



EMPLOYMENT & REMUNERATION APPROVAL

Ian Young — Customer Operations Coordinator

APPROVAL REQUIRED Prepared 4 August 2026 | Decision owner: Authorised employing-entity representative

Approval item	Proposed arrangement
Decision requested	Approve permanent full-time appointment and remuneration
Proposed base salary	\$80,000 gross per annum, exclusive of superannuation
Superannuation	12% statutory contribution on qualifying earnings — approximately \$9,600 per annum
Base plus super	Approximately \$89,600 per annum
Ordinary hours	38 ordinary hours per week from Monday, 17 August 2026; roster to be confirmed in the employment agreement
Pre-start training	Three paid training days during the week commencing Monday, 10 August 2026; exact days, hours and payroll arrangements to be confirmed before training
Instrument	Provisional: Clerks—Private Sector Award 2020, Level 4; review if duties or authority materially change
Employing entity	Superior Bin Solutions Pty Ltd

Business rationale

The proposed \$80,000 base positions Ian within the current Brisbane market for a Customer Operations Coordinator while maintaining a clear remuneration distinction below the Business Operations Manager level. It also provides a meaningful margin over the Clerks Award Level 4 minimum for ordinary hours.

The role is intended to coordinate daily dispatch, allocate and adjust schedules, communicate with drivers and operating teams, monitor completion and exceptions, maintain accurate dispatch records, resolve routine service issues within authority, and escalate material safety, customer, staffing or financial matters.

A formal six-month remuneration and classification review should assess whether Ian is independently controlling workloads, resolving broader operational problems, monitoring work quality or supervising staff. The review is not an automatic salary increase or promotion.

Approval conditions

- Confirm the three training dates, training hours, payroll setup, reporting line and final position description before issue.
- Validate Clerks Award Level 4 against the actual principal duties; reassess Level 5 if genuine delegated workload, operational-problem and staff-performance responsibility is assigned.
- Pay overtime, weekend/public-holiday penalties and applicable allowances separately unless a lawful written salary arrangement expressly identifies and reconciles them.
- Prepare a separate employment agreement for acceptance by Ian after internal approval.



APPROVAL DECISION

Ian Young — Customer Operations Coordinator | AWC-HR-APR-2026-IY-001

Approval decision

☐ Approved ☐ Approved with conditions ☐ Declined	
Approved by _____	Position / authority _____
Typed signer name (fallback) _____	Date _____
Conditions or comments _____	Effective date authorised _____

HAND-DRAWN SIGNATURE

Use Fill & Sign or Markup to draw or place the approving board member's signature.

Draw or place signature here

CONTROL NOTE This internal approval authorises preparation of employment documentation only. It is not an offer, employment contract, variation, or representation that the nominated award/classification is final.