

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

*Industrial Relations Act 1999 – s. 156 – Certification of an agreement*

**State Government Security Certified Agreement 2013  
(CA/2013/53)**

DEPUTY PRESIDENT BLOOMFIELD

19 July 2013

CERTIFICATE

This matter coming on for hearing before the Commission on 18 July 2013 the Commission certifies the following written agreement:

*State Government Security Certified Agreement 2013*

made between:

- Chief Executive, Department of Housing and Public Works; and
- Together Queensland, Industrial Union of Employees.

The agreement was certified by the Commission on 18 July 2013 and shall operate from 18 July 2013 until its nominal expiry on 30 April 2016.

This agreement (CA/2013/53) shall replace the *QBuild State Government Security Certified Agreement 2009 (CA/2009/152)* which shall cease to apply from the date of the certification of this agreement.

By the Commission.

A.L. BLOOMFIELD  
Deputy President

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

*Industrial Relations Act 1999, s.156*

Director-General of the Department of Housing and Public Works (State Government Security)

AND

Together Queensland, Industrial Union of Employees

*(No. CA/2013/53)*

**STATE GOVERNMENT SECURITY CERTIFIED AGREEMENT 2013**

APPLICATION FOR CERTIFICATION OF AGREEMENT

THE AGREEMENT, having been made under the *Industrial Relations Act 1999*, on the ninth day of July 2013, BETWEEN the Director-General of the Department of Housing and Public Works and the employees to whom this agreement applies, witness that the parties mutually agree as follows:.

**PART 1: APPLICATION AND OPERATION**

**1.1 Title**

This agreement will be known as the *State Government Security Certified Agreement 2013*

**1.2 Arrangement**

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### **1.3 Application**

- (1) This Agreement shall apply to persons employed at State Government Security, a business unit of the Department of Housing and Public Works, for whom classifications and wage rates are prescribed herein.
- (2) The Chief Executive, Senior Executives and Senior Officers under the *Public Service Act 2008*; appointments made on a fixed term declared under s. 121 of the *Public Service Act 2008*; employees engaged under contractual arrangements (this does not refer to employees under ss. 147 and 148 of the *Public Service Act 2008* engaged for a fixed term); and “banded” officers; are not covered by this agreement.

The parties bound by this Agreement are the Director-General of Department of Housing and Public Works and Together Queensland, Industrial Union of Employee (Together).

### **1.4 Date of Operation**

The Agreement operates from the date of certification, viz from 18 July 2013 until the nominal expiry date of 30 April 2016. The parties have agreed that its terms will be given operative effect on and from 1 May 2013.

### **1.5 Posting of Agreement**

A copy of this Agreement must be displayed in a conspicuous place at the workplace, where it can be easily read by employees in the workplace. Electronic access to this Agreement where available is sufficient to meet the requirements of this clause.

### **1.6 Relationship to Awards and Industrial Instruments**

This Agreement is to be read in conjunction with the *Queensland Public Service Award – State 2012* (the Award). In the event of any inconsistency, this Agreement shall take precedence.

### 1.7 **Replacement Agreement**

This agreement replaces the *QBuild State Government Security Certified Agreement 2009* when this Agreement is certified.

### 1.8 **Objectives of the Agreement**

State Government Security, incorporating the State Government Protective Security Service, provides protective security to the people and property assets of the Queensland public sector.

The parties are committed to an effective State Government Security, delivering quality services for the Queensland Government to support the Government's priorities and obligations to the community.

State Government Security will strive for improvements in service delivery, improved efficiency and effectiveness of its operations and activities.

### 1.9 **Definitions and Abbreviations**

AQF:	the Australian Qualifications Framework. The AQF is a system of 12 national qualifications in schools, vocational education and training (TAFEs and private providers) and the higher education sector (mainly universities). Refer to Appendix 13.
Department:	the Department of Housing and Public Works.
Protective Security Officer:	an employee as defined in Section 7 of the <i>State Buildings Protective Security Act 1983</i> .
Senior Protective Security Officer:	an employee as defined in Section 10 of the <i>State Buildings Protective Security Act 1983</i> .
Senior Protective Security Officer (in Training):	an employee as defined in Section 7 of the <i>State Buildings Protective Security Act 1983</i> .

## **PART 2: WAGES AND ALLOWANCES**

### 2.1 **Wage rates**

Wage increases shall apply to employees covered by this Agreement as follows:

1 May 2013	2.2%
1 May 2014	2.2%
1 May 2015	2.2%

The salary schedules are set out in Appendix 9, 10, 11 and 12.

### 2.2 **No Loss of Show Day**

- (1) Where an employee is required to perform work duties (including training) at an alternative location to their usual place of work on a day where the show day holiday applies, such employee will be given a day off in lieu, to be taken by mutual agreement with the employee's supervisor.
- (2) Provided that an employee subject to this Agreement, and whether engaged in different agencies or locations over a calendar year or not, is only entitled to leave on full pay for a show holiday once each calendar year.

### 2.3 *Payment of Allowances and Additional Payments*

Payment of allowances and “specials” is to be made to the staff member concerned on the appropriate payday no later than 2 pay periods following the completion of the activity.

### 2.4 *Block Pay System*

- (1) The employer, staff members, and their union agree to the continuation of a “Block Pay System” for shift-workers on terms provided for by this Agreement.

The “Block Pay” allowance has been calculated using the Projected Roster Methodology, which is determined by adding penalties for night shifts (15%), Saturdays (50%), Sundays (100%), public holidays rostered on (150%) and public holidays rostered off (100%) occurring over a year as a proportion of ordinary hours paid.

The applicable block pay allowance will be paid on recreation leave (or cash equivalent). Therefore, staff will not be paid their leave loading percentage as an additional payment. As a result, payment to individuals will result in no less than would have been received through application of the applicable Award and Agreement provisions to individual shifts in the above roster.

- (2) At the commencement of this Agreement the penalty rates to be paid to employees under the Block Pay System are:

a) 12 hour rotating shift:	33.9066 %
b) 12 hour permanent night shift:	39.0657%
c) 12 hour permanent day shift:	28.7474%
d) Permanent Part-Time Mobile Patrol Shift Roster	41.6159%
e) Permanent Part-Time Central Operations Room Roster	41.6159 %

The parties’ agreed calculation methodology for the current fortnightly “Block Pay Allowance” is outlined in Appendix 8 – Block Pay Calculations of this Agreement.

- (3) An officer who works afternoon or night shift, or weekend work, who is not a shift worker for the purposes of the “Block Pay System” is to be paid the relevant allowance as provided for in the *Queensland Public Service Award – State 2012*.

### 2.5 *Conditions of Payment of 12 Hour Roster Allowance under a Block Pay System*

- (1) The block pay allowance is detailed in Appendix 8 of this agreement.

- (2) The allowance is payable:

- a) on the staff member’s base salary only (excluding all allowances);
- b) on recreation leave (or cash equivalent thereof); or
- c) as part of the salary for successful Work Cover claims.

- (3) The allowance is not payable:

- a) on superannuation;
- b) on overtime;
- c) on long service leave; or
- d) on all other leave (eg sick leave, bereavement leave, etc).

- (4) Accordingly, staff receive the “Block Pay” Allowance when they attend work for their rostered shifts, and therefore after each absence, regardless of the day on which it falls, the allowance applicable to the staff member’s hourly rate will be deducted for each hour absent.

### 2.6 *Performance of higher duties*

- (1) The parties to this Agreement acknowledge that from time to time, staff may be directed to perform some, or all, of the duties and responsibilities of a position of a higher classification to meet operational needs. In these circumstances, staff employed under this Agreement will receive extra remuneration in

accordance with the conditions prescribed by the Higher Duties Directive (as amended from time to time), with the exception of **the application of the “minimum period” and the “relevant percentage”**.

In lieu, when an Officer is directed to relieve in a higher classified position that requires them to be qualified as a Senior Protective Security Officer (SPSO) for more than 3 consecutive shifts, the following conditions will apply:

- a) Officers who have not completed SPSO training will be entitled to receive an allowance of 90% of the difference between the salary of the Protective Security Officer (PSO) and the minimum salary of the “higher classification level”.
- b) Officers who have completed SPSO training, and have been appointed as a SPSO, but who are not employed as a SPSO, will receive a higher duties allowance of 100% when directed to relieve in a higher classified position that requires them to be qualified as a SPSO.
- c) Staff who are engaged on shift work and who are directed to assume the roles and responsibilities of a position at a higher classification level for more than 3 consecutive rostered shifts within their standard roster pattern, regardless of whether these consecutive rostered shifts occur on consecutive days, will be eligible for the payment of higher duties allowance.

## **2.7 No Further Claims**

- (1) This Agreement is in full and final settlement of all parties’ claims for its duration. It is a term of this Agreement that no party will pursue any extra claims relating to wages or conditions of employment whether dealt with in this Agreement or not;
- (2) Subject to sub-clause (3) herein, the following changes may be made to employees’ rights and entitlements during the life of this Agreement:
  - a) General Rulings and Statements of Policy issued by the Queensland Industrial Relations Commission that provide conditions that are not less favourable than current conditions;
  - b) Reclassifications.
- (3) The Queensland Industrial Relations Commission State Wage Increases awarded during 2012 and thereafter will not be in addition to the wage increases provided by this Agreement.
- (4) Notwithstanding sub-clause (3) herein, it is a term of this agreement that no person covered by this agreement will receive a rate of pay which is less than the corresponding rate of pay in the relevant parent award.

## **PART 3: RECOGNITION OF ACCREDITED QUALIFICATIONS**

### **3.1 Commitment**

- (1) The parties are committed to the principle that financial recompense will be provided for public sector employees in the specified classifications who meet the following requirements:
  - (a) an accredited qualification at the AQF level specified or higher achieved through training and assessment of competencies (including recognition of current competencies); and
  - (b) reached the maximum pay point of the specified classification level in the Administration Stream or the Operational Stream; and
  - (c) spent 1 calendar year on the maximum pay point (or, in the case of permanent part time or casual employees, have spent 1 calendar year and worked 1200 hours at the maximum pay point).

### 3.2 *Appropriate Remuneration*

- (1) The following remuneration shall be paid for employees that meet the requirements in clause 3.1:

Certificate IV (AQF IV)	AO2	\$41.50 per fortnight
Diploma (AQF V)	AO3	\$42.80 per fortnight
Advanced Diploma (AQF VI)	AO4	\$44.60 per fortnight
Certificate III (AQF III)	OO2	\$20.00 per fortnight
Certificate IV (AQF IV)	OO3	\$41.50 per fortnight
Diploma (AQF V)	OO4/OO5	\$42.80 per fortnight
Advanced Diploma (AQF VI)	OO6	\$44.60 per fortnight

### **PART 4: SALARY PACKAGING**

- (1) Salary packaging is available for employees (excluding short term casual employees) employed by the employers covered by this Agreement in accordance with the Circular issued from time to time by the Public Service Commission.
- (2) The employer is to apply the following principles for employees that avail themselves of salary packaging:
- as part of the salary package arrangements, the costs for administering the package, including fringe benefits tax, are met by the participating employee;
  - there will be no additional increase in superannuation costs or to fringe benefits payments made by the employer;
  - increases or variations in taxation are to be passed to employees as part of their salary package;
  - where mandated by relevant government policies, employees must obtain independent financial advice prior to taking up a salary package. Where no mandatory requirement exists, it is strongly recommended to all employees to seek independent financial advice when entering into a salary packaging arrangement for the first time, or adding new item/items to an already agreed packaging arrangement;
  - the Employer will pass on to the employee any Input Tax Credits (ITCs) it receives as part of salary packaging;
  - there will be no significant additional administrative workload or other ongoing costs to the employer;
  - any additional administrative and fringe benefit tax costs are to be met by the employee;
  - any increases or variations to taxation, excluding payroll tax that result in additional costs are to be passed on to the employee as part of the salary package.
- (3) The employee's salary for superannuation purposes and severance and termination payments will be the gross salary, which the employee would receive if not taking part in flexible remuneration packaging.
- (4) Subject to federal legislation, employees may elect to adjust their current salary sacrifice arrangements to sacrifice up to 100% of salary to superannuation.

### **PART 5: PREVENTION AND SETTLEMENT OF DISPUTES**

#### *Objectives of procedure*

- (1) The objectives of this procedure are the avoidance and resolution of any disputes over matters covered by this Agreement, by measures based on the provision of information and explanation, consultation, co-operation and negotiation.

#### *Status Quo*

- (2) Subject to legislation, while the dispute procedure is being followed, normal work is to continue except in the case of a genuine safety issue. The status quo existing before the emergence of a dispute is to continue whilst the procedure is being followed. No party shall be prejudiced as to the final settlement by the continuation of work.

*Provisions of information*

- (3) There is a requirement for management to provide relevant information and explanation and consult with the employee representatives, where appropriate.

*Procedure*

- (4) In the event of any disagreement between the parties as to the interpretation or implementation of this Agreement, the following procedures shall apply:
  - a) the matter is to be discussed by the employee's nominated representative, where appropriate, and/or the employee(s) concerned and the immediate supervisor in the first instance. The discussion should take place within 1 working day and the procedure should not extend beyond 7 working days;
  - b) if the matter is not resolved as per (a) above, it shall be referred by the employee's nominated representative, where appropriate, and/or the employee(s) to the appropriate management representative who shall arrange a conference of the parties to discuss the matter. This process should not extend beyond 7 working days;
  - c) if the matter remains unresolved it may be referred by the employee and/or his/her representative to the Assistant Director-General, Strategic Asset Management and/or nominee for discussion and appropriate action. This process should not exceed 14 working days;
  - d) if the matter is not resolved then it may be referred by either party to the Queensland Industrial Relations Commission for conciliation, or if necessary, arbitration.
- (5) Nothing contained in this procedure shall prevent the parties to this agreement from intervening in respect of matters in dispute, should such action be considered conducive to achieving resolution.

**PART 6: LEAVE LOADING**

- (1) Payment of annual leave loading is to be paid once a year in December.
- (2) This payment does not apply to employees who are remunerated under a 'block pay system', which incorporates payment for annual leave loading.



## **APPENDIX 1: HOURS OF WORK (Professional, Technical and Administrative Staff)**

### **1.1 Hours of Work**

A standard day shall be 7.25 hours, with the ordinary working hours of a full time employee to be an average of 36.25 hours per week, Monday to Friday inclusive.

### **1.2 Spread of Hours**

The 'spread of hours' will be 6:00am to 6:00pm Monday to Friday inclusive.

### **1.3 Spread of Hours – Brisbane CBD**

- (1) These provisions shall apply only to employees engaged under the *Queensland Public Service Award – State 2012* where the employee's place of work, at daily commencing and finishing times, is within the Australian Bureau of Statistics Statistical Local Areas of "City – Remainder" and "City – Inner" within the Statistical Subdivision of "0501 – Inner Brisbane".
- (2) In recognition of the problems associated with increased traffic congestion into the Central Business District of Brisbane, the parties agree to a wider ordinary spread of hours of 6.00 am to 7.00 pm for full-time and part-time employees only.
- (3) The purpose of such an arrangement is to allow employees and supervisors to mutually agree to changes to existing commencing and finishing times in order that the employees can commence and/or finish their working hours outside the recognised peak times of 7am to 9am and 4pm to 6pm.
- (4) For the purposes of application of the Ministerial Directive relating to Excess Travel Time, which only applies to employees subject to the *Queensland Public Service Award – State 2012*, the ordinary spread of hours for the purposes of clause 1.1 of the Schedule to the Directive shall be 6.00 am to 7.00 pm.
- (5) The parties affirm that the capacity for an individual employee to have an ordinary spread of hours of 6.00am to 7.00pm by mutual agreement under these provisions will not be used as the rationale to alter customer service delivery arrangements of agencies affected by these provisions.
- (6) All other conditions contained in Awards and Ministerial Directives relating to overtime, meal breaks and meal allowances shall continue to apply.

### **1.4 Overtime**

Any work performed outside the ordinary spread of hours or in excess of 10 hours exclusive of meal breaks, on any one day shall be classed as overtime.

Employees must ensure prior to undertaking overtime that it is approved by their Manager or Supervisor.

## **APPENDIX 2: HOURS OF WORK (Operational Staff)**

### **PART 1: DAY AND AFTERNOON SHIFT WORKERS**

#### **1.1 Hours of Work**

The ordinary hours of work will be an average of 38 hours per week over a 4 week roster pattern.

A standard day shift shall be 7.6 hours, with the ordinary working hours of all full time employees not to exceed 10 hours per shift, Mondays to Fridays.

A “day shift” shall commence at or after 6am and before 12pm.

An “afternoon shift” shall commence at or after 12pm and before 6pm.

#### **1.2 Casual employees**

Casual employees are to be engaged on an hourly basis to work for less than the ordinary working hours of a full-time employee, except in the following circumstances:

- a) *Training:* During the first 2 weeks of initial employment, for the purpose of training, a casual employee may be employed for up to and including 38 hours at the casual rate of pay.
- b) *Relieving:* Where there are insufficient relief officers available, a casual employee may work the rostered hours of the employee being relieved, including shifts of up to 12 hours duration and be remunerated at the casual ordinary rate of pay as prescribed in the relevant Award for up to an average of 38 hours per week.

#### **1.3 Shift Rosters**

- (1) Sample rosters are set out in Appendix 4, 5, 6 and 7.
- (2) All roster patterns are to show rostered days off.
- (3) Rostered days off with pay on account of 38 ordinary hour week arrangements are to be taken in such a way as to enable the employee to take the equivalent of one 8 hour shift per 4 weeks roster cycle as a scheduled day off as defined by a roster pattern.
- (4) *Notification:* An annual roster pattern will be maintained encompassing rostered days off (RDOs). Employees shall receive copies of these rosters.
- (5) *Roster Changes:*
  - a) Changes within a roster are to be by agreement between the employer and the employee affected, but failing agreement, the employer may initiate a roster change upon giving affected employees 24 hours’ notice for a change of roster or double time is to be paid for the next shift.
  - b) Changes to a roster structure may be made to meet the employer’s or the employer’s clients’ needs subject to prior consultation with, and reasonable notice being given to affected employees.
  - c) An employee may arrange a change of shift with another suitably trained officer, provided that they submit a written request to the Operations Officer for their prior approval.

#### **1.4 Overtime**

Any authorised work performed in excess of 10 hours per day or over an average of 152 hours per 4 week roster cycle shall be classed as overtime.

An officer recalled to perform duty after completing their normal shift or on any leave day or off duty day shall be paid at overtime rates for such duty with a minimum payment of 3 hours at overtime rates.

### **1.5 Crib Break**

Officers shall be allowed a paid meal/crib break of 30 minutes duration which will be counted as working time to be taken so as not to interfere with the continuity of work where such continuity is required.

## **PART 2: ROTATING 12 HOUR SHIFT WORKERS (INCLUDING PERMANENT NIGHT SHIFT AND PERMANENT DAY SHIFT)**

### **2.1 Hours of Work**

The ordinary hours of work will be an average of 38 hours per week over a 6 week roster pattern.

A standard shift shall be 12 hours, with the ordinary working hours not to exceed 12 hours per shift, Mondays to Fridays.

A "day shift" shall commence at or after 6am and before 12pm.

A "night shift" shall commence at or after 6pm and before 6am.

### **2.2 Casual employees**

Casual employees are to be engaged on an hourly basis to work for less than the ordinary working hours of a full-time employee, except in the following circumstances:

- a) *Training:* During the first 2 weeks of initial employment, for the purpose of training, a casual employee may be employed for up to and including 38 hours at the casual rate of pay.
- b) *Relieving:* Where there are insufficient relief officers available, a casual employee may work the rostered hours of the employee being relieved, including shifts of up to 12 hours duration and be remunerated at the casual ordinary rate of pay as prescribed in the relevant Award for up to an average of 38 hours per week.

### **2.3 Shift Rosters**

- (1) Sample rosters are set out in Appendix 4, 5, 6 and 7.
- (2) All roster patterns are to show rostered days off.
- (3) Rostered days off with pay on account of 38 ordinary hour week arrangements are to be taken in such a way as to enable the employee to work 19 shifts in a 21 shift cycle, with the scheduled days off as defined by a roster pattern.
- (4) *Notification:* An annual roster pattern will be maintained encompassing rostered days off (RDOs). Employees shall receive copies of these rosters.
- (5) *Roster Changes:*
  - a) A change in the roster that is from the rostered 12 hour shift to day work shall only take place once that officer has utilised an equivalent number of days rest, compared to consecutive days worked prior to the officer's change in shift duties. Provided that when a change takes effect that the officer is only required to perform duties for 228 hours in a 6 week period.
  - b) Changes within a roster are to be by agreement between the employer and the employee affected, but failing agreement, the employer may initiate a roster change upon giving affected employees 24 hours' notice for a change of roster or double time is to be paid for the next shift.
  - c) Changes to a roster structure may be made to meet the employer's or the employer's clients' needs subject to prior consultation with, and reasonable notice being given to affected employees.
  - d) An employee may arrange a change of shift with another suitably trained officer, provided that they submit a written request to the Operations Officer for their prior approval.

- (6) Employees engaged on a 12 hour shift shall not be rostered to work more than 5 consecutive shifts, during which period every endeavour shall be made to ensure employees are not required to work more than 3 consecutive night shifts. Except those officers, who work the permanent night shift roster shall work 4 continuous nights.

#### **2.4 Overtime**

- (1) Overtime duty should not normally be performed where it will fall within a period of 12 hours on either side of a 12 hour day or a 12 hour night shift.
- (2) In all but highly exceptional circumstances, the maximum length of time a person should have to remain on duty is 14 hours. This would include the 12 hour shift, a 2 hour overtime period before the commencement of a shift, or a 2 hour overtime period after completing a shift and before being relieved.
- (3) For the purposes of this Agreement, officers whose ordinary hours of work are regularly rotated in accordance with a 12 hour shift-working roster shall be paid overtime at the rate of double time for all work performed outside their rostered duty hours.

#### **2.5 Crib Break**

- (1) Employees shall be entitled to a 30 minute paid crib break in the first half of the shift and a second paid crib of 30 minutes duration in the second half of the shift which will be counted as working time to be taken so as not to interfere with the continuity of work where such continuity is required.

### **PART 3: PERMANENT PART- TIME OFFICERS**

#### **3.1 Hours of Work**

Staff will be rostered to work only during the hours that are required to meet client requirements.

Ordinary hours of work shall be:

**Mobile Patrol Officers:** The ordinary working hours of an employee shall be an average of approximately 27 per week and may be spread over the full cycle of the roster, provided that the average hours per week shall not exceed 38.

**Central Operations Room:** The ordinary working hours of an employee shall be an average of approximately 24 per week and may be spread over the full cycle of the roster, provided that the average hours per week shall not exceed 38.

A “day shift” shall commence at or after 6am and before 12pm.

An “afternoon shift” shall commence at or after 12pm and before 6pm.

A “night shift” shall commence at or after 6pm and before 6am.

#### **3.2 Shift Rosters**

- (1) The parties to this Agreement acknowledge that from time to time, and to meet client requirements, permanent part-time officers may be required to work in excess of the average weekly hours identified.
- (2) *Notification:* An annual roster pattern will be maintained encompassing rostered days off (RDOs). Employees shall receive copies of these rosters.
- (3) *Roster Changes:*
  - a) Changes within a roster are to be by agreement between the employer and the employee affected, but failing agreement, the employer may initiate a roster change upon giving affected employees 24 hours’ notice for a change of roster or double time is to be paid for the next shift.
  - b) Changes to a roster structure may be made to meet the employer’s or the employer’s clients’ needs subject to prior consultation with, and reasonable notice being given to affected employees.

- c) An employee may arrange a change of shift with another suitably trained officer, provided that they submit a written request to the Operations Officer for their prior approval.
- (4) Employees engaged on a 12 hour shift shall not be rostered to work more than 5 consecutive shifts, during which period every endeavour shall be made to ensure employees are not required to work more than 3 consecutive night shifts. Except those officers, who work the permanent night shift roster shall work 4 continuous nights.

### **3.3 Additional Hours – Mobile Patrol Officers (12 hour shifts)**

Where applicable, additional hours worked in excess of the standard roster pattern will be paid at the ordinary rate up to 38 hours then overtime rates will apply.

- (1) Overtime duty should not normally be performed where it will fall within a period of 12 hours on either side of a 12 hour day or a 12 hour night shift.
- (2) In all but highly exceptional circumstances, the maximum length of time a person should have to remain on duty is 14 hours. This would include the 12 hour shift, a 2 hour overtime period before the commencement of a shift, or a 2 hour overtime period after completing a shift and before being relieved.
- (3) For the purposes of this Agreement, officers whose ordinary hours of work are regularly rotated in accordance with a 12 hour shift-working roster shall be paid overtime at the rate of double time for all work performed outside their rostered duty hours.

### **3.4 Additional Hours – Communications Officers (8 hour shifts)**

Where applicable, additional hours worked in excess of the standard roster pattern will be paid at the ordinary rate up to 38 hours then overtime rates will apply.

- (1) Overtime duty should not normally be performed where it will fall within a period of 10 hours on either side of an 8 hour day or an 8 hour night shift.
- (2) In all but highly exceptional circumstances, the maximum length of time a person should have to remain on duty is 10 hours. This would include the 8 hour shift, a 2 hour overtime period before the commencement of a shift, or a 2 hour overtime period after completing a shift and before being relieved.
- (3) For the purposes of this Agreement, officers whose ordinary hours of work are regularly rotated in accordance with an 8 hour shift-working roster shall be paid overtime at the rate of time and a half for the first 3 hours and double time thereafter.

### **3.5 Crib Break**

- (1) Mobile Patrol Officers working a 12 hour shift shall be entitled to a 30 minute paid crib break in the first half of the shift and a second paid crib of 30 minutes duration in the second half of the shift which will be counted as working time to be taken so as not to interfere with the continuity of work where such continuity is required.
- (2) Communications Officers working an 8 hour shift shall be entitled to a paid meal/crib break of 30 minutes duration which will be counted as working time to be taken so as not to interfere with the continuity of work where such continuity is required.

## **APPENDIX 3: HOURS OF WORK (Special Working Arrangements)**

### **PART 1: APPLICATION**

- (1) The parties to this Agreement remain committed to the continued provision of “Special” working arrangements for clients who seek a special project, task, or duty to be undertaken that is:
  - a) Over and above normal client requirements;
  - b) Exclusive of emergency situations;
  - c) Not a standard or normal duty; and
  - d) Of a discrete duration.
- (2) A list of the operational employees who are interested in voluntarily performing “Specials” is to be developed and maintained by the Operations Supervisor. All employees are to have the opportunity to express an interest in participating in these arrangements. The method that the Operations Officers/Operations Supervisor uses in selecting employees for “specials” is to be fair and unbiased. Employees undergoing rehabilitation work or employees who have a recent formal record of poor performance and/or attendance may be excluded from participating in these arrangements.

### **PART 2: PAYMENT FOR SPECIALS**

- (1) When the client requests a Protective Security Officer, then payment shall be at the normal non-shift overtime rates payable at the OO2 pay point 1 level.
- (2) When the client requests a Senior Protective Security Officer, then payment shall be at the normal non-shift overtime rates payable at the OO3 pay point 1 level.
- (3) This payment rate will apply regardless of the classification of the officer, the type of activity being undertaken, the duration of the activity, or the day on which the work is performed. “Specials” undertaken on gazetted Public Holidays shall be paid for at twice that rate stated in (1) or (2) except where the gazetted Public Holiday is not aligned with the actual day. In this circumstance staff undertaking a “Special” on the actual Public Holiday (not the gazetted public holiday) shall be paid for at twice that rate stated in (1) or (2) rather than on the gazetted public holiday.
- (4) The minimum time payable for a “Special” is 3 hours. Where the employee has left their place of residence to commence the “Special” but is subsequently advised that the arrangement has been cancelled, the employee will receive a minimum of 3 hours at the rate stated in (1), (2) or (3).
- (5) An officer shall be advised of the approximate number of hours of duty required. If the special finishes early, then the officer will be paid for the duration of the special only, subject to (4).
- (6) Hours of duty will be based on client requirements.
- (7) If an employee is injured during the course of carrying out a “Special” and requires workers compensation, the rate outlined at (1) or (2) will be the basis for calculating remuneration on the day of injury. For the first whole day off work and all subsequent days, remuneration is to be calculated at the employee’s ordinary rate of pay.
- (8) Staff acting in a supervisory capacity during “Specials” shall be entitled to a total of 1 extra hour’s pay at the rate outlined in (1), (2) or (3) as applicable per day for such additional responsibility.
- (9) This clause shall not be used for work that is currently being remunerated as overtime (that is, it will not impact on existing overtime provisions).

**APPENDIX 4: SHIFT ROSTERS**

**PART 1: APPLICATION**

- (1) The parties recognise that reforms to shift rosters will improve the operation of State Government Security. The parties therefore agree to implement shift rosters designed to meet the needs of both clients and staff.
- (2) Further details regarding shift work conditions are outlined in Appendix 2 of this Agreement.

**PART 2: 24 HOUR ROTATING SHIFT ROSTER**

The parties agree that the 24 hour rotating shift will only be staffed for positions which are fully funded and require 24 hour duty, 365 days per year. The roster cycle is 24 weeks long and rotates continuously as per the following pattern:

Day	1	2	3	4	5	6	7	8
Shift	D	D	N	N	Off	Off	Off	Off

**PART 3: PERMANENT NIGHT SHIFT**

- (1) The parties agree to meet client needs by the application of permanent night shift where necessary.
- (2) These types of shift rosters will be continuously reviewed during the term of this Agreement to ensure that they continue to meet client requirements and do not adversely affect the health and safety of staff. The roster cycle is 24 weeks long and rotates continuously as per the following pattern:

Day	1	2	3	4	5	6	7	8
Shift	N	N	N	N	Off	Off	Off	Off
Day	M	T	W	T	F	S	S	
Week 1	On	On	Off	Off	On	On	On	
Week 2	Off	Off	On	On	Off	Off	Off	

**PART 4: PERMANENT PART-TIME MOBILE PATROLS**

- (1) The parties agree to meet these client needs by the application of a permanent part-time shift roster that will have staff rostered for patrol on 12 hour shifts only during hours when they are required to perform their duties. The roster rotates continuously to provide the following coverage:

Day	M	T	W	T	F	S	S	PH
Shift (N)	On	On	On	On	On	On	On	On
Shift (D)	Off	Off	Off	Off	Off	On	On	On

- (2) In selected zones, 24 hour coverage will be provided during all school holiday periods.

**PART 5: PERMANENT PART-TIME CENTRAL OPERATIONS ROOM**

- (1) The parties agree to meet these client needs by the application of a permanent part-time shift roster that will have staff rostered on 8 hour shifts only during hours when they are required to perform their duties and during peak alarm periods. The roster rotates continuously to provide the following coverage:

Day	M	T	W	T	F	S	S	PH
Shift (A/N)	On	On	On	On	On	On	On	On
Shift (D)	Off	Off	Off	Off	Off	On	On	On

- (2) In the Central Operations Room, 16 hour coverage will be provided during all school holiday periods.

**PART 6: PERMANENT DAY SHIFT 12 HOUR ROSTER**

- (1) The parties agree to meet clients' needs by the application of a permanent day shift roster where necessary. These types of shift rosters will be continuously reviewed during the term of this agreement to ensure that they continue to meet client requirements and do not adversely affect the health and safety of staff. The roster cycle is 24 weeks and rotates continuously as per the following pattern:

Day	1	2	3	4	5	6	7	8
Shift	D	D	D	D	Off	Off	Off	Off



**APPENDIX 5: SHIFT ROSTER (12 hour Shift, 24 Hour Rotating Group Roster)**

**State Government Security**

**12 Hour Shift, 24 Hour Rotating Group Roster**

Group Shift Roster for 8 Weeks (1 Rotation)

Day	G1	G2	G3	G4
MONDAY	D			N
Tuesday	D			N
Wednesday	N	D		
Thursday	N	D		
Friday		N	D	
Saturday		N	D	
Sunday			N	D
MONDAY			N	D
Tuesday	D			N
Wednesday	D			N
Thursday	N	D		
Friday	N	D		
Saturday		N	D	
Sunday		N	D	
MONDAY			N	D
Tuesday			N	D
Wednesday	D			N
Thursday	D			N
Friday	N	D		
Saturday	N	D		
Sunday		N	D	
MONDAY		N	D	
Tuesday		N	D	
Wednesday			N	D
Thursday			N	D
Friday	D			N
Saturday	D			N
Sunday	N	D		
MONDAY	N	D		
Tuesday		N	D	
Wednesday		N	D	
Thursday			N	D
Friday			N	D
Saturday	D			N
Sunday	D			N
MONDAY	N	D		
Tuesday	N	D		
Wednesday		N	D	
Thursday		N	D	
Friday			N	D
Saturday			N	D
Sunday	D			N

**State Government Security**

**Permanent Night 12 Hour Group Roster**

Group Shift Roster for 8 Weeks (1 Rotation)

Day	G1	G2
Monday	N	
Tuesday	N	
Wednesday	N	
Thursday	N	
Friday		N
Saturday		N
Sunday		N
Monday		N
Tuesday	N	
Wednesday	N	
Thursday	N	
Friday	N	
Saturday		N
Sunday		N
Monday		N
Tuesday		N
Wednesday	N	
Thursday	N	
Friday	N	
Saturday	N	
Sunday		N
Monday		N
Tuesday		N
Wednesday		N
Thursday	N	
Friday	N	
Saturday	N	
Sunday	N	
Monday	N	
Tuesday		N
Wednesday		N
Thursday		N
Friday		N
Saturday	N	
Sunday	N	
Monday	N	
Tuesday	N	
Wednesday		N
Thursday		N
Friday		N
Saturday		N
Sunday	N	

MONDAY	D			N
Tuesday	N	D		
Wednesday	N	D		
Thursday		N	D	
Friday		N	D	
Saturday			N	D
Sunday			N	D

Monday	N		
Tuesday	N		
Wednesday	N		
Thursday			N
Friday			N
Saturday			N
Sunday			N

**APPENDIX 6: SHIFT ROSTER (Permanent Part-Time Patrol Officers Shift Arrangements)**

**State Government Security**

**Permanent Part-Time Patrol Officers Shift Arrangements  
Incorporating a 38 Hour Week, 12 Hour Shift**

**Suggested Calculation Method:**

Shift Roster for 8 Weeks (1 Rotation)

Day	G1	G2	G3	G4
MONDAY				N
Tuesday				N
Wednesday	N			
Thursday	N			
Friday		N		
Saturday		N	D	
Sunday			N	D
MONDAY			N	
Tuesday				N
Wednesday				N
Thursday	N			
Friday	N			
Saturday		N	D	
Sunday		N	D	
MONDAY			N	
Tuesday			N	
Wednesday				N
Thursday				N
Friday	N			
Saturday	N	D		
Sunday		N	D	
MONDAY		N		
Tuesday			N	
Wednesday			N	
Thursday				N
Friday				N
Saturday	N	D		
Sunday	N	D		
MONDAY		N		
Tuesday		N		
Wednesday			N	
Thursday			N	
Friday				N
Saturday	D			N
Sunday	N	D		
MONDAY	N			
Tuesday		N		
Wednesday		N		
Thursday			N	
Friday			N	
Saturday	D			N
Sunday	D			N
MONDAY	N			
Tuesday	N			
Wednesday		N		
Thursday		N		
Friday			N	

**Over an 8 Week Period  
PPT  
Shifts**

Public Holidays	
Sundays	16
Saturdays	16
M-F Night Shift	40
M-F Day Shift	0
	<hr/>
	72

All public Holidays and school holiday day shifts are paid at time for the 12 hours plus the applicable penalty rate for that day.

No RDOs given

Therefore in 8 weeks 4 officers work 72 x 12 Hr shifts

72\*12/4/8

27.00	Average Hours worked per week
38	Hours worked by FTE
<b>71.05%</b>	<b>PPT FTE %</b>

Saturday			N	D
Sunday	D			N
MONDAY				N
Tuesday	N			
Wednesday	N			
Thursday		N		
Friday		N		
Saturday			N	D
Sunday			N	D

**APPENDIX 7: SHIFT ROSTER (Permanent Part-Time Central Operations Room Officer Shift Arrangements)**

**State Government Security**

**Permanent Part-Time Central Operations Room Officer Shift Arrangements  
Incorporating a 38 Hour Week, 8 Hour Shift**

**Suggested Calculation Method:**

Shift Roster for 3 Weeks (1 Rotation)

Day	G1	G2	G3
MONDAY		A	
Tuesday		A	
Wednesday			A
Thursday			A
Friday		A	
Saturday	D	A	
Sunday	D	A	
MONDAY	A		
Tuesday	A		
Wednesday		A	
Thursday		A	
Friday	A		
Saturday	A		D
Sunday	A		D
MONDAY			A
Tuesday			A
Wednesday	A		
Thursday	A		
Friday			A
Saturday		D	A
Sunday		D	A

**Over a 3 Week Period  
PPT  
Shifts**

Public Holidays	
Sundays	6
Saturdays	6
M-F Night Shift	15
M-F Day Shift	0
	<hr/>
	27

All public Holidays and school holiday day shifts are paid at time for the 8 hours plus the applicable penalty rate for that day.

No RDOs given  
Therefore in 3 weeks 3 officers work 27 x 8 HR shifts

27*8/3	24	AVERAGE HOURS WORKED PER WEEK
	<b>38</b>	Hours worked by FTE
	<b>63.16%</b>	<b>PPT FTE%</b>

**APPENDIX 8: BLOCK PAY CALCULATIONS**

**12 Hour Permanent Night Shift**

**Block pay calculation with projected roster allowance for rec leave only:**

	No of Shifts	Hours per Shift	Total Shift Hours	Penalty Rate	Penalty Hours	
Public Holidays	11	12	132	150%	198.00	Rostered on
				100%	132.00	Rostered off
Sundays	52	12	624	100%	624.00	52 Sundays by two shifts
Saturdays	51	12	612	50%	306.00	51 Saturdays by two shifts (one Saturday was a public holiday)
M-F Night Shift	251.25	12	3015	15%	452.25	All 12 hours attract 15%
M-F Day Shift		12	0	0%		Dayshift does not attract any loading
	<u>365.25</u>		<u>4383</u>		<u>1712.25</u>	
Annual Leave	39.8208	12	478	See Note	186.6753	5 weeks @ average penalties across the above
					<b>1898.925</b>	
	<b>405</b>		<b>4861</b>		<b>3</b>	

Percentage penalty cost of covering 1 year utilising a 38 hour week, 12 hour shift, 6 week roster shift pattern (including relief for annual & long service leave)

Penalty Hours	1898.9253
Standard Hours	4860.8496
<b>Average Penalty Payable</b>	<b><u>39.0657%</u></b>

**12 Hour Rotating Shift**

**Block Pay Calculation with Projected Roster Allowance for Rec Leave only:**

	No of Shifts	Hours per Shift	Total Shift Hours	Penalty Rate	Penalty Hours	
Public Holidays	22	12	264	150%	396.00	Rostered on
				100%	264.00	Rostered off
Sundays	104	12	1248	100%	1248.00	52 Sundays by two shifts
Saturdays	102	12	1224	50%	612.00	51 Saturdays by two shifts (one Saturday was a public holiday)
M-F Night Shift	251.25	12	3015	15%	452.25	All 12 hours attract 15%
M-F Day Shift	251.25	12	3015	0%		Dayshift does not attract any loading
	<u>730.5</u>		<u>8766</u>		<u>2972.25</u>	
Annual Leave	79.6417	12	956	See Note	324.0452	5 weeks @ average penalties across the above
					<b>3296.295</b>	
	<b>810</b>		<b>9722</b>		<b>2</b>	

Percentage penalty cost of covering 1 year utilising a 38 hour week, 12 hour shift, 6 week roster shift pattern (including relief for annual & long service leave)

Penalty Hours	3296.2952
Standard Hours	9721.7004
<b>Average Penalty Payable</b>	<b><u>33.9066%</u></b>

**12 Hour Permanent Part-Time Patrol Officers**

**Block Pay Calculation with Projected Roster Allowance for Rec Leave only:**

	No of Shifts	Hours per Shift	Total Shift Hours	Penalty Rate	Penalty Hours	
Public Holidays						Public Holidays are not part of PPT block pay calculations
Sundays	104	12	1248	100%	1248.00	52 Sundays by two shifts
Saturdays	104	12	1248	50%	624.00	51 Saturdays by two shifts (one Saturday was a public holiday)
M-F Night Shift	260.89	12	3130.714	15%	469.61	All 12 hours attract 15%
M-F Day Shift	0					School Holiday Dayshifts are not part of PPT block pay calculations
	<u>468.8929</u>		<u>5627</u>		<u>2341.61</u>	
Annual Leave	56.6252	12	680	See Note	282.7810	Pro rata 5 weeks @ average penalties across the above
	<b>526</b>		<b>6306</b>		<b>2624.388</b>	
					<b>1</b>	

Percentage penalty cost of covering 1 year utilising a 38 hour week, 12 hour shift, 6 week roster shift pattern (including relief for annual & long service leave)

Penalty Hours	2624.3881
Standard Hours	6306.2167
<b>Average Penalty Payable</b>	<b><u>41.6159%</u></b>

**8 Hour Permanent Part-Time Communications Officers**

**Block Pay Calculation with Projected Roster Allowance for Rec Leave only:**

	No of Shifts	Hours per Shift	Total Shift Hours	Penalty Rate	Penalty Hours	
Public Holidays						Public Holidays are not part of PPT block pay calculations
Sundays	104	8	832	100%	832.00	52 Sundays by two shifts
Saturdays	104	8	832	50%	416.00	51 Saturdays by two shifts (one Saturday was a public holiday)
M-F Night Shift	260.89	8	2087.143	15%	313.07	All 12 hours attract 15%
M-F Day Shift	0					School Holiday Dayshifts are not part of PPT block pay calculations
	<u>468.9</u>		<u>3751</u>		<u>1561.07</u>	
Annual Leave	50.3017	8	402	See Note	167.4680	5 weeks @ average penalties across the above
	<b>519</b>		<b>4154</b>		<b>1728.539</b>	
					<b>4</b>	

Percentage penalty cost of covering 1 year utilising a 38 hour week, 12 hour shift, 6 week roster shift pattern including long relief for annual & long service leave)

Penalty Hours	1728.5394
Standard Hours	4153.5665
<b>Average Penalty Payable</b>	<b><u>41.6159%</u></b>

**12 Hr Permanent Day Shift**

**Block Pay Calculation with Projected Roster Allowance for Rec Leave only:**

	No of Shifts	Hours per Shift	Total Shift Hours	Penalty Rate	Penalty Hours	
Public Holidays	11	12	132	150%	198.00	Rostered on
				100%	132.00	Rostered off
Sundays	52	12	624	100%	624.00	52 Sundays by two shifts
Saturdays	51	12	612	50%	306.00	51 Saturdays by two shifts (one Saturday was a public holiday)
M-F Night Shift		12	0	15%	0.00	All 12 hours attract 15%
M-F Day Shift	251.25	12	3015	0%		Dayshift does not attract any loading
	<u>365.25</u>		<u>4383</u>		<u>1260.00</u>	
Annual Leave	39.8208	12	478	See Note	137.3695	5 weeks @ average penalties across the above
					<b>1397.369</b>	
	<b>405</b>		<b>4861</b>		<b>5</b>	

Percentage penalty cost of covering 1 year utilising a 38 hour week, 12 hour shift, 6 week roster shift pattern including long relief for annual & long service leave)

Penalty Hours	1397.3695
Standard Hours	4860.8496
<b>Average Penalty Payable</b>	<b><u>28.7474%</u></b>
Comparison to 24 hr Rotating Shift which receives	<b>33.9066%</b> Block Pay Allowance
Permanent Night Shift	39.066%
Permanent Day Shift	<u>28.7474%</u>
Averaged rate for 24 hours	<b>33.9066%</b>



**APPENDIX 9: PAYRATES (Operational Stream)**

**OPERATIONAL STREAM – not including block allowance**

12 Hour Rotating Shift Officers – 33.9066%  
 12 Hour Permanent Night Shift Officers – 39.0657%  
 12 Hour Permanent Part-Time Officers – 41.6159%  
 8 Hour Permanent Part-Time Officers – 41.6159%

<b>Classification</b>	<b>Paypoint</b>	<b>F/N Salary 1 May 2013</b>	<b>F/N Salary 1 May 2014</b>	<b>F/N Salary 1 May 2015</b>
<b>OO1</b>	1	\$1,157.20	\$1,182.70	\$1,208.70
	2	\$1,243.30	\$1,270.60	\$1,298.60
	3	\$1,329.30	\$1,358.60	\$1,388.40
	4	\$1,415.30	\$1,446.40	\$1,478.20
	5	\$1,501.30	\$1,534.30	\$1,568.10
	6	\$1,587.50	\$1,622.40	\$1,658.10
<b>OO2</b>	1	\$1,611.20	\$1,646.60	\$1,682.90
	2	\$1,651.40	\$1,687.80	\$1,724.90
	3	\$1,691.80	\$1,729.00	\$1,767.10
	4	\$1,731.90	\$1,770.00	\$1,808.90
<b>OO3</b>	1	\$1,755.50	\$1,794.10	\$1,833.60
	2	\$1,787.70	\$1,827.00	\$1,867.20
	3	\$1,822.40	\$1,862.50	\$1,903.50
	4	\$1,860.10	\$1,901.10	\$1,942.90
<b>OO4</b>	1	\$1,937.20	\$1,979.80	\$2,023.40
	2	\$2,000.00	\$2,044.00	\$2,088.90
	3	\$2,062.70	\$2,108.10	\$2,154.50
	4	\$2,125.80	\$2,172.50	\$2,220.30
<b>OO5</b>	1	\$2,181.40	\$2,229.30	\$2,278.40
	2	\$2,253.90	\$2,303.50	\$2,354.20
	3	\$2,326.80	\$2,378.00	\$2,430.30
	4	\$2,398.90	\$2,451.70	\$2,505.70
<b>OO6</b>	1	\$2,504.90	\$2,560.00	\$2,616.40
	2	\$2,570.60	\$2,627.20	\$2,685.00
	3	\$2,637.50	\$2,695.50	\$2,754.80
<b>OO7</b>	1	\$2,764.10	\$2,824.90	\$2,887.10
	2	\$2,831.90	\$2,894.20	\$2,957.80
	3	\$2,899.00	\$2,962.80	\$3,028.00

**APPENDIX 10: PAY RATES (Administration Stream)**

<b>Classification</b>	<b>Paypoint</b>	<b>F/N Salary 1 May 2013</b>	<b>F/N Salary 1 May 2014</b>	<b>F/N Salary 1 May 2015</b>
<b>AO1</b>	1	\$1,282.50	\$1,310.70	\$1,339.60
	2	\$1,358.00	\$1,387.90	\$1,418.40
	3	\$1,433.70	\$1,465.20	\$1,497.40
<b>AO2</b>	1	\$1,604.90	\$1,640.30	\$1,676.30
	2	\$1,644.40	\$1,680.60	\$1,717.50
	3	\$1,683.70	\$1,720.80	\$1,758.60
	4	\$1,723.20	\$1,761.10	\$1,799.80
	5	\$1,763.00	\$1,801.70	\$1,841.40
	6	\$1,804.60	\$1,844.30	\$1,884.90
	7	\$1,851.10	\$1,891.90	\$1,933.50
	8	\$1,901.00	\$1,942.80	\$1,985.60
<b>AO3</b>	1	\$2,030.20	\$2,074.90	\$2,120.50
	2	\$2,108.00	\$2,154.40	\$2,201.70
	3	\$2,186.00	\$2,234.00	\$2,283.20
	4	\$2,263.60	\$2,313.40	\$2,364.30
<b>AO4</b>	1	\$2,398.90	\$2,451.70	\$2,505.70
	2	\$2,478.80	\$2,533.30	\$2,589.00
	3	\$2,558.40	\$2,614.70	\$2,672.20
	4	\$2,637.50	\$2,695.50	\$2,754.80
<b>AO5</b>	1	\$2,779.50	\$2,840.70	\$2,903.20
	2	\$2,859.90	\$2,922.80	\$2,987.10
	3	\$2,939.60	\$3,004.20	\$3,070.30
	4	\$3,020.20	\$3,086.70	\$3,154.60
<b>AO6</b>	1	\$3,187.80	\$3,258.00	\$3,329.60
	2	\$3,262.00	\$3,333.80	\$3,407.10
	3	\$3,336.30	\$3,409.70	\$3,484.70
	4	\$3,410.40	\$3,485.40	\$3,562.10
<b>AO7</b>	1	\$3,566.40	\$3,644.80	\$3,725.00
	2	\$3,652.00	\$3,732.40	\$3,814.50
	3	\$3,738.00	\$3,820.20	\$3,904.20
	4	\$3,823.70	\$3,907.80	\$3,993.80
<b>AO8</b>	1	\$3,950.30	\$4,037.20	\$4,126.10
	2	\$4,026.20	\$4,114.70	\$4,205.30
	3	\$4,101.50	\$4,191.70	\$4,283.90
	4	\$4,177.40	\$4,269.30	\$4,363.30

**APPENDIX 11: PAY RATES (Professional Stream)**

<b>Classification</b>	<b>Paypoint</b>	<b>F/N Salary 1 May 2013</b>	<b>F/N Salary 1 May 2014</b>	<b>F/N Salary 1 May 2015</b>
<b>PO1</b>	1	\$1,312.10	\$1,341.00	\$1,370.50
	2	\$1,431.40	\$1,462.90	\$1,495.10
	3	\$1,550.50	\$1,584.60	\$1,619.40
	4	\$1,669.40	\$1,706.20	\$1,743.70
	5	\$1,734.10	\$1,772.30	\$1,811.30
	6	\$1,801.10	\$1,840.70	\$1,881.20
<b>PO2</b>	7	\$1,877.60	\$1,918.90	\$1,961.10
	1	\$2,027.80	\$2,072.40	\$2,118.00
	2	\$2,141.50	\$2,188.60	\$2,236.80
	3	\$2,254.50	\$2,304.10	\$2,354.80
	4	\$2,367.90	\$2,420.00	\$2,473.20
	5	\$2,481.10	\$2,535.70	\$2,591.50
<b>PO3</b>	6	\$2,593.70	\$2,650.80	\$2,709.10
	1	\$2,724.50	\$2,784.50	\$2,845.70
	2	\$2,807.60	\$2,869.40	\$2,932.50
	3	\$2,891.10	\$2,954.70	\$3,019.70
	4	\$2,974.40	\$3,039.90	\$3,106.70
	<b>PO4</b>	1	\$3,166.20	\$3,235.80
2		\$3,247.30	\$3,318.70	\$3,391.80
3		\$3,329.00	\$3,402.20	\$3,477.00
4		\$3,410.40	\$3,485.40	\$3,562.10
<b>PO5</b>	1	\$3,566.40	\$3,644.80	\$3,725.00
	2	\$3,652.00	\$3,732.40	\$3,814.50
	3	\$3,738.00	\$3,820.20	\$3,904.20
	4	\$3,823.70	\$3,907.80	\$3,993.80
<b>PO6</b>	1	\$3,950.30	\$4,037.20	\$4,126.10
	2	\$4,026.20	\$4,114.70	\$4,205.30
	3	\$4,101.50	\$4,191.70	\$4,283.90
	4	\$4,177.40	\$4,269.30	\$4,363.30

**APPENDIX 12: PAY RATES (Technical Stream)**

<b>Classification</b>	<b>Pay Point</b>	<b>F/N Salary 1 May 2013</b>	<b>F/N Salary 1 May 2014</b>	<b>F/N Salary 1 May 2015</b>
<b>TO1</b>	1	\$1,312.10	\$1,341.00	\$1,370.50
	2	\$1,431.40	\$1,462.90	\$1,495.10
	3	\$1,550.50	\$1,584.60	\$1,619.40
	4	\$1,669.40	\$1,706.20	\$1,743.70
	5	\$1,734.10	\$1,772.30	\$1,811.30
	6	\$1,801.10	\$1,840.70	\$1,881.20
	7	\$1,877.60	\$1,918.90	\$1,961.10
<b>TO2</b>	1	\$1,909.00	\$1,951.00	\$1,993.90
	2	\$1,978.50	\$2,022.00	\$2,066.50
	3	\$2,050.10	\$2,095.20	\$2,141.30
	4	\$2,121.40	\$2,168.00	\$2,215.70
	5	\$2,192.20	\$2,240.40	\$2,289.70
	6	\$2,263.60	\$2,313.40	\$2,364.30
<b>TO3</b>	1	\$2,398.90	\$2,451.70	\$2,505.70
	2	\$2,464.30	\$2,518.60	\$2,574.00
	3	\$2,528.70	\$2,584.40	\$2,641.20
	4	\$2,593.70	\$2,650.80	\$2,709.10
<b>TO4</b>	1	\$2,724.50	\$2,784.50	\$2,845.70
	2	\$2,811.90	\$2,873.80	\$2,937.00
	3	\$2,899.00	\$2,962.80	\$3,028.00
<b>TO5</b>	1	\$3,020.20	\$3,086.70	\$3,154.60
	2	\$3,109.40	\$3,177.80	\$3,247.80
	3	\$3,198.50	\$3,268.80	\$3,340.70
	4	\$3,288.40	\$3,360.70	\$3,434.70
<b>TO6</b>	1	\$3,394.50	\$3,469.10	\$3,545.50
	2	\$3,480.80	\$3,557.40	\$3,635.70
	3	\$3,566.40	\$3,644.80	\$3,725.00

## APPENDIX 13: AUSTRALIAN QUALIFICATIONS FRAMEWORK

The Australian Qualifications Framework (the AQF) is a unified system of 15 national qualifications in schools, vocational education and training (TAFEs, Agricultural Colleges and private providers) and the higher education sector (mainly universities):

<b>AQF Qualifications</b>	<b>Referred to in this Agreement as:</b>
<ul style="list-style-type: none"><li>• Senior Secondary Certificate of Education</li><li>• Certificate I</li><li>• Certificate II</li><li>• Certificate III</li><li>• Certificate IV</li><li>• Diploma</li><li>• Advanced Diploma</li><li>• Associate Degree</li><li>• Bachelor Degree</li><li>• Graduate Certificate</li><li>• Vocational Graduate Certificate</li><li>• Graduate Diploma</li><li>• Vocational Graduate Diploma</li><li>• Masters Degree</li><li>• Doctoral Degree</li></ul>	<ul style="list-style-type: none"><li>• AQF I</li><li>• AQF II</li><li>• AQF III</li><li>• AQF IV</li><li>• AQF V</li><li>• AQF VI</li></ul>

The Framework links together all these qualifications and is a highly visible, quality-assured national system of educational recognition, which promotes lifelong learning and a seamless and diverse education and training system.

### **Why is the AQF important?**

Qualifications certify the knowledge and skills a person has achieved through study, training, work and life experience. The AQF helps all learners, employers and education and training providers to participate and navigate the qualifications system. Under the AQF, learners can start at the level that suits them and then build up as their needs and interests develop and change over time. The Framework assists learners to plan their career progression, at whatever stage they are within their lives and when they are moving interstate and overseas. In this way, the AQF supports national standards in education and training and encourages lifelong learning.

### **What are the key objectives of the AQF?**

The AQF:

- provides nationally consistent recognition of outcomes achieved in post-compulsory education;
- helps with developing flexible pathways which assist people to move more easily between education and training sectors and between those sectors and the labour market by providing the basis for recognition of prior learning, including credit transfer and work and life experience;
- integrates and streamlines the requirements of participating providers, employers and employees, individuals and interested organisations;
- offers flexibility to suit the diversity of purposes of education and training;
- encourages individuals to progress through the levels of education and training by improving access to qualifications, clearly defining avenues for achievement, and generally contributing to lifelong learning;
- encourages the provision of more and higher quality vocational educational and training through qualifications that normally meet workplace requirements and vocational needs, thus contributing to national economic performance; and
- promotes national and international recognition of qualifications offered in Australia.

**SIGNATORIES**

Signed by the Director-General of the Department of Housing and Public Works

Neil Castles

In the presence of:

Kym E. ????

Signed for and on behalf of Together Queensland, Industrial Union of Employees, Queensland

Alex Scott

In the presence of:

J.A. Mogno