

## **REGISTER OF ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO:** EA06/190

**TITLE:** **Woodchem Australia Site Agreement 2005**

**I.R.C. NO:** IRC5/6052

**DATE APPROVED/COMMENCEMENT:** 2 March 2006 / 2 March 2006

**TERM:** 28

**NEW AGREEMENT OR  
VARIATION:** Replaces EA03/159.

**GAZETTAL REFERENCE:** 2 June 2006

**DATE TERMINATED:**

**NUMBER OF PAGES:** 17

### **COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** The agreement applies to all employees employed by Woodchem Australia Pty Ltd., located at Gate 5, Endeavour Street, Oberon NSW 2787, engaged as shift or day workers on a full time, part time or casual basis, except for management, professional staff on individual agreements, laboratory and office employees or any other employees who would be covered under a separate award or agreement, such as tradesmen or contractors, who fall within the coverage of the Chemical Workers (State) Award.

**PARTIES:** Woodchem Australia Pty Ltd -&- Peter Cocks, Craig Denham, Graham Evans, Derek Fawcett, Danni French, Keith Hurley, Greg McHutchison, Leslie Ralph, Brad Sinden, Neville Stapleton, David Walther

## WOODCHEM AUSTRALIA SITE AGREEMENT 2005

### 1. Arrangement

The provisions of the Enterprise Agreement are arranged in the following order:

Clause No.	Subject Matter
1.	Arrangement
2.	Introduction
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### 2. Introduction

- 2.1 Woodchem Australia Pty Ltd and its employees have developed this single site document, specific to their site.
- 2.2 The document sets out employment conditions for Woodchem Australia Pty Ltd encompassing the Chemical Workers (State) Award.
- 2.3 The intent of this Agreement is to serve as the third site agreement for Woodchem Australia Pty Ltd.

- 2.4 This Agreement applies to all employees of Woodchem Australia Pty Ltd engaged as shift workers or day workers on a full time, part time or casual basis that would otherwise be covered under the Chemical Workers' (State) Award. This agreement does not apply to management, professional staff on individual agreements, laboratory and office employees or any other employees who would be covered under a separate award or agreement, for example tradesman or contractors.
- 2.5 This Agreement will be read in conjunction with the Chemical Workers (State) Award. In the event of any inconsistency the terms of this Agreement will prevail.

### 3. Objectives

- 3.1 The parties are committed to work together to continuously improve the efficiency of the business resulting in a secure work environment with improved skills, conditions and better opportunities.
- 3.2 The parties will work together to achieve the following common aims that will assist in achieving the objectives indicated above:
- (a) Safety – Placing the highest priority on safety. Eliminating potential incidents and unsafe acts. Maintaining a tidy work place at all times.
  - (b) Environment – Minimising the adverse impact of our activities on the environment.
  - (c) Operational Efficiency – Optimise plant performance which in turn will make time available for training, maintenance and communication.
  - (d) Quality – Continuously work at reducing variation in all processes.
  - (e) Customer Satisfaction – Ensure that the customer, both internal and external, receives their promised goods in full, on time and in specification.
  - (f) Ethics – conducting the business in an open and honest manner at all times.
  - (g) Performance Standards – Ensure all employees fully understand their performance objectives so they know what is expected of them.
  - (h) Flexibility – To always respond to the needs and priorities of the business.

#### 4. Definitions

- 4.1 “The Company” and “the employer” shall be used inter-changeling and shall mean Woodchem Australia Pty Ltd.
- 4.2 “Employee” or “employees” shall mean a person or persons employed by Woodchem Australia Pty Ltd, and who would otherwise be covered by the Chemical Workers’ (State) Award.
- 4.3 “Agreement” shall mean the Woodchem Australia Site Agreement 2005.
- 4.4 “Union” shall mean The Australian Workers’ Union.
- 4.5 “Shift Worker” shall mean an employee who works a 12-hour rotating 4 panel shift roster covering weekends and night shifts.
- 4.6 “Plant Operator” shall mean a person employed to operate a manufacturing process in accordance with Schedule 1 – Operator Competency Levels.

#### 5. Period of the Agreement

- 5.1 This agreement shall operate from the beginning of the first pay period to commence on or after the day of approval by the Industrial Relations Commission of NSW and will remain in force for a period of 36 months thereafter.
- 5.2 The parties will endeavour to meet at least 3 months prior to the Agreement ending to renegotiate the next agreement.
- 5.3 Subject to approval of this Agreement, payment of the rates of pay under this Agreement will be back paid to 1 July 2005 in accordance with subclause 6.4 of this Agreement.

#### 6. Wages

##### 6.1 Shift Workers – Annualised Salary

6.1.1 An annualised salary is the salary paid to operators on shift. This salary takes into consideration:

- a) 76 ordinary hours per fortnight
- b) 8 hours overtime per fortnight
- c) Shift allowances and weekend penalties
- e) Annual Leave Loading
- f) All other allowances not specifically contained within this Agreement.

6.1.2 the rates of pay for Shift Workers are contained in Schedule 2 of this Agreement.

## 6.2 Day Workers – Hourly Rate

6.2.1 the rate of pay for Day Workers shall be the hourly rate of pay as set out in Schedule 2 of this Agreement.

6.3 Causal employees will receive the hourly rate of pay set out in Schedule 2 of this Agreement plus an additional loading of 20%. This additional 20% loading is to take into consideration the casual loading and payment in lieu of annual leave under the Annual Holidays Act 1944 (NSW).

6.4 The rates of pay in Schedule 2 will be paid once the Agreement has been approved. Back pay will be paid to 1 July 2005 plus a one off gratuitous payment of \$300.

## 7. Superannuation

7.1 The subject of superannuation is dealt with extensively by federal legislation including the *Superannuation Guarantee (Administration) Act 1992*, the *Superannuation Guarantee Charge Act 1992*, the *Superannuation Industry (Supervision) Act 1993*, the *Superannuation (Resolution of Complaints) Act 1993* and s124 of the *Industrial Relations Act 1996* (NSW). This legislation, as varied from time to time, governs the superannuation rights and obligations of the parties.

7.2 Subject to the requirements of this legislation, superannuation contributions may be made to the Australian Retirement Fund (ARF) or to an alternative superannuation fund that complies with the requirements of this legislation

7.3 In the event that an employee wishes to nominate an alternative fund to the ARF or wishes to change their nominated superannuation fund, the employee must provide the employer with no less than one (1) calendar month written notice.

## 8. Competency Based Pay Scale

8.1 The Competency Based Pay Scale shall only apply to Plant Operators engaged on shift work or day work pursuant to this Agreement

8.2 The Competency Based Pay Scale will start at Entry Level 1 – Operator. Movement from once competency level to the next will occur following a satisfactory formal performance review assessment.

8.3 Formal performance review assessments will be conducted by management every six months, or when requested by an employee.

8.4 An employee may request a formal performance review assessment by submitting a written request to the employer, giving at least one (1) calendar month notice.

- 8.5 Following a satisfactory formal performance review assessment, the increase in salary will become effective the first full pay period to commence on or after the date of the performance review.
- 8.6 The Competency Based Pay Scale is dependent on the employee's continued maintenance of the competencies detailed in Schedule 1.
- 8.7 An employee may be demoted a lower competency level subject to the following conditions and limitations:
- 8.7.1 An employee may only be demoted to a lower competency level for following reasons:
- a) An employee is unable to demonstrate competence as defined in Schedule 1 for that level; and/or
  - b) An employee is unwilling to perform the associated duties of that level;
- 8.7.2 The employee shall receive a verbal or written warning stating the grounds for the proposed demotion.
- 8.7.3 Prior to demotion to a lower competency level a meeting will be held between the employee, management and employee representative(s) to discuss the issue.
- 8.7.4 In the event that the employee is so moved these parties will meet to discuss restoring the employee to the competency level they had been demoted from and to agree on a program to achieve this goal.
- 8.8 All assistance and training will be provided to support employees in attaining and maintaining competence. Specifically:
- a) Chemical Handling Training will be provided to staff prior to Level 2 Competency Assessment

9. First Aid Allowance

- 9.1 Any employee who holds a current Senior First Aid Certificate, and provides documented evidence of such to the employer, shall be paid an additional amount per shift at the rate prescribed by the Award.

10. Training

- 10.1 The following training will be provided to all staff at Company expense and during work time:
- a) Occupational health and safety training required by the employees' position.

- b) Competency related training relevant to the employees' position.
- 10.2 Senior First Aid Training. Should the Company schedule Senior First Aid Training during an employee's normal rostered hours of work, time spent in training will be considered time worked. Should Senior First Aid training be scheduled for a time other than the employee's normal rostered hours of work, the company shall reimburse to the employee travel expenses only. No payment will be made for time spent in training.
- 10.3 The company will reimburse the expense of other training courses provided that:
- a) the course is considered to enhance an employees ability to fulfil their role within the organisation.
  - b) prior written approval is gained.
  - c) attendance and travel to such courses will be in the employees own time.
  - d) the employee provides documentary evidence of having attended and passed the course.

11. Hours of Work – Shift Workers

- 11.1 Plant Operators will work 12 hour rotating shifts. These shifts are to be worked as either day shifts or night shifts.
- 11.2 “Day shift” means any shift starting at 6:00am and finishing at 6:00pm.
- 11.3 “Night shift” means any shift starting at 6:00pm and finishing at 6:00am.
- 11.4 The hours worked shall be an average of 84 hours over a two week period. This shall comprise an average of 38 ordinary hours plus 4 hours overtime per week.

12. Hours of Work - Day Workers

- 12.1 The ordinary working hours of Day Workers shall be 38 per week to be worked Monday to Friday, inclusive, between the hours of 6:00am and 6:00pm.
- 12.2 However, the spread of hours may be altered by mutual agreement.
- 12.3 Ordinary hours shall not exceed 10 on any day.

13. Changes to Shift Roster or Hours of Work

- 13.1 Proposed changes to shift rosters and hours of work will be subject to discussions with employees and mutual agreement.
- 13.2 If a Shift Worker is required by the Company to work regular day shift for less than three (3) calendar months, shift salary will remain for that period.
- 13.3 If a Shift Worker is required by the Company to work day shift for longer than three (3) calendar months, shift worker salary will remain for the first three (3) calendar months and the day worker hourly rate will apply thereafter.
- 13.4 If a Shift Worker requests to come off shift work, they forfeit the three (3) months shift salary and go immediately to the day worker hourly rate.
- 13.5 Minimum notice of seven (7) days must be given to an employee required to change to a different shift roster or change hours of work, unless the employer and employee agree otherwise.

14. Meal Breaks

- 14.1 No fixed meal break times will be scheduled.
- 14.2 Employees will not be required to work more than five (5) hours without a break
- 14.3 Day Workers will be entitled to a paid tea break of ten (10) minutes and an unpaid lunch break of twenty (20) minutes.
- 14.4 Shift Workers will be entitled to two (2) paid tea breaks of ten (10) minutes and a paid lunch break of twenty (20) minutes.

15. Overtime

15.1 Day Workers

- 15.1.1 All time worked before the usual commencing time or after the usual ceasing time each day, or in excess of thirty eight (38) hours per week, shall be overtime and shall be paid at the rate of time and a half for the first two (2) hours and double time thereafter.
- 15.1.2 Work done on Sundays shall be overtime and shall be paid at the rate of double time.

15.2 Shift Workers

15.2.1 Employees are required to work eight (8) hours of overtime per fortnight in accordance with this Agreement. Payment for this overtime is factored into annual salaries.

15.2.2 All time worked in excess of eighty four (84) hours per fortnight shall be paid at double the hourly rate of pay as outlined in Schedule 2 of the Agreement.

15.3 An employee called in to work outside of their usual rostered hours shall be paid a minimum of two hours at the appropriate penalty rates.

15.4 All overtime incurred above rostered hours, including call outs, must be approved by the appropriate manager before starting and signed off within three (3) days of having done the overtime.

15.5 Overtime sheets are to be submitted by all employees on each occasion an employee undertakes overtime in accordance with this clause.

16. Public Holidays

16.1 All employees, other than casuals, shall be entitled to the following public holidays without the loss of ordinary pay. New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Eight Hour Day, Christmas Day and Boxing Day.

16.2 Shift Workers shall be subject to the same public holidays as is outlined in sub-clause 16.1 of this clause.

16.3 The public holidays shall be recognised for the entire shift commencing on the day of the public holiday. A public holiday is recognised as a 24 hour period starting at 6am the day of the public holiday and finishing at 6am the following day.

16.4 Employees who work on a public holiday are paid at normal time plus time and one half for all hours worked.

16.5 Time sheets are to be submitted to the appropriate manager on each occasion an employee works on a public holiday in accordance with this clause.

17. Annual leave

17.1 An employee shall become entitled to four (4) weeks annual leave at the end of each year of the employee's employment with the Company. The date leave falls due is termed the anniversary date.

17.2 On the anniversary date, a Shift Worker who has worked that shift continuously for 12 months is eligible for an additional week of annual leave.

17.3 If both the employer and the employee agree, leave may be taken in advance.

17.4 A Shift Worker who is entitled to an additional week of annual leave in accordance with sub-clause 17.2 of this clause, may request to the employer to 'cash-out' the additional week of annual leave subject to the following conditions and limitations:

17.4.1 A request to 'cash-out' may only be submitted once each calendar year and must be in writing to the employer giving at least one (1) calendar months notice

17.4.2 Only the one additional week of annual leave can be 'cashed-out'

17.4.3 Any arrangement to 'cash-out' annual leave will be documented in the Company's payroll records and on the individual employee's personnel file.

18. Long Service Leave

18.1 Employees shall be entitled to long service leave in accordance with the *Long Service Leave Act 1955* (NSW).

19. Sick Leave

19.1 An employee, after three (3) months continuous service, who is absent from work by reason of personal illness or personal injury shall be entitled to paid sick leave subject to the following conditions and limitations:

19.1.1 Day Workers shall be entitled to seventy six (76) hours of paid sick leave during each year of employment. This leave shall be paid at ordinary working time rates.

19.1.2 Shift Workers shall be entitled to eighty four (84) hours of paid sick leave during each year of employment. This leave shall be paid at ordinary working time rates.

19.1.3 An employee may be required to produce a doctors certificate to prove that the employee was unable, on account of personal illness or injury, to attend for duty on the day or days for which sick leave is claimed.

19.2 Sick leave shall accrue form year to year and shall be available to the employee to take so long as their employment continues.

19.3 An employee may request, on their anniversary of employment, to be paid out any accrued sick leave in excess of two (2) years entitlement subject to the following conditions:

19.3.1 The employee submits the request in writing to their manager within one (1) week of their anniversary date.

19.3.2 The request must be at the initiative of the employee and is subject to agreement from the employer.

19.4 Upon termination, an employee who has an accrued sick leave in excess of two (2) years entitlement shall be paid an amount equal to that excess. This will be paid at ordinary working time rates as at the date of termination.

19.5 An employee shall be entitled to use their sick leave for Bereavement Leave or Personal/Carers Leave. Employees are also entitled to two (2) days Bereavement/Compassionate Leave in accordance with the Award.

## 20. Probationary Period

20.1 In order that the company can conduct a fair appraisal of a new employee's ability to safely and efficiently perform the functions required, it is agreed that a probationary period for such employees will be three (3) months.

20.2 During that period an employee may be terminated with one (1) days notice on either side or by the payment of forfeiture of one (1) day's wages in lieu of notice as the case may be.

20.3 In the event that the situation is still not clear at the end of the three (3) months, an extended period of probation will be agreed between the parties.

## 21. Payment of Wages

21.1 All wages will be paid fortnightly after the work has been performed, by electronic funds transfer into the account or accounts nominated by the employee.

21.2 The pay period is calculated from Wednesday 6am to Wednesday 6am.

21.3 Employees may nominate up to two (2) separate accounts into which the payment of salaries can be split and paid subject to the following conditions:

21.3.1 An employee who nominates two (2) separate accounts is responsible for informing the employer in writing of their wish to give effect to this method of payment of wages.

21.3.2 In the event that an employer or employee wishes to change the method of payment of wages, the employee shall provide to the employer no less than one (1) calendar month written notice.

21.4 Employees will be provided with pay slips that include details of annual leave accrual, sick leave accrual and superannuation.

22. Travel

- 22.1 All travel on work related business or training will be paid at the employees ordinary rate of pay.
- 22.2 A Company vehicle is to be used in preference to personal vehicle for all work related travel.
- 22.3 If personal vehicle is used, a travel allowance will be paid at the rate of 54 cents per km.

23. Freedom of Association

- 23.1 The Company will neither discourage nor encourage membership of trade unions.

24. Anti Discrimination, Human Rights and Harassment

- 24.1 All employees will be provided with fair and equal opportunities embracing the frameworks contained in Equal Opportunity, Human Rights, Discrimination and Harassment legislation as a minimum standard. This includes treatment of an employee as an individual, with due respect for personal circumstances and confidentiality.
- 24.2 It is the intention of the parties to this Agreement to seek to achieve the object in s 3(f) of the *Industrial Relations Act* 1996 to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of race, sex, marital status, disability, homosexuality, transgender identity, age and responsibilities as a carer.
- 24.3 It follows that in fulfilling their obligations under the dispute resolution procedure prescribed by this agreement the parties have obligations to take all reasonable steps to ensure that the operation of the provisions of this agreement are not directly or indirectly discriminatory in their effects. It will be consistent with the fulfilment of these obligations for the parties to make application to vary any provision of the agreement which, by its terms or operation, has a direct or indirect discriminatory effect.
- 24.4 Under the *Anti-Discrimination Act* 1977, it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.
- 24.5 Nothing in this clause is to be taken to affect:
  - 24.5.1 any conduct or act which is specifically exempted from anti-discrimination legislation;
  - 24.5.2 offering or providing junior rates of pay to persons under 21 years of age;

24.5.3 any act or practice of a body established to propagate religion which is exempted under s 56(d) of the *Anti-Discrimination Act 1977*;

24.5.4 a party to this agreement from pursuing matters of unlawful discrimination in any State or federal jurisdiction.

24.5 This clause does not create legal rights or obligations in addition to those imposed upon the parties by the legislation referred to in this clause.

24.6 NOTES:

24.6.1 The employer and employees may also be subject to Commonwealth anti-discrimination legislation.

24.6.2 Section 56(d) of the *Anti-Discrimination Act 1977* provides:  
“Nothing in the Act affects ... any other act or practice of a body established to propagate religion that conforms to the doctrines of that religion or is necessary to avoid injury to the religious susceptibilities of the adherents of that religion.”

25. Dispute Resolution procedure.

25.1 It is recognised that not all disputes will be dealt with by the guidelines that follow however, where any grievance, industrial dispute or matter likely to create a dispute remains unresolved then it should be dealt with by the process outlined below.

25.2 If the issue cannot be resolved informally between the employee and their immediate supervisor, they should take it to the Managing Director for resolution.

25.3 If resolution still is not reached, a special site meeting is convened including a local employee representative.

25.4 If resolution still is not reached the parties will meet and be represented by their respective industrial organisations.

25.5 If the dispute still can't be resolved, the parties will notify the NSW Industrial Relations Commission to in order to have a conference held between the parties so that a resolution of the dispute can be reached.

25.6 Each stage of the procedure will be undertaken with all possible speed.

25.7 In all cases and situations and until the matter is finally determined, all work shall continue in accordance with the practices existing prior to the matter in dispute arising.

**For all provisions not covered by this agreement refer to the Chemical Workers' (State) Award and the relevant State legislation.**

### **SCHEDULE 1 - OPERATOR COMPETENCY LEVELS**

There are several levels of Operator recognised at Woodchem Australia Pty Ltd.

**Table 1 – Outline of levels and requirements.**

Note – For corresponding salaries see Schedule 2

<b>Level</b>	<b>Description</b>	<b>Requirements.</b>
<b>1</b> Entry Level	<ul style="list-style-type: none"> <li>• New employee on probation.</li> <li>• Under direct and close supervision by competent operators.</li> </ul>	<ul style="list-style-type: none"> <li>• Site induction #1.</li> <li>• Observes site rules and safe work practices.</li> <li>• Assists in maintenance and cleaning duties.</li> </ul>
<b>2</b> Part trained.	<ul style="list-style-type: none"> <li>• Works under supervision of competent operators.</li> <li>• Undergoing training towards Level 3(a) or Level 3(b).</li> </ul>	<ul style="list-style-type: none"> <li>• As for Level 1 plus minimum 3 months experience.</li> <li>• Completed induction training.</li> <li>• Meets Core Competencies criteria of Table 2.</li> </ul>
<b>3(a)</b> Competent	<p><b>Process Plant Operator</b></p> <ul style="list-style-type: none"> <li>• Operates process plant and performs associated tasks.</li> <li>• Capable of working without direct supervision.</li> <li>• Supervises Level 1 or Level 2 operators if required.</li> </ul>	<ul style="list-style-type: none"> <li>• As for Level 1 and Level 2 plus minimum 6 months experience.</li> <li>• Meets all Competencies criteria of Table 2 and Table 3</li> <li>• Senior first aid qualification</li> <li>• Fork lift ticket.</li> </ul>
<b>3(b)</b> Competent	<p><b>Resin Plant Operator</b></p> <ul style="list-style-type: none"> <li>• Manufactures resin products and performs associated tasks.</li> <li>• Capable of working without direct supervision.</li> <li>• Supervises Level 1 or Level 2 operators if required.</li> </ul>	<ul style="list-style-type: none"> <li>• As for Level 1 and Level 2 plus minimum 6 months experience.</li> <li>• Meets all Competencies criteria of Table 2 and Table 4.</li> <li>• Senior first aid qualification.</li> <li>• Fork lift ticket.</li> </ul>
<b>4</b> Dual Competent.	<p><b>Resin/Process Plant Operator.</b></p> <ul style="list-style-type: none"> <li>• Must be capable and willing to perform either Level 3(a) or Level 3(b) duties at short notice.</li> <li>• Rotation of duties may be required to maintain competence.</li> </ul>	<ul style="list-style-type: none"> <li>• As for Level 1 and Level 2 plus proven competence at Level 3(a) and Level 3(b).</li> <li>• Meets all Competencies criteria of Tables 2, Table 3 and Table 4.</li> </ul>

**Table 2- Core Competencies**

Competence	Examples
2.1 Follow OH&S policies and procedures	Follows relevant QuEnSH procedures and work instructions especially those related to the handling of Hazardous substances.
2.2 Identify and minimise environmental hazards.	Observes good practise and environmental concern. Follows relevant QuEnSH procedures and work instructions.
2.3 Contributes to quality processes	Carries out tasks with care and diligence according to correct procedure. Follows relevant QuEnSH procedures and work instructions.
2.4 Undertake housekeeping operations	Keeps work station clean and other cleaning duties as directed. Takes special care to keep doorways, walkways clear and free from slip and trip hazards.
2.5 Process and record information	Fills out all worksheets as required and legibly and completely, and demonstrates understanding of why it is recorded.
2.6 Relays and responds to information.	Gives feedback on plant/resin operations and incidents through shift handover, log sheets and communication meetings. Acknowledges posted notes and acts accordingly.
2.7 Maintenance	Performs basic maintenance tasks as required (eg maintenance schedule) Maintenance of tank farm and bunds, pumping out, testing for pH and contaminants, etc.
2.8 Operates equipment.	Operates CITECT system, valves, steam cleaner, starts and stops auxiliary boiler.
2.9 Manufacture.	Manufactures simple products as required eg hardener, urea water.
2.10 Responds to emergency situations.	Follows correct procedures during power outages, air loss, product spills, evacuation drills.
2.11 Constructive in maintaining a good workplace.	Encourages good levels of morale. Sharing responsibilities with fellow workers. Willingness to assist when required.
2.12 Sharing knowledge and skills.	Willing and able to assist in the training of staff and mentoring new employees.
2.13 Awareness	Demonstrates awareness of the work being conducted by other employees. eg maintenance works, resins in production, process plant operation.
2.14 Quality testing.	Raw material testing- urea & methanol, urea water.
2.15 Stock control	Manages recieval of raw materials, loading and unloading of vehicles, checking and filling out of associated paperwork.

**Table 3- Process Plant Operator Competencies.** (all core competencies plus all of the following)

Competence	Examples.
3.1 Process Plant-Start up/ Shut down .	Unassisted safe start-up and shut down of process plant for UFC and HCHO operation.
3.2 Process Plant - Changeover of operation.	Unassisted change over from UFC to HCHO operation and vice versa.
3.3 Process Plant- Operation.	Can control solids of product, oxygen levels and other variables. Capable of performing yield tests.

3.4 Operate equipment.	Able to operate all pumps, valves, auxiliary boiler, cooling towers and any other items of plant related to tasks. Have a full knowledge of all pumping, valve and pipe systems associated with tasks.
3.5 Rounds.	Performs rounds completely and regularly and understands each item recorded.
3.6 Critical parameters	Can identify the critical operating parameters of the process plant and knows when to take action and/or alert management..
3.7 Diagnosing problems.	Can diagnose simple problems with plant such as blocked filters or plate heat exchangers.
3.8 Quality testing.	Samples and tests <ul style="list-style-type: none"> <li>- UFC (RI, pH)</li> <li>- HCHO (concentration and pH)</li> <li>- Boiler water.</li> </ul>
3.9 Stock control	<ul style="list-style-type: none"> <li>- Accurately and diligently records tank levels, temperatures, delivery dockets and all other forms required to control stock.</li> <li>- Monitors levels of required raw materials, manufactures urea water as required.</li> <li>- Manages delivery of product to customer.</li> <li>- Manages dilute.</li> </ul>
3.10 Meet production standards.	Capable and willing to meet reasonable expectations for production. i.e. manages multiple tasks efficiently, produces a minimal quantity of dilute during changeover etc

**Table 4- Resin Plant Operator Competency.** (all core competencies plus all of the following)

Competence	Examples	
4.1 Chemical handling	Loading of Urea, melamine, UFC, HCHO, distillate and any other required chemicals following correct procedures. Prepare formic and TEA following correct procedure. Transfer resins to and from tanks and reactors.	
4.2 Operate equipment.	Able to operate all pumps, valves, auxiliary boiler, cooling towers and any other items of plant related tasks.	
4.3 Control and monitor.	Control and monitor pH and temperature of resin within the parameters specified on the batch sheets. Monitor viscosity of resin (ford cups and cloud point methods) Act appropriately	
4.4 Identify problems	Knows when there is a problem or something unusual with resin or batch sheets and notifies management.	
4.5 Diagnosing problems.	Can diagnose simple problems with plant such as blocked filters or plate exchange coolers. Can diagnose simple problems with out of spec resin eg cooling, heating rates and takes appropriate corrective action eg overshoot sheets, doubling/halving quantities.	
4.6 Critical parameters	Can identify the critical parameters of the resin and knows when to take action and/or alert management.	
4.7 Quality testing.	Fresh resin properties. <ul style="list-style-type: none"> <li>- viscosity</li> <li>- gel time</li> <li>- pH</li> <li>- specific gravity</li> <li>- solids- oven dried.</li> </ul>	Other <ul style="list-style-type: none"> <li>- refractive index for UFC and formic acid.</li> <li>- titration for formaldehyde concentration</li> <li>- calibration of test equipment</li> </ul>

4.8 Manufacture products	Manufactures each type of resin as per batch sheet. Manufactures other products as required eg resin additives.
4.9 Sharing knowledge	Willing and able to assist in the training of staff.
4.10 Meet production standards.	Capable and willing to meet reasonable expectations for production. eg 2 batches per shift.

## **SCHEDULE 2 – SALARIES AND WAGES**

Note - Salaries are inclusive of all allowances except those specified in Clause 9 – First Aid Allowance and Clause 22 - Travel of this Agreement.

**Table 1 – Effective 1 July 2005**

<b>Position</b>	<b>Day Worker Hourly Rate (+20% for casuals)</b>	<b>Shift Worker Salary</b>
General assistant	14.93	-
General assistant- (fork lift driver)	15.67	-
Level 1 – operator	14.93	43,921
Level 2 – operator	15.67	46,116
Level 3 – operator	16.79	49,413
Level 4 – operator	17.91	52,707

**Table 2 – Effective 1 July 2006**

<b>Position</b>	<b>Day Worker Hourly Rate (+20% for casuals)</b>	<b>Shift Worker Salary</b>
General assistant	15.42	-
General assistant- (fork lift driver)	16.19	-
Level 1 – operator	15.42	45,370
Level 2 – operator	16.19	47,638
Level 3 – operator	17.35	51,043
Level 4 – operator	18.51	54,447

**Table 3 – Effective 1 July 2007**

<b>Position</b>	<b>Day Worker Hourly Rate (+20% for casuals)</b>	<b>Shift Worker Salary</b>
General assistant	15.94	-
General assistant- (fork lift driver)	16.74	-
Level 1 – operator	15.94	46,913
Level 2 – operator	16.74	49,258
Level 3 – operator	17.94	52,779
Level 4 – operator	19.13	56,298

**SCHEDULE 3 – SIGNATORIES TO THE AGREEMENT**

Signed for and on behalf of Woodchem Australia Pty Ltd

*(Signature)* .....

*(Name in Print)* .....

*(Title)* .....

**In the presence of:**

*(Signature of Witness)* .....

*(Name in Print)* .....

*(Title)* .....

Signed by the employees of Woodchem Australia Pty Ltd to be covered by the Woodchem Australia Site Agreement 2005.

<b>Name</b>	<b>Signature</b>	<b>Date</b>
Brad Sinden		
Craig Denham		
Danni French		
David Walther		
Leslie Ralph		
Graham Evans		
Keith Hurley		
Derek Fawcett		
Greg McHutchison		
Neville Stapleton		
Peter Cocks		