

**REGISTER OF  
ENTERPRISE AGREEMENTS**

**ENTERPRISE AGREEMENT NO: EA00/310**

**TITLE: Simsmetal Limited Sydney Transport Division Enterprise Agreement  
2000**

**I.R.C. NO:** 2000/4267

**DATE APPROVED/COMMENCEMENT:** 7 September 2000/1 January 2000

**TERM:** 24 months

**NEW AGREEMENT OR  
VARIATION:** New. Replaces EA98/304

**GAZETTAL REFERENCE:** 17/11/00

**DATE TERMINATED:**

**NUMBER OF PAGES:** 20

**COVERAGE/DESCRIPTION OF**

**EMPLOYEES:** Applies to all employees who are bound by the Transport Industry Mixed Enterprises Interim (State) Award and are engaged at the Sydney Transport Section of Simsmetal Limited, controlled from 31 Frank Street Wetherill Park

**PARTIES:** Simsmetal Limited (Sydney Transport Section) -&- Transport Workers' Union of Australia, New South Wales Branch





**SIMSMETAL LIMITED**

**SYDNEY TRANSPORT DIVISION**

**ENTERPRISE AGREEMENT 2000**

Registered  
Enterprise Agreement  
Industrial Registrar

Approved 7.9.2000

Commenced 1.1.2000

TERM: 24 months

EXPIRES 1.1.2002

REPLACES EA 98/304

1. **TITLE**

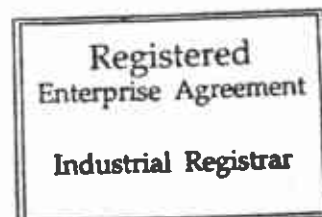
This agreement shall be referred to as the Simsmetal Limited Sydney Transport Division Enterprise Agreement 2000.

2. **ARRANGEMENT**

This agreement is arranged as follows:

- 1 Title
- 2 Arrangement
- 3 Application
- 4 Relationship to Parent Award
- 5 Parties Bound
- 6 Period of Operation
- 7 No Extra Claims
- 8 Review
- 9 Avoidance of Industrial Disputes
- 10 Not to be Used as a Precedent
- 11 Training
- 12 Cross Functions
- 13 Workplace Change
- 14 Application of 38 Hour Week
- 15 Permanent Shift Work
- 16 contractor/Sub-Contractor Policy
- 17 Outside Labour Hire
- 18 Performance Review
- 19 Wages
- 20 Superannuation
- 21

- Appendix A .
- Appendix B .
- Appendix C .
- Appendix D .



3 **APPLICATION**

This Agreement shall apply for the Sydney Transport Section of Simsmetal Limited directed and controlled from 31 Frank Street, Wetherill Park, NSW to all employees who are bound by the terms of the Transport Industry Mixed Enterprises Interim (State) Award in so far these provisions relate to the parties bound by this Agreement.

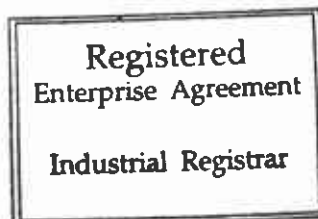
4 **RELATIONSHIP TO PARENT AWARD**

This Agreement shall be read and interpreted wholly in conjunction with the Transport Industry Mixed Enterprises Interim (State) Award, the "Award", provided that where there is any inconsistency between this Agreement and the above mentioned award, this Agreement shall take precedence to the extent of the inconsistency.

5 **PARTIES BOUND**

The Parties to the Agreement are:

- (a) Simsmetal Limited (Sydney Transport Section);
- (b) Transport Workers Union of Australia (NSW Branch);



6 **PERIOD OF OPERATION**

This Agreement shall take effect from the first full pay period beginning on or after 1<sup>st</sup> January, 2000 and shall remain in force until 1<sup>st</sup> January, 2002.

7 **NO EXTRA CLAIMS**

It is a term of this Agreement that the Unions and all employees bound by this Agreement will not pursue or take industrial action in support of any extra claims, award or over award, for the life of this Agreement, or during the negotiation process, (refer Clause 8 Review).

8 **REVIEW**

The parties shall continuously maintain the application of this Agreement to ensure the effective implementation of the structural efficiency and enterprise bargaining, and three (3) months prior to the expiry date of this agreement the parties will start the negotiation process to reach a new agreement embedding further operating efficiencies.

9 **AVOIDANCE OF INDUSTRIAL DISPUTES**

Refer to Appendix B - Avoidance of Disputes.



10 **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.

11 **TRAINING**

Our commitment to training is both inhouse and external. The inhouse training will be specifically designed to enhance the ability of drivers to perform their driving and related operational tasks and will be inclusive of toolbox meetings to provide safety updates on operational matters.

The external training will be conducted by accredited institutions or organisations and will include training provided by the TWU for the union delegate on matters relating to occupational health and safety and operational issues (limit of five (5) days per annum for the nominated delegate), notwithstanding that these times do not constitute a labour resource problem for Simsmetal Sydney Transport section of any given day.

Whenever possible, the training is to be conducted in work times. Optional attendance outside of normal working hours when training is organised by the Company will be paid under the Award conditions of the day. Any travel expenses incurred by the employee attending such training will be paid in the normal manner.

## 12 CROSS FUNCTIONS

This is designed to create work groups providing autonomy for employees, reducing the reliance on supervision, and enhance the flexibility to respond to customer and operational needs. Where there is a requirement for a Licence or Permit to carry out these tasks, the attainment of the Licence or Permit will be on a voluntary basis.

Some examples:

- (a) Production personnel be able to move trucks within the yards for loading or unloading purposes, where no drivers are available. (In particular on back shift operation). The production person(s) would be designated for this task and trained by the Transport Department.
- (b) The ability for employees not covered by the Award to operate a truck. An example of which could be the use of an employee not covered by the Award who has the necessary skills and qualifications to drive, load or unload a vehicle in emergency situations. Wherever possible, this would be done in consultation with either firstly the union delegate or a union member.
- (c) Employees can be rotated in their tasks (once fully trained).

**WORKPLACE CHANGE**(a) Span of Hours

The span of ordinary hours shall be from 6:00am to 6:00pm.

(b) Change of Hours

Fixed Start and finish times may be altered, by mutual agreement, within the normal spread of hours at forty-eight (48) hours notice.

(c) Work Breaks

The Company shall have the ability to alter work breaks within the first six (6) hours of a shift.

(d) Shift Work

There shall be the flexibility to commence or instigate intermittent shift work on a temporary basis (up to four (4) weeks) at forty-eight (48) hours notice, by mutual agreement.

(e) Relocation

Employees may be relocated on a temporary basis (up to four (4) weeks) with 24 hours notice within the metropolitan area. This shall follow discussion and agreement of the employees concerned.

(f) Annual Leave

By mutual agreement with Management, Employees may take annual leave on more than two occasions.

14 **APPLICATION OF 38 HOUR WEEK**

The Company maintains its view that the current application of the 38 hour work cycle causes considerable disruption to an efficient operation. However, in the best interest of all parties it has decided to continue to offer the two options.



Employees have previously nominated one of the following options:

- (i) Continue to take an RDO, or
- (ii) Bank all RDO's and be paid out at time and one half rates on 2 occasions per year.

Employees will not be allowed to bank more than 12 days.

An employee cannot change their RDO usage without prior agreement of the Transport Manager.

Those people with RDO's who choose to continue to take an RDO each month will be on a permanent roster. The roster will be drawn up for minimum of 3 months at a time.

People who choose to bank RDO's can take an RDO, only after either:

- (i) Requesting it to be added to the roster ie., minimum 4 weeks in advance of requested date
- (ii) After seeking the prior consent of the Transport Manager.

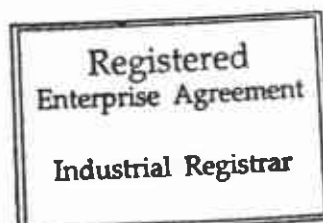
#### 15 **PERMANENT SHIFT WORK**

The purpose of including permanent shiftwork in this agreement is to recognise the changing needs of the Company and to highlight the options available to address the Company's requirements.

If shiftwork is to be introduced, the provisions for shiftwork in the Transport Award would be used in principal.

#### 16 **CONTRACTOR/SUB CONTRACTOR POLICY**

The company has historically made use of the services of contractors and sub contractors as the requirements of the business dictate. The Company wishes to state its intention to continue to use contractors/sub contractors to deal with its business requirements.





17 **OUTSIDE LABOUR HIRE**

The Company undertakes to ensure that any driver hired from an outside labour hire agency shall be paid no less than the relevant wage rates contained within this agreement for the appropriate driver grade.

18 **PERFORMANCE REVIEWS**

a) To maintain the on-going improvement process, and gains made by previous agreement(s), the Company states its intention to continue to audit established "Performance Targets" as set out in Appendix A.

(b) Further to the above, the Company proposes to pay two separate productivity bonuses over the life of the agreement.

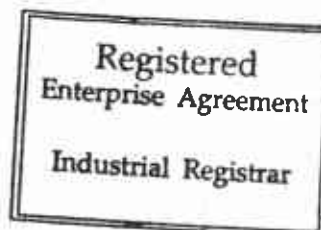
(i) The first of these will be based on the participation of the workforce in regular meetings in order to discuss and implement the following:-

(a) The co-operative planning and participation in transport activities over the Olympic period.

(b) A job by job or issue by issue analysis of work currently performed in order that improvements to current transport methods may be achieved. This process will involve input from both the workforce and management of Simsmetal.

(c) The analysis of transport productivity monthly figures with a view to understanding the factors behind our current productivity levels and to establish productivity targets for the calendar year 2001.

For the successful participation in the above, the company proposes to increase the base pay offer set down for the 1/1/01 by 0.5%.



- (ii) The second productivity bonus will be paid on the attainment of productivity targets as established by the group consultation process mentioned in Clause 18b subclause (i) (c) above. This productivity bonus will be paid monthly in arrears throughout the period 1/1/01 to 31/12/01.

The company further proposes that the maximum value of this bonus will be 1.5%, but to reward initiatives made the targets will be staged as follows:-

Achievement of target = 1.5%

Achievement of 50% of targeted Improvement = 0.75%

NOTE: The company undertakes to review the targets in place to ensure their effectiveness in driving productivity benefits, thus ensuring that both the workforce and the company achieve real value from improvements made.

## 19 WAGES

Wages will be increased as follows:-

<u>Wage Group</u>	<u>Classification Title</u>	<u>Current Rate</u>	<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Grade 4	Transport Workers	\$541.03	\$551.85	\$560.13	\$574.13
Grade 5	Transport Workers	\$548.10	\$559.06	\$567.45	\$581.64
Grade 7	Transport Workers	\$568.37	\$579.74	\$588.44	\$603.15

- (a) The wage increase offered by the Company is a payment of 2.0% from the first full pay period beginning on or after 1<sup>st</sup> January, 2000. The wage increase will increase the current weekly rates to those stated in Column 1.
- (b) Subsequent to the offer made in subclause (a) of this Clause the Company offers a payment of 1.5% from the first full pay period beginning on or after 24<sup>th</sup> May, 2000. The wage increase will increase the current weekly rates to those stated in Column 2.
- (c) Subsequent to the offers made in subclauses (a) & (b) of this clause, the Company offers a payment of 2.5% from the first full pay period beginning on or after 1<sup>st</sup> January, 2001. The wage increase will increase the current weekly rates to those stated in Column 3.

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(d) The wage increase specified in subclause (a), (b) & (c) shall constitute the all-purpose rate of pay in respect of employees covered by this Agreement.

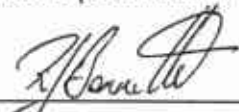
(e) The wages increases referred to in this clause shall not be absorbed into any over award payment and similarly award wage increases which may occur during the life of this Agreement will be absorbed and not passed onto the employees.

20 **SUPERANNUATION**

The Company will recognise the TWU Superannuation Fund as a nominated fund for the purposes of any legislation being enacted that requires the Company to nominate superannuation funds.

**SIMSMETAL LIMITED**

(signature)



\_\_\_\_\_  
**Rod Bonnette**  
**National Transport Manager**

24.7.00

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Henk Van Den Bos**  
**Delegate**

24/7/2000

\_\_\_\_\_  
**Steve McKenna**  
**Co-Delegate**

24.7.2000

\_\_\_\_\_  
Date

**TRANSPORT WORKERS UNION  
OF AUSTRALIA  
(NEW SOUTH WALES BRANCH)**

(signature)



\_\_\_\_\_  
**Tony Sheldon**  
**State Secretary**

15-8-00

\_\_\_\_\_  
Date



## APPENDIX A

### PERFORMANCE TARGETS

1. TYRES

Target Expense                      \$ 3,000 Per Month

Tyre costs for each vehicle will be reported on monthly with details.

Reasons for high tyre damage will be discussed with a view to eliminating causal factors.

2. BINS

The procedure as stated in Appendix D for minimising the provision of contaminated bins to Non Ferrous vendors will be adopted.

Target : Zero

3. TRUCK CLEANLINESS

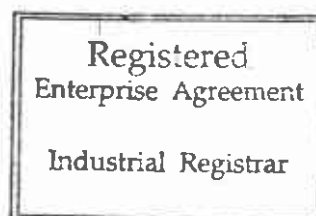
Upon completion of each shift or period of work in a particular vehicle, the driver shall ensure the cabin is clean and free from rubbish.

Management will periodically inspect vehicles to ensure compliance with this requirement.

At least once per fortnight, each driver will wash down the truck normally driven at a designated wash bay (at St Marys or Mascot).

4. ABSENTEEISM

Whilst in no way affecting the sick leave entitlement of employees as provided under the Award, the Group agrees to limit the sick leave taken by the Group during each 12 month period commencing 1st Janaury, 2000 to an average of 3 days per permanent employee with the Group. (For employees employed for less than the whole period, the "3 days" for that employee shall be adjusted pro-rata).



All sick leave taken during the period shall be included in sick leave total except for any sick leave period of three (3) days or more for which the employee provides a doctors certificate to cover the whole period of absence.

5. TRUCK PRODUCTIVITY

Methods of improving productivity to be discussed include the following:

Bin and System selection for vendors;

Use of dogs and pigs;

Delays at vendors and Sims yards;

Equipment Design.

6. OCCUPATIONAL HEALTH & SAFETY

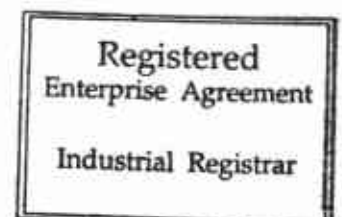
Health and Safety Committee meetings will be held to:

Identify risks and decide action to reduce or avoid risks;

Review accident history and methods of avoiding accidents;

Review progress on actions taken.

Employees will alert the Company to risks as they become aware of them and the Company will take appropriate action.



**AVOIDANCE OF DISPUTES**

**INTENT**

This procedure provides a series of steps whereby the parties in dispute engage in discussion and problem solving with a view to settling conflict by negotiation.

Work will continue normally whilst the procedure is exercised so as to ensure employees do not lose income and the Company does not lose production, or any reduction in Customer Service levels.

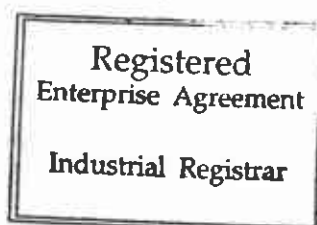
**COMMENCEMENT**

Once a dispute is identified, the pre-dispute conditions will be maintained for the duration of the dispute settling procedure unless some other condition is necessary to safeguard personnel or plant/equipment, in which case, the Business or Functional Manager concerned, will communicate his reasons to the person representing the personnel involved. Such a decision will be without prejudice to any final solution reached.

**RESPONSIBILITIES**

Union Representatives accept their obligation to ensure work continues normally during the dispute settling procedure.

Management representatives at all levels accept their obligation to ensure pre-dispute conditions are maintained for the duration of the dispute settling procedure.



PROCEDURE

**STEP**

The details of the dispute or claim will be presented to the Supervisor.

If the supervisor's immediate response is unacceptable or if there is a need to further investigate, the situation will be referred to a senior office.

It will be the supervisor's obligation to provide a response to the issue as soon as possible. If a response is not given by the end of the supervisor's next ordinary shift, then he will give a progress report which will include an undertaking as to the time by which a response will be given.

**STEP**

If the response provided is not acceptable, the aggrieved person and/or union representative may seek discussion with the Business or Functional Manager.

**STEP**

If resolution cannot be reached, then either party will refer the matter to the Australian Industrial Relations Commission.



## DISCIPLINE POLICY

### ***Objectives of Discipline Policy***

A clear and effective Discipline Policy is fundamental in achieving production efficiency, safety and sound industrial relations. Disciplinary action is only necessary where the initial counseling of an employee has been unsuccessful. The most effective method of correcting inappropriate behaviour is by rewarding or acknowledging appropriate behaviour.

### ***Stages of Discipline***

The Unions and the Company agree on the following disciplinary procedure to be applied in the event of an employee's unacceptable work performance and behaviour.

#### ***Stage 1 - To Counsel***

In this process, the supervisor attempts to establish if there are reasons behind inappropriate behaviour. In order that this stage is effective, the supervisor must make a genuine attempt to understand the employee's behaviour. Having established the cause of the behaviour, the supervisor can ascertain whether or not the Company is able to assist the employee. The Supervisor will explain to the employee how their performance/behaviour is unacceptable and what is expected to be corrected. The Supervisor will use the 'Record of Disciplinary Action form' to cover the nature of the initial discussions.

#### ***Stage 2 - First Warning***

Where unacceptable work performance/behaviour continues, the employee will be given a formal written warning, using the 'Record of Disciplinary Action form', by Management after having indicated clearly to the employee:

- (a) What is expected and required of him/her.
- (b) Where and how he/she has failed to meet the required standard.





- (c) What he/she must do to reach the required standard.
- (d) What the consequences will be of failure to improve as required, if this may result in the employee being dismissed, it must clearly be stated and recorded so that there can be no misunderstanding that the employee's job is in jeopardy.

This warning is to be issued in the presence of the Delegate, Supervisor and/or Manager.

In the event that there is no repetition of the same misdemeanor for a period of six (6) months, the warning will lapse. This warning will be kept on the employee's file.

### ***Stage 3 - Final Warning***

This is the final written warning before appropriate action is taken by management, ie., demotion, transfer, dismissal. The employee is informed that if there is a repetition of the offending behaviour/poor performance, the employee will be subject to appropriate disciplinary action, including dismissal and that his/her job is in jeopardy.

This final written warning, using the Record of Disciplinary Action form, is also to be given in the presence of the Delegate, Supervisor and/or Manager.

In the event that there is no repetition of the misdemeanor for a period of twelve (12) months, the warning will lapse. This warning will be kept on the employee's file.

### ***Repetition of Misdemeanours After Lapse of Warnings***

In the case of an employee whose first warning has lapsed, where there is a repetition of the same misdemeanor within a period of four (4) months, he/she will be placed on a first warning.

In the case of an employee whose final warning has lapsed, where there is a repetition of the same misdemeanor within a period of six (6) months, he/she will be placed on a first warning.



Should there be occasions where an employee, through his/her actions, indicates a failure to improve their performance and is abusing the warning system the situation will then be resolved through discussion between the Manager & Delegate and the use of ongoing warnings will be reviewed.

### ***Avoidance of Disputes***

In the event that there is disagreement between the parties on what level of disciplinary action is required, the matter will be subject to further discussions between the parties consistent with the dispute settlement procedure in the Simsmetal Enterprise Agreement. Where the parties cannot reach agreement the matter will be referred to the Australian Arbitration Commission for resolution. Both parties shall withhold any form of industrial action until a decision is made by the Commission and both parties will abide by that decision.

### ***Degrees of Discipline***

Appropriate disciplinary action must be chosen for each misdemeanor. Different circumstances in each case make it impossible to generalise about which action is appropriate. Listed below however, are some guidelines for the assistance of supervisors.

#### **Category 1**

- Absenteeism
- Inefficiency and poor performance
- Poor timekeeping
- Minor breach of safety regulation
- Leave workplace without permission



**Appropriate Discipline**

Work through stages of discipline

**Category 2**

Negligence

Malingering

Major breach of safety regulations

**Appropriate Discipline**

May be necessary to by-pass counseling stage and give a warning to employee.

It should be noted that serious breaches of any of the above can lead to the employee(s) being summarily dismissed.

**Category 3**

Possessing or consuming alcohol or other drugs on the job

Being under the influence of drugs or alcohol during working hours

Deliberately damaging Company property and personal property

Falsifying timesheets or Doctors' Certificates

Threatening/abusing a work mate or supervisor

Clocking on/off offences

Theft or misappropriation of Company funds, equipment or materials.

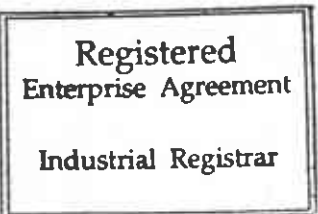
**Appropriate Discipline**

May be necessary to summarily dismiss employee in the presence of Union Delegate and Manager. Where mitigating circumstances exist it may be appropriate to give a final warning or to terminate the employee's contract of employment with due notice.



**RECORD OF DISCIPLINARY ACTION**

NAME OF EMPLOYEE:				
EMPLOYEE NO:		DATE:		TIME:
STAGE 1	COUNSELLING			
STAGE 2	FIRST WARNING			
STAGE 3	FINAL WARNING			
<b>(A) SUMMARY OF BEHAVIOUR/INCIDENTS THAT HAVE LED TO THIS ACTION:-</b>				
<b>(B) WHAT RESPONSE DID THE EMPLOYEE GIVE AS EXPLANATION:-</b>				
<b>(C) WHAT ACTION WILL BE TAKEN:-</b>				
* At this stage the interview can be interrupted for further investigation.				
<b>(D) WHAT IS EXPECTED OF THE EMPLOYEE:-</b>				
<b>NOTE TO EMPLOYEE:</b>				
CONTINUATION OF THIS CONDUCT MAY/WILL LEAD TO TERMINATION OF YOUR EMPLOYMENT. YOUR CONDUCT WILL BE				
REVIEWED ON ...../ TO ASSESS WHETHER ANY IMPROVEMENT HAS OCCURRED.				
SIGNATURE OF MANAGEMENT REPRESENTATIVE CONDUCTING INTERVIEW.			ANY WITNESS/S:	
I (SIGNATURE OF EMPLOYEE) ACKNOWLEDGE THIS TO BE AN ACCURATE ACCOUNT OF THE RECORD OF INTERVIEW.			NAME	
			POSITION	
			SIGNATURE	



**PROCEDURE FOR SUPPLY OF BINS FOR NON FERROUS SCRAP**

- 1. Allocator will advise type of Non Ferrous material to be loaded in bin.**
  
- 2. Driver to visually check bin for contamination with respect to scrap to be loaded.**
  
- 3. If contaminated, bin must be either changed for a bin free from contamination or cleaned by whatever means are necessary to remove the contamination.**