

REGISTER OF ENTERPRISE AGREEMENTS

ENTERPRISE AGREEMENT NO: EA06/15

TITLE: Manly Council Cleansing Team Enterprise Agreement 2005

I.R.C. NO: IRC5/6183

DATE APPROVED/COMMENCEMENT: 12 December 2005 / 12 December 2005

TERM: 36

**NEW AGREEMENT OR
VARIATION:** Replaces EA02/185.

GAZETTAL REFERENCE: 20 January 2006

DATE TERMINATED:

NUMBER OF PAGES: 30

COVERAGE/DESCRIPTION OF

EMPLOYEES: The agreement applies to all employees employed by Manly Council who are engaged in the industries and callings of the cleansing department with the exception of persons who are designated as senior staff, who fall within the coverage of the Local Government (State) Award 2004.

PARTIES: Manly Council -&- the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union

Manly Council



CLEANSING TEAM Enterprise Agreement *(2005 - 2008)*

Index

Clause	Subject Matter	Page Number
1.	Title and Intention of Parties	3
2.	The Parties	3
3.	Duress	3
4.	Commencement & Duration	3
5.	Definitions	3
6.	Relationship with the Award	4
7.	Anti Discrimination	5
8.	Commitment to the Delivery of Service	6
9.	Rates of Pay	7
10.	Hours of Work	7
11.	Sick Leave Incentive	8
12.	Public Holidays	9
13.	Council Vehicles	10
14.	Compliance with Operational Requirements	11
15.	Performance Measures	11
16.	Training & Development	12
17.	O.H & S	13
18.	Casual Employees	13
19.	Team Activities	14
20.	Replacement of Permanent Staff	14
21.	Grievance & Dispute Procedures	14
22.	Continuous Improvement	15
23.	Job Redesign	15
24.	Customer Importance	15
25.	Review of Agreement	16
26.	Renegotiation of Agreement	16
27.	Agreement of Parties	16
	Attachment 1 - Agreed Roster	
	Attachment 2 - Agreed Activities	

1. Title and Intention of the Parties

This Enterprise Agreement is made in accordance with the provisions of sections 29 to 47 of the *Industrial Relations Act 1996*, and shall be known as the Manly Council, Cleansing Team Enterprise Agreement 2005 and shall provide the basis for determining the wages and general conditions of employment for staff employed in the Cleansing Team service by Manly Council.

2. The Parties

The Parties to this Agreement are Manly Council (herein after referred to as Council) and the United Services Union.

3. Duress

This Agreement has been entered into without duress by any party.

4. Commencement and Duration

The Agreement shall come into operation from the date of approval by the Industrial Relations Commission of New South Wales and shall remain in force for a period of three (3) years.

5. Definitions

Award: Shall mean the Local Government (State) Award 2004, and any Award that succeeds this Award.

Council: Shall mean the Manly Council.

Council Policy: Shall mean policy either adopted by Manly Council or determined by the General Manager in accordance with the *Local Government Act 1993*.

Cleansing Team: Shall mean staff employed on a full-time (38.0hrs per week),

part-time or casual basis, by Manly Council in the Cleansing Section.

Employee: Shall mean, for the purpose of determining eligibility to the benefits of this Agreement, an employee who is employed within the Cleansing Team in the capacity of Team Leader, Driver / Plant Operator or Labourer.

Union: Shall mean the New South Wales - United Services Union

Teams: Shall mean the complement of staff required to undertake the prescribed activities, and shall include positions of Team Leaders, Plant Operators/Drivers and Labourers

TOTAL **EFT - 24.6**

Wage: Shall mean the rate of pay for the employee's position as established through this Agreement.

6. Relationship with the Award

- 6.1 This Agreement shall be read and interpreted wholly in conjunction with the Local Government (State) Award 2004, any amendments to that Award, or any new Award which succeeds that Award.
- 6.2 This Agreement shall not affect the payment of future Award based increases and there shall be no absorption of such increases for the purposes of this Agreement.
- 6.3 In the event of any inconsistency between the Award and this Agreement, the Agreement shall prevail to the extent of the inconsistency.

6.4 Where this Agreement is silent the Award shall prevail.

7. Anti-Discrimination

7.1 It is the intention of the parties bound by this Agreement to seek to achieve the object in Section 3(f) of the *Industrial Relations Act 1996* to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of race, sex, marital status, disability, homosexuality, transgender identity and age.

7.2 It follows that, in fulfilling their obligations under the dispute resolution procedure prescribed by the Award, the parties have obligations to take all reasonable steps to ensure that the operation of the provisions of this Agreement are not directly or indirectly discriminatory in their effects. It will be consistent with the fulfillment of these obligations for the parties to make application to vary any provision of the Agreement that, by its terms or operation, has a direct or indirect discriminatory effect.

7.3 Under the *Anti-Discrimination Act 1977*, it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint of unlawful discrimination or harassment.

7.4 Nothing in this clause is to be taken to affect:

- (a) any conduct or act which is specifically exempted from anti-discrimination legislation;
- (b) offering or providing junior rates of pay to persons under 21 years of age;
- (c) any act or practice of a body established to propagate religion which is exempted under section 56(d) of the *Anti-Discrimination Act 1977*;
- (d) a party to this award from pursuing matters of unlawful discrimination in any State or federal jurisdiction.

This clause does not create legal rights or obligations in addition to those imposed upon the parties by the legislation referred to in this clause.

NOTES

(a) Employers and employees may also be subject to Commonwealth anti-discrimination legislation.

(b) Section 56(d) of the *Anti-Discrimination Act 1977* provides:

"Nothing in the Act affects any other act or practice of a body established to propagate religion that conforms to the doctrines of that religion or is necessary to avoid injury to the religious susceptibilities of the adherents of that religion."

8. Commitment to the Delivery of an Effective Service

The matters detailed below reflect the commitment staff and management have achieved in reaching this Agreement as the basis for delivering an effective and efficient Cleansing service:

- ♦ Council, by all actions within its power, offers security of employment to the Cleansing Team during the term of this Agreement.
- ♦ Team members will work diligently and effectively to maintain and enhance the excellent service currently provided to the residents, businesses and visitors to Manly.
- ♦ Management and Team members will act promptly, consistent with their scope of authority, to remove any impediments to the effectiveness of the service.
- ♦ Management and Team members will work together to ensure plant and equipment breakdowns, damage and failures are minimised, and are promptly addressed if they do occur.
- ♦ Management and Team members will work together in a team environment to ensure effective communication is maintained and that further opportunity to improve and enhance the service are identified and introduced to assist in the ongoing security of Council employment in the long term.

9. Rates of Pay

- 9.1 The Cleansing Team shall be paid the rates of pay detailed below. Increases, which are made to Award rates of pay and allowances, shall flow into this Agreement and shall be the same quantum and shall be operative from the same date as applies in the Award.

The Cleansing Team shall also be entitled to Salary System progression, consistent with the rules of Council's Salary System.

The rates of pay, for Cleansing Team members, are detailed in the table below. Rates of pay reflect the agreement of Team members to work regular shifts, including at least one day per weekend.

For current permanent employees, who were engaged prior to 1 October 2005, who perform work on either Saturday or a Sunday only, as part of their normal roster, shall receive the amount prescribed by the table below:

Proposed Rates incl. 3.5% increase	Base rate	Disability Allowance	Sat.or Sunday Penalties	Total
Team Leader				
Step 1	680.01	27.90	139.47	\$847.38
Step 2	696.59	27.90	144.07	\$868.56
Step 3	713.18	27.90	149.20	\$890.28
Plant Operator/Driver				
Step 1	623.83	27.90	122.91	\$774.64
Step 2	639.43	27.90	126.67	\$794.00
Step 3	655.02	27.90	130.93	\$813.85
Labourer				
Step 1	577.81	27.90	120.36	\$726.06

Step 2	592.26	27.90	124.06	\$744.22
--------	--------	-------	--------	-----------------

For current permanent employees, who were engaged prior to 1 October 2005, who perform work on both Saturday and Sunday, as part of their normal roster, shall receive the amount prescribed by the table below:

Proposed Rates incl. 3.5% increase	Base rate	Disability Allowance	Sat.and Sunday Penalties	Total
Team Leader				
Step 1	680.01	27.90	188.29	\$896.20
Step 2	696.59	27.90	194.35	\$918.84
Step 3	713.18	27.90	197.48	\$938.56
Plant Operator/Driver				
Step 1	623.83	27.90	172.74	\$824.47
Step 2	639.43	27.90	177.06	\$844.39
Step 3	655.02	27.90	181.38	\$864.30
Labourer				
Step 1	577.81	27.90	160.00	\$765.71
Step 2	592.26	27.90	164.00	\$784.16

For employees engaged after 1 October 2005, the tables above do not apply for weekend work and the following Award provisions apply, which are:

Employees engaged after 1 October 2005, who perform work on a Saturday shall receive a weekend penalty rate of 150% of the normal base rate for all work performed on a Saturday.

Employees engaged after 1 October 2005, who perform work on a Sunday shall receive a weekend penalty rate of 200% of the normal base rate for all work performed on a Sunday.

Incorporated into the rates of pay, for this Agreement, is an increase of 3.5% over the previous current rates of pay to recognise changes and improvements to the Cleansing Service and to offset any claim or future claim for shift allowances, as they may apply for work undertaken in the section.

9.2 Overtime

Hours worked outside of agreed roster times, in excess of thirty-eight (38.0) hours per week are to be regarded as overtime, and shall be paid consistent with the provisions of the Award.

9.3 The Cleansing Team shall develop competencies to support progression in accordance with the rates, within 6 months of the Agreement being signed.

10. Hours of Work

10.1 The hours of work for members of the Cleansing Team shall be based on the principle of a seven day roster. Employees shall be rostered to work up to thirty eight (38) hours, over five (5) days, spread over a seven day week. The agreed roster is Attachment 1, to this Agreement.

10.2 It is agreed that all work performed outside Ordinary Hours has been annualised, and is inclusive of Penalty Rates and Allowances.

11. Sick Leave Incentive

Council offers an incentive to Cleansing Team members, to minimise the extent of sick leave taken each year.

Each Team member who uses less than five (5) sick days, (pro-rata for staff working less than 38hrs) within a twelve (12) month period, is entitled to one of the following options-

- (a) Preserve the difference between the Annual Entitlement (15 days), and the actual number of days utilised, and carrying the balance forward to the next year's entitlements.
- (b) Payment as a cash amount, for the difference between 5 days, and the actual number of days utilised, at the end of the year's entitlements, with the residual balance of the Annual Entitlement (15 days) carried forward into next year.

The Sick Leave year, will be regarded as ending 30th June, each year, for the purposes of calculating the above incentives (with pro-rata adjustments, where required)

12 Public Holidays

- 12.1 In recognition of the fact that Council requires a seven-day-per-week Cleansing Service, Public Holidays are to be regarded as normal working days, for rostering purposes. This means that normal rostering arrangements are to be observed, and that any variation to the normal spread of hours (7.6hours) is to be agreed to by affected staff and the Co-ordinator.
- 12.2 Where a Team member is required to work ordinary hours on a Public Holiday, as prescribed in the award, it is agreed that the Team member is entitled to one of the following options -
 - (a) Double Time and a Half for the hours worked on the Public Holiday (Triple Time for Christmas Day and Good Friday)
 - (b) Time and a Half for the hours worked on a Public Holiday (Double time for Christmas Day and Good Friday) PLUS, to be granted 1 day off in lieu, to be paid at ordinary time, for each Public Holiday worked.

Where an employee has a balance of 38 hours or in excess of 38 hours accrued as T.O.I.L, thereafter that employee must be paid overtime in relation to the provisions of this clause, at the appropriate rate and will not be allowed to accrue more hours until their balance is reduced.

- 12.3 Where a Public Holiday falls on Team members Rostered Day Off (RDO), Team members affected to be granted 1 day off in lieu, to be paid at ordinary time, for each Public Holiday. (Applicable to Permanent, Full Time - 38.0 hrs per week - Team Members.)

Time-off-in-Lieu leave granted, shall be taken, either in individual days, up to blocks of 5 days, at a mutually agreed time. Time in Lieu cannot accrue beyond 38 hours (as per Council Policy) and must be taken within 3 months of such accrual being made.

13 Council Plant and Vehicles

- 13.1 All Drivers / Plant Operators are required to clean their vehicles at the completion of each day's work. Refueling of vehicles is to be completed in accordance with conditions of use of relevant Fuel Filling systems, and fuel levels are to be maintained at an adequate level at all times. If for any reason cleaning or refueling is not possible the Coordinator will be notified and the vehicle will be refuelled as soon as practical

- 13.1 Daily "Plant Sheets" are to be correctly completed by all operators, driving Council vehicles. Regular vehicle inspections are to be carried out by the Team Leader at the direction of the Co-ordinator, with any required documentation completed. Any matters identified as requiring attention are to be promptly raised with the Coordinator through the completion of the designated vehicle report form. If the

vehicle requires mechanical repair, and is safe to be driven, the Driver shall deliver the vehicle to the workshop and report the problem to appropriate mechanical repair staff. Where required the vehicle shall be cleaned and appropriate documentation completed.

- 13.3 The Driver shall ensure that the cabin of each truck is clean and dirt, litter and personal belongings are removed on a daily basis.
- 13.4 Employees will provide all practical assistance to mechanical staff attending breakdowns in the field. Such assistance includes any necessary work required to make safe or clear the area in the vicinity of the breakdown.
- 13.5 All Drivers are responsible to ensure compliance with all relevant Drink / Drive - Blood Alcohol Content limits. Where any breach of legal limits occurs the Driver will be responsible for the payment of any fines or penalties imposed and will be required to undergo a driving assessment to establish whether he/she is competent to continue in that role. (As per Council Policy)
- 13.6 All Drivers are responsible to ensure adherence to all road traffic and other regulations pertaining to the operation of the vehicle. Where any breach of these regulations occurs and there is evidence that the Driver is negligent, the Driver will be responsible for the payment of any fines or penalties imposed.
- 13.7 In the event of an accident or damage to property occurring, the Driver of the vehicle shall report the incident to the Coordinator and complete the required accident report forms. These forms shall be passed without delay to the Coordinator. Where a Driver is involved in a motor vehicle accident, and is proven to be at fault, the Driver may be demoted for a period consistent with Council's disciplinary procedures. The Driver will be required to undergo a driving assessment to establish whether he/she is competent to continue in that role. A qualified driver assessor-trainer shall undertake the driving assessment. A

Driver who fails the driving assessment shall receive remedial training from Council as a priority.

- 13.8 For the purpose of evaluation of new Plant or Equipment, prior to acquisition, all affected Cleansing Team Plant Operators / Drivers are to be involved in the evaluation, with consideration given, by Council, to operational concerns raised by Cleansing Team. Selection of Plant or Equipment will then be by agreement by both Management and Cleansing Team members.

14. Compliance with all operational requirements

It is understood that any breach of operational requirements, throughout this Agreement, will be considered to act to the detriment of the efficiency of the service and to Council. Such breaches may lead to disciplinary action being taken consistent with Council's current policy and practice and the Award.

Employees who perform unauthorised work, or perform what is referred to as a "foreign order", or seek or receive an unauthorised payment, gratuity or present, are liable to disciplinary action and / or prosecution, in line with Council's Policy.

15. Performance Measurement

- 15.1 The parties agree to establish a process of continuous improvement based upon performance measurement. This process will be undertaken by agreement between the parties.

- 15.2 Potential areas of performance measurement include:

- Performance against any SLA adopted by Council.
- Operation against the budget/s determined by Council.
- Corporate and community feedback in respect to the service provided.

- The response time to action requests.
- The “accidents and incidents” trend for the teams.
- The number of substantiated complaints lodged in respect to the service provided.
- The level of absenteeism of members of team.

16. Training and Development

16.1 All employees will be provided with access to training appropriate to their position

and relevant to the Cleansing Service, that will allow them the opportunity to advance to more responsible positions within the Service. Promotion will be based on merit and a vacant position being available.

16.2 Where an employee is required to attend a training program(s) in lieu of normal Cleansing duties, and during standard working hours, the base rate of pay for the position held by the employee shall apply.

16.3 Overtime be will paid when training programs extend beyond 7.6 hours, or when Team members are required to attend training outside their "normal roster hours", with the exception of Team Members attending Union Training.

17. Occupational Health and Safety

17.1 All employees covered by this Agreement shall, where appropriate, be provided with

the following:

- ◆ Safety Boots (max. 2 pair per year)
- ◆ Council Logo - Navy Trousers / Shorts
- ◆ Council Logo Shirts (Corso Team)
- ◆ Council Logo - Navy Pullover (Corso Team)
- ◆ Council Logo Polar Fleece Vest
- ◆ Council Logo - Hi Vis Safety Shirts (Public Place Team)
- ◆ Navy Track Pants (Public Place Team)
- ◆ Kimberley Style Jacket (Corso Team)
- ◆ Bomber Style - Hi Vis Jacket (Public Place Team)
- ◆ Wet weather clothing (as required)
- ◆ Clancy Style Hat (Corso Team)
- ◆ Council Logo Cap (Public Place Team)
- ◆ Sunscreen / Gloves / Insect Repellant (as required)
- ◆ PPE - as required

It is a condition of employment that all specifically designed clothing shall be worn at all times, whilst at work, and as appropriate to the conditions. Failure to do so, or failure to comply with any of Council's safe work procedures, will be regarded as a breach of Council's Occupational Health and Safety Guidelines.

Staff are to ensure that all clothing issued is properly laundered and maintained, and that no damaged or unpresentable clothing is worn while performing duty for Council.

All requests for clothing replacement shall be made to the Coordinator. Disputes, which occur in relation to the provision of clothing, shall be referred to the Group Manager for resolution.

17.2 Council shall provide a safe place of work and work practices in accordance with the provisions of the Occupational Health and Safety Act.

17.3 A copy of all relevant Safe Work Procedures and Operating Instructions will be located within each vehicle, or work location, and staff are committed to using safe work practices, at all times.

17.4 It is Council policy to maintain the health and safety of staff by providing protection via a vaccination program to those staff considered being at risk from diseases including Hepatitis B and tetanus.

18. Casual Employees

18.1 Council may engage casual employees for short-term relief in the Cleansing Team, in circumstances where regular staff numbers are depleted and no experienced staff are available.

18.2 The hours of work for casual employees shall generally be those which apply to the
Cleansing Team except where specifically directed by the Coordinator to work otherwise than in conjunction with a team.

18.3 Where permanent vacancies arise appointment will occur consistent with Council Policy and the provisions of the Award.

18.4 Casual employees shall be paid the rate of pay as prescribed by this Agreement and a
loading consistent with the relevant provisions of the Award.

18.5 Position(s) which are occupied by casual employee(s) will be reviewed on a quarterly
basis to establish whether the position(s) are ongoing and are required to be filled with permanent employee(s).

19. Cleansing Team Activities

The Cleansing Team consists of two (2) main Teams, working together to achieve the required results, in relation to cleansing of Manly Council's areas.

- Corso Cleansing Team
- Public Place Cleansing Team

The members of each Team agree to work together, as required.

20. Replacement of Permanent Staff

20.1 The Cleansing Team, as detailed in the Definitions clause of this Agreement, shall be the indicative staff establishment for the Cleansing Team, not including the Cleansing Co-ordinator. Vacancies that occur will be filled in accordance with Councils Policy. Where possible, a representative of the Cleansing Team will be included in any selection panel.

20.2 Advertising of the vacant position shall occur within three (3) months of the vacancy

being created and shall occur consistent with Council's requirements as an Equal Employment Opportunity employer. Where three (3), or more, appropriately qualified and experienced internal applicants are likely to be available for consideration for placement in the position, the position will be advertised, in the first instance, to existing Council employees.

21. Grievance and Dispute Procedures

Grievances and/or disputes that may arise in the provision of the service consistent with this Agreement will be dealt with in accordance with the grievance and dispute provisions of the Award.

22. Continuous Improvement

Employees of the Cleansing Team are committed to the principles of continuous improvement.

Improvement in the service will be achieved by:

- ◆ Developing a positive and flexible attitude to the work.
- ◆ Accepting and implementing change.
- ◆ Making suggestions to achieve improvement.
- ◆ Identifying and solving problems at source rather than allowing them to escalate.
- ◆ Taking full advantage of training and development opportunities.
- ◆ Being alert to experiences that may give rise to constructive change.

23. Job Redesign and Work Enhancement

Employees and management agree to the principles of job redesign and work enhancement which concentrate on increased employee involvement in work decisions, broadening the range of skills each employee uses, and employees developing their personal abilities.

24. Customer Importance

Employees and management recognise the importance of both internal and external customers in improving the effectiveness of the Cleansing Team service.

25. Review of the Agreement

At the conclusion of twelve (12) months of operation of the Agreement the

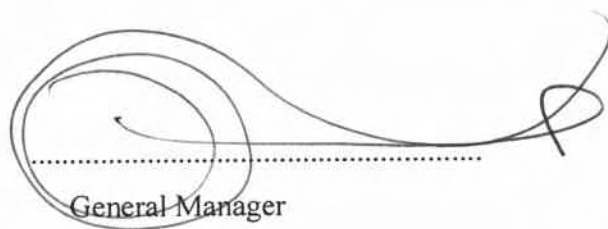
service shall be reviewed by staff representatives and management to ensure that the Agreement supports the effective operation of the service and rewards staff appropriately for the service standards achieved during its life. The opportunity will be taken at that time to discuss and review issues of concern raised by either party.


26. Renegotiation of the Agreement

The parties to this Agreement shall meet to renegotiate the provisions contained herein six (6) months prior to the date of its cessation. Should there be no agreement between the parties the existing provisions shall remain in force until rescinded by the making of a new Enterprise Agreement.

27. Agreement of Parties

SIGNED on behalf of)
MANLY COUNCIL)
in the presence of)


.....
General Manager

 JA
.....
Witness

SIGNED on behalf of the
New South Wales Local Government,
UNITED SERVICES UNION)
in the presence of)



.....
General Secretary



.....
Witness 27 September 2005

Attachment 1

CLEANSING TEAM

AGREED ROSTER

DEPOT	15-Nov		16-Nov		17-Nov		18-Nov		19-Nov		20-Nov		21-Nov	
	Tues	Wed	Thu	Fri	Sat	Sun	Mon							
T/L (93020.0094) Beach (93020.0092)	751 8.00am - 4.06pm Tony Cox	8.00am - 4.06pm Tony Cox	8.00am - 4.06pm Tony Cox	8.00am - 4.06pm Tony Cox	4.00am - 12.06pm Tony Cox	6.00am - 2.06pm Gary Cullen (759)	6.00am - 2.06pm Gary Cullen (759)							
	748 4.00am - 12.06pm John Neary	4.00am - 12.06pm John Neary	4.00am - 12.06pm John Neary	4.00am - 12.06pm John Neary	4.00am - 12.06pm John Neary	4.00am - 12.06pm Gary Kennedy	4.00am - 12.06pm Gary Kennedy							
Reserves (96020.0712)	738 4.00am - 12.06pm Rob Newell	4.00am - 12.06pm Rob Newell	4.00am - 12.06pm Rob Newell	4.00am - 12.06pm Rob Newell	4.00am - 12.06pm Rob Newell									
	73101 4.00am - 12.06pm Peter Lennon	4.00am - 12.06pm Peter Lennon	4.00am - 12.06pm Peter Lennon	4.00am - 12.06pm Peter Lennon	4.00am - 12.06pm Peter Lennon	4.00am - 12.06pm Les Hamilton	4.00am - 12.06pm Bruce Begg							
	737 6.00am - 2.06pm Les Hamilton	6.00am - 2.06pm Les Hamilton	6.00am - 2.06pm Les Hamilton	6.00am - 2.06pm Les Hamilton	6.00am - 2.06pm Bruce Begg	12.00pm - 8.06pm Bruce Begg	12.00pm - 8.06pm Bruce Begg							
Alt Duties	4.00am - 10.30am Mark Stedman	4.00am - 12.06pm Mark Stedman	4.00am - 12.06pm Mark Stedman	4.00am - 12.06pm Mark Stedman	4.00am - 12.06pm Mark Stedman									
	745 4.00am - 12.06pm Terry Dey	4.00am - 12.06pm Terry Dey	4.00am - 12.06pm Terry Dey	4.00am - 12.06pm Terry Dey	4.00am - 12.06pm Terry Dey	4.00am - 12.06pm Myles Nojima	4.00am - 12.06pm Myles Nojima							
Streets (93020.0094)	755 4.00am - 12.06pm Nev Rowe	4.00am - 12.06pm Nev Rowe	4.00am - 12.06pm Nev Rowe	4.00am - 12.06pm Nev Rowe	4.00am - 12.06pm Nev Rowe	4.00am - 12.06pm Kevin Harrison	4.00am - 12.06pm Kevin Harrison							
	4.00am - 12.06pm Oki Arfan	4.00am - 12.06pm Mark Stedman	4.00am - 12.06pm Mark Stedman	4.00am - 12.06pm Mark Stedman	4.00am - 12.06pm Mark Stedman	4.00am - 12.06pm Steve Sallis	4.00am - 12.06pm Steve Sallis							
	4.00am - 12.06pm Oki Arfan	4.00am - 12.06pm Oki Arfan	4.00am - 12.06pm Kevin Harrison	4.00am - 12.06pm Myles Nojima	4.00am - 12.06pm Myles Nojima	4.00am - 12.06pm Steve Sallis	4.00am - 12.06pm Steve Sallis							
Toilets (96020.0088)	74301 4.00am - 12.06pm Gary Kennedy	4.00am - 12.06pm Gary Kennedy	4.00am - 12.06pm Steve Sallis	4.00am - 12.06pm Bruce Begg	4.00am - 12.06pm Peter Lennon	4.00am - 12.06pm Oki Arfan	4.00am - 12.06pm Oki Arfan							
	4.00am - 12.06pm Jennie Smith	4.00am - 12.06pm Jennie Smith	4.00am - 12.06pm Jennie Smith	4.00am - 12.06pm Steve Sallis	4.00am - 12.06pm Oki Arfan	4.00am - 12.06pm Jennie Smith	4.00am - 12.06pm Jenni Smith							
	12.00pm - 8.06pm Mini Rusmini	12.00pm - 8.06pm Mini Rusmini	12.00pm - 8.06pm Mini Rusmini	12.00pm - 8.06pm Raff Tucci	12.00pm - 8.06pm Raff Tucci	12.00pm - 8.06pm Mini Rusmini	12.00pm - 8.06pm Mini Rusmini							
	12.00pm - 8.06pm Joe Panetta	12.00pm - 8.06pm Joe Panetta	12.00pm - 8.06pm Joe Panetta	12.00pm - 8.06pm Rose O	12.00pm - 8.06pm Rose O	12.00pm - 8.06pm Joe Panetta	12.00pm - 8.06pm Joe Panetta							

Depot (93020.0094)	15-Nov		16-Nov		17-Nov		18-Nov		19-Nov		20-Nov		21-Nov	
	Tues	Wed	Thu	Fri	Sat	Sun	Mon							
CORSO T/L (96020.0097)	8.00am - 4.06pm	8.00am - 4.06pm Gary Cullen	8.00am - 4.06pm Danny Lawrence	8.00am - 4.06pm	6.00am - 2.06pm Gary Cullen		8.00am - 4.06pm							
	4.00am - 12.06pm Kevin Harrison	4.00am - 12.06pm Kevin Harrison	4.00am - 12.06pm Rob Newell	4.00am - 12.06pm Rob Newell	4.00am - 12.06pm Rob Newell	4.00am - 12.06pm Danny Lawrence	4.00am - 12.06pm Danny Lawrence							
	4.00am to 12.06pm Chris Newman	4.00am to 12.06pm Chris Newman	4.00am to 12.06pm Chris Newman (T/L)	4.00am to 12.06pm Chris Newman (T/L)	4.00am - 12.06pm Chris Newman	4.00am - 12.06pm Adam Kerrigan (T/L)	6.00am - 2.06pm Adam Kerrigan (T/L)							
	6.00am - 2.06pm Adam Kerrigan	6.00am - 2.06pm Adam Kerrigan	6.00am - 2.06pm Adam Kerrigan	6.00am - 2.06pm Adam Kerrigan	6.00am - 12.06pm Danny Lawrence	4.00am - 9.00am Darcy Purac	6.00am - 2.06pm Darcy Purac							
	6.00am - 2.06pm Darcy Purac	6.00am - 2.06pm Darcy Purac	6.00am - 2.06pm Darcy Purac	6.00am - 2.06pm Peter White	12.00pm - 8.06pm Peter White (T/L)	12.00pm - 8.06pm Peter White (T/L)	6.00am - 2.06pm Peter White							
	12.00pm - 8.06pm Peter White	12.00pm - 8.06pm Mick Gorman	12.00pm - 8.06pm Len Coleman (T/L)	12.00pm - 8.06pm Len Coleman (T/L)	12.00pm - 8.06pm Len Coleman	12.00pm - 8.06pm Len Coleman	12.00pm - 8.06pm Len Coleman							
	12.00pm - 8.06pm Rose O	12.00pm - 8.06pm Rose O	12.00pm - 8.06pm Patricia Fuda	12.00pm - 8.06pm Patricia Fuda	12.00pm - 8.06pm Patricia Fuda	12.00pm - 8.06pm Patricia Fuda	12.00pm - 8.06pm Patricia Fuda							
	12.00pm - 8.06pm	12.00pm - 8.06pm	12.00pm - 8.06pm	12.00pm - 8.06pm	12.00pm - 8.06pm	12.00pm - 8.06pm Mick Gorman	12.00pm - 8.06pm Mick Gorman							
	4.00am - 12.06pm Carl Tucker	4.00am - 12.06pm Carl Tucker	4.00am - 12.06pm Ingemar Rova	4.00am - 12.06pm Ingemar Rova	4.00am - 12.06pm Ingemar Rova	4.00am - 12.06pm Carl Tucker	4.00am - 12.06pm Carl Tucker							
	Corso Area Toilets													
Car Parks / Assist Corso														

BUILDINGS AND FACILITIES

		15-Nov	16-Nov	17-Nov	18-Nov	19-Nov	20-Nov	21-Nov
		Tues	Wed	Thu	Fri	Sat	Sun	Mon
Caretaker Surf Clubs etc		4.00pm - 9.00pm	4.00pm - 9.00pm	5.30am - 8.06am	5.30am - 8.06am			5.30am - 8.06am
		5.30am - 8.06am	5.30am - 8.06am	4.00pm - 9.00pm	4.00pm - 9.00pm			4.00pm - 9.00pm
		Rad	Rad	Rad	Rad			Rad
T/L		12.00pm - 8.06pm	4.00pm - 12.06am	12.00pm - 8.06pm	4.00pm - 12.06am		4.00pm - 12.06am	4.00pm - 12.06am
		Julius	Julius	Julius	Julius		Julius	Julius
Assist Clean		5.00pm to 9.00pm	5.00pm to 9.00pm	5.00pm to 9.00pm	5.00pm to 9.00pm			5.00pm to 9.00pm
		Santiago	Santiago	Santiago	Santiago			Santiago
Assist Clean		12.00pm - 8.06pm	4.00pm - 12.06am	12.00pm - 8.06pm	4.00pm - 12.06am		4.00pm - 12.06am	4.00pm - 12.06am
		Evans	Evans	Evans	Evans		Evans	Evans
Hours								
Rad	38.0	4.00pm - 9.00pm 5.30am - 8.06am Caretaker	4.00pm - 9.00pm 5.30am - 8.06am Caretaker	4.00pm - 9.00pm 5.30am - 8.06am Caretaker	4.00pm - 9.00pm 5.30am - 8.06am Caretaker	7.6	7.6	7.6
Julius	38.0	12.00pm - 8.06pm Team Leader	4.00pm - 12.06am Team Leader	12.00pm - 8.06pm Team Leader	4.00pm - 12.06am Team Leader	7.6	7.6	7.6
Evans	38.0	12.00pm - 8.06pm Assist	4.00pm - 12.06am Assist	12.00pm - 8.06pm Assist	4.00pm - 12.06am Assist	7.6	7.6	7.6
Santiago	20.0	5.00pm to 9.00pm Assist Caretaker	5.00pm to 9.00pm Assist Caretaker	5.00pm to 9.00pm Assist Caretaker	5.00pm to 9.00pm Assist Caretaker	4.0	4.0	4.0

CLEANSING TEAM AGREED ACTIVITIES

CLEANSING TEAM - AGREED ACTIVITIES

1. It is agreed that Team Members will work diligently and effectively to maintain and enhance the excellent service currently provided to the residents, businesses and visitors to Manly.

It is also agreed that every effort will be made by the Team to accommodate additional requests when resources permit. When resources are not available, alternative arrangements are to be made by Council, or additional resources made available (or overtime payments made) for these additional requests to be completed.

The following activities are agreed to by both parties, as the general "scope of works" for the Cleansing Team.

Public Place Team - Hours of Operation 4.00am to 8.06pm - Seven Days per week

- **Street Sweeping Activity**

Hours of Operation - 4.00am to 12.06pm - Seven days per week

- 12.00pm to 8.06pm - Mon to Fri

Activity includes (but not limited to) -

- Daily Sweeping of Corso Ring Road / CBD Area
- Weekly Sweeping of Precinct Areas - Mechanical and Hand Sweeping methods.
- Daily reporting of activities completed / maintenance issues
- Undertaking minor maintenance tasks, within capabilities of Team, where resources permit

- Additional sweeping to be completed as resources permit. (Responding to Customer Requests and Stormwater / Drainage issues etc)

- **Public Place Cleaning Activity (Public Reserves)**

Hours of Operation - 4.00am to 2.06pm - Mon to Fri

- 4.00am to 8.06pm - Weekends

Activity includes (but not limited to) -

- Daily Servicing (litter collection, infrastructure cleaning, Dog Loo's)
- Daily Servicing of Open Space / Shopping Centres
- Daily - High Pressure / Steam Cleaning operation
- Undertaking minor maintenance tasks, within capabilities of Team, where resources permit
- Collection of Dumped Rubbish (in compliance with agreed policies and procedures), following investigation by Rangers.
- Collection of Dead Animals (in compliance with agreed policies and procedures), following investigation by Rangers.
- Delivery / collection of Bins, for Council approved Functions
- Daily reporting of Activities completed / maintenance issues

Reserves (Daily)	Public Areas (Mon - Fri)	Dog Loo's (Daily)
Ocean Beach	Addison Rd - Shops	Ocean Beach
Quota Park / Cameron Ave	Fairlight - Shops	Quota Park
Lagoon Park (incl. Car Park)	Balgowlah - Shops incl Car Park	Lagoon Park
Keirle Park (incl Car Park)	Balgowlah Hts - Shops	Weerona Res / Cemetery
LM Grahams Reserve	Seaforth Shops - incl Car Park	Grahams Res
Shelley Beach Reserve	Brook St Shops - incl Car Parks	Marine Pde
Little Manly Point	Burnt St Shops - incl Car Parks	Lt Manly Point
Little Manly Beach Reserve	Battle Blvd – Car Park (Wed)	Esplanade Park
Fairlight Beach Reserve	Edgecliff Espl. – Car Park (Wed)	Fairlight Beach
Bantry Bay Oval	Cutler Rd – Car Park (Wed)	Bantry Bay Oval
Seaforth Oval (incl Car Park)	Commonwealth Pde – Car Park	Seaforth Oval
Balgowlah Oval	Commonwealth Pde – Bus Stop	Sandy Bay

Clontarf Reserve	Swim Centre – Car Park	Clontarf Reserve
Tania Park Reserve	RoundHouse / Suwarrow St	Tania Park
Forty Baskets Reserve	Fairlight Beach Reserve (Fri)	Forty Baskets
North Harbour Reserve	Delwood Beach Reserve (Fri)	North Harbour
Ellery Punt Reserve	Ivanhoe Park (Mon)	Baringa Ave
Manly West Park	Towers Reserve (Mon)	Ivanhoe Park

- **Public Toilet Cleaning**

Hours of Operation - 4.00am to 8.06pm - Seven days per week

Activity includes (but not limited to) -

- Daily Servicing of 29 Public Toilet Facilities
- Daily reporting of Activities completed / maintenance issues
- Undertaking minor maintenance tasks, within capabilities of Team, where resources permit

A.M. Service Locations	P.M. Service Locations
Whistler St	Depot (Toilets / Wash bay)
Rialto Sq.	Manly West (Fri / Sat / Sun)
V.I.C. – Ocean Beach	V.I.C. – Ocean Beach
West Esplanade	Rialto Sq.
Clontarf Res	Manly Surf Club
Seaforth Oval	Shelly Beach
Totem – Condamine St	Little Manly
Cameron Ave	Whistler St
Queenscliff Surf Club	West Esplanade
Nth Steyne – downstairs	Fairlight Pool
Nth Steyne – upstairs	Forty Baskets Reserve
Manly Surf Club	Clontarf
Marine Pde	Sandy Bay Rd (w/ends only)
Shelly Beach	Balgowlah Oval
Little Manly	LM Grahams Reserve (Mon - incl Changerooms)
East Esplanade	Kenneth Rd
Gilbert Park	Cameron Ave

Fairlight Pool	Queenscliff Surf Club
Tania Park	Nth Steyne – Upstairs
Bareena Park	V.I.C. – Ocean Beach
Ethel St	Rialto Sq.
Nth Harbour Reserve	Manly Surf Club
Keirle Park	Marine Pde
Bantry Bay Oval (Fri to Mon)	Shelly Beach
Sandy Bay Rd (Fri to Mon)	Whistler St
	Gilbert Park
	V.I.C. – Ocean Beach

- **Beach Cleaning Activity**

Hours of Operation - 4.00am to 12.06pm - Seven days per week

Activity includes (but not limited to) -

- Daily Servicing of 7 Beaches (Mechanical and Manual methods)
- Weekly Servicing of 6 inaccessible Beaches (Manual methods)
- Daily reporting of Activities completed

Mechanical Cleaned Beaches (Daily)	Manual Clean Beaches (Weekly)
Ocean Beach	Fisher Bay (between Sandy Bay / Ellery Punt)
Shelley Beach	CastleRock Beach (off Ogilvy Rd)
Little Manly Beach	Sangrado Pool (off Sangrado St)
Clontarf Beach	Pickering Point (off Gurney Cres)
Sandy Bay	Forty Baskets Beach
East Esplanade	Fairlight Beach
West Esplanade	

Corso Team - Hours of Operation - 4.00am to 8.06pm - Seven days per week

Activities include (but not limited to) -

- Daily servicing of "Litter Bins" within Corso / CBD Area

- Daily collection of litter , debris etc, by manual and mechanical methods
- Daily cleaning of Street Furniture, and infrastructure
- Daily Cleaning 4 x Council Public Car Parks (incl. Unlocking each morning)
- Spot Check / Cleaning of Public Toilet Facilities within Corso area
- Reporting of damages / vandalism of Council Property
- Daily reporting of Activities completed
- Undertaking minor maintenance tasks, within capabilities of Team, where resources permit
- Maintaining The Corso / CBD area in a clean, safe manner, and to required standards, for the enjoyment of all users.

(Corso / CBD area defined by Raglan St, Sth Steyne Rd, Wentworth St, East Esplanade, West Esplanade, and West Promenade.)