

ENTERPRISE AGREEMENT

NO: E.A. 409 /1994

DATE REGISTERED: 14-10-94

PRICE: \$ 46-00

SECOM AUSTRALIA PTY LTD
ADMINISTRATIVE STAFF (NSW)
ENTERPRISE AGREEMENT

BETWEEN

SECOM AUSTRALIA PTY LTD

AND

**EMPLOYEES ENGAGED
AS ADMINISTRATIVE STAFF**

EFFECTIVE FROM _____

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PART 1

AGREEMENT FORMALITIES

1.1 TITLE

- 1.1.1. This Agreement shall be known as the Secom Australia Pty Ltd - Administrative Staff (NSW) Enterprise Agreement.

1.2 AREA, INCIDENCE AND PARTIES BOUND

- 1.2.1. This Agreement shall be binding upon Secom Australia Pty Ltd located at 45 Murray Street, Pyrmont, Sydney NSW 2009 and employees of Secom Australia engaged as Administrative Staff in NSW.
- 1.2.2. 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.

1.3 DATE AND PERIOD OF OPERATION

- 1.3.1. This Agreement shall operate from the date of registration and shall remain in force for a period of one (1) year. The Agreement will continue thereafter unless varied or terminated earlier by the provisions provided by the NSW Industrial Relations Act 1991.

1.4 RELATIONSHIP TO PARENT AWARD

- 1.4.1. This Agreement totally covers the terms and conditions of employment previously covered by the Clerk (State) Award.
- 1.4.2. To the extent of any inconsistency between the Award listed in clause 1.4.1 and this Agreement, this Agreement shall prevail.

1.5 NEW EMPLOYEES

- 1.5.1. The parties agree that all Administrative staff engaged by Secom Australia during the term of this Agreement will become a party to this Agreement. The new employee shall as from the date of becoming a party be entitled to all benefits and be bound by all obligations under this Agreement.
- 1.5.2. Secom Australia shall provide all Administrative staff with a copy of this Enterprise Agreement and new employees will sign an acknowledgment of such on the commencement of employment with Secom Australia.

1.6 AGREEMENT TO BE DISPLAYED

- 1.6.1. A true copy of this Agreement shall be exhibited in a conspicuous and convenient place at the premises of Secom Australia so as it may be easily read by Administrative staff.

1.7 JOINT CONSULTATIVE COMMITTEE

- 1.7.1. The parties governed by this Agreement shall establish a Joint Consultative Committee with two representatives each from both the employer and employee for consultation and negotiation on matters effecting the efficiency and productivity of the company. The scope of the committee is limited only to the extent that it will confine itself to matters of interest or concern to Secom Australia's employees and management. This committee shall be a forum for open discussion and shall meet at set monthly intervals with additional meetings scheduled if required. Minutes will be taken for all meetings and made available to all staff.

1.8 COMPANY POLICY AND PROCEDURES

- 1.8.1. This Agreement is to operate in conjunction with Secom Australia's Company Policies and Procedures. In the event of any inconsistency, the Enterprise Agreement shall prevail.

PART 2 DEFINITIONS

CASUAL EMPLOYEE

An employee engaged to work on an "as required" basis to a maximum of thirty (30) hours per week. Hours of work, rate of pay and other working conditions are set out under the relevant clauses of this Agreement. A casual employee is not provided with any leave entitlements outlined in clause 6 except annual leave. The annual leave allowance is incorporated into the casual hourly rate. ✓

FULL-TIME EMPLOYEE

An employee engaged to work an average of 38 hours per week.

JOINT CONSULTATIVE COMMITTEE

A committee established for the purposes of joint consultation between management and Administrative staff on matters effecting the efficiency and productivity of Secom Australia.

MULTI-SKILLING

The development through training, broadbanding and breakdown of demarcations between skills of job classifications which allow an employee performing the work to carry out a variety of skills and as a result increase productivity and flexibility.

ORDINARY HOURS OF WORK

The hours worked by an employee in an ordinary working day or week between prescribed starting and finishing time.

OVERTIME

The time worked outside or in excess of the ordinary hours of work prescribed in this Agreement. All overtime shall be paid at the hourly rate of pay defined in clause ✓

~~5.1.2:~~ 5.2.1.

SL-KD

SL KD JB
M. O'Connell

PART 3

CLASSIFICATION AND CAREER PATH

3.1 CLASSIFICATION STRUCTURE

- 3.1.1. The classification structure for Administrative staff at Secom Australia has been developed to allow employees to develop skills, flexibility to provide career path opportunities and provide for new work organisation arrangements that allow optimisation of people skills and hence improve the productivity and flexibility of Secom Australia.
- 3.1.2. Administrative staff will be notified of their new classification in writing and any changes to this classification must be in writing from Secom Australia. All Administrative staff employed by Secom Australia will carry out the duties and functions of the position for which they are employed and which are set out in clause 3.2.
- 3.1.3. The classification structure consists of nine (9) classifications and a detailed description of each classification follows in clause 3.2.
- 3.1.4. All positions are based on the principle of multi-skilling whereby employees gain an increased skill level as they move up through the organisation.

3.2 CLASSIFICATION DEFINITIONS

- 3.2.1. CASUAL Employees engaged on a casual basis as defined in clause 2.1. Casuals will not be hired in a classification beyond Coordinator 1.
- 3.2.2. JUNIOR 18 YEARS An individual aged 18 years old performing basic administrative duties under direct supervision.
- 3.2.3. JUNIOR 19 YEARS An individual aged 19 years old performing basic administrative duties under direct supervision.
- 3.2.4. JUNIOR 20 YEARS An individual aged 20 years old performing basic administrative duties under direct supervision.
- 3.2.5. COORDINATOR 2 An individual who works under direct supervision and performs mainly repetitive or routine administrative duties. Requires the exercise of limited discretion. Examples of duties in this grade may include receptionist, general typing and data input operator.
- 3.2.6. COORDINATOR 1 An individual who works under general supervision and performs administrative duties which involve the exercise of some initiative and minor decision making within a regular work routine. Examples of duties in this grade may include coordination of schedules, purchasing, document control and general typing.

3.2 CLASSIFICATION DEFINITIONS cont.

- 3.2.7. **ASSISTANT 2** An individual who works under limited supervision and receives limited instructions which relate only to matters of substance in the work assignment. Required to exercise independent initiative and judgement. Examples of duties in this grade may include report writing, development of proposals and negotiation with outside companies.
- 3.2.8. **ASSISTANT 1** An individual who works under limited supervision and receives limited instructions. Required to exercise independent initiative and judgement. This individual is likely to have formal qualifications in a particular area and will have a greater level of experience compared to Assistant 2.
- 3.2.9. **SUPERVISOR** An individual with a minimum of two years experience with the company and the ability to supervise administrative staff. The individual must have a sound understanding of all company policies and procedures in the administrative area.

3.3 LABOUR FLEXIBILITY

- 3.3.1. Secom Australia may direct an employee to carry out such duties as are reasonably within the limits of the employee's skills, competence and training.
- 3.3.2. Employees shall perform a wider range of duties including work which is incidental or peripheral to their main tasks or functions.
- 3.3.3. Employees shall comply with all reasonable requests to transfer or to perform any work provided for in this Agreement.
- 3.3.4. Employees shall take all reasonable steps to ensure the quality, accuracy and completion of any job or task assigned to the employee.

3.4 PERFORMANCE APPRAISAL

- 3.4.1. The parties agree that in order to implement an effective and efficient company structure, a system of individual performance appraisal is essential to meet the objectives of the organisation while at the same time rewarding individual employees for significant improvements in performance and productivity which are to be obtained pursuant to this Agreement.

3.4 PERFORMANCE APPRAISAL cont.

3.4.2. A system of performance appraisals will be conducted twice a year in May and November. The results of these performance appraisals will provide the basis for adjustment to performance pay as explained in Clause 4.2.

3.4.3. The system of performance appraisal will:

- ☒ relate to the development and application of relevant skills and the achievement of performance objectives and standards.
- ☒ recognise excellence in performance and provide feedback on agreed objectives and standards in the spirit of trust and cooperation.
- ☒ recognise the worth of individuals and ensure both equality of opportunity and the absence of discrimination.
- ☒ be flexible, adaptable and orientated towards a versatile and dynamic organisation.
- ☒ provide guidelines and criteria for the determination and variation of performance pay.

PART 4 REMUNERATION

4.1 WAGES

4.1.1. The minimum weekly rate of pay for each classification shall be such that no employee will receive less in weekly aggregate than that provided in the Award.

4.1.2. The minimum wages of employees covered by this Agreement shall be as set out hereunder:

Classification	Weekly Rate
Casual	\$12.7358/hour
Junior 18 Years	\$233.10
Junior 19 Years	\$266.60
Junior 20 Years	\$314.70
Coordinator 2	\$384.50
Coordinator 1	\$403.20

4.1 **WAGES cont**

Assistant 2	\$450.00
Assistant 1	\$500.00
Supervisor	\$522.00

- 4.1.3. The hourly rates for all classifications will be adjusted each twelve (12) months during the continuance of this Agreement on 01 July by the consumer price index (CPI) for the preceding twelve (12) months.

4.2 PERFORMANCE PAY

- 4.2.1. Secom Australia promotes remuneration based on each employee's performance. A performance based matrix (Appendix 1) will govern the remuneration level of every employee covered under this Agreement.
- 4.2.2. The minimum rate for each classification as outlined in clause 4.1.2 will be guaranteed.
- 4.2.3. The remuneration level may be adjusted twice each year based on the staff appraisal results. The percentage of increase and/or decrease of remuneration on the performance based matrix will be in accordance with the company's Performance Appraisal Policy.

4.3 OCCUPATIONAL SUPERANNUATION

- 4.3.1. Administrative staff shall be entitled to Occupational Superannuation in accordance with the provisions of the Occupational Superannuation (Administrative) Act 1992. Subject to Section 180 of the Industrial Relations Act 1991, all contributions shall be made to the Secom Australia Prudential Fund.

4.4 PAYMENT OF WAGES

- 4.4.1. Wages shall be paid on a fortnightly basis by way of Electronic Funds Transfer (EFT) into a bank account nominated by the employee or by cheque at the discretion of Secom Australia. Payment will be effected within three (3) working days after completion of the fortnightly pay cycle but should a public holiday occur during the 3 day period, payment will then be made within four (4) days after the completion of the fortnightly pay cycle.
- 4.4.2. If an employee identifies accidental underpayment of wages, this is to be paid during the following pay cycle or within two (2) working days by cheque. Similarly, accidental overpayment of wages will be deducted in the pay cycle following identification of the error and following notification to the employee.

PART 5

HOURS OF WORK

5.1 ORDINARY HOURS

- 5.1.1. Ordinary hours of work for employees shall be an average of 38 hours per week to be worked between 07:00am and 07:00pm Monday to Friday inclusive.
- 5.1.2. The ordinary hours of work on each day outlined in clause 5.1.1. shall not exceed 7 hours and 36 minutes.
- 5.1.3. The starting time for all Administrative staff shall not be altered without seven (7) days notice being given by Secom Australia to the employee. However this notice period may be overruled in an emergency situation.
- 5.1.4. Casual Employee - The ordinary hours of work for casual staff will be determined by Secom Australia and will be on an "as required" basis to a maximum of thirty (30) hours per week. A casual employee may work a minimum of two hours and a maximum of six hours on any one day.

5.2 OVERTIME

- 5.2.1. All time worked in excess of the hours prescribed in clause 5.1.1. of this Agreement shall be overtime and shall be paid for at the rate of time and one-half for the first two hours and double time thereafter.
- 5.2.2. Administrative staff shall perform such work in excess of ordinary hours as reasonably required by Secom Australia.
- 5.2.3. Overtime will not be payable to employees classified as Assistant 1 or Supervisor as the higher base rates are inclusive of overtime hours. Employees classified as Assistant 2 will not receive overtime payments from Pay Class 9 and above.
- 5.2.4. Overtime will be paid for the actual time worked with no payment for overtime on any one day less than 30 minutes.
- 5.2.5. Casual Employee - Overtime will be paid to casual employees at the rate of double time for all work over thirty (30) hours per week. Overtime will not be calculated on a daily basis but on a weekly basis.

5.3 MEAL BREAKS

- 5.3.1. Employees shall be allowed a meal break of one hour between the hours of 12:00 and 2:00pm.
- 5.3.2. Employees shall not work more than five hours without a meal break.
- 5.3.3. Casual employees may work up to six hours without a meal break.

PART 6

LEAVE

6.1 ANNUAL LEAVE

- 6.1.1. After the completion of each twelve (12) months service with Secom Australia, all employees covered under this Agreement shall be entitled to 152 hours of annual leave exclusive of Public Holidays. Annual leave shall accrue and be given and taken in accordance with the provisions of the New South Wales Annual Holidays Act 1944 & any subsequent amendments to that Act.
- 6.1.2. Annual leave shall be given by Secom Australia and shall be taken by the Administrative staff as determined by Secom Australia. All annual leave accrued due must be taken within six (6) months of accrual except with the agreement of the Industrial Registrar.

6.2 ANNUAL LEAVE LOADING

- 6.2.1. Annual leave loading will be paid at the rate of 17.5%.

6.3 SICK LEAVE

- 6.3.1. Administrative staff shall be provided with the following sick leave entitlements:

☛ First year of continuous employment	38 hours
☛ Second and subsequent years of continuous employment	76 hours

- 6.3.2. An employee who is unable to attend for duty during his/her ordinary working hours by reason of personal illness or personal incapacity not due to his/her own serious and wilful misconduct, shall be entitled to be paid at the hourly rate of pay for the time of such non-attendance subject to the following:

- (A) An employee shall not be entitled to paid leave of absence for any period in respect of the which the employee is entitled to Worker's Compensation.
- (B) Any period of paid sick leave allowed by Secom Australia to an employee in any year of continued employment shall be deducted from the period of sick leave which may be allowed or may be carried forward under this Agreement in or in respect of such year.
- (C) The rights under this clause shall accumulate from year to year so long as the employee continues with Secom Australia so that any part of the entitlement prescribed in clause 6.3.1. which has not been allowed in any year may be claimed by the employee and shall be allowed by Secom Australia, subject to the conditions prescribed by this clause, in a subsequent year of such continued employment up to a maximum of 304 hours. There shall be no payment whatsoever for untaken leave on retirement or termination.

6.3 SICK LEAVE cont.

6.3.3. The payment for any absence on sick leave in accordance with this clause during the first three months of employment of an employee may be withheld by Secom Australia until the employee completes three months of employment at which time a retrospective payment shall be paid to the employee.

6.3.4. The granting of sick leave shall be subject to the following conditions and limitations:

(A) An employee unable to report for work because of sickness or any other reason is required to notify Secom Australia before the commencement of their ordinary working hours. If this is physically impossible, advance notification must be as early as possible - failure to do so will be considered neglect of duty. An employee must advise their Department Manager (or the most senior person) as early as possible of the reason for absence and give an estimate of the duration of absence.

(B) An employee shall furnish to Secom Australia a medical certificate, as evidence that he/she was unable by reason of such illness or injury to attend for duty on each day or days for which leave is claimed. Failure to produce a medical certificate will imply that the employee shall not be entitled to payment for the period of absence.

6.3.5. For the purpose of this clause, continuous service shall be deemed not to have been broken by:

(A) Any absence from work on leave granted by Secom Australia; or

(B) Any absence from work by reason of personal illness, injury or other reasonable cause, proof of which shall, in each case, be upon the employee.

6.3.6. For the purpose of this clause, the word "year" shall mean a period of twelve months starting on the day of which the employment commenced.

6.3.7. Where Secom Australia has a concern over a pattern of regular absence, Secom Australia shall counsel the employee and may refer him/her to a medical practitioner selected by Secom Australia.

6.4 LONG SERVICE LEAVE

6.4.1. Entitlements to long service leave shall be in accordance with the NSW Long Service Act 1955 and subsequent amendments to that Act.

6.5 BEREAVEMENT LEAVE

6.5.1. Subject to notice being given and adequate proof of death within Australia being provided, an employee shall be entitled to a maximum of two days paid leave on the death of a spouse, child, step-child, father, mother, brother, sister, grandparents, mother-in-law, father-in-law, son-in-law or daughter-in-law, if such leave is necessary to arrange for and/or attend the funeral of the deceased.

6.5 BEREAVEMENT LEAVE cont.

6.5.2. The right to such leave shall be dependent on compliance with the following conditions:

- (A) The employee shall give Secom Australia notice of their intention to take such leave as soon as practicable after the death of such relation.
- (B) The employee shall furnish proof of such death to the satisfaction of Secom Australia.
- (C) The employee shall not be entitled to leave under this clause during any period in relation to which they have been granted any other leave.

6.6 PARENTAL LEAVE

6.6.1. Entitlements to Parental leave shall be in accordance with Chapter 2, Division 3 of the New South Wales Industrial Relations Act 1991.

6.7 JURY LEAVE

6.7.1. An employee shall be allowed leave of absence during any period when required to attend for jury service.

6.7.2. During such leave of absence an employee shall be paid the difference between the jury service fees received and the hourly rate of pay as if he/she was working.

6.7.3. An employee shall be required to supply Secom Australia proof of jury service fees received and proof of the requirements to attend and attendance of jury service and shall give Secom Australia notice of such requirements as soon as practicable after receiving notification to attend for jury service.

6.8 PUBLIC HOLIDAYS

6.8.1. The days which are observed as public holidays under this Agreement are any days proclaimed or gazetted as a public holiday throughout New South Wales. At the time of entering into this Enterprise Agreement the Public Holidays are New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Labour Day, Christmas Day and Boxing Day.

6.8.2. In addition, the Company picnic day will be observed on the first Monday in August each year.

6.8 PUBLIC HOLIDAYS cont

- 6.8.3. Employees shall be entitled to the above holidays without the loss of pay provided that the employee shall only be entitled to such holidays that occur on Monday to Friday inclusive. Employees shall be paid at the hourly rate for all time worked on public holidays.
- 6.8.4. Where an employee is absent from employment on the working day before or the working day after a public holiday without reasonable excuse or without the consent of Secom Australia, the employee shall not be entitled to payment for such a holiday.

PART 7 OTHER CONDITIONS

7.1 PROBATION

- 7.1.1. All new employees shall be on a three (3) month probation period. During this probationary period, employment may be terminated by Secom Australia or the employee as follows:

Month 1	One (1) hours notice
Months 2 & 3	One (1) days notice

7.2 PROMOTION

- 7.2.1. Secom Australia supports the principle of promotion from within. All employees will be provided with every opportunity to improve their skills and knowledge at each classification level to enable them to become eligible for promotion.

7.3 TRAINING

- 7.3.1. The parties to this Agreement commit themselves to continuing and upgrading the training provided to Administrative staff. It is agreed the parties will cooperate in ensuring that such training is maintained and improved.
- 7.3.2. When Administrative staff are required by Secom Australia to attend training courses on or away from the regular work location, payment will be at the hourly rate. Training time does not attract overtime payments, additional allowances, travelling time or call back allowances.

7.4 MEDICAL EXAMINATION

- 7.4.1. Secom Australia encourages all employees to maintain a high level of health and fitness.
- 7.4.2. All Administrative staff maybe required to attend an annual medical examination conducted by a Secom approved medical centre. All results will be sent directly to the employee. The cost of the medical examination will be met by Secom Australia.

7.5. UNIFORM AND DRESS STANDARDS

- 7.5.1. In positions where Administrative staff are required to wear a uniform, the uniform shall be supplied by Secom Australia, free of charge, to the employee. The uniform shall remain the property of Secom Australia and shall be returned to the company in the event of the termination of the employment.
- 7.5.2. Administrative staff who are not required to wear a uniform shall dress in an appropriate manner for the position they hold.

7.6 HEALTH AND SAFETY

- 7.6.1. Both parties to this Agreement are committed to safe working practices and to the good health of all employees. To facilitate this it is provided that:
- ☞ It is the obligation of Secom Australia to provide a safe and healthy workplace.
 - ☞ All work-related injuries must be reported to the Administration Department and noted by the same. Failure to report incidents may jeopardise payment of Worker's Compensation, should this consequently be claimed.
 - ☞ Any damage to company equipment must be reported to the Department Manager as soon as possible.

7.7 DISCIPLINARY PROCEDURE

- 7.7.1. Secom Australia requires all employees to maintain a fair and reasonable output of work, to protect company property, to cooperate willingly with and act in a fair and reasonable manner towards fellow employees and to comply with all reasonable instructions from management.
- 7.7.2. When an employee acts in contrary to that outlined in 7.7.1., they will be counselled by their Department Manager. Such counselling will ensure that the employee understands the standards expected of them and will be offered assistance and guidance to achieve these standards.

7.7 DISCIPLINARY PROCEDURE cont

- 7.7.3. Should unsatisfactory behaviour continue in an area in which counselling has been provided, then a formal warning system will be followed as outlined in the company policy on Disciplinary Procedure.

7.8 TERMINATION OF EMPLOYMENT

- 7.8.1. One (1) week's written notice shall be given by either party of the termination of employment, or one (1) week's wage allowed or forfeited in lieu thereof.
- 7.8.2. Administrative staff shall upon cessation of employment be required to return all company owned uniforms, badges, keys and equipment issued to them.
- 7.8.3. In certain cases an employee may be subject to instant dismissal and entitled only to all wages and accrued annual leave due to the employee up to the time of the dismissal. Circumstances which may result in instant dismissal without notice are:
- a. Negligence or neglect of duty
 - b. Misconduct or insubordination
 - c. A conviction (other than a minor offence)
 - d. The passing of information onto unauthorised persons of techniques, methods, routes, systems installations, prices, schedules or clients.
 - e. Drinking or being under the influence of alcoholic beverages or drugs during the hours of duty.
- 7.8.4. The one (1) weeks' termination of employment notice cannot be counted as annual leave or part thereof.

7.9 ABANDONMENT OF EMPLOYMENT

- 7.9.1. Where any employee absents him/herself from work for a continuous period exceeding three (3) days without the consent of Secom Australia, or without notification to Secom Australia, or without good cause, he/she shall be deemed to have terminated his/her employment.

7.10 CONFIDENTIALITY

- 7.10.1. Employees shall not during continuance of their employment with Secom Australia use any confidential information concerning the Company or its business affairs or the business affairs of any client of the Company which may have been acquired in the course of or as incidental of his/her employment for his/her own benefit or the benefit of any other person or company or to the detriment or intended or probable detriment of Secom Australia. To do so is a dismissible offence as per Clause 7.8.3.
- 7.10.2. All employees will be required to sign a Confidentiality Agreement upon commencement of employment at Secom Australia.

7.11 DISPUTE RESOLUTION

- 7.11.1. The objective of the Dispute Resolution Procedure is to allow both parties access to a system to discuss and resolve all matters of grievance and dispute.
- 7.11.2. Both parties agree to undertake all necessary steps to ensure that all issues receive prompt attention and are resolved by conciliation, preferably by the internal settlement of issues.
- 7.11.3. During a dispute the status quo existing immediately prior to the matter giving rise to the dispute will remain. Work will proceed without stoppage or the imposition of any ban, limitation or restriction.
- 7.11.4. The agreed procedure is detailed hereunder:

- | | |
|---------|--|
| Stage 1 | The employee will contact the Supervisor and attempt to settle the matter at this level. |
| Stage 2 | If the matter is not settled at Stage 1, the employee will meet with the supervisor and his/her Manager. |
| Stage 3 | If the matter is not settled at Stage 2, the employee will meet with the Manager and Human Resources representative. |
| Stage 4 | If Stage 3 is unsuccessful, the employee will meet with the Manager, Human Resources representative and Managing Director. |
| Stage 5 | If Stage 4 is unsuccessful the employee has the right to take their case to a Trade Union. |
| Stage 6 | If the matter remains unresolved, it shall be referred to the Industrial Relations Commission of NSW. |

Every effort will be made to ensure that the process contained in Stages 1,2,3 & 4 above will be completed within 7 working days. There shall be the opportunity for any party to raise the issue to a higher stage at anytime.

7.12 NO EXTRA CLAIM

- 7.12.1. It is acknowledged by both parties to this Agreement that there will be no extra claims during the period of this Agreement, with the exception to any state wage case in accordance with the Industrial Relations Commission's decisions.

PART 8 DECLARATION AND SIGNATORIES

8.1 DECLARATION

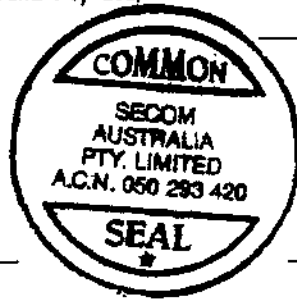
- 8.1.1. This Agreement has been negotiated through extensive consultation between Management and employees. The content of this Agreement has been canvassed with all parties. All parties are entering into this Agreement with full knowledge as to the content and effect of the document.
- 8.1.2. The parties declare that this Agreement:
- a. is not contrary to public interest
 - b. is not unfair, harsh or unconscionable
 - c. was not entered into under duress; &
 - d. is in the interests of the parties.

8.2 FUTURE NEGOTIATIONS

- 8.2.1. The parties agree to commence negotiations on a new Agreement no later than three (3) months prior to the expiry date of this Agreement. During this three (3) month deliberation period the parties will meet in order to seek agreement and/or resolution of any issues.
- 8.2.2. In the event that the parties fail to negotiate a new agreement and this Agreement is terminated in accordance with the provisions of Section 124 of the New South Wales Industrial Relations Act 1991, employees will revert to the appropriate Award.

8.3 SIGNATORIES

The Common Seal of Secom Australia Pty Ltd)
was affixed hereto in the
presence of:



[Signature]
HIROOMI TAMAOKI
Managing Director

[Signature]
Secretary

08/07/94
Date

Signed by all individuals employed as Administrative Staff at Secom Australia Pty Ltd in New South Wales as at 07 July 1994.

1. *[Signature]*
Angela Deacon
8/7/94
Date

[Signature]
Witness

2. *[Signature]*
Leanne Duong
08. 07. 94
Date

[Signature]
Witness

3. *[Signature]*
Michael Lau
08. 07. 94
Date

[Signature]
Witness

ADMINISTRATIVE POSITIONS PERFORMANCE PAY SCALES

PAY CLASS	COORDINATOR 2		COORDINATOR 1		ASSISTANT 2		ASSISTANT 1		SUPERVISOR	
	Hourly Rate	Weekly	Hourly Rate	Weekly	Hourly Rate	Weekly	Hourly Rate	Weekly	Hourly Rate	Weekly
1	\$10.1183	\$384.50	\$10.6106	\$403.20	\$11.8421	\$450.00	\$13.1578	\$500.00	\$13.6843	\$522.00
2	\$10.2185	\$388.30	\$10.7156	\$407.19	\$11.9581	\$454.41	\$13.2861	\$504.87	\$13.8849	\$527.63
3	\$10.3191	\$392.13	\$10.8211	\$411.20	\$12.0741	\$458.82	\$13.4139	\$509.73	\$14.0861	\$535.27
4	\$10.4202	\$395.97	\$10.9271	\$415.28	\$12.1900	\$463.22	\$13.5413	\$514.57	\$14.2879	\$542.94
5	\$10.5218	\$399.83	\$11.0336	\$419.28	\$12.3057	\$467.62	\$13.6682	\$519.39	\$14.4901	\$550.62
6	\$10.6238	\$403.70	\$11.1406	\$423.34	\$12.4213	\$472.01	\$13.7945	\$524.19	\$14.6928	\$558.33
7	\$10.7263	\$407.60	\$11.2481	\$427.43	\$12.5367	\$476.39	\$13.9203	\$528.97	\$14.8958	\$566.04
8	\$10.8292	\$411.51	\$11.3560	\$431.53	\$12.6519	\$480.77	\$14.0455	\$533.73	\$15.0991	\$573.77
9	\$10.9326	\$415.44	\$11.4644	\$435.65	\$12.7669	\$485.14	\$14.1700	\$538.46	\$15.3026	\$581.50
10	\$11.0364	\$419.38	\$11.5733	\$439.79	\$12.8817	\$489.50	\$14.2938	\$543.16	\$15.5063	\$589.24
11	\$11.1406	\$423.34	\$11.6826	\$443.94	\$12.9962	\$493.86	\$14.4169	\$547.84	\$15.7101	\$596.98
12	\$11.2453	\$427.32	\$11.7924	\$448.11	\$13.1104	\$498.20	\$14.5393	\$552.49	\$15.9140	\$604.73
13	\$11.3504	\$431.32	\$11.9026	\$452.30	\$13.2243	\$502.52	\$14.6609	\$557.11	\$16.1178	\$612.48
14	\$11.4559	\$435.32	\$12.0132	\$456.50	\$13.3379	\$506.84	\$14.7817	\$561.70	\$16.3215	\$620.22
15	\$11.5618	\$439.35	\$12.1242	\$460.72	\$13.4511	\$511.14	\$14.9016	\$566.26	\$16.5251	\$627.95
16	\$11.6681	\$443.39	\$12.2357	\$464.96	\$13.5639	\$515.43	\$15.0206	\$570.78	\$16.7284	\$635.68
17	\$11.7748	\$447.44	\$12.3476	\$469.21	\$13.6763	\$519.70	\$15.1387	\$575.27	\$16.9314	\$643.39
18	\$11.8819	\$451.51	\$12.4599	\$473.48	\$13.7883	\$523.96	\$15.2558	\$579.72	\$17.1340	\$651.09
19	\$11.9893	\$455.59	\$12.5726	\$477.76	\$13.8998	\$528.19	\$15.3719	\$584.13	\$17.3362	\$658.78
20	\$12.0971	\$459.69	\$12.6856	\$482.05	\$14.0108	\$532.41	\$15.4869	\$588.50	\$17.5379	\$666.44
21	\$12.2053	\$463.80	\$12.7990	\$486.36	\$14.1213	\$536.61	\$15.6009	\$592.83	\$17.7390	\$674.08
22	\$12.3138	\$467.92	\$12.9128	\$490.69	\$14.2312	\$540.79	\$15.7138	\$597.12	\$17.9394	\$681.70
23	\$12.4227	\$472.06	\$13.0270	\$495.03	\$14.3406	\$544.94	\$15.8255	\$601.37	\$18.1391	\$689.29
24	\$12.5319	\$476.21	\$13.1415	\$499.38	\$14.4494	\$549.08	\$15.9360	\$605.57	\$18.3380	\$696.84
25	\$12.6414	\$480.37	\$13.2564	\$503.74	\$14.5575	\$553.19	\$16.0453	\$609.72	\$18.5360	\$704.37
26	\$12.7512	\$484.55	\$13.3716	\$508.12	\$14.6650	\$557.27	\$16.1533	\$613.83	\$18.7330	\$711.85
27	\$12.8614	\$488.73	\$13.4871	\$512.51	\$14.7718	\$561.33	\$16.2600	\$617.88	\$18.9290	\$719.30
28	\$12.9719	\$492.93	\$13.6029	\$516.91	\$14.8779	\$565.36	\$16.3654	\$621.89	\$19.1239	\$726.71
29	\$13.0827	\$497.14	\$13.7191	\$521.33	\$14.9833	\$569.37	\$16.4695	\$625.84	\$19.3176	\$734.07
30	\$13.1938	\$501.36	\$13.8356	\$525.75	\$15.0879	\$573.34	\$16.5722	\$629.74	\$19.5101	\$741.38
31	\$13.3051	\$505.59	\$13.9523	\$530.19	\$15.1918	\$577.29	\$16.6734	\$633.59	\$19.7012	\$748.65
32	\$13.4167	\$509.83	\$14.0693	\$534.63	\$15.2949	\$581.21	\$16.7732	\$637.36	\$19.8909	\$755.85
33	\$13.5286	\$514.09	\$14.1866	\$539.09	\$15.3971	\$585.09	\$16.8715	\$641.12	\$20.0791	\$763.01
34	\$13.6407	\$518.35	\$14.3042	\$543.56	\$15.4985	\$588.94	\$16.9683	\$644.80	\$20.2658	\$770.10
35	\$13.7531	\$522.62	\$14.4220	\$548.04	\$15.5990	\$592.76	\$17.0635	\$648.41	\$20.4508	\$777.13
36	\$13.8657	\$526.90	\$14.5401	\$552.52	\$15.6986	\$596.55	\$17.1571	\$651.97	\$20.6341	\$784.10
37	\$13.9785	\$531.18	\$14.6584	\$557.02	\$15.7972	\$600.29	\$17.2491	\$655.47	\$20.8156	\$790.99
38	\$14.0915	\$535.48	\$14.7769	\$561.52	\$15.8949	\$604.01	\$17.3394	\$658.90	\$20.9953	\$797.82
39	\$14.2047	\$539.78	\$14.8957	\$566.04	\$15.9916	\$607.68	\$17.4280	\$662.26	\$21.1730	\$804.57
40	\$14.3181	\$544.09	\$15.0147	\$570.56	\$16.0873	\$611.32	\$17.5149	\$665.57	\$21.3487	\$811.25

ADMINISTRATIVE POSITIONS PERFORMANCE PAY SCALES

PAY CLASS	CASUALS		JUNIOR 18YRS		JUNIOR 19 YRS		JUNIOR 20 YRS	
	Hourly Rate	Weekly	Hourly Rate	Weekly	Hourly Rate	Weekly	Hourly Rate	Weekly
1	12.73579	\$483.96	\$6.1342	\$233.10	\$7.0158	\$266.60	\$8.2816	\$314.70
2	\$12.8619	\$488.75	\$6.1949	\$235.41	\$7.0852	\$269.24	\$8.3636	\$317.82
3	\$12.9886	\$493.57	\$6.2559	\$237.72	\$7.1550	\$271.89	\$8.4460	\$320.95
4	\$13.1159	\$498.40	\$6.3172	\$240.05	\$7.2251	\$274.55	\$8.5288	\$324.09
5	\$13.2437	\$503.26	\$6.3788	\$242.39	\$7.2955	\$277.23	\$8.6119	\$327.25
6			\$6.4407	\$244.75	\$7.3662	\$279.92	\$8.6954	\$330.43
7			\$6.5028	\$247.11	\$7.4373	\$282.62	\$8.7793	\$333.61
8			\$6.5652	\$249.48	\$7.5087	\$285.33	\$8.8635	\$336.81
9			\$6.6279	\$251.86	\$7.5804	\$288.06	\$8.9481	\$340.03
10			\$6.6908	\$254.25	\$7.6524	\$290.79	\$9.0331	\$343.26
11			\$6.7540	\$256.65	\$7.7247	\$293.54	\$9.1184	\$346.50
12			\$6.8175	\$259.07	\$7.7973	\$296.30	\$9.2041	\$349.76
13			\$6.8812	\$261.49	\$7.8702	\$299.07	\$9.2901	\$353.02
14			\$6.9452	\$263.92	\$7.9433	\$301.85	\$9.3764	\$356.30
15			\$7.0094	\$266.36	\$8.0167	\$304.63	\$9.4631	\$359.60
16			\$7.0738	\$268.80	\$8.0904	\$307.44	\$9.5501	\$362.90
17			\$7.1385	\$271.26	\$8.1644	\$310.25	\$9.6374	\$366.22
18			\$7.2034	\$273.73	\$8.2386	\$313.07	\$9.7250	\$369.55
19			\$7.2685	\$276.20	\$8.3131	\$315.90	\$9.8129	\$372.89
20			\$7.3339	\$278.69	\$8.3878	\$318.74	\$9.9011	\$376.24
21			\$7.3995	\$281.18	\$8.4628	\$321.59	\$9.9896	\$379.60
22			\$7.4653	\$283.68	\$8.5380	\$324.44	\$10.0784	\$382.98
23			\$7.5313	\$286.19	\$8.6135	\$327.31	\$10.1675	\$386.37
24			\$7.5975	\$288.71	\$8.6892	\$330.19	\$10.2569	\$389.76
25			\$7.6639	\$291.23	\$8.7651	\$333.07	\$10.3465	\$393.17
26			\$7.7305	\$293.76	\$8.8413	\$335.97	\$10.4364	\$396.58
27			\$7.7973	\$296.30	\$8.9177	\$338.87	\$10.5266	\$400.01
28			\$7.8643	\$298.84	\$8.9943	\$341.78	\$10.6170	\$403.45
29			\$7.9315	\$301.40	\$9.0711	\$344.70	\$10.7077	\$406.89
30			\$7.9988	\$303.95	\$9.1481	\$347.63	\$10.7986	\$410.35
31			\$8.0663	\$306.52	\$9.2253	\$350.56	\$10.8897	\$413.81
32			\$8.1340	\$309.09	\$9.3027	\$353.50	\$10.9810	\$417.28
33			\$8.2018	\$311.67	\$9.3803	\$356.45	\$11.0726	\$420.76
34			\$8.2698	\$314.25	\$9.4580	\$359.40	\$11.1644	\$424.25
35			\$8.3379	\$316.84	\$9.5359	\$362.36	\$11.2564	\$427.74
36			\$8.4062	\$319.44	\$9.6140	\$365.33	\$11.3486	\$431.25
37			\$8.4746	\$322.03	\$9.6922	\$368.30	\$11.4409	\$434.75
38			\$8.5431	\$324.64	\$9.7706	\$371.28	\$11.5334	\$438.27
39			\$8.6118	\$327.25	\$9.8491	\$374.27	\$11.6261	\$441.79
40			\$8.6806	\$329.86	\$9.9278	\$377.26	\$11.7189	\$445.32

