

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 1999 – s. 156 – certification of an agreement

QBuild State Government Security Certified Agreement 2009

Matter No. CA/2009/152

Commissioner Thompson

1 December 2009

CERTIFICATE

This matter coming on for hearing before the Commission on 1 December 2009 the Commission certifies the following written agreement:

QBuild State Government Security Certified Agreement 2009 – CA/2009/152

Made between:

Department of Public Works

AND

The Queensland Public Sector Union of Employees.

The agreement was certified by the Commission on 1 December 2009 and shall operate from 1 December 2009 until its nominal expiry on 31 July 2012.

This agreement replaces the QBuild State Government Security Certified Agreement 2006 (CA/2007/21).

By the Commission.

J.M. Thompson
Commissioner

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 1999, s.156 - certifying an agreement

Director-General of the Department of Public Works (State Government Security)
(ABN 65 266 806 703)

AND

The Queensland Public Sector Union of Employees

(No. CA/2009/)

QBUILD STATE GOVERNMENT SECURITY CERTIFIED AGREEMENT 2009

APPLICATION FOR CERTIFICATION OF AGREEMENT

THE AGREEMENT, having been made under the *Industrial Relations Act 1999*, on the 26 November 2009, BETWEEN the Director-General of the Department of Public Works and The Queensland Public Sector Union of Employees, witnesses that the parties mutually agree as follows:.

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1.3 Application

- (1) This Agreement shall apply to persons employed in the QBuild State Government Security 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.

1.4 Date of operation

The agreement operates from the date of certification until the nominal expiry date of 31 July 2012.

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 2003* (the Award). In the event of any inconsistency this Agreement shall take precedence.

1.7 Replacement Agreement

This agreement replaces the *QBuild State Security Certified Agreement 2006* when this agreement is certified.

1.8 Objectives of the agreement

The Agreement provides a framework for management, staff and unions to work together to:

- a) Generate and implement business improvements as a basis for improving the efficiency, economy, and quality of QBuild State Government Security's service delivery and improve the Unit's competitive position;
- b) Reinforce QBuild State Government Security's focus on quality management as a means of becoming the first choice supplier/provider of security services to departments and agencies within the defined public sector market in which QBuild State Government Security operates;
- c) Facilitate an organisational environment that places customer satisfaction first, seeks continuous improvement, efficiency and effectiveness;
- d) Develop a more flexible, highly-skilled workforce that is responsive to client requirements;
- e) Achieve and improve financial viability;
- f) Enhance communication processes between management, staff and unions to ensure that employees are adequately informed and that disputes are constructively resolved;
- g) Provide staff with reward and recognition for their contribution to QBuild and State Government Security; and
- h) Formalise, summarise, and effectively communicate relevant employment conditions of all staff within QBuild State Government Security.

1.9 Equity Considerations

- (1) This agreement will achieve the principal objects specified in sections 3(c), 3(d) and 3(n) of the *Industrial Relations Act 1999*. We will respect and value the diversity of our employees through helping to prevent and eliminate discrimination.
- (2) In addition, the effect of this agreement is not to allow any conduct or treatment, either direct or indirect, that would contravene the *Anti-Discrimination Act 1991*.

1.10 Definitions and Abbreviations

Afternoon Shift:	any shift commencing on or after 12 pm and at or before 6 pm
AQF:	the Australian Qualifications Framework. The AQF is a system of twelve (12) national qualifications in schools, vocational education and training (TAFEs and private providers) and the higher education sector (mainly universities).
BSC	Building Services Coordinator
Casual Employee:	an employee other than a permanent or temporary employee as defined herein, who is engaged as such on an hourly basis to work for less than the ordinary working hours of a full-time employee.
CCF	Central Consultative Forum
Classification Level:	comprises a number of pay-points in a particular stream through which employees are eligible to progress subject to nominated conditions.
Day Shift:	any shift commencing at or after 6am and before 12 pm.
Day Work:	work performed other than upon a shift work basis.
Department:	the Department of Public Works.
Directive:	means – <ul style="list-style-type: none"> • a Directive of the Office of the Public Service Commission; or • a Directive of the Minister for Industrial Relations.

Employer:	the Director-General, Department of Public Works.
Increment:	for all employees an increase in salary from one pay-point to the next highest pay-point.
Majority of Shift:	the major proportion of ordinary hours worked in any shift where the starting and finishing times occur on different days.
Night Shift:	any shift commencing at or after 6 pm and before 6 am
Part-time employee:	an employee engaged as such to work fewer than an average thirty two (32) hours per week but at least an average of sixteen (16) hours per week.
Pay-point:	the specific rate of remuneration payable to employees within a Classification Level.
Permanent Night Shift:	work regularly rotated in accordance with a seven (7) day per week roster which provides for night shifts which do not rotate or alternate with another shift.
PSC	Public Service Commission
Protective Security Officer:	an employee as defined in Section 7 of the <i>State Buildings Protective Security Act 1983</i> .
SBU	Single Bargaining Unit
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> .
SGPSS:	the State Government Protective Security Service
SGS-CC	QBuild State Government Security Consultative Committee
Temporary Employee:	an employee engaged for a specific period of time, or for project(s) or duties where the finishing date is specified at the commencement of employment and is not extended for any reason other than to complete the project(s) or duties.
Twenty four (24) Hour Rotating Shift Work:	continuous shift work in which at least two shifts are worked in each twenty four (24) hour period.

PART 2: WAGES AND ALLOAWANCES

2.1 Wage rates

In recognition of the commitment of the parties as specified in clause 1.8 “Objectives of the Agreement”, the following wage increases shall apply to employees covered by this Agreement:

1 August 2009	4.5% or \$34.00 per week (whichever is the greater)
1 August 2010	4% or \$34.00 per week (whichever is the greater)
1 August 2011	4% or \$34.00 per week (whichever is the greater)

Provided that the first wage increase provided in the replacement agreement will not occur before 1 August 2012.

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

2.2 On Call provisions.

The following clauses are to be read in conjunction with Schedule 4, Section 6 “On call arrangements” of the *Queensland Public Service Award – State 2003*:

- (1) Where an employee is instructed to be available on call outside ordinary or rostered working hours, the employee will be paid, in addition to their ordinary rate of pay an allowance based upon the hourly rate of the classification of Professional Officer level three (3), paypoint four (4) in accordance with the scale provided for in Section 4.6.3(a).

- (2) An employee, while on call, who is recalled to perform duties without the need to leave the employee's place of residence, will be paid for time worked with a minimum payment of one (1) hour for each time the employee performs such duties. Provided that should such employee be recalled again to perform duties separately within the minimum one (1) hour period, no further payment shall apply. Provided further that the employee will be responsible for the recording of such requests which will require subsequent verification by the Chief Executive Officer.
- (3) On call arrangements will be implemented by agreement between the relevant Chief Executive and majority of affected employees in consultation with the relevant union.
- (4) The parties to the *State Government Departments Certified Agreement 2009* (Clause 2.2(3)) have agreed to finalise consent amendments to the *Queensland Public Service Award – State 2003* and the *Employees of Queensland Government Departments (Other Than Public Servants) Award – State 2003* which will consolidate existing provisions contained in both these Awards with the provisions prescribed above at clause 2.2 (1) – (3).

The parties to this agreement will adopt the new on-call provisions from the *Queensland Public Service Award – State 2003*. These provisions will supersede and totally override the provisions prescribed above at clauses 2.2 (1) – (3) and will form part of this Agreement.

2.3 No Loss of 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.

2.4 First Aid

A staff member holding a certificate in first aid issued by the St John's Ambulance Brigade, or equivalent qualifications, who is appointed as a first aid attendant by the employer in writing is to be paid an allowance in accordance with the rate applicable in the *Queensland Public Service Award - State 2003* in addition to the ordinary rate of pay. First Aid allowance will be reviewed in circumstances where the client requests the qualification and this request is reflected in the service level agreement.

2.5 Uniforms and Laundry Allowance (SGPSS Officers Only)

- (1) Where uniforms are required by the employer to be worn by a staff member, the staff member is to be supplied sufficient and suitable uniforms of good quality as recommended by the State Government Security Uniform Committee. Uniforms are to be replaced on a fair wear and tear basis.
- (2) Staff members required to wear a uniform are entitled to receive a allowance in accordance with the rate applicable in the *Queensland Public Service Award - State 2003*. This allowance doesn't apply where an officer is absent from duty for a period in excess of two (2) weeks.

2.6 Shift Allowance (SGPSS Officers Only)

- (1) An officer who works afternoon or night shift is to be paid 15% allowance per shift in addition to their ordinary rate.
- (2) This additional allowance does not apply to shift work performed on a Saturday, Sunday or Public Holiday when extra payments apply for weekend work, nor to employees who are remunerated under a 'block pay system', which incorporates shift allowance payments.

2.7 Weekend Work

- (1) All ordinary time worked between midnight Friday and midnight Saturday, not being overtime, is to be paid for at 1.5 times the ordinary rate and between midnight Saturday and midnight Sunday is to be paid for at double the ordinary rate.
- (2) This payment does not apply to staff members who are remunerated under a 'block pay system', which incorporates payment for weekend work.

2.8 *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 two (2) pay periods following the completion of the activity.

2.9 *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) Twelve (12) hour rotating shift:	33.9066 %
b) Twelve (12) hour permanent night shift:	39.0657%
c) Twelve (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.

2.10 *Conditions of Payment of twelve (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 a “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.

2.11 *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”**.
- (2) 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 three (3) consecutive shifts** the following condition applies:

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”.

- (3) As outlined in clause 3.2 - *Senior Protective Security Officer Training*, the parties to this Agreement are committed to developing and implementing a proposal to provide permanent PSO's with the opportunity to participate in SPSO training during the term of this Agreement.
- (4) One of the outcomes of this proposal will be to provide a basis for officers who have completed SPSO training, and have been appointed as a SPSO, but who are not employed as a SPSO, to 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.
- (5) 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 three 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.

2.12 Rate of pay and allowances for casual employees

- (1) *Rate of Pay*: A casual employee is to be paid at the appropriate rate set out in the table in this subclause according to the circumstances described:

<i>Circumstance</i>	<i>Total rate of pay for a casual employee expressed as a percentage of the employee's classification ordinary hourly Agreement rate of pay</i>
Casual ordinary rate of pay (ordinary hourly rate plus casual loading)	123%
Overtime rate when prescribed to be "time and a half" or "time and one-half"	173%
Overtime rate when prescribed to be "double time"	223%
Week-end penalty rate when prescribed to be 1.5 times the ordinary rate and when applicable	173%
Week-end penalty rate when prescribed to be double the ordinary rate and when applicable	223%
Shift Allowance when prescribed at 15% and when applicable	138%
Public Holiday rate of "double time and a half"	273%

- (2) *Training*: During the first two weeks of initial employment, for the purpose of training, a casual employee may be employed for up to and including thirty eight hours at the casual rate of pay.
- (3) *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 twelve (12) hours duration and be remunerated at the casual ordinary rate of pay outlined in the table above for up to an average of thirty eight (38) hours per week.
- (4) *Penalties and Public Holidays*: Where applicable, a casual employee is further entitled to the provisions of overtime, weekend penalty rates and payment for work performed on public holidays:
 - a) Provided that an employee is not entitled to overtime pay for any day on which the employee works fewer than eight (8) hours or twelve (12) hours if relieving in a twelve (12) hour shift position; and
 - b) Provided further that, irrespective as to whether a casual employee works more or fewer hours than eight (8) on any day Monday to Sunday inclusive, a casual employee does not qualify for overtime payment on any day unless the employee works more than the hours engaged to work on that day.
- (5) *Allowances*: In addition to the provisions outlined in the table above, a casual employee is further entitled to payment of any applicable allowances, (excluding locality allowance), based pro rata on the number of hours worked in relation to the ordinary hours of the Agreement classification.
- (6) *Long Service Leave*: Subject to the provisions of Part 3 Long Service Leave of the *Industrial Relations Act 1999*.

2.13 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) This agreement covers all matters or claims that could otherwise be subject to protected industrial action.
- (3) It is agreed that 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) Any improvements in conditions that are determined on a whole-of-government basis;
 - (c) Reclassifications.
- (4) Unless inconsistent with the terms of this agreement, the entitlement of employees covered by this agreement as contained in awards, agreements, QIRC orders, Ministerial Directives or determinations made under the *Public Service Act 2008* effective at the date this agreement was made shall not be reduced for the life of this agreement.
- (5) It is agreed that any increases in monetary amounts or other entitlements as a result of Queensland Industrial Relations Commission decisions, government policy, or Directives made under the *Public Service Act 2008* will be applied.

2.14 Award Maintenance

- (1) Subject to clause 2.4(3), the Queensland Industrial Relations Commission State Wage increases awarded during 2009 and the period up to and including the nominal expiry date of this Agreement will be absorbed into the wage increases provided by this Agreement.
- (2) 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.
- (3) The employer will support union applications to amend the *Queensland Public Service Award - State 2003* during the life of this Agreement to include the salary rates of the *QBuild State Security Certified Agreement 2009*
- (4) The employer will consent to applications made after the nominal expiry date of this agreement to amend any of the parent awards to incorporate wage adjustments based on this Agreement.

PART 3: TRAINING

3.1 Training and development

- (1) The parties to this agreement recognise an ongoing commitment to training and development through a variety of modes including on the job training, accredited courses and professional development programs.
- (2) It is acknowledged that employees should be encouraged to develop required skills and knowledge to support service delivery objectives in an environment where greater focus should be placed on strategies to attract, retain and develop employees with critical skills and abilities.
- (3) To achieve the desired levels of knowledge and skills there should be an emphasis upon building capability around key occupations through career development, job design, performance development, and workforce planning. The objective of this approach is to improve workforce capability and agencies' service delivery while enhancing job satisfaction and employees' professional growth.
- (4) Training and assessment of competencies will be provided in accordance with the Public Services Training Package or other accredited programs relevant to agency needs to enable employees' to meet the requirements of clauses 4.1 and 4.2 of this agreement.
- (5) The parties recognise the importance of the provision of accredited training packages for front-line service delivery positions within the Queensland public sector in ensuring the provision of quality services to the Queensland community. A joint review of the training provided to service delivery staff employed in AO2 and AO3 positions will occur during the life of the *State Government Departments Certified Agreement 2009*.

3.2 Senior Protective Security Officer training

- (1) The parties to this Agreement acknowledge that QBuild State Government Security's ability to employ Senior Protective Security Officers (SPSOs) under the *State Buildings Protective Security Act 1983* is a competitive advantage to the organisation. QBuild State Government Security's ability to deploy staff to State Government Buildings (as defined in Section 4 of the *State Buildings Protective Security Act 1983*), with all

the powers and immunities of a Police Officer except the power of arrest is also of significant benefit to our clients as our staff are better qualified to effectively protect their staff, clients, and their property.

- (2) As part of a strategy to:
- a) ensure that QBuild State Government Security continues to effectively meet current and future client requirements for the services of staff who are SPSOs; and
 - b) provide a platform for Protective Security Officers (PSOs) to gain greater access to career development opportunities;

The parties are committed to developing and implementing a proposal to provide permanent PSOs with the opportunity to participate in SPSO training during the term of this Agreement.

- (3) This proposal may include implementing a procedure for Officers to be selected on merit to attend SPSO courses to qualify them to receive 100% higher duties allowance when relieving opportunities arise.
- (4) However it should be noted, that the implementation of this training initiative is on the basis that OO2 officers who have completed the training and are appointed as SPSO's do not automatically progress to a OO3 position. Appointment to a promotional position is by merit when a vacancy occurs.
- (5) Similarly, it should also be noted that during the term of this Agreement, OO2 PSOs who are required to relieve in a position which requires them to be a qualified SPSO will be entitled to receive a 100% higher duties allowance in accordance with the conditions outlined in clause 2.13 (5) of this Agreement.

PART 4: RECOGNITION OF ACCREDITED QUALIFICATIONS

4.1 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 one calendar year on the maximum pay point (or, in the case of permanent part time or casual employees, have spent one (1) calendar year and worked twelve hundred (1200) hours at the maximum pay point).

4.2 Appropriate Remuneration

- (1) The following remuneration shall be paid for employees that meet the requirements in clause 4.1:

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 5: CULTURAL LEAVE

Employees may access up to five (5) days unpaid cultural leave per year as prescribed at section 40A of the *Industrial Relations Act 1999*. In addition, eligible employees may also access cultural leave:

- as recreation leave;
- as unpaid special leave;
- in lieu of public holidays (where operational circumstances permit);
- as accrued time leave; or
- at the required time with such time made up at a later date.

PART 6: PAID PARENTAL LEAVE

The parties agree that the employer-paid entitlements as prescribed in Ministerial Directive 5/08 (Paid Parental Leave) will be maintained for the life of this Agreement notwithstanding the implementation of an Australian Government paid parental leave scheme.

PART 7: EMPLOYMENT SECURITY AND PERMANENT EMPLOYMENT

7.1 *Employment Security*

The Government is committed to maximum employment security for tenured public sector employees by developing and maintaining a responsive, impartial and efficient public service as the preferred provider of existing services to Government and the community.

7.2 *Permanent Employment*

- (1) The parties are committed to maximizing permanent employment where possible, casual or temporary forms of employment should only be utilized where permanent employment is not viable or appropriate. Workforce planning and management strategies will be utilised to assist in determining the appropriate workforce mix for current and future needs.
- (2) The mix of part-time and full time officers is determined based on client required security services. However SGS will undertake a current review of its medium to long term operational requirements and where needs are identified will increase the number of full time positions accordingly.

7.3 *Temporary Employment*

- (1) Consistent with the *Public Service Act 2008*, the parties agree that temporary employees shall only be engaged by QBuild State Government Security where a position is established with a client for a period of no more than twelve (12) months or where special circumstances/projects arise.
- (2) Temporary employees receive the same rate of pay according to the particular shift pattern that they work as if they are engaged on a permanent basis.
- (3) State Government Security is committed to ensuring that the use of temporary employment is consistent with Public Sector Policy.

7.4 *Casual Employment*

- (1) QBuild is committed to creating full-time employment opportunities and wherever possible minimising the use of casual employment.
- (2) However, the parties recognise that the provision of security services is client driven and that casual employees will be engaged to meet individual operational requirements, or to meet recurring operational requirements where the weekly hours are less than a full time equivalent position.
- (4) A casual employee will be paid per hour of engagement the rate of pay calculated by applying the percentage set out in table 2.14 (1) in relation to the class of work upon which such employee is engaged.
- (5) Each engagement is to stand-alone; a minimum payment as for two (2) hours is to be made in respect of each engagement.
- (6) For the purposes of this clause ordinary hourly Agreement rate of pay means “the weekly rate of pay relevant to the classification of the employee divided by the number of ordinary hours per week specified for a full-time employee in that classification”.
- (7) State Government Security is committed to ensuring that the use of casual employment is consistent with Public Sector Policy.

7.5 *Contract of Employment*

- (1) Each staff member is to be employed on one (1) of the following categories:
 - a) Full-time basis;
 - b) Part-time basis;
 - c) Temporary basis; or
 - d) Casual basis.

- (2) A person may be employed as a temporary employee on either a full-time or part-time basis.
- (3) The staff member's category of employment, Stream, Classification Level and pay-point are to be confirmed to the staff member upon engagement in writing and upon each successive appointment or transfer or demotion.

For definitions of the relevant Streams, the allocation to Streams, movement between and within classifications, refer to the *Queensland Public Service Award – State 2003*.

- (4) Work Arrangements for day work or shiftwork or continuous shift work:
 - a) At the time of engagement, each full-time and part-time staff member (including a temporary employee) is to be informed of their hours of work, roster, and other relevant features of the work arrangements being offered to the employee.
 - b) The employer has the discretion to nominate the type of work arrangement (i.e. day work or shiftwork) and the category offered to any staff member upon initial engagement.
 - c) After the initial engagement, such staff member's category of employment and/or work arrangement may be changed by:
 - i) mutual agreement at the initiation of the staff member in writing at any time;
 - ii) the employer, on giving the staff member at least seven (7) calendar days written notice where practicable, if after calling for volunteers to agree to an alteration, there is no or not sufficient suitably qualified and/or experienced candidates to meet the employer's or the employer's clients needs; or
 - iii) the employer, where it is determined that it is necessary to change the staff member's work arrangement as part of a performance improvement process.
 - d) Work arrangements for casual employees shall be as determined by the employer based on operational requirements.

7.6 Organisational Change and Restructuring

- (1) The Government is committed to providing stability to the public sector by limiting organisational restructuring and contracting-out of services.
- (2) These commitments are effected through the Government's *Employment Security Policy* and the *Policy on the Contracting-Out of Government Services*.
- (3) SGPSS shall provide in writing to the members of the SGS-CC of their intention to implement organisational changes that may affect the employment security of employees, prior to the commencement of any planned changes. This shall include all information required to be provided in accordance with the "Introduction of changes" and "Redundancy" clauses of relevant awards.
- (4) It is acknowledged that management has a right to implement changes to ensure the effective delivery of public services. The consultation process will not be used to frustrate or delay the changes but rather ensure that all viable options are considered. If this process cannot be resolved at the SGS-CC in a timely manner either party may refer the matter to CCF for resolution.
- (5) The parties agree that SGPSS should report to unions on a quarterly basis the current status of employment practices within SGPSS. This report should be provided on a quarterly basis at the SGS-CC. Specifically, the report should detail the following:
 - (a) a snapshot of the current workforce including the total number of employees, the number of employees by appointment type (permanent, temporary and casual), stream allocation;
 - (b) a report on the variance from the previous quarter in the use of casuals, temporaries and the number of people engaged through labour hire;
 - (c) the number of people engaged through labour hire;
 - (d) any significant variance in the number of permanent employees;
 - (e) the conversion of temporary employees to tenured status.
- (6) Permanent public sector employees will not be forced into unemployment as a result of organisational change or changes in SGPSS priorities. Where changes to employment arrangements are necessary, there will be active pursuit of retraining and alternative placement opportunities. There is a responsibility on the employee to meaningfully participate in the opportunities made available. SGPSS and employees will comply with all relevant Directives. Where an employee refuses to participate or cooperate in these processes, the full provisions of the directive pertaining to retrenchment may be followed to the extent of their applicability.

- (7) All provisions and entitlements relating to organisational change and restructuring can be found in the directives relating to early retirement, redundancy and retrenchment and employment arrangements following workplace change (as amended) which will apply for the life of this Agreement.
- (8) Agencies must provide relevant information to the relevant union/s when it intends to apply the provisions of the directive relating to early retirement, redundancy and retrenchment where an employee may be genuinely redundant or is to possibly be retrenched. Such information must be provided at the same time the Agency's intentions are communicated to the employee. An affected employee must be provided with notice of the Agency's intention to make redundant or retrench the employee sufficient to allow the employee to seek relevant independent advice.

PART 8: SALARY PACKAGING

- (1) Salary packaging is available for employees in departments and SGS covered by this agreement.
- (2) Departments and agencies are to apply the following principles for employees that avail themselves of salary packaging:
 - (a) as part of the salary package arrangements, the costs for administering the package, including fringe benefits tax, are met by the participating employee;
 - (b) there will be no additional increase in superannuation costs or to fringe benefits payments made by the employer;
 - (c) increases or variations in taxation are to be passed to employees as part of their salary package;
 - (d) 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;
 - (e) the Employer will pass on to the employee any Input Tax Credits (ITCs) it receives as part of salary packaging;
 - (f) there will be no significant additional administrative workload or other ongoing costs to the employer;
 - (g) any additional administrative and fringe benefit tax costs are to be met by the employee;
 - (h) 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 9: CONSULTATIVE COMMITTEES

9.1 QBuild State Government Security Consultative Committee (SGS-CC)

- (1) The parties agree that employees should be consulted about decisions which may affect their employment or welfare, and that meaningful consultation with affected employees leads to improved organisational outcomes.
- (2) A QBuild State Government Security Consultative Committee (SGS-CC) is to operate with in SGPSS. The SGS-CC will include management and union representatives, and may discuss:
 - a) Workload Management (Part 16)
 - b) Organisational Change and Restructuring (Part 7.6)
 - c) Climate Change (Part 20)
 - d) Training (Part 3)
 - e) Union Encouragement (Part 12)
 - f) Balancing Work/Life and Family (Part 22)
 - g) Organisational matters such as the review of, changes to or introduction of new workforce management policies.

The SGS-CC may agree to establish standing committees, sub-committees, or other additional consultative structures (such as Local Consultative Committees or Climate Change Committees) with agreed terms of reference/operating principles

- (2) It is anticipated that the SGS-CC will meet at six (6) weekly intervals. The Terms of Reference for the operation of the SGS-CC are to be agreed at the first SGS-CC meeting.
- (3) The SGS-CC is not to be used as a substitute for any consultative mechanism in which the parties to this Agreement are legislatively involved.
- (4) There will be a joint union/employer SGS-CC to oversee the implementation of the certified agreement. The SGS-CC will comprise senior officers from SGS and relevant unions. The SGS-CC will meet as required. Any party to this Agreement may seek to convene of a meeting by contacting the nominated Chair and identifying the issue/s for discussion.

9.2 Single Bargaining Unit (SBU)

State Government Security will also have a joint union/employer SBU. The SBU may, by agreement subsume the role/s of any other consultative forums already in place. The SBU may be used to consult on a broad range of issues and is not confined to the discussion of matters arising from this agreement.

9.3 Safety Committee

A joint management/union Safety Committee is to continue to operate for the purpose of ensuring that early interventions occur with respect to unsafe work practices and environments. The Terms of Reference for the operation of the Safety Committee is to be as agreed by the Safety Committee at their first meeting.

9.4 Uniform Committee

A joint management/union Uniform Committee will be established to advise the Manager on changes to the State Government Protective Security Service uniform and to make recommendations and advice on uniform requirements including styles, modifications and standards. The Terms of Reference for the operation of the Uniform Committee is to be as agreed by the Uniform Committee at their first meeting. The minutes will be reported to the SGPSS Consultative Committee.

PART 10: COLLECTIVE INDUSTRIAL RELATIONS

- (1) The Government acknowledges that structured, collective industrial relations will continue as a fundamental principle of the management of agencies and public sector units. The principle recognises the important role of unions and the traditionally high levels of union membership in the public sector. It supports constructive relations between management and unions and recognises the need to work collaboratively with relevant unions and employees in an open and accountable way.
- (2) The Government as an employer recognises that union membership and coverage issues are determined by the provisions of the *Industrial Relations Act 1999* and any determinations of the Queensland Industrial Relations Commission.
- (3) The Government is committed to collective agreements and will not support non-union agreements or Queensland Workplace Agreements.

PART 11: ILO CONVENTIONS

The Queensland Government as an employer recognises its obligations to give effect to international labour standards including freedom of association, workers' representatives, collective bargaining and equality of opportunity for all public sector workers.

PART 12: UNION ENCOURAGEMENT

- (1) The Government recognises the right of individuals to join a union and will encourage that membership. However, it is also recognised that union membership remains at the discretion of individuals.
- (2) An application for union membership and information on the relevant union/s will be provided to all employees at the point of engagement.
- (3) Information on the relevant union(s) will be included in induction materials.
- (4) Union representative(s) will be provided with the opportunity to discuss union membership with new employees.

- (5) SGPSS is to provide relevant unions with complete lists of new starters to the workplace on a quarterly basis, unless agreed between SGPSS and the union to be on a more regular basis. This information is to be provided electronically and shall include work location details.
- (6) SGPSS also are required where requested to provide relevant unions with a listing of current staff comprising name, job title and work location. This information shall be supplied on a six monthly basis, unless agreed between the relevant agency and union to be on a more regular basis. The provision of all staff information to relevant unions shall be consistent with the principles outlined at s373(3) of the *Industrial Relations Act 1999*.

PART 13: UNION DELEGATES

- (1) The Government acknowledges the constructive role democratically elected union delegates undertake in the workplace in relation to union activities that support and assist members. That role will be formally recognised, accepted and supported.
- (2) Public sector employees will be given full access to union delegates/officials during working hours to discuss any employment matter or seek union advice, provided that service delivery is not disrupted and work requirements are not unduly affected.
- (3) Provided that service delivery and work requirements are not unduly affected, delegates will be provided convenient access to facilities for the purpose of undertaking union activities. Such facilities include: telephones, computers, e-mail, photocopiers, facsimile machines, storage facilities, meeting rooms and notice boards. It is expected that management and delegates will take a reasonable approach to the responsible use of such facilities for information and communication purposes.
- (4) Subject to the relevant employee's written approval and any confidentiality provisions, delegates may request access to documents and policies related to a member's employment.

PART 14: INDUSTRIAL RELATIONS EDUCATION LEAVE

- (1) Industrial relations education leave is paid time off to acquire industrial relations knowledge and competencies which develop the employees' capacity to effectively participate in consultative structures, perform a representative role and further the effective operation of grievance and dispute settlement procedures.
- (2) Before the employer approves such leave the union must provide the employer information about the course content, the times at which the courses will be offered, the numbers of attendees, and the types of employees at whom the course is targeted. Before approving leave, the employer must be satisfied that the proposed course is within the terms of paragraph (1).
- (3) Employees may be granted up to five (5) working days (or the equivalent hours) paid time off (non-cumulative) per calendar year to attend industrial relations education sessions, approved by the chief executive Department of Public Works.
- (4) Additional leave, over and above five (5) working days non-cumulative (or the equivalent hours) in any one calendar year may be granted where approved structured employees' training courses involve more than five (5) working days (or the equivalent). Such leave will be subject to consultation between the chief executive (or delegated authority) Department of Public Works, the relevant union and the employee.
- (5) Upon request and subject to approval by the chief executive (or delegated authority) of the Department of Public Works, employees may be granted paid time off in special circumstances to attend the Management Committee Meetings, Union Conferences, and ACTU Congress.
- (6) The granting of industrial relations education leave or any additional leave should not impact adversely on service delivery, work requirements or the effectiveness and efficiency of SGPSS. At the same time such leave shall not be unreasonably refused.
- (7) At the discretion of the Chief Executive, Department of Public Works, public sector employees may be granted special leave without pay to undertake work with their union. Such leave will be in accordance with the Ministerial Directive relating to "Special Leave" in relation to special leave without salary. Conditions outlined in the Special Leave Directive that provide for the employees' return to work after unpaid leave will be met.

PART 15: PREVENTION AND SETTLEMENT OF DISPUTES

- (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.
- (2) Subject to legislation, while the dispute procedure is being followed, normal work is to continue except where the employee has a reasonable concern about an imminent risk to the employee's health or safety. 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.
- (3) There is a requirement for management to provide relevant information and explanation and consult with the appropriate employee representatives.
- (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 union representative and/or the employee(s) concerned (where appropriate) and the immediate supervisor in the first instance. The discussion should take place within twenty four (24) hours and the procedure should not extend beyond seven (7) days;
 - (b) if the matter is not resolved as per (a) above, it shall be referred by the union representative 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 seven (7) days;
 - (c) if the matter remains unresolved it may be referred by the employee and/or his/her union representative to the SGS-CC for discussion and appropriate action. This process should not exceed fourteen (14) 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 unions or the Queensland Government from intervening in respect of matters in dispute, should such action be considered conducive to achieving resolution.
- (6) The parties acknowledge that, for matters not covered by this agreement, there are other dispute resolution procedures available.

PART 16: WORKLOAD MANAGEMENT

- (1) SGS is committed to working with its employees and the public sector unions to address workload management issues. It is acknowledged that high workloads can in some circumstances lead to unsafe work practices, therefore SGPSS should ensure safe work environments are not compromised, and that SGPSS's responsibilities under legislation including duty of care to all employees are complied with.
- (2) It is recognised by the employer that unrealistic expectations should not be placed on employees by line management to consistently perform excessive working hours whereby no opportunities arise to utilise accrued time or TOIL.
- (3) SGS is obliged to consider the impacts on workloads when organisational change occurs, particularly those impacts arising from the introduction of new programs and from machinery of government changes. Management at the local level should undertake appropriate consultation with affected employees when implementing organisational initiatives including machinery of government changes that may have an impact on the workloads of affected employees.
- (4) SGS remains committed to the implementation of the workload management tool during the life of this agreement. The parties agree that a review of the workload management tool in the first twelve (12) months after certification of this Agreement will occur through a joint union/PSC working party. In utilising the workload management tool SGPSS is obliged to adapt the template tool to account for SGPSS specific circumstances to ensure easier application of the tool.
- (5) In addition, the parties agree that the SGS-CC will deal with the issue of workload management. The activities of the SGS-CC in the area of workload management should include, but not be limited to, the following:
 - (a) To undertake research on local workload management issues;
 - (b) To address specific workload issues referred by staff of work units, union officials and/or management;
 - (c) To develop expedient processes for referral of workload issues to the CC;

- (d) Based on research, develop strategies to improve immediate and long term workload issues;
- (e) To assess the implications of workloads from a workplace health and safety perspective and refer relevant matters to the workplace health and safety committee.
- (f) To consider the impacts on workloads when organisational change occurs, particularly those impacts arising from the introduction of new programs and from machinery of government changes, and make recommendations to affected workgroups on the management of potential workload issues where appropriate.

PART 17: FAIR CAREER PATHS

- (1) The parties are committed to providing reasonable career opportunities to public sector workers. The parties are committed to provide consistent and transparent classifications across the public sector.
- (2) SGS will ensure it has a review process in place to allow aggrieved employees the opportunity to raise concerns about the work value assessment (utilising JEMS or other approved methodology) of their position. These processes will provide the opportunity for consultation with the relevant union and may include a union representative as part of the process.
- (3) Design Principles relating to the JEMS review process were approved by the Central Peak Consultative Committee in 2004 under the auspices of the *State Government Departments Certified Agreement 2003*. These agreed Design Principles were developed and approved for discretionary use by SGPSS when finalising the review process referred to above. The review of the Design Principles will be completed within twelve (12) months of the date of certification of the *State Government Departments Certified Agreement 2009*.

PART 18: WORKPLACE BULLYING AND HARRASSMENT

The parties recognise that workplace bullying and harassment is a serious issue which is not acceptable and must be eliminated.

PART 19: CLIENT AGGRESSION

The parties recognise that client aggression is a workplace health and safety issue affecting some public sector workplaces and agree that violence and aggression by clients towards staff is not acceptable. The Government, through Workplace Health and Safety Queensland of the Department of Justice and Attorney-General, will review and update its publications dealing with occupational violence. On completion of this review and within twelve (12) months of certification of this agreement, Government will consult with public sector unions about implementation of strategies consistent with Workplace Health and Safety Queensland publication to manage the risk, and respond to incidents, of client aggression.

PART 20: CLIMATE CHANGE

The parties acknowledge that responding to the risks of dangerous climate change is one of the most critical challenges presently facing employers and workers alike. The Government recognises that staff play an important and necessary role in implementing any sustainability measures in the workplace and as such, a joint approach represents the best way to achieve the Government's sustainability objectives.

PART 21: RURAL AND REMOTE HOUSING

The parties acknowledge the Queensland Government's ongoing commitment in providing employees who reside (either permanently or temporarily) in government owned dwellings with a safe residential environment and acceptable facility standards.

The Queensland Government will commit to completing a review of security standards in government dwellings in Indigenous communities throughout the State within six (6) months of certification of this Agreement.

PART 22: BALANCING WORK/LIFE AND FAMILY

- (1) The Queensland Government recognises the increasingly complex interplay between people's work and personal lives and the challenges involved in managing work, family and lifestyle responsibilities. It is committed to helping employers and employees establish workplace practices that improve work-life balance, and have introduced a variety of initiatives on work and family.

- (2) The parties recognise that implementing Work-Life Balance initiatives will enable the Queensland Government to continue providing effective service delivery to the Queensland public.
- (3) The Queensland Government is committed to improving the uptake of existing work-life balance policies across the public sector in order to realise the potential of work-life balance as a tool to improve the attraction and retention of employees and subsequently productivity for employers.
- (4) The Queensland Government agrees to actively educate and provide practical tools to implement work-life balance policies and flexible work practices for individual organisations and their employees in order to develop organisational cultures that support work-life balance.
- (5) Workplace arrangements supported by the Queensland Government to assist employees in balancing work, family and lifestyle responsibilities include (but not limited to):
 - Leave arrangements – e.g. carer’s leave, study/training leave, career breaks, cultural leave, flexible access to long service leave, purchased leave;
 - Policies relevant to parenting and pregnancy – e.g. paid/unpaid parental leave, pre-natal leave, spousal leave, breastfeeding facilities, lactation breaks;
 - Flexible working arrangements – e.g. telecommuting, job sharing, flexible hours of work or ADO arrangements, transition to retirement arrangements, compressed working weeks, averaging ordinary hours;
 - Additional work provisions – e.g. employee services, health programs, exercise facilities, relocation assistance.
- (6) QBuild will monitor the implementation and uptake of work-life balance policies across its workforce in consultation through the SGS-CC
- (7) The parties agree that requests by employees to access work-life balance policies must not be unreasonably refused.
- (8) **Organisational Hours of Work (Flexi-time)** - SGS agrees to consent to an application by the relevant unions to amend the *Queensland Public Service Award – State 2003* to provide greater detail on the minimum conditions to be included in organisational hours of work arrangements (flexitime) subject to agreement between the parties on the content of the application to amend the Award.

PART 23: SPREAD OF HOURS – BRISBANE CENTRAL BUSINESS DISTRICT

- (1) These provisions shall apply only to employees engaged under the *Queensland Public Service Award - State – 2003* 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 and subject to a majority-approved ballot of Brisbane Central Business District employees (inclusive of relevant employees subject to the *State Government Departments Certified Agreement 2009*), the parties agree to a wider ordinary spread of hours of 6 am to 7 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 2003*, 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 6.00 am to 7.00 pm 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.

PART 24: MOBILITY PRINCIPLES

- (1) This mobility principle shall apply only to those staff eligible to be employed under the *QBuild - State Government Security Certified Agreement 2009*.
- It is recognised that other Queensland Public Sector employees may enter employment with QBuild State Government Security during the life of this Agreement.
- (2) Existing Queensland Public Sector employees may join the *QBuild - State Government Security Certified Agreement 2009* in the following ways:
- a) voluntary joining through promotion, secondment or transfer at level from another Agency or Business Unit, or section of QBuild; or
 - b) imposed movements as a result of Agency or Business Unit restructure including deployment or redeployment.
- (3) Separate Agreements operating across the Department of Public Works and across the Queensland Public Sector provide for differing working conditions and payment arrangements. To ensure that current members of the Queensland Public Sector are not disadvantaged by joining the *QBuild - State Government Security Certified Agreement 2009*, the following provisions have been made:
- a) Where staff join QBuild State Government Security (including the State Government Protective Security Service) as a result of a situation described in (a) above, they will accept the terms and conditions and payment arrangements as set out in this Agreement; and
 - b) Where staff join QBuild State Government Security (including the State Government Protective Security Service) under the situation described in (b) above, they will not be disadvantaged in terms of salary (that is they will retain their existing salary level, or if QBuild State Government Security's salary level is greater, they will transfer to that higher pay-point in QBuild State Government Security's salary structure).
- (4) All staff joining QBuild State Government Security are to accept the terms and conditions other than salary but including hours of work and working arrangements, as set out in this Agreement.

PART 25: LEAVE PROVISIONS

25.1 Sick Leave

Subject to this clause and the following sub-clauses, Directive 19/05 – Sick Leave outlines conditions and entitlements for sick leave applying to both Operational and Office staff.

All employees (other than casual employees) shall be entitled to ten (10) days (76 hours for operational staff) of sick leave for each completed year of employment. Part-time employees shall have a pro rata entitlement. Sick leave is an entitlement for employees who are ill or injured, and should not be taken for any other reason.

Sick leave will accumulate without limit, subject to the following conditions:

- a) An employee shall, as soon as they are aware, prior to their rostered commencement time, inform the Central Operations Room of their inability to attend for duty, and as far as practicable, estimate the duration of the absence.
- b) Employee's shall apply in writing for sick leave, in the form of a Leave Application Form and attach a medical certificate from a duly qualified medical practitioner specifying the period or approximate period during which they are or were unable to work.
- c) In normal circumstances, it shall not be necessary for an employee to produce a medical certificate if the employee's absence from work on account of illness does not exceed three (3) consecutive shifts/days. However, all QBuild State Government Security staff members must produce a medical certificate clearly stating the nature of their illness or injury and the duration of the expected leave, for absences of more than three (3) consecutive shifts/days.
- d) Where an employee has a record of recurring and/or excessive sick leave, the following shall occur:
 - i) the employer shall discuss with the employee their unsatisfactory absence, and where possible, identify strategies to assist the employee to minimise the taking of sick leave; and
 - ii) if a pattern of Sick Leave continues, the employee may be required to produce a medical certificate for future absences. At the expiration of a twelve (12) month period, the requirement to provide a medical certificate for all absences will be reviewed; and

- iii) when all sick leave entitlements have been exhausted, sick leave may be charged to:
 - Recreation Leave (in full days), with leave loading being paid on a proportionate basis (with employee consent), OR
 - Leave Without Pay (in full days).

25.2 *Long Service Leave*

Subject to this clause and the following sub-clauses, Directive – Long Service Leave outlines conditions and entitlements for long service leave applying to both Operational and Office staff.

QBuild State Government Security staff have the opportunity to access Long Service Leave for a minimum period of one (1) day. Pay in advance is not available for periods of less than two (2) weeks, full time equivalent leave.

Long Service Leave is also available to be taken at half pay (i.e. half their regular fortnightly pay). A minimum period of two (2) weeks must be taken for Long Service Leave to be paid at half pay. For example:

- *Eight (8) weeks leave is equivalent to four (4) weeks' pay.*

Employees wishing to access Long Service Leave at half pay must submit a Leave Application Form and a letter requesting half pay arrangements, covering issues such as payroll deductions.

25.3 *Recreation Leave*

(1) Minimum Entitlement for All QBuild State Government Security Staff.

Consistent with the relevant Directive, all full-time QBuild State Government Security Staff are entitled to four (4) weeks recreation leave per year of service with 17.5% leave loading, to be taken when operationally convenient.

(2) Continuous Shift Workers

Continuous shift workers shall continue to receive an additional one (1) weeks recreation leave plus block pay allowance as identified in Clauses 2.11 and 2.12 of this agreement.

(3) Leave Management

The parties acknowledge the importance of ensuring that all staff have access to appropriate Recreation Leave. It is recognised that due to organisational or personal requirements, it is not always possible for balances to remain under the maximum limit allowed.

In an attempt to address this problem, the following practices will commence, ensuring that staff are encouraged to take appropriate Recreation Leave:

- (a) The ELLIPSE payroll system will automatically issue a message advising when an employee has accrued close to the maximum accrual;
- (b) Staff are encouraged to liaise with their supervisor when their balance is nearing the maximum accrual to discuss options available to them in utilising their leave;
- (c) Workforce management strategies will be implemented by supervisors, in consultation with employees, to promote equity in the use of Recreation Leave; and
- (d) Should Recreation Leave balances exceed the current cut-off limits, it is acknowledged that this will be as a result of organisational or personal requirements.
- (e) If the excess balance is a result of organisational requirements then alternative arrangements will be negotiated between the employer and the employee. Such arrangements could include deferring leave until such time as it is practicable for the employee to clear their excess balance.
- (f) The General Manager (or delegate) may instruct an employee to take Recreation Leave to reduce the accrued hours to less than the maximum levels.

Although it is recognised that Recreation Leave should be taken at a time that is mutually convenient, QBuild State Government Security management reserves the right to direct staff to access their Recreation Leave after discussion and in accordance with the relevant Award.

25.4 *Applications for leave*

(1) All leave will be taken in accordance with operational convenience.

The parties acknowledge that the rostering arrangements require sufficient notice of leave to be forwarded to the employer. Therefore, the parties agree that unless the employer and the employee agree otherwise, the employee must submit an application for Recreation, Long Service Leave, or Industrial Relations Education Leave at least six (6) weeks in advance of the date from which the employee's leave is to be

taken. Where applicable the officer on a shift group with the greatest amount of accumulated leave will be directed to take leave as required operationally.

- (2) The exception to this is where an officer wishes to accumulate Recreation Leave in order to take an extended holiday in the future. This accumulation of leave for special purposes will normally be approved if the officer submits a leave application, which outlines the approximate dates that the leave is requested. This application must be submitted that day or the next working day the officer is on duty to ensure a commitment by both parties is undertaken. Leave applications for this purpose may be submitted up to one (1) year in advance. Officers may make minor variations of the requested dates up to three (3) months prior to the initial leave date applied for.

25.5 Number of officers on leave per shift group

- (1) SGS is committed to providing staff with flexibility to manage work and lifestyle commitments. For efficiency of operational purposes, SGS is generally only able to accommodate a maximum of three (3) absences per rotational shift group at any one time. However, SGS will consider applications from staff for recreation leave for periods where three officers from the rotational shift group are on approved leave, or have leave approved and any approval will be dependent upon the prevailing circumstances including operational requirements.
- (2) The number of staff who have their leave applications rejected under these circumstances will be reported to the SGS Consultative Committee on a monthly basis.

SIGNATORIES

Signed by the Director-General of the Department of Public Works: M. J. Grierson
In the presence of: B. Backhouse

Signed for and on behalf of The Queensland Public Sector Union of Employees: A. Scott
In the presence of: M. F. Weiner

This Agreement is certified under the *Industrial Relations Act 1999*, chapter 6 part 1
, Commissioner.

Filed on the day of 2009, certified by the Commission and given Register No. CA/2009/ , in the Certified Agreements Register.

Dated this day of 2009.

G Savill,
Industrial Registrar.

Operative Date:

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

PART 1: HOURS OF WORK

1.1 Business Hours

- (1) Normally, QBuild business hours of operation are 8:30 am to 5:00 pm Monday to Friday.
- (2) The Manager State Government Security is to identify the normal business hours of operation during which staff are to be on duty to meet peak operational and client service requirements. The office must have sufficient staff during business hours to meet client requirements.
- (3) Each work group shall determine in consultation with its manager/supervisor, the hours during which the work area shall consistently be staffed in context with QBuild State Government Security business hours. The work group will be responsible for ensuring that staff commencement times, finishing times, and lunch breaks are organised or staggered so as to ensure satisfactory staff coverage during QBuild State Government Security business hours.

1.2 Starting Times

- (1) It is expected that staff will commence work between the hours of 7.00 am and 9.00 am. These times may be varied with the approval of their supervisor, in order to suit an employee's individual and/or family needs and providing that client and operational requirements have been met.
- (2) On each occasion that an employee commences work before 7.00 am, approval from their immediate supervisor prior to commencement of work is required.

1.3 Finishing Times

It is expected that staff will finish work between the hours of 4.00 pm and 6.00 pm. Staff may finish outside these hours to suit family/personal needs, with the approval of their supervisor, and providing that client and operational requirements have been met.

1.4 Other

The starting and finishing times of employees shall be deemed to commence on the hour or at fifteen (15) minute intervals after the hour.

PART 2: ACCUMULATED TIME ARRANGEMENTS

- (1) The parties recognise that employees are responsible for managing their time to meet the organisation's needs and their own. Further, the parties recognise that employees should be responsible for negotiating their work hours with their managers/supervisors and other employees within the context of meeting organisational and client requirements.
- (2) The "QBuild Hours of Work Arrangements and Accumulated Time Guidelines – Office Staff" implemented on 20 June 2005 outlines the provisions for employee access to accumulated time arrangements. The conditions contained in these guidelines (including any future amendments) will serve as the entitlement for office staff employees with State Government Security.

PART 3: OVERTIME/TIME OFF IN LIEU OF OVERTIME (TOIL)

- (1) No claim for overtime shall be approved in circumstances where an employee elects to work solely for the employee's own convenience.
- (2) However, on occasion, employees may be requested to work in excess of ten (10) hours per day (exclusive of meal breaks) or outside the hours of 6.00 am to 6.00 pm. In these circumstances, overtime will apply.
- (3) The provisions of this clause shall apply to all employees except employees remunerated above the cut off pay point and classification level for the payment of overtime as detailed in a Directive relating to *Hours and Overtime*, issued by the Minister responsible for industrial relations in accordance with section 54 of the *Public Service Act 2008* (Qld.).
- (4) All authorised overtime worked by employees on a normal working day in excess of ten hours per day (exclusive of meal breaks) or outside the hours 6.00 am to 6.00 pm shall be paid for at the rate of time and a half for the first three (3) hours and double time thereafter.
- (5) All overtime performed on Saturdays shall be paid for at the rate of time and a half for the first three (3) hours and double time thereafter. All overtime performed on Sundays shall be paid for at the rate of double time.
- (7) Employees will be required to work reasonable overtime whenever necessary in the opinion of the employer, but twenty four (24) hours notice shall be given where practicable, to an employee required to work overtime.
- (8) An employee who having left work is called back to work overtime shall be paid a minimum of two (2) hours at the prevailing overtime rate.
- (9) An employee who has worked overtime shall be granted a break of at least ten (10) hours between the time of ceasing work and the time of commencing work on the employee's next working day.
- (10) An employee may elect to accrue accumulated time in lieu of authorised overtime. Such accumulated time shall be calculated at prevailing overtime rates.

PART 4: MEAL BREAK

Employees shall be allowed, and must take an unpaid meal break of at least thirty (20) minutes duration to be taken between the fourth (4) and sixth (6) hours after the commencement of their ordinary work. Provided that such meal break shall be taken outside the aforementioned span of hours to facilitate operations, if required by the Manager, State Government Security or their delegate.

PART 5: REST PAUSE

A rest pause of ten (10) minutes' duration morning and afternoon in the employer's time is to be allowed each employee covered by this Agreement. Such rest pauses are to be taken at times to suit the convenience of the employer and so as not to interfere with the continuity of work where continuity is necessary in the opinion of the employer.

APPENDIX 2: HOURS OF WORK (Operational Staff)

PART 1: DAY AND AFTERNOON SHIFT WORKERS

1.1 Hours of Work

- (1) It is agreed the hours of work are as set out below:
 - a) A "day shift" shall commence at or after 6 am and before 12 pm.
 - b) An "afternoon shift" shall commence at or after 12 pm and before 6 pm.
 - c) A standard day shift shall be 7.6 hours.
 - d) Ordinary hours of work shall be an average of thirty eight (38) hours per week over a four (4) week roster pattern.
 - e) The ordinary working hours of all full time employees shall not exceed ten (10) hours per shift, Mondays to Fridays.
- (2) Shifts may be worked in accordance with a roster mutually agreed between the employer and employees affected. Sample rosters are set out in Appendix 4, 5, 6 and 7.
- (3) All roster patterns are to show rostered days off.
 - a) Rostered days off with pay on account of thirty eight (38) ordinary hour week arrangements are to be taken:
 - (i) in such a way as to enable the employee to take the equivalent of one (1) eight (8) hour shift per four (4) weeks; and
 - (ii) as a scheduled day off as defined by a roster pattern.
 - b) *Notification*: An annual roster pattern will be maintained encompassing rostered days off (RDOs). Employees shall receive copies of these rosters.
 - c) *Roster Changes*: Temporary or short-term 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 twenty four (24) hours notice for a change of roster or double time is to be paid for the next shift.
 - 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.
- (4) In keeping with the objectives of this Agreement, permanent or long-term changes to a roster structure within a roster cycle 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.

1.2 Overtime

- (1) Employees may be requested to work in excess of ten (10) hours per day or over an average of thirty eight (38) hours per week during a four week roster cycle. In these circumstances, overtime will apply.
 - a) All authorised overtime worked by employees in excess of ten (10) hours per day or over an average of one hundred and fifty two hours (130) per four (4) week roster cycle shall be paid for at the rate of time and a half for the first three (3) hours on any day Monday to Saturday and double time thereafter.
 - b) A minimum payment as for two (2) hours' work shall apply for all overtime worked on a Saturday.
 - c) All overtime worked on a Sunday shall be paid for at the rate of double time with a minimum payment as for two (2) hours work.
 - d) 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 three (3) hours at overtime rates.

1.3 Crib Break

Officers shall be allowed a paid meal/crib break of thirty (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 TWELVE (12) HOUR SHIFT WORKERS (INCLUDING PERMANENT NIGHT SHIFT AND PERMINET DAY SHIFT)

2.1 Hours of Work

- (2) It is agreed the hours of work are as set out below:
 - a) A “day shift” shall commence at or after 6 am and before 12 pm
 - b) A “night shift” shall commence at or after 6 pm and before 6 am
 - c) A standard shift shall be twelve (12) hours.
 - d) Ordinary hours of work shall be an average of thirty eight (38) per week over a six (6) week roster pattern.
 - e) The ordinary working hours of an employee shall not exceed twelve (12) hours per shift, Mondays to Fridays.

- (3) Shifts may be worked in accordance with a roster mutually agreed between the employer and employees affected.

- (3) Sample rosters are set out in Appendix 5, 6 and 7.

- (4) Agreed roster patterns are to show rostered days off.
 - a) Rostered days off with pay on account of thirty eight (38) ordinary hour week arrangements are to be taken:
 - i) in such a way as to enable the employee to work nineteen (19) shifts in a twenty one (21) shift cycle; and
 - ii) as a scheduled day off as defined by a roster pattern.
 - b) *Notification:* An annual roster pattern will be maintained. Employees shall receive copies of these rosters.

- (5) In keeping with the objectives of this Agreement, permanent or long-term changes to a roster structure within a roster cycle may be made to meet the employer’s or the employer’s clients’ needs subject to prior agreement with and reasonable notice being given to affected employees.
 - a) *Roster Changes:* A change in the roster that is from the rostered twelve (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 two hundred and twenty eight (228) hours in a six (6) week period.
 - c) Employees engaged on a twelve (12) hour shift shall not be rostered to work more than five (5) consecutive shifts, during which period every endeavour shall be made to ensure employees are not required to work more than three (3) consecutive night shifts. Except those officers, who work the permanent night shift roster shall work four (4) continuous nights.
 - d) An employee may arrange a change of shift roster with another suitably trained officer, provided that they submit a written request to the Operations Officer for their prior approval.

2.2 Overtime

- (1) Overtime duty should not normally be performed where it will fall within a period of twelve (12) hours on either side of a twelve (12) hour day or a twelve (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 fourteen (14) hours. This would include the twelve (12) hour shift, a two (2) hour overtime period before the commencement of a shift, or a two (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 twelve (12) hour shift-working roster shall be paid overtime at the rate of double time for all work performed outside their rostered duty hours.

2.3 Crib Break

- (1) Employees shall be entitled to a thirty (30) minute paid crib break in the first half of the shift and a second paid crib of thirty (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

- (1) Staff will be rostered to work only during the hours that are required to meet client requirements.
- (2) It is agreed the hours of work are as set out below:
 - a) A “day shift” shall commence at or after 6 am and before 12 pm.
 - b) An “afternoon shift” shall commence at or after 12 pm and before 6 pm
 - c) A “night shift” shall commence at or after 6 pm and before 6 am.
 - d) Ordinary hours of work shall be:
- (3) **Mobile Patrol Officers:** The ordinary working hours of an employee shall be an average of approximately twenty seven (27) per week and may be spread over the full cycle of the roster, provided that the average hours per week shall not exceed thirty eight (38).
- (4) **Central Operations Room:** The ordinary working hours of an employee shall be an average of approximately twenty four (24) per week and may be spread over the full cycle of the roster, provided that the average hours per week shall not exceed thirty eight (38).
- (5) Shifts may be worked in accordance with a roster mutually agreed between the employer and the employees affected.
- (6) 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.
 - a) *Notification:* An annual roster pattern will be maintained encompassing rostered days off (RDOs). Employees shall receive copies of these rosters. In keeping with the objectives of this Agreement, permanent or long-term changes to a roster structure within a roster cycle 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.
 - b) *Roster Changes:* Temporary or short-term 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 twenty four (24) hours notice for a change of roster or double time is to be paid for the next shift.
Employees engaged on a twelve (12) hour shift shall not be rostered to work more than five (5) consecutive shifts, during which period every endeavour shall be made to ensure employees are not required to work more than three (3) consecutive night shifts. Except those officers, who work the permanent night shift roster shall work four (4) continuous nights. An employee may arrange a change of shift with another suitably trained officer, provided that they submit a request form to the Operations Officer for their prior approval.

3.2 Additional Hours – Mobile Patrol Officers (twelve 12 hour shifts)

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

- (1) Overtime duty should not normally be performed where it will fall within a period of twelve (12) hours on either side of a twelve (12) hour day or a twelve (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 fourteen (14) hours. This would include the twelve (12) hour shift, a two (2) hour overtime period before the commencement of a shift, or a two (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 twelve (12) hour shift-working roster shall be paid overtime at the rate of double time for all work performed outside their rostered duty hours.

3.3 Additional Hours – Communications Officers (eight (8) hour shifts)

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

- (1) Overtime duty should not normally be performed where it will fall within a period of ten (10) hours on either side of a eight (8) hour day or a eight (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 ten (10) hours. This would include the eight (8) hour shift, a two (2) hour overtime period before the commencement of a shift, or a two (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 eight (8) hour shift-working roster shall be paid overtime at the rate of time and a half for the first three (3) hours and double time thereafter.

3.4 Crib Break

- (1) Mobile Patrol Officers working a twelve (12) hour shift shall be entitled to a thirty (30) minute paid crib break in the first half of the shift and a second paid crib of thirty (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 eight (8) hour shift shall be entitled to a paid meal/crib break of thirty (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 three (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 three (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 one (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 QBuild 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: TWENTY FOUR (24) HOUR ROTATING SHIFT ROSTER

The parties agree that the twenty four (24) hour rotating shift will only be staffed for positions which are fully funded and require twenty four (24) hour duty, three hundred and sixty five (365) days per year. The roster cycle is twenty four (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 twenty four 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 5: 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 twelve hour (24) 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, twenty four (24) hour coverage will be provided during all school holiday periods.

PART 4: 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 eight (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, sixteen (16) hour coverage will be provided during all school holiday periods.

PART 5: 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 twenty four (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

QBuild – State Government Security

QBuild – State Government Security

12 Hour Shift, 24 Hour Rotating Group Roster

Permanent Night 12 Hour Group Roster

Group Shift Roster for 8 Weeks (1 Rotation)

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	D			N
Friday	D			N
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		

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	

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

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

APPENDIX 6: SHIFT ROSTER

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

**Over an 8 Week Period
PPT
Shifts**

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

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
71.05%	PPT FTE %

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

APPENDIX 7: SHIFT ROSTER

QBuild – 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
	38	Hours worked by FTE
63.16%		PPT FTE%

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
		12		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
	405		4861		1898.925	
					3	

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	<u>4860.8496</u>
Average Penalty Payable	<u>39.0657%</u>

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
		12		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
	810		9722		3296.295	
					2	

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	<u>9721.7004</u>
Average Penalty Payable	<u>33.9066%</u>

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
	<hr/>		468.8929		5627	2341.61
Annual Leave	56.6252	12	680	See Note	282.7810	Pro rata 5 weeks @ average penalties across the above
	<hr/>				2624.388	
	526		6306		1	

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
Average Penalty Payable	<u>41.6159%</u>

APPENDIX 8: BLOCK PAY CALCULATIONS cont...

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
	<hr/>		468.9		3751	1561.07
Annual Leave	50.3017	8	402	See Note	167.4680	5 weeks @ average penalties across the above
	<hr/>				1728.539	
	519		4154		4	

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
Average Penalty Payable	<u>41.6159%</u>

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
					1397.369	
	405		4861		5	

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
Average Penalty Payable	<u>28.7474%</u>

Comparison to 24 hr Rotating Shift which receives **33.9066%** Block Pay Allowance

Permanent Night Shift	39.066%
Permanent Day Shift	<u>28.7474%</u>
Averaged rate for 24 hours	<u>33.9066%</u>

APPENDIX 9: PAYRATES OPERATIONAL STREAM**PAYRATES - QBuild State Government Security Certified Agreement 2009
(Effective from 1 August 2009)****OPERATIONAL 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%

01-Aug-09 SAL/FN	01-Aug-10 SAL/FN	01-Aug-11 SAL/FN	HRS/WK	Classification	DESCRIPTION
OO1					
\$996.30	\$1,064.30	\$1,132.30	38	OO1/1	Security Oper Officer Lev-1
\$1,080.50	\$1,148.50	\$1,216.50	38	OO1/2	Security Oper Officer Lev-1
\$1,164.70	\$1,232.70	\$1,300.70	38	OO1/3	Security Oper Officer Lev-1
\$1,248.80	\$1,316.80	\$1,384.80	38	OO1/4	Security Oper Officer Lev-1
\$1,333.00	\$1,401.00	\$1,469.00	38	OO1/5	Security Oper Officer Lev-1
\$1,417.30	\$1,485.30	\$1,553.30	38	OO1/6	Security Oper Officer Lev-1
OO2					
\$1,440.50	\$1,508.50	\$1,576.50	38	OO2/1	Security Oper Officer Lev-2
\$1,479.90	\$1,547.90	\$1,615.90	38	OO2/2	Security Oper Officer Lev-2
\$1,519.40	\$1,587.40	\$1,655.40	38	OO2/3	Security Oper Officer Lev-2
\$1,558.60	\$1,626.60	\$1,694.60	38	OO2/4	Security Oper Officer Lev-2
\$1,578.60	\$1,646.60	\$1,714.60	38	OO2/Q	Security Oper Officer Lev-2 - Increment Level for Recognised Accredited Qualification *
OO3					
\$1,581.70	\$1,649.70	\$1,717.70	38	OO3/1	Security Oper Officer Lev-3
\$1,613.20	\$1,681.20	\$1,749.20	38	OO3/2	Security Oper Officer Lev-3
\$1,646.60	\$1,714.60	\$1,783.20	38	OO3/3	Security Oper Officer Lev-3
\$1,682.10	\$1,750.10	\$1,820.10	38	OO3/4	Security Oper Officer Lev-3
\$1,725.50	\$1,794.50	\$1,866.30	38	OO3/Q	Security Oper Officer Lev-3 - Increment Level for Recognised Accredited Qualification *
OO4					
\$1,752.50	\$1,822.60	\$1,895.50	38	OO4/1	Security Oper Officer Lev-4
\$1,809.20	\$1,881.60	\$1,956.90	38	OO4/2	Security Oper Officer Lev-4
\$1,866.10	\$1,940.70	\$2,018.30	38	OO4/3	Security Oper Officer Lev-4
\$1,923.10	\$2,000.00	\$2,080.00	38	OO4/4	Security Oper Officer Lev-4
\$1,965.90	\$2,042.80	\$2,122.80	38	OO4/Q	Security Oper Officer Lev-4 - Increment Level for Recognised Accredited Qualification *
OO5					
\$1,973.40	\$2,052.30	\$2,134.40	38	OO5/1	Security Oper Officer Lev-5
\$2,039.00	\$2,120.60	\$2,205.40	38	OO5/2	Security Oper Officer Lev-5
\$2,104.90	\$2,189.10	\$2,276.70	38	OO5/3	Security Oper Officer Lev-5
\$2,170.20	\$2,257.00	\$2,347.30	38	OO5/4	Security Oper Officer Lev-5
\$2,213.00	\$2,299.80	\$2,390.10	38	OO5/Q	Security Oper Officer Lev-5 - Increment Level for Recognised Accredited Qualification *
OO6					
\$2,266.10	\$2,356.70	\$2,451.00	38	OO6/1	Security Oper Officer Lev-6
\$2,325.60	\$2,418.60	\$2,515.30	38	OO6/2	Security Oper Officer Lev-6
\$2,386.00	\$2,481.40	\$2,580.70	38	OO6/3	Security Oper Officer Lev-6
\$2,430.60	\$2,526.00	\$2,625.30	38	OO6/Q	Security Oper Officer Lev-6 - Increment Level for Recognised Accredited Qualification *
OO7					
\$2,500.60	\$2,600.60	\$2,704.60	38	OO7/1	Security Oper Officer Lev-7
\$2,561.80	\$2,664.30	\$2,770.90	38	OO7/2	Security Oper Officer Lev-7
\$2,622.60	\$2,727.50	\$2,836.60	38	OO7/3	Security Oper Officer Lev-7

* Under the terms of the QBuild State Government Security Certified Agreement 2009, staff may be eligible for extra remuneration if the following requirements are met:

- have an accredited qualification at the AQF level specified for the classification;
- have reached the maximum pay point of the classification level in the Administration Stream or the Operational Stream and;
- have spent one calendar year (or equivalent) on the maximum pay point.

Shaded area represents where an increase of \$34 per week applies.

APPENDIX 10: PAY RATES ADMINISTRATION STREAM

PAYRATES - QBuild State Government Security Certified Agreement 2009 (Effective from 1 August 2009)

ADMINISTRATION STREAM

	01-Aug-09 SAL/FN	01-Aug-10 SAL/FN	01-Aug-11 SAL/FN	HRS/WK	Classification	DESCRIPTION
UAO1						
	\$1,118.90	\$1,186.90	\$1,254.90	36.25	UAO1/1	Security Admin-Officer Lev-1
	\$1,192.80	\$1,260.80	\$1,328.80	36.25	UAO1/2	Security Admin-Officer Lev-1
	\$1,266.80	\$1,334.80	\$1,402.80	36.25	UAO1/3	Security Admin-Officer Lev-1
UAO2						
	\$1,434.40	\$1,502.40	\$1,570.40	36.25	UAO2/1	Security Admin-Officer Lev-2
	\$1,473.00	\$1,541.00	\$1,609.00	36.25	UAO2/2	Security Admin-Officer Lev-2
	\$1,511.50	\$1,579.50	\$1,647.50	36.25	UAO2/3	Security Admin-Officer Lev-2
	\$1,550.10	\$1,618.10	\$1,686.10	36.25	UAO2/4	Security Admin-Officer Lev-2
	\$1,589.00	\$1,657.00	\$1,725.00	36.25	UAO2/5	Security Admin-Officer Lev-2
	\$1,629.80	\$1,697.80	\$1,765.80	36.25	UAO2/6	Security Admin-Officer Lev-2
	\$1,673.60	\$1,741.60	\$1,811.30	36.25	UAO2/7	Security Admin-Officer Lev-2
	\$1,719.80	\$1,788.60	\$1,860.10	36.25	UAO2/8	Security Admin-Officer Lev-2
	\$1,761.30	\$1,830.10	\$1,901.60	36.25	UAO2/Q	Security Admin-Officer - Increment Level for Recognised Accredited Qualification *
UAO3						
	\$1,836.60	\$1,910.10	\$1,986.50	36.25	UAO3/1	Security Admin-Officer Lev-3
	\$1,907.00	\$1,983.30	\$2,062.60	36.25	UAO3/2	Security Admin-Officer Lev-3
	\$1,977.50	\$2,056.60	\$2,138.90	36.25	UAO3/3	Security Admin-Officer Lev-3
	\$2,047.80	\$2,129.70	\$2,214.90	36.25	UAO3/4	Security Admin-Officer Lev-3
	\$2,090.60	\$2,172.50	\$2,257.70	36.25	UAO3/Q	Security Admin-Officer - Increment Level for Recognised Accredited Qualification *
UAO4						
	\$2,170.20	\$2,257.00	\$2,347.30	36.25	UAO4/1	Security Admin-Officer Lev-4
	\$2,242.40	\$2,332.10	\$2,425.40	36.25	UAO4/2	Security Admin-Officer Lev-4
	\$2,314.40	\$2,407.00	\$2,503.30	36.25	UAO4/3	Security Admin-Officer Lev-4
	\$2,386.00	\$2,481.40	\$2,580.70	36.25	UAO4/4	Security Admin-Officer Lev-4
	\$2,430.60	\$2,526.00	\$2,625.30	36.25	UAO4/Q	Security Admin-Officer - Increment Level for Recognised Accredited Qualification *
UAO5						
	\$2,514.50	\$2,615.10	\$2,719.70	36.25	UAO5/1	Security Admin-Officer Lev-5
	\$2,587.20	\$2,690.70	\$2,798.30	36.25	UAO5/2	Security Admin-Officer Lev-5
	\$2,659.30	\$2,765.70	\$2,876.30	36.25	UAO5/3	Security Admin-Officer Lev-5
	\$2,732.20	\$2,841.50	\$2,955.20	36.25	UAO5/4	Security Admin-Officer Lev-5
UAO6						
	\$2,883.80	\$2,999.20	\$3,119.20	36.25	UAO6/1	Security Admin-Officer Lev-6
	\$2,951.00	\$3,069.00	\$3,191.80	36.25	UAO6/2	Security Admin-Officer Lev-6
	\$3,018.20	\$3,138.90	\$3,264.50	36.25	UAO6/3	Security Admin-Officer Lev-6
	\$3,085.30	\$3,208.70	\$3,337.00	36.25	UAO6/4	Security Admin-Officer Lev-6
UAO7						
	\$3,226.30	\$3,355.40	\$3,489.60	36.25	UAO7/1	Security Admin-Officer Lev-7
	\$3,303.80	\$3,436.00	\$3,573.40	36.25	UAO7/2	Security Admin-Officer Lev-7
	\$3,381.50	\$3,516.80	\$3,657.50	36.25	UAO7/3	Security Admin-Officer Lev-7
	\$3,459.10	\$3,597.50	\$3,741.40	36.25	UAO7/4	Security Admin-Officer Lev-7
UAO8						
	\$3,573.70	\$3,716.60	\$3,865.30	36.25	UAO8/1	Security Admin-Officer Lev-8
	\$3,642.30	\$3,788.00	\$3,939.50	36.25	UAO8/2	Security Admin-Officer Lev-8
	\$3,710.40	\$3,858.80	\$4,013.20	36.25	UAO8/3	Security Admin-Officer Lev-8
	\$3,779.10	\$3,930.30	\$4,087.50	36.25	UAO8/4	Security Admin-Officer Lev-8
Trainees						
	\$1,075.80	\$1,126.80	\$1,177.80	36.25	UAT75	Trainee Security 75% AO2 (1)

* Under the terms of the QBuild State Government Security Certified Agreement 2009, staff may be eligible for extra remuneration if the following requirements are met:

- have an accredited qualification at the AQF level specified for the classification;
- have reached the maximum pay point of the classification level in the Administration Stream or the Operational Stream and;
- have spent one calendar year (or equivalent) on the maximum pay point.

Shaded area represents where an increase of \$34 per week applies.

APPENDIX 11: PAY RATES PROFESSIONAL STREAM

PAYRATES - QBuild State Government Security Certified Agreement 2009
(Effective from 1 August 2009)

PROFESSIONAL STREAM

	01-Aug-09 SAL/FN	01-Aug-10 SAL/FN	01-Aug-11 SAL/FN	HRS/WK	Classification	DESCRIPTION
PO1						
	\$1,147.90	\$1,215.90	\$1,283.90	36.25	UPO1/1	Security Prof Officer Lev-1
	\$1,264.60	\$1,332.60	\$1,400.60	36.25	UPO1/2	Security Prof Officer Lev-1
	\$1,381.10	\$1,449.10	\$1,517.10	36.25	UPO1/3	Security Prof Officer Lev-1
	\$1,497.50	\$1,565.50	\$1,633.50	36.25	UPO1/4	Security Prof Officer Lev-1
	\$1,560.80	\$1,628.80	\$1,696.80	36.25	UPO1/5	Security Prof Officer Lev-1
	\$1,626.30	\$1,694.30	\$1,762.30	36.25	UPO1/6	Security Prof Officer Lev-1
	\$1,698.50	\$1,766.50	\$1,837.20	36.25	UPO1/7	Security Prof Officer Lev-1
PO2						
	\$1,834.40	\$1,907.80	\$1,984.10	36.25	UPO2/1	Security Prof Officer Lev-2
	\$1,937.30	\$2,014.80	\$2,095.40	36.25	UPO2/2	Security Prof Officer Lev-2
	\$2,039.60	\$2,121.20	\$2,206.00	36.25	UPO2/3	Security Prof Officer Lev-2
	\$2,142.10	\$2,227.80	\$2,316.90	36.25	UPO2/4	Security Prof Officer Lev-2
	\$2,244.50	\$2,334.30	\$2,427.70	36.25	UPO2/5	Security Prof Officer Lev-2
	\$2,346.40	\$2,440.30	\$2,537.90	36.25	UPO2/6	Security Prof Officer Lev-2
PO3						
	\$2,464.80	\$2,563.40	\$2,665.90	36.25	UPO3/1	Security Prof Officer Lev-3
	\$2,539.90	\$2,641.50	\$2,747.20	36.25	UPO3/2	Security Prof Officer Lev-3
	\$2,615.50	\$2,720.10	\$2,828.90	36.25	UPO3/3	Security Prof Officer Lev-3
	\$2,690.90	\$2,798.50	\$2,910.40	36.25	UPO3/4	Security Prof Officer Lev-3
PO4						
	\$2,864.20	\$2,978.80	\$3,098.00	36.25	UPO4/1	Security Prof Officer Lev-4
	\$2,937.70	\$3,055.20	\$3,177.40	36.25	UPO4/2	Security Prof Officer Lev-4
	\$3,011.50	\$3,132.00	\$3,257.30	36.25	UPO4/3	Security Prof Officer Lev-4
	\$3,085.30	\$3,208.70	\$3,337.00	36.25	UPO4/4	Security Prof Officer Lev-4
PO5						
	\$3,226.30	\$3,355.40	\$3,489.60	36.25	UPO5/1	Security Prof Officer Lev-5
	\$3,303.80	\$3,436.00	\$3,573.40	36.25	UPO5/2	Security Prof Officer Lev-5
	\$3,381.50	\$3,516.80	\$3,657.50	36.25	UPO5/3	Security Prof Officer Lev-5
	\$3,459.10	\$3,597.50	\$3,741.40	36.25	UPO5/4	Security Prof Officer Lev-5
PO6						
	\$3,573.70	\$3,716.60	\$3,865.30	36.25	UPO6/1	Security Prof Officer Lev-6
	\$3,642.30	\$3,788.00	\$3,939.50	36.25	UPO6/2	Security Prof Officer Lev-6
	\$3,710.40	\$3,858.80	\$4,013.20	36.25	UPO6/3	Security Prof Officer Lev-6
	\$3,779.10	\$3,930.30	\$4,087.50	36.25	UPO6/4	Security Prof Officer Lev-6

Shaded area represents where an increase of \$34 per week applies.

APPENDIX 12: PAY RATES TECHNICAL STREAM

**PAYRATES - QBuild State Government Security Certified Agreement 2009
(Effective from 1 August 2009)**

TECHNICAL STREAM

	01-Aug-09	01-Aug-10	01-Aug-11	HRS/WK	Classification	DESCRIPTION
	SAL/FN	SAL/FN	SAL/FN			
TO1						
	\$1,147.90	\$1,215.90	\$1,283.90	36.25	UTO1/1	Security Tech Officer Lev-1
	\$1,264.60	\$1,332.60	\$1,400.60	36.25	UTO1/2	Security Tech Officer Lev-1
	\$1,381.10	\$1,449.10	\$1,517.10	36.25	UTO1/3	Security Tech Officer Lev-1
	\$1,497.50	\$1,565.50	\$1,633.50	36.25	UTO1/4	Security Tech Officer Lev-1
	\$1,560.80	\$1,628.80	\$1,696.80	36.25	UTO1/5	Security Tech Officer Lev-1
	\$1,626.30	\$1,694.30	\$1,762.30	36.25	UTO1/6	Security Tech Officer Lev-1
	\$1,698.50	\$1,766.50	\$1,837.20	36.25	UTO1/7	Security Tech Officer Lev-1
TO2						
	\$1,727.00	\$1,796.10	\$1,867.90	36.25	UTO2/1	Security Tech Officer Lev-2
	\$1,789.80	\$1,861.40	\$1,935.90	36.25	UTO2/2	Security Tech Officer Lev-2
	\$1,854.60	\$1,928.80	\$2,006.00	36.25	UTO2/3	Security Tech Officer Lev-2
	\$1,919.10	\$1,995.90	\$2,075.70	36.25	UTO2/4	Security Tech Officer Lev-2
	\$1,983.20	\$2,062.50	\$2,145.00	36.25	UTO2/5	Security Tech Officer Lev-2
	\$2,047.80	\$2,129.70	\$2,214.90	36.25	UTO2/6	Security Tech Officer Lev-2
TO3						
	\$2,170.20	\$2,257.00	\$2,347.30	36.25	UTO3/1	Security Tech Officer Lev-3
	\$2,229.40	\$2,318.60	\$2,411.30	36.25	UTO3/2	Security Tech Officer Lev-3
	\$2,287.60	\$2,379.10	\$2,474.30	36.25	UTO3/3	Security Tech Officer Lev-3
	\$2,346.40	\$2,440.30	\$2,537.90	36.25	UTO3/4	Security Tech Officer Lev-3
TO4						
	\$2,464.80	\$2,563.40	\$2,665.90	36.25	UTO4/1	Security Tech Officer Lev-4
	\$2,543.80	\$2,645.60	\$2,751.40	36.25	UTO4/2	Security Tech Officer Lev-4
	\$2,622.60	\$2,727.50	\$2,836.60	36.25	UTO4/3	Security Tech Officer Lev-4
TO5						
	\$2,732.20	\$2,841.50	\$2,955.20	36.25	UTO5/1	Security Tech Officer Lev-5
	\$2,813.00	\$2,925.50	\$3,042.50	36.25	UTO5/2	Security Tech Officer Lev-5
	\$2,893.50	\$3,009.20	\$3,129.60	36.25	UTO5/3	Security Tech Officer Lev-5
	\$2,974.80	\$3,093.80	\$3,217.60	36.25	UTO5/4	Security Tech Officer Lev-5
TO6						
	\$3,070.90	\$3,193.70	\$3,321.40	36.25	UTO6/1	Security Tech Officer Lev-6
	\$3,148.90	\$3,274.90	\$3,405.90	36.25	UTO6/2	Security Tech Officer Lev-6
	\$3,226.30	\$3,355.40	\$3,489.60	36.25	UTO6/3	Security Tech Officer Lev-6

Shaded area represents where an increase of \$34 per week applies.