

ENTERPRISE AGREEMENT

NO. EA 98/211
.....

DATE REGISTERED ~~01~~ (22-7-98)
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PRICE \$ 106
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**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA98/211

TITLE: Abbott Australasia Kurnell Sterile Facility Technicians Enterprise Agreement 1998

I.R.C. NO: 98/3562

DATE APPROVED/COMMENCEMENT: 22 July 1998

TERM: Expires 1 December 1999

**NEW AGREEMENT OR
VARIATION: New**

GAZETTAL REFERENCE:

DATE TERMINATED: 22 July 1998

NUMBER OF PAGES: 53

COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to employees of Abbott Australasia Pty Ltd employed in the Sterile Department at Captain Cook Drive, Kurnell.

PARTIES: Abbott Australasia Pty Ltd -&- John Dunbar, Lorraine Dunshea, Denise Eyre, Carl Moorhead, Carmen TePuke, Deborah Thorne, Oliver Zhang



Registered
Enterprise Agreement
Industrial Registrar

ABBOTT
AUSTRALASIA
KURNELL
STERILE
ENTERPRISE
AGREEMENT

Facility
Technicians

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1998

CONTENTS

ARTICLE	PAGE
PART A - General	
Index	3-4
Definitions	5
1. Purpose and Application	6
2. Duration of Agreement	7
3. Teamwork	7
4. No Extra Claims	7
5. Key Performance Indicators (KPI's)	8
6. Salaries	8
a) Initial Salary Adjustment	8
b) Salary Plan for Duration of Agreement	9
7. Team Based Evaluation	9
8. Consultative Process	9
<i>Appendix 1</i>	9. Key Performance Indicators 10-11
PART B - Formalities	
1. Payment of Wages	12
2. Relationship with Parent Award	13
3. Contract of Employment	13
4. Part Time and Casual Employees	13
5. Seniority	13-14
6. Hours of Work	14
7. Shift	14-15
8. Meal and Tea Breaks	15
9. Employment Security Policy	15
10. Job Posting	15
11. Performance Appraisal	16
12. Counselling Procedure	16
13. Grievance Procedures	16-17
14. Public Holidays	17-18
15. Management of Leave	18
16. Workers' Compensation Procedure	18-20
17. Right of Entry	21
18. Period of Notice	21
19. Abandonment of Employment	21
20. Certificate of Service	21
21. Legal Representation	21
<i>Appendix 2</i>	Technician Performance Survey - Level 1 22
<i>Appendix 3</i>	Technician Performance Survey - Level 2 23
<i>Appendix 4</i>	Technician Performance Survey - Level 3 24
<i>Appendix 5</i>	Technician Performance Survey - Level 4 25
<i>Appendix 6</i>	Technician Performance Survey - Level 5 26
<i>Appendix 7</i>	Technician Performance Survey - Level 6 27
<i>Appendix 8</i>	Technician Performance Survey - Level 7 28
<i>Appendix 9</i>	Sterile Team Assessment Document 29-37



CONTENTS continued

ARTICLE	PAGE
PART C - Classification Structure	38
Part 1. GENERAL INFORMATION	39
1.1 INTRODUCTION	40
Purpose of this Document	40
1.2 DESCRIPTION OF THE STRUCTURE	40
Classification Levels	40
Generic Titles	40
Skill Flexibility	40
Multi-Skilling	40
Review of Roles	41
Casual Employees	41
Employee Appeals	41
1.3 GENERAL REQUIREMENTS FOR EACH LEVEL	42
Qualifications and Experience	42
Training	42
Competency Requirements	42
1.4 SUMMARY OF GENERIC TRAINING	43
Part 2. EMPLOYEE CLASSIFICATION, TRAINING and ASSESSMENT	44
2.1 EMPLOYEE CLASSIFICATION	45
The New Structure	45
2.2 TRAINING AND ASSESSMENT	45
Training	45
Assessment Guidelines	45
On-Going Employee Development	45
Part 3. CLASSIFICATION LEVEL REQUIREMENTS	46
3.1 CLASSIFICATION LEVEL 1	47
3.2 CLASSIFICATION LEVEL 2	48
3.3 CLASSIFICATION LEVEL 3	49
3.4 CLASSIFICATION LEVEL 4	50
3.5 CLASSIFICATION LEVEL 5	51
3.6 CLASSIFICATION LEVEL 6	52
3.7 CLASSIFICATION LEVEL 7	53



DEFINITIONS

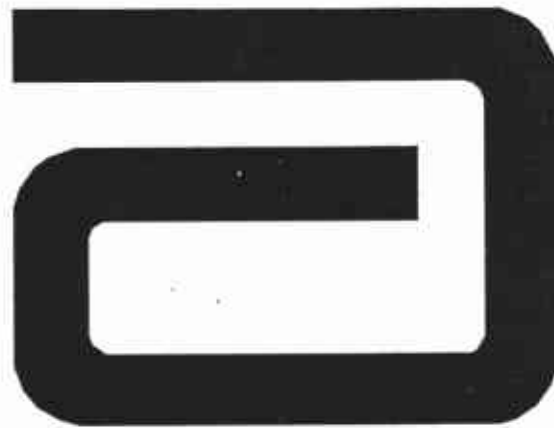
Audit	Therapeutic Goods Association ('TGA') Audits, ISO 9000, ISO 14001, Abbott International Quality Assurance ('QA') Audit, Operations/QA Directors Monthly Audit (housekeeping, QA Internal Audits) (good manufacturing practice).
Company	Abbott Australasia Pty. Limited.
DA	Deviation Alert. A document that can be raised by any employee to QA Personnel regarding any deviation to standard procedure.
Facility Manager	Manager of the Team.
Grievance	An aspect of employment conditions which gives an employee a cause to complain.
NCMR	Non-conforming Material Report. Any raw material, product, commodity or process which does not conform to approved specifications. (Everything has a specification). Report goes to Quality Assurance for decision on pass, rework or reject.
Parties	Abbott Australasia Pty Limited and employees in the Sterile Facility at Captain Cook Drive, Kurnell.
Plan	Work that is planned to be completed within a weekly time frame between Monday and Friday. The initial plan comes from the planning department and is generated from customer orders and stock requirements. The sterile team sign and approve the plan two weeks in advance.
Sterile Facility	A separate contained manufacturing and finishing section of the overall manufacturing of therapeutic goods which particularly require special validation and gowning techniques for aseptically filled products and terminally sterilised products. It is a particular area of the manufacturing facility which requires a special environment for the production, packaging and handling of specific product in accordance with the Australian Code of Good Manufacturing Practice for therapeutic goods - Part II, Medicinal Products.
Sterile Technician	Person trained to the requirements of the Australian Code of Good Manufacturing Practice for therapeutic goods - Medicinal Products - Part II - August 1990 who works in the Sterile Facility.
Team	All sterile technicians in the Sterile Facility, the team leader and the Facility Manager.
Team Member	A sterile technician, Team leader or Facility Manager.
Works Committee	The elected representative of the Sterile Technicians and the nominated representatives of the company.



PART A

GENERAL

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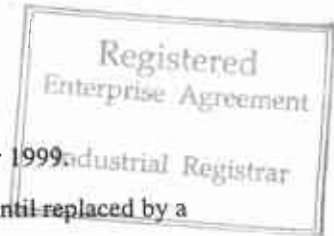


1. **PURPOSE AND APPLICATION**

- a) This Enterprise Agreement hereafter referred to as the "Agreement" supersedes all other Awards and Agreements made under NSW Industrial Legislation.
- b) The Parties acknowledge and support the common objective of sound employee relations, improved productivity, flexibility, efficiency, quality of services and of employment, and commit themselves in this Agreement to those principles.
- c) The Parties further recognise that a mutually beneficial partnership will be essential for future company growth and employment opportunity and security.
- d) This Agreement applies to employees of Abbott Australasia Pty. Ltd. employed in the Sterile Department at Captain Cook Drive, Kurnell, covered by the Site Classification Structure, Part C hereto.

2. **DURATION OF AGREEMENT**

- a) This Agreement is effective from to 1st December 1999.
- b) This Agreement will remain in effect after the expiry of its nominal term until replaced by a subsequent award or agreement.
- c) It is the intention of this Agreement that future agreements will not require extensive modification of this Agreement document as it provides the necessary consultative framework to embrace foreseeable business objectives that may arise. If a circumstance arises during the time frame of this Agreement that has a significant impact on its terms and conditions, the parties agree that as a natural course of events, they will consult to develop a method of overcoming the situation.



3. **TEAMWORK**

It is the responsibility of all Abbott employees to make the company as efficient as possible. The Parties are committed to examining work organisation structure and practices at all levels. In order to facilitate a "team work" concept in and across the various departments staff viewed traditionally as supervisory staff may assist employees, when needed, in order to aid the achievement of team performance measures. It is recognised that all those responsible for the efficient functioning of the Sterile Department have an important role to play in its ultimate success.

4. **NO EXTRA CLAIMS**

This Agreement provides for a wages plan of progressive increases over the period of the Agreement. All parties agree that during the life of the agreement, no party will raise extra claims relating to the terms and conditions of the Agreement.

5. KEY PERFORMANCE INDICATORS (KPI's)

The fundamental goal of this Agreement is a commitment to a process of continuous improvement through the development of greater team-based responsibility and accountability, the reduction in the level of management input into the daily operation of the Sterile area, the adoption of team-based performance goals and the continued application of Key Performance Indicators ('KPI') as a means of quantifying performance improvement.

The Parties hereto agree to achieve improvements on current trends in the KPI's as detailed below:

- i) Labour performance - 100%
- ii) Conformance to Plan - 100%
- iii) Non-chargeable time - lower than 31.5%
- iv) Direct/indirect cost ratio - Tracking only
- v) NCMR/DA rate (team related)
 - 1. Team Related.
 - 2. Bio-burden (Technician) Related. - The lower the better
 - 3. Environmentals
- vi) Work Order error rate - QA to measure
- vii) Housekeeping - 90%



*Productivity Payment to be paid every 12 weeks if all KPIs are met, at 5% of annualised salary. If in the 12 weeks the KPIs are not met then half the number of weeks for which the KPIs were met will be allowed towards the next 12 week period.

Team members entitlement to the 5% productivity payment shall continue to accrue through all leave entitlements as specified in this Agreement with the exception of Parental/Carers Leave and Extended Sick Leave. Team members absent on either Parental/Carers Leave or Extended Sick Leave for the majority of any three month period will have no entitlements under this provision.

6. SALARIES

a) Initial Salary Adjustment

This Agreement provides for the following salary adjustments effective the day of 1998.

Level	Existing	New Salary
1	N/A	27770
2	NA/A	30130
3	30050	32688
4	33254	35496
5	35798	38604

- In line with the classification structure as detailed in Part C of this Agreement.

b) Salary Plan for Duration of Agreement

Future increases as outlined below will be subject to the Sterile Evaluation procedure as outlined in Clause 7 of the Agreement.

	June '98	Dec. '98	June '99	Points Required
Satisfactory	2%	2%	2%	55 - 70
Commendable	3%	3%	3%	71 - 85
Outstanding	4%	4%	4%	85 - 100

The above increases will apply to all classification levels within the Sterile Facility.

7. TEAM BASED EVALUATION

It is agreed that as part of this Agreement six monthly evaluations of overall team performance will be carried out to measure:

- i) Co-operation within the team
- ii) Shared Responsibilities within team
- iii) Goal performance - written report
- iv) Internal Partner Customer Survey
- v) Technical knowledge



Evaluations will be conducted by the following personnel:

- i) Total team self assessment against all the criteria
- ii) Manager assessment against the criteria i, ii and iii
- iii) Compliance Manager assessment against the criteria v

The impact of the various assessments in the determination of the overall performance rating will be as follows:

- i) Sterile team - assessment against all criteria including Internal Partner Survey Results = 60%
- ii) Manager - assess criteria i, ii and iii
- iii) Compliance Manager - assess criteria v

(Total Manager and Compliance Manager assessment = 40%.)

If agreement cannot be reached by the parties involved in the assessment, then the grievance procedure will be enacted from Stage 3.

The instrument to conduct Team Based Evaluation will be the Sterile Team Assessment Document (see Appendix 9).

8 CONSULTATIVE PROCESS

This Agreement has been developed by the Team in collaboration with management to engender continuous improvement and job enrichment.

It is intended that this collaborative approach to business within the Sterile Facility will continue to not only address any ongoing issues but be used for the development of future agreements

9. KEY PERFORMANCE INDICATORS

As described in Section 5 of this Agreement a series of KPIs will drive the continuous improvement process.

Below are the definitions of those indicators and their method of measurement. KPI's will be monitored and performance displayed in the Sterile area, updated monthly and discussed at regular departmental meetings.

9.1 Labour Performance

Definition: Labour Performance is a measure of how efficiently labour is utilised. It is measured against a standard. The standard is derived from the average of the previous 12 months performance.

To calculate Labour Performance you divide the standard hours by the actual labour hours it took to complete the job and multiply by 100 to obtain a percentage.

$$\frac{\text{Standard Labour Hours}}{\text{Actual Labour Hours}} \times 100 = \% \text{ Labour Performance}$$

If Labour Performance is greater than 100% then the work was completed in less time than the standard. If on the other hand, it is less than 100% then it took longer than the standard and therefore was less efficient.

For the first year of the agreement Standard Labour Hours will be those set by the Industrial Engineer in May 1997 as 1998 Labour Standards. A list of these standards will be posted in the Sterile Department.

It should be noted that the labour performance is a measure of how efficiently labour is used when booked to a worked order. All other time is defined as non chargeable. This must also be measured to ensure efficiencies are not being transferred into non chargeable time unnecessarily.

The following rule applies:-

$$\text{Total Paid Time} = \text{labour hours booked to a work order} + \text{non chargeable time.}$$

9.2 Conformance to Plan

Definition: Conformance to Plan is a measure of manufacturing reliability. It measures the number of planned activities scheduled in the manufacturing process commencing with Drug Weigh through to the completed batch document being received by Quality Assurance for auditing and approval. These planned activities are then compared to the actual activities completed within the scheduled week and the calculation is as follows:

Measurement:

$$\frac{\text{Actual number of activities completed}}{\text{Planned number of activities completed}} \times 100 = \% \text{ Conformance to Plan}$$

Percentage achievement of weekly Plan excludes factors outside of team control, e.g., raw material/commodity unavailability, major machine breakdowns.



9.3 Non-chargeable Time

Monitoring non-chargeable time from the time sheets ensures non-chargeable time does not exceed 31.5% on a quarterly basis.

Measurement: $\frac{\text{Non-Productive Hours}}{\text{Total Hours Attended}} \times 100 = \%$

9.4 Direct/Indirect Cost Ratio

Sterile Team Members record and monitor for the first six months the ratio of indirect time to direct time within the Sterile Department.

9.5 Product Affecting NCMR/DA (Non Conformance Material Report/Deviation Alert)

Monitor the number of Environmental NCMRs within the Sterile Department. These include both Technician Bio-burden and Departmental Environmentals.

Measurement: Monthly count of NCMRs raised in the following areas:

- Environmental
- Technician Bio-burden
- NCMR - Related to Team
- DA - Related to Team

e.g. NCMR/DA are those for which the Sterile Team has accountability.



9.6 Work Order Error Rate

Monitor all Work Order errors:

- Sterile
- Sterile Finishing

Measurement: Measured by QA and results issued to department monthly.

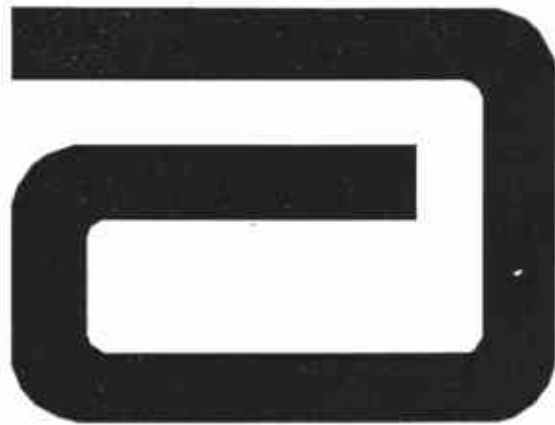
9.7 Housekeeping

Ensure no major observations associated with housekeeping on any Audit conducted within the Sterile Department, achievement of at least 90% on Ops/Q.A. Directors monthly audit.

The Team will develop an action plan and respond within two weeks of any minor observation found.

PART B

FORMALITIES



Notwithstanding arrangements arrived at in Part A of this award, the following formalities as contained in Part B will apply.

1. PAYMENT OF WAGES

- A: Wages shall be paid by Electronic Fund Transfer (EFT) at fortnightly intervals for the first 6 months of operation and then at monthly intervals..
- B. The Company will make representation to the appropriate bank if for any reason EFT payment into the employees account is delayed.
- C. Upon termination of employment, wages due to an employee where possible will be deposited on the day of such termination, but no later than five (5) working days after termination.
- D. The Company may deduct from wages due to an employee any amount authorised by the employee to do so.

2. RELATIONSHIP WITH PARENT AWARD

This Agreement shall be read and interpreted wholly in conjunction with the relevant Parent Awards, but will prevail over the Parent Awards to the extent of any inconsistency.

3. CONTRACT OF EMPLOYMENT

Any employee not specifically engaged as a casual employee shall be deemed to be employed as a full time employee.

4. PART-TIME AND CASUAL EMPLOYEES

A. PART-TIME EMPLOYEES:

- 1. Part-time employees may be employed as required.
- 2. The ordinary hours of work, exclusive of meal times, shall be the same as those prescribed for weekly employees but shall not in any case be less than twenty hours per week.
- 3. Part-time employees shall be paid at the hourly rate of pay which is one-thirty eighth of the weekly wage of the appropriate classification.
- 4. All other provisions of this Agreement with respect to annual leave, long service leave, sick leave, personal/carer's leave, public holidays, shall apply to part-time employees on a pro-rata basis.
- 5. The Company will not employ more than 25% of its employees as part-timers.
- 6. Notwithstanding the provisions of paragraphs (1) to (5) of this clause, the Parties may agree, in writing, to observe other conditions in order to meet special cases.



B. CASUAL EMPLOYEES:

1. Casual employees shall be paid an hourly rate equal to the appropriate award rate (weekly) divided by 38 plus twenty per cent calculated to the nearest half cent with a minimum payment on any one day of four hours.
2. The Company will not employ more than 25% of its employees as casuals.
3. Notwithstanding the provisions of paragraph (1) and (2) of this clause the Parties may agree, in writing, to observe other conditions in order to meet special cases.
4. Notwithstanding the above no more than 25% of the total hours worked by employees covered by this Agreement in any 12 month period shall be worked by part time and/or casual employees. The Company may however agree to observe other conditions.
5. Overtime rates will only be paid to casual and/or part-time employees when they work in excess of 9 1/2 hours in a day or 38 hours in a regular work week as described in the hours of work and work week clause.

5. SENIORITY

Seniority is defined as the length of the employee's continuous service with the Company since their last date of hire.

In the event of a promotion, transfer or demotion involving a change of department, the employee shall maintain his/her seniority within his/her new department.

In the case of a full time employee being re-employed within 12 months of their departure; for the purpose of seniority the employee's length of employment shall be bridged. It is understood that this will not permit the employee to be paid the same benefit twice.

6. HOURS OF WORK

The Team will exercise a high degree of responsibility in planning and carrying out work. Hours of work will be determined by Agreement with a majority of Team members, taking due account of the needs of the business, the operational efficiency of the Company and the well being of Team members, provided that an average of 38 hours per week will be worked over a 52 week period to be worked Monday to Friday inclusive.

A Team members' work week, under normal circumstances will be over a four (4) day period. However, by individual mutual agreement the work week can be over a five (5) day period. Team members will organise the work schedule so that operations may be carried out over five (5) days per week (with the exception of public holidays).

The annualised salary system builds in and remunerates a base amount of overtime even if the actual overtime hours worked is less. It is the responsibility of both the management and Sterile Team members to control excess hours within reasonable limits.

It is acknowledged that variations will arise from week to week but should be spread evenly in longer time spans of one to three months. The Works Committee will meet quarterly or more frequently if circumstances warrant it, to review the hours worked by all Team members and correct any anomalies in actual hours worked. If it is identified that particular job functions require particular Team Members to work excessive hours compared to other Team members, then corrective actions will take place to spread the job functions, for example by increased training of other Team members. The Team is committed to ensuring that if there is a requirement for work hours in excess of 38 hours per week then it be spread as much as possible between all Team members.



On the occasion that a member of the Team attends work on what is normally their planned day off and cannot proceed with work, that person shall be credited with four hours.

ADDITIONAL HOURS

Remuneration is in the form of an annualised salary. However, there is a provision for an overtime payment once four (4) additional hours per week has been worked. The rate of the payment is 1.8 times the annualised hourly rate. A ledger system will operate over a 12 week period where any additional hours worked during the period will be tallied and either:

- o Overtime will be paid at the above rate on the additional hours exceeding four (4) hours in any one week; or
- o Time off in lieu taken equivalent to the hours actually worked exceeding four (4) hours in any one week.

7. SHIFT

For the purpose of this Agreement the term 'shift' will mean those hours worked where the commencement time is either before 4.00 am or after 12 noon for the duration of a normal work week. A Team member employed on such a shift will attract a shift allowance of 12.5%. Commencement time before 6 a.m. will attract an 'early start' allowance of 5% from and inclusive of the second day onwards of that week.

8. MEAL BREAKS

A meal break will be taken at an appropriate time, as mutually agreed at the workplace, for example staggered meal breaks to meet production requirements.

Two (2) tea breaks will be taken at an appropriate time. The duration of the two (2) breaks will be 15 minutes and 10 minutes respectively.

A person on a shift will receive one (1) 20 minute paid meal break.

9. EMPLOYMENT SECURITY POLICY

- A. The Parties recognise that over the course of time the mix of jobs and skills required will change. In the event that an employee's job is displaced by new technology or work methods, the employee will be offered an alternative position where possible together with the requisite training.
- B. In the event that suitable alternative employment cannot be provided to employees who qualify for redundancy payments, the Company's Redundancy Policy in effect as of the date of termination will apply.

The parties acknowledge that redundancy is not a desired effect of this Agreement.

In order to ensure the preservation of employees' jobs the company will actively seek to increase its manufacturing capabilities wherever possible. To this end it may be necessary to put additional work regimes in place quite different to those covered elsewhere in this Agreement. If this situation does arise then Clause 2(c) Part A will be operative.



10. JOB POSTING

Any full-time position that becomes vacant or any new position created will be posted for a period of (1) one working week. Copies of the posting will also be available to ANY other interested party through the Human Resources Department.

Any employee who satisfies the pre-requisites may apply. Applications must be in writing and must be submitted to the Human Resources Department and this within the period of posting of (1) one working week.

In deciding who is to be assigned the position, the Company will consider the skills, physical ability, manual dexterity and previous work history of the applicants. When all other factors seem to be even, the employee with the most seniority applying for the job shall be appointed. See Seniority Clause, Part B.

11. PERFORMANCE REVIEW

The overall performance of a company relies on the contribution of each employee. A 360° team based performance appraisal system will provide the opportunity to focus on recognition of performance and development of employees, including the agreement of practical plans that will build on a person's strengths and minimise their weaknesses.

The instrument to conduct performance appraisals will be the "Technician Performance Survey", (see Appendices 2 -8). This performance survey will play a dual role of appraising performance at an existing level within the classification structure as well as a tool for assessing the readiness of an individual for advancement through the classification structure.

At the time of assessment of an individual for progression to a higher level, the survey will be conducted, by the team, on the individual's existing level. Six months after regrading, the employee will then be appraised at the new level using that level's survey criteria. Technician Performance surveys will then be subsequently conducted at two yearly intervals.

Refer to Clause 7, Part A for Team Based Evaluation criteria.

12. COUNSELLING PROCEDURE

A. The Company is committed to handling unacceptable performance or violation of policies in a fair, equitable and just manner. To this end, unacceptable performance or violation of policies will be dealt with through progressive and corrective measures. The Company will attempt to ensure that corrective measures are commensurate with the severity of the offence committed.

B. Progressive Corrective Measures

Corrective measures will be, generally speaking, progressive, commencing with the verbal discussions, followed by written reprimands, and in the event that efforts at correction have been ineffective, termination of employment may occur. These should be held in privacy and remain confidential. Generally, once it has been determined that discipline is required to prevent a recurrence of the breach of conduct, the following steps will be applied:

First step: Verbal discussions for first occurrence, pertaining to unacceptable performance or concerning breach of conduct. A notation of this conversation will be duly placed in the employee's file.

Second step: Written reprimand for second occurrence, pertaining to unacceptable performance or breach of conduct. A copy of this reprimand will be placed

in the employee's file.

Third step: Written reprimand for third occurrence, pertaining to unacceptable performance or breach of conduct. A copy of this reprimand will be placed in the employee's file.

Final step: Discharge - To be used when repetitive and progressive corrective measures have proven ineffective or the offence is of a serious enough nature as to require such action.

Prior to imposing any form of discipline the Supervisor/Manager will consult with the Human Resources Department. The Human Resources Department will assist in the process in order to ensure fairness, uniformity and impartiality in the application of the corrective measures.

It is to be understood throughout the procedure noted above that the employee will be invited to present any mitigating factors which may have a direct impact on the interpretation of the occurrence. The employee is free to seek counsel from his/her Union delegate and/or organiser at anytime throughout the aforementioned procedure and/or request that the union delegate be in attendance.

Any reprimands inserted in an employee's file will be retained in the employee's official file located in the Human Resources Department. These inserts will be withdrawn after one (1) year following insertion unless other offences/reprimands are committed during this same period.

An employee may, at any time, review their personal file in the presence of a member of the Human Resources Department or union representative if so requested.

C. Termination

Notwithstanding the above the Company shall retain the right to dismiss any employee without progressive and corrective measures or without notice for conduct that justifies instant dismissal particularly conduct which could endanger our customers, place other employees at risk, or cause wilful damage to our equipment facilities.

13. GRIEVANCE PROCEDURES

The purpose of the Grievance Procedure is to allow all Team Members to have a system to discuss and settle their grievances.

It is agreed that to enable the smooth operation of our business every effort will be made to ensure that a Team members' grievances will receive prompt attention and be resolved by conciliation.

Stage 1

Team Member to raise issue with Team leader to discuss with the appropriate person/persons and respond to issue within 24 hours. If unable to satisfactorily resolve the issue the matter should be brought to the attention of the Facility Manager.

Stage 2

If the Facility Manager and Team members are unable to bring the issue to a satisfactory conclusion within a further 24 hour period then the grievance should be discussed with the Operations Manager, with the appropriate Team members being present.

Stage 3

Failing resolution the Team member who initially raised the grievance can ask to take the matter to the grievance committee consisting of:-

the Employee;
the Employee's Adviser and/or Representative of Works Committee;
the Employee's immediate Team Leader/Facility Manager/Operations Manager;
the Director of Human Resources or a designate of his choice;
the Director of Operations.

The grievance committee will issue its decision no later than seven (7) working days following the grievance being reported to the Team leader. Throughout the procedure all relevant facts shall be clearly identified and recorded.

Stage 4

Every effort to resolve the issue within the Company at the lowest possible level of management should be made. However, if the negotiation process is exhausted without the dispute being resolved the parties shall jointly or individually refer the matter to an independent person or body for resolution.

14. PUBLIC HOLIDAYS

- A. 1. An employee, other than a casual employee, shall be entitled, without loss of pay, to the following public holidays that fall during their regular work schedule.
- | | | |
|-----------------|------------------|---------------|
| New Year's Day | Easter Monday | Christmas Day |
| Australia Day | Anzac Day | Boxing Day |
| Good Friday | Queen's Birthday | |
| Easter Saturday | Labour Day | |
- and all other days gazetted as Public Holidays for the State of New South Wales.

2. Employees whose work schedule is Tuesday to Friday will receive a total of the same number of Public Holidays as an employee whose work schedule is Monday to Thursday.

- B. Picnic Day
In addition to the public holidays prescribed, one single site Picnic Day covering all employees, except casual employees, will be mutually agreed between the Company annually.
- C. Absence on Working Day Before or After
An employee must be in attendance both the working day before and the working day after the holiday that he/she is entitled to in clause A.1. above in order to be paid for such holiday unless otherwise agreed to.

15. MANAGEMENT OF LEAVE

The Team Members are responsible for managing leave. The Team Members will also make every effort to control accrued leave balances accumulated in the previous 12 months. Intention to take extended annual leave should be notified to the Team well in advance of that leave being taken.

All paid leave entitlements will be at the Team members rate of pay which they would normally receive including productivity bonus. In the case of a shift employee, their shift loading will apply to leave taken for a period of up to eight (8) weeks per annum. Morning shift allowance will be excluded from this arrangement.



A. ANNUAL LEAVE

Annual leave shall be in accordance with the New South Wales Annual Holidays Act, 1944.

B. LONG SERVICE

Long Service leave will be in accordance with the New South Wales Long Service Leave Act 1955 as amended.

C. SICK LEAVE

Employees, other than casual employees, will be entitled to sick leave without loss of pay when they cannot attend for duty due to personal illness or injury. There will be eight (8) days sick leave (76 hours) (note: 8 days is based on the present four day working week) per year. Such sick leave will be paid after one (1) months continuous service, provided that the employee continues to remain as an employee of the Company. A medical certificate is required for any more than two consecutive days off.

From the commencement of the Agreement sick leave will accrue from year to year. Employees may utilise the total eight days Core Sick Leave for Primary Care of an immediate family member. Special circumstances could warrant an extension of leave taken for Primary Care - this would be reviewed and approved by the Occupational Health and Safety Co-Ordinator and Facility Manager.

D. EXTENDED SICK LEAVE

Extended sick leave will be granted up to 3 days per year of service but the granting will be conditional on the team reviewing applicant's absentee records to ensure his/her record can support such an additional benefit. Any consideration for additional extended leave greater than the above will be conditional on the approval of the Operations Director and Human Resources Director after all other entitlements have been taken.

Extended sick leave will only be granted in cases of serious illness or accident where medical evidence is supplied.

E. PARENTAL LEAVE

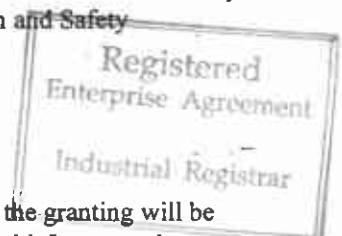
Refer to Parental Leave Policy Number 4.17 located in the Human Resources Policy Manual for additional benefits.

F. PERSONAL/CARER'S LEAVE

1. Use of Sick Leave

a. An employee, other than a casual employee, with responsibilities in relation to a class of person set out in subparagraph (i) of paragraph (c), who needs the employee's care and support, shall be entitled to use, in accordance with this subclause, any current or accrued sick leave entitlement, provided for in clause 14, Sick Leave, for absences to provide care and support, for such persons when they are ill. Such leave may be taken for part of a single day.

b. The employee shall, if required, establish either by production of a medical certificate or statutory declaration, the illness of the person concerned and that the



illness is such as to require care by another person. In normal circumstances, an employee must not take carer's leave under this subclause where another person has taken leave to care for the same person.

- c. The entitlement to use sick leave in accordance with this subclause is subject to the person concerned being:
- i. a spouse of the employee; or
 - ii. a de facto spouse, who, in relation to a person, is a person of the opposite sex to the first mentioned person who lives with the first mentioned person as the husband or wife of that person on a bona fide domestic basis although not legally married to that person; or
 - iii. a child or an adult child (including an adopted child, a step child, a foster child or an ex nuptial child), parent (including a foster parent and legal guardian), grandparent, grandchild or sibling of the employee or spouse or de facto spouse of the employee; or
 - iv. a same sex partner who lives with the employee as the de facto partner of that employee on a bona fide domestic basis; or
 - v. a relative of the employee who is a member of the same household, where for the purposes of this subparagraph:
 - a. "relative" means a person related by blood, marriage or affinity;
 - b. "affinity" means a relationship that one spouse because of marriage has to blood relatives of the other; and
 - c. "household" means a family group living in the same domestic dwelling.
- d. An employee shall, wherever practicable, give the employer notice prior to the absence of the intention to take leave, the name of the person requiring care and that person's relationship to the employee, the reasons for taking such leave and the estimated length of absence. If it is not practicable for the employee to give prior notice of absence, the employee shall notify the employer by telephone of such absence at the first opportunity on the day of absence.



2. Unpaid Leave for Family Purpose

An employee may elect, with the consent of the employer, to take unpaid leave for the purpose of providing care and support to a member of a class of person set out in subparagraph (i) of paragraph (c) of subclause (1) who is ill.

G. PERSONAL BUSINESS LEAVE

An employee, other than a casual employee, shall receive up to 19 hours per year paid leave where they are required to attend to urgent pressing domestic matters including personal business matters and parent teacher interviews, which cannot be dealt with outside of normal business hours. This leave should be organised in advance with the Facility Manager wherever possible and it is agreed that the needs of the Sterile Facility will be taken into account.

H. JURY SERVICE

Paid leave will be granted to all employees, other than casual employees, for Jury Service with monies received from the Court for such services being paid to the company.

16. WORKERS' COMPENSATION PROCEDURE

Refer to Workers Compensation Policy number 6.6 located in the Human Resources Policy Manual and Basic Operating Procedure No. HR-0280 for claim procedure.

17. RIGHT OF ENTRY

Right of entry provisions under NSW State legislation shall apply.

18. PERIOD OF NOTICE

A. An employee, other than a casual employee, who is paid monthly, who wishes to terminate his/her employment must give 1 months notice. An employee, other than a casual employee, who is paid fortnightly, who wishes to terminate his/her employment must give 2 weeks notice. If such employee chooses to leave before the completion of the required notice, it will be by mutual agreement with the Company. Such resignation may be withdrawn by mutual agreement within the period of notice.

In this circumstance, payment will be up to the agreed termination date and all time worked during the notice period will be paid for.

B. In order to terminate the employment of an employee paid fortnightly or monthly, notice by the employer will at least meet minimum Federal statute requirements at the time of termination or payment in lieu of such notice.

C. In the case of employee misconduct, the Company will terminate such employee by use of the general counselling procedure. An employee who feels that their rights have not been respected can submit their case through the Grievance Procedure.

19. ABANDONMENT OF EMPLOYMENT

The employee has the responsibility to notify the Company of absence from work, but if after two (2) working days he/she remains absent, the Company will:

- a. make an effort to contact the person; and
- b. notify the Team Leader

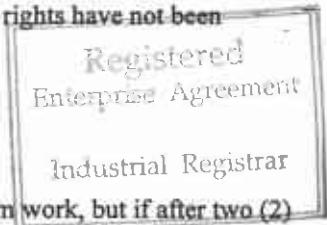
When contact is made, satisfactory explanation must be given. If no contact has been made after a working week, the employee will be deemed to have abandoned his/her employment. Such cases will be reviewed on an individual basis and will not set a precedent for other cases.

20. CERTIFICATE OF SERVICE

An employee on termination of employment and upon request will be given a certificate of service by the Company stating the period of their service and nature of their employment. A separate certificate of training will be given upon request for training accomplished during the employment period. Application for references should be made to the Human Resources Department.

21. LEGAL REPRESENTATION

The Company will meet all costs incurred by the Works Committee as a result of receiving consultation, advocacy and legal advice on matters contained within the Enterprise Agreement results from the application of its principles.

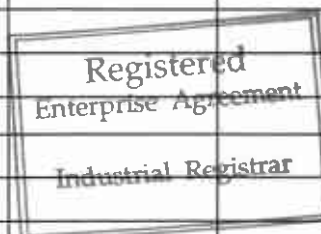


Appendix 2

Technician Performance Survey - Level 1

INTERPERSONAL (PEOPLE) SKILLS

	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
<i>Participates in Team Activities</i>			
Pulls own weight in the team			
Contributes in team meetings			
Accepts team goals as own			
Lets others know what is happening			
Lets others know when they are doing something unsafe			
Brings safety issues to attention			
<i>Communicates with internal partners/customers</i>			
Listens carefully to others			
Understands needs of internal partners/customers			
Talks in a positive way to others			
Is sympathetic to difficulties of others			
Respects individual differences			
Is open and honest with others			
<i>Supports Others</i>			
Helps prepare for the next person			
Is approachable			
Is friendly & co-operative			
DECISION MAKING/PROBLEM SOLVING			
	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
<i>Identifies & Solves Problems</i>			
Recognises & corrects simple or obvious errors in routine work activities			
Seeks assistance & advice when if necessary			
Is alert to recurring problems			
Works without close supervision			
Identifies & reports faults or defects.			
ORGANISATION, PLANNING & TIME MANAGEMENT			
	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
<i>Organises Resources & Time</i>			
Organises routine task activities to meet work requirements			
Communicates well with internal partners/customers			
Completes daily allocated work activities efficiently			
Provides information, services & materials correctly & on time to internal partners/customers			
Checks sets of information (e.g. batch numbers, expiry dates, weights, signatures) against each other, ensuring the information is accurate & complete.			



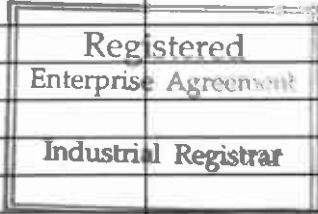
Appendix 3

Technician Performance Survey - Level 2

INTERPERSONAL (PEOPLE) SKILLS

Name: _____

<i>Participates in Team Activities</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Pulls own weight in the team			
Contributes in team meetings			
Accepts team goals as own			
Lets others know what is happening			
Acknowledge efforts of others			
Lets others know when they are doing something unsafe			
Brings safety issues to attention			
Handles conflict in a sensitive manner			
<i>Communicates with internal partners/customers</i>			
Listens carefully to others			
Understands needs of internal partners/customers			
Talks in a positive way to others			
Is sympathetic to difficulties of others			
Respects individual differences			
Is open and honest with others			
<i>Supports & Develops Others</i>			
Is happy to train others in new skills			
Helps prepare for the next person			
Is approachable			
Is friendly & co-operative			
Gives constructive feedback			
Encourages others to express ideas			
DECISION MAKING/PROBLEM SOLVING			
<i>Identifies & Solves Problems</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Back-checks details leading up to problems			
Seeks assistance if necessary			
Is alert to recurring problems			
Looks for signs of problems			
Thinks problems through before acting			
Suggests possible solutions			
Passes on experience to others			
ORGANISATION, PLANNING & TIME MANAGEMENT			
<i>Organises Resources & Time</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Ensures smooth shift changeovers			
Communicates well with internal partners/customers			
Organises routine task activities to meet the plan			
Thinks ahead to reduce errors and delays			
Completes routine work			
Shares responsibility to meet targets			
Provides information, services & materials correctly & on time to internal partners/customers			



Appendix 4

Technician Performance Survey - Level 3

INTERPERSONAL (PEOPLE) SKILLS

	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
<i>Participates in Team Activities</i>			
Pulls own weight in the team			
Contributes in team meetings			
Accepts team goals as own			
Lets others know what is happening			
Acknowledge efforts of others			
Lets others know when they are doing something unsafe			
Brings safety issues to attention			
Handles conflict in a sensitive manner			
<i>Communicates with internal partners/customers</i>			
Listens carefully to others			
Understands needs of internal partners/customers			
Talks in a positive way to others			
Is sympathetic to difficulties of others			
Respects individual differences			
Is open and honest with others			
<i>Supports & Develops Others</i>			
Is happy to train others in new skills			
Helps prepare for the next person			
Is approachable			
Is friendly & co-operative			
Gives constructive feedback			
Encourages others to express ideas			
Provides a source for consultation			
DECISION MAKING/PROBLEM SOLVING			
<i>Identifies & Solves Problems</i>			
	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Back-checks details leading up to problems			
Seeks assistance if necessary			
Detects errors or problems in routine work activities			
Decide on appropriate solutions			
Corrects the situation without assistance			
Keeps supervisor informed of problems & actions			
Passes on experience to others			
ORGANISATION, PLANNING & TIME MANAGEMENT			
<i>Organises Resources & Time</i>			
	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Ensures smooth shift changeovers			
Communicates well with internal partners/customers			
Prioritises tasks without supervisory assistance to meet deadlines			
Thinks ahead to reduce errors and delays			
Organise materials, supplies or equipment needed to complete work activities effectively.			
Advises supervisor of anticipated needs in specific areas.			
Provides information, services & materials correctly & on time to internal partners/customers			

Registered
Enterprise Agreement
Industrial Registrar

Appendix 5

Technician Performance Survey - Level 4

INTERPERSONAL (PEOPLE) SKILLS

Name: _____

<i>Participates in Team Activities</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Co-ordinates the activities of team members			
Allocates tasks where necessary			
Provides assistance where necessary			
Lets others know what is happening			
Acknowledge efforts of others			
Lets others know when they are doing something unsafe			
Brings safety issues to attention			
Handles conflict in a sensitive manner			
<i>Communicates with internal partners/customers</i>			
Listens carefully to others			
Understands needs of internal partners/customers			
Talks in a positive way to others			
Is sympathetic to difficulties of others			
Respects individual differences			
Is open and honest with others			
<i>Supports & Develops Others</i>			
Is happy to train others in new skills			
Helps prepare for the next person			
Is approachable			
Is friendly & co-operative			
Gives constructive feedback			
Encourages others to express ideas			
Provides a source for consultation			



DECISION MAKING/PROBLEM SOLVING

<i>Identifies & Solves Problems</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Back-checks details leading up to problems			
Provides assistance if necessary			
Detects errors or problems in routine work activities			
Decide on appropriate solutions			
Corrects the situation without supervisory assistance			
Keeps supervisor informed of problems & actions			
Passes on experience to others			

ORGANISATION, PLANNING & TIME MANAGEMENT

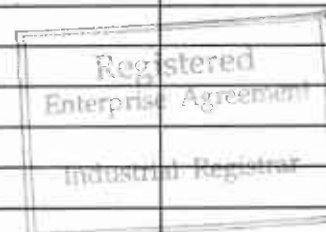
<i>Organises Resources & Time</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Communicates well with internal partners/customers			
Prioritises tasks without supervisory assistance to meet deadlines			
Thinks ahead to reduce errors and delays			
Organise materials, supplies or equipment needed to complete work activities effectively.			
Advises supervisor of anticipated needs in specific areas.			
Provides information, services & materials correctly & on time to internal partners/customers			

Appendix 6

Technician Performance Survey - Level 5

INTERPERSONAL (PEOPLE) SKILLS

<i>Participates in Team Activities</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Schedules, co-ordinates & monitors the activities of team members to meet work requirements efficiently.			
Allocates tasks where necessary.			
Provides assistance where necessary .			
Lets others know what is happening.			
Acknowledge efforts of others.			
Lets others know when they are doing something unsafe.			
Ensures the safety of others in the department.			
Handles conflict in a sensitive manner.			
<i>Communicates with internal partners/customers</i>			
Listens carefully to others.			
Understands needs of internal partners/customers.			
Liaises with other departments to direct or monitor activities.			
Is sympathetic to difficulties of others.			
Respects individual differences.			
Is open and honest with others.			
<i>Supports & Develops Others</i>			
Conducts on-the-job training of team members.			
Organises specialist training resources as required.			
Establishes training & development plans for team members.			
Is friendly & co-operative.			
Gives constructive feedback.			
Encourages others to express ideas.			
Provides a source for consultation.			
DECISION MAKING/PROBLEM SOLVING			
<i>Identifies & Solves Problems</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Identifies serious or complex problems.			
Interprets patterns of information to reach solutions.			
Implements appropriate solutions using supervisory advice & assistance where required.			
Decides on appropriate solutions.			
Corrects the situation without supervisory assistance if appropriate.			
Keeps supervisor informed of problems & actions.			
Passes on experience to others.			
ORGANISATION, PLANNING & TIME MANAGEMENT			
<i>Organises Resources & Time</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Communicates well with internal partners/customers			
Prioritises tasks without supervisory assistance to meet deadlines			
Plans and organises all of the resources required to complete scheduled work within area.			
Provides information, services & materials correctly & on time to internal partners/customers			



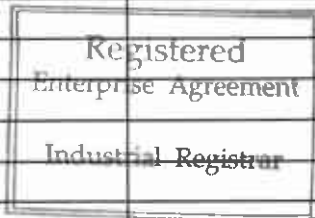
Appendix 7

Technician Performance Survey - Level 6

INTERPERSONAL (PEOPLE) SKILLS

Name:

<i>Participates in Team Activities</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Schedules, co-ordinates & monitors the activities of team members to meet work requirements efficiently.			
Allocates tasks where necessary.			
Provides assistance where necessary .			
Lets others know what is happening.			
Acknowledge efforts of others.			
Lets others know when they are doing something unsafe.			
Ensures the safety of others in the department.			
Handles conflict in a sensitive manner.			
<i>Communicates with internal partners/customers</i>			
Listens carefully to others.			
Understands needs of internal partners/customers.			
Liaises with other departments to direct or monitor activities.			
Is sympathetic to difficulties of others.			
Respects individual differences.			
Is open and honest with others.			
<i>Supports & Develops Others</i>			
Conducts on-the-job training of team members.			
Organises specialist training resources as required.			
Establishes training & development plans for team members.			
Is friendly & co-operative.			
Gives constructive feedback.			
Encourages others to express ideas.			
Provides a source for consultation.			
DECISION MAKING/PROBLEM SOLVING			
<i>Identifies & Solves Problems</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Assumes responsibility for decisions required in the day-to-day running of the work area without supervisory assistance.			
Anticipates or predicts potential quality problems or issues.			
Implements appropriate actions to correct situations and to ensure quality requirements are met in the future.			
ORGANISATION, PLANNING & TIME MANAGEMENT			
<i>Organises Resources & Time</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Communicates well with internal partners/customers.			
Prioritises on-going competing activities without supervisory assistance to meet deadlines.			
Plans and organises all of the resources required to complete scheduled work within area.			
Provides information, services & materials correctly & on time to internal partners/customers			
Plan and organise specific activities within the department.			
Co-ordinate information to ensure specific requirements are met.			



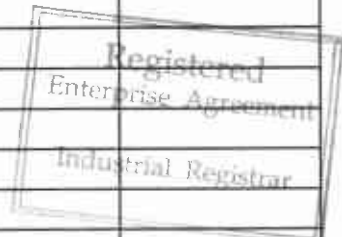
Appendix 8

Technician Performance Survey - Level 7

INTERPERSONAL (PEOPLE) SKILLS

Name:

<i>Participates in Team Activities</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Schedules, co-ordinates & monitors the activities of team members to meet work requirements efficiently.			
Allocates tasks where necessary.			
Provides assistance where necessary .			
Lets others know what is happening.			
Acknowledge efforts of others.			
Lets others know when they are doing something unsafe.			
Ensures the safety of others in the department.			
Handles conflict in a sensitive manner.			
<i>Communicates with internal partners/customers</i>			
Listens carefully to others.			
Understands needs of internal partners/customers.			
Liaises with other departments to direct or monitor activities.			
Is sympathetic to difficulties of others.			
Respects individual differences.			
Is open and honest with others.			
<i>Supports & Develops Others</i>			
Conducts on-the-job training of team members.			
Organises specialist training resources as required.			
Establishes training & development plans for team members.			
Is friendly & co-operative.			
Gives constructive feedback.			
Encourages others to express ideas.			
Provides a source for consultation.			
DECISION MAKING/PROBLEM SOLVING			
<i>Identifies & Solves Problems</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Assumes responsibility for decisions required in the day-to-day running of the work area without supervisory assistance.			
Anticipates or predicts potential quality problems or issues.			
Implements appropriate actions to correct situations and to ensure quality requirements are met in the future.			
ORGANISATION, PLANNING & TIME MANAGEMENT			
<i>Organises Resources & Time</i>	Needs some Development	Usually Displays this Behaviour	Always Displays this Behaviour
Communicates well with internal partners/customers.			
Prioritises on-going competing activities without supervisory assistance to meet deadlines.			
Plans and organises all of the resources required to complete scheduled work within area.			
Provides information, services & materials correctly & on time to internal partners/customers			
Plan and organise specific activities within the department.			
Co-ordinate information to ensure specific requirements are met.			



Sterile Team Assessment Document

Co - operation within the Team / Shared Responsibility within Team/ Technical Knowledge. (Sterile Team Assessment)

This refers to the way in which the team works together to achieve the department's goals. As agreed six monthly evaluations will be carried out by Team Members and the Department Manager and Compliance Manager. Each team member assigns a rating to each of 30 statements. The department manager assigns a rating to Co-operation within the team, Shared responsibility within team and compliance manager rates Technical knowledge.

The maximum score on any survey is 150 (30 items x 5). An overall rating is calculated by averaging individual scores according to the number of respondents.

Internal partner / customer Survey

This refers to the way in which the team interacts with its internal partners and customers. A six monthly customer service survey will be distributed to:

- * QA
- * Finishing Dept/Finishing Stores
- * DrugWeigh
- * Planning
- * Engineering
- * Pay Office
- * Cost Office

Each respondent assigns a rating to each statement.

The maximum score on any survey is (10 items x n respondents). An overall rating is calculated by averaging individual scores according to the number of respondents.



Sterile Team Assessment

<i>Co-Operation within the Team</i>	RATING	COMMENTS
	1 = behaviour not displayed at all 5 = behaviour always displayed	Please justify your rating with one or two examples.
1. Team accepts responsibility for and co-ordinates own work and work area.	1 2 3 4 5	
2. Team monitors own work according to requirements for job quality, customer service, timeliness and resource use.	1 2 3 4 5	
3. Team completes work to the required standard and within required timeframe.	1 2 3 4 5	
4. Team performs its responsibilities and duties in accordance with Abbott policies and procedures.	1 2 3 4 5	
5. Team identifies and addresses safety issues immediately.	1 2 3 4 5	
6. Team ensures work area is well organised in compliance with GMP, safety & environmental requirements.	1 2 3 4 5	
7. Team considers individual needs when scheduling work.	1 2 3 4 5	



	RATING	COMMENTS					
Co - Operation within the Team (Cont.)	1 = behaviour not displayed at all 5 = behaviour always displayed	Please justify your rating with one or two examples.					
8. Team members communicate with each other in a clear, concise, comprehensive manner and are understood.	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
9. Team members share all relevant information within the team.	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
10. Team members clarify all work instructions to ensure the required scope and standard of work is understood.	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
11. Team members provide constructive & positive feedback to each other.	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
12. The team ensures the department manager is informed of anticipated needs, problems and any corrective actions underway.	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
13. Team members respond promptly to each other's questions and to questions from other employees.	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			



	RATING	COMMENTS					
Co - Operation within the Team (Cont.)	1 = behaviour not displayed at all 5 = behaviour always displayed	Please justify your rating with one or two examples.					
14. The team makes all decisions by consensus where practicable.	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			



	RATING	COMMENTS
Shared Responsibilities within Team	1 = behaviour not displayed at all 5 = behaviour always displayed	Please justify your rating with one or two examples.
1. Team members accept allocated responsibilities and duties which are undertaken in a positive manner to promote co-operation and good relationships within the team	1 2 3 4 5	
2. Team problems and conflict are recognised and resolved by the team with a win-win mindset.	1 2 3 4 5	
3. All team members contribute equally to ensure the team fulfills its responsibilities.	1 2 3 4 5	
4. Team members support & train each other to ensure overall team development & skills coverage for the department.	1 2 3 4 5	
5. All team members regularly offer help to each other and actively co-operate with each other to get the job done.	1 2 3 4 5	
6. All team members participate in decisions & express their feelings about issues and respect each others point of view.	1 2 3 4 5	



	RATING	COMMENTS
Shared Responsibilities within Team (continued)	1 = behaviour not displayed at all 5 = behaviour always displayed	Please justify your rating with one or two examples.
7. Team members acknowledge individual and team efforts through praise, rewards and celebrations.	1 2 3 4 5	
8. Team prioritises tasks to ensure deadlines are met.	1 2 3 4 5	
9. Team displays flexibility to minimise errors and delays due to internal & external circumstances.	1 2 3 4 5	
10. Team organises materials, supplies or equipment needed to effectively complete work activities.	1 2 3 4 5	
11. Team ensure internal partners / customers are provided with information, services & material promptly.	1 2 3 4 5	



	RATING	COMMENTS					
Technical Knowledge	1 = behaviour not displayed at all 5 = behaviour always displayed	Please justify your rating with one or two examples.					
1. Team members are aware of and able to identify potential improvements and / or technical problems with process & equipment.	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
2. Team demonstrate technical understanding when offering solutions to problems.	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
3. Team members ensure they have all the relevant information prior to seeking further technical advice and support.	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
4. Actions agreed for improvements or solutions are accepted and supported positively.	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
5. Team members actively seek full explanation of all feasible options to technical problems	<table border="1"> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
Total Score _____							



Sterile Department

Completed By Department _____

Date: _____

	RATING	COMMENTS					
Internal Partner / Customer Survey	1 = behaviour not displayed at all 5 = behaviour always displayed						
1. Team members communicate with partners, customers in a clear, concise, comprehensive manner and are understood.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">1</td> <td style="width: 20%; border-bottom: 1px solid black;">2</td> <td style="width: 20%; border-bottom: 1px solid black;">3</td> <td style="width: 20%; border-bottom: 1px solid black;">4</td> <td style="width: 20%; border-bottom: 1px solid black;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
2. Team members share all relevant information with partners, customers.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">1</td> <td style="width: 20%; border-bottom: 1px solid black;">2</td> <td style="width: 20%; border-bottom: 1px solid black;">3</td> <td style="width: 20%; border-bottom: 1px solid black;">4</td> <td style="width: 20%; border-bottom: 1px solid black;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
3. Team members respond to customer/ partners questions promptly.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">1</td> <td style="width: 20%; border-bottom: 1px solid black;">2</td> <td style="width: 20%; border-bottom: 1px solid black;">3</td> <td style="width: 20%; border-bottom: 1px solid black;">4</td> <td style="width: 20%; border-bottom: 1px solid black;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			
4. Team members provide constructive & positive feedback to partners, customers.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border-bottom: 1px solid black;">1</td> <td style="width: 20%; border-bottom: 1px solid black;">2</td> <td style="width: 20%; border-bottom: 1px solid black;">3</td> <td style="width: 20%; border-bottom: 1px solid black;">4</td> <td style="width: 20%; border-bottom: 1px solid black;">5</td> </tr> </table>	1	2	3	4	5	
1	2	3	4	5			



	RATING	COMMENTS
Internal Partner / Customer Survey	1 = behaviour not displayed at all 5 = behaviour always displayed	
5. The team ensures the partner, customer is informed of anticipated needs, problems and any corrective actions underway.	1 2 3 4 5	
6. Team members actively seek full explanations of all feasible options.	1 2 3 4 5	
7. Team members are Customer Service focused.	1 2 3 4 5	
Total Score _____		



PART C

CLASSIFICATION STRUCTURE



PART 1

Registered
Enterprise Agreement
Industrial Registrar

GENERAL INFORMATION

1.1 INTRODUCTION

The primary aim of the Abbott Classification Structure is to provide a sound framework for developing individuals to a required level of competency within the various levels provided in a fair and equitable manner. The Structure is based on competency, rather than the more traditional method of classifying work which is based mainly on, for example, job titles or qualifications.

Competency can be defined as the skills, knowledge and behaviours necessary to perform work to specified standards

A competency-based Classification Structure therefore organises work and rewards employees according to the skills, knowledge and behaviours needed to perform the required work.

Employees benefit through opportunities to develop and broaden their skills, through a more structured and defined system to prepare them for the more challenging work for the future.

Abbott benefits through a structured organisation of work which clearly defines the competencies required to meet company goals, more efficient and skilled employee performance, and increased flexibility of resources to meet the changing needs of customers.

PURPOSE OF THIS DOCUMENT

The purpose of this document is to provide employees, Section Leaders and Managers with an understanding of:

- the reasons for the Classification Structure,
- the nature of the work occurring at each level, and
- how employees can develop their skills.



1.2 DESCRIPTION OF THE STRUCTURE

CLASSIFICATION LEVELS

The Classification Structure has seven levels, including an entry level (Level 1) through to a Level 7. Each level has clearly defined competency requirements which are different from levels above and below - the higher the level, the more complex the work requirements.

Classification of work is based on careful analysis of the education, training, knowledge, responsibilities, communication skills, work context and technical skills required in each position. Positions of similar overall complexity are grouped together in the same level.

GENERIC TITLES

In order to encourage more effective work practices, employees are referred to as **Technicians**. Differences in roles within the classification levels will be identified by generic role titles, for example, **Technician Level 3 - Sterile**.

SKILL FLEXIBILITY

To maintain the needed skill flexibility, employees will continue to be required to perform any work for which they are trained and competent. This will apply both within their current level and at lower classification levels.

MULTI-SKILLING

Generally, employees will be encouraged and recognised for becoming multi-skilled across different roles within their particular functional stream.

REVIEW OF ROLES

Employees will continue to participate in programs designed to improve quality and efficiency. It is therefore likely that roles will naturally evolve over time as employees become more highly skilled and responsible in their work.

Given the requirement for each employee to undertake a period of training and consolidation of skill it is not anticipated that significant changes to job roles will be necessary other than those agreed. In this respect role reviews will be conducted, on a needs basis. To ensure that roles continue to be classified fairly, these will be carried out by the Abbott Development Committee in conjunction with Section Leaders, Management and the employees involved in each role.

CASUAL EMPLOYEES

Casual employees will continue to be provided through external agencies on a needs basis.

Casual employees will not be classified on the Structure. However, casuals, will be given opportunities to apply for permanency should a vacancy arise. In this case, if successful, the employee will be assessed and classified into the appropriate level.

EMPLOYEE APPEALS

As employees move onto and work within the new Classification Structure, there needs to be provision for those people who feel that they wish to appeal a process or issue. The Appeals Procedure will address:

- appeals concerning assessment of competency, and
- appeals concerning classification of roles.

In each case, the employee should try to resolve the concern through discussion with:

- (i) the person who has been directly working with them on assessment, or classification of role, then
- (ii) the current immediate Section Manager, then
- (iii) the Sterile Team.



1.3 GENERAL REQUIREMENTS FOR EACH LEVEL

Classification level requirements cover what is typically needed to perform the work in roles classified at a particular level. The requirements include:

- QUALIFICATIONS AND/OR EXPERIENCE
- TRAINING
- COMPETENCY REQUIREMENTS

QUALIFICATIONS AND EXPERIENCE

Qualifications:

Include any formal educational or vocational qualifications or licensing typically needed to perform the work in a particular position.

Experience:

This refers to any previous experience needed - gained either at a lower level in Abbott, or in a similar field in another company.

TRAINING

Two types of training will be provided to allow employees to meet the required competencies in their respective roles and within their classification levels.

Generic Training:

This refers to training which is relevant to competent performance in roles within a classification level. Generic training will support the more specialised on-job training and will cover such areas as OH & S, Quality, Teamwork, GMP (Good Manufacturing Practice) etc. Where possible, this training will be an accredited programme.

On-Job Training:

This type of training is provided to allow employees to achieve the required standard of competence in the particular tasks associated with their respective roles.

COMPETENCY REQUIREMENTS

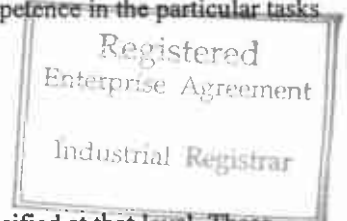
Generic Level Competencies:

Within each level, there are some competencies that need to be achieved in all positions Classified at that level. These include, for example, the type of responsibility and decision-making expected, and the level of communication, documentation and technical skills needed.

Competencies required at each level are listed in Part 2 of this document.

Position Competencies:

Following the completion of relevant generic and on-job training, employees will be expected to perform their work to specified competency standards. These will vary according to the nature of work in each role.



1.4 SUMMARY OF GENERIC TRAINING

Generic training is based on a 'building block' approach - each level building on the skills developed at the previous level. For this reason, employees will be required to undertake generic training modules (as they become available) for all levels up to and including the level at which they are classified

LEVEL	GENERIC TRAINING MODULE
1	ABBOTT INDUCTION PROGRAMME PHARMACEUTICAL PROCESSES 1
2	NUMERACY AND CALCULATION BASIC COMPUTING SKILLS WORK TEAM COMMUNICATION BASIC MECHANICAL SKILLS OR MATERIALS HANDLING
3	PROBLEM SOLVING TECHNIQUES PRECISION MEASUREMENT HAZARDOUS CHEMICALS PHARMACEUTICAL PROCESSES 2
4	INTERMEDIATE COMPUTING SKILLS TEAM LEADERSHIP INDUSTRY AWARENESS 1
5	WRITING SKILL TIME MANAGEMENT PLANNING SKILLS EFFECTIVE COMMUNICATION
6	SUPERVISORY TRAINING DATA ANALYSIS/PROBLEM SOLVING INDUSTRY AWARENESS 2
7	TO BE DEFINED



PART 2

EMPLOYEE CLASSIFICATION, TRAINING AND ASSESSMENT



2.1 EMPLOYEE CLASSIFICATION

THE NEW STRUCTURE

Each employee will be placed into the Classification level which most closely represents their level of competency.

- To remain in a particular classification level, employees are expected to consistently demonstrate the required level of competence.
- Generic and Job Specific training will be undertaken by the employee and once competency is established the employee will be classified within the appropriate level of the structure.
- Vacancies at each level will be advertised in writing and employees will be selected against relevant criteria.
- Where there is a requirement to appoint a person from outside the company, the initial classification level will generally be one level below the level of the role until the person is assessed as meeting all requirements.
- An employee who is required by the Company to do work carrying a lower rate than his/her ordinary classification shall suffer no reduction in pay in consequence thereof.
- An employee engaged for more than two (2) hours during one day or shift on duties carrying a higher rate than their ordinary classification shall be paid the higher rate for such day or shift. If for two (2) hours or less during one day or shift the employee shall be paid the higher rate for the time so worked.

2.2 TRAINING AND ASSESSMENT

TRAINING

Employees will all have the opportunity to receive training in areas that are new to them, or where they feel they would like additional understanding about a process.

Delivery of Training:

Employees will be trained by an appropriate person. This will vary according to what the need is, but training will be conducted by, for example, employees who are already assessed as competent in the process or task, Section Leaders, or other appropriate staff members.

ASSESSMENT GUIDELINES

Aim of Assessment:

The aim of an assessment is to determine whether a person is fully competent in their work, or whether some additional training is needed in one or more areas.

Conduct of the Assessment:

To help ensure a fair assessment, the following people need to be involved:

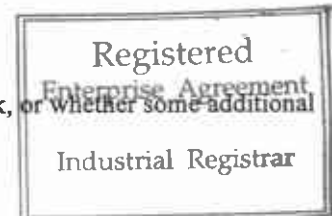
- the employee being assessed
- the immediate Manager
- an accredited assessor (either another employee who is competent in the tasks being assessed - may require different people for different parts of the work or an external assessor).

When the Employee is Assessed as Fully Competent:

Once a person has been assessed as competent, the Manager will confirm such competence by Personnel Instruction for classification onto the new structure with commensurate pay rate.

When the Employee needs some Additional Training:

In this case, the Manager needs to clearly identify and record what additional training is needed. A time for the training to occur should then be agreed by the Manager and the employee. On completion of the training, that aspect of the work should then be re-assessed.



ON-GOING EMPLOYEE DEVELOPMENT

All support, acknowledgement and provision of training will occur to move onto the new structure during the term of this Consent Award. It is envisaged that the next agreement would encompass a comprehensive employee development plan.

PART 3

CLASSIFICATION LEVEL REQUIREMENTS



3.1 CLASSIFICATION LEVEL 1

Employees entering the company at this level will undertake structured training to enable them to develop competence in basic operations in Sterile roles.

QUALIFICATIONS AND EXPERIENCE

- Minimum of 1 month on the job training required within this role before eligible for assessment of competence.
- Basic literacy and numeracy to specified criteria
- Forklift Permit/Licence (where required)

TRAINING

GENERIC LEVEL 1 TRAINING:

- ABBOTT INDUCTION PROGRAMME
- PHARMACEUTICAL PROCESSES 1
- ASEPTIC PRACTICES 1

ON-JOB TRAINING:

Complete all necessary on-job training to achieve the level of competency required in all work specified for the position.

COMPETENCY REQUIREMENTS

GENERIC LEVEL 1 COMPETENCIES:

Responsibility:

- Understand and correctly apply GMP
- Determine the most effective method and sequence of completing work activities within established procedures
- Ensure the quality of own work output
- Work effectively under routine supervision
- Recognise and correct basic problems/errors in routine activities
- Organise routine, allocated task activities to efficiently meet work requirements

Knowledge:

- Acquire a basic, general knowledge about Abbott, including product range
- Acquire a working knowledge of other roles within the work area
- Acquire a basic knowledge of machinery, materials, products used in own work

Communication:

- Work effectively in a team environment
- Understand and complete basic documentation accurately and to specifications

Occupational Health & Safety:

- Understand and correctly apply workplace safety procedures
- Maintain a clean and tidy work area using appropriate agents as specified.

TYPICAL LEVEL 1 ROLE COMPETENCIES:

The following summaries are not intended to be complete descriptions of the work required in each position. They are included simply to give an indication of the types of tasks likely to be performed. Employees are required to demonstrate competence in the following role:

Entry Level Sterile Technician

Operate all machinery to fill, label and pack bulk products, including filler, capper, labeller, shrink tunnel. Complete basic documentation, on-line quality control procedures, minor set-ups, correct movement of materials between areas. Work under supervision in aseptic and packaging environment.



3.2 CLASSIFICATION LEVEL 2

QUALIFICATIONS AND EXPERIENCE

- Minimum of 3 months on the job training required within this role before eligible for assessment of competence.
- Basic literacy and numeracy to specified criteria
- Forklift Licence (where required)

TRAINING

GENERIC LEVEL 2 TRAINING:

- NUMERACY AND CALCULATION
- BASIC COMPUTING SKILLS
- WORK TEAM COMMUNICATION
- BASIC MECHANICAL SKILLS or MATERIALS HANDLING
- ASEPTIC PRACTICES 2

ON-JOB TRAINING:

Complete all necessary on-job training to achieve the level of competency required in all work specified for the position.

COMPETENCY REQUIREMENTS

GENERIC LEVEL 2 COMPETENCIES:

Responsibility:

- Understand and correctly apply GMP
- Determine the most effective method and sequence of completing work activities within established procedures
- Apply quality checks to the work of others/work processes
- Work effectively under routine supervision
- Recognise and correct basic problems/errors in routine activities and, where authorised, decide and implement an appropriate solution
- Organise routine, allocated task activities to efficiently meet work requirements

Knowledge:

- Acquire a basic, general knowledge about Abbott, including product range
- Understand roles in other departments that directly impact on own work activities
- Acquire a basic knowledge of machinery, materials, products used in department

Communication:

- Work effectively in a team environment
- Provide on-job training of Level 1 Technicians in specific tasks
- Understand and accurately complete required documentation on standard forms

Occupational Health & Safety:

- Understand and correctly apply workplace safety procedures
- Maintain a clean and tidy work area using appropriate agents as specified.

TYPICAL LEVEL 2 ROLE COMPETENCIES:

The following summaries are not intended to be complete descriptions of the work required in each position. They are included simply to give an indication of the types of tasks likely to be performed. Employees are required to demonstrate competence in one of the following roles:

Sterile Technician Level 2

Operate all finishing lines as for Level 1, plus QA download, wash ups, operate and monitor video jets, training of Level 1 Technicians in specific tasks, basic documentation, calculations and data entry. Complete MMA's, weights-in-process and minor set-ups and adjustments, assist in writing BOP's. Work unsupervised within aseptic environment. Input and sign off on plan.

.....



3.3 CLASSIFICATION LEVEL 3

QUALIFICATIONS AND EXPERIENCE

- Minimum of 6 months on the job training required within this role before eligible for assessment of competence.
- Basic literacy and numeracy to specified criteria
- Forklift Licence (where required)

TRAINING

GENERIC LEVEL 3 TRAINING:

- PROBLEM SOLVING TECHNIQUES
- HAZARDOUS CHEMICALS
- PHARMACEUTICAL PROCESSES 2

ON-JOB TRAINING:

Complete all necessary on-job training to achieve the level of competency required in all work specified for the position.

COMPETENCY REQUIREMENTS

GENERIC LEVEL 3 COMPETENCIES:

Responsibility:

- Understand and correctly apply advanced GMP
- Determine the most appropriate resources and approaches to achieve required outcomes, both in routine and non-routine work activities
- Identify existing quality problems and implement corrective action
- Work effectively under general supervision
- Detect and solve problems in routine activities without assistance
- Organise materials, supplies, equipment needed to complete work activities

Knowledge:

- Acquire a basic, general knowledge about Abbott, including product range
- Understand roles in other departments that directly impact on own work activities
- Acquire an in-depth knowledge of machinery, materials, products or work systems

Communication:

- Work effectively in a team environment
- Provide on-job training of lower level Technicians in specific task activities
- Maintain detailed written and computerised records accurately and to specifications

Occupational Health & Safety:

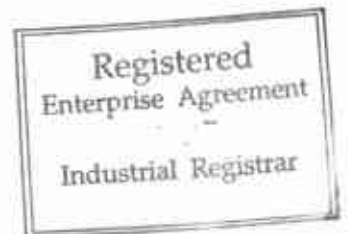
- Understand and correctly apply workplace safety procedures
- Maintain a clean and tidy work area using appropriate agents as specified.

TYPICAL LEVEL 3 ROLE COMPETENCIES:

The following summaries are not intended to be complete descriptions of the work required in each position. They are included simply to give an indication of the types of tasks likely to be performed. Employees are required to demonstrate competence in one of the following roles:

Sterile Technician Level 3

Assist in the co-ordination of filling, packing and labelling products in the sterile manufacturing area and co-ordinate commodities, people and bulk product to meet requirements. Basic set-ups, adjustments and disassembly. Complete detailed documentation including writing and modifying BOPs, input data into computer system. Train lower level operators. Provide information on performance of equipment. Make decisions without supervision to ensure combination of line functions. All level 2 duties plus knowledge of Finishing Store operation, delivery of QA samples to laboratory, follow through to resolution problems identified on daily area checklist, start up / shut down procedures for all finishing lines, line clearance. Operation of sterile ovens. Input and sign off on plan. Problem solving concerning bulk product, reconciliation's, in-process issues. Enter NCMR's.



3.4 CLASSIFICATION LEVEL 4

QUALIFICATIONS AND EXPERIENCE

- Basic literacy and numeracy to specified criteria
- Minimum of 9 months on the job training required within this role before eligible for assessment of competence
- Forklift Licence (where required)

TRAINING

GENERIC LEVEL 4 TRAINING:

- INTERMEDIATE COMPUTING SKILLS
- TEAM LEADERSHIP
- INDUSTRY AWARENESS 1

ON-JOB TRAINING:

Complete all necessary on-job training to achieve the level of competency required in all work specified for the position.

COMPETENCY REQUIREMENTS

GENERIC LEVEL 4 COMPETENCIES:

Responsibility:

- Understand and correctly apply advanced GMP
- Determine the most appropriate resources and approaches to achieve required outcomes, both in routine and non-routine work activities
- Identify existing quality problems and implement corrective action
- Work effectively under general supervision
- Detect and solve problems in routine activities without assistance
- Organise and plan own daily work activities, including co-ordination of resources if necessary, to efficiently complete scheduled work activities

Knowledge:

- Acquire a sound knowledge of the structure of the company
- Understand roles in other departments that directly impact on own work activities
- Acquire in-depth knowledge of relevant machinery, materials, products, work systems

Communication:

- Co-ordinate activities of team members
- Provide effective on-job training of lower level Technicians in specific task activities
- Provide detailed report or analysis, ensuring clear and accurate presentation

Occupational Health & Safety:

- Understand and correctly apply workplace safety procedures
- Maintain a clean and tidy work area using appropriate agents as specified.

TYPICAL LEVEL 4 ROLE COMPETENCIES:

The following summaries are not intended to be complete descriptions of the work required in each position. They are included simply to give an indication of the types of tasks likely to be performed. Employees are required to demonstrate competence in one of the following roles:

Sterile Technician Level 4

All level 3 duties plus manufacture of liquid bulk products including set up, operate, disassembly/assembly, all manufacturing equipment. In process sampling, testing and problem solving, complete detailed documentation including writing and modifying BOPs. Forward order bulk commodities for the week from work schedule, reschedule workload to meet plan, liaise with Production Planning, Quality Assurance and the Documentation Centre. Input/access data from relevant computer system. Apply decontamination procedures in the cleaning of equipment and work area. Training of lower level employees. Operation of sterilising ovens and autoclaves. Input and sign off on plan. Enter NCMR and supply corrective action, conduct line audits, audit batch documents to sign off. Maintain training records for the department.



3.5 CLASSIFICATION LEVEL 5

QUALIFICATIONS AND EXPERIENCE

- Basic literacy and numeracy to specified criteria
- Minimum of 12 months on the job training required within this role before eligible for assessment of competence.
- Forklift Licence (where required)

TRAINING

GENERIC LEVEL 5 TRAINING:

- WRITING SKILLS
- TIME MANAGEMENT
- PLANNING SKILLS
- EFFECTIVE COMMUNICATION

ON-JOB TRAINING:

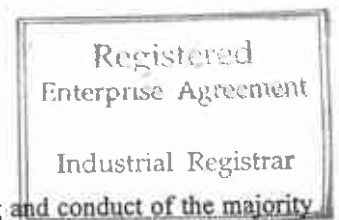
Complete all necessary on-job training to achieve the level of competency required in all work specified for the position.

COMPETENCY REQUIREMENTS

GENERIC LEVEL 5 COMPETENCIES:

Responsibility:

- Understand and correctly apply advanced GMP
- Assume responsibility for decisions which have a significant impact on the work section
- Identify existing quality problems and implement corrective action
- Work effectively under general supervision with responsibility for the organisation, planning and conduct of the majority of work within the section
- Identify and solve complex problems and interpret information to implement solutions
- Plan and organise the resources needed to efficiently complete scheduled work within the section, including effective co-ordination of people, materials, machines/equipment



Knowledge:

- Acquire a sound knowledge of the structure of the company
- Understand an in-depth knowledge of all roles within the department
- Acquire in-depth knowledge of relevant machinery, materials, products, work systems

Communication:

- Provide effective team leadership, including scheduling and monitoring team activities
- Provide/monitor effective on-job training of lower level Technicians in all work activities
- Prepare operating procedures and/or a detailed proposal, report or analysis, ensuring clear and accurate presentation

Occupational Health & Safety:

- Assume responsibility for the safety of others in the work section
- Maintain a clean and tidy work area using appropriate agents as specified.

TYPICAL LEVEL 5 ROLE COMPETENCIES:

The following summaries are not intended to be complete descriptions of the work required in each position. They are included simply to give an indication of the types of tasks likely to be performed. Employees are required to demonstrate competence in one of the following roles:

Sterile Technician Level 5

All level 4 duties plus co-ordinate overall activities within area. Track and report KPIs. Assist facility manager in the development of the teams overall knowledge and skills. Input and sign off on plan.

.....

3.6 CLASSIFICATION LEVEL 6

QUALIFICATIONS AND EXPERIENCE

- Basic literacy and numeracy to specified criteria
- Minimum of 12 months on the job training required within this role before eligible for assessment of competence.
- Forklift Licence (where required)

TRAINING

GENERIC LEVEL 6 TRAINING:

- SUPERVISORY TRAINING
- DATA ANALYSIS
- INDUSTRY AWARENESS 1

ON-JOB TRAINING:

Complete all necessary on-job training to achieve the level of competency required in all work specified for the position.

COMPETENCY REQUIREMENTS

GENERIC LEVEL 6 COMPETENCIES:

Responsibility:

- Understand and correctly apply advanced GMP
- Determine the most appropriate resources and approaches to achieve required outcomes, both in routine and non-routine work activities
- Predict potential quality problems from patterns or analyses, implement corrective action
- Work effectively under general supervision within the scope of the role
- Identify and solve complex problems and interpret information to implement solutions
- Plan and organise specific project or requirement to efficiently meet requirements.

Knowledge:

- Acquire a sound knowledge of the structure of the company
- Understand roles in other departments that directly impact on own work activities
- Acquire in-depth knowledge of relevant machinery, materials, products, work systems

Communication:

- Co-ordinate activities of team members
- Provide/monitor effective on-job training of lower level Technicians in specific task activities
- Provide detailed report or analysis, ensuring clear and accurate presentation

Occupational Health & Safety:

- Assume responsibility for the safety of others in the work section/department
- Maintain a clean and tidy work area using appropriate agents as specified.



3.7 CLASSIFICATION LEVEL 7

Level 7 provides a transition level for those employees selected by the company to build on their Level 6 skills and where possible progress through to a staff position.

QUALIFICATIONS AND EXPERIENCE

- Minimum of 3 years on the job training required within this role before eligible for assessment of competence.
- Forklift Licence (where required)
- Trade and Post Trade Courses in relevant field (where required)



TRAINING

GENERIC LEVEL 7 TRAINING:

Employees classified at Level 7 will be required to undertake and successfully progress through :

- a relevant, accredited TECHNICAL course or
- an accredited course to be defined.

ON-JOB TRAINING:

Employees will be required to undertake appropriate on-job training. The nature of this training will depend upon the specific role needed.

COMPETENCY REQUIREMENTS


All employees classified at this level will need to develop high level skills in such areas as:

- quality assurance/technical systems
- data analysis
- computing (knowledge of range of systems and software)
- trouble shooting (problem identification and problem solving)
- planning/scheduling functions
- people/team management
- continuous improvement programmes
- departmental representation
- overseeing of work systems or projects



THIS AGREEMENT IS MADE AT SYDNEY ON THE _____ DAY OF _____ 1998

SIGNED FOR AND ON BEHALF OF ABBOTT AUSTRALASIA PTY. LIMITED.



JOHN WALSH
Operations Director



RAY THORNLEY
Human Resources Director

SIGNED FOR AND ON BEHALF OF THE WORKS COMMITTEE
FOR THE STERILE FACILITY





DEBOARAH THORNE
Member, Works Committee



LORRAINE DUNSHEA
Member, Works Committee



OLIVER ZHANG
Member, Works Committee



CARMEN TEPUKE
Member, Works Committee



DENISE EYRE
Member, Works Committee



CARL MOORHEAD
Member, Works Committee



JOHN DUNBAR
Member, Works Committee
