



Hyne Timber Tuan and Glulam Enterprise Agreement 2024



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1 Application and Operation of Agreement

1.1 Agreement Title

If you are reading this document, it means you are one of our team members. Welcome to Hyne Timber (**Hyne**); we are a family business and we value all the people who work with us very highly. We do hope you will enjoy your time at Hyne.

This is your Enterprise Agreement, and it's called the *Hyne Timber Tuan and Glulam Enterprise Agreement 2024*. We'll refer to it as the "Agreement" throughout this document.

1.2 Definitions

- 1.2.1 **'Aboriginal and Torres Strait Islander Lore, Customary Adoption, Traditional Adoption'** means any additional family relationships recognised by Aboriginal and Torres Strait Islander people where there is a private or traditional arrangement that cares for a non-biological child by the adoptive family.
- 1.2.2 **'Act'** means the *Fair Work Act 2009* (Cth), or its successor.
- 1.2.3 **'Australian Retirement Trust'** means Australian Retirement Trust Pty Ltd (ACN 010 720 840).
- 1.2.4 **'Base Rate'** means the rate of pay to an Employee for their ordinary hours of work, paid in accordance with the Wages table in clause 5.5 of the Agreement. The Base Rate does *not* include any of the following:
- Incentive-based payments and bonuses
 - Loadings
 - Monetary allowances (unless such monetary allowance is specifically included as part of the Base Rate in Clause 6.)
 - Overtime or penalty rates, or
 - Any other separately identifiable amounts (i.e. payments over and above).
- 1.2.5 **'Company'** or **'Hyne Timber'** means Hyne & Son Pty Ltd trading as Hyne Timber.
- 1.2.6 **'Day Worker'** means an Employee whose ordinary hours of duty are worked in accordance with Clause 7.1 and who is not part of a rotating shift.
- 1.2.7 **'Emergency'** means any plant and/or electrical failure, breakdown of machinery, natural disaster or any other situation that is outside Hyne's control.
- 1.2.8 **'Employee'** means a team member who works in one of our Tuan and Glulam locations in a wages role that is covered by the wages table in this Agreement. 'Employee' excludes any person who is paid a salary.
- 1.2.9 **'FWC'** means the Fair Work Commission, or any new body that replaces the Fair Work Commission while this Agreement applies to our Employees.

- 1.2.10 **'Glulam'** means glue laminated beam manufacturing site in Maryborough West.
- 1.2.11 **'Immediate Family'** means a spouse, de facto partner, family relative (of yours or your de facto partner), guardianship arrangement, or any other person related to you according to Aboriginal and Torres Strait Islander Lore, Customary Adoption, Traditional Adoption and other kinship principles, that lives permanently with you. It includes step-relations (e.g. step-parents and step-children) as well as adoptive relations and foster children. And, in the event the definition of 'Immediate Family' in the Act is amended during the life of this Agreement, includes any additional person captured by that amendment.
- 1.2.12 **'Leading Hand'** means an employee who, as part of their position description, supervises others and is responsible for the safe and smooth operation of their team, helping the team to meet goals, motivate and lead others by example.
- 1.2.13 **'Medical Certificate'** means a certificate of illness or injury from a medical practitioner or registered health practitioner (such as pharmacist, dentist or physiotherapist) identifying the reason for the absence and the duration of incapacity.
- 1.2.14 **'Mutual Agreement'** means, in relation to groups of Employees, when agreement has been reached between Hyne and 50% or more of affected Employees in a whole team, work centre, section, or the whole plant (as applicable). In relation to a single Employee, it means an agreement reached between Hyne and that Employee.
- 1.2.15 **'NES'** means the National Employment Standards contained in the Act.
- 1.2.16 **'Ordinary Time Earnings'** has the same meaning as given in the *Superannuation Guarantee (Administration) Act 1992* (Cth).
- 1.2.17 **'Shift Work'** means work done by separate relays of Employees, either two and/or three work periods within 24 hours, working recognised hours preceding, during or following the ordinary working hours.
- **'Day Shift'** means any shift starting and finishing within the span of ordinary hours.
 - **'Afternoon Shift'** means any shift finishing after 6 p.m. and at or before midnight.
 - **'Night Shift'** means any shift finishing subsequent to midnight and at or before 8 a.m.
 - **'Continuous Shift Work'** means work arranged in shifts that roll throughout 24 hours of 7 consecutive days without interruptions except during breakdowns or meal breaks or due to unavoidable causes beyond the control of the Company.
- 1.2.18 **'Shift worker'** for the purposes of the additional week's annual leave means a 7-day shift worker who is regularly rostered to work on Sundays and public holidays.
- 1.2.19 **'Tradesperson'** is an Employee who holds a trade certificate, certificate of recognition or tradespersons rights certificate issued by the appropriate State or Commonwealth authority and is required to exercise the skills and knowledge of that trade in their role and may be required to supervise other Employees.
- 1.2.20 **Tuan** means sawn timber manufacturing site in Tuan Forest.

1.3 There are Two Parties to the Agreement

This Agreement has been made between:

The Employer – Hyne & Son Pty Ltd (67 009 660 995), trading as Hyne Timber; and

Our Employees – people who work at Tuan and Glulam in wages roles covered by the wages table in this Agreement. Please note that salaried employees are not covered by this Agreement.

The unions that are eligible to represent workers at the workplace are eligible to be parties to the Agreement.

1.4 How Long this Agreement Operates

- 1.4.1 This Agreement shall come into effect seven (7) days after the Agreement is approved by the Fair Work Commission, and will replace the current enterprise agreement applying to Employees employed in wage roles covered by the wages table and classification structure in this Agreement. The Agreement will have a nominal expiry date that is 3 years from the date on which the Fair Work Commission approves the Agreement.

1.5 This Agreement is a “Stand-Alone” Agreement

- 1.5.1 This Agreement is a single comprehensive document that covers all terms and conditions of our Employee’s employment.
- 1.5.2 This Agreement replaces all prior Enterprise Agreements and operates to the exclusion of any modern awards which might otherwise apply to our Employees.
- 1.5.3 You can view a copy of this Agreement on the Hyne Timber Intranet and we’ll also maintain hard copies in each lunchroom at Tuan and Glulam.

1.6 The Purpose of Our Agreement

The purpose of our Agreement is to:

- Maintain Hyne’s operations as a safe, efficient, productive, friendly, and good place to work.
- Maintain the legislative safety net of workplace benefits and support good working conditions for our employees in an open, honest, and caring environment.
- Promote job security, personal wellbeing and professional development, with a primary focus on permanent and secure employment opportunities.

2 Flexibility and Consultation

Here at Hyne, we are committed to flexibility; your working life needs to be balanced with the rest of your life. We are 100% committed to supporting your needs as best we can while balancing business and operational priorities. You and Hyne can enter written arrangements for more flexible conditions, and to do this you just need to follow the guidelines set out in Attachment B.

In addition, we know that good communication and consultation means you are best equipped to perform your work. We are committed to transparency and open consultation with you at all times, including when there are major changes or changes to the regular roster or ordinary hours of work. The consultation process is set out in Attachment C.

3 Matters Regarding Changes to Rosters or Hours of Work

- 3.1. If Hyne considers introducing changes to a roster or to ordinary hours of work, the consultation process found in Attachment C will then apply.
- 3.2. We will first discuss the idea with you, and all impacted team members, providing you with as much information as we can about the intended change(s).
- 3.3. We will also invite you to give your views on the idea, and to let us know if it would have any impact in relation to your life, your family, or your caring responsibilities.
- 3.4. Before we make a final decision, we will carefully consider any information you shared with us.

4 Procedure for Resolving Any Problems That May Arise

- 4.1. We aim to provide a happy workspace for everyone. However, sometimes things may arise which trouble you. If this ever happens, firstly, please be assured that we are committed to solving the problem with you.
- 4.2. To solve the problem, we ask that you alert your supervisor, in the first instance, and then follow the process set out in Attachment D. Hyne respects your right to use this procedure to resolve disputes, and you will be treated fairly and respectfully during this time.
- 4.3. Please note that at any stage of the process, you can request help from your leadership team, and you may also choose to have a support person or representative.

5 Wages

- 5.1. Wages will be paid by Electronic Funds Transfer (EFT) into your nominated financial institution account.
- 5.2. If you leave your role at Hyne, you will be paid your final wages in the next scheduled pay run after your last day employed.
- 5.3. Hyne will provide a 4% increase on current rates of pay which are effective as of the first full pay period following a "Yes" vote. This increase will be paid to you for the period commencing on and from the first full pay period following a "Yes" vote, only if the Agreement is approved by the Fair Work Commission in an approval application immediately following the vote. A further 3% increase (or the National Wage % increase, whichever is higher) on the Year 1 Base Rates in the wages table in this Agreement will be provided on the first full pay period at the annual anniversary in 2025 and a further 3% increase (or the National Wage % increase, whichever is higher) on the Year 2 Base Rates in the wages table in this Agreement will be provided at the annual anniversary in 2026. This clause is to be read in conjunction with Attachment A.
- 5.4. If there is ever an error in your wages that results in you being underpaid, please let us know straight away. After we've investigated it, and confirmed the error, we'll arrange your back pay during the next usual pay date. If the error is in your ordinary pay, we'll arrange back pay the next business day. Please also let us know straight away if there is ever an error in your wages that results in you being overpaid. After we've looked into it, we'll make an agreement with you in writing for the overpayment to be repaid.

5.5. The new wage rates – which incorporate numerous allowances and will apply on approval of the Agreement per clause 5.3 – are as follows:

TIMBER STREAM	Year 1 2024 - 4%		Year 2 2025 - 3% (or National Wage Increase % - whichever is greater).		Year 3 2026 - 3% (or National Wage Increase % - whichever is greater).	
	Weekly	Hourly	Weekly	Hourly	Weekly	Hourly
Level 1 - DO NOT USE	\$ 1,048.17	\$ 27.58332	\$ 1,079.61	\$28.41082	\$1,112.00	\$29.26309
Level 2 - DO NOT USE	\$ 1,097.16	\$ 28.87269	\$ 1,130.08	\$29.73887	\$1,163.99	\$30.63122
Level 3	\$ 1,157.85	\$ 30.46966	\$ 1,192.58	\$31.38375	\$1,228.36	\$32.32526
Level 4	\$ 1,179.19	\$ 31.03133	\$ 1,214.57	\$31.96227	\$1,251.00	\$32.92114
Level 5	\$ 1,252.99	\$ 32.97329	\$ 1,290.57	\$33.96249	\$1,329.29	\$34.98137
Level 6	\$ 1,266.77	\$ 33.33601	\$ 1,304.77	\$34.33609	\$1,343.91	\$35.36618
Level 7	\$ 1,319.19	\$ 34.71553	\$ 1,358.77	\$35.75700	\$1,399.53	\$36.82971
Level 8 - DO NOT USE	\$ 1,324.49	\$ 34.85502	\$ 1,364.23	\$35.90068	\$1,405.15	\$36.97770
Level 9	\$ 1,343.09	\$ 35.34453	\$ 1,383.38	\$36.40486	\$1,424.89	\$37.49701
Level 10	\$ 1,353.71	\$ 35.62382	\$ 1,394.32	\$36.69254	\$1,436.15	\$37.79331
Level 11	\$ 1,395.84	\$ 36.73261	\$ 1,437.71	\$37.83459	\$1,480.85	\$38.96963
Level 12	\$ 1,455.60	\$ 38.30539	\$ 1,499.27	\$39.45456	\$1,544.25	\$40.63819
Level 13	\$ 1,600.39	\$ 42.11547	\$ 1,648.40	\$43.37893	\$1,697.85	\$44.68030

ENGINEERING STREAM	Year 1 2024 - 4%		Year 2 2025 - 3% (or National Wage Increase % - whichever is greater).		Year 3 2026 - 3% (or National Wage Increase % - whichever is greater).	
	Weekly	Hourly	Weekly	Hourly	Weekly	Hourly
C6	\$2,042.64	\$53.75361	\$2,103.92	\$55.36622	\$2,167.03	\$57.02721
C7	\$1,945.37	\$51.19392	\$2,003.73	\$52.72973	\$2,063.84	\$54.31163
C8	\$1,743.28	\$45.87592	\$1,795.58	\$47.25220	\$1,849.45	\$48.66976
C9	\$1,663.78	\$43.78380	\$1,713.70	\$45.09732	\$1,765.11	\$46.45024
C10	\$1,584.36	\$41.69365	\$1,631.89	\$42.94446	\$1,680.85	\$44.23280

APPRENTICE STREAM	Year 1 2024 - 4%		Year 2 2025 - 3% (or National Wage Increase % - whichever is greater).		Year 3 2026 - 3% (or National Wage Increase % - whichever is greater).	
	Weekly	Hourly	Weekly	Hourly	Weekly	Hourly
A01 - QLD APPRENT STAGE 1	\$1,048.12	\$27.58205	\$1,079.56	\$28.40951	\$1,111.95	\$29.26180
A02 - QLD APPRENT STAGE 2	\$1,122.27	\$29.53330	\$1,155.93	\$30.41929	\$1,190.61	\$31.33187
A03 - QLD APPRENT STAGE 3	\$1,195.57	\$31.46250	\$1,231.44	\$32.40637	\$1,268.39	\$33.37856
A04 - QLD APPRENT STAGE 4	\$1,270.56	\$33.43579	\$1,308.68	\$34.43887	\$1,347.94	\$35.47204

6 Allowances

You will be provided allowances for the following items:

6.1 Shift Allowances

Shift Allowance is paid as follows:

- Afternoon Shift – 15%
- Rotating Night Shift – 15%
- Non-rotating Night Shift – 30%
- Please note that these additional percentages do not apply to overtime, or to work performed on Saturdays, Sundays and Public Holidays.

6.2 Meal Allowance

Meal Allowance is paid if you are required to work more than 2 hours of overtime at the completion of your normal shift and you were not given at least 24 hours' advance notice of that overtime. The meal allowance is \$17.52 per meal. This allowance will be increased at the same time and amount as the annual percentage wage increase noted in this Agreement.

6.3 Leading Hand Allowance

If you are not in a leading hand classification or higher but are required to do the job of a leading hand, you will be paid an allowance of \$9.86 per day. If you are currently performing a technical role and are in the same classification as a leading hand or higher, and do not supervise employees in your daily role but are then asked to do so, any allowance or increase in your classification will be evaluated on its merits. This allowance will be increased at the same time and amount as the annual percentage wage increase noted in this Agreement.

6.4 First Aid Allowance

If:

- you are required to act as a nominated first aid officer for your area; and
- you are trained as a nominated first aid officer; and
- being a first aid officer is not an actual requirement of your role you will be paid an allowance of \$19.37 per week.

Please note that if being a first aid officer is a requirement of your role, the allowance has already been included in your Base Rate. Any additional first aiders required in each area will be formally nominated and will receive the allowance. This allowance will be increased at the same time and amount as the annual percentage wage increase noted in this Agreement.

6.5 Motor Vehicle Allowance

- 6.5.1 If you are required to drive to conduct business on behalf of Hyne, we'd prefer you always use a company or rental vehicle. If you agree to use your private vehicle to conduct business on behalf of Hyne or attend training, you will be reimbursed at the scheduled rates published by the Australian Taxation Office.
- 6.5.2 If, during the course of conducting business in your private vehicle you meet with an accident, and if there is no other insurance in place for the accident, Hyne's corporate insurance policy will respond. Hyne will pay any excess due on your private policy for any bona fide 'at fault' claim where your vehicle has been damaged and will insure against any shortfall in your private policy.

6.6 Lay Up Allowance

If you work at the Glulam plant in the lay up machine centre, you will be paid an allowance of \$19.99 per shift.

6.7 Other allowances

All other allowances have been included in the rates of pay detailed in the wages table. This includes, but is not limited to, tool allowance, height allowance, confined space allowance, and allowances for dirty, hot and cold work.

6.8 Superannuation

- 6.8.1 Hyne supports your right to choose your own superannuation fund. This means you can have your superannuation paid into any fund you choose.
- 6.8.2 If you don't choose a fund, contributions will go into the default fund, which is currently Australian Retirement Trust. If there is ever a need to consider a new default fund, this can be changed after team members are consulted.
- 6.8.3 Contributions will be as required by the Superannuation Guarantee Act 1992 (as amended from time to time). At the time of writing, this payment is made monthly.
- 6.8.4 If you are on workers compensation and work is not being performed, you will receive contributions for a maximum of 52 weeks.
- 6.8.5 In addition, if you would like to salary sacrifice any of your wages to your superannuation contribution, this can be setup after discussion with the payroll team.

7 Hours of Work

7.1 Ordinary Hours

- 7.1.1 Your ordinary hours of work won't exceed an average of 38 hours a week, plus reasonable additional overtime hours.
- 7.1.2 Ordinary hours of work are those worked during the span of ordinary hours on no more than an average of 5 days out of 7 days. The span of ordinary hours for day workers, is between 6am and 6pm on every day of the week.
- 7.1.3 Please note that the span of ordinary hours and the shift definitions can only be altered by Mutual Agreement.
- 7.1.4 Ordinary hours can be averaged over the following work cycles:
- 38 hours within a work cycle not exceeding 7 consecutive days; or
 - 76 hours within a work cycle not exceeding 14 consecutive days; or
 - 114 hours within a work cycle not exceeding 21 consecutive days; or
 - 152 hours within a work cycle not exceeding 28 consecutive days; or
 - another arrangement that is reached by Mutual Agreement with an individual Employee or group of Employees.
- 7.1.5 Ordinary hours worked on a Saturday will be paid at one and a half times the Base Rate (i.e. 'time and a half'), and ordinary hours worked on a Sunday will be paid at double the Base Rate (i.e. 'double time').
- 7.1.6 The day on which the majority of the hours are worked will be considered the actual day of work for the purpose of rate of pay calculations.
- 7.1.7 All time worked, including overtime, is tracked and paid at the applicable rate in 6-minute increments.

- 7.1.8 Where a Day Worker in the Sawmilling and Process Stream is asked to change to shift work, we will always give you seven (7) days' notice. If we are unable to do that you will be paid at the rate of time and a half until the required notice period would have expired.
- 7.1.9 Whenever you are asked to work ordinary hours, the length of your shift will be no less than the hours outlined in the table below. For example, if your role is a part-time Sawmilling and Process Stream role, and we only need you to work 2 hours, you will be paid for a minimum of 3 hours.
- 7.1.10 These minimum ordinary hours (shown in table 1), do not apply for Public Holidays and Overtime:

Table 1

	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Sawmilling and Process Stream (Full Time & Casual)	4	4	4	4	4	4	4
Sawmilling and Process Stream (Part Time)	3	3	3	3	3	3	3
Engineering Stream (All)	4	4	4	4	4	4	4

7.2 Changes to Rostered Hours

If there are changes to your regular roster or ordinary hours, we will follow the process outlined in Attachment C. If, however, there is an Ad Hoc change (one that is not regular or systematic) required to your roster:

- Except in the case of an emergency or by mutual agreement, 48 hours' notice shall be given prior to an ad hoc change of a rostered shift.
- In relation to day workers, the roster may be subject to ad hoc changes in the case of an emergency or by mutual agreement at any time or by amendment of the roster on 7 days' notice.

7.3 Banked Time

- 7.3.1 If you prefer, you may choose to accrue hours instead of being paid at overtime rates.
- 7.3.2 Banked time accrues at the applicable overtime rate. For example, if you work one hour of overtime and you would usually have been paid at time and a half, you'll accrue 1.5 hours of banked time.
- 7.3.3 You may cash out your banked time at any time acknowledging that it is paid at the next available pay cycle.
- 7.3.4 If you would like to use banked time for leave, this will be with Hyne's agreement with normal operational approval required.
- 7.3.5 This allows you some flexibility to bank time and use it later. Please note though, that each hour of time accrued is to be either used or paid out within 12 months of accruing it.

7.4 Make Up Time

- 7.4.1 If for some reason work can't be done, such as during a breakdown, or if you need to leave work for personal circumstance, there may be the potential that the lost time can be made-up by Mutual Agreement within the week.
- 7.4.2 If Hyne asks you to make up the time outside your ordinary hours of work, you'll be paid at the applicable penalty rates.
- 7.4.3 If our operational requirements allow it, you can request the option of taking annual leave or banked time instead of making up the time later. Please note this will also require Mutual Agreement.

7.5 Lost Time/Stand Down

- 7.5.1 Hyne may stand you down without pay if you can't be usefully employed because of something which is beyond Hyne's control. If there is opportunity to find you alternative work within your skill and capability, we will endeavour to do this.
- 7.5.2 You'll be consulted and provided with as much notice as possible if there's a stand down.
- 7.5.3 Your banked time can be used during these stand downs. If you don't have enough banked time to cover the whole stand down period, you are welcome to use your accrued annual leave or long service leave. If you have exhausted your banked time, annual and/or long service leave, you may access your personal leave accruals provided you meet the minimum hours of the cash out requirements noted in this Agreement.

7.6 Meal Breaks During Rostered Shifts

- 7.6.1 Meal breaks are managed in a way which ensures:
- they don't occur within 3 hours of your start time, and
 - they are generally to be completed within 6 hours of the normal start time. Please note that if, by law, your role requires you to maintain constant vigil over the plant and there's no relief available, we might need you to work more than 6 hours without a break.
- 7.6.2 Meal breaks can be staggered to allow for continuous, safe production, but we will try and make sure your break is at a consistent time each day.

(a) Day Workers and Non-Continuous Shift Workers

Your meal breaks are unpaid and last 30 minutes.

If you work a shift roster that provides for continuous work over 24 hours of the day, your meal breaks are paid and last 30 minutes. These breaks are counted as time worked.

(b) Continuous Shift Workers

Your meal breaks are paid and last 30 minutes.

(c) All Employees

If you are required to work through your meal break, or have to return early from your meal break, and you have already completed 6 continuous hours of work, you'll be paid at the appropriate overtime rates until you can take your break, or the remaining part thereof.

7.7 Meal Breaks During Overtime

- 7.7.1 If you work more than 2 hours and up to 4 hours of overtime on either side of your shift, you'll receive a paid break that lasts 30 minutes. You'll also receive an additional paid break that lasts 30 minutes for each additional 4 consecutive hours of overtime you work beyond that time.
- 7.7.2 If you work 4 hours overtime on a non-working day, you'll receive a paid break that lasts 30 minutes. You'll also receive an additional paid break that lasts 30 minutes for each additional 4 consecutive hours of overtime you work beyond that time.

7.8 Rest Pauses

- 7.8.1 You can take a single paid rest pause that lasts 20 minutes during ordinary hours. Your rest pauses may be scheduled. If not, please use your judgment and discretion about the timing so that your team members can keep the line running safely, and don't forget to let your supervisor know.

7.9 Flexibility of Meal Breaks and Rest Pauses

- 7.9.1 To ensure maximum flexibility and to meet operational requirements, the time for taking meal breaks and rest pauses may be varied by your Supervisor depending on the needs of an area or section.

7.10 Overtime

- 7.10.1 From time to time, Hyne may request you to work overtime. We will always try and give you as much notice as possible, and we will always give you a minimum of 2 hours' notice except if there is a breakdown or Emergency.
- 7.10.2 When you work overtime (other than a shift worker), your pay rate is calculated from the time you should have commenced or finished your normal day/shift. Other loadings (except casuals), allowances, and penalty rates (for example shift or weekend penalties) may not apply during periods of overtime as overtime rates offered are generally higher than penalty rates.
- 7.10.3 Please note that Hyne understands you have personal responsibilities and at times you will not be able to work overtime. When this happens, please let us know. Hyne will always respect your right to reasonably refuse overtime.
- 7.10.4 If you are a casual Employee and you're required to work overtime, you'll be paid the applicable overtime rate, plus the 25% casual loading (calculated on your Base Rate).
- 7.10.5 All overtime worked on a Sunday is paid at double time, for a minimum of 3 hours. Please note that this minimum payment for 3 hours won't apply if the overtime is immediately before or after your ordinary shift.
- 7.10.6 If you're re-called to return to work overtime after you've completed work for that day, you'll be paid for a minimum of 4 hours at the appropriate overtime rate. If you're recalled to work

overtime on more than one occasion on any one day, the second and subsequent periods of overtime will be paid at double your Base Rate for the actual time worked.

7.10.7 These recall payments won't apply if it's usual for you to return to work to perform a specific duty or job outside of ordinary working hours, or where the overtime is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

7.10.8 We want you to have a break of at least 10 hours between shifts. If you're ever requested by Hyne to work overtime and there's less than 10 hours between the time you finish and the start of your ordinary hours the next shift, we ask you to let us know. If this occurs, you won't be required to recommence work until you've had a 10-hour break, and you won't lose any pay in the event you miss the start of your next shift.

7.10.9 If you're ever requested by Hyne to resume, or continue, work without having had 10 consecutive hours off duty, you'll be paid double your Base Rate until you finish work. You'll then be able to go home until you've had a 10-hour break, and you won't lose any pay in the event you miss the start of your next shift.

7.10.10 Please note you'll only ever be requested by Hyne to resume or continue work without having had 10 consecutive hours off in extenuating circumstances.

- Payment for overtime is as follows:

Day Workers: All overtime (except on Sundays or Public Holidays) is paid at time and a half for the first 2 hours, and then at double time until the completion of overtime worked.

Shift Workers (Continuous and Non-Continuous): All overtime worked (except on Sundays or Public Holidays) by non-continuous Shift Workers and Continuous Shift Workers is paid at double time until the completion of overtime worked.

8 Mixed Functions

If you're ever required to work for more than 2 hours on any day at a role that falls within a classification level which is higher than your usual classification, you'll be paid for the full day at the pay rate for that higher classification level. If you work for 2 hours or less at that higher level, we'll pay you at the higher rate for the time you spent doing those tasks.

9 Employment Categories

9.1 Probationary Period

All new Employees are employed for an initial probationary period of six (6) months. During this time, employment can be terminated by either the Employee or Hyne giving one week's notice.

9.2 Full Time Employment

Full time Employees are employed to work a maximum of 38 ordinary hours per week on average over a work cycle.

9.3 Part Time Employment

- 9.3.1 Part-time Employees are employed to work a regular pattern of hours which will average less than 38 hours per week (**Average Weekly Hours**).
- 9.3.2 When first employed, Hyne and the Employee will reach Mutual Agreement about the hours the Employee will work, the days the Employee will work, and the starting and finishing times on those days and be provided with confirmation of this agreement in writing. This can be varied at any time in writing.
- 9.3.3 We'll always roster a regular part-time Employee on a minimum of a 3-hour engagement per shift (please see Table 1 Clause 7.1 for role specific minimums), unless there is Mutual Agreement for another arrangement.
- 9.3.4 Part-time Employees are paid 1/38th of the weekly wage payable for their classification level for each hour they work.
- 9.3.5 Part-time Employees are paid at the ordinary time rate of pay until they've worked more than their agreed (in writing) Average Weekly Hours. Hours worked in excess of the Average Weekly Hours will be payable at overtime rates as per Clause 7.10.10. Hours worked outside the span of ordinary hours, as defined in Clause 7.1.2 will be paid at overtime rates.
- 9.3.6 Part-time Employees also receive annual leave, personal/carer's leave, public holidays, long service leave and superannuation entitlements on a 'pro-rata' basis.

9.4 Casual Employment

- 9.4.1 Casual Employees are employed on an hourly basis and are paid a 25% casual loading for hours worked. You will not be required to work more than 38 hours per week or 10 hours in any one day or shift, other than where you are working a 12-hour shift roster for a full work cycle as a relief to fill the roster. If casuals are required to work on a public holiday or weekend, they will receive the applicable penalty rates plus the casual loading for hours worked.
- 9.4.2 The following entitlements do not apply to Hyne's casuals:
- paid personal/carer's leave
 - paid compassionate leave
 - annual leave
 - public holidays (if not worked)
 - redundancy
- 9.4.3 Casual Employees who work as part of a full shift roster cycle are paid the relevant shift allowance (calculated on their Base Rate) as well as the casual loading. If you work in excess of the ordinary hours fixed for weekly Employees on any day, you will also be paid at the appropriate overtime rate, calculated on their Base Rate plus the casual loading. As a casual you are entitled to the breaks and rest pauses outlined in Clause 7.
- 9.4.4 In recognising the need for a pool of casual team members to support conditions such as when people are on leave, Hyne encourage any casual employee to apply for any vacant permanent positions they would like to be considered for. In addition, Hyne will review the use of casual positions and assess any permanent opportunities every six months.

Other employment types: Hyne is open to job share arrangements depending on the needs of the role and the operational needs of Hyne.

10 Trainees and Apprentices

10.1 People Already Employed by Hyne

10.1.1 If one of our Employees starts an apprenticeship or traineeship while already employed by Hyne, they'll be paid a wage that is the higher of either:

- The amount they were being paid immediately before they started the apprenticeship or traineeship; or
- The apprenticeship or traineeship rate.

10.1.2. If the amount being paid immediately before the apprenticeship or traineeship is higher, we'll keep the Employee on that rate until it's equal to the apprenticeship or traineeship rate.

10.2 New Apprentices

New apprentices will be paid in accordance with the wages table in Clause 5.

10.3 All Apprentices

This Agreement applies to apprentices, including adult apprentices, except if the Agreement says otherwise. Hyne will always work in conjunction with the requirements of your training agreement.

11 Termination of Employment

This clause does not apply to apprentices or trainees, as your terms are in accordance with your Training Agreement and the NES.

11.1 Termination by Hyne

11.1.1. To terminate your employment, we will give the period of notice in accordance with the NES, as varied from time to time. At the time of making this Agreement, the notice periods were as per the table below:

Period of Service	Period of Notice
1 year or less	1 week
Over 1 year and up to the completion of 3 years	2 weeks
Over 3 years and up to the completion of 5 years	3 weeks
Over 5 years of completed service	4 weeks

11.1.2. In addition to the notice, if you are over 45 years of age at the time notice is given and you've completed at least 2 years' continuous service, you'll be given 1 extra weeks' notice.

11.1.3. Please note there will be no notice given to an Employee who is dismissed for serious misconduct, or if you're not entitled to receive notice under the relevant legislation.

- 11.1.4. Payment in lieu of notice will be made if we don't need you to work through the notice period. You may also be able to work part of the notice period, and we can make payment for the remainder of the notice period.

11.2 Termination by You

- 11.2.1. If you choose to resign from your position with Hyne, you must give us the same period of notice of termination we are required to give you (as shown in the above table), except that there is no requirement on you to give additional notice based on your age.
- 11.2.2. The purpose of the notice period is to help plan for your departure with minimal impact on your co-workers. If we don't receive this notice from you, your final payments (including any entitlements due) may be reduced by the amount of the notice you were required to provide.

11.3 Statement of Service/Certificate of Separation

You may request a Statement of Service and/or Certificate of Separation on termination.

12 Redundancy

Here at Hyne we are committed to maintaining existing employment levels at our operations. Where market conditions require a reduction of working hours, before considering redundancy, Hyne will review other options to maintain permanent employment levels such as:

- Alternative roles or vacant positions within Hyne;
- Reducing or ceasing people employed through labour hire companies;
- Relocation to other operations that you have the skills, qualifications and ability to perform in, and that you are confirmed fit for duty;
- Shift arrangements;
- Reducing working hours;
- Short term stand downs (of which you can access your entitlements for payment as shown in clause 7.5).

In the event of redundancy, we will always consult with you. In addition to the below benefits, we'll assist you by:

- Providing outplacement services; and
- Determining and applying a redundancy payment as per the table below.

Please note, if a position was offered to you that was of lesser remuneration than your current position, you would be able to choose whether to take it at the ongoing lesser rate, or the redundancy.

If Hyne ever have to select people for redundancies, we'll consider voluntary redundancies, provided they are limited to the workgroup and/or skillset and that we have the discretion to decide whether these are accepted.

Redundancy Payment

12.1.1 Employees will be paid redundancy payments as follows:

Period of Continuous Service (years)	Redundancy Payment Due
Less than 1 year	Nil
1 year and up to 2 years	4 weeks' pay
2 years and up to 3 years	7 weeks' pay
3 years and up to 4 years	9 weeks' pay
4 years and up to 5 years	12 weeks' pay
5 years and up to 6 years	16 weeks' pay
6 years and up to 7 years	17 weeks' pay
7 years and up to 8 years	18 weeks' pay
8 years and up to 9 years	19 weeks' pay
9 years and up to 10 years	20 weeks' pay
10 years and up to 11 years	21 weeks' pay
11 years and up to 12 years	22 weeks' pay
12 years and up to 13 years	23 weeks' pay
13 years and up to 14 years	24 weeks' pay
Over 14 years	25 weeks' pay

12.2 Transfer to Lower Paid Duties

If you accept a transfer to other duties, we'll give you the same amount of notice you would have received if you'd been terminated (refer notice period table above). Alternatively, we might pay you in lieu of this notice by giving you the difference between your former ordinary pay rate and your new, lower ordinary pay rate for the applicable number of weeks still owing.

12.3 Time Off During Your Notice Period

If your role is being made redundant, you'll be given up to one paid day off each week to look for another job.

12.4 Leaving During Notice

You can resign during your notice period if your role is being made redundant. If you do, you'll still receive the same benefits and payments you would have received until the end of your notice period, but you won't receive payment in lieu of notice.

12.5 Employees exempted

The Redundancy clause does not apply to you if you:

- have not completed 12 months service;
- are being dismissed for misconduct;
- were employed for a specific period of time or for a specific task(s);
- are casual;
- are a trainee and/or apprentice and are completing a traineeship or apprenticeship or you are not employed by Hyne when you have completed your traineeship or apprenticeship; or
- are excluded by the Act from receiving redundancy-related benefits.

If you are a casual employee and you move into a permanent position, any redundancy calculation will incorporate your period of service as a casual employee.

13 Personal/Carer's Leave

13.1 Entitlement

- 13.1.1. All full time and part time (on a pro rata basis) employees will be entitled to paid personal/carers' leave (and unpaid if you have exhausted your paid leave) in accordance with the NES, at the time of writing is 10 days leave for each year of continuous service. Personal leave is for when you're personally sick or injured. Carer's leave is for when you are the carer and need to take care of your Immediate Family – who is ill, injured or experiencing an emergency.
- 13.1.2. Personal/carers' leave accrues progressively during each year of service according to your ordinary hours of work and is paid at your Base Rate.
- 13.1.3. Casual team members can take unpaid carer's leave in accordance with the NES.

13.2 Procedure

- 13.2.1. If you need to take personal/carers' leave, to ensure the smooth running of your area, we ask that you phone your supervisor (or their representative, which may include Site Security) at least 2 hours before the start time of your shift. If this isn't possible due to your circumstances, please contact your supervisor as soon as you possibly can.
- 13.2.2. To support your co-workers, extra notice provides us with the opportunity to arrange back-fill and/or call in other Employees for overtime. Please be aware that if we don't know about your absence it could result in it being unpaid, so don't forget to keep us informed.
- 13.2.3. To ensure we can give you the best possible support, we'll seek to understand the nature of your illness or carer responsibilities. You may also be asked, in conjunction with Human Resources, for future absences, to provide us with evidence to support your absence (such as a Medical Certificate). If we ask for evidence and you don't provide it, your absence will be then unpaid.

13.3 Payout of Untaken Personal/Carer's Leave

- 13.3.1. You may be able to cash-out up to 76 hours of your accrued personal/carers' leave if you'll still have a minimum balance of 114 hours after cash-out. You can do this once a year if you make the request in writing and Hyne agrees to your request.
- 13.3.2. Any cash-outs are paid at your Base Rate as at the date of the cashing-out (that is, payment) of the leave, and your personal/carers' leave balance will be reduced by the amount of leave cashed-out.
- 13.3.3. Payment will be made to your nominated bank account during normal pay run processing, and as soon as practicable after we receive your request.
- 13.3.4. On termination of your employment, your personal/carers' leave entitlements which have not been used, will be paid out to you at the below percentage of your Base Rate:

Hours	Percentage
For any hours over 114	100%
For hours up to and including 114	25%

14 Annual Leave

14.1 Entitlement

- 14.1.1. All full-time and part-time Employees are entitled to annual leave in accordance with the NES. Part-time Employees accrue annual leave on a pro-rata basis.
- 14.1.2. You're entitled to accrue 4 weeks of annual leave per year. If you are a 'Shift worker', you're entitled to accrue 5 weeks of annual leave per year.
- 14.1.3. When you take leave, you'll be entitled to receive at least a 17.5% annual leave loading. If you're a worker whose shift penalty is higher than 17.5%, you'll be paid the shift penalties that you would have received if you hadn't taken annual leave instead of the 17.5% annual leave loading while you're on leave (inclusive of weekend penalties, where relevant).
- 14.1.4. For any period of annual leave that includes a public holiday for which you're paid, no loading will be paid.
- 14.1.5. To ensure we are operationally prepared, we ask you to please provide as much notice as possible for any annual leave requests, with the minimum time required being 14 days.

14.2 Annual Leave Close Down

- 14.2.1. Hyne may choose to close part or all of a site due to seasonal impacts, market impacts, scheduled maintenance or similar activities. If this occurs, we'll inform you as quickly as possible. During this closure, you'll be able to access annual leave, long service leave and/or banked time and, with Mutual Agreement, you may also be able to cash-out some of your accrued personal/carer's leave, provided you meet the requirements noted in this Agreement.
- 14.2.2. For those Employees who don't have enough leave to cover the full close-down period, Hyne will consider how we can best support you. Some ways we may be able to support you include moving you to a different area within the site so you can safely continue working. If there are no options available to support an individual arrangement with you, we may need to stand you down without leave or pay.

14.3 Cashing Out Annual Leave

- 14.3.1. You may be able to cash-out some of your accrued annual leave, provided that:
 - You'll still have a minimum balance of at least 152 hours;
 - You make your request in writing; and
 - Your request is approved by Hyne.

- 14.3.2. If your request to cash-out annual leave is approved, you'll be paid the same amount you would have received if you'd taken that annual leave, and your annual leave balance will be adjusted accordingly.

14.4 Excessive Annual Leave

If you have accrued an excessive annual leave balance and Hyne has unsuccessfully tried to reach agreement with you about taking some of your annual leave, we may require you to take annual leave. If this happens:

- Hyne will always give you at least 8 weeks' notice;
- You must have at least 8 weeks of annual leave accrued if you're not a Shift Worker, or at least 10 weeks accrued if you are a Shift worker;
- You will not be required to take less than one full week of annual leave at a time; and
- You must have a remaining balance of at least 6 weeks of annual leave.

15 Long Service Leave and Other Entitlements

15.1 Long Service Leave

15.1.1. Long Service Leave will be provided as per the *Industrial Relations Act 2016* (Qld).

15.1.2. Long Service Leave accruals subsequent to 1 July 2004 will be calculated based on an entitlement of 10 weeks leave after 10 years continuous service.

- After completing 7 years of service, you can:
 - (i) take your long service leave at a proportionate rate; or
 - (ii) cash-out your long service leave to a maximum of 6 weeks once a year, subject to Mutual Agreement. If Hyne agrees to your written request, you will be paid the value of the long service leave, and your balance will be adjusted accordingly.
 - (iii) Have your pro-rata long service leave paid to you on termination of employment for any reason.
- Long Service Leave will be paid to you on a pro-rata basis after five (5) years' continuous service if you're terminated because of redundancy or permanent disability or illness.

15.2 Other Entitlements

You will also receive all other entitlements as per the NES, including:

- Parental leave;
- Compassionate leave;
- Community service leave (which includes volunteer emergency services leave [for example RFS and SES] and Jury Duty leave, and or Defence Reservist service); and
- Family and domestic violence leave.

16 Public Holidays

16.1. All full-time and part-time Employees are entitled to gazetted public holidays, that is for you to be paid what you would have ordinarily been paid had you worked the day (excluding shift allowance and other penalties).

16.2. The time that you would ordinarily have been required to work shall be determined by reference to a scheduled roster or the hours worked during the period of 4 weeks immediately preceding the public holiday.

- 16.3. If you work a rotating roster and a public holiday falls on your non-working day, you will be entitled to 7.6 hours regardless of your rostered shift hours. This will not apply where the public holiday falls on your non-working day on a Saturday or a Sunday. If you are a part-time employee, you'll be paid your pro-rata rostered shift hours.
- 16.4. At Hyne, we recognise public holidays are a time to be with family and friends but, from time to time, to meet our customer's expectations, production needs, or for maintenance requirements, you may be asked to work.
- 16.5. We will always provide you with at least 2 days' notice if this happens, but we'll try to provide you with more notice if we become aware at an earlier time. If we ask you to work on a public holiday, you'll be paid as per the information below.
- 16.6. From time to time, we may also discuss with you the option of substituting a public holiday for another day, or even banking it to use later. If this happens, we'll undertake consultation and communication to make sure everyone is aware.
- 16.7. Observed public holidays include New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Sunday, Easter Monday, ANZAC Day, Labour Day, the Queen's Birthday, Christmas Day, Boxing Day, and any other gazetted public holiday (per Holidays Act 1983).
- 16.8. Where there is unanimous agreement between Hyne and team members, other ordinary working days may be substituted for a gazetted public holiday.

Table 2 (Please see Table 1 for minimum engagement hours)

	Day Worker	Non-Continuous Shift Worker	Continuous Shift Worker
Rostered to work, and works a public holiday (within ordinary spread of hours for the day of the week the public holiday falls).	Paid at the rate of double time and a half of your base rate of pay with a minimum of 4 hours.	Paid at the rate of double time and a half of your base rate of pay with a minimum of 4 hours. (Base rate in this instance excludes usual shift allowance)	
Overtime worked on a public holiday (work outside the ordinary spread of hours for the day of the week the public holiday falls).	Paid at double time and a half of your base rate of pay, for the first 2 hours. Then at four times your base rate of pay. If you work overtime on a public holiday which falls on a Sunday, you will be paid four times your base rate of pay.	Paid at four times your base rate of pay. (Base rate in this instance excludes usual shift allowance)	
Christmas Day	Where Christmas Day falls on a Saturday or Sunday and the public holiday is observed on another day (i.e. the following Monday) and you are required to work on Christmas Day, you will be paid at your rate of double the base rate of pay (excluding shift allowance). If you are rostered and required to work on Christmas Day which falls on a Saturday or Sunday, in addition to the payment/s above, you will also be entitled to a substitute day off.		

17 Uniforms and Personal Protective Equipment

- 17.1. Here at Hyne, your safety is our priority. We provide uniforms and personal protective equipment, including safety footwear and safety prescription eyewear. Please note that this is all replaced on a reasonable use and fair wear-and-tear basis.
- 17.2. Uniform procedures will be created and reviewed consultatively at the site level.
- 17.3. We will ensure all Hyne team members have a full set of items to suit the roster structure and/or season in which they begin work with us. For example, if you are a part-time worker who'll be working 3 shifts a week, you will receive 3 sets of clothes when you start.
- 17.4. If it appears as though you are going to work in the wet, you need to talk with your Supervisor about getting your wet weather gear.
- 17.5. If you are required to work in the rain you will be provided with suitable waterproof clothing. Where suitable waterproof clothing has not been provided and you are exposed to weather conditions such that you are wet as a result, then double rates shall be paid for the time until you are able to change into dry clothing or you finish work for the day, whichever happens first.
- 17.6. Where suitable waterproof clothing is provided and you choose not to wear it and become wet, you will be required to continue working at base rates until such time as you choose to change into dry clothing. This time absent will be without pay.

18 Workplace Delegates

Workplace Delegates will be supported in accordance with updated legislation as outlined in the corresponding Modern Award (i.e. Timber Industry Award 2020 or Manufacturing and Associated Industries and Occupations Award 2020).

19 Private Health Insurance

Hyne coordinate a Company Health Scheme which provides additional benefits to all team members who choose to access private health insurance. Benefits may include improved cover and/or reductions in premiums paid. At the time of this Agreement, the Corporate Health Scheme is through BUPA. If from time to time, a more beneficial health fund becomes available, Hyne may choose to enter a scheme with different providers. You have choice to participate in the new scheme or, remain with the existing fund.

20 Disasters

Where you are unable to attend work due to a natural disaster as declared at a local level such as (but not limited to) floods, fires, pandemics, acts of war, etc. that result in the ceasing of operations, you will have the option of requesting Natural Disaster payment for this absence to a maximum of three (3) shifts per annum (paid as if you were at work) and will be required to make up the paid time within three (3) months from the paid absence(s).

Proof of such disaster may be requested by your Leader for you to access this provision.

Should you access the natural disaster leave payment, Hyne will work with you to make up these hours in addition to your normal rostered hours. You may be required to perform any task which


you are competent to perform (this may not be in your normal work area nor performing a task you would otherwise have performed during your normal hours of work).


If you choose not to opt in to the make-up shift/s or have previously utilised this payment, of course you may access unpaid leave, Annual Leave, Personal Leave, Long Service Leave or Banked time hours to cover this time away from work.


You may also access your leave accruals (including banked time) provided you meet the requirements noted in this Agreement, if you would like to attend to your home if it has been damaged, or you consider it may be exposed to danger, or if you need to support your Immediate Family.


If Hyne require you to travel to and from work using an alternative method of transport provided by Hyne, any excess travel time that is normally spent travelling to/from work will be paid at the applicable overtime rates.


21 Signatures


Signed on behalf of the Employer:  Date: 13/09/2024
Name: Jim Bindon
Job title: CEO
Address: c/- 385 Macarthur Ave, Brisbane
Basis of authority to sign: CEO

Signed on behalf of the Employees:  Date: 11/9/24
Name: Amber Seehars
Job title: operator
Address: hynes tuan mill
Basis of authority to sign: AWU Delegate

Signed on behalf of the Employees:  Date: 11/9/24
Name: Korey Russell
Job title: LEVEL 5
Address: HYNES TUAN MILL
Basis of authority to sign: AWU Delegate

Signed on behalf of the Employees:  Date: 11/9/24
Name: Greg Bennett
Job title: OPERATOR
Address: HYNES TUAN MILL
Basis of authority to sign: Employee Representative

Signed on behalf of the Employees:  Date: 11/9/24
Name: Kevin Dennis
Job title: Mobile Plant Operator
Address: Hynes Tuan Mill
Basis of authority to sign: CFMEU Delegate

Signed on behalf of the Employees:  Date: 13/9/24
Name: Jeff Farrell
Job title: Reliability Fitter
Address: Hynes Tuan Mill
Basis of authority to sign: AMWU Delegate

22 Attachment A - Classification Structure

Please read this in conjunction with Clause 5 Wages.

The intent of the Classifications set out in the Appendix is to:

1. Provide visibility of future career path opportunities
2. Enable regular, meaningful conversations between you and your leader that support your individual progression.

You will begin your Hyne journey being trained in basic area competencies. With your regular reviews, approximately quarterly, and on successful assessment, you will progress through the classifications to Level 4. If you continue to demonstrate multiskilled capability and competence, please work with your Leader, at your annual review, to progress through to Level 6, which covers numerous work centres (stream/s). There may be opportunity to pursue advanced technical or leadership-oriented roles exist from level 7 onward.

You will be paid:

- at the classification level actively required by Hyne;
- at the classification level that you upskill to, as required by Hyne; or
- if you have obtained competency for a higher classification, you will be paid at higher levels when you perform the role.

You will continue to receive pay increases in line with any future increases under this Agreement, and you will be provided support and training to meet the competency defined.

If we require you to upskill or learn different skills, based on Hyne's requirements (for example with a different machine or stream), or there is a new position introduced over time, you will be paid at the appropriate classification level or will be reviewed on its merits having regard to the Timber Industry Award 2020 or Manufacturing and Associated Industries and Occupations Award 2020 if relevant.

All levels require you to work within the Hyne Timber values and behaviours and work within the full intent of your role with such things as quality and safety standards, assistance with identifying and solving problems, appropriate escalation and engagement with your leader and positive engagement of others.

We always want to pay you correctly so if you ever believe that you are not paid at the appropriate level, please reach out to your leader.

The Site Improvement Group, a working group of team members and leaders, has been operational and meeting monthly for some time. The working group will regularly (at least every 6 months), call an agenda item to review the classifications and supporting process.

The following clauses explain workplace flexibility, consultation, and dispute resolution. The language in these clauses is very different from the rest of our Agreement because these clauses are taken directly from modern awards and the Fair Work Regulations. If you have any questions, please just ask your supervisor.

23 Attachment B - Model Flexibility Term

- (1) An employer and employee covered by this enterprise agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the agreement if:
 - (a) the agreement deals with 1 or more of the following matters:
 - (i) arrangements about when work is performed;
 - (ii) overtime rates;
 - (iii) penalty rates;
 - (iv) allowances;
 - (v) leave loading; and
 - (b) the arrangement meets the genuine needs of the employer and employee in relation to 1 or more of the matters mentioned in paragraph (a); and
 - (c) the arrangement is genuinely agreed to by the employer and employee.
- (2) The employer must ensure that the terms of the individual flexibility arrangement:
 - (a) are about permitted matters under section 172 of the Fair Work Act 2009; and
 - (b) are not unlawful terms under section 194 of the Fair Work Act 2009; and
 - (c) result in the employee being better off overall than the employee would be if no arrangement was made.
- (3) The employer must ensure that the individual flexibility arrangement:
 - (a) is in writing; and
 - (b) includes the name of the employer and employee; and
 - (c) is signed by the employer and employee and if the employee is under 18 years of age, signed by a parent or guardian of the employee; and
 - (d) includes details of:
 - (i) the terms of the enterprise agreement that will be varied by the arrangement; and
 - (ii) how the arrangement will vary the effect of the terms; and
 - (iii) how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and
 - (e) states the day on which the arrangement commences.
- (4) The employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.
- (5) The employer or employee may terminate the individual flexibility arrangement:
 - (a) by giving no more than 28 days written notice to the other party to the arrangement; or
 - (b) if the employer and employee agree in writing-at any time.

24 Attachment C - Consultation Clause

24.1 Model Consultation Term

Model consultation term

- (1) This term applies if the employer:
 - (a) has made a definite decision to introduce a major change to production, program, organisation, structure or technology in relation to its enterprise that is likely to have a significant effect on the employees; or
 - (b) proposes to introduce a change to the regular roster or ordinary hours of work of employees.

Major change

- (2) For a major change referred to in paragraph (1)(a):
 - (a) the employer must notify the relevant employees of the decision to introduce the major change; and
 - (b) subclauses (3) to (9) apply.
- (3) The relevant employees may appoint a representative for the purposes of the procedures in this term.
- (4) If:
 - (a) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
 - (b) the employee or employees advise the employer of the identity of the representative; the employer must recognise the representative.
- (5) As soon as practicable after making its decision, the employer must:
 - (a) discuss with the relevant employees:
 - (i) the introduction of the change; and
 - (ii) the effect the change is likely to have on the employees; and
 - (iii) measures the employer is taking to avert or mitigate the adverse effect of the change on the employees; and
 - (b) for the purposes of the discussion—provide, in writing, to the relevant employees:
 - (i) all relevant information about the change including the nature of the change proposed; and
 - (ii) information about the expected effects of the change on the employees; and
 - (iii) any other matters likely to affect the employees.
- (6) However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.
- (7) The employer must give prompt and genuine consideration to matters raised about the major change by the relevant employees.
- (8) If a term in this agreement provides for a major change to production, program, organisation, structure or technology in relation to the enterprise of the employer, the requirements set out in paragraph (2)(a) and subclauses (3) and (5) are taken not to apply.
- (9) In this term, a major change is likely to have a significant effect on employees if it results in:

- (a) the termination of the employment of employees; or
- (b) major change to the composition, operation or size of the employer's workforce or to the skills required of employees; or
- (c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
- (d) the alteration of hours of work; or
- (e) the need to retrain employees; or
- (f) the need to relocate employees to another workplace; or
- (g) the restructuring of jobs.

Change to regular roster or ordinary hours of work

(10) For a change referred to in paragraph (1)(b):

- (a) the employer must notify the relevant employees of the proposed change; and
- (b) subclauses (11) to (15) apply.

(11) The relevant employees may appoint a representative for the purposes of the procedures in this term.

(12) If:

- (a) a relevant employee appoints, or relevant employees appoint, a representative for the purposes of consultation; and
- (b) the employee or employees advise the employer of the identity of the representative; the employer must recognise the representative.

(13) As soon as practicable after proposing to introduce the change, the employer must:

- (a) discuss with the relevant employees the introduction of the change; and
- (b) for the purposes of the discussion—provide to the relevant employees:
 - (i) all relevant information about the change, including the nature of the change; and
 - (ii) information about what the employer reasonably believes will be the effects of the change on the employees; and
 - (iii) information about any other matters that the employer reasonably believes are likely to affect the employees; and
- (c) invite the relevant employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).

(14) However, the employer is not required to disclose confidential or commercially sensitive information to the relevant employees.

(15) The employer must give prompt and genuine consideration to matters raised about the change by the relevant employees.

(16) In this term:

Relevant employees means the employees who may be affected by the change referred to in subclause (1).

25 Attachment D – Grievance and Dispute Resolution Clause

- 25.1 If a dispute relates to a matter arising under this Agreement or the NES, this term sets out procedures to settle the dispute.
- 25.2 Any employee having a grievance or dispute shall attempt to at first resolve the matter with the supervisor/team leader who shall respond to such request within 24 hours. If the Employee has no supervisor/team leader, or the grievance or dispute is in relation to the Employee's supervisor or team leader, the Employee may skip this step and move to the following step in the process.
- 25.3 If the dispute or grievance is not resolved at the prior step (or, is required to commence at this step), the Employee should refer the matter to the next level manager for discussion. Such discussion should, if possible, take place within 24 hours after the request by the Employee or the Employee's representative.
- 25.4 If not resolved at the prior step the matter shall be referred progressively to i) Site Level management, ii) senior levels of management and iii) through to the relevant General Manager.
- 25.5 If the grievance or dispute remains unresolved after these prior escalations, you can refer the matter to the Chief Executive Officer.
- 25.6 The Employee may nominate a representative of their choice, for assistance in resolving the grievance, dispute or likely dispute.
- 25.7 If, after discussion between the parties, or their nominees in Step 25.6, the dispute remains unresolved after the parties have genuinely attempted to achieve a settlement thereof, either party may refer the matter to the FWC for mediation, conciliation or arbitration.
- 25.8 While the parties are trying to resolve the dispute using the procedures in this term:
- An Employee must continue to perform his or her work as he/she would normally except where continuance of work would represent an imminent risk to the health and/or safety of Employees or the workplace.
 - An Employee must comply with a direction given by the Company to perform other available work within their competence at the same workplace unless the work is not safe or is not appropriate for the employee to perform or there are other reasonable grounds for the Employee to refuse to comply with the direction.
- 25.9 The parties to the dispute agree to be bound by a decision made by the FWC.

Tuan and Glulam Classifications

	GREEN MILL	DRY MILL	WAREHOUSE & DESPATCH	KILNS	SITE SERVICES	Glulam
Level 1 DO NOT USE	Process Operator - At this level you are a new team member in training undertaking basic area competencies.	Process Operator - At this level you are a new team member in training undertaking basic area competencies.	Process Operator - At this level you are a new team member not operating mobile plant and in training undertaking basic area competencies.	Process Operator - At this level you are a new team member not operating restricted plant and in training undertaking basic area competencies.	Site Services Operator - At this level you are a new team member in training undertaking basic area competencies.	Process Operator - At this level you are a new team member in training undertaking basic area competencies.
Level 2 DO NOT USE	Process Operator - At this level you are undertaking basic area competencies.	Process Operator - At this level you are undertaking basic area competencies.	Process Operator - At this level you are undertaking basic area competencies for example scanning and pack wrapping.	Process Operator - At this level you are undertaking basic area competencies.	Site Services Operator - At this level undertaking basic area competencies.	Process Operator - At this level you are undertaking basic area competencies.
Level 3	Process Operator - At this level you are competent in basic area competencies AND safely and effectively operate at least one machine centre as listed at level 4.	Process Operator - At this level you are competent in basic area competencies AND safely and effectively operate at least one machine centre as listed at level 4.	Mobile Plant Operator - At this level you are a new team member competent in basic area competencies including basic mobile plant operations.	Process Operator - At this level you are in training on: East Trolley; then West Trolley	Site Services Operator - At this level you are competent in basic area competencies	See table below
Level 4	Process Operator - At this level you are competent to safely and effectively operate, and as required rotate through, at least 3 machine centres for example: Bin Sorter 1/Trimmer 1 Bin Sorter 2/Trimmer 2 Resaw Ari Edger GOS Forklift operations Tooling/Greasing	Process Operator - At this level you are competent to safely and effectively operate, and as required rotate through, at least 3 machine centres for example: Planer dropout Trimsaw dropout Wrap packaging Forklift operations	Mobile Plant Operator - At this level you are competent in mobile plant operations and as required rotate through at least two of the following machine centres for example: (72) Holtec/ BoardSorter / finger joiner (outfeed) Warehousing Picking Scanning and Pronto Management	Process Operator - At this level you are competent on East and West Trolley Forklift/loader operations AND in training on Basic monitoring of Control Room operations	Site Services Operator - At this level you are competent to safely and effectively operate, and as required rotate through, area functions for example: general gardening & maintenance; landscaping & tree pruning and line marking etc. as per area competencies. OR you have a forklift licence, that is required for your role.	See table below
Level 5	Process Operator - At this level you are competent to safely and effectively operate, and as required rotate through, all machine centres (excluding forklift operations) at Level 4, and are competent	Process Operator - At this level you are competent to safely and effectively operate, and as required rotate through, all machine centres (excluding forklift operations) at Level 4 and are competent	Mobile Plant Operator - At this level you are an advanced operator competent to safely and effectively operate, and as required rotate through, at least 2 machine centres at	Process Operator - At this level you are competent to safely and effectively operate, and as required rotate through, all Level 4 machine centres, are competent in the Control	Site Services Operator - At this level, you are competent to safely and effectively operate, and as required rotate through, all area functions (excluding forklift operations) at Level	

Tuan and Glulam Classifications

	GREEN MILL	DRY MILL	WAREHOUSE & DESPATCH	KILNS	SITE SERVICES	Glulam
Level 6	<p>on at least one machine centre for example: Forklift operation (20t) Stacker 1 Stacker 2</p>	<p>on at least 4 machine centres for example: Bearer Stand True Q Stacker Board Sorter Leadermac planer T2 Blue Operation Forklift Operation (20t) Product compliance testing Wood Eye Operation Infeed Operator</p>	<p>Level 4 and are competent in at least 3 machine centres for example: (72) Holtec/ BoardSorter / Leadermac (outfeed) Warehousing Picking Scanning and Pronto Management (70) mainline support (strips, planer dropout, trim saw dropout) Forklift operation (20t) (GOS loading & pack storing)</p>	<p>Room, and are in training for and become competent on machine centres for example: Gantry Crane Forklift Operation (20t) (including CDK operations)</p>	<p>4 and be competent on at least 4 additional functions for example: Basic Pronto usage Performing PM's. Assist in Project work coordination Servicing of equipment for example brush cutters, mowers, fire equipment</p>	
	<p>Level 6 Process Operator – At this level you are competent to safely and effectively operate, and as required rotate through, all machine centres at level 5 (excl forklift operations). Mobile plant operators: GOS trailer loading and load preparation (framing loads DMill)</p>	<p>Process Operator – At this level you are competent to safely and effectively operate, and as required rotate through, the machine centres/work functions required for level 5 competency AND be competent in 1 work streams for example: Planer Infeed (and bridge) and Dropout Stream OR Stacker, Strapper and TrueQ Stream OR Treatment Stream (Blue AND Red & Green in auto) OR DryMill2 Stream: Holtec, Finger joiner, wood eye, boardsorter</p>	<p>Mobile Plant Operator – At this level you are competent to safely and effectively operate, and as required rotate through all of the above machine centres (excluding 20t) and 2 machine centres below: (54) mainline e.g. planer/treatment Loading</p>	<p>Process Operator – At this level you are competent to safely and effectively operate, and as required rotate through, the Level 5 roles and Heat Plant Isolation / Start Up Procedures Experienced Control Room Operations (including data entry/CCTV monitoring)</p>	<p>Site Services Operator – At this level you are competent to safely and effectively operate, and as required rotate through, work functions listed at level 5 and advanced duties as required for example: using relevant building trade certificate where the trade qualifications are required for regular use</p>	<p>See table below</p>
Level 7	<p>Process Operator – At this level you are an advanced</p>	<p>Process Operator – At this level you are competent to</p>	<p>Advanced Mobile Plant Operator – At this level you</p>	<p>Process Operator Control Room – At this level you are</p>	<p>Site Services Operator - At this level you are competent</p>	<p>See table below</p>

Tuan and Glulam Classifications

	GREEN MILL	DRY MILL	WAREHOUSE & DESPATCH	KILNS	SITE SERVICES	Glulam
operator competent to safely and effectively operate, and as required rotate through, the machine centres as well as a specialist to support operations (for example: trimmer calibrations, scanner head changes and product setup).	safely and effectively operate, and as required rotate through, the machine centres/work functions required for level 5 competency AND be competent in 2 work streams for example: Planer Infeed (& bridge) and Dropout Stream OR Stacker, Strapper and TrueQ Stream OR DryMill2 Stream: Holtec, Leadermac planer, wood eye, boardsorter OR Treatment Stream (Blue, Red & Green (manual, auto, trouble shooting and filling of vessels)	are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area AND support intermediate accurate load and pronto management.	competent to safely, autonomously and effectively operate, and as required, rotate through prior levels in the work area and be competent in: Advanced Control Room Operations (including data entry/CCTV problem solving)	to safely and effectively operate, and as required rotate through, all machine centres prescribed for at level 6 AND higher-level accountabilities.		
Log Merch Operator - At this level you are competent to safely and effectively operate work functions listed at all prior levels AND the log merchandiser machine centre.	OR you are an advanced operator competent to safely and effectively operate, and as required rotate through, the machine centres/work functions required as well as a specialist to support operations (for example calibrations, head changes and product setup).					
Linck Operator - At this level you are competent to safely, autonomously and effectively operate all machines at prior levels plus the Linck machine centre.						
Level 8 - DO NOT USE						
Level 9	Quality Controller - At this level you are an experienced	Shift Coordinator - At this level, you are an advanced	Advanced Process Operator (2IC) - At this level you are an	Advanced Process Operator - At this level, you are an		

Tuan and Glulam Classifications

GREEN MILL	DRY MILL	WAREHOUSE & DESPATCH	KILNS	SITE SERVICES	Glulam
<p>operator assessed competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area, support the team and can provide escalated technical guidance for example interpret data to improve output and rectify escalations.</p> <p>Technical Officer/QC - At this level you are an advanced operator competent to safely and effectively meet the requirements of level 6 and can provide escalated technical guidance for example interpret data to improve output and rectify escalations.</p> <p>Advanced Log Merch Operator At this level, you are competent to safely and effectively operate, and as required rotate through, work functions listed at all prior levels AND are an advanced log merchandiser operator.</p> <p>Advanced Linck Operator - At this level, you are the Subject Matter Expert and able to safely and effectively operate, and as required rotate through, all prior machine centres as required. You are the escalation point as you have advanced skills in areas for example: tool changes, sizing requirements and</p>	<p>Advanced Process Operator [2IC] - At this level you are an advanced operator competent to safely, autonomously and effectively operate, and as required rotate through level 6 in the work area and support the team.</p> <p>Technical Officer/QC – At this level you are an advanced operator competent to safely and effectively meet the requirements of level 6 and can provide escalated technical guidance for example interpret data to improve output and rectify escalations.</p>	<p>operator competent to safely and effectively operate, and as required rotate through, prior levels in the work area AND support accurate load and pronto management AND support the team.</p>	<p>advanced operator competent to safely and effectively operate, and as required rotate through, all machine centres within the Kilns and are developing comprehensive knowledge of all areas to be able to identify and rectify problems for example knowledge in oil circuit operations AND in training for a leadership role.</p>	<p>advanced operator competent to safely and effectively operate, and as required rotate through, all work centres and you provide escalated technical guidance and support.</p> <p>Leading Hand - At this level you are an experienced operator and assessed competent to safely and effectively operate, and as required rotate through, all prior levels in the work area and support the team.</p> <p>Technical Officer – At this level you are an advanced operator competent to safely and effectively meet the requirements of level 6 and can provide escalated technical guidance and support for example interpret data to improve output and rectify escalations.</p>	<p>advanced operator competent to safely and effectively operate, and as required rotate through, all work centres and you provide escalated technical guidance and support.</p> <p>Leading Hand - At this level you are an experienced operator and assessed competent to safely and effectively operate, and as required rotate through, all prior levels in the work area and support the team.</p> <p>Technical Officer – At this level you are an advanced operator competent to safely and effectively meet the requirements of level 6 and can provide escalated technical guidance and support for example interpret data to improve output and rectify escalations.</p>

Tuan and Glulam Classifications

	GREEN MILL	DRY MILL	WAREHOUSE & DESPATCH	KILNS	SITE SERVICES	Glulam
	adjustments, troubleshooting, and assisting maintenance with alignments to maintain timber quality and flow.					
Level 10	<p>Shift Co-Ordinator - At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area and support the team.</p> <p>Quality Controller – At this level you are an advanced operator assessed competent to safely, autonomously and effectively operate, and as required rotate through prior levels and provide advanced support to the team.</p> <p>Technical Officer/QC - At this level you are an experienced technical officer competent to safely and effectively meet the requirements of level 8 and can provide escalated technical guidance for improved performance or output while maintaining quality and yield.</p>	<p>Shift Co-Ordinator - At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area and support the team.</p> <p>Advanced Process Operator (2IC) – At this level you are an advanced operator assessed competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area AND support advanced accurate load and pronto management AND support the team.</p> <p>Shift Co-Ordinator -At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area and support the team.</p>	<p>Shift Coordinator – At this level, you are an advanced operator competent to safely and effectively operate, and as required rotate through, prior levels in the work area AND support advanced accurate load and pronto management AND support the team.</p> <p>Shift Co-Ordinator -At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area and support the team.</p>	<p>Advanced Process Operator (2IC) - At this level you are an advanced team leader assessed competent to safely, autonomously and effectively operate and support the team.</p> <p>Shift Co-Ordinator - At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, all prior level machine centres at an advanced level AND you are competent to safely, autonomously and effectively operate in all technical areas across site.</p>	<p>Leading Hand - At this level you are an advanced team leader assessed competent to safely and effectively operate and support the team.</p> <p>Technical Officer At this level, you are assessed competent to safely and effectively operate, and as required rotate through, all prior level machine centres at an advanced level AND you are competent to safely, autonomously and effectively operate in all technical areas across site.</p> <p>Shift Co-Ordinator - At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area and support the team.</p>	
Level 11	<p>Shift Co-Ordinator - At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area AND support the team.</p>	<p>Shift Co-Ordinator - At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area AND support the team.</p>	<p>Shift Co-Ordinator - At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area AND support the team.</p>	<p>Shift Co-Ordinator - At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area AND support the team.</p>	<p>Shift Co-Ordinator - At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area AND support the team.</p>	<p>Shift Co-Ordinator - At this level you are competent to safely, autonomously and effectively operate, and as required rotate through, prior levels in the work area AND support the team.</p>

Tuan and Glulam Classifications

	GREEN MILL	DRY MILL	WAREHOUSE & DESPATCH	KILNS	SITE SERVICES	Glulam
	<p>you are an experienced Shift Coordinator and support the team.</p> <p>Technical Officer - At this level you are an advanced technical officer competent to safely and effectively meet the requirements of level 10 and can provide escalated technical guidance for improved performance or output while maintaining quality and yield.</p>	<p>you are an experienced Shift Coordinator and support the team.</p> <p>Technical Officer - At this level you are an advanced technical officer competent to safely and effectively meet the requirements of level 10 and can provide escalated technical guidance for improved performance or output while maintaining quality and yield.</p>	<p>AND you are an experienced Shift Coordinator and support the team.</p>	<p>AND you are an experienced Shift Coordinator and support the team.</p>		<p>you are an experienced Shift Coordinator and support the team.</p>
Level 12	<p>Technical Officer – At this level you are an advanced technical officer competent to safely and effectively meet the requirements of level 11 and can provide escalated technical guidance for improved performance, output, quality, and yield for example supply scheduling or Site value stream optimization.</p>	<p>Technical Officer – At this level you are an advanced technical officer competent to safely and effectively meet the requirements of level 11 and can provide escalated technical guidance for improved performance, output, quality, and yield for example supply scheduling or Site value stream optimization.</p>				<p>Technical Officer - At this level you are an advanced technical officer competent to safely and effectively meet requirements of all prior levels and can provide escalated technical guidance for improved performance or output with the demonstrated ability to competently operate across multiple technical areas across varying Site/ geographical locations as required.</p>
Level 13	<p>Shift Co-Ordinator - At this level, you are an advanced shift co-ordinator competent to safely, autonomously and effectively operate, and as required rotate through, at all prior levels in the work area and support the team.</p>	<p>Shift Co-Ordinator - At this level, you are an advanced shift co-ordinator competent to safely, autonomously and effectively operate, and as required rotate through, at all prior levels in the work area and support the team.</p>	<p>Shift Co-Ordinator - At this level, you are an advanced shift co-ordinator competent to safely, autonomously and effectively operate, and as required rotate through, at all prior levels in the work area and support the team.</p>	<p>Shift Co-Ordinator - At this level, you are an advanced shift co-ordinator competent to safely, autonomously and effectively operate, and as required rotate through, at all prior levels in the work area and support the team.</p>		<p>Shift Co-Ordinator - At this level, you are an advanced shift co-ordinator competent to safely, autonomously and effectively operate, and as required rotate through, at all prior levels in the work area and support the team.</p>

Tuan and Glulam Classifications

	GLULAM AUTO PLANT	GLULAM SPECIALTY PLANT	GLULAM WAREHOUSE & DESPATCH / DISTRIBUTION
Level 1 DO NOT USE	Process Operator - At this level you are a new team member in training undertaking basic area competencies.	Process Operator - At this level you are a new team member in training undertaking basic area competencies.	Process Operator - At this level you are a new team member not operating mobile plant and in training undertaking basic area competencies.
Level 2 DO NOT USE	Process Operator - At this level you are undertaking basic area competencies.	Process Operator - At this level you are undertaking basic area competencies.	Process Operator - At this level you are undertaking basic area competencies.
Level 3	Process Operator - At this level you are competent in basic area competencies AND safely and effectively operate at least one work centre as listed at level 4	Process Operator - At this level you are competent in basic area competencies AND safely and effectively operate at least one work centre as listed at level 4 (e.g. bottom end (finishing and packaging)).	Mobile Plant Operator - At this level you are a new team member competent in basic area competencies including basic mobile plant operations and basic load picking.
Level 4	Process Operator – At this level you are competent to safely and effectively operate, and as required rotate through, at least 3 work centres for example: <ul style="list-style-type: none"> - Infeed - outfeed - finger jointer - high speed planer (HSP) - Rotary press - D zone 	Process Operator – At this level you are competent to safely and effectively operate, and as required rotate through, at least 3 work centres for example: <ul style="list-style-type: none"> - Layout - RF - Pole - Bottom End - Impianti Assembly - ADFX – Tagging - Chop Shop 	Mobile Plant Operator - At this level you are competent in forklift operations and as required rotate through all job requirements as outlined below: <ul style="list-style-type: none"> - truck loading - Picking loads - Job lotting - ADFX
Level 5	Process Operator - At this level you are competent to safely and effectively operate, and as required rotate through, 4 work centres at Level 4.	Process Operator - At this level you are competent to safely and effectively operate, and as required rotate through, 4 work centres OR be able to rotate through 3 work centres PLUS one in auto	Mobile Plant Operator – At this level you are an advanced operator competent to safely and effectively operate, and as required rotate through, all job requirements at Level 4 and are competent in at least one outlined below, for example: <ul style="list-style-type: none"> - Holtec and Chop Shop - one work centre from auto plant or speciality plant
Level 6	Process Operator – At this level you are competent to safely and effectively operate, and as required rotate through, 5 work centres at level 4	Process Operator – At this level you are competent to safely and effectively operate, and as required rotate through, 4 work centres at level 4 AND one of the below: <ul style="list-style-type: none"> - Industrial finger jointer - REX planer - Impianti - Kupfer Muhle - D zone - HSP - Rotary press - Mobile plant operations 	Mobile Plant Operator – At this level you are competent to safely and effectively operate, as required rotate through all job requirements at Level 5 and Basic Pronto

Tuan and Glulam Classifications

	GLULAM AUTO PLANT	GLULAM SPECIALTY PLANT	GLULAM WAREHOUSE & DESPATCH / DISTRIBUTION
Level 7	<p>Process Operator – At this level you are competent to safely and effectively operate, and as required rotate through, ALL work centres at level 4</p>	<p>Process Operator – At this level you are competent to safely and effectively operate, and as required rotate through, 4 work centres at level 4 AND two of the below:</p> <ul style="list-style-type: none"> - Industrial finger jointer - REX planer - Impianti - Kupfer Muhle - D zone - HSP - Rotary press - Mobile plant operations 	<p>Mobile Plant Operator – At this level you are competent to safely and effectively operate, as required rotate through all job requirements at Level 5 and Basic Pronto</p>

Tuan and Glulam Classifications

ENGINEERING AND ELECTRICAL SERVICES

The below classifications are to be read in conjunction with competency modules. A working group, of team members and leaders, has been formed to create the competency module document required and we anticipate a conclusion within 8 weeks; this document includes relevant Mechanical Engineering Module [MEM] references, for points currency, for your classification – as always, agreed equivalent modules, including on the job training is also able to be used. This competency module document will go to external review to consider alignment with legislation and competency standards and will be updated from time to time to reflect Hyne's requirements.

We respect and appreciate the need for our engineering and electrical team to maintain currency of skills, particularly with the introduction of new equipment and we will provide training where it is necessary and important to do so.

Hyne Classification Code Engineering Tradesperson	Business Requirements	Post-Trade Qualification (Training)
C10	At this level you are a new team member in probation and hold a relevant trade qualification and are competent to safely and effectively perform and rotate through tasks as and when required. At your six months anniversary, if not sooner, a review will be undertaken to assess potential to progress to C9.	
C9	At this level you hold a relevant trade qualification and are competent to safely, autonomously and effectively perform, and rotate through, workshop and site-based tasks as and when required. At your twelve-month anniversary, if not sooner, a review will be undertaken to assess potential to progress to C8.	
C8	At this level you are an experienced tradesperson who holds a relevant trade qualification and are competent to safely, autonomously and effectively perform and rotate through, workshop, site and shift-based tasks as and when required with little or no supervision.	24 points in addition to C10 from Band A/B Modules (signed off by the relevant trainer/assessor)
C7	At this level you are an advanced tradesperson who is considered a technical specialist and provide technical guidance and support to the wider team. You hold a relevant trade qualification and are competent to safely, autonomously and effectively perform and rotate through, workshop, site and shift-based tasks as and when required with no supervision.	36 points in addition to C10 from Band A/B Modules (Maximum 24 points from Band A Modules) (signed off by the relevant trainer/assessor)
C6	At this level you are an advanced tradesperson who is considered a technical specialist and provide escalated technical guidance and support to the wider team. You hold a relevant trade qualification and are competent to safely, autonomously and effectively perform and rotate through, workshop, site and shift-based tasks as and when required with no supervision.	48 points in addition to C10 from Band A/B Modules (Maximum 24 points from Band A Modules) (signed off by the relevant trainer/assessor) Trade Certificate IV (AQF Level 4)

