

# THE SPLINTER

EMPLOYEE NEWSLETTER

**AKD**  
SOFTWOODS

Aug 2014

Sep 2014  
Edition 6

## PAUL DOCKER KICKING GOALS

The EWP team has put 5S into action! Led by Cooky and myself, the project is starting to payoff with the boys and Deb creating a clean, safe, more efficient work space with a great culture. This has also been reflected in the production figures with May and now July surpassing 2000m<sup>3</sup>. Other milestones achieved, have been days exceeding 200m<sup>3</sup> and 40000l/m (May and July have also been months the team have met or exceeded the budget every day in the month). The Paul Docker now regularly produces more on one shift (9.5 hours) than it did on two shifts (17 hours) in the past. So well done to the PAUL Docker TEAM, you emptied the docking shed!

*Stephen Lee—Operations Supervisor*



Michael Thackaray, Luke Hillman, Debbie McLoed, James Lees, Steve Currer (Scuba), Owen McGuire Alan Farquhar, Neville Cook (Cooky), Brendan White, Ben Moloney,



### IRREWARRA SHIFTS IT UP A GEAR!!

It gives me great pleasure to advise that the Irrewarra sawmill will be working five days a week from August.

The fifth day will give Irrewarra the opportunity to increase productivity by 25%. It also allows us to take in logs that would have otherwise been destined for export and, as we all know, when good saw logs are exported so are the jobs. At this stage, the additional logs that support the increased volumes are available until Christmas this year, but we are working on securing more log in 2015 and beyond so that this becomes an ongoing production arrangement.

The main challenge for the Irrewarra team and the broader AKD base will be in the following three areas;

1. Continue the improvement in productivity and safety on the 5 day week, with more pressure being put on the existing plant and equipment;
2. Improve the uptime of the equipment whilst working around a smaller maintenance window of opportunity; and
3. Dry the additional timber which will start flowing through in September.

The first challenge lies clearly with myself, Adam, Andrew, Jon and the two teams. We are confident that we will succeed by focussing on the areas that constrain the flow of the mill and carrying out root cause investigations into downtime issues (so that we eliminate the true cause and prevent re-occurrence). We have put a lot of effort into training in preparation and will be looking to achieve the step up in production at no risk to our employees.

The improved uptimes will be a combination of making the most of the contact time that maintenance have and ensuring that as an 'operations unit', we look after the equipment the best we can.

The third and perhaps the most challenging in the cooler and wetter months, will be getting the additional timber dried. There will certainly be a build of green stock while we wait for the Spring/Summer weather to improve our drying productivity and we are working hard on plans to create additional drying capacity (watch this space).

This is a great development for Irrewarra, a really positive step and one which will improve the performance of the mill and allow it to further improve its margin contribution to the business.

I'd like to take this opportunity to thank everyone who has been involved in the recruitment, training and logistical organisation that has gone on behind this change. I believe we have recruited great people into the organisation and I am excited to see where we can go in regard to productivity and safety.

*John Browne—Operations Manager—Sawmilling*





AKD SOFTWOODS IS PROUD TO  
BE A KEY SPONSOR OF THE  
BIRREGURRA FESTIVAL!

## Welcome Back Steve.

Hi all, Stephen Baudinette  
reporting for duty!

For the people that don't already know me, I have been a part of the AKD Softwoods team in a past life, firstly starting with AKD Softwoods when they acquired Victree Timber Products in 1999 where I completed my trade as a Sawdoctor working for Victree for 19 years. From there I took on the role of Production Supervisor at the Greenmill before transferring to the Drymill. I am looking forward to my new role as Production Manager-Further Processing and meeting up with and working closely with all the staff at AKD Softwoods. I am excited about returning to AKD, the positive can do attitude that exists here and the strong focus on team effort and immaculate housekeeping.

**Steve Baudinette**  
**Production Manager—Further Processing**



STREET FESTIVAL

WOOD CHOP • DOG JUMP

FOOD & WINE

MARKET STALLS

GARDEN HUB

KIDS ACTIVITIES

## AKD EMPLOYMENT OPPORTUNITIES

### ADMIN VACANCIES

We are currently in the process of recruiting for a Reception and Administration Officer to replace Bree Meesen at our front desk following her promotion into the Account Payable role. **Congratulations Bree!**

AKD will also be recruiting shortly for HR Assistant or HR Graduate to join our HR team in this newly created position. Keep an eye out for these positions and encourage those you think suitable to apply.

### EXPRESSION OF INTEREST- FORKLIFT TRAINEES

AKD is constantly looking for quality forklift operators across the site. Our aim is to have a pool of trained operators to use for both succession planning, as well as to relieve others when they are away.

We are looking to set up an internal training program surrounding forklift driving to assist us with this, and are seeking expressions of interest.

### AKD Softwoods 2012-2015 Enterprise Bargaining Agreement (EBA)

During July, the formal voting was conducted for the approval of the EBA. The result of the vote approved the Agreement as it had been the principle Agreement reached over a year ago.

The Agreement has now been registered with the Fair Work Commission.

In the Agreement, it was agreed that we would trial a Consultative Committee.

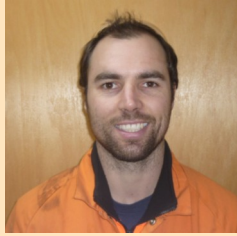
Information about the formation of the Committee will be distributed in the near future. The Committee will consist of representatives from all areas and levels of the Company. The Committee will provide a forum to discuss and review key issues facing the business and its employees.

## New Employees

AKD welcomed these new employees in June/July, and encourages everyone to make them feel welcome and work together to keep them safe. Welcome Everybody!



**Damien Lettieri**  
Maintenance



**Michael Barker**  
Maintenance



**Mark Nowell**  
Dry Mill Colac



**Nathan Robertson**  
Dry Mill Colac



**Daniel Wood**  
Irrewarra Arvo



**John Miller**  
Truck Driver



**Terry Baulch**  
Dry Mill Colac



**Stewart Sheerin**  
Green Mill Colac



**Aaron Townsend**  
Dry Mill Colac



**Andrew Moorfoot**  
Maintenance



**Daniel Kerle**  
Maintenance



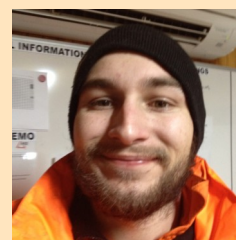
**Nicholas O'Neill**  
Irrewarra



**Jack O'Dowd**  
Dry Mill Colac



**Ian Sheridan**  
Irrewarra



**Damien King**  
Dry Mill Colac



**Lauchlan McColl**  
Irrewarra

## Movement in Maintenance

Maintenance has had a few staff changes over the last month with the arrival of Tristan Bellears as the new Maintenance Planner. Tristan will be concentrating full time on the maintenance schedules for the entire business. Tristan will focus on planning work orders right down to a trade person level one week at a time, ensuring that all necessary parts are on site for all jobs to be completed. We should see a reduction in the back log of work orders as we get better at planning the work that needs to be carried out, which should result in more efficient plant, better uptime and in turn will make our customers happier.

Warren Eysers will move into a continuous improvement role for the site once he has handed over his crucial knowledge to Tristan. This new role will include the running of small projects and mechanical improvements to ensure we get the best possible outcome from our machine centres. We have Brady Wicks on site who completes great work tuning our lines electrically, Warren will do a similar role but mechanically. Warren will also take on Tom Parkinson's work list.

Last but not least you may not be aware that Tom Parkinson has left the business to relocate interstate. Tom has been an asset to the business, firstly starting the planning process for maintenance and more recently spending 100% of his time on projects. We wish Tom and his family the best in their move.

**Paul Muscat**  
Maintenance Manager





# THE SPLINTER

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## AKD Softwoods, Trinity College and the Mindshop Excellence Program

In the week beginning 14th of July, myself and four other Trinity College students spent the week participating in an absolutely incredible program. The program was called Mindshop Excellence, and is designed to help students learn skills to assist with problem solving and logical thinking. It is a work experience program like no other.

During the program, a team of students are sent to a real life work place and are tasked with solving a real life problem. For us, at AKD, our problem was to improve the safety and the efficiency of the Forrest Street intersection; at the moment this is a high risk area, with the potential for a serious injury or accident. Over the week we analysed the problem and formed ideas on how to solve it. At the end of the week we presented these ideas to managers of various areas at AKD.

Everyone in the group enjoyed the program, which also included a tour of the fantastic facility. We would like to thank everyone at AKD including the forklift drivers, the office ladies, David, Carl, Glenn, Stephen, Cameron and especially Clark and Luke for helping us with all our questions.

**Stirling Jeans**

**Mindshop Student (Trinity College)**



## COLAC WORKSHOP IMPROVEMENTS

The last couple of months has seen the workshop start to really improve in regards to how we do business. Thanks to AKD's vision, we were able to purchase new work benches for the fitting group in Colac and have started to clean the rest of the workshop so that the new office canteen, tool store etc can be erected. The centre office will be removed eventually to make a larger workshop. This will include a quarantine area for equipment pulled out of the mill for repair and an inventory system that has all parts for a job placed in plastic tubs with work orders, manuals etc. Below is a photo of the work area that has been setup for the trades men in Colac.

**Paul Muscat—Maintenance Manager**



## Key Irrewarra Employees Retiring!

In July this year, the Irrewarra crew said good-bye to two loyal and dedicated workers (Jim Cook and Arthur White) who moved into a well earned retirement.

Jim Cook (Cookie) worked his last shift at AKD and his last day of his working career. At the mature age of 70 and after almost 30 years at AKD, Cookie decided it was time to retire.

Cookie started at Irrewarra in the Victree days, taking a break when Victree went into receivership, and went to work on the railway for a while. After that, Jim returned to Irrewarra AKD and finished his working life at our Irrewarra Mill.

In the nine years that I have been at Irrewarra, Cookie has been a fantastic loyal employee and a very good stacker operator. He was a reliable and hard worker who knew the 'stacker' like the back of his hand. Always willing to help out and do overtime when asked, he was a real asset to the team.

His favourite word to use would have to be 'bloody'. "The bloody computer's down! "The bloody stacker is down! "The bloody stick placers are bloody too slow!"

Despite Arthur not being with AKD as long as Cookie having commenced in November 2007, he has certainly left a strong impression.

Being the first to jump in and give someone a hand, along with his happy and vibrant personality has made a great contribution to the Irrewarra Team.

Arthur's showed great dedication to his job and his team mates working around him.

So from us at Irrewarra, Arthur and Cookie have a damn 'bloody' good retirement.

**Adam Howell**  
**Production Supervisor**



## AKD Achieves Green Light Certification

Over the past 15 months AKD Softwoods has participated in the Green Light Project. This program was delivered by the Geelong Manufacturing Council and funded by Sustainability Victoria.

The primary aim of the program was to investigate and develop strategies to introduce sustainability concepts across the business. In essence this means better utilising the resources we have available to us. International research shows that businesses that adopt a positive attitude to sustainability perform better than those that don't.



On a day to day basis this means looking at reducing energy costs, minimising waste and sourcing sustainable materials. This links perfectly with the 5S principles being delivered as part of the Competitive Manufacturing training, through our Continual Improvement Program.

After monitoring improvements over the past 15 months AKD Softwoods received Bronze accreditation. The challenge is to improve this over the next 12 months.

A special thanks to David McGinness for supporting and driving the obtainment of this certification.

## Safety Cross

The number of injuries in July was lower than previous months. Almost 75% of days were completely injury free, compared to June with only 66%, however we still had 8 injuries in the month. This is eight more than we would like. Our aim is Zero Harm. Until we achieve that we have big room for improvement. The starting point for improvement is the reporting of near misses and hazards. Reporting enables risks to be assessed and corrective actions taken before someone is hurt. Everyone is responsible for our safety all of the time.

**June - OVERALL**

1st	2nd
	X2
3rd	4th
5th	6th
7th	8th
9th	10th
11th	12th
13th	14th
15th	16th
17th	18th
19th	20th
21st	22nd
23rd	24th
25th	26th
27th	28th
29th	30th

Nil
NLTI - No Loss in Time Injury
LTI - Loss in Time Injury

**July - OVERALL**

1st	2nd
3rd	4th
5th	6th
7th	8th
9th	10th
11th	12th
13th	14th
15th	16th
17th	18th
19th	20th
21st	22nd
23rd	24th
25th	26th
27th	28th
29th	30th
31st	

## SOP PROJECT

Another important positive action is the review and documenting of Standard Operating Procedures (SOPs). Gillian Finnigan, Luke McCarthy and Jon Warton have been doing a great job with this. Most procedures have been completed for the Colac Greenmill and all employees have been through refresher training. SOPs set the standards that we expect of each other. If we all follow the set standards we will achieve our objectives, safely.

## SECURITY

You will all probably be aware that we have been installing CCTV cameras around the mill sites. The primary purpose of installing the cameras is security. Everyone should be aware that the cameras are in place.

## PROPERTY DAMAGE/MOBILE PLANT

Of the 17 near misses reported in July, 11 involved property damage. The damage was to either plant and buildings or timber and ALL involved the use of mobile plant. We successfully perform hundreds or even thousand of actions with mobile plant on a daily basis, however due to their size, weight and power plus the products being moved any incident could have catastrophic consequences. Drivers are reminded to take extra care especially in adverse weather conditions.

Pedestrians and other vehicles drivers should always be on the lookout for mobile plant. Where possible make eye contact with drivers before entering or crossing an area where they are working or may be entering.

Always be aware of your surroundings and don't assume what the other party might do, or that they have seen you.

**David McGinness—Risk Manager**

# & Safety

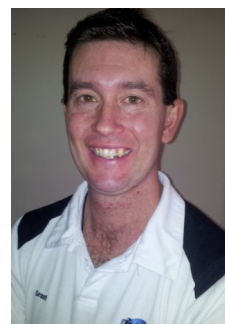
## ONSITE PHYSIO



Mark Zampatti

Over the past year we have tracked the “conditions” being treated by the onsite physiotherapists of which a large portion involved back and shoulder injuries/strains. Management of these injuries and prevention of recurrent pain is best served after the symptoms have settled with treatment, by developing better strength and stability in the muscles that support the spine and the shoulder girdle.

I refer to workers in the timber industry as industrial athletes as some of the physical attributes necessary to performing physical work can be correlated with sporting participation. In the AFL and at the elite level in all sports and core stability training (including the likes of Pilates) is being used to improve strength, balance and coordination.



Grant Brauer

Pilates exercises and core stability training involves putting the trunk or core of the body into a position or posture and holding it stable for a prolonged hold, often whilst moving the arms or legs. This initially needs to be done in basic positions and then made more difficult and challenging as the exercises become easier to maintain. The more unbalanced or unstable a position is the greater the difficulty in maintaining stability. By doing this repeatedly, for sustained periods the athlete or worker becomes stronger in the central core muscles. This in turn provides them with a good foundation to improve the skills of their particular sport or improves a workers capabilities when manually handling timber or performing physical work tasks.

AKD's Physiotherapists, Mark Zampatti and Grant Brauer can teach workers how to improve their spinal strength and stability either with a home program or can have workers join them in the clinic for group based Pilates classes which run for 10 weeks through the school term. Those interested in being proactive in looking after their back, can book a screening assessment with the onsite physiotherapist through their supervisor.

**Mark Zampatti**

**Corio Bay Sports Treatment Clinic**

## *The importance of Toolbox Meetings*



*True story ...*

A large Japanese cosmetics company had an issue with soapboxes passing down their production line empty. Management asked department engineers to solve the problem.

The engineers constructed a high-resolution

X-ray machine manned by two people to watch all the soapboxes to make sure they were not empty. The company spent a huge sum of money to implement the solution.

After the X-ray machine was installed, one of the factory employees suggested that they should have bought a pedestal fan, pointed it at the conveyor belt and the empty boxes would have just blown off... herein lays the importance of toolbox meetings.

AKD Softwoods has recently changed from having irregular monthly toolbox meetings to regular weekly and daily toolbox meetings. Toolbox meetings create a forum for employees to make suggestions, give feedback, and allay concerns. They also provide an opportunity for consultation, safety alert communication and decision making. Thus far, toolbox meetings have been a positive contributor to AKD's continuous improvement culture.

**Carl Angus**

**Operations Manager (Further Processing)**

## Milestones

**Congratulations to the following staff on reaching a milestone this August-September 2014**

**5 Years—** Matthew Brown (17/08/2009) Carl Angus (13/08/2009)  
Gavin Harris (17/08/2009) Adam Howell (10/08/2009)

**10 Years—** Edward Lukasiewicz PPP (09/09/2004)

**15 Years—** Andrew Osborne (13/09/1999) Kenny Garrett (16/08/1999)

**20 Years—** Glenn Groves (29/09/1994)

**Thank-You!**



**AKD'S NEW KALMARS**



## CEO'S CORNER



Congratulations to the Paul Docker and Irrewarra teams, the production numbers these two operations have been achieving is very impressive, and is real testament to the teams that operate the plant. The Paul Docker area in particular is exceptionally clean, and from the moment you walk into the area it feels like a "slick" well run operation. The team effort and the leadership being shown in this department is very good, and it reinforces our belief and serves as a reminder as to what a successful company needs to have a winning culture. A solid team, common purpose, clear leadership, stated goals and expectations, with a focus on Continuous Improvement, month on month. We can always get better, no room for complacency.

I personally think it is exciting the plans to take Irrewarra from a 4 day operation to 5 days, but this is a journey not an end goal. We need to now make 5 days work, we are working hard to secure long term log supply, as we have purchased logs that would have otherwise been exported. Therefore we need to now process these logs efficiently, dry and process the extra timber and then sell the extra timber into the right markets. So we can then look to buy the logs long term. It's exciting to be looking at growth, but we need to execute our plans perfectly, our future is never guaranteed, we compete with bigger companies, that have larger resources. So we have to work together and be smarter. I think what we are doing at Irrewarra is fantastic for AKD, we have a great team there, and have recruited some really good people into the business.

Lastly I wanted to talk about Property Damage and Health and Safety. AKD simply has far too much Property damage either to Plant, Buildings and or Mobile plant. Careless or Negligent behaviour won't be tolerated, and in my view if you don't care about the place where you work, can I ask that you begin to look for alternate employment, we will help you if needed. For everyone else, we need to get our property damage down, every time we spend money/time/energy on it, it has a negative impact on our business as we could have been spending those resources on positive contributors to our business. In July we had a much better H&S month than June, with 23 days with no incidents. But hang on, that means we had 8 days where someone came to work, and then got hurt. We need to continue to improve, continuous improvement is not just for production, but also in Health and Safety. We are all responsible, all of the time. If you have any hazards or issues in your workplace, and they are not being dealt with, come and see me. I want 100% of the month to be incident free, I want no one to get hurt ever!

Cookie and Arthur have a fantastic retirement, and thank you for your service.

Shane Vicary - CEO