

**Form F52 Order Requiring Production of Documents etc. to the Fair Work Commission**

*Fair Work Act 2009, s.590 (2) (c)*

*Fair Work Commission Rules 2013, Rule 54*

**FAIR WORK COMMISSION**

**Commission Matter No.: AM2014/196 and 197**

**Applicant:**

United Voice

(Applicant for an order to produce)

**To: MSS Security Pty Ltd**  
Attention: Sally Pedlow  
Suite 1, 235 Balcatta Road  
Balcatta, WA, 6021, Australia.

Pursuant to s.590(2) of the *Fair Work Act 2009* you are **ORDERED** to provide to the Fair Work Commission the documents, records and other information specified in the Schedule to this order before the Fair Work Commission at the following time, date and place:

Time: 12:00 noon

Date: 8 July 2016

Place: Fair Work Commission (Sydney)  
Terrace Tower,  
Level 10, 80 William Street,  
East Sydney, NSW, 2011

**OR**

Fair Work Commission (Perth)  
Level 16, 111 St Georges Terrace  
Perth WA 6000

Dated: 4 July 2016



Vice President Hatcher

**Note:**

- This order has been issued at the request of United Voice
- You can apply to have this order set aside or varied.
- Instead of attending to provide the documents etc. covered by this order at the time and place specified above, you may produce them to an officer of the Commission at the place specified above not later than 4.00 pm on the day before the day mentioned above.
- If you have any queries in relation to this order please contact the Associate to Vice President Hatcher on (02) 9308 1812.

## SCHEDULE

- We draw your attention to the statement of Samantha Holmes filed with the Fair Work Commission by MSS Security Pty Ltd (hereafter 'MSS') on 5 April 2016. The column on the left hand side of the following table identifies the paragraphs to which the documents on the right hand side of the table relate.
- Requests for records relating to the '*last financial year*' concern the financial year commencing 1 July 2015 to 30 June 2016 unless otherwise stated.
- Requests are for the primary source materials but where appropriate summaries or other secondary sources can be produced by the maker of the statement, these should be supplied.
- In all cases, copies of the document can be provided.
- The Award means the *Security Services Industry Award 2010*.
- Where an answer to a question is sought, this can be provided by correspondence to avoid the requirement that an employee of MSS other than the maker of the statement be required to give evidence concerning the matter.

<b>Samantha Holmes, signed 4 April 2016</b>	
4	<ul style="list-style-type: none"> <li>• The letter of engagement of Samantha Holmes and any related document concerning the agreed pattern of work, any subsequent document varying or evidencing any agreements between Samantha Holmes and MSS Security concerning her hours of work or variations.</li> </ul>
6	<ul style="list-style-type: none"> <li>• Any document or thing indicating the name of the employee and his or her job description that the verbal agreement with Ms Holmes to vary her hours has been made with and when the agreement was made and any document, correspondence or thing that evidences this agreement.</li> </ul>
7	<ul style="list-style-type: none"> <li>• Any document or thing indicating <i>Andy's</i> full name and job description.</li> </ul>
8	<ul style="list-style-type: none"> <li>• For the last financial year up to 31 May 2016, all rosters for Hobart Airport identifying Samantha Holmes' shifts clearly.</li> <li>• For the last financial year up to 31 May 2016, all payslip for Samantha Holmes.</li> </ul>