QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

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

Maritime Safety Queensland, Maritime Operations Certified Agreement 2012

Matter No. CA/2013/39

Commissioner Fisher

3 June 2013

CERTIFICATE

This matter coming on for hearing before the Commission on 17 May 2013 the Commission certifies the following written agreement as amended:

Maritime Safety Queensland, Maritime Operations Certified Agreement 2012 - CA/2013/39

Made between:

Department of Transport and Main Roads, Maritime Safety Queensland;

Australian Maritime Officers Union Queensland, Union of Employees;

The Australian Workers' Union of Employees, Queensland; and

The Electrical Trades Union of Employees Queensland.

Together Queensland, Industrial Union of Employees and the Australian Institute of Marine and Power Engineers' Union of Employees, Queensland District became bound by the agreement pursuant to s. 166(2) of the *Industrial Relations Act 1999*.

The agreement was certified by the Commission on 17 May 2013 and shall operate from 17 May 2013 until its nominal expiry on 30 September 2015.

This agreement replaces the Maritime Safety Queensland, Maritime Operations Certified Agreement 2009 (CA/2010/3).

By the Commission.

Commissioner Fisher

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 1999 – s.156 – certifying an agreement

Made Between

Queensland Department of Transport and Main Roads ABN 39 407 690 291

39 407 690 AND

Australian Maritime Officers Union Queensland, Union of Employees and Others

(No. CA/2013/39)

MARITIME SAFETY QUEENSLAND MARITIME OPERATIONS CERTIFIED AGREEMENT 2012

THIS AGREEMENT, made under the *Industrial Relations Act 1999*, on the 26th of April 2013 between the Queensland Department of Transport and Main Roads ABN 39 407 690 291 (herein after referred to as 'TMR'); the Australian Maritime Officers Union Queensland Union of Employees; The Electrical Trades Union of Employees, Queensland; The Australian Workers' Union of Employees, Queensland; the Australian Institute of Marine and Power Engineers' Union of Employees, Queensland, Industrial Union of Employees on behalf of the employees of TMR covered by this agreement, witnesses that the parties mutually agree as follows:

| PART 1 | APPLICATION AND OPERATION | 5 |
|--------|---|---|
| 1.1 | Title | 5 |
| 1.2 | Application | 5 |
| 1.3 | Parties Bound | 5 |
| 1.4 | Relationship with Awards and Industrial Instruments | 5 |
| 1.5 | Agreements to be Cancelled | 5 |
| 1.6 | Date of Operation | 5 |
| 1.7 | Consultation Process | 5 |
| 1.8 | Collective Industrial Relations | 5 |
| 1.9 | Workforce Planning | 6 |
| 1.10 | Consultative Committees | 6 |
| 1.11 | No Further Claims | 6 |
| PART 2 | CAREER DEVELOPMENT | 7 |
| 2.1 | Career Support | 7 |
| 2.2 | Traineeships | 7 |
| 2.3 | Recognition of Accredited Qualifications | 7 |
| 2.3.1 | Commitment | 7 |
| 2.3.2 | Appropriate Remuneration | 8 |
| PART 3 | WORKPLACE HEALTH AND SAFETY | 8 |
| 3.1 | Workplace Health & Safety | 8 |
| 3.2 | Workplace Bullying and Harassment | 8 |
| PART 4 | GENERAL CONDITIONS OF EMPLOYMENT | 8 |
| 4.1 | Part-Time Employees | 8 |
| 4.2 | Casual Employees | 8 |
| 4.3 | Management of Overtime and Accumulated Time | 9 |
| 4.4 | Call Out and Return to Duty | 9 |
| 4.5 | On Call Allowance | 9 |

| 4.6 | Emergent Overtime | 10 |
|--------|---|----|
| 4.7 | Public Holidays | 11 |
| 4.8 | Maritime Operations Leave | 11 |
| 4.9 | Reasonable Workloads | 11 |
| 4.10 | Worklife Balance | 11 |
| 4.11 | Salary Packaging | 11 |
| 4.12 | Prevention and Settlement of Disputes | 12 |
| PART 5 | REMUNERATION OUTCOMES | 12 |
| 5.1 | Salary Increases | 12 |
| 5.2 | First Aid Allowance | 13 |
| 5.3 | Travelling Allowances | 13 |
| 5.4 | Workplace Preparation and Travelling Time | 13 |
| 5.5 | Accommodated Onboard a Vessel Overnight Allowance | 14 |
| 5.6 | Performance of Higher Duties | 14 |
| PART 6 | MARINE OFFICERS | 14 |
| 6.1 | Hours of Work | 14 |
| 6.2 | Aggregate Salary Arrangements | 15 |
| 6.2.1 | Aggregated Recompense for additional hours and weekends worked | 15 |
| 6.2.2 | On-call Allowance | 16 |
| 6.2.3 | Annual Leave Loading | 16 |
| 6.2.4 | First Aid Allowance | 17 |
| 6.2.5 | Other Allowance | |
| 6.3 | Reporting Arrangements | |
| 6.4 | On Call Arrangements | |
| 6.5 | Pilotage Transfer | |
| 6.6 | Marine Officer Additional Payment (Salary Maintenance) | 16 |
| 6.7 | Competency Based Training (CBT) and Progression | 16 |
| 6.8 | Regional Support - State-wide Services / Staffing of QG Norfolk | 17 |
| 6.9 | Recruitment of Marine Officers | 17 |
| PART 7 | AREA MANAGERS | 17 |
| 7.1 | Hours of Work | 17 |
| 7.2 | Aggregated Salary Arrangements | 18 |
| 7.2.1 | On-Call | 18 |
| 7.2.2 | First Aid Allowance | 18 |
| 7.2.3 | Annual Leave Loading | 18 |
| PART 8 | VESSEL TRAFFIC SERVICE OPERATORS | 18 |
| 8.1 | Hours of Work | 18 |
| 8.2 | Aggregated Salary Arrangements | |

| 8.3 | Annual Leave | 19 |
|------------|--|----|
| 8.4 | Recreation Leave Debits | 19 |
| 8.5 | Sick Leave Debits | 19 |
| 8.6 | Rosters | 19 |
| 8.7 | Recruitment | 19 |
| 8.7.1 | VTSO Progression Arrangements | 19 |
| 8.7.1.1 | Progression to Level 2 (mandatory requirements) | 19 |
| 8.7.1.2 | Progression to Level 3 (mandatory requirements) | 20 |
| 8.7.1.3 | Appointment to VTS Level 4 Positions | 20 |
| PART 9 | MANAGERS VESSEL TRAFFIC MANAGEMENT | 20 |
| 9.1 | Hours of Work | 20 |
| 9.2 | Aggregate Salary Arrangements | 20 |
| 9.2.1 | On-Call Allowance | 20 |
| 9.2.2 | First Aid Allowance | 20 |
| 9.2.3 | Annual Leave Loading | 20 |
| PART 10 | MARITIME OPERATIONS OFFICERS (PILOTAGE AND HYDROG BRANCH | |
| 10.1 | Hours of Work | 21 |
| 10.2 | Aggregated Salary Arrangements | 23 |
| 10.2.1 | Overtime | 21 |
| 10.2.2 | Management of Aggregated Overtime | 21 |
| 10.2.3 | Call-Out / Return to Duty / On-Call Allowance | 21 |
| 10.2.4 | First Aid Allowance | 24 |
| 10.2.5 | Annual Leave Loading | |
| 10.3 | Reporting Arrangements | 22 |
| 10.4 | Progression by Achievement - Maritime Operations Officer Grade B to Marit Grade A | - |
| PART 11 | HYDROGRAPHIC SURVEYORS AND MARINE ENVIRONMENT I | |
| 11.1 | Allowances | 22 |
| SIGNATORI | 3S | 23 |
| APPENDIX 1 | SALARIES | 30 |
| Table 1 | Marine Officers | 24 |
| Table 2 | Area Managers | 31 |
| Table 3 | Vessel Traffic Service Officers | 31 |
| Table 4 | Managers Vessel Traffic Management | 32 |
| Table 5 | Maritime Operations Officers - (Pilotage and Hydrographic Services Branch) | 32 |
| Table 6 | Maintained Salaries | 33 |

PART 1 APPLICATION AND OPERATION

1.1 Title

This Agreement will be known as the Maritime Safety Queensland, Maritime Operations Certified Agreement 2012 ("Agreement").

1.2 Application

This Agreement will apply to employees of Maritime Safety Queensland employed in the following classifications:

- Marine Officers
- Area Managers
- Vessel Traffic Service Operators
- Managers Vessel Traffic Management
- Hydrographic Services (Maritime Operations Officers)
- Marine Environment Protection Unit (MEPU) employees and Hydrographic Surveyors

1.3 Parties Bound

The parties bound by this Agreement are:

- Maritime Safety Queensland (MSQ), an agency of the Department of Transport and Main Roads;
- the Australian Maritime Officers Union Queensland Union of Employees;
- The Electrical Trades Union of Employees, Queensland;
- The Australian Workers' Union of Employees, Queensland;
- the Australian Institute of Marine and Power Engineers' Union of Employees, Queensland District; and
- Together Queensland, Industrial Union of Employees

1.4 Relationship with Awards and Industrial Instruments

This Agreement is to be read in conjunction with existing awards, including the *Queensland Public Service Award* – *State 2012* (the Award) and industrial instruments covering employees covered by this Agreement. In the event of any inconsistency with existing awards and industrial instruments, the terms of this Agreement will take precedence.

1.5 Agreements to be Cancelled

This Agreement replaces and cancels the *Maritime Safety Queensland Maritime Operations Certified Agreement 2009* (No. CA/2010/3 of 15 April 2010).

1.6 Date of Operation

This Agreement shall operate from the date of certification by the Queensland Industrial Relations Commission to 30 September 2015. The parties have agreed that its terms shall be given operative effect on and from 1 October 2012.

1.7 Consultation Process

In reaching this Agreement, the parties have benefited from maintaining an ongoing consultation process between Transport and Main Roads – Maritime Safety Queensland, the Australian Maritime Officers Union Queensland Union of Employees; The Electrical Trades Union of Employees, Queensland Branch; The Australian Workers' Union of Employees, Queensland; the Australian Institute of Marine and Power Engineers' Union of Employees, Queensland District; Together Queensland, Industrial Union of Employees; and MSQ employees. The parties have undertaken to continue this consultation and involvement as the basis for future Agreements.

1.8 Collective Industrial Relations

The Employer acknowledges that structured, collective industrial relations will continue as a fundamental principle of the management of agencies and public sector units.

The employer supports constructive relations and recognises the need to work collaboratively with relevant unions and employees in a productive manner.

1.9 Workforce Planning

MSQ will use workforce planning and management strategies to assist in determining the appropriate workforce mix for current and future needs.

1.10 Consultative Committees

MSQ may have an employer-union consultative committee (CC) with agreed terms of reference/operating principles. The consultative committee will be used to facilitate consultation on issues, including those issues arising from the implementation of this Agreement.

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

1.11 No Further Claims

- i. 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:
- ii. Subject to sub-clause (iii) herein, the following changes may be made to the employees' rights and entitlements during the life of the agreement:
 - (a) General Rulings and Statements of Policy issued by the Queensland Industrial Relations Commission that provide conditions that are less favourable than the current conditions;
 - (b) Reclassifications.
- iii. The Queensland Industrial Relations Commission State Wage Increases awarded during 2012 and thereafter will not be in addition to the wage increase provided by this agreement.
- iv. Notwithstanding sub-clause (iii) herein, it is a term of this agreement that no person covered by this agreement will receive a rate of pay which is less than the corresponding rate of pay in the relevant award.

The employer will consent to applications made after the date of certification of this Agreement to amend any of the parent awards to incorporate wage adjustments based on the Maritime Safety Queensland Maritime Operations Certified Agreement 2009 (CA/2010/3). This consent is provided subject to such applications providing for a sufficient gap between current enterprise bargaining wage rates and the intended new award wage rates as contemplated at Principle 8 (Award Amendment to Give Effect to a Certified Agreement) of the State Wage Case Statement of Policy.

The rates of monetary entitlements and leave entitlements existing as at the date of certification of this Agreement relating to the following will not be reduced for the life of this Agreement:

- Recognition of Previous Service and Employment
- Early Retirement, Redundancy and Retrenchment
- Higher Duties
- Overtime Meal Allowances
- Motor Vehicle Allowances
- Locality Allowances
- Field Staff Conditions
- Hours and Overtime Conditions
- Recreation Leave
- Sick Leave
- Bereavement Leave
- Long Service Leave
- Paid Parental Leave
- Transfer and Appointment Expenses

- Domestic Travel and Relieving Expenses
- International Travel and Relieving Expenses
- Excess Travel Time
- Special Leave
- The Retrenchment of Temporary Employees Engaged on a Full Time or Part Time Basis
- Critical Incident Entitlements and Conditions
- Court Attendance and Jury Service
- Transfer within and between classification levels and systems
- Relocation Expenses for Officers Retiring from the Service
- Leave and Travel Concessions Isolated Centres
- Leave without Salary Credited as Service
- Superannuation Entitlements for Certain Employees
- Rewards for Creating Commercially Valuable Intellectual Property
- Study and Examination Leave

PART 2 CAREER DEVELOPMENT

2.1 Career Support

Any employee covered by this Agreement who is required to have a Marine and/or Workplace Health and Safety qualification to perform their duties as detailed in the relevant position description will be reimbursed for all costs associated with the acquisition and/or maintenance of this qualification e.g. application, examination etc.

2.2 Traineeships

All parties to this Agreement are committed to creating employment opportunities for young people throughout Queensland.

In line with this commitment MSQ, with the support of other relevant stakeholders, will explore all avenues available to employ trainees.

These avenues will include, but not be limited to, operational and technical employee disciplines covered by this Agreement.

MSQ will meet its current commitments with respect to trainees but due to the need for Marine Officers to have marine qualifications it is unlikely that MSQ will be able to employ staff who have finished Traineeships in Marine Officer Roles.

2.3 Recognition of Accredited Qualifications

2.3.1 Commitment

The parties are committed to the principle that financial recompense shall 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).

2.3.2 Appropriate Remuneration

| The following remuneration shall be paid for employees that meet the requirements in Clause 2.3.1: | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| AO2 | \$41.50 per fortnight | | | | | | | |
| AO3 | \$42.80 per fortnight | | | | | | | |
| AO4 | \$44.60 per fortnight | | | | | | | |
| 002 | \$20.00 per fortnight | | | | | | | |
| 003 | \$41.50 per fortnight | | | | | | | |
| 004/005 | \$42.80 per fortnight | | | | | | | |
| 006 | \$44.60 per fortnight | | | | | | | |
| | AO2 AO3 AO4 OO2 OO3 OO4/OO5 | | | | | | | |

PART 3 WORKPLACE HEALTH AND SAFETY

3.1 Workplace Health & Safety

MSQ is committed to meeting its obligations under the *Queensland Work Health and Safety Act* 2011 and other relevant State and Federal legislation.

3.2 Workplace Bullying and Harassment

The parties agree that all employees have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination.

PART 4 GENERAL CONDITIONS OF EMPLOYMENT

4.1 **Part-Time Employees**

The spread of ordinary working hours for part-time employees shall be the same as that prescribed for a full-time employee prescribed in this Agreement.

Subject to the provisions contained in this clause, all provisions of this Agreement applicable to full time employees shall apply to part time employees on a pro rata basis.

A part time employee shall be entitled to any applicable allowances on a pro rata basis, however the following allowances shall apply in full:

- Travelling Allowance
- On-Call Allowance
- Meal Allowance

For work performed within the spread of ordinary hours as prescribed in this Agreement, and in addition to the number of hours specified to be worked in a week, a part time employee shall be entitled to payment at the ordinary hourly rate. The additional hours so worked shall be taken into account in the pro rata calculation of all entitlements.

When a part time employee is authorised to work additional hours outside the spread of hours prescribed by this Agreement the part time employee shall be eligible for payment for additional hours in accordance with the relevant industrial instrument.

4.2 Casual Employees

In lieu of clause 4.4.3 of the Award, a casual employee who works in an Aggregated Salary Position will be paid casual loading in accordance with the following formula:

Annual salary for Aggregated Salary Position

multiplied by Casual Loading

Weeks in year multiplied by Hours worked per week

Note:Weeks in yearCasual loading= 123%

Hours worked per week = 38 for VTSOs, Maritime Operations Officers in Hydrographic Services or

or

= 36.25 for Marine Officers and Area Managers

4.3 Management of Overtime and Accumulated Time

An employee directed to work on their prior approved accrued day off which is part of a scheduled and agreed work pattern will 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 thereof.

As an alternative to the above and on agreement between the employee and the delegated manager an employee directed to work on such employees accrued day off as detailed above may substitute an alternative future accrued day off on an hour for hour basis.

Employees who work for up to fourteen (14) hours in any one 24 hour period of time shall take a minimum ten (10) hour break prior to the recommencement of duty.

An employee who works so much additional hours between the termination of work on any one (1) day and the commencement of work on the next day so that ten (10) consecutive hours off duty has not occurred, shall be released after completion of such additional hours of work until ten (10) consecutive hours off duty occur, without loss of pay for ordinary working time occurring during absence.

If on the instructions of the delegated manager, such an employee resumes or continues work without having had ten (10) consecutive hours off duty, the employee is entitled to be paid overtime and shall be paid double rates until released from duty for such period and shall then be entitled to be absent until ten (10) consecutive hours off duty has occurred without loss of pay for ordinary working time occurring during such absence.

When an employee is called out and has worked in excess of two (2) hours on any one or more call – outs the above provisions shall apply.

4.4 Call Out and Return to Duty

Each Region is to identify appropriately experienced and skilled employees who will be rostered and available outside ordinary hours to arrange or provide emergency response capability.

Each employee providing out-of-hours emergency response capability will only return to duty for matters consistent with the Region's reviewed/developed emergency response criteria.

For the purpose of this Agreement "on call" shall be defined as an employee who is placed on call and is required to remain contactable in order for MSQ to contact them during the hours for which they have been placed on-call. Mobile phones will be provided by MSQ.

An employee shall respond to a "call out" by arriving at the Maritime Operations base or another agreed location within an agreed time frame in a fit state as prescribed by law, for the operation of vehicles, vessels and other equipment.

Each employee recalled to duty is required to provide details to their relevant Manager of the reasons for call-out or provision of advice, start and finish times, time taken to perform response and outcome of response.

Employees are responsible for the immediate detailed recording of performance of duties without the need to leave the employee's place of residence. The time taken to complete this task will form part of the request for advice and overtime payment.

Where an employee is recalled to perform work during an off duty period, including when an employee is on call, such employee shall be provided with transport to and from the employee's home, or be refunded the cost of such transport e.g. reimbursement of taxi fares, or payment of motor vehicle allowances as per relevant Directive as amended from time to time.

Additional hours shall be calculated to the nearest quarter of an hour when an employee has worked in excess of two (2) hours on one or more call-outs.

4.5 On Call Allowance

Maritime Safety Queensland has a requirement to have appropriately experienced employees available outside ordinary hours to attend, or to arrange employees to attend to matters such as but not limited to:

- emergency response
- oil/pollution response
- failure of prioritised navigation aids
- sea/search and rescue
- channel obstructions

In each region at least one suitably experienced employee shall be available out of hours to respond to such matters.

Each region will identify staff that will be rostered and available to attend to such matters.

An employee instructed by the employer or a duly appointed employee to be available on-call outside the ordinary working hours of duty shall be paid in addition to the ordinary rate of pay an allowance in accordance with the following scale:

- Where an employee is on-call through the whole of a rostered day off or a statutory holiday the allowance will amount to 79.91% of the hourly rate of the Base Salary of a Marine Officer Grade 3 Level 4.
- Where an employee is on call during the night only of a rostered day off, an accrued day off or a statutory holiday the allowance will amount to 50.47% of the hourly rate of the Base Salary of a Marine Officer Grade 3 Level 4.
- Where the employee is on-call on any other night the allowance will amount to 39.96% of the hourly rate of the Base Salary of a Marine Officer Grade 3 Level 4.

An employee on an aggregated salary instructed by the employer or a duly appointed employee to be available on-call outside the ordinary working hours of duty shall be paid in addition to the ordinary rate of pay an allowance in accordance with the following scale:

- Where an employee is on-call through the whole of a rostered day off or a statutory holiday the allowance will amount to 90.98% of the hourly rate of the Base Salary of a Marine Officer Grade 3 Level 4.
- Where an employee is on call during the night only of a rostered day off, an accrued day off or a statutory holiday the allowance will amount to 57.46% of the hourly rate of the Base Salary of a Marine Officer Grade 3 Level 4.
- Where the employee is on-call on any other night the allowance will amount to 45.49% of the hourly rate of the Base Salary of a Marine Officer Grade 3 Level 4.

Employees 'on call' receive the allowance for remaining:

- Contactable to the Regional Harbour Master (or Assistant Harbour Master or Area Manager) after hours via Mobile Phones and/or pagers.
- Within a designated proximity to the Maritime Operations Base as agreed between each Regional Management Team and employees.
- Capable of operating equipment such as cars, trucks and/or vessels if circumstances require.

4.6 Emergent Overtime

Emergent overtime is payable to employees (excluding senior officers and senior executive officers) engaged in pollution and emergency response. These employees are exempt from the overtime salary limitations prescribed in *Directive 5/05 - Hours and Overtime*.

The exemption will only apply where the National Plan to Combat the Pollution of the Sea by Oil and other Noxious Substance is activated.

Overtime payments may commence from the date of approval and the exclusion will apply indefinitely.

4.7 Public Holidays

Further to clause 7.7.2 of the Award, work performed on public holidays including the show holiday and accrued as time off in lieu, shall be taken with annual leave or taken within 28 days on the day on which the employee worked.

Subject to statutory limitations, ordinary working days may be substituted for the public holidays. Provided that, where an employee is subsequently required to work on such substituted day, the employee shall be paid the rate applicable for the holiday that has been substituted.

4.8 Maritime Operations Leave

An employee (other than a casual) who, whilst performing their duties, is accommodated on board a vessel in a shore camp, or in any continuous combination of shore camp and vessel shall accrue one day's leave at ordinary rates for each completed calendar week (seven days).

An employee who is accommodated on board a vessel, in a shore camp, or in any continuous combination of shore camp and on board a vessel for more than one week, is entitled to Maritime Operations Leave. Such leave is to be calculated on a pro rata basis of 0.143 of a day's leave for each day in excess of one week.

For the purpose of this provision, "shore camp" shall mean being accommodated overnight on land at the employer's expense where there is no commercial accommodation available.

Where, for any reason, full travelling allowance (meals, incidentals and accommodation) is paid for overnight accommodation, then Maritime Operations Leave will not accrue.

Return to full travelling allowance or return to headquarters (place of permanent residence) will constitute a break in the accrual of Maritime Operations Leave.

4.9 Reasonable Workloads

MSQ is committed to working with its employees to address workload management issues.

MSQ should consider the impacts on workloads when organisational change occurs.

MSQ recognises their obligations under the Work Health and Safety Act 2011 when managing workload issues.

4.10 Worklife Balance

MSQ is committed to establishing workplace practices that improve the balance between work and family for its employees.

The parties agree that requests by employees to access work-life balance initiatives will be considered provided that it is operationally convenient.

4.11 Salary Packaging

Salary packaging is available for all employees (excluding short-term casuals) covered by this Agreement in accordance with Queensland Government policy found in the Circular issued from time to time by the Public Sector Industrial and Employee Relations Division of the Public Service Commission.

The following principles for employees that avail themselves of salary packaging apply:

- (a) 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 policy, employees must provide to the employer evidence of 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.
- (i) 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.
- (j) Subject to federal legislation, employees may elect to adjust their current salary packaging arrangements to package up to 100% of salary to superannuation.

4.12 Prevention and Settlement of Disputes

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.

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.

There is a requirement for management to provide relevant information and explanation and consult with the appropriate employee representatives.

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 Executive Director Maritime Safety Queensland and the Secretary of the union/s involved 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.

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.

The parties acknowledge that, for matters not covered by this agreement, there are other dispute resolution procedures available.

PART 5 REMUNERATION OUTCOMES

5.1 Salary Increases

Salary increases available to employees covered by this agreement over the life of this Agreement:

- 1 October 2012 New pay rates as per Appendix 1 of this Agreement shall apply on 1 October 2012 for all MSQ employees covered by this Agreement. This increase amounts to 2.35% on the pay rates applicable at 31 July 2012.
- 1 October 2013 New pay rates as per Appendix 1 of this Agreement shall apply on 1 October 2013 for all MSQ employees covered by this Agreement. This increase amounts to 2.35% on the pay rates applicable at 30 September 2013.

1 October 2014 New pay rates as per Appendix 1 of this Agreement shall apply on 1 October 2014 for all MSQ employees covered by this Agreement. This increase amounts to 2.35% on the pay rates applicable at 30 September 2014.

The salary schedules for employees covered by this agreement are set out in Appendix 1.

5.2 First Aid Allowance

All employees subject to this Agreement shall be eligible to be paid First Aid Allowance at the relevant rate prescribed in the *Queensland Public Service Award – State 2012* for carrying out first aid duties as required provided that:

- the person is the holder of a current First Aid Certificate;
- the person has a current Hepatitis B vaccination; and
- the person has, after satisfying the above conditions, been appointed in writing by the employer as a First Aid Officer.

Payment of this allowance shall be made to the employee concerned from the date of accreditation as a First Aid Officer.

The employer will provide an employee under this Agreement, who wishes to be appointed as a First Aid Officer, time off and cover expenses for obtaining and maintaining their certification and vaccination. The costs of triennial recertification, annual resuscitation recertification, and currency of Hepatitis B vaccination shall be met by the employer.

Employees who allow their first aid certificate to lapse in currency shall notify their manager immediately and be deemed to have their appointment as First Aid Officer automatically rescinded from the time the certificate lapses in currency for any reason until recertification has been completed. Any overpayment in this circumstance shall be recovered.

All employees on aggregate salary arrangements shall have the First Aid Allowance existing at the date of certification of this Agreement included into the salary.

5.3 Travelling Allowances

Employees (other than casuals) required to work away from their usual headquarters will be provided with reasonable transport and accommodation or compensation for reasonable expenses. Reasonable transport will include travel from a base or airport. Provided payment of accommodation, meals and incidental expenses necessarily incurred by an employee will be allowed in accordance with the relevant Directive as amended from time to time.

Where practical, employees attending oil spill responses when the National Plan to Combat the Pollution of the Sea by Oil and other Noxious Hazardous Substances has been activated will be paid:

- actual expenditure for accommodation;
- incidental allowance in accordance with the relevant Directive as amended from time to time; and
- meal allowances in accordance with the relevant Directive as amended from time to time.

Where responses are required in isolated locations all meals and accommodation will be provided by the employer at no expense to the employee.

5.4 Workplace Preparation and Travelling Time

All employees (other than casuals) covered by this Agreement who are required to work away from the base to which they usually report shall be transported by the employer or funded by the employer to travel from the base to the job and return.

The time spent in travelling from the base to the project site and workplace preparation for such work shall be paid for at ordinary rates.

Where employees are required to travel and perform workplace preparation away from their base, such work outside ordinary hours shall be paid for such travel and preparation at normal overtime rates (any employee at the AO6 paypoint 1 equivalent or above (including PO6) will be compensated with TOIL in accordance with the relevant directive).

5.5 Accommodated Onboard a Vessel Overnight Allowance

In recognition of restrictive vessel accommodation conditions, all employees covered by this Agreement when directed to be accommodated onboard a vessel overnight shall be entitled to the following:

- an allowance in accordance with the below table per night for each night accommodated onboard the vessel;
- incidental allowance in accordance with the relevant Directive as amended from time to time; and
- meal allowances in accordance with the relevant Directive as amended from time to time except in exceptional circumstances, e.g. Oil spill response in isolated locations where all meals will be provided by the employer at no expense to the employee.

| As at 30 September 2012 | From 1 October 2012 | From 1 October 2013 | From 1 October 2014 |
|-------------------------|---------------------|---------------------|---------------------|
| \$60.00 | \$61.40 | \$62.80 | \$64.30 |

The rates specified in Clause 5.5 shall apply when employees are accommodated overnight in a shore camp (refer to Clause 4.8 for definition of shore camp).

5.6 Performance of Higher Duties

Employees, other than Marine Officers, covered by this agreement will receive payment of higher duties allowance in accordance with the Directive as amended from time to time.

Marine Officers are only eligible for higher duties when acting in a position that is not a Marine Officer position e.g. a Marine Officer acting in an Area Manager role will be paid the higher duties allowance.

PART 6 MARINE OFFICERS

6.1 Hours of Work

The ordinary hours of work for Marine Officers shall be 36.25 hours per week, to be worked between 6.00am and 6.00pm, Monday to Friday inclusive.

6.2 Aggregate Salary Arrangements

Marine Officers will receive an aggregated salary comprised of the components detailed below. The aggregate salary will be the salary for all purposes of the Agreement including all leave, superannuation and future salary increases. Marine Officers Grade One, Grade Two and Grade Three will have an aggregated salary comprising:

- Recompense for weekend and additional hours worked (calculated as the equivalent of four weekends per year but is not limited to weekends) (clause 6.2.1)
- On Call Allowance (clause 6.2.2)
- Annual Leave Loading (clause 6.2.3)
- First Aid Allowance (clause 6.2.4)

6.2.1 Aggregated Recompense for additional hours and weekends worked

Included in the aggregated salary is 100 hours or equivalent per annum of additional hours worked.

Additional Hours will be work performed outside the spread of hours or in excess of 9.5 hours exclusive of meal breaks on any one day.

Employees recalled to perform duty will be paid for the time worked at the prescribed overtime rate, with a minimum payment of 2 hours.

Marine Officers will be required to establish flexible local arrangements with Area Managers to work the required additional hour's allocation to best meet projected work requirements.

Additional hours worked as a result of any extraordinary emergency situation, for example a grounding or major oil spill, will be included in the 100 hours of aggregated additional hours.

Each Area Manager will be responsible for the management and use of additional hours included in each Marine Officer's aggregated salary.

No additional hours will be worked after additional hours included in the aggregated salary are worked except in circumstances where:

- There is an emergent situation e.g. grounding of a vessel or major oil spill or as detailed in clause 6.5 of this Agreement.
- There is a critical business need to use a Marine Officer(s) that possesses specific maritime skills and / or marine licence(s).

No additional hours shall be worked without the prior approval of the Executive Director MSQ.

Any prior approved hours worked in addition to hours designated in the aggregate salary for Marine Officer Grade 1 and Marine Officer Grade 2 employees can be claimed and remunerated as overtime or TOIL in accordance with the *Queensland Public Service Award - State 2012* and Directive 5/05.

Any prior approved additional hours worked by Marine Officer Grade 3 employees in addition to hours designated in the aggregate salary will be compensated by Time Off In Lieu (TOIL) in accordance with the *Queensland Public Service Award - State 2012* and Directive 5/05.

6.2.2 On-Call Allowance

Included in the aggregated salary is 15 weeks at applicable rates for Marine Officers and 8 weeks at applicable rates for Marine Officers, (Marine Operations Base, Brisbane) who work on the basis of accruing a rostered day off.

Marine Officers, (Marine Operations Base, Brisbane) will be available for duty on two scheduled Rostered Days Off (RDOs) in each financial year. Remuneration for duties performed on the two RDOs is included in the aggregated salary arrangement.

This payment covers on call availability for all hours outside normal hours in a week.

There will be no claims for additional on call allowance during the life of this agreement except only in circumstances where:

- There is an emergent situation e.g. grounding of a vessel or major oil spill.
- There is a critical business need to use a Marine Officer(s) that possesses specific maritime skills and / or marine licence(s)

No additional on call allowance shall be scheduled without the prior approval of the Executive Director MSQ.

Any prior approved on-call duties worked by Marine Officers in addition to the 15 weeks (8 weeks for Marine Officers (Marine Operations Base, Brisbane) allocated for the aggregate salary can be claimed as additional payments in accordance with the provisions of clause 4.5 of this agreement.

6.2.3 Annual Leave Loading

Included in the aggregated salary is 17.5% leave loading paid on 4 weeks annual leave each year to each Marine Officer.

6.2.4 First Aid Allowance

Included in the aggregated salary, where applicable, 52 weeks at the rate prescribed in the *Queensland Public Service Award – State 2012* existing at the date of certification of this Agreement.

6.2.5 Other Allowances

Marine Officers may claim all other allowances and entitlements in accordance with the provisions of Part 5 of this Agreement (Allowances). Such payments will not be included as part of the aggregate salary.

6.3 Reporting Arrangements

Area Managers have responsibility for the day to day operational management of the Region. It is recognised that some Marine Officers will have responsibility for certain programs of work from time to time and other Marine Officers will report to them for the performance of duties under that program of work.

6.4 On Call Arrangements

Marine Officers (excluding Marine Officers located at Marine Operations Base, Brisbane) are required to be available to attend work out of hours for 15 weeks in each financial year (July 1 - June 30). The aggregate salary for these officers includes an annual allowance for the 15 weeks availability.

Marine Officers located at Marine Operations Base, Brisbane are required to be available to attend work out of hours for 8 weeks in each financial year (July 1 - June 30). The aggregate salary for these officers includes an annual allowance for the 8 weeks availability.

Marine Officers located at Marine Operations Base, Brisbane will be available for duty on two (2) scheduled Rostered Days Off (RDOs) in each financial year (July 1 – June 30).

The duties performed on these two (2) RDOs shall be agreed to by the relevant Area Manager and scheduled into the annual work plan.

Remuneration for duties performed on the two (2) RDOs is included as part of the aggregated salary arrangement.

Rostering, RDO and allocation arrangements for callout/return to Duty shall be discussed between the Area Manager and the Marine Officers within each region.

6.5 Pilotage Transfer

The following principles will apply to any Marine Officer who undertakes pilot transfer duties outside the normal hours of duty:

- Overtime will be paid for any pilot transfer performed;
- Payment of overtime at the appropriate rates (not part of the additional hours included within the aggregated salary);
- Marine Officers will not resume duty without ten consecutive hours off duty unless otherwise approved by their manager;

6.6 Marine Officer Additional Payment (Salary Maintenance)

Any Marine Officer who, in the previous agreement, had their competencies assessed and translate to a Marine Officer Grade and Level that was remunerated at a lesser rate than their salary at the time of translation will continue to be remunerated at the officer's then current actual salary by receiving an additional payment which is added to their current Marine Officer salary.

The additional payment will not be further increased but will continue to be paid to the employee until such time as the officer progresses to a Marine Officer Grade and Level that attracts a salary that is equal to or greater than the total of the officer's current Marine Officer salary and the additional payment.

6.7 Competency Based Training (CBT) and Progression

Any Marine Officer that successfully attains the identified block of competencies as agreed with their Area Manager by 21 December 2012 will progress to the next level (pay point) with effect from 1 August 2012.

For the remaining period of this agreement (2012 / 13 and 2013 / 14) Marine Officers except those Marine Officers still in receipt of additional payment (after the progression arrangements detailed above have been completed) will not be required to undertake competency based training and assessment.

All parties acknowledge the attainment of competencies can be achieved in a number of ways including by attendance at formal training, online learning, mentoring, on the job experience and other learning and development strategies.

Any Marine Officer that is still in receipt of the additional payment after successful attainment of the block of competencies as detailed above will still be required to undertake competency based assessment.

Provided the relevant competencies are achieved, Marine Officers currently receiving the additional payment (salary maintenance) will progress one pay point each year until they reach the Marine Officer Grade and Level that is directly below their existing maintained salary.

The block of competencies that will be required to be attained (by Marine Officers currently receiving the additional payment (salary maintenance) will be identified in discussion with the Area Manager during the preparation of their Personal Performance Agreement.

Marine Officers currently receiving additional payment will need to attain the identified block of competencies by the end of December in each year. If an employee attains the full block of identified competencies, the date of effect for progression to the next Marine Officer Grade and Level will be with effect from 1 August in each year.

All parties acknowledge that every effort will be made for Marine Officers currently receiving the additional payment (salary maintenance) to attain the identified competencies, however where an employee has long term leave the opportunity to attain the identified block of competencies may not be achievable.

For the remaining period of the agreement (2012/2013 and 2013/2014) Marine Officers excluding those Marine Officers currently receiving the additional payment (salary maintenance) will not be required to undertake competency based training and assessment and will not progress any further in the second and third years of this Agreement.

6.8 Regional Support - State-wide Services / Staffing of QG Norfolk

Where practicable Marine Officers will crew the above vessel to allow this vessel to successfully undertake and complete navigation aids projects, hydrographic survey projects and marine safety auditing projects throughout the State. Crewing of the QG Norfolk may assist Marine Officers gain competencies under the competency based training framework.

6.9 Recruitment of Marine Officers

MSQ will determine the numbers of appointments to the position of Marine Officer Grade 3 which will be via a merit selection process in accordance with Directive 1/10 Recruitment and Selection.

Over time each Regional Harbour Master or Regional Manager (Gold Coast) in consultation with their management team will determine a suitable staffing profile for their region. When a Marine Officer vacancy arises a decision may be made to undertake a recruitment process at a suitable Marine Officer Grade dependent upon the business need at the time.

When a position does become vacant, the Regional Harbour Master or Regional Manager (Gold Coast) in consultation with their management team will decide whether a vacant position should be filled based on operational requirements, the future attainment of competencies by Marine Officers within their Region and the budget requirements at that time.

From date of certification of the agreement all new employees will be employed in accordance with the relevant parts of this Agreement.

All new employees will commence and be paid at Level 1 of the advertised Marine Officer position.

PART 7 AREA MANAGERS

7.1 Hours of Work

The ordinary hours of work for Area Managers shall be 36.25 hours per week, to be worked between 6.00am and 6.00pm, Monday to Friday inclusive.

Additional Hours will be work performed outside the spread of hours or in excess of 9.5 hours exclusive of meal breaks on any one day. Additional hours can only be worked with prior approval from the Regional Harbour Master. Any approved additional hours worked will be compensated by Time Off In Lieu (TOIL) except where clause 4.6 of this Agreement applies.

7.2 Aggregated Salary Arrangements

Area Managers will receive an aggregated salary comprised of the components detailed below. The aggregate salary will be the salary for all purposes of the Agreement including all leave, superannuation and future salary increases. Area Managers will have an aggregated salary comprising:

- On-call (clause 7.2.1)
- First Aid Allowance (clause 7.2.2)
- Annual Leave Loading (clause 7.2.3)

7.2.1 On-Call

Included in the aggregated salary is 15 weeks at the applicable rates as applied in the Marine Officer salary rates. This payment covers on call availability for all hours outside normal hours in a week.

Each Area Manager is required to be available to attend out of hours, to such matters for 15 weeks in each financial year (1 July - 30 June).

On call arrangements shall be discussed between the Area Manager and the Regional Harbour Master.

There will be no claims for additional on call allowance during the life of this agreement except where the Executive Director MSQ deems there is a critical business need that requires an Area Manager's skills and expertise.

No additional on call shall be worked without the prior approval of the Executive Director MSQ and shall be paid in accordance with clause 4.5 of this Agreement.

7.2.2 First Aid Allowance

Included in the aggregated salary is, where applicable, 52 weeks at the rate prescribed in the *Queensland Public Service Award – State 2012* existing at the date of certification of this Agreement.

7.2.3 Annual Leave Loading

Included in the aggregated salary is 17.5% leave loading paid on 4 weeks annual leave each year to each Area Manager.

PART 8 VESSEL TRAFFIC SERVICE OPERATORS

8.1 Hours of Work

The hours of work for Vessel Traffic Service Operators are as per continuous shift workers roster arrangements implemented at the local level based on an average 42 hour week (VTSOs are employed on a 38 hour week plus 4 hours overtime).

For the purposes of this Agreement VTSOs shall be designated as continuous shift workers.

8.2 Aggregated Salary Arrangements

Vessel Traffic Services will receive an aggregated salary comprised of the components detailed below. The aggregate salary will be the salary for all purposes of the Agreement including all leave, superannuation and future salary increases. Vessel Traffic Services will have an aggregated salary comprising:

- An average of 4 hours per week overtime
- Weekend and public holiday penalty payments
- Overtime meal allowances
- Shift penalties for all afternoon and evening shifts
- Annual leave loading
- First Aid Allowance (Where applicable)

8.3 Annual Leave

From the date of certification each VTSO in recognition of the fact they are continuous shift workers shall be entitled to accumulate 15.834 hours annual leave for each completed month of employment as per the relevant Directive.

This equates to 190 hours (5 x 38 hour weeks) annual leave accumulated each year.

8.4 Recreation Leave Debits

Consistent with Directives, the overtime/TOIL component within the 42 hours of duty per week performed on average by VTSOs and roster arrangements a deduction of 10 hours for each 12 hour shift will be deducted from recreation leave balances.

Under current shift arrangements the above will enable any VTSO access to five (5) full calendar weeks leave (19 shifts) when required.

8.5 Sick Leave Debits

Consistent with Directives all VTSOs will have deducted 9.5 hours from sick leave balances for each 12 hour shift as per the following formula:

Example:

Leave Entitlement (LE) = Working Days (WD) X Daily Hours (DH)

(76 hours per annum) = 10 WD which equates to 8 X 12 hour shifts I.e. Sick Leave Deduction per 12 hour shift = LE (76 hours) / 8 shifts per 10 WD = 9.5 hours per shift

8.6 Rosters

The structure and approach to rostering of VTS operations at each centre will be guided by statewide principles associated with best practice fatigue management and other WH&S considerations.

At each VTS location working rosters will be negotiated and implemented by the Manager VTM to satisfy operational and leave requirements.

Each roster must comply with the following:

- Any recreation leave, long service leave or leave without pay for periods of 1 week or more must be applied for three (3) months in advance;
- The above leave, if approved, will be "built into" the rosters and be resourced by the use of temporary or permanent VTSOs only;
- The use of casual VTSOs will be restricted to short term absences for which minimal notice has been received.

Each VTS Centre must ensure a sufficient pool of casual and temporary employees are available at any one time to ensure all shifts are resourced without the use of overtime. Overtime will only be approved in exceptional circumstances and will require prior approval of the Executive Director MSQ.

8.7 Recruitment

Effective from date of certification of this Agreement all new entrant VTSOs will be recruited via an open merit based selection process at the VTSO Level 1 (except when Level 4 recruitment is deemed necessary).

8.7.1 VTSO Progression Arrangements

The progression arrangements for VTS operating during the term of this Agreement will be as follows:

8.7.1.1 Progression to Level 2 (mandatory requirements)

Successful attainment of a VTS Operator Course qualification.

8.7.1.2 Progression to Level 3 (mandatory requirements)

- Successful completion of a formal "on the job" assessment after 12 months continuous satisfactory employment as a VTSO Level 2.
- The satisfactory employment and formal "on the job" assessment will be in accordance with the current performance agreement.

8.7.1.3 Appointment to VTS Level 4 Positions

- Appointment to VTS Level 4 positions will be on a vacancy only business needs basis during the life of this agreement.
- There will be no progression arrangements to VTS Level 4 during the life of this agreement.
- Any vacant VTS Level 4 position that, after the business assessment has been completed, is required to be filled will be advertised and recruited via a merit based selection process.
- The successful candidate will be provided with accredited VTS Advanced Operator / Supervisor Course training as soon as practicable.
- Upon appointment the successful candidate will be remunerated at the VTS Level 4 salary. The continuation of this salary level will be dependent upon successful completion of the VTS Advanced Operator / Supervisor Course training program within 12 months of appointment.

PART 9 MANAGERS VESSEL TRAFFIC MANAGEMENT

9.1 Hours of Work

The ordinary hours of work for Managers Vessel Traffic Management shall be 36.25 hours per week, to be worked between 6.00am and 6.00pm, Monday to Friday inclusive. Any work to be performed outside the spread of hours will require the prior approval of the relevant Regional Harbour Master.

9.2 Aggregate Salary Arrangements

Managers Vessel Traffic Management will receive an aggregated salary comprised of the components detailed below. The aggregate salary will be the salary for all purposes of the Agreement including all leave, superannuation and future salary increases. Managers Vessel Traffic Management will have an aggregated salary comprising:

- On-call (clause 9.2.1)
- First Aid Allowance (clause 9.2.2)
- Annual Leave Loading (clause 9.2.3)

9.2.1 On-Call Allowance

Included in the aggregated salary is 15 weeks at applicable rates. This payment covers on call availability for all hours outside normal hours in a week.

There will be no claims for additional on call allowance during the life of this agreement except in circumstances where the Executive Director decides there is a business need that requires the skills and expertise of a Manager Vessel Traffic Management. No additional on call shall be worked without the prior approval of the Executive Director MSQ and shall be paid in accordance with clause 4.5 of this Agreement.

9.2.2 First Aid Allowance

Included in the aggregated salary is, where applicable, 52 weeks at the rate prescribed in the *Queensland Public Service Award – State 2012* existing at the date of certification of this Agreement.

9.2.3 Annual Leave Loading

Included in the aggregated salary is 17.5% leave loading paid on 4 weeks annual leave each year to each Manager Vessel Traffic Management will be included in the aggregate salary.

PART 10 MARITIME OPERATIONS OFFICERS (PILOTAGE AND HYDROGRAPHIC SERVICES BRANCH)

The following classification levels will apply:

- Maritime Operations Officer Grade B (OO4):
- Maritime Operations Officer Grade A (OO5):
- Senior Maritime Operations Officer (OO6):

The term Maritime Operations Officers found in this Part includes each of the above listed classifications and can only apply to Maritime Operations Officers employed within the Pilotage and Hydrographic Services Branch.

10.1 Hours of Work

The ordinary hours of work for Maritime Operations Officers shall be 38 hours per week, to be worked between 6.00am and 6.00pm, Monday to Friday inclusive.

10.2 Aggregated Salary Arrangements

Maritime Operations Officers will receive an aggregated salary comprised of the components detailed below. The aggregate salary will be the salary for all purposes of the Agreement including all leave, superannuation and future salary increases. Maritime Operations Officers will have an aggregated salary comprising:

- Overtime (clause 10.2.1)
- On Call Allowance (clause 10.2.3)
- First Aid Allowance (clause 10.2.4)
- Annual Leave Loading (clause 10.2.5)

10.2.1 Overtime

Overtime is considered work outside the spread of hours or in excess of 9.5 hours exclusive of meal breaks on any one day.

In its commitment for work / life balance the parties agree Maritime Operations Officers will be able to accumulate Accrued Time and TOIL as a result of working additional hours whilst crewing vessels. The Accrued Time and TOIL can be used to enable each employee to take up to two (2) weeks leave upon return to their Brisbane base.

Working of additional hours must have prior approval of the Manager Hydrographic Services or their nominated delegate. Any approved additional hours of work in excess of the approved overtime designated in the aggregate salary can be claimed and remunerated in accordance with relevant part of the Agreement. This may result in additional hours being remunerated by either payment of overtime or by TOIL.

10.2.2 Management of Aggregated Overtime

Included in the aggregated salary is 250 hours overtime per annum. The Manager Hydrographic Services will be responsible for the management and use of the 250 hours of overtime included in the Maritime Operations Officer aggregated salary.

Maritime Operations Officers will be required to establish flexible arrangements with relevant managers to work the 250 hours per annum overtime allocation to best meet projected work requirements.

Overtime worked as a result of any extraordinary emergency situation, for example a grounding or major oil spill, will be included in the 250 hours of aggregated overtime.

The working of additional overtime in excess of the 250 hours by any Maritime Operations Officer will only be approved under the following conditions:

- The Manager Hydrographic Services or their nominated delegate is satisfied that all Maritime Operations Officers are meeting their overtime commitments;
- All other avenues of internal service delivery have been considered prior to the request to work additional overtime being forwarded for approval; and

• The working of all additional overtime in excess of the 250 hours of overtime contained in the aggregated salary will only be commenced after formal approval is obtained from the Manager Hydrographic Services or their nominated delegate.

10.2.3 Call-Out / Return to Duty / On-Call Allowance

Employee recalled to perform work during will receive a minimum payment of two (2) hours at the prescribed overtime rate.

Each Maritime Operations Officer shall be required to be available to attend out of hours, to such matters for 15 weeks in each financial year (July 1 - June 30).

The aggregated salary for Maritime Operations Officers shall contain an annual allowance for 15 weeks on call availability.

This payment covers on call availability for all hours outside normal hours in a week.

Any prior approved on on-call duties required by MSQ to be worked in addition to the 15 weeks allocated for the aggregated salary can be claimed as additional payments in accordance with the provisions of Clause 4.5.

10.2.4 First Aid Allowance

Included in the aggregated salary is, where applicable, 52 weeks at the rate prescribed in the *Queensland Public Service Award – State 2012* existing at the date of certification of this Agreement.

10.2.5 Annual Leave Loading

Included in the aggregated salary is 17.5% leave loading paid on 4 weeks annual leave each year to each Maritime Operations Officer.

10.3 Reporting Arrangements

Maritime Operations Officers and Senior Maritime Operations Officers will report to the Manager Hydrographic Services.

10.4 Progression by Achievement - Maritime Operations Officer Grade B to Maritime Operations Officer Grade A

Progression to Maritime Operations Officer Grade A (OO5) level will be possible if the officer has:

- performed full time Maritime Operations Officer Grade B (OO4) duties for a minimum period of three (3) years or equivalent for part time employees;
- supported by a satisfactory performance record;
- gained appropriate qualifications as outlined in the current Maritime Operations Officer Grade A position description;
- training and career support will be in accordance with Part 2 of this Agreement; and
- where an employee has a minimum of three (3) years relevant maritime experience prior to appointment, satisfies the selection criteria within the current position description, and formal approval of the Director (Pilotage & Hydrographic Services), progression to the Maritime Operations Officer Grade A level shall occur prior to three (3) years experience as a Maritime Operations Officer Grade B (OO4) having been obtained.

PART 11 HYDROGRAPHIC SURVEYORS AND MARINE ENVIRONMENT PROTECTION UNIT EMPLOYEES

11.1 Allowances

From date of certification of this Agreement, each employee under this Part may claim all allowances and entitlements in accordance with the provisions of Part 5 and clause 4.5 of this Agreement (On Call Allowance).

SIGNATORIES

| Signed for and on behalf of Department of Transport and Main Roads | Neil Scales |
|--|------------------|
| In the presence of | Jennifer Grace |
| | |
| Signed for and on behalf of Australian Maritime Officers Union Queensland, | |
| Union of Employees | Richard Barnes |
| In the presence of: | Bill Rodgers |
| | |
| Signed for and on behalf of The Electrical Trades Union of Employees Queensland | Jason Young |
| In the presence of: | Pat Rogers |
| | |
| Signed for and on behalf of The Australian Workers' Union of Employees, Queensland | William Ludwihg |
| In the presence of: | Melinda Chisholm |

APPENDIX 1 SALARIES

Table 1 Marine Officers

| Position | | Aggregated Salary at | 1/10/2012 to | 1/10/2013 to | 1/10/2014 to |
|--|-------------|-------------------------|-----------------|-----------------|-----------------|
| | | 31/07/2012 | 30/09/2013 | 30/09/2014 | 30/09/2015 |
| Sal | aries Inclu | ding First Aid Allow: | ance | | |
| Marine Officer Grade Three Level Four | AO6 (4) | \$97,192.64 | \$99,476.70 | \$101,814.50 | \$104,207.20 |
| Marine Officer Grade Three Level Three | AO6 (3) | \$95,164.59 | \$97,401.00 | \$99,690.00 | \$102,032.80 |
| Marine Officer Grade Three Level Two | AO6 (2) | \$93,123.97 | \$95,312.40 | \$97,552.30 | \$99,844.80 |
| Marine Officer Grade Three Level One | AO6 (1) | \$91,083.34 | \$93,223.80 | \$95,414.60 | \$97,656.90 |
| Marine Officer Grade Two Level Four | AO4 (4) | \$75,962.61 | \$77,747.80 | \$79,574.90 | \$81,445.00 |
| Marine Officer Grade Two Level Three | AO4 (3) | \$73,771.06 | \$75,504.70 | \$77,279.10 | \$79,095.20 |
| Marine Officer Grade Two Level Two | AO4 (2) | \$71,588.94 | \$73,271.30 | \$74,993.20 | \$76,755.60 |
| Marine Officer Grade Two Level One | AO4 (1) | \$69,413.12 | \$71,044.40 | \$72,714.00 | \$74,422.80 |
| Marine Officer Grade One Level Four | AO2 (8) | \$55,704.15 | \$57,013.20 | \$58,353.10 | \$59,724.40 |
| Marine Officer Grade One Level Three | AO2 (7) | \$54,273.52 | \$55,549.00 | \$56,854.50 | \$58,190.60 |
| Marine Officer Grade One Level Two | AO2 (6) | \$52,952.93 | \$54,197.40 | \$55,471.10 | \$56,774.70 |
| Marine Officer Grade One Level One | AO2 (5) | \$51,732.96 | \$52,948.70 | \$54,193.00 | \$55,466.60 |
| Sa | laries Witl | nout First Aid Allowa | nce | | |
| Marine Officer Grade Three Level Four | AO6 (4) | \$96,529.64 | \$98,798.10 | \$101,119.90 | \$103,496.30 |
| Marine Officer Grade Three Level Three | AO6 (3) | \$94,501.59 | \$96,722.40 | \$98,995.40 | \$101,321.80 |
| Marine Officer Grade Three Level Two | AO6 (2) | \$92,460.97 | \$94,633.90 | \$96,857.80 | \$99,134.00 |
| Marine Officer Grade Three Level One | AO6 (1) | \$90,420.34 | \$92,545.30 | \$94,720.20 | \$96,946.20 |
| Marine Officer Grade Two Level Four | AO4 (4) | \$75,299.61 | \$77,069.20 | \$78,880.40 | \$80,734.10 |

| Marine Officer Grade Two Level Three | AO4 (3) | \$73,108.06 | \$74,826.10 | \$76,584.60 | \$78,384.40 |
|--------------------------------------|---------|-------------|-------------|-------------|-------------|
| Marine Officer Grade Two Level Two | AO4 (2) | \$70,925.94 | \$72,592.70 | \$74,298.70 | \$76,044.80 |
| Marine Officer Grade Two Level One | AO4 (1) | \$68,750.12 | \$70,365.80 | \$72,019.40 | \$73,711.90 |
| Marine Officer Grade One Level Four | AO2 (8) | \$55,041.15 | \$56,334.70 | \$57,658.60 | \$59,013.60 |
| Marine Officer Grade One Level Three | AO2 (7) | \$53,610.52 | \$54,870.40 | \$56,159.90 | \$57,479.70 |
| Marine Officer Grade One Level Two | AO2 (6) | \$52,289.93 | \$53,518.80 | \$54,776.50 | \$56,063.80 |
| Marine Officer Grade One Level One | AO2 (5) | \$51,069.96 | \$52,270.20 | \$53,498.60 | \$54,755.90 |

Table 2 Area Managers

| Position | | Aggregated Salary at 31/07/2012 | 1/10/2012 to 30/09/2013 | 1/10/2013 to 30/09/2014 | 1/10/2014 to 31/07/2015 | | |
|--------------------------------------|---------|--|---------------------------------|-------------------------------|-------------------------------|--|--|
| Area Manager | AO7 (4) | \$103,347.46 | t Aid Allowance \$105,776.20 | \$108,262.00 | \$110,806.20 | | |
| Salaries Without First Aid Allowance | | | | | | | |
| Area Manager | AO7 (4) | \$102,684.46 | \$105,097.60 | \$107,567.40 | \$110,095.30 | | |

Table 3 Vessel Traffic Service Officers

| Position | | Aggregated Salary at 31/07/2012 | 1/10/2012 to 30/09/2013 | 1/10/2013 to 30/09/2014 | 1/10/2014 to 31/07/2015 | | | |
|-----------------------------|--|--|-------------------------------|-------------------------------|-------------------------------|--|--|--|
| | Salaries Including First Aid Allowance | | | | | | | |
| VTS Level 4 (| 005/4) | \$95,468.41 | \$97,712.00 | \$100,008.30 | \$102,358.50 | | | |
| VTS Level 3 (| 005/3) | \$92,411.02 | \$94,582.70 | \$96,805.40 | \$99,080.40 | | | |
| VTS Level 2 (| 005/2) | \$89,612.47 | \$91,718.40 | \$93,873.80 | \$96,079.90 | | | |
| VTS Level 1 (Entry Level) (| 005/1) | \$86,751.30 | \$88,790.00 | \$90,876.60 | \$93,012.30 | | | |

| Salaries Without First Aid Allowance | | | | | | | |
|--------------------------------------|----------------|-------------|-------------|-------------|--------------|--|--|
| VTS Level 4 | (OO5/4) | \$94,805.41 | \$97,033.40 | \$99,313.70 | \$101,647.60 | | |
| VTS Level 3 | (005/3) | \$91,748.02 | \$93,904.10 | \$96,110.90 | \$98,369.60 | | |
| VTS Level 2 | (005/2) | \$88,949.47 | \$91,039.80 | \$93,179.30 | \$95,369.10 | | |
| VTS Level 1 (Entry I | Level) (OO5/1) | \$86,088.30 | \$88,111.40 | \$90,182.10 | \$92,301.40 | | |

Table 4 Managers Vessel Traffic Management

| Position Aggrega 31/07/20 | | 1/10/2012 to 30/09/2013 | 1/10/2013 to 30/09/2014 | 1/10/2014 to 31/07/2015 | | | |
|--|------------------|-------------------------------|-------------------------------|-------------------------------|--|--|--|
| | Salaries Includi | ng First Aid Allow | vance | | | | |
| Manager (Vessel Traffic Management) | \$112,599.42 | \$115,245.60 | \$117,953.90 | \$120,725.90 | | | |
| Salaries Without First Aid Allowance | | | | | | | |
| Manager (Vessel Traffic Management) | \$111,936.42 | \$114,567.00 | \$117,259.40 | \$120,015.00 | | | |

Table 5 Maritime Operations Officers - (Pilotage and Hydrographic Services Branch)

| Position | Aggregated Salary at 31/07/2012 | 1/10/2012 to 30/09/2013 | 1/10/2013 to 30/09/2014 | 1/10/2014 to 31/07/2015 |
|--|--|-------------------------------|-------------------------------|-------------------------------|
| Salaries Including First Aid Allowance | | | | |
| SMOO | \$80,925.29 | \$82,827.10 | \$84,773.60 | \$86,765.80 |
| MOOA | \$73,926.08 | \$75,663.40 | \$77,441.50 | \$79,261.40 |
| МООВ | \$65,888.59 | \$67,437.00 | \$69,021.80 | \$70,643.90 |
| Salaries Without First Aid Allowance | | | | |
| SMOO | \$80,262.29 | \$82,148.50 | \$84,079.00 | \$86,054.90 |
| MOOA | \$73,263.08 | \$74,984.80 | \$76,747.00 | \$78,550.60 |

| MOOB \$65,225.59 | \$66,758.40 | \$68,327.30 | \$69,933.00 |
|------------------|-------------|-------------|-------------|
|------------------|-------------|-------------|-------------|

 Table 6 Maintained Salaries

| Position | 1/10/2012 to 30/09/2015 | | | |
|---|---------------------------------|--|--|--|
| Salaries Including First Aid Allowance | | | | |
| Area Manager Sunshine | ¢102.247.46 | | | |
| Coast AO7(4) | \$103,347.46 | | | |
| Manager Marine | \$103,347.46 | | | |
| Operations AO7(4) | φ105,547.40 | | | |
| Area Managers Mackay | \$96,629.63 | | | |
| and Whitsunday TO6(3) Manager Operations | | | | |
| TO6(3) | \$96,629.63 | | | |
| Manager Regional | | | | |
| Operations (Cairns) | \$96,629.63 | | | |
| TO6(3) | | | | |
| Managers Maritime | \$06 620 63 | | | |
| Operations TO6(3) | \$96,629.63 | | | |
| Managers Remote Area | | | | |
| Services Cairns Region | \$96,629.63 | | | |
| TO6(3) | | | | |
| Supervisor and Coordinator Operations Brisbane | ¢00 702 12 | | | |
| AO5(4) | \$88,283.13 | | | |
| Supervisor Technical | \$88,283.13 | | | |
| Brisbane AO5(4) | | | | |
| Advisor Infrastructure | ¢00 202 12 | | | |
| AO5(4) | \$88,283.13 | | | |
| Senior Maritime | | | | |
| Operations Officer | \$77,539.35 | | | |
| (Technical) Brisbane | <i><i><i>q11,009.00</i></i></i> | | | |
| 006(3) | | | | |
| Senior Maritime | \$77,539.35 | | | |
| Operations Officer OO6(3) Maritime Operations | | | | |
| Officers (Technical) | \$70,846.98 | | | |
| Brisbane OO5(4) | <i>\$70,010.90</i> | | | |
| Maritime Operations | #7 0.046.00 | | | |
| Officers Grade A OO5(4) | \$70,846.98 | | | |
| Maritime Operations | | | | |
| Officers (Technical) | \$63,161.83 | | | |
| Brisbane OO4(4) | | | | |
| Maritime Operations | \$63,161.83 | | | |
| Officers Grade B OO4(4) | 1 7 | | | |
| Maritime Operations | \$55,643.75 | | | |
| Officers Grade B OO3(4) Maritime Operations | | | | |
| Officers Grade B OO2(4) | \$51,736.92 | | | |
| Manager (Marine Safety) | \$0.5.50 | | | |
| TO6(3) | \$96,629.63 | | | |
| Manager (Marine Safety) | \$94,394.34 | | | |
| TO6(1) | \$74,374.34 | | | |
| Manager (Marine Safety) | \$92,156.06 | | | |

| T D ((0) | |
|---|---------------|
| T06(2) | |
| Marine Safety Officer TO5(4) | \$93,840.86 |
| Marine Safety Officer TO5(3) | \$91,385.19 |
| Marine Safety Officer | \$88,926.38 |
| TO5(2) Marine Safety Officer | \$86,477.01 |
| TO5(1) Assistant Marine Safety | |
| Officer TO4(3) | \$83,156.67 |
| Assistant Marine Safety Officer TO4(2) | \$80,754.46 |
| Assistant Marine Safety Officer TO4(1) | \$78,345.96 |
| Marine Inspector TO3(4) | \$74,755.21 |
| Marine Inspector TO3(3) | \$72,978.71 |
| Marine Inspector TO3(2) | \$71,205.35 |
| Marine Inspector TO3(1) | \$69,413.12 |
| Warme mspector 103(1) | \$09,413.12 |
| Salaries Without First | Aid Allowance |
| Area Manager Sunshine Coast AO7(4) | \$103,347.46 |
| Manager Marine Operations AO7(4) | \$103,347.46 |
| Area Managers Mackay and Whitsunday TO6(3) | \$96,629.63 |
| Manager Operations TO6(3) | \$96,629.63 |
| | |
| Manager Regional Operations (Cairns) TO6(3) | \$96,629.63 |
| Managers Maritime Operations TO6(3) | \$96,629.63 |
| Managers Remote Area | |
| Services Cairns Region TO6(3) | \$96,629.63 |
| Supervisor and Coordinator Operations Brisbane AO5(4) | \$88,283.13 |
| Supervisor Technical Brisbane AO5(4) | \$88,283.13 |
| Advisor Infrastructure AO5(4) | \$88,283.13 |
| Senior Maritime Operations Officer (Technical) Brisbane OO6(3) | \$77,539.35 |
| Senior Maritime Operations Officer OO6(3) | \$77,539.35 |
| Maritime Operations Officers (Technical) Brisbane OO5(4) | \$70,846.98 |
| Maritime Operations Officers Grade A OO5(4) | \$70,846.98 |
| Maritime Operations Officers (Technical) Brisbane OO4(4) | \$63,161.83 |
| Maritime Operations Officers Grade B OO4(4) | \$63,161.83 |
| Maritime Operations | \$55,643.75 |
| | , , |

| Officers Grade B OO3(4) | | |
|-------------------------|-------------|--|
| Maritime Operations | \$51,736.92 | |
| Officers Grade B OO2(4) | | |
| Manager (Marine Safety) | \$96,629.63 | |
| TO6(3) | | |
| Manager (Marine Safety) | \$94,394.34 | |
| TO6(1) | | |
| Manager (Marine Safety) | \$92,156.06 | |
| T06(2) | | |
| Marine Safety Officer | ¢02 940 96 | |
| TO5(4) | \$93,840.86 | |
| Marine Safety Officer | \$91,385.19 | |
| TO5(3) | | |
| Marine Safety Officer | \$88,926.38 | |
| TO5(2) | | |
| Marine Safety Officer | ¢96 177 01 | |
| TO5(1) | \$86,477.01 | |
| Assistant Marine Safety | ¢02 156 67 | |
| Officer TO4(3) | \$83,156.67 | |
| Assistant Marine Safety | \$80,754.46 | |
| Officer TO4(2) | | |
| Assistant Marine Safety | \$78,345.96 | |
| Officer TO4(1) | | |
| Marine Inspector TO3(4) | \$74,755.21 | |
| Marine Inspector TO3(3) | \$72,978.71 | |
| Marine Inspector TO3(2) | \$71,205.35 | |
| Marine Inspector TO3(1) | \$69,413.12 | |
| | | |