

Secure Journeys Guiding Principles

Purpose

This document confirms how current incumbent Serco personnel within the Immigration Detention Network will be employed by Secure Journeys/MTC as we transition Immigration Detention Centres across to Secure Journeys.

Scope

This document applies to Serco personnel employed at the time of the relevant transition.

Timeframe

As we transition different Immigration Detention Network Centres and Alternative Places of Detention (IDN and APOD), current incumbent (Serco employees) personnel will be employed to meet the requirements of the transition.

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Serco employees prior to 1 July 2025 (same level as current and as evidenced)

It has been agreed with the United Workers Union and Union of Christmas Island Workers that Serco employees who are offered a position with Secure Journeys will be offered a position at their current base location or location they have applied for, at the same level as their current substantive position with Serco.

Evidence will be required to be supplied by the employee to support any claims. Secure Journey's will only accept the employee's latest payslip which cannot be any older than 14 days prior to their application to Secure Journeys.

If a payslip is not provided, the Serco employee will be offered a position as a Detention Services Officer Level 1 and will progress in their career in accordance with the Secure Journeys Immigration Services Greenfields Enterprise Agreement 2025.

For clarification; higher duties roles will not be offered during the transition phase, only substantive positions. Higher duties roles will be handled in accordance with MTC policy/standard.

New employees after 1 July 2025

All employees engaged after 1 July 2025, will be engaged with in accordance with the Secure Journeys Immigration Services Greenfields Enterprise Agreement 2025.

Parental Leave

Secure Journeys/MTC does not offer paid parental leave. Any Serco employee currently on paid parental leave will need to speak with the Australian Government regarding Parental Leave Pay (PLP) for working parents as per the Australian Government Parental Leave Paid Scheme.

No parental leave payments will be made by Secure Journeys/MTC to any employee.

All Serco employees on parental leave, considering parental leave or are about to return from parental leave must first discuss the details with Secure Journeys human resources department via our Talent Acquisition team regarding details.

A parental leave plan as well as a return-to-work plan will need to be signed-off by Secure Journeys/MTC prior to any person taking parental leave or returning to work.

Workers Compensation

Should any Serco employee be on Workers Compensation, Serco's responsibility will cease the day Serco are no longer responsible for the centre where the employee is employed. The responsibility for the Workers Compensation claims does not automatically transfer to Secure Journeys/MTC.

When any person applies for a position at Secure Journeys/MTC they are required to provide confirmation that they do not have any condition that may affect their ability to carry out the inherent requirements of the role they have applied for. As we do not wish to negatively affect any persons wellness journey, any person currently on Workers Compensation is encouraged to discuss their

situation with Secure Journeys/MTC at the time of their application so we can work with them to determine their fitness for the role they have applied for and if suitable, a return-to-work plan that is agreed to prior to employment being offered.

Any person knowingly making a false declaration by providing incorrect or dishonest information, will be deemed to be in breach of our Code of Conduct and may face disciplinary action up to an including the termination of their employment.

Long Term Personal Leave

When any person applies for a position at Secure Journeys/MTC they are required to provide confirmation that they do not have any condition that may affect their ability to carry out the inherent requirements of the role they have applied for. This means, that any person knowingly making a false declaration by providing incorrect or dishonest information, will be deemed to be in breach of our Code of Conduct and may face disciplinary action up to an including the termination of their employment.

As we do not wish to negatively affect any persons wellness journey, any person currently on long-term sick is encouraged to discuss their situation with Secure Journeys/MTC at the time of their application so we can work with them to determine their fitness for the role they have applied for and if suitable, a return-to-work plan that is agreed to prior to employment being offered.

Incorrect/incomplete qualifications

It has been agreed with the United Workers Union and Union of Christmas Island Workers that Serco employees who are offered a position with Secure Journeys will be offered a position at the same level as their current substantive position with Serco as long as evidence is provided by the employee irrelevant of their current qualifications. The business understands the importance of allowing employees time to complete the required training/qualifications and will support same, however, this must be balanced with the need to meet operational requirements.

Each person will be assessed against the qualifications required for the role they are employed for and our Registered Training Organisation (Training & Safety Solutions) will contact each individual, assess their qualifications and enrol them for the qualification as required.

It is then up to the individual employee to complete that qualification within the required timeframes.

If the qualification, for any reason, is not completed as required, Secure Journeys/MTC will consider this a breach of their Employment Contract and the employee will be unable to continue employment with Secure Journeys/MTC.

Probationary Period

A probationary period will apply to all employees whether employed under the Secure Journeys Immigration Services Greenfields Enterprise Agreement 2025 or common law contract.

Recognition of continuous service for Long Service Leave calculation

For the purposes of calculating Long Service Leave, Secure Journeys/MTC will recognise all continuous service within the Immigration Detention Network.

In order for us to recognise same, an employee is required to provide us with evidence that their service has been continuous, ie; there have been no breaks in their service with previous companies/government bodies that have run the IDN. This evidence can be provided by way of Statements of Service, payslips or other employment evidence to support their employment. A Statutory Declaration will be accepted. If an employee submits a Statutory Declaration, which they know it is not true (it is 'false or misleading'), it is a serious offence. The penalty if you break the law can be a prison sentence. See 136.1, 137.1 and 137.2 of the Criminal Code Act 1995. The penalty if an individual deliberately makes a false statement in a statutory declaration can be a prison sentence of up to 4 years. This is in section 11 of the Statutory Declarations Act 1959.

Serco employees currently on secondment

It has been agreed with the United Workers Union and Union of Christmas Island Workers that Serco employees who are offered a position with Secure Journeys will be offered a position at their current base location or location they have applied for at the same level as their current substantive position with Serco as long as evidence is provided by the employee.

Evidence will be required to be supplied by the employee to support any claims. Secure Journey's will only accept the employee's latest payslip which cannot be any older than 14 days prior to their application to Secure Journeys.

If a payslip is not provided, the Serco employee will be offered a position as a Detention Services Officer Level 1 and will progress in their career in accordance with the Secure Journeys Immigration Services Greenfields Enterprise Agreement 2025.

For the purpose of clarification; if a Serco employee is currently on secondment, they will not be offered a secondment position, they will be offered a position at their substantive position level only at the base location or location they have applied for with all acting and secondment opportunities being handled in accordance with MTC policy/standard once they are employed by Secure Journeys.

If the seconded position is offered by Secure Journeys as a permanent position, the employee is encouraged to apply.

Recruitment and employment for APOD's

Currently Secure Journeys is discussing the requirements for recruitment and employment for various APOD's and information will be provided to the Unions and posted on www.securejourneys.com.au website

Staffing Levels where Serco employee numbers exceed those required by Secure Journeys

Secure Journeys will make offers to meet the requirements of the new Contract with Home Affairs. Should there be more Serco employees than that required by Secure Journeys, Secure Journeys will consider offers for casual employment. Where possible, we will also consider running a relief pool of full-time employees to ensure staff absences are covered daily – this option will be determined by each Centre or APOD manager in consultation with human resources and Unions.

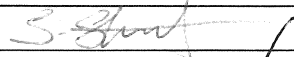
Serco uplift after the Enterprise Agreement has been approved

Secure Journeys have agreed to an uplift on wages and allowances of 3.5% effective from 1 July 2025. This uplift will be applied to the wages and allowances paid by Serco in December 2024.


Should Serco provide their employees with an uplift after the Greenfields Enterprise Agreement has been approved by the Fair Work Commission that is less than the 3.5% applied by Secure Journeys, Secure Journeys will apply the 3.5% as agreed.

Should Serco offer an uplift above the agreed 3.5%, the base wage and any uplifted allowances will be carried across to all employees on the date specified or initial employment, but Secure Journeys will not apply any further uplift under this Greenfields Agreement.


Signed for and on behalf of Secure Journeys Pty Ltd by:

Name:	Troy Ittensohn
Position:	Managing Director
Address:	Level 3, 6 Yoga Way, Springfield Central, Queensland 4300
Signature:	
Date:	28-2-2025

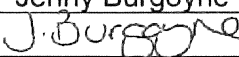
Witness

Name:	
Signature:	
Date:	28-02-25

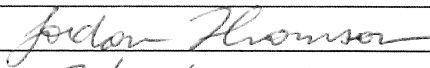
Signed for and on behalf of United Workers Union:

Name:	Godfrey Moase
Position:	Director of Allied Industries
Address:	833 Bourke Street, Dockland, VIC 3008
Signature:	
Date:	04/02/2025

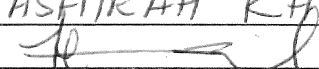
Witness

Name:	Jenny Burgoyne
Signature:	
Date:	04/02/2025

Signed for and on behalf of the Union of Christmas Island Workers:

Name:	Gordon Thomson
Position:	General Secretary
Address:	PO Box 84, Christmas Island 6798
Signature:	
Date:	7/02/2025

Witness

Name:	KASHIRAH KHAMIS
Signature:	
Date:	7/2/25