

ENTERPRISE AGREEMENT

NO: E.A. **330** /1993

DATE REGISTERED: **3.11.93**

PRICE: \$ **24.00**



SEC PRO INTERNATIONAL

THE SECURITY PROFESSIONALS

- ★ STATIC GUARDS
- ★ ARMED BODY GUARDS
- ★ PATROLS
- ★ ALARM MONITORING
- ★ ALARM RESPONSE
- ★ CASH ESCORTS

SEC PRO INTERNATIONAL ENTERPRISE AGREEMENT 1993

*Providing Professional Security Service to the Corporate Sector, Government
Departments and Industry.*

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TITLE

SECPRO INTERNATIONAL ENTERPRISE AGREEMENT 1993

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1/ TITLE

*This agreement shall be referred to as the
Secpro International, Enterprise Agreement 1993.*

2/ ARRANGEMENT

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3/ AREA, INCIDENCE AND PARTIES BOUND

This agreement shall be binding upon Secpro International (the Company) and all employees of the Company. The Agreement shall regulate totally the terms and conditions of employment previously regulated by the Security Industry (State) Award. Nothing in this Agreement limits the application to an employee of any conditions of employment that apply under the Industrial Relations Act 1991, annual Holidays Act 1944 or the Long Service Leave Act 1955.

4/ DATE OF OPERATION

This Agreement shall take effect from the beginning of the first pay period commencing on or after the date of this Agreements Registration under the Provisions of the Industrial Relations Act 1991 and shall remain in force for a period of three (3) years from such date.

5/ INTENTION

This Agreement shall only apply to employees of the company in the occupations identified in the Agreement. No other grades identified in the Security Industry (State) Award shall apply to this agreement and employees will only be employed to work in the grades set out in this agreement.

If at any time the Company employs Security Officers Grades 4 and 5 as defined in the Parent Award at clause 3 (iv) and (v), then the Award conditions for those classifications shall apply.

6/ CLASSIFICATIONS AND RATES OF PAY

6.1 CLASSIFICATIONS

All persons employed by the Company will carry out the duties and functions of the position for which they are employed and which are set out in the classifications clause.

a/ STATIC SECURITY OFFICER (Grades 1 and 2): a person employed in one or more of the following capacities:

- (i) to watch, guard or protect persons and/or premises and/or property;*
- (ii) to respond to basic fire/security alarms at their designed site/post;*

- (iii) *an employee stationed at an entrance and/or exit whose principal duties shall be control of movement of persons, vehicles, goods and/or property coming out of or going into premises or property, including vehicles carrying goods and/or descriptions to ensure that the quantity and description of such goods is in accordance with the requirements of the relevant document/or gate pass and who also may have other duties to perform and shall include an area or door attendant or commissionaire in a commercial building provided that a Security Officer Grade 1 may use electronic equipment such as hand held scanners or simple closed circuit television systems and may be required to utilise basic keyboard skills in the performance of their duties and may perform incidental duties which need not be of a security nature;*
- (iv) *an employee who is performing the duties of securing, watching, guarding and/or protecting as directed, including responses to alarm signals and attendances at and minor non-technical servicing of automatic teller machines and is required to patrol in a vehicle two or more separate establishments or sites;*
- (v) *an employee who monitors and acts upon electronic intrusion detection or access control equipment terminating in a visual display unit or computerised print-out except for simple closed circuit television systems and may be required to perform the duties of a Security Officer Grade 1.*
- b/ *MOBILE SECURITY OFFICER (Grade 3): means a person who in addition to performing the duties of Grade 2 as defined in paragraph (b) of sub-clause*

(ii) monitors and acts upon intelligent building management systems terminating at a visual display unit or computerised printout that has the capacity for and requires data input from the security officer.

- c/ SUPERVISOR: an employee in charge of other employees and who is responsible for their supervision, punctuality, performance of duties and presentation.*
- d/ CASUAL EMPLOYEE: an employee engaged and paid as such but shall not include an employee working 38 ordinary hours or more per week.*
- e/ DOG HANDLER: an employee engaged and who has the care and control of a patrol dog in the course of his normal duties.*
- f/ WEEKLY EMPLOYEE: an employee engaged and paid by the week or fortnight as the case may be.*

6.2 RATES OF PAY-ORDINARY HOURS (38 hours of week)

The minimum weekly rate of pay for each classification shall be such that no employee will receive less in weekly aggregate paid under this Agreement shall not be less than that paid under the Security Industry (State) award.

<i>CLASSIFICATION</i>	<i>HOURLY</i>
<i>STATIC SECURITY OFFICER (Grade 1)</i>	<i>\$12.00</i>
<i>MOBILE SECURITY OFFICER (Grade 2-3)</i>	<i>\$12.00</i>
<i>SUPERVISOR</i>	<i>\$14.00</i>
<i>DOG HANDLER</i>	<i>\$13.00</i>

6.3 *Any over time worked will be voluntary and paid at the ordinary rate of pay. All over time wil be on a voluntary basis.*

6.4 *Wage Increases During the Term of this Agreement.*

The hourly ordinary rate of pay for all classifications will be increased on the 1st of March and the 1st of September each year by the CPI for the proceeding six (6) months. Such variation shall be in accordance with Section 125 of the Industrial Relations Act (NSW) 1991.

7/ PAYMENT OF WAGES

Wages shall be paid no more than 48 hours form the time when such wages become due and shall be paid not later than Thursday in the week. The Company shall specify the day upon which wages shall be paid into a bank or other account specified by the employee.

8/ CONTRACT OF EMPLOYMENT

i/ Employees under this Enterprise Agreement shall be engaged either as weekly or casual employees.

- ii/ *The Company shall provide all employees with a copy of this Enterprise Agreement and new employees will sign an acknowledgment of such, on the commencement of employment with the Company.*
- iii/ *The employment of any weekly employee shall be terminated only by one week's notice or by payment or forfeiture, as the case may be, of one week's wages in lieu thereof.*
- iv/ *Casual employees shall be terminated only by one hours notice or payment of one hours pay.*
- v/ *Probationary Period: Employees engaged as weekly or employees without previous service with the Company may be engaged for a probationary period of four (4) weeks. During that four (4) weeks such employee may be terminated with one hour's notice notwithstanding the provisions set out in CI 2(iii).*
- vi/ *Notwithstanding the above provisions, the Company may dismiss an employee at any time for misconduct or wilful disobedience. In such circumstances the Company shall be liable for payment of wages up to the time of dismissal only.*
- vii/ *All employees of the Company are responsible for ensuring that they hold the current licences for employment in the Security Industry as required by Law.*
- viii/ *All employees are responsible for the maintenance and cleanliness of uniforms and equipment issued to them and ensuring that all equipment is returned to*

the Company in the same condition it was issued.

- a/ Where items of uniform or equipment are destroyed or damaged through no fault of the employee in the course of his/her duties such items will be replace by the Company on a one for one basis.*

- ix/ On termination of employment an employee shall return to the employer all uniforms, identity cards, vehicles, firearms, keys and all other items issued to employees.*

9/ ANNUAL LEAVE

The Annual Holidays Act 1944 shall apply to all employees. The 17.5% loading for Annual Holidays is not applicable and is excluded from this agreement.

10/ SICK LEAVE

Employees are entitled to one (1) week on full pay for each year of service.

- i/ An employee who is unable to attend for duty during ordinary hours of work by reason of personal illness or incapacity shall be entitled to be paid at the ordinary rates of pay for the time of such non-attendance subject to the following conditions and limitations:-*
 - a/ The employee shall not be entitled to pay leave of absence for any period in respect of which there is entitlement to payment under the Workers compensation Act.*
 - b/ The employee shall where ever practicable, three hours before the commencement of the shift, or in any case, within 24 hours of the*

commencement of such absence inform the employer of the employee's inability to attend for duty.

- c/ The employee shall furnish to the Company such evidence as the employer may desire that the employee was unable by reason of illness or injury, to attend for duty.*
- d/ During the first year of employment, an employee shall be entitled to five days sick leave.*
- e/ During the second and each subsequent year, an employee shall be entitled to ten days sick leave.*
- ii/ Accumulative sick leave - the rights under this clause shall accumulate from year to year so that any part of the sick leave entitlements which has not been allowed in any year, may be claimed by the employee in any subsequent year of employment. The maximum amount of sick leave that may be accumulate is 30 days.*

11/ ORDINARY HOURS OF EMPLOYMENT

Ordinary hours of employment shall not exceed 38 hours per week averaged over a 4 week period.

12/ GRIEVANCES AND DISPUTE RESOLUTION

In an effort to promote good industrial relations between employees and the Company and to achieve the satisfactory resolution of industrial disputes without loss of wages

12/ LIMITATIONS

No employee will work in excess of 2 weekend days "being" (Saturday and or Sunday) in any one calander month.. This Limitation will be in force so as to comply with this agreement and to ensure that no employee will be disadvantaged in comparison with Award Rates & Allowances.

12/ GRIEVANCES AND DISPUTE RESOLUTION

In an effort to promote good industrial relations between employees and the Company and to achieve the satisfactory resolution of industrial disputes without loss of wages or production, the following procedure will be adhered to by all parties:

- a/ An employee who has a grievance should take the matter up with the immediate Supervisor. If they so desire they can have another person of their choice present.*
- b/ If the employee is dissatisfied with the Supervisor's decision they should ask that the matter be taken by the Supervisor to the Operations Manager and this is to be done as promptly as circumstances permit.*
- c/ If the employee is dissatisfied with the Operation Manager's decision the employee shall ask that the matter be taken up with the Managing Director as promptly as circumstances permit and that a conference be arranged.*
- d/ In all of these steps the employee with the grievance is entitled to have a representative of their choice present at any conference whatsoever.*



13/ DECLARATION

The parties declare that this Agreement:

- a/ Is not unfair, harsh or unconscionable;*
- b/ Was not entered into under duress and*
- c/ Is in the interest of the parties.*

TERM

This agreement shall operate from the date of registration and shall remain in force for a period of 3 years unless varied or terminated earlier by the provisions provided by the Act.

Signatories refer page 12

SIGNED FOR AND ON BEHALF OF HUNDREDS PTY LTD T/A SECPRO INTERNATIONAL....

.....
I. Dransfield - Company Director
(affix company seal)



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S. Hearn - Company Director

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witness
29.4.93
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date

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witness
29.4.93
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date

SIGNED BY...

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Ian Chambers - Security Officer

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witness
29.4.93
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date

SIGNED BY...

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John Styman - Security Officer

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witness
29.4.93
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date

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Diedre Coffey - Security Officer

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witness
29.4.93
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date

SIGNED BY...

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Craig Evans - Security Officer

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witness
29.4.93
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date

SIGNED BY...

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Peter Boyce - Security Officer

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witness
29.4.1993
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SIGNED BY...

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Sam Dakanaris - Security Officer

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witness
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date

SIGNED BY...

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Benjamin Hearn - Security Officer

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witness
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Paul Coffey - Security Officer

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