

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA99/287

TITLE: Ausdoc Information Management - Drivers Enterprise Agreement 1999

L.R.C. NO: 99/5417

DATE APPROVED/COMMENCEMENT: 1 November 1999

TERM: 24 months

**NEW AGREEMENT OR
VARIATION:** New

GAZETTAL REFERENCE:

DATE TERMINATED:

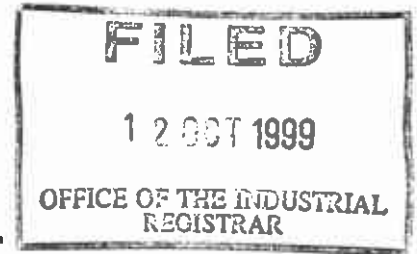
NUMBER OF PAGES: 7

COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to all employees of the Company at 149-163 Mitchell Road, Alexandria, New South Wales, 2015, who are employed under the terms of the Transport Industry-Mixed Enterprises (State) Award and engaged in the collection and transportation of archival documents for storage, and secure documents for destruction

PARTIES: Ausdoc Information Management Ltd -&- Transport Workers' Union of Australia, New South Wales Branch





ENTERPRISE AGREEMENT

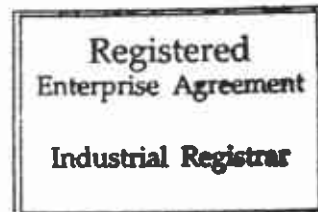
BETWEEN

**AUSDOC INFORMATION MANAGEMENT
PTY. LTD.**

AND

THE TRANSPORT WORKERS' UNION OF AUSTRALIA

NEW SOUTH WALES BRANCH



**AUSDOC INFORMATION MANAGEMENT - DRIVERS
ENTERPRISE AGREEMENT 1999**

1. PREAMBLE

This Agreement made this 1st day of August 1999 between Ausdoc Information Management Pty Ltd. (hereafter referred to as the Company) and the Transport Workers' Union of Australia, New South Wales Branch (the 'Union'), records that it is mutually agreed as follows.

2. TITLE

This Agreement shall be known as the Ausdoc Information Management - Drivers Enterprise Agreement 1999.

3. ARRANGEMENT

	<u>Clause No.</u>
Preamble	1
Title	2
Arrangement	3
Application	4
Parties Bound	5
Relationship to Existing Award	6
Operation and Duration	7
Hours of Work	8
Uniforms	9
Vehicle Maintenance	10
Loading and Unloading of Vehicles	11
Communication	12
Activity Sheets	13
Training	14
Sales Leads	15
Consultative Mechanisms	16
Key Performance Indicators	17
Wages	18
Dispute Settlement Procedures	19
Not to be Used as a Precedent	20
Signatories	21



4. APPLICATION

This Agreement shall apply to employees of the Company based at 149-163 Mitchell Road, Alexandria, New South Wales, 2015, who are employed under the terms of the Transport Industry - Mixed Enterprises (State) Award and engaged in the collection and transportation of archival documents for storage, and secure documents for destruction.

5. PARTIES BOUND

This Agreement shall be binding upon:

- (1) Ausdoc Information Management Pty Ltd;
- (2) The Transport Workers' Union of Australia, New South Wales Branch; and
- (3) All employees of the Company as provided in Clause 4.

6. RELATIONSHIP TO EXISTING AWARD

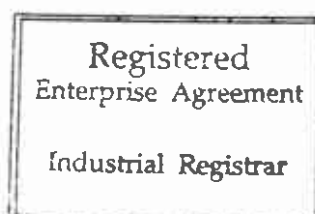
Except as provided in this Agreement the provisions of the Transport Industry - Mixed Enterprises (State) Award shall apply. Where there is any inconsistency between the Award and this Agreement, then the provisions of this Agreement shall prevail.

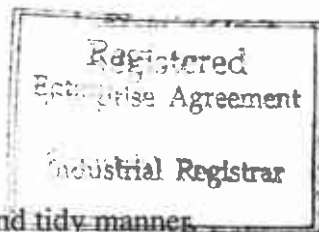
7. OPERATION AND DURATION

This Agreement shall operate from the date of agreement and shall have a nominal life of 24 months. Thereafter the agreement shall remain in force in accordance with the provisions of the Industrial Relations Act 1996.

8. HOURS OF WORK

- 8.1 The ordinary hours of work for all employees shall be an average of 38 hours per week over a four week cycle Monday to Friday, exclusive of meal breaks.
- 8.2 The ordinary hours of work for day workers shall be worked between 06:00 a.m. & 18:00 p.m.
- 8.3 Occasional operational demands may require earlier starts. Any start prior to 6 a.m. will be by mutual consent.
- 8.4 The starting times of employees may be staggered to meet operational requirements. Employees shall work in accordance with a roster prepared by the Company, after due consultation between the parties.
- 8.5 Where the system of working ordinary hours involves the accumulation of time for a 'rostered day off', then such rostered days off may be postponed and taken at a later date. Up to twelve rostered days off may be accumulated at any one time.
- 8.6 At the time of taking annual leave an employee may request that all or some of that employee's rostered days off be paid out. In any event in December of each year each employee shall be paid their accumulated rostered days off and the rostered day off bank shall reduce accordingly.
- 8.7 Any time worked by an employee on what would have been their RDO if it had not been postponed shall be paid in accordance with clause 18.3.





9. UNIFORMS

- 9.1 Employees will wear standard Company uniform in a neat and tidy manner.
- 9.2 The Company will provide free of cost to employees safety boots appropriate for the work undertaken by drivers.
- 9.3 It is a condition of employment that where work clothing and safety boots are provided then the employees must wear those items

10. VEHICLE MAINTENANCE

- 10.1 Drivers shall perform daily maintenance procedures on their vehicles in accordance with the Company's standard operating procedure. Such checks shall include ensuring tyres, water and oil are at appropriate levels and that fuel tanks are full.
- 10.2 Any maintenance requirements shall be reported to the appropriate supervisor.

11. LOADING AND UNLOADING OF VEHICLES

- 11.1 At the end of each shift of work all archival delivery vehicles shall be emptied of their contents. Secure destruction vehicles shall be emptied of full document destruction containers and the vehicle reloaded with empty containers to enable drivers to proceed directly to their 'pick-ups' at the commencement of their next shift.
- 11.2 When there are insufficient empty containers for the next day a secure destruction driver may be required to assist with the actual emptying of bins at the end of their shift. However, the circumstances should be brought to the attention of management so that any problems can be addressed.

12. COMMUNICATION

- 12.1 Between the hours of 8.00 a.m. and 5 p.m. each working day, drivers shall contact the Transport Supervisor by phone at regular intervals to advise their location and to receive messages.
- 12.2 Should it be foreseen by the driver that the driver is unlikely, because of delivery/collection requirements, to be away from ~~his~~ ^{the} vehicle on the hour then contact shall be made before departing the vehicle.

13. ACTIVITY SHEETS

It is agreed that a revised Activity Sheet shall be introduced in consultation with drivers. The Activity Sheet will be completed on a daily basis to ensure adequate statistical information is available to establish and monitor key performance indicators.

14. TRAINING

- 14.1 The Company has agreed to fund the reasonable costs associated with drivers upgrading their license where required to do so by the Company.

14.2 Employees will undertake such training in their own time. However, the Company will pay for the cost of the first test and allow an employee time-off to attend the test if required. In the event of an employee failing the first test then any subsequent test shall be at the employee's expense.

15 SALES LEADS

The Company and drivers shall develop a system to obtain and record sales leads from drivers together with a method of providing financial recognition to drivers for successful leads.

16 CONSULTATIVE MECHANISMS

The parties will establish appropriate consultative mechanisms to provide for regular meetings between the Company and employees to discuss the implementation of this agreement and operational problems.

17 KEY PERFORMANCE INDICATORS

17.1 It is accepted that the wage increases provided in this agreement are based on the expectation of improved productivity and efficiency resulting from the work arrangements introduced via this Agreement.

17.2 In order to measure the level of improvement it is agreed that the parties will establish and monitor Key Performance Indicators (KPI). By way of example it is expected that for Secure Destruction drivers the number of city bins collected shall be in the range of 3 to 4 per hour when currently the experience is 1.8 - 2.0 per hour. Similarly it is expected that for Archival delivery drivers a KPI will be calculated based on events & items handled per hour.

18 WAGES

18.1 As from the date of this Agreement a full-time employee shall be paid the following rates according to their classification.

	Per Week
Transport Workers – Grade 2	\$521.74
Transport Workers – Grade 3	\$533.14
Transport Workers – Grade 4	\$543.02

18.2 Twelve months after the commencement of this agreement the following rates shall apply.

	Per Week
Transport Workers – Grade 2	\$542.61
Transport Workers – Grade 3	\$554.46
Transport Workers – Grade 4	\$564.74



18.3 All permanent employees respondent to this Agreement shall be offered the first opportunity of work if available on their rostered day off. The employee shall elect the method of payment, which shall be either

An employee to be paid 1.25 of their ordinary rate of pay for the first eight hours of work,

or

An employee to be paid as per the Award Rates and Conditions



- 18.4 Employees shall be paid according to the classification appropriate to the size of vehicle they are assigned to drive on a permanent basis. Where they are called upon from time to time to drive a vehicle at a higher classification grade, then the mixed functions clause of the Award shall apply.
- 18.5 An employee engaged in the collection and transportation of secure documents for destruction on country runs, which exceed 500 kilometres round trip, will be paid an additional \$1.33 per hour for each hour of ordinary time and overtime actually worked. This rate will be adjusted to \$1.39 in accordance with Clause 18.2. Accommodation and meal expenses for overnight stays will be at Company cost.
- 18.6 All previous employees of Security Storage Pty Ltd employed by Ausdoc Information Management Pty Ltd as at 1st August 1999 shall continue, whilst engaged in same activities, with their existing benefits and conditions.
- 18.7 As at 1st August 2000 all previous employees of Security Storage Pty Ltd shall be entitled to a four (4) per cent increase in their gross normal weekly wage.

19 DISPUTE SETTLEMENT PROCEDURES

Any grievance or dispute affecting the working conditions of employees or any other industrial matter shall be dealt with in the following manner:

- (a) In the first instance the Employee/s shall discuss any grievance or dispute with their immediate supervisor.
- (b) If no settlement of the grievance or dispute is reached at Step (a), the matter shall be discussed between the employee/s and/or their representative and the relevant nominated company representative.
- (c) In the event that settlement of the matter cannot be reached at Step (b), it may be notified to the Industrial Relations Commission of New South Wales in accordance with the Industrial Relations Act 1996.
- (d) While the above procedures are in progress work shall continue normally.
- (e) All parties shall give due consideration to matters raised or any suggestion or recommendation made by the Industrial Relations Commission with a view to the prompt settlement of the dispute.
- (f) Discussions at any stage of the procedure shall not be unreasonably delayed by any party, subject to acceptance that some matters may be of such complexity or importance that it may take a reasonable period of time for the appropriate response to be made.

20. NOT TO BE USED AS A PRECEDENT

This agreement shall not be used in any manner whatsoever to obtain similar arrangements or benefits in any other plant or enterprise.

21. SIGNATORIES

Signed for and on behalf of AUSDOC
INFORMATION MANAGEMENT PTY LTD

Beard (P. BEARD)
10th September 1999.
John Donald

In the presence of

Signed for and on behalf of
THE TRANSPORT WORKERS UNION,
NEW SOUTH WALES BRANCH

ASU
Richard O'Keefe

In the presence of

