

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

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

State Government Departments Certified Agreement 2009

Matter No. CA/2010/6

Deputy President Swan

19 July 2010

CERTIFICATE

This matter coming on for hearing before the Commission on 19 July 2010 the Commission certifies the following written agreement:

State Government Departments Certified Agreement 2009 - CA/2010/6 [as amended].

Made between:

Actors, Entertainers and Announcers Equity Association, Queensland, Union of Employees
Australian Building Construction Employees and Builders' Labourers' Federation (Queensland) Union of Employees
Australian Institute of Marine and Power Engineers' Union of Employees, Queensland District
Australian Journalists' Association (Queensland District) "Union of Employees"
Australian Maritime Officers Union Queensland Union of Employees
Australian Municipal, Administrative, Clerical and Services Union, Central and Southern Queensland Clerical and Administrative Branch, Union of Employees
Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland
Department of Justice and Attorney General
Federated Clerks' Union of Australia, North Queensland Branch, Union of Employees
Federated Engine Drivers' and Firemens' Association of Queensland, Union of Employees
Liquor Hospitality and Miscellaneous Union, Queensland Branch, Union of Employees
Office of the Governor
Plumbers & Gasfitters Employees' Union Queensland, Union of Employees
Queensland Manufactured Water Authority
Queensland Nurses' Union of Employees
Queensland Rural Adjustment Authority
Queensland Services, Industrial Union of Employees
Queensland Teachers Union of Employees
Safe Food Production Queensland
Shop, Distributive and Allied Employees Association (Queensland Branch) Union of Employees
South East Queensland Water Grid
The Association of Professional Engineers, Scientists and Managers, Australia, Queensland Branch, Union of Employees
The Australian Workers' Union of Employees, Queensland
The Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland
The Electrical Trades Union of Employees Queensland
The Queensland Public Sector Union of Employees
Transport Workers' Union of Australia, Union of Employees (Queensland Branch)

The agreement was certified by the Commission on 19 July 2010 and shall operate from 19 July 2010 until its nominal expiry on 31 July 2012.

This agreement replaces Core Queensland Government Departments - Certified Agreement 1997 (CA/1997/277)

State Government Departments Certified Agreement 2006 (CA/2006/308)
Department of Natural Resources, Mines & Energy - State Valuation Service - Certified Agreement (CA/2004/379)
Queensland Cultural Centre Car Park Officers Certified Agreement 2005 (CA/2006/252)
The Department of Education, Training and the Arts, Training Division and Industry and Vet Policy Division Non-Educational Employees' - Certified Agreement 2006 (CA/2006/307)
NRW Forest Products Certified Agreement 2007 (CA/2008/33).

By the Commission.

Deputy President Swan

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 1999, s.156

Director-General of the Department of Justice and Attorney-General; and Others

AND

The Queensland Public Sector Union of Employees; and Others

(No. CA/2010/6)

STATE GOVERNMENT DEPARTMENTS CERTIFIED AGREEMENT 2009

APPLICATION FOR CERTIFICATION OF AGREEMENT

THE AGREEMENT, having been made under the *Industrial Relations Act 1999*, on the 17th day of June 2010, BETWEEN the Acting Director-General of the Department of Justice and Attorney-General; Safe Food Production Queensland; Queensland Rural Adjustment Authority, the Office of the Governor, South East Queensland Water Grid Manager, Queensland Manufactured Water Authority, AND Actors, Entertainers and Announcers Equity Association, Queensland, Union of Employees; The Association of Professional Engineers, Scientists and Managers, Australia, Queensland Branch, Union of Employees; Australian Building Construction Employees and Builders' Labourers' Federation (Queensland) Union of Employees; Australian Institute of Marine and Power Engineers' Union of Employees, Queensland District; Australian Journalists' Association (Queensland District) "Union of Employees"; Liquor Hospitality and Miscellaneous Union, Queensland Branch, Union of Employees; Australian Municipal, Administrative, Clerical and Services Union, Central and Southern Queensland Clerical and Administrative Branch, Union of Employees; The Australian Workers' Union of Employees, Queensland; Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland; The Construction, Forestry, Mining and Energy, Industrial Union of Employees, Queensland; The Electrical Trades Union of Employees Queensland; Federated Clerks' Union of Australia, North Queensland Branch, Union of Employees; Federated Engine Drivers' and Firemens' Association of Queensland, Union of Employees; Australian Maritime Officers Union Queensland, Union of Employees; Plumbers and Gasfitters Employees' Union Queensland, Union of Employees; Queensland Nurses' Union of Employees; The Queensland Public Sector Union of Employees; Queensland Services, Industrial Union of Employees; Queensland Teachers Union of Employees; Shop, Distributive and Allied Employees Association (Queensland Branch) Union of Employees; and Transport Workers' Union of Australia, Union of Employees (Queensland Branch); witness that the parties mutually agree as follows:

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1.1 Title

This Agreement will be known as the *State Government Departments Certified Agreement 2009*.

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1.3 Application

- (1) This Agreement will apply to persons employed in the Queensland Government departments and agencies specified in Appendix 1.
- (2) The following persons are not covered by this Agreement:
- (a) Chief Executives, 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;
 - (b) Executive Officers appointed under the *Police Service Administration Act 1990*.

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 existing awards and industrial instruments covering employees covered by this Agreement contained in Appendix 3. In the event of any inconsistency with existing awards and industrial instruments, the terms of this Agreement will take precedence.

The *Queensland Office of Gaming Regulation Casino-Based Inspectors' Determination 2002* shall continue to apply. In the event of any inconsistency with that Determination, the terms of this Agreement will take precedence.

The *DPI&F Fire Ant Control Centre - Certified Agreement 2006* shall continue to apply. In the event of any inconsistency with that certified agreement, the terms of this Agreement will take precedence.

1.7 Replacement Agreement

This Agreement replaces the following certified agreements when this Agreement is certified:

- State Valuation Service Certified Agreement 2004 (CA379 of 2004)
- Queensland Cultural Centre Car Park Officers Certified Agreement 2005 (CA252 of 2006)
- Department of Education, Training and the Arts, Training Division and Industry and VET Policy Division Non-Educational Employees' Certified Agreement 2006 (CA307 of 2006)
- State Government Departments Certified Agreement 2006 (CA308 of 2006)
- NRW Forest Products Certified Agreement 2007 (CA33 of 2008)

1.8 Continuation of Provisions in Previous Certified Agreements

- (1) The provisions of the previously replaced certified agreements identified and outlined in Appendices 5 to 18 apply only to those employees covered by this Agreement who are employed in those respective agencies to which the corresponding provisions specified in Appendices 5 to 18 previously applied. Such provisions apply unless specifically overridden or unless inconsistent with any of the provisions of this Agreement.
- (2) The provisions of previously replaced Core agreements are prescribed in Appendix 2 of this Agreement and unless otherwise prescribed at Column C of Appendix 2, apply to all employees subject to this Agreement. Such provisions will continue to apply unless specifically overridden or unless inconsistent with any of the provisions of this Agreement.
- (3) The parties recognise that the incorporation process undertaken during negotiations for this Agreement which identified the relevant provisions agreed to be carried on and outlined in detail in the relevant appendices of this Agreement may inadvertently result in the exclusion of a whole or part of an arrangement or entitlement from the appendices. Where the Central Consultative Forum agree, such identified provisions will continue to administratively operate and will be considered for inclusion in the next Core agreement.

1.9 Objectives of This Agreement

The public sector is a major employer in the State and provides a service that affects the daily lives of all Queenslanders. The parties are committed to an effective public sector, delivering quality services to Queenslanders to support the Government's priorities and obligations to the community. The public sector will strive for improvements in service delivery, improved efficiency and effectiveness of its operations and activities.

1.10 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*.

1.11 Definitions and Abbreviations

- "AQF" means the Australian Qualifications Framework. The AQF is a system of fifteen national qualifications in schools, vocational education and training (TAFEs, Agricultural Colleges and private providers) and the higher education sector (mainly universities). The AQF is set out in Appendix 4.
- "CC" means a Consultative Committee.
- "CCF" means the Central Consultative Forum.
- "Core" means the departments and agencies covered by the *State Government Departments Certified Agreement 2009*.
- "CRS" means the Classification and Remuneration System used by the Queensland public service.
- "PSC" means the Public Service Commission.
- "PSTP" means the Public Services Training Package.

PART 2: WAGES

2.1 New Wage Rates

In recognition of the commitment of the parties as specified in clause 1.9 "Objectives of This Agreement", the following wage increases shall be available 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) |

The parties to this Agreement recognise that remuneration received by employees in accordance with Ministerial Directive 16/09 shall be offset against any salary and salary-based allowance increases payable under this Agreement between 1 August 2009 and the date of certification of this Agreement.

The salary schedules are set out in Appendix 3.

2.2 On Call Provisions

(1) *Queensland Public Service Award - State 2003*

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*:

- (a) 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 3, paypoint 4 in accordance with the scale provided for in s.4.6.3(a).
- (b) 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 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 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.
- (c) On call arrangements will be implemented by agreement between the relevant Chief Executive and majority of affected employees in consultation with the relevant union.

(2) *Employees of Queensland Government Departments (Other Than Public Servants) Award - State 2003*

The following clauses are to be read in conjunction with clauses 5.10.2 "On call allowances" and 5.10.3 "Recalled to work" of the *Employees of Queensland Government Departments (Other Than Public Servants) Award - State 2003*:

(a)

| | <i>Current rate</i> | <i>Rate as at 1.8.09</i> | <i>Rate as at 1.8.10</i> | <i>Rate as at 1.8.11</i> |
|--|---------------------|--------------------------|--------------------------|--------------------------|
| <i>Where an employee is on call through the whole of a Saturday, Sunday or a public holiday - in respect of such instances</i> | \$32.40 | \$33.87 | \$35.25 | \$36.62 |
| <i>Where the employee is on call during the night only of a Saturday, Sunday or a public holiday - per night</i> | \$20.45 | \$21.39 | \$22.26 | \$23.13 |
| <i>Where the employee is on call on any other night - per night</i> | \$16.20 | \$16.93 | \$17.62 | \$18.31 |

(b) 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 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 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) The parties commit to continuing discussions with a view to finalising 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) & (2). It is agreed that the new award provisions to be inserted into the Awards through these consent applications will supersede and totally override the provisions prescribed above at clause 2.2 (1) & (2). It is agreed that the process to finalise the consent applications to amend the Awards is intended to be completed within three (3) months of the date of certification of this Agreement.

2.3 No Loss of Show Day

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

2.4 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) In order to provide for outcomes arising from reviews conducted during the life of this Agreement, it is further agreed that the conditions outlined at Appendix 9 of this Agreement relating to Liquor Licensing Investigators employed in the Department of Employment, Economic Development and Innovation may by agreement of the relevant parties be varied through a later certified agreement made in accordance with Chapter 6 of the *Industrial Relations Act 1999*.
- (5) 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.

- (6) 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.

2.5 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 following awards during the life of this Agreement to include the salary rates of the *State Government Departments Certified Agreement 2006*:
- *Queensland Public Service Award - State 2003*
 - *Employees of Queensland Government Departments (Other Than Public Servants) Award - State 2003*
 - *Conservation, Parks and Wildlife Employees' Award- State Government 2003*
 - *Award for Employees in Direct Client Services- Disability Services Queensland 2003*
 - *Youth Workers' Award - Department of Communities 2003*
 - *Legal Aid Queensland Employees' Award - State 2003*
 - *Queensland Building Services Authority Award - State 2003*
 - *Residential Tenancies Authority Employees' Award - State 2002*
 - *Queensland Rural Adjustment Authority Award - State 2003*
 - *Safe Food Qld - Employees' Award 2003*
- (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.
- (5) The parties agree to undertake discussions during the period of this Agreement to reach consensus on proposed applications to amend relevant awards which will incorporate identified provisions contained in this Agreement. Where agreement is reached, the parties will progress a consent application to the Queensland Industrial Relations Commission as soon as practicable.

PART 3: TRAINING

- (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 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 paypoint 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 calendar year and worked 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 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

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. Agencies are encouraged to utilize workforce planning and management strategies to assist in determining the appropriate workforce mix for current and future needs.

7.3 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) All Government departments and agencies covered by this Agreement shall provide in writing to the members of their Consultative Committee (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. Departments and agencies are also required where requested to provide relevant unions with a listing of the affected staff comprising name, job title and work location.

- (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 CC (or equivalent) in a timely manner either party may refer the matter to CCF for resolution.
- (5) The parties agree that agencies should report to unions on a quarterly basis the current status of employment practices within the agency. This report should be provided on a quarterly basis at the 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 departmental 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. Agencies and employees will comply with all relevant Directives (as amended). 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 (as amended) 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 agencies 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 Central Consultative Forum (CCF)

There will be a joint union/employer CCF to oversee the implementation of the certified agreement. The CCF will comprise senior officers from agencies of the Queensland Government and relevant unions. The CCF 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 Consultative Committees (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) In recognition of clause 9.2 (1), each agency will have a joint union/employer CC. The CC will be used to facilitate consultation on a broad range of issues, including but not limited to discussion of matters arising from this Agreement such as:
 - a) Workload Management (Part 16)
 - b) Organisational Change and Restructuring (Part 7)
 - 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.

At the agency level, the 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.

- (3) The parties recommend that in addition to CCs, agencies facilitate and encourage the operation of consultative forums at the local level. These forums allow for consultation, engagement and dispute resolution directly between affected employees (through their union delegates to the committee/forum) and the relevant decision-makers.
- (4) Each agency will develop, in consultation with the relevant unions, a framework for the conduct of consultation within the agency within six months of the date of certification of this Agreement. This framework should take into account the organisational structure of the agency, the different parties that should be involved in consultative processes, and the interaction between various consultative mechanisms.
- (5) This Agreement, through various provisions, allocates a number of roles and responsibilities to CCs which agencies will ensure occur in accordance with the provisions of this Agreement and the Terms of Reference template for CCs. The parties to this Agreement agree to review and update the Terms of Reference template for CCs within six months of the date of certification of this Agreement.

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) Agencies are to provide relevant unions with complete lists of new starters (consisting of name, job title and work location) to the workplace on a quarterly basis, unless agreed between the relevant agency and union to be on a more regular basis. This information is to be provided electronically.
- (6) Agencies 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 s. 373(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 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 (or delegated authority) of the agency.
- (4) Additional leave, over and above 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 5 working days (or the equivalent). Such leave will be subject to consultation between the chief executive (or delegated authority) of the agency, the relevant union and the employee.

- (5) Upon request and subject to approval by the chief executive (or delegated authority) of the agency, employees may be granted paid time off in special circumstances to attend Management Committee Meetings, Union Conferences, and Australian Council of Trade Unions (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 the agency/work unit concerned. At the same time such leave shall not be unreasonably refused.
- (7) At the discretion of the chief executive of the agency/public sector unit concerned, 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" as amended in relation to special leave without salary. Conditions outlined in the Special Leave Directive as amended 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 24 hours and the procedure should not extend beyond 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 7 days;
 - (c) if the matter remains unresolved it may be referred by the employee and/or his/her union representative to the CCF for discussion and appropriate action. This process should not exceed 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) The Queensland Government 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 agencies should ensure safe work environments are not compromised, and that agency 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 time off in lieu (TOIL).
- (3) Agencies are 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) The Queensland Government 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 12 months after certification of this Agreement will occur through a joint union/PSC working party. In utilising the workload management tool agencies are obliged to adapt the template tool to account for agency-specific circumstances to ensure easier application of the tool.
- (5) In addition, the parties agree that each Consultative Committee (CC) will deal with the issue of workload management. The activities of the 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) Each agency, in consultation with the relevant CC, will ensure it has a review process in place to allow aggrieved employees the opportunity to raise concerns about the work value assessment (utilising the Job Evaluation Management System (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 agencies when finalising the review process referred to above. The review of the Design Principles will be completed within 12 months of the date of certification of this Agreement.

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 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 Aboriginal and Torres Strait Islander communities throughout the State within six 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 accrued day off (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) Agencies should monitor the implementation and uptake of work-life balance policies across their workforce in consultation through agency Consultative Committees.
- (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)** - The government 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, the parties agree to a wider ordinary spread of hours of 6.00 am to 7.00 pm for full-time and part-time employees only.
- (3) The purpose of such an arrangement is to allow employees and supervisors to mutually agree to changes to existing commencing and finishing times in order that the employees can commence and/or finish their working hours outside the recognised peak times of 7am to 9am and 4pm to 6pm.
- (4) For the purposes of application of the Ministerial Directive relating to Excess Travel Time as amended, 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 6.00am to 7.00pm by mutual agreement under these provisions will not be used as the rationale to alter customer service delivery arrangements of agencies affected by these provisions.

(6)All other conditions contained in Awards and Ministerial Directives as amended relating to overtime, meal breaks and meal allowances shall continue to apply.

PART 24: OTHER INITIATIVES

24.1 Science Industry

The parties share the objective of establishing the Queensland Government as an employer of choice for science-related occupations by promoting a culture that recognizes the value of science in government decision-making and planning.

The parties agree to establish a joint Government/union working party which will perform an audit of all aspects of employment and conditions of science industry workers in Queensland Public Service within the life of this Agreement. The objective of this study is for the parties to obtain an accurate and complete snapshot of the existing employment-related provisions for science industry workers and how these compare within the Queensland Public Service and across the industry generally.

The terms of reference for this working party should include, but not be limited to, examination of use of intellectual property and moral rights, pay equity and use of the Technical Officer classification.

24.2 Call Centres

It is agreed that the Department of Justice and Attorney-General will review and update the Workplace Health and Safety Guide for Call Centres and the Code of Practice for Call Centres in consultation with representatives of relevant agencies and public sector unions. This review will be completed within twelve months of the certification of this Agreement.

24.3 Agency-specific and Occupational-specific Arrangements

Agency specific and occupational specific conditions are contained in Appendices 5 to 22.

SIGNATORIES

Signed by the Acting Director-General of the Department of Justice and Attorney-General Phillip Clarke
In the presence of: Jennifer Pedler

Signed for and on behalf of Safe Food Production Queensland..... Barbara Wilson
In the presence of: A. Manson

Signed for and on behalf of Queensland Rural Adjustment Authority Anthony O'Deh
In the presence of: Paul Bruelsford

Signed for and on behalf of the Office of the Governor..... Mark Gower
In the presence of: Robert Gillespie

Signed for and on behalf of the South East Queensland Water Grid Manager Barry Dennien
In the presence of: Susan Muddleditch

Signed for and on behalf of the Queensland Manufactured Water Authority Keith Davies
In the presence of: Melinda Dickson

Signed for and on behalf of the Actors, Entertainers and Announcers Equity Association, Queensland, Union of Employees Terry O'Connor
In the presence of: Michelle Rae

Signed for and on behalf of The Association of Professional Engineers, Scientists and Managers, Australia, Queensland Branch, Union of Employees Neil Henderson
In the presence of: Sue Wagner

Signed for and on behalf of the Australian Building Construction Employees
and Builders' Labourers' Federation (Queensland) Union of Employees.....David Hanna
In the presence of:..... Kevin Crank

Signed for and on behalf of the Australian Institute of Marine and Power
Engineers' Union of Employees, Queensland DistrictPeter Todhey
In the presence of:.....Robert Gillespie

Signed for and on behalf of the Australian Journalists' Association
(Queensland District) "Union of Employees"Terry O'Connor
In the presence of:..... Michelle Rae

Signed for and on behalf of the Liquor Hospitality and
Miscellaneous Union, Queensland Branch, Union of Employees..... Gary Bullock
In the presence of:..... Fiona Scanlon

Signed for and on behalf of the Australian Maritime Officers Union
Queensland, Union of Employees Richard Barnes
In the presence of:.....Robert Gillespie

Signed for and on behalf of the Australian Municipal, Administrative,
Clerical and Services Union, Central and Southern Queensland Clerical and
Administrative Branch, Union of EmployeesJulie Bignell
In the presence of:..... Melinda Dickson

Signed for and on behalf of The Australian Workers' Union of Employees, QueenslandWilliam Ludwig
In the presence of:..... Elaine Martin

Signed for and on behalf of the Automotive, Metals, Engineering, Printing
and Kindred Industries Industrial Union of Employees, Queensland Andrew Dettmer
In the presence of:.....Karen Arthur

Signed for and on behalf of The Construction, Forestry, Mining and Energy,
Industrial Union of Employees, Queensland..... Michael Ravbar
In the presence of:..... Kathleen Nettleton

Signed for and on behalf of The Electrical Trades Union of Employees QueenslandPeter Simpson
In the presence of:..... Lisa Pan

Signed for and on behalf of the Federated Clerks' Union of Australia, North
Queensland Branch, Union of Employees Margaret Dale
In the presence of:..... S. Rodgers

Signed for and on behalf of the Federated Engine Drivers' and Firemens'
Association of Queensland, Union of Employees..... Michael Ravbar
In the presence of:..... Kathleen Nettleton

Signed for and on behalf of Plumbers and Gasfitters Employees'
Union Queensland, Union of Employees..... Gary O'Halloran
In the presence of:..... Lisa Pan

Signed for and on behalf of the Queensland Nurses' Union of Employees Elizabeth Mohle
In the presence of:..... E. Maximin

Signed for and on behalf of The Queensland Public Sector Union of Employees Alex Scott
In the presence of:..... Katherine Flanders

Signed for and on behalf of the Queensland Services, Industrial Union of Employees Ian Buckley
In the presence of:..... Gail Gillespie

Signed for and on behalf of the Queensland Teachers Union of Employees John Battams
In the presence of:..... Melinda Dickson

Signed for and on behalf of the Shop, Distributive and Allied Employees
Association (Queensland Branch) Union of Employees Christopher Ketter
In the presence of:..... Melinda Dickson

Signed for and on behalf of the Transport Workers' Union of Australia,
Union of Employees (Queensland Branch)..... Hughie Williams
In the presence of:..... Tania Molford

Appendix 1: Applicable Queensland Government Departments and Agencies

This Agreement shall apply to relevant employees of the following Queensland Government departments and agencies:

- Department of Communities;
- Department of Community Safety (excluding Custodial Corrections Officers; other employees such as Activities Officers, Trade Instructors and Farm Officers who are remunerated under the Corrections Stream of the *Department of Corrective Services Correctional Employees' Award - State 2005*, Field Supervisors and Field Officers engaged in corrective services Work Programs; Queensland Fire and Rescue Service; and Queensland Ambulance Service);
- Department of Education and Training (excluding teachers as defined at clause 1 of the *Teachers' Award - State 2003*, community teachers and assistant teachers as defined at clause 1.2 of the *Community Teachers, Assistant Teachers - Aboriginal and Torres Strait Islander Community Schools Award - State 2003*, teacher aides, school cleaners and employees to whom the *Department of Education, Training and the Arts, TAFE Educational Employees Certified Agreement 2006* and any agreement that replaces this Agreement, apply);
- Department of Employment, Economic Development and Innovation (including Safety in Mines Testing and Research Station and the Office of Liquor, Gaming and Racing);
- Department of Environment and Resource Management;
- Department of Infrastructure and Planning (including the Queensland Building Tribunal);
- Department of Justice and Attorney-General;
- Department of Police (excluding constables, non-commissioned officers, commissioned officers, police liaison officers, employees engaged under the pilot program for the Queensland Aboriginal and Torres Strait Islander Police (QATSIP), members of the Police Band, and assistant watchhouse officers);
- Department of the Premier and Cabinet (including Arts Queensland and the Corporate Administration Agency);
- Department of Public Works (excluding commercialised business units, but including Smart Services Queensland, CorpTech and Shared Service Agency);
- Department of Transport and Main Roads (other than employees to whom the *Main Roads Enterprise Development Agreement 7 (2008) - Certified Agreement - refer to Appendix 13 herein*, the *Maritime Safety Queensland, Maritime Operations Certified Agreement 2009*, the *Maritime Safety Queensland Gladstone Pilot Transfer Crew Certified Agreement 2009 - 2012* and agreements made pursuant to the Fair Work Act 2009 (Cth), and any agreements that replace these agreements, apply);
- Treasury Department (including Motor Accident Insurance Board and the Office of State Revenue);
- Anti-Discrimination Commission;
- Commission for Children and Young People and Child Guardian (excluding Community Visitors);
- Electoral Commission of Queensland;
- Family Responsibilities Commission Registry;
- Industrial Registry;
- Legal Aid Queensland;
- Office of the Adult Guardian;
- Office of the Energy Ombudsman;
- Office of the Governor;
- Office of the Queensland College of Teachers;
- Office of the Queensland Parliamentary Counsel
- Office of the Queensland Studies Authority;
- Office of the Prostitution Licensing Authority;
- Public Service Commission;
- Public Trust Office;
- QLeave;
- Queensland Audit Office;
- Queensland Building Services Employing Office;
- Queensland Manufactured Water Authority;
- Queensland Nursing Council;
- Queensland Rural Adjustment Authority
- Queensland Water Commission;
- Queensland Workplace Rights Office;
- Residential Tenancies Employing Office;

- Safe Food Production Queensland;
- South East Queensland Water Grid Manager
- TransLink Transit Authority Employing Office; and
- Urban Land Development Authority

Appendix 2: Previous Core Agreements***Core Queensland Government Departments Certified Agreement 1994***

| Column A Clause Number of Previous Agreement | Column B Provision | Column C Agencies Not Subject to this Provision |
|---|---|--|
| 4.1(2)(a) | Abolish the payment of wages in advance for annual leave, except in exceptional circumstances, including, but not limited to international or remote destinations and economic hardship. | |
| 4.1(2)(i) | Payment of annual leave loading during December of each year. At the discretion of each agency, may not apply to non-continuous and/or continuous shift workers. | <ul style="list-style-type: none"> ▪ Residential Tenancies Employing Office ▪ Queensland Building Services Employing Office |
| Appendix 5 | Aggregated Hours - Where an employee works varied weekly/fortnightly hours provided that at the end of an agreed work cycle of 3 months or more the employee has worked the total ordinary hours for the work cycle. Designed to cater mainly for seasonal work or work units which have discernable peaks and troughs in work loads at different times of the year. Overtime/penalty provisions would apply to work in excess of the agreed hours of duty. Can be implemented by agreement between management and the majority of employees affected in the workplace. | <ul style="list-style-type: none"> ▪ Queensland Rural Adjustment Authority ▪ Residential Tenancies Employing Office ▪ Queensland Building Services Employing Office ▪ Electoral Commission of Queensland ▪ Office of the Governor |
| Appendix 5 | Purchased Leave (previously referred to as Extra Leave for Proportionate Salary) - Where an employee can agree to work reduced months or part thereof in an agreed period and receives a proportionate salary over the full period. Agencies subject to this provision must through policy as a minimum allow at least of 6 weeks purchased leave in a notional 12 month cycle where sought by an employee and approved accordingly. | <ul style="list-style-type: none"> ▪ Residential Tenancies Employing Office |
| Appendix 5 | Averaging Ordinary Hours of Work - Where employees can agree to average ordinary hours of work over a cycle with differential daily and weekly hours. The ordinary hours are established after agreement between the employee and management. Normal overtime/penalty rates apply to hours worked in excess of the agreed hours of duty. Can be implemented by agreement between management and the majority of employees affected in the workplace. | <ul style="list-style-type: none"> ▪ Queensland Rural Adjustment Authority ▪ Residential Tenancies Employing Office ▪ Queensland Building Services Employing Office ▪ Electoral Commission of Queensland ▪ Office of the Governor |

Core Queensland Government Departments Certified Agreement 1997

| Column A Clause Number | Column B Provision | Column C Exception |
|---------------------------------------|--|---|
| 8(5) | Locality Allowances - As prescribed under the ministerial directive issued by the Minister responsible for industrial relations under section 54 of the <i>Public Service Act 2008</i> as amended, are increased by 5.5% from 1 January 1997 for all centres other than those in the coastal Local Government Areas as previously listed at Appendix 3 of the <i>Core Queensland Government Departments Certified Agreement 1997</i> . | <ul style="list-style-type: none"> ▪ Queensland Rural Adjustment Authority |
| 11(1)(a) | Abolish the payment of wages in advance for annual leave - See reference above under <i>Core Queensland Government Departments Certified Agreement 1994</i> . | |

| | | |
|----------|---|---|
| 11(1)(i) | Payment of annual leave loading during December of each year - See reference above under <i>Core Queensland Government Departments Certified Agreement 1994</i> . | <ul style="list-style-type: none"> ▪ Residential Tenancies Employing Office ▪ Queensland Building Services Employing Office |
| 11(1)(p) | Purchased Leave (previously referred to as Extra Leave for Proportionate Salary) - See reference above under <i>Core Queensland Government Departments Certified Agreement 1994</i> . | <ul style="list-style-type: none"> ▪ Residential Tenancies Employing Office |

State Government Departments Certified Agreement 2000

| Column A Clause Number | Column B Provision | Column C Exception |
|---------------------------------------|--|-------------------------------|
| Part 10 (5) | Where requested by public sector unions, agencies will provide payroll deduction facilities for union subscriptions. | |

Appendix 3: Salary Schedules**Index of Contents of Appendix 3:**

- Queensland Public Service Award - State 2003
- Employees of Queensland Government Departments (Other than Public Servants) Award - State 2003
- Award for Employees In Direct Client Services - Disability Services Queensland 2003
- Building Trades Public Sector Award - State 2002
- Civil Construction, Operations and Maintenance General Award - State 2003
- Clerical Employees Award - State 2002
- Community Education Counsellors Interim Award - State 2003
- Conservation, Parks and Wildlife Employees' Award - State Government 2003
- Engineering Award - State 2002
- Forestry Employees' Award - Department of Primary Industries 2003
- Hospitality Industry - Restaurant, Catering and Allied Establishments Award - South-Eastern Division 2002
- Legal Aid Queensland Employees' Award - State 2003
- Public Service Medical Officers' Award - State 2003
- Queensland Building Services Authority Award - State 2003
- Queensland Nursing Council Employees' Award State 2002
- Queensland Police Service - Pilots Airwing
- Queensland Public Service Award - State 2003 - Schedule 4 - Section 3 - Rates of Pay for Nursing Staff
- Queensland Rural Adjustment Authority Award - State 2003
- Queensland Rescue - Helicopter Rescue Service
- Residential Tenancies Authority Employees' Award - State 2002
- Safe Food Qld - Employees' Award 2003
- Youth Workers' Award - Department of Communities 2003

Salary Schedules

State Government Departments Certified Agreement 2009

Queensland Public Service Award - State 2003 - Administrative Stream

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| L1 | 1 | \$1,077.90 | \$1,145.90 | \$1,213.90 | \$1,281.90 | \$28,121.64 | \$29,896 | \$31,670 | \$33,444 |
| | 2 | \$1,148.30 | \$1,216.30 | \$1,284.30 | \$1,352.30 | \$29,958.33 | \$31,732 | \$33,506 | \$35,281 |
| | 3 | \$1,218.50 | \$1,286.50 | \$1,354.50 | \$1,422.50 | \$31,789.79 | \$33,564 | \$35,338 | \$37,112 |
| L2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,414.70 | \$1,482.70 | \$1,550.70 | \$1,618.70 | \$36,908.51 | \$38,683 | \$40,457 | \$42,231 |
| | 3 | \$1,452.30 | \$1,520.30 | \$1,588.30 | \$1,656.30 | \$37,889.47 | \$39,664 | \$41,438 | \$43,212 |
| | 4 | \$1,490.00 | \$1,558.00 | \$1,626.00 | \$1,694.00 | \$38,873.04 | \$40,647 | \$42,421 | \$44,195 |
| | 5 | \$1,528.00 | \$1,596.80 | \$1,664.80 | \$1,732.80 | \$39,864.43 | \$41,659 | \$43,433 | \$45,208 |
| | 6 | \$1,566.80 | \$1,637.30 | \$1,705.30 | \$1,773.50 | \$40,876.69 | \$42,716 | \$44,490 | \$46,269 |
| | 7 | \$1,608.80 | \$1,681.20 | \$1,749.20 | \$1,819.20 | \$41,972.44 | \$43,861 | \$45,635 | \$47,462 |
| | 8 | \$1,654.30 | \$1,728.70 | \$1,797.80 | \$1,869.70 | \$43,159.51 | \$45,101 | \$46,903 | \$48,779 |
| L3 | 1 | \$1,767.80 | \$1,847.40 | \$1,921.30 | \$1,998.20 | \$46,120.64 | \$48,197 | \$50,125 | \$52,132 |
| | 2 | \$1,836.10 | \$1,918.70 | \$1,995.40 | \$2,075.20 | \$47,902.54 | \$50,058 | \$52,059 | \$54,140 |
| | 3 | \$1,904.00 | \$1,989.70 | \$2,069.30 | \$2,152.10 | \$49,674.00 | \$51,910 | \$53,987 | \$56,147 |
| | 4 | \$1,971.40 | \$2,060.10 | \$2,142.50 | \$2,228.20 | \$51,432.42 | \$53,747 | \$55,896 | \$58,132 |
| L4 | 1 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| | 2 | \$2,159.50 | \$2,256.70 | \$2,347.00 | \$2,440.90 | \$56,339.81 | \$58,876 | \$61,232 | \$63,681 |
| | 3 | \$2,228.90 | \$2,329.20 | \$2,422.40 | \$2,519.30 | \$58,150.41 | \$60,767 | \$63,199 | \$65,727 |
| | 4 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| L5 | 1 | \$2,422.50 | \$2,531.50 | \$2,632.80 | \$2,738.10 | \$63,201.29 | \$66,045 | \$68,688 | \$71,435 |
| | 2 | \$2,492.80 | \$2,605.00 | \$2,709.20 | \$2,817.60 | \$65,035.37 | \$67,963 | \$70,681 | \$73,509 |
| | 3 | \$2,562.90 | \$2,678.20 | \$2,785.30 | \$2,896.70 | \$66,864.23 | \$69,872 | \$72,666 | \$75,573 |
| | 4 | \$2,633.00 | \$2,751.50 | \$2,861.60 | \$2,976.10 | \$68,693.09 | \$71,785 | \$74,657 | \$77,644 |
| L6 | 1 | \$2,779.50 | \$2,904.60 | \$3,020.80 | \$3,141.60 | \$72,515.17 | \$75,779 | \$78,811 | \$81,962 |
| | 2 | \$2,844.40 | \$2,972.40 | \$3,091.30 | \$3,215.00 | \$74,208.36 | \$77,548 | \$80,650 | \$83,877 |
| | 3 | \$2,909.30 | \$3,040.20 | \$3,161.80 | \$3,288.30 | \$75,901.56 | \$79,317 | \$82,489 | \$85,789 |
| | 4 | \$2,973.80 | \$3,107.60 | \$3,231.90 | \$3,361.20 | \$77,584.32 | \$81,075 | \$84,318 | \$87,691 |
| L7 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,185.20 | \$3,328.50 | \$3,461.60 | \$3,600.10 | \$83,099.59 | \$86,838 | \$90,311 | \$93,924 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| L8 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

Queensland Public Service Award - State 2003 - Professional Stream

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| L1 | 1 | \$1,105.40 | \$1,173.40 | \$1,241.40 | \$1,309.40 | \$28,839.10 | \$30,613 | \$32,387 | \$34,161 |
| | 2 | \$1,216.50 | \$1,284.50 | \$1,352.50 | \$1,420.50 | \$31,737.62 | \$33,512 | \$35,286 | \$37,060 |
| | 3 | \$1,327.50 | \$1,395.50 | \$1,463.50 | \$1,531.50 | \$34,633.53 | \$36,408 | \$38,182 | \$39,956 |
| | 4 | \$1,438.50 | \$1,506.50 | \$1,574.50 | \$1,642.50 | \$37,529.44 | \$39,304 | \$41,078 | \$42,852 |
| | 5 | \$1,500.60 | \$1,568.60 | \$1,636.60 | \$1,704.60 | \$39,149.58 | \$40,924 | \$42,698 | \$44,472 |
| | 6 | \$1,563.10 | \$1,633.40 | \$1,701.40 | \$1,769.50 | \$40,780.16 | \$42,614 | \$44,388 | \$46,165 |
| | 7 | \$1,633.80 | \$1,707.30 | \$1,775.60 | \$1,846.60 | \$42,624.67 | \$44,542 | \$46,324 | \$48,176 |
| L2 | 1 | \$1,765.90 | \$1,845.40 | \$1,919.20 | \$1,996.00 | \$46,071.07 | \$48,145 | \$50,071 | \$52,074 |
| | 2 | \$1,865.00 | \$1,948.90 | \$2,026.90 | \$2,108.00 | \$48,656.52 | \$50,845 | \$52,880 | \$54,996 |
| | 3 | \$1,963.60 | \$2,052.00 | \$2,134.10 | \$2,219.50 | \$51,228.92 | \$53,535 | \$55,677 | \$57,905 |
| | 4 | \$2,062.80 | \$2,155.60 | \$2,241.80 | \$2,331.50 | \$53,816.98 | \$56,238 | \$58,487 | \$60,827 |
| | 5 | \$2,162.20 | \$2,259.50 | \$2,349.90 | \$2,443.90 | \$56,410.25 | \$58,949 | \$61,307 | \$63,760 |
| | 6 | \$2,260.20 | \$2,361.90 | \$2,456.40 | \$2,554.70 | \$58,967.00 | \$61,620 | \$64,086 | \$66,650 |
| L3 | 1 | \$2,374.40 | \$2,481.20 | \$2,580.40 | \$2,683.60 | \$61,946.40 | \$64,733 | \$67,321 | \$70,013 |
| | 2 | \$2,447.10 | \$2,557.20 | \$2,659.50 | \$2,765.90 | \$63,843.09 | \$66,716 | \$69,384 | \$72,160 |
| | 3 | \$2,519.90 | \$2,633.30 | \$2,738.60 | \$2,848.10 | \$65,742.39 | \$68,701 | \$71,448 | \$74,305 |
| | 4 | \$2,592.90 | \$2,709.60 | \$2,818.00 | \$2,930.70 | \$67,646.91 | \$70,692 | \$73,520 | \$76,460 |
| L4 | 1 | \$2,760.40 | \$2,884.60 | \$3,000.00 | \$3,120.00 | \$72,016.86 | \$75,257 | \$78,268 | \$81,399 |
| | 2 | \$2,831.60 | \$2,959.00 | \$3,077.40 | \$3,200.50 | \$73,874.42 | \$77,198 | \$80,287 | \$83,499 |
| | 3 | \$2,902.60 | \$3,033.20 | \$3,154.50 | \$3,280.70 | \$75,726.76 | \$79,134 | \$82,299 | \$85,591 |
| | 4 | \$2,973.80 | \$3,107.60 | \$3,231.90 | \$3,361.20 | \$77,584.32 | \$81,075 | \$84,318 | \$87,691 |
| L5 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,185.20 | \$3,328.50 | \$3,461.60 | \$3,600.10 | \$83,099.59 | \$86,838 | \$90,311 | \$93,924 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| L6 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

Queensland Public Service Award - State 2003 - Technical Stream

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| L1 | 1 | \$1,105.40 | \$1,173.40 | \$1,241.40 | \$1,309.40 | \$28,839.10 | \$30,613 | \$32,387 | \$34,161 |
| | 2 | \$1,216.50 | \$1,284.50 | \$1,352.50 | \$1,420.50 | \$31,737.62 | \$33,512 | \$35,286 | \$37,060 |
| | 3 | \$1,327.50 | \$1,395.50 | \$1,463.50 | \$1,531.50 | \$34,633.53 | \$36,408 | \$38,182 | \$39,956 |
| | 4 | \$1,438.50 | \$1,506.50 | \$1,574.50 | \$1,642.50 | \$37,529.44 | \$39,304 | \$41,078 | \$42,852 |
| | 5 | \$1,500.60 | \$1,568.60 | \$1,636.60 | \$1,704.60 | \$39,149.58 | \$40,924 | \$42,698 | \$44,472 |
| | 6 | \$1,563.10 | \$1,633.40 | \$1,701.40 | \$1,769.50 | \$40,780.16 | \$42,614 | \$44,388 | \$46,165 |
| | 7 | \$1,633.80 | \$1,707.30 | \$1,775.60 | \$1,846.60 | \$42,624.67 | \$44,542 | \$46,324 | \$48,176 |
| L2 | 1 | \$1,661.20 | \$1,736.00 | \$1,805.40 | \$1,877.60 | \$43,339.52 | \$45,291 | \$47,102 | \$48,985 |
| | 2 | \$1,722.70 | \$1,800.20 | \$1,872.20 | \$1,947.10 | \$44,944.01 | \$46,966 | \$48,844 | \$50,798 |
| | 3 | \$1,784.70 | \$1,865.00 | \$1,939.60 | \$2,017.20 | \$46,561.55 | \$48,657 | \$50,603 | \$52,627 |
| | 4 | \$1,847.10 | \$1,930.20 | \$2,007.40 | \$2,087.70 | \$48,189.52 | \$50,358 | \$52,372 | \$54,467 |
| | 5 | \$1,909.40 | \$1,995.30 | \$2,075.10 | \$2,158.10 | \$49,814.88 | \$52,056 | \$54,138 | \$56,303 |
| | 6 | \$1,971.40 | \$2,060.10 | \$2,142.50 | \$2,228.20 | \$51,432.42 | \$53,747 | \$55,896 | \$58,132 |
| L3 | 1 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| | 2 | \$2,147.30 | \$2,243.90 | \$2,333.70 | \$2,427.00 | \$56,021.52 | \$58,542 | \$60,885 | \$63,319 |
| | 3 | \$2,203.70 | \$2,302.90 | \$2,395.00 | \$2,490.80 | \$57,492.96 | \$60,081 | \$62,484 | \$64,983 |
| | 4 | \$2,260.20 | \$2,361.90 | \$2,456.40 | \$2,554.70 | \$58,967.00 | \$61,620 | \$64,086 | \$66,650 |
| L4 | 1 | \$2,374.40 | \$2,481.20 | \$2,580.40 | \$2,683.60 | \$61,946.40 | \$64,733 | \$67,321 | \$70,013 |
| | 2 | \$2,451.00 | \$2,561.30 | \$2,663.80 | \$2,770.40 | \$63,944.84 | \$66,822 | \$69,497 | \$72,278 |
| | 3 | \$2,527.40 | \$2,641.10 | \$2,746.70 | \$2,856.60 | \$65,938.06 | \$68,904 | \$71,659 | \$74,527 |
| L5 | 1 | \$2,633.00 | \$2,751.50 | \$2,861.60 | \$2,976.10 | \$68,693.09 | \$71,785 | \$74,657 | \$77,644 |
| | 2 | \$2,710.90 | \$2,832.90 | \$2,946.20 | \$3,064.00 | \$70,725.44 | \$73,908 | \$76,864 | \$79,938 |
| | 3 | \$2,789.10 | \$2,914.60 | \$3,031.20 | \$3,152.40 | \$72,765.63 | \$76,040 | \$79,082 | \$82,244 |
| | 4 | \$2,867.20 | \$2,996.20 | \$3,116.00 | \$3,240.60 | \$74,803.20 | \$78,169 | \$81,294 | \$84,545 |
| L6 | 1 | \$2,960.40 | \$3,093.60 | \$3,217.30 | \$3,346.00 | \$77,234.72 | \$80,710 | \$83,937 | \$87,295 |
| | 2 | \$3,035.30 | \$3,171.90 | \$3,298.80 | \$3,430.80 | \$79,188.81 | \$82,753 | \$86,063 | \$89,507 |
| | 3 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |

Queensland Public Service Award - State 2003 - Operational Stream

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| L1 | 1 | \$942.70 | \$1,010.70 | \$1,078.70 | \$1,146.70 | \$24,594.37 | \$26,368 | \$28,143 | \$29,917 |
| | 2 | \$1,025.00 | \$1,093.00 | \$1,161.00 | \$1,229.00 | \$26,741.52 | \$28,516 | \$30,290 | \$32,064 |
| | 3 | \$1,107.80 | \$1,175.80 | \$1,243.80 | \$1,311.80 | \$28,901.71 | \$30,676 | \$32,450 | \$34,224 |
| | 4 | \$1,190.20 | \$1,258.20 | \$1,326.20 | \$1,394.20 | \$31,051.47 | \$32,826 | \$34,600 | \$36,374 |
| | 5 | \$1,272.80 | \$1,340.80 | \$1,408.80 | \$1,476.80 | \$33,206.44 | \$34,981 | \$36,755 | \$38,529 |
| | 6 | \$1,355.50 | \$1,423.50 | \$1,491.50 | \$1,559.50 | \$35,364.03 | \$37,138 | \$38,912 | \$40,686 |
| L2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,416.80 | \$1,484.80 | \$1,552.80 | \$1,620.80 | \$36,963.30 | \$38,737 | \$40,511 | \$42,286 |
| | 3 | \$1,456.20 | \$1,524.20 | \$1,592.20 | \$1,660.20 | \$37,991.22 | \$39,765 | \$41,539 | \$43,313 |
| | 4 | \$1,495.50 | \$1,563.50 | \$1,631.50 | \$1,699.50 | \$39,016.53 | \$40,791 | \$42,565 | \$44,339 |
| L3 | 1 | \$1,519.10 | \$1,587.50 | \$1,655.50 | \$1,723.50 | \$39,632.23 | \$41,417 | \$43,191 | \$44,965 |
| | 2 | \$1,549.60 | \$1,619.30 | \$1,687.30 | \$1,755.30 | \$40,427.96 | \$42,246 | \$44,020 | \$45,795 |
| | 3 | \$1,582.60 | \$1,653.80 | \$1,721.80 | \$1,790.70 | \$41,288.90 | \$43,146 | \$44,921 | \$46,718 |
| | 4 | \$1,617.10 | \$1,689.90 | \$1,757.90 | \$1,828.20 | \$42,188.98 | \$44,088 | \$45,862 | \$47,696 |
| L4 | 1 | \$1,686.00 | \$1,761.90 | \$1,832.40 | \$1,905.70 | \$43,986.54 | \$45,967 | \$47,806 | \$49,718 |
| | 2 | \$1,741.10 | \$1,819.40 | \$1,892.20 | \$1,967.90 | \$45,424.06 | \$47,467 | \$49,366 | \$51,341 |
| | 3 | \$1,796.40 | \$1,877.20 | \$1,952.30 | \$2,030.40 | \$46,866.79 | \$48,975 | \$50,934 | \$52,972 |
| | 4 | \$1,851.10 | \$1,934.40 | \$2,011.80 | \$2,092.30 | \$48,293.88 | \$50,467 | \$52,486 | \$54,587 |
| L5 | 1 | \$1,900.00 | \$1,985.50 | \$2,064.90 | \$2,147.50 | \$49,569.64 | \$51,800 | \$53,872 | \$56,027 |
| | 2 | \$1,963.20 | \$2,051.50 | \$2,133.60 | \$2,218.90 | \$51,218.49 | \$53,522 | \$55,664 | \$57,890 |
| | 3 | \$2,026.90 | \$2,118.10 | \$2,202.80 | \$2,290.90 | \$52,880.37 | \$55,260 | \$57,469 | \$59,768 |
| | 4 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| L6 | 1 | \$2,182.20 | \$2,280.40 | \$2,371.60 | \$2,466.50 | \$56,932.04 | \$59,494 | \$61,873 | \$64,349 |
| | 2 | \$2,240.80 | \$2,341.60 | \$2,435.30 | \$2,532.70 | \$58,460.87 | \$61,091 | \$63,535 | \$66,076 |
| | 3 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| L7 | 1 | \$2,409.30 | \$2,517.70 | \$2,618.40 | \$2,723.10 | \$62,856.92 | \$65,685 | \$68,312 | \$71,044 |
| | 2 | \$2,468.30 | \$2,579.40 | \$2,682.60 | \$2,789.90 | \$64,396.18 | \$67,295 | \$69,987 | \$72,786 |
| | 3 | \$2,527.40 | \$2,641.10 | \$2,746.70 | \$2,856.60 | \$65,938.06 | \$68,904 | \$71,659 | \$74,527 |

Employees of Qld Government Departments (Other than Public Servants) Award - State 2003 - Administrative Stream

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|-----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| Administrative Stream | | | | | | | | | |
| L1 | 1 | \$1,077.90 | \$1,145.90 | \$1,213.90 | \$1,281.90 | \$28,121.64 | \$29,896 | \$31,670 | \$33,444 |
| | 2 | \$1,148.30 | \$1,216.30 | \$1,284.30 | \$1,352.30 | \$29,958.33 | \$31,732 | \$33,506 | \$35,281 |
| | 3 | \$1,218.50 | \$1,286.50 | \$1,354.50 | \$1,422.50 | \$31,789.79 | \$33,564 | \$35,338 | \$37,112 |
| L2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,414.70 | \$1,482.70 | \$1,550.70 | \$1,618.70 | \$36,908.51 | \$38,683 | \$40,457 | \$42,231 |
| | 3 | \$1,452.30 | \$1,520.30 | \$1,588.30 | \$1,656.30 | \$37,889.47 | \$39,664 | \$41,438 | \$43,212 |
| | 4 | \$1,490.00 | \$1,558.00 | \$1,626.00 | \$1,694.00 | \$38,873.04 | \$40,647 | \$42,421 | \$44,195 |
| | 5 | \$1,528.00 | \$1,596.80 | \$1,664.80 | \$1,732.80 | \$39,864.43 | \$41,659 | \$43,433 | \$45,208 |
| | 6 | \$1,566.80 | \$1,637.30 | \$1,703.30 | \$1,773.50 | \$40,876.69 | \$42,716 | \$44,490 | \$46,269 |
| | 7 | \$1,608.80 | \$1,681.20 | \$1,749.20 | \$1,819.20 | \$41,972.44 | \$43,861 | \$45,635 | \$47,462 |
| | 8 | \$1,654.30 | \$1,728.70 | \$1,797.80 | \$1,869.70 | \$43,159.51 | \$45,101 | \$46,903 | \$48,779 |
| L3 | 1 | \$1,767.80 | \$1,847.40 | \$1,921.30 | \$1,998.20 | \$46,120.64 | \$48,197 | \$50,125 | \$52,132 |
| | 2 | \$1,836.10 | \$1,918.70 | \$1,995.40 | \$2,075.20 | \$47,902.54 | \$50,058 | \$52,059 | \$54,140 |
| | 3 | \$1,904.00 | \$1,989.70 | \$2,069.30 | \$2,152.10 | \$49,674.00 | \$51,910 | \$53,987 | \$56,147 |
| | 4 | \$1,971.40 | \$2,060.10 | \$2,142.50 | \$2,228.20 | \$51,432.42 | \$53,747 | \$55,896 | \$58,132 |
| L4 | 1 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| | 2 | \$2,159.50 | \$2,256.70 | \$2,347.00 | \$2,440.90 | \$56,339.81 | \$58,876 | \$61,232 | \$63,681 |
| | 3 | \$2,228.90 | \$2,329.20 | \$2,422.40 | \$2,519.30 | \$58,150.41 | \$60,767 | \$63,199 | \$65,727 |
| | 4 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| L5 | 1 | \$2,422.50 | \$2,531.50 | \$2,632.80 | \$2,738.10 | \$63,201.29 | \$66,045 | \$68,688 | \$71,435 |
| | 2 | \$2,492.80 | \$2,605.00 | \$2,709.20 | \$2,817.60 | \$65,035.37 | \$67,963 | \$70,681 | \$73,509 |
| | 3 | \$2,562.90 | \$2,678.20 | \$2,785.30 | \$2,896.70 | \$66,864.23 | \$69,872 | \$72,666 | \$75,573 |
| | 4 | \$2,633.00 | \$2,751.50 | \$2,861.60 | \$2,976.10 | \$68,693.09 | \$71,785 | \$74,657 | \$77,644 |
| L6 | 1 | \$2,779.50 | \$2,904.60 | \$3,020.80 | \$3,141.60 | \$72,515.17 | \$75,779 | \$78,811 | \$81,962 |
| | 2 | \$2,844.40 | \$2,972.40 | \$3,091.30 | \$3,215.00 | \$74,208.36 | \$77,548 | \$80,650 | \$83,877 |
| | 3 | \$2,909.30 | \$3,040.20 | \$3,161.80 | \$3,288.30 | \$75,901.56 | \$79,317 | \$82,489 | \$85,789 |
| | 4 | \$2,973.80 | \$3,107.60 | \$3,231.90 | \$3,361.20 | \$77,584.32 | \$81,075 | \$84,318 | \$87,691 |
| L7 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,185.20 | \$3,328.50 | \$3,461.60 | \$3,600.10 | \$83,099.59 | \$86,838 | \$90,311 | \$93,924 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| L8 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

| Employees of Qld Government Departments (Other than Public Servants) Award - State 2003 - Operational Stream | | | | | | | | | |
|---|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
| L1 | 1 | \$942.70 | \$1,010.70 | \$1,078.70 | \$1,146.70 | \$24,594.37 | \$26,368 | \$28,143 | \$29,917 |
| | 2 | \$1,025.00 | \$1,093.00 | \$1,161.00 | \$1,229.00 | \$26,741.52 | \$28,516 | \$30,290 | \$32,064 |
| | 3 | \$1,107.80 | \$1,175.80 | \$1,243.80 | \$1,311.80 | \$28,901.71 | \$30,676 | \$32,450 | \$34,224 |
| | 4 | \$1,190.20 | \$1,258.20 | \$1,326.20 | \$1,394.20 | \$31,051.47 | \$32,826 | \$34,600 | \$36,374 |
| | 5 | \$1,272.80 | \$1,340.80 | \$1,408.80 | \$1,476.80 | \$33,206.44 | \$34,981 | \$36,755 | \$38,529 |
| | 6 | \$1,355.50 | \$1,423.50 | \$1,491.50 | \$1,559.50 | \$35,364.03 | \$37,138 | \$38,912 | \$40,686 |
| L2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,416.80 | \$1,484.80 | \$1,552.80 | \$1,620.80 | \$36,963.30 | \$38,737 | \$40,511 | \$42,286 |
| | 3 | \$1,456.20 | \$1,524.20 | \$1,592.20 | \$1,660.20 | \$37,991.22 | \$39,765 | \$41,539 | \$43,313 |
| | 4 | \$1,495.50 | \$1,563.50 | \$1,631.50 | \$1,699.50 | \$39,016.53 | \$40,791 | \$42,565 | \$44,339 |
| L3 | 1 | \$1,519.10 | \$1,587.50 | \$1,655.50 | \$1,723.50 | \$39,632.23 | \$41,417 | \$43,191 | \$44,965 |
| | 2 | \$1,549.60 | \$1,619.30 | \$1,687.30 | \$1,755.30 | \$40,427.96 | \$42,246 | \$44,020 | \$45,795 |
| | 3 | \$1,582.60 | \$1,653.80 | \$1,721.80 | \$1,790.70 | \$41,288.90 | \$43,146 | \$44,921 | \$46,718 |
| | 4 | \$1,617.10 | \$1,689.90 | \$1,757.90 | \$1,828.20 | \$42,188.98 | \$44,088 | \$45,862 | \$47,696 |
| L4 | 1 | \$1,686.00 | \$1,761.90 | \$1,832.40 | \$1,905.70 | \$43,986.54 | \$45,967 | \$47,806 | \$49,718 |
| | 2 | \$1,741.10 | \$1,819.40 | \$1,892.20 | \$1,967.90 | \$45,424.06 | \$47,467 | \$49,366 | \$51,341 |
| | 3 | \$1,796.40 | \$1,877.20 | \$1,952.30 | \$2,030.40 | \$46,866.79 | \$48,975 | \$50,934 | \$52,972 |
| | 4 | \$1,851.10 | \$1,934.40 | \$2,011.80 | \$2,092.30 | \$48,293.88 | \$50,467 | \$52,486 | \$54,587 |
| L5 | 1 | \$1,900.00 | \$1,985.50 | \$2,064.90 | \$2,147.50 | \$49,569.64 | \$51,800 | \$53,872 | \$56,027 |
| | 2 | \$1,963.20 | \$2,051.50 | \$2,133.60 | \$2,218.90 | \$51,218.49 | \$53,522 | \$55,664 | \$57,890 |
| | 3 | \$2,026.90 | \$2,118.10 | \$2,202.80 | \$2,290.90 | \$52,880.37 | \$55,260 | \$57,469 | \$59,768 |
| | 4 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| L6 | 1 | \$2,182.20 | \$2,280.40 | \$2,371.60 | \$2,466.50 | \$56,932.04 | \$59,494 | \$61,873 | \$64,349 |
| | 2 | \$2,240.80 | \$2,341.60 | \$2,435.30 | \$2,532.70 | \$58,460.87 | \$61,091 | \$63,535 | \$66,076 |
| | 3 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| L7 | 1 | \$2,409.30 | \$2,517.70 | \$2,618.40 | \$2,723.10 | \$62,856.92 | \$65,685 | \$68,312 | \$71,044 |
| | 2 | \$2,468.30 | \$2,579.40 | \$2,682.60 | \$2,789.90 | \$64,396.18 | \$67,295 | \$69,987 | \$72,786 |
| | 3 | \$2,527.40 | \$2,641.10 | \$2,746.70 | \$2,856.60 | \$65,938.06 | \$68,904 | \$71,659 | \$74,527 |

Award for Employees in Direct Client Services - Disability Services Queensland 2003

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|---------------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| Operational Stream | | | | | | | | | |
| L1 | 1 | \$942.70 | \$1,010.70 | \$1,078.70 | \$1,146.70 | \$24,594.37 | \$26,368 | \$28,143 | \$29,917 |
| | 2 | \$1,025.00 | \$1,093.00 | \$1,161.00 | \$1,229.00 | \$26,741.52 | \$28,516 | \$30,290 | \$32,064 |
| | 3 | \$1,107.80 | \$1,175.80 | \$1,243.80 | \$1,311.80 | \$28,901.71 | \$30,676 | \$32,450 | \$34,224 |
| | 4 | \$1,190.20 | \$1,258.20 | \$1,326.20 | \$1,394.20 | \$31,051.47 | \$32,826 | \$34,600 | \$36,374 |
| | 5 | \$1,272.80 | \$1,340.80 | \$1,408.80 | \$1,476.80 | \$33,206.44 | \$34,981 | \$36,755 | \$38,529 |
| | 6 | \$1,355.50 | \$1,423.50 | \$1,491.50 | \$1,559.50 | \$35,364.03 | \$37,138 | \$38,912 | \$40,686 |
| L2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,416.80 | \$1,484.80 | \$1,552.80 | \$1,620.80 | \$36,963.30 | \$38,737 | \$40,511 | \$42,286 |
| | 3 | \$1,456.20 | \$1,524.20 | \$1,592.20 | \$1,660.20 | \$37,991.22 | \$39,765 | \$41,539 | \$43,313 |
| | 4 | \$1,495.50 | \$1,563.50 | \$1,631.50 | \$1,699.50 | \$39,016.53 | \$40,791 | \$42,565 | \$44,339 |
| L3 | 1 | \$1,519.10 | \$1,587.50 | \$1,655.50 | \$1,723.50 | \$39,632.23 | \$41,417 | \$43,191 | \$44,965 |
| | 2 | \$1,549.60 | \$1,619.30 | \$1,687.30 | \$1,755.30 | \$40,427.96 | \$42,246 | \$44,020 | \$45,795 |
| | 3 | \$1,582.60 | \$1,653.80 | \$1,721.80 | \$1,790.70 | \$41,288.90 | \$43,146 | \$44,921 | \$46,718 |
| | 4 | \$1,617.10 | \$1,689.90 | \$1,757.90 | \$1,828.20 | \$42,188.98 | \$44,088 | \$45,862 | \$47,696 |
| L4 | 1 | \$1,686.00 | \$1,761.90 | \$1,832.40 | \$1,905.70 | \$43,986.54 | \$45,967 | \$47,806 | \$49,718 |
| | 2 | \$1,741.10 | \$1,819.40 | \$1,892.20 | \$1,967.90 | \$45,424.06 | \$47,467 | \$49,366 | \$51,341 |
| | 3 | \$1,796.40 | \$1,877.20 | \$1,952.30 | \$2,030.40 | \$46,866.79 | \$48,975 | \$50,934 | \$52,972 |
| | 4 | \$1,851.10 | \$1,934.40 | \$2,011.80 | \$2,092.30 | \$48,293.88 | \$50,467 | \$52,486 | \$54,587 |
| L5 | 1 | \$1,900.00 | \$1,985.50 | \$2,064.90 | \$2,147.50 | \$49,569.64 | \$51,800 | \$53,872 | \$56,027 |
| | 2 | \$1,963.20 | \$2,051.50 | \$2,133.60 | \$2,218.90 | \$51,218.49 | \$53,522 | \$55,664 | \$57,890 |
| | 3 | \$2,026.90 | \$2,118.10 | \$2,202.80 | \$2,290.90 | \$52,880.37 | \$55,260 | \$57,469 | \$59,768 |
| | 4 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| L6 | 1 | \$2,182.20 | \$2,280.40 | \$2,371.60 | \$2,466.50 | \$56,932.04 | \$59,494 | \$61,873 | \$64,349 |
| | 2 | \$2,240.80 | \$2,341.60 | \$2,435.30 | \$2,532.70 | \$58,460.87 | \$61,091 | \$63,535 | \$66,076 |
| | 3 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| L7 | 1 | \$2,409.30 | \$2,517.70 | \$2,618.40 | \$2,723.10 | \$62,856.92 | \$65,685 | \$68,312 | \$71,044 |
| | 2 | \$2,468.30 | \$2,579.40 | \$2,682.60 | \$2,789.90 | \$64,396.18 | \$67,295 | \$69,987 | \$72,786 |
| | 3 | \$2,527.40 | \$2,641.10 | \$2,746.70 | \$2,856.60 | \$65,938.06 | \$68,904 | \$71,659 | \$74,527 |

Building Trades Public Sector Award - State 2002

| Classification Level | Pay Point | Salary 1/07/08 per week | Salary 1/08/09 per week | Salary 1/08/10 per week | Salary 1/08/11 per week | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|-------------------------|-------------------------|-------------------------|-------------------------|---|---|---|---|
| BW 1 (a) | | \$639.30 | \$673.30 | \$707.30 | \$741.30 | \$33,357.76 | \$35,132 | \$36,906 | \$38,680 |
| BW 1 (b) | | \$670.30 | \$704.30 | \$738.30 | \$772.30 | \$34,975.30 | \$36,749 | \$38,523 | \$40,298 |
| BW 1 (c) | | \$680.40 | \$714.40 | \$748.40 | \$782.40 | \$35,502.30 | \$37,276 | \$39,050 | \$40,825 |
| BW 1 (d) | | \$692.90 | \$726.90 | \$760.90 | \$794.90 | \$36,154.53 | \$37,929 | \$39,703 | \$41,477 |
| BW 2 | | \$711.40 | \$745.40 | \$779.40 | \$813.40 | \$37,119.84 | \$38,894 | \$40,668 | \$42,442 |
| BT 1 | | \$732.50 | \$766.50 | \$800.50 | \$834.50 | \$38,220.80 | \$39,995 | \$41,769 | \$43,543 |
| BT 1 midpoint | | \$745.90 | \$780.00 | \$814.00 | \$848.00 | \$38,920.00 | \$40,699 | \$42,473 | \$44,247 |
| BT 2 | | \$759.20 | \$793.40 | \$827.40 | \$861.40 | \$39,613.97 | \$41,398 | \$43,173 | \$44,947 |
| BT 2 midpoint | | \$772.70 | \$807.50 | \$841.50 | \$875.60 | \$40,318.38 | \$42,134 | \$43,908 | \$45,688 |
| BT 3 | | \$786.20 | \$821.60 | \$855.60 | \$889.80 | \$41,022.79 | \$42,870 | \$44,644 | \$46,428 |
| BT 3 midpoint | | \$801.60 | \$837.70 | \$871.70 | \$906.60 | \$41,826.34 | \$43,710 | \$45,484 | \$47,305 |

Civil Construction, Operations and Maintenance General Award - State 2003

| Classification Level | Pay Point | Salary 1/07/08 per week | Salary 1/08/09 per week | Salary 1/08/10 per week | Salary 1/08/11 per week | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|-------------------------|-------------------------|-------------------------|-------------------------|---|---|---|---|
| CW 1(a) | | \$654.90 | \$688.90 | \$722.90 | \$756.90 | \$34,171.75 | \$35,946 | \$37,720 | \$39,494 |
| CW 1(b) | | \$670.30 | \$704.30 | \$738.30 | \$772.30 | \$34,975.30 | \$36,749 | \$38,523 | \$40,298 |
| CW 2 | | \$680.50 | \$714.50 | \$748.50 | \$782.50 | \$35,507.52 | \$37,282 | \$39,056 | \$40,830 |
| CW 3 | | \$692.90 | \$726.90 | \$760.90 | \$794.90 | \$36,154.53 | \$37,929 | \$39,703 | \$41,477 |
| CW 4 | | \$711.50 | \$745.50 | \$779.50 | \$813.50 | \$37,125.05 | \$38,899 | \$40,673 | \$42,447 |
| CW 5 | | \$732.60 | \$766.60 | \$800.60 | \$834.60 | \$38,226.02 | \$40,000 | \$41,774 | \$43,548 |
| CW 6 | | \$759.40 | \$793.60 | \$827.60 | \$861.60 | \$39,624.41 | \$41,409 | \$43,183 | \$44,957 |
| CW 7 | | \$786.40 | \$821.80 | \$855.80 | \$890.00 | \$41,033.23 | \$42,880 | \$44,654 | \$46,439 |
| CW 8 | | \$816.90 | \$853.70 | \$887.80 | \$923.30 | \$42,624.67 | \$44,545 | \$46,324 | \$48,176 |
| CW 9 | | \$849.50 | \$887.70 | \$923.20 | \$960.10 | \$44,325.70 | \$46,319 | \$48,171 | \$50,097 |
| CW 10 | | \$884.10 | \$923.90 | \$960.90 | \$999.30 | \$46,131.07 | \$48,208 | \$50,138 | \$52,142 |
| CW 11 | | \$918.50 | \$959.80 | \$998.20 | \$1,038.10 | \$47,926.02 | \$50,081 | \$52,085 | \$54,167 |
| CW 12 | | \$953.00 | \$995.90 | \$1,035.70 | \$1,077.10 | \$49,726.18 | \$51,965 | \$54,041 | \$56,202 |
| CW 13 | | \$987.20 | \$1,031.60 | \$1,072.90 | \$1,115.80 | \$51,510.69 | \$53,827 | \$55,982 | \$58,221 |
| CW 14 | | \$1,021.70 | \$1,067.70 | \$1,110.40 | \$1,154.80 | \$53,310.85 | \$55,711 | \$57,939 | \$60,256 |

Clerical Employees Award - State 2002

| Classification Level | Pay Point | Salary 1/07/08 per week | Salary 1/08/09 per week | Salary 1/08/10 per week | Salary 1/08/11 per week | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|---------------------|-------------------------|-------------------------|-------------------------|-------------------------|---|---|---|---|
| Level 1 | 1st Year of service | \$670.10 | \$704.10 | \$738.10 | \$772.10 | \$34,964.86 | \$36,739 | \$38,513 | \$40,287 |
| | 2nd Year of service | \$680.40 | \$714.40 | \$748.40 | \$782.40 | \$35,502.30 | \$37,276 | \$39,050 | \$40,825 |
| | 3rd Year of service | \$690.80 | \$724.80 | \$758.80 | \$792.80 | \$36,044.96 | \$37,819 | \$39,593 | \$41,367 |
| | 4th Year of service | \$701.20 | \$735.20 | \$769.20 | \$803.20 | \$36,587.61 | \$38,362 | \$40,136 | \$41,910 |
| Level 2 | 1st Year of service | \$711.40 | \$745.40 | \$779.40 | \$813.40 | \$37,119.84 | \$38,894 | \$40,668 | \$42,442 |
| | 2nd Year of service | \$721.80 | \$755.80 | \$789.80 | \$823.80 | \$37,662.49 | \$39,437 | \$41,211 | \$42,985 |
| | 3rd Year of service | \$732.50 | \$766.50 | \$800.50 | \$834.50 | \$38,220.80 | \$39,995 | \$41,769 | \$43,543 |
| Level 3 | 1st Year of service | \$769.70 | \$804.30 | \$838.30 | \$872.30 | \$40,161.85 | \$41,967 | \$43,741 | \$45,515 |
| | 2nd Year of service | \$786.20 | \$821.60 | \$855.60 | \$889.80 | \$41,022.79 | \$42,870 | \$44,644 | \$46,428 |
| Level 4 | 1st Year of service | \$798.40 | \$834.30 | \$868.30 | \$903.00 | \$41,659.37 | \$43,533 | \$45,307 | \$47,117 |
| | 2nd Year of service | \$816.70 | \$853.50 | \$887.60 | \$923.10 | \$42,614.24 | \$44,534 | \$46,314 | \$48,166 |
| Level 5 | 1st Year of service | \$863.40 | \$902.30 | \$938.40 | \$975.90 | \$45,050.98 | \$47,081 | \$48,964 | \$50,921 |
| | 2nd Year of service | \$884.00 | \$923.80 | \$960.80 | \$999.20 | \$46,125.86 | \$48,203 | \$50,133 | \$52,137 |

Community Education Counsellors Interim Award - State 2003

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| CEC-1 | 1 | \$1,437.10 | \$1,505.10 | \$1,573.10 | \$1,641.10 | \$37,492.91 | \$39,267 | \$41,041 | \$42,815 |
| | 2 | \$1,498.70 | \$1,566.70 | \$1,634.70 | \$1,702.70 | \$39,100.01 | \$40,874 | \$42,648 | \$44,422 |
| | 3 | \$1,561.00 | \$1,631.20 | \$1,699.20 | \$1,767.20 | \$40,725.37 | \$42,557 | \$44,331 | \$46,105 |
| | 4 | \$1,606.50 | \$1,678.80 | \$1,746.80 | \$1,816.70 | \$41,912.44 | \$43,799 | \$45,573 | \$47,396 |
| | 5 | \$1,651.40 | \$1,725.70 | \$1,794.70 | \$1,866.50 | \$43,083.85 | \$45,022 | \$46,822 | \$48,696 |
| CEC-2 | 1 | \$1,719.00 | \$1,796.40 | \$1,868.30 | \$1,943.00 | \$44,847.48 | \$46,867 | \$48,743 | \$50,691 |
| | 2 | \$1,781.20 | \$1,861.40 | \$1,935.90 | \$2,013.30 | \$46,470.24 | \$48,563 | \$50,506 | \$52,526 |
| | 3 | \$1,844.50 | \$1,927.50 | \$2,004.60 | \$2,084.80 | \$48,121.69 | \$50,287 | \$52,299 | \$54,391 |
| | 4 | \$1,908.40 | \$1,994.30 | \$2,074.10 | \$2,157.10 | \$49,788.79 | \$52,030 | \$54,112 | \$56,277 |
| | 5 | \$1,972.40 | \$2,061.20 | \$2,143.60 | \$2,229.30 | \$51,458.51 | \$53,775 | \$55,925 | \$58,161 |
| CEC-3 | 1 | \$2,093.70 | \$2,187.90 | \$2,275.40 | \$2,366.40 | \$54,623.14 | \$57,081 | \$59,364 | \$61,738 |
| | 2 | \$2,152.00 | \$2,248.80 | \$2,338.80 | \$2,432.40 | \$56,144.14 | \$58,670 | \$61,018 | \$63,460 |
| | 3 | \$2,210.30 | \$2,309.30 | \$2,402.20 | \$2,498.30 | \$57,665.15 | \$60,261 | \$62,672 | \$65,179 |
| | 4 | \$2,268.30 | \$2,370.40 | \$2,465.20 | \$2,563.80 | \$59,178.33 | \$61,842 | \$64,315 | \$66,888 |
| CEC-4 | 1 | \$2,434.60 | \$2,544.20 | \$2,646.00 | \$2,751.80 | \$63,516.97 | \$66,376 | \$69,032 | \$71,792 |
| | 2 | \$2,506.50 | \$2,619.30 | \$2,724.10 | \$2,833.10 | \$65,392.79 | \$68,336 | \$71,070 | \$73,914 |
| | 3 | \$2,578.80 | \$2,694.80 | \$2,802.60 | \$2,914.70 | \$67,279.05 | \$70,305 | \$73,118 | \$76,042 |
| | 4 | \$2,650.60 | \$2,769.90 | \$2,880.70 | \$2,995.90 | \$69,152.26 | \$72,265 | \$75,155 | \$78,161 |

Conservation, Parks and Wildlife Employees' Award - State Government 2003

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|---------------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| Operational Stream | | | | | | | | | |
| L1 | 1 | \$942.70 | \$1,010.70 | \$1,078.70 | \$1,146.70 | \$24,594.37 | \$26,368 | \$28,143 | \$29,917 |
| | 2 | \$1,025.00 | \$1,093.00 | \$1,161.00 | \$1,229.00 | \$26,741.52 | \$28,516 | \$30,290 | \$32,064 |
| | 3 | \$1,107.80 | \$1,175.80 | \$1,243.80 | \$1,311.80 | \$28,901.71 | \$30,676 | \$32,450 | \$34,224 |
| | 4 | \$1,190.20 | \$1,258.20 | \$1,326.20 | \$1,394.20 | \$31,051.47 | \$32,826 | \$34,600 | \$36,374 |
| | 5 | \$1,272.80 | \$1,340.80 | \$1,408.80 | \$1,476.80 | \$33,206.44 | \$34,981 | \$36,755 | \$38,529 |
| | 6 | \$1,355.50 | \$1,423.50 | \$1,491.50 | \$1,559.50 | \$35,364.03 | \$37,138 | \$38,912 | \$40,686 |
| L2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,416.80 | \$1,484.80 | \$1,552.80 | \$1,620.80 | \$36,963.30 | \$38,737 | \$40,511 | \$42,286 |
| | 3 | \$1,456.20 | \$1,524.20 | \$1,592.20 | \$1,660.20 | \$37,991.22 | \$39,765 | \$41,539 | \$43,313 |
| | 4 | \$1,495.50 | \$1,563.50 | \$1,631.50 | \$1,699.50 | \$39,016.53 | \$40,791 | \$42,565 | \$44,339 |
| L3 | 1 | \$1,519.10 | \$1,587.50 | \$1,655.50 | \$1,723.50 | \$39,632.23 | \$41,417 | \$43,191 | \$44,965 |
| | 2 | \$1,549.60 | \$1,619.30 | \$1,687.30 | \$1,755.30 | \$40,427.96 | \$42,246 | \$44,020 | \$45,795 |
| | 3 | \$1,582.60 | \$1,653.80 | \$1,721.80 | \$1,790.70 | \$41,288.90 | \$43,146 | \$44,921 | \$46,718 |
| | 4 | \$1,617.10 | \$1,689.90 | \$1,757.90 | \$1,828.20 | \$42,188.98 | \$44,088 | \$45,862 | \$47,696 |
| L4 | 1 | \$1,686.00 | \$1,761.90 | \$1,832.40 | \$1,905.70 | \$43,986.54 | \$45,967 | \$47,806 | \$49,718 |
| | 2 | \$1,741.10 | \$1,819.40 | \$1,892.20 | \$1,967.90 | \$45,424.06 | \$47,467 | \$49,366 | \$51,341 |
| | 3 | \$1,796.40 | \$1,877.20 | \$1,952.30 | \$2,030.40 | \$46,866.79 | \$48,975 | \$50,934 | \$52,972 |
| | 4 | \$1,851.10 | \$1,934.40 | \$2,011.80 | \$2,092.30 | \$48,293.88 | \$50,467 | \$52,486 | \$54,587 |
| L5 | 1 | \$1,900.00 | \$1,985.50 | \$2,064.90 | \$2,147.50 | \$49,569.64 | \$51,800 | \$53,872 | \$56,027 |
| | 2 | \$1,963.20 | \$2,051.50 | \$2,133.60 | \$2,218.90 | \$51,218.49 | \$53,522 | \$55,664 | \$57,890 |
| | 3 | \$2,026.90 | \$2,118.10 | \$2,202.80 | \$2,290.90 | \$52,880.37 | \$55,260 | \$57,469 | \$59,768 |
| | 4 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| L6 | 1 | \$2,182.20 | \$2,280.40 | \$2,371.60 | \$2,466.50 | \$56,932.04 | \$59,494 | \$61,873 | \$64,349 |
| | 2 | \$2,240.80 | \$2,341.60 | \$2,435.30 | \$2,532.70 | \$58,460.87 | \$61,091 | \$63,535 | \$66,076 |
| | 3 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| L7 | 1 | \$2,409.30 | \$2,517.70 | \$2,618.40 | \$2,723.10 | \$62,856.92 | \$65,685 | \$68,312 | \$71,044 |
| | 2 | \$2,468.30 | \$2,579.40 | \$2,682.60 | \$2,789.90 | \$64,396.18 | \$67,295 | \$69,987 | \$72,786 |
| | 3 | \$2,527.40 | \$2,641.10 | \$2,746.70 | \$2,856.60 | \$65,938.06 | \$68,904 | \$71,659 | \$74,527 |

Engineering Award - State 2002

| Classification Level | Pay Point | Salary 1/07/08 per week | Salary 1/08/09 per week | Salary 1/08/10 per week | Salary 1/08/11 per week | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|-------------------------|-------------------------|-------------------------|-------------------------|---|---|---|---|
| C14 | | \$629.00 | \$663.00 | \$697.00 | \$731.00 | \$32,820.32 | \$34,594 | \$36,368 | \$38,143 |
| C13 | | \$649.80 | \$683.80 | \$717.80 | \$751.80 | \$33,905.64 | \$35,680 | \$37,454 | \$39,228 |
| C12 | | \$677.80 | \$711.80 | \$745.80 | \$779.80 | \$35,366.64 | \$37,141 | \$38,915 | \$40,689 |
| C11 | | \$704.00 | \$738.00 | \$772.00 | \$806.00 | \$36,733.71 | \$38,508 | \$40,282 | \$42,056 |
| C10 | | \$743.40 | \$777.40 | \$811.40 | \$845.40 | \$38,789.55 | \$40,564 | \$42,338 | \$44,112 |
| C10 midpoint | | \$756.50 | \$790.50 | \$824.50 | \$858.50 | \$39,473.09 | \$41,247 | \$43,021 | \$44,795 |
| C9 | | \$769.50 | \$804.10 | \$838.10 | \$872.10 | \$40,151.41 | \$41,957 | \$43,731 | \$45,505 |
| C9 midpoint | | \$783.20 | \$818.40 | \$852.40 | \$886.50 | \$40,866.26 | \$42,703 | \$44,477 | \$46,256 |
| C8 | | \$797.40 | \$833.30 | \$867.30 | \$902.00 | \$41,607.19 | \$43,480 | \$45,254 | \$47,065 |
| C8 midpoint | | \$813.10 | \$849.70 | \$883.70 | \$919.00 | \$42,426.40 | \$44,336 | \$46,110 | \$47,952 |
| C7 | | \$829.30 | \$866.60 | \$901.30 | \$937.40 | \$43,271.69 | \$45,218 | \$47,029 | \$48,912 |
| C7 midpoint | | \$861.70 | \$900.50 | \$936.50 | \$974.00 | \$44,962.27 | \$46,987 | \$48,865 | \$50,822 |
| C6 | | \$894.80 | \$935.10 | \$972.50 | \$1,011.40 | \$46,689.39 | \$48,792 | \$50,744 | \$52,773 |
| C5 | | \$927.70 | \$969.40 | \$1,008.20 | \$1,048.50 | \$48,406.06 | \$50,582 | \$52,606 | \$54,709 |
| C4 | | \$965.70 | \$1,009.20 | \$1,049.60 | \$1,091.60 | \$50,388.85 | \$52,659 | \$54,767 | \$56,958 |
| C3 | | \$1,042.80 | \$1,089.70 | \$1,133.30 | \$1,178.60 | \$54,411.81 | \$56,859 | \$59,134 | \$61,498 |
| C2 (a) | | \$1,102.50 | \$1,152.10 | \$1,198.20 | \$1,246.10 | \$57,526.87 | \$60,115 | \$62,520 | \$65,020 |
| C2 (b) | | \$1,176.00 | \$1,228.90 | \$1,278.10 | \$1,329.20 | \$61,362.00 | \$64,122 | \$66,689 | \$69,356 |

Forestry Employees' Award - Dept. of Primary Industries 2003

| Classification Level | Pay Point | Salary 1/07/08 per week | Salary 1/08/09 per week | Salary 1/08/10 per week | Salary 1/08/11 per week | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|---|-----------|-------------------------|-------------------------|-------------------------|-------------------------|---|---|---|---|
| FW1 - First 3 months | | \$667.60 | \$701.60 | \$735.60 | \$769.60 | \$34,834.41 | \$36,608 | \$38,383 | \$40,157 |
| FW1 - Thereafter | | \$680.40 | \$714.40 | \$748.40 | \$782.40 | \$35,502.30 | \$37,276 | \$39,050 | \$40,825 |
| FW2 - 1 st year of service | | \$693.50 | \$727.50 | \$761.50 | \$795.50 | \$36,185.84 | \$37,960 | \$39,734 | \$41,508 |
| FW2 - 2 nd year of service | | \$706.40 | \$740.40 | \$774.40 | \$808.40 | \$36,858.94 | \$38,633 | \$40,407 | \$42,181 |
| FW2 - 3 rd & 4 th year of service | | \$719.40 | \$753.40 | \$787.40 | \$821.40 | \$37,537.26 | \$39,311 | \$41,085 | \$42,859 |
| FW2 - 5 th year of service | | \$732.50 | \$766.50 | \$800.50 | \$834.50 | \$38,220.80 | \$39,995 | \$41,769 | \$43,543 |
| FW3 | | \$759.20 | \$793.40 | \$827.40 | \$861.40 | \$39,613.97 | \$41,398 | \$43,173 | \$44,947 |
| FW4 | | \$786.20 | \$821.60 | \$855.60 | \$889.80 | \$41,022.79 | \$42,870 | \$44,644 | \$46,428 |
| FW5 | | \$816.70 | \$853.50 | \$887.60 | \$923.10 | \$42,614.24 | \$44,534 | \$46,314 | \$48,166 |
| FW6 | | \$918.40 | \$959.70 | \$998.10 | \$1,038.00 | \$47,920.80 | \$50,076 | \$52,079 | \$54,161 |

Hospitality Industry - Restaurant, Catering & Allied Establishments Award - South Eastern Division 2002

| Classification Level | Pay Point | Salary 1/07/08 per week | Salary 1/08/09 per week | Salary 1/08/10 per week | Salary 1/08/11 per week | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|-------------------------|-------------------------|-------------------------|-------------------------|---|---|---|---|
| Introductory | | \$593.00 | \$627.00 | \$661.00 | \$695.00 | \$30,941.89 | \$32,716 | \$34,490 | \$36,264 |
| 1 | | \$629.20 | \$663.20 | \$697.20 | \$731.20 | \$32,830.76 | \$34,605 | \$36,379 | \$38,153 |
| 2 | | \$639.30 | \$673.30 | \$707.30 | \$741.30 | \$33,357.76 | \$35,132 | \$36,906 | \$38,680 |
| 3 | | \$667.10 | \$701.10 | \$735.10 | \$769.10 | \$34,808.32 | \$36,582 | \$38,356 | \$40,131 |
| 4 | | \$692.90 | \$726.90 | \$760.90 | \$794.90 | \$36,154.53 | \$37,929 | \$39,703 | \$41,477 |
| 5 | | \$732.50 | \$766.50 | \$800.50 | \$834.50 | \$38,220.80 | \$39,995 | \$41,769 | \$43,543 |
| 6 | | \$759.20 | \$793.40 | \$827.40 | \$861.40 | \$39,613.97 | \$41,398 | \$43,173 | \$44,947 |
| 7 | | \$786.20 | \$821.60 | \$855.60 | \$889.80 | \$41,022.79 | \$42,870 | \$44,644 | \$46,428 |

| Legal Aid Queensland Employees' Award - State 2003 | | | | | | | | | |
|---|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| ADMINISTRATIVE STREAM | | | | | | | | | |
| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
| AO1 | 1 | \$1,077.90 | \$1,145.90 | \$1,213.90 | \$1,281.90 | \$28,121.64 | \$29,896 | \$31,670 | \$33,444 |
| | 2 | \$1,148.30 | \$1,216.30 | \$1,284.30 | \$1,352.30 | \$29,958.33 | \$31,732 | \$33,506 | \$35,281 |
| | 3 | \$1,218.50 | \$1,286.50 | \$1,354.50 | \$1,422.50 | \$31,789.79 | \$33,564 | \$35,338 | \$37,112 |
| AO2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,414.70 | \$1,482.70 | \$1,550.70 | \$1,618.70 | \$36,908.51 | \$38,683 | \$40,457 | \$42,231 |
| | 3 | \$1,452.30 | \$1,520.30 | \$1,588.30 | \$1,656.30 | \$37,889.47 | \$39,664 | \$41,438 | \$43,212 |
| | 4 | \$1,490.00 | \$1,558.00 | \$1,626.00 | \$1,694.00 | \$38,873.04 | \$40,647 | \$42,421 | \$44,195 |
| | 5 | \$1,528.00 | \$1,596.80 | \$1,664.80 | \$1,732.80 | \$39,864.43 | \$41,659 | \$43,433 | \$45,208 |
| | 6 | \$1,566.80 | \$1,637.30 | \$1,705.30 | \$1,773.50 | \$40,876.69 | \$42,716 | \$44,490 | \$46,269 |
| | 7 | \$1,608.80 | \$1,681.20 | \$1,749.20 | \$1,819.20 | \$41,972.44 | \$43,861 | \$45,635 | \$47,462 |
| | 8 | \$1,654.30 | \$1,728.70 | \$1,797.80 | \$1,869.70 | \$43,159.51 | \$45,101 | \$46,903 | \$48,779 |
| AO3 | 1 | \$1,767.80 | \$1,847.40 | \$1,921.30 | \$1,998.20 | \$46,120.64 | \$48,197 | \$50,125 | \$52,132 |
| | 2 | \$1,836.10 | \$1,918.70 | \$1,995.40 | \$2,075.20 | \$47,902.54 | \$50,058 | \$52,059 | \$54,140 |
| | 3 | \$1,904.00 | \$1,989.70 | \$2,069.30 | \$2,152.10 | \$49,674.00 | \$51,910 | \$53,987 | \$56,147 |
| | 4 | \$1,971.40 | \$2,060.10 | \$2,142.50 | \$2,228.20 | \$51,432.42 | \$53,747 | \$55,896 | \$58,132 |
| AO4 | 1 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| | 2 | \$2,159.50 | \$2,256.70 | \$2,347.00 | \$2,440.90 | \$56,339.81 | \$58,876 | \$61,232 | \$63,681 |
| | 3 | \$2,228.90 | \$2,329.20 | \$2,422.40 | \$2,519.30 | \$58,150.41 | \$60,767 | \$63,199 | \$65,727 |
| | 4 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| AO5 | 1 | \$2,422.50 | \$2,531.50 | \$2,632.80 | \$2,738.10 | \$63,201.29 | \$66,045 | \$68,688 | \$71,435 |
| | 2 | \$2,492.80 | \$2,605.00 | \$2,709.20 | \$2,817.60 | \$65,035.37 | \$67,963 | \$70,681 | \$73,509 |
| | 3 | \$2,562.90 | \$2,678.20 | \$2,785.30 | \$2,896.70 | \$66,864.23 | \$69,872 | \$72,666 | \$75,573 |
| | 4 | \$2,633.00 | \$2,751.50 | \$2,861.60 | \$2,976.10 | \$68,693.09 | \$71,785 | \$74,657 | \$77,644 |
| AO6 | 1 | \$2,779.50 | \$2,904.60 | \$3,020.80 | \$3,141.60 | \$72,515.17 | \$75,779 | \$78,811 | \$81,962 |
| | 2 | \$2,844.40 | \$2,972.40 | \$3,091.30 | \$3,215.00 | \$74,208.36 | \$77,548 | \$80,650 | \$83,877 |
| | 3 | \$2,909.30 | \$3,040.20 | \$3,161.80 | \$3,288.30 | \$75,901.56 | \$79,317 | \$82,489 | \$85,789 |
| | 4 | \$2,973.80 | \$3,107.60 | \$3,231.90 | \$3,361.20 | \$77,584.32 | \$81,075 | \$84,318 | \$87,691 |
| AO7 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,185.20 | \$3,328.50 | \$3,461.60 | \$3,600.10 | \$83,099.59 | \$86,838 | \$90,311 | \$93,924 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| AO8 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

Legal Aid Queensland Employees' Award - State 2003

| PROFESSIONAL STREAM | | | | | | | | | |
|----------------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
| PO1 | 1 | \$1,105.40 | \$1,173.40 | \$1,241.40 | \$1,309.40 | \$28,839.10 | \$30,613 | \$32,387 | \$34,161 |
| | 2 | \$1,216.50 | \$1,284.50 | \$1,352.50 | \$1,420.50 | \$31,737.62 | \$33,512 | \$35,286 | \$37,060 |
| | 3 | \$1,327.50 | \$1,395.50 | \$1,463.50 | \$1,531.50 | \$34,633.53 | \$36,408 | \$38,182 | \$39,956 |
| | 4 | \$1,438.50 | \$1,506.50 | \$1,574.50 | \$1,642.50 | \$37,529.44 | \$39,304 | \$41,078 | \$42,852 |
| | 5 | \$1,500.60 | \$1,568.60 | \$1,636.60 | \$1,704.60 | \$39,149.58 | \$40,924 | \$42,698 | \$44,472 |
| | 6 | \$1,563.10 | \$1,633.40 | \$1,701.40 | \$1,769.50 | \$40,780.16 | \$42,614 | \$44,388 | \$46,165 |
| | 7 | \$1,633.80 | \$1,707.30 | \$1,775.60 | \$1,846.60 | \$42,624.67 | \$44,542 | \$46,324 | \$48,176 |
| PO2 | 1 | \$1,765.90 | \$1,845.40 | \$1,919.20 | \$1,996.00 | \$46,071.07 | \$48,145 | \$50,071 | \$52,074 |
| | 2 | \$1,865.00 | \$1,948.90 | \$2,026.90 | \$2,108.00 | \$48,656.52 | \$50,845 | \$52,880 | \$54,996 |
| | 3 | \$1,963.60 | \$2,052.00 | \$2,134.10 | \$2,219.50 | \$51,228.92 | \$53,535 | \$55,677 | \$57,905 |
| | 4 | \$2,062.80 | \$2,155.60 | \$2,241.80 | \$2,331.50 | \$53,816.98 | \$56,238 | \$58,487 | \$60,827 |
| | 5 | \$2,162.20 | \$2,259.50 | \$2,349.90 | \$2,443.90 | \$56,410.25 | \$58,949 | \$61,307 | \$63,760 |
| | 6 | \$2,260.20 | \$2,361.90 | \$2,456.40 | \$2,554.70 | \$58,967.00 | \$61,620 | \$64,086 | \$66,650 |
| PO3 | 1 | \$2,374.40 | \$2,481.20 | \$2,580.40 | \$2,683.60 | \$61,946.40 | \$64,733 | \$67,321 | \$70,013 |
| | 2 | \$2,447.10 | \$2,557.20 | \$2,659.50 | \$2,765.90 | \$63,843.09 | \$66,716 | \$69,384 | \$72,160 |
| | 3 | \$2,519.90 | \$2,633.30 | \$2,738.60 | \$2,848.10 | \$65,742.39 | \$68,701 | \$71,448 | \$74,305 |
| | 4 | \$2,592.90 | \$2,709.60 | \$2,818.00 | \$2,930.70 | \$67,646.91 | \$70,692 | \$73,520 | \$76,460 |
| PO4 | 1 | \$2,760.40 | \$2,884.60 | \$3,000.00 | \$3,120.00 | \$72,016.86 | \$75,257 | \$78,268 | \$81,399 |
| | 2 | \$2,831.60 | \$2,959.00 | \$3,077.40 | \$3,200.50 | \$73,874.42 | \$77,198 | \$80,287 | \$83,499 |
| | 3 | \$2,902.60 | \$3,033.20 | \$3,154.50 | \$3,280.70 | \$75,726.76 | \$79,134 | \$82,299 | \$85,591 |
| | 4 | \$2,973.80 | \$3,107.60 | \$3,231.90 | \$3,361.20 | \$77,584.32 | \$81,075 | \$84,318 | \$87,691 |
| PO5 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,185.20 | \$3,328.50 | \$3,461.60 | \$3,600.10 | \$83,099.59 | \$86,838 | \$90,311 | \$93,924 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| PO6 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

Legal Aid Queensland Employees' Award - State 2003

| Legal Aid Queensland Employees' Award - State 2003 | | | | | | | | | | |
|---|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|----------|
| TECHNICAL STREAM | | | | | | | | | | |
| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase | |
| TO1 | 1 | \$1,105.40 | \$1,173.40 | \$1,241.40 | \$1,309.40 | \$28,839.10 | \$30,613 | \$32,387 | \$34,161 | |
| | 2 | \$1,216.50 | \$1,284.50 | \$1,352.50 | \$1,420.50 | \$31,737.62 | \$33,512 | \$35,286 | \$37,060 | |
| | 3 | \$1,327.50 | \$1,395.50 | \$1,463.50 | \$1,531.50 | \$34,633.53 | \$36,408 | \$38,182 | \$39,956 | |
| | Age 21 | 4 | \$1,438.50 | \$1,506.50 | \$1,574.50 | \$1,642.50 | \$37,529.44 | \$39,304 | \$41,078 | \$42,852 |
| | | 5 | \$1,500.60 | \$1,568.60 | \$1,636.60 | \$1,704.60 | \$39,149.58 | \$40,924 | \$42,698 | \$44,472 |
| | | 6 | \$1,563.10 | \$1,633.40 | \$1,701.40 | \$1,769.50 | \$40,780.16 | \$42,614 | \$44,388 | \$46,165 |
| | | 7 | \$1,633.80 | \$1,707.30 | \$1,775.60 | \$1,846.60 | \$42,624.67 | \$44,542 | \$46,324 | \$48,176 |
| TO2 | 1 | \$1,661.20 | \$1,736.00 | \$1,805.40 | \$1,877.60 | \$43,339.52 | \$45,291 | \$47,102 | \$48,985 | |
| | 2 | \$1,722.70 | \$1,800.20 | \$1,872.20 | \$1,947.10 | \$44,944.01 | \$46,966 | \$48,844 | \$50,798 | |
| | 3 | \$1,784.70 | \$1,865.00 | \$1,939.60 | \$2,017.20 | \$46,561.55 | \$48,657 | \$50,603 | \$52,627 | |
| | 4 | \$1,847.10 | \$1,930.20 | \$2,007.40 | \$2,087.70 | \$48,189.52 | \$50,358 | \$52,372 | \$54,467 | |
| | 5 | \$1,909.40 | \$1,995.30 | \$2,075.10 | \$2,158.10 | \$49,814.88 | \$52,056 | \$54,138 | \$56,303 | |
| | 6 | \$1,971.40 | \$2,060.10 | \$2,142.50 | \$2,228.20 | \$51,432.42 | \$53,747 | \$55,896 | \$58,132 | |
| TO3 | 1 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 | |
| | 2 | \$2,147.30 | \$2,243.90 | \$2,333.70 | \$2,427.00 | \$56,021.52 | \$58,542 | \$60,885 | \$63,319 | |
| | 3 | \$2,203.70 | \$2,302.90 | \$2,395.00 | \$2,490.80 | \$57,492.96 | \$60,081 | \$62,484 | \$64,983 | |
| | 4 | \$2,260.20 | \$2,361.90 | \$2,456.40 | \$2,554.70 | \$58,967.00 | \$61,620 | \$64,086 | \$66,650 | |
| TO4 | 1 | \$2,374.40 | \$2,481.20 | \$2,580.40 | \$2,683.60 | \$61,946.40 | \$64,733 | \$67,321 | \$70,013 | |
| | 2 | \$2,451.00 | \$2,561.30 | \$2,663.80 | \$2,770.40 | \$63,944.84 | \$66,822 | \$69,497 | \$72,278 | |
| | 3 | \$2,527.40 | \$2,641.10 | \$2,746.70 | \$2,856.60 | \$65,938.06 | \$68,904 | \$71,659 | \$74,527 | |
| TO5 | 1 | \$2,633.00 | \$2,751.50 | \$2,861.60 | \$2,976.10 | \$68,693.09 | \$71,785 | \$74,657 | \$77,644 | |
| | 2 | \$2,710.90 | \$2,832.90 | \$2,946.20 | \$3,064.00 | \$70,725.44 | \$73,908 | \$76,864 | \$79,938 | |
| | 3 | \$2,789.10 | \$2,914.60 | \$3,031.20 | \$3,152.40 | \$72,765.63 | \$76,040 | \$79,082 | \$82,244 | |
| | 4 | \$2,867.20 | \$2,996.20 | \$3,116.00 | \$3,240.60 | \$74,803.20 | \$78,169 | \$81,294 | \$84,545 | |
| TO6 | 1 | \$2,960.40 | \$3,093.60 | \$3,217.30 | \$3,346.00 | \$77,234.72 | \$80,710 | \$83,937 | \$87,295 | |
| | 2 | \$3,035.30 | \$3,171.90 | \$3,298.80 | \$3,430.80 | \$79,188.81 | \$82,753 | \$86,063 | \$89,507 | |
| | 3 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 | |

Queensland Building Services Authority Award - State 2003 - Administrative Stream

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| L1 | 1 | \$1,077.90 | \$1,145.90 | \$1,213.90 | \$1,281.90 | \$28,121.64 | \$29,896 | \$31,670 | \$33,444 |
| | 2 | \$1,148.30 | \$1,216.30 | \$1,284.30 | \$1,352.30 | \$29,958.33 | \$31,732 | \$33,506 | \$35,281 |
| | 3 | \$1,218.50 | \$1,286.50 | \$1,354.50 | \$1,422.50 | \$31,789.79 | \$33,564 | \$35,338 | \$37,112 |
| L2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,414.70 | \$1,482.70 | \$1,550.70 | \$1,618.70 | \$36,908.51 | \$38,683 | \$40,457 | \$42,231 |
| | 3 | \$1,452.30 | \$1,520.30 | \$1,588.30 | \$1,656.30 | \$37,889.47 | \$39,664 | \$41,438 | \$43,212 |
| | 4 | \$1,490.00 | \$1,558.00 | \$1,626.00 | \$1,694.00 | \$38,873.04 | \$40,647 | \$42,421 | \$44,195 |
| | 5 | \$1,528.00 | \$1,596.80 | \$1,664.80 | \$1,732.80 | \$39,864.43 | \$41,659 | \$43,433 | \$45,208 |
| | 6 | \$1,566.80 | \$1,637.30 | \$1,705.30 | \$1,773.50 | \$40,876.69 | \$42,716 | \$44,490 | \$46,269 |
| | 7 | \$1,608.80 | \$1,681.20 | \$1,749.20 | \$1,819.20 | \$41,972.44 | \$43,861 | \$45,635 | \$47,462 |
| | 8 | \$1,654.30 | \$1,728.70 | \$1,797.80 | \$1,869.70 | \$43,159.51 | \$45,101 | \$46,903 | \$48,779 |
| L3 | 1 | \$1,767.80 | \$1,847.40 | \$1,921.30 | \$1,998.20 | \$46,120.64 | \$48,197 | \$50,125 | \$52,132 |
| | 2 | \$1,836.10 | \$1,918.70 | \$1,995.40 | \$2,075.20 | \$47,902.54 | \$50,058 | \$52,059 | \$54,140 |
| | 3 | \$1,904.00 | \$1,989.70 | \$2,069.30 | \$2,152.10 | \$49,674.00 | \$51,910 | \$53,987 | \$56,147 |
| | 4 | \$1,971.40 | \$2,060.10 | \$2,142.50 | \$2,228.20 | \$51,432.42 | \$53,747 | \$55,896 | \$58,132 |
| L4 | 1 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| | 2 | \$2,159.50 | \$2,256.70 | \$2,347.00 | \$2,440.90 | \$56,339.81 | \$58,876 | \$61,232 | \$63,681 |
| | 3 | \$2,228.90 | \$2,329.20 | \$2,422.40 | \$2,519.30 | \$58,150.41 | \$60,767 | \$63,199 | \$65,727 |
| | 4 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| L5 | 1 | \$2,422.50 | \$2,531.50 | \$2,632.80 | \$2,738.10 | \$63,201.29 | \$66,045 | \$68,688 | \$71,435 |
| | 2 | \$2,492.80 | \$2,605.00 | \$2,709.20 | \$2,817.60 | \$65,035.37 | \$67,963 | \$70,681 | \$73,509 |
| | 3 | \$2,562.90 | \$2,678.20 | \$2,785.30 | \$2,896.70 | \$66,864.23 | \$69,872 | \$72,666 | \$75,573 |
| | 4 | \$2,633.00 | \$2,751.50 | \$2,861.60 | \$2,976.10 | \$68,693.09 | \$71,785 | \$74,657 | \$77,644 |
| L6 | 1 | \$2,779.50 | \$2,904.60 | \$3,020.80 | \$3,141.60 | \$72,515.17 | \$75,779 | \$78,811 | \$81,962 |
| | 2 | \$2,844.40 | \$2,972.40 | \$3,091.30 | \$3,215.00 | \$74,208.36 | \$77,548 | \$80,650 | \$83,877 |
| | 3 | \$2,909.30 | \$3,040.20 | \$3,161.80 | \$3,288.30 | \$75,901.56 | \$79,317 | \$82,489 | \$85,789 |
| | 4 | \$2,973.80 | \$3,107.60 | \$3,231.90 | \$3,361.20 | \$77,584.32 | \$81,075 | \$84,318 | \$87,691 |
| L7 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,185.20 | \$3,328.50 | \$3,461.60 | \$3,600.10 | \$83,099.59 | \$86,838 | \$90,311 | \$93,924 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| L8 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

Queensland Building Services Authority Award - State 2003 - Professional Stream

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| L1 | 1 | \$1,105.40 | \$1,173.40 | \$1,241.40 | \$1,309.40 | \$28,839.10 | \$30,613 | \$32,387 | \$34,161 |
| | 2 | \$1,216.50 | \$1,284.50 | \$1,352.50 | \$1,420.50 | \$31,737.62 | \$33,512 | \$35,286 | \$37,060 |
| | 3 | \$1,327.50 | \$1,395.50 | \$1,463.50 | \$1,531.50 | \$34,633.53 | \$36,408 | \$38,182 | \$39,956 |
| | 4 | \$1,438.50 | \$1,506.50 | \$1,574.50 | \$1,642.50 | \$37,529.44 | \$39,304 | \$41,078 | \$42,852 |
| | 5 | \$1,500.60 | \$1,568.60 | \$1,636.60 | \$1,704.60 | \$39,149.58 | \$40,924 | \$42,698 | \$44,472 |
| | 6 | \$1,563.10 | \$1,633.40 | \$1,701.40 | \$1,769.50 | \$40,780.16 | \$42,614 | \$44,388 | \$46,165 |
| | 7 | \$1,633.80 | \$1,707.30 | \$1,775.60 | \$1,846.60 | \$42,624.67 | \$44,542 | \$46,324 | \$48,176 |
| L2 | 1 | \$1,765.90 | \$1,845.40 | \$1,919.20 | \$1,996.00 | \$46,071.07 | \$48,145 | \$50,071 | \$52,074 |
| | 2 | \$1,865.00 | \$1,948.90 | \$2,026.90 | \$2,108.00 | \$48,656.52 | \$50,845 | \$52,880 | \$54,996 |
| | 3 | \$1,963.60 | \$2,052.00 | \$2,134.10 | \$2,219.50 | \$51,228.92 | \$53,535 | \$55,677 | \$57,905 |
| | 4 | \$2,062.80 | \$2,155.60 | \$2,241.80 | \$2,331.50 | \$53,816.98 | \$56,238 | \$58,487 | \$60,827 |
| | 5 | \$2,162.20 | \$2,259.50 | \$2,349.90 | \$2,443.90 | \$56,410.25 | \$58,949 | \$61,307 | \$63,760 |
| | 6 | \$2,260.20 | \$2,361.90 | \$2,456.40 | \$2,554.70 | \$58,967.00 | \$61,620 | \$64,086 | \$66,650 |
| L3 | 1 | \$2,374.40 | \$2,481.20 | \$2,580.40 | \$2,683.60 | \$61,946.40 | \$64,733 | \$67,321 | \$70,013 |
| | 2 | \$2,447.10 | \$2,557.20 | \$2,659.50 | \$2,765.90 | \$63,843.09 | \$66,716 | \$69,384 | \$72,160 |
| | 3 | \$2,519.90 | \$2,633.30 | \$2,738.60 | \$2,848.10 | \$65,742.39 | \$68,701 | \$71,448 | \$74,305 |
| | 4 | \$2,592.90 | \$2,709.60 | \$2,818.00 | \$2,930.70 | \$67,646.91 | \$70,692 | \$73,520 | \$76,460 |
| L4 | 1 | \$2,760.40 | \$2,884.60 | \$3,000.00 | \$3,120.00 | \$72,016.86 | \$75,257 | \$78,268 | \$81,399 |
| | 2 | \$2,831.60 | \$2,959.00 | \$3,077.40 | \$3,200.50 | \$73,874.42 | \$77,198 | \$80,287 | \$83,499 |
| | 3 | \$2,902.60 | \$3,033.20 | \$3,154.50 | \$3,280.70 | \$75,726.76 | \$79,134 | \$82,299 | \$85,591 |
| | 4 | \$2,973.80 | \$3,107.60 | \$3,231.90 | \$3,361.20 | \$77,584.32 | \$81,075 | \$84,318 | \$87,691 |
| L5 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,185.20 | \$3,328.50 | \$3,461.60 | \$3,600.10 | \$83,099.59 | \$86,838 | \$90,311 | \$93,924 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| L6 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

Queensland Building Services Authority Award - State 2003 - Technical Stream

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| L1 | 1 | \$1,105.40 | \$1,173.40 | \$1,241.40 | \$1,309.40 | \$28,839.10 | \$30,613 | \$32,387 | \$34,161 |
| | 2 | \$1,216.50 | \$1,284.50 | \$1,352.50 | \$1,420.50 | \$31,737.62 | \$33,512 | \$35,286 | \$37,060 |
| | 3 | \$1,327.50 | \$1,395.50 | \$1,463.50 | \$1,531.50 | \$34,633.53 | \$36,408 | \$38,182 | \$39,956 |
| | 4 | \$1,438.50 | \$1,506.50 | \$1,574.50 | \$1,642.50 | \$37,529.44 | \$39,304 | \$41,078 | \$42,852 |
| | 5 | \$1,500.60 | \$1,568.60 | \$1,636.60 | \$1,704.60 | \$39,149.58 | \$40,924 | \$42,698 | \$44,472 |
| | 6 | \$1,563.10 | \$1,633.40 | \$1,701.40 | \$1,769.50 | \$40,780.16 | \$42,614 | \$44,388 | \$46,165 |
| | 7 | \$1,633.80 | \$1,707.30 | \$1,775.60 | \$1,846.60 | \$42,624.67 | \$44,542 | \$46,324 | \$48,176 |
| L2 | 1 | \$1,661.20 | \$1,736.00 | \$1,805.40 | \$1,877.60 | \$43,339.52 | \$45,291 | \$47,102 | \$48,985 |
| | 2 | \$1,722.70 | \$1,800.20 | \$1,872.20 | \$1,947.10 | \$44,944.01 | \$46,966 | \$48,844 | \$50,798 |
| | 3 | \$1,784.70 | \$1,865.00 | \$1,939.60 | \$2,017.20 | \$46,561.55 | \$48,657 | \$50,603 | \$52,627 |
| | 4 | \$1,847.10 | \$1,930.20 | \$2,007.40 | \$2,087.70 | \$48,189.52 | \$50,358 | \$52,372 | \$54,467 |
| | 5 | \$1,909.40 | \$1,995.30 | \$2,075.10 | \$2,158.10 | \$49,814.88 | \$52,056 | \$54,138 | \$56,303 |
| | 6 | \$1,971.40 | \$2,060.10 | \$2,142.50 | \$2,228.20 | \$51,432.42 | \$53,747 | \$55,896 | \$58,132 |
| L3 | 1 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| | 2 | \$2,147.30 | \$2,243.90 | \$2,333.70 | \$2,427.00 | \$56,021.52 | \$58,542 | \$60,885 | \$63,319 |
| | 3 | \$2,203.70 | \$2,302.90 | \$2,395.00 | \$2,490.80 | \$57,492.96 | \$60,081 | \$62,484 | \$64,983 |
| | 4 | \$2,260.20 | \$2,361.90 | \$2,456.40 | \$2,554.70 | \$58,967.00 | \$61,620 | \$64,086 | \$66,650 |
| L4 | 1 | \$2,374.40 | \$2,481.20 | \$2,580.40 | \$2,683.60 | \$61,946.40 | \$64,733 | \$67,321 | \$70,013 |
| | 2 | \$2,451.00 | \$2,561.30 | \$2,663.80 | \$2,770.40 | \$63,944.84 | \$66,822 | \$69,497 | \$72,278 |
| | 3 | \$2,527.40 | \$2,641.10 | \$2,746.70 | \$2,856.60 | \$65,938.06 | \$68,904 | \$71,659 | \$74,527 |
| L5 | 1 | \$2,633.00 | \$2,751.50 | \$2,861.60 | \$2,976.10 | \$68,693.09 | \$71,785 | \$74,657 | \$77,644 |
| | 2 | \$2,710.90 | \$2,832.90 | \$2,946.20 | \$3,064.00 | \$70,725.44 | \$73,908 | \$76,864 | \$79,938 |
| | 3 | \$2,789.10 | \$2,914.60 | \$3,031.20 | \$3,152.40 | \$72,765.63 | \$76,040 | \$79,082 | \$82,244 |
| | 4 | \$2,867.20 | \$2,996.20 | \$3,116.00 | \$3,240.60 | \$74,803.20 | \$78,169 | \$81,294 | \$84,545 |
| L6 | 1 | \$2,960.40 | \$3,093.60 | \$3,217.30 | \$3,346.00 | \$77,234.72 | \$80,710 | \$83,937 | \$87,295 |
| | 2 | \$3,035.30 | \$3,171.90 | \$3,298.80 | \$3,430.80 | \$79,188.81 | \$82,753 | \$86,063 | \$89,507 |
| | 3 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |

Queensland Building Services Authority Award - State 2003 - Operational Stream

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| L1 | 1 | \$942.70 | \$1,010.70 | \$1,078.70 | \$1,146.70 | \$24,594.37 | \$26,368 | \$28,143 | \$29,917 |
| | 2 | \$1,025.00 | \$1,093.00 | \$1,161.00 | \$1,229.00 | \$26,741.52 | \$28,516 | \$30,290 | \$32,064 |
| | 3 | \$1,107.80 | \$1,175.80 | \$1,243.80 | \$1,311.80 | \$28,901.71 | \$30,676 | \$32,450 | \$34,224 |
| | 4 | \$1,190.20 | \$1,258.20 | \$1,326.20 | \$1,394.20 | \$31,051.47 | \$32,826 | \$34,600 | \$36,374 |
| | 5 | \$1,272.80 | \$1,340.80 | \$1,408.80 | \$1,476.80 | \$33,206.44 | \$34,981 | \$36,755 | \$38,529 |
| | 6 | \$1,355.50 | \$1,423.50 | \$1,491.50 | \$1,559.50 | \$35,364.03 | \$37,138 | \$38,912 | \$40,686 |
| L2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,416.80 | \$1,484.80 | \$1,552.80 | \$1,620.80 | \$36,963.30 | \$38,737 | \$40,511 | \$42,286 |
| | 3 | \$1,456.20 | \$1,524.20 | \$1,592.20 | \$1,660.20 | \$37,991.22 | \$39,765 | \$41,539 | \$43,313 |
| | 4 | \$1,495.50 | \$1,563.50 | \$1,631.50 | \$1,699.50 | \$39,016.53 | \$40,791 | \$42,565 | \$44,339 |
| L3 | 1 | \$1,519.10 | \$1,587.50 | \$1,655.50 | \$1,723.50 | \$39,632.23 | \$41,417 | \$43,191 | \$44,965 |
| | 2 | \$1,549.60 | \$1,619.30 | \$1,687.30 | \$1,755.30 | \$40,427.96 | \$42,246 | \$44,020 | \$45,795 |
| | 3 | \$1,582.60 | \$1,653.80 | \$1,721.80 | \$1,790.70 | \$41,288.90 | \$43,146 | \$44,921 | \$46,718 |
| | 4 | \$1,617.10 | \$1,689.90 | \$1,757.90 | \$1,828.20 | \$42,188.98 | \$44,088 | \$45,862 | \$47,696 |
| L4 | 1 | \$1,686.00 | \$1,761.90 | \$1,832.40 | \$1,905.70 | \$43,986.54 | \$45,967 | \$47,806 | \$49,718 |
| | 2 | \$1,741.10 | \$1,819.40 | \$1,892.20 | \$1,967.90 | \$45,424.06 | \$47,467 | \$49,366 | \$51,341 |
| | 3 | \$1,796.40 | \$1,877.20 | \$1,952.30 | \$2,030.40 | \$46,866.79 | \$48,975 | \$50,934 | \$52,972 |
| | 4 | \$1,851.10 | \$1,934.40 | \$2,011.80 | \$2,092.30 | \$48,293.88 | \$50,467 | \$52,486 | \$54,587 |
| L5 | 1 | \$1,900.00 | \$1,985.50 | \$2,064.90 | \$2,147.50 | \$49,569.64 | \$51,800 | \$53,872 | \$56,027 |
| | 2 | \$1,963.20 | \$2,051.50 | \$2,133.60 | \$2,218.90 | \$51,218.49 | \$53,522 | \$55,664 | \$57,890 |
| | 3 | \$2,026.90 | \$2,118.10 | \$2,202.80 | \$2,290.90 | \$52,880.37 | \$55,260 | \$57,469 | \$59,768 |
| | 4 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| L6 | 1 | \$2,182.20 | \$2,280.40 | \$2,371.60 | \$2,466.50 | \$56,932.04 | \$59,494 | \$61,873 | \$64,349 |
| | 2 | \$2,240.80 | \$2,341.60 | \$2,435.30 | \$2,532.70 | \$58,460.87 | \$61,091 | \$63,535 | \$66,076 |
| | 3 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| L7 | 1 | \$2,409.30 | \$2,517.70 | \$2,618.40 | \$2,723.10 | \$62,856.92 | \$65,685 | \$68,312 | \$71,044 |
| | 2 | \$2,468.30 | \$2,579.40 | \$2,682.60 | \$2,789.90 | \$64,396.18 | \$67,295 | \$69,987 | \$72,786 |
| | 3 | \$2,527.40 | \$2,641.10 | \$2,746.70 | \$2,856.60 | \$65,938.06 | \$68,904 | \$71,659 | \$74,527 |

Queensland Nursing Council Employees' Award - State 2002

| Administrative Stream | | | | | | | | | |
|------------------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
| L1 | 1 | \$1,077.90 | \$1,145.90 | \$1,213.90 | \$1,281.90 | \$28,121.64 | \$29,896 | \$31,670 | \$33,444 |
| | 2 | \$1,148.30 | \$1,216.30 | \$1,284.30 | \$1,352.30 | \$29,958.33 | \$31,732 | \$33,506 | \$35,281 |
| | 3 | \$1,218.50 | \$1,286.50 | \$1,354.50 | \$1,422.50 | \$31,789.79 | \$33,564 | \$35,338 | \$37,112 |
| L2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,414.70 | \$1,482.70 | \$1,550.70 | \$1,618.70 | \$36,908.51 | \$38,683 | \$40,457 | \$42,231 |
| | 3 | \$1,452.30 | \$1,520.30 | \$1,588.30 | \$1,656.30 | \$37,889.47 | \$39,664 | \$41,438 | \$43,212 |
| | 4 | \$1,490.00 | \$1,558.00 | \$1,626.00 | \$1,694.00 | \$38,873.04 | \$40,647 | \$42,421 | \$44,195 |
| | 5 | \$1,528.00 | \$1,596.80 | \$1,664.80 | \$1,732.80 | \$39,864.43 | \$41,659 | \$43,433 | \$45,208 |
| | 6 | \$1,566.80 | \$1,637.30 | \$1,705.30 | \$1,773.50 | \$40,876.69 | \$42,716 | \$44,490 | \$46,269 |
| | 7 | \$1,608.80 | \$1,681.20 | \$1,749.20 | \$1,819.20 | \$41,972.44 | \$43,861 | \$45,635 | \$47,462 |
| | 8 | \$1,654.30 | \$1,728.70 | \$1,797.80 | \$1,869.70 | \$43,159.51 | \$45,101 | \$46,903 | \$48,779 |
| L3 | 1 | \$1,767.80 | \$1,847.40 | \$1,921.30 | \$1,998.20 | \$46,120.64 | \$48,197 | \$50,125 | \$52,132 |
| | 2 | \$1,836.10 | \$1,918.70 | \$1,995.40 | \$2,075.20 | \$47,902.54 | \$50,058 | \$52,059 | \$54,140 |
| | 3 | \$1,904.00 | \$1,989.70 | \$2,069.30 | \$2,152.10 | \$49,674.00 | \$51,910 | \$53,987 | \$56,147 |
| | 4 | \$1,971.40 | \$2,060.10 | \$2,142.50 | \$2,228.20 | \$51,432.42 | \$53,747 | \$55,896 | \$58,132 |
| L4 | 1 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| | 2 | \$2,159.50 | \$2,256.70 | \$2,347.00 | \$2,440.90 | \$56,339.81 | \$58,876 | \$61,232 | \$63,681 |
| | 3 | \$2,228.90 | \$2,329.20 | \$2,422.40 | \$2,519.30 | \$58,150.41 | \$60,767 | \$63,199 | \$65,727 |
| | 4 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| L5 | 1 | \$2,422.50 | \$2,531.50 | \$2,632.80 | \$2,738.10 | \$63,201.29 | \$66,045 | \$68,688 | \$71,435 |
| | 2 | \$2,492.80 | \$2,605.00 | \$2,709.20 | \$2,817.60 | \$65,035.37 | \$67,963 | \$70,681 | \$73,509 |
| | 3 | \$2,562.90 | \$2,678.20 | \$2,785.30 | \$2,896.70 | \$66,864.23 | \$69,872 | \$72,666 | \$75,573 |
| | 4 | \$2,633.00 | \$2,751.50 | \$2,861.60 | \$2,976.10 | \$68,693.09 | \$71,785 | \$74,657 | \$77,644 |
| L6 | 1 | \$2,779.50 | \$2,904.60 | \$3,020.80 | \$3,141.60 | \$72,515.17 | \$75,779 | \$78,811 | \$81,962 |
| | 2 | \$2,844.40 | \$2,972.40 | \$3,091.30 | \$3,215.00 | \$74,208.36 | \$77,548 | \$80,650 | \$83,877 |
| | 3 | \$2,909.30 | \$3,040.20 | \$3,161.80 | \$3,288.30 | \$75,901.56 | \$79,317 | \$82,489 | \$85,789 |
| | 4 | \$2,973.80 | \$3,107.60 | \$3,231.90 | \$3,361.20 | \$77,584.32 | \$81,075 | \$84,318 | \$87,691 |
| L7 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,185.20 | \$3,328.50 | \$3,461.60 | \$3,600.10 | \$83,099.59 | \$86,838 | \$90,311 | \$93,924 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| L8 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

Queensland Nursing Council Employees' Award - State 2002

| Professional Stream | | | | | | | | | |
|----------------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
| L1 | 1 | \$1,105.40 | \$1,173.40 | \$1,241.40 | \$1,309.40 | \$28,839.10 | \$30,613 | \$32,387 | \$34,161 |
| | 2 | \$1,216.50 | \$1,284.50 | \$1,352.50 | \$1,420.50 | \$31,737.62 | \$33,512 | \$35,286 | \$37,060 |
| | 3 | \$1,327.50 | \$1,395.50 | \$1,463.50 | \$1,531.50 | \$34,633.53 | \$36,408 | \$38,182 | \$39,956 |
| | 4 | \$1,438.50 | \$1,506.50 | \$1,574.50 | \$1,642.50 | \$37,529.44 | \$39,304 | \$41,078 | \$42,852 |
| | 5 | \$1,500.60 | \$1,568.60 | \$1,636.60 | \$1,704.60 | \$39,149.58 | \$40,924 | \$42,698 | \$44,472 |
| | 6 | \$1,563.10 | \$1,633.40 | \$1,701.40 | \$1,769.50 | \$40,780.16 | \$42,614 | \$44,388 | \$46,165 |
| | 7 | \$1,633.80 | \$1,707.30 | \$1,775.60 | \$1,846.60 | \$42,624.67 | \$44,542 | \$46,324 | \$48,176 |
| L2 | 1 | \$1,765.90 | \$1,845.40 | \$1,919.20 | \$1,996.00 | \$46,071.07 | \$48,145 | \$50,071 | \$52,074 |
| | 2 | \$1,865.00 | \$1,948.90 | \$2,026.90 | \$2,108.00 | \$48,656.52 | \$50,845 | \$52,880 | \$54,996 |
| | 3 | \$1,963.60 | \$2,052.00 | \$2,134.10 | \$2,219.50 | \$51,228.92 | \$53,535 | \$55,677 | \$57,905 |
| | 4 | \$2,062.80 | \$2,155.60 | \$2,241.80 | \$2,331.50 | \$53,816.98 | \$56,238 | \$58,487 | \$60,827 |
| | 5 | \$2,162.20 | \$2,259.50 | \$2,349.90 | \$2,443.90 | \$56,410.25 | \$58,949 | \$61,307 | \$63,760 |
| | 6 | \$2,260.20 | \$2,361.90 | \$2,456.40 | \$2,554.70 | \$58,967.00 | \$61,620 | \$64,086 | \$66,650 |
| L3 | 1 | \$2,374.40 | \$2,481.20 | \$2,580.40 | \$2,683.60 | \$61,946.40 | \$64,733 | \$67,321 | \$70,013 |
| | 2 | \$2,447.10 | \$2,557.20 | \$2,659.50 | \$2,765.90 | \$63,843.09 | \$66,716 | \$69,384 | \$72,160 |
| | 3 | \$2,519.90 | \$2,633.30 | \$2,738.60 | \$2,848.10 | \$65,742.39 | \$68,701 | \$71,448 | \$74,305 |
| | 4 | \$2,592.90 | \$2,709.60 | \$2,818.00 | \$2,930.70 | \$67,646.91 | \$70,692 | \$73,520 | \$76,460 |
| L4 | 1 | \$2,760.40 | \$2,884.60 | \$3,000.00 | \$3,120.00 | \$72,016.86 | \$75,257 | \$78,268 | \$81,399 |
| | 2 | \$2,831.60 | \$2,959.00 | \$3,077.40 | \$3,200.50 | \$73,874.42 | \$77,198 | \$80,287 | \$83,499 |
| | 3 | \$2,902.60 | \$3,033.20 | \$3,154.50 | \$3,280.70 | \$75,726.76 | \$79,134 | \$82,299 | \$85,591 |
| | 4 | \$2,973.80 | \$3,107.60 | \$3,231.90 | \$3,361.20 | \$77,584.32 | \$81,075 | \$84,318 | \$87,691 |
| L5 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,185.20 | \$3,328.50 | \$3,461.60 | \$3,600.10 | \$83,099.59 | \$86,838 | \$90,311 | \$93,924 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| L6 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

| Queensland Police Service - Pilots - Airwing | | | | | | | | | |
|---|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
| Chief Pilot | | \$3,785.00 | \$3,955.30 | \$4,113.50 | \$4,278.00 | \$98,747.95 | \$103,191 | \$107,318 | \$111,610 |
| Senior Base Pilot (Cairns) | | \$3,574.30 | \$3,735.10 | \$3,884.50 | \$4,039.90 | \$93,250.93 | \$97,446 | \$101,344 | \$105,398 |
| Multi Engine Turbine Aircraft from 5700kg UTBNI 8500kg requiring 2 crew | | \$3,404.00 | \$3,557.20 | \$3,699.50 | \$3,847.50 | \$88,807.93 | \$92,805 | \$96,517 | \$100,379 |
| Multi Engine Turbine Aircraft UTBNI 5700kg | | \$3,085.80 | \$3,224.70 | \$3,353.70 | \$3,487.80 | \$80,506.32 | \$84,130 | \$87,496 | \$90,994 |
| Single engine turbine or multi engine piston UTBNI 5700kg and co-pilots | | \$2,579.60 | \$2,695.70 | \$2,803.50 | \$2,915.60 | \$67,299.92 | \$70,329 | \$73,141 | \$76,066 |
| Queensland Public Service Award - State 2003 - Schedule 4 - Section 3 - Rates of Pay for Nursing Staff | | | | | | | | | |
| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
| 1 | 1st year | \$1,608.60 | \$1,681.00 | \$1,749.00 | \$1,819.00 | \$41,967.22 | \$43,856 | \$45,630 | \$47,456 |
| | 2nd year | \$1,681.30 | \$1,757.00 | \$1,827.30 | \$1,900.40 | \$43,863.92 | \$45,839 | \$47,673 | \$49,580 |
| | 3rd year | \$1,758.40 | \$1,837.50 | \$1,911.00 | \$1,987.40 | \$45,875.40 | \$47,939 | \$49,857 | \$51,850 |
| | 4th year | \$1,836.30 | \$1,918.90 | \$1,995.70 | \$2,075.50 | \$47,907.76 | \$50,063 | \$52,066 | \$54,148 |
| | 5th year | \$1,914.00 | \$2,000.10 | \$2,080.10 | \$2,163.30 | \$49,934.89 | \$52,181 | \$54,268 | \$56,439 |
| | 6th year | \$1,991.60 | \$2,081.20 | \$2,164.40 | \$2,251.00 | \$51,959.42 | \$54,297 | \$56,468 | \$58,727 |
| | 7th year | \$2,069.30 | \$2,162.40 | \$2,248.90 | \$2,338.90 | \$53,986.56 | \$56,415 | \$58,672 | \$61,020 |
| | 8th year | \$2,147.00 | \$2,243.60 | \$2,333.30 | \$2,426.60 | \$56,013.70 | \$58,534 | \$60,874 | \$63,308 |
| 2 | 1st year | \$2,224.60 | \$2,324.70 | \$2,417.70 | \$2,514.40 | \$58,038.22 | \$60,650 | \$63,076 | \$65,599 |
| | 2nd year | \$2,276.40 | \$2,378.80 | \$2,474.00 | \$2,573.00 | \$59,389.65 | \$62,061 | \$64,545 | \$67,128 |
| | 3rd year | \$2,328.10 | \$2,432.90 | \$2,530.20 | \$2,631.40 | \$60,738.47 | \$63,473 | \$66,011 | \$68,651 |
| | 4th year | \$2,380.00 | \$2,487.10 | \$2,586.60 | \$2,690.10 | \$62,092.50 | \$64,887 | \$67,483 | \$70,183 |
| 3 | 1st year | \$2,477.00 | \$2,588.50 | \$2,692.00 | \$2,799.70 | \$64,623.16 | \$67,532 | \$70,232 | \$73,042 |
| | 2nd year | \$2,535.40 | \$2,649.50 | \$2,755.50 | \$2,865.70 | \$66,146.77 | \$69,124 | \$71,889 | \$74,764 |
| | 3rd year | \$2,593.20 | \$2,709.90 | \$2,818.30 | \$2,931.00 | \$67,654.74 | \$70,699 | \$73,527 | \$76,468 |
| | 4th year | \$2,651.90 | \$2,771.20 | \$2,882.00 | \$2,997.30 | \$69,186.18 | \$72,299 | \$75,189 | \$78,197 |
| 4 | | \$3,188.70 | \$3,332.20 | \$3,465.50 | \$3,604.10 | \$83,190.91 | \$86,935 | \$90,412 | \$94,028 |
| 5 | | \$3,674.70 | \$3,840.10 | \$3,993.70 | \$4,153.40 | \$95,870.30 | \$100,185 | \$104,193 | \$108,359 |

Queensland Rural Adjustment Authority Award - State 2003

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| L1 | 1 | \$1,007.50 | \$1,075.50 | \$1,143.50 | \$1,211.50 | \$26,284.96 | \$28,059 | \$29,833 | \$31,607 |
| | 2 | \$1,077.90 | \$1,145.90 | \$1,213.90 | \$1,281.90 | \$28,121.64 | \$29,896 | \$31,670 | \$33,444 |
| | 3 | \$1,148.30 | \$1,216.30 | \$1,284.30 | \$1,352.30 | \$29,958.33 | \$31,732 | \$33,506 | \$35,281 |
| | 4 | \$1,218.50 | \$1,286.50 | \$1,354.50 | \$1,422.50 | \$31,789.79 | \$33,564 | \$35,338 | \$37,112 |
| L2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,414.70 | \$1,482.70 | \$1,550.70 | \$1,618.70 | \$36,908.51 | \$38,683 | \$40,457 | \$42,231 |
| | 3 | \$1,452.30 | \$1,520.30 | \$1,588.30 | \$1,656.30 | \$37,889.47 | \$39,664 | \$41,438 | \$43,212 |
| | 4 | \$1,490.00 | \$1,558.00 | \$1,626.00 | \$1,694.00 | \$38,873.04 | \$40,647 | \$42,421 | \$44,195 |
| | 5 | \$1,528.00 | \$1,596.80 | \$1,664.80 | \$1,732.80 | \$39,864.43 | \$41,659 | \$43,433 | \$45,208 |
| | 6 | \$1,566.80 | \$1,637.30 | \$1,705.30 | \$1,773.50 | \$40,876.69 | \$42,716 | \$44,490 | \$46,269 |
| | 7 | \$1,608.80 | \$1,681.20 | \$1,749.20 | \$1,819.20 | \$41,972.44 | \$43,861 | \$45,635 | \$47,462 |
| | 8 | \$1,654.30 | \$1,728.70 | \$1,797.80 | \$1,869.70 | \$43,159.51 | \$45,101 | \$46,903 | \$48,779 |
| | 9 | \$1,689.10 | \$1,765.10 | \$1,835.70 | \$1,909.10 | \$44,067.41 | \$46,050 | \$47,892 | \$49,807 |
| | 10 | \$1,730.10 | \$1,808.00 | \$1,880.30 | \$1,955.50 | \$45,137.07 | \$47,169 | \$49,056 | \$51,018 |
| L3 | 1 | \$1,767.80 | \$1,847.40 | \$1,921.30 | \$1,998.20 | \$46,120.64 | \$48,197 | \$50,125 | \$52,132 |
| | 2 | \$1,836.10 | \$1,918.70 | \$1,995.40 | \$2,075.20 | \$47,902.54 | \$50,058 | \$52,059 | \$54,140 |
| | 3 | \$1,904.00 | \$1,989.70 | \$2,069.30 | \$2,152.10 | \$49,674.00 | \$51,910 | \$53,987 | \$56,147 |
| | 4 | \$1,971.40 | \$2,060.10 | \$2,142.50 | \$2,228.20 | \$51,432.42 | \$53,747 | \$55,896 | \$58,132 |
| L4 | 1 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| | 2 | \$2,159.50 | \$2,256.70 | \$2,347.00 | \$2,440.90 | \$56,339.81 | \$58,876 | \$61,232 | \$63,681 |
| | 3 | \$2,228.90 | \$2,329.20 | \$2,422.40 | \$2,519.30 | \$58,150.41 | \$60,767 | \$63,199 | \$65,727 |
| | 4 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| L5 | 1 | \$2,422.50 | \$2,531.50 | \$2,632.80 | \$2,738.10 | \$63,201.29 | \$66,045 | \$68,688 | \$71,435 |
| | 2 | \$2,492.80 | \$2,605.00 | \$2,709.20 | \$2,817.60 | \$65,035.37 | \$67,963 | \$70,681 | \$73,509 |
| | 3 | \$2,562.90 | \$2,678.20 | \$2,785.30 | \$2,896.70 | \$66,864.23 | \$69,872 | \$72,666 | \$75,573 |
| | 4 | \$2,633.00 | \$2,751.50 | \$2,861.60 | \$2,976.10 | \$68,693.09 | \$71,785 | \$74,657 | \$77,644 |
| L6 | 1 | \$2,779.50 | \$2,904.60 | \$3,020.80 | \$3,141.60 | \$72,515.17 | \$75,779 | \$78,811 | \$81,962 |
| | 2 | \$2,844.40 | \$2,972.40 | \$3,091.30 | \$3,215.00 | \$74,208.36 | \$77,548 | \$80,650 | \$83,877 |
| | 3 | \$2,909.30 | \$3,040.20 | \$3,161.80 | \$3,288.30 | \$75,901.56 | \$79,317 | \$82,489 | \$85,789 |
| | 4 | \$2,973.80 | \$3,107.60 | \$3,231.90 | \$3,361.20 | \$77,584.32 | \$81,075 | \$84,318 | \$87,691 |
| L7 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,185.20 | \$3,328.50 | \$3,461.60 | \$3,600.10 | \$83,099.59 | \$86,838 | \$90,311 | \$93,924 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| L8 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

| Queensland Rescue - Helicopter Rescue Service | | | | | | | | | |
|--|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| Position | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
| Base Manager | 1 | \$4,035.20 | \$4,216.80 | \$4,385.50 | \$4,560.90 | \$105,275.49 | \$110,013 | \$114,415 | \$118,991 |
| | 2 | \$4,136.20 | \$4,322.30 | \$4,495.20 | \$4,675.00 | \$107,910.50 | \$112,766 | \$117,277 | \$121,967 |
| | 3 | \$4,239.70 | \$4,430.50 | \$4,607.70 | \$4,792.00 | \$110,610.74 | \$115,589 | \$120,212 | \$125,020 |
| Chief Engineer | 1 | \$3,892.60 | \$4,067.80 | \$4,230.50 | \$4,399.70 | \$101,555.15 | \$106,126 | \$110,371 | \$114,785 |
| | 2 | \$3,990.00 | \$4,169.60 | \$4,336.40 | \$4,509.90 | \$104,096.25 | \$108,782 | \$113,134 | \$117,660 |
| | 3 | \$4,089.60 | \$4,273.60 | \$4,444.50 | \$4,622.30 | \$106,694.74 | \$111,495 | \$115,954 | \$120,593 |
| Deputy Chief Engineer | 1 | | \$3,929.10 | \$4,086.25 | \$4,249.70 | | | \$106,607 | \$110,871 |
| | 2 | | \$4,027.10 | \$4,188.20 | \$4,355.70 | | | \$105,064 | \$109,267 |
| Chief Aircrew Officer | 1 | \$3,205.00 | \$3,349.20 | \$3,483.20 | \$3,622.50 | \$83,616.16 | \$87,378 | \$90,874 | \$94,508 |
| | 2 | \$3,287.40 | \$3,435.30 | \$3,572.70 | \$3,715.60 | \$85,765.92 | \$89,625 | \$93,209 | \$96,937 |
| | 3 | \$3,369.50 | \$3,521.10 | \$3,661.90 | \$3,808.40 | \$87,907.85 | \$91,863 | \$95,536 | \$99,358 |
| | 4 | \$3,453.70 | \$3,609.10 | \$3,753.50 | \$3,903.60 | \$90,104.57 | \$94,159 | \$97,926 | \$101,842 |
| Senior Aircrew Officer | 1 | \$3,008.00 | \$3,143.40 | \$3,269.10 | \$3,399.90 | \$78,476.57 | \$82,009 | \$85,288 | \$88,701 |
| | 2 | \$3,061.30 | \$3,199.10 | \$3,327.10 | \$3,460.20 | \$79,867.13 | \$83,462 | \$86,802 | \$90,274 |
| | 3 | \$3,115.10 | \$3,255.30 | \$3,385.50 | \$3,520.90 | \$81,270.73 | \$84,928 | \$88,325 | \$91,858 |
| | 4 | \$3,169.00 | \$3,311.60 | \$3,444.10 | \$3,581.90 | \$82,676.95 | \$86,397 | \$89,854 | \$93,449 |
| | 5 | \$3,222.80 | \$3,367.80 | \$3,502.50 | \$3,642.60 | \$84,080.55 | \$87,863 | \$91,378 | \$95,033 |
| Pilot | 1 | \$3,723.20 | \$3,890.70 | \$4,046.30 | \$4,208.20 | \$97,135.63 | \$101,506 | \$105,565 | \$109,789 |
| | 2 | \$3,790.60 | \$3,961.20 | \$4,119.60 | \$4,284.40 | \$98,894.05 | \$103,345 | \$107,477 | \$111,777 |
| | 3 | \$3,858.30 | \$4,031.90 | \$4,193.20 | \$4,360.90 | \$100,660.29 | \$105,189 | \$109,398 | \$113,773 |
| | 4 | \$3,926.10 | \$4,102.80 | \$4,266.90 | \$4,437.60 | \$102,429.14 | \$107,039 | \$111,320 | \$115,774 |
| | 5 | \$3,993.80 | \$4,173.50 | \$4,340.40 | \$4,514.00 | \$104,195.39 | \$108,884 | \$113,238 | \$117,767 |
| | 6 | \$4,061.50 | \$4,244.30 | \$4,414.10 | \$4,590.70 | \$105,961.63 | \$110,731 | \$115,161 | \$119,768 |
| Aircrew Officer | 1 | \$2,677.90 | \$2,798.40 | \$2,910.30 | \$3,026.70 | \$69,864.50 | \$73,008 | \$75,928 | \$78,964 |
| | 2 | \$2,726.60 | \$2,849.30 | \$2,963.30 | \$3,081.80 | \$71,135.05 | \$74,336 | \$77,310 | \$80,402 |
| | 3 | \$2,775.10 | \$2,900.00 | \$3,016.00 | \$3,136.60 | \$72,400.38 | \$75,659 | \$78,685 | \$81,832 |
| | 4 | \$2,824.00 | \$2,951.10 | \$3,069.10 | \$3,191.90 | \$73,676.14 | \$76,992 | \$80,071 | \$83,274 |
| | 5 | \$2,872.70 | \$3,002.00 | \$3,122.10 | \$3,247.00 | \$74,946.69 | \$78,320 | \$81,453 | \$84,712 |
| | 6 | \$2,921.40 | \$3,052.90 | \$3,175.00 | \$3,302.00 | \$76,217.24 | \$79,648 | \$82,833 | \$86,147 |
| Rescue Crew Officer | 1 | \$2,207.00 | \$2,306.30 | \$2,398.60 | \$2,494.50 | \$57,579.05 | \$60,170 | \$62,578 | \$65,080 |
| | 2 | \$2,247.00 | \$2,348.10 | \$2,442.00 | \$2,539.70 | \$58,622.62 | \$61,260 | \$63,710 | \$66,259 |
| | 3 | \$2,287.20 | \$2,390.10 | \$2,485.70 | \$2,585.10 | \$59,671.41 | \$62,356 | \$64,850 | \$67,443 |
| | 4 | \$2,327.20 | \$2,431.90 | \$2,529.20 | \$2,630.40 | \$60,714.99 | \$63,447 | \$65,985 | \$68,625 |
| | 5 | \$2,367.70 | \$2,474.20 | \$2,573.20 | \$2,676.10 | \$61,771.60 | \$64,550 | \$67,133 | \$69,818 |
| | 6 | \$2,407.60 | \$2,515.90 | \$2,616.50 | \$2,721.20 | \$62,812.56 | \$65,638 | \$68,263 | \$70,994 |
| Base Engineer | 1 | \$3,319.40 | \$3,468.80 | \$3,607.60 | \$3,751.90 | \$86,600.77 | \$90,499 | \$94,120 | \$97,884 |
| | 2 | \$3,394.20 | \$3,546.90 | \$3,688.80 | \$3,836.40 | \$88,552.25 | \$92,536 | \$96,238 | \$100,089 |
| | 3 | \$3,471.70 | \$3,627.90 | \$3,773.00 | \$3,923.90 | \$90,574.17 | \$94,649 | \$98,435 | \$102,372 |
| | 4 | \$3,548.80 | \$3,708.50 | \$3,856.80 | \$4,011.10 | \$92,585.66 | \$96,752 | \$100,621 | \$104,647 |
| | 5 | \$3,627.20 | \$3,790.40 | \$3,942.00 | \$4,099.70 | \$94,631.06 | \$98,889 | \$102,844 | \$106,958 |
| CASUAL RATES OF PAY | | | | | | | | | |
| Pilot | Per Shift | \$545.00 | \$570.00 | \$592.00 | \$616.00 | | | | |
| Aircrew | Per Shift | \$392.00 | \$410.00 | \$426.00 | \$443.00 | | | | |
| Rescue Crew Officer | Per Shift | \$323.00 | \$338.00 | \$351.00 | \$365.00 | | | | |
| Base Engineer | Per Shift | \$499.00 | \$521.00 | \$542.00 | \$564.00 | | | | |

Residential Tenancies Authority Employees' Award - State 2002 - Administrative Stream

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| L1 | 1 | \$1,077.90 | \$1,145.90 | \$1,213.90 | \$1,281.90 | \$28,121.64 | \$29,896 | \$31,670 | \$33,444 |
| | 2 | \$1,148.30 | \$1,216.30 | \$1,284.30 | \$1,352.30 | \$29,958.33 | \$31,732 | \$33,506 | \$35,281 |
| | 3 | \$1,218.50 | \$1,286.50 | \$1,354.50 | \$1,422.50 | \$31,789.79 | \$33,564 | \$35,338 | \$37,112 |
| L2 | 1 | \$1,378.20 | \$1,446.20 | \$1,514.20 | \$1,582.20 | \$35,956.25 | \$37,730 | \$39,504 | \$41,278 |
| | 2 | \$1,414.70 | \$1,482.70 | \$1,550.70 | \$1,618.70 | \$36,908.51 | \$38,683 | \$40,457 | \$42,231 |
| | 3 | \$1,452.30 | \$1,520.30 | \$1,588.30 | \$1,656.30 | \$37,889.47 | \$39,664 | \$41,438 | \$43,212 |
| | 4 | \$1,490.00 | \$1,558.00 | \$1,626.00 | \$1,694.00 | \$38,873.04 | \$40,647 | \$42,421 | \$44,195 |
| | 5 | \$1,528.00 | \$1,596.80 | \$1,664.80 | \$1,732.80 | \$39,864.43 | \$41,659 | \$43,433 | \$45,208 |
| | 6 | \$1,566.80 | \$1,637.30 | \$1,705.30 | \$1,773.50 | \$40,876.69 | \$42,716 | \$44,490 | \$46,269 |
| | 7 | \$1,608.80 | \$1,681.20 | \$1,749.20 | \$1,819.20 | \$41,972.44 | \$43,861 | \$45,635 | \$47,462 |
| | 8 | \$1,654.30 | \$1,728.70 | \$1,797.80 | \$1,869.70 | \$43,159.51 | \$45,101 | \$46,903 | \$48,779 |
| L3 | 1 | \$1,767.80 | \$1,847.40 | \$1,921.30 | \$1,998.20 | \$46,120.64 | \$48,197 | \$50,125 | \$52,132 |
| | 2 | \$1,836.10 | \$1,918.70 | \$1,995.40 | \$2,075.20 | \$47,902.54 | \$50,058 | \$52,059 | \$54,140 |
| | 3 | \$1,904.00 | \$1,989.70 | \$2,069.30 | \$2,152.10 | \$49,674.00 | \$51,910 | \$53,987 | \$56,147 |
| | 4 | \$1,971.40 | \$2,060.10 | \$2,142.50 | \$2,228.20 | \$51,432.42 | \$53,747 | \$55,896 | \$58,132 |
| L4 | 1 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |
| | 2 | \$2,159.50 | \$2,256.70 | \$2,347.00 | \$2,440.90 | \$56,339.81 | \$58,876 | \$61,232 | \$63,681 |
| | 3 | \$2,228.90 | \$2,329.20 | \$2,422.40 | \$2,519.30 | \$58,150.41 | \$60,767 | \$63,199 | \$65,727 |
| | 4 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| L5 | 1 | \$2,422.50 | \$2,531.50 | \$2,632.80 | \$2,738.10 | \$63,201.29 | \$66,045 | \$68,688 | \$71,435 |
| | 2 | \$2,492.80 | \$2,605.00 | \$2,709.20 | \$2,817.60 | \$65,035.37 | \$67,963 | \$70,681 | \$73,509 |
| | 3 | \$2,562.90 | \$2,678.20 | \$2,785.30 | \$2,896.70 | \$66,864.23 | \$69,872 | \$72,666 | \$75,573 |
| | 4 | \$2,633.00 | \$2,751.50 | \$2,861.60 | \$2,976.10 | \$68,693.09 | \$71,785 | \$74,657 | \$77,644 |
| L6 | 1 | \$2,779.50 | \$2,904.60 | \$3,020.80 | \$3,141.60 | \$72,515.17 | \$75,779 | \$78,811 | \$81,962 |
| | 2 | \$2,844.40 | \$2,972.40 | \$3,091.30 | \$3,215.00 | \$74,208.36 | \$77,548 | \$80,650 | \$83,877 |
| | 3 | \$2,909.30 | \$3,040.20 | \$3,161.80 | \$3,288.30 | \$75,901.56 | \$79,317 | \$82,489 | \$85,789 |
| | 4 | \$2,973.80 | \$3,107.60 | \$3,231.90 | \$3,361.20 | \$77,584.32 | \$81,075 | \$84,318 | \$87,691 |
| L7 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,185.20 | \$3,328.50 | \$3,461.60 | \$3,600.10 | \$83,099.59 | \$86,838 | \$90,311 | \$93,924 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| L8 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

Safe Food QLD - Employees Award 2003

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| SFO 1 | 1 | \$1,077.90 | \$1,145.90 | \$1,213.90 | \$1,281.90 | \$28,121.64 | \$29,896 | \$31,670 | \$33,444 |
| SFO 2 | 1 | \$1,327.50 | \$1,395.50 | \$1,463.50 | \$1,531.50 | \$34,633.53 | \$36,408 | \$38,182 | \$39,956 |
| | 2 | \$1,434.90 | \$1,502.90 | \$1,570.90 | \$1,638.90 | \$37,435.52 | \$39,210 | \$40,984 | \$42,758 |
| | 3 | \$1,542.30 | \$1,611.70 | \$1,679.70 | \$1,747.70 | \$40,237.51 | \$42,048 | \$43,822 | \$45,596 |
| | 4 | \$1,661.20 | \$1,736.00 | \$1,805.40 | \$1,877.60 | \$43,339.52 | \$45,291 | \$47,102 | \$48,985 |
| SFO 3 | 1 | \$1,722.70 | \$1,800.20 | \$1,872.20 | \$1,947.10 | \$44,944.01 | \$46,966 | \$48,844 | \$50,798 |
| | 2 | \$1,805.60 | \$1,886.90 | \$1,962.40 | \$2,040.90 | \$47,106.81 | \$49,228 | \$51,198 | \$53,246 |
| | 3 | \$1,888.50 | \$1,973.50 | \$2,052.40 | \$2,134.50 | \$49,269.62 | \$51,487 | \$53,546 | \$55,688 |
| | 4 | \$1,971.40 | \$2,060.10 | \$2,142.50 | \$2,228.20 | \$51,432.42 | \$53,747 | \$55,896 | \$58,132 |
| SFO 4 | 1 | \$2,062.80 | \$2,155.60 | \$2,241.80 | \$2,331.50 | \$53,816.98 | \$56,238 | \$58,487 | \$60,827 |
| | 2 | \$2,141.40 | \$2,237.80 | \$2,327.30 | \$2,420.40 | \$55,867.60 | \$58,383 | \$60,718 | \$63,147 |
| | 3 | \$2,220.10 | \$2,320.00 | \$2,412.80 | \$2,509.30 | \$57,920.82 | \$60,527 | \$62,948 | \$65,466 |
| | 4 | \$2,298.60 | \$2,402.00 | \$2,498.10 | \$2,598.00 | \$59,968.83 | \$62,666 | \$65,174 | \$67,780 |
| SFO 5 | 1 | \$2,374.40 | \$2,481.20 | \$2,580.40 | \$2,683.60 | \$61,946.40 | \$64,733 | \$67,321 | \$70,013 |
| | 2 | \$2,460.70 | \$2,571.40 | \$2,674.30 | \$2,781.30 | \$64,197.91 | \$67,086 | \$69,771 | \$72,562 |
| | 3 | \$2,547.00 | \$2,661.60 | \$2,768.10 | \$2,878.80 | \$66,449.41 | \$69,439 | \$72,218 | \$75,106 |
| | 4 | \$2,633.00 | \$2,751.50 | \$2,861.60 | \$2,976.10 | \$68,693.09 | \$71,785 | \$74,657 | \$77,644 |
| SFO 6 | 1 | \$2,710.90 | \$2,832.90 | \$2,946.20 | \$3,064.00 | \$70,725.44 | \$73,908 | \$76,864 | \$79,938 |
| | 2 | \$2,818.80 | \$2,945.60 | \$3,063.40 | \$3,185.90 | \$73,540.48 | \$76,849 | \$79,922 | \$83,118 |
| | 3 | \$2,927.20 | \$3,058.90 | \$3,181.30 | \$3,308.60 | \$76,368.56 | \$79,805 | \$82,998 | \$86,319 |
| | 4 | \$3,035.30 | \$3,171.90 | \$3,298.80 | \$3,430.80 | \$79,188.81 | \$82,753 | \$86,063 | \$89,507 |
| SFO 7 | 1 | \$3,110.10 | \$3,250.10 | \$3,380.10 | \$3,515.30 | \$81,140.29 | \$84,793 | \$88,184 | \$91,712 |
| | 2 | \$3,184.70 | \$3,328.00 | \$3,461.10 | \$3,599.50 | \$83,086.55 | \$86,825 | \$90,298 | \$93,908 |
| | 3 | \$3,260.20 | \$3,406.90 | \$3,543.20 | \$3,684.90 | \$85,056.29 | \$88,884 | \$92,440 | \$96,136 |
| | 4 | \$3,334.90 | \$3,485.00 | \$3,624.40 | \$3,769.40 | \$87,005.16 | \$90,921 | \$94,558 | \$98,341 |
| SFO 8 | 1 | \$3,445.80 | \$3,600.90 | \$3,744.90 | \$3,894.70 | \$89,898.46 | \$93,945 | \$97,702 | \$101,610 |
| | 2 | \$3,512.40 | \$3,670.50 | \$3,817.30 | \$3,970.00 | \$91,636.01 | \$95,761 | \$99,591 | \$103,574 |
| | 3 | \$3,578.10 | \$3,739.10 | \$3,888.70 | \$4,044.20 | \$93,350.07 | \$97,550 | \$101,453 | \$105,510 |
| | 4 | \$3,644.50 | \$3,808.50 | \$3,960.80 | \$4,119.20 | \$95,082.40 | \$99,361 | \$103,334 | \$107,467 |

Youth Workers' Award - Department of Communities 2003

| Classification Level | Pay Point | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/7/08 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/10 Increase | Annualised Salary following 1/8/11 Increase |
|----------------------|-----------|------------------------------|------------------------------|------------------------------|------------------------------|---|---|---|---|
| Operational Stream | | | | | | | | | |
| L3 | 1 | \$1,519.10 | \$1,587.50 | \$1,655.50 | \$1,723.50 | \$39,632.23 | \$41,417 | \$43,191 | \$44,965 |
| | 2 | \$1,549.60 | \$1,619.30 | \$1,687.30 | \$1,755.30 | \$40,427.96 | \$42,246 | \$44,020 | \$45,795 |
| | 3 | \$1,582.60 | \$1,653.80 | \$1,721.80 | \$1,790.70 | \$41,288.90 | \$43,146 | \$44,921 | \$46,718 |
| | 4 | \$1,617.10 | \$1,689.90 | \$1,757.90 | \$1,828.20 | \$42,188.98 | \$44,088 | \$45,862 | \$47,696 |
| L4 | 1 | \$1,686.00 | \$1,761.90 | \$1,832.40 | \$1,905.70 | \$43,986.54 | \$45,967 | \$47,806 | \$49,718 |
| | 2 | \$1,741.10 | \$1,819.40 | \$1,892.20 | \$1,967.90 | \$45,424.06 | \$47,467 | \$49,366 | \$51,341 |
| | 3 | \$1,796.40 | \$1,877.20 | \$1,952.30 | \$2,030.40 | \$46,866.79 | \$48,975 | \$50,934 | \$52,972 |
| | 4 | \$1,851.10 | \$1,934.40 | \$2,011.80 | \$2,092.30 | \$48,293.88 | \$50,467 | \$52,486 | \$54,587 |
| L5 | 1 | \$1,900.00 | \$1,985.50 | \$2,064.90 | \$2,147.50 | \$49,569.64 | \$51,800 | \$53,872 | \$56,027 |
| | 2 | \$1,963.20 | \$2,051.50 | \$2,133.60 | \$2,218.90 | \$51,218.49 | \$53,522 | \$55,664 | \$57,890 |
| | 3 | \$2,026.90 | \$2,118.10 | \$2,202.80 | \$2,290.90 | \$52,880.37 | \$55,260 | \$57,469 | \$59,768 |
| | 4 | \$2,090.30 | \$2,184.40 | \$2,271.80 | \$2,362.70 | \$54,534.43 | \$56,989 | \$59,270 | \$61,641 |

Appendix 4: Australian Qualifications Framework

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

| AQF Qualifications | Referred to in this Agreement as: |
|---|--|
| • Senior Secondary Certificate of Education | |
| • Certificate I | • AQF I |
| • Certificate II | • AQF II |
| • Certificate III | • AQF III |
| • Certificate IV | • AQF IV |
| • Diploma | • AQF V |
| • Advanced Diploma | • AQF VI |
| • Associate Degree | |
| • Bachelor Degree | |
| • Graduate Certificate | |
| • Vocational Graduate Certificate | |
| • Graduate Diploma | |
| • Vocational Graduate Diploma | |
| • Masters Degree | |
| • Doctoral Degree | |

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

Why is the AQF important?

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

What are the key objectives of the AQF?

The AQF:

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

Appendix 5: Department of Communities

Continuing, reviewed and updated provisions originally prescribed in the *Department of Communities (Employees - except Nursing Staff- Engaged in Operations in Youth Detention Centres) - Certified Agreement 2004*

Part 1: Application

1.1 Application

1.1.1 The terms of this appendix shall apply to all employees, except Nursing Staff, engaged in operations in Youth Detention Centres and shall be read and interpreted in conjunction with the *Youth Workers' Award - Department of Communities 2003*.

Part 2: Employment Conditions

2.1 12 hour Shift Arrangements - Youth Detention Centres

2.1.1 It has been agreed that 12 hour shift arrangements will operate for continuous shift workers in Brisbane Youth Detention Centre, in accordance with section 6.1.2 of the *Youth Workers Award - Department of Communities 2003*.

2.1.2 Any extension of the 12 hour shift arrangements to Cleveland Youth Detention Centre could only occur as per section 6.1.2 of the *Youth Workers Award - Department of Communities 2003*, i.e. only with the agreement of the employer and the majority of employees concerned.

2.1.3 Staff participating in 12 hour shift arrangements will receive a 'Consolidated Shift Allowance', as outlined below.

(a) The Consolidated Shift Allowance will be a consolidation of the following:

- shift allowances incurred for morning, afternoon, evening and night shifts; and
- weekend penalty payments.

(b) The Consolidated Shift Allowance will be calculated as follows:

- 27.6% for Youth Workers;
- 27.6% for Section Supervisors; and
- 28.1% for Shift Supervisors.

The above percentages are based on calculations as referenced in Appendix 1 of the *Department of Communities (Employees - except Nursing Staff- Engaged in Operations in Youth Detention Centres) - Certified Agreement 2004*.

(c) The calculation of the Consolidated Shift Allowance will not include payments for public holidays or overtime, as these payments will be made as per award provisions and as they occur.

(d) The Consolidated Shift Allowance will be payable:

- fortnightly;
- on base salary only; and
- during Recreation Leave in lieu of recreation leave loading as per clause 7.3.7 (a) of the *Youth Workers' Award - Department of Communities 2003*.

(e) The Consolidated Shift Allowance will not be payable on:

- overtime;
- superannuation (except where required to be included for calculation of Ordinary Time Earnings under the Superannuation Guarantee legislation);
- accrued time off; or
- all other leave types, unless a relevant Ministerial Directive/s provides otherwise.

2.2 Rest Pauses and Meal Breaks

- 2.2.1 Shiftworkers participating in 12 hour shifts shall be entitled to a 30 minute break at the conclusion of the school day to be taken away from their designated work area, at a time which suits the convenience of the employer and so as not to interfere with the continuity of work.
- 2.2.2 Every shiftworker participating in 12 hour shifts is entitled to a rest pause of 15 minutes duration in the employer's time in the first and second half of the working day. 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 work is necessary. Provided that the employer may determine that the rest pauses may be taken as three 10 minute rest pauses or combined into one 30 minute rest pause to be taken during the working day.
- 2.2.3 Employees who are required to supervise young people during meal-times shall be provided with meals free of charge.

2.3 Training

- 2.3.1 Five days off the job in-service training shall be provided to all Youth Workers on an annual basis.

2.4 Higher Duties Allowance

- 2.4.1 The provisions of the Ministerial Directive relating to Higher Duties as amended shall apply to Youth Workers who fulfil the duties of a Section Supervisor, and to Section Supervisors who fulfil the duties of a Shift Supervisor, at the completion of one full shift. The parties agree that a consent amendment to the *Youth Workers Award - Department of Communities 2003* will be pursued to incorporate this provision within 12 months after date of certification of this Agreement.

**Continuing, reviewed and updated provisions originally prescribed in the DSQ (Residential Care Officers) -
Certified Agreement 2005**

Part 1 Application

The terms of this Appendix shall apply to Residential Care Officers.

Part 2 Employment Conditions

2.1 Higher Duties

Higher duties payments will be applied to OO3 staff relieving in OO4 positions with no minimum period of relieving being required before the higher duties amount is paid. The parties agree that a consent amendment to the *Award for Employees in Direct Client Services - Disability Services Queensland 2003* will be pursued to incorporate this provision within 12 months after date of certification of this Agreement.

**Continuing, reviewed and updated provisions originally prescribed in the State Government Departments Certified
Agreement 2006**

1. Progression Scheme for OO3 Youth Workers Employed in Youth Detention Centres

The progression scheme implemented under the *State Government Departments Certified Agreement 2006* will continue to apply. The parties agree that a consent amendment to the *Youth Workers Award - Department of Communities 2003* will be pursued to incorporate this scheme within 12 months after date of certification of this Agreement.

2. Progression Scheme for OO3 Residential Care Officers Employed in Accommodation Support and Respite Services

The progression scheme implemented under the *State Government Departments Certified Agreement 2006* will continue to apply. The parties agree that a consent amendment to the *Award for Employees in Direct Client Services - Disability Services Queensland 2003* will be pursued to incorporate this scheme within 12 months after date of certification of this Agreement.

New Provisions Applicable to Employees Engaged in Operations in Youth Detention Centres

1. Provisional Improvement Notice Training

The agency will ensure that a training module in relation to issuing of Provisional Improvement Notices will be made available to all elected Workplace Health and Safety Representatives by January 2010.

2. Employment Security

The agency will explore the potential of converting a number of recurrently funded casual Youth Worker positions in both youth detention centres, to permanent full-time and/or part-time positions.

This process will include consultation with relevant unions via the Youth Detention Operations Sub-Committee (YDOSC) of the Agency Consultative Committee, and will consider, though not be limited to, the following associated issues:

- Potential for relief roster/s;
- Potential for leave roster/s;
- Potential to permanently staff 'overflow' accommodation units;
- Potential to permanently staff newly commissioned accommodation units;
- Implementation of achievement planning processes for casual Youth Workers; and
- Consideration of consolidated penalty payment arrangements for casual Youth Workers.

With Director-General approval, any conversion from casual to permanent arrangements will occur within 6 months of certification of this Agreement. Any permanent full-time or part-time positions created as a result of

this process will be filled via a closed merit selection process as per the Recruitment and Selection Directive as amended.

In order to maximise employment security, the YDOSC will continue to monitor staff arrangements.

3. Training

The agency will review the existing protective action training package in line with current legislative requirements provided to staff in youth detention centres, with a view to developing a new training package, which is relevant to and effective within the youth detention centre environment, whilst ensuring workplace health and safety requirements are met.

A new Certificate 3 level accredited training package will be developed to assist staff toward achieving a higher qualification through RPL (the 'recognised prior learning' process).

In developing the new training package, the agency will consider the training modules of the 'Aggressive Behaviour Management' program currently available in Queensland Health, as well the training currently provided within the agency, and any other relevant information available in relation to protective action in a secure environment.

The review will commence within 2 months of certification of this Agreement, and progress will be discussed at each meeting of the Youth Detention Operations Sub-Committee of the Agency Consultative Committee.

4. Cross Centre Consultation

The parties to this Agreement undertake to develop strategies which focus on opportunities for staff of Cleveland and Brisbane Youth Detention centre to share information about centre operations. These strategies will derive the following benefits:

- Value adding to improved services to young people;
- Sharing of centre goals and planning;
- Better information and increased knowledge and 'know-how';
- Elimination/reduction of policy and procedural differences where this improves services;
- Improved decision making; and
- Exchange of ideas, innovation and skills.

The strategies will bring staff together via electronic means or face to face in limited circumstances. The parties may use existing governance arrangements, such as centre based meetings and the Youth Detention Operations Sub-Committee, or develop additional arrangements to facilitate planned and focused meetings.

Progress will be discussed at each meeting of the Youth Detention Operations Sub-Committee of the Agency Consultative Committee, commencing at the meeting scheduled for August 2009.

5. Union Encouragement

The agency values the roles of the workplace union delegates and agrees to a set of practices which supports the performance of that role. These practices will include, but not be limited to, the following:

- Caucus time prior to approved meetings;
- Adhere to 'compensation arrangements for union delegates' as endorsed by YDOSC in July 2008;
- Local Consultative Committees;
- Release union delegates from shift to act as support person when possible;
- Attempt to schedule meetings when support staff are on shift;
- Sharing of union material in the workplace; and
- Reasonable access to resources to allow union communication within the workplace.

The existing Youth Detention Operations Sub-Committee agreed Dispute Resolution Process will be utilised where necessary to resolve disputes concerning the application of this provision.

6. Laundry Allowance

The parties agree that the laundry allowance provided for in Clause 5.6.2 of the *Youth Workers' Award - Department of Communities 2003* will be increased from \$3.30 to \$5.93 per fortnight, which will bring the allowance in line with the *Queensland Public Service Award - State 2003*.

7. In Charge of Shift Allowance

The parties agree that a provision prescribing the 'In Charge of Shift Allowance' will be inserted into Part 5 of the *Youth Workers' Award - Department of Communities 2003*, together with an increase in the allowance from \$5.16 to \$10.00 per shift.

New Provisions Applicable to Employees Engaged as Residential Care Officers in Accommodation Support and Respite Services

1. Provisional Improvement Notice Training

The agency will ensure that a training module in relation to issuing of Provisional Improvement Notices will be made available to all elected Workplace Health and Safety representatives by January 2010.

2. Employment Security

The agency is committed to maximising permanent employment where possible within Accommodation Support and Respite Services, and undertakes to utilise workforce planning and management strategies to assist in determining the appropriate workforce mix for current and future needs in line with whole of government policies and guidelines.

3. Training

The agency remains committed to the further development of the Capability Framework training model within Accommodation Support and Respite Services (AS&RS). This framework will assist in developing standards for the content and delivery of training that meet service delivery requirements. Support specific training will be available to both existing and new staff. AS&RS commits to the promotion of existing mechanisms for all staff to access support specific training (eg team meetings and professional development as agreed through the achievement planning processes) and provide feedback regarding relevance and effectiveness.

4. Review of Shift Rostering Arrangements

The Agency will establish a joint management/union working party to conduct a review of the shift rostering principles and practices within the Accommodation Support and Respite Services (AS&RS) area of Disability Services. It is not the intent of this review to erode current access by staff to 12 hour shifts. The objective of the review is to update and consolidate all aspects of current rostering principles and practice. Regular reports on progress will be provided to the established consultative forum, the Agency Consultative Committee, with final recommendations regarding outcomes to be provided to the Director-General for approval.

Terms of reference for the review will be developed by the joint working party and will consider, but not be limited to, the following key points:

- Work/life balance for employees;
- Changing service user needs and the ongoing requirement to provide high quality support to service users;
- Workplace Health and Safety requirements;
- Agency organisational requirements and duty of care obligations;
- Consideration of evidence based research and contemporary best rostering practices to inform the best use of flexible shift arrangements, including 12 hour shifts;
- Consideration of shift worker expertise from within and external to the agency; and
- Development of an assessment and review tool in relation to rostering arrangements.

The review will result in the development of new principles, policies and procedures for rostering practices within AS&RS, which once approved by the Director-General, will not be amended without consultation with, and agreement from, relevant unions via the Agency Consultative Committee.

The review will commence within 3 months of certification of this Agreement and be finalised within 9 months from date of commencement.

5. Workload Management Tools

The agency is committed to developing and implementing improved workload management tools within Accommodation Support and Respite Services. These tools will facilitate:

- improved administrative processes associated with staff support to service users;
- the support of efficient household management;
- maximising the support and interaction between employees and service users; and
- pro-active consideration of potential workload impacts of new initiatives or service delivery practices.

This process will utilise feedback and information gathered through a variety of staff forums including the Residential Care Officer State-wide Forum and other consultative forums. Regular reports on progress will be provided to the established consultative forum, the Agency Consultative Committee. Final recommendations regarding proposed tools and processes will be provided to the Director-General for approval.

6. After Hours Support

The agency is committed to ensuring that employees and service users within the Accommodation Support and Respite Services receive continued support through the implementation of the recommendations of the After Hours Support Project.

The After Hours Support Project will address the following:

- the existing Direct Services Support Officer role;
- the continued provision of a physical response in emergency situations (inclusive of both internal and external emergency measures);
- advice and support available to all Residential Care Officers; and
- an equitable and efficient state-wide service model.

The project has commenced and will continue to provide regular reports to the established consultative forum, the Agency Consultative Committee. The After Hours Support Project will be finalised within 6 months of the certification of this Agreement, with final recommendations for a new After Hours model being provided to the Director-General for approval.

7. Review of Investigation and Disciplinary Process

Upon release of a whole of government direction in relation to investigations and disciplinary processes within the public sector, the agency will review relevant policy and procedures in consultation with relevant unions via the Agency Consultative Committee.

8. Fatigue Provisions

The parties agree that the following fatigue leave provisions will be inserted into the *Award for Employees in Direct Client Services - Disability Services Queensland 2003*.

"Part 6.5 (Overtime) -

6.5.4

- (a) An employee who works so much overtime between the termination of their ordinary work on one day and the commencement of their ordinary work on the next day, that they have not had at least 10 consecutive hours off duty between those times, shall, subject to clause (c) below, be granted Fatigue Leave after completion of such overtime, until they have had 10 consecutive hours off duty;
- (b) If, on the instructions of the employer, an employee resumes work without having had 10 consecutive hours off duty, the employee will be paid double rates until they are released from duty for such period, and will then, subject to clause (c) below, be granted Fatigue Leave until they have had 10 consecutive hours off duty;
- (c) In the case of shift workers who rotate from one shift to another, the provisions of clause (a) and (b) above shall apply as if 8 hours were substituted for 10 hours, when overtime is worked for the following reasons:
 - for the purpose of changing to a different shift roster;
 - where a shift worker does not report for duty; or
 - where a shift is worked by arrangement between the employees themselves."

9. Clothing Allowance

The parties agree that the clothing maintenance allowance provided for in Clause 5.5 of the *Award for Employees in Direct Client Services - Disability Services Queensland 2003*, will be increased from \$10.00 to \$10.10 per fortnight.

10. On-Call Allowance

The parties agree that the on-call provision contained in Clause 5.6 of the *Award for Employees in Direct Client Services - Disability Services Queensland 2003*, will be amended to include Residential Care Officers. It is acknowledged that these staff are not currently required to be on-call, however, this award amendment will ensure clarity of entitlements if and when on-call requirements are considered in the future.

New Provisions Applicable to Certain Professional Staff Employed in the Department of Communities

1. Allowance for Supervision of University Students on Placement

1.1 A Student Supervision Allowance of \$10 per day (to a maximum of \$10 per day/\$100 per fortnight) will be paid to employees of the Department of Communities who are:

(a) designated to provide clinical education of undergraduate or graduate entry student(s); and

(b) work in the following disciplines:

- Physiotherapy;
- Speech & Language Pathology;
- Occupational Therapy;
- Social Work;
- Psychology; and
- Family Support Program Facilitators.

1.2 Only one employee can receive the Student Supervision Allowance for providing clinical education for any one student each day. This employee would be the designated educator for that day in accordance with clause 1.1 (a) above.

1.3 A support system for employees providing student supervision as per clause 1.1 (a) above will be established and will include the development of a policy covering the range of issues associated with supervision of students.

1.4 The inclusion of additional positions for eligibility for the Student Supervision Allowance in clause 1.1 above may occur during the period of this Agreement with the approval of the Director-General of the Department of Communities.

New Provisions Applicable to Employees Engaged in Frontline Positions in Child Safety Services in the Department of Communities

1. Workload

It is recognised by the parties that progress has been made to address workload management within Child Safety Services.

To further progress this issue it has been agreed that a joint union/management working party will be established with the aim of reviewing workloads (scope and terms of reference to be determined).

There is recognition of the positive contribution that can be made by The Queensland Public Sector Union of Employees and its delegates in progressing this work and achieving genuine improvements for the benefit of the staff and agency clients.

The parties recognise that Child Safety Support Officers can play an important role in enhancing workload management strategies and that this will be further explored as a part of the workload review.

Appendix 6: Department of Community Safety

Continuing, reviewed and updated provisions originally prescribed in the *Queensland Rescue (Helicopter Rescue Service) - Enterprise Partnership Certified Agreement - 2005*

PART 1 - APPLICATION AND OPERATION

1.1 Application

These provisions shall apply to the operational employees (excluding the positions of Chief Pilot and Deputy Chief Pilot) of the Department of Community Safety employed within Queensland Rescue, Counter Disaster and Rescue Services.

1.2 Definitions

"Air Base" shall mean the separate bases established within Queensland Rescue and currently located in Brisbane, Townsville and Cairns or anywhere else an Air Base may be established in the future.

"Air Crew" is a collective term applying to the positions of Base Manager, Chief Aircrew Officer, Senior Aircrew Officer, Pilot, Aircrew Officer and Rescue Crew Officer.

"Aircrew Officer" shall mean a person who is appointed by the employer as such to perform the applicable duties and responsibilities attached to the position.

"Base Engineer" shall mean a person who is appointed by the employer as such to perform the applicable duties and responsibilities attached to the position.

"Base Manager" shall mean a person who is appointed by the employer as such to perform the applicable duties and responsibilities attached to the position.

"CAO" shall mean Civil Aviation Order.

"CASA" shall mean the Civil Aviation Safety Authority, Australian Government.

"Casual employee" shall mean an employee who is engaged as such.

"Chief Aircrew Officer" shall mean a person who is appointed by the employer as such to perform the applicable duties and responsibilities attached to the position.

"Chief Engineer" shall mean a person who is appointed by the employer as such to perform the applicable duties and responsibilities attached to the position.

"Chief Pilot" shall mean a person who is appointed by the employer and who is approved to be such by CASA.

"Continuous on-call" shall mean an employee is ready and available 24 hours per day, 7 days per week to perform duty if required at any time, on the following conditions:-

- (i) In the case of the positions of Base Manager, Chief Engineer, Chief Aircrew Officer and Senior Aircrew Officer, duty shall mean being available to make decisions and offer advice on operational and administrative matters and, subject to the *Civil Aviation Act 1988 (Cth)*, to maintain the continuous shift roster in the event that relevant operational employees of the Air Base are unable or unavailable to fulfill their rostered hours;
- (ii) In the case of the position of Base Engineer, when directed to perform duty the employee shall present for such duty at the employee's designated Air Base as soon as practical, but no later than 2.5 hours from the time of being contacted.

"Continuous shift roster" shall mean the roster prepared to maintain 24 hours per day, 7 days per week operations at each Air Base.

"CCF" shall mean the Central Consultative Forum established under the *State Government Departments Certified Agreement 2009*.

"Crew" is a collective term applying to the personnel crewing the helicopter, typically a Pilot, an Aircrew Officer and a Rescue Crew Officer.

"Crew Officer" is a collective term applying to the positions of Chief Aircrew Officer, Senior Aircrew Officer, Aircrew Officer and Rescue Crew Officer.

"Day shift" shall mean a period of 10 hours between 8.00 am and 6.00 pm.

"Department" shall mean the Department of Community Safety.

"Deputy Chief Engineer" shall mean a person who is appointed by the employer as such to perform the applicable duties and responsibilities attached to the position.

"Employees" shall mean the persons appointed to positions for which the salaries and conditions are prescribed by this Agreement.

"Employer" shall mean the Director General, Department of Community Safety and unless the context otherwise provides, shall include his/her delegate or nominee.

"EMS" shall mean emergency medical services.

"Flying roster" shall mean the 'continuous shift roster' referred to in clause 4.1 (2) of these provisions.

"Increment" shall mean an increase in salary from one pay point to the next highest pay point.

"IREX" shall mean instrument rating examination.

"LAME" shall mean a Licensed Aircraft Maintenance Engineer.

"Night shift" shall mean a period of 14 hours between 6.00 pm on the one day and 8.00 am on the next day.

"NVG" shall mean night vision goggles.

"Operations Manual" shall mean the manual required pursuant to Regulation 215 of the *Civil Aviation Regulations 1988 (Cth)* and which defines the practices and procedures to be observed in respect to helicopter and associated operations and which is amended from time to time by the Chief Pilot.

"Operational requirements" shall mean aeromedical retrievals/transfers, counter disaster operations, search and rescue tasks and other operations requiring a helicopter to be deployed away from its normal Air Base.

"Pilots" is a collective term applying to the positions of Base Manager and Pilot.

"Pilot" shall mean a person who is appointed by the employer as such to perform the applicable duties and responsibilities attached to the position.

"Position Description" shall mean the document prepared by the Department from time to time, setting out the qualifications, duties and requirements of each and every position, in terms of section 98(c) of the *Public Service Act 2008*.

"PPL" shall mean private pilot's licence.

"Rescue Crew Officer" shall mean a person who is appointed by the employer as such to perform the applicable duties and responsibilities attached to the position.

"Roster block" shall mean consecutive days on which an employee has rostered hours.

"Rostered hours" shall mean the hours that an employee has been designated to be on duty pursuant to the continuous shift roster.

"Senior Aircrew Officer" shall mean a person who is appointed by the employer as such to perform the applicable duties and responsibilities attached to the position.

"Standby" shall mean when an employee has been instructed by the employer to be ready and available to perform duty outside of the employee's rostered hours, but within the employee's roster block. If recalled to duty, then the employee will present for such duty at the employee's designated Air Base as soon as practical, but with a target of no later than 1 hour from the time of being contacted. (This definition of standby does not apply to the reference in the Operations Manual to the night shift.)

"TOIL" shall mean time off in lieu of paid overtime.

"Union" shall mean The Queensland Public Sector Union of Employees.

PART 2 - SALARIES AND RATES OF PAY

2.1 Inclusiveness of Salaries

The rates of salaries payable under this Agreement are inclusive of overtime compensation (subject to sub-clauses 4.2(2), 4.2(3) and 4.2(4)), continuous on call, standby and duty on night shifts, public holidays and weekends.

2.2 General Conditions

(1) Movement within classifications:-

- (a) An increment shall not be made to the salary of an employee until such employee has received such salary for a period of 12 months, or in the cases of part-time and casual employees, until the equivalent of 12 months full-time service has been completed.
- (b) No employee shall be entitled to receive annual salary increments unless performance initiatives have been achieved as certified by the employer.
- (c) An employee must comply with any conditions relating to performance initiatives as agreed between the employee and employer.
- (d) If any increment is withheld from or refused to be granted to any employee, a grievance may be lodged in accordance with Part 13 Prevention and Settlement of Disputes of this Agreement.

(2) Movement between classifications by employees will be based on appointment on merit to advertised vacancies.

(3) Employees covered by these provisions shall be subject to the same conditions of employment contained in any Acts, awards, regulations, directives, determinations, standards and policies which apply to public service officers appointed by the Department under the *Public Service Act 2008* subject to:-

- (a) When there is an inconsistency between those conditions and the provisions contained herein, then these provisions will prevail; or
- (b) When the application of a particular condition is not practicable or not reasonably compatible with the type of work performed by the employees, then that condition will not apply.

2.3 Recognition of Prior Service

The following service credits will be applied on engagement to the respective salaries rates in this Agreement:-

(1) Pilots

| | |
|--|---------|
| 500 hours multi-engine command | 1 year |
| 1,000 hours multi-engine command | 2 years |
| 1,000 hours night helicopter flying | 1 year |
| Greater than 250 hours EMS experience | 1 year |
| Greater than 500 hours EMS experience | 2 years |
| Current command Instrument Rating | 2 years |
| Previous command Instrument Rating | 1 year |
| Current Twin command on aircraft type operated by employer | 2 years |
| 150 hours NVG experience | 1 year |

TOTAL MAXIMUM CREDIT.....4 YEARS

(2) Aircrew Officers

| | |
|------------------------------------|----------------|
| 500 hours | 1 year |
| 1,000 hours | 2 years |
| 1,000 hours EMS experience | 1 year |
| 2,000 hours EMS experience | 2 years |
| 150 hours NVG experience | 1 year |
| PPL Helicopter Theory Subjects | 1 year |
| PPL (as above) or higher Plus IREX | 2 years |
| TOTAL MAXIMUM CREDIT | 4 YEARS |

(3) Rescue Crew Officers

| | |
|-----------------------------|----------------|
| 250 hours | 1 year |
| 500 hours | 2 years |
| 500 hours EMS experience | 1 year |
| 1,000 hours EMS experience | 2 years |
| TOTAL MAXIMUM CREDIT | 4 YEARS |

PART 3 - ALLOWANCES**3.1 Meal Allowances**

(1) Crew - the following meal allowances will apply to the crew when operating from the home Air Base:-

- (a) A breakfast allowance of \$10.00 if the night shift has been completed;
- (b) A lunch allowance of \$11.00 if the employee has completed the night shift and is required to remain on duty beyond 1.30 pm;
- (c) A dinner allowance of \$21.00 if the employee has completed the day shift and is required to remain on duty beyond 8.00 pm.

Note: The above allowances are based on those prescribed under *Directive 1/06 "Overtime Meal Allowances"*, as issued and amended by the Minister for Industrial Relations under section 54 of the *Public Service Act 2008*. Any increase/s in the allowances under this directive occurring during the life of this Agreement shall be applied to the allowances under this subclause.

(2) Base Engineers - overtime:-

As per *Directive 1/06 "Overtime Meal Allowances"*, as issued and amended by the Minister for Industrial Relations under section 54 of the *Public Service Act 2008*.

3.2 Other Allowances(1) **Check and Training - Line Pilot:**

An allowance calculated at 8% of pay-point 6 of a Pilot's salary will be paid for the period of time that the Pilot is included by the Chief Pilot in the Operations Manual as performing check and training duties.

(2) **Check and Training - Aircrew Officer:**

An allowance calculated at 8% of pay-point 6 of an Aircrew Officer's salary will be paid for the period of time that the Aircrew Officer is included by the Chief Pilot in the Operations Manual as performing check and training duties.

(3) **Aircrew Officer - Fitness Level 1:**

An allowance calculated at 2% of pay point 6 of an Aircrew Officer's salary will be paid to an Aircrew Officer who maintains Fitness Level 1, pursuant to clause 5.9 (2) of these provisions.

(4) CASA Safety Management System (CAO 82.0):

- (a) The employee appointed by the Chief Pilot from time to time to be Queensland Rescue Safety Manager will be paid an allowance at the rate of \$2,500 per annum (\$93.25 per fortnight).
- (b) The employee appointed by the Chief Pilot from time to time to be the Base Safety Officer will be paid an allowance at the rate of \$1,500 per annum (\$55.95 per fortnight).

(5) Base Engineers - Tool Allowance:

The salaries paid to Base Engineers at all increment levels contain a rolled-up amount as a Tool Allowance. (This amount is \$1,250 per annum as at 1 July 2005.)

PART 4 - HOURS OF WORK, OVERTIME AND BREAKS**4.1 Hours**

The hours of work of all employees under these provisions are subject to the Fatigue Management System of the Operations Manual.

(1) Group 1 - Base Manager, Chief Engineer, Deputy Chief Engineer, Chief Aircrew Officer and Senior Aircrew Officer:-

These employees shall work hours as necessary to fulfill the duties of the position and shall be on continuous on call.

(2) Group 2 - Pilot, Aircrew Officer and Rescue Crew Officer:-

(a) These employees shall work a maximum average of 42 hours per week worked over a roster cycle determined by the employer pursuant to a continuous shift roster including Saturdays, Sundays and Public Holidays.

(b) The continuous shift roster shall be prepared by the employer in consultation with employees and:-

- (i) shall be posted in a conspicuous place accessible to employees; and
- (ii) may reasonably be altered by the employer at any time to meet operational requirements.

(2) Group 3 - Base Engineer:-

The hours of work are at the direction of the Base Manager within the following parameters:-

- (a) An average of 228 hours (maximum) over a 6 week period;
- (b) A daily maximum of 12 hours;
- (c) Any 5 in 7 days with 2 consecutive days off per 7 day period;
- (d) Being on standby 2 weekends per month with the other 2 weekends being free of duty.

4.2 Overtime, Recall and Shift Overrun

(Groups are **NOT** the same as in Clause 4.1 above)

(1) Group 1 - Base Manager (subject to clause 4.2 (3) hereunder), Deputy Chief Engineer and Chief Engineer are not eligible for overtime payments and time off in lieu. (Refer to clause 2.1 "Inclusiveness of Salaries".)

(2) Group 2 - Chief Aircrew Officer and Senior Aircrew Officer are entitled to overtime payments or time off in lieu under the following circumstances and conditions:-

If an employee is working on the continuous shift roster in excess of four (4) consecutive shifts in the place of an operational employee who is unable or unavailable to fulfill their rostered hours, the employee is entitled to compensation in one of two ways (as hereunder) at the discretion of the employee, for the hours that they are recalled or required by the employer to work in addition to the rostered hours of the continuous shift roster that they are working:-

- (i) being paid for the additional hours at single time rate; or

- (ii) accruing TOIL on a single time basis which must be taken at a mutually convenient time to the employer and employee in the following 6 months and if not taken within that time, then such accrued time off in lieu will lapse.
- (3) Group 3 - Pilot, Aircrew Officer and Rescue Crew Officer (and Base Manager, Chief Aircrew Officer and Senior Aircrew Officer when operating on the flying roster) are entitled to overtime payments at single time under the circumstances and conditions hereunder:-
- (i) RECALL - in order to maintain the continuous shift roster or to meet operational requirements or administrative duties, employees may be recalled by the employer to work additional hours to that of their rostered hours. The period of time for the overtime payment will be as follows:-
- For emergent, unforeseen, unplanned recall - time for time with a minimum of two (2) hours;
 - For planned or regular recall - time for time.
- (ii) SHIFT OVERRUN - when the Helicopter returns to the Air Base after the ordinary cessation time of the shift, for the additional time involved.
- (4) Group 4 - Base Engineer (Full-time):-
- (a) The salaries paid to Base Engineers at all increment levels contain a rolled-up amount as a Minimum Overtime Allowance (MOTA). This equates with two (2) hours of overtime per week, at single time rates. This amount is \$4,000 per annum as at 1 July 2005.
- (b) Overtime worked in excess of the two (2) hours per week will accrue as TOIL on a single time basis, with time taken off in lieu at the direction of the Base Manager.
- (c) Any accrued TOIL balances will be subject to quarterly (calendar) clearances, with the balances being paid out on a single time basis.

4.3 Standby

- (1) From time to time, in recognition of operational requirements, it may be necessary to place crew on standby whether or not the crew is rostered on.
- (2) Base Engineers will be placed on standby for two (2) weekends per month, subject to the Operations Manual.

4.4 Meal Breaks and Rest Pauses

While on duty and working more than 6 hours in any one day, employees shall be entitled to:-

- (1) A paid break of 30 minutes duration for a meal, to be taken at such time as will not interfere with the continuity of work.
- (2) Two rest pauses each of 10 minutes duration, or one rest pause of 20 minutes duration in the employer's time, to be taken at such time/s as will not interfere with the continuity of work.

PART 5 - CONDITIONS OF EMPLOYMENT

5.1 Contract of Employment

- (1) The period of notice given by an employee shall be a minimum of four (4) weeks.
- (2) The period of notice given by the employer shall be a minimum of four (4) weeks, with an additional week's notice above this minimum if the employee is 45 years old or over and the employee has completed at least two (2) years of continuous service.
- (3) These provisions replace any contracts of employment or understandings of employment, which the employees had prior to the operation of this Agreement. Any such prior contracts or understandings will no longer be in force or have any effect.
- (4) These provisions also replace previous administrative arrangements (generally known as a "*Schedule of Terms and Conditions of Employment*").

- (5) Employees covered by this Agreement are employed pursuant to section 112 of the *Public Service Act 2008*.
- (6) The employment categories under these provisions are permanent full-time, temporary full-time and casual.

5.2 Casual Employees

- (1) Subject to the availability of suitable persons, casual employment shall be utilised for emergent, short-term relief or for short-term large-scale maintenance work.
- (2) Each engagement shall stand alone and be on one of the following bases:-
 - (a) Pilots - *Squirrel Aircraft* - per day or half day;
 - (b) Pilots, Aircrew Officers, Rescue Crew Officers and Base Engineers - *Bell 412 Aircraft* - per shift (day or night).
(Note: In this context, the classification "Base Engineers" includes LAMEs assisting with large-scale maintenance work.)
- (3) Payments [as per (2) above] shall include a loading of 23%, which is in lieu of paid leave provisions as per (7) below.
- (4) These payments are included in Appendix 3 (Salary Schedules) of this Agreement
- (5) Casual employees are not entitled to payments for overtime and recall (subject to the provisions of clause 4.2 (3) of these provisions) and extra payments for ordinary-time work on weekends and public holidays.
- (6) Casual employees are entitled to Meal Allowances (clause 3.1) and the general conditions provisions (clause 2.2).
- (7) Casual employees are not entitled to any paid leave provisions (subject to the provisions of Chapter 2, Division 3 of the Act).

5.3 Motor Vehicles

- (1) The positions of Base Manager, Chief Engineer and Deputy Chief Engineer will be supplied with a private plated motor vehicle, which is available for full private use including whilst on recreation leave. However, the motor vehicle must be available at the Air Base for general use while the employee is at work or not on leave.
- (2) At the time of making this Agreement, the value of the motor vehicle as a salary sacrifice for these employees was \$5,000 per annum.
- (3) Persons employed as Base Engineer shall have access to a government vehicle when on continuous on call. The vehicle must be available for general use while the Base Engineer is at work. (There is no requirement for a Base Engineer to be on call whilst on recreation leave and there will be no access to the vehicle.)

5.4 Expenses

The employer shall meet the following expenses:-

- (1) The cost of maintaining licenses required to be held by employees pursuant to the *Civil Aviation Act 1988 (Cth)* for the performance of duties required by the employer (i.e. as contained in an employee's Position Description); and
- (2) The cost of medical assessments for employees as required by the *Civil Aviation Act 1988 (Cth)* and/or the employer (as prescribed in the Operations Manual) to perform the duties required by the employer; and
- (3) The cost of regulatory and flight reference documentation, which each employee is required to maintain (as prescribed in the Operations Manual).

5.5 Insurance

- (1) Accident Indemnity - Employees when operating/crewing a Helicopter are covered by the Government's *Air Travel Indemnity Policy* for "Type A Aircraft". At the time of making this Agreement, the entitlement for death and total and permanent disablement was \$650,000.

- (2) Loss of Licence Insurance - The employer shall provide loss of license cover for pilots to the amount of not less than \$100,000, subject to the insurer's policy.
- (3) Crew Officers' Accident Insurance - The employer shall provide accident insurance for off-duty periods when these employees are undertaking appropriate physical fitness activities in recognition of the requirements of clause 5.9 of these provisions.

5.6 New Aircraft and Equipment

- (1) In the event new aircraft and/or equipment are purchased for the effective operations of Queensland Rescue, all employees shall be given the opportunity to undertake appropriate training to gain the required level of proficiency in the operation and maintenance of the new aircraft and/or equipment.

5.7 Relieving

- (1) An employee may be directed by the employer to take up duty away from the employee's normal Air Base to relieve another employee or to perform special duties for a reasonable period of time and where possible, by mutual agreement between the employer and employee.
- (2) Such an employee is allowed actual and reasonable expenses or allowances for accommodation, meals and incidental expenses necessarily incurred by the employee, in addition to any costs of conveyance. These are prescribed under *Directive 9/09 "Domestic Travelling and Relieving Expenses"*, as issued and amended by the Minister for Industrial Relations under section 54 of the *Public Service Act 2008*.
- (3) When employees, other than the Deputy Chief Engineer, relieve in the positions of Base Manager and Chief Engineer, for the purpose of determining the higher duties amount payable, an amount of \$5,000 per annum (\$191.65 per fortnight) is to be added to the pay-point 1 salaries of Base Manager and Chief Engineer. (Such reinstates the salary-sacrifice amount of the private plated vehicle referred to in clause 5.3 of these provisions, as the persons relieving in the positions will not have access to a private plated vehicle.)

5.8 Confidentiality

- (1) Except in the proper performance of the duties and discharge of the responsibilities of office, an employee shall not:-
 - (a) disclose to any person, private and/or confidential information gained in the course of their duties; or
 - (b) use in any manner contrary to such duties and responsibilities, confidential information relating to the Crown, the Government for the time being of the State of Queensland, the Department or any other Department of the State in the State of Queensland.
- (2) An employee shall at all times take appropriate action to prevent the disclosure by another employee of any matter referred to in subclause (1) above.
- (3) The obligations pursuant to this clause shall continue to apply after the cessation of employment under this Agreement, without limitation, but shall not apply to circumstances where information or knowledge lawfully comes into the public domain.

5.9 Crew Officer Fitness Requirements

- (1) It is a condition of employment that all crew officers maintain a high level of physical fitness to ensure that they carry out their duties efficiently and safely, in the public interest.
- (2) The achievement of the requisite physical fitness level will be demonstrated by the ability to pass a regular fitness assessment which is developed in consultation between the employer and employee and as prescribed in the Operations Manual.
- (3) In order to achieve the requisite physical fitness level, an employee may have to undertake approved physical activities outside of rostered hours. Such approved physical activities shall be developed in consultation with the employee and prescribed in, and conducted in accordance with, the provisions of the Operations Manual.

5.10 Return of Service Obligation

- (1) A return of service obligation will be imposed on employees exiting Queensland Rescue either of their own volition or on termination of services, after the employee has received any of the following training at the employer's expense:
 - (i) Overseas training;
 - (ii) Initial helicopter conversion;
 - (iii) Type endorsement.
- (2) This obligation will be imposed by recouping the cost of the course/s and any associated costs such as travel, accommodation, meal and incidental costs, on the following basis:
 - (a) Where an employee receives any of the above training within the first two (2) years of their employment:
 - 100% of costs on exiting within 1 year of completing the training;
 - 50% of costs on exiting within 2 years of completing the training.
 - (b) Where an employee receives any of the above training during their second two (2) year period of employment:
 - 100% of costs on exiting within 1 year of completing the training;
 - 50% of costs on exiting within 2 years of completing the training.
 - (c) The obligation will cease to exist after 4 years for employees who have served continuously for this period of time in their particular classification.

PART 6 - LEAVE

6.1 Recreation Leave

Employees work a continuous shift roster and have "rolled-up" salary rates which are, for the purpose of calculating the quantum of leave loading, inclusive of shift allowances and extra payments for work performed on weekends and public holidays.

Groups are **NOT** the same as the two separate groups in PART 4 above.

- (1) Group 1 - Air Crew (Base Manager, Chief Aircrew Officer, Senior Aircrew Officer, Pilot, Aircrew Officer and Rescue Crew Officer):-
 - (a) 42 consecutive days (inclusive of weekends and public holidays) on full salary for each year of service and a proportionate amount for an incomplete year of service, but so as not to accumulate more than 84 consecutive days of recreation leave; and
 - (b) leave loading of 17.5% on 28 consecutive days (inclusive of weekends and public holidays) for each year of service and a proportionate amount for an incomplete year of service, to be paid during December of each year (or in the case of cessation of employment, in the final pay).
- (2) Group 2 - Chief Engineer, Deputy Chief Engineer and Base Engineer:-
 - (a) 25 days (exclusive of weekends and public holidays) on full salary for each year of service and a proportionate amount for an incomplete year of service, but so as not to accumulate more than 50 days of recreation leave; and
 - (b) leave loading of 17.5% on 20 days for each year of service and a proportionate amount for an incomplete year of service, to be paid during December of each year (or in the case of cessation of employment, in the final pay).

New provisions applicable to Department of Community Safety

1. Casual Community Education Instructors

- 1.1 Hours of Work - Employees engaged as Casual Community Education Instructors shall have a spread of ordinary hours of 8.00 am to 6.00 pm Monday to Friday.

- 1.2 Employees engaged as Casual Community Education Instructors may be required to perform duties at various locations. Any excess travelling time (as defined by Ministerial Directive 16/05 as amended) that occurs outside the ordinary spread of hours shall be paid for at the ordinary casual rate.

Appendix 7 - Department of Education and Training (DET) (excluding TAFE Institutes)

PART 1: DEPARTMENT OF EDUCATION AND TRAINING (DET)

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PART 3: DET - EDUCATION QUEENSLAND (EQ) PORTFOLIO

Therapy and Nursing Employees servicing Schools and other Education Facilities, and Non-Teaching School-based Employees and Employees of other School Educational Facilities

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PART 4: DET - EDUCATION QUEENSLAND PORTFOLIO

Therapy and Nursing Employees servicing Schools and other Education Facilities, and Non-Teaching School-based Employees and Employees of other Educational Facilities, specifically:

- *Business Services Managers;*
- *Employees engaged under the Administrative Stream of the Public Service Award - State 2003;*
- *Science Operations Officers;*
- *Employees engaged under the Technical Stream of the Public Service Award - State 2003;*
- *School Computer Technical Officers;*
- *Schools Officers;*
- *Agricultural Assistants;*
- *Unit Support Officers;*
- *Support Officers;*
- *Boat Officers; and*
- *Marine Program Officers.*

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PART 5: DET - EDUCATION QUEENSLAND PORTFOLIO

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PART 6: DET - EDUCATION QUEENSLAND PORTFOLIO

Non-Teaching School-based Employees and Employees of other Educational Facilities, specifically:

- *Business Services Managers;*
- *Employees engaged under the Administrative Stream of the Public Service Award - State 2003;*
- *Science Operations Officers;*
- *Employees engaged under the Technical Stream of the Public Service Award - State 2003; and*

- *School Computer Technical Officers.*

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PART 8: DET - EDUCATION QUEENSLAND PORTFOLIO

Non-Teaching School-based Employees and Employees of other Educational Facilities, specifically:

- *Schools Officers;*
- *Agricultural Assistants;*
- *Unit Support Officers;*
- *Support Officers;*
- *Boat Officers; and*
- *Marine Program Officers.*

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Schools Officers

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PART 12: DET - EDUCATION QUEENSLAND PORTFOLIO

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PART 1: DET

1.1 Statement of Intent - Consultation

The parties to this agreement support consultation with public sector employees over matters that affect their work environment.

The intent of this provision is to ensure that consultation occurs with public sector employees about matters that significantly impact on their work situation. The consultation will involve more than a mere exchange of information. For consultation to be effective the public sector employee must be contributing to the decision-making process, not only in appearance, but in fact.

1.2 Workplace Health and Safety

Workplace Health and Safety Subcommittee

The parties agree to continue the workplace health and safety sub-committee to be overseen by DET / The Queensland Public Sector Union of Employees joint consultative committee. This sub-committee will have equal departmental and union representation, and will examine matters relating to workplace health and safety that may from time to time be raised by the parties.

This sub-committee will report to the joint consultative committee on a regular basis or as agreed between the parties.

The scope of this sub-committee will include, but not be limited to, the following matters:

- Workplace Health & Safety induction;
- Development of guidelines in collecting fuel - Schools Officers; and
- Review of the requirement for the issue of protective personal equipment and other standard safety equipment - Science Operations Officers.

Sun-smart Shirts for Schools Officers

The Department agrees to the provision of sun-smart shirts to Schools Officers as a minimum.

1.3 Commission for Children and Young People Child Guardian (CCYPCG) - Blue Cards

The *Commission for Children and Young People and Child Guardian Act (2000)* requires people who work in regulated employment to undergo screening (i.e. the Working with Children Check) herein referred to as the "Blue Card". The following provisions apply to payment for Blue Card applications and renewals for employees. This agreed position will continue for the life of the *State Government Departments' Certified Agreement 2009* ("the Agreement").

New employees

Employees, employed by the Department and who are required to hold a current Blue Card as part of their initial engagement, will be required to self fund the prescribed fee for their initial Blue Card application. These employees will not be required to fund the renewal fee(s) during the term of the Agreement.

Existing employees

Existing employees who do not hold a Blue Card and who are required to perform duties that require them to hold a Blue Card will not be required to self fund the prescribed application and/or renewal fee(s). Existing employees will not be required to fund the Blue Card renewal fee(s) during the term of the Agreement.

1.4 Disciplinary and Suspension Procedures

All employees shall be subject to the same disciplinary and suspension policy, procedures and provisions as those applying to public service officers in the *Public Service Act 2008*.

Any disciplinary action taken pursuant to the *Public Service Act 2008*, excluding suspension on normal remuneration, shall be in accordance with the principles of natural justice.

Any disciplinary action, except termination of employment, shall be subject to the relevant appeals and reviews provisions of the *Public Service Act 2008*.

2.1 Accumulated Days Off (ADO) (excluding employees working a 38 hour a week arrangement)

An employee is entitled to accrue a minimum of one ADO per work cycle. ADO can only be accrued and taken with the supervisor's approval.

A "work cycle" is defined as the 28 day work cycle.

Subject to the exceptions outlined below, the maximum ADO carry-over will be 21.75 hours at the end of each work cycle and ADO may be taken in blocks of no more than three consecutive days per work cycle.

The above ADO arrangements may be exceeded in the following circumstances:

- Local level agreement based on operational factors and needs; and
- The employee's annual leave balance does not exceed the maximum accumulation.

Notwithstanding the above, where there are minimum conditions prescribed in the *Queensland Public Service Award State - 2003* that provide more favourable provisions relating to Organisational Hours of Work Arrangements, those minimum conditions shall apply and override the provisions contained herein.

2.2 Annual Leave Maximum Accumulation

The maximum accumulation of annual leave balances will be the equivalent of an employee's two years accumulation of the annual leave entitlement. Employees exceeding the maximum accumulation may be directed to take leave in accordance with the provisions of the *Industrial Relations Act 1999*.

PART 3: DET - EDUCATION QUEENSLAND PORTFOLIO

Therapy and Nursing Employees servicing Schools and other Education Facilities, and Non-Teaching School-based Employees and Employees of other School Educational Facilities

3.1 Objectives of DET - Education Queensland Portfolio

To enhance delivery of educational services that:

- a) support the Department's programs in *Queensland State Education - 2010 and Education and Training Reforms for the Future* to achieve the best educational outcomes for all school students;
- b) provide efficient and high quality services;
- c) support initiatives in school-based planning, management and accountability frameworks;
- d) implement fair and equitable employment practices; and
- e) develop more highly skilled employees capable of achieving more effective and efficient arrangements, and committed to client service, continual improvement, employee accountability, ongoing learning, team work and team problem solving.

To provide certainty for employees and the Department in relation to remuneration outcomes for the life of the agreement.

To provide a bargaining process that delivers industrial stability for the duration of the agreement.

3.2 Consultative Arrangements and Mechanisms

3.2.1 Introduction

The following sets out details of consultative arrangements and mechanisms that will be adopted by the parties within DET.

Quality consultation mechanisms are a vital ingredient in progressing the workplace reform agenda, as prescribed in *3.4 Workplace Reform Initiatives* and section *3.5 Workplace Reform in Schools Program*.

The parties are committed to the continuation of appropriate consultative arrangements so that employees are consulted in the initiation, implementation and evaluation of workplace reform initiatives.

DET's ability to obtain optimum outcomes from workplace reform, including enterprise bargaining, will be significantly influenced by the consultative processes that are established.

The geographical and operational diversity of the Department's work units would make it difficult to implement workplace reform or gain employee commitment to workplace reform from one central committee. Recognising the range in the size of schools, local consultative committees are normally established in schools with 20-25 employees or more.

DET acknowledges the role of Local Consultative Committees (LCCs) as prescribed in 3.2.5 *Local Consultative Committee* and the Education Consultative Committee (ECC) as prescribed in 3.2.4 *Education Consultative Committee* are mechanisms to facilitate workplace reform initiatives.

The parties are aware that alternative procedures to ensure effective implementation of the certified agreement and employee consultation in smaller schools are in place.

It is recognised that cooperation and consultation in the development and implementation of change initiatives place obligations, duties and responsibilities on principals, managers, union officials, delegates or their equivalent.

The parties acknowledge that the processes of educational, professional, administrative and organisational change and workplace reform are broader than the specific matters detailed in this agreement.

The parties agree that changes occurring outside of the terms of this agreement shall be facilitated in a manner that involves timely consultation and discussion of all relevant issues.

3.2.2 Guiding Principles

The parties agree to the following guiding / broad principles for consultative arrangements and mechanisms to ensure effectiveness and equity:

- consultative mechanisms should ensure that, in addition to the parties to this agreement, there is employee involvement on the initiation, implementation and evaluation of proposals for productivity improvements;
- appropriate processes should be in place to consult with employees who are affected by proposed productivity items;
- consultative arrangements should encompass all the work areas in DET;
- the composition of consultative forums should take account of representation of the target groups identified in the *Public Service Act 2008*;
- consultative arrangements should be subject to review from time to time by the parties and improvements and changes to arrangements made as required and agreed to ensure consultative arrangements operate with maximum efficiency and effectiveness.
- a flexible approach should be adopted that seeks to avoid duplication and creation of additional work wherever possible;
- a recognition that one approach will not suit every workplace because of the size, location and individual characteristics of each workplace;
- a recognition that local level employees are best placed to make decisions that meet local needs;
- a recognition that local level changes need to be sustainable in terms of available resources and systemic and local priorities; and
- a recognition that all employees must be provided with opportunities to contribute to change.

3.2.3 Consultative Model

The "umbrella" committee, the Education Consultative Committee, is the peak employer/union body for workplace reform and other significant employee relations issues. The committee has a coordinating role with regard to departmental consultation.

The Education Consultative Committee forms the first of a two-tier consultative structure with the second tier being the network of committees located in various parts of DET. The committees will be supported by consultative guidelines and checklists for those schools which cannot sustain a formal committee. The intention is to create a consultative model which will allow each departmental employee access to contribute their ideas.

3.2.4 Education Consultative Committee (ECC)

Terms of reference

1. To serve as DET's peak employer/union consultative body with regard to workplace reform and other significant employee relations issues.
2. To develop a broad framework to advance workplace reform across the Department.
3. To oversee the development of workplace reform proposals in the Department.
4. To coordinate and link workplace reform initiatives and consultative forums which are active within the Department.
5. To oversee the establishment, training and operation of DET's network of consultative committees.
6. To model a culture of participative management within the Department.
7. To ensure that information concerning workplace reform issues is conveyed to employees in a timely, consistent and comprehensive manner.
8. To consider proposals submitted by local consultative committees in accordance with facilitative provisions.
9. To attempt to resolve disputes that arises from this Appendix referred by LCC's.

Composition

Membership of the ECC will comprise equal representation of management and union nominees.

The composition of the ECC will comprise employer representatives of DET and representatives from the Queensland Teachers' Union of Employees, The Queensland Public Sector Union of Employees and the Liquor Hospitality and Miscellaneous Union, Queensland Branch, Union of Employees.

3.2.5 Local Consultative Committees (LCCs)

Terms of reference

1. To monitor workplace reform issues, especially enterprise bargaining initiatives, and make recommendations to the ECC.
2. To provide a forum for generation and consideration of local workplace reform initiatives through regular structured meetings.
3. To consider and prioritise Best Practice initiatives relevant to the local environment.
4. To endorse local level changes capable of local approval, and to recommend to the ECC changes to be processed through the facilitative provisions.
5. To evaluate and report to the ECC on pilot and trial projects conducted under the Workplace Reform in Schools Program.
6. To assume a dispute settling role on workplace reform matters related to this certified agreement and to refer to the ECC those issues which cannot be resolved locally.
7. To act as an avenue of communication between local employees and the ECC.
8. To develop strategies for encouraging contributions from all staff, including non-teaching staff and employees from target groups identified in the *Public Service Act 2008*.
9. To contribute to a culture of participative management within the workplace.

Composition

Membership of LCCs shall comprise equal representation of management and union nominees. The size of the committees is not prescribed but will usually be 8, that is 4 union and 4 management representatives providing that 2 union representatives be Queensland Teachers' Union of Employees members in school settings and The Queensland Public Sector Union of Employees in non-school settings. Decisions of the LCC are to be made by consensus wherever possible.

Operating principles

1. The LCC is to ensure that the views of all staff members and work groups are considered regardless of whether the work group is represented on the LCC.
2. Meetings will be held regularly and timed in a way that minimises disruption to student learning.
3. Decisions of the LCC are to be made by consensus wherever possible.
4. Decisions of the LCC are to be communicated to all staff.
5. All LCC members will be provided with a training package as determined by the ECC.

3.3 Best Practice in Education

3.3.1 Introduction

The parties to this agreement recognise that enterprise bargaining provides an appropriate opportunity to promote and implement a Best Practice approach to work, management and service delivery within DET.

The parties are committed to progressing the development and implementation of a Best Practice approach to work, management and service delivery. The concept of Best Practice will be promoted across the areas of learning and teaching, school management and workforce management.

The parties accept that a Best Practice approach to work and management issues within these three areas can contribute to organisational structures and work processes that promote quality, flexibility and responsiveness, which eliminate waste and repetition and which directly contribute to or support enhanced educational outcomes for students.

3.3.2 Definition

The parties agree to accept the following definition of Best Practice for the purposes of establishing a broad framework to progress Best Practice within the Department.

"Best Practice is an integrated and continuous organisational strategy which seeks to achieve and maintain a world class standard in all aspects of an organisation's operations, which is focussed on client outcomes, and which simultaneously enhances the quality of working life for employees."

3.3.3 Principles

The parties agree that the following principles form the basis for a Best Practice approach to work, management and service delivery:

- a clear management vision and a strategy for achieving world class performance must be articulated to all employees and client groups;
- employees and members of the school community are to be extensively consulted in the planning of change and able to participate in decision making processes which develop and implement alternative and innovative ways of enhancing service delivery;
- the development of flexible structures and work practices which can adapt and respond to varying and diverse client needs and expectations;
- optimum utilisation of technology in the way the organisation is managed and in how work practices are performed;
- the existence of a workplace culture of continuous improvement which facilitates continual monitoring, review, and evaluation of the way in which all work is managed, organised and performed; and
- a willingness and ability to measure performance through benchmarking processes and a commitment to benchmark performance both internally and with external organisations.

3.3.4 Objectives

The parties agree that a Best Practice approach to work, management and service delivery should be directed at achieving the following objectives:

- pursuing a progressive path towards school-based management, within overarching principles, featuring integrated approaches with employees, students, parents and the wider school community, and accompanied by appropriate accountability mechanisms;
- developing flexible and adaptable learning and support structures and processes which deliver a quality education service throughout Queensland;
- providing all employees with the ability to actively participate in decision-making processes which enable them to draw upon their experiences, skills and competencies to contribute to alternative and innovative ways in how the Department is managed and operates;
- ensuring the optimum use of technology in managing the Department's human, financial, physical and information resources;
- developing a culture of continuous improvement and a continual questioning of the way the Department provides and supports a quality education service; and
- developing a performance measurement culture that includes a commitment to measure outcomes and to benchmark the organisation's performance internally and with external organisations.

3.3.5 Best Practice Indicators

The parties agree that a Best Practice approach to work, management and service delivery will be characterised by the following broad indicators:

School management

- A clearly articulated management vision on the concept of school-based management.
- A workplace culture of continuous improvement which promotes alternative and innovative management and service delivery approaches.
- Collaborative decision making processes which involves consultation with and participation of all elements of the school community.
- Decision making processes, structures and delegations which result in functions and responsibilities residing in the most appropriate location.
- Efficient and effective school-based management of resources, accompanied by accountability mechanisms to the community, department and government.
- Optimum use of technology in all aspects of school operations.
- A commitment to benchmark school management activities.

Workforce management

- A clearly articulated human resource management vision and strategic plan.
- A flexible, adaptable, highly skilled workforce which is enhanced by:
 - an organisational culture within which employees feel valued and which attracts, develops, retains and rewards high calibre employees;
 - appropriate and flexible conditions of employment which encourage individual employees to work to their full potential;
 - a safe and healthy work environment that is free from discrimination.
- Effective consultative mechanisms which engender a culture of participative management.
- A commitment to continuous improvement in human resource management, including a focus on performance measurement.
- Optimum use of technology.

3.3.6 Best Practice

Best Practice is a key feature of the Department's workplace reform agenda for schools.

The parties recognise that enterprise bargaining is a major vehicle, but not the only vehicle to progress Best Practice and workplace reform. The parties commit to pursue Best Practice as a philosophy of continuous improvement. Consistent with this commitment, the parties recognise that Best Practice extends well beyond the contents of the enterprise bargaining agreement to influence the very essence of the approach to work, management and service delivery.

The parties will facilitate the progression of Best Practice during the life of the agreement by establishing a framework which integrates programs, policies and consultative mechanisms. The key components of this framework are:

- *consultative structures* - the central "umbrella" consultative committee being the peak employee relations consultative body for the Department. It will link with existing consultative mechanisms at a central level and will be supported by local committees at school level.
- *school management projects* - the parties agree to advance the Department's school-based management agenda through sector wide initiatives (e.g. management of utility costs) and a series of pilot projects in schools (e.g. flexible staffing) detailed within this Appendix.
- *facilitative provisions* - which provide the capacity for local workplaces to pursue Best Practice approaches which conflict with centrally regulated employment conditions or work practices;
- *"Workplace Reform in Schools Program"* - an internally generated program which will support those schools involved in school management pilot projects and other projects which have the potential to demonstrate a Best Practice approach to work, management and service delivery.

3.4 Workplace Reform Initiatives

3.4.1 School-Based Management

The parties to this Appendix are committed to a program of long term workplace reform which enhances educational outcomes for students. A progressive path towards school-based management, within an established vision and guiding principles, is a central component of the Department's long term workplace reform agenda. School-based management is a significant workplace reform initiative which has the potential to enhance the efficiency and effectiveness of school operations in the medium to long term.

The underlying basis for progressing school-based management is a recognition that school employees and members of the school community are best positioned to determine management processes and service delivery which best address local requirements and expectations. School-based management will be characterised by collaborative decision making processes, which result in decisions tailored to enhance management and educational outcomes at the school and are consistent with broad policy parameters and the corporate priorities of the Department.

3.4.2 Principles of School-Based Management

The parties to this Appendix are committed to pursuing a model of school-based management which considers and addresses the unique characteristics and requirements of DET. To achieve this objective the parties agree that the following principles will provide the direction for the Department's approach to school-based management:

- school-based management will reinforce the focus on the Department's core business of learning and teaching. As with other major elements of the Department's reform agenda, school-based management is intended to enhance student educational outcomes;
- responsibility for decisions will be moved as close to the point of implementation as possible. The transition towards school-based management and the rate of change is not constant for all schools. The Department's model of school-based management will recognise the size, location and individual characteristics of schools in determining where functions and responsibilities should reside;
- school-based management will be characterised by collaborative decision making. School-based management will be a process where careful consideration is given to the most appropriate location of functions and responsibilities. Movement of functions will occur in both directions between schools and central and regional offices, and will reflect a balance between efficiency and responsiveness;
- school-based management will occur within a systemic framework;
- the movement towards school-based management is a long-term continuous and incremental process;
- the availability and development of systems and technology will mediate the pace with which the Department can move towards school-based management;
- the path towards school-based management will reflect the principles of a Best Practice approach to work management and service delivery, as prescribed in 3.3 *Best Practice in Education*; and
- school-based management will be accompanied by increased accountability requirements to the community, department and government.

3.4.3 Opportunities to Progress School-Based Management

Broad avenues have been identified as providing opportunities to progress school-based management. The parties are committed to maximising the opportunities which these avenues may provide. The avenues are:

- specific reform initiatives as detailed in this appendix (e.g. the capacity for schools to vary hours of instruction); and
- initiatives implemented at an individual school level in the normal manner of staff seeking to adopt Best Practice to work, management and service delivery.

3.4.4 School-Based Management Model

The path towards school-based management is a long term and continuous process.

The parties acknowledge the progress made to date implementing a progressive approach to school-based management through pilot projects implemented under the *Department of Education Operational Areas Certified Agreement 1994*. The parties agree to cooperate in the implementation of this initiative.

This cooperation will involve participation in refining the model of school-based management.

As such, the parties are committed to the following implementation parameters:

Staffing

The parties acknowledge that flexibility will be required at the school level. So as to attain this flexibility, the unions acknowledge that DET will require the ability to modify or alter local staffing arrangements in accordance with local needs.

The parties acknowledge that flexible staffing arrangements will be determined at a local school level and will occur in accordance with the following parameters:

- funds allocated to staff must be used for the employment of staff;
- changes to staffing mix shall only occur in the event of a substantive vacancy;
- any variation to the staffing mix will be subject to all other guarantees being met;
- variations to the staffing mix will only occur following endorsement by the LCC (where an LCC is required) and a majority of staff. Variations must be approved by the School Council (if established), and the Executive Director Schools, and submitted to the ECC for approval;
- the parties agree to establish a framework to streamline the ECC approval process; and
- the terms and conditions of all employees shall be in accordance with applicable industrial instruments, Directives as issued by the industrial relations minister in accordance with section 54(1) of the *Public Service Act 2008* and Directives issued by the commission chief executive in accordance with section 53 of the *Public Service Act 2008*. Any new positions shall be subject to job evaluation in accordance with a Directive (as amended) relating to Recruitment and Selection issued by the commission chief executive in accordance with section 54(1) of the *Public Service Act 2008*.

School councils (if established)

Staff shall be represented by elected representatives on school councils in numbers or proportions as determined by the formal consultation process.

The role of the school council will focus on the broad strategic direction of the school with day to day management remaining the responsibility of the principal.

The school council shall have no role in the appointment, transfer, termination, salary or conditions of employees other than the participation of the school council representative as part of the Department's selection panel for the principal of the school.

Transfer

Transfers shall continue to be subject to the existence of a suitable vacancy in the area.

DET is further committed to the continuation of the existing transfer policy for non-teaching staff in schools.

Monitoring procedures

In order that the guarantees in this document can be properly monitored DET will provide to the relevant unions the allocative methodology used as the basis for staffing schools, including allocation of services.

Where available, a breakdown of information by district and sector will also be provided.

3.5 Workplace Reform in Schools Program

The parties agree to establish a coordinated approach to school-based management which will be consistent with the overarching principles and direction outlined in 3.2 *Consultation*. A dedicated Workplace Reform in Schools Program is established to support this coordinated approach.

The objectives of a Workplace Reform in Schools Program are to:

- (a) pilot a range of reform initiatives in schools which support the Department's reform agenda and satisfy the overarching principles for school-based management;
- (b) encourage schools to develop and action research alternative and innovative approaches to work organisation, management and service delivery within a systemic policy framework;
- (c) monitor, support and evaluate pilot and action research projects to determine their potential for broader application;
- (d) communicate the content, progress and outcomes of Best Practice initiatives across the state to enable other schools to consider implementation; and

- (e) develop a culture of continuous workplace improvement and promote a risk taking and learning environment.

The measurement of productivity for workplace reform purposes should be based on the following simple principles. Performance indicators should:

- (a) facilitate the measurement of a combination of direct, quantifiable factors and indirect, qualitative factors which will demonstrate performance enhancement;
- (b) be output / outcome focussed;
- (c) be simple, easy to interpret and able to be managed at the workplace;
- (d) be relevant and meaningful to the workforce; and
- (e) be linked to the achievement of organisational objectives.

These principles aim to foster a culture which promotes devolved responsibility for performance management as the foundation for Best Practice and continuous improvement.

3.6 Facilitative Provisions

A facilitative provision is necessary to allow for the variation of employment conditions or work practices at the school or workplace in order to meet the objective of this Appendix. The following procedures shall apply:

- (a) the implementation of changed employment conditions or work practices shall be negotiated between the Principal / supervisors and all employees who would be directly affected in line with consultative mechanisms;
- (b) employees may be represented by their local union delegate/s and shall have the right to be represented by their union official/s;
- (c) conditions of employment or work practices provided for in facilitative provisions can only be implemented by agreement;
- (d) all employees directly affected must be consulted as a group and the relevant union/s notified at least 7 days in advance regarding any proposal;
- (e) in the process of determining to vary work practices or employment conditions, appropriate consideration must be given to the potential impact upon employees with family responsibilities, occupational health and safety issues and on other employee groups;
- (f) in determining the outcome neither party should unreasonably withhold agreement;
- (g) agreement is defined as obtaining the agreement of the majority of employees affected, however it is acknowledged by the parties that consensus should wherever possible be the basis for agreement;
- (h) any such proposal shall be subject to ratification by the ECC prior to implementation;
- (i) any such agreement reached must be documented, and must incorporate a review period. A copy of such agreement must be forwarded to the relevant union/s and the ECC; and
- (j) basic employment conditions, such as the normal weekly pay of employees, hours of duty, recreation leave, sick leave, long service leave and other leave entitlements, shift and weekend penalties and authorised overtime cannot be varied by this process.

3.7 Administrative Practices - Facilities Management

The parties are committed to the efficient use and management of physical assets within the Department consistent with corporate goals and objectives and in compliance with relevant legislation, Acts, directives, financial management strategies and initiatives. As a consequence, the following objectives shall be pursued by all employees of DET where relevant and appropriate:

- (a) implement demand management strategies to improve the match between student capacity and school enrolment;
- (b) reduce facility related outgoings and/or revenue generation through retirement, disposal or alternative use of surplus and obsolete assets;
- (c) joint development, multiple usage, partnering and similar sharing arrangements with compatible users and through competitive service deliver arrangements;
- (d) improve energy management practices;
- (e) improve practices in the consumption of water;
- (f) improved efficiency in facility utilisation;
- (g) reduce incidence of false alarms and security breaches;
- (h) reduce calls for unplanned maintenance works;
- (i) improve local management of fire safety and workplace health and safety issues to reduce the need for external intervention.

3.8 Language Allowance

Payment of language allowance at the rate of \$569 per annum for non-teaching staff whose duties require translation and interpretation skills and who meet the requirements of Language Aide of the National Accreditation Authority for Translators and Interpreters.

3.9 Organisational Health

- (a) The parties commit to joint cooperation in a continuation of efforts to improve organisational health, at school or work unit level, and at the individual employee level. The parties acknowledge that a preventative approach to organisational health issues is critical to the maintenance of healthy workplaces. The parties further agree that a risk management approach to the improvement of organisational health will be a central component of the programs and strategies implemented at school and work unit level.
- (b) During the life of this agreement the parties will continue to develop programs and strategies addressing the following broad areas:
- (i) reduction in the incidence and duration of workplace injury;
 - (ii) reduction in the incidence of workplace stress;
 - (iii) improved processes to manage employee rehabilitation and return to work;
 - (iv) improved employee well being as measured through reduced absences and employee opinion surveys; and
 - (v) improved data management and reporting systems.

3.10 Joint Reference Group

In regard to Joint Reference Groups as contained in *Part 6, Part 9* and *Part 10*, representatives will be nominated by the relevant parties having regard to the occupational group/s involved.

PART 4: DET - EDUCATION QUEENSLAND PORTFOLIO

Therapy and Nursing Employees servicing Schools and other Education Facilities, and Non-Teaching School-based Employees and Employees of other Educational Facilities, specifically:

- *Business Services Managers;*
- *Employees engaged under the Administrative Stream of the Public Service Award - State 2003;*
- *Science Operations Officers;*
- *Employees engaged under the Technical Stream of the Public Service Award - State 2003;*
- *School Computer Technical Officers;*
- *Schools Officers;*
- *Agricultural Assistants;*
- *Unit Support Officers;*
- *Support Officers;*
- *Boat Officers; and*
- *Marine Program Officers.*

4.1 Hours of Work Arrangements

(Effective from the commencement of the 2010 school year)

4.1.1 Definitions

"Ordinary hours" means as per the relevant Award.

"Accumulated time" means the time worked in excess of ordinary hours in any day and within the daily spread of hours.

"Accumulated day off" (ADO) means a day taken between Monday and Friday, without debit to any leave account.

"Hours of duty" means the hours determined by negotiation, during which employees may work.

"Employee" means, for the purpose of these arrangements, all permanent and temporary employees listed as being subject to this Part.

"Employer" means the Director-General of DET or the Principal of a school or a School Support Centre coordinator acting as the delegate of the Director-General of DET in facilitating the implementation of these arrangements where the context so demands.

"Leave" means ADO leave, recreation leave, long service leave and time off in lieu.

"Spread of hours" means time worked between 6.00am and 6.00pm Monday to Friday inclusive.

"Temporary employee" means any employee engaged pursuant to section 148 of the *Public Service Act 2008* for fixed periods. Temporary employees engaged for less than one school term may accrue ADO as agreed between the employee and the Principal.

"School vacation periods" means any vacation period that is determined a scheduled student vacation period by the Chief Executive.

"School" includes, for the purpose of these arrangements, all State Secondary Schools, State Primary Schools, P-10/12 Schools, Educational Facilities, State Special Schools and School Support Centres, excluding State-wide School Support Centres.

4.1.2 Hours of Duty Arrangements

- (a) Generally accrued leave is to be taken during school vacation periods, however leave can be availed of in school terms consistent with the Department's work-life balance policy and subject to operational convenience. Requests for such leave shall not be unreasonably withheld.
- (b) Agricultural Assistants, Unit Support Officers and Support officers may be required to take annual leave subject to operational convenience following consultation with the employee.
- (c) An accumulated day off (ADO) arrangement shall operate on the basis of a 12 month cycle, beginning on the first day of the pupil-free days in January and extending through to the day before the corresponding pupil-free day in the next year.
- (d) The employer and all employees concerned in each school shall consult over the most appropriate means of implementing hours of duty arrangements.
- (e) The objective of such consultation shall be to reach agreement on the method of implementing hours of duty arrangements in accordance with these arrangements.
- (f) Agreement will not be unreasonably withheld by either the employee or employer.
- (g) The outcome of such consultation will be recorded in writing.
- (h) An ADO agreement may be altered by mutual agreement. Agreement should not be unreasonably withheld.
- (i) In determining the ADO agreement the employer shall:
 - ensure ADO arrangements meet the needs of the school;
 - consider the health and safety of staff when requiring staff to work during vacation periods;
 - consult on the requirement to work specific hours before directing an employee to work those hours;
 - where the working of particular hours is not suitable to an employee on a given day, take into account whether other staff are available and competent to perform this work;
 - take into account the employee's work-life balance including community commitments;
 - consider other leave that is to be taken throughout the year;
 - provide the ability to accrue sufficient ADO to cover leave on vacation periods whilst avoiding accrual of excessive leave balances; and
 - provide access to a minimum of 12 days ADO accrual in a year for employees working a 38 hour week.
- (j) Subject to operational convenience an employee may apply for leave without pay to cover vacation periods as required, rather than accruing ADO time. Where ever possible this must occur at the beginning of the 12 month cycle.
- (k) The maximum ADO balance at any one time must not be more than 12 days for full time employees and a pro-rata maximum for part-time employees, except in exceptional circumstances, as agreed between the employer and employee. Therapists and nurses may accrue additional days to provide for flexibility, subject to operational requirements.
- (l) The employer must ensure an employee who resigns, retires or otherwise ceases duty has utilised all accumulated time upon cessation of duty.

- (m) When an employee is required by the Department to change school locations the employees ADO balance must move with them.

4.1.3 Negative Balances

- (a) Employees may enter into a negative ADO balance in exceptional circumstances such as extended sick leave (greater than four weeks) or other extended absences agreed to between the school and the employee concerned.
- (b) This debit may be carried forward into a new school year.
- (c) Provided that such negative balance of hours is reduced to a zero balance within a period of 12 months from when the negative balance occurs.
- (d) An employee must not have a negative balance of more than 30 ADO hours at any time.
- (e) Negative balances on termination of employment may be deducted from the final wages on a time for time basis.
- (f) The employer must allow an employee who resigns, retires or otherwise ceases duty, to attempt to reduce the negative ADO balance prior to cessation.

4.1.4 Overtime

All overtime shall either be paid for in accordance with the relevant Award or, by mutual agreement between the employer and employee, compensated by the granting of equivalent time off in lieu on a time for time basis.

4.1.5 Surplus Hours - ADO/TOIL

In most circumstances employees should have a zero balance of ADO and TOIL hours at the beginning of each twelve month cycle. Where employees have or will have hours in surplus of those required for the twelve month cycle, then the following procedure will apply:

- i. By the end of term 3, the employee and the Principal shall meet to review the ADO agreement and discuss access to the surplus hours to develop a plan to manage the surplus hours prior to term 4 summer vacation.
- ii. Where such hours have been applied for and refused prior to the December vacation period, then such surplus hours shall be either paid out to the employee at ordinary time rates of pay (on a time for time basis) or carried over to the next twelve-month period. The decision to have a payout is solely at the discretion of the employee. Where surplus hours are carried over, such hours must be taken off within that period of twelve months.

4.1.6 Compassionate/Emergent Leave for Employees covered by the *Employees of Queensland Government Departments (Other than Public Servants) Award - State 2003*

- (a) A employee covered by the *Employees of Queensland Government Departments (Other than Public Servants) Award - State 2003* shall be entitled to access ADO time (including a negative balance) to obtain up to three days paid leave per annum, non-cumulative, for compassionate grounds or emergent reasons.
- (b) An additional two days paid leave per annum, non-cumulative, for these purposes may be granted at discretion of the principal / site manager or delegate. The additional leave will only be granted where an employee agrees to make up this time through the current ADO arrangements within the school year, or where this is not practicable to do so, within 12 calendar months from the date of taking such leave.
- (c) In circumstances where an employee ceases work for whatever reason and time associated with this leave has not been made up, the Department may, at its discretion, deduct the equivalent cost of such leave from the employee's termination pay.

4.1.7 ADO and Workers' Compensation

- (a) Any ADO time rostered to be worked whilst on leave to claim workers compensation must be credited to the employee's ADO balance. Provided that where the employee is subsequently absent on leave claiming workers' compensation during any agreed ADO days after being credited with ADO hours, the employee must be deemed to have taken those ADO days.

- (b) Where an employee has actually worked ADO hours and is subsequently absent on workers' compensation leave during any ADO days, the employee may take accumulated ADO hours at a time mutually convenient to the employee and the principal. No relief will be available in such circumstances.
- (c) Claims sent to WorkCover Queensland must only reflect the ordinary hours that the employee was rostered to work during any absence on leave to claim workers compensation.

PART 5: DET - EDUCATION QUEENSLAND PORTFOLIO

Non-Teaching School-based Employees and Employees of other Education Facilities, excluding Community Education Counsellors and those Employees covered in Part 4.

5.1 Hours of Work Arrangements

- (a) Accumulated days off (ADO) arrangements provide a system which allows non-teaching employees to work additional time during periods of higher work demands in order to access days off during periods of lower demands (generally school vacation periods).
- (b) ADO arrangements enable the workforce to respond to client needs while providing benefits to employees through more flexible work arrangements. Such flexible work arrangements will be of particular benefit to employees with family responsibilities.
- (c) ADO arrangements shall operate on the basis of a calendar year cycle.
- (d) ADO arrangements allow employees to accumulate additional days off through working additional time on a basis agreed to between the principal and non-teaching employees at the school. This may be on a daily, weekly or monthly basis.
- (e) The principal and employees at the school must negotiate the method by which time is to be accumulated in order to take 12 days off with pay.
- (f) The 12 ADO days must be availed of during school vacation periods other than the Summer vacation period (as these employees will still be required as a condition of employment to avail of their annual leave entitlement during the Summer vacation period unless approval is granted by the principal and region to vary this arrangement in extenuating circumstances) without debit to recreation leave entitlements on the following basis:
 - Easter (April) vacation period - 2 days
 - Winter (June) vacation period - 5 days
 - Spring (September) vacation period - 5 days
- (g) The number of ADOs may be varied at the school level through use of the facilitative provisions as prescribed in 3.6 *Facilitative Provisions* and is not limited to 12 days per annum. In exceptional cases, where actions by the Department prevent a person accessing ADO time within the calendar year period, approval may be given to carry over the time that has not been exhausted into the next calendar year.
- (h) The principal and all employees concerned in each school shall consult over the most appropriate means of implementing ADO arrangements.
- (i) The objective of such consultation shall be to reach agreement on the method of implementing hours of duty arrangements and on which days are to be availed of as ADO days. Such agreement shall not be unreasonably withheld by either party.
- (j) In order to determine the number of hours required to be accumulated by employees, the number of ADO days should be multiplied by the number of ordinary hours per day.
- (k) In determining ADO arrangements, wherever practicable, the principal shall:
 - consult on the requirement to work specific hours before directing an employee to work those hours;
 - where the working of particular hours is not suitable to an employee on a given day, take into account whether other staff are available and competent to perform this work;
 - take into account the needs of workers with family responsibilities or disabilities;
 - take into account occupational health and safety implications;
 - provide timely notice of the requirement to work in excess of ordinary hours; and
 - take into account the employees' current levels of accumulated time.

- (l) Accumulated time shall only be granted to employees when it has been accrued unless agreed between the employee and the principal.
- (m) Any time rostered to be worked on sick leave, public holidays and special leave with or without pay will not be credited as ADO time. In the above circumstances, employees will be provided with the capacity to work additional time to enable ADOs to be taken with full pay.
- (n) Any ADO time rostered to be worked whilst on leave to claim workers' compensation must be credited to the employee's ADO balance. Provided that where the employee is subsequently absent on leave claiming workers' compensation during any agreed ADO days after being credited with ADO hours, the employee must be deemed to have taken those ADO days.
- (o) Where an employee has actually worked ADO hours and is subsequently absent on workers' compensation leave during any ADO days, the employee may take accumulated ADO hours at a time mutually convenient to the employee and the principal. No relief will be available in such circumstances.
- (p) Claims sent to WorkCover Queensland must only reflect the ordinary hours that the employee was rostered to work during any absence on leave to claim workers compensation.
- (q) The employer must ensure an employee who resigns, retires or otherwise ceases duty has utilised all accumulated time upon cessation of duty. In those circumstances in which an employee has a debit ADO balance upon separation of employment, an adjustment will be made to any remuneration from entitlements owing at that time.
- (r) Employees will however, have the ability to transfer accumulated time off between school locations.
- (s) Employees without access to emergent/compassionate leave may access up to 3 ordinary days of ADO time in any one year provided that prior approval is obtained from the principal on each occasion. Arrangements to accumulate additional time to compensate for the leave must be negotiated.
- (t) In exceptional cases, where actions by DET prevent a person accessing ADO time within the calendar year period, approval may be given to carry over the time that has not been exhausted into the next calendar year.
- (u) To ensure that the interests of all parties are protected, the ADO arrangements and variations to those arrangements should be formally recorded.

PART 6: DET - EDUCATION QUEENSLAND PORTFOLIO

Non-Teaching School-based Employees and Employees of other Educational Facilities, specifically:

- ***Business Services Managers;***
- ***Employees engaged under the Administrative Stream of the Queensland Public Service Award - State 2003;***
- ***Science Operations Officers;***
- ***Employees engaged under the Technical Stream of the Queensland Public Service Award - State 2003; and***
- ***School Computer Technical Officers.***

6.1 Professional Development

6.1.1 School-based employees are entitled to equitable access to the professional development allocations at the school level for learning and development. Professional development training for all school staff will be incorporated into the school professional development plan.

Individual professional development plans will be negotiated and agreed between non-teaching school-based employees and their supervisors in accordance with the Developing Performance Framework to incorporate the following:

- employees will be provided with a minimum of two paid attendance days leave per year (or equivalent time) for the purpose of accessing approved professional development and training programs. Part-time employees will access this at a pro-rata rate;
- this two day entitlement may be inclusive of mandatory training if identified in the individual's professional development plan;

- in some areas and at some times operational convenience may require release during term time. Adequate travel time will be given for employees in remote and isolated sites. Consideration will be given to delivering alternative modes of training; and
- training will not be unreasonably withheld.

The parties commit to work together to identify and where available facilitate access to accredited training opportunities specific to the role of Science Operations Officer within six months of the certification of this agreement. Where accredited training opportunities specific to the Science Operations Officer role are not currently available, the parties will work together to develop such a program over the life of the agreement.

6.2 Consultative Arrangements

The parties agree to establish a Joint Reference Group with respect to employees covered by this schedule to:

- develop and implement a suite of initiatives, within 12 months of the certification of this agreement, to address workload management issues including those identified in the findings of the Business Services Managers Workload Survey 2009;
- monitor the application of the currently available Job Evaluation Management System (JEMS) methodology as it relates to employees who request a JEMS evaluation of their role;
- consider the ongoing appropriateness of funding arrangements with respect to staffing allocations within 12 months of the certification of the agreement; and
- consider other matters as agreed between the parties and the parties agree to review the terms of reference of the Joint Reference Group 12 months after the certification of this agreement.

The Joint Reference Group will operate for the life of this agreement utilising principles of Interest-Based Bargaining (IBB) and will consist of representatives of all parties to this schedule.

Agreed outcomes of the Joint Reference Group will be recommended to the Director-General for approval. Should agreement not be reached on particular matters, the union reserves its right to inform the Director-General of their position.

The Joint Reference Group is to convene within one month of the certification of this Agreement to establish governance processes with meetings to occur at least twice a term or more often as required.

The Department will make every reasonable endeavour to ensure JEMS applications are processed in a timely manner.

Where an officer requests a JEMS evaluation of their position, the outcome of this evaluation does not form part of the Workplace Reform (WPR) process.

6.3 Administrative Assistance Enhancement Program (AAEP) Hours Guarantee

As at the time of in-principal agreement, 80% of an individual employees allocation of Administrative Assistance Enhancement Program hours, shall be guaranteed for individual permanent part-time administrative officers (AAEP) in state schools.

Eligible administrative officers (AAEP) will receive a letter within 3 months of the date of certification of the agreement confirming those hours guaranteed as permanent at the time of in-principle agreement.

Administrative Assistance Enhancement Program hours will continue to be guaranteed when reallocated to existing or new administrative officers (AAEP).

No existing permanent part-time administrative officer (AAEP) shall have their weekly hours compulsorily reduced so that another administrative officer (AAEP) can have their hours increased / maintained.

In the event of a reduction in school's allocation of Administrative Assistance Enhancement Program hours, surplus guaranteed hours can be reduced within 4 weeks through:

- maintenance of guaranteed level of hours through the reallocation of "other" hours;
- voluntary reductions in guaranteed hours for work-life balance reasons;

- reduction in hours of work for casual staff; and
- required transfer within 50 minutes of the employees place of residence.

In addition to the information provided in clause 7.3 *Organisational Change and Restructuring* sub point (5) of the *State Government Departments Certified Agreement 2009*, the Department agrees to report to unions on a quarterly basis the ongoing length of service of all temporary and casual employees.

6.4 Employment Security Administrative Assistance Enhancement Program (AAEP)

Priority consideration for filling AO2 school-based administration positions is:

- a) current permanent AO2 AAEP employees are to be given priority consideration when a school becomes eligible for an AO2 full-time equivalent (FTE) administrative officer due to the increase in student enrolments;
 - Where more than one AO2 AAEP is eligible for priority consideration the position is to be offered to both employees on a permanent part-time job share arrangement or;
 - Where agreement cannot be reached a closed merit selection process is to be undertaken.
- b) required transfer;
- c) compassionate transferees (exceptional hardship);
- d) requested transferees; or
- e) proceed to an open merit selection process.

6.5 Pay Levels of Newly Appointed Science Operations Officers

The appointment of external applicants (that is an applicant who is not already an officer) may be to a pay point within a level based on recognition of skills, knowledge and abilities of the applicant.

To promote flexibility within appointment decisions, all vacant Science Operations Officer positions shall be advertised at the combined OO2 / OO3 level. This will enable the selection panel to negotiate salary levels with external applicants based on a similar pay range that applies under the administrative stream.

An external applicant with a relevant degree qualification shall be appointed at OO3 (4), this being equivalent to the pay level of appointments of applicants with a degree qualification under the administrative stream.

6.6 Science Operations Officers - Classification Structure

Science Operations Officers' progress in accordance with the following:

Employees identified for Red Circling in accordance with the *State Government Departments Certified Agreement 2006* and who were employed as a Scientific Assistant as at 2 May 2005 continue to apply the Red Circling arrangement. This arrangement allows for an OO3 paypoint 4 employee, following 12 months service, to receive an equivalent salary to OO4 paypoint 1.

Certificate III qualifications are required to advance to OO3 level (excluding those employees identified for Red Circling). Advancement to OO3 will be automatic once one year has been completed at OO2 paypoint 4 provided the qualification is obtained prior to the date of advancement.

Access to the qualification allowances (or equivalent increment) will be in accordance with the Agreement criteria for Recognition of Accredited Qualifications.

| Level | Paypoint | Wage per fortnight* / Requirements |
|---------------------------|----------|---|
| OO2 | 1 | 1446.20 |
| | 2 | 1484.80 |
| | 3 | 1524.20 |
| | 4 | 1563.50 |
| Certificate III Allowance | \$20 | 1583.50 |
| Certificate III Barrier | | 12 months service at OO2-4 plus Certificate III / RPL [^] |
| OO3 | 1 | 1587.50 |
| | 2 | 1619.30 |
| | 3 | 1653.80 |
| | 4 | 1689.90 |
| Certificate IV Allowance | \$41.50 | 1731.40 |
| Certificate IV Barrier | | 12 months service at OO3-4 plus Certificate IV / RPL [^] plus merit selection |
| OO4 | 1 | 1761.90 |
| | 2 | 1819.40 |
| | 3 | 1877.20 |
| | 4 | 1934.40 |
| Diploma Allowance | \$42.80 | 1977.20 |

[^] RPL - Recognition of Prior Learning

* Above pay rates based on 1 August 2009 rates and will increase as per this agreement.

Basic Criteria

- Certificate III / Recognition of Prior Learning (RPL) is required to advance to OO3 following 12 months service at OO2(4).
- Certificate IV / RPL is required to advance to OO4 after 12 months service at OO3(4).
- Performance of duties at OO4 for positions to be made available.
- Merit selection for positions at OO4.

6.7 Business Services Manager (BSM) Broadbanding Arrangements

Broadbanding of Business Services Manager (BSM) positions will involve the grouping of adjacent bands in order that a person appointed on merit or transferred at level to a school with a particular classification of BSM may progress to the higher classification in cases where the position has been re-evaluated to a higher classification;

Provided that such progression will not be possible where the position is reclassified from level 5 of the administrative stream to level 6 of the administrative stream;

Provided further that a BSM shall be eligible for only one such progression in accordance with this provision without an appointment to a higher classification through a merit selection process.

PART 7: DET - EDUCATION QUEENSLAND PORTFOLIO

Community Education Counsellors

7.1 Community Education Counsellors Award Review

The Department commits to conduct an Award review of the *Community Education Counsellors Interim Award - State 2003* in consultation with the union for the purpose of determining the appropriate permanent industrial arrangements within 18 months of certification of the agreement.

PART 8: DET - EDUCATION QUEENSLAND PORTFOLIO

Non-Teaching School-based Employees and Employees of other Educational Facilities, specifically:

- *Schools Officers;*
- *Agricultural Assistants;*

- *Unit Support Officers;*
- *Support Officers;*
- *Boat Officers; and*
- *Marine Program Officers.*

8.1 Professional Development

The Department commits to developing and implementing an induction program for Schools Officers in consultation with unions within 18 months of certification of the agreement. Considerations will include scope, content and delivery.

School-based employees are entitled to equitable access to the professional development allocations at the school level for learning and development. Professional development training for all school staff will be incorporated into the school professional development plan.

Individual professional development plans will be negotiated and agreed between non-teaching school-based employees and their supervisors in accordance with the Developing Performance Framework to incorporate the following:

- Employees will be provided with a minimum of two paid attendance days leave per year (or equivalent time) for the purpose of accessing approved professional development and training programs. Part-time employees will access this at a pro-rata rate.
- This two day entitlement may be inclusive of mandatory training if identified in the individual's professional development plan.
- In some areas and at some times operational convenience may require release during term time. Adequate travel time will be given for employees in remote and isolated sites. Consideration will be given to delivering alternative modes of training.
- Training will not be unreasonably withheld or approval unreasonably withdrawn.

PART 9: DET - EDUCATION QUEENSLAND PORTFOLIO

Schools Officers

9.1 Hepatitis A & B Vaccinations

The Department is committed to the full implementation of its Infection Control Policy, which includes vaccination procedures for Hepatitis A and B. In acknowledging this policy, the Department will facilitate and pay for the cost of Hepatitis A and B vaccinations for all schools officers, upon request.

It is agreed that should any schools officer receive a vaccination and subsequently resign within three months, the Department may, at its discretion, deduct the cost of such vaccination from the schools officer's termination pay.

9.2 Schools Officers Networks

The parties agree to trial a Schools Officers network within two agreed geographic regions.

The aim of this trial will be to identify and realise savings that can be achieved through the coordination of school-based purchasing economies of scale and sharing of Schools Officer competencies amongst those schools which volunteer to participate in network arrangements.

Any savings realised will, in the first instance, be directed to recovering the full cost of the network coordinator positions. Additional savings will be used to address classification or structure changes that may result from the Work Level Standards trial or any alternative methodology that may result from clause (Consultative arrangements clause).

Scope

The scope of the trial will be to establish two network structures as agreed with School Principals in the two specified geographic regions that each include/entail:

- A network coordinator position at the OO4 classification (subject to Job Evaluation Management System (JEMS) review)
- Shared purchasing arrangements
- Shared equipment
- Coordinated professional development
- Skills audit of School Officer participants to identify skills that can be utilised across the network
- Access to JEMS analysis for any Schools Officer required to utilise trade-like skills across the network

Timeframes

The trial will be conducted over a period of 6 months from the start of second semester 2010 school year. Preliminary activities to be undertaken prior to commencement include advertisement and appointment of the coordinator positions and the skills audit of participants. The parties acknowledge that the trial may be extended for up to 6 months by agreement if it is deemed necessary for the purpose of further evaluating the results of the trial.

Joint Working Party

The parties agree to establish a Joint Working Party to monitor the trial and review outcomes of the trial.

Following the review, the parties agree to make any agreed recommendations to the Director-General within 6 months of completion of the trial.

9.3 Consultative Arrangements

The parties agree to establish a Joint Reference Group with respect to employees covered by this schedule to:

- consider outcomes of the Work Level Standards Trial, once completed, to ascertain whether the Department's currently available JEMS process for Schools Officers is able to be modified or complemented by other forms of job assessment subject to any whole-of-government decision which may be made as a result of the Trial;
- monitor the general application of the currently available JEMS methodology to individual employees who request a JEMS evaluation of their role; and
- consider other matters as agreed between the parties.

Agreed outcomes of the Joint Reference Group will be recommended to the Director-General for approval.

The Joint Reference Group is to convene within one month of the certification of this Agreement to establish governance processes with meetings to occur at least twice a term or more often as required.

PART 10: DET - EDUCATION QUEENSLAND PORTFOLIO

Therapy Services

10.1 Career Pathways, Support Structures and Service Delivery

10.1.1 Review of Career Pathways and Support Structures

The parties agree to establish a Joint Reference Group with respect to employees covered by this Appendix to commence a review of the following matters within 3 months of the date of certification of this Agreement and to have acted upon the agreed outcomes of the review by the completion of the Agreement. The review will consider the career pathways and support structures for therapists and include:

- (a) Therapy workforce planning;
- (b) Professional supervision and line management;
- (c) A career structure that recognises advanced clinical skills and research;
- (d) Research in therapy in education;
- (e) Therapists to have appropriate access to administrative support;

- (f) Access to an appropriate work area (including a desk, chair and computer) at non-base locations for therapists;
- (g) Access to vehicles or appropriate compensation such as the Directive relating to kilometric allowance as issued by the industrial relations minister in accordance with section 54(1) of the *Public Service Act 2008*;
- (h) Consider other matters as agreed between the parties.

In respect to items (d) to (g) above, the Department supports the provision of these items to therapists and supports options for better implementation and monitoring of these items during the life of the Agreement. Additionally the Department will ensure the immediate provision of resources necessary for therapists to perform their duties including information and communication technologies (hardware and software).

10.1.2 Consultative Arrangements

The Joint Reference Group will operate for the life of this Agreement utilising principles of Interest-Based Bargaining (IBB) and will consist of representatives of all parties to this Part. Agreed outcomes of the Joint Reference Group will be recommended to the Director-General for approval. Should agreement not be reached on particular matters, the union reserves its right to inform the Director-General of their position. The Joint Reference Group is to convene within one month of the certification of this Agreement to establish governance processes with meetings to occur twice a term or as otherwise agreed.

10.2 Attraction and Retention

The Department will jointly develop and implement a strategy for the attraction and retention of therapists during the first 12 months of the agreement.

10.3 Professional Development

The joint parties agree not to proceed with a centralised professional development funding pool as outlined in Part 11 of the *State Government Departments Certified Agreement 2006*.

The Department will identify the specific professional development needs of therapists and facilitate appropriate access through leave arrangements, local level support and Disability Services Support Unit (DSSU) services. This professional development need may exceed the minimum entitlements below but should not provide a lesser entitlement than that which is provided for Therapists in Education below.

The Department is prepared to recognise an entitlement of a minimum of 2 days of general professional development time. This time may be taken in blocks of time based around the professional development activity or activities.

In addition, therapists will be granted a further entitlement of up to 3 days of professional development for registration and / or continuing professional competency and / or service provision. This entitlement will only be for approved activities.

This time may be taken in blocks of time based around the professional development activity or activities.

Parameters which may include guidelines and / or lists, of appropriate professional development for registration and / or continuing professional competency and / or service provision will be provided from the DSSU. Approval can also be sought from the appropriate Assistant Director-General if an activity does not meet the approved DSSU guidelines.

For school-based therapists, this may comprise professional development activities scheduled during school vacations, but where appropriate approval is obtained and subject to operational needs, the activity may be undertaken during a school term.

Professional development activities may still be undertaken voluntarily outside rostered duty time during school terms.

Reasonable travel time in excess of that normally taken by the employee to travel to work will be recognised.

10.4 Grievance Procedure

The Department will develop and implement a specific grievance procedure for matters related to therapy service delivery and implementation of therapist matters contained in this certified agreement, when disputes/grievances remain unresolved after local negotiation.

A dispute resolution committee will be established and consist of an official nominated by the QPSU and an officer nominated by the Director Workforce Relations (the committee may be changed by either party as required).

The committee will be empowered to deal with issues that arise over the implementation of therapy matters contained in this certified agreement.

If the dispute / grievance remains unresolved (after local negotiation and after two days in Stage 1 of the normal disputes procedure) it may be referred to the Joint Department and QPSU Dispute / Grievance Resolution Committee.

1. In such cases:
 - the therapist may refer the matter to the Resolution Committee; or
 - the Principal/officer in charge may refer the matter to the Resolution Committee.
2. Referrals should be made to the Director, Workforce Relations for distribution to the relevant Committee members as required by these procedures.
3. The referral to the Resolution Committee will be made in writing and contain brief information outlining the:
 - matter giving rise to the grievance/dispute;
 - outcome of school / local -level discussions; and
 - resolution desired by the therapist/s.
4. The Director or nominee will convene a formal meeting of the Resolution Committee. The Committee may seek further information from the aggrieved employee and/or Principal/officer in charge concerning aspects of the dispute/grievance.
5. The dispute/grievance will be investigated in a thorough, fair and impartial manner.
6. The Resolution Committee may appoint another person to investigate the dispute. The appointed person will be other than the employees' supervisor or manager and will report back to the Resolution Committee.
7. Where the Resolution Committee makes a recommendation(s) by consensus, the decision will be communicated to all parties to the grievance / dispute.
8. The Committee will convene and make recommendations with regard to the matter within 7 days of referral to the Director, Workforce Relations (Education) unless otherwise agreed between the parties.
9. Should either party not accept the recommendations of the committee, the matter may be referred to the Queensland Industrial Relations Commission (QIRC).

PART 11: DET - EDUCATION QUEENSLAND PORTFOLIO

Nurses

11.1 Review of Nurse Professional Career Pathways and Structures

The parties undertake to implement the new classification structure contained in these provisions and commit to conduct a joint review of professional career pathways and structures to further facilitate alignment of the classification structure with modern nursing practice within the educational environment. The review will be commenced within 6 months of the certification of the agreement and be finalised no later than 12 months after certification. Agreed outcomes of the review will be implemented 9 months after certification of the agreement.

The review will include but will not be limited to issues such as:

- nurse professional supervision and line management;
- a career structure that recognises advanced clinical skills and research; and
- support/resourcing arrangements for professional staff at the local level.

The Department will consult with the Queensland Nurses' Union of Employees (QNU) at the commencement of the review and every 3 months thereafter, during the review, and prior to implementation of findings.

Where there is written agreement between the Department and the QNU, the pool of eligible applicants for vacancies arising from organisational change may be limited to existing EQ nursing employees.

11.2 Nurse Classification Structure

| | 01-01-09 | | 01-08-09 | | 01-08-10 | | 01-08-11 | |
|----------------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|
| | per fortnight | per annum | per fortnight | per annum | per fortnight | per annum | per fortnight | per annum |
| GRADE 6 | \$2383.00 | 62170 | 2490.20 | 64968 | 2589.80 | 67566 | 2693.40 | 70269 |
| | \$2438.50 | 63619 | 2548.20 | 66481 | 2650.10 | 69139 | 2756.10 | 71905 |
| | \$2494.00 | 65065 | 2606.20 | 67994 | 2710.40 | 70712 | 2818.80 | 73540 |
| | \$2549.60 | 66517 | 2664.30 | 69510 | 2770.90 | 72291 | 2881.70 | 75181 |
| GRADE 7 | \$2653.40 | 69225 | 2772.80 | 72340 | 2883.70 | 75234 | 2999.00 | 78242 |
| | \$2715.90 | 70856 | 2838.10 | 74044 | 2951.70 | 77008 | 3069.70 | 80086 |
| | \$2778.00 | 72476 | 2903.00 | 75737 | 3019.10 | 78766 | 3139.90 | 81918 |
| | \$2840.80 | 74114 | 2968.60 | 77449 | 3087.30 | 80545 | 3210.80 | 83767 |
| GRADE 8 | \$3188.70 | 83190 | 3332.20 | 86935 | 3465.50 | 90412 | 3604.10 | 94028 |

Generic level statements for nursing classifications shall be based on those listed in the *Nurses and Midwives (Old Health) Certified Agreement (EB7) 2009, Schedule B (Registered Nurse Generic Level Statements) of Schedule 6 - Nurses (Old Public Hospitals) Award 2004*.

11.3 Consultation

Nurses Agency Consultative Committee (NACC)

The consultative committee has an ongoing role in all areas to improve efficiency and effectiveness within nursing services and to monitor progress in meeting this Agreement's objectives and implementation of the Agreement as it relates to nurses.

The committee's terms of reference includes consideration of workplace issues, including employee training and development, workplace health and safety, equal employment opportunity (EEO) plans, and anti-discrimination legislation as prescribed in the Agreement.

GUIDELINES AND TERMS OF REFERENCE

Introduction

This Agreement provides for a consultative framework to be conducted through the following guiding principles:

- consultative mechanisms should ensure that, in addition to the parties to this agreement, there is employee involvement in the initiation, implementation and evaluation of proposals;
- appropriate processes should be in place to consult with employees who are affected by implementation of matters contained within this Agreement; and
- consultative arrangements should be subject to review from time to time by the parties and improvements and changes to arrangements (agreed to by the parties) made as required to ensure consultative arrangements operate with maximum efficiency and effectiveness.

Terms of Reference

The NACC has an ongoing role in all areas to improve the efficiency and effectiveness of nurse employment practices and to monitor progress regarding the implementation of the Agreement, as it relates to nurses including:

- consideration of workplace issues;
- professional development and training;
- workplace health and safety;
- career structure; and
- Use of nursing related grants to regions and schools.

Composition

Membership of the NACC will comprise equal representation of DET and union nominees.

11.4 Professional Development for Nurses

The Department will identify the specific professional development needs of nurses and facilitate appropriate access through leave arrangements, local level support and Disability Services Support Unit services. Further, as part of the Developing Performance Framework (DPF) process individual nurses will be consulted and supported by the Principal / team leader / professional supervisor in order to identify and provide access to, specific professional development needs.

11.5 Role of the Education Queensland Registered Nurse - Practice Framework

The approved practice framework is to be available for implementation commencing at the start of 2010 school year.

PART 12: DET - EDUCATION QUEENSLAND PORTFOLIO

Non-Teaching School-based Employees and Employees of other Educational Facilities, excluding those Employees covered under Professional Development clauses within this Appendix

12.1 Professional Development and Training

The parties agree that quality professional development and training are essential for employees to maintain appropriate skill levels and to efficiently and effectively respond to the changes in the workplace.

The parties agree that the professional development and training agenda is an essential component of school-based management. The provision of quality professional development and training will assist all staff in efficiently and effectively responding to the challenges of Queensland school-based management.

Wherever practicable, for all other school staff, professional development and training should generally occur outside student contact hours but in normal working hours within school vacation periods. Staff and their supervisors should establish appropriate mechanisms to plan and access programs designed to increase skill levels.

Appendix 8 - Department of Education and Training (Training Only)

Continuing, reviewed and updated provisions originally prescribed in the *Department of Education, Training and the Arts, Training Division and Industry and VET Policy Division Non-Educational Employees' Certified Agreement 2006*

Part 1: Application

- 1.1 These provisions shall apply to those employees of the Department of Education and Training who are employed in TAFE Institutes.

Part 2: Consultative Committees

2.1 Training Consultative Committee (TCC)

- a) There will be a joint consultative committee made up of employee and employer representatives known as the Training Consultative Committee (TCC). The purpose of TCC is to oversee the implementation of the certified agreement and operate as the consultative body for the Department's training portfolio.
- b) TCC will also be responsible for the resolution of matters not resolved at the local consultative committee level.
- c) The composition and functions of the TCC will be the subject of terms of reference agreed between the parties and amended by agreement from time to time.

2.2 Local Consultative Committees (LCC)

- a) Each Institute will also have a local level consultative committee made up of employee and employer representatives known as the Local Consultative Committees (LCC).
- b) The LCC may, by agreement, subsume the role/s of any other consultative forums already in place.
- c) The purpose of the LCC will be to consult on a broad range of local issues affecting Institute non-educational staff and is not confined to the discussion of matters arising from this Agreement.
- d) Matters not resolved at the LCC may be referred to the TCC for resolution.
- e) The composition and functions of the LCC will be the subject of guidelines agreed between the parties and amended by agreement from time to time.

Part 3: Employee-Initiated Transfers

- 3.1 Institute staff may request to transfer to another workplace and have the transfer facilitated by the Department where operationally possible and convenient.

Part 4: Workplace Health and Safety

4.1 Workplace Health and Safety Consultation

- 4.1.1 Consultative mechanisms to address workplace health and safety issues will include:

- a) Encouraging staff to elect workplace health and safety representatives to represent fellow workers in negotiations on health and safety matters;
- b) Encouraging staff representation on workplace health and safety committees to monitor and implement workplace health and safety policies and procedures; and
- c) Maintenance of consultative procedures to resolve workplace health and safety issues.

4.2 Asbestos Registers

- 4.2.1 Employees have access to asbestos registers in accordance with Workplace Health and Safety legislation.

4.2.2 Where asbestos or other hazardous material is to be removed, staff are to be fully consulted prior to removal.

4.2.3 During removal alternative employment arrangements will be put in place for affected staff.

4.3 Hepatitis A and B Vaccinations

4.3.1 The employer is committed to full implementation of vaccination procedures for persons whose work involves possible contact with blood and other body fluids. The employer will facilitate and pay for the cost of Hepatitis A & B vaccinations for such persons.

4.4 First Aid

4.4.1 First aid requirements including first aid officers should be determined using a risk management approach in accordance with the departmental policy on First Aid.

4.4.2 The Department will meet the costs associated with the training of appointed first aid personnel.

Part 5: Cleaning and Maintenance Staff Arrangements

The following provisions apply to cleaning and maintenance staff located within TAFE Institutes:

5.1 Consultative Provisions

5.1.1 The intent of this provision is to ensure that consultation occurs with employees bound by this certified agreement regarding matters that significantly impact on their work.

5.1.2 Consultation will involve more than a mere exchange of information. For consultation to be effective the employees must be contributing to the decision.

5.1.3 The parties are committed to continuing appropriate consultative arrangements so that cleaners and other employees are consulted in the initiation, implementation and evaluation of workplace initiatives. Key mechanisms for consultation are as follows:

a) Consultation with cleaners and other employees as appropriate at the campus or institute level over matters that affect their work environment including maximisation of hours, replacement staff, changes to cleaning programs, rosters and other job changes. It is expected that consultation occurs prior to any decisions or changes being made.

b) Periodic meetings with a Liquor Hospitality and Miscellaneous Union, Queensland Branch, Union of Employees (LHMU)/DET consultative committee consisting of a maximum of three LHMU nominees and an equal number of DET representatives. This committee has an ongoing role in all areas to improve efficiency and effectiveness within the services provided by employees bound by this Agreement and to monitor progress in meeting this Agreement's objectives.

The LHMU/DET consultative committee terms of reference include consideration of workplace issues, including amongst others, employee training and development; workplace health and safety and anti-discrimination legislation. This committee will be established within six months of certification of this Agreement and meet as required but no less than twice annually.

c) Encouragement of cleaners and other employees bound by this Agreement to be formally represented on Local Consultative Committees (LCCs) as they currently operate within Institutes.

5.2 Disciplinary and Suspension Procedures

5.2.1 It is agreed that all cleaners and maintenance staff will be subject to the same disciplinary and suspension policy and procedures as those applying to public service officers within the Department.

5.2.2 The provisions of Chapter 6 - Disciplinary Action for Public Service Officers, sections 187 to 192 (including relevant schedules) of the *Public Service Act 2008* will have application to employees covered within this Appendix. The word "officer" in relevant sections will be replaced by "employee". This incorporation provides the Department with a range of examples of disciplinary action which may be considered reasonable according to the circumstances of any

alleged misconduct/offence. Without limiting the provisions of Chapter 6, the following is a summary of its application.

5.2.3 Chapter 6 provides that disciplinary action may result from:

- a) unsatisfactory performance;
- b) misconduct;
- c) absence without approval or reasonable excuse;
- d) contravening a manager's lawful direction;
- e) drug or alcohol abuse which impairs a employee's performance at work; and/or
- f) breach of the Code of Conduct.

5.2.4 Examples of action which can be taken in accordance with Chapter 6 and relevant principles of natural justice, includes (but is not limited to) the following:

- termination of employment;
- transfer of the employee to similar duties at another site;
- forfeiture or deferral of a salary increment or increase;
- imposition of a monetary penalty;
- a reprimand; and/or
- suspension of the employee from duty, including suspension without pay if the circumstances warrant it (a suspension may be cancelled at any time).

5.2.5 Any disciplinary action, except termination of employment, shall be subject to provisions of Chapter 7 - Appeals and Reviews of the *Public Service Act 2008*.

5.3 Managing Unsatisfactory Performance

5.3.1 The Managing Unsatisfactory Performance (MUP) processes shall be in accordance with DET policy, clause 5.3.2 and applicable guidelines to be developed in consultation with the LHMU. The guidelines will include a requirement that prior to commencing a formal MUP process discussions are to be held towards identifying and resolving performance issues.

5.3.2 The MUP process shall consist of the following two stages:

a) Stage 1

- Formal identification of unsatisfactory performance;
- Weekly inspections over a four week period (inspections incorporate feedback from cleaner);
- Cleaning standards do not improve to an acceptable level following the inspection period. Stage 2 is enacted;
- Cleaning standards improve to an acceptable level following the inspection period. Six month monitoring program is enacted;
- Cleaning standards are not maintained during the 6 month period. Stage 2 is enacted.

b) Stage 2

- A report is compiled by the Institute and forwarded to DET Workforce Relations for consideration to determine the appropriate course of action. Such action may include an investigation and/or a disciplinary process.

5.4 Calculation of Cleaning Hours

5.4.1 Current cleaning arrangements for TAFE cleaners have been developed through consultative arrangements using the recommendations of the TAFE Queensland Cleaning Review 1993.

5.4.2 These arrangements in Institutes/Colleges are developed through consultation to achieve:-

- a) An agreed cleaning productivity rate of 300 to 400 square metres per hour.
- b) A commitment to Best Practice and Benchmarking which involves the efficient, effective use of resources and a tool for measuring organisational improvement.
- c) Consultative arrangements and structures, including work teams developing and agreeing on an Institute basis measurable productivity targets and quality cleaning services.
- d) Skills development and training to support efficient work practices, including multi-skilling.
- e) An agreed process to avoid and settle grievances/disputes.

5.4.3 With the implementation of the Queensland Skills Plan it is recognised that capital works developments at newly created or redeveloped sites post 1 July 2006 may establish non-traditional teaching environments.

5.4.4 Where these non-traditional teaching environments have been identified, for example, at Acacia Ridge Campus of the Trade and Technician Skills Institute, it is agreed that by agreement between the relevant parties to this Agreement an alternative methodology for determining cleaning hours can apply. The process for development of a revised methodology shall include consultation and agreement prior to the new environment becoming operational.

5.4.5 It is further agreed that where traditional TAFE buildings exist in conjunction with the non-traditional environments existing productivity formulas will apply to traditional buildings.

5.5 Maximisation of Hours and Relief Arrangements

5.5.1 Provisions for maximising permanent part-time employee hours and absence relief arrangements shall be developed at the local level in consultation with cleaning staff and ensure that productivity rates remain within agreed parameters as set out in clause 5.4.2. These provisions shall be recorded in writing.

5.5.2 In situations where hours are made available by way of the following:-

- a) retirement, resignation, dismissal or a reduction of hours of a current cleaner, or
- b) the existence of additional cleaning areas, or
- c) to cover a period of absence of a cleaner on any type of leave,

and wherever it is operationally possible and convenient, the Institute Director (or delegate) shall:

- i) offer the additional hours to existing part-time staff, or
- ii) where this cannot be facilitated, provide relief in accordance with the agreed arrangement developed with cleaning staff.

5.5.3 The working of any additional hours is to be mutually agreed between the employee and Institute Director (or delegate) and payment for any additional hours shall be made in accordance with clause 5.5 of these provisions.

5.5.4 Where there is further opportunity to maximise available permanent hours toward full-time employment, existing permanent part-time cleaning staff will be afforded first preference in its allocation.

5.5.5 Cleaning staff may access the dispute procedures in this Agreement to resolve any dispute in regard to the operation of this provision.

5.6 Filling of Substantive Cleaning and Maintenance Vacancies

5.6.1 The filling of substantive cleaning and maintenance vacancies will be in accordance with the *Public Service Act 2008*, relevant directives and departmental policies. The principles governing the filling of substantive cleaning and maintenance vacancies will include:

- a) Consideration of deployees/redeployees;
- b) Consideration of maximising permanent part-time employee hours;
- c) Consideration of any employee-initiated transfer requests; and
- d) Recruitment and Selection Directive as amended.

5.7 Cleaning Staff Mobility

5.7.1 Subject to the following provisions, the parties recognise that the appointment of an employee to an Institute provides the capacity for an employee to be engaged at any Campus within the Institute.

5.7.2 Before a definite decision is made to relocate an employee, the Institute Director (or delegate) shall take into consideration the particular circumstances of the individual employee. Underpinning any decision to transfer employees will be a mandatory consideration of the personal circumstances impacting upon employees so affected, e.g. travelling distances, transportation costs and transport availability.

5.7.3 Where a definite decision has been made to relocate an employee to another campus within the Institute because of a change in business needs, the Institute Director (or delegate) shall notify the employee who may be affected by the proposed relocation and their employee representative.

5.7.4 The Institute Director (or delegate) shall discuss with the affected employee and their employee representative the effects the proposed relocation is likely to have on the employee and measures to avert or mitigate the adverse effects of such relocation on the employee.

5.7.5 The discussions shall commence as early as practicable after a definite decision has been made by the Institute Director (or delegate) to relocate the employee as outlined above.

5.7.6 For the purpose of such discussion, the Institute Director (or delegate) shall provide in writing to the employee concerned and their employee representative, all relevant information about the relocation and the expected effects of the relocation on the employee.

5.7.7 The employee retains the right to access the grievance resolution procedures as contained under either the applicable Directive or their respective industrial instrument.

5.8 Extended Working Week

5.8.1 The following 'Extended Working Week' provision is an initiative arising from *TAFE Queensland Cleaning Service Certified Agreement 1995*. The parties agree to continue this initiative as outlined below. This initiative will apply to TAFE cleaners only.

PROVISION: To extend the spread of the working week to include 5 out of 6 days, Monday to Saturday.

Saturday work cannot be required of existing or future employees; rather it must be agreed on a voluntary basis without duress.

5.8.2 TAFE cleaning operations will run over 6 days, Monday to Saturday, depending on client demand for business.

5.8.3 No employee will be compelled to work more than a maximum of 5 days across a week, although an employee may wish to spread work commitments across 6 days. This would be agreed between the employee and management.

5.8.4 The details of any arrangement must be appropriately recorded in writing. Should an employee elect to withdraw from the agreed arrangement, s/he may do so in writing with a minimum of two weeks notice.

- 5.8.5 No employee shall be disadvantaged, in terms of workload or income, as a result of their decision to revert to their pre- Saturday hours of duty.
- 5.8.6 If Saturday work is negotiated as part of a five-day week, another day during the week would be negotiated as a "weekend" day. This would ordinarily be Monday in order to deliver a two (2) consecutive days "weekend", unless otherwise requested by the employee. Work done on the "weekend" day for permanent employees would attract Saturday penalty rates as specified in the *Employees of Queensland Government Departments (Other Than Public Servants) Award - State 2003* and excess hours similarly would attract the appropriate Saturday penalty rates.
- 5.8.7 Once hours worked in a week exceed those specified in the *Employees of Queensland Government Departments (Other than Public Servants) Award - State 2003*, penalty provisions will apply for "week" or "weekend" days as appropriate.
- 5.8.8 As Saturday would become a part of the "normal" working week, the hours of operation on Saturday would be those stipulated as standard hours in the *Employees of Queensland Government Departments (Other Than Public Servants) Award - State 2003*. Single rates of pay would apply for permanent, fixed term and casual employees. Any hours worked outside of standard hours on Saturday would attract usual weekday penalty rates for payment.
- 5.8.9 Future employees, whether permanent, fixed term or casual, must be made aware of the possibility of Saturday work.
- 5.8.10 The proposal applies to all employees, both current and future, but can be operationalised only through negotiation.
- 5.8.11 The following guidelines are to be applied to ensure that negotiation is mutually satisfactory to employees and management:
- a) the agreement to include work on Saturdays as part of an employee's usual weekly complement of hours will be on a voluntary basis; and
 - b) if any disagreement as to these arrangements arises, the Prevention and Settlement of Disputes Procedure as outlined at Part 15 of this Agreement should be followed.

5.9 Shift Arrangements

- 5.9.1 Existing arrangements, where cleaning and maintenance employees subject to Part 5 of this Appendix, are directed by the employer to commence or finish ordinary hours of work outside of the ordinary spread of hours, will continue to apply and such employees will be deemed to be shift workers and be paid entitlements as prescribed in clause 6.6.6 and receive meal breaks in accordance with clause 6.7.3 of the *Employees of Queensland Government Departments (Other Than Public Servants) Award - State 2003*.

5.10 Cleaners Rates of Pay

| Level | Paypoint | Salary 1/07/08 per fortnight | Salary 1/08/09 per fortnight | Salary 1/08/10 per fortnight | Salary 1/08/11 per fortnight | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/09 Increase | Annualised Salary following 1/8/09 Increase |
|-------|----------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---|---|---|---|
| L2 | 1 | \$1,391.40 | \$1,459.40 | \$1,527.40 | \$1,595.40 | \$36,301 | \$38,075 | \$39,849 | \$41,623 |
| | 2 | \$1,430.10 | \$1,498.10 | \$1,566.10 | \$1,634.10 | \$37,310 | \$39,084 | \$40,858 | \$42,633 |
| | 3 | \$1,468.70 | \$1,536.70 | \$1,604.70 | \$1,672.70 | \$38,317 | \$40,091 | \$41,865 | \$43,640 |
| | 4 | \$1,507.10 | \$1,575.10 | \$1,643.10 | \$1,711.10 | \$39,319 | \$41,093 | \$42,867 | \$44,641 |

Appendix 9: Department of Employment, Economic Development and Innovation (DEEDI)

Continuing, reviewed and updated provisions originally prescribed in the *Department of Primary Industries, Fisheries and Forestry - Certified Agreement 1997*

1. Revised Working Hours Arrangements

The "spread of hours" for day workers across the Department (excluding Queensland Boating and Fisheries Patrol) will be 6.00 am to 6.00 pm Monday to Friday. Within the spread of hours the normal operating hours of the Department will be determined by the Chief Executive.

2. Department of Primary Industries (DPI) Progression Scheme

The progression scheme implemented under the *Department of Primary Industries, Fisheries and Forestry - Certified Agreement 1997* for professional and technical stream employees will continue to apply. DEEDI may undertake a review of the DPI Progression Scheme to evaluate an extension of the scheme's coverage to professional and technical stream employees in other areas of DEEDI. Any proposal to extend the coverage of the existing scheme to other business groups of DEEDI is subject to the review of and approval by the Director-General of DEEDI.

3. DPI Rural Area Incentive Scheme

The Rural Area Incentive Scheme implemented under the *Department of Primary Industries, Fisheries and Forestry - Certified Agreement 1997* will continue to apply. DEEDI may undertake a review of the DPI Rural Area Incentive Scheme to consider an extension of the coverage of the scheme across all or other areas of DEEDI. Any proposal to extend the coverage of the existing scheme to other business groups of DEEDI is subject to the approval of the Director-General of DEEDI.

Continuing, reviewed and updated provisions originally prescribed in the *Liquor Licensing Investigators - Hours of Work - Certified Agreement 2005*

Part 1: Application

These provisions shall apply to Liquor Licensing Officers appointed as Investigators, when they are required to work non-standard days.

Part 2: Definitions

"Accrued Time Credits" means the amount of time that an employee performs ordinary work and/or obtains credit for periods of work in excess of 7¼ hours per day or 36¼ hours per week.

"Accrued Time Off" means an approved absence debited against accrued time credits.

"Licensing Investigator" means a Licensing Officer who is appointed as an Investigator under the Liquor Act 1992 and who is engaged in the Compliance Unit, Liquor Licensing Division or a Regional Office.

"Non-standard day" means any day where ordinary hours are rostered to be performed outside a 6:00am to 6:00pm spread of hours or on a Saturday or Sunday.

"Non-standard week day" means any non-standard day on a Monday to Friday where an employee is rostered to commence work.

"Non-standard weekend day" means any non-standard day on a Saturday or Sunday where an employee is rostered to commence work.

"Standard day" means a normal working day as defined in the Department's Hours of Duty Arrangements.

"Shift" for the purposes of these provisions, means the period of work rostered to be performed on any day

"Relevant coordinator" means either the Regional Manager or Senior Liquor Licensing Officer for regional staff, or the Principal Liquor Compliance Officer for Brisbane staff.

"Schoolies" means the period at the conclusion of the school year (late November to early December) when there is a large number of school leavers celebrating the end of their schooling.

Part 3: Employment Conditions

3.1 Hours of Work

- (1) There will be no defined spread of hours for work performed on non-standard days in accordance with these provisions.
- (2) Ordinary hours shall be seven and one-quarter (7 1/4) hours per day exclusive of a meal break to be taken between the third and sixth hour. Provided that the meal break may be taken at another time, at the employees' option, for operational convenience.
- (3) All work performed on non-standard week days shall commence at or after 12 noon.
- (4) A minimum of four (4) hours are to be worked in the field on any non-standard day unless otherwise directed.

3.2 Maximum Hours

- (1) An employee shall not be compelled to work more than seven and one quarter (7¼) ordinary hours on any non-standard day, but may, at their option, elect to work up to nine and one half (9½) hours provided there is work to be performed.
- (2) Except as provided for in clause 3.1(2) above, any time worked at an employee's initiative in excess of nine and one half (9½) hours during a shift or in excess of five (5) hours before or after the meal break shall not be counted as working time and such additional time worked will not gain any advantage for the employee concerned.

3.3 Number of Non-Standard Days

- (1) Except as provided for in clause 3.3(3) and 3.3(4) below, employees shall work up to four (4) non-standard days per four (4) week cycle.
- (2) Overall, up to one half of the non-standard days worked shall be on weekends.
- (3) During the period known as "Schoolies" employees may be directed to work more than four (4) non-standard days per four (4) week cycle.
- (4) Where other special events occur, such as regional tours and visits to remote locations, employees, in agreement with management, may work more than four (4) non-standard days per four (4) week cycle.

3.4 Rosters

- (1) Rosters shall be developed by the relevant coordinator in consultation with the staff affected.
- (2) Rosters will be for four (4) weeks and determined at least one (1) week in advance.
- (3) Rosters will be prepared to coincide with the fortnightly pay cycle.
- (4) Rosters will provide for 4 days off in each fortnight. The days off will be taken in two lots of two consecutive days except by agreement between the relevant coordinator and the employee concerned.
- (5) Shifts commencing after 10:00pm of a Friday night shall be counted as a weekend shift.
- (6) Staff members may exchange rosters by mutual agreement and with the approval of the relevant coordinator.
- (7) Broken work shall only be worked during the period known as "schoolies".
- (8) Where an employee is rostered to work broken work, a minimum of four (4) hours will be provided between the work segments.
- (9) An allowance of \$20.00 shall be paid for each broken shift worked.

3.5 Workplace Health and Safety

- (1) No employee shall be required to work alone in the field after 8:00pm.

- (2) A minimum break as prescribed in clause 6.4.9 of the *Queensland Public Service Award - State 2003* will be provided between the cessation of work on one day and the commencement of ordinary work on the next.
- (3) Where pursuant to clause 3.5(2) above an employee is rostered to work a standard day immediately following a non-standard day, the employee shall be credited with the time difference between the maximum available working hours for that day and seven and one quarter (7¼) hours.
- (4) Where available, secure parking for employees' private vehicles will be provided while working non-standard days. Where secure parking cannot be provided, a departmental vehicle will be made available, where possible, on the basis that the vehicle must be returned to the office by 9:30am the following standard day. Where a secure car park or transport via a departmental vehicle is not available, the officer shall be reimbursed the cost of a taxi fare.

3.6 Accrued Time Off

Accrued Time Off shall not be granted for any time an employee is to be working a non standard day (i.e. a rostered shift) under these provisions.

3.7 Work performed on Public Holidays

- (1) All employees shall be credited with a Standard Day for Public Holidays, which occur from Mondays to Fridays inclusive unless rostered to work a non-standard day.
- (2) Work performed on a Public Holiday that is a rostered non-standard day shall be compensated in accordance with clause 7.7 of the *Queensland Public Service Award - State 2003*.

3.8 Overtime

Subject to any classification restrictions to paid overtime as prescribed in Ministerial Directive 5/05 (Hours and Overtime) and any amendment thereto, employees who are directed to perform work in excess of seven and one-quarter (7¼) hours exclusive of meal breaks in any one non-standard day, shall, at the discretion of the employee, be compensated either by paid overtime at the rate prescribed in the *Queensland Public Service Award - State 2003*, or have such time accrued on a time for time basis.

3.9 Leave

- (1) If an employee is unable to attend work for a non-standard day, the day will be taken as a standard day.
- (2) Single day recreation leave will not be granted for rostered non-standard days except in emergent or compassionate circumstances. If an employee requires a day off on a rostered non-standard day and cannot exchange days with another employee then the day will be taken off as a standard day.
- (3) Periods of recreation leave shall be paid for in accordance with the approved roster subject to clause 3.11(2) below.

3.10 Travelling Time

- (1) Travel upon authorised work away from an employee's headquarters during ordinary hours shall be counted as time worked for the purposes of these provisions.
- (2) Time spent travelling outside ordinary hours shall be accrued in accordance with Ministerial Directive 16/05 (Excess Travel Time), and any amendments thereto, and added to the employee's time off in lieu (TOIL) Credits.
- (3) For the purposes of this provision, ordinary hours means the employee's rostered shift.

3.11 Compensation for Non-Standard Days

- (1) Except for public holidays, in lieu of afternoon and night shift allowances and weekend penalty payment, an allowance of 6% of the employee's base fortnightly salary shall be paid for each full rostered non-standard day or a pro-rata amount for a part-day.
- (2) This allowance shall be paid on recreation leave taken and accrued under these provisions after working a minimum of three (3) months under these provisions. The payment shall not be paid during sick leave or long service leave.
- (3) If an employee is unable to attend work for a non-standard day the employee will not be entitled to an allowance for that day unless otherwise provided for under clause 3.11 (2) above.

- (4) If an employee is required to work non-standard days in addition to those rostered, an allowance of 6% of the fortnightly base salary will be paid for each occurrence.

Continuing, reviewed and updated provisions originally prescribed in the *State Government Departments Certified Agreement 2006* and new provisions under this Agreement

PART 1 - QUEENSLAND BOATING AND FISHERIES PATROL

1. Hard Lying Allowance

Where Hotel/Motel accommodation is unavailable or impracticable, the employee will receive a non-indexed hard lying allowance of \$60.00 per night. Employees overnight on board vessels which are more than ten (10) metres in length will not receive hard lying allowance.

2. Response Unit Clothing Allowance

The department will pay to employees of the Response Unit, who are engaged for exercising the duty of field surveillance work, a non-indexed allowance for clothing and laundry of \$200.00 per annum to compensate them for the requirement to wear civilian clothing during working hours. This allowance will replace the weekly uniform laundry allowance normally payable to these employees.

3. Penalty free Sundays

The number of penalty free Sundays that officers must work before penalty rates are payable shall be zero (0). The parties agree to facilitate an application to amend the award to reflect this change.

4. Time off in lieu of penalty rates for first 4 rostered Sunday shifts

4.1 This item replaces S3.10.3 (a)(ii) of the Award.

4.2 An officer will be paid ordinary time and in addition will accrue time off in lieu of penalty rates equivalent to the actual ordinary hours worked for the first 4 rostered and worked Sunday shifts per financial year (representing 8 hours per shift, 32 hours in total).

4.3 Provided that the provisions of S3.10.3 (a)(i) of the *Queensland Public Service Award - State 2003* (Extra payment for weekend work) shall only apply from the fifth rostered Sunday shift per financial year.

4.4 Where the duration of ordinary shifts is either greater than or lesser than the average daily ordinary hours, the total ordinary hours worked will contribute on a pro rata basis towards the relevant Sunday shifts where payment of ordinary weekend penalties does not apply.

4.5 An employee may elect to combine or convert the relevant Sunday shifts with Saturdays and/or Sundays or alternatively with Saturdays and/or Sundays and public holidays. Should this option be chosen a Saturday shift of 8 hours will equate to 4 hours and a public holiday shift of 8 hours will equate to 12 hours.

4.6 The parties agree that if the voluntary take up of TOIL over penalty rates for weekend work is sufficient, as determined by the Queensland Boating and Fisheries Patrol (QBFP), this provision will be reviewed for subsequent agreements.

5. TOIL for weekend work and work on public holidays

5.1 An employee entitled to receive extra payment for weekend work, or work on public holidays, may elect to be compensated by time off in lieu as follows:

(a) for ordinary hours worked on a Saturday, paid at ordinary time and in addition accrue time off in lieu equal to 50% of hours worked;

(b) for ordinary hours worked on a Sunday, paid at ordinary time and in addition accrue time off in lieu equal to 100% of hours worked;

(c) for ordinary hours worked on a Public Holiday, paid at ordinary time and in addition accrue time off in lieu equal to 150% of hours worked.

5.2 Provided that accrued time off in lieu shall be managed carefully with guidelines for accrual considered as part of the review of rostering arrangements.

5.3 TOIL not utilised within 12 months of accrual will expire.

6. Review of Rostering Arrangements

6.1 The QBFP will undertake a review of rostering arrangements within 6 months of certification of the agreement. The working party that undertakes the review will be made up of representatives from QBFP management and field officers.

6.2 Outcomes of the review shall be implemented by consent of the parties either by incorporation into relevant Instructions and Guidelines (I&Gs) or their equivalent, or where appropriate, through an Award amendment. An implementation and education program will be run for District Officers and District Managers.

6.3 In recognition of existing conditions of employment, the review will consider a broad range of rostering issues, which will include but is not limited to the following:

(a) Except in exceptional circumstances, rostering shifts to ensure that between the termination of ordinary work on one shift and the commencement of ordinary work on the next shift, officers will have at least 10 consecutive hours off duty.

(b) The starting and finishing times of shifts preceding and following rest days.

(c) The variance between the commencement times on the first day of a rostered period and the last day of a rostered period.

(d) The intention of Clause S3.10.3(f) of the Award (Overtime), acknowledging that the provision shall not be used so as to avoid an obligation to pay overtime.

(e) Rostering to ensure the capacity to take meal breaks at suitable times.

(f) Addressing the requirement (or otherwise) for split shifts and appropriate compensation.

(g) The removal of inclement weather provisions from the Award.

(h) Investigation of issues related to instances of 'captive duties'.

(i) Reasonable accrual and use of TOIL.

7. Offshore Surveillance

7.1 The parties agree that the following provision shall apply from the date of certification of this Agreement and to facilitate in due course an application to replace Clause S3.10.3(c) of the Award with this provision:

"(c) Offshore Surveillance Duty

(i) An employee who undertakes at sea surveillance duties on vessels greater than 10 metres carried out on behalf of the Department, from time to time shall be paid an "Off Shore Surveillance" allowance in respect of continuous periods spent at sea, anchoring out whilst on offshore surveillance and or travelling on a vessel at sea away from the port of Departure as follows:

For each day consisting of 24 hours, \$1.00 per hour with a minimum payment of \$10.00 for any part of a day less than 10 hours.

Provided that an officer must first complete 2 full days (48 hrs) at sea to qualify for an at sea allowance.

(ii) Employees will accrue one day's leave for each completed week (7 days, consisting of 24 hour periods) that such employees are away from the vessel's port of departure. Where the period is greater than 1 week, any further period of less than a completed week is to be calculated on a pro rata basis of 1 hour for each day spent away in excess of 7 days (e.g. 10 day patrol = 1 day 3 hours leave).

Provided that such leave shall be given and taken by mutual consent within 12 months of the date of completion of the period of offshore surveillance duty wherein such leave was accumulated.

It is the intention that this leave allowance commences immediately the vessel departs a Port and ceases:

- when the vessel returns to the port of departure; or
- an officer departs the vessel at another Port after completing a voyage; or
- at the conclusion of a "security watch" immediately following and in conjunction with a voyage.

A "security watch" means the event where an Officer or Officers are required to maintain duties on board a vessel to maintain the vessels, security, safety and integrity whilst away from its Home Port."

8. Marine Animal Response Team (MART)

- 8.1 The parties acknowledge the specialist skills of MART employees involved in the release of whales from Shark Control Program equipment.
- 8.2 To recognise these specialist skills, accredited MART employees, as identified on a register of accredited MART members, shall be paid a non-indexed allowance of \$500 per annum.
- 8.3 The allowance will be a lump sum payment, payable each year to accredited MART members.

Amended provision contained in the *DPI&F Fire Ant Control Centre - Certified Agreement 2006*

The Pest Eradication and Surveillance Allowance prescribed at clause 3.24 of the *DPI&F Fire Ant Control Centre Certified Agreement 2006* (CA/2007/40) is adjusted as follows:

- As from 1 August 2009 - \$41.80 per fortnight;
- As from 1 August 2010 - \$43.50 per fortnight;
- As from 1 August 2011 - \$45.20 per fortnight.

Appendix 10: Department of Environment and Resource Management (DERM)

Continuing, reviewed and updated provisions originally prescribed in the *State Government Departments Certified Agreement 2003*

1. Trial of an alternative Job Evaluation Methodology System (JEMS)

The parties agreed to undertake a trial of an alternative job evaluation methodology. The trial has arisen due to a commitment made to the unions in order to finalise the *State Government Departments Certified Agreement 2006*.

Purpose of trial: To trial, evaluate and report on an alternative to the existing job evaluation methodology used in the Queensland public sector. The trial will involve the development of Work Level Standards for Rangers in the operational stream, based on the existing position description and responses to interview questions from participants.

Scope of trial:

Inclusions

- Rangers employed by the Department of Environment and Resource Management as agreed by the parties.
- Only the tasks required by the department to perform the roles under consideration will be considered / included in the new methodology

Exclusions

- The trial will not review the individual employee in the role of Ranger generally. It will only include the duties performed by the employee that are required by the department.

Outcomes: The trial will be reviewed and outcomes reported to the Directors-General of the involved departments and the Director-General of the Department of Justice and Attorney-General.

Continuing, reviewed and updated provisions originally prescribed in the *Environmental Protection Agency (Rangers) -Certified Agreement 2004*

1. Ranger Industrial Forum

The parties have agreed to continue the Ranger Industrial Forum as a sub-group of the department's Consultative Committee. This forum will meet quarterly (unless otherwise agreed between the parties) to facilitate the implementation of this certified agreement and the identification and resolution of workplace and industrial issues. This forum will be the primary consultative mechanism for Rangers. The parties will develop a new term of reference which will include operating arrangements for the forum.

2. Employment Conditions

2.1 Training

2.1.1 The department agrees to deliver mandatory core skills training to rangers through the Conservation and Land Management Program, where possible. Provision and updating of this training will be recognised and funded as a departmental priority. These courses will cover the following for ranger employees: -

- Fire Response
- Chainsaw
- Law enforcement
- Occupational health and safety (OHS) (including first aid)
- Conflict management (including verbal conflict or equivalent course)
- Incident control (available to staff nominated by management)

2.1.2 DERM will maintain a central database that will track where training has been delivered. Records of such training will be provided in advance to the Ranger Industrial Forum prior to quarterly meetings in order to assess if training objectives are being met.

2.1.3 New employees will receive all mandatory core training pertaining to his/her position within two years from commencement of permanent employment with the Queensland Parks and Wildlife Service (QPWS). DERM agrees to ensure that the existing skills and qualifications of ranger staff are kept up to date.

- 2.1.4 The department continues its commitment to provide management development programs to employees who have ongoing supervisory responsibilities for three or more employees. This program will be made available to employees during the life of this Agreement.

2.2 Alternative methods for reporting for duty

- 2.2.1 Currently clause 4.2 of the *Conservation, Parks and Wildlife Employees' Award - State 2003* provides that all employees will commence and cease duty at their appointed headquarters and will be transported by the employer to and from the relevant areas of work. It is agreed that alternative methods regarding working across various parks may be introduced subject to agreement between the parties. The department will work with workplace union delegates and union officials to determine appropriate location clusters to enable efficient and effective utilisation of these arrangements.

The parties agree that no employee will suffer a reduction in the terms and conditions of their employment as a result of the introduction of any proposal within this clause. (This excludes arrangements at clause 8.2 relating to travelling allowances.)

Proposals may include: -

(1) Appointing Rangers to a defined area

This involves appointing certain rangers to a central base, which would be established within a defined area. The ranger then works at various parks across the defined area. This base would provide the ranger with an administrative base for mail to be sent and collected, for computers to be housed and assets to be stored and maintained.

(2) Appointing Rangers to Defined Locations

These rangers would be appointed to a central base for a certain period of the year and then during the declared wet season, or where seasonal fluctuations reduce visitor numbers, they would be relocated to an alternative base for the duration of the season. During this period the ranger would be relocated to an alternate base, not affected by seasonal fluctuations, to undertake similar duties. The ranger would then return to their central base after the end of the period.

(3) Relocation costs and travelling allowances

The Agency would incur the costs for relocation to the alternate base and return to their appointed central base pre and post the declared season. However, travelling allowances would not be paid during this period, as the alternate location would become their base for the period of the wet-season.

(4) Accommodation

All rangers working under this arrangement will have accommodation provided by the department whilst at their alternate location. The same level of rent that was being paid at their central location would apply.

2.3 Ration Run

The department has agreed to ensure that all remote area staff have a fair and equitable opportunity to purchase supplies and conduct personal business as stated in the Supplementary Arrangements to the *Conservation, Parks and Wildlife Employees' Award - State 2003*. In any instance where a disagreement arises over the entitlement, the matter shall be dealt with expeditiously between the parties to the Agreement.

Use of departmental vehicles will be permitted when employees are on ration runs and for activities associated with ration runs.

3. Reserved Matters

The Unions reserve their right to pursue the following matters in the form of an application to the Queensland Industrial Relations Commission during the life of this Agreement:

- An allowance for work with Dangerous/Venomous/Infectious Animals;
- Marine Engine Driver Allowance and the recognition of the qualification.

Continuing, reviewed and updated provisions originally prescribed in the *State Government Departments Certified Agreement 2006*

1. Progression Scheme for OO2 Rangers

The progression scheme implemented under the State Government Departments Certified Agreement 2006 will continue to apply.

2. Spousal Support

The Queensland Parks and Wildlife Service (QPWS) and the Unions will continue to investigate support opportunities for ranger spouses in remote areas. This item will be progressed as part of the Review of Remote and Mountain Parks.

3. QPWS Ranger Relocation Scheme

The department commits to continuing discussions for the development of a series of strategies designed to support career options for ranger staff (covered by the *Conservation, Parks and Wildlife Employees Award - State Government 2003*) who are based in remote areas of the State. The discussions will include the following:

- forward planning of future personal requirements of individuals and their families;
- identifying and supporting training and work experience opportunities (to allow staff to be more competitive in applying for other positions); and
- options for relocation.

This item will be progressed as part of the Review of Remote and Mountain Parks.

New provisions applicable to Department of Environment and Resource Management

Queensland Parks and Wildlife Service Rangers

1. Amalgamation of Supplementary Arrangements into the Award

The parties agree to amalgamate the Supplementary Arrangements to the *Conservation, Parks and Wildlife Employees' Award - State Government 2003* into the Award. An application to amend the Award will be lodged with the Queensland Industrial Relations Commission (QIRC) within nine (9) months of the date of certification of this Agreement unless there is agreement between the parties to extend this timeframe.

2. Review of Accrued Time Leave Arrangements

The parties agree to review the Accrued Time Leave arrangement for Rangers, including Special Days Off (SDO) overtime, roster and local hours of work arrangements. The aim of the review is not to reduce current entitlements.

The parties agree that training will be provided to employees, managers and supervisors about the content and application of the agreed Accrued Time Leave arrangements to ensure that all employees are aware of their entitlements and obligations.

At the conclusion of the review, if the parties agree to new Accrued Time Leave arrangements for Rangers, application will be made to amend the *Conservation, Parks and Wildlife Employees' Award - State -2003* to include Accrued Time Leave arrangements in the Award. This application will be lodged with the QIRC within twelve (12) months of date of certification of this Agreement unless there is agreement between the parties to extend this timeframe or agreement cannot be reached.

Should agreement not be reached to amend the Accrued Time Leave arrangements the provisions of the Accrued Time Leave Guideline for Rangers (2007) will continue to apply unless amended by agreement between the parties.

3. Fire Operations Allowance

The parties agree that the allowance for Fire Operations prescribed at clause 5.7.8 in the *Conservation, Parks and Wildlife Employees' Award - State -2003* will increase from the rate of \$39.40 per week to \$75.00 per week as from 1 November 2009. There will be no further adjustment to the \$75.00 EB allowance during the term of this Agreement.

4. Review of Remote and Mountain Parks Support

The department agrees to review the support provided to remote areas and mountain parks, including issues such as work teams, transportation, accommodation, communication and support networks.

This review will be conducted in consultation with the unions through the Ranger Industrial Forum. The introduction of Remote Area Champions and union representation on the department's Housing Committee will also provide representative support to staff in remote areas and mountain parks.

There is no undertaking by the department to adopt or implement any specific initiatives, as any outcomes of this review would need to be funded through existing budget allocations.

5. Travelling and Relieving Expenses

The department commits to applying the provisions of Ministerial Directive 9/08 *Domestic Travelling and Relieving Expenses*, as issued and amended by the minister responsible for industrial relations under section 54 the *Public Service Act 2008*.

Application of the Directive will commence as from date of certification of this Agreement. The Supplementary Arrangements will be amended to reflect the new provisions and will subsequently be included in the application to amalgamate the Supplementary Arrangements into the *Conservation, Parks and Wildlife Employees' Award - State - 2003*.

6. Workload Management

Consistent with the commitment provided by the Queensland Government in the *State Government Departments Certified Agreement 2009* the department is committed to working with the Unions to address workload management issues. Where issues of specific workload management are identified by employees of work units, workplace union delegates and/or officials and/or management, resolution of such matters should occur at the local level in the first instance. Where such matters are unable to be resolved they would then be referred to the Ranger Industrial Forum (RIF). If these matters are not resolved at the RIF, and after utilising stage three (3) of the grievance process, either party may then seek the assistance of the Queensland Industrial Relations Commission (QIRC).

7. Call Back to Duty Arrangements

The parties agree that Rangers are not required to be "on-call" and should an employee be directed to resume duty outside of ordinary working hours (i.e. they are recalled or called out for duty) employees shall be paid the relevant overtime rates or, at the employee's option, be compensated by accrued time leave at time for time in lieu of monetary compensation for such overtime.

The department will develop an Operational Policy that clearly outlines the entitlements and obligations of employees, managers and supervisors in managing call back to duty requirements and when responding to emergency situations.

8. Vessel Operating Maintenance

The parties agree to amend the *Conservation, Parks and Wildlife Employees' Award - State Government 2003* at clause 5.7.2 (*Construction, reconstruction, alteration, repair and/or maintenance work allowance*) to include marine vessel maintenance.

Application to amend the Award will be lodged with the Queensland Industrial Relations Commission (QIRC) within nine (9) months of the date of certification of this Agreement unless there is agreement between the parties to extend this timeframe.

9. Review of "Safety at Sea" Training

The parties agree to jointly undertake a review of "safety at sea" training. This review shall include identification of relevant or enhanced competencies required for vessel crew and other workers who may perform duties at sea in line with departmental vessel and operational requirements.

This review shall commence no later than 1 February 2010 and be ongoing over the term of the Agreement.

Whilst the parties recognise that the department currently provides training above the requirements of the "Elements of Shipboard Safety", the aim of the review is to continue to enhance vessel crew safety above these minimum prerequisites.

10. Transition to National Regulation and Certification

The parties acknowledge that the regulation of safety on commercial vessels will commence transition from Queensland to national regulation by the Australian Maritime Safety Authority (AMSA) during the term of the agreement and agree to work cooperatively to facilitate a smooth transition.

New provisions applicable to Department of Environment and Resource Management (DERM)

DERM Incentive Schemes for Recruitment and Retention in Remote and Rural Qld

DERM intends to undertake a review of the former Department of Natural Resources and Water (DNRW) Incentive Schemes for Recruitment and Retention in Remote and Rural Queensland to consider an extension of the coverage of the Scheme across all or other areas of DERM. Any proposal to extend the coverage of the existing DNRW Scheme to other business groups of DERM is subject to the approval of the Director-General of DERM. It is not intended to review the localities covered by the existing scheme.

Continuing, reviewed and updated provisions originally prescribed in the *State Valuation Service Certified Agreement 2004*

1. The base pay point for Valuers of the State Valuation Service who gain their registration as a valuer shall be PO3 classification level paypoint 1.
2. The State Valuation Service will pay up to 100% of the State Valuation Service Valuers' 'Continuing Professional Development' points required as part of the Valuers' continued registration as detailed in the State Valuation Service's Policy on Continuing Professional Development.

Continuing, reviewed and updated provisions originally prescribed in the *NRW Forest Products Certified Agreement 2007*

Part 1: Application

1.1 Application

- 1.1.1 These provisions shall apply to all employees of Forest Products excluding Senior Executives and Senior Officers.

Part 2: Employment Conditions

2.1 Forest Management Certification Payments

- 2.1.1 Forest Products is committed to maintaining the accreditation of its forestry management system to a relevant standard, such as *The Australian Forestry Standard*. The Forest Management Certification Payments will be payable in connection with the maintenance of this accreditation.
- 2.1.2 Payment will be made subject to the demonstrated commitment of staff to the maintenance of certification through an annual audit process that assesses performance against stringent criteria for forestry management of timber production from an environmental, social, cultural and economic perspective within a continuous improvement framework. Staff commitment will be demonstrated through the adoption of best practice management standards and continuous improvement processes and the rectification of any issues raised through the audit process.
- 2.1.3 The relevant CC will review the progress of this accreditation during this Agreement.
- 2.1.4 All employees of Forest Products excluding Senior Executives and Senior Officers shall be paid the Forest Management Certification Payment on the following basis:

from 1 August 2009: \$12.10 per fortnight;
 from 1 August 2010: \$12.60 per fortnight; and
 from 1 August 2011: \$13.10 per fortnight.

2.1.5 The Forest Management Certification Payment remains payable subject to the parties maintaining a continuous improvement plan consistent with the criteria set out in *The Australian Forestry Standard or a similar relevant standard*.

2.2 Work Away from Headquarters

2.2.1 Travelling and relieving allowances/expenses as provided for in the Directive relating to Domestic Travelling and Relieving Expenses issued and amended by the Minister responsible for industrial relations under section 54 of the *Public Service Act 2008* shall apply to full-time and part-time general employees.

2.2.2 Provided that employees who are required to camp and are entitled to camp allowance will be paid the award prescription of \$55.80 per day in lieu of camp allowance when they are required to camp in departmental barracks away from their normal headquarters overnight.

2.2.3 It is further provided that employees who are classified as permanently engaged on firebreak/road construction and maintenance work are entitled to the award prescription of \$55.80 per day when they travel away from their normal headquarters overnight and stay in a departmental barracks.

2.3 Local Workplace Agreements

2.3.1 Changes to existing employment conditions which contribute to increased productivity and employee benefits can be initiated by employees and management through consultation at the workplace. Local union delegate(s) and/or officials may assist employees to develop a proposal, as appropriate. Proposals are to be formally documented, including any trial or sunset arrangements. Such proposals are to be forwarded to the relevant CC.

2.3.2 The relevant CC shall review, and may refine proposals as necessary. Subject to acceptance of the proposal by the relevant CC, a jointly agreed information statement will be provided to affected employees outlining issues and explaining reasons for any changes made to the proposal prior to ballot.

2.3.3 Implementation of local workplace agreement initiatives requires the support of the affected employees by means of:
 (a) a ballot with an outcome (for work groups) of 75% of affected employees in a work group being in favour of the proposed Local Workplace Agreement; or
 (b) the employee(s) concerned, if the matter does not require a work group approach.

2.3.4 The relevant CC will subsequently approve the commencement of, and monitor the results during, local workplace agreement initiatives.

2.4 Fire Management

2.4.1 The Fire Management provisions herein shall apply to all staff in Forest Products who have a current accreditation for Fire Fighting Level 1 or have been trained in Logistical and Operational Support for Incident Control.

2.4.2 The parties recognise that fire management is an integral part of departmental business and work activities.

2.4.3 In recognition of competencies required by staff to protect State assets, an all purpose allowance shall be paid to all permanent employees where a current accreditation for Fire Fighting Level 1 is held or where the employee has been trained in Logistical and Operational Support for Incident Control.

2.4.4 The all purpose allowance shall be paid on the following basis:

- from 1 August 2009: \$20.90 per fortnight;
- from 1 August 2010: \$21.70 per fortnight; and
- from 1 August 2011: \$22.60 per fortnight.

2.4.5 The allowance will also be paid to temporary and casual employees who are required by the Department to undertake fire fighting and/or fire support duties as part of an operational role.

2.4.6 The allowance will be paid on the following basis:

- (a) General employees, salaried field staff and salaried office staff located at centres within Forest Products' Forest Management Areas will be paid for the entire year in recognition of their front line fire management role including wild fire control and prescribed burning activities that may be undertaken throughout the year.
- (b) Salaried office based staff located in Brisbane will be paid the allowance during the normal Forest Products declared summer fire season of 1 August to 31 January in recognition of providing back up fire fighting and support services during this high risk period.

- 2.4.7 Management will determine the allocation of employees to undertake either the fire fighting accreditation training or the logistics training. This determination will be made in consultation with staff concerned, taking into consideration work place health and safety assessments and the requirements of the organisation. Staff in receipt of the allowance must be ready, willing and able to undertake fire management duties relative to their training.
- 2.4.8 The Department will ensure fire fighting training or logistics training is provided within three (3) months of each new employee commencing employment where the need for such training has been identified.
- 2.4.9 During the life of this Agreement Forest Products will ensure fire fighting for accreditation purposes and logistical and operational support training will be available.

Appendix 11: Queensland Police Service**Continuing, reviewed and updated provisions originally prescribed in the *State Government Departments Certified Agreement 2006***Hours and Other Conditions of Employment - Staff Members**Part 1 - Application**

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Part 9 - Pilots- Airwing: Salaries and Other Conditions of Employment- Queensland Police Service

Part 1- Application

1.1 Title

These provisions shall be known as the Queensland Police Service - Hours and Other Conditions of Employment - Staff Members.

1.2 Coverage

Parts 1 to 8 of these provisions shall be binding upon Queensland Police Service and public service employees (excluding members of the Senior Executive Service, contract employees, Police Liaison Officers, Queensland Aboriginal and Torres Strait Islander Police, Members of the Police Pipes and Drums Band and Assistant Watchhouse Officers) and The Queensland Public Sector Union of Employees and others.

Part 9 of these provisions shall apply to pilots attached to the Queensland Police Service Airwing.

Part 2- Definitions, Allowances and Higher Duties

2.1 Definitions

(a) "**accounting period**" - shall mean a period of 28 consecutive calendar days.

(b) "**accumulated time**" - shall mean all authorised time worked, other than paid overtime, in excess of 7.25 hours per day:

Provided that in the case of General Employees, Telephonists and Nurses, the usual daily hours in force at the effective date of this Schedule shall be inserted in lieu of 7.25 hours for the purposes of this definition.

Authorised travelling time shall also be included for the purposes of assessing accumulated time.

"Authorised travelling time" does not include time spent travelling to or from an employee's usual place of residence, or in the case of residing away from home, the temporary place of abode.

(c) "**Commissioner**" - shall mean the Commissioner of the Police Service appointed pursuant to the provisions of the Police Service Administration Act 1990 or delegate.

(d) "**consultation**" - is defined in Part 3 of this Schedule.

(e) "**continuous shift work**" - see subclause 2.1(1) (iii).

(f) "**equivalent time off**" - wherever appearing shall be calculated on the basis of equal time off for actual time worked and shall not be computed time off on the basis of either paid overtime or weekend work penalty provisions.

"Computed time" means time and a-half or double time (depending on when overtime was actually worked) or, in respect of weekend work, whether work was performed on a Saturday or a Sunday.

(g) "**General employee**" - for the purpose of this Schedule only shall mean an employee whose conditions of employment are governed by the Employees of Queensland Government Departments (Other than Public Servants) Award 2003 or the Engineering Award-State 2002

(h) "**justifiable**" - shall mean where there is sufficient and warranted reason.

The Commissioner or delegate shall determine the justification or otherwise. However, any decision in this regard (i.e. a change of roster on 24 hours' notice) should not be made without due regard for an employee's circumstances balanced with the competing interests of the Service.

(i) "**occasional shift work (performed by a non-shift employee) to meet operational requirements**" - see subclause 2. (1)(ii)

(j) "**public service officer**" - for the purpose of this Schedule only shall mean an employee whose conditions of employment are governed by the Queensland Public Service Award-State 2003.

(k) "**roster**" - is a period of 28 consecutive calendar days.

- (l) (i) "**shift work**" - shall mean work done by separate relays of employees working recognised hours preceding, during or following the normal working hours for day workers.
- (ii) "**occasional shift work (by a non-shift employee) to meet operational requirements**" - shall mean that which is prescribed under Part 4.5 of this Schedule.
- (iii) "**continuous shift work**" - means work done by employees where the hours of work are regularly rotated in accordance with a shift roster covering a 24 hours per day operation over a seven (7) day week. An employee shall not be classed as a continuous shift worker unless such employee has worked at least a 28 consecutive calendar day period of such work.
- (m) "**standard day**" - shall mean a period of 7.25 hours working time:

Provided that in the case of General Employees, Telephonists and Nurses, the ordinary hours which constituted an ordinary working day at the effective date of this Schedule shall be these employees' standard day.
- (n) "**supervisor**" - shall mean the employee who is next in line command and/or has the responsibility for the efficient day to day operations of the particular station, section, establishment or work unit.
- (o) "**telephonist**" - for the purpose of this Schedule only shall mean an employee whose conditions of employment are governed by the Telephonists- Hours of Duty and directly associated matters: Hours of Duty in Queensland Police Service - (unregistered) listed in Section 12, Schedule 3 of the Queensland Public Service Award-State 2003.

2.2 Allowances/higher duty payments

2.2.1 Locality Allowances

- (a) Locality allowances are set out in Directive 19/99 as made and amended under section 54 of the *Public Service Act 2008*

[This directive applies only to public service officers; and temporary employees engaged under section 148 of the Public Service Act 2008].

- (b) A 5.5% increase applies to locality allowances (other than for those centres which are located in coastal Local Government areas with the possible exception of some small communities which might be able to demonstrate isolation factors).

The list of centres attracting locality allowance in the Service is located on the Queensland Police Service Industrial Relations Branch website. The amounts shown therein are inclusive of the 5.5% increase from 1 January 1997 increase where appropriate.

2.2.2 Dog Instructor Allowance

Where a police dog is kennelled at the home of a Dog Instructor/Dog Development Officer, and such employee is required to care for and maintain the dog during hours rostered off duty, the employee will be paid at the rate of \$272.15 per fortnight as of 1 September 2008.

Provided that this allowance may be amended from the same effective date that each State Wage Case allowance adjustment is made available by Declaration of General Ruling.

2.2.3 Performance of Higher Duties

Where an employee who is temporarily filling a position is absent on accumulated time leave, such accumulated time leave shall not be deemed to interrupt the period of performance of such duties if such employee goes back to the same duties on return from accumulated time leave.

If an employee is on higher duties and does not return to same after accessing ATA, then such period of higher duties is interrupted and has in fact ceased at the commencement of ATA. Consequently, higher duties are not payable for ATA in such a situation.

Part 3 - Consultation and Implementation Procedures

In this Part, "consultation" -

...involves more than a mere exchange of information. For consultation to be effective, the participants must be contributing to the decision making process not only in appearance, but in fact. [Commissioner Smith (Australian Industrial Relations Commission), Melbourne, 12 March 1993.]

Any reference to "accumulated time" in this Part is to be read in conjunction with clause 4.2.

3.1 Procedures for work area level discussions

3.1.1 Management and representatives of all employees concerned in each station, section, establishment or work unit shall consult over the most appropriate means of implementing and working ordinary hours.

3.1.2 The objective of such consultation shall be to reach agreement on the method of implementing and working ordinary hours having regard to the work requirements of the employer and the preferences of the employees.

If, through consultation, it is revealed that there is a desire to work shift work or weekend work and such was not worked prior to the operative date of these provisions, the process outlined in clause 3.2 of these provisions applies, rather than the remainder of this clause.

For a change to shift work or weekend work where such was not previously worked:

GO TO CLAUSE 3.2 and IGNORE THE REMAINDER OF THIS CLAUSE

3.1.3 Employees may be represented by their local industrial organisation delegate/s and shall have the right to be represented by either their industrial organisation official/s or by a representative of such employees.

3.1.4 Agreement shall not be unreasonably withheld by either party.

3.1.5 The outcome of any agreement reached between the employees and management or any decision made by the Commissioner [in accordance with subclauses (3.1.7) and (3.1.8) herein] as to the method by which the hours arrangements are implemented shall be reduced to writing and shall be signed by either the employees or their representative and by the relevant supervisor.

Such record shall contain -

(a) an outline of how the consultative process was conducted; and

(b) the agreed arrangements (restricted to the operating times and days of the particular station, section, establishment or work unit - i.e. it is not necessary for the record to address each individual's arrangements);

and it shall be maintained at the work place to which it relates.

3.1.6 In cases where agreement cannot be reached as a result of consultation between the parties, either party may request the assistance or advice of either the Secretary of the appropriate industrial organisation or a representative of the employees so affected (as applicable), as well as the assistance and advice of the Manager, Industrial Relations Branch, Queensland Police Service. This should occur as soon as it is evident that agreement cannot be reached.

3.1.7 Where agreement cannot be reached, the Commissioner may direct the starting and ceasing times of employees within the spread of hours, but only after extensive consultation has occurred.

3.1.8 In determining hours of duty, the Commissioner shall take into account the following:

(a) the requirement to work specific hours, before directing employees to work those hours;

(b) the working of accumulated time where it is not suitable to an employee on a given day, taking into account whether other staff are available and competent to perform this work;

(c) the needs of workers with family responsibilities or disabilities;

(d) the provision of timely notice of the requirement to work in excess of ordinary hours;

(e) each employee's current balance of accumulated time.

- 3.1.9 The method of working ordinary hours may be altered following negotiations between management and employees concerned utilising the provisions of this clause. Implementation of any alteration shall occur not less than a complete 28 day cycle or such shorter period as may be mutually agreed upon.
- 3.1.10 Notwithstanding the consultative procedures outlined above, and notwithstanding any lack of agreement by employees, the Commissioner shall have the right to make the final determination as to the method by which hours' arrangements are implemented or worked from time to time.

3.2 Facilitative Clause

- 3.2.1 In this clause, where a provision refers to agreement by the majority of employees so affected, all employees directly affected shall be consulted as a group.

Depending on circumstances, this consultation may include sworn employees.

- 3.2.2 The following provisions shall apply to shift work and to weekend work where such work was not performed prior to the operative date of this Schedule. These provisions allow for the determination of conditions of employment by agreement either between the Commissioner and the relevant Union or between the Commissioner and the majority of employees so affected.
- 3.2.3 The relevant industrial organisation/s is/are to be notified in writing at least one week in advance of agreement being sought.
- 3.2.4 Employees may be represented by their local industrial organisation delegate/s and shall have the right to be represented by either their local industrial organisation official/s or by a representative of such employees.
- 3.2.5 Neither party shall unreasonably withhold agreement.
- 3.2.6 Agreement is defined as obtaining consent of greater than 50% of employees directly affected or of the industrial organisation.
- 3.2.7 Any agreement reached must be documented, and shall incorporate a review period.
- (a) Contact should be made with either the Industrial Relations Branch or the appropriate Union where any difficulties are experienced by either management or employees who may wish to implement new arrangements as outlined in subclause (2) herein.
- (b) It should be noted that the matter of compensation for shift work and weekend work are addressed elsewhere in this Schedule.
- 3.2.8 The documented agreement reached between the employees and management as to the method by which the hours arrangements are implemented shall be signed by either the employees or their representative and by the relevant supervisor.

Such record shall contain -

- (a) an outline of how the consultative process was conducted;
- (b) the agreed arrangements (restricted to the operating times and days of the particular station, section, establishment or work unit - i.e. it is not necessary for the record to address each individual's arrangements);
- (c) details of the review period (in accordance with subclause 3.2.7 herein);

and it shall be maintained at the work place to which it relates.

Part 4- Hours of Work- Non Shift Employees

4.1 Hours of Work

4.1.1 Subject to subclause (4.1.2) herein, the ordinary hours of work shall be an average of 36.25 hours per week and shall be worked between 6 am and 6 pm over any five consecutive days in seven days (i.e. Saturday to Friday inclusive):

Provided that an employee's daily starting and ceasing times shall be by agreement with the employee's supervisor:

Provided further that ordinary hours for General Employees, Telephonists and Nurses shall be those extant under their appropriate award or industrial agreement at the effective date of this Schedule.

4.1.2 Employees shall have access to time off for time worked in excess of 145 hours per accounting period to be taken at a time convenient to the employee and the Queensland Police Service:

Provided that the hours for General Employees, Telephonists and Nurses in an accounting period shall be the ordinary hours extant under their appropriate award or industrial agreement over a 28 consecutive calendar day period.

Starting and ceasing times are to be agreed with the supervisor. Employees do not have the right to dictate when they will start or finish work. It follows therefore that supervisors need to be aware of staff movements.

4.1.3 The ordinary hours of work prescribed herein (and as agreed through the consultation process defined in Part 3 of these provisions) shall be worked continuously excluding an unpaid meal break of at least 30 minutes to be taken between the third and sixth hour from commencement of duty and shall not exceed 10 hours on any day:

Provided that in any arrangement of working hours where there exists a proposal to work a 10 hour period, the arrangement of hours and conditions shall be subject to either the agreement of the Commissioner and the appropriate industrial organisation or the agreement of the Commissioner and the representative of employees so affected.

Any arrangement to work regular hours in excess of the standard day does not attract overtime consideration.

4.2. Accumulated Time Arrangements (ATA)

4.2.1 ATA will operate on the basis of a 28 day accounting period and shall apply to non-shift workers only (including those non-shift workers who occasionally are required to work shift work in order to meet operational requirements).

4.2.2 Subject to the provisions of clause 4.2.1, time may be accumulated for authorised work performed by an employee:-

(a) in excess of a standard day; or

(b) outside the 6 am to 6 pm spread of hours; or

(c) when recalled for duty; or

(d) on public holidays or days substituted in lieu (excluding Labour Day), rest days, weekends or concessional days.

(i) In the context of accumulation of time (to be taken at a later date), it should be noted that overtime may also be paid for work performed in excess of 10 hours per day; or for work performed outside the spread of hours; or for hours worked in excess of the maximum accumulated time in a 28 day period. The options to pay overtime or to grant time off in lieu of such overtime is addressed in the overtime clause which appears elsewhere in these provisions.

(ii) All work performed on Labour Day will attract an appropriate payment.

4.2.2A In lieu of accumulating time pursuant to ATA, employees may be paid overtime rates (subject to overtime cut-offs as prescribed in the relevant Directive) where the Commissioner has approved the payment is appropriate in accordance with clause 4.2.2B.

4.2.2B The approval of the Commissioner will be unfettered and will only be given based on persuasive evidence, including the following:

(a) steps taken by relevant managers to appropriately manage ATA in the past;

- (b) explanation as to why those steps have been ineffective;
- (c) consideration of other options to appropriately manage ATA;
- (d) operational impacts; and
- (e) budgetary implications

4.2.3 Accumulation of time and access to time off shall be subject to the approval of the employee's supervisor. Operational requirements as determined by the supervisor shall be the determining factor for such approvals:

Provided that such approval shall not unreasonably be withheld.

- (i) The responsibilities of the supervisor are stressed in this respect, as is the notion that ATA is to be managed for the dual benefits of the Service and the employees (either individually or collectively).
- (ii) It is most important for the supervisor to maintain control over the accumulation of time and the taking of time off to ensure that employees should not forfeit any excess hours held in credit [see subclause 4.2.5(e) herein].

4.2.4 An employee may not accumulate time unless work is available for the employee to perform and such work is performed during the period.

4.2.5 The following conditions apply for employees other than General Employees, Telephonists, Nurses and Human Services Officers.

- (a) Time accumulated by an employee during an accounting period or roster may be taken in the form of time off during that same accounting period or roster; or, subject to paragraphs (e) and (f) herein, may be carried forward to the next accounting period.
- (b) Time off cannot be accessed unless the employee has accumulated the equivalent amount of time in credit.
- (c) Time off shall not be taken in periods of less than 15 minutes' duration and shall be calculated to the next upward 15 minutes.
- (d) Time off of up to 29 hours may be allowed in any 28 day period.
- (e) The maximum carry-over of hours between accounting periods or rosters is 14.5. No payment shall be made for any excess hours: that is, such excess hours will be forfeited unless paragraph (f) herein applies.
- (f) Provided that the Commissioner may approve a carry-over of hours or part thereof in excess of 14.5 hours for an employee in the following circumstances:
 - (i) where such employee was refused time off and hence exceeded the maximum carry-over limit as specified above due to a specific direction by the Commissioner to the employee to work certain hours; or
 - (ii) where an unforeseen absence on sick leave or other approved leave occurs upon days immediately preceding the end of an accounting period or roster:

Provided that any such carried forward excess time should be taken as time off during the next accounting period or roster.

4.2.6 General Employees, Telephonists and Nurses shall also be entitled to accumulate time and to access time off on similar arrangements to those contained in this Part except that 29 hours shall mean the equivalent hours of four ordinary days and 14.5 hours shall mean the equivalent of two ordinary days.

4.2.7 Access to ATA by part-time and casual employees is restricted to exceptional circumstances.

4.2.8 Arrangements for Human Services Officers shall be determined by the Commissioner consistent with the terms of clause 3.1 of this Schedule.

4.2.9 The Commissioner may direct employees to work the hours of a standard day where an employee's time management is unsatisfactory. Any authorised time worked in such circumstances in excess of the hours of a standard day (subject to overtime cut-off) will be paid as overtime.

Action in relation to unsatisfactory time management which leads to a direction to work the hours of a standard day should be addressed using performance management processes.

- 4.2.10 In the event of an employee's employment ceasing for any reason whatsoever, there shall be no payment for the balance of time accumulated at the date of separation, unless access to time off has been denied by the Service.

Any employee who is to be paid out in accordance with the terms of this clause will receive such payment at the ordinary rate of pay up to the equivalent of four standard days.

4.3 Overtime

- 4.3.1 Subject to clauses 4.2.2(A) and 4.2(10), overtime applies when time is worked in excess of 10 hours per day, or outside the spread of hours, or in excess of the maximum amount allowed to be accumulated in a 28 day period:

- 4.3.2 Prior to overtime being worked, the form of compensation will be as mutually agreed by the supervisor and the employee so concerned, where such employee is below the cut-off point for paid overtime:

Provided that in the event of the supervisor and employee not reaching agreement or in the absence of consultation, the Commissioner shall determine whether overtime will either be paid or compensated for in the form of equivalent time off in lieu.

(a) Paid overtime is subject to the salary limitations prescribed in the 'Hours and Overtime' Directive as amended.

(b) Where time is taken as time off in lieu, it is managed in accordance with the ATA as outlined elsewhere in these provisions.

(c) Where an employee is paid overtime, there is no entitlement to time off in lieu at a later date.

(d) Subject to approval, overtime may be compensated by a combination of time off in lieu (as ATA) and a paid component.

- 4.3.3 An employee recalled to perform duty after completing ordinary hours or at least two hours prior to commencing ordinary hours shall be compensated either by the payment at overtime rates (where applicable) with a minimum payment of two hours or by accumulation of time in accordance with clauses 4.2 and 4.3 of these provisions:

Provided that, for the purposes of this subclause, the term "ordinary hours" means those hours which fall between the agreed nominal starting and finishing times of individual employees on a daily basis.

- 4.3.4 Where applicable, overtime shall be paid at the following rates:

Monday to Saturday: Time and a-half for the first three hours and double time thereafter

Sunday: Double Time.

- 4.3.5 Subject to subclause 4.3.2 herein, an employee directed to work overtime on either the first, third, fifth or seventh days of such employee's rest days during an accounting period shall be paid at the rate of time and a-half for the first three hours and double time thereafter with a minimum of two hours' work or payment therefore.

- 4.3.6 Subject to subclause 4.3.2 herein, an employee directed to work overtime on either the second, fourth, sixth or eighth days of such employee's rest days during an accounting period shall be paid at the rate of double time, with a minimum of two hours' work or payment therefore.

- 4.3.7 Subclauses 4.3.5 and 4.3.6 herein shall not apply to work performed on an employee's accumulated day off as a result of such employee working ordinary hours over less than five days in any week.

- 4.3.8 Subject to subclause 4.3.2 herein, an employee directed to work on such employee's accumulated day off shall be paid for such work at the rate of time and a-half for the first three hours and double time thereafter with a minimum of two hours' work or payment therefore.

An employee directed to work on an accumulated day off and paid for such work at overtime rates shall not be entitled to an additional day off in lieu.

4.4 Weekend Work

- 4.4.1 All ordinary time worked between midnight Friday and midnight Saturday (not being overtime) shall be paid for at the rate of time and a-half. All ordinary time worked between midnight Saturday and midnight Sunday shall be paid for at the rate of double time.
- 4.4.2 Provided that with agreement between the Commissioner and the employee concerned, an employee may be compensated by, in addition to the payment of salary at ordinary rates for that day, being allowed to take equivalent time off in lieu of being paid the applicable penalty.

Two options are thus available.

- (a) payment in accordance with stipulated penalty; or
- (b) payment for the weekend day ordinary rates of pay PLUS time off in lieu (under the terms of the ATA outlined elsewhere in these provisions).

In option (b), time off in lieu is accumulated on the basis of equal time for actual time worked.

For example, if an employee works eight hours on either a Saturday or a Sunday, that employee may choose to be paid at ordinary rates for eight hours and accrue eight hours extra time which may be accessed as accumulated time leave in accordance with ATA.

Alternatively, if an employee works eight hours on both a Saturday and a Sunday, that employee may choose to be paid at the rate of time and a-half for the work undertaken on the Saturday and accrue eight hours extra time (for the Sunday work) which may be accessed as accumulated time leave in accordance with ATA.

There must be agreement between the parties as to which option shall apply.

4.5 Occasional Shift Work (performed by a non-shift employee) to meet operational requirements

It should be noted that during such occasional periods these employees are required to work shift work:

- (a) access to ATA continues to apply;
- (b) paid overtime (if applicable) continues to be paid at the non-shift worker rate.

- 4.5.1 Where management determines that operational requirements occasionally require employees to work all or a substantial part of their standard day on any one day outside their ordinary hours of work, such employees may be compensated as shift workers for such period if there is mutual agreement by employees so affected to work as required:

Provided that no arrangements in this regard are to commence with less than 48 hours' notice.

- 4.5.2 The conditions applying to these arrangements are limited to:

- (a) the payment of the 15% afternoon or night shift allowance for work performed on Monday to Friday (inclusive);
- (b) the weekend penalty rates as prescribed in clause 5.4 of these provisions.

- 4.5.3 Any agreement made under these arrangements shall be recorded, signed by either the employees or their representative and the relevant supervisor. Such record shall be maintained at the work place to which it relates.

- 4.5.4 These provisions will apply where a non-shift employee works occasional penalty or shift work.

- (a) The starting time of a particular shift shall dictate the penalty which may be applicable.
- (b) In no circumstances shall the penalties prescribed for shift allowance, weekend rates, or public holidays be combined for the same period of work.

For example:

- (i) A shift commencing at 6pm on a Friday evening will attract a 15% allowance for the entire shift.
- (ii) A shift commencing on Saturday at 8pm and concluding on a Sunday at 4am attracts payment for the entire shift at the Saturday rate of time and a half.

- (iii) A shift commencing on a public holiday and concluding on a weekend day will attract the public holiday penalty for the entire shift.

Part 5- Hours of Work- Shift Employees

5.1 Hours of Work

- 5.1.1 Employees shall work day, afternoon and/or night shifts as required by the Commissioner so that the ordinary hours shall not exceed 145 hours over a four week period:

Provided that the ordinary hours over a four week period for General Employees, Telephonists and Nurses shall be those extant under their appropriate award at the effective date of these provisions:

Provided further that where ordinary working hours are to exceed 10 hours up to a maximum of 12 hours on any day or afternoon shift and/or eight hours on any night shift, the arrangement of hours and conditions shall be subject to the agreement of the Commissioner and either the relevant Union or the representative of the employees so affected.

Any arrangement to work regular hours in excess of the standard day does not attract overtime consideration.

- 5.1.2 The ordinary working hours shall be worked in accordance with the following:

- (a) A "day shift" shall commence at or after 6 am and before 12 noon;
- (b) An "afternoon shift" shall commence at or after 12 noon and before 6 pm;
- (c) A "night shift" shall commence at or after 6 pm and before 6 am.

- 5.1.3 Shifts shall be worked according to a roster mutually agreed to between the Commissioner and either the appropriate industrial organisation or the representative of the employees.

As rosters for shift work must be mutually agreed between the Commissioner and either the Union or the representative of the employees, any proposal in this regard is to be signed as appropriate, and such record is to be maintained at the work place to which it relates.

Employees shall be notified of their rostered hours at least one week in advance of the roster:

Provided that notification by 1 pm on Monday shall be sufficient notification for the roster commencing on the following Saturday.

- 5.1.4 Changes within a roster shall be by agreement between the Commissioner and the employee concerned but failing agreement 24 hours' notice of a change of roster shall be given where justifiable.

The supervisor may approve of a change to the rostered shifts where mutually agreed between one employee and another.

- 5.1.5 Notwithstanding any of these provisions, no shift worker shall perform more than two consecutive shifts.

If work is undertaken on the second of two consecutive shifts and such work is to be compensated by paid overtime, such payment shall be paid at double time (i.e. the overtime rate for shift workers).

- 5.1.6 All shift employees shall be allowed a minimum of 30 minutes for a meal break to be taken between the third and sixth hour from the commencement of duty. Meal breaks are to be taken so as not to interfere with operational requirements:

Provided that the hours of duty of shift workers shall be inclusive of meal breaks. No deduction shall be made from an employee's salary for meal breaks taken.

5.2 Overtime

5.2.1 Overtime applies to all approved time worked in excess of the ordinary rostered hours of work.

5.2.2 The Commissioner shall determine whether overtime will either be paid or compensated for in the form of equivalent time off in lieu:

Provided that, unless justifiable, 14 days' notice is given when overtime is to be remunerated in the form of equivalent time off in lieu.

5.2.3 An employee recalled to perform duty after completing an ordinary shift or at least two hours prior to commencing an ordinary shift shall be paid at overtime rates (if applicable) with a minimum payment of two hours.

5.2.4 Shift workers shall be paid for overtime at the rate of double time.

5.3 Shift Allowance

Employees who work afternoon or night shifts (Monday to Friday inclusive) shall be paid 15% per shift in addition to the ordinary rate:

Provided that the afternoon and night shift allowance shall not apply to shift work where clauses 5.4 or 5.5 are invoked.

5.4 Penalties: Weekend Rates

All shifts commencing between midnight on Friday and midnight on Saturday shall be paid for at one and a half times the ordinary rate; and all shifts commencing between midnight on Saturday and midnight on Sunday shall be paid for at the rate of double time.

5.5 Public Holidays

5.5.1 Public holidays, whether work is done upon them or not shall be on full pay.

5.5.2 All work performed by any employee on a public holiday is paid for at the rate of double time and a half with a minimum of 4 hours.

5.5.3 All employees (other than casual employees) who work in accordance with shift work provisions, if rostered off on any public holiday shall be paid an additional day's wage for each such day on which the employee is rostered off.

Provided that the additional day's wage is **not** available to those who have a day off in addition to eight rest days for the roster period in which the public holiday occurs.

Provided further that the additional days' wage prescribed herein is payable during a period of leave where the public holiday coincides with a rest day or day off in lieu.

5.5.4 Public holidays that coincide with a rostered shift are not debited against an employee's leave balances where they fall during a period of leave.

5.6 Combining of Penalties

(a) The starting time of a particular shift shall dictate the penalty which may be applicable.

(b) In no circumstances shall the penalties as prescribed by clauses 5.3, 5.4 or 5.5 be combined for the same period of work.

For example:

(i) A shift commencing at 6pm on a Friday evening will attract a 15% allowance for the entire shift.

(ii) A shift commencing on Saturday at 8pm and concluding on a Sunday at 4am attracts payment for the entire shift at the Saturday rate of time and a half.

(iii) A shift commencing on a public holiday and concluding on a weekend day will attract the public holiday penalty for the entire shift.

5.7 Payment of Christmas Penalties

Due to the public holidays over the Christmas/New Year period, the pay system must close earlier than usual. Therefore, the penalties that would normally be paid in the pay fortnight that the Christmas public holidays fall, are to be paid on a projected basis.

This arrangement only applies to those penalties that would normally be paid in the Christmas pay fortnight if the pay closed off as per usual.

If an overpayment of such penalties occur for whatever reason (e.g. an employee's absence due to illness) for the days in question, then the Service will automatically deduct the overpayment in a subsequent pay period.

5.8 10 Hour break between ordinary shifts

Unless there is a justifiable reason to do otherwise, there must be a 10 hour break between ordinary rostered shifts.

A justifiable reason includes any of the following:

- (a) Where the duty to be undertaken can not be planned for and is outside of the control of the Service;
- (b) Where the work of the station, section or establishment cannot proceed without the employee in question being on duty and there is no other alternative;
- (c) Where it is imperative that the work being undertaken by the employee in question is not delayed.
- (d) Where an employee lives in close proximity to a remote locality station, it is possible for the 10 hour break requirement to be waived by mutual consent between the employee and the employee's manager, provided that the break observed in lieu thereof is not less than 8 hours.

Part 6- Part-time and Casual Employees

6.1 Part time employees

- 6.1.1 Working hours in excess of agreed part-time hours should be restricted to exceptional circumstances. However, agreed part time ordinary daily hours may exceed the standard day 7.25 or 7.6 hours per day (whichever applies), but shall not exceed 10 hours per day.
- 6.1.2 Where it is essential for a part-time employee to work beyond the daily approved part-time hours, the excess hours may be compensated for either in accordance with the ATA as outlined in these provisions, or by an additional payment for the extra hours at the ordinary hourly rate of pay plus a loading of 1/12th of the hourly rate in lieu of annual leave.
- 6.1.3 The Commissioner shall determine the method by which such additional hours shall be compensated.
- 6.1.4 The conditions pertaining to meal breaks and rest pauses for part-time employees shall be in accordance with the provisions which appear elsewhere in these provisions.

6.2 Casual Employees

- 6.2.1 Working hours in excess of agreed casual hours should be restricted to exceptional circumstances.
- 6.2.2 Where casual employees work in excess of agreed casual hours, such excess hours may be compensated for either as paid overtime on the basis of the casual rate, or by access to ATA in accordance with the provisions which appear elsewhere in these provisions.
- 6.2.3 Where casual employees work on the weekend or on a public holiday, they shall be entitled to either the applicable penalty on the casual rate, or to access ATA in accordance with the provisions of these provisions.
- 6.2.4 The Commissioner shall determine the method by which excess time shall be compensated.

Part 7-Employees Covered by the Engineering Award- State

7.1 Engineering Trades Wage Progression

7.1.1 Clauses 5.4 and 5.5 of the *Engineering Award - State 2002* and the *National Metal and Engineering Competency Standards Implementation Guide*, or those clauses as amended by the parties to that award, shall continue to define the criteria to progress between the various classifications for engineering employees subject to the Core Enterprise Bargaining Agreement.

7.1.2 Additional Interim Pay Points (AIPP) for classifications C10 through to C7 classifications shall be accessible to enable employees to access 50% of the wage increase applicable when half the next level of competency is demonstrated by the employee concerned, and is also required in the workplace. Such additional interim pay points will be payable following assessment in the workplace in accordance with the below scale.

7.1.3 Additional interim pay points will be payable on the following basis:

| AIPP | Progression Criteria | Calculation of AIPP Rate |
|------|---|---|
| C10a | 50% of the competency points as prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the <i>National Metal and Engineering Competency Standards Implementation Guide</i> required for assessment from C10 to C9. | C10 rate as prescribed by the Core EB plus 50% of the difference between C10 and C9 as prescribed by the Core EB. |
| C9a | 50% of the competency points as prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the <i>National Metal and Engineering Competency Standards Implementation Guide</i> required for assessment from C9 to C8. | C9 rate as prescribed by the Core EB plus 50% of the difference between C9 and C8 as prescribed by the Core EB. |
| C8a | 50% of the competency points as prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the <i>National Metal and Engineering Competency Standards Implementation Guide</i> required for assessment from C8 to C7. | C8 rate as prescribed by the Core EB plus 50% of the difference between C8 and C7 as prescribed by the Core EB. |
| C7a | 50% of the competency points as prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the <i>National Metal and Engineering Competency Standards Implementation Guide</i> required for assessment from C7 to C6. | C7 rate as prescribed by the Core EB plus 50% of the difference between C7 and C6 as prescribed by the Core EB. |

7.1.4 Re-assessment for engineering employees remunerated between C10a and C7a may only occur after a period of at least 6 months has elapsed since the employee was last assessed.

7.2 Sick Leave

Employees covered by the *Engineering Award-State 2002* shall be entitled to 10 days sick leave per annum.

Part 8-Miscellaneous Provisions

8.1 Discipline Provisions (General and Temporary Employees only)

Employees (other than casual and temporary employees employed for a period of less than 12 months) appointed under sections 147 or 148 of the *Public Service Act 2008* shall be bound by Chapters 6 and 7 of the *Public Service Act 2008* to the extent of disciplinary action or proceedings.

8.2 Consolidation of Leave Loading for Non Shift Workers

8.2.1 All non-shift working employees will be paid annual leave loading once per year. Such payment will occur on the first full pay in December of each year based on accruals as at 1 December of that year.

8.2.2 The parties are agreed that employees working in areas that include shift work and non shift work will be paid their annual leave loading at the time annual leave is taken. For example: Employees working in Police Assistance Centre, Weapons Licensing and Traffic Camera Office.

8.2.3 Annual leave loading for shift workers will be paid on the employee's shift status at the time of accessing leave.

8.2.4 The leave loading in all instances will be calculated on the basis of 17.5% on four weeks annual leave per year.

8.2.5 For the purposes of this clause:

"non-shift working employees" refers to those employees who have not worked on a 2 or 3 shift roster at any time during the 12 months preceding 1 December of each year;

"shift roster" does not include a roster established for the purposes of occasional shift work pursuant to these provisions.

8.3 Fatigue Leave

8.3.1 (a) The provisions of this clause do not apply to:

- (i) employees on call where the total amount of time worked at home on recall/s does not exceed two hours per occasion of being placed on call;
- (ii) an employee who has had 10 hours continuous time off duty before being recalled;
- (iii) an employee who has received an unreasonable amount of telephone calls at home whilst on call such that his/her rest period is substantially interrupted, and who has arranged with the supervisor for a mutually agreeable starting time the next day.

Provided that the provisions of this clause apply in all other circumstances where an employee is required to attend to his/her usual place of employment in connection with a recall to duty.

The term "per occasion" as used in this subclause, shall mean any period of time which attracts any of the allowances as outlined in the 'on call' entitlements specified herein.

(b) Subject to subclause (a) herein, an employee who works so much overtime between the cessation of ordinary work on one day and the commencement of ordinary work on the next day so that 10 consecutive hours off duty has not occurred shall be released after completion of such overtime until 10 consecutive hours off duty occur without loss of pay for ordinary working time occurring during such absence. If on the instructions of the Commissioner, such an employee resumes or continues work without having had 10 consecutive hours off duty, the employee shall be paid double rates until released from duty for such period, and shall then be entitled to be absent until 10 consecutive hours off duty has occurred without loss of pay for ordinary working time occurring during such absence.

For example: An employee's ordinary rostered hours are 8am to 4pm each day, Monday to Friday. This employee works:

Day 1 - 8am to 11pm
 Day 2 - 8am - 4pm (on instruction from supervisor)
 Day 3 - 8am - 4pm

Entitlement would be:

Day 1 - Ordinary day's salary plus appropriate compensation to 11pm
 Day 2 - Ordinary day's salary plus single time fatigue penalty
 Day 3 - Ordinary salary

8.4 Rest Days

Unless otherwise agreed and/or subject to operational requirements, each employee shall be allowed two whole consecutive rest days off in each week:

Provided that in lieu of two whole days off in each week, an employee may be allowed in each fortnightly period either one day off in one week and three consecutive days off in the other week or four consecutive days off:

Provided further that two consecutive days off, one at the end of one week and one at the beginning of the following week may be counted as meeting the requirements of this clause.

8.5 Preparation for Work

Employees are required to observe the nominated starting and finishing times for the work day, including any designated breaks to maximize available working time. Where applicable, preparation for work and cleaning up of the employee's person shall be in the employee's time.

This clause refers to employees who may be required to change clothing for the purposes of employment.

8.6 Rest Pauses

For the purposes of this clause the taking of a meal break does not interrupt the continuity of ordinary hours worked.

Where practicable, all employees who work at least six continuous working hours shall be entitled to a pause/s totalling 20 minutes per day to be taken at times to suit operational requirements as determined by the supervisor:

Provided that where at least four continuous ordinary hours are to be worked the entitlement shall be 10 minutes within the four hours.

The proviso regarding four hours being worked is not intended to deny a 10 minute rest pause (to suit operational requirements) where an employee accesses time off in accordance with ATA for any period of the day.

8.7 On call provisions

(a) Where an employee is instructed to be available on call outside ordinary or rostered working hours, such employee shall be paid, in addition to their ordinary rate of pay an allowance based upon the hourly rate of the classification of Professional Officer Level 3, paypoint 4, in accordance with the following scale:

- (i) Where the employee is on call throughout the whole of a rostered day off or a statutory holiday - 95% of the hourly rate in respect of such instances;
- (ii) Where an employee is on call during the night only of a rostered day off, an accrued day off or statutory holiday - 60% of the hourly rate per night;
- (iii) Where an employee is on call on any other night - 47.5% of the hourly rate per night:

For the purpose of calculating the hourly rate, the divisor shall be based upon a 38 hour week and calculated to the nearest 5 cents.

For the purpose of this provision, a "night" shall be deemed to consist of those hours falling between 6.00 pm and 6.00 am or mainly between such hours.

Provided that general employees will receive the rates in accordance with the following scale:

| | Rate as at 1.8.09 (4.5%) | Rate as at 1.8.10 (4%) | Rate as at 1.8.11 (4%) |
|--|-------------------------------------|-----------------------------------|-----------------------------------|
| Where an employees is on call through the whole of a Saturday, Sunday or a public holiday - in respect of such instances | \$33.87 | \$35.25 | \$36.62 |
| Where the employee is on call during the night only of a Saturday, Sunday or a public holiday - per night | \$21.39 | \$22.26 | \$23.13 |
| Where the employee is on call on any other night - per night | \$16.93 | \$17.62 | \$18.31 |

(b) Monday to Friday - in the event of an employee on call being recalled to perform duty, such employee shall be paid for the time worked at the prescribed overtime rate and such time shall be calculated as from home and back to home with a minimum payment of two hours.

(c) Saturday, Sunday and public holidays - an employee performing work on recall on Saturday, Sunday or a public holiday may be paid for such overtime at the appropriate overtime rate with a minimum of two hours inclusive of travelling time, in respect of overtime worked on a Saturday or Sunday and four hours in respect of overtime worked on a public holiday, or at the employee's option be granted time off at a mutually convenient time, equivalent to the number of hours worked. Such time to be calculated as from home and back to home:

Provided that an employee who works overtime on a public holiday and who is granted equivalent time off shall be paid at half the ordinary rate for the time so worked with a minimum of four hours:

Provided further that accrued time off in lieu shall be taken in periods mutually agreed between the Commissioner and the employee.

- (d) An employee, while on call who is requested by the employer or the employer's authorised delegate to perform duty and/or provide advice (without the need to return to the workplace) shall be compensated as overtime for time worked with a minimum payment of one hour for each time the employee performs such duties. Provided that should such employee be requested again to perform duties separately within the minimum one hour period, no further payment shall apply.
- (e) The employee will be responsible for the recording of such requests which will require subsequent verification by the employer or the employer's authorised delegate.
- (f) Any overtime payable shall be in addition to the on call allowance.
- (g) Where an employee is recalled to perform work during an off duty period such employee shall be provided with transport to and from the employee's home, or be refunded the cost of such transport.
- (h) Where practicable the Commissioner shall not require an employee to be continuously available on call for a period in excess of six weeks

Part 9-Pilots- Airwing: Salaries and Other Conditions of Employment- Queensland Police Service

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SECTION 1 - PRELIMINARY

9.1.1 Title

This part shall be known as Pilots - Airwing: Salaries and Other Conditions of Employment - Queensland Police Service.

9.1.2 Coverage

This part shall apply to all employees employed as pilots of aircraft operated by the employer, whose rates of pay are prescribed herein and who are engaged pursuant to section 147 of the *Public Service Act 2008*.

9.1.3 Area of Operation

This part shall apply to work performed within the state with no recognition of divisions or districts:

Provided that, in accordance with section 694 of the *Industrial Relations Act 1999*, this part also applies to work performed outside Queensland.

SECTION 2 - TERMS AND CONDITIONS OF EMPLOYMENT**9.2.1 Contract of Employment**

- (1) Except as otherwise prescribed within this part, pilots shall be subject to the same conditions of employment which apply to officers of the public service appointed under the *Public Service Act 2008*.
- (2) These conditions of employment are taken to include Directives made and amended under the *Public Service Act 2008* as apply to officers of the public service who are assigned to perform duties in the Queensland Police Service.
- (3) All pilots shall ensure that they maintain a current knowledge of:
 - aircraft systems and procedures
 - the Airwing's operation manual
 - Aeronautical Information Publications and the amendment of same
 - technology updates
 - local procedures
 - authorised landing areas and updating such information

9.2.2 Time and Wages Records/Rosters

- (1) Whilst the employer shall comply with the provisions of the *Industrial Relations Act 1999* in relation to the keeping of time and wages records, pilots shall supply monthly returns of hours worked in a format which complies with the *Civil Aviation Orders and Civil Aviation Regulations*, and other data as may be required, in a format suitable to the employer.
- (2) Rosters shall be developed on a 28 day basis with eight rest days in each 28 day period or four rest days each fortnight. Changes to rest days shall be on 24 hours' notice unless justifiable - i.e. unless there is sufficient and warranted reason.

9.2.3 Nexus

Any nexus, implied or otherwise, with the Pilots (General Aviation) Award 1984 shall not be recognised.

9.2.4 Inter-Government Support

Pilots shall provide necessary assistance and aircraft to support the Department of the Premier and Cabinet for emergency situations such as liver transplants which may involve calls to return to work together with long hours. Additionally, pilots shall be available as required and where possible, to assist in movements of personnel etc. of other government departments.

SECTION 3 - DEFINITIONS, SALARIES, ALLOWANCES

9.3.1 Definitions

- (1) "**aircraft crew**" - shall mean the total number of pilots required to operate an aircraft.
- (2) "**check and training pilot**" - shall mean a pilot who possesses the required qualifications under the *Civil Aviation Regulations*, or holds a Grade One Multi Engine Instructor Rating and is an Approved Test Officer and is employed in the capacity of conducting flight training and proficiency checks in addition to any other duties required.
- (3) "**Chief Pilot**" - shall mean the pilot appointed by the employer as such to perform the appropriate duties and responsibilities attached to the position. Such pilot shall be fleet endorsed as defined herein.
- (4) "**Commissioner**" - shall mean the Commissioner of the Police Service appointed pursuant to the provisions of the *Police Service Administration Act 1990* or delegate.
- (5) "**duty period**" - shall mean the period between the time an aircraft crew member commences any duties associated with his/her employment prior to making a flight or series of flights until he/she is finally relieved of all such duties after the termination of such flight or series of flights and includes reserve time at the airport.
- (6) "**employer**" - shall mean the Commissioner of the Police Service.
- (7) "**pilot**" - shall mean an employee whose salary and conditions of employment are specified herein.
- (8) "**reserve time**" - shall mean the period during which an aircraft crew member is required to hold himself/herself available for duty.
- (9) "**rest day**" - shall mean a day during which a pilot is rostered free of all duty.
- (10) "**Senior Base Pilot (Cairns)**" - shall mean the pilot who is appointed to such a position and who is qualified to operate all aircraft operated by the Police Airwing. The applicable salary is in recognition of additional responsibilities required to effectively manage the Cairns Airwing operations.
- (11) "**standby**" - shall mean a situation where a pilot has been instructed by the Commissioner to be ready and available to perform duty outside such pilot's ordinary rostered times:

Provided that pilot/s on standby shall report for the appointed duty in adequate time to ensure the aircraft is airborne no later than two hours after the pilot has been contacted.
- (12) "**waiting time**" - shall mean all the time spent during a duty period by a aircraft crew member on duty of any nature associated with that duty period prior to departure on a flight, on the ground at intermediate stopping places and after arrival at the destination aerodrome.

9.3.2 Salaries

- (1) Salaries shall be paid fortnightly and may, at the discretion of the employer, be paid by electronic funds transfer.
- (2) The actual rates of salaries payable shall be inclusive of overtime, on call, recalls, standby, work on public holidays, weekends, rest days etc. and shall be for the following classifications:

Chief Pilot

Senior Base Pilot (Cairns) - [Salary for Multi-engine turbine aircraft from 5700kg up to but not including 8500kg requiring two crew plus 5%]

Multi-engine turbine aircraft from 5700kg up to but not including 8500kg requiring two crew

Multi-engine turbine aircraft up to but not including 5700kg

Single engine turbine or multi-engine piston up to but not including 5700kg; and co-pilots

- (3) Salary shall depend on the aircraft principally flown. The Chief Pilot is to ensure each pilot flying any aircraft meets the standards in the approved Police Airwing operations manual governing checks and tests.

9.3.3 Allowances

The following allowances shall be the only allowances applicable:

- (1) **Check and Training.** An employee who is designated by the employer as the check and training pilot shall be paid 8% in addition to the above salary.
- (2) **Locality.** Locality allowances shall be paid to an employee stationed in localities distant from the capital for increased cost of living, climatic conditions, isolation, the requirement that an employee shall not refuse transfer to any part of the state, and any disabilities of service found in different parts of the state:

Provided that an employee stationed at one of the centres hereof shall be paid locality allowance at the rate so specified for public service officers employed in the Queensland Police Service.

- (3) **Higher Duties.**

- (a) Where an employee is directed or rostered to fly temporarily an aircraft which attracts a higher salary or relieve in the positions of Chief Pilot or Senior Base Pilot (Cairns), the employee shall be paid extra remuneration appropriate to such duty:

Provided that the employee temporarily acts in such capacity for more than five consecutive days not including rest days; and performs all of the duties and accepts all of the responsibilities for the time being associated with such higher duties.

- (b) If an employee who is temporarily performing higher duties goes on annual leave or sick leave, such leave shall not be deemed to interrupt the period of performance of such duties if the employee goes back to the same duties on the return from leave.
- (c) Where an employee takes any form of leave on full salary after the employee has been directed to assume the higher duties and responsibilities for the immediately preceding 12 months, the higher duties allowance shall continue to be payable in respect of that leave on full salary if, during that 12 months, the only leave which the employee has taken is leave which may be credited as service.
- (4) **Vehicles.** The employer shall supply a vehicle in Brisbane to be used by a standby pilot under arrangements to be determined. Pilots approved to use their private vehicle when required to work while on standby shall be paid mileage allowance in accordance with a Directive relating to motor vehicle allowances made and amended under section 54 of the *Public Service Act 2008*. Cabcharge shall continue to be available for pilots on standby.

SECTION 4 - HOURS OF WORK

9.4.1 Hours of Work

- (1) Hours of duty and relevant breaks and rest periods shall be in accordance with aviation industry standards regarding flight time limitations:

Provided that notional hours of flying time shall be as follows:

8 hours on any one day
 30 hours over any 7 days
 100 hours over any 30 days
 900 hours over any 365 days

- (2) Notional total duty time each fortnight shall not exceed 90 hours with each fortnight standing alone.
- (3) Maximum daily hours of rostered duty shall be 11 with the ability to work up to 12 except as elsewhere provided. No overtime shall be payable for any hours worked.
- (4) When the Chief Pilot opts to extend a pilot's duty period, the pilot shall take a rest period, during which the pilot shall be relieved from all duty associated with that pilot's employment. The duration of such rest period shall be at the discretion of the Chief Pilot having due regard to the nature and duration of such extended duty period. An extended duty period shall include recall to duty where the intervening period is less than 9 consecutive hours embracing the hours of 10.00 pm to 6.00 am or 10 consecutive hours.

- (5) A pilot may be rostered for a routine duty period in excess of 12 hours but not more than 15 hours provided that a minimum intervening waiting period of 5 hours is available between Actual Time of Arrival and Actual Time of Departure at an enroute landing point and provided that such pilot is provided with air-conditioned motel accommodation during the intervening waiting period.
- (6) Normal reserve time periods shall be up to a maximum of 16 hours followed by a nine hour rest period. A pilot required to work as a result of recall during reserve time shall complete such duty within 23 hours of the commencement of the reserve time.
- (7) Consideration shall be given to rostering pilots to perform reserve time when not required to fly thereby conserving crew duty hours.
- (8) Pilots shall supply maximum flexibility by being contactable and responding to calls to return to work. An aircraft should be airborne within 2 hours of such call to work. With the current staffing arrangements and proper management planning by the Chief Pilot and/or Senior Base Pilot, pilots in Brisbane will be able to have one weekend off in three from being placed on call whilst in Cairns, the situation should be two weekends off in three.
- (9) It is accepted that Civil Aviation Order(CAO) Part 48 made under the Civil Aviation Regulations does not apply to Private Operations. The Service will comply with the intent of the Regulations unless in extraordinary circumstances. Pilots undertake, subject to the Commissioner's direction, to fly outside the limitations under CAO 48 in cases of emergency, but not where the flying concerns a routine matter.
- (10) The Chief Pilot and/or Senior Base Pilot shall be responsible for the proper and efficient rostering of pilots and aircraft for particular tasks having regard to the conservation of duty time and the specific task to be undertaken and crew and aircraft capabilities.
- (11) When a pilot is required to fly on a rest day, this time may be converted to duty time and time off shall subsequently be granted. Such time off must be taken within twelve months of the day on which the time was worked.
- (12) At intermediate landing points, other than Brisbane, Cairns, Mt Isa, time intervals of between Actual Time of Arrival and Actual Time of Departure of 20 minutes for non-refuelling and 35 minutes for refuelling turn-around shall be strived for.

9.4.2 Meal Breaks

To reduce ground time during duty periods, pilots shall, if necessary and practicable, consume meals in flight.

9.4.3 Overtime and Weekend Work

No additional payment shall apply to any overtime or work performed on a weekend.

SECTION 5 - LEAVE

9.5.1 Annual Leave

Annual leave shall be on the same basis as entitlements provided for under the *Public Service Act 2008*:

Provided that annual leave shall accrue at the rate of 190 hours for each year of service for pilots appointed to Cairns and Mt Isa.

9.5.2 Public Holidays

All work done on a public holiday shall not attract any extra payment but shall be compensated for by time-off-in-lieu on the basis of time for time and not computed time:

Provided that such time off may be taken in conjunction with annual leave.

SECTION 6 - MISCELLANEOUS PROVISIONS

9.6.1 Performance Planning and Assessment

All employees shall be required to participate in the Performance Planning and Assessment process as applies to other employees of the employer.

9.6.2 Transport Arrangements for Standby Pilots

Pilots on standby shall be supplied with Cabcharge to enable them to report promptly for duty.

9.6.3 Uniforms

Where uniforms are required to be worn by an employee, the employee shall be supplied suitable uniforms of good quality as approved by the employer. Uniforms shall be replaced on a fair wear and tear basis.

9.6.4 Training

- (1) In addition to training which is specific to their area of expertise, pilots shall be provided other appropriate training - e.g. computer operations, stress management.
- (2) Health and Safety training relevant to pilots needs shall be provided in accordance with training programs available within the Service.
- (3) Higher level skills training shall be provided as required.
- (4) Performance Planning and Assessment shall be utilised to link to training objectives and task accomplishment.

9.6.5 Support Services/Mechanisms

- (1) Adequate administrative support staff shall be provided to the Chief Pilot to allow him/her to concentrate more on appropriate management duties consistent with his/her role.
- (2) The services of a Licensed Aircraft Maintenance Engineer (LAME) will be engaged by the Service through arrangements with the Department of Premier and Cabinet. This assistance with aircraft maintenance will enable the Chief Pilot to undertake more appropriate responsibilities.
- (3) Subject to the approval of the Commissioner, the Operations Manual shall be re-written in accordance with the Civil Aviation Safety Authority publication entitled "*Guide to preparation of Operations Manuals*" and detailing specific procedures to ensure safety is not compromised and efficiency is enhanced. The manual will also address cost effective procedures relating to:
 - The flying of visual and instrument approaches
 - flight planning and flight management to optimise fuel consumption
 - flight planning and flight management to shorten track distances
- (4) The lack of co-ordinators at various centres other than Brisbane and Cairns will be addressed by the appointment of agents at appropriate centres to ensure efficient operations of the Airwing such as passenger availability, fuel availability, weather conditions etc.
- (5) Permissible Unserviceability Schedule (PUS) is a list of allowable defects or deficiencies under which an aircraft may continue to operate. A PUS will be prepared for each aircraft in consultation with Civil Aviation Safety Authority and applied to the Service's operations.

Appendix 12: Department of the Premier and Cabinet**Continuing, reviewed and updated provisions originally prescribed in the *Queensland Cultural Centre Car Park Officers Certified Agreement 2005*****Part 1: Application****1.1 Application**

- 1.1.1 These provisions shall apply to all persons employed as Car Park Officers (CPOs) of the Corporate Administration Agency, Department of the Premier and Cabinet.

Part 2: Terms and Conditions of Employment**2.1 Termination of Employment**

- 2.1.1 **Notice of Termination by a CPO** - The notice of termination required to be given by a CPO shall be a minimum of one (1) week.

If a CPO fails to give notice, the employer has the right to withhold monies due to the CPO with a maximum amount equal to ordinary time rate for the period of notice.

- 2.1.2 **Time Off During Notice Period** - During the period where notice of termination is given by the employer, a CPO is allowed up to one day's time off without loss of pay for the purpose of seeking other employment. This time off is to be taken at times that are convenient to the employer after consultation with the CPO.

2.2 Uniforms and Grooming

- 2.1.1 **Uniforms** - Car Park Officers will be issued with uniforms which are to be worn whilst on duty. Uniforms should not be mixed with other items of clothing, and are to be clean, pressed and well presented to maintain the appropriate public image. It is the intention to issue uniforms to new staff on the following basis:

| Status | Male and Female CPO |
|--|---|
| Casual on appointment | One shirt One pair trousers OR; One pair shorts plus long socks OR; One skirt |
| Casual (After probationary period) & Permanent Part - Time | Three shirts Two pair trousers OR; Two pair shorts plus long socks OR ; Two skirts OR; A combination of either to total two. One jacket One pair protective shoes |
| Full-Time | Five shirts Three pair trousers OR; Three pair shorts plus long socks OR ; Three skirts OR; A combination of either to total three full sets. One jacket and pullover OR vest/cardigan One pair of protective shoes |

As CPOs change the status of their employment from casual or permanent part-time to full-time, additional pieces of uniform will be supplied to fulfil the issue as prescribed above.

In the instance of job-sharing arrangements, uniform issue will be determined on a pro-rata basis.

When uniform items are no longer in a presentable state, items will be replaced on an as required basis.

Prior to issuing a replacement, worn or damaged items of clothing are to be presented to the Car Park Coordinator.

2.1.2 **Grooming** - Consistent with Clause 2.1.1 above, CPOs are expected to be presentable in appearance.

Part 3: Definitions, Wages and Allocations

3.1 Definitions

3.1.1 "Base Rate" means the appropriate fortnightly rate of the Operational stream of the *Employees of Queensland Government Departments (Other than Public Servants) Award - State 2003*.

3.1.2 "Continuous shift work" means work where three shifts per day are worked on seven days of the week.

3.1.3 "Afternoon shift" means any shift finishing after 6 p.m. and at or before midnight.

3.1.4 "Night shift" means any shift finishing subsequent to midnight and at or before 12 noon.

3.1.5 "Car Park Officer" - CPO who has the requisite skills and knowledge to perform the functions of the role as prescribed in the relevant Car Park Officer Position Description.

3.2 Wages

3.2.1 "Loaded Rate" means the appropriate fortnightly wage rate, for each Permanent or Permanent Part-Time CPO engaged to perform continuous shift work, and is calculated to include the following:

- base rate
- week-end penalty rates
- shift penalty rates

Note 1 Rates are rounded to the nearest 5 or 10 cents.

Note 2 The loaded rate is calculated by increasing the Base Rate by **16.7%**.

Note 3 The loaded rate is payable –

- a) on the staff member's base rate only;
- b) on recreation leave (or cash equivalent thereof);
- c) on superannuation; and
- d) on long service leave.

The loaded rate is not payable -;

- a) on overtime; and
- b) on all other leave (eg sick leave, bereavement leave, etc).

3.2.2 Unless otherwise provided in these provisions, all continuous shift work performed by Permanent or Part-Time CPOs in accordance with the roster will be remunerated in accordance with clause 3.2.1 above.

3.3 Movement to Next Pay Level

3.3.1 Movement to the next incremental pay level is based on meeting the following requirements:

- (a) in the case of a full-time CPO, the CPO has received such wage for a period of 12 months.
- (b) in the case of a part-time CPO, such CPO has received such wage on a *pro rata* basis, for a period of 12 months.
- (c) in the case of a casual CPO with 12 months' continuous service,
 - (i) the CPO has received such wage at a level and paypoint for a period of at least 12 months; and
 - (ii) the CPO has worked 1,200 ordinary hours at such level.

- 3.3.2 For the purpose of clause 3.3.1 (c), continuous service for a casual CPO ends if the employment is broken by more than 3 months between the end of one employment contract and the start of the next employment contract. Absences from work on public holidays do not break, or contribute to a break, in the continuity of service.

Part 4: Hours of Work

4.1 Hours of Work

- 4.1.1 The ordinary hours of work shall be an average of 38 per week, to be worked on one of the following bases:

- (a) 38 hours within a work cycle not exceeding seven consecutive days; or
- (b) 76 hours within a work cycle not exceeding fourteen consecutive days; or
- (c) 114 hours within a work cycle not exceeding twenty-one consecutive days; or
- (d) 152 hours within a work cycle not exceeding twenty-eight consecutive days.
- (e) 342 hours within a work cycle not exceeding sixty-three consecutive days.

- 4.1.2 Spread of Hours- The ordinary hours of work, inclusive of meal times, will not exceed ten hours per day, and will be worked Monday to Sunday between the hours of 6.00am and 1.00am, in accordance with the approved roster;

Provided that where the ordinary working hours are to exceed ten on any day, the arrangement of hours shall be subject to the agreement of the employer and the majority of CPOs concerned.

- 4.1.3 The ordinary starting and finishing times of various groups of CPOs or individual CPOs may be staggered, provided there is agreement between the employer and the majority of CPOs concerned.

- 4.1.4 Starting and finishing times may be altered by the employer to suit the programs of the Queensland Cultural Centre Member Bodies, geographic, safety, climatic or traffic conditions, with the agreement of the majority of CPOs concerned. Any such altered starting and finishing time will not invoke any penalty payment that would not be payable if the agreement spread of hours is observed.

4.2 Meal Breaks

- 4.2.1 All CPOs (including part-time and casual) who work for more than 6 continuous ordinary hours on any day, are allowed a maximum of 20 minutes for a meal break to be taken between the third and sixth hour from commencement of duty:

Provided that where broken work in a day may be required, such hours for the taking of a meal break are mutually agreed upon between the Car Park Coordinator and the majority of CPOs concerned.

4.3 Rest Pauses

Where practicable, all CPOs (including part-time and casual) who work at least 6 continuous ordinary hours are entitled to a pause(s) totalling 20 minutes per day to be taken at times to suit operational requirements as determined by the employer. Provided that where at least four continuous ordinary hours are worked the entitlement is ten minutes within the four hours.

For the purpose of this clause the taking of a meal break does not interrupt the continuity of ordinary hours worked.

4.4 Meal Allowance and Breaks during Overtime

A CPO required to work overtime for one (1) hour or more after ordinary ceasing time on any normal working day, will be provided with an adequate meal at the employer's expense or paid a meal allowance in accordance with the Ministerial Directive relating to Overtime Meal Allowances issued and amended in accordance with section 54 of the *Public Service Act 2008* in lieu of the provision of such meal:-

Provided that where a CPO has been given notice to work overtime as aforesaid, on the previous working day, or prior thereto, and has brought to work a prepared meal and such overtime is cancelled, such CPO will be paid a meal allowance in accordance with the Ministerial Directive relating to Overtime Meal Allowances issued and amended in accordance with section 54 of the *Public Service Act 2008* for such prepared meal.

Provided that a CPO who is required to continue working for more than two hours after ordinary ceasing time will be allowed thirty minutes for a meal after the first two hours worked, without a deduction of pay in respect of any such meal break.

4.5 Changes to Rosters

Changes within a roster will be by agreement between the employer and CPO concerned, but failing agreement, 24 hours notice of a change of roster will be given or double time will be paid for the next shift.

4.6 Casual CPOs

4.6.1 "Casual CPO" means any employee engaged as such, and who is employed by the hour, for a period usually less than the maximum ordinary working hours per week, prescribed herein for a full-time CPO.

4.6.2 A casual CPO will be paid at a per hour rate of 1/76th of the full-time fortnightly base rate prescribed in clause 3.1.1 with the addition of the appropriate loading, as prescribed by this clause.

| | |
|---|------|
| (a) For all hours worked between 6am - 11pm Monday to Saturday | 25% |
| (b) For all hours worked between 11pm - 6am Monday to Saturday | 50% |
| (c) For all hours worked between 11pm - Saturday to 6am Monday | 75% |
| (d) For all hours worked on a public holiday to a maximum of 10 hours | 175% |

4.6.3 **Overtime** - All hours worked in excess of eight (8) hours on any one (1) day or more than an average of 38 per week is deemed to be overtime and paid the following loadings in addition to the base hourly rate prescribed in clause 3.1.1:

| | |
|---|------|
| (a) For the first three hours of overtime | 75% |
| (b) In excess of 38 hours in a week | 75% |
| (c) In excess of three (3) hours on any one (1) day | 125% |
| (d) For all overtime worked on a Sunday | 125% |
| (e) Overtime in excess of ten (10) hours worked on a public holiday | 225% |

4.6.4 The above loadings are payable separately and are not to be compounded.

4.6.5 The minimum period of engagement for a casual CPO is two (2) hours on Monday to Saturday and three (3) hours on Sunday.

4.6.6 Meal breaks and allowances during overtime are subject to clause 4.4.6.

4.7 Part-Time CPOs

The following conditions apply to part-time CPOs:

4.7.1 The spread of ordinary working hours is the same as those prescribed for a full-time CPO under these provisions.

4.7.2 A part-time CPO will be employed for no less than 32 hours, and no more than 128 ordinary hours per 4 week cycle, with a minimum payment for two hours on any one day when work is performed:

Provided that by agreement between the employer and the part-time CPO, the CPO may work more than 128 but no more than 152 ordinary hours per 4 week cycle;

Provided that when agreed hours in addition to normal rostered hours are worked, only hours in excess of 8 in one day or 152 in a 4 week cycle will be payable at overtime rates.

4.7.3 A part-time CPO will be paid at the same hourly rate as a full-time CPO would be paid, for performing duty in the same Classification Level. A part-time CPO is entitled to any applicable allowances.

4.7.4 A part-time CPO is entitled to all other provisions of these arrangements on a proportionate basis, provided such conditions are not inconsistent with the provisions of this clause.

4.7.5 Subject to clause 4.7.2, part-time CPOs instructed to work hours additional to rostered hours on any day, or in excess of the rostered hours over the shift cycle, will be entitled to payment of overtime.

New provisions applicable to Employees Engaged at the State Library of Queensland

The following matters are agreed between the Department of the Premier and Cabinet and The Queensland Public Sector Union of Employees (the parties) with respect to employees engaged at the State Library of Queensland:

1.1 Statement of Intent

- 1.1.1 The parties agree to continue the current consultation process regarding management's proposal to implement weekend and late shift operations in line with applicable provisions in the *Queensland Public Service Award - State 2003*.
- 1.1.2 The Queensland Public Sector Union of Employees has indicated that their agreement is subject to a ballot and approval of a valid majority of affected staff.
- 1.1.3 Subject to the approval of a valid majority of affected staff, the parties in-principally agree to initiate processes to implement sections 1.2 and 1.3 below.

1.2 Application

State Library of Queensland Weekend and Late Shift Operations Staff as defined below:

- Collection Access (Client Services & Collections)
- Heritage Collections (Client Services & Collections)
- Reference Services (Client Services & Collections)
- Reception (Public Programs)
- The Corner, Children & Young People (Public & Indigenous Library Services)
- The Library Shop (Organisational Effectiveness)
- The Edge (Special Projects)
- Any other group determined by agreement between employer and the union.

1.3 Employment Conditions

State Library of Queensland - Weekend and Late Shift Operations Staff

1.3.1 Shift work

- (i) Ordinary hours may be worked according to a roster determined by the Employer.
- (ii) Employees may work a late shift commencing on or after 12 noon and continuing beyond 6pm as part of a roster for ordinary hours covering Mondays to Fridays.
- (iii) Employees may agree to work a weekend shift as part of a roster for ordinary hours covering Mondays to Sundays. Such weekend shifts may be worked either on an ongoing basis, or on an ad hoc basis, and shall always be subject to mutual agreement between the employer and the employee.
- (iv) These arrangements, whilst not shift work as defined at clause 6.1.1(g) of the *Queensland Public Service Award - State 2003*, shall be regarded as shift work and shall be subject to the shift work arrangements, shift allowance and extra payment for weekend work provisions prescribed in clause 6.5.1, 6.5.2 and 6.5.3 of the *Queensland Public Service Award - State 2003*.
- (v) Library staff members who commence work at or after 12 noon but who do not continue work beyond 6pm are not considered to be working an afternoon shift and will be paid at the ordinary rate for these hours.

1.3.2 Overtime

- (i) All overtime shall be paid for in accordance with clauses 6.4.1 and 6.4.2 of the *Queensland Public Service Award - State 2003*.

1.4 Disputes

- 1.4.1 If no agreement can be reached to implement these arrangements within 6 months of the date of certification of this Agreement, clause 3.1 Prevention and Settlement of Disputes of the *Queensland Public Service Award - State 2003* may be implemented by either party.
- 1.4.2 During this post-certification negotiation period, should staff initially vote against implementing the proposal in all affected work units (see clause 1.1.2 above), it is agreed that management's proposal may be implemented at the individual work unit level where a valid majority of affected staff in the individual work unit is obtained through additional ballot.

Appendix 13: Department of Transport and Main Roads**Continuing, reviewed and updated provisions originally prescribed in the *Queensland Transport Customer Service Centre Certified Agreement 2001***

The parties agree to continue operation of the Customer Service Centre (CSC) Progression Scheme as follows:

1. The Progression Process

Promotion under this scheme is merit based. Successful applicants will need to demonstrate their competence against an established standard and satisfactory performance on the job. The scheme provides a structured process for progressing staff from AO2 Customer Service Officers to AO3 Principal Customer Service Officers under the following conditions:

- Eligible staff undertake an assessment of competence and workplace performance which is compared against an established standard.
- If successful, the applicant is appointed to a vacant AO3 position.
- If unsuccessful, a development plan is implemented in consultation with the applicant to facilitate an opportunity for the required knowledge and behaviours to be attained in an appropriate timeframe. Unsuccessful applicants have the opportunity to resubmit their application for further consideration when appropriate competencies and consequent performance are achieved.

External recruitment will operate where there is a shortfall in staff complement in a centre. The CSC manager will decide at which level to recruit, taking into account the work value of the role, skills mix for the centre and the capacity to pay. The progression scheme will be available to customer service officers when they meet the eligibility criteria for the scheme.

2. Eligibility

This process applies to permanently appointed staff whose substantive position is attached to a Customer Service Centre operated by the Department or a Queensland Government Agent Program (QGAP) Agency (of which the Department of Transport and Main Roads is the lead agency) and who at the time of application are in an AO1/2 classification level position and have full time equivalent of 3 or more years experience years in that role or relevant customer service centre role.

3. Assessment Process

The assessment process shall include clearly identified process for assessing competencies and performance of staff. Key steps in the assessment process include:

- (a) Applicant completes application form and questionnaire.
- (b) Supervisor reviews and compares the competence and performance against established standards.
- (c) Supervisor and applicant discuss the responses on the questionnaire.
- (d) Application and questionnaire forwarded to Validation Panel.
- (e) Validation Panel reviews the assessment outcome and forwards recommendation to Regional Director.

4. Review Mechanism

A mechanism for review has been established for officers who feel they have not been treated fairly in their assessment. This is in addition to the current grievance policy operating in the Department and the conditions under the Public Service Commission Appeals Directive as amended pertaining to fair treatment. Officers who feel aggrieved must address their grievances through the new mechanism before recourse to the more established channels. The review mechanism shall consist of an independent review committee. The panel, to be appointed by the Regional Director, shall consist of a CSC Manager or Senior Advisor (Service Management), Principal Customer Service Officer and Staff Development Officer who were not involved in the original assessment or validation process. The committee is to review the process for assessment to ensure that fair treatment and due process have been observed. Where there is sufficient evidence to support the promotion of an appellant the committee can recommend appropriate action to the Regional Director.

New provisions applicable to Department of Transport and Main Roads

1. Employees subject to the *Maritime Safety Queensland, Maritime Operations Certified Agreement 2009*, the *Maritime Safety Queensland Gladstone Pilot Transfer Crew Certified Agreement 2009 - 2012* and agreements made pursuant to the Fair Work Act 2009 (Cth), and any agreements that replace these agreements are not subject to this Agreement or the *Main Roads Enterprise Development Agreement 7 (2008) - Certified Agreement*.
2. The following provisions outline the agreed arrangements with respect to determining certified agreement coverage for employees in the Department of Transport and Main Roads (DTMR). The parties agree that the below processes are the full and final outcome from Queensland Industrial Relations Commission dispute case D/2009/94 (Queensland Public Sector Union of Employees v Department of Transport and Main Roads).
3. The focus of the Machinery of Government changes which took effect from 26 March 2009 and which created the Department of Transport and Main Roads (DTMR) from the former departments of Queensland Transport and Main Roads was to increase the efficiency and effectiveness of the new department's service delivery through the amalgamation of existing departmental functions and activities and organisational resources.
4. As a consequence DTMR has integrated the activities and functions of the former departments and has translated public service employees into a new divisional based organisational structure.
5. As part of the settlement of dispute case D2009/94, DTMR has completed an assessment of existing integrated divisions to determine coverage for departmental employees under either this Agreement or the *Main Roads Enterprise Development Agreement 7 (2008) - Certified Agreement (EDA7)*. The parties agree that employees employed in the following divisions are subject to this Agreement:
 - Passenger Transport Division;
 - Rail, Ports and Freight Division;
 - Transport Service Delivery Division;
 - Rail Safety and Security Division; and
 - Maritime Safety Qld Division.

All other existing divisions and their employees in DTMR, with the exception of those employees subject to the various maritime certified agreements referred to at Item 1 of these provisions, are subject to EDA7.

6. Any new division created by DTMR, during the life of EDA7, will be subject to an assessment by DTMR, in consultation with relevant unions, for the purpose of determining certified agreement coverage. On the completion of the assessment process the determination of certified agreement coverage will be final and it will not be subject to any further review.
7. Notwithstanding what is provided for in EDA7, prior to the certification of this Agreement, the date of effect for the operation of any salary or wage increase, lump sum payment, allowance payment, reimbursement of expenses entitlement or any other employee benefit arising out of EDA7 for employees previously subject to the Core Agreement 2006 determined by DTMR to be covered by the provisions of EDA7 will be as from 1 August 2009. Provided that for those divisions that may be determined by DTMR to be covered by EDA7, following certification of this Agreement, the date of effect will be no earlier than the date of the department's determination.
8. Where a temporary or permanent public service employee is determined by DTMR to be covered by this Agreement and the employee is currently receiving a wage/salary in compliance with EDA7 such public service employee will continue to receive the remuneration applicable to EDA7 whilst that employee occupies that position within the division or until a new certified agreement replacing EDA7 and covering his/her position is put into effect.
9. Where a temporary or permanent public service employee who was employed by the former Department of Transport had been receiving a wage/salary in accordance with the Core Agreement 2006 and has been determined by DTMR to be covered by this Agreement, the employee is to be covered by the Core Agreement 2006 from the date DTMR was created pursuant to the machinery of government process until and including 31 July 2009.
10. It is accepted by all parties that after the completion of all assessment processes by the Department of Transport and Main Roads that the department will be subject to both this Agreement and the *Main Roads Enterprise Development Agreement 7 (2008) –Certified Agreement*.

Appendix 14: Office of the Governor**Continuing, reviewed and updated provisions originally prescribed in the *Office of the Governor (Queensland Government) Agency Agreement 2008*****PART 1: APPLICATION****1.1 Application**

1.1.1 These provisions shall apply to all employees of the Office of the Governor, excluding contract employees. The official secretary and deputy official secretary are not subject to this Agreement.

1.1.2 Parts 2 to 4 of these provisions apply to all employees. Part 5 applies only to security officers engaged on 12 hour shift operations.

PART 2: DEFINITIONS

- (1) "Office" means the Office of the Governor of Queensland.
- (2) "Employee" means "employee" or "officer", whether full-time or part-time.
- (3) "Management" means officers held accountable for staff activities and outputs, and for the allocation and use of resources.
- (4) "Operational Staff" is defined as those employees of the Office who meet the Operational Stream criteria as defined in the *Queensland Public Service Award - State 2003*. Operational staff perform duties in various functional areas, and the incumbents are required to possess a range of skills appropriate to the operational stream. Within the Office, Operational Staff are sub-categorised into "Domestic", "Support" and "Security" staff.
- (7) "Work Unit" means a designated operational area such as a work section.
- (8) "Best Practice" is as defined in this Agreement.
- (9) "Benchmarking" is a tool to assist in identifying, implementing and evaluating Best Practice. It involves continuous systematic evaluation of:
 - .. the products, services and processes;
 - .. work and management practices and environment; and
 - .. effective employee empowerment.

Comparison against organisations that are recognised as demonstrating Best Practice.

There are three levels of Benchmarking:

- (a) Internal Benchmarking - Benchmarking with and against internal operations (i.e. comparing and evaluating similar functions and functional areas within the organisation);
- (b) Industry or Competitive Benchmarking - Benchmarking against other departments or organisations' services, products and processes that are in the same industry; and
- (c) Generic or Process Benchmarking - Benchmarking generic processes against the best operation or leaders in any industry.

PART 3 - TRAINING

The parties are committed to a highly trained and effective agency workforce. They agree that this involves a commitment to formal and informal training, and motivation and incentive to undertake training. The Office agrees to provide opportunities for vocational and other training in work time, at no cost to the employee, and within a safe and supportive environment. The parties agree to a shared commitment to professional development and training for employees classified as professional and/or technical stream and for employees in senior classifications in the administrative and operational streams.

The Office of the Governor will continue to provide all necessary training to meet its business needs, including training necessary to meet workplace health and safety responsibilities.

The Office of the Governor and its staff members reiterate their joint commitment to personal training and development, and the Office of the Governor confirms its commitment to formal and financial assistance to personal training and development as enunciated in its policy statement titled "Study And Research Assistance Scheme.

PART 4 - PRODUCTIVITY MOTIVATED CHANGES

Management of the house agrees to continue monitoring working hours of employees of the house, utilising casual employees from time to time, with a view to determining the actual permanent staffing levels required. On that basis, the following indicates the expected working conditions of Government House employees during the term of the Agreement.

4.1 Administrative Officers

- 4.1.1 Timesheets will be required for all employees. Accrued time off will apply, subject to organisational requirements.
- 4.1.2 Standard hours will be 36.25 hours per week. Access to accrued time off or time off in lieu (TOIL) will be subject to organisational requirements. Employees may be required to work up to six hours of additional time per week. This will be accrued and recorded on a time for time basis.
- 4.1.3 The ordinary spread of hours for employees whose ordinary weekly hours of duty are 36.25 hours shall be 6.00 a.m. to 6.00 p.m. Monday to Friday.

4.2 Operational Officers

- 4.2.1 Timesheets will be required for all employees. Accrued time off will apply, subject to organisational requirements.
- 4.2.2 Overtime does not apply as employees receive a 15% allowance in lieu of overtime and irregular hours worked. However, payment for additional pre-approved overtime may only be considered in exceptional circumstances and is subject to management approval.
- 4.2.3 A maximum of 12 hours may be worked per day with a minimum of 4 hours rostered on any one day, unless otherwise agreed. Government House is committed to monitoring working hours, staffing levels and requirements. Where there is a need for split shifts in the House it is intended to roster these at least seven days in advance. Casual employees will be used in these circumstances as required.
- 4.2.4 Standard hours will be 38 hours per week. Subject to organisational requirements, employees may be required to work up to six hours of additional time per week.
- 4.2.5 It is intended that the average hours per week, over a four week reporting cycle, will not exceed 44 hours (176 hours maximum over 4 weeks).
- 4.2.6 The maximum time worked in any seven day period will be 50 hours.
- 4.2.7 No employee will be expected to work 2 x 50 hour weeks consecutively.

4.3 Fatigue leave

The following fatigue provisions shall apply.

An employee who works so much overtime between the termination any rostered period of work on one day and the commencement of any rostered period of work on the next day so that 10 consecutive hours off duty has not occurred, shall be released after completion of such overtime until 10 consecutive hours off duty occur, without loss of pay for ordinary working time occurring during such absence. If, on the instructions of their supervisor, such an employee resumes or continues work without having had 10 consecutive hours off duty, the employee shall be paid double rates until released from duty for such period, and shall then be entitled to be absent until 10 consecutive hours off duty has occurred, without loss of pay for ordinary working time occurring during such absence.

4.4 More effective targeting and utilisation of labour resources

Practices which provide effective targeting, utilisation and validation of labour resources will be continued. This will apply in two main areas. Firstly, a reduction in the use of labour resources to supplement permanent staff effort, particularly to cover permanent staff absence during other than extended leave periods. Secondly, labour used to supplement the domestic staff in support of hospitality functions will be carefully targeted in order to ensure maximum utilisation, and to provide for the optimum use of permanent and casual labour resources.

PART 5 - SECURITY STAFF 24 HOUR SHIFT ARRANGEMENTS

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Section 1 - Application

5.1.1 Application

This Part applies to security officers engaged on 12 hour shift operations.

Section 2 - Definitions, Allowances

5.2.1 Definitions

- (1) *Base salary* - is the relevant rate of pay specified for the Operational Stream in the *Queensland Public Service Award - State 2003* salary schedule outlined at Appendix 3 of this Agreement.

Employees who are appointed as permanent part-time will be entitled to a proportionate amount of the base rate calculated according to a percentage of the full-time hours worked.

- (2) *12 hour shift operation* - means work done by employees where the hours of work are regularly rotated in accordance with a shift roster which requires staffing for 2 shifts of 12 hours covering a 24 hour per day operation over a 7 day period.
- (3) *Day shift* - means any shift commencing at or after 6.00 a.m. but at or before 7.00 a.m., and being of 12 hours duration.
- (4) *Night shift* - means any shift commencing at or after 6.00 p.m. but at or before 7.00 p.m., and being of 12 hours duration.

(5) *Ministerial Directives* - means the relevant Ministerial Directives issued and amended under the *Public Service Act 2008*.

(6) *OO5 Classification Level to cease*

The OO5 position at Government House and the duties that are (as at the operative date of this Agreement) undertaken by Mr Greg Chambers and Mr Steve Canning will not be required to be undertaken in the future, and as a result of the JEMS evaluation undertaken, the duties contained in the OO4 positions are the most onerous required of security staff at Government House. On that basis the OO5 positions will be "grand-parented" with the current occupants continuing at the OO5 rate but not replaced if they leave, nor will their roles be back-filled at that level in the event of absence.

(7) *Casual Employee* - means an employee other than a part-time employee who is engaged as such on an hourly basis to work for less than the ordinary working hours of a full-time employee and for not more than 4 ordinary working days in any one week.

5.2.2 Block Pay Roster Allowance

An allowance of 33.0618% of base salary shall be paid to Office of the Governor Security Officers employed under the block pay arrangements in addition to their base salary referred to in clause 5.2.1 above.

This allowance is inclusive of payments for annual leave loading and payment for public holiday work.

5.2.3 First Aid Allowance

An employee is entitled to be paid an allowance at the rate of \$24.32 per fortnight in circumstances where the employee:

- (a) holds a current first-aid certificate issued by the Queensland Ambulance, Fire Brigade, St John Ambulance Brigade or an equivalent qualification; AND
- (b) is appointed in writing by the Official Secretary to perform first aid duties.

5.2.4 Uniform Allowances

The provision of replacement uniforms and uniform allowances will be in accordance with Queensland Parliamentary Services policy.

5.2.5 Shift Allowance

An officer who works afternoon or night shift is to be paid 15% allowance per shift in addition to their ordinary rate. 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.

5.2.6 Weekend Work

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.

This payment does not apply to staff members who are remunerated under a 'block pay system', which incorporates payment for weekend work.

Section 3 - Hours of Work, Overtime

5.3.1 Hours of Work

- (1) The ordinary working hours of any employee involved in a 12 hour shift shall be 38 per week and may be spread over the full cycle of the roster, provided that the average hours per week shall not exceed 38:

Provided further that the officer is required to perform duties for 152 hours in the 4 week period.

- (2) Employees engaged in a 12 hour shift shall not be rostered to work more than 5 consecutive shifts, during which period every endeavour shall be made to ensure employees are not required to work more than 2 consecutive night

shifts. Despite best efforts, should this situation arise, no employee would be required to work more than 3 consecutive night shifts.

- (3) The hours of duty shall be worked in accordance with a roster template agreed upon by the employer and the relevant union. The parties have agreed to work in accordance with the roster template at Section 6 - Roster Cycle.
- (4) Provided that, having regard to operational requirements, rostered days off and rostered shifts may be mutually exchanged between employees.

5.3.2 Overtime

- (1) Overtime duty should not normally be performed where it will fall within a period of 12 hours on either side of a normal day or night shift.
- (2) In all but highly exceptional circumstances the maximum length of time a person should have to remain on duty is 14 hours and this would include the 12 hour shift and a 2 hour overtime period before the commencement of a shift or a 2 hour overtime period after completing a shift and before being relieved.
- (3) For the purposes of this Appendix, officers whose ordinary hours of work are regularly rotated in accordance with a shift roster, covering 2 shifts per day, shall be paid for overtime at the rate of double time.
- (4) Officers requested to perform overtime will be paid overtime as from:
 - (a) the actual time the officer commences travelling to the work place if the period of notice provided to the officer prior to the commencement of work is less than 12 hours; or
 - (b) the actual time the officer commences work if the period of notice provided to the officer prior to the commencement of work is 12 hours or more.
- (5) Officers requested to perform overtime will be paid overtime at the specified rates with a minimum payment of 2 hours.

5.3.3 Crib Break

Employee shall be entitled to a paid 30 minute crib break in the first half of the shift and a second paid crib break of 30 minutes in the second half of the shift.

5.3.4 Relieving Arrangements

Government House Security Officers at Level OO3 required to undertake the full duties and responsibilities of the position of Level OO4 will be eligible for payment at the applicable higher classification level provided that the minimum period of relieving undertaken is 12 consecutive hours.

Section 4 - Leave

5.4.1 Leave Entitlements

The leave entitlements provided hereunder shall be read in conjunction with the *Ministerial Directives*. Provided that, payments of salary for all leave shall be calculated in accordance with Section 5 - Wages and Wage Related Matters.

(1) *Annual Leave*

The annual leave entitlement will be 190 rostered ordinary hours, with:

- (a) Annual leave accrued up to 01 March 2006 attracting annual leave loading, calculated as 17.5% of base salary; and.
- (b) Annual leave accrued from 01 March 2006 not attracting any annual leave loading.

Employees appointed as permanent part-time will be entitled to a proportionate amount of the base rate calculated according to a percentage of the full-time hours worked.

(2) *Sick Leave*

The annual sick leave entitlement will be 76 rostered ordinary hours.

Employees appointed as permanent part-time will be entitled to a proportionate amount of the base rate calculated according to a percentage of the full-time hours worked.

(3) *Long-Service Leave*

Long Service Leave entitlements shall continue to be accumulated in weeks in accordance with the *Ministerial Directive* as amended. However, when clearing long service leave balances a minimum of 14 consecutive calendar days must be cleared.

(4) *General Leave Conditions*

(a) Bereavement Leave

2 days bereavement leave per occasion will be regarded as two 12 hour shifts per occasion of leave.

(b) Defence Force Training

For the purposes of defence force training entitlements, three 12 hour shifts shall be interpreted as one week.

(c) Special Leave

Other forms of special leave will be converted to hours where appropriate.

Section 5 - Wages and Wage Related Matters

5.5.1 Conditions of Payment of 12 Hours Roster Allowance

(1) The Block Pay Roster Allowance is payable on the base salary only (excluding any and all allowances):

- (a) The allowance is *excluded* from the calculation of superannuation and overtime;
- (b) The allowance is *included* in salary for workers' compensation claims.

(2) *Annual leave*

On annual leave, or cash equivalent thereof, the Block Pay Roster Allowance is payable in full.

(3) *Long service leave*

On long service-leave, or cash equivalent thereof, accrued:

- Up to 01 January 1997 no Block Pay Roster Allowance is payable;
- From 01 January 1997 up to 01 January 2000 Block Pay Roster Allowance of 6% is payable;
- From 01 January 2000 up to 23 December 2003 Block Pay Roster Allowance of 10% is payable;
- From 23 December 2003 up to 01 September 2004 Block Pay Roster Allowance of 12.5% is payable;
- From 01 September 2004 to 01 December 2005 Block Pay Roster Allowance of 17.5% (15% classification level OO5) is payable
- From 01 December 2005 to 01 March 2006 Block Pay Roster Allowance of 20% (15% classification level OO5) is payable
- From 01 March 2006 Block Pay Roster Allowance of 33.0618% (all classifications) is payable.

5.5.2 Sick leave

If an officer is absent on sick leave for a fortnight (76 hours) then the officer would be deducted 76 x 29.6967% of the hourly rate. The lower percentage is used so that officers do not lose annualised leave loading.

Therefore, for each absence, regardless on which day it falls, 29.6967% of an officer's hourly rate will be deducted for each hour absent.

Note that the negative penalties only apply for the first 76 hours of continuous leave as were the previous arrangements. Penalties will not affect base salary.

Penalties deducted for absences will need to be represented as a percentage of an officer's hourly base rate. This will be necessary to accommodate part day absences. Logically, as each officer is paid 33.0618% of the base salary for 76 hours work, the same percentage of the hourly rate will be used to deduct for absences, adjusted to 29.6967% for leave loading purposes.

Example

Officer Level OO4 04 as from 1 August 2009

| | | |
|-------------------------|----|---------|
| Base rate | \$ | 1934.40 |
| Hourly rate | \$ | 25.45 |
| Shift allowance | \$ | 639.50 |
| 29.6967% of hourly rate | \$ | 7.56 |

An officer absent for 12 hours would therefore be deducted \$90.60 which represents:

- 12 (number of hours absent) multiplied by \$7.55 (29.6967% of \$25.45 - hourly rate) equals \$90.60.

5.5.3 Casual Employees

- (1) The engagement of casual employees shall not be utilised to permanently fill any full-time position.
- (2) A casual employee is paid 23% in addition to the ordinary hourly base rate as calculated using the annual base rates referred to in clause 5.2.1. Where applicable, a casual employee is further entitled to the provisions of overtime, weekend penalty rates and payment for work performed on public holidays.
- (3) In addition to the provisions of clause 5.5.3(2), a casual employee is further entitled to payment of any applicable allowances (other than Block Pay Roster Allowance), based pro-rata on the number of hours worked.
- (4) Casual Employees are entitled to increments in accordance with clause 5.7.2(1).

Section 6 - Roster Cycle

5.6.1 Roster Table

| WEEK1 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------|--------|---------|-----------|----------|--------|----------|--------|
| | D | D | N | N | | | |
| WEEK 2 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| | | D | D | N | N | | |
| WEEK 3 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| | | | D | D | N | N | |
| WEEK 4 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| | | | | D | D | N | N |
| WEEK 5 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |

| | | | | | | | |
|-------------------|--------|---------|-----------|----------|--------|----------|--------|
| | | | | | D | D | N |
| WEEK 6 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| | N | | | | | D | D |
| WEEK 7 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| | N | N | | | | | D |
| WEEK 8 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| | D | N | N | | | | |

NOTES:

| | |
|--------------|------------------------------------|
| D | - Day Shift |
| N | - Night Shift |
| SHIFT | - 12 Hour |
| COVER | - 24 Hours per day 7 days per week |
| ROSTER CYCLE | - 8 Weeks |

Each permanent employee will be rostered off for one 12 hour shift in each period of 3 weeks.

Section 7 - Miscellaneous Provisions**5.7.1 Deployment of officers**

The employer reserves the right to deploy between shifts as required to meet operational requirements and to ensure the periodic movement of officers between shifts.

5.7.2 Movement within classification levels

(1) An employee is entitled to be paid an increase in salary from one increment point to the next higher increment point within the same Classification Level provided that:

(a) In the case of a full-time employee:

- i) the employee has received salary at the lower increment point for a period of 12 calendar months; and
- ii) in the case of level 3 of the Operational stream, the conduct, diligence and general efficiency of such employee has been certified by the employer to have been and to be satisfactory; or
- iii) in the case of Employees in all other Classification Levels, performance objectives have been achieved as certified by the employer.

(b) In the case of a part-time employee:

- i) the employee has received a salary at a particular classification and paypoint for a period of at least 12 months; and
- ii) the employee has worked 1,200 ordinary hours in such classification.

(c) In the case of a casual employee with 12 months continuous service with the same employer:

- i) the employee has received a salary at a particular classification and paypoint for a period of at least 12 months; and
- ii) the employee has worked 1,200 ordinary hours in such classification.

For the purpose of clause 5.7.2., continuous service for a casual employee ends if the employment is broken by more than 3 months between the end of one employment contract and the start of the next employment contract. Absences from work on public holidays do not break, or contribute to a break, in the continuity of service.

- (2) Exceptions to the provisions in clause 5.7.2(1) must be made in the case of:
- (a) An employee who is paid the prescribed basic salary on attaining the age of 21 years;
 - (b) A promotion, or transfer and promotion from Classification Level to another.

5.7.3 Block Pay

The parties are committed to continuing to review the existing block pay arrangements and the agreed calculation methodology of the block pay allowance rate to ensure staff are not disadvantaged.

5.7.4 Recognition of Previous Service

Recognition of previous service for all Office of the Governor employees is in accordance with the Ministerial Directive relating to *Recognition of Previous Service and Employment* issued and amended by the Minister responsible for industrial relations in accordance with Section 54 of the *Public Service Act 2008*.

Appendix 15: Office of the Queensland Studies Authority

New provisions applicable to Queensland Studies Authority

1. Casual Employees engaged under the *Queensland Public Service Award - State 2003*

1.1 Hours of Work - Casual Employees shall have a spread of ordinary hours of 8.00 am to 6.00 pm Monday to Friday.

Appendix 16: Queensland Building Services Employing Office

New provisions applicable to Queensland Building Services Employing Office

1. Mental or Physical Incapacity

The provisions of Chapter 5 Part 7 (Mental or physical incapacity) of the *Public Service Act 2008* shall apply to the Queensland Building Services Employing Office for the period of this Agreement.

Appendix 17: Residential Tenancies Employing Office**Continuing, reviewed and updated provisions originally prescribed in the *Residential Tenancies Authority Development Agreement, 1996*****1. Flexible Working Hours**

The Residential Tenancies Authority (RTA) is committed to providing its employees with some flexibility in working hours to enable employees to better balance work, family and other life commitments and increase job satisfaction.

The RTA shall maintain a policy in relation to flexible hours of work. Such hours of work arrangements are to be applied in a way that ensures that operational and client service requirements are met. Consultation between employees and their team leaders/managers is essential for the successful operation of any such arrangements. Such arrangements may permit employees working additional time beyond the standard day of 7 hours 15 minutes if there is sufficient work available to be undertaken and if there is a legitimate business need for the work to be completed at that particular time. By working such additional time, employees may have the opportunity to accrue and bank time to be taken at a later date.

The RTA hours of work arrangements are developed in consultation with the RTA Consultative Committee.

Where an employee believes he/she has genuine grounds for complaint arising from a direction or action by the team leader in relation to the operation of any such hours or work arrangements, the employee may lodge a grievance, in accordance with the RTA's Grievance Resolution Policy.

Appendix 18: Safe Food Production Queensland

Continuing, reviewed and updated provisions originally prescribed in the *Safe Food Enterprise Development - Certified Agreement 2002*

1. *Study Leave*

The provisions of Ministerial Directive 12/99 (Study and Examination Leave) as issued and amended by the Minister responsible for industrial relations under Section 54 of the *Public Service Act 2008* will continue to apply to Safe Food Production Queensland employees covered by this Agreement.

2. *Paid Parental Leave*

The provisions of Ministerial Directive 5/08 (Paid Parental Leave) as issued and amended by the Minister responsible for industrial relations under Section 54 of the *Public Service Act 2008* will continue to apply to Safe Food Production Queensland employees covered by this Agreement.

Appendix 19: Employees covered by the *Building Trades Public Sector Award - State 2002*

Part 1: Application

1.1 Application

1.1.1 The terms of this Appendix shall apply to employees covered by the *Building Trades Public Sector Award - State 2002*.

1.2 Relationship with other industrial instruments

1.2.1 Clause 5.1 of the *Building Trades Public Sector Award - State 2002*, or the clause as amended by the parties to that award, shall continue to define the criteria to progress between the various classifications for building trades employees contained in the *State Government Departments Certified Agreement 2009*.

1.2.2 Additional paypoints between BT1 and BT3 classifications shall be accessible to enable employees to access 50% of the wage rate applicable when half the next level of competency is demonstrated by the employee concerned, and is also required in the workplace. Such additional paypoints will be payable following assessment in the workplace in accordance with current and applicable competency standards.

Additional mid-points will be payable on the following basis:

| Paypoints | Progression Criteria | Calculation of Paypoints |
|------------------|--|---|
| BT1 | As prescribed by clause 5.1 of the <i>Building Trades Public Sector Award - State 2002</i> and the relevant competency standards for BT1. | BT1 rate as prescribed by this Agreement. |
| BT1 midpoint | 50% of the competency points as prescribed by clause 5.1 of the <i>Building Trades Public Sector Award - State 2002</i> and the relevant competency standards required for assessment from BT1 to BT2. | BT1 rate as prescribed by this Agreement plus 50% of the difference between BT1 and BT2 as prescribed by this agreement. |
| BT2 | As prescribed by clause 5.1 of the <i>Building Trades Public Sector Award - State 2002</i> and the relevant competency standards for BT2. | BT2 rate as prescribed by this Agreement. |
| BT2 midpoint | 50% of the competency points as prescribed by clause 5.1 of the <i>Building Trades Public Sector Award - State 2002</i> and the relevant competency standards required for assessment from BT2 to BT3. | BT2 rate as prescribed by this Agreement plus 50% of the difference between BT2 and BT3 as prescribed by this agreement. |
| BT3 | As prescribed by clause 5.1 of the <i>Building Trades Public Sector Award - State 2002</i> and the relevant competency standards for BT3. | BT3 rate as prescribed by this Agreement. |
| BT3 midpoint | An additional six competency points of relevant structured training from another Trade or Post Trade in addition to the requirements for a BT3. | BT3 rate as prescribed by this Agreement plus 50% of the difference between BT3 and the CW8 classification from the <i>Civil Construction, Operations and Maintenance General Award - State 2003</i> (115% rate) as prescribed by this Agreement. |

1.2.3 Re-assessment for building trades employees remunerated between BT1 and BT3 may only occur after a period of at least 6 months has elapsed since the employee was last assessed.

Appendix 20: Employees covered by the *Engineering Award - State 2002*

Part 1: Application

1.1 Application

1.1.1 The terms of this Appendix shall apply to employees covered by the *Engineering Award - State 2002*.

1.2 Relationship with other industrial instruments

1.2.1 Clause 5.4 and 5.5 of the *Engineering Award - State 2002* and the National Metal and Engineering Competency Standards Implementation Guide, or those clauses as amended by the parties to that award, shall continue to define the criteria to progress between the various classifications for engineering employees contained in the *State Government Departments Certified Agreement 2009*.

1.2.2 Additional mid-points (AMP) between C10 and C7 classifications will be accessible to enable employees to access 50% of the wage increase applicable when half the next level of competency is demonstrated by the employee concerned, and is also required in the workplace. The mid-points will be payable following assessment in the workplace.

Additional mid-points will be payable on the following basis:

| Paypoint | Progression Criteria | Calculation of AMP Rate |
|-----------------|--|---|
| C10 | As prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the National Metal and Engineering Competency Standards Implementation Guide for C10. | C10 rate as prescribed by Appendix 3 of this Agreement. |
| C10midpoint | 50% of the competency points as prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the National Metal and Engineering Competency Standards Implementation Guide required for assessment from C10 to C9. | C10 rate as prescribed by Appendix 3 of this Agreement plus 50% of the difference between C10 and C9 as prescribed by Appendix 3 of this Agreement. |
| C9 | As prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the National Metal and Engineering Competency Standards Implementation Guide for C9. | C9 rate as prescribed by Appendix 3 of this Agreement. |
| C9midpoint | 50% of the competency points as prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the National Metal and Engineering Competency Standards Implementation Guide required for assessment from C9 to C8. | C9 rate as prescribed by Appendix 3 of this Agreement plus 50% of the difference between C9 and C8 as prescribed by Appendix 3 of this Agreement. |
| C8 | As prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the National Metal and Engineering Competency Standards Implementation Guide for C8. | C8 rate as prescribed by Appendix 3 of this Agreement |
| C8midpoint | 50% of the competency points as prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the National Metal and Engineering Competency Standards Implementation Guide required for assessment from C8 to C7. | C8 rate as prescribed by Appendix 3 of this Agreement plus 50% of the difference between C8 and C7 as prescribed by Appendix 3 of this Agreement. |
| C7 | As prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the National Metal and Engineering | C7 rate as prescribed by Appendix 3 of this Agreement. |

Competency Standards Implementation
Guide for C7.

| | | |
|------------|---|---|
| C7midpoint | 50% of the competency points as prescribed by clause 5.4 and 5.5 of the <i>Engineering Award - State 2002</i> and the National Metal and Engineering Competency Standards Implementation Guide required for assessment from C7 to C6. | C7 rate as prescribed by Appendix 3 of this Agreement plus 50% of the difference between C7 and C6 as prescribed by Appendix 3 of this Agreement. |
|------------|---|---|

- 1.2.3 Re-assessment for engineering employees remunerated between C10 and C7 may only occur after a period of at least 6 months has elapsed since the employee was last assessed.

Appendix 21: Employment Security Policy

1. Introduction

On 17 April 2000 the Queensland Government approved a new employment security policy for the Queensland public sector. This policy should be read in conjunction with:

- a. the *Queensland Government Policy on the Contracting-Out of Government Services*; and
- b. any existing industrial instruments relating to job/employment security (which may override or expand on this policy).

The Government is committed to maximum employment security for permanent public sector employees (as outlined in Clause 6) by developing and maintaining a responsive, impartial and efficient public sector as the preferred provider of existing services to Government and the community. The workforce's commitment to continue working towards achievement of best practice performance levels makes this commitment possible.

The Government is also committed to providing stability to the public sector by curbing organisational restructuring and contracting-out of services. The focus will be on pursuing performance improvement strategies for the public sector workforce to achieve "best value" delivery of quality services to the community, in preference to restructuring, downsizing or simply replacing public sector employees with non-government service providers. A greater emphasis will be placed on effective change management, which together with workforce planning, career planning and skills development will ensure that the public sector workforce has the flexibility and mobility to meet future needs.

Further, the Government undertakes that permanent public sector employees will not be forced into unemployment as a result of organisational change or changes in departmental priorities other than in exceptional circumstances. Where changes to employment arrangements are necessary, there will be active pursuit of retraining and deployment opportunities, and involuntary redundancy will only occur in exceptional circumstances, and only with the approval of the Public Service Commissioner.

2. Permanent Employment

The Queensland Government is committed to maximising permanent employment where possible. Casual or temporary forms of employment should only be utilised where permanent employment is not viable or appropriate. Agencies are encouraged to utilise workforce planning and management strategies to assist in determining the appropriate workforce mix for current and future needs.

3. Organisational change and restructuring

It is the Government's intention that future organisational change and restructuring will be limited in scale. All organisational change will need to demonstrate clear benefits and enhanced service delivery to the community. The objective is to stabilise public sector organisations, and to avoid unnecessary change that will not deliver demonstrable benefit to the Government or the community.

Cabinet approval is required for all major organisational change and restructuring in agencies:

- a. that will significantly impact on the public sector workforce (e.g. significant job reductions, deployment to new locations, alternative service delivery arrangements, etc). The emphasis will be on minimum disruption to the workforce and maximum placement of affected staff within agencies, and ordinarily organisational restructuring should not result in large scale "spilling" of jobs.
- b. that will have major social and economic implications, particularly in regional and rural centres where the government is committed to maintaining public sector employment. Proposals affecting these centres need to carefully evaluate the impact on communities to ensure that short-term efficiency gains are balanced against the long-term social and economic needs of these communities.

The agency will need to demonstrate that any proposed organisational change or restructuring will result in clearly defined service enhancements to government and/or the community, as identified in a business case, and be undertaken through a planned process. Where an agency has made a decision to introduce major organisational change or restructuring, it will notify affected employees/unions and discuss the changes as early as practicable. This may be undertaken through forums such as Agency Consultative Committees.

The requirement to obtain Cabinet approval for major organisational change is not intended to reduce the flexibility of Chief Executives in their day-to-day management of agencies' operations. Chief Executives retain prerogative over normal business activities to manage the public sector workforce, (such as job reclassification, job redesign, performance management, disciplinary action and transfers), and organisational improvement initiatives (such as process re-engineering, changes in work practices and the introduction of new technology).

4. Queensland Government Policy on Contracting-Out of Government Services

The *Queensland Government Policy on the Contracting-Out of Government Services* confirms the Government's commitment to maintaining public sector employment. It provides for contracting-out only in limited circumstances and requires Cabinet approval for all contracting-out proposals that will have a significant impact on the public sector workforce in terms of job losses.

5. Employees affected by organisational change

The government undertakes that tenured public sector employees will not be forced into unemployment as a result of organisational change, other than in exceptional circumstances.

Public sector employees affected by performance improvement initiatives or organisational change will be offered maximum employment opportunities within the public sector, including retraining, deployment, and redeployment. Only after these avenues have been explored will voluntary early retirement be considered.

Where continuing employment in the public sector is not possible, support, advice and assistance will be provided to facilitate transition to new employment opportunities. In the event of a decision to outsource a government service, the agency should ensure that every effort is directed towards assisting employees to take up employment with the external provider. Retrenchment will only be undertaken in exceptional circumstances where deployment or redeployment are not options, and only with the approval of the Public Service Commissioner.

6. Application

These guidelines apply to all permanent employees of Queensland Government Departments, public service offices and public sector units.

These guidelines do not apply to public sector employees who are subject to disciplinary action which would otherwise result in termination of employment, or who are not participating in reasonable opportunities for retraining, deployment or redeployment.

7. Authority

These guidelines were approved by Cabinet on 17 April 2000.

Appendix 22: Queensland Government Policy on the Contracting-out of Services

1. Introduction

The Queensland Government recognises that the Queensland public service is the key instrument for delivering or implementing the policies of the Government. In striving to achieve "best value" delivery of services to the community, the Government's focus will be on pursuing performance improvement strategies for the public service workforce, not on simply replacing public service employees with non-government service providers.

In this regard, the Government has endorsed the following policy on contracting-out of Government services. This policy applies to all Queensland Government departments and public service offices, and includes teaching, health, police, fire and ambulance services and all tenured employees of these agencies. For the purposes of this policy, contracting-out refers to a contractual arrangement to deliver a service to government or the provision of a government service by a non-government service provider. Capital works programs are considered Government services for the purpose of this policy. This means that current arrangements for delivery of the capital works program through competitive tendering will continue. The purchase of services by Departments from an internal Government provider, such as a commercialised business unit (e.g. QBUILD), is not regarded as contracting-out.

Similarly, services contracted to community service providers through grant programs or as recurrently funded programs (e.g. the Community Rent Scheme in the Department of Housing and the Rural Family Support Workers Program in the Department of Families, Youth and Community Care) are not regarded as being contracted-out for the purposes of this policy.

This policy does not apply to the normal purchase of inputs to departments such as office supplies and consultancies. It does however apply to contractual arrangements such as cleaning and other 'hotel' type services.

Where there are major joint ventures or co-locations with the private sector (e.g. hospital co-locations) decisions on the delivery of support services will be made on a case by case basis.

2. Services currently provided in-house (i.e. by a Government agency)

It is the policy of the Government that in order to maintain existing public service jobs, there will be no contracting-out of services currently provided in-house other than in circumstances where:

- actual shortages exist in appropriately skilled in-house staff;
- there is a lack of available infrastructure capital or funds to meet the cost of providing new technology; or
- it can clearly be demonstrated that it is in the public interest that services should be contracted-out.

Cabinet approval will be required only for contracting-out proposals that meet the criteria outlined above where they would have a significant impact on the public service workforce in terms of job losses. Cabinet submissions proposing contracting-out initiatives should detail:

- why the service cannot continue to be delivered by public service employment;
- the impact on the public service workforce;
- how the proposed initiative will improve Government service delivery;
- any social and/or economic impact on the Queensland community;
- the impact on regional and rural communities, where relevant, particularly in regard to maintenance of public employment in regional and rural Queensland;
- the impact on future competitive tendering in a market where the public service will have no capacity to bid;
- communication and consultation strategies, including managing the impact on the tenured public service workforce, and workforce transition plans for deployment, redeployment and retraining; and
- the cost implications for Government.

Where the Government agrees to contract-out services, employees and the relevant unions will be consulted as early as possible. Discussions will take place prior to any steps being taken to call tenders or to enter into any alternative bidding arrangement for the provision of services by an external provider.

If, after full consultation with employees and relevant unions, employees are to be affected by the necessity to contract-out services, the Government agency should:

- ensure that effort is directed towards assisting employees to take up employment with the contractor; and/or
- ensure that employees are given the maximum opportunity to accept deployment and redeployment in the Public Service.

3. Services currently contracted-out

It is the policy of the Government that when existing contracts with non-government providers are due for renewal, the services generally will be once again offered to contract.

If the conditions of the existing contract allow for the contract to be renewed without a tendering process, and the external provider has met all the conditions of the contract, a new contract may be offered to the current provider subject to continuing commercial viability and the mutual agreement of both parties.

Where a contract is due to expire and a tendering process is proposed, Government agencies may bid for the work, subject to any legislative requirements and Government agencies competing on a fair basis - that is, with any advantages or disadvantages that stem solely from their public ownership being removed or accounted for in an appropriate manner. Operational guidelines will be developed to assist agencies in assessing the relative merits of in-house and external bids.

In-sourcing will be undertaken only where it can be demonstrated that work is competitive on an overall "best value" basis, including quality and cost of purchase and maintenance of any capital equipment required to perform the work

4. New services

A decision on whether it is appropriate to contract-out new Government services with significant workforce impacts will be made on a case by case basis by Cabinet. Opportunity will be provided for the new Government service to be delivered by in-house staff where it can be demonstrated that work is competitive on an overall "best value" basis, including quality and cost of purchase and maintenance of any capital equipment required to perform the work.

Cabinet submissions proposing contracting-out of new services should detail:

- any social and/or economic impact on the Queensland community;
- the impact on regional and rural communities;
- the impact on future competitive tendering in a market where the public service will have no capacity to bid;
- why the service needs to be delivered by a non-government service provider; and
- the cost implications for Government.

5. Services in replacement facilities

Existing outsourcing arrangements may not always be extended to replacement facilities (e.g. replacement hospitals and schools). A decision by Cabinet on whether it is appropriate to continue to contract-out services in replacement facilities will be made on a case by case basis.

Where a decision is made to transfer the existing contract to a replacement service, this may be offered to the current provider subject to commercial viability and the mutual agreement of both parties.

Opportunity should be given for in-house staff to undertake the work where it can be demonstrated that work is competitive on an overall "best value" basis, including quality and cost of purchase and maintenance of any capital equipment required to perform the work.

Cabinet submissions proposing contracting-out of replacement services should detail:

- the impact on the public service workforce;
- how the proposed initiative will result in improvements to Government service delivery;
- any social and/or economic impact on the Queensland community;
- the impact on regional and rural communities, where relevant, particularly in regard to maintenance of public employment in regional and rural Queensland;
- the impact on future competitive tendering in a market where the public service will have no capacity to bid, if relevant; and
- the cost implications for Government.

6. Implementing the Policy on the Contracting-Out of Government Services

In applying this policy, the following principles should be adhered to:

- i. The primary focus should be on improving the productivity of the existing public service workforce through performance improvement strategies (such as training, innovation, and benchmarking);
- ii. Where services currently contracted-out come up for tender, or the delivery of new services and services in replacement facilities are being considered, in-house staff should be given the opportunity to undertake the work where it can be demonstrated that it is competitive on an overall "best value" basis, including quality and cost of purchase and cost of maintenance of any necessary capital equipment;
- iii. Where competitive tenders involve in-house bids, those bids must be fairly based - that is, with any advantages or disadvantages that stem solely from their public ownership being removed or accounted for in an appropriate manner;
- iv. Except in exceptional circumstances, in-house work units should be afforded sufficient opportunity and support, over a reasonable time, to achieve an acceptable level of performance, efficiency and effectiveness, before alternative service provision options are considered; and
- v. Options for the management of employees affected by organisational change are to include deployment, retraining, redeployment and voluntary early retirement.