

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

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

**Building and Asset Services Office Staff Certified Agreement 2016**

*Matter No. CA/2016/184*

INDUSTRIAL COMMISSIONER THOMPSON

7 December 2016

CERTIFICATE

This matter coming on for hearing before the Commission on 7 December 2016 the Commission certifies the following written agreement:

Building and Asset Services Office Staff Certified Agreement 2016 – CA/2016/184.

Made between:

Together Queensland, Industrial Union of Employees; and  
The Association of Professional Engineers, Scientists and Managers, Australia, Queensland Branch, Union of Employees

AND

State of Queensland (Department of Housing and Public Works).

The agreement was certified by the Commission on 7 December 2016 and shall operate from 7 December 2016 until its nominal expiry on 31 May 2019.

This agreement replaces *Building and Asset Services Office Staff Certified Agreement 2013 (CA/2013/52)*.

By the Commission.

J.M. Thompson,  
Industrial Commissioner.

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

*Industrial Relations Act 1999, s.156*

Director-General of the Department of Housing and Public Works

AND

Together Queensland, Industrial Union of Employees and The Association of Professional Engineers,  
Scientists and Managers, Australia, Queensland Branch, Union of Employees

(No. CA/2016/184)

**BUILDING AND ASSET SERVICES OFFICE STAFF CERTIFIED AGREEMENT 2016**

APPLICATION FOR CERTIFICATION OF AGREEMENT

THE AGREEMENT, having been made under the *Industrial Relations Act 1999*, on the 23rd day of November 2016, BETWEEN the Director-General of the Department of Housing and Public Works, Together Queensland, Industrial Union of Employees and The Association of Professional Engineers, Scientists and Managers, Australia, Queensland Branch, Union of Employees, witness that the parties mutually agree as follows:

**PART 1: APPLICATION AND OPERATION**

**1.1 Title**

This Agreement will be known as the *Building and Asset Services Office Staff Certified Agreement 2016*.

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**1.3 Application and Parties Bound**

- (1) This Agreement will apply to persons employed in Building and Asset Services (BAS), a business unit of the Department of Housing and Public Works (the department), and for whom their classifications and wage rates are prescribed herein.

- (2) The Chief Executive, Senior Executives and Senior Officers under the *Public Service Act 2008*; appointments made on a fixed term declared under s. 121 of the *Public Service Act 2008*; employees engaged under contractual arrangements (this does not refer to employees under ss. 147 and 148 of the *Public Service Act 2008* engaged for a fixed term); and “banded” officers; are not covered by this Agreement.
- (3) The parties bound by this Agreement are the Director-General of the Department of Housing and Public Works, the employees referred to in clause 1.3 (1), excluding those referred to in clause 1.3 (2), and:
  - Together Queensland, Industrial Union of Employees (Together); and
  - The Association of Professional Engineers, Scientists and Managers, Australia, Queensland Branch, Union of Employees.

#### **1.4 Date and Period of Operation**

This Agreement shall operate from the date of certification until the nominal expiry date of 31 May 2019.

The parties have agreed that the Agreement’s terms will be given operative effect on and from 1 June 2016.

#### **1.5 Posting of Agreement**

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

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

This Agreement is to be read in conjunction with the *Queensland Public Service Officer and Other Employees Award – State 2015*. In the event of any inconsistency the terms of this Agreement shall take precedence.

#### **1.7 Replacement Agreement**

This Agreement replaces the *Building and Asset Services Certified Agreement 2013* when this Agreement is certified.

#### **1.8 Objectives of this Agreement**

The parties are committed to an effective BAS, delivering quality building services for the Queensland Government to support the Government’s priorities and obligations to the community.

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

#### **1.9 Equity Considerations**

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

#### **1.10 Definitions and Abbreviations**

**AQF** – means the Australian Qualifications Framework. The AQF is a system of twelve national qualifications in schools, vocational education and training (TAFEs and private providers) and the higher education sector (mainly universities). The AQF is set out in Appendix 4.

**Department** – means the Department of Housing and Public Works.

**BAS** – means Building and Asset Services, a business unit of the Department of Housing and Public Works.

**QIRC** – means the Queensland Industrial Relations Commission.

## **PART 2: WAGES AND OTHER CONDITIONS**

### **2.1 New wage Rates**

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

1 June 2016	2.5%
1 June 2017	2.5%
1 June 2018	2.5%

The salary schedules are set out in Appendix 2 and 3.

### **2.2 Salary Schedules**

- (1) The parties recognise that the Department has a variety of employees covered by the *Queensland Public Service Officers and Other Employees Award – State 2015* with inconsistent employment conditions. This is a significant issue for the Department as inconsistent employment conditions create:
  - (a) barriers to workplace flexibility and mobility of the workforce;
  - (b) a perception of inequity amongst the Department’s other employees covered by the *Queensland Public Service Officers and Other Employees Award – State 2015*; and
  - (c) administrative complexity for the Department and employees.
- (2) During the life of the Agreement, the parties commit to having constructive discussions with a view to aligning BAS office staff employment conditions, including pay rates, to those enjoyed by a majority of the Department’s employees covered by the *Queensland Public Service Officers and Other Employees Award – State 2015*. The discussions are to be guided by the principle of no reduction in the terms and conditions of employment applicable under the relevant industrial instruments applying to the employees immediately prior to any alignment of conditions.
- (3) Without limiting the potential outcomes of these discussions, if the parties reach agreement to align BAS office staff employment conditions, including pay rates, to those enjoyed by a majority of the Department’s employees covered by the *Queensland Public Service Officers and Other Employees Award – State 2015*, the parties recognise that the options may include, subject to negotiations:
  - (a) confirming those agreed employment conditions and pay rates in a replacement BAS office staff agreement; or
  - (b) transitioning BAS office staff employees to the *State Government Entities Certified Agreement 2015* (or its successor agreements) and should an early termination of this Agreement be required, only making an application to the QIRC for an earlier termination with the consent of the parties.
- (4) The parties agree that the following salary arrangements will apply to those persons covered by this Agreement:
  - (a) An employee, who prior to the date of certification of this Agreement, was remunerated in accordance with the ‘Building and Asset Services Salary Schedule’ as set out in Appendix 2, will continue to be remunerated in accordance with that salary schedule.
  - (b) An employee, who prior to the date of certification of this Agreement, was remunerated in accordance with the ‘Preserved QBuild Office Staff Salary Schedule’ as set out in Appendix 3, will continue to be remunerated in accordance with that salary schedule, subject to clauses 2.3(4)(c) to 2.3(4)(e) (inclusive) .
  - (c) Any new appointment, including promotions, transfers, secondments, higher duties and redeployment, from the date of certification of this Agreement, will be remunerated in accordance with the ‘Building and Asset Services Salary Schedule’ as set out in Appendix 2.

- (d) An employee who, prior to the date of certification of this Agreement, was:
- (i) employed on a temporary basis (including a temporary or casual engagement, higher duties or secondment)
  - (ii) was remunerated in accordance with the 'Preserved QBuild Office Staff Salary Schedule' as set out in Appendix 3
  - (iii) who has their temporary or casual engagement, higher duties or secondment extended in the same role or are permanently appointed immediately following a temporary or casual engagement, higher duties or secondment in the same role after the date of certification of this Agreement,
- will continue to be remunerated in accordance with the 'Preserved QBuild Office Staff Salary Schedule' as set out in Appendix 3.
- (e) For the purposes of clause 2.4(4)(d), a role is 'the same role' if the remuneration is at the same classification level (or within the minimum and maximum of the salary range of the classification level of a different classification stream or system) and the role is essentially the same.

### **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) The following changes may be made to employees' rights and entitlements during the life of this Agreement:
  - (a) Subject to sub-clause (3) herein:
    - General Rulings issued by the QIRC that provide conditions that are not less favourable than current conditions;
    - Reclassifications; and
  - (b) Subject to sub-clause (4) herein:
    - Any consent agreement between the parties occurring as a result of continued discussions in relation to aligning BAS office staff employment conditions, including pay rates, to those enjoyed by a majority of the Department's employees covered by the *Queensland Public Service Officers and Other Employees Award – State 2015*.
- (3) The QIRC State Wage Increases awarded during 2016 and thereafter will not be in addition to the wage increases provided by this Agreement.
- (4) In order to provide for the potential outcomes arising from discussions conducted during the life of this Agreement with a view to aligning BAS office staff employment conditions as outlined in clause 2.2(2), 2.2(3) and 2.4(2)(c), it is further agreed that, subject to the parties reaching a consent position, an application may be made to the QIRC for an earlier termination of the Agreement.
- (5) Unless inconsistent with the terms of this Agreement, the entitlement of employees covered by this Agreement as contained in awards, certified agreements, QIRC orders, determinations or directives 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 QIRC decisions, government policy, or directives made under the *Public Service Act 2008* will be applied.
- (7) Notwithstanding sub-clause (3) herein, it is a term of this Agreement that no person covered by this Agreement will receive a rate of pay which is less than the corresponding rate of pay in the relevant parent award.

### **PART 3: 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 the Department's needs to enable employees to meet the requirements of clauses 4.1 and 4.2 of this Agreement.

### **PART 4: RECOGNITION OF ACCREDITED QUALIFICATIONS**

#### **4.1 Commitment**

- (1) 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 pay point of the specified Classification Level in the Administration Stream or the Operational Stream; and

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**

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**

Notwithstanding the federal paid parental leave scheme the current paid parental leave provisions provided by the Department as at the date of certification of this Agreement will not be reduced for the life of this Agreement.

## **PART 7: EMPLOYMENT SECURITY AND PERMANENT EMPLOYMENT**

### **7.1 *Employment Security***

BAS 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 maximising permanent employment where possible. Casual or temporary forms of employment should only be utilised where permanent employment is not viable or appropriate. BAS is encouraged to utilise 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) BAS 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 policy on *Employment Security* and the *Contracting-Out of Government Services*.
- (3) BAS shall provide in writing to the members of the BAS Office Staff Consultative Committee (BOSCC) 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. BAS is 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 BOSCC (or equivalent) in a timely manner either party may refer the matter as provided in clause 15(4)(c) and 15(4)(d).
- (5) The parties agree that BAS should report to unions on a quarterly basis the current status of employment practices within BAS. This report should be provided on a quarterly basis at the BOSCC. 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 BAS' 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. BAS 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) Provisions and entitlements relating to organisational change and restructuring can be found in the directives relating to early retirement, redundancy and retrenchment (as amended) which will apply for the life of this Agreement.
- (8) BAS 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 BAS's intentions are communicated to the employee. An affected employee must be provided with notice of the BAS'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 (excluding short term casual employees) employed by the employers covered by this Agreement in accordance with the Circular issued from time to time by the Public Service Commission.
- (2) The employer is to apply the following principles for employees that avail themselves of salary packaging:
  - (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**

- (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 (1) above, BAS will have a joint union/employer CC. The BOSCC 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 (Clause 7.3);
- (c) Training (Part 3);
- (d) Union Encouragement (Part 12);
- (e) Work/Life Balance (Part 21).

The BOSCC 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.

- (3) In addition to the BOSCC, the parties will 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) BAS will develop, in consultation with the relevant unions, a framework for the conduct of consultation within BAS within six months of the date of certification of this Agreement. This framework should take into account the organisational structure of BAS, 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 the BOSCC which will ensure occur in accordance with the provisions of this Agreement and the Terms of Reference for the BOSCC. The parties to this Agreement agree to review and update the Terms of Reference for the BOSCC within six months of the date of certification of this Agreement.

#### **PART 10: COLLECTIVE INDUSTRIAL RELATIONS**

- (1) BAS acknowledges that structured, collective industrial relations will continue as a fundamental principle of the management of entities and public sector units. The principle recognizes 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) BAS 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 QIRC.
- (3) BAS is committed to collective agreements and will not support non-union agreements.

#### **PART 11: ILO CONVENTIONS**

BAS 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) BAS 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) BAS is to provide relevant unions with complete lists of new starters (consisting of name, job title, work email and work location) to the workplace on a quarterly basis, unless agreed between BAS and the relevant union to be on a more regular basis. This information is to be provided electronically.
- (6) BAS is also required where requested to provide relevant unions with a listing of current staff comprising name, job title, work email and work location. This information shall be supplied on a six monthly basis, unless agreed between BAS and the relevant 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(4) of the *Industrial Relations Act 1999*. This information is to be provided electronically.

### **PART 13: UNION DELEGATES**

- (1) BAS 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 BAS 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 (noncumulative) 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 Department, the relevant union and the employee.
- (5) Upon request and subject to approval by the chief executive (or delegated authority) of the Department, 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 Department, 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" issued and amended in accordance with section 54 of the *Public Service Act 2008*, in relation to special leave without salary. Conditions outlined in this directive that provide for the employees' return to work after unpaid leave will be met.

### **PART 15: PREVENTION AND SETTLEMENT OF DISPUTES**

- (1) The objectives of this procedure are the avoidance and resolution of any disputes over matters covered by this Agreement, by measures based on the provision of information and explanation, consultation, co-operation and negotiation.
- (2) Subject to legislation, while the dispute procedure is being followed, normal work is to continue except in the case of a genuine safety issue. The status quo existing before the emergence of a dispute is to continue whilst the procedure is being followed. No party shall be prejudiced as to the final settlement by the continuation of work.

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

#### **PART 16: WORKLOAD MANAGEMENT**

- (1) BAS 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 entities 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 BAS 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) BAS is obliged to consider the impacts on workloads when organisational change occurs, particularly those impacts arising from the introduction of new programs and from machinery of government changes. Management at the local level should undertake appropriate consultation with affected employees when implementing organisational initiatives including machinery of government changes that may have an impact on the workloads of affected employees.
- (4) BAS remains committed to the implementation of the workload management tool during the life of this Agreement. In utilising the workload management tool, entities 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 the BOSCC will deal with the issue of workload management. The activities of the BOSCC 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) BAS, in consultation with the relevant BOSCC, will ensure that 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 entities when finalising the review process referred to above.

#### **PART 18: WORKPLACE BULLYING**

All employees have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment, victimisation and discrimination.

#### **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.

#### **PART 20: 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.

#### **PART 21: WORK/LIFE BALANCE**

- (1) The employer is committed to workplace practices that improve the balance between work and family for its employees.
- (2) The parties agree that requests by employees to access work-life balance initiatives will be considered provided that it is operationally convenient.

#### **PART 22: HOURS OF WORK AND LEAVE**

##### **22.1 *Spread of Hours***

The ordinary spread of hours will be 6:00am to 7:00pm Monday to Friday inclusive.

A standard day shall be 7.25 hours, with the ordinary working hours of all full time employees to be an average of 36.25 per week.

The ordinary working hours of all full time employees, exclusive of meal breaks, shall not exceed 10 hours per day, Monday to Friday inclusive.

##### **22.2 *Overtime***

Any work performed outside the ordinary spread of hours (6:00 am to 7:00 p.m. Monday to Friday) or in excess of 10 hours exclusive of meal breaks, on any one day shall be classed as overtime.

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

### **22.3 Leave Loading**

Payment of annual leave loading is to be paid once a year in December.

## **PART 23: FURNITURE SHIFTS**

### **23.1 Staff Selection**

The opportunity to be engaged on such work is to be extended equally to all employees engaged in the immediate locality (eg. South East Queensland), on a rostered cycle, and who indicate a willingness to make themselves readily available for work outside normal hours. When selecting staff to undertake furniture shifts management should consider the employee's physical capabilities and record of poor performance.

### **23.2 Hours of Duty**

- (1) The hours of duty are to suit clients' instructions and as agreed by the team members.
- (2) Employees are entitled to a twenty (20) minute paid break to be taken in the third hour of duty, plus a thirty (30) minute unpaid meal break to be taken between the fourth and sixth hour of duty. These hours may be varied by mutual agreement by the team members.
- (3) Injured or ill employees (leaving the job after commencement of work) are to be paid the Furniture Rate for that day only, then revert to ordinary rates.

### **23.3 Team Leaders**

Team Leaders, elected by the Team Members, are to be paid an allowance equivalent to two (2) hours extra per day in recognition of their level of responsibility. The number of Team Leaders would normally be one (1) for internal shifts and one (1) per building for external shifts.

### **23.4 Penalty Rates and Overtime**

- (1) Payment for such work shall attract a common hourly rate for all employees at the current double time rate for a Builders Labourer. BAS employees will only be utilised when BAS is not required to tender for Furniture Shift work.
- (2) A minimum payment of three (3) hours for work on Saturday, and four (4) hours for work on Sunday and Public Holidays at Furniture Rates shall apply.

### **23.5 Rostered Day Off (RDO) and Public Holidays**

- (1) Payment for work on a Public Holiday is at the normal hourly rate in addition to payment of Furniture Package rates for the actual hours worked. There is to be no alternate day off.
- (2) RDO's are to be deferred in situations of operational necessity and normal rates apply for work on that day.

## **Appendix 1: Generic Level Statement – Operational Officer Level 8 (OO8)**

### ***1.1 Work Level Description OO8***

- (1) Work at the OO8 level will be at a high level operational supervisory level including responsibility for large and complex work groups or programs.
- (2) It may involve providing advice including policy, administrative or specialist; undertaking work related to the management or administration of a program or activity; service delivery or corporate support functions, including project work and work policy development; preparation or co-ordination of submissions on policy, technical, professional or program issues or administrative matters.
- (3) Liaison with other elements of the organisation, other Government agencies is usually a feature.
- (4) Work also includes the preparation or overseeing the preparation of correspondence and replies to correspondence and preparation of briefing material; and representing the office at meetings, conferences or seminars. Management of occupational groups may be required at this level.

### ***1.2 Characteristics of the work***

- (1) Work is undertaken at this level with limited direction as to work priorities and the detailed conduct of the task. The tasks undertaken may be of a complex or specific nature encompassing a major area of operations.
- (2) Direction exercised over work performed at this level may, depending on the function role required, be by way of providing general guidance and advice.
- (3) Work at this level may involve control and / or co-ordination of projects or programs in accordance with corporate goals and requires the development, implementation and evaluation of activities.
- (4) Work at this level may involve independence of action including the use and allocation of resources within the constraints laid down by senior management.
- (5) Decisions taken or delegations exercised at this level may have major impact on the day-to-day operations of the work area. The impact of such decisions on operations is likely to be limited to a specific work area or function. Delegations exercised may, depending on the nature of the work required, involve making determinations, instigating another course of action or reviewing previous decisions.
- (6) Guidelines, rules, instructions or procedures for use by other staff and interested parties may be developed at this level.

### ***1.3 Duties and skills***

- (1) Management skills and ability to undertake the allocation and monitoring of resources, the review of operations to determine their effectiveness and contribute to the development of policy initiatives or corporate strategies are usually required at this level.
- (2) Well-developed liaison and communication skills and the ability to negotiate or communicate, under limited direction, on behalf of the agency with clients or interested parties may be needed.
- (3) Work at this level requires a knowledge and awareness of operations as related to Government initiatives or policies.
- (4) The ability to apply or interpret legislation, regulations, instructions or other guideline material relating to the operations, policies or functions of the work area; and the capacity to undertake high level research, reviews or investigations including the preparation of reports and associated papers may also be required.

**Appendix 2: Building and Asset Services Salary Schedule****Building and Asset Services – Administrative Stream pay rates**

<b>Classification</b>	<b>Paypoint</b>	<b>F/N Salary 1 June 2016</b>	<b>F/N Salary 1 June 2017</b>	<b>F/N Salary 1 June 2018</b>
<b>AO1</b>	1	\$1,403.00	\$1,438.10	\$1,474.10
	2	\$1,482.80	\$1,519.90	\$1,557.90
	3	\$1,562.80	\$1,601.90	\$1,641.90
<b>AO2</b>	1	\$1,744.00	\$1,787.60	\$1,832.30
	2	\$1,785.70	\$1,830.30	\$1,876.10
	3	\$1,827.20	\$1,872.90	\$1,919.70
	4	\$1,868.80	\$1,915.50	\$1,963.40
	5	\$1,912.00	\$1,959.80	\$2,008.80
	6	\$1,959.30	\$2,008.30	\$2,058.50
	7	\$2,010.70	\$2,061.00	\$2,112.50
	8	\$2,068.50	\$2,120.20	\$2,173.20
<b>AO3</b>	1	\$2,211.20	\$2,266.50	\$2,323.20
	2	\$2,295.40	\$2,352.80	\$2,411.60
	3	\$2,380.20	\$2,439.70	\$2,500.70
	4	\$2,465.30	\$2,526.90	\$2,590.10
<b>AO4</b>	1	\$2,612.30	\$2,677.60	\$2,744.50
	2	\$2,698.90	\$2,766.40	\$2,835.60
	3	\$2,785.10	\$2,854.70	\$2,926.10
	4	\$2,872.50	\$2,944.30	\$3,017.90
<b>AO5</b>	1	\$3,026.60	\$3,102.30	\$3,179.90
	2	\$3,113.70	\$3,191.50	\$3,271.30
	3	\$3,201.60	\$3,281.60	\$3,363.60
	4	\$3,288.80	\$3,371.00	\$3,455.30
<b>AO6</b>	1	\$3,471.40	\$3,558.20	\$3,647.20
	2	\$3,552.30	\$3,641.10	\$3,732.10
	3	\$3,632.90	\$3,723.70	\$3,816.80
	4	\$3,713.70	\$3,806.50	\$3,901.70
<b>AO7</b>	1	\$3,883.90	\$3,981.00	\$4,080.50
	2	\$3,977.20	\$4,076.60	\$4,178.50
	3	\$4,070.60	\$4,172.40	\$4,276.70
	4	\$4,163.80	\$4,267.90	\$4,374.60
<b>AO8</b>	1	\$4,302.10	\$4,409.70	\$4,519.90
	2	\$4,384.50	\$4,494.10	\$4,606.50
	3	\$4,466.60	\$4,578.30	\$4,692.80
	4	\$4,549.40	\$4,663.10	\$4,779.70



**Building and Asset Services – Operational Stream pay rates**

<b>Classification</b>	<b>Paypoint</b>	<b>F/N Salary 1 June 2016</b>	<b>F/N Salary 1 June 2017</b>	<b>F/N Salary 1 June 2018</b>
<b>001</b>	1	\$1,249.40	\$1,280.60	\$1,312.60
	2	\$1,343.30	\$1,376.90	\$1,411.30
	3	\$1,436.80	\$1,472.70	\$1,509.50
	4	\$1,530.30	\$1,568.60	\$1,607.80
	5	\$1,624.00	\$1,664.60	\$1,706.20
	6	\$1,718.20	\$1,761.20	\$1,805.20
<b>002</b>	1	\$1,744.00	\$1,787.60	\$1,832.30
	2	\$1,787.60	\$1,832.30	\$1,878.10
	3	\$1,831.40	\$1,877.20	\$1,924.10
	4	\$1,875.20	\$1,922.10	\$1,970.20
<b>003</b>	1	\$1,902.00	\$1,949.60	\$1,998.30
	2	\$1,938.00	\$1,986.50	\$2,036.20
	3	\$1,978.30	\$2,027.80	\$2,078.50
	4	\$2,021.00	\$2,071.50	\$2,123.30
<b>004</b>	1	\$2,109.00	\$2,161.70	\$2,215.70
	2	\$2,177.60	\$2,232.00	\$2,287.80
	3	\$2,246.40	\$2,302.60	\$2,360.20
	4	\$2,314.70	\$2,372.60	\$2,431.90
<b>005</b>	1	\$2,375.30	\$2,434.70	\$2,495.60
	2	\$2,454.60	\$2,516.00	\$2,578.90
	3	\$2,533.90	\$2,597.20	\$2,662.10
	4	\$2,612.30	\$2,677.60	\$2,744.50
<b>006</b>	1	\$2,727.90	\$2,796.10	\$2,866.00
	2	\$2,799.70	\$2,869.70	\$2,941.40
	3	\$2,872.50	\$2,944.30	\$3,017.90
<b>007</b>	1	\$3,009.80	\$3,085.00	\$3,162.10
	2	\$3,084.10	\$3,161.20	\$3,240.20
	3	\$3,157.30	\$3,236.20	\$3,317.10
<b>008</b>	1	\$3,322.50	\$3,405.60	\$3,490.70
	2	\$3,408.80	\$3,494.00	\$3,581.40
	3	\$3,497.60	\$3,585.00	\$3,674.60

**Building and Asset Services – Professional Stream pay rates**

<b>Classification</b>	<b>Paypoint</b>	<b>F/N Salary 1 June 2016</b>	<b>F/N Salary 1 June 2017</b>	<b>F/N Salary 1 June 2018</b>
<b>PO1</b>	1	\$1,434.10	\$1,470.00	\$1,506.80
	2	\$1,560.40	\$1,599.40	\$1,639.40
	3	\$1,686.50	\$1,728.70	\$1,771.90
	4	\$1,812.10	\$1,857.40	\$1,903.80
	5	\$1,880.80	\$1,927.80	\$1,976.00
	6	\$1,955.00	\$2,003.90	\$2,054.00
	7	\$2,042.10	\$2,093.20	\$2,145.50
<b>PO2</b>	1	\$2,209.20	\$2,264.40	\$2,321.00
	2	\$2,332.50	\$2,390.80	\$2,450.60
	3	\$2,455.10	\$2,516.50	\$2,579.40
	4	\$2,578.50	\$2,643.00	\$2,709.10
	5	\$2,701.80	\$2,769.30	\$2,838.50
	6	\$2,824.40	\$2,895.00	\$2,967.40
<b>PO3</b>	1	\$2,966.90	\$3,041.10	\$3,117.10
	2	\$3,057.60	\$3,134.00	\$3,212.40
	3	\$3,148.00	\$3,226.70	\$3,307.40
	4	\$3,238.90	\$3,319.90	\$3,402.90
<b>PO4</b>	1	\$3,447.70	\$3,533.90	\$3,622.20
	2	\$3,536.90	\$3,625.30	\$3,715.90
	3	\$3,625.00	\$3,715.60	\$3,808.50
	4	\$3,713.70	\$3,806.50	\$3,901.70
<b>PO5</b>	1	\$3,883.90	\$3,981.00	\$4,080.50
	2	\$3,977.20	\$4,076.60	\$4,178.50
	3	\$4,070.60	\$4,172.40	\$4,276.70
	4	\$4,163.80	\$4,267.90	\$4,374.60
<b>PO6</b>	1	\$4,302.10	\$4,409.70	\$4,519.90
	2	\$4,384.50	\$4,494.10	\$4,606.50
	3	\$4,466.60	\$4,578.30	\$4,692.80
	4	\$4,549.40	\$4,663.10	\$4,779.70

**Building and Asset Services – Technical Stream pay rates**

<b>Classification</b>	<b>Paypoint</b>	<b>F/N Salary 1 June 2016</b>	<b>F/N Salary 1 June 2017</b>	<b>F/N Salary 1 June 2018</b>
<b>TO1</b>	1	\$1,434.10	\$1,470.00	\$1,506.80
	2	\$1,560.40	\$1,599.40	\$1,639.40
	3	\$1,686.50	\$1,728.70	\$1,771.90
	4	\$1,812.10	\$1,857.40	\$1,903.80
	5	\$1,880.80	\$1,927.80	\$1,976.00
	6	\$1,955.00	\$2,003.90	\$2,054.00
	7	\$2,042.10	\$2,093.20	\$2,145.50
<b>TO2</b>	1	\$2,077.00	\$2,128.90	\$2,182.10
	2	\$2,154.20	\$2,208.10	\$2,263.30
	3	\$2,232.10	\$2,287.90	\$2,345.10
	4	\$2,310.00	\$2,367.80	\$2,427.00
	5	\$2,387.20	\$2,446.90	\$2,508.10
	6	\$2,465.30	\$2,526.90	\$2,590.10
<b>TO3</b>	1	\$2,612.30	\$2,677.60	\$2,744.50
	2	\$2,682.80	\$2,749.90	\$2,818.60
	3	\$2,753.90	\$2,822.70	\$2,893.30
	4	\$2,824.40	\$2,895.00	\$2,967.40
<b>TO4</b>	1	\$2,966.90	\$3,041.10	\$3,117.10
	2	\$3,061.90	\$3,138.40	\$3,216.90
	3	\$3,157.30	\$3,236.20	\$3,317.10
<b>TO5</b>	1	\$3,288.80	\$3,371.00	\$3,455.30
	2	\$3,386.00	\$3,470.70	\$3,557.50
	3	\$3,483.90	\$3,571.00	\$3,660.30
	4	\$3,581.00	\$3,670.50	\$3,762.30
<b>TO6</b>	1	\$3,697.00	\$3,789.40	\$3,884.10
	2	\$3,790.50	\$3,885.30	\$3,982.40
	3	\$3,883.90	\$3,981.00	\$4,080.50

**Appendix 3: Preserved QBuild Office Staff Salary Schedule**

**Preserved QBuild Office Staff – Administrative Stream pay rates**

<b>Classification</b>	<b>Paypoint</b>	<b>F/N Salary 1 June 2016</b>	<b>F/N Salary 1 June 2017</b>	<b>F/N Salary 1 June 2018</b>
<b>AO1</b>	1	\$1,399.50	\$1,434.50	\$1,470.40
	2	\$1,480.20	\$1,517.20	\$1,555.10
	3	\$1,560.50	\$1,599.50	\$1,639.50
<b>AO2</b>	1	\$1,743.10	\$1,786.70	\$1,831.40
	2	\$1,785.30	\$1,829.90	\$1,875.60
	3	\$1,828.40	\$1,874.10	\$1,921.00
	4	\$1,871.40	\$1,918.20	\$1,966.20
	5	\$1,917.00	\$1,964.90	\$2,014.00
	6	\$1,966.20	\$2,015.40	\$2,065.80
	7	\$2,019.50	\$2,070.00	\$2,121.80
	8	\$2,077.50	\$2,129.40	\$2,182.60
<b>AO3</b>	1	\$2,222.00	\$2,277.60	\$2,334.50
	2	\$2,307.30	\$2,365.00	\$2,424.10
	3	\$2,392.90	\$2,452.70	\$2,514.00
	4	\$2,478.10	\$2,540.10	\$2,603.60
<b>AO4</b>	1	\$2,627.10	\$2,692.80	\$2,760.10
	2	\$2,714.00	\$2,781.90	\$2,851.40
	3	\$2,801.50	\$2,871.50	\$2,943.30
	4	\$2,889.20	\$2,961.40	\$3,035.40
<b>AO5</b>	1	\$3,044.60	\$3,120.70	\$3,198.70
	2	\$3,132.80	\$3,211.10	\$3,291.40
	3	\$3,221.20	\$3,301.70	\$3,384.20
	4	\$3,308.50	\$3,391.20	\$3,476.00
<b>AO6</b>	1	\$3,493.10	\$3,580.40	\$3,669.90
	2	\$3,574.90	\$3,664.30	\$3,755.90
	3	\$3,656.10	\$3,747.50	\$3,841.20
	4	\$3,737.70	\$3,831.10	\$3,926.90
<b>AO7</b>	1	\$3,909.00	\$4,006.70	\$4,106.90
	2	\$4,003.00	\$4,103.10	\$4,205.70
	3	\$4,097.40	\$4,199.80	\$4,304.80
	4	\$4,191.30	\$4,296.10	\$4,403.50
<b>AO8</b>	1	\$4,330.90	\$4,439.20	\$4,550.20
	2	\$4,414.00	\$4,524.40	\$4,637.50
	3	\$4,497.10	\$4,609.50	\$4,724.70
	4	\$4,580.10	\$4,694.60	\$4,812.00

**Preserved QBuild Office Staff – Operational Stream payrates**

<b>Classification</b>	<b>Paypoint</b>	<b>F/N Salary 1 June 2016</b>	<b>F/N Salary 1 June 2017</b>	<b>F/N Salary 1 June 2018</b>
<b>001</b>	1	\$1,244.90	\$1,276.00	\$1,307.90
	2	\$1,339.20	\$1,372.70	\$1,407.00
	3	\$1,433.50	\$1,469.30	\$1,506.00
	4	\$1,528.20	\$1,566.40	\$1,605.60
	5	\$1,622.90	\$1,663.50	\$1,705.10
	6	\$1,717.50	\$1,760.40	\$1,804.40
<b>002</b>	1	\$1,743.10	\$1,786.70	\$1,831.40
	2	\$1,787.40	\$1,832.10	\$1,877.90
	3	\$1,832.90	\$1,878.70	\$1,925.70
	4	\$1,878.30	\$1,925.30	\$1,973.40
<b>003</b>	1	\$1,906.00	\$1,953.70	\$2,002.50
	2	\$1,944.50	\$1,993.10	\$2,042.90
	3	\$1,985.50	\$2,035.10	\$2,086.00
	4	\$2,029.90	\$2,080.60	\$2,132.60
<b>004</b>	1	\$2,119.20	\$2,172.20	\$2,226.50
	2	\$2,188.20	\$2,242.90	\$2,299.00
	3	\$2,257.30	\$2,313.70	\$2,371.50
	4	\$2,326.40	\$2,384.60	\$2,444.20
<b>005</b>	1	\$2,387.70	\$2,447.40	\$2,508.60
	2	\$2,467.30	\$2,529.00	\$2,592.20
	3	\$2,547.00	\$2,610.70	\$2,676.00
	4	\$2,627.10	\$2,692.80	\$2,760.10
<b>006</b>	1	\$2,742.80	\$2,811.40	\$2,881.70
	2	\$2,816.00	\$2,886.40	\$2,958.60
	3	\$2,889.20	\$2,961.40	\$3,035.40
<b>007</b>	1	\$3,028.20	\$3,103.90	\$3,181.50
	2	\$3,101.80	\$3,179.30	\$3,258.80
	3	\$3,176.60	\$3,256.00	\$3,337.40

**Preserved QBuild Office Staff – Professional Stream pay rates**

<b>Classification</b>	<b>Paypoint</b>	<b>F/N Salary 1 June 2016</b>	<b>F/N Salary 1 June 2017</b>	<b>F/N Salary 1 June 2018</b>
<b>PO1</b>	1	\$1,431.00	\$1,466.80	\$1,503.50
	2	\$1,558.20	\$1,597.20	\$1,637.10
	3	\$1,685.20	\$1,727.30	\$1,770.50
	4	\$1,812.90	\$1,858.20	\$1,904.70
	5	\$1,884.40	\$1,931.50	\$1,979.80
	6	\$1,962.10	\$2,011.20	\$2,061.50
	7	\$2,050.70	\$2,102.00	\$2,154.60
<b>PO2</b>	1	\$2,219.40	\$2,274.90	\$2,331.80
	2	\$2,344.00	\$2,402.60	\$2,462.70
	3	\$2,468.10	\$2,529.80	\$2,593.00
	4	\$2,592.30	\$2,657.10	\$2,723.50
	5	\$2,717.30	\$2,785.20	\$2,854.80
	6	\$2,841.00	\$2,912.00	\$2,984.80
<b>PO3</b>	1	\$2,984.20	\$3,058.80	\$3,135.30
	2	\$3,075.30	\$3,152.20	\$3,231.00
	3	\$3,167.60	\$3,246.80	\$3,328.00
	4	\$3,258.40	\$3,339.90	\$3,423.40
<b>PO4</b>	1	\$3,469.30	\$3,556.00	\$3,644.90
	2	\$3,558.50	\$3,647.50	\$3,738.70
	3	\$3,648.20	\$3,739.40	\$3,832.90
	4	\$3,737.70	\$3,831.10	\$3,926.90
<b>PO5</b>	1	\$3,909.00	\$4,006.70	\$4,106.90
	2	\$4,003.00	\$4,103.10	\$4,205.70
	3	\$4,097.40	\$4,199.80	\$4,304.80
	4	\$4,191.30	\$4,296.10	\$4,403.50
<b>PO6</b>	1	\$4,330.90	\$4,439.20	\$4,550.20
	2	\$4,414.00	\$4,524.40	\$4,637.50
	3	\$4,497.10	\$4,609.50	\$4,724.70
	4	\$4,580.10	\$4,694.60	\$4,812.00

Preserved QBuild Office Staff – Technical Stream pay rates

Classification	Paypoint	F/N Salary 1 June 2016	F/N Salary 1 June 2017	F/N Salary 1 June 2018
<b>TO1</b>	1	\$1,431.00	\$1,466.80	\$1,503.50
	2	\$1,558.20	\$1,597.20	\$1,637.10
	3	\$1,685.20	\$1,727.30	\$1,770.50
	4	\$1,812.90	\$1,858.20	\$1,904.70
	5	\$1,884.40	\$1,931.50	\$1,979.80
	6	\$1,962.10	\$2,011.20	\$2,061.50
	7	\$2,050.70	\$2,102.00	\$2,154.60
<b>TO2</b>	1	\$2,086.40	\$2,138.60	\$2,192.10
	2	\$2,165.10	\$2,219.20	\$2,274.70
	3	\$2,243.30	\$2,299.40	\$2,356.90
	4	\$2,321.50	\$2,379.50	\$2,439.00
	5	\$2,399.80	\$2,459.80	\$2,521.30
	6	\$2,478.10	\$2,540.10	\$2,603.60
<b>TO3</b>	1	\$2,627.10	\$2,692.80	\$2,760.10
	2	\$2,698.50	\$2,766.00	\$2,835.20
	3	\$2,769.20	\$2,838.40	\$2,909.40
	4	\$2,841.00	\$2,912.00	\$2,984.80
<b>TO4</b>	1	\$2,984.20	\$3,058.80	\$3,135.30
	2	\$3,080.30	\$3,157.30	\$3,236.20
	3	\$3,176.60	\$3,256.00	\$3,337.40
<b>TO5</b>	1	\$3,308.50	\$3,391.20	\$3,476.00
	2	\$3,407.40	\$3,492.60	\$3,579.90
	3	\$3,505.10	\$3,592.70	\$3,682.50
	4	\$3,603.10	\$3,693.20	\$3,785.50
<b>TO6</b>	1	\$3,720.80	\$3,813.80	\$3,909.10
	2	\$3,815.20	\$3,910.60	\$4,008.40
	3	\$3,909.00	\$4,006.70	\$4,106.90

## **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):

<b>AQF Qualifications</b>	<b>Referred to in this Agreement as:</b>
• Senior Secondary Certificate of Education	• AQF I
• Certificate I	• AQF II
• Certificate II	• AQF III
• Certificate III	• AQF IV
• Certificate IV	• AQF V
• Diploma Advanced	• AQF VI
• Diploma	
• 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.



**SIGNATORIES**

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

Lisa Carroll

In the presence of:

Charmaine Sellars

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

Alex Scott

In the presence of:

Robert Rule

Signed for and on behalf of The Association of Professional Engineers,  
Scientists and Managers, Australia, Queensland Branch, Union of Employees

Adam Herslake

In the presence of:

Giovanni Sottle