

COGNIKIN PTY LTD

REISSUE - FULL CONTENT - AWC Employment and Remuneration Approval - Ian Young

Reference: AWC-HR-APR-2026-IY-001-R1

04 August 2026

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EMPLOYMENT AND REMUNERATION APPROVAL

Ian Young - Customer Operations Coordinator

Reference: AWC-HR-APR-2026-IY-001-R1

Prepared: 4 August 2026

Status: Internal and confidential - approval required

Entity: AWC Group Holdings Pty Ltd - ABN 36 695 044 323

Employing entity: Superior Bin Solutions Pty Ltd

Reissue notice

This complete-content reissue replaces the earlier CogniSign request with reference **CS-20260804-5691**. The earlier request should not be signed or relied upon because its document content did not display correctly on mobile.

Decision requested

Approve Ian Young's permanent full-time appointment as **Customer Operations Coordinator** and approve the remuneration and employment-document preparation described below.

Proposed employment and remuneration

Approval item	Proposed arrangement
Employment type	Permanent full-time

Approval item	Proposed arrangement
Position	Customer Operations Coordinator
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 superannuation	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
Industrial 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 salary 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

1. Confirm the three training dates, training hours, payroll setup, reporting line and final position description before issuing employment documentation.
2. 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.
3. Pay overtime, weekend or public-holiday penalties and applicable allowances separately unless a lawful written salary arrangement expressly identifies and reconciles them.
4. Prepare a separate employment agreement for acceptance by Ian after this internal approval.

Approval effect

By signing this CogniSign document, the authorised approver approves the proposed appointment and remuneration, subject to the conditions above, and authorises preparation of the separate employment documentation.

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 or classification is final.