

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA00/276

TITLE: Dairy Farmers Bomaderry Plant Site Enterprise Agreement

I.R.C. NO: 2000/2455

DATE APPROVED/COMMENCEMENT: 29 June 2000

TERM: 29 months

**NEW AGREEMENT OR
VARIATION: New Replaces EA97/171**

GAZETTAL REFERENCE:

DATE TERMINATED:

NUMBER OF PAGES: 26

COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to employees at the Bomaderry site covered by Part A of clause 6 of the Milk Treatment and Distribution (State) Award

PARTIES: Colin Neville Allison -&- Mark Andriske, Australian Co-operative Foods Limited, Scott James Barrett, Brian Battle, Mark Francis Berger, Timothy Owen Bricklebank, Warren Dex Brock, Amanda Cheryllyn Bryce, Shirley Elva Butler, Shaun Kevin Canavan, Geoffrey Donald Carpenter, Ronald Frederick Collier, Robert James Collier, Mary Jane Cotter, Paul Thomas Davey, Evan Davis, Nathan Davison, John Gardner Dent, Patrick Michael Duke, Shane Paul Egan, Jason Ford, Graeme Lindsay Furlong, Wayne Leonard Gallagher, Ronald Eugene Gibb, Timothy Wayne Goodsell, Robin Green, David Groom, Louise Hamill, Raymond Allen Hampton, Vianca Heitmann, Shaun Hewitt, Michael Benjamin Howard, Grahame Lawrence Hubbard, Trent Jarman, Warwick Geoffrey Jarrett, Matthew John Jessop, David Henry Kellett, Dean Kennedy, Stephen Kinch, Neville Wallace King, Michael Leggo, Andrew Liddicoat, Stephen John Lord, Phillip Lowin, Phillip Graham Lumsden, Benjamin Lynch, David Christopher Madge, Luke Madge, Susan McIlveen, Allan Russell Medcalf, Patricia Jean Milne, Ronald George Moore, Scott Morton, Andrew Mottram, Robert William O'Mealy, Trevor Bruce Payne, Graham John Pickering, Gary Potts, Carlos Alberto Prazeres, Reuban Leonard Rhodes, Andrew James Riddell, Colin Vernon Roberts, Kevin John Robertson, John Leonard Robinson, Alan Enoch Rodgers, Joshua Rosskelly, Meryl Jean Russell, Samuel Anthony Saliba, Enrico Scarcella, Allen Smith, David Henry Speer, Trevor Spencer, Beverley Starkey, James Taylor, Michael Trotter, Ronald Charles Trotter, Gregory Turner, Lawrence William Walker, Garry Wallace, Leanne Waters, Joanne Weymans, Arthur George Wheeler, Warren Keith Williams

DAIRY FARMERS BOMADERRY PLANT SITE
ENTERPRISE AGREEMENT

1. Parties, Area and Incidence

This Agreement is made between Australian Co-operative Foods Limited (trading in New South Wales and herein called Dairy Farmers) and its employees engaged at its Bomaderry plant site, (excluding employees covered by Part A of Clause 6 of the Milk Treatment etc and Distribution (State) Award, Rural Trading employees and employees engaged in Country Stores), in the classifications set out in Appendix A to the Agreement.

2. Supersession of Previous Enterprise Agreements/Awards

Except as provided by subclause 3(ii), this Agreement supersedes all awards and agreements which would otherwise apply to employees bound by this Agreement.

3. Rates of Pay and Relationship to Award

(i) Dairy Farmers will increase the current ordinary time rates as follows:

- a) To the rates shown in Column 1 of Appendix A from approval
- b) 2.5% from the first pay period on or after 27 June 2000
- c) 1.5% from the first pay period on or after 27 January 2001
- d) 2.0% from the first pay period on or after 27 August 2001
- e) 2.0% from the first pay period on or after 27 March 2002
- f) 2.0% from the first pay period on or after 27 November 2002

The new ordinary time rates of pay are detailed in Appendix A.

(ii) The awards listed at Appendix C will regulate the rates of pay and conditions of employment of employees covered by this Agreement except to the extent that such rates and/or conditions of employment are inconsistent with this Agreement in which case the provisions of this Agreement shall apply. There shall be no further pay increases during the currency of this Agreement except where consistent with the provisions of a NSW State Wage Case decision. It is further agreed that any such increase shall be processed by way of a variation to this Agreement pursuant to Section 43 of the Act.

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4. Allowances

- (i) Dairy Farmers will increase the current first aid, meal, leading hand, tool, laundry and shift allowances in line with increases in current ordinary time rates.
- (ii) A Cold Room allowance will be paid to employees required to perform their entire shift within a fully enclosed refrigerated warehouse or fully enclosed refrigerated distribution centre, where temperatures are artificially reduced below 5 degrees Celsius.

The monetary rates arising from this clause are set out in Appendix B to this Agreement.

5. Objectives

The objectives on the Bomaderry Plant site are:

- Continuous improvement in quality of products and customer service.
- Satisfying consumers with value for money products.
- A work environment where people can contribute to the progress of the site.
- Harmonious work environment based on team structure.
- Continuous employee training and development.
- Clear and well understood individual performance goals developed in consultation with employees.
- Full support for marketing, sales and new product programs.
- Maintenance of high quality standards in product composition, presentation and distribution.

Meeting these objectives is vital to the future of Dairy Farmers and the job opportunities of employees on this site.

6. Productivity

All employees will support and actively co-operate in all formal and informal improvement programs which increase productivity, efficiency and flexibility and reduce costs on the site.

7. Quality through Commitment (QTC)

All employees on the site are committed to continuous improvement in manufacturing processes, quality of products, distribution and customer service, and this process includes:

- Active employee participation in QTC teams.
- The identification of best practice in the key areas of site operations and the continuing implementation of workplace reform to achieve best practice.



- The development of work organisation structures which are more flexible and efficient.
- A continuing skills enhancement program which maximises the skills of every individual and gives each person more interesting and productive work.
- Maintaining a safe and healthy work place.
- A participative process which values the involvement and ideas of all employees.

8. Good Manufacturing Practices

All employees on the site are committed to following Good Manufacturing Practices covering safety, quality, hygiene, housekeeping, cleanliness, appearance, procedures, responsibility, identification and maintenance.

9. Multi-Skilling

All employees on the site agree to continue their positive co-operation in becoming multi-skilled in order to maximise the productivity on the site.

A key element of multi-skilling is the upgrading and extension of every employee's skills and knowledge and using those skills acquired within each employee's capacity. This includes training and working within the normal functions applicable to the employee's designated award together with training and working across other award functions on the site. An employee's designated award is determined by those award functions for which the employee has principally been engaged and trained.

Multi-Skilling Examples:

- (i) Engine drivers and firemen will carry out fitting and restricted electrical work.
- (ii) Production, distribution and stores employees will perform machine adjustments, running repairs and routine mechanical maintenance.
- (iii) Mechanical trades employees will perform restricted electrical work and production work.
- (iv) Electrical trades employees will perform minor mechanical maintenance and production work.
- (v) Production, distribution, stores and trades (mechanical and electrical) employees will perform transport/driving duties.

Multi-skilling recognises that competency and safety should be the main factors which determine how work is performed. Central to this recognition is that there are no demarcations of any sort on the site provided employees are properly trained and qualified for the work tasks required of them.

It is paramount that multi-skilling should not be used in any way which places at risk the health and safety of any employees. In particular no employee can perform any work which he/she is not legally qualified to perform.



10. Payment by E.F.T.

Every employee on the site shall continue to be paid by electronic funds transfer to their nominated bank, building society or credit union account.

11. Hours of work for full-time weekly employees only

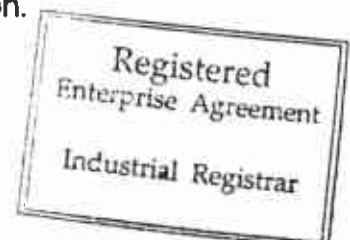
- (i) All employees on the site agree that the following hours of work provisions best meet the operating requirements of the site and that they will continue or be implemented upon approval of this Agreement. A variety of the following working patterns may be implemented in different sections or departments of the site as appropriate. Dairy Farmers shall not alter the roster of an employee's ordinary hours of work without giving at least 7 days notice, provided that an employee and Dairy Farmers may agree to a notice period of not less than 24 hours.
- (ii) The weekly ordinary hours of work shall be 38 hours per week or an average of 38 hours per week being calculated over an employee's work cycle.
- (iii) Systems of working the 38 hour week

(a) Rostered Day off (RDO) System

By employees working an average of 38 hours per week where each day worked consists of 8 ordinary hours of which 0.4 ordinary hours is banked to an RDO bank.

An individual employee may exercise freedom of choice to utilise their RDO bank as follows:

- 1) By an employee electing to take RDO's as leisure days. An RDO taken as a leisure day uses 7.6 hours from the employee's RDO bank.
- 2) By an employee electing not to take RDO's as leisure days and instead receiving payment for their full RDO bank accrual at 30th June each year.
- 3) By an employee electing not to take RDO's as leisure days and instead receiving payment for their full RDO bank each pay week.
- 4) An employee's election for option (1) (2) or (3) above must be made within two weeks of commencing employment. An election once having been made shall not be changed other than at 1st July each year except through unforeseen circumstances. An employee is entitled to consult with their Union Delegate both prior to making their initial election and when considering any subsequent change of election.



- 5) An employee who elects to receive payments instead of taking RDO's as leisure days, shall not have these payments included for the purposes of calculation of annual and long service leave entitlements, i.e. RDO payments do not form part of the ordinary pay of the employee.
- 6) An employee who elects to utilise their RDO bank as described in (1) or (2) above may request that the full RDO bank be paid to him or her at any time during the year.
- 7) An employee who elects to utilise their RDO bank as described in (1) above will be paid for the value of any banked RDO hours in excess of 6 days (45.6 hours) at 30th June each year.

Within the RDO system, overtime is payable after the conclusion of 8 ordinary hours on each rostered day.

(b) Fixed Hours system

By employees actually working up to 10 ordinary hours each day in one of the following work cycles:

38 ordinary hours within a work cycle not exceeding 7 consecutive calendar days; or
76 ordinary hours within a work cycle not exceeding 14 consecutive calendar days; or
114 ordinary hours within a work cycle not exceeding 21 consecutive calendar days; or
152 ordinary hours within a work cycle not exceeding 28 consecutive calendar days.

e.g. 5 x 7.6 hours in a 7 day cycle
or 4 x 8 hours and 1 x 6 hours in a 7 day cycle
or 4 x 9.5 hours in a 7 day cycle
or 3 x 10 hours and 1 x 8 hours in a 7 day cycle
or a combination of days and hours over a 14, 21 or 28 calendar day cycle to achieve an average of 38 ordinary hours per week.

Within the fixed hours system, overtime is payable after the conclusion of the ordinary hours rostered for that day

The working of a fixed hours system is subject to the agreement of Dairy Farmers and the majority of employees in the section or sections or department concerned.



12. Starting and Finishing Times

Starting and finishing times on this site may be staggered to meet operational requirements. All employees are required to be at their workstation ready to commence work at shift starting time. Employees unable to commence work at their normal starting time will notify their Supervisor or Manager with as much notice as possible prior to the commencement of the shift.

13. Sick Leave

- (i) An employee who cannot attend work because of personal illness or injury shall contact his or her Supervisor or Manager with as much notice as possible prior to the commencement of shift, or if that is not possible then at the earliest time thereafter.
- (ii) An employee shall furnish to Dairy Farmers such evidence as Dairy Farmers reasonably requires that he or she was unable, by reason of illness or injury, to attend for duty on the day or days for which paid sick leave is claimed.
- (iii) An employee shall furnish to Dairy Farmers a certificate of a duly qualified medical practitioner in order to be entitled to payment for sick leave claimed in the following circumstances:
 - (a) Where the absence is three or more consecutive working days,
 - or
 - (b) Where there is an absence on a rostered working day either side of a public holiday or either side of a rostered day off or rostered days off.

Nothing in this subclause limits Dairy Farmers rights under subclause (ii)

- (iv) An employee will not be entitled to single days of paid leave on more than three occasions in any year unless he or she produces to Dairy Farmers a doctor's certificate for each occasion stating that he or she was unable to attend work on account of personal illness or injury.
- (v) An employee who has exhausted his or her entitlement to paid sick leave and who is then unable to attend for duty because of personal illness or injury shall furnish to Dairy Farmers a certificate of a duly qualified medical practitioner in respect of all such unpaid absences.



14. Probationary Period

New weekly employees will be engaged for a probationary period of up to three months during which their performance will be evaluated against appropriate criteria including required skills, capacity to learn, attendance, punctuality and attitude. Should an employee be found to be unsatisfactory during the probationary period, his or her employment will be terminated. In the case of casuals who are offered weekly employment, the probationary period will be reduced by the amount of their casual employment.

Existing employees who are moved to a higher grade will be engaged in the new position for a probationary period of up to three months. If, during the probationary period, it is deemed by Dairy Farmers that the employee is unable to competently perform the duties and functions of that higher grade, they will revert to their former position at the rates and conditions applying to that position.

15. Abandonment of Employment

An employee who is absent from work for three consecutive days or more without the consent of Dairy Farmers and who has not made contact with his or her Supervisor or Manager shall be deemed to have abandoned his or her employment and shall be paid entitlements up to and including the last day worked.

16. Sunday Shift Work

Rostered shift workers under the Butter, Cheese and Bacon Factories etc., (State) Award working an ordinary shift on a Sunday shall be paid at the rate of time and three-quarters; provided that all time in excess of eight (8) hours shall be paid for at double time.

17. No Smoking

Smoking is not permitted on any Dairy Farmers site except in designated areas. Non-smoking signs and regulations must be observed at all times, including times when production is not taking place. Smoking is only permitted during meal/crib breaks and official rest breaks.

18. Alcohol and Drugs

The consumption of alcohol or other drugs (excepting medication prescribed for an employee by a registered medical practitioner) during working time (including during meal and other breaks) is an unacceptable safety risk and is not permitted.



19. Workplace Video Surveillance

Video cameras may be installed on the site to ensure the security of employees, protection of Dairy Farmers investment and surveillance of external perimeters in accordance with the Workplace Video Surveillance Act 1998 (NSW). Dairy Farmers will consult with employees in the section or sections concerned prior to the installation of overt video surveillance.

20. KPI'S

During the term of this Agreement, the parties will establish agreed key performance indicators (KPI's) on operational performance at the site consistent with best practice principles. The parties are committed to the process of continuous improvement and service excellence and will use the agreed KPI's as a means of measuring what has been achieved and setting targets for further improvements.

21. Employee training and skill development

- (i) The parties to this Agreement recognise that in order to ensure the efficiency, productivity and international competitiveness of Dairy Farmers, an ongoing commitment to structured training and skill development is required. Accordingly, the parties commit themselves to developing a highly skilled and flexible workforce and providing career opportunities through appropriate structured training.
- (ii) Training and skill development courses are trade, technical, vocational and other courses required by Dairy Farmers and conducted by accredited educational institutions and providers.
- (iii) Wherever practicable required training and skill development courses will be carried out during normal working time.
- (iv) On any day an employee attends an approved training course in addition to working ordinary hours or overtime as prescribed by this Agreement payment for all time spent in attendance at such approved training course shall be at the ordinary time rate of pay.
- (v) This clause does not apply to employees undertaking further education in their own time as part of their personal career development plans under the Dairy Farmers Self Education Assistance Policy, or employees voluntarily undertaking programs in their own time at a Dairy Farmers Learning Centre.



22. Loss of Licence

An employee who is legally prevented from performing driving duties associated with their classification for up to one month will be given the option of taking accrued annual leave or long service leave and, in the absence of any accrual, leave without pay. Dairy Farmers may offer alternative work when available.

An employee who is legally prevented from performing driving duties associated with their classification for more than one month will be dismissed. Provided that, as an alternative to dismissal, an employee who has sufficient fully accrued annual leave or long service leave to cover the period of disqualification will be given the option to take such leave.

23. Removal of Dairy Farmers Property

Employees are not permitted to take any Dairy Farmers product, material or equipment from Dairy Farmers premises without the signed authority of the Site Manager. Unauthorised removal of product or equipment may result in dismissal. As a condition of employment, employees authorise Dairy Farmers to inspect the employee's bag and motor vehicle on or leaving Dairy Farmers premises.

24. Supervisors

Supervisors may assist where necessary in production, distribution and other processes provided they do not do so in such a way as to take work from employees covered by the classifications appearing in Appendix A of this Agreement.

25. Superannuation

Dairy Farmers agrees to meet its obligations flowing from the Superannuation Guarantee Legislation by making contributions on behalf of its employees as follows:

- a) Weekly Full-time and Weekly Part-time Employees
The employee has the choice between the Dairy Farmers Superannuation Plan and ASSET
- b) Casual Employees
All contributions will be paid to ASSET

In respect of Superannuation, this clause supersedes all previous awards, enterprise agreements and former industrial agreements.

26. Nominal Term

This Agreement comes into force on being approved by the Commission and expires on 27th November 2002. The Agreement may be varied or terminated in accordance with the NSW Industrial Relations Act.

27. Declaration

The parties to this Agreement declare that the Agreement was not entered into under duress.

28. No Extra Claims

The parties to this Agreement acknowledge that no extra claims will be made during the term of this Agreement.

29. Settlement of Disputes

To promote good industrial relations between employees on the site and Dairy Farmers, the following procedure will be observed:

- (i) Where any problem, complaint, query, misunderstanding, or grievance arises, the matter shall first be raised with the Supervisor of the work area. The Supervisor will make every effort to respond within 24 hours.
- (ii) In the event that the matter remains unresolved, the Union Delegate will attempt to resolve the matter with the Manager of the work area. The Manager will make every effort to respond within 24 hours.
- (iii) In the event of failure to resolve the matter at job level, discussion will take place between a Union Organiser and a Senior Manager on the site.
- (iv) If the matter is still unresolved, the Union Secretary or his/her representative will confer with Senior Management of Dairy Farmers.
- (v) In the event of no agreement still being reached, the dispute will be referred to the Industrial Relations Commission of New South Wales for resolution.
- (vi) Normal work must continue under the Agreement and the relevant awards and no bans or industrial action of any kind shall take place whilst this procedure is being followed.



SKILLS-BASED CLASSIFICATION STRUCTURE

1. **Objective**

The primary objective of continuing a skills-based classification structure is to provide a sound framework for developing and rewarding employees in a fair and equitable manner. By establishing an integrated structure with defined competency and training requirements at each level, avenues for career pathing will become clearer. In turn, this will provide increased opportunities for structured individual development and progression.

Employees will benefit through opportunities to develop potential and increase their skill-base and through the more interesting and challenging work that will be required in each of the roles. Dairy Farmers will benefit through a structured organisation of work which will clearly define the skills required to achieve Dairy Farmers goals, more efficient and skilled employee performance, and increased flexibility of resources to meet changing customer needs.

2. **Classification Structure**

The classification structure has eleven levels. Complexity of work increases from Level 1 to Level 11. Classification is based on an analysis of the education, training responsibilities, interpersonal and communication skills, work context and technical skills required in each role. Roles of similar overall complexity have been grouped together and are clearly differentiated from roles in the levels above and below.

(i) Training

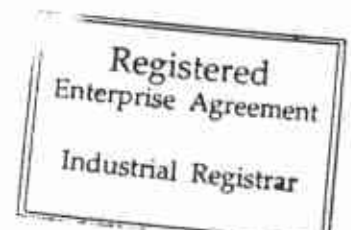
Two types of training will be provided to enable employees to meet the required competencies within their respective roles.

(a) Core Training Modules

These modules refer to training which is relevant to competent performance in all roles within a particular classification level. Employees will be required to complete all of the Core Training Modules specified for classification levels up to and including the level in which they are classified.

(b) On-Job Training

Structured on-job training will be provided to enable all employees to achieve the required level of competence in their respective roles, including training to perform Additional Requirements.



(ii) **Multi-skilling**

Multi-skilling is an integral aspect of the classification structure. Employees will be required to multi-skill in accordance with Clause 9 of the Agreement.

(iii) **Skill Flexibility**

Employees will continue to be required to perform any work for which they are trained and qualified (including meeting any legal requirements). This will apply both within their current level, and at lower classifications levels.

(iv) **Periodical 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 accountable in their work. To ensure that roles are classified fairly, there will be regular reviews of roles by Dairy Farmers, each review to occur within twelve months of the previous review.

3. Employees Classification

(i) **Initial Classification**

Employees will be classified at the level for which they have principally been engaged and trained.

(ii) **Subsequent Movement to a Higher Classification Level**

Generally, once employees are competent in all aspects of their roles, they will be encouraged to continue to develop their skills and work towards progressing through the structure. Movement to a higher classification level can only occur when:

- the employee meets all of the criteria (Core Modules, Basic Requirements, Qualifications/Licensing and Additional Requirements for the Role) for the present classification level, the lower classification levels and the higher classification level,
- and
- a role is available (with the exception of any of the multi-skilled roles), or the present role is re-classified by Dairy Farmers as a result of sufficient additional skills and responsibility,
- and
- the employee has been assessed by a qualified assessor as being competent in the role.

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4. Ordinary Time Rates

Classification Level	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
	First Pay Period on or after:					
	27.11.99	27.6.00	27.1.01	27.8.01	27.3.02	27.11.02
Technician Level 1	485.60	497.70	505.20	515.30	525.60	536.10
Technician Level 2	509.20	521.90	529.70	540.30	551.10	562.10
Technician Level 3	515.30	528.20	536.10	546.80	557.70	568.90
Technician Level 4	527.50	540.70	548.80	559.80	571.00	582.40
Technician Level 5	548.20	561.90	570.30	581.70	593.30	605.20
Technician Level 6	600.10	615.10	624.30	636.80	649.50	662.50
Technician Level 7	609.10	624.30	633.70	646.40	659.30	672.50
Technician Level 8	648.60	664.80	674.80	688.30	702.10	716.10
Technician Level 9	675.10	692.00	702.40	716.40	730.70	745.30
Technician Level 10	704.00	721.60	732.40	747.00	761.90	777.10
Technician Level 11	790.50	810.30	822.50	839.00	855.80	872.90

5. Classification Levels and Roles

Within each level, employees are required to:

- (i) demonstrate competence in their roles, undertaking training where necessary,
- and
- (ii) undertake training during the period of the Agreement to achieve competence in the Additional Requirements, as specified in the following section of this Agreement.

(i) **Technician Level 1**

Core Modules:

Dairy Farmers Induction Program

Role:

Entry Level Role: Initial training period for Level 2 functions

(ii) **Technician Level 2**

Core Modules:

Apply safe work practices
 Apply basic quality assurance
 Food safety practices
 Communicate in the workplace
 Apply basic mathematical concepts
 Manually clean and sanitise equipment
 Customer service
 Use manual handling equipment
 Pack product manually
 Locate industry and Dairy Farmers products and processes.



Roles:

Site Cleaner

Office Cleaner

Production Assistant 1

Storeperson

Gardener

(iii) Technician Level 3

Qualifications:

Food Processing Certificate Level 1

Core Modules:

Collect, present and apply workplace information

Implement occupational health and safety principles and procedures

Participate in teams

Roles:

Production Assistant 2

Additional Requirements:

- Detailed machine knowledge
- Knowledge of products and customer requirements
- Knowledge of finished goods handling procedures

Storeperson-Distribution Centre 1

Additional Requirements:

- Knowledge of distribution runs and packaging functions for distributors.
- Knowledge of range of products.
- Basic knowledge of customer requirements.

(iv) Technician Level 4

Qualifications:

Food Processing Certificate Level 2

Core Modules:

Implement the quality system

Implement the food safety plan

Apply sampling techniques

Conduct routine tests

Measure and calculate routine data

Use information technology devices in the workplace

Basic Requirements

Demonstrate competence in:

Knowledge of site O.H. and S., environmental and quality systems
Knowledge of the products manufactured on the site
Basic PC skills
Ability to contribute to decision making in a team environment

Roles:

Machine Operator

Additional Requirements:

- Operating the machine as per the standard operating procedures.
- Basic machine adjustments and maintenance
- Training of other operators
- Understanding of sampling and product testing techniques

Batcher/Mixer

Additional Requirements:

- Operating the batching process as per the standard operating procedures
- Product testing and sampling techniques

Storeperson – Warehouse —

Qualifications/Licensing: Forklift Licence

Additional Requirements:

- Stock entry techniques
- Stock control and reconciliation
- Generation of reports and data entry techniques
- Compilation of orders
- Basic forklift maintenance
- Understanding of product properties & customer requirements

Crate Operator

Qualifications/Licensing: Forklift Licence
Class 5 B Licence

Additional Requirements:

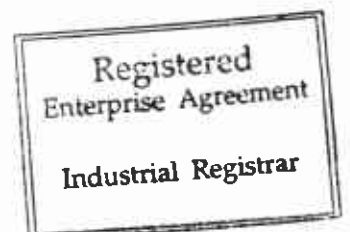
- Operation of prime movers & trailers
- Basic forklift maintenance
- Operation of trailer refrigeration

Storeperson – Distribution Centre 2

Qualifications/Licensing: ForkLift Licence

Additional Requirements:

Knowledge of customer and depot requirements
Knowledge of distribution runs
Order picking routine for distribution runs
Understanding stock histories & daily control procedures
Detailed knowledge of product range



(v) Technician Level 5

Core Modules:

Monitor the implementation of the occupational health and safety program
Monitor the implementation of the food safety plan
Diagnose & rectify equipment faults.

Basic Requirements

Demonstrate competence in:

Monitoring the site & Dairy Farmers O.H. and S, environmental and quality systems
Basic laboratory, chemical & microbiological testing techniques
Basic knowledge of plant operations
Working in Excel & Word worksheets
Communication and participating in team decision making

Roles:

Evaporator Operator:

Qualifications/Licensing: Milk Grading Certificate
Food Processing Certificate Level 2
Evaporator Operator's Certificate

Additional Requirements:

- Operation of evaporator & associated equipment as per standard operating procedures
- Understanding of basic microbiology
- Knowledge of evaporator process
- Knowledge of sampling and sub sampling procedures
- Performing routine chemical assessment tests

Laboratory Technician 1

Qualifications/Licensing: Milk Grading Certificate
Milk Testing Certificate
Food Processing Certificate level 2

Additional Requirements:

- Sampling and sub-sampling procedures
- Complete chemical analysis and microbiology testing
- Understanding packaging & control room functions
- Farm identification and farm collection procedures

Multi-skilled Operator 1

Qualifications/Licensing: Milk Grading Certificate
Food Processing Certificate Level 2

Additional Requirements:

- Demonstrated competence in two or more Level 4 roles

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Clerk 1

Additional Requirements:

- Understanding customer requirements
- Product knowledge
- Word and Excel software
- Using Dairy Farmers information technology systems

(vi) **Technician Level 6**

Core Modules:

Monitor the implementation of the quality system
Analyse and convey workplace information
Conduct assessments in accordance with an established procedure
Prepare training
Operate a system

Basic Requirements

Demonstrate competence in:

Implementation of site and Dairy Farmers O.H. and S., environmental and quality systems
Knowledge of preparing HACCP and flow process charts
Communication skills and team leadership
Working in and building Excel worksheets

Roles:

Control Room Operator 1

Qualifications/Licensing:

Food Processing Certificate Level 3
Milk Testing Certificate
Milk Grading Certificate
Milk Pasteurisation Certificate
Fire Tube Boiler Certificate

Additional Requirements:

- Operation of all control room activities as per the standard operating procedures
- Basic operations of process control systems
- Basic operations of all processing and packaging equipment and procedures
- Product testing and sampling techniques

Laboratory Technician 2

Qualifications/Licensing:

Food Processing Certificate Level 3
Milk Grading Certificate
Milk Testing Certificate
Degree, Advanced TAFE Certificate or Associate
Diploma in Food or Science disciplines

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Additional Requirements:

- Understanding of control room operations
- Knowledge of Australian Standard Methods for testing
- Understanding of evaporator operations

Plant Service Person

Qualifications/Licensing: Milk Grading Certificate
Open class Boiler Certificate
Refrigeration Certificate
Food Processing Certificate Level 2

Clerk 2

Additional Requirements:

- Advanced Word & Excel software
- Implementing and monitoring Dairy Farmers information technology systems
- Understanding customer requirements
- Product knowledge

(vii) **Technician Level 7**

Core Modules:

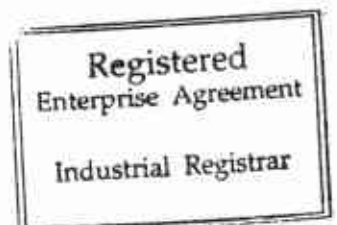
Advanced PC skills
Report writing skills
Time management
Workplace Trainer Certificate 1

Basic Requirements Demonstrate competence in:
O.H. and S, environmental and quality systems risk assessments
Communication and team leadership
Excel and Word worksheets
Delivery of training to other staff

Roles:

Driver

Qualifications/Licensing: Milk Grading Certificate
Class 5B Licence
Advanced Driver Certificate
Minimum 2 years on-road experience
Food Processing Certificate Level 2



Additional Requirements:

- Operating the site and Dairy Farmers O. H. and S., environmental and quality systems
- Farm collection operations as required by the Code of Practice for farm collection
- Location and identification of farms
- Basic knowledge of distribution transport activities
- Basic mechanical and auto-electrical knowledge

Fitter

Qualifications/Licensing: Milk Grading Certificate
TAFE Trade Certificate – Mechanical
Food Processing Certificate Level 2

Additional Requirements:

- Basic understanding of plant operational functions
- Basic understanding of operational functions of processing, services and packaging equipment

Multi-skilled Operator 2

Additional Requirements:

- Demonstrated competence in two or more production or maintenance Level 6 roles.

(viii) Technician Level 8

Basic Requirements Demonstrate competence in:
Identifying and analysing O.H. and S., environmental and quality systems risks
Time management
Decision making
Communication and team leadership
Excel and Word worksheets
Access software.

Roles:

Multi-skilled Dairy Technician

Qualifications/Licensing: Degree or Associate Diploma in Food or Science disciplines
Milk Grading Certificate
Milk Pasteurisation Certificate
TAFE Supervisors Course
Milk Testing Certificate
Food Processing Certificate Level 3

Registered
Enterprise Agreement
Industrial Registrar

Additional Requirements:

- Performing all the functions relating to the laboratory operations
- Detailed knowledge of the functions relating the control room operations
- Detailed knowledge of the functions relating to the evaporation and filling operations
- Detailed knowledge of the functions relating to the distribution warehouse operations
- Capacity for organisational, leadership and decision making skills

Secretary

Qualifications/Licensing: Degree or Business Certificate

Additional Requirements:

- Advanced skills in Word , Excel and Powerpoint
- All administrative functions associated with the Bomaderry site

Control Room Operator 2

Qualifications/Licensing: Milk Grading Certificate
TAFE Supervisors Course
Milk Testing Certificate
Milk Pasteurisation Certificate
Food Processing Certificate Level 3
Fire Tube Boiler Certificate

Additional Requirements:

- Detailed knowledge of process control hardware and software
- Performing chemical and bacteriological tests on products during receipt and processing operations
- Developing and training control room operators
- Implementing and maintaining QA systems
- Preparing instructions and reports
- Capacity for organisational, leadership and decision making skills

(ix) **Technician Level 9**

Basic Requirements

Demonstrate competence in:

Identifying, implementing and analysing O.H. and S., environmental and quality systems risks

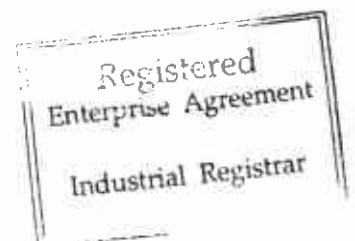
Time management

Analysing and planning approaches to technical problems or management requirements

Communication and team leadership

Excel and Word worksheets

Access software



Roles:

Mechanical Tradesperson

Qualifications/Licensing: TAFE Trade Certificate – Mechanical
Refrigeration Engine Driver's Certificate
Boiler Certificate
Post Trade Industrial Hydraulics and Pneumatics
Food Processing Certificate Level 2

Additional Requirements:

- Principles and operation of the trade waste system
- Operational knowledge of plant and plant layout
- Operational knowledge of process and packaging equipment
- Working with teams to achieve objectives

Electrical Tradesperson

Qualifications/Licensing: TAFE Trade Certificate – Electrical
Milk Grading Certificate
Refrigeration Engine Driver's Certificate
Food Processing Certificate Level 2

Additional Requirements:

- Operational knowledge of plant and plant layout
- Operational knowledge of process and packaging equipment
- Working with high voltage electricity
- Working with teams to achieve objectives

(x) Technician Level 10

Basic Requirements Demonstrate competence in:
Identifying, implementing and analysing O.H. and S, environmental and quality systems risks
Time management
Analysing and planning approaches to technical problems or management requirements
Taking responsibility for own outputs in relation to broad quantity and quality parameters
Communication and team leadership
Excel and Word worksheets
Access software
Broad knowledge of processes and equipment
Broad understanding of plant production scheduling

Roles:

Plant Electrician

Qualifications/Licensing: TAFE Trade Certificate – Electrical
Milk Grading Certificate
Electrical Licence
Food Processing Certificate Level 2

