

**REGISTER OF
ENTERPRISE AGREEMENTS**

ENTERPRISE AGREEMENT NO: EA02/23

TITLE: Minchinbury Distribution Centre Security Officers Agreement 2001

I.R.C. NO: 201/8208

DATE APPROVED/COMMENCEMENT: 19 December 2001

TERM: 19 December 2004

**NEW AGREEMENT OR
VARIATION:** New

GAZETTAL REFERENCE: 15 March 2002

DATE TERMINATED:

NUMBER OF PAGES: 25

COVERAGE/DESCRIPTION OF

EMPLOYEES: Applies to employees engaged as security officers at the Woolworths Minchinbury Distribution Centre, 69 Sargents Road, Minchinbury, NSW

PARTIES: Woolworths Limited -&- the Australian Liquor, Hospitality and Miscellaneous Workers Union, New South Wales Branch

MINCHINBURY DISTRIBUTION CENTRE SECURITY OFFICERS AGREEMENT 2001

1. ARRANGEMENT

| Clause No. | Subject matter |
|------------|---|
| 1 | Arrangement |
| 1A | Parties |
| 1B | Relationship to Parent Award |
| 2 | No Further Claims |
| 3 | Definitions |
| 4 | Engagement, Payment & Termination |
| 5 | Flexibility of Work |
| 6 | Hours of Work |
| 7 | Shift Work |
| 8 | Wages |
| 9 | Additional Rates |
| 10 | Rest Pauses |
| 11 | Meal Break |
| 12 | Miscellaneous Conditions |
| 13 | Mixed Functions |
| 14 | Training |
| 15 | Sick Leave |
| 16 | Compassionate Leave |
| 17 | Public Holidays |
| 18 | Annual Leave |
| 19 | Annual Holiday Loading |
| 20 | Overtime |
| 21 | Meal Allowances |
| 22 | Call Back |
| 23 | Jury Service |
| 24 | Travelling Time, Expenses, Allowances etc |
| 25 | Uniforms |
| 26 | Dispute Settlement Procedure |
| 27 | Introduction of Change |
| 28 | Redundancy |
| 29 | Parental Leave |
| 30 | Carers Leave |
| 31 | Anti Discrimination Clause |
| 32 | Area, Incidence and Duration |

1A. PARTIES

The parties to this agreement are Woolworths Limited and the Australian Liquor, Hospitality and the Miscellaneous Workers Union, NSW Branch.

1B. RELATIONSHIP TO PARENT AWARD

The terms and conditions of this Agreement replace in total the terms and conditions of the Security Industry (State) Award and all variations thereof, which would otherwise govern the employment relationship at the enterprise of employees employed to perform the classes of work to which this Agreement applies.

2. NO FURTHER CLAIMS

It is agreed by both parties that there will be no further claims for increases in wages or conditions of employment for the duration of the agreement.



3. DEFINITIONS

(i) "Security Officer" - means:

An employee engaged to watch, guard or protect premises and/or property and an employee stationed at an entrance and/or exit whose principle duties shall include the control of movement of persons, vehicles, goods and/or property coming out of or going into premises or property, including vehicles carrying goods of any description to ensure that the quantity and description of such goods is in accordance with the requirements of the relevant document and/or gate pass and who also may have other duties to perform such as monitoring surveillance cameras and required security check on either employees or members of the public.

(ii) "Senior Security Officer"

An employee engaged to carry out duties as per (i) of this clause when required and would also be responsible for the overall operations of the unit. The position is also responsible for the training of both contract staff and company employees.

(iii) "Security Officer - Second in Charge"

An employee engaged to carry out duties as per (i) of this clause with the addition that in the event of the absence of the Senior Security Officer would then be responsible for the operation of the unit and would report to the Senior Security Officer. The position is also responsible for the training of both contract staff and company employees.

(iv) A weekly employee means a full-time employee or part-time employee.

(v) Full time employee means an employee engaged to work an average of 36 ordinary hours per week, pursuant to clause 6, Hours.

(vi) Part-Time employee means a weekly employee who works a regular roster of between 10 and 35 hours per week.

(vii) A casual employee shall be any employee other than a weekly employee, engaged and paid on an hourly basis.

(viii) Rostered Day Off means the day arising from the working of ordinary hours in a 9 day/2 week cycle.

(ix) Union means "The Australian Liquor, Hospitality and Miscellaneous Workers Union."

(x) Company means "Woolworths Limited"

4. ENGAGEMENT, PAYMENT AND TERMINATION

(i) Engagement - An employee shall be employed as a weekly, part-time or a casual employee.

(ii) Part-time employees for each hour worked during ordinary time shall be paid an hourly rate equal to the appropriate weekly rate divided by thirty-six, with a minimum payment on any one shift of three hours.

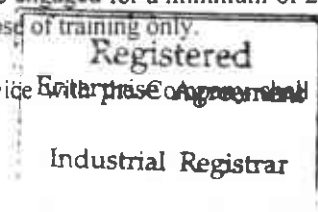
(a) Ordinary hours of work, exclusive of meal times, shall be the same as those prescribed for full time employees but shall not in any case be less than three hours work per day nor less than ten hours work per week nor more than 35 hours work per week.

(b) The provisions of this agreement with respect to sick leave, holidays, shift allowance and weekend penalties shall apply to part-time employees on a pro rata basis.

(iii) Casual employees for each hour worked during ordinary time shall be paid an hourly rate equal to the appropriate weekly rate divided by thirty-six plus an additional loading of 20 per cent in lieu of entitlements to sick leave, annual leave, public holidays or other forms of leave (excluding long service leave) for all hours worked other than overtime with a minimum payment on any one shift of 3 hours.

Provided further that upon employment, a new casual employee may be engaged for a minimum of 2 hours for the first two engagements provided that these engagements shall be for the purpose of training only.

(iv) Probationary Period - Employees engaged without any previous service with this Agreement shall be engaged for a



probationary period of 3 months and may have their services terminated with one hours notice during this period.

(v) Proof of Age - Upon the engagement of an employee, such employee if required to do so, must furnish to the Company a correct statement in writing, of their age certified to by statutory declaration or birth certificate. When an employee cannot prove age in the ordinary way, a passport, military or naval discharge or consular document shall be proof of age.

(vi) Time and Payment of Wages -

All wages shall be paid weekly via electronic funds transfer in arrears no later than 4 days after the end of the week in which the wages fell due. Any employee who is not paid on such day shall be paid overtime rates for all time subsequently worked until payment is made.

Where employment is terminated an employee shall be paid forthwith all ordinary wages due and shall be paid all overtime and other monies due within seven days of the date of the termination of employment.

(vii) Termination of Employment -

(a) In the case of misconduct justifying instant dismissal an employee may be instantly dismissed.

(b) In all other cases employment may be terminated by either party -

(1) during the first three months of employment by one hours notice;

(2) thereafter, by one week's notice or by the payment or forfeiture of one week's pay.

(c) Employment shall not be terminated, except for misconduct, while the employee is legitimately absent from duty on accrued sick leave.

(d) Termination Immediately Prior to a Public Holiday - Subject to subclause (i) of clause 17, Public Holidays, an employee, after more than two weeks' employment whose employment is terminated by the Company on the business day preceding a public holiday or holidays, other than for misconduct, shall be paid for such public holiday or holidays.

(e) Termination prior to Christmas - Notwithstanding the provisions of paragraph (d) hereof an employee engaged on or after 1st December in any year whose employment finishes before Christmas Day and who is not re-employed within four weeks of Christmas Day by the same Company is not entitled to payment for the Christmas holidays.

(f) Certificate of Service - An employee who has been employed for not less than one month, on leaving or being discharged shall, upon request, be entitled to a statement in writing containing the date when the employment began and the date of termination. The statement shall be the property of the employee.

(viii) Formal Counselling Procedure - Employee other than probationary employees will be subject to a formal counselling procedure before termination can take place.

The procedure being:

(a) First Counselling - explaining reasons with a Union Delegate present if so requested by the employee.

(b) Second Counselling - explaining reasons with a Union Delegate present if so requested by the employee.

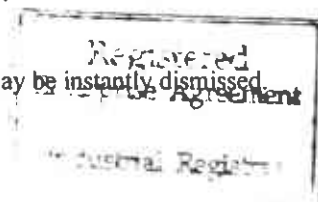
(c) Dismissal - explaining reasons with a Union Delegate present if so requested by the employee.

(d) Written details will be kept of all meetings.

(e) A copy of written details referred to in paragraph (d) of this subclause will be forwarded to the employee and the Secretary of the Union in respect of employees who are members of the Union.

(f) The Company will, if requested to by the employee and/or their representative, discuss the length of time, the Company regards the warning as being current for the purposes of the first and second steps of the procedure referred to above.

(ix) In the case of misconduct justifying instant dismissal an employee may be instantly dismissed.



5. FLEXIBILITY OF WORK

The Company may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training.

Employees shall take all reasonable steps to achieve quality, accuracy and completion of any job or task assigned to the employee.

Employees shall not impose any restrictions or limitations on a reasonable review of work methods or standard work times.

6. HOURS OF WORK

(i) The ordinary working hours of Security Officers, shall be between 0600 hours and 1800 hours Monday to Sunday, shall not exceed an average of seventy-two in each roster period of fourteen consecutive days, and such hours shall be worked in not more than ten shifts in such roster period with not more than one shift in any period of twenty-four hours.

(ii) The Company shall, by legible notice which shall bear the date when it is fixed, exhibit and keep exhibited in a place accessible to employees the current starting and finishing times for each employee for each day of the week. Such times, once notified, shall not be changed; without the payment of overtime, or by seven days' notice given in accordance with this subclause, provided that by agreement between the Company and employee less than seven days notice may be substituted in lieu thereof.

(iii) **ROSTERED START TIMES:**

(a) Any employee who fails to attend for their rostered shift start time may incur a penalty of the loss of 15 minutes or more in their wages. The imposing of this penalty will be at the discretion of the Senior Security Officer.

(b) If an employee fails to attend for their rostered shift start times more than 4 times in a calendar month and is subject to the penalty as in (a) then the employee will then become subject to clause 4 (viii) Counselling.

(iv) All full-time and part-time employees shall be rostered their ordinary hours of work on any five days of the week, Monday to Sunday, on the following basis:

(a) At least once every two weeks an employee shall be granted two consecutive days off.

(b) There shall not be more than three long days in any week. A long day is defined as a day not exceeding twelve ordinary hours of work. Provided that by mutual agreement additional long days may apply.

(c) The maximum number of ordinary hours which may be worked on any one day shall be 12 hours with a minimum of four hours for full-time employees and three hours for part-time and casual employees.

(d) Ordinary hours shall be worked on not more than 5 days in each week, provided that ordinary hours may be worked on 6 days in one week if in the following week ordinary hours are worked on not more than 4 days.

There shall be not less than a 8 hour break between finishing work (including overtime) on one day or shift and the commencement of work on the next day or shift. If on the instructions of the Company such an employee resumes or continues to work without having such period off duty, the employee shall be paid at double ordinary time until released from duty for such period, and such employee shall then be entitled to be absent until the employee has had such period off duty, without the loss of pay for ordinary working time occurring during such absence.

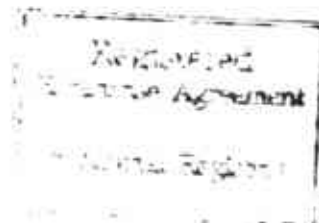
This subclause shall not apply in respect to overtime worked on days when the employee is not rostered to work.

(v) **Saturday and Sunday Work During Ordinary Hours:**

Employees required to work ordinary hours on a Saturday and/or Sunday shall be paid a loading for all time so worked at the following rates:-

Saturday work.....60%

Sunday work.....100%



7. SHIFT WORK

- (i) Definitions:
 - "Night Shift" means any shift finishing subsequent to midnight and at or before 0800.
 - "Afternoon Shift" means any shift finishing after 1830 and at or before Midnight on any night.
 - "Early Morning Shift" means any shift commencing at or after 0200 and before 0400.
 - "Morning Shift" means any shift commencing at or after 0400 and before 0600.
 - "Night shift Non-rotating" means any shift system in which night shifts are worked which do not rotate with another shift.

(ii) Shift Allowances:

- (a) The following additional allowances shall be paid to employees for work during the above defined shifts.

| | |
|--|-------|
| Morning Shift | 10% |
| Early Morning Shift | 15% |
| Afternoon Shift | 17.5% |
| Night Shift, Rotating with Day or Afternoon Shifts | 20% |
| Night Shift Non-rotating | 30% |

(b) Saturday, Sunday and Public Holiday Work During Ordinary Hours:

- (1) Employees required to work ordinary hours on a Saturday and/or Sunday shall be paid a loading for all time so worked at the following rates:

| | |
|--------------------------|------|
| Saturday work..... | 60% |
| Sunday work..... | 100% |
| Public Holiday Work..... | 150% |

- (2) The allowances prescribed in this subclause shall be in substitution for and not cumulative upon the shift work allowances prescribed in subclause (ii) (a) of this clause.

(c) Broken Shift Worker:

An employee working a broken shift shall be paid the following additional allowances;

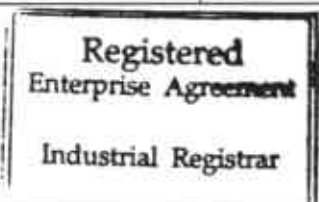
- (1) For each broken shift so worked a shift allowance of \$9.50 per shift.
- (2) Excess fares allowances of \$6.50 per week extra.

- (iii) Shift work allowances shall not be decreased by virtue of a shift worker's absence from work on account of a public holiday or if absent on annual leave, accrued sick leave and worker's compensation (except shift allowances prescribed in subclause (ii) (b) & (c) above, which shall not be paid for any absence), compassionate leave or jury service.

8. WAGES

Weekly adult employees - the minimum rate of pay shall be:

| | From Ratification | After 12 Months | After 24 Months |
|-------------------------------------|----------------------|--------------------|--------------------|
| Senior Security Officer | \$670.30 | \$697.11 | \$723.92 |
| Security Officer - Second in Charge | \$640.85 | \$666.48 | \$692.11 |
| Security Officer | \$618.20 | \$642.93 | \$667.65 |



9. **ADDITIONAL RATES**

(i) **First Aid:**

An employee who is a qualified first-aid assistant and is employed to carry out the duties of a qualified first-aid assistant shall be paid an additional amount of \$10.30 per week or \$2.05 per shift.

(ii) **Security Licence:**

Where an employee is required to hold a licence pursuant to the provisions of the Security (Protection) Industry Act 1985, such employee shall have the cost of such licence reimbursed by the Company on completion of each twelve months service.

Registered
Enterprise Agreement
Industrial Registrar

10. REST PAUSES

10.1 First Rest Pause

Each employee who works more than four hours on any engagement shall be allowed a rest pause of 10 minutes. A rest pause shall be counted and paid for as time worked.

10.2 Second Rest Pause

When in excess of eight hours are worked, the employee shall be entitled to two rest pauses.

11. MEAL BREAK

Meal breaks are counted and paid for as time worked. An employee who works more than six ordinary hours on any day must be allowed both a rest pause of ten minutes and a meal break of thirty minutes duration. The timing of which will be decided by the Company having regard to the needs of the business.

Where it is not practical to take a continuous meal break, such meal break is to be taken in one or more periods, in such manner as to not interfere with the continuous running of the establishment. The total duration of such periods shall not exceed thirty minutes in any one shift and such breaks should be taken at or near the workstation.

12. MISCELLANEOUS CONDITIONS

- (i) First Aid Kit: The Company shall provide a first aid kit outfit which shall be under the control of the owner or manager or other appointed person.
- (ii) Lockers: Where practicable, the Company shall provide locker accommodation for each employee. Lockers, where provided shall be maintained in good working order.
- (iii) Long Service Leave: See Long Service Leave Act 1955.
- (iv) Supply of Material: All materials necessary for employees to perform their work, shall be supplied by the Company.
- (v) Torches: Where an employee is required to carry a torch it shall be provided and maintained in working order by the Company. Employees shall be provided with replacement torch globes and batteries as required.
- (vi) Where it is necessary for an employee to attend court on the Company's behalf in connection with any matter arising out of or in connection with the employee's duties the time so occupied shall count as time worked.
- (vii) The Company undertakes to provide and maintain in working order a Refrigerator, Air Conditioner and Kettle.
- (viii) The Company undertakes to provide Tea, Coffee, Sugar, Milk and Cups.

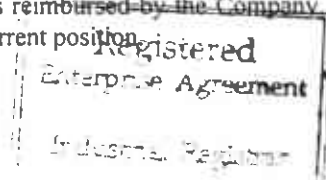
13. MIXED FUNCTIONS

An employee engaged for at least six hours on any day or shift on duties carrying a higher rate than the employees ordinary classification group shall be paid the higher rate for such day or shift, provided that an employee engaged for less than four hours on any one day or shift shall be paid the higher rate for the time worked.

Any employee who is required to perform work temporarily for which is a lower rate is paid shall not suffer any reduction in wages whilst so employed, provided that any work of less than one week's duration shall be deemed to be temporary.

14. TRAINING

- (i) All security officers who during their employment are required to undertake an approved training course, nominated by the Company and as required by the provisions of the Security (Protection) Industry Act 1985 (and regulations) or as required by the Company, shall have the cost of such training courses reimbursed by the Company. Provided that the undertaking of the training course is a requirement of the employee's current position.



- (ii) Reimbursable costs as referred to in subclause (i) herein shall include excess travelling expenses relating to the attendance at the said course.
- (iii)
 - (a) Employees shall be granted time off without loss of pay during ordinary hours.
 - (b) In cases where the courses are to be held outside the rostered shift of the employee required to attend the course, then:
 - (1) The rostered shift should be altered so that the employee can attend during ordinary working hours, or
 - (2) For the time spent attending the course, the employee can be granted time off in lieu on an hour for hour basis at a time convenient to the Company, or
 - (3) The employee shall be paid for attending the course at ordinary rates without the addition of penalties. Provided that such attendance shall not form part of the employee's ordinary roster for the purpose of clause 6, Hours Of Work.

The employee may elect which is the preferred option from (1), (2) or (3) above, with the option to be applied to be finally determined by the Company having regards to the needs of the establishment.

15. SICK LEAVE

- (i) An employee who, subject to subclause (ii) of the clause, is unable to attend for duty during ordinary working hours by reason of personal illness or personal incapacity not due to the employee's own serious and wilful misconduct, shall be entitled to be paid at ordinary time rates of pay for the time of such non attendance subject to the following:
 - (a) An employee shall not be entitled to paid leave of absences for any period in respect of which he is entitled to worker's compensation.
 - (b) The entitlement shall be 36 hours in the first year and 72 hours in the second and subsequent years of continued employment with the Company. Pro rata entitlements to apply to part-time employees.

Any period of paid sick leave allowed by the Company to an employee in any year of continued employment shall be deducted from accumulated sick leave. Any untaken sick leave shall accumulate under this agreement.

The payment for any absence on sick leave in accordance with this clause during the first three months of employment may be withheld by the Company until the employee completes such three months of employment at which time the payments shall be made.
- (ii) The granting of sick leave shall be subject to the following conditions and limitations:-
 - (a) The employee who does not give reasonable notice to the Company, prior to the commencement of such absence of their inability to attend for duty and, as far as possible, state the nature of such illness or injury and the estimated duration of the absence.
 - (b) To be entitled to payment, the employee shall provide the Company with a medical certificate when absent for:-
 - (a) more than 2 single days in any anniversary year
 - (b) 2 consecutive days or more

The Company may require satisfactory proof of illness for any absence on sick leave which is continuous with other forms of leave.
 - (c) For the purpose of this clause as it relates to part time employees, the number of hours the employee would have worked on the day on which the employee was absent, had the employee not been sick.
 - (d) Where an employee does not give reasonable notice to the Company of their inability to attend for duty prior to the commencement of the shift, the employee shall not be entitled to payment for that shift, provided however in the cases of accident or incapacity to notify, to receive payment for the above. This paragraph will be subject to the discretion of Warehouse Management in discussion with the Senior Security Officer.

Registered
 Warehouse Agreement
 1998-2000

- (iii) 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 the Company; or
 - (b) Any absence from work by reason of personal illness, injury or other reasonable cause, proof of which shall be supplied by the employee.
- (iv) For the purpose of this clause the word "year" shall mean a period of twelve months commencing on the day on which the employment commenced.

16. COMPASSIONATE LEAVE

An employee shall on the death of a wife, husband, father, mother, stepfather, stepmother, parent-in-law, grandparent, child, stepchild, grandchild, brother, sister, be entitled on notice to leave up to and including the day of the funeral of such relative and such leave shall be without deduction of pay for a period not exceeding the number of hours worked by the employee in three ordinary days' work. Proof of such death be furnished by the employee to the satisfaction of the Company, together with proof of attendance in the case of funeral outside Australia.

Where the death of a named relative herein occurs outside Australia and the employee does not attend the funeral the employee shall be entitled to one day only, unless the employee can demonstrate to the Company that additional time up to a period of three days is justified. Provided however, that this clause shall have no operation while the period of entitlement to leave under it coincides with any other period of entitlement to leave. For the purpose of this clause the words wife or husband shall not include a wife or husband from whom the employee is separated but shall include a person who lives with the employee as a de facto "wife" or "husband" as the case may be.

17. PUBLIC HOLIDAYS

- (i) The days observed as New Years day, Australia Day, Good Friday, Easter Saturday, Easter Monday, Anzac Day, Queen's Birthday, Eight Hour Day, Christmas Day, Boxing Day and all days proclaimed as public holidays for the state, provided that any proclaimed as a holiday for the state for a special purpose but observed throughout the state on different days also shall be a holiday.
- (ii) Every employee will be required to complete their rostered shift unless by mutual agreement with the Company they may then be released from the said rostered shift.
- (iii) Weekly employees allowed a holiday specified herein shall be deemed to have worked in the week in which the holiday falls the number of ordinary working hours that the employee would have worked had the day not been a holiday.

Provided that any employee whose roster is changed with the intent of avoiding or reducing payment due or the benefit applicable under this clause and who would, but for the change of roster, have been entitled otherwise to a payment or benefit for a public holiday or holidays shall be paid for such holidays as if the roster had not been changed.

An employee absent without leave on the day before or the day after a holiday shall be liable to forfeit wages for the day of the absence as well as for the holiday except where the Company is satisfied that the employee's absence was caused through illness in which case wages shall not be forfeited for the holiday, provided that an employee absent on one day only either before or after a group of holidays, shall forfeit wages only for one holiday as well as for the period of absence.

- (iv) All rostered ordinary hours worked on any of the holidays prescribed in subclause (i) hereof shall be paid for at the rate of double time and one half with a minimum payment of three hours.
- (v) In addition to the holiday prescribed in subclause (i) of this clause, weekly employees shall be entitled to an additional holiday without loss of pay, and this day shall be known as the picnic day, on the first Monday of August in any year.

Where the Company remains open and an employee volunteers to work on the picnic day, such employee shall then be given another day off without loss of pay or an additional day's pay at ordinary hourly rates. Such alternate day shall be given and taken on a day which is mutually agreed between the Company and the employee.

Provided that in no circumstances shall an employee forfeit entitlement to an additional holiday and should such extenuating circumstances where the day is not taken as prescribed above it must be given and taken on a day without loss of pay and taken at a mutually acceptable time.

Provided further that where an employee's employment is terminated prior to the taking of such alternate day, the employee shall receive an additional day's pay on termination.

Provided further that employees on annual leave or long service leave on the day referred to in this subclause. A lieu day will be granted and may be taken at a mutually acceptable time.

For the purpose of this clause any employee whose ordinary hours of work commence before and continue past midnight shall be regarded as working on a holiday only if the greater number of the employee's working hours fall on the holiday, in which case the time worked shall be regarded as holiday work. Provided that if the number of ordinary time worked shall be equal, all ordinary time worked shall be regarded as time worked on the day on which the shift commenced.

18. ANNUAL LEAVE

The following shall apply only to weekly employees:

- (i) See Annual holidays act 1944.
- (ii) Seven Day Shift Workers:-

In addition to the benefits provided by the Annual Holiday's Act 1944 with regard to an annual holiday of four weeks, a seven day shift worker at the end of each year of employment shall be entitled to the additional leave as prescribed below:-

If during the said year of employment the employee has served continuously as a seven day shift worker, the additional leave with respect to that year shall be one week.

- (iii) For the purpose of this clause a seven day shift worker means an employee whose ordinary working hours includes shift work on Sundays and/or holidays on which the employee may be regularly rostered for work.

19. ANNUAL HOLIDAY LOADING

- (i) In this clause the Annual Holidays Act 1944, is referred to as "the Act".
- (ii) Before an employee is given and takes annual holiday, or where by agreement between the Company and employee the annual holiday is given and taken in more than one separate period, then before each of such period(s), the Company shall pay a loading in accordance with this clause. (NOTE: The obligation to pay in advance does not apply where an employee takes an annual holiday wholly or partly in advance - see subclause (vi)).
- (iii) The loading is payable in addition to the pay for the period of holiday given and taken and due to the employee under the Act.
- (iv) The loading is to be calculated in relation to any period of annual holiday under the Act (but excluding days added to compensate for public or special holidays falling on an employee's rostered day off) where such a holiday is given and taken in separate periods, then in relation to each such separate period. (NOTE: See subclause (vi) as to holidays taken wholly or partly in advance).
- (v) The loading is the amount payable for the period or the separate period as the case may be stated in subclause (iv) at the rate per week of 25 per cent of the appropriate ordinary weekly time rate of pay prescribed for the classification in which the employee was classified when the loading is paid for employees who commenced before 3 March 1999. Provided that where an employee commenced from 3 March 1999 they shall be entitled to the payment of loading at a rate per week of 17.5 per cent of the appropriate weekly time rate of pay prescribed for the classification in which the employee was classified. Such wages shall also include payment of additional rates, where applicable but shall not include other allowances, penalty rates, overtime rates or any other payments prescribed by this agreement.
- (vi) No loading is payable to an employee who takes an annual holiday wholly or partly in advance; provided that, if the employment of such an employee continues until the day when the employee would have become entitled under the Act to an annual holiday, the loading then becomes payable in respect of the period of such holiday and is to be calculated in accordance with subclause (v) of the clause applying the rates of wages payable on that day.

Registered
Enterprise Agreement
Industrial Registrar

- (vii) (a) When the employment of an employee is terminated by the Company for a cause other than misconduct and at the time of the termination the employee has not been given and has not taken the whole of an annual holiday due, the employee shall be paid a loading calculated in accordance with subclause (v) for the period not taken.
- (b) Except as provided by paragraph (a) of this subclause no loading is payable on the termination of employment.
- (viii) This clause extends to an employee who is given and takes an annual holiday and who would have worked as a shift worker if he had not been on holiday, provided that, if the amount to which the employee would have been entitled by way of shift work allowances and weekend penalty rates for ordinary time (not including time on a public or special holiday) which the employee would have worked during the period of the holiday exceeds the loading calculated in accordance with this clause, then that amount shall be paid to the employee in lieu of the loading.

20. OVERTIME

- (i) An employee shall be paid overtime for all work as follows in excess of:
- (a) 36 hours per week, or
 - (b) an average of 36 hours per week in accordance with clause 6, Hours, of this agreement.
 - (c) 5 days per week (or 6 days or 4 days pursuant to clause 6, Hours subclause (iv), paragraph (d)).
 - (d) In excess of twelve hours on any one day. Provided that on three days per week up to twelve hours may be worked without the payment of overtime. By mutual agreement additional days of twelve hours may be worked without the payment of overtime.
 - (e) 30 hours per week for a part-time employee, where that work is not done on a regular basis.
 - (f) Before an employee's regular commencing time on any one day.
 - (g) After the prescribed ceasing time on any one day.
 - (h) Outside the ordinary hours of work.
- (ii) An employee who works on their days off or part time employees who work on any day on which they would not normally work shall be paid at the rate of time and one half for the first two hours and at the rate of double time thereafter (with the exception of Saturdays, Sundays and public holidays when the applicable rates are as detailed in paragraph (v) below are then payable) with a minimum payment of four hours at the overtime rate.
- Where an employee works overtime as prescribed in Clause 20(ii), the employee is required to complete the minimum 4 hours work.
- If an employee so chooses in lieu of the payment of overtime for working on their rostered day off they be granted a day in lieu which may be taken without loss of pay at a time which is mutually acceptable to the employee and the Company.
- (iii) The rate of overtime shall be time and one half for the first two hours on any one day and at the rate of double time (with the exception of Saturdays, Sundays and public holidays when the applicable rates are as detailed in paragraph (v) below are then payable). Where an employee does not attend for rostered duty with the required notice, the employee on shift agrees to stay at their post to allow the employer to arrange for suitable relief.
- (iv) An employee will be required to work all rostered overtime unless by mutual agreement with the Company they may be released from completing said overtime.
- (v) Overtime Rates:
- (a) Monday - Friday:- Time and one half for the first 2 hours and then double time thereafter.
 - (b) Saturday:- Time and one half of the first 2 hours and then double time thereafter.
 - (c) Sunday:- Double time for all overtime worked.
 - (d) Public Holidays:- Double time and a half for all overtime worked.

21. MEAL ALLOWANCES

An employee required to work overtime, before or after their rostered shift, without the employee being notified at least 12 hours prior of the requirement to work overtime and works more than 1 hour overtime, shall be paid a meal allowance of \$9.40 and thereafter at each 6 hourly interval until released from duty.



22. CALL BACK

A Security Officer required to attend the Company's premises for any reason other than carrying out rostered duties after leaving the place of employment (whether notified before or after leaving the place of employment) shall be paid a minimum of four hours' pay at the appropriate rate for each such attendance. Provided where an employee is called back, the employee is required to complete the minimum 4 hours work.

Provided that this clause shall not apply where a period of duty is continuous (subject to a reasonable meal break) with the completion or commencement of ordinary working time.

Provided further that a Security Officer shall be given at least eight hours off duty excluding travelling time in excess of thirty minutes and a meal break of thirty minutes, before the employee is required to resume ordinary hours. If a Security Officer is requested to resume duty before eight hours rest is given the employee shall be paid at overtime rates until relieved from duty for a period of eight hours.

23. JURY SERVICE

An employee shall be allowed leave of absence during any period when attending for jury service.

During such leave of absence, an employee shall be paid the difference between the jury service fees received and the employee's agreement rate of pay as if working.

An employee shall be required to produce to the Company proof of jury service fees received and proof of requirement to attend and attendance on jury service and shall give the Company notice of such requirements as soon as practicable after receiving notification to attend for jury service.

24. TRAVELLING TIME, EXPENSES, ALLOWANCES ETC.

- (i) If an employee temporarily is transferred from one branch to another the employee shall be allowed any extra costs of travelling and shall be paid at ordinary rates for any excess time occupied in travelling.
- (ii) An employee required to use their own vehicle shall be paid the allowance of 43 cents per kilometre.

25. UNIFORMS

Where an employee wears a uniform, the same shall be provided by the Company and shall be laundered by the Company at the Company's expense. Provided that, where by mutual agreement the laundering is done by the employee or the Company having refused, neglected or failed to launder the articles and laundering is done by the employee, the employee shall be paid the allowances of a full-time employee, shall be paid an amount of \$8.20 per week, casual or part-time employees shall be paid \$2.70 per week.

26. DISPUTE SETTLING PROCEDURE

Procedures relating to dispute and grievances of employee(s)

- (i) The employee is required to notify the Senior Security Officer as to the substance of the grievance and if unable to resolve the grievance request the Senior Security Officer to arrange a meeting with the Loss Prevention Manager for discussions and state the remedies sought. This meeting shall take place within 24 hours of the issue arising.
- (ii) If agreement is not reached between the employee and the Loss Prevention Manager, the matter should then be referred by the Loss Prevention Manager to the National Loss Prevention Manager who will meet with the employee as soon as practicable in an attempt to resolve the matter.
- (iii) If the matter has not been resolved a further meeting may be called with Management, employee and Union Area Organiser in an attempt to resolve the grievance without unreasonable delay.

During the procedures outlined in Clauses 26(i), (ii), (iii) an employee may request the involvement of the union delegate.

Registered
Enterprise Agreement

Whilst the procedure outlined in paragraphs i, ii and iii of this sub-clause is being followed work as directed will continue.

The Company may be represented by an industrial organisation of employers for the purpose of clause (ii) and (iii) and the employee may be represented by an industrial organisation of employees for the purpose of clause (i), (ii) and (iii).

If the matter still cannot be resolved, the matter may be referred by either party to the New South Wales Industrial Relations Commission.

27. INTRODUCTION OF CHANGE

- (i) Where the Company is intending to introduce changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the Company shall notify the employees and the union who may be affected by the proposed changes.
- (ii) "Significant effects" include termination of employment, major changes in composition, operation or size of the Company's work force or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations and the restructuring of jobs. Provided that where the award provisions for alterations of any other matter referred to herein.
- (iii) The Company shall discuss with the employees affected and the union, the introduction of the changes referred to in subclause (i) hereof, the effects the changes are likely to have on employees, measures to avert or mitigate the adverse effects of such changes on employees and shall give prompt consideration to matters raised by employees and/or the union in relation to the changes.
- (iv) The discussions shall commence as early as practicable after the Company has advised that they are intending to make the changes referred to in subclause (i) hereof.
- (v) For the purpose of such discussion, the Company shall provide to the employees concerned and the union, all relevant information about the changes including the nature of the changes proposed; the expected effects of the changes on employees and any other matters likely to affect employees provided that any employer shall not be required to disclose confidential information the disclosure of which would be inimical to its interests.
- (vi) The Company shall give preference of employment to those employees affected by the introduction of changes. Said employees may apply for any position which may be within their capabilities.

28. REDUNDANCY

As per the provisions applicable to the majority of employees on site, in the absence of any such agreement the New South Wales Redundancy standard will apply.

29. PARENTAL LEAVE

Subject to the terms of this clause weekly employees are entitled to maternity, paternity and adoption leave and to work part-time in connection with the birth or adoption of a child.

29.1 Engagement during Parental leave

Notwithstanding the terms of this clause, employees may be engaged, on a strictly voluntary basis, on a casual employment basis during periods of Parental leave. Such engagements shall be paid at the appropriate casual hourly rate for the work done, in lieu of all leave entitlements and shall not be included as service for any such accruals and will not extend the period of Parental leave beyond the originally approved period of leave.



29.2 Nature of Leave

Parental leave is unpaid leave.

29.3 Definitions

For the purpose of this clause:

- (a) "Employee" includes a part-time employee but does not include an employee engaged upon casual or seasonal work.
- (b) "Parental Leave" includes maternity, paternity and adoption leave.
- (c) "Child" means a child of the employee or the employee's spouse under the age of one year.
- (d) "Spouse" includes a de facto or a former spouse.
- (e) "Primary care-giver" means a person who assumes the principal role of providing care and attention to a child.
- (f) "Continuous service" means service under an unbroken contract of employment and includes:
 - (i) any period of leave taken in accordance with this clause,
 - (ii) any period of part-time employment worked in accordance with this clause,
or
 - (iii) any period of leave or absence authorised by the Company or by the agreement.
- (g) In the case of Adoption Leave;
 - (i) "Child" means a person under the age of five years who is placed with the employee for the purposes of adoption, other than a child or step-child of the employee or of the spouse of the employee or a child who has previously lived continuously with the employee for a period of six months or more.
 - (ii) "Relative adoption" occurs where a child, as defined, is adopted by a grandparent, brother, sister, aunt or uncle (whether of the whole blood or half blood or by marriage).

29.4 Eligibility for Parental Leave

29.4.1 Maternity Leave

An employee who becomes pregnant, upon production to the Company of the certificate required by paragraph 29.5.1, shall be entitled to a period of up to 52 weeks maternity leave provided that such leave shall not extend beyond the child's first birthday. This entitlement shall be reduced by any period of paternity leave taken by the employee's spouse in relation to the same child and apart from paternity leave of up to one week at the time of confinement shall not be taken concurrently with paternity leave.

Subject to paragraphs 29.14 and 29.15 hereof the period of maternity leave shall be unbroken and shall, immediately following confinement, include a period of six weeks compulsory leave.

The employee must have had at least 12 months continuous service with the Company immediately preceding the date upon which she proceeds upon such leave.

29.4.2 Paternity Leave

A male employee, upon production to the Company of the certificate required by paragraph 29.5.2, shall be entitled to one or two periods of paternity leave, the total of which shall not exceed 52 weeks, in the following circumstances:

- (a) an unbroken period of up to one week at the time of confinement of his spouse;
- (b) a further unbroken period of up to 51 weeks in order to be the primary care-giver of a child provided that such leave shall not extend beyond the child's first birthday. This entitlement shall be reduced by any period of maternity leave taken by the employee's spouse and shall not be taken concurrently with that maternity leave.

The employee must have had at least 12 months continuous service with the Company immediately preceding the date upon which he proceeds upon either period of leave.

29.4.3 Adoption Leave

An employee, upon production to the Company of the documentation required by paragraph 29.4.3 hereof shall be entitled to one or two periods of adoption leave, the total of which shall not exceed 52 weeks, in the following circumstances:

- (a) an unbroken period of up to three weeks at the time of the placement of the child;
- (b) an unbroken period of up to 52 weeks from the time of its placement in order to be the primary care-giver of the child. This leave shall not extend beyond one year after the placement of the child and shall not be taken concurrently with adoption leave taken by the employee's spouse in relation to the same child. This entitlement of up to 52 weeks shall be reduced by:
 - (i) any period of leave taken pursuant to subparagraph (a) hereof; and
 - (ii) the aggregate of any periods of adoption leave taken or to be taken by the employee's spouse;

The employee must have had at least 12 months continuous service with the Company immediately preceding the date upon which he or she proceeds upon such leave in either case.

29.5 Certification

29.5.1 Maternity Leave

At the time specific in paragraph 29.6.1 the employee must produce to the Company:

- (a) a certificate from a registered medical practitioner stating that she is pregnant and the expected date of confinement;
- (b) a statutory declaration stating particulars of any period of paternity leave sought or taken by her spouse and that for the period of maternity leave she will not engage in any conduct inconsistent with her contract of employment.

29.5.2 Paternity Leave

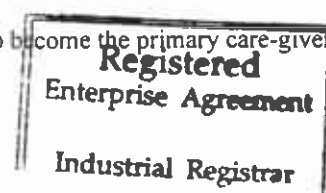
At the time specified in paragraph 29.6.2 the employee must produce to the Company:

- (a) a certificate from a registered medical practitioner which names his spouse, states that she is pregnant and the expected date of confinement or states the date on which the birth took place;
- (b) in relation to any period to be taken under sub-paragraph 29.4.2(b) hereof, a statutory declaration stating:
 - (i) he will take that period of paternity leave to become the primary care-giver of a child;
 - (ii) particulars of any periods of maternity leave sought or taken by his spouse; and
 - (iii) for the period of paternity leave he will not engage in any conduct inconsistent with his contract of employment.

29.5.3 Adoption Leave

Before taking adoption leave the employee must produce to the Company:

- (a)
 - (i) A statement from an adoption agency or other appropriate body of the presumed date of placement of the child with the employee for adoption purposes; or
 - (ii) A statement from the appropriate government authority confirming that the employee is to have custody of the child pending application for an adoption order.
- (b) In relation to any period to be taken under subparagraph 29.4.3(b) hereof, a statutory declaration stating:
 - (i) the employee is seeking adoption leave to become the primary care-giver of the child;



- (ii) particulars of any period of adoption leave sought or taken by the employee's spouse; and
- (iii) for the period of adoption leave the employee will not engage in any conduct inconsistent with his or her contract or employment.

29.6 Notice Requirements

29.6.1 Maternity Leave

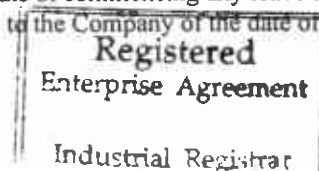
- (a) An employee shall, not less than ten weeks prior to the presumed date of confinement, produce to the Company the certificate referred to in subparagraph 29.5.1(a).
- (b) An employee shall give not less than four weeks notice in writing to the Company of the date upon which she proposes to commence maternity leave stating the period of leave to be taken and shall, at the same time, produce to the Company the statutory declaration referred to in subparagraph 29.5.1(b).
- (c) The Company by not less than 14 days notice in writing to the employee may require her to commence maternity leave at any time within the six weeks immediately prior to her presumed date of confinement.
- (d) An employee shall not be in breach of this clause as a consequence of failure to give the stipulated period of notice in accordance with subparagraph 29.6.1(b) if such failure is occasioned by the confinement occurring earlier than the presumed date.

29.6.2 Paternity Leave

- (a) The employee shall, not less than ten weeks prior to each proposed period of leave, give the Company notice in writing stating the dates on which he proposes to start and finish the period or periods of leave and produce the certificate and statutory declaration required in paragraph 29.5.2 hereof.
- (b) The employee shall not be in breach of this paragraph as a consequence of failure to give the notice required in subparagraph (a) hereof if such failure is due to:
 - (i) the birth occurring earlier than the expected date; or
 - (ii) the death of the mother of the child; or
 - (iii) other compelling circumstances
- (c) The employee shall immediately notify the Company of any change in the information provided pursuant to paragraph 29.5.2 hereof.

29.6.3 Adoption Leave

- (a) Upon receiving notice of approval for adoption purposes, an employee shall notify the Company of such approval and within two months of such approval shall further notify the Company of the period or periods of adoption leave the employee proposes to take. In the case of a relative adoption the employee shall notify as aforesaid upon deciding to take a child into custody pending an application of an adoption order.
- (b) An employee who commences employment with the Company after the date of approval for adoption purposes shall notify the Company hereof upon commencing employment and of the period or periods of adoption leave which the employee proposes to take. Provided that such employee shall not be entitled to adoption leave unless the employee has not less than 12 months continuous service with that Company immediately preceding the date upon which he or she proceeds upon such leave.
- (c) An employee shall, as soon as the employee is aware of the presumed date of placement of a child for adopting purposes but no later than 14 days before such placement, give notice in writing to the Company of such date, and of the date of the commencement of any period of leave to be taken under subparagraph 29.4.3(a).
- (d) An employee shall, ten weeks before the proposed date of commencing any leave to be taken under subparagraph 29.4.3(b) hereof give notice in writing to the Company of the date of the commencing leave and the period of leave to be taken.



- (e) An employee shall not be in breach of this subclause, as a consequence of failure to give the stipulated period of notice in accordance with subparagraphs (c) and (d) hereof if such failure is occasioned by the requirement of an adoption agency to accept earlier or later placement of a child, the death of the spouse or other compelling circumstances.

29.7 Variation of Period of Parental Leave

- (a) Provided the maximum period of parental leave does not exceed the period to which the employee is entitled under paragraph 29.4 hereof:
 - (i) the period of Parental Leave may be lengthened once only by the employee giving not less than 14 days notice in writing stating the period by which the leave is to be lengthened;
 - (ii) the period may be further lengthened by agreement between the Company and the employee.
- (b) The period of Parental Leave may, with the consent of the Company, be shortened by the employee giving not less than 14 days notice writing stating the period by which the leave is to be shortened.

29.8 Cancellation

29.8.1 Cancellation of maternity leave

- (a) Maternity leave, applied for but not commenced, shall be cancelled when the pregnancy of an employee terminates other than by the birth of a living child.

Where the pregnancy of an employee then on maternity leave terminates other than by the birth of a living child, it shall be the right of the employee to resume work at a time nominated by the Company which shall not exceed four weeks from the date of notice in writing by the employee to the Company that she desires to resume work.

29.8.2 Cancellation of Paternity Leave

Paternity leave, applied for under subparagraph 29.4.2(b) hereof but not commenced, shall be cancelled when the pregnancy of the employee's spouse terminates other than by the birth of a living child.

29.8.3 Cancellation of Adoption Leave

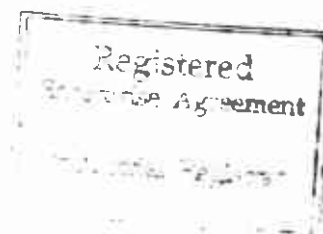
- (a) Adoption leave, applied for but not commenced, shall be cancelled should the placement of the child not proceed.
- (b) Where the placement of a child for adoption purposes with an employee then on adoption leave does not proceed or continue, the employee shall notify the Company forthwith and the Company shall nominate a time not exceeding four weeks from receipt of notification for the employee's resumption of work.

29.9 Parental leave and other entitlements

- (a) Provided the aggregate of any leave, including leave taken under this subclause, does not exceed the period to which the employee is entitled under paragraph 29.4, an employee may, in lieu of or in conjunction with any form of parental leave, take any annual leave or long service leave or any part thereof to which he/she is entitled.
- (b) Paid sick leave or other paid authorised absences (excluding annual leave or long service leave) shall not be available to an employee during absence on parental leave.

29.10 Effect of Parental Leave on Employment

Subject to this subclause, notwithstanding any other provision to the contrary, absence on parental leave shall not break the continuity of service of an employee but shall not be taken into account in calculating the period of service for any purpose of the agreement.



29.11 Termination of employment

- (a) An employee on parental leave may terminate his/her employment at any time during the period of leave by notice given in accordance with this agreement.
- (b) The Company shall not terminate the employment of an employee on the ground of:
 - (i) Pregnancy, or
 - (ii) absence on parental leave, or
 - (iii) on the ground of the employee's application to adopt a child,

otherwise the rights of the Company in relation to termination of employment are not hereby affected.

29.12 Return to work after Parental leave

- (a) An employee shall confirm intention of returning to work by notice in writing to the Company given not less than four weeks prior to the expiration of the period of parental leave.
- (b) An employee, upon returning to work after parental leave or the expiration of the notice required by subparagraph (a) hereof, shall be entitled to the position which was held immediately before proceeding on parental leave.

In the case of an employee who prior to maternity leave, was transferred to a safe job pursuant to paragraph 29.14, she shall be entitled to the position which was held immediately before such transfer or in relation to an employee who has worked part-time during the pregnancy the position she held immediately before commencing such part-time work.

Where such position no longer exists but there are other positions available which the employee is qualified for and is capable of performing, she shall be entitled to a position as nearly comparable in status and pay to that of her former position.

29.13 Replacement employee

- (a) A replacement employee is an employee specifically engaged as a result of an employee proceeding on parental leave.
- (b) Before the Company engages a replacement employee the Company shall inform that person of the temporary nature of the employment and of the rights of the employee who is being replaced.
- (c) Before the Company engages a person to replace an employee temporarily promoted or transferred in order to replace an employee exercising his/her rights under this subclause, the Company shall inform that person of the temporary nature of the promotion or transfer and of the rights of the employee who is being replaced.
- (d) Nothing in this sub-clause shall be construed as requiring the Company to engage a replacement employee.

29.14 Transfer to a safe job – Maternity Leave

Where, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee make it inadvisable for the employee to continue at her present work, the employee shall, if the Company deems it practicable, be transferred to a safe job at the rate and on the conditions attaching to that job until the commencement of maternity leave.

If the transfer to a safe job is not practicable, the employee may, or the Company may require the employee to, take leave for such period as is certified necessary by a registered medical practitioner. Such leave shall be treated as maternity leave for the purposes of paragraphs 29.9, 10, 11 and 12.

