

REGISTER OF ENTERPRISE AGREEMENTS

ENTERPRISE AGREEMENT NO: EA05/15

TITLE: Wella Australia (Somersby NSW) Enterprise Agreement 2004

I.R.C. NO: IRC4/5865

DATE APPROVED/COMMENCEMENT: 14 October 2004 / 14 October 2004

TERM: 24

**NEW AGREEMENT OR
VARIATION:** Replaces EA03/226.

GAZETTAL REFERENCE: 11 February 2005

DATE TERMINATED:

NUMBER OF PAGES: 28

COVERAGE/DESCRIPTION OF

EMPLOYEES: The agreement applies to all employees employed by 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 2004

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.	Efficiency Payment
22.	Allowances
23.	Overtime
24.	Time and Payment of Wages
25.	Non-absenteeism Bonus
26.	Part Time Employees
27.	Annual Leave
28.	Sick Leave
29.	Compassionate Leave
30.	Carers/Family Leave
31.	Parental Leave
32.	Study Leave
33.	Defence Force Training
34.	Volunteer Services Leave
35.	Casual Labour
36.	Redundancy
37.	Declaration
38.	Superannuation

Schedule A - Wages

Schedule B - Allowances

Attachment A - Classification Structure Production

Attachment B - Classification Structure Production Services

Attachment C - Classification Structure Compounding

2. Title

This Agreement shall be known as the "Wella Australia (Somersby NSW) Enterprise Agreement 2004".

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 two years.

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

The parties agree that lunch breaks 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 and Clause 10(b) Warehouse Employees Drug (State) Award.

There shall be a meal break for lunch each day Monday to Friday inclusive, between 11.15 am and 1.45 pm of not less than 30 minutes nor more than one hour.

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

1 August 2004

A wage increase of \$25.00 per week will be paid to all employees (with the exception of Level 4 Production and QC Attendants) commencing on the first full pay period after the 1 August 2004.

A further \$5.00 per week will be paid to all Production employees classified at Levels 1 to 3 inclusive commencing on the first full pay period after the 1 August 2004.

In recognition of the review and inclusion of additional skills in the Classification Level 4 Production, employees classified at this level will receive an increase of \$53.40. Employees classified as Quality Control Attendants will receive an increase of \$35.00 per week.

1 August 2005

A further wage increase of \$25.00 per week will be paid to all employees commencing on the first full pay period after the 1 August 2005.

Allowances will be increased by 4% on the 1 August 2004 and 1 August 2005.

18. Classification Structure

The Classification Structures introduced as part of the Wella Australia (Somersby NSW) Enterprise Agreement 1999 and Wella Australia (Somersby NSW) Enterprise Agreement 2001 have been reviewed and revised.

There are now three streams in the Classification Structure :

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

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 5
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. Efficiency 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 improvement in efficiency will be shared with the employees.

Efficiency will be measured in the amount of hours of direct labour used in production -v- the amount of standard hours budgeted for production. Where less than 98% of the number of hours of direct labour allocated for production are used, the financial gain resulting from efficiency above 2% will be calculated and shared amongst all employees covered by the terms of this agreement. The amount to be distributed will be calculated after deduction of an amount of 30% to account for on-costs.

During the life of the Agreement, on the achievement of this performance measurement, there will be four payments which will be made at the conclusion of each six month period commencing on the 1 July 2004

Periods covered will be :

- 1 July 2004 - 31 December 2004
- 1 January 2005 - 30 June 2005
- 1 July 2005 - 31 December 2005
- 1 January 2006 - 30 June 2006

22. Allowances

The following Allowances will be paid to employees :

(i) Forklift Allowance

An allowance of \$16.50 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 \$11.85 per week will be paid to all licensed Turret 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 \$12.95 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 \$46.90 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 \$44.65 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 \$56.00 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 \$89.55 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 30% 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. Time and Payment of Wages

Employees are paid weekly by Electronic Funds Transfer (EFT). The pay week commences on a Wednesday and concludes on Tuesday. Payments are credited to the employees' bank account no later than Thursday of each week.

However, it is agreed that should there be a need to amend the time and payment of wages within the life of this agreement, leave is reserved for the parties to negotiate such changes.

25. Non Absenteeism Bonus

- (i) This bonus applies to full-time permanent employees covered by the Enterprise Agreement who have been employed by the Company for a minimum of 12 months, at time of qualification.
- (ii) Absenteeism is defined as sick and/or personal carers leave and does not include Annual Leave, Long Service Leave, RDOs, Jury Leave, Study Leave, Military Leave, Maternity Leave/Parental Leave or Bereavement Leave.
- (iii) The bonus payment will be paid at the employee's ordinary rate of pay.
- (iv) Payment will be made on the employee's anniversary date.
- (v) The scheme is designed to maintain a safety net of 76 hours/10 days as a minimum.
- (vi) Where an employee is away on leave in excess of three months, e.g. Long Service Leave, Maternity Leave, the above bonus payment will be paid on a pro-rata basis.
- (vii) Where an employee has more than 76 hours banked at the commencement of the scheme, the hours in excess of 76 will not be paid out.
- (viii) At the start of the scheme and to qualify each year the employee must have a Sick Leave Balance of 76 hours (10 days)

- (ix) Any Sick Leave taken during the year will be taken from the current year entitlements before drawing from the banked sick leave.
- (x) If an employee requires more than 10 days sick leave in any one year the leave will be taken from the banked sick leave. This would result in the employee not qualifying for a bonus payment.
- (xi) An employee who qualifies for an absenteeism bonus, may increase their sick leave holding bank from 76 hours to any number of hours above this, for individual requirements by transferring hours from the bonus scheme to their holding bank of sick leave.
- (xii) If at the end of the qualifying year an employee has a minus balance e.g. - 23 hours they will not qualify for any bonus and will re-commence the new year on a zero balance.
- (xiii) If a balance of 76 hours or below is held at the end of the qualifying period no bonus is paid i.e. if an employee commences with a holding bank of 76 hours and used the full entitlement of 76 hours accrued during the 12 months and is left with only the holding bank of 76 hours then no bonus is paid.
- (xiv) Sick leave cashed in through the bonus scheme will result in those hours being deducted from the employees leave balance as at the date of encashment.
- (xv) If an employee terminates employment during the year, they will receive any bonus accrued up to their termination date.

Hours brought forward	Current Year's Entitlement	Sick Leave Taken	Total Hours at End of Year	Maximum Bonus Hours Payment	Hours held in bank at commencement of next bonus period
150 hours	76	0	226	76	150 hours
0 hours	76	0	76	0	76 hours
150 hours	76	7	219	69	150 hours

26. 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.

27. Annual Leave

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

28. 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.

29. 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.

30. 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.

31. Parental Leave

- (i) The period of unpaid Parental Leave available is extended up to a maximum of 106 weeks in total.
- (ii) The period of short term unpaid Parental Leave available to be taken concurrently (or singly) by both parents is extended to 12 weeks.
- (iii) 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.
- (iv) Establishing roster times suitable for individual employees to meet parental responsibilities will be considered where it is practically possible.

32. 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 employment roles, 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.

33. 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.

34. 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.

35. Casual Labour

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

36. 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 78 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.

37. 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.

38. 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 payments

the 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 :

Wages Schedule

Area	Job Title	Current Hourly Rate	Current Weekly Rate	Weekly Rate 01 Aug. 04	Weekly Rate 01. Aug. 05
Production	Production Level 1	13.8328	525.65	555.64	580.64
	Production Level 2	14.2086	539.93	569.92	594.92
	Production Level 3	14.4929	550.73	580.73	605.73
	Production Level 4	14.6344	556.11	609.51	634.51
Quality Assurance	QC Attendant	16.4172	623.85	658.85	683.85
Production Services	Production Services Level 1	15.0937	573.56	598.56	623.56
	Production Services Level 2	15.4696	587.84	612.85	637.85

	Production Services Level 3	16.8692	641.03	666.03	691.03
	Production Services Level 4	17.3218	658.23	683.23	708.23
	Production Services Level 5			703.00	728.00
Compounding	Compounding Level 1	15.4704	587.88	612.88	637.88
	Compounding Level 2	16.1707	614.49	639.49	664.49
	Compounding Level 3	16.9379	643.64	668.64	693.64
	Compounding Level 4	17.5934	668.55	693.55	718.55
	Compounding Level 5	18.7276	711.65	736.65	761.65
	Compounding Level 6	19.0950	725.61	750.61	775.61

SCHEDULE B

Allowances

Allowance	Current Hourly Rate \$	Current Weekly Rate \$	Weekly Rate 01.Aug. 04 \$	Weekly Rate 01. Aug. 05 \$
Forklift	0.4171	15.85	16.50	17.15
Turret Truck	0.3000	11.40	11.85	12.35
FLO (Forklift/ Turret)	0.7171	27.25	28.35	29.45
First Aid	0.3276	12.45	12.95	13.45
Line Leader	1.1303	42.95	44.65	46.45
Leading Hand	1.1868	45.10	46.90	48.80
QC Allowance	1.4171	53.85	56.00	58.25
Prod. Administration Allowance	2.2658	86.10	89.55	93.15

ATTACHMENT A

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 :	
	<ul style="list-style-type: none"> 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 :	
	<ol style="list-style-type: none"> 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

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 Office 2. 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 WIFR010 2. Conduct a Quality Control check of Lines 10 and 14 in accordance with Work Instruction WIFR023 3. Configure finished product on pallets in accordance with standard 4. 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 WIFR038 2. Operate Line 1 Four Head Filler WIFR039 3. Follow the procedure for using the Line 1 Cooling system WIFR42 4. Operate Line 2 in accordance with WIFR026 5. Operate Line 6 in accordance with WIFR031 6. Operate Line 7 in accordance with WIFR030 7. Operate Line 8 in accordance with WIFR057 8. Operate Line 9 Norden Tube Filler in accordance with WIFR071 9. Operate Line 11 Single Head Filler in accordance with WIFR024 10. Operate Line 12 Single Piston Filler in accordance with WIFR033 11. Operate Line 13 Two Head Filler in accordance with WIFR040 12. Operate Line 15 Multipack in accordance with WIFR028

	13. Operate the Hot Batch Coder WIFR035 14. Operate the Image Coder WIFR017 15. Carry out label changes and adjustments on Lines 16. Manually change codes on labels and outers on Lines 1,2,6,7, and 8 17. Change the shrink wrap 18. Change the sticky tape on the roller strapper on Line 5 19. Correctly load labels on Line 8 20. Operate Smartdate Coder in accordance with WIFR058 21. Complete minor machine adjustments 22. Maintain the correct weight throughout the production run.
Procedure on Stoppages	1. Identify cause of machine stoppage
Washdown Procedures :	1. Carry out Washdown Procedure on Line 1 Piston Filler WIFR 008 2. Carry out Line 2 Washdown Procedure WIFR012 3. Carry out Line 6 Washdown Procedure WIFR 032 4. Carry out Line 7 Washdown Procedure WIFR018 5. Carry out Line 8 Washdown Procedure WIFR056 6. Carry out Line 11 Washdown Procedure WIFR034 7. Carry out Line 12 Washdown Procedure WIFR067 8. Carry out Line 13 Washdown Procedure WIFR066
Additional Skills :	1. Follow the correct procedure for disposal of waste at the end of the production run on all lines. 2. Complete end of run procedure on Lines 8, 11, 12 including completion of all paperwork and return of excess packaging to store 3. Work as part of a team in the following manner : Contribute to achieving the daily targets Respecting the point of view of other team members Demonstrate active listening Actively participate and contribute Accept and give constructive criticism

**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	1. Identify that Washdown from previous run has been completed in accordance with WIFR70 2. Conduct a line clearance check to ensure all safety equipment and peripheral items are in place
QC Checking Procedures	1. Complete QC check on production Order 2. Identify that Line Set up paperwork is complete and line is running correctly 3. Identify that line speed is correct on Lines 1 - 15 4. Identify that correct codes are used on labels 5. identify that pallet configuration and layering is correct on all pallets produced 6. Complete QC check on Line 15 in accordance with WIFR011 7. 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 WIFR026 2. Operate Line 3 in accordance with WIFR025 3. Operate Ronchi Labeller in accordance with WIFR014 4. Change labels and make adjustments on Labeller on Line 3 5. Carry out minor machine adjustments on Line 3, 10 & 14 6. Operate Line 4 in accordance with WIFR020 7. Complete a Product Change on Line 4 in accordance with WIFR013 8. Operate Line 5 in accordance with WIFR 9. Operate Line 5 Labeller in accordance with WIFR 10. Operates Lines 10 and 14 in accordance with WIFR021 11. 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 action 2. Correctly record downtime resulting from stoppage
Washdown Procedures :	<ol style="list-style-type: none"> 1. Carry out Line 3 Washdown Procedure WIFR029 2. Carry out Line 4 Washdown Procedure WIFR053 3. Carry out Line 5 Washdown Procedure WIFR 4. Carry out Line 10 & 14 Washdown in accordance with Procedure WIFR022 5. 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 labels 2. Instruct others by demonstrating the correct practices or procedures

**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

AND must be able to competently perform all the job requirements of the following :

1. Carry out the administrative duties in the Production Office
2. Act as Relief Quality Control Attendant
3. Perform line setting tasks (without the assistance of the Maintenance Department) to enable products to be pumped to the production lines and carry out line change overs and set ups
4. Production Services Level 2

LEVEL 4
Quality Assurance Attendant
Progression to position is by Appointment Only.

An employee at this level is :

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

A Level 4 Quality Assurance Attendant will be fully competent in all the skills required at Levels 1, 2 and 3 Production 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. Takes corrective action when there are safety issues
4. Interprets the production schedule
5. Interprets and implements O H & S legislation requirements
6. Carry out Quality Control visual checking of packaging materials and finished products
7. Carry out weight, torque, product checks of filled products
8. Test packaging materials (outers, folding cartons, labels, leaflets and bottles/caps/jars/tubes) when required
9. Perform troubleshooting on lines
10. Test and inspect incoming finished goods from sub-contractors and overseas
11. Record all test results
12. Release/quarantine/reject on computer system
13. Prepare non-conformance reports
14. Calibration of scales and thermometers in the Filling Room
15. Maintenance of standards and retention samples
16. Collection of samples for micro and laboratory testing
17. Preparation of pallet specifications
18. Preparation of product specifications
19. Identification of new packs for DG, labelling assessment by Supervisor/Manager
20. Prepare document and sample of first batch of product or packaging materials for approval by contract customers or Product Managers
21. Training of new Quality Assurance Attendant and relief staff

ATTACHMENT B

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 :	<p>Conform to hygiene and dress standards</p> <p>Use the correct manual handling procedure</p> <p>Follow the Evacuation Procedure</p> <p>Identify and operate all types of emergency stop buttons/switches</p> <p>Identify all emergency exits</p> <p>Identify safety hazards within the workplace</p> <p>Identify the layout of the Production floor and Storage areas</p> <p>Know the location system in the Warehouse and Stock Cards</p> <p>Conform to all Safety Policies and Procedures in accordance with the Occupational Health & Safety policies and practices</p> <p>Conform to the Company's policies and practices in relation to Alcohol & Other Drugs and Harassment</p> <p>Competently and safely operate forklift equipment in accordance with licence</p>
Additional skills an employee must obtain before moving to Level 2 :	
	<ol style="list-style-type: none"> 1. Be competent in following the basic operation steps for use of the Computer Inventory System in accordance with WIFR076 2. Be competent in stacking and wrapping pallets with the correct configuration, caps and labelling meeting any special requirements (e.g. Dangerous Goods) 3. Accurately weigh packaging i.e. caps, seals 4. Identify that pallets have stock movement cards attached prior to moving 5. Competently clear production lines by placing surplus packaging or equipment in correct areas 6. Operate shrink wrapper 7. Control supply of packaging from Mezzanine Level to production floor. 8. Maintain good housekeeping on the Mezzanine Level ensuring packaging and pallets are removed in a timely manner. 9. Connect and disconnect forklift charger 10. Carry out forklift operator checking procedure 11. Carry out procedure for checking and filling of forklift battery water system 12. Load containers using the correct loading and configuration sequence. 13. Accurately complete physical count and paperwork for stocktaking.

LEVEL 2

Production Services

An employee at Level 2 should achieve the following core skills AND 50% of the additional skills in either the Filling Room OR the Warehouse and be assessed as Competent in accordance with the Training Schedule before the employee can progress to Level 3 :

CORE SKILLS :

Setting up Production Line :	<p>Allocate correct vessel or barrel to Production Line in the correct order</p> <p>Identify that the vessel or barrel has QC clearance</p>
Supply to Creme Lines 10	Identify the correct barrel by batch number on the Production Order

and 14	Carry out replacement procedure using drum lifter and correct manual handling techniques Carry out purging procedure using Nitrogen in accordance with WIFR027 Replenish Nitrogen bottles on Lines 10 and 14 when needed
Return of Finished Goods and Packaging to Medium Density Store	Carry out Receipt of Production Order in accordance with WIFR064 Correctly prepare and label shrink wrapped pallet of returnable packaging for return to MD Store
Loading and Unloading Trucks	Record inbound and outgoing pallet details accurately
PC Pallet Tracking System	Accurately input data
Invoicing	Maintain printers, clear orders, replace ribbons and check system for orders
Contract Orders	Accurately check stocks, label goods correctly and process invoice
Credit Processing	Complete documentation accurately in relation to returned sock
ADDITIONAL SKILLS (Employee must be competent in 50% of following skills)	
Setting Up Production Lines	1. Can use Production Order or computer system to ensure correct packaging is on each line 2. Identify packaging is in correct area - i.e. Filling Room floor or Mezzanine Level
Supply to Creme Lines 10 and 14	1. Carry out the replacement procedure observing the Quality Control and Recycle instructions contained in WIFR023
Return of Finished Goods and Packaging to Medium Density Store	1. Correctly prepare and label shrink wrapped pallet of finished goods for return to MD store 2. Carry out procedure for returning packaging to MD Store from the Filling Room in accordance with WIFR004 3. Correctly complete Stock Movement Cards in accordance with WIFR005
Loading and Unloading Trucks	1. Correctly distribute pallets in the truck to evenly spread weight as per TARE requirements. 2. Safely load a 35 pallet truck in 50 minutes
PC Pallet Tracking System	1. Generate end of month reports, 2. Edit extracts, 3. Perform pallet reconciliation
Invoicing	1. Accurately input data making adjustments for back orders and ensuring correct carrier information
Contract Orders	1. Correctly card excess stock for MD
Credit Processing	1. Sort stock according to quality
Additional Skills	1. Maintain good housekeeping practices in the Pallets Services area, Production floor, Warehouse and Mezzanine Levels 2. Operate as part of team and respond promptly to requests for assistance from the Production floor.

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

An employee at Level 3 should achieve the following core skills AND 50% of the following skills in either the Filling Room OR the Warehouse and be assessed as Competent in accordance with the Training Schedule before the employee can progress to Level 4 :

CORE SKILLS

Ordering packaging	Order correct Packaging Materials required for Production lines in accordance with WIFR019 Identify product codes for each production run from computer system in accordance with WIFR076 Point 3.3 Follow order procedure for alternate packaging and components when main supply not available by contacting Planning and QC departments for authorisation
QC Checking Procedures	Follow Quality Control procedures for allocating and storing released and held goods.
Problem Solving :	Apply knowledge and experience to monitor actual production to ensure continuous supply of packaging and components to the production lines.
Housekeeping :	Correctly dispose and/or recycle waste packaging and excess cartons Ensure all work areas are tidy with no safety hazards
Perpetual Stock Takes :	Count two full rows per night with consistent results and allowing an error rate of 2%
I. Station Operation :	Demonstrate sound product knowledge to correctly allocate and retrieve pallets from MD using computer system
Receival of Incoming Goods :	Correctly process samples for Quality Control Accurately Prepare Vendor Reports and Error Reports
Turret Truck Driving	Full trained Licensed operator Able to pick 25 pallets per hour
ADDITIONAL SKILLS (Employee must be competent in 50% of following skills)	
Ordering packaging	1. Interpret Production Schedule to ensure all packaging materials are available 2. Follow order procedure to ensure requirement packaging accessed from MD storage before each production run
QC Checking Procedures	1. Follow Quality Control procedure for holding stock when goods produced to comply with Therapeutic Goods requirements
Problem Solving :	1. Exercise judgement in monitoring excess packaging and components returned to storage to ensure components have been recorded correctly and stored in correct area. 2. Organise requirements for the following shift and ensure components and packaging are available to enable continuous production to meet schedule. 3. 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.
LCL Shipments	1. Pick and Pack stock for export 2. Record pick slip quantities, highlight changes and round off to full box quantity 3. Correctly process and return excess stock to MD
Transport Co-Ordination	1. Acknowledge orders and complete paperwork (including Dangerous Goods forms) 2. Co-ordinate stock for carriers 3. Satisfactorily resolve Customer Service enquiries and communicate these to appropriate personnel

Receival of Incoming Goods :	1. Correctly process documentation including applying pallet and Dangerous Goods labels
Additional Skills :	1. Instruct others by demonstrating the correct practices or procedures 2. Exercise good interpersonal and communication skills. 3. 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.

LEVEL 4

Production Services

An employee at Level 4 is :

1. Responsible for the Quality of their work and the training of others
2. 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.
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. Carries out Quality Control visual checking of packaging materials

Additional Skills :	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 performance 3. 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.
---------------------	---

LEVEL 5

Production Services Supervisor

Progression to Level 5 is by Appointment Only.

An employee at Level 5 is:

1. Responsible for the Quality of their work and the training of others
2. Performs work under the limited supervision of the Departmental Manager

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 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. Understands and knows the set-up process for all products produced on Lines 1 - 15 in the Filling Room
2. Understands and knows the work-flow process in the Warehouse and can identify and alleviate bottlenecks and problem areas
3. Identifies shortages of packaging requirements and takes the appropriate corrective action
4. Assesses the competency level of staff
5. Takes corrective action when there are safety issues
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 alleviate hold ups in supply to the production lines
9. Carries out Quality Control visual checking of packaging materials

ATTACHMENT C

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 :	

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 Of Equipment	<ol style="list-style-type: none"> 1. Calibrate flow meters in accordance with WICO011 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
Additional Skills	<ol style="list-style-type: none"> 9. Accurately record time taken to complete tasks 10. Apply correct methods for use of breathing apparatus with weighing dyes 11. Apply correct procedures for use of safety equipment and PPE 12. Operate AS400 computer system to obtain information 13. Produce pre-weigh labels for Production Orders using AS400 computer system 14. Ability to work as part of a team.

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 WICO013 2. Procedure to be used during the manufacture of therapeutic goods in accordance with WICO027 3. Operate 2.5T Mixer 51 in accordance with WICO035 4. Operate Wax Melter/Dye Vessel for Mixer 54 in accordance with WICO037 5. Operate 200g Mixer 54 in accordance with WICO036 6. Operate Wax Melter for Mixer 51 in accordance with WICO034 7. Understand and operate the manifold system 8. Prepare and operate air and electric pumps 9. Follow correct procedure for connecting hot wax tanks to air and electric points 10. Use portable homogenisers 11. Carry out correct procedure for transferring raw materials from mixers to holding tanks 12. Calibrate thermometers in accordance with WICO010 13. Operate air mixers 14. Operate N70 meter 15. Operate Kemeritane meter 16. Operate Ammonia Cyclinder 17. Operate alcohol meter
Dispensing Raw Materials	<ol style="list-style-type: none"> 1. Dispense thioglycolic Acid using Batch controller/Meter in accordance with WICO009 2. Dispense Hydrogen Peroxide 50% in accordance with WICO045
Cleaning & Housekeeping	<ol style="list-style-type: none"> 1. Carry out Sanitation Procedure in accordance with WICO014 2. Follow the correct procedure for the disposal of products in accordance with WICO041 3. Follow the correct, safe procedure for washing of 5T holding tanks
Additional Skills	<ol style="list-style-type: none"> 1. Perform Ph and Viscosity Tests 2. Know and understand the manifold board 3. Interpret information on Laboratory Cards relating to products 4. Safely load IBT tanks onto platforms

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

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 WICO019
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

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

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 requirements
18. Complete Incident Report Forms
19. Complete Bulk Product Non-conformance Reports
20. Liase with Maintenance Supervisor on repairs to machinery in Compounding Department