

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA02/25

**TITLE:** Wella Australia (Somersby NSW) Enterprise Agreement 2001

**I.R.C. NO:** 2001/6997

**DATE APPROVED/COMMENCEMENT:** 20 November 2001

**TERM:** 20 November 2003

**NEW AGREEMENT OR  
VARIATION:** New. Replaces EA99/310

**GAZETTAL REFERENCE:** 15 March 2002

**DATE TERMINATED:**

**NUMBER OF PAGES:** 42

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** Applies to employees of Cosmetic Suppliers Pty Ltd and Cosmetic Products Pty Ltd engaged in the manufacture and distribution of cosmetic products at their Somersby site, at 1 Wella Way, Somersby.

**PARTIES:** Wella Australia -&- the Shop Assistants and Warehouse Employees' Federation of Australia, Newcastle and Northern, New South Wales

a/6997

**FILED**

26 OCT 2001

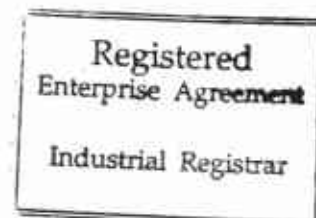
OFFICE OF THE INDUSTRIAL  
REGISTRAR

**WELLA AUSTRALIA  
(SOMERSBY NSW)  
ENTERPRISE AGREEMENT  
2001**

Registered  
Enterprise Agreement  
Industrial Registrar

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# Wella Australia (Somersby NSW) Enterprise Agreement 2001

## 2. TITLE

This Agreement shall be known as the "Wella Australia (Somersby NSW) Enterprise Agreement 2001".

## 3. AREA, INCIDENCE AND PARTIES BOUND

This Agreement shall be binding upon Cosmetic Suppliers Pty Limited and Cosmetic Products Pty Limited (which are two associated companies) ("the Companies"), the Shop Assistants & Warehouse Employees Federation of Australia, Newcastle and Northern, New South Wales ("the Union") and employees of Cosmetic Suppliers Pty Ltd and 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 registered in the Industrial Relations Commission of New South Wales and will remain in force for a period of 2 years.

## 6. NO EXTRA CLAIMS

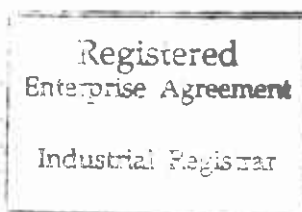
The Union and employees bound by this agreement will not pursue any extra claims, award or overaward, for the life of this agreement including increases arising from award variations or decisions of the Commission.

## 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.



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## 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

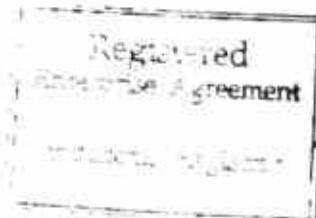
If the matter is not resolved by the Department Manager/Supervisor within two (2) days of being referred a meeting will be held and attended by the employee, the appropriate delegate, the appropriate Manager, and/or the Employee Relations Manager.

#### 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.



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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 :

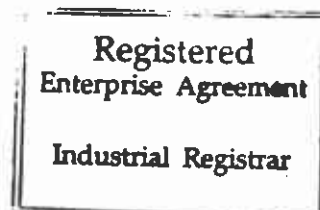
1. The employee's immediate supervisor will arrange a meeting with the employee, the purpose of which is to explain to the employee the nature of the complaint against him/her.
2. During this meeting, the employee is free to request the presence of the Union Delegate, or any other employee. It is the 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.



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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.

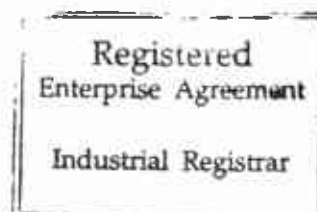
#### **(ii) Warehouse**

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.



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### 17. WAGE INCREASES

A 5% pay increase is to be paid on 1 August 2001 and a further 4% paid on 1 August 2002. (Schedule A attached)

These wage increases will be paid on the ordinary time rate of pay of each employee.

### 18. CLASSIFICATION STRUCTURE

A structure of Skill Levels was introduced for Warehouse employees in the Wella Australia (Somersby NSW) Enterprise Agreement 1999. (Attachment A). A Classification Structure will be introduced, as part this Agreement, for employees in the Production – Filling Room, Production Services and Compounding areas.

Effective 1 November 2001, there will be four streams to the Classification Structure :

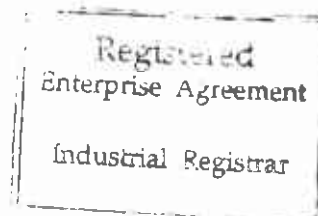
- A. Warehouse
- B. Production – Filling Room
- C. Production Services
- D. Compounding

On the 1 November 2001 each employee in Production – Filling, Production Services and Compounding will have undertaken a skills audit and will be allocated to an agreed skill level in accordance with the procedure detailed on Attachments B, C and D.

Effective 1 November 2001 the wage rates per week applicable to all streams are as follows :

	Classification Structure – Streams			
Skill Level	Warehouse	Production Filling Room	Production Services	Compounding
Level 1	\$556.95	488.33	\$532.85	\$546.15
Level 2	\$567.70	\$501.61	\$546.13	\$570.87
Level 3	\$580.61	\$511.64	\$595.53	\$597.96
Level 4	\$593.51	\$516.65	\$611.51	\$621.10
Level 5				\$661.14
Level 6				\$674.10

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.





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### 19. 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 developed by the Company and employees and will be introduced on the 1 January 2002.

#### Payment of Productivity Payments :

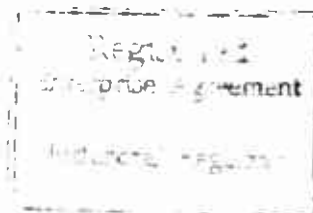
During the life of the Agreement, on the achievement of the Key Performance Indicators there will be three payments which will be made at the conclusion of each six month period commencing on the 1 January 2002.

Periods covered will be :  
1 January 2002 – 30 June 2002  
1 July 2002 – 31 December 2002  
1 January 2003 – 30 June 2003

### 20. ALLOWANCES

The following Allowances will be paid to employees :

- (i) **Forklift Allowance**  
An allowance of \$14.70 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) **Turret Allowance**  
An allowance of \$10.50 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 \$11.60 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 \$41.90 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 \$39.90 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



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- with the Position Description, will receive an Allowance of \$50.00 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 \$80.00 per week. This allowance is included in the ordinary time rate.
- (viii) **Night Shift Allowance**  
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 25% of the ordinary time rate will apply to employees engaged on a Night Shift This 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.

### 21. 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.

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### **22. 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.

### **23. ANNUAL LEAVE**

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

### **24. 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.

### **25. 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.

### **26. CASUAL LABOUR**

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

### **27. REDUNDANCY**

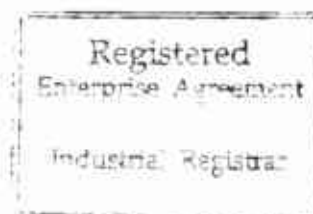
It is acknowledged that there may, over time, be a need for a reduction in the number of positions available within the Company. The number of employees to be affected by redundancies, the positions to be made redundant and the timing of such redundancies will be determined by the Company.

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.



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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.

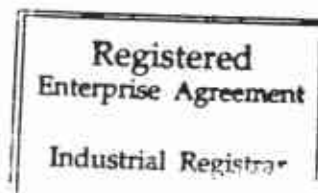
### 28. DECLARATION

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.

### 29. 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.



# Wella Australia (Somersby NSW) Enterprise Agreement 2001

## SIGNATORIES TO AGREEMENT

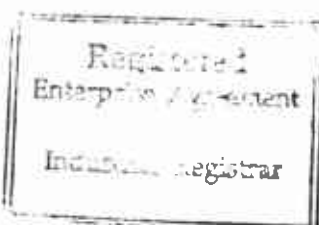
The undersigned parties approve the terms contained in the Enterprise Agreement herein sought and agree that the terms give effect to the agreement between them.

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.

*Jim Walsh*  
..... Dated : *20th August 2001*

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.

*Bobal*  
..... Date : *4th September 2001*



**SCHEDULE A - WAGES SCHEDULE**

Current Classification	Current Wkly Rate	Rate as at 1-Aug-01	Re-classification 1-Nov-01	Rate as at 1-Nov-01	Rate as at 1-Aug-02
Filler/Finisher 0 - 3 Mths	\$ 465.06	\$ 488.34	L1 Production	\$ 488.34	\$ 507.87
Filler/Finisher after 3 Mths	\$ 477.72	\$ 501.60	L2 Production	\$ 501.60	\$ 521.66
			L3 Production	\$ 511.64	\$ 532.11
			L4 Production	\$ 516.65	\$ 537.32
Production Service 0 - 3 Mths	\$ 507.48	\$ 532.85	L1 Prod Services	\$ 532.85	\$ 554.16
Production Services 3 Mths +	\$ 520.12	\$ 546.12	L2 Prod Services	\$ 546.13	\$ 567.98
Production Services 6 Mths +	\$ 543.66	\$ 570.84	Not applicable		
Production Services 12 Mths +	\$ 556.05	\$ 583.85	L3 Prod Services	\$ 595.53	\$ 619.35
Snr Production Services	\$ 565.43	\$ 593.70	L4 Prod Services	\$ 611.51	\$ 635.97
Indirect/Prewiegher 0 - 3 Mths	\$ 507.82	\$ 533.21	Not applicable		
Indirect/prewiegher 3 Mths+	\$ 520.14	\$ 546.15	L1 Compounding	\$ 546.15	\$ 568.00
Trainee Compounder 1 Mth	\$ 543.69	\$ 570.87	L2 Compounding	\$ 570.87	\$ 593.70
Trainee Compounder 2 Mths	\$ 565.75	\$ 594.04	Not applicable		
Trainee Compounder 3 Mths	\$ 573.24	\$ 601.90	Not applicable		
Trainee Compounder 4 Mths	\$ 580.48	\$ 609.50	Not applicable		
Trainee Compounder 5 Mths	\$ 602.58	\$ 632.71	Not applicable		
Compounder	\$ 617.31	\$ 648.18	L3 Compounding	\$ 597.96	\$ 621.88
			L4 Compounding	\$ 621.10	\$ 645.94
			L5 Compounding	\$ 661.14	\$ 687.59
			L6 Compounding	\$ 674.11	\$ 701.07
Storeperson Level 1	\$ 530.43	\$ 556.95	No change	\$ 556.95	\$ 579.23
Storeperson Level 2	\$ 540.67	\$ 567.71	No change	\$ 567.71	\$ 590.42
Storeperson Level 3	\$ 552.96	\$ 580.61	No change	\$ 580.61	\$ 603.83
Storeperson Level 4	\$ 565.25	\$ 593.51	No change	\$ 593.51	\$ 617.25

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**SCHEDULE B**

**SCHEDULE OF ALLOWANCES**

Allowance	Current Wkly Rate	Weekly Rate after 1-Aug-01	Weekly Rate after 1-Nov-01	Weekly Rate after 1-Aug-02
Forklift	\$ 14.00	\$ 14.70	\$ 14.70	\$ 15.30
Turret	\$ 10.00	\$ 10.50	\$ 10.50	\$ 11.00
Forklift/LO		\$ 25.20	\$ 25.20	\$ 26.20
Line Leader 1	\$ 30.00	\$ 31.50	Included in Classification	\$ 41.50
Line Leader 2	\$ 38.00	\$ 39.90	\$ 39.90	\$ 43.60
Leading Hand	\$ 39.90	\$ 41.90	\$ 41.90	\$ 52.00
Quality Control		\$ 50.00	\$ 50.00	\$ 83.20
Administration		\$ 80.00	\$ 80.00	

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**SCHEDULE A - WAGES SCHEDULE**

Current Classification	Current Wkly Rate	Rate as at 1-Aug-01	Re-classification 1-Nov-01	Rate as at 1-Nov-01	Rate as at 1-Aug-02
Filler/Finisher 0 - 3 Mths	\$ 465.08	\$ 488.34	L1 Production	\$ 488.34	\$ 507.87
Filler/Finisher after 3 Mths	\$ 477.72	\$ 501.60	L2 Production	\$ 501.60	\$ 521.66
			L3 Production	\$ 511.64	\$ 532.11
			L4 Production	\$ 516.65	\$ 537.32
Production Service 0 - 3 Mths	\$ 507.48	\$ 532.85	L1 Prod Services	\$ 532.85	\$ 554.16
Production Services 3 Mths +	\$ 520.12	\$ 546.12	L2 Prod Services	\$ 546.13	\$ 567.98
Production Services 6 Mths +	\$ 543.66	\$ 570.84	Not applicable		
Production Services 12 Mths +	\$ 556.05	\$ 583.85	L3 Prod Services	\$ 595.53	\$ 619.35
Snr Production Services	\$ 565.43	\$ 593.70	L4 Prod Services	\$ 611.51	\$ 635.97
Indirect/Prewiegher 0 - 3 Mths	\$ 507.82	\$ 533.21	Not applicable		
Indirect/prewiegher 3 Mths+	\$ 520.14	\$ 546.15	L1 Compounding	\$ 546.15	\$ 568.00
Trainee Compounder 1 Mth	\$ 543.69	\$ 570.87	L2 Compounding	\$ 570.87	\$ 593.70
Trainee Compounder 2 Mths	\$ 565.75	\$ 594.04	Not applicable		
Trainee Compounder 3 Mths	\$ 573.24	\$ 601.90	Not applicable		
Trainee Compounder 4 Mths	\$ 580.48	\$ 609.50	Not applicable		
Trainee Compounder 5 Mths	\$ 602.58	\$ 632.71	Not applicable		
Compounder	\$ 617.31	\$ 648.18	L3 Compounding	\$ 597.96	\$ 621.88
			L4 Compounding	\$ 621.10	\$ 645.94
			L5 Compounding	\$ 661.14	\$ 687.59
			L6 Compounding	\$ 674.11	\$ 701.07
Storeperson Level 1	\$ 530.43	\$ 556.95	No change	\$ 556.95	\$ 579.23
Storeperson Level 2	\$ 540.67	\$ 567.71	No change	\$ 567.71	\$ 590.42
Storeperson Level 3	\$ 552.96	\$ 580.61	No change	\$ 580.61	\$ 603.83
Storeperson Level 4	\$ 565.25	\$ 593.51	No change	\$ 593.51	\$ 617.25

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**ATTACHMENT A  
WAREHOUSE SKILLS LEVELS**

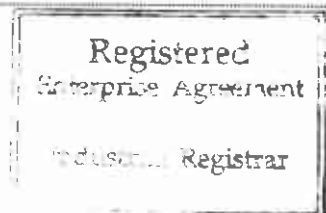
**LEVEL 1**

**DATE:** \_\_\_\_\_

<b>EMPLOYEE:</b>	<b>POINTS</b>	<b>POINTS ATTAINED</b>
<b>FORKLIFT</b>		
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	
<b>FERRY DRIVING</b>		
NO FORKLIFT LICENCE	0	
SAFETY MINDED, LIMITED KNOWLEDGE, SUPERVISION REQUIRED	2	
NO SUPERVISOION REQUIRED, LESS THAN 12 WEEKS EXPERIENCE	4	
KNOWLEDGE OF LOCATION SYSTEM, STOCK CARDS AND OVER 12 WEEKS EXPERIENCE	6	
<b>STACKING &amp; WRAPPING OF PALLETS</b>		
NOT TRAINED	0	
TRAINED ON SHRINKWRAP MACHINE OPERATION	2	
EXPERIENCED IN CORRECT CONFIGURATION OF PALLETS, CAPS AND LABELLING	4	
KNOWLEDGE OF DG REQUIREMENTS	6	
<b>PICKING</b>		
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	
<b>PACKING</b>		
LESS THAN 65 ITEMS PER HOUR	0	
65-79 ITEMS PER HOUR	2	
80-89 ITEMS PER HOUR	4	
90+ ITEMS PER HOUR	6	
<b>CONTAINER LOADING</b>		
NOT TRAINED	0	
SAFE MANUAL HANDLING TECHNIQUES	2	
CORRECT LOADING & CONFIGURATION SEQUENCE	4	
CONFIDENT AND WORKS WELL UNSUPERVISED	6	
<b>STOCKTAKING</b>		
COMPLETES ACCURATELY	2	
<b>RADIO FREQUENCY</b>		
USES RF SCANNERS WITH CONFIDENCE	4	
<b>OH&amp;S</b>		
UNDERSTANDS AND ACCEPTS OH&S REQUIREMENTS	4	
<b>TOTAL POINTS ATTAINED AT LEVEL 1</b>		

Minimum points to move to Level 2 = 24

Comments: \_\_\_\_\_



# ATTACHMENT A WAREHOUSE SKILLS LEVELS

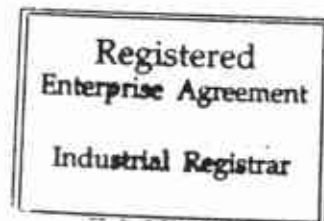
**LEVEL 2**

DATE: \_\_\_\_\_

EMPLOYEE:	POINTS	POINTS ATTAINED
<b>LOADING AND UNLOADING OF TRUCKS</b>		
LICENSED OR SUPERVISED LOG BOOK DRIVER FOR OUTSIDE FORKLIFT RECORDS OUTGOING PALLET DETAILS AND KEEPS SAME PRODUCT CODED ITEMS TOGETHER (RECEIVING)	2	
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	
<b>PC PALLET TRACKING SYSTEM</b>		
GENERAL PC SKILLS	2	
ACCURATELY INPUT DATA	4	
GENERATE END OF MONTH REPORT, EDIT EXTRACTS, PALLET RECONCILIATION	6	
<b>INVOICING</b>		
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	
<b>CONTRACT ORDERS</b>		
ACCURACY OF STOCK CHECKS	2	
GOODS LABELLED CORRECTLY, INVOICE PROCESS CORRECT	4	
EXCESS STOCK CORRECTLY CARDED FOR MD	6	
<b>CREDIT PROCESSING</b>		
IDENTIFY FREIGHT	2	
CORRECT DOCUMENTS COMPLETED ACCURATELY (PRODUCT CODES ETC)	4	
STOCK SORTED ACCORDING TO QUALITY	6	
<b>PICKING</b>		
MINIMUM 65 ITEMS PER HOUR	2	
<b>PACKING</b>		
MINIMUM 75 ITEMS PER HOUR	2	
<b>TOTAL POINTS ATTAINED AT LEVEL 2</b>		

Minimum points to move to Level 3 = 14

Comments: \_\_\_\_\_  
\_\_\_\_\_



## ATTACHMENT A WAREHOUSE SKILLS LEVELS

**LEVEL 3**

DATE: \_\_\_\_\_

EMPLOYEE:	POINTS	POINTS ATTAINED
<b>TURRET TRUCK DRIVING</b>		
PERMIT / LOG BOOK	2	
LICENCE, MINIMUM PICK RATE OF 15 PALLETS PER HOUR	4	
CONFIDENT OPERATOR, PICK RATE OF 25 PALLETS PER HOUR	6	
<b>PERPETUAL STOCKTAKES (MD)</b>		
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	
<b>WHOLESALE PICKS AND BRANCH TRANSFERS (UNDER 7 TONNES)</b>		
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	
<b>PICKING FOR CONTAINERS</b>		
RECORDING OF BATCH NUMBERS FROM PICK PACK STOCK, MARKING PALLETS SHIPMENT	2	
RECORD PICK SLIP QUANTITIES, HIGHLIGHT ANY CHANGES AND ROUND OFF TO FULL BOX QUANTITY	4	
CORRECT RETURN OF EXCESS STOCK TO MD, CONSISTENT AND ACCURATE STOCK COUNT	6	
<b>ACKNOWLEDGING OF ORDERS</b>		
CONFIDENTLY USES COMPUTER TO ACKNOWLEDGE ORDERS	4	
<b>LOGISTICS</b>		
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	
<b>ORDER PICKER OPERATION</b>		
SAFELY AND CONFIDENTLY USES MECHANISED ORDER PICKER	4	
<b>PICKING</b>		
MINIMUM PICK RATE 75 ITEMS PER HOUR	4	
<b>PACKING</b>		
MINIMUM PACK RATE 85 ITEMS PER HOUR	4	
<b>PC SKILLS</b>		
GENERAL PCK SKILLS FOR WAREHOUSE ADMIN DUTIES	4	
<b>TOTAL POINTS ATTAINED AT LEVEL 3</b>		

Minimum points to move to Level 4 = 26

Comments: \_\_\_\_\_  
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# ATTACHMENT A WAREHOUSE SKILLS LEVELS

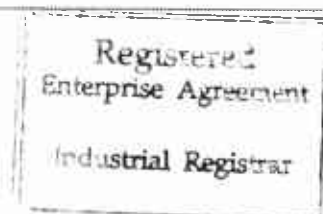
**LEVEL 4**

DATE: \_\_\_\_\_

EMPLOYEE:	POINTS	POINTS ATTAINED
<b>I STATION OPERATION</b>		
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	
<b>STOCK MOVEMENT PROCESSING</b>		
ABLE TO PRINT AND USE A STOCK MOVEMENT REPORT	2	
<b>RETAIL PICKS</b>		
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	
<b>LCL SHIPMENTS (PICKING / PACKING)</b>		
STOCK AND PACK CORRECTLY FOR EXPORT	2	
LABEL AND ADDRESS CORRECTLY	4	
<b>TRANSPORT CO-ORDINATION</b>		
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	
<b>RECEIVAL OF INCOMING GOODS</b>		
DOCUMENTS CHECKED FOR ACURACY (DATE, P/O NO, QUANTITY ETC)	2	
APPLY PALLET ID LABELS, DG LABELS	4	
PROVIDE CORRECT QUANTITY OF SAMPLES TO QC, COMPLETE VENDOR REPORTS, REPORT VENDOR ERRORS	6	
<b>WHOLESALE PICKS AND BRANCH TRANSFERS (OVER 7 TONNES)</b>		
CONSISTENTLY PICKS LARGE ORDERS EFFICIENTLY AND ACCURATELY	4	
<b>TURRET TRUCK</b>		
PICK RATE CONSISTENTLY EXCEEDS 30 PALLETS PER HOUR	4	
<b>GENERAL PROCESS KNOWLEDGE</b>		
ABILITY TO CHALLENGE, ENQUIRE AND QUESTION PROCESSES FOR IMPROVEMENT	4	
<b>WAREHOUSE STOCK REPLENISHMENT</b>		
CHECKING AVAILABLE STOCK FROM STOCK REPORT	2	
CHECK AVAILABLE MD STOCK, WORK OUT REQUIRED QUANTITY TO FIT LOCATION	4	
ORDER STOCK FROM MD	6	
<b>DANGEROUS GOODS</b>		
HAS ACHIEVED LICENCE	4	
CONFIDENTLY AND ACCURATELY COMPLETES DG TASKS	2	
<b>PICKING</b>		
MINIMUM RATE 90 ITEMS PER HOUR	6	
<b>PACKING</b>		
MINIMUM RATE 100 ITEMS PER HOUR	6	
<b>TOTAL POINTS ATTAINED AT LEVEL 4</b>		

Minimum points to maintain Level 4 position = 24

Comments: \_\_\_\_\_



## WAREHOUSE LEVELS TRAINING

<b>NAME:</b>	<b>DATE:</b>
<b>RETRAINING REQUIRED TASK</b>	<b>PRIORITY LEVEL</b>
<b>REQUESTED TRAINING TASK</b>	<b>PRIORITY LEVEL</b>
<b>COMMENTS:</b>	
<b>CURRENT LEVEL:</b>	<b>PRIORITY LEVELS:</b>
<b>CURRENT FLEXIBILITY:</b>	1. URGENT
	2. ASAP
	3. REQUIRED
	4. TIME PERMITTING
<b>MANAGER AGREES.....</b>	
<b>EMPLOYEE AGREES.....</b>	



**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

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## CLASSIFICATION STRUCTURE

<p style="text-align: center;"><b>LEVEL 2</b> <b>Production Employees</b> <b>Filling Room</b></p>
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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** :

- |  |  |
|--|--|
| <b>Line Start Up</b>   | <ol style="list-style-type: none"><li>1. Identify and collect the correct paperwork from the Production Administration Office</li><li>2. Conduct a safety check of the Production Line to ensure all safety guards are in place</li></ol>  |
| <b>QC Checking Procedures</b>                                | <ol style="list-style-type: none"><li>1. Conduct a Quality Control check of Lines 1,2,3,4,6,7,8,11 &amp; 12 in accordance with Work Instruction WIFR010</li><li>2. Conduct a Quality Control check of Lines 10 and 14 in accordance with Work Instruction WIFR023</li><li>3. Configure finished product on pallets in accordance with standard</li><li>4. Identify that machine settings are correct on Lines 8 &amp; 9</li></ol>  |
| <b>Operation of Production Equipment including Labellers</b> | <ol style="list-style-type: none"><li>1. Operate Line 1 Single Head Filler WIFR038</li><li>2. Operate Line 1 Four Head Filler WIFR039</li><li>3. Follow the procedure for using the Line 1 Cooling system WIFR42</li><li>4. Operate Line 2 in accordance with WIFR026</li><li>5. Operate Line 6 in accordance with WIFR031</li><li>6. Operate Line 7 in accordance with WIFR030</li><li>7. Operate Line 8 in accordance with WIFR057</li><li>8. Operate Line 9 Norden Tube Filler in accordance with WIFR071</li><li>9. Operate Line 11 Single Head Filler in accordance with WIFR024</li><li>10. Operate Line 12 Single Piston Filler in accordance with WIFR033</li><li>11. Operate Line 13 Two Head Filler in accordance with WIFR040</li><li>12. Operate Line 15 Multipack in accordance with WIFR028</li><li>13. Operate the Hot Batch Coder WIFR035</li><li>14. Operate the Image Coder WIFR017</li><li>15. Carry out label changes and adjustments on Lines</li><li>16. Manually change codes on labels and outers on Lines</li></ol> |

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- 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.

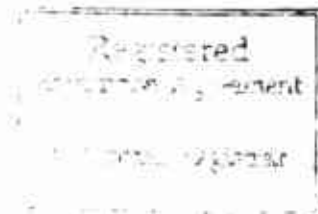
**Procedure  
Stoppages  
Washdown  
Procedures :**

- on
1. Identify cause of machine stoppage
  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

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## CLASSIFICATION STRUCTURE

<p style="text-align: center;"><b>LEVEL 3</b> <b>Production Employees</b> <b>Filling Room</b></p>
---

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

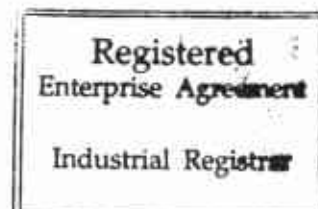
### **QC Checking Procedures**

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**

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

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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 :**

1. Identify faults on production lines and take corrective action
2. Correctly record downtime resulting from stoppage

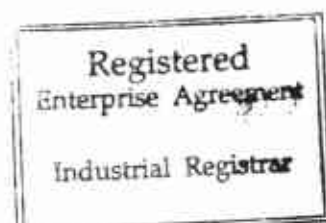
**Washdown  
Procedures :**

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 :**

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

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## CLASSIFICATION STRUCTURE

<p style="text-align: center;"><b>LEVEL 4</b> <b>Production Employees</b> <b>Filling Room</b></p>
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**Progression to Level 4 is by Appointment Only.**

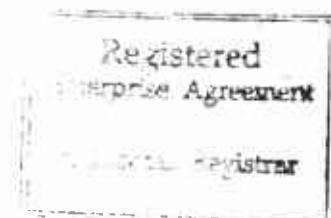
An employee at **Level 4** is :

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

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## **TRANSFER TO SKILL LEVELS IN THE CLASSIFICATION STRUCTURE PRODUCTION – FILLING ROOM**

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

On the 1 August 2001 all employees who have completed their three months Probation period will move to Level 2 of the agreement. Employees receiving a Line Leader Allowance will retain that allowance until the skills audit has been completed. No one will move to a lower rate of pay as a result of this process.

On the 1 November 2001 each Filling Room 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.

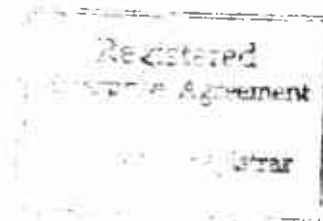
The assessment process to determine the skill level to which the employee is allocated will be as follows :

- 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 could see the employee repositioned to a lower skill level.

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## ATTACHMENT C

### CLASSIFICATION STRUCTURE

<p style="text-align: center;"><b>LEVEL 1</b> <b>Production Services (Entry Level)</b></p>
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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 :

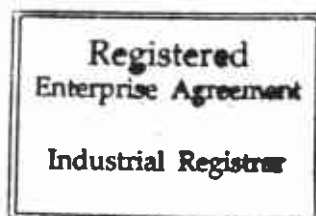
**Core Skills employee must obtain to progress to Level 2 :**

- 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

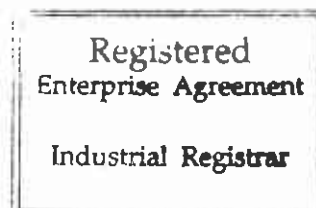
**Additional skills** an employee must obtain before moving to Level 2 :

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

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- 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



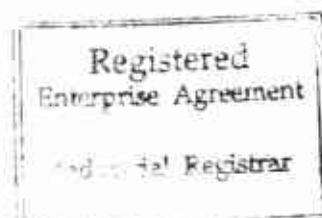
## CLASSIFICATION STRUCTURE

<b>LEVEL 2</b> <b>Production Services</b>
--

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** :

- |   |   |
|---|---|
| <b>Setting Up<br/>Production Lines</b>  | <ol style="list-style-type: none"><li>1. Allocate correct vessel or barrel to Production Line in the correct order</li><li>2. Identify that vessel or barrel has QC clearance</li><li>3. Can use Production Order or computer system to ensure correct packaging is on each line</li><li>4. Identify packaging is in correct area - i.e. Filling Room floor or Mezzanine Level</li></ol>  |
| <b>Supply to Creme<br/>Lines 10 and 14</b>  | <ol style="list-style-type: none"><li>1. Carry out the replacement procedure observing the Quality Control and Recycle instructions contained in WIFR023</li><li>2. Identify the correct barrel by batch number on the Production Order</li><li>3. Carry out replacement procedure using drum lifter and correct manual handling techniques</li><li>4. Carry out purging procedure using Nitrogen in accordance with WIFR027</li><li>5. Replenish Nitrogen bottles on Lines 10 and 14 when needed</li></ol>                             |
| <b>Return of<br/>Finished Goods<br/>and Packaging to<br/>Medium Density<br/>Store</b> | <ol style="list-style-type: none"><li>1. Carry out Receipt of Production Order in accordance with WIFR064</li><li>2. Correctly prepare and label shrink wrapped pallet of finished goods for return to MD store</li><li>3. Carry out procedure for returning packaging to MD Store from the Filling Room in accordance with WIFR004</li><li>4. Correctly complete Stock Movement Cards in accordance with WIFR005</li><li>5. Correctly prepare and label shrink wrapped pallet of returnable packaging for return to MD Store</li></ol> |
| <b>Additional Skills</b>  | <ol style="list-style-type: none"><li>1. Maintain good housekeeping practices in the Pallets Services area, Production floor and Mezzanine Levels</li><li>2. Operate as part of team and respond promptly to requests for assistance from the Production floor.</li></ol>   |

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## CLASSIFICATION STRUCTURE

<b>LEVEL 3</b> <b>Production Services</b>
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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**

1. Order correct Packaging Materials required for Production lines in accordance with WIFR019
2. Interpret Production Schedule to ensure all packaging materials are available
3. Identify product codes for each production run from computer system in accordance with WIFR076 Point 3.3
4. Follow order procedure to ensure requirement packaging accessed from MD storage before each production run
5. Follow order procedure for alternate packaging and components when main supply not available by contacting Planning and QC departments for authorisation

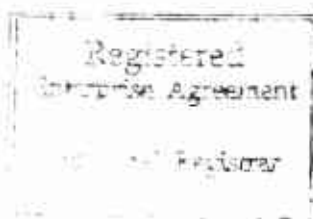
### **QC Checking Procedures**

1. Follow Quality Control procedures for allocating and storing released and held goods.
2. Follow Quality Control procedure for holding stock when goods produced to comply with Therapeutic Goods requirements

### **Problem Solving :**

1. Apply knowledge and experience to monitor actual production to ensure continuous supply of packaging and components to the production lines.

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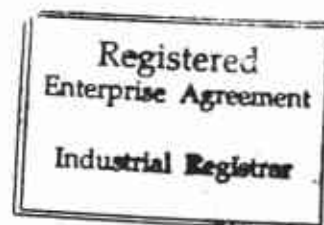
2. Exercise judgement in monitoring excess packaging and components returned to storage to ensure components have been recorded correctly and stored in correct area.
3. Organise requirements for the following shift and ensure components and packaging are available to enable continuous production to meet 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 :**

1. Correctly dispose and/or recycle waste packaging and excess cartons
2. Ensure all work areas are tidy with no safety hazards

**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.



## CLASSIFICATION STRUCTURE

<b>LEVEL 4</b> <b>Production Services Supervisor</b>
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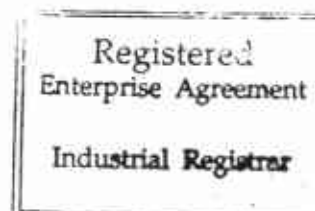
**Progression to Level 4 is by Appointment Only.**

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.

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## ATTACHMENT D

### CLASSIFICATION STRUCTURE

<p style="text-align: center;"><b>LEVEL 1</b> <b>Compounding Employees (Entry Level)</b> <b>Pre-Weighing</b></p>
--

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 :**

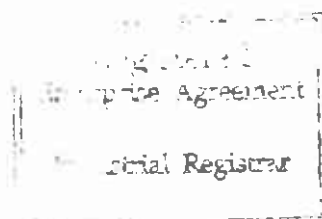
Employee must be able to :

- 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.

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## CLASSIFICATION STRUCTURE

<b>LEVEL 2</b> <b>Compounding Employees</b> <b>Pre-Weighing</b>
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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**

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  
Materials**

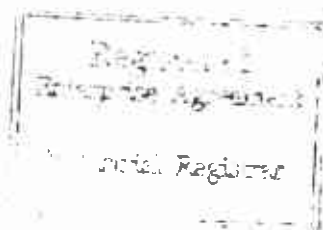
**Raw**

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**

**&**

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**

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.

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## CLASSIFICATION STRUCTURE

<b>LEVEL 3</b> <b>Compounding Employees</b>
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### 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

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

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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 Cylinder
17. Operate alcohol meter

**Dispensing Raw Materials**

1. Dispense thioglycolic Acid using Batch controller/Meter in accordance with WICO009
2. Dispense Hydrogen Peroxide 50% in accordance with WICO045

**Cleaning & Housekeeping**

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**

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





## 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

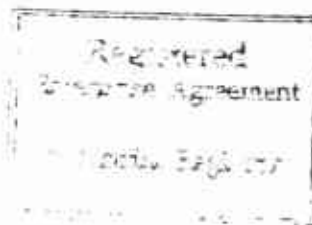
An employee will move to this Level and pay rate when they have a minimum 12 months experience on this site.

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

<b>LEVEL 6</b> <b>Compounding Employees</b>
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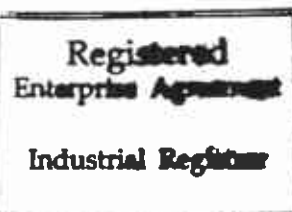
**THIS POSITION IS BY APPOINTMENT ONLY.**

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
5. Performs work unsupervised
6. Understands and works from Work Instructions and Standard Operating procedures
7. Exercises good interpersonal and communication skills.

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. Conduct WAS Testing of shampoo – Testing method 8A
8. Conduct peroxide testing – Testing Method 21A
9. Conduct ammonia testing – Testing method 17A
10. Sanitise demin system in accordance with WICO025
11. Conduct an audit of a single procedure
12. Use the computer system to accurately enter data



## **TRANSFER TO SKILL LEVELS IN THE CLASSIFICATION STRUCTURE COMPOUNDING**

The introduction of the Classification Structure for the Compounding/Blending 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, Wage Increases of this Agreement. Employees receiving a Training Allowance will retain that allowance until the skills audit has been completed. No one will move to a lower rate of pay as a result of this process.

On the 1 November 2001 each Compounding 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 Planning and Blending Co-Ordinator. 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 Planning and Blending Co-Ordinator 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 6 which will be by appointment) provided that training has been completed and competency assessed.

Poor performing employees on Levels 2,3,4 and 5 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.

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