

ENTERPRISE AGREEMENT

NO: E.A. 329 /1993

DATE REGISTERED: 2.11.93

PRICE: \$ 30.00

CLEANSING SERVICES RESTRUCTURING

ENTERPRISE AGREEMENT

1. Parties to Agreement

This Agreement is made pursuant to the Industrial Relations Act 1991, in accordance with Sections 115-142 of the said Act, entered into on 12th August, 1993, between the Sydney City Council (hereinafter referred to as "the Council"), of the one part, and the Federated Municipal and Shire Council Employees' Union of Australia, N.S.W. Division, (hereinafter referred to as "the Union"), of the other part.

It is agreed that:

2. Title of Agreement

This Agreement shall be known as Cleansing Services Restructuring Enterprise Agreement -

3. Table of Contents

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4. Definitions

"Award" means the Council of the City of Sydney (Wages Division, Wages and Conditions) Award.

"Employee" means a person employed within a classification listed in Clause 9 to this Agreement, who would have otherwise been employed in a classification under the Award listed in Schedule 2 to this Agreement within the Cleansing Unit of the Urban Services Division

5. Application

This Agreement shall only apply to employees as defined in this Agreement.

6. Relationship of the Award

This Agreement is to be read and interpreted wholly in conjunction with the said Award. The Award continues to regulate the terms and conditions of employment of employees, provided that where there is any inconsistency between this Agreement and the said Award, this Agreement shall prevail to the extent of the inconsistency.

The pay rates specified in the Agreement are inclusive of any State Wage Case adjustments that occur during the operation of the Agreement. The rates prescribed in the Agreement therefore will not be adjusted in accordance with decisions of the Industrial Relations Commission in any State Wage Case Judgment made pursuant to Section 14 of Industrial Relations Act, 1991, unless by mutual consent of the parties.

7. Declaration

This Agreement was not entered into under duress by any party to it.

8. Objective

The intention of this Agreement is to improve the efficiency and productivity of the Council's Cleansing Services through the elimination of restrictive work practices, the introduction of more streamlined working arrangements and systems, and the refinement of the multi-skilled classification structure.

9. Wages

The weekly rate of pay for ordinary hours worked in respect of the classifications listed hereunder shall be as follows:

CLASSIFICATION	WAGE RATE PER WEEK
Cleansing Services Operator Level 1	\$450.40
Cleansing Services Operator Level 2	\$477.90
Cleansing Services Operator Level 2A	\$483.60
Cleansing Services Operator Level 3	\$495.60
Cleansing Services Operator Level 4	\$504.20

CLASSIFICATION	WAGE RATE PER WEEK
Disposal Services Operator Level 1	\$461.80
Disposal Services Operator Level 2	\$483.60
Disposal Services Operator Level 3	\$504.20
Disposal Services Operator Level 4	\$513.70

10. Transitional Arrangements

Employees occupying existing classifications under the Award listed in Schedule 2 to this Agreement shall be appointed to the classification and level as set out in the Schedule, effective from the operative date of this Agreement.

11. Job and Skill Requirements

Definitions of skills, qualifications, experience and job functions for each classification level are contained in Schedule 1 to this Agreement.

These definitions are to be regarded as indicative of the job functions and requirements of the respective classifications/levels. Council may refine the job and skill definitions to address changes in task, skill and qualification requirements, provided that such changes are consistent with the classification structure and are undertaken in consultation with the Union.

12. Use of Skills

Council may direct an employee to carry out such duties and use such tools and equipment as are within the limits of the employee's skill, competence and training, including functions of a lower classification level.

Any direction issued by Council shall be consistent with its responsibilities to provide a safe and healthy working environment.

13. Progression

Movement from a classification to another classification or movement from one level to another level shall, in addition to meeting the requirements of the classification/level, be by way of competitive selection for advertised vacancies.

14. Productivity and Efficiency

1. This Agreement seeks to recognise changes in working arrangements and work practices that have been and are currently being implemented as well as establishing a framework for future improvements in productivity and efficiency.

In relation to changes that have taken place and those being implemented the parties agree:

- (i) that the crew of large compactor units are to comprise a driver and not more than two other refuse collection personnel, unless Council deems that particular circumstances are such as to warrant the allocation of additional personnel.
- (ii) that staff reductions effected as at the operative date of this agreement arising from the suspension of recruitment of staff within Council and the Voluntary Redundancy Scheme represent a permanent reduction in staffing levels, unless Council deems otherwise, and shall apply indefinitely, notwithstanding any action that rescinds, replaces or varies the Agreement.
- (iii) to adjustments made to cleansing run schedules, routes and/or work systems and arrangements arising from changes in staffing levels and restructuring.
- (iv) a reduction of two large compactor units from the Sydney City area refuse collection run as a consequence of the introduction of once a week garbage collection service in certain areas.
- (v) that the wage rates set out in Clause 9 Wages, of this Agreement represent full and proper recognition of the efficiency and productivity initiatives detailed in sub clauses (i) to (iv) including changes in work value, workloads, working arrangements and the like, arising from or related to such initiatives.

2. The parties recognise that a continuous process of improvement in productivity and efficiency is necessary for an effective and competitive cleansing service. It is agreed therefore that the following measures are designed to achieve real and demonstrable gains in productivity, efficiency and flexibility. Programmed consultation will occur during the life of this Agreement with regard to the following:
- (i) Implementation of agreed strategies to reduce time lost through work related injuries or illness, such strategies to include a target to reduce time lost by 20% over the twelve months following the Agreement.
 - (ii) Implementation of agreed strategies to achieve a sustained reduction in sick leave absences.
 - (iii) Implementation of agreed changes to shiftwork arrangements to replace the existing weekly alternating six day/four day night cleansing shiftwork roster with a five day per week shift roster.
 - (iv) An on-going program of discussions aimed at developing initiatives for improving the efficiency of cleansing services. Issues for discussion may include, but would not necessarily be limited to, changes to type and size of garbage collection bins, frequency of services, design of refuse collection and cleansing runs/routes and new technology.
 - (v) The measures outlined in sub-clauses (i) to (iv) are not intended to be exhaustive and the parties reserve the right to raise other issues as part of this process.

15. Grievance Procedures

The provisions of Clause 29, Dispute Settlement Procedures of the said Award, apply.

16. Term

This Agreement shall operate from the date of registration and shall remain in force for a period of 12 months, unless varied or terminated earlier by the provisions of the Act.

Signed for and on behalf of
the Sydney City Council.

In the presence of:

Kate Foley

General Manager

Jean Goedan
Director, Corporate
Development

SYDNEY CITY COUNCIL

Signed for and on behalf of the
Federated Municipal and Shire
Council Employees' Union of
Australia (NSW Division).

In the presence of:

C. Hedges
Acting General Secretary

J. Stull
UNIONS ORGANISER



SCHEDULE 1

JOB AND SKILL REQUIREMENTS

CLEANSING SERVICES OPERATOR LEVEL 1

A Cleansing Services Operator Level 1 undertakes street cleansing and general services activities.

Functions

The following are indicative of the tasks that may be performed at this level

- * sweeping streets from building alignment to building alignment
- * clean gullies, and remove weeds, posters, dumps and general refuse including contaminated materials, within allocated area
- * operate cleansing plant and equipment, including leaf vacuuming machinery, footway sweeping machines, etc
- * operate mechanical equipment associated with Council vehicles and plant, including refuse compacters, gully eductors and hand flushing machinery
- * perform general cleansing and gardening activities, and managerial duties.
- * operate two way radios and other communication equipment.
- * assist in the provision of on-the-job training in conjunction with supervisors and trainers

An employee at this level may also be required to perform any of the functions and satisfy the requirements identified in the job description for Labourer (Street Sweeper).

Skills and Training

Have and maintain a level of physical fitness sufficient to undertake the activities of this level.

Knows the general area including streets, suburbs and major sites, within the boundaries of Sydney City Council and South Sydney Council.

Can communicate in english to a level that enables the accurate interpretation of instructions, internal memos and the conduct of general communication with members of the public and Council staff.

Can work in a team environment or individually under limited supervision.

Holds a Class 1 Drivers Licence or is willing and capable of obtaining such a license, and is capable of passing Council's Driving Test.

Have completed Councils Induction course.

CLEANSING SERVICES OPERATOR LEVEL 2

A Cleansing Services Operator Level 2 is an employee who undertakes domestic and trades refuse collection tasks and advanced cleansing and general services activities.

Functions

The following are indicative of the tasks that may be performed at this level.

- * Removal of refuse within designated area.
- * Loading of refuse collection/disposal vehicles and operation of mechanical equipment attached or incidental thereto.
- * Assisting in the provision of on-the-job training in conjunction with supervisors/trainers.
- * Operating two-way radio and/or other portable communications equipment.
- * Cleaning of Council's conveniences, including replacement of toiletry supplies and identifying and reporting damage/maintenance of facilities.
- * Safely operates, cleans, secures and fuels steam cleaning plant and equipment.
- * Cleans and maintains depots, issues stores and equipment and provides minor administration assistance to supervisory staff.
- * General driving duties.

An employee at this level may also be required to perform any of the functions and satisfy the requirements identified in the job description of Labourer (Refuse Collection), Steam Plant Operator, Handyperson or Messenger

Skills and Training

As well as satisfying the requirements for appointment as Cleansing Services Operator: Level 1 an employee at this level would:

- * Know the area defined within Council's boundaries and the boundaries of South Sydney Council and the location of Council's depots and facilities.
- * Can operate compaction equipment and steam cleaning plant.
- * Knows Council's trade waste services.
- * Understand the use of and can safely and competently apply general cleansing chemicals.

CLEANSING SERVICES OPERATOR LEVEL 2A

A Cleansing Services Operator Level 2A undertakes advanced cleansing and general services activities and steam cleaning plant control operations.

- * Any of the tasks identified for Cleansing Services Operator Level 2.
- * Operates steam cleaning plant vehicles.
- * Conducts regular checks of plant and equipment to ensure it is in a suitable and safe operating condition.

- * Instructs and directs staff involved in operating steam cleaning plant.
- * Arranges the safe diversion of members of the public/traffic including the erection of suitable barricading, from areas being cleaned.
- * Ensures plant, equipment and vehicles are cleaned, serviced and fuelled at the completion of the shift.
- * Reports any plant/equipment faults or defects to Transport Supervisor.

In addition, an employee at this level may be required to perform any of the functions or satisfy the requirements identified in the job description of Driver of Steam Plant.

Skills and Training

As well as satisfying the requirements for appointment as a Cleansing Services Operator, Level 2, and employee at this level would:

- * Understand the uses of and could safely and competently apply chemicals and compounds associated with steam cleaning operations.
- * Be sufficiently skilled in operating steam cleaning plant, vehicles and equipment.
- * Be able to instruct and train staff in the operation of steam cleaning plant and equipment.

CLEANSING SERVICES OPERATOR LEVEL 3

A Cleansing Services Operator Level 3 is an employee who may be required to operate any vehicle or plant involved or associated with the provision of Cleansing Services, including a vehicle/plant item with a trailer attached.

Functions

The following are indicative of the tasks that may be performed at this level.

- * Operation of Cleansing Services vehicles or plant with or without a trailer attached, and in a manner which ensures the safety and well being of Council employees and members of the public generally.
- * Operation and navigation of vehicles or plant to ensure the removal/disposal of household and/or trade waste within designated area and in accordance with the trade refuse book and instructions issued by authorised Council officers from time to time.
- * Assist in the collection and loading of refuse.
- * Identify and report upon premises having refuse for collection, which is excess or not covered by trade refuse contract.
- * Undertake daily checks of assigned vehicle or plant and report any faults or defects to Transport Supervisor.
- * Assist with the provision of on the job training in conjunction with supervisors and trainers.
- * Operation of two-way radio and/or portable communications equipment.

An employee at this level may also be required to perform any of the functions and satisfy the requirements listed in the job descriptions for Mechanical Plant Operator, and Driver of Lorry (Refuse Collection and/or Disposal).

Skills and Training

As well as satisfying the requirements for appointment as Cleansing Services Operator, Level 2, an employee at this level would:

- * Hold a Class 3B Licence and be able to pass a Driving Test to the satisfaction of Council.
- * Hold or be willing and capable of obtaining a Class 5A License.
- * Can effectively and safely operate the various vehicles and plant involved in the delivery of Cleansing Services.
- * Have basic clerical and numeracy skills including an ability to interpret written instructions and write brief reports.
- * Willing to operate any Cleansing Services vehicle or plant as directed.

CLEANSING SERVICES OPERATOR LEVEL 4

A Cleansing Services Operator Level 4 is an employee who, in addition to performing the functions of a Cleansing Services Operator, Level 3, undertakes training and acts as a mentor in relation to employees providing Cleansing Services.

Functions

The following are indicative of the tasks that may be performed at this level.

- * Any of the tasks identified for Cleansing Services Operator Level 3.
- * Provide training and instructions to employees in the operation of plant and equipment and in the general performance of their duties.
- * Provide guidance and assistance to employees in the conduct of their functions and responsibilities.
- * Identify individual training requirements and make recommendations to Supervisor.

Skills and Training

As well as satisfying the requirements for appointment at Level 3, an employee at this level would:

- * Hold a Class 5B Licence or be capable of and willing to obtain such a licence.
- * Can train, assist and advise employees in the performance of cleansing services.
- * Have completed a Train the Trainer Course or be prepared to undertake such a course.
- * Knows Council's Occupational Health and Safety, and EEO Policies and Procedures.

DISPOSAL SERVICES OPERATOR LEVEL 1

A Disposal Services Operator Level 1 undertakes general services and security activities at disposal sites.

- * Patrols disposal sites to ensure protection of Council property and to control access to the site, including preventing the entry of unauthorised persons to restricted areas.
- * Reports security breaches to Disposal Site Supervisor.
- * Complete security/incidence reports, as necessary.
- * Conducts regular checks of machines, workshops, car yard and time clocks.
- * Assists in attending to emergencies that may occur at disposal sites.
- * Inspect and record all vehicles that enter disposal sites outside normal operating hours.
- * Assist in the provision of on-the-job training in conjunction with supervisors and trainers.
- * Inform members of the public and other clients of site operating hours and refuse/materials accepted for disposal.
- * Operation of two-way radio and/or portable communication equipment.
- * Relieve as Disposal Services Operator, Level 2 as required.

An employee at this level may also be required to perform any of the functions and satisfy the requirements identified in the job description for Labourer (Street Sweeper).

Skills and Training

Have and maintain a level of physical fitness sufficient to undertake the activities of this level.

Holds a Class A and B Security Licence.

Can communicate in english to a level that enables the accurate interpretation of instructions, internal memos and the conduct of general communication with members of the public and Council staff.

Can deal with security situations in a confident and courteous manner.

Can work in a team environment or individually under limited supervision.

Holds a Class 1 Drivers Licence or is willing and capable of obtaining such a license, and is capable of passing Council's Driving Test.

Have completed Councils Induction course.

DISPOSAL SERVICES OPERATOR LEVEL 2

A Disposal Services Operator Level 2 is an employee who undertakes refuse disposal tasks and general services activities.

Functions

The following are indicative of the tasks that may be performed at this level.

- * Direct vehicles entering the disposal sites to appropriate disposal locations and supervises unloading of refuse/materials for disposal.
- * Control and direct vehicles disposing refuse/materials at incinerator sites.
- * Operate minor items of plant utilised at disposal sites.
- * Relieve as Disposal Services Operator Level 3, as required.
- * Perform security duties on a relief basis.

An employee at this level may also be required to perform any of the functions and satisfy the requirements identified in the job description for Labourer Refuse Collection and/or Disposal (Tip person).

Skills and Training

As well as satisfying the requirements for appointment as Disposal Services Operator, Level 1 an employee at this level would.

- * Hold or be willing to obtain a CR18 major plant license issued by the WorkCover Authority.
- * Knows and is skilled in undertaking safe tip face and incinerator operations.
- * Knows Waste Management Authority guidelines for disposal of refuse/materials at disposal sites.

DISPOSAL SERVICES OPERATOR LEVEL 3

A Disposal Services Operator Level 3 is an employee who may be required to operate any vehicle or plant involved in associated with the provision of cleansing/disposal services, including a vehicle/plant item with a trailer attached.

Functions

The following are indicative of the tasks that may be performed at this level.

- * Operation of the range of plant utilised in the management of disposal sites and the disposal of refuse/materials, e.g. bulldozers, excavators, flushing machines etc., in accordance with occupational health and safety, and other statutory requirements and Council policies and procedures.
- * Formulate tip banks, and transport, spread and compact refuse.
- * Load and operate incinerators/burners to achieve maximum combustion.
- * Operate pumps and small items of plant located at disposal sites.
- * Perform security duties on a relief basis.
- * Assist in the provision of on the job training in conjunction with supervisors/trainers.

An employee at this level may also be required to perform any of the functions and satisfy the requirements listed in the job description for Mechanical plant Operator (Disposal) and Driver of Lorry (Refuse Collection and/or Disposal).

Skills and Training

As well as satisfying the requirements for appointment as Disposal Services Operator, Level 2, an employee at this level would:

- * Hold a current Class 3B Drivers Licence and be able to pass a Driving Test to the satisfaction of Council.
- * Hold or be willing and capable of obtaining a Class 5A license.
- * Hold current CR16 and CR18 major plant licenses issued by the WorkCover Authority.
- * Can safely and effectively operate the various items of plant/vehicles involved in or associated with the delivery of disposal services.
- * Knows and is skilled in applying the principles of safe tip face construction and operation.
- * Willing to operate any cleansing/disposal services plant or vehicles as directed.
- * Have basic clerical and numeracy skills including an ability to interpret written instructions and write brief reports.
- * Holds a Class A and B Security License.

DISPOSAL SERVICES OPERATOR LEVEL 4

A Disposal Services Operator Level 4 is an employee who, in addition to performing the functions of a Disposal Services Operator, Level 3, undertakes training and acts as a mentor in relation to employees providing Disposal Services.

Functions

The following are indicative of the tasks that may be performed at this level.

- * Any of the tasks identified for Disposal Services Operator, Level 3.
- * Provide training and instructions to employees in the operation of plant and equipment and in the general performance of their duties.
- * Provide guidance and assistance to employees in the conduct of their functions and responsibilities.
- * Identify individual training requirements and make recommendations to Supervisor.

Skills and Training

As well as satisfying the requirements for appointment at Level 3, an employee at this level would:

- * Hold a Class 5B Licence or be capable of and willing to obtain such a licence.
- * Can train, assist and advise employees in the performance of cleansing services.
- * Have completed a Train the Trainer Course or be prepared to undertake such a course.
- * Knows Council's Occupational Health and Safety, and EEO Policies and Procedures.

SCHEDULE 2

TRANSITIONAL ARRANGEMENTS

Employees shall be appointed to the classifications under the Agreement as follows:-

Existing Classification Under the Award	New Classification Under Agreement
Serviceperson Level 4, Grade 4	Cleansing Services Operator Level 1
Serviceperson Level 5, Grade 5	Cleansing Services Operator Level 2
Serviceperson Level 6, Grade 6	Cleansing Services Operator Level 2
Cleansing Operator Level 1, Grade 6	Cleansing Services Operator Level 2
Cleansing Operator Level 2, Grade 7	Cleansing Services Operator Level 2A
Cleansing Operator Level 3, Grade 8	Cleansing Services Operator Level 3
Cleansing Operator Level 4, Grade 9	Cleansing Services Operator Level 4
Disposal Operator Level 1, Grade 8	Disposal Services Operator Level 3
Disposal Operator Level 2, Grade 9	Disposal Services Operator Level 4

In addition employees employed in the classifications listed hereunder which are permanently located at Council's Disposal Depot are to be appointed to classifications under the Agreement as follows:-

Existing Classification Under the Award	New Classification Under Agreement
Serviceperson Level 4, Grade 4	Disposal Services Operator Level 1
Serviceperson Level 6, Grade 6	Disposal Services Operator Level 2