 1	13.3650	507.87	\$525.65
	Production Level 2	13.7281	521.67	\$539.93
	Production Level 3	14.0028	532.11	\$550.73
	Production Level 4	14.1398	537.31	\$556.12
	QC Attendant	15.862	602.76	\$623.85
Production	Production Services Level 1	14.5833	554.17	\$573.56
Services	Production Services Level 2	14.9465	567.97	\$587.85
	Production Services Level 3	16.2987	619.35	\$641.03
	Production Services Level 4	16.7360	635.97	\$658.23

Compounding	Compounding Level 1	14.9472	567.99	\$587.87
	Compounding Level 2	15.6239	593.71	\$614.49
	Compounding Level 3	16.3651	621.87	\$643.64
	Compounding Level 4	16.9985	645.94	\$668.55
	Compounding Level 5	18.0943	687.58	\$711.65
	Compounding Level 6	18.4493	701.07	\$725.61
Warehouse	Storeperson Level 1	15.2429	579.23	\$599.50
	Storeperson Level 2	15.5372	590.41	\$611.08
	Storeperson Level 3	15.8903	603.83	\$624.97
	Storeperson Level 4	16.2434	617.25	\$638.85

	Current Hrly Rate	Current Weekly Rate	Hrly Rate 1-Aug-03	Weekly Rate 1-Aug-03
Forklift	0.4026	\$15.30	0.4171	\$15.85
Turret Truck	0.2874	\$10.92	0.3000	\$11.40
FLO (Forklift/Turret)	0.6900	\$26.22	0.7171	\$27.25
First Aid	0.3158	\$12.00	0.3276	\$12.45
Line Leader	1.0921	\$41.50	1.1303	\$42.95
Leading Hand	1.1466	\$43.57	1.1868	\$45.10
QC Allowance	1.3684	\$52.00	1.4171	\$53.85
Prod Administration	0.4026	\$83.20	2.2658	\$86.10

Level 1

Date:

	Points	Points
--	--------	--------

Employee:		Attained
Forklift		
No Licence Or Intention	0	
Has Log Book And Operates PE	2	
Has Licence Less Than 6 Months	4	
Fully Trained, Experienced, Confident, Safe Operator Including Equipment Care	6	
Ferry Driving		
No Forklift Licence	0	
Safety Minded, Limited Knowledge, Supervision Required	2	
No Supervision Required, Less Than 12 Weeks Experience	4	
Knowledge Of Location System, Stock Cards And Over 12 Weeks Experience	6	
Stacking & Wrapping Of Pallets		
Not Trained	0	
Trained On Shrinkwrap Machine Operation	2	
Experienced In Correct Configuration Of Pallets, Caps And Labelling	4	
Knowledge Of Dg Requirements	6	
Picking		
Less Than 50 Line Items Per Hour	0	
50-59 Items Per Hour	2	
60-79 Items Per Hour	4	
80+ Items Per Hour	6	

Packing		
Less Than 65 Items Per Hour	0	
65-79 Items Per Hour	2	
80-89 Items Per Hour	4	
90+ Items Per Hour	6	
Container Loading		
Not Trained	0	
Safe Manual Handling Techniques	2	
Correct Loading & Configuration Sequence	4	
Confident And Works Well Unsupervised	6	
Stocktaking		
Completes Accurately	2	
Radio Frequency		
Uses RF Scanners With Confidence	4	
OH&S		
Understands And Accepts OH&S Requirements	4	
Total Points Attained At Level 1		

Minimum points to move to Level 2 = 4

Comments:

Level 2

Date:

Employee:	Points	Points Attained
Loading And Unloading Of Trucks		
Licensed Or Supervised Log Book Driver For Outside Forklift	2	

Records Outgoing Pallet Details And Keeps Same Product Coded Items Together (Receiving)		
Correctly Distributes Pallets In Truck To Evenly Spread Weight As Per Tare Requirements	4	
Confident Operator, Safely Loading A 35 Pallet Truck In 50 Minutes	6	
PC Pallet Tracking System		
General PC Skills	2	
Accurately Input Data	4	
Generate End Of Month Report, Edit Extracts, Pallet Reconciliation	6	
Invoicing		
Data Entry Skills	2	
Weight Break Carrier Knowledge, Back Order Allocation, Accurate Invoicing History	4	
Maintaining Printers, Eg Clearing Orders, Replacing Ribbons, Checking Computer System For Orders Etc	6	
Contract Orders		
Accuracy Of Stock Checks	2	
Goods Labelled Correctly, Invoice Process Correct	4	
Excess Stock Correctly Carded For Md	6	
Credit Processing		
Identify Freight	2	
Correct Documents Completed Accurately (Product Codes Etc)	4	
Stock Sorted According To Quality	6	
Picking		
Minimum 65 Items Per Hour	2	
Packing		
Minimum 75 Items Per Hour	2	
Total Points Attained At Level 2		

Minimum points to move to Level 3 = 14

Comments:

Level 3

Date:

Employee:	Points	Points Attained
Turret Truck Driving		
Permit / Log Book	2	
Licence, Minimum Pick Rate Of 15 Pallets Per Hour	4	
Confident Operator, Pick Rate Of 25 Pallets Per Hour	6	
Perpetual Stocktakes (Md)		
Accuracy Of Count, 1 Full Row Counted	2	
2 Full Rows Counted	4	
2 Full Rows Counted Per Night, Consistent And Accurate Rate Of 2% Error	6	
Wholesaler Picks And Branch Transfers (Under 7 Tonnes)		
Dg, Customer And Carrier Details Accurately Checked	2	
Weight And Pallet Configuration, Stacking And Wrapping	4	
Correct Labelling And Invoicing Process Followed, Including Basic Knowledge Of Dangerous Goods	6	
Picking For Containers		
Recording Of Batch Numbers From Pick Pack Stock, Marking Pallets Shipment	2	
Record Pick Slip Quantities, Highlight Any Changes And Round Off To Full	4	

Box Quantity		
Correct Return Of Excess Stock To Md, Consistent And Accurate Stock Count	6	
Acknowledging Of Orders		
Confidently Uses Computer To Acknowledge Orders	4	
Logistics		
Count Cartons And Check Carrier Details	2	
Record Weight, Apply Transport Labels And Place On Correct Pallet	4	
Wrap, Weigh, Label Full Pallets And Place On Dock For Despatch	6	
Order Picker Operation		
Safely And Confidently Uses Mechanised Order Picker	4	
Picking		
Minimum Pick Rate 75 Items Per Hour	4	
Packing		
Minimum Pack Rate 85 Items Per Hour	4	
PC Skills		
General Pck Skills For Warehouse Admin Duties	4	
Total Points Attained At Level 3		

Minimum Points To Move To Level 4 = 26

Comments:

.....

Level 4

Date:

Employee:	Points	Points Attained
I Station Operation		
As400 Computer Skills, Can Allocate And Retrieve Pallets From Md (Via Computer)	2	
Product Knowledge For Correct Stock Location, Can Process Requests, Run Stock Movement Sheets And Has Knowledge Of Md Process	4	
Stock Movement Processing		
Able To Print And Use A Stock Movement Report	2	
Retail Picks		
Correct Use Of Work Instructions Correct Pallet Specifications Completes Tasks With Confidence And A Sound Knowledge Base	4	
Use Weight, Product Knowledge To Assemble Orders Eg Heavy Orders Packed First - Knowledge Of Customer Layer Specifications	6	
LCL Shipments (Picking / Packing)		
Stock And Pack Correctly For Export	2	
Label And Address Correctly	4	
Transport Co-Ordination		
Acknowledging Of Orders, Completing Con Notes And Manifests	2	
Prepare Dg Forms, Co-Ordinating Stock For Carriers	4	
Completing Customer Service Enquiries, General Admin Duties, Shows Good Co-Ordination Skills In Preparing Documentation	6	
Receival Of Incoming Goods		

Comments:	
Current Level:	Priority Levels:
Current Flexibility:	
	1. Urgent
	2. Asap
	3. Required
	4. Time Permitting
Manager Agrees	
Employee Agrees	

CLASSIFICATION STRUCTURE

Level 1
 Production Employees (Entry Level)
 Filling Room

Induction to Cosmetic Products Pty Limited - Employees are to complete an Induction programme in accordance with Standard Operating Procedure CP600.

A formal appraisal of the employee’s performance and reliability will be completed monthly over the three months during their probation. Failure to reach the required standard within the three month period may lead to termination of employment.

Filling Room

Core Skills

An employee must be able to maintain satisfactory performance of the following core skills before progressing to Level 2 :

- Conform to hygiene and dress standards
- Use the correct manual handling procedure
- Follow the Evacuation Procedure
- Identify and operate all types of emergency stop buttons/switches
- Identify all emergency exits
- Identify safety hazards within the workplace
- Identify the layout of the Production floor
- Conform to all Safety Policies and Procedures in accordance with the Occupational Health & Safety policies and practices
- Conform to the Company’s policies and practices in relation to Alcohol & Other Drugs and Harassment

Additional skills an employee must obtain before moving to Level 2 :

1. Be competent in carrying out the requirements of Work Instruction FR 002 - Filling Operations
2. Be able to carry out a safety check of the Production Line to identify it is clear of spills and trip hazards and has anti-fatigue mats in Place
3. Be able to maintain good housekeeping practices throughout the production run.
4. Competently pack finished product in accordance with the standard
5. Carry out wash down procedures on Line 1 4 Piston Filler in accordance with Work Instruction FR 008

CLASSIFICATION STRUCTURE

Level 2 Production Employees Filling Room

An employee at Level 2 should achieve the following skills and be assessed as Competent in accordance with the Training Schedule before the employee can progress to Level 3 :

Line Start Up	<ol style="list-style-type: none">1. Identify and collect the correct paperwork from the Production Administration Office2. Conduct a safety check of the Production Line to ensure all safety guards are in place
QC Checking Procedures	<ol style="list-style-type: none">1. Conduct a Quality Control check of Lines 1,2,3,4,6,7,8,11 & 12 in Accordance with Work Instruction WIFR0102. Conduct a Quality Control check of Lines 10 and 14 in accordance with Work Instruction WIFR0233. Configure finished product on pallets in accordance with standard4. Identify that machine settings are correct on Lines 8 & 9
Operation of Production Line Equipment including Labellers	<ol style="list-style-type: none">1. Operate Line 1 Single Head Filler WIFR0382. Operate Line 1 Four Head Filler WIFR0393. Follow the procedure for using the Line 1 Cooling system WIFR424. Operate Line 2 in accordance with WIFR0265. Operate Line 6 in accordance with WIFR0316. Operate Line 7 in accordance with WIFR0307. Operate Line 8 in accordance with WIFR0578. Operate Line 9 Norden Tube Filler in accordance with WIFR0719. Operate Line 11 Single Head Filler in accordance with WIFR02410. Operate Line 12 Single Piston Filler in accordance with WIFR03311. Operate Line 13 Two Head Filler in accordance with WIFR04012. Operate Line 15 Multipack in accordance with WIFR02813. Operate the Hot Batch Coder WIFR03514. Operate the Image Coder WIFR01715. Carry out label changes and adjustments on Lines16. Manually change codes on labels and outers on Lines 1,2,6,7, and 817. Change the shrink wrap18. Change the sticky tape on the roller strapper on Line 519. Correctly load labels on Line 820. Operate Smartdate Coder in accordance with WIFR05821. Complete minor machine adjustments22. Maintain the correct weight throughout the production run.

CLASSIFICATION STRUCTURE

Level 3 Production Employees Filling Room

An employee at Level 3 is :

1. Responsible for the Quality of their work and the training of others
2. Works under general supervision either individually or as part of a team
3. Operates flexibly between all production lines
4. Understands and works from Work Instructions and Standard Operating Procedures

5. Supervises between one - three workers on a single Production Line.

Skills required to achieve Level 3 are :

- | | |
|--------------------------------|---|
| Line Start Up | <ol style="list-style-type: none">1. Identify that Washdown from previous run has been completed in accordance with WIFR702. Conduct a line clearance check to ensure all safety equipment and peripheral items are in place |
| QC Checking Procedures | <ol style="list-style-type: none">1. Complete QC check on production Order2. Identify that Line Set up paperwork is complete and line is running Correctly3. Identify that line speed is correct on Lines 1 - 154. Identify that correct codes are used on labels5. Identify that pallet configuration and layering is correct on all pallets Produced6. Complete QC check on Line 15 in accordance with WIFR0117. Record batch numbers and quantities of components on each pallet used on Line 15 and Hand packing |
| Operation of Line and Labeller | <ol style="list-style-type: none">1. Operate Line 2 in accordance with WIFR0262. Operate Line 3 in accordance with WIFR0253. Operate Ronchi Labeller in accordance with WIFR0144. Change labels and make adjustments on Labeller on Line 35. Carry out minor machine adjustments on Line 3, 10 & 146. Operate Line 4 in accordance with WIFR0207. Complete a Product Change on Line 4 in accordance with WIFR0138. Operate Line 5 in accordance with WIFR9. Operate Line 5 Labeller in accordance with WIFR10. Operates Lines 10 and 14 in accordance with WIFR02111. Adjust weights to maintain correct weights during production run on Lines 10 & 14 |
| Fault Finding : | <ol style="list-style-type: none">1. Identify faults on production lines and take corrective action2. Correctly record downtime resulting from stoppage |
| Washdown Procedures : | <ol style="list-style-type: none">1. Carry out Line 3 Washdown Procedure WIFR0292. Carry out Line 4 Washdown Procedure WIFR0533. Carry out Line 5 Washdown Procedure WIFR4. Carry out Line 10 & 14 Washdown in accordance with Procedure WIFR0225. Complete Washdown procedure paperwork |
| Additional Skills : | <ol style="list-style-type: none">1. Complete end of production run procedure including accurately recording yield and excess packaging and labels2. Instruct others by demonstrating the correct practices or procedures |

CLASSIFICATION STRUCTURE

Level 4
Production Employees
Filling Room

Progression to Level 4 is by Appointment Only.

An employee at Level 4 is :

1. Responsible for the Quality of their work and the training of others
2. Performs work under limited supervision
3. Operates flexibly and can supervise all production lines
4. Understands and works from Work Instructions and Standard Operating procedures
5. Exercises good interpersonal and communication skills.

At Level 4 an employee will be fully competent in all the skills required at Levels 1, 2 and 3 and will be competent in the following additional skills :

1. Understands and knows the set-up process for all products produced on Lines 1 - 15 in the Filling Room
2. Diagnoses faults in the equipment and can assess the appropriate corrective action
3. Assesses the competency level of staff
4. Takes corrective action when there are safety issues
5. Interprets the production schedule
6. Interprets and implements O H & S legislation requirements
7. Organises and co-ordinates staff to ensure efficient use of labour.
8. Allocates staff to standby lines during downtime
9. Accurately records and allocates employee hours of work to correct production line/s
10. Obtain supplies of labels and record usage on production order
11. Carry out Quality Control visual checking of packaging materials and finished products

CLASSIFICATION STRUCTURE

Level 1

Production Services (Entry Level)

Induction to Cosmetic Products Pty Limited - Employees are to complete an Induction programme in accordance with Standard Operating Procedure CP600.

A formal appraisal of the employee's performance and reliability will be completed monthly over the three months during their probation. Failure to reach the required standard within the three month period may lead to termination of employment.

Production Services

Entry level position :

Core Skills employee must obtain to progress to Level 2 :

Employee must be able to :

- Conform to hygiene and dress standards
- Use the correct manual handling procedure
- Follow the Evacuation Procedure
- Identify and operate all types of emergency stop buttons/switches
- Identify all emergency exits
- Identify safety hazards within the workplace
- Identify the layout of the Production floor and Storage areas
- Conform to all Safety Policies and Procedures in accordance with the Occupational Health & Safety policies and practices
- Conform to the Company's policies and practices in relation to Alcohol & Other Drugs and Harassment

Additional skills an employee must obtain before moving to Level 2 :

1. Be competent in following the basic operation steps for use of the Computer Inventory System in accordance with WIFR076
2. Accurately weigh packaging i.e. caps, seals
3. Identify that pallets have stock movement cards attached prior to

Moving

4. Competently clear production lines by placing surplus packaging or equipment in correct areas
5. Operate shrink wrapper
6. Control supply of packaging from Mezzanine Level to production floor.
7. Maintain good housekeeping on the Mezzanine Level ensuring packaging and pallets are removed in a timely manner.
8. Connect and disconnect forklift charger
9. Has a forklift licence
10. Carry out forklift operator checking procedure
11. Carry out procedure for checking and filling of forklift battery water system

CLASSIFICATION STRUCTURE

Level 2 Production Services

An employee at Level 2 should achieve the following skills and be assessed as Competent in accordance with the Training Schedule before the employee can progress to Level 3 :

Setting Up Production Lines	<ol style="list-style-type: none">1. Allocate correct vessel or barrel to Production Line in the correct order2. Identify that vessel or barrel has QC clearance3. Can use Production Order or computer system to ensure correct packaging is on each line4. Identify packaging is in correct area - i.e. Filling Room floor or Mezzanine Level
Supply to Creme Lines 10 and 14	<ol style="list-style-type: none">1. Carry out the replacement procedure observing the Quality Control and Recycle instructions contained in WIFR0232. Identify the correct barrel by batch number on the Production Order3. Carry out replacement procedure using drum lifter and correct manual handling techniques4. Carry out purging procedure using Nitrogen in accordance with WIFR0275. Replenish Nitrogen bottles on Lines 10 and 14 when needed
Return of Finished Goods and Packaging to Medium Density Store	<ol style="list-style-type: none">1. Carry out Receipt of Production Order in accordance with WIFR0642. Correctly prepare and label shrink wrapped pallet of finished goods For return to MD store3. Carry out procedure for returning packaging to MD Store from the Filling Room in accordance with WIFR0044. Correctly complete Stock Movement Cards in accordance with WIFR0055. Correctly prepare and label shrink wrapped pallet of returnable packaging for return to MD Store
Additional Skills	<ol style="list-style-type: none">1. Maintain good housekeeping practices in the Pallets Services area, Production floor and Mezzanine Levels2. Operate as part of team and respond promptly to requests for assistance from the Production floor.

CLASSIFICATION STRUCTURE

Level 3

Production Services

An employee at Level 3 is :

1. Responsible for the Quality of their work and the training of Level 1 and Level 2 employees
2. Works under general supervision either individually or as part of a team
3. Operates flexibly between all production areas
4. Understands and works from Work Instructions and Standard Operating Procedures
5. Organises their own work and (in the absence of the Supervisor and/or on afternoon Shift) ensures the work of others in the Production Services Team is organised

Skills required to achieve Level 3 are :

- | | |
|------------------------|---|
| Ordering packaging | <ol style="list-style-type: none">1. Order correct Packaging Materials required for Production lines in accordance with WIFR0192. Interpret Production Schedule to ensure all packaging materials are available3. Identify product codes for each production run from computer system in accordance with WIFR076 Point 3.34. Follow order procedure to ensure requirement packaging accessed from MD storage before each production run5. Follow order procedure for alternate packaging and components when main supply not available by contacting Planning and QC departments
For authorisation |
| QC Checking Procedures | <ol style="list-style-type: none">1. Follow Quality Control procedures for allocating and storing released and held goods2. Follow Quality Control procedure for holding stock when goods produced to comply with Therapeutic Goods requirements. |
| Problem Solving : | <ol style="list-style-type: none">1. Apply knowledge and experience to monitor actual production to ensure continuous supply of packaging and components to the production lines.2. Exercise judgement in monitoring excess packaging and components returned to storage to ensure components have been recorded correctly and stored in correct area.3. Organise requirements for the following shift and ensure components and packaging are available to enable continuous production to meet schedule.4. Liaise with Production Supervisor(s) and Production Administration at the commencement, during and end of shifts to monitor and report on problems, availability and use and packaging and components |
| Housekeeping : | <ol style="list-style-type: none">1. Correctly dispose and/or recycle waste packaging and excess cartons2. Ensure all work areas are tidy with no safety hazards |
| Additional Skills : | <ol style="list-style-type: none">1. Instruct others by demonstrating the correct practices or procedures.2. Monitor work performance of other team members and take steps to train and correct any inconsistent performance3. Exercise good interpersonal and communication skills.4. Work as part of a team by :
Contributing to the achievement of the daily targets
Respecting the point of view of other team members
Demonstrate active listening
Actively participate and contribute
Accept and give constructive criticism |

CLASSIFICATION STRUCTURE

Level 4
Production Services Supervisor

Progression To Level 4 Is By Appointment Only.

An employee at Level 4 is :

1. Responsible for the Quality of their work and the training of others
2. Performs work under limited supervision
3. Operates flexibly between all areas within Production Services
4. Understands and works from Work Instructions and Standard Operating procedures
5. Exercises good interpersonal and communication skills

At Level 4 an employee will be fully competent in all the skills required at Levels 1, 2 and 3 and will be competent in the following additional skills :

1. Understands and knows the set-up process for all products produced on Lines 1 - 15 in the Filling Room
2. Identifies shortages of packaging requirements and takes the appropriate corrective action
3. Assesses the competency level of staff
4. Takes corrective action when there are safety issues
5. Interprets and implements O H & S legislation requirements
6. Organises and co-ordinates staff to ensure efficient use of labour.
7. Allocates staff to alleviate holdups in supply to the production lines
8. Carries out Quality Control visual checking of packaging materials

**TRANSFER TO SKILL LEVELS IN THE CLASSIFICATION STRUCTURE
PRODUCTION SERVICES**

The introduction of the Classification Structure for the Production Services employees will take place on the 1 August 2001.

On the 1 August 2001 all employees will receive a 5% increase in accordance with Clause 17 of the Agreement, Wages. No one will move to a lower rate of pay as a result of this process.

On the 1 November, 2001 each Production Services employee will have completed a Skills audit and will be allocated to an agreed skill level. To gain recognition of a skill a person must :

1. Be able to perform all elements of the skill
2. Demonstrate that under normal working conditions, the person can consistently and competently perform the skill.

The assessment process to determine the skill level to which the employee is allocated will be as follows :
Employees will assess their own skills against the skills in the Classification level to which they aspire.

The employee assessment will be reviewed by the Production Manager. If the employee's assessment is accepted as meeting the criteria of the Skill Level claimed, the employee will be notified that he or she meets the criteria for the level claimed and the Pay Office will be notified to change the rate of pay accordingly.

If the employee's assessment is not accepted by the Production Manager it will be referred to a four person panel consisting of two management representatives and two fellow employees, one of whom is on the same grade (or higher).

If the panel cannot agree as to Skill Level within the Classification Structure the Grievance/Dispute Procedure will be followed.

At any time during the life of the agreement, employees may move up to higher skills levels (with the exception of Level 4 which will be by appointment) provided that training has been completed and competency assessed.

Poor performing employees on Levels 2, 3 and 4 will be counselled and given one month to prove they are in the correct skill level. No improvement after one month would see the employee repositioned to a lower skill level.

CLASSIFICATION STRUCTURE

LEVEL 1

Compounding Employees (Entry Level)

Pre-Weighing

Employees complete an Induction programme in accordance with Standard Operating Procedure CP600 A formal appraisal of the employee's performance and reliability will be completed monthly over the three months during their probation. Failure to reach the required standard within the three month period may lead to termination of employment.

Within the first month employees will undertake the Quality Assurance Training for Pre-Weighers completing all tasks listed on Approved Form 134.

Pre-Weighing

Core Skills employee must obtain to progress to Level 2 :

Employee must be able to : Conform to hygiene and dress standards

Use the correct manual handling procedure and correct procedure for team lifting - refer to WICO008

Follow the Evacuation Procedure in accordance with Work Instruction OHS01

Identify and operate all types of emergency stop buttons/switches

Identify all emergency exits

Identify safety hazards within the workplace

Identify, control handle and store hazardous materials in accordance with Work Instruction OHS04

Conform to all Safety Policies and Procedures in accordance with the Occupational Health & Safety policies and practices

Conform to the Company's policies and practices in relation to Alcohol & Other Drugs and Harassment

Additional skills an employee must obtain before moving to Level 2 :

1. Understand chemical data safety sheets - MSDS

2. Have a forklift licence and competently operate ride-on pallet movers

3. Connect and disconnect forklift charger

4. Carry out forklift operator checking procedure

5. Carry out procedure for checking and filling of forklift battery water system.

CLASSIFICATION STRUCTURE

Level 2

Compounding Employees

Pre-Weighing

An employee at Level 2 should achieve the following skills and be assessed as Competent in accordance with the Training Schedule before the employee progresses to Level 3 :

Calibration/Operation

1. Calibrate flow meters in accordance with WICO011

Of Equipment	<ol style="list-style-type: none"> 2. Calibrate scales in accordance with WICO015 3. Operate labeller in accordance with WICO039 4. Operate exhaust/extraction boards 5. Operate air pumps 6. Use Demin Water Controller in accordance with WICO012 7. Fit demin water hose to correct valves 8. Detect abnormal machinery operation 9. Follow correct procedure when machinery or equipment out of order - WIOHS017
Dispensing Raw Materials	<ol style="list-style-type: none"> 1. Use scales and flow meters for the correct measurement of raw materials in accordance with WICO026 2. Dispense raw materials in accordance with WICO024 3. Correctly order raw materials from the Sub-Store in accordance with WICO042 4. Pre-Weigh dyes in accordance with WICO017 5. Relocate raw materials in the sub-store 6. Preweigh raw materials for therapeutic products in accordance with WICO003 7. Correctly fit taps to prepare containers for dispensing raw Materials 8. Follow correct procedure for pumping Texapon N70 into holding tanks
Cleaning & Housekeeping	<ol style="list-style-type: none"> 1. Maintain good housekeeping practices throughout the Pre-Weigh/Sub-Store area 2. Attend to the upkeep and maintenance of the SubStore area in accordance with WICO005 3. Clean extraction trucks in accordance with WICO043 4. Clean drums and vessels in accordance with WICL001 5. Dispose of empty containers in accordance with WICO044 6. Clean and sanitise drains, floors and surfaces in accordance with WICO005
Additional Skills	<ol style="list-style-type: none"> 1. Accurately record time taken to complete tasks 2. Apply correct methods for use of breathing apparatus with weighing dyes 3. Apply correct procedures for use of safety equipment and PPE 4. Operate AS400 computer system to obtain information 5. Produce pre-weigh labels for Production Orders using AS400 computer system 6. Ability to work as part of a team.

CLASSIFICATION STRUCTURE

Level 3
Compounding Employees

External Entry Level for Compounders :

Employees entering at this level will have external experience as a Compounder/Blender. This requirement can be waived at the discretion of the Manager/Supervisor when the employee has other previous, relevant experience.

Employees complete an Induction programme in accordance with Standard Operating Procedure CP600 A formal appraisal of the employee's performance and reliability will be completed monthly over the three months during their probation. Failure to reach the required standard within the three month period may lead to termination of employment.

Within the first month employees will undertake the Quality Assurance Training for Compounders completing all tasks listed on Approved Form 133.

An employee at Level 3 is :

1. Responsible for the Quality of their work.
2. Works under general supervision either individually or as part of a team
3. Understands and works from Work Instructions and Standard Operating Procedures
4. Understands and applies the Compounding Operation as detailed in WICO006
5. Able to carry out basic mathematical calculations

Employees will be required to demonstrate competency in all core skills from Levels 1 and 2 and the following skills required to achieve Level 3 :

Calibration and Operation of Equipment	<ol style="list-style-type: none">1. Generate steam in accordance with WICO0132. Procedure to be used during the manufacture of therapeutic goods in accordance with WICO0273. Operate 2.5T Mixer 51 in accordance with WICO0354. Operate Wax Melter/Dye Vessel for Mixer 54 in accordance with WICO0375. Operate 200g Mixer 54 in accordance with WICO0366. Operate Wax Melter for Mixer 51 in accordance with WICO0347. Understand and operate the manifold system8. Prepare and operate air and electric pumps9. Follow correct procedure for connecting hot wax tanks to air and electric points10. Use portable homogenisers11. Carry out correct procedure for transferring raw materials from mixers to holding tanks12. Calibrate thermometers in accordance with WICO01013. Operate air mixers14. Operate N70 meter15. Operate Kemeritane meter16. Operate Ammonia Cylinder17. Operate alcohol meter
Dispensing Raw Materials	<ol style="list-style-type: none">1. Dispense thioglycolic Acid using Batch controller/Meter in accordance with WICO0092. Dispense Hydrogen Peroxide 50% in accordance with WICO045
Cleaning & Housekeeping	<ol style="list-style-type: none">1. Carry out Sanitation Procedure in accordance with WICO0142. Follow the correct procedure for the disposal of products in accordance with WICO0413. Follow the correct, safe procedure for washing of 5T holding tanks
Additional Skills	<ol style="list-style-type: none">1. Perform Ph and Viscosity Tests2. Know and understand the manifold board3. Interpret information on Laboratory Cards relating to products4. Safely load IBT tanks onto platforms

CLASSIFICATION STRUCTURE

Level 3 Compounding Employees Pre-Weighing

An employee at Level 3 is :

1. Responsible for the Quality of their work.
2. Works under general supervision either individually or as part of a team
3. Understands and works from Work Instructions and Standard Operating Procedures
4. Able to carry out basic mathematical calculations
5. Responsible for training new employees (both pre-weighers and compounders) in the Pre-Weighing procedures
6. Exercises good interpersonal and communication skills.

Employees will be required to demonstrate competency in all core skills from Levels 1 and 2 and the following skills required to achieve Level 3 :

- | | |
|--|--|
| Calibration and Operation of Equipment | 1. Calibrate thermometers in accordance with WICO010 |
| Cleaning & Housekeeping | 1. Carry out Sanitation Procedure in accordance with WICO014
2. Regenerate the Demin Plant in accordance with WICO001
3. Sanitise demin system in accordance with WICO025 |
| Additional Skills | 4. Prepare Pre-Weighing Area for stocktake
5. Carry out stocktake
6. Audit of raw materials and trace back any overuse resulting in out-of-stock variance against records
7. Organise dispensing of bulk raw material into bulk Holding tanks and housekeeping of the area
8. Remove excess raw materials from Hotroom on a fortnightly time frame
9. Run report on lost stock through the Computer system
10. Answer emails
11. Locate Dye Bags
12. Organise release of Raw Materials from Quality Control
13. Transfer raw material to Compounding Sub-store
14. Receipt Products by Computer system
15. Liase with Department Supervisor in relation to housekeeping matters |

CLASSIFICATION STRUCTURE

Level 4 Compounding Employees

An employee at Level 4 is :

1. Responsible for the Quality of their work
2. Responsible for the training of new employees at Levels 1, 2 and 3
3. Performs work under limited supervision either individually or as part of a team
4. Understands and works from Work Instructions and Standard Operating procedures
5. Exercises good interpersonal and communication skills.

At Level 4 an employee will be fully competent in all the skills required at Levels 1, 2 and 3 and will be competent in the following additional skills :

1. Operate Mixer No. 93 in accordance with WICO020
2. Follow correct procedures when shutting down generators
3. Operate Mixer No. 95 in accordance with WICO022
4. Operate Mixer No. 96 in accordance with WICO023
5. Operate Mixer No. 94 in accordance with WICO021
6. Operate Mixer No. 97 in accordance with WICO016
7. Transfer production from solution vessels and wax melter
8. Operate Mixer No. 92 in accordance with WICO19
9. Operate Mixer No. 98 in accordance with WICO038
10. Operate Boilers
11. Start up Steam Generators
12. Operate Mixer No. 91 in accordance with WICO018
13. Sanitise Mixed No. 92 Overhead transfer lines in accordance with WICO040
14. Operate Mixer No. 99 in accordance with WICO
15. Operate Mixer No. 90 in accordance with WICO

CLASSIFICATION STRUCTURE

Level 5 Compounding Employees

An employee will move to this Level and pay rate when they have a minimum 12 months experience on this site.

An employee at Level 5 is :

1. Responsible for the Quality of their work
2. Responsible for the training of new employees at Levels 1, 2, 3 and 4
3. Performs work under limited supervision either individually or as part of a team
4. Understands and works from Work Instructions and Standard Operating procedures
5. Exercises good interpersonal and communication skills.

At Level 5 an employee will be fully competent in all the skills required at Levels 1, 2 ,3 and 4 and will be competent in the following additional skills :

1. Operate Mixer No. 53 in accordance with WICO028
2. Operate Mixer No. 50 in accordance with WICO033
3. Complete the operation required for Wax Pots for Mixer No. 50 in accordance with WICO032
4. Complete the operation required for Dye Pots for Mixer No. 53 in accordance with WICO030
5. Complete the operation required for Wax Pots for Mixer No. 53 in accordance with WICO031

CLASSIFICATION STRUCTURE

Level 6 Compounding Employees

This Position Is By Appointment Only.

An employee at Level 6 is :

1. Responsible for the Quality of their work
2. Responsible for the training of new employees at Levels 1, 2, 3,4 and 5
3. Responsible for assessing the competency levels of staff
4. Interpret and implement O H & S legislation including completion of Hazard Alert forms and Accident Investigations
5. Performs work unsupervised
6. Understands and works from Work Instructions and Standard Operating procedures
7. Exercises good interpersonal and communication skills.
8. Responsible for authorising timekeeping records and payment of non-standard allowances for staff on a daily and weekly basis

At Level 6 an employee will be fully competent in all the skills required at Levels 1, 2 ,3 4 and 5 and will be competent in the following additional skills :

1. Regenerate the Demin Plant in accordance with WICO001
2. Raises Production Orders using the AS400 computer system
3. Accurately interprets readings on the bulk storage tanks and the quantities displayed on meters and compiles reports on these
4. Prepares the Compounding/Pre-Weighing areas for Stocktake
5. Conduct Bulk Production Sampling in accordance with WICO029
6. Analyse tasks and operations and prepare Work Instructions in accordance with Standard Operating Procedures
7. Sanitise demin system in accordance with WICO025
8. Conduct an audit of a single procedure
9. Use the computer system to accurately enter data
10. Organise reports of Raw material stock movements
11. Weekly stock control of Bulk Raw materials products
12. Liase with Quality Control Department for improvements on Formulation in manufacturing
13. Supervise Direct staff to ensure Compounding Department is maintained as a clean and safe work area
14. Liase with all Departments to achieve the best result for each situation
15. Communicate with the SCCC department on the progress of batches in process and the availability of Compounding Staff
16. Advise SCCC department of Annual Leave when it is requested
17. Conduct Risk Assessment and prepare reports to meet OHS requierements
18. Complete Incident Report Forms
19. Complete Bulk Product Nonconformance Reports
20. Liase with Maintenance Supervisor on repairs to machinery in Compounding Department