

REGISTER OF ENTERPRISE AGREEMENTS

ENTERPRISE AGREEMENT NO: EA05/344

TITLE: **Chubb Security Services Enterprise Agreement (Newcastle Cash Processing Centre) 2005**

I.R.C. NO: IRC5/5763

DATE APPROVED/COMMENCEMENT: 17 November 2005 / 20 December 2004

TERM: 36

**NEW AGREEMENT OR
VARIATION:** New.

GAZETTAL REFERENCE: 6 January 2006

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COVERAGE/DESCRIPTION OF

EMPLOYEES: The agreement applies to all employees employed by Chubb Security Services, in the Newcastle Cash Processing Centre (site specific), who fall within the coverage of the Clerical and Administrative Employees (State) Award, and the Chubb Security Services Cash Processing and Clerical and Administrative Employees Award.

PARTIES: Chubb Security Services -&- the New South Wales Local Government, Clerical, Administrative, Energy, Airlines & Utilities Union

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SCHEDULE 1: CLASSIFICATION AND STRUCTURE

SCHEDULE 2: WAGES and ALLOWANCES

SCHEDULE 3: ROSTERED DAY OFF MANAGEMENT

1) GENERAL

This Collective Agreement (The Agreement) is underpinned by the Clerical and Administrative Employees (State) Award (The Award). Where The Agreement is silent the provisions of The Award will apply.

The Agreement shall apply to all persons employed in the classifications specified in clause 3, Classification Structure and Wages, of The Agreement when employed by Chubb Security Services, ABN 8100 4247538 in the Newcastle Cash Processing Centre.

The Agreement shall take effect from the first full pay period after 20 December 2004 and shall remain in force for a period three (3) years.

The parties may mutually agree to roll over The Agreement for a further one (1) year term. In such circumstances the parties will determine the quantum of any wage increase to apply to that term.

The Agreement recognises the dynamic environment in which the business operates and the consequent need to adjust operating procedures from time to time. Where the Agreement refers to operating procedures the version of the procedure effective at the time of reference shall prevail.

The following clauses detail specific issues where The Agreement differs from the provisions of The Award or highlight issues where The Agreement invokes a change from the previous practice.

2) DEFINITIONS

- a) "The Agreement" shall mean the agreement detailed in this document.
- b) "The Award" shall mean the Clerical and Administrative (State) Award which underpins The Agreement.
- c) "Employer" for the purposes of The Agreement shall mean Chubb Security Services ABN 8100 4247538 for activities in or in connection with payroll preparation, cash handling and processing, and clerical and administrative functions in the Newcastle Cash Processing Centre.
- d) "Employee" for the purposes of The Agreement shall mean those persons employed in the operation of the employer in the Newcastle Cash Processing Centre.
- e) "Union" shall mean the NSW Local Government, Clerical, Administrative, Energy, Airlines and Utilities Union.
- f) "Full-time employee" shall mean an employee permanently engaged on a 38 hour weekly basis.
- g) "Part-time employee" shall mean an employee who is contracted to work regular days and regular hours, either of which are less than the number of days and hours worked by full-time employees, but such contract days shall not be less than two (2) per week and such contract hours shall not be less than 12 per week.

- h) "Casual employee" shall mean an employee engaged and paid as such.
- i) "Shift worker" means an employee whose ordinary hours of work are in accordance with the shifts defined in Clause 5.
- j) "Afternoon shift" means any shift rostered to finish after 6.00 p.m. and at or before 11.30 p.m. Clerical employees may be required to work the same hours.
- k) "Night shift" means any shift rostered to start at or after 11.30 p.m. and at or before 5.00 a.m. or rostered to finish subsequent to 11.30 p.m. and at or before 6.00 a.m.

3) CLASSIFICATION STRUCTURE AND WAGES

- a) The Classification Structure shall be a competency based system as follows:
 - i) New employees shall be engaged on a probationary basis whereby they shall have a period of three (3) months to demonstrate competency as defined in Schedule 1, Classification Structure. Should the employee be unable to demonstrate competency within that period, the probationary period may be extended for a further three (3) month period at the discretion of management. Whilst under probation an employee will be paid at the Grade 1 rate as prescribed in Schedule 2, Wages and Allowances.
 - ii) An employee who has satisfactorily completed probation shall be graded as Grade 1 and paid at the Grade 1 rate as prescribed in Schedule 2, Wages and Allowances.
 - iii) An employee who has demonstrated competency for Grade 2, as defined in Schedule 1, Classification Structure, shall be paid at the Grade 2 rate as prescribed in Schedule 2, Wages and Allowances.
 - iv) An employee who has demonstrated competency for Grade 3 as defined in Schedule 1, Classification Structure, shall be paid at the Grade 3 rate as prescribed in Schedule 2, Wages and Allowances.
 - v) An employee who has demonstrated competency for Grade 4 as defined in Schedule 1, Classification Structure shall only be paid at the Grade 4 rate as prescribed in Schedule 2, Wages and Allowances, if so appointed.
- b) Competency Testing
 - i) Employees may request to be assessed for competency in any function for which they hold competency in all prerequisites. Such assessment shall be undertaken at a mutually agreed time within 14 days of the request.
 - ii) In the event that an employee fails to achieve competency then the employee shall be entitled to a full explanation as to the basis of the assessment outcome.

- iii) An employee who fails to achieve competency at an assessment shall not be eligible for re-assessment for a period of not less than three (3) months.
- iv) Employees may accumulate competency in functions over time to achieve eligibility for a change in classification.
- v) An employee who holds any issue with the conduct or outcome of a competency assessment shall refer to the grievance procedure as outlined in The Award.
- c) The Classification Structure may be changed throughout the life of The Agreement only through consultation and mutual agreement by the parties to The Agreement.
- d) Wages shall be paid in accordance to the applicable rates prescribed in Schedule 2, Wages and Allowances.
- e) The Classification structure shall not be regressive. Employees who fail to perform at their assessed level of competency shall be subject to performance management and disciplinary procedures.

4) HOURS

a) Full-time employees

- i) The ordinary hours of work, exclusive of meal hours, shall not exceed an average of 38 hours per week and shall be worked on 19 days over a 4-week cycle.
- ii) Except as provided in Clause 5, Shift Work, ordinary hours of work shall be worked between the hours of 6.00 a.m. and 6.00 p.m., Monday to Friday inclusive.
- iii) Rostered days off, which occur as a result of employees working in accordance with the provisions of this sub-clause, may accumulate to a maximum of five (5) days. These accumulated days shall be taken in accordance with the provisions of Clause 9, Rostered Days Off.

b) Part-time Employees

- i) The spread of 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 12 hours per week or less than two (2) days per week. The ordinary hours of work shall not exceed 8 hours per day.
- ii) The hours of work shall be fixed and notified not less than seven (7) days in advance in a displayed roster to enable flexibility in the starting and finishing times.
- iii) The average weekly rostered hours will be adjusted on a seasonal basis on 1st November and 1 May annually to reflect the seasonality of business volumes. Average weekly rostered hours shall not vary from the annual average weekly rostered hours of an individual employee by more than 10 per cent.

c) Casual Employees

The spread of ordinary hours of work shall be the same as those worked by full-time employees. The ordinary hours of work shall not exceed eight (8) hours per day.

5) SHIFTWORK

a) Full-Time and Part-Time Employees

All employees covered by The Agreement may be required to perform shiftwork in order to carry out the duties of and associated with a service including payroll preparation, cash handling, administration and/or transportation provided that:

- i) Existing employees engaged as at 16th December 1988 shall have the option of rejecting any offer to work shiftwork.
- ii) All employees engaged after 16th December 1988 shall perform shiftwork where so required by the employer.

b) Hours

The ordinary hours of work for shift workers shall:

- i) not exceed an average of 38 hours per week;
- ii) or eight (8) hours during any consecutive twenty four hour period.

The method of working shifts and the time of commencing and finishing shifts once having been fixed may be varied by agreement between the employer and employee affected or in the absence of agreement by seven (7) days notice of alteration given by the employer to the employee.

c) Shift Allowances

A shift worker employed on shift shall, for work done during the ordinary hours of any such shift, be paid ordinary rates prescribed by Clause 3, Classification Structure and Wages, plus the following additional percentage of the graded rate of pay applicable as prescribed in Schedule 2, Wages.

Afternoon shift	-	at the rate of 17 per cent.
Night shift	-	at the rate of 20 per cent.

Notwithstanding the shift allowance rates detailed above, existing cashroom and administration employees of Chubb Security Services Pty Ltd as at the date of registration of this agreement will:

- i) Be entitled to a night shift allowance of 26% of the graded rate of pay when working on a night shift.
- ii) Be offered first preference for positions on any night shift established in their current place of employment.

Allowances in accordance with this clause shall be calculated in multiples of 10 cents, amounts of less than 5 cents being taken to the lower multiple and amounts of 5 cents or more being taken to the higher multiple.

d) Special Allowances

A shift worker whose ordinary working period includes a Saturday, Sunday or holiday as an ordinary working day shall be paid:

Saturday	-	time and three-quarters.
Sunday	-	double time.
Holidays	-	double time and one-half.

These special allowances shall only apply to shifts commencing on the calendar day to which the allowance pertains.

e) Part-Time and Casual Shift Workers

Part-Time and Casual shift workers shall receive the allowance prescribed in sub-clause (c) of this clause.

6) WORK ON A UN-ROSTERED DAY (PART-TIME EMPLOYEES)

- a) Part-time employees who accept an offer to work on a day outside of their published roster shall be paid at the ordinary rate plus 20 per cent plus the appropriate shift allowance for all work up to eight (8) hours.
- b) If work continues beyond eight (8) hours then the employee shall be paid at time and one-half for the first two hours and then double time thereafter.
- c) Part-Time employees who are engaged to work on a un-rostered day shall be paid a minimum of four (4) hours at ordinary rate plus 20 per cent plus the appropriate shift allowance.

7) OVERTIME AND MEAL ALLOWANCE

a) Full-Time Employees

- i) All time worked outside the ordinary hours of work prescribed by Clause 4, Hours and Clause 5, Shiftwork, 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.
- ii) Overtime shall be computed in six (6) minute increments.
- iii) In computing overtime each day shall stand alone.
- iv) Full-Time employees on day shift who have completed not less than 7 hours and 36 minutes work by 6.00 p.m. and who are required to continue working after 6.00 p.m. shall be paid meal money at the rate prescribed in Schedule 2, Wages and Allowances.

v) If overtime continues beyond 10.00 p.m. further meal money shall be paid at the rate prescribed in Schedule 2, Wages and Allowances.

b) Part-Time Employees

i) All time worked outside the ordinary hours of work prescribed by Clause 4, Hours and Clause 5, Shiftwork, of this Agreement, shall be overtime.

ii) Overtime shall be a paid at the ordinary rate plus 20 per cent plus the appropriate shift allowance from the rostered finish time up until eight (8) hours.

iii) If overtime continues beyond eight (8) hours then the employee shall be paid at time and one-half for the next two hours and double time thereafter.

iv) Overtime shall be computed in six (6) minute increments.

v) In computing overtime each day shall stand alone.

c) Casual Employees

i) Overtime at the rate of time and one-half of the ordinary rate for the first two hours, and double time thereafter shall be paid for all time worked on any day in excess of eight (8) hours.

ii) Overtime shall be computed in six (6) minute increments.

iii) In computing overtime each day shall stand alone.

d) Meal Allowances

Employees on day shift who have completed not less than 7 hours and 36 minutes work by 6.00 p.m. and who are required to continue working after 6.00 p.m. shall be paid meal money at the rate prescribed in Schedule 2, Wages and Allowances.

e) Ten Hour Break

When overtime is necessary it shall, wherever reasonably practicable, be so arranged that employees have at least ten consecutive hours off duty between the work of successive days. An employee other than a casual who works so much overtime between the termination of ordinary work on one day and the commencement of their ordinary work on the next day that they have not had at least ten consecutive hours off duty between those times shall subject to this sub-clause, be released after completion of such overtime until they have had ten consecutive hours off duty without loss of pay, for ordinary working time occurring during such absence. If on the instruction of the employer such an employee resumes or continues work without having had such ten consecutive hours off duty they shall be paid at double rates until they are released from duty for such period and they then shall be entitled to be absent until they have had ten consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.

8) MEAL BREAKS

a) Full-Time Employees

Employees whose ordinary working hours fall between 6.00 a.m. to 6.00 p.m. shall be allowed a meal break of not less than thirty minutes nor more than one hour between the hours of 11.00 a.m. and 2.00 p.m., provided that no employee shall be required to work more than five (5) hours without a meal break.

b) Part-Time and Casual Employees

Employees shall be entitled to a meal break of not less than thirty minutes or more than one hour. Such meal break shall be taken not before the completion of three (3) hours or after the completion of five (5) hours of work. In the event of this break not being given, the employee concerned shall be paid for 30 minutes "crib" time, in addition to the hours of work performed.

c) Shift workers

A shift worker shall be allowed 20 minutes for a meal break during each shift before the expiration of five (5) hours. Such meal break shall be counted as time worked.

d) Meal Break Scheduling

Meal breaks or crib times may, at the discretion of the employer, be staggered between the third and fifth hour of work to permit continuity of operation.

9) ROSTERED DAYS OFF

Rostered Days Off (RDOs) entitlements of full-time employees shall be managed in accordance with the process prescribed in Schedule 3.

10) PAYMENT OF WAGES AND ALLOWANCES

Payment of wages and any special allowances including shift, meal moneys, public holiday and overtime allowances shall be made by electronic transfer into the employee's nominated bank account on a weekly basis.

11) DISCREPANCIES

a) Employees, who have discrepancies caused by their own negligence and are required to work beyond their ordinary hours to rectify the matter, shall be paid at the ordinary rate then applicable.

b) Employees, who are required to work beyond their ordinary hours to assist in rectifying discrepancies for which they are found to not be responsible, shall be paid overtime at the appropriate rate.

12) ANTI- DISCRIMINATION

- (1) It is the intention of the parties bound by this award to seek to achieve the object of section 3(f) of the Industrial Relations Act 1996 to prevent and eliminate discrimination in the workplace. This includes discrimination on the grounds of race, sex, marital status, disability, homosexuality, transgender identity, age and responsibilities as a carer.
- (2) It follows that in fulfilling their obligations under the dispute resolution procedure prescribed by this award the parties have obligations to take all reasonable steps to ensure that the operation of the provisions of this award are not directly or indirectly discriminatory in their effects. It will be consistent with the fulfilment of these obligations for the parties to make application to vary any provision of the award which, by its terms or operation, has a direct or indirect discriminatory effect.
- (3) Under the Anti Discrimination Act 1977, it is unlawful to victimise an employee because the employee has made or may make or has been involved in a complaint or unlawful discrimination or harassment.
- (4) Nothing in this clause shall be taken to affect:
 - (a) any conduct or act which is specifically exempted from anti discrimination legislation;
 - (b) offering or providing junior rates of pay to persons under 21 years of age;
 - (c) any act or practice of a body established to propogate religion which is exempted under section 56(d) of the Anti Discrimination Act 1977;
 - (d) a party to this award from pursuing matters of unlawful discrimination in any State or federal jurisdiction.
- (5) This clause does not create legal rights or obligations in addition to those imposed upon the parties by the legislation referred to in this clause.

13) DISPUTE AVOIDANCE AND GRIEVANCE PROCEDURE

The procedure for the resolution of grievances and industrial disputation concerning matters arising under this award shall be in accordance with the following procedural steps.

- (i) Procedure relating to grievance of an individual employee:
 - (a) The employee shall notify (in writing or otherwise) the employer as to the substance of the grievance, request a meeting with the employer for bilateral discussions and state the remedy sought.
 - (b) The grievance must initially be dealt with as close to its source as possible, with graduated steps for further discussion and resolution at higher levels of authority.
 - (c) Reasonable time limits must be allowed for discussion at each level of authority.
 - (d) At the conclusion of the discussion, the employer must provide a response to the employee's grievance, if the matter has not been resolved, including reasons for not implementing any proposed remedy.
 - (e) While a procedure is being followed, normal work must continue.
 - (f) The employer may be represented by an industrial organisation of employers and the employee may be represented by an industrial organisation of employees for the purpose of each procedure.
- (ii) Procedure for a dispute between an employer and the employees:
 - (a) A question, dispute or difficulty must initially be dealt with as close to its source as possible, with graduated steps for further discussion and resolution at higher levels of authority.
 - (b) Reasonable time limits must be allowed for discussion at each level of authority.
 - (c) While a procedure is being followed, normal work must continue.
 - (d) The employer may be represented by an industrial organisation of employers and the employees may be represented by an industrial organisation of employees for the purpose of each procedure.
- (iii) Subject to the Industrial Relations Act 1996, in the event that a dispute cannot be settled by the above procedures the Commission may be notified of an industrial dispute for the purpose of resolving the dispute.

SCHEDULE 1: CLASSIFICATION AND STRUCTURE

Function	Tasks	Description	Procedure
<u>PROBATION:</u>	To satisfactorily complete probation the employee must demonstrate an appropriate work ethic and be able to demonstrate proficiency in the following functions within three months of commencement.		
Cash Preparation and Presentation <i>(Able to properly prepare and present cash for amalgamation and all types of deliveries)</i>	Strapping Tamper Evident Bags (TEBs) Coin Bags Packing Face and Orientate Sampling presentation	<ul style="list-style-type: none"> • Strap, stamp and properly identify cash • Properly pack and identify TEBs • Properly tag and identify coin bags • Properly present cash for amalgamation and/or delivery i.e. Flats/Bundles ½ Bricks/Bricks. • Properly face and orientate notes • Properly present cash for sampling shipments to the NNPC 	WPG - 001
Cash Counting (LEVEL 1) <i>(Proficient in counting two (2) types of cash collections)</i>	Documentation Counting machine operation Cash preparation and presentation Balancing Discrepancies	<ul style="list-style-type: none"> • Properly identify and complete the paperwork for two (2) types of collections • Proficient in the use of basic counting equipment – 2800 note counter and Mach 5 coin counter • As per WPG – 001 • Properly complete the balancing of cash to the documentation on a per transaction basis. • Properly handle a discrepancy identified while counting a transaction. 	As per the relevant procedure for the collection type

Function	Tasks	Description	Procedure
Collection Types	Standard Collection	<ul style="list-style-type: none"> As per procedure 	WPG-002
	Branch Order Collection	<ul style="list-style-type: none"> As per procedure 	WPG-003
	Transfer Collection	<ul style="list-style-type: none"> As per procedure 	WPG-004
Standard Collection	Documentation	<ul style="list-style-type: none"> Properly identify and complete documentation 	WPG-002
	Counting machine operation	<ul style="list-style-type: none"> Proficient in the use of basic counting equipment – 2800 note counter and Mach 5 coin counter 	
	Cash preparation and presentation	<ul style="list-style-type: none"> As per WPG – 001 	
	Balancing	<ul style="list-style-type: none"> Properly complete the balancing of cash to the documentation. 	
	Discrepancies	<ul style="list-style-type: none"> Properly handle discrepancies – bundle and aggregation - identified during counting. 	
Branch Collection	Documentation	<ul style="list-style-type: none"> Properly identify and complete documentation 	WPG-003
	Cash preparation and presentation	<ul style="list-style-type: none"> As per WPG – 001 	
	Balancing	<ul style="list-style-type: none"> Properly complete the balancing of cash to the documentation. 	
	Discrepancies	<ul style="list-style-type: none"> Properly handle discrepancies – bundle and aggregation - identified during counting. 	
Transfer Collection	Documentation	<ul style="list-style-type: none"> Properly identify and complete documentation 	WPG-004
	Cash preparation and presentation	<ul style="list-style-type: none"> As per WPG – 001 	
	Balancing	<ul style="list-style-type: none"> Properly complete the balancing of cash to the documentation. 	
	Discrepancies	<ul style="list-style-type: none"> Properly handle discrepancies – bundle and aggregation - identified during counting. 	

Function	Tasks	Description	Procedure
Packing (LEVEL 1) <i>(Proficient in packing at least two types of deliveries)</i>	Documentation Cash preparation and presentation Balancing Packing Transfer of liability	<ul style="list-style-type: none"> • Properly identify and complete the paperwork for two (2) types of delivery orders. • As per WPG-001 as specifically pertains to the order types • Proper identification accounting for the cash to be packed • Proper packing of the delivery container with proper application of seals. • Proper hand over of packed orders to Run Preparation and/or Transport. 	As per the relevant procedure for the delivery type
Order Types	Branch (BCH) Delivery Cash-For-Change (CFC) Delivery Float Delivery ATM Delivery Transfer Delivery	<ul style="list-style-type: none"> • As per procedure WPG-008 • As per procedure WPG-009 • As per procedure WPG-010 • As per procedure WPG-011 • As per procedure WPG-012 	
Branch Delivery	Documentation Pack Satchels Presentation	<ul style="list-style-type: none"> • Properly identify and complete delivery documentation – including the write-up of satchels if labels not available. • Properly pack and seal satchels – including knowledge and understanding of footpath limits • Properly present satchels for run preparation 	WPG-008
Cash for Change Delivery	Documentation Pack Satchels Presentation	<ul style="list-style-type: none"> • Properly identify and complete delivery documentation – including the write-up of satchels if labels not available. • Properly pack and seal satchels – including knowledge and understanding of footpath limits • Properly present satchels for run preparation 	WPG-009
Float Delivery	Documentation Pack Satchels Presentation	<ul style="list-style-type: none"> • Properly identify and complete delivery documentation – including the write-up of satchels if labels not available. • Properly pack and seal satchels – including knowledge and understanding of footpath limits • Properly present satchels for run preparation 	WPG-010

Function	Tasks	Description	Procedure
ATM Delivery	Pre-pack check Cassette/carry bag packing Documentation	<ul style="list-style-type: none"> • Properly identify and match order to cash, cassettes, and carry bags • Properly pack and seal cash in cassettes and carry bags • Properly complete order and A6 with site and seal details • Properly sort and distribute documentation 	WPG-011
Transfer Delivery	Documentation Pack tubs/bags Presentation	<ul style="list-style-type: none"> • Properly identify and complete delivery documentation – including the write up of bag and tub labels, transfer manifests and delivery docket • Properly pack and seal bags and transfer tubs • Properly present packed satchels for transport 	WPG-012 WPG-013

Function	Tasks	Description	Procedure
<u>GRADE 1:</u>		<p>A Grade 1 employee is one who has satisfactorily completed probation but has yet to demonstrate proficiency in the skills required to satisfy Grade 2. It is expected that an employee on this grade would qualify for Grade 2 within 12 months of commencement.</p> <p>PREREQUISITE: All skills required to complete probation</p>	

Function	Tasks	Description	Procedure
<u>GRADE 2:</u>	A Grade 2 employee is a Grade 1 employee who can demonstrate proficiency in the skills listed below. PREREQUISITE: All skills required to satisfy Grade 1.		
Cash Counting (LEVEL 2) <i>(Proficient in counting all types of cash collections – including ATMs)</i>	Documentation Counting machine operation Cash preparation and presentation Balancing Discrepancies	<ul style="list-style-type: none"> • Properly identify and complete the paperwork for all types of collections • Proficient in the use of all cash room counting equipment – Glory/2800 note counter/UW 200/ Mach 5 coin counter • As per WPG -001 • Properly complete the balancing of cash to the documentation on a per transaction basis. • Properly handle a discrepancy identified while counting a transaction. 	WPG - 002
Packing (Level 2) <i>(Proficient in packing all types of deliveries)</i>	Documentation	<ul style="list-style-type: none"> • Properly identify and complete the paperwork for all types of delivery orders. 	As per the relevant procedure for the delivery type
	Cash preparation and presentation	<ul style="list-style-type: none"> • As per WPG-001 as specifically pertains to the order types 	
	Balancing	<ul style="list-style-type: none"> • Proper identification accounting for the cash to be packed 	
	Packing	<ul style="list-style-type: none"> • Proper packing of the delivery container with proper application of seals. 	
	Transfer of liability	<ul style="list-style-type: none"> • Proper hand over of packed orders to Run Preparation and/or Transport. 	
Coin Only Collection Processing <i>(Proficient in counting all types of coin only cash collections – including STA and BCH clearances)</i>	Documentation Counting machine operation Cash presentation Balancing	<ul style="list-style-type: none"> • Properly identify and complete the paperwork for all types of collections. • Proficient in the use of all coin counting equipment – Mach 5 and Mach 7 coin counters. • Properly seal, tag, stamp and store coin bags and bricks. • Properly complete the balancing of cash to the documentation on a per transaction basis. 	WPG-005

Function	Tasks	Description	Procedure
	Discrepancies	<ul style="list-style-type: none"> • Properly handle a discrepancy identified while counting a transaction. 	
Coin Wrap <i>(Proficient in processing coin through depot wrapping equipment to meet established production targets)</i>	Documentation Coin Wrap Coin storage	<ul style="list-style-type: none"> • Properly account for all coin wrapped during shift • Properly operate the depot wrapping equipment. • Properly stack and store wrapped production. 	
ATM Unpacking <i>(Proficient in unpacking an ATM and accounting for seals, cassettes, carry bags, cash and documentation)</i>	Documentation Security check Unpack cash Carry bag and cassette storage	<ul style="list-style-type: none"> • Properly match documentation to carry bag and cassettes • Correctly complete A6 – including captured cards, seal confirmation, process time and place etc. • Properly check off carry bag and cassette seals and properly process incorrect or incomplete seals. • Properly unpack cassettes, secure and identify cash. • Properly present carry bags and cassettes for storage. 	WPG-006

Function	Tasks	Description	Procedure
<p><u>GRADE 3:</u></p>	<p>A Grade 3 employee is a Grade 2 employee who can demonstrate proficiency in the skills listed below.</p> <p>PREREQUISITE: All skills required to satisfy Grade 2.</p>		
<p>Acquittal</p> <p><i>(Proficient in the proper transfer of liability for in-bound and out-bound transactions)</i></p> <p><i>(** Note: out-bound acquittal is currently the responsibility of transport in Newcastle.)</i></p>	<p>In-bound Runs</p> <p>Out-bound Runs**</p> <p>Sorting</p> <p>Documentation</p>	<ul style="list-style-type: none"> • Properly acquit runs from transport to the cashroom – including accurate count of run collections, ATM cases, vaults, keys. Purses and proper completion of run transfer documents. • Properly acquit deliveries from the cashroom to transport. • Properly sort in-bound collections for processing. • Properly sort and deliver in-bound documentation to applicable areas of the cashroom. 	<p>WPG-014</p>
<p>ATM Balancing:</p> <p><i>(Able to properly balance ATM paperwork and verify cash.)</i></p>	<p>STC Derivation</p> <p>Verify cash</p> <p>Balancing</p> <p>Deposit clearances</p> <p>Captured Cards</p> <p>Data Entry</p> <p>Reports</p>	<ul style="list-style-type: none"> • Properly derive the STC of each ATM clearance from machine receipts and previous A6 data. • Properly verify cash return to count. • Balance received cash to STC. • Properly process deposit clearances. • Properly process captured cards. • Properly enter data to SB Client. • Run and check appropriate SB Client reports. 	<p>WPG-007</p>

Function	Tasks	Description	Procedure
Amalgamation Teller <i>(Proficient in operating the Amalgamation Teller's pool.)</i>	Transfer of Liability Stewardship Collection verification Cash balance Order payout Reporting	<ul style="list-style-type: none"> • Properly execute transfer of liability at the beginning and end of every shift • Demonstrate proper stewardship of all Teller cash • Properly verify cash against primary count and collection paperwork. • Properly enter collection data into SB Client. • Properly balance bulk cash to SB Client reports. • Properly payout orders as required. • Generate appropriate SB Client reports to enable accurate confirmation of collections data, payout of orders and accurate balancing of Tellers cash. 	WPG-015 WPG-016
Commercial Teller <i>(Proficient in operating the Commercial Teller's pool.)</i>	Transfer of Liability Stewardship Collection verification Cash balance Order payout Reporting	<ul style="list-style-type: none"> • Properly execute transfer of liability at the beginning and end of every shift • Demonstrate proper stewardship of all Teller cash • Properly verify cash against primary count and collection paperwork. • Properly enter collection data into SB Client. • Properly balance bulk cash to SB Client reports. • Properly payout orders as required. • Generate appropriate SB Client reports to enable accurate confirmation of collections data, payout of orders and accurate balancing of Tellers cash. 	WPG-015 WPG-016

Function	Tasks	Description	Procedure
	End-of-shift	<ul style="list-style-type: none"> • Properly prepare and secure cash for storage at completion of shift 	
Pool Teller <i>(Proficient in operating the CSA Teller's pool.)</i>	Transfer of Liability Stewardship Collection verification Non Cash Items Cash balance Order payout Reporting End-of-shift	<ul style="list-style-type: none"> • Properly execute transfer of liability at the beginning and end of every shift • Demonstrate proper stewardship of all Teller cash • Properly verify cash against primary count and collection paperwork. • Properly enter collection data into SB Client. • Properly process non-cash items such as Bills For Collection; Collector Coin; Foreign Exchange. • Properly balance bulk cash to SB Client reports. • Properly payout orders as required. • Generate appropriate SB Client reports to enable accurate confirmation of collections data, payout of orders and accurate balancing of Tellers cash. • Properly prepare and secure cash for storage at completion of shift 	WPG-015 WPG-017
Run Preparation <i>(Proficient in properly assembling outgoing runs for acquittal to Transport)</i>	Run Sheets Keys and Purses Delivery consignments	<ul style="list-style-type: none"> • Properly compile run sheets for next day transport runs • Properly compile keys and purses and other ancillary items required for on road services • Properly collate delivery consignments to the correct transport runs for next day delivery 	WPG-018

Function	Tasks	Description	Procedure
Administration Support <i>(Proficient in discharging administrative tasks required to support the cash room and branch)</i>	Orders Office reception Accounts Payable Invoicing	<ul style="list-style-type: none"> • Accurately accept orders from customers and enter into SB Client. • • • 	

Function	Tasks	Description	Procedure
<p><u>GRADE 4:</u></p>	<p>A Grade 4 employee is a Grade 3 employee who can demonstrate proficiency in the skills listed below.</p> <p>PREREQUISITE: All skills required to satisfy Grade 3.</p>		
<p>Shift Leader</p> <p><i>(Proficient in organizing a shift without constant supervision.)</i></p>	<p>Work flow</p> <p>Inventory control</p> <p>Management reports</p> <p>OH&S</p> <p>Cashroom closure</p> <p>Branch closure</p>	<ul style="list-style-type: none"> • Organise and oversee the processing of work to priority deadlines. • Allocate work to staff according to skills and abilities. • Ensure that all cashroom inventory is properly processed and accounted for throughout the shift including <ul style="list-style-type: none"> ○ Cash – notes and coin ○ Foreign exchange ○ Bills for Collection ○ Cashroom assets • Properly run all management reports to properly balance and close the shift in accordance with procedure and audit requirements. • Properly run and complete all daily cashroom checklists. • Complete and submit the shift report. • Ensure that policy and procedure is complied with in regard to OH&S requirements. • Properly close the cashroom teller's books to procedures • Properly close the depot at completion of the day. 	

SCHEDULE 2: WAGES and ALLOWANCES

1) WAGES

Effective from the first pay period after the 20th December 2004 the following rates of pay will apply:

CLASSIFICATION	PERMANENT RATE		CASUAL RATE
	Weekly	Hourly	Hourly
Probation	\$582.16	\$15.32	\$18.38
Grade 1	\$582.16	\$15.32	\$18.38
Grade 2	\$606.10	\$15.98	\$19.18
Grade 3	\$640.30	\$16.85	\$20.22
Grade 4	\$670.32	\$17.64	n/a

Effective from the first pay period after the 20th December 2005 the following rates of pay will apply:

CLASSIFICATION	PERMANENT RATE		CASUAL RATE
	Weekly	Hourly	Hourly
Probation	\$605.34	\$15.93	\$19.12
Grade 1	\$605.34	\$15.93	\$19.12
Grade 2	\$631.56	\$16.62	\$19.95
Grade 3	\$665.76	\$17.52	\$21.03
Grade 4	\$696.92	\$18.34	n/a

Effective from the first pay period after the 20th December 2006 the following rates of pay will apply and will remain in force until at least the first pay period after the 20th December 2007:

CLASSIFICATION	PERMANENT RATE		CASUAL RATE
	Weekly	Hourly	Hourly

Probation	\$629.66	\$16.57	\$19.88
Grade 1	\$629.66	\$16.57	\$19.88
Grade 2	\$657.02	\$17.29	\$20.75
Grade 3	\$692.36	\$18.22	\$21.87
Grade 4	\$725.04	\$19.08	n/a

Note:

- 1) Classifications as defined in Schedule 1, Classification Structure
- 2) Permanent Rate applies to Full-time and Part-Time Employees
- 3) Casual Employees shall be paid a further 1/12 of the prescribed rate in lieu of annual leave entitlement.
- 4) In the event that the Consumer Price Index (CPI) increases by more than four (4) per cent in the period 1 January 2005 to 1 January 2006 then the rates of pay to apply in the third term of The Agreement shall be adjusted so that the percentage increase from the wages rates of the second to the third terms shall equal the percentage increase in the CPI.

2) ALLOWANCES

- 1) Meal Allowance shall be paid at the rate applicable under the Award and shall be adjusted annually on the first full pay period after the 20th December.
- 2) Travel Allowance shall be paid at the rate applicable under the Award and shall be adjusted annually on the first full pay period after the 20th December.

SCHEDULE 3: ROSTERED DAY OFF MANAGEMENT

- 1) Rostered Days Off (RDOs) shall be earned by full-time staff working a 40 hours per week cycle.
- 2) Employees shall be able to accumulate RDOs up to a maximum of five (5) days.
- 3) Management (the Cashroom Supervisor) shall establish a tentative schedule on which employees shall be rostered to take their RDO entitlement.
- 4) Employees shall be able to request a change to their RDO by notifying the Cashroom Supervisor at least two (2) weeks in advance. Such requests will be considered in regard to business requirements and previously approved leave of other staff.
- 5) Employees shall be required to notify the Cashroom Supervisor at least two (2) weeks in advance of any intent to work on the schedule date of their RDO and to accumulate the entitlement.
- 6) Employees wishing to take RDO entitlement in blocks of two or more days shall provide the Cashroom Supervisor at least one month's notice. Such requests will be considered in regard to business requirements and previously approved leave of other staff.



An

ENTERPRISE AGREEMENT

Between

**CHUBB SECURITY SERVICES PTY
LTD**

ABN 8100 4247538

And

Employees engaged at the

**NEWCASTLE CASH PROCESSING
CENTRE**

And the

**NSW Local Government, Clerical,
Administrative, Energy, Airlines and
Utilities Union**