

# Balonne Shire Council Certified Agreement 2018

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### **SIGNATORIES TO CERTIFIED AGREEMENT**

## **1.0 Title**

This Agreement shall be known as Balonne Shire Council Certified Agreement 2018.

## **2.0 Parties Bound**

2.1 This Agreement shall apply to, and be binding on, Balonne Shire Council (Council) and the following Unions and their members:

Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland (CFMEU);  
Queensland Services, Industrial Union of Employees (TSU); and  
The Australian Workers' Union of Employees, Queensland (AWU);

## **3.0 Application**

3.1 This Agreement shall apply to all employees of Council except the Chief Executive Officer (CEO) and any other Senior Officers (as defined in the Parent Award) where the parties have entered into a contract of employment which provides that this Agreement, (or any predecessor), does not apply.

## **4.0 Date and Period of Operation**

4.1 This Agreement shall commence from the date of certification by the Queensland Industrial Relations Commission and shall continue to have effect until its nominal expiry date of 1 September 2021, or until varied or terminated in accordance with applicable legislation at that time.

## **5.0 Relationship to Parent Awards**

5.1 This Agreement shall be read and applied in conjunction with the terms of the Parent Awards, listed below, applying at the time of making this agreement, provided that where there is any intended inconsistency between this agreement and the award, this Agreement shall prevail to the extent of that inconsistency-

- (a) Queensland Local Government Industry (Stream A) Award State - 2017 (2017 Award Stream A)
- (b) Queensland Local Government Industry (Stream B) Award State - 2017 (2017 Award Stream B)
- (c) Queensland Local Government Industry (Stream C) Award State - 2017 (2017 Award Stream C)

collectively referred to as (the 2017 Awards)

- (d) Training Wage Award – State 2012

## **6.0 Renegotiation**

6.1 The parties undertake to commence discussions for renegotiation of a new Certified Agreement at least six months prior to the nominated expiry date and endeavour to finalise a new Certified Agreement prior to the nominated expiry date.

6.2 Prior to the commencement of negotiation of a new certified agreement, the composition of the negotiating parties will be discussed and established by the negotiating parties.

## **7.0 No Extra Claims**

7.1 The parties to this Agreement agree that during the life of this Agreement, no further or additional claims will be made by any party in relation to wages/salary and the terms and conditions of employment. The rates of pay specified in this Agreement and the documented escalation for pay rates shall apply for the duration of this Agreement.

## **8.0 Objectives of Agreement**

8.1 The objectives of this Agreement are: -

- (a) To improve productivity and efficiency within the Council;
- (b) To facilitate greater flexibility of working arrangements within the framework of this Agreement;
- (c) To ensure continued Local Government reform and response to State/Federal Government reforms using a consultative approach;
- (d) To provide certainty, stability and equity in relation to overall pay increases and conditions for the period of operation of the Agreement;
- (e) To provide the time, resources, processes and people for the above to occur;
- (f) Increase both accountability and responsiveness to the community and deliver significant benefits to the customers of Council;
- (g) Participation by Council, management, employees and their unions and customers in the continuous improvement process, particularly in the development of more efficient work practices and quality improvement;
- (h) Use of Council's best endeavours to maintain employment security for all current employees;
- (i) Achieve 'best practice' in the areas of service levels to customers, Equal Employment Opportunity, Workplace Health and Safety and Environmental performance; and
- (j) Develop a team approach and a more co-operative working environment.

## **9.0 Consultation and Communication**

9.1 The parties are committed to a consultation process that fosters a positive organisational culture.

9.2 Council will consult with employees as required by s 198 (a) of the *Industrial Relations Act 2016* (IR Act). The consultation process to be followed is in accordance with the consultation provisions and process in the 2017 Awards (Streams A, B and C) as set out in Schedule A to this Agreement, however the consultation will occur before a decision is made as required by s198(a).

## **10.0 Dispute Resolution**

10.1 The parties will adopt and follow the dispute resolution process contained in the 2017 Awards as set out in Schedule B to this Agreement.

## **11.0 Productivity**

11.1 Productivity is the efficiency with which resources are used to produce and deliver services at specified levels of quality and timeliness.

11.2 Productivity gains may be in a variety of forms, which may include:

- (a) the provision of the same level and quality of services at a lesser input;
- (b) the provision of a greater level of customer service at the same or lesser input;
- (c) the development of a capacity to provide increased services in those work units where growth is occurring;
- (d) updated technology;
- (e) an agreed combination of the above.

11.3 All parties agree that improvements in productivity and efficiency can be gained by the following:

- (a) Maximise time of actual work during the officer's period at work.
- (b) Smoko is to be brought to work in the mornings (there will be no leaving the job site or depot or office to go and get smoko) and smoko will be taken preferably at the job site or alternatively at the depot or office, whichever is the more practicable and efficient.
- (c) No under-utilisation of manpower, plant and equipment.
- (d) The continuation of care for plant and equipment including regular and preventative maintenance checks as well as

internal and external cleaning of the units.

## 12.0 Productivity Measurement

- 12.1 The parties recognise that improved service to the public and internal clients constitutes a productivity increase within Council.
- 12.2 Where possible, the parties will aim to improve the quality, efficiency and accessibility of client services as follows:

Performance Indicator	Measure	Benchmark
<b>Plant Utilisation</b>	Annual plant hire hours compared with previous periods of equal length	100% plant utilisation commensurate with budget
<b>Plant Downtime</b>	Measure of plant downtime for repairs in workshop (i.e. lost plant hire)	10% reduction in lost plant downtime for repairs compared with previous quarters
<b>The standard of care for plant and equipment</b>	Regular inspection and report by Workshop Supervisor, Director of Infrastructure Services, Engineer or Technical Officer.	100% of plant services performed on schedule
<b>Workplace injuries</b>	Hours lost due to workplace injuries and number of injuries/safety incidents	Reduction in cost/hours lost and number of injuries/safety incidents in the 12 month period when compared with the previous quarter
<b>Staff utilisation of Council provided safety equipment</b>	Reference to Safety Issues database to determine average level of use of safety equipment, Number of non-conformances with WH&S policy	100% utilisation of provided safety equipment.
<b>Sick leave taken</b>	Measure of leave taken without a medical certificate	5% reduction in time lost due to sickness without a medical certificate across the workforce as a whole.
<b>Proper use of roadworks signage</b>	Director of Infrastructure Services to receive reports on <u>all</u> non-conformances with Manual of Uniform Traffic Control Devices	100% conformance

<b>Performance Indicator</b>	<b>Measure</b>	<b>Benchmark</b>
<b>Promptness in dealing with Requests for Action</b>	Time taken from when request is received until work is completed or an assessment is made	90% of service requests completed within 10 working days
<b>Annual and RDO Leave coordination and cooperation</b>	Reduction in leave liability and adequate notice of leave given	Leave taken in accordance with the Award and Certified Agreement  5% reduction in leave liability
<b>Staff Training</b>	Level of participation in relevant and beneficial training (hours per employee), Number of employees undertaking career training in their own time	10% increase in participation in training compared with previous quarters
<b>Reporting of Damaged, Lost or Stolen Council property</b>	100% of lost or stolen items are reported promptly and % of lost or stolen items reduced	Reporting to Council Office within 24 hours  10% reduction in lost or stolen items compared with previous quarters

### **13.0 Span of Ordinary Hours**

13.1 The span of ordinary hours for all employees shall be between 5am and 7pm, Monday to Friday.

### **14.0 Major Projects Agreements (MPA)**

14.1 Major projects are important and significant planned pieces of work or activities carried out over a period of time to achieve a particular purpose but would not include minor maintenance or minor day to day construction work.

14.2 For major projects the ordinary hours of work and span of hours shall be by mutual written agreement between Council and the employee/s considering the needs of the project and to give flexibility for the workforce. The parties agree to consider the following but not limited to:

- Spreading ordinary hours over seven days;
- Ordinary hours at any time over the day.

14.3 The following process will be followed:

- Council will confer with relevant employees to identify those employees who are prepared to consider changing their ordinary hours of work and span of hours;
- Directly affected employees, relevant employee organisations and Council will consult and agree on arrangements to be implemented;
- The arrangements need to meet the operational requirements of Council;
- Agreement needs to be obtained from more than sixty (60) percent of affected employees;
- Both parties agree to genuinely consider any reasonable agreement proposed.

14.4 Where established, MPA's will be read in conjunction with the relevant awards and this agreement.

14.5 The terms of an MPA must be in writing setting out the terms, including a predetermined term of the agreement and provision for termination of the agreement and signed by Council and the relevant employees.

### **15.0 Individual Flexibility Agreements (IFA)**

15.1 To meet the needs of Council and an individual employee, Council and an employee may enter into an IFA to vary the terms of this Agreement with respect to:

- Overtime rates;
- Penalty rates;
- Allowances;
- Leave loading; and
- Arrangements about when work is to be performed.

15.2 The following process will be followed:

- The request must be made in writing;
- The employee, the employee's employee organisation (if applicable) and Council will consult and agree on arrangements to be implemented;
- The arrangements need to meet the operational requirements of Council;
- Both parties agree to genuinely consider any reasonable agreement proposed.

15.3 The terms of an IFA must be in writing setting out the terms, including a predetermined term of the agreement and provision for termination of the agreement on the giving of four weeks' written notice by either party or at any time by mutual agreement, and signed by Council and the employee and must not, on balance, result in an overall reduction in the entitlements or protections the employee has under this Agreement and are only about matters required or permitted to be in this Agreement.

### **16.0 Local Area Work Agreements (LAWA)**

16.1 The parties recognise the value and benefit in providing for a process that enables Council, workgroups or individuals to develop and implement flexible working arrangements suited to the needs of the workgroup and requisite work to be performed.

16.2 Where Council and relevant workgroups and individuals agree there is a need for flexible work agreements the following process will be followed:

- Directly affected employees, relevant employee organisations and Council will consult and agree on arrangements to be implemented;
- The arrangements need to meet the operational requirements of Council;
- Agreement needs to be obtained from more than sixty percent (60) of affected employees;
- Both parties agree to genuinely consider any reasonable agreement proposed.

16.3 Where established, LAWA's will be read in conjunction with the relevant awards and this agreement.

16.4 The terms of an LAWA must be in writing setting out the terms, including a predetermined term of the agreement and provision for termination of the agreement and signed by Council and the relevant employees.

### **17.0 No Disadvantage**

17.1 No employee shall be disadvantaged overall in respect of the following as a result of implementation of this Certified Agreement:

- (a) employment security
- (b) salary and conditions of employment
- (c) career structure
- (d) occupational health and safety

## **18.0 Locality Allowance**

18.1 For all new employees engaged after commencement of this Agreement, where Locality Allowance is payable to an employee it shall be payable at the rate applicable to the location of St George.

## **19.0 Training**

19.1 The parties are committed to a training and development program which will enhance the current and future performance of the Council and its employees.

19.2 The parties agree that payment for travel time to attend a Council approved course of training, retraining or work related conference/seminar outside normal hours of work including Saturdays and Sundays will be paid at ordinary time or alternatively the employee may request approval for time off in lieu.

## **20.0 Wage Increase**

20.1 This Agreement provides for the following salary and wage increases from the date specified and subject to certification of the Agreement: -

- (a) A 2% increase effective from the first full pay period after 1 July 2018;
- (b) A 2.25% increase effective from the first full pay period after 1 July 2019; and
- (c) A 2.25% increase effective from the first full pay period after 1 July 2020.

## **21.0 Part Time Employment**

21.1 All provisions for part time employee shall be as per the applicable Parent Award, except for the following; -

- A part time employee who works additional hours of work in excess of the ordinary daily or weekly hours prescribed in their contract of employment by mutual agreement, shall be paid at ordinary time rates or banked as TOIL for the extra hours worked.
- Any time in excess of maximum daily/weekly hours prescribed in the relevant Parent Award shall be paid at the applicable overtime rates or at the employee's election banked as TOIL for hours worked.

## **22.0 Grader Operator Skills Allowance Framework**

22.1 A Grader Operator Skills framework has been developed to recognise grader operators' role in providing leadership / a supervisory role on job sites. Grader Operators shall be paid at the Award Level as specified in Schedule D.

22.2 Grader Operators will be assessed by the Director of Infrastructure Services, or his or her delegate, and classified using Schedule D as guidance. Grader Operators not on the top classification of Schedule D will be assessed on an annual basis.

## **23.0 Salary Sacrifice**

23.1 The CEO, on behalf of Council, and an employee, may agree in writing, that the employee can sacrifice a part of their salary to superannuation.

23.2 The CEO, on behalf of Council, and an employee, may agree in writing to other salary sacrifice subject to these arrangements complying with taxation and superannuation legislation and with the approval of the CEO.

23.3 The employee may sacrifice any amount of their salary subject to them providing an undertaking to Council that they have been advised to seek advice from an appropriately qualified financial advisor. Council will not provide salary packaging advice to employees.

23.4 The salary of the employee for the purposes of any allowances or payments which are directly related to the employee's salary shall be the pre-salary sacrifice rate of pay, that is, the salary

set out in award enterprise agreement salary as subsequently increased in accordance with this agreement.

23.5 All salary sacrifice agreements will be subject to any federal taxation laws and rulings affecting salary sacrifice arrangements that may be introduced or amended from time to time.

23.6 The costs of any outgoings that might be incurred by the Council in a salary sacrifice or salary packaging arrangement shall be borne by the employee.

#### **24.0 Bereavement Leave**

24.1 The parties agree that employees may apply for and be granted up to three (3) days paid sick leave to be used in conjunction with the two (2) days paid Bereavement Leave applicable under the relevant Award upon the death of an *immediate family member* as defined in Schedule 5 of the IR Act.

#### **25.0 Leave Transfer**

25.1 The parties agree that employees may voluntarily apply to transfer up to two (2) days, in multiples of one (1) day minimum, of their accrued annual leave to an emergency leave pool for use by a fellow employee or employees in circumstances as follows: -

- (a) The fellow employee requires leave from work to care for a seriously ill relative; and
- (b) The fellow employee does not have sufficient sick, annual, long service or other leave accrued to allow leave from work for the term of care required; and
- (c) The fellow employee does not have access to other statutory benefits (e.g. Sickness Benefits); and
- (d) The fellow employee applies for use of the emergency leave which is approved by the CEO.  
or
- (e) The fellow employee requires leave from work because of prolonged illness; and
- (f) The fellow employee does not have sufficient sick, annual, long service or other leave accrued to allow leave from work; and
- (g) The fellow employee does not have access to other statutory benefits (e.g. Sickness Benefits); and
- (h) The fellow employee does not have access to loss of income insurance payments; and
- (i) The fellow employee applies for use of the emergency leave which is approved by the CEO.

25.2 Further, it is agreed that no employee shall transfer more than two (2) days annual leave to the leave transfer pool in any twelve (12) month period commencing from the date of the original transfer.

25.3 Any unused leave remaining in the leave transfer pool for a period of two (2) months after the conclusion of the term of care shall be returned to the original owners of the leave on a pro-rata basis.

#### **26.0 19 Day Month and 9 Day Fortnight**

##### **26.1 9 Day Fortnight**

- a) A 9-day fortnight will apply to all 2017 Award Stream B and 2017 Award Stream C employees however, with the agreement of Council, a 2017 Award Stream B or 2017 Award Stream C Award employee may elect on a voluntary basis to be excluded from this arrangement subject to operational requirements.
- b) The ordinary hours of employees shall be between the hours of 5.00 a.m. and 7.00 p.m., or as provided in the parent awards, subject to the total ordinary hours of duty to be worked in any one day, including mid-morning tea breaks but excluding lunch breaks, not being in excess of 8.44 hours.

- c) Standard hours to be worked by employees working 76 hours per nine days working two-week period are as follows or such other times as may be mutually agreed between management and employees from time to time:-

7.04 a.m. commence work (or as arranged)  
20 minutes tea break(s) to be taken as agreed  
60 minute lunch break taken between 12.00 noon and 2.00 p.m.  
4.30 p.m. finish work (or as arranged)

- d) Days Off-

- i. Each employee working the hours provided above shall be entitled to a Monday or Friday off without reduction in pay each and every nine-day working two-week period of employment (except in the circumstances outlined in sub-clause ii below). Days off shall be scheduled into Rostered Day Off (RDO) rosters to allow for the efficient operation of the organisation and its works.
- ii. Where the CEO and or the employee(s) concerned requests, it may be agreed that the day off in a particular two-week period, or each two-week period, shall be on some other day where special circumstances can be demonstrated and the taking of same does not unduly disrupt Council operations.
- iii. The CEO shall prepare a roster in accordance with the above for each year. Such roster shall be displayed on Council's Notice Boards and a copy of same provided to each employee at least two weeks before the commencement of each year.
- iv. By agreement between the CEO and employees, the temporary suspension of the taking of Rostered Days Off and the storing as accrued leave and later depletion of same, at a time more convenient to Council operations, will be permitted during periods of intense activity associated with construction work, project work, and the like. Accrued leave shall be payable only at ordinary time rates.
- v. There shall be a maximum accrual of unused RDO of up to ten (10) days. No employee shall accrue in excess of ten (10) days without specific authorisation of the CEO and only in exceptional circumstances where it is imperative to the operation of Council will an excess of ten (10) days accrual be allowed. If under these circumstances, an employee has in excess of ten (10) RDO accrued, such employee will take the accrued RDO within twelve (12) months of such RDO being accrued. In the event of an accrual in excess of the ten (10) days, an agreement must be reached between the CEO and the employee as to when the excess shall be depleted. Accrued unused RDO shall be payable only at ordinary time rates.

## **26.2 19 Day Month**

- a) A 19-day month will apply to all 2017 Award Stream A Award employees, however, with the agreement of Council a 2017 Award Stream A employee may elect on a voluntary basis to be excluded from this arrangement.
- b) For those employees who voluntarily elect to be excluded from the 19-day month, such officer shall receive an additional \$20 per week. At the commencement of each twelve-month period of this agreement, an officer may elect to work a 19-day month or be excluded from the RDO arrangement, provided that once an officer agrees to work under this arrangement he/she will not be permitted to return to the alternate spread of hours until the expiration of each fully completed twelve-month period of the agreement. Commencement dates for the twelve monthly periods shall be first day of the pay period which contains the 1<sup>st</sup> July each year.
- c) Standard hours to be worked by employees working 145 hours per nineteen days working four-week period are as specified in the employee's letter of offer or such other times as may be mutually agreed between management and employees.
- d) Days Off-
  - i. Each employee working the hours provided in clause c above shall be entitled to a week day off without reduction in pay each nineteen-day working four-week period of employment. Days off shall be scheduled into RDO rosters to allow for the efficient operation of the organisation and its works.

- ii. Where the CEO and or the employee(s) concerned requests, it may be agreed that the day off in a particular four-week period, or each four-week period, shall be on some other day where special circumstances can be demonstrated and the taking of same does not unduly disrupt Council operations.
- iii. By agreement between the CEO and employees, the temporary suspension of the taking of RDO and the storing as accrued leave and later depletion of same, at a time more convenient to Council operations, will be permitted during periods of intense activity associated with construction work, project work, and the like. Accrued leave shall be payable only at ordinary time rates.
- iv. There shall be a maximum accrual of unused RDO of up to five (5) days. No employee shall accrue more than five (5) days without specific authorisation of the CEO and only in exceptional circumstances where it is imperative to the operation of Council will an excess of five (5) days accrual be allowed. If under these circumstances, an employee has more than five (5) RDO accrued, such employee will take the accrued RDO within twelve (12) months of such RDO being accrued. In the event of an accrual more than the five (5) days, an agreement must be reached between the CEO and the employee as to when the excess shall be depleted. Accrued unused Rostered Days Off shall be payable only at ordinary time rates.

### 26.3 General

For the purpose of the overtime provisions of the Parent Awards, the hours provided for above shall be the ordinary hours of duty.

### 27.0 Time Off in Lieu (TOIL)

27.1 For employees under the 2017 Award Stream A, other than those under the 2017 Award Stream A classified at Pay point Level 6 or above in this Agreement, an employee who is directed by Council to work overtime shall be compensated in either of the following ways by mutual agreement: -

- a. payment of overtime rates in accordance with the parent awards; or alternatively
- b. the taking of time off in lieu (TOIL) on an "equal time off for equal hours worked" basis.

27.2 No employee shall have an accrued balance of more than 5 days TOIL at any one time except with the specific permission with the CEO for operational reasons. Any TOIL not taken within 6 months of accrual will be paid out at the relevant ordinary time rates unless specifically authorised by the CEO in exceptional circumstances.

27.3 TOIL or RDO's shall be taken at times mutually agreed to between the officer and their supervisor, or failing agreement as directed by Council.

27.4 Untaken TOIL accrued from the date of commencement of this agreement shall, upon termination of the employee's employment be paid out at the relevant ordinary time rates as prescribed in the parent award.

27.5 TOIL or RDO shall not be accrued without the consent of the employee's supervisor or Director.

### 28.0 Applications for Leave

28.1 In acknowledging the importance of operational planning, applications for annual, long service and TOIL leave shall be made at least 4 weeks prior to the intended commencement of such leave unless authorised otherwise by the CEO.

### 29.0 Taking Leave

Accrued RDO and TOIL leave shall be taken before annual or long service leave.

### 30.0 Annual Leave

- 30.1 Full time employees under the 2017 Award Stream A, will be entitled to accrue five weeks annual leave within a 12-month period.
- 30.2 Full time employees under the 2017 Award Stream B and 2017 Award Stream C, will be entitled to accrue four weeks annual leave within a 12-month period.
- 30.3 Part time employees will be entitled to accrue the proportionate equivalent annual leave under the applicable Parent Award, based on hours worked within a twelve-month period from the date of commencement of their employment.
- 30.4 Annual leave debits will be equivalent to the ordinary hours employees would have worked had they had not been on paid leave. Such leave will be paid and debited based on hours actually taken.
- 30.5 Within two years from the certification of the Agreement, all annual leave accrued prior to that date, shall be taken unless agreed otherwise between the CEO and the employee.
- 30.6 No employee shall accrue an untaken annual leave balance of more than two years full entitlement unless approved otherwise by the CEO.
- 30.7 Annual leave shall be taken in minimum blocks of one (1) day unless authorised otherwise by the CEO.
- 30.8 Employees may request to cash out their annual leave in accordance with the provisions of the IR Act as amended/varied from time to time but must maintain a balance of four weeks and can only request to cash out annual leave on two occasions per calendar year or as approved by the CEO.

### **31. Long Service Leave**

- 31.1 Long Service Leave Entitlements are to be applied equally to all employees of Council from and including 3 February 1999 but do not apply retrospectively to service already completed prior to 3 February 1999.
- 31.2 All accrued long service leave entitlements prior to 3 February 1999 will be preserved and entitlements on or after 3 February 1999 will accrue at the rate of 1.3 weeks per year and will be in addition to entitlements received before 3 February 1999.
- 31.3 Employees will be entitled to take long service leave after accruing thirteen (13) weeks leave and employees will be entitled to a pro-rata long service leave payment upon termination after accruing (9.1) weeks leave.
- 31.4 Long Service Leave shall be taken at times mutually agreed by both parties, or failing agreement as directed by Council in accordance with the provisions of the IR Act, but within two years of falling due.
- 31.5 An employee may be paid for all or part of their entitlement to long service leave instead of taking the leave on entering into a written agreement with Council to do so, with such payment to be made in the next fortnightly pay of the employee. An employee may only request for payment of all or part of their entitlement to long service leave instead of taking the leave on two occasions per calendar year or as approved by the CEO.

### **32.0 Maternity Leave**

- 32.1 After twelve months continuous service an employee who gives birth to a child is entitled to paid maternity leave as follows: -
- Four weeks full time paid leave; or
  - Eight weeks half-time paid leave.
- 32.2 Payment will commence upon the birth of the child and no lump sum payments shall be made.

- 32.3 An employee must provide written notice to Council in advance of the expected date of commencement of maternity leave. The notice requirements are:
- At least ten weeks prior to the expected date of confinement, notice of intention to take maternity leave must be provided. This must be accompanied by a certificate from a registered medical practitioner stating that the employee is pregnant and identify the expected date of confinement.
  - At least four weeks prior to commencing leave, a leave form must be submitted identifying the period of leave to be taken.

### **33. Personal Leave**

- 33.1 Full time employees under the 2017 Award Stream A will be entitled to accrue fifteen days (108.75 hours) personal leave for each completed year of employment (or twelve days (87 hours) personal leave in the first year of service).
- 33.2 Full time employees under the 2017 Award Stream B and 2017 Award Stream C will be entitled to accrue ten days (76 hours) personal leave for each completed year of service within a 12-month period. However, for any completed period of employment of less than one year with Council an employee shall be entitled to 7.6 hours of sick leave for each five weeks of such period.
- 33.3 Part time employees under the 2017 Award Stream A will be entitled to accrue the proportionate equivalent personal leave based on hours worked of fifteen days ( 108.75 hours per annum) personal leave for each completed year of service (or twelve days(87 hours) personal leave in the first year of service) within a twelve-month period.
- 33.4 Part time employees under the 2017 Award Stream B and 2017 Award Stream C will be entitled to accrue the proportionate equivalent personal leave based on hours worked of ten days (76 hours per annum) personal leave for each completed year of service within a twelve-month period. However, for any completed period of employment of less than one year with Council an employee shall be entitled to the proportionate equivalent 7.6 hours of sick leave for each five weeks of such period.
- 33.5 If Council believes there is a pattern of absenteeism, an employee may be required to produce medical certification if they are absent on personal leave for 2 days or less. However, this requirement shall cease after twelve (12) months if there is no longer a pattern of absenteeism.
- 33.6 If an employee is unable to attend a doctor to obtain a medical certificate a statutory declaration declaring that the employee was absent due to injury/illness will be accepted.
- 33.7 Should a medical certificate or statutory declaration not be provided where required by Council under cl 33.5, other leave (annual, RDO, TOIL) will need to be taken for the period of leave.

### **34.0 Leave without Pay**

- 34.1 An employee who is absent on approved leave without pay for three months or more shall not accrue any personal leave, annual leave or other leave.

### **35.0 Jury Service**

- 35.1 Leave without pay shall be granted to employees required to attend for Jury Duty. Where the amount of Jury fee is less than the normal salary of the employee Council shall make up the difference.

### **36. Camp Allowance/Travel Arrangements**

- 36.1 Travel arrangements (other than for training as per clause 19 of this Agreement) will be as per the relevant parent Award.

36.2 Where for the performance of work it is necessary for an employee to live in a camp, such employee shall be paid a camping allowance for each night he or she lives in a camp or optionally travels, of \$55 per night. This allowance shall be increased by a percentage equal to the percentage wage increase paid under this Certified Agreement to a Level 5 employee of the 2017 Award Stream B. *(For example: If a wage increase under this agreement results in a 2% increase in the Level 5 employee's rate, camp allowances will increase by 2% also).*

36.3 Employees may optionally: -

- a. travel home from the camp on Wednesday nights and return to the camp on Thursday mornings and be paid the camp allowance except where the Wednesday night falls within a week in which a Rostered Day Off under clause 26 or Public Holiday falls; or
- b. Remain in camp on Wednesday nights.

Travel from the camp on Wednesday nights and to the camp on Thursday mornings shall be in a Council vehicle, in the employees' own time and without payment of travelling time. Council reserves the right to minimise the number of vehicles used for travel under such arrangements.

### **37.0 Abandonment of Employment**

37.1 An employee who has been absent for seven or more working days without Council's consent and does not establish to the satisfaction of Council a reasonable cause for the absence shall be deemed to have abandoned their employment.

37.2 Before an employee's employment is terminated for abandonment, Council shall make a reasonable effort to contact the employee.

37.3 Termination of employment for abandonment shall be effective from the date of the employee's last attendance at work or the employee's last day's absence with Council's consent.

### **38. Annual Closedown**

38.1 The parties agree that employees covered by this agreement will, if required, cooperate with a general close down between or around Christmas and New Year's Day each year.

38.2 During such a close down employees will take annual leave, long service leave, accrued rostered days off or accrued time off in lieu of over time or a combination of these and/or other leave entitlements.

38.3 A skeleton staff to undertake essential services and an on call roster to deal with emergency requirements shall be maintained during such a close down.

38.4 A minimum of sixty days' notice will be given of the intention of a Christmas close down.

### **39.0 Transition to Retirement**

39.1 Council has an aging workforce and wishes to provide support to employees seeking to transition to retirement. To achieve this, Council will work with employees to develop a retirement plan which supports a positive transition for both parties and enables the transfer of considerable corporate knowledge held by these employees.

39.2 Subject to operational requirements, an employee may make a request to Council for the employee and Council to enter into an agreement for the employee to work on a phased retirement arrangement.

39.3 Phased retirement arrangements will be agreed on an individual basis but may include reduced hours of employment and/or a reduction in duties/responsibilities.

39.4 A phased retirement arrangement may involve the employee giving up their permanent role and being employed on phased retirement with agreed work hours, agreed role/level, agreed duties/responsibilities and an agreed retirement date. Council and the employee will also identify agreed arrangements with respect to all accrued annual and long service leave.

- 39.5 Council will provide employees who enter into a phased retirement agreement with an agreed retirement date of less than six (6) months with financial assistance of up to \$800 for use by the employee to obtain financial and associated retirement advice.
- 39.6 Council may consider utilisation of annual leave and long service leave entitlements, in a manner which would not otherwise be available. For example, this could include taking leave at the rate of one (1) or two (2) days per week over an extended period. Approval is at the sole discretion of Council. Half pay leave arrangements will not be applied in such circumstances.

#### **40.0 Flexibility of Meal Breaks**

- 40.1 It is agreed between the parties that, where the efficiency of Council may be increased through a job being completed or work being continued for up to one hour into the normal meal break, the meal break may be delayed without penalty on the understanding that such meal break occurs prior to the commencement of the sixth hour of work.
- 40.2 Employees cannot shorten the length or timing of their designated one-hour lunch break without the express permission of their supervisor and should only request a variation where operational requirements so require.

#### **41.0 Ten Hour Break Rule**

- 41.1 Should an employee receive more than two call-outs of less than two hours duration between the hours of 10.00pm and 5.00am or a call-out of more than two hours duration between the hours of 9.00pm and 2.00am, then the 10-hour break rule shall apply.
- 41.2 Supervisors shall have the discretion of allowing employees an additional rest period in circumstances where the 10-hour break rule does not apply.
- 41.3 Employees must have permission from their supervisor to present to work within the 10-hour break period. Employees, who present for work within the 10-hour break rule without their supervisor's permission, must advise their supervisor that they are in breach of the 10-hour break rule. The supervisor shall then determine if the employee should be sent home until the 10-hour break period has been met. If the employee is sent home, payment of overtime for the 10-hour rule break shall not apply.

#### **42.0 On Call**

- 42.1 An employee who is on-call and being paid the on-call allowance shall be entitled to a minimum payment equivalent to three ordinary hours for the first call out. The minimum payment shall only apply to the first call out. Any subsequent call outs will be paid for at the time worked at the rate specified in the relevant award.
- 42.2 If an employee does not leave home to attend to the situation e.g. handled by phone or on the laptop, they will be paid a minimum of thirty minutes at ordinary time.
- 42.3 An employee directed to remain on call must be able to be contacted and be able to respond within a reasonable timeframe.

#### **43.0 Employment Security**

- 43.1 Council will take steps to ensure that Council has the benefit of a stable and committed workforce.
- 43.2 The parties agree the use of indirect employment arrangements such as contractors, labour hire, agencies and casual labour, are not the preferred method of delivery of services.

43.3 Council will maintain a permanent workforce during the term of this agreement.

#### **44.0 Annualised Allowances**

44.1 It is agreed for employees governed by the 2017 Stream A Award no meal allowance or crib time during overtime (13.3 and 13.4 Div 2) will be claimed.

44.2 It is agreed that for employees governed by 2017 Stream B or C Awards that no claim for meal allowance and/or crib break during overtime will be made and the following award allowances only will be claimed and paid during the term of this agreement :-

##### **Stream B**

Motor Vehicle Allowance  
Live Sewer Work  
On Call Allowance  
Caretakers, Living quarters, fuel and light.

##### **Stream C**

Motor Vehicle allowance  
Tool Allowance  
Work under unpleasant conditions (live sewerage)

44.3 Compensation for the non-payment of all other allowances as prescribed under the relevant awards is contained within the wage increases detailed in Clause 20 herein and previous agreements.

44.4 The allowances prescribed in this Agreement shall continue to have effect where an entitlement exists and shall not be the subject of negotiation under future agreements.

#### **45.0 Positive Employment Relations and Trade Union Training Leave**

45.1 New Employees - Council will, upon engagement of a new employee, advise the employee of this Agreement and where they can locate a copy of the Agreement.

45.2 Full details of the Union workplace delegate will be made available to new employees. New employees will receive information to this effect during their induction session.

45.3 Workplace Delegates - Council recognises the role that Union workplace delegates play in promoting understanding of industrial arrangements, knowledge of industrial arrangements (including awards and agreements) and dispute resolution. On being notified in writing by a union that is party to this agreement that an employee has been appointed as a workplace delegate the Council will recognise the employee as a Union workplace delegate and allow them the following.

- (a) reasonable time in working hours, without loss of pay, to perform the task required to effectively represent the union members in the workplace;
- (b) reasonable private access to union members to discuss union business and to non-union members for recruitment purposes;
- (c) reasonable access to representatives of the Council for the purpose of resolving issues of concern to union members;

45.4 Facilities and conditions - The following facilities and conditions will be made available to Union workplace delegates. Wherever possible meetings should occur in normal working time;

- (a) reasonable access to normal Council facilities such as typing, word processing, photocopying, postal system and telephone, storage facilities, email, notice boards and meeting rooms.
- (b) access to a room with normal office facilities will be provided to discuss employment matters.

(c) no employee will be disadvantaged as a result of activities conducted in accordance with this Clause.

45.5 Workplace Delegates Leave - A Union workplace delegate, or an employee nominated by a union that is party to this agreement, shall be entitled to paid leave of absence of up to five (5) days per person per annum to attend any of the following:

- (a) trade union training or specific Union training courses approved by a union that is party to this agreement; and
- (b) annual or biennial conference of a union that is party to this agreement; and
- (c) executive meetings of a union that is party to this agreement; and
- (d) biennial congress of the ACTU

Such paid leave will be subject to the approval of the CEO. The approval of the CEO will not be unreasonably withheld.

45.6 Right of Entry - An authorised officer of a union that is party to this agreement will have rights of access and entry to the premises of the Council in accordance with the IR Act and includes for the following purposes:

- (a) meeting with workplace delegates; and
- (b) meetings with members of staff; and
- (c) meetings with relevant management team members on matters associated with agreement or current industrial workplace issues; and
- (d) to conduct union business matters or matters incidental to union business.

45.7 Meetings - Employees will be entitled to reasonable time off with pay within working hours to attend meetings designed to improve employment relations within the employer, including union meetings.

45.8 Meeting Notices and Newsletters - The Council will provide an accessible space within each work location for the posting of any relevant award and the agreement, and notices pertaining to employment relations within the workplace produced by a union that is party to this agreement. Union workplace delegate will be provided with access to this space.

#### **46.0 Payroll deduction of Union Fees**

46.1 Where an employee makes a written request for union fees to be deducted from their wages Council will process this request and make the requisite deduction in accordance with the payroll deduction process.

#### **47. Servicing of Plant**

47.1 At the discretion of the relevant employee's supervisor, grader, roller, backhoe, tractor, roller and loader operators and truck drivers may spend up to half an hour working overtime each day servicing plant. Only the actual time spent servicing plant can be claimed.

47.2 The plant will be serviced in the morning before the commencement of normal working hours unless operational requirements (as directed by the employee's supervisor) dictate otherwise.

47.3 The plant operators will carry out the servicing of plant in accordance with relevant guidelines produced by the Workshop Supervisor and will complete and sign a written service checklist which is to be provided with the employee's timesheet each week.

#### **48. Wage/Salary Maintenance on Workers Compensation**

48.1 In accordance with the *Workers' Compensation and Rehabilitation Act 2003* employees who are absent from work due to a work related injury for periods exceeding 26 weeks will usually have workers compensation payments reduced to the greater of the following:- 75% of their Normal Weekly Earnings or 70% of QOTE (Queensland full time adult persons ordinary time earnings).

- 48.2 To assist employees with wage/salary maintenance, 'top up' of wages/salary may be drawn from the employee's accrued sick leave entitlements and shall be for the difference in wage salary levels between the pre injury rate and the rate represented by the Workers Compensation payment
- 48.3 Access to "top up" payment in the circumstances provided in this clause shall be by written application from the employee and shall be conditional upon all accrued TOIL being exhausted.

**49.0 Professional Fees**

- 49.1 Where membership of a professional organisation is a requirement for the employee concerned to legally administer the provisions of the legislation, Council is prepared to pay such membership in full.

**50.0 Service Increment Payment**

- 50.1 This payment is only applicable to those employees governed by the 2017 Award Stream A Award as at the date of certification of this agreement. It does not apply to employees engaged after this date or those governed by any other award/s.
- 50.2 The parties agree that in addition to the salaries set out in Schedule C of this Agreement the following will be paid to employees in recognition of their long service with Council:-

CONTINUOUS SERVICE	SALARY INCREASE
5 years to less than 10 years	\$10.00 per week
10 to less than 15 years	\$15.00 per week
15 years and over	\$20.00 per week

To be entitled to this payment, the employee must have completed the appropriate number of year's continuous service with Council.

The following "breaks" in service do not break the officers' continuity of service but the duration of the break is not counted as service.

- (a) Leave of Absence - e.g. where the employer agrees to allow the officer time off without pay including unpaid absences for sickness, injury etc. It is considered that Workers' Compensation is leave granted by the employer through injury, referred to above. Continuity of service is not broken but time lost does not count as service.
- (b) Termination through Illness or Injury - either by the officer or employer providing the officer is re-employed by Council and the officer did not have another job during the time off.

**51.0 Employees Supervising 2017 Award Stream B and/or 2017 Award Stream C Staff**

- 51.1 Employees who supervise 2017 Award Stream B and/or 2017 Award Stream C employees and are required to work the same ordinary hours as their workers are to be paid for the 38 hours per week worked, at the hourly rate calculated for 36.25 hours per week. All hours worked in excess of the 36.25 hours per week are to be paid at the appropriate penalty rate based on the hourly rate calculated on the 36.25 hours per week.
- 51.2 All leave debits will be equivalent to the ordinary hours these employees would have worked had they not been on paid leave.
- 51.3 Construction, re-construction, alteration, repair and/or Maintenance Work Allowance will not be paid to employees covered by this agreement from the commencement of this agreement.

**SIGNATORIES**

Signed for and on behalf of  
**BALONNE SHIRE COUNCIL**

) Matthew Magin  
) (Signature)  
  
) **CHIEF EXECUTIVE OFFICER**  
)  
  
)  
) (Print Name)

In the presence of:

) .....  
) (Signature)  
  
) Deborah Green JP (Qual)  
) (Print Name of Witness)

**SIGNATORIES**

Signed for and on behalf of

**CONSTRUCTION, FORESTRY, MINING  
& ENERGY, INDUSTRIAL UNION OF  
EMPLOYEES, QUEENSLAND**

) Jade Ingham  
) (Signature)

) **ASSISTANT SECRETARY**  
)

)  
) (Print Name)

In the presence of:

) .....  
) (Signature)

) Emma Eaves  
) (Print Name of Witness)



**SIGNATORIES**

Signed for and on behalf of  
**THE AUSTRALIAN WORKERS' UNION  
OF EMPLOYEES, QUEENSLAND**

) Stephen Baker  
) (Signature)

) **SECRETARY**  
)

)  
) (Print Name)

In the presence of:

) .....  
) (Signature)

) Breanna Beattie  
) (Print Name of Witness)

1. Consultation - Introduction of changes - Council's duty to notify

- (a) Before Council makes a final decision to introduce changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the employer shall notify the employees who may be affected by the proposed changes and, where relevant, their union/s.
- (b) 'Significant effects' includes termination of employment; major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or diminution of job opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations and the restructuring of jobs.
- (c) Where the Award or Agreement makes provision for alteration of any of the matters referred to in clauses 1 (a) and 1 (b) an alteration shall be deemed not to have significant effect.

2. Council's duty to consult over proposed change

- (a) Council shall consult the employees affected and, where relevant, their union/s about the introduction of proposed changes, the effects the changes are likely to have on employees (including the number and categories of employees likely to be dismissed, and the time when, or the period over which, Council intends to carry out the dismissals) and ways to avoid or minimise the effects of the changes (e.g. by finding alternate employment).
- (b) The consultation must occur as required by s 198(1) (a) of the IR Act.
- (c) For the purpose of such consultation Council shall provide in writing to the employees concerned and, where relevant, their union/s, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employees, and any other matters likely to affect employees.
- (d) Notwithstanding the provision of clause 2 (c) the employer shall not be required to disclose confidential information, the disclosure of which would be adverse to the employer's interests.

## Schedule B – Dispute Resolution

### 1. Prevention and settlement of disputes - Award and Agreement matters

- (a) The objectives of this procedure are the avoidance and resolution of any disputes over matters covered by the 2017 Awards (Stream A, B and C) and this Agreement by measures based on the provision of information and explanation, consultation, co-operation and negotiation.
- (b) 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.
- (c) In the event of any disagreement between the parties as to the interpretation or implementation of the 2017 Awards (Stream A, B and C and this Agreement), the following procedures shall apply:
  - (i) 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;
  - (ii) if the matter is not resolved as per clause (c)(i), 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 relevant parties to discuss the matter. This process should not extend beyond 7 days;
  - (iii) if the matter remains unresolved it may be referred to the CEO for discussion and appropriate action. This process should not exceed 14 days;
  - (iv) if the matter is not resolved then it may be referred by either party to the Commission.
- (d) Nothing contained in this procedure shall prevent unions or the employer from intervening in respect of matters in dispute should such action be considered conducive to achieving resolution.

### 2. Prevention and settlement of employee grievances and disputes - other than Award or Agreement matters

- (a) The objectives of the procedure are to promote the prompt resolution of grievances by consultation, co-operation and discussion to reduce the level of disputation and to promote efficiency, effectiveness and equity in the workplace.

The following procedure applies to all industrial matters within the meaning of the IR Act:

- Stage 1: In the first instance the employee shall inform such employee's immediate Supervisor of the existence of the grievance and they shall attempt to resolve the grievance. It is recognised that an employee may exercise the right to consult such employee's union representative during the course of Stage 1.
- Stage 2: If the grievance remains unresolved, the employee shall refer the grievance to the next in line management ("the Manager"). The Manager will consult with the relevant parties. The employee may exercise the right to consult or be represented by such employee's representative during the course of Stage 2.
- Stage 3: If the grievance is still unresolved, the Manager will advise the employer and the aggrieved employee may submit the matter in writing to the employer if such employee wishes to pursue the matter further. If desired by either party the matter may also be notified to the relevant union.

- (c) The employer shall ensure that:
  - (i) the aggrieved employee or such employee's union representative has the opportunity to present all aspects of the grievance; and
  - (ii) the grievance shall be investigated in a thorough, fair and impartial manner.
- (d) Council may appoint another person to investigate the grievance or dispute. The employer may consult with the employee representative in appointing an investigator. The appointed person shall be other than the employee's Supervisor or Manager.
- (e) If the matter is notified to the union, the investigator shall also consult with the union during the course of the investigation. Council shall advise the employee initiating the grievance, the employee's union representative and any other employee directly concerned of the determinations made as a result of the investigation of the grievance.
- (f) The procedure is to be completed in accordance with the following time frames unless the parties agree otherwise:

Stage 1: Discussions should take place between the employee and such employee's Supervisor within 24 hours and the procedure shall not extend beyond 7 days.

Stage 2: Not to exceed 7 days.

Stage 3: Not to exceed 14 days.

- (g) If the grievance or dispute is not settled the matter may be referred to the Commission by the employee or the union.
- (h) Subject to legislation, while the grievance 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 grievance or dispute is to continue while the procedure is being followed. No party shall be prejudiced as to the final settlement by the continuation of work.
- (i) Where the grievance involves allegations of sexual harassment an employee should commence the procedure at Stage 3.

**Schedule C – Pay Rates**

<i>Queensland Local Government Industry (Stream A) Award State - 2017 (Administrative Services)</i>			
CLASSIFICATION	ANNUAL RATE (full time employee)		
	First full pay period after		
	1/07/2018	1/07/2019	1/07/2020
under 18 Years - 60% Level 1-1	29,617	30,283	30,965
18 Years - 70% Level 1-1	34,553	35,330	36,126
19 Years - 80% Level 1-1	39,489	40,378	41,286
20 Years - 90% Level 1-1	44,425	45,425	46,447
LEVEL 1 - 1	49,361	50,472	51,608
LEVEL 1 - 2	50,179	51,308	52,462
LEVEL 1 - 3	51,320	52,475	53,656
LEVEL 1 - 4	52,787	53,975	55,189
LEVEL 1 - 5	54,045	55,261	56,504
LEVEL 1 - 6	55,126	56,366	57,634
LEVEL 2 - 1	56,395	57,664	58,961
LEVEL 2 - 2	57,649	58,946	60,272
LEVEL 2 - 3	58,902	60,227	61,582
LEVEL 2 - 4	59,988	61,338	62,718
LEVEL 3 - 1	61,242	62,620	64,029
LEVEL 3 - 2	62,530	63,937	65,376
LEVEL 3 - 3	63,824	65,260	66,728
LEVEL 3 - 4	64,944	66,405	67,899
LEVEL 4 - 1	66,237	67,727	69,251
LEVEL 4 - 2	67,528	69,047	70,601
LEVEL 4 - 3	68,818	70,366	71,949
LEVEL 4 - 4	70,113	71,691	73,304
LEVEL 5 - 1	71,401	73,008	74,651
LEVEL 5 - 2	72,517	74,149	75,817
LEVEL 5 - 3	73,859	75,521	77,220
LEVEL 6 - 1	76,099	77,811	79,562
LEVEL 6 - 2	78,337	80,100	81,902
LEVEL 6 - 3	80,575	82,388	84,242
LEVEL 7 - 1	82,813	84,676	86,581
LEVEL 7 - 2	85,049	86,963	88,920
LEVEL 7 - 3	87,288	89,252	91,260
LEVEL 8 - 1	89,974	91,998	94,068
LEVEL 8 - 2	92,662	94,747	96,879
LEVEL 8 - 3	95,346	97,491	99,685
LEVEL 8 - 4	97,868	100,070	102,322
LEVEL 8 - 5	100,389	102,648	104,958

<b>Queensland Local Government Industry (Stream B) Award State - 2017 (Operational Services)</b>			
CLASSIFICATION	WEEKLY RATE (full time employee) First full pay period after		
	1/07/2018	1/07/2019	1/07/2020
Level 1, first 6 months	969.00	991.00	1,013.50
Level 1, after 6 months	980.00	1,002.00	1,024.50
Level 2	991.00	1,013.50	1,036.50
Level 3	1,001.50	1,024.00	1,047.00
Level 4	1,013.00	1,036.00	1,059.50
Level 5	1,028.50	1,051.50	1,075.00
Level 6	1,051.00	1,074.50	1,098.50
Level 7	1,073.00	1,097.00	1,121.50
Level 8	1,097.50	1,122.00	1,147.00
Level 9	1,120.00	1,145.00	1,171.00

<b>Queensland Local Government Industry (Stream C) Award State - 2017 (Engineering &amp; Electrical/Electronic Services)</b>			
CLASSIFICATION	WEEKLY RATE (full time employee) First full pay period after		
	1/07/2018	1/07/2019	1/07/2020
C14	925.50	946.50	968.00
C13	943.00	964.00	985.50
C12	968.50	990.50	1013.00
C11	990.50	1013.00	1036.00
C10	1028.50	1051.50	1075.00
C9	1051.00	1074.50	1098.50
C8	1073.00	1097.00	1121.50
C7	1097.50	1122.00	1147.00
C6	1143.50	1169.00	1195.50
C5	1166.50	1192.50	1219.50
C4	1191.50	1218.50	1246.00
C3	1237.50	1265.50	1294.00
C2(a)	1261.00	1289.50	1318.50
C2(b)	1309.50	1339.00	1369.00

<i>Queensland Local Government Industry (Stream C) Award State - 2017 (Building Trades Services)</i>			
CLASSIFICATION	WEEKLY RATE (full time employee) First full pay period after		
	1/07/2018	1/07/2019	1/07/2020
<b>BUILDING WORKER</b>			
BW 1 (a), new entrant	952.50	974.00	996.00
BW 1 (b), after 3 months in the industry	967.00	989.00	1011.50
BW 1 (c), after 12 months in the industry	976.50	998.50	1021.00
BW 1 (d)	988.00	1010.00	1032.50
BW 2	1004.50	1027.00	1050.00
<b>BUILDING TRADESPERSON</b>			
BT 1	1028.50	1051.50	1075.00
BT2	1052.50	1076.00	1100.00
BT3	1077.00	1101.00	1126.00

<b>TRAINING WAGE AWARD - STATE 2012</b>			
CLASSIFICATION	1/07/2018	1/07/2019	1/07/2020
	per week/hour	per week/hour	per week/hour
<b>Wage Level A, B and C</b>			
School Based traineeship - Year of Schooling - Year 10 or 11 (hourly rate)	13.69	14	14.31
School Based traineeship - Year of Schooling - Year 12 (hourly rate)	16.51	16.88	17.26
Year 10 (50%)*	296.8	303.5	310.3
Year 10 (33%)	346.8	354.6	362.6
Year 11 (33%)*	371.3	379.7	388.2
Year 11 (25%)	379.4	387.9	396.6
Yr 10+1yr	418.2	427.6	437.2
Yr10+2 or Yr11+1 or Yr12	499.8	511	522.5
Yr10+3 or Yr11+2 or Yr12+1	580.4	593.5	606.9
Yr10+4 or Yr11+3 or Yr12+2	676.3	691.5	707.1
Yr10+5 or Yr11+4 or Yr12+3	774.2	791.6	809.4

**SCHEDULE D – Grader Operator Skills Allowance Framework**

<b>GRADER OPERATOR LEVEL ASSESSMENT FRAMEWORK</b>	
<b>Base Award Level</b>	<b>Descriptor</b>
Local Government Employee's Award Level 6	Perform maintenance grading work to an appropriate standard;
	Basic grading of unsealed or rural roads;
	Ability to operate a grader following formation and grade;
	Can direct the work of other plant.
Local Government Employee's Award Level 7	This level is a leadership role and can direct the work of other plant.
	Perform high quality maintenance grading;
	Perform construction grading to an appropriate standard;
	Ability to spread hot asphalt to vertical and horizontal alignment;
	Limited ability to perform Final Trim;
	Direct the work of other machinery i.e. water trucks, rollers etc.
	Assist in the training and development of trainees and apprentices
	Gain knowledge of and demonstrate basic leadership skills by:
	<ul style="list-style-type: none"> <li>• Providing guidance to other team members</li> <li>• Solving routine problems</li> <li>• Complex problems are identified and resolved with assistance from others</li> </ul>
	Local Government Employee's Award Level 8
<ul style="list-style-type: none"> <li>• can direct the work of other plant.</li> <li>• Plan work from an analysis of the required outcomes, standard work procedures, available time, resource requirements and known priorities</li> <li>• Assisting in the supervision of the day-to-day operation of a minor works project</li> <li>• Applying communication and interpersonal skills to facilitate dispute prevention and resolution</li> </ul>	
Consistently deliver high quality Grader outcomes with the ability to deliver a very high standard of pavement ride;	
Ability to trim to tolerances and consistently meet high standards;	
Ability to carry out measurements and calculations;	
Perform Basic Quality Assurance functions;	
A willingness and ability to train other grader operators in any aspect of grader operation (although this is an expectation for all Grader Operators, there is an expectation at this level, the operator would have expert knowledge and sufficient experience to train other operators in any of the Grader functions);	