

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 2016 – s 193 – certification of an agreement

State of Queensland (Department of Housing and Public Works)

AND

Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland

Plumbers and Gasfitters Employees' Union Queensland, Union of Employees

The Australian Workers' Union of Employees, Queensland

Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland

The Electrical Trades Union of Employees Queensland

Together Queensland, Industrial Union of Employees

(Matter No. CB/2019/19)

**BUILDING AND ASSET SERVICES FIELD STAFF CERTIFIED AGREEMENT
2016 (FSA9)**

Certificate of Approval

On 2 May 2019, the Commission certified the attached written agreement in accordance with section 193 of the *Industrial Relations Act 2016*:

Name of Agreement: BUILDING AND ASSET SERVICES FIELD STAFF CERTIFIED AGREEMENT 2016 (FSA9)

Parties to the Agreement:

- State of Queensland (Department of Housing and Public Works)
- Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland
- Plumbers and Gasfitters Employees' Union Queensland, Union of Employees
- The Australian Workers' Union of Employees, Queensland
- Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland
- The Electrical Trades Union of Employees Queensland
- Together Queensland, Industrial Union of Employees

Operative Date: 2 May 2019

Nominal Expiry Date: 31 August 2019

Previous Agreement: *QBuild Field Staff Certified Agreement 8 (2011)*

**Termination Date of
Previous Agreement:** 2 May 2019

By the Commission

J.W. MERRELL
Deputy President
2 May 2019

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 2016, Chapter 4 Part 5

Director-General of the Department of Housing and Public Works

AND

Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland

AND

Plumbers & Gasfitters Employees' Union Queensland, Union of Employees

AND

The Australian Workers' Union of Employees, Queensland

AND

The Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland

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The Electrical Trades Union of Employees Queensland

AND

Together Queensland, Industrial Union of Employees

(No. CA/2019/19)

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

APPLICATION FOR CERTIFICATION OF AGREEMENT

THE AGREEMENT, having been made under the *Industrial Relations Act 2016*, on 2 May 2019, BETWEEN the Director-General of the Department of Housing and Public Works, Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland, Plumbers & Gasfitters Employees' Union Queensland, Union of Employees, the Australian Workers' Union of Employees, Queensland, the Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland, the Electrical Trades Union of Employees Queensland and Together Queensland, Industrial Union of Employees, witness that the parties mutually agree as follows:

BUILDING AND ASSET SERVICES FIELD STAFF CERTIFIED AGREEMENT 2016 (FSA9)

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This Agreement will be known as the Building and Asset Services Field Staff Certified Agreement 2016 (FSA9).

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1.3 Objectives of the FSA9

The parties are committed to an effective Building and Asset Services (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

The FSA9 supports this by providing contemporary employment conditions for BAS field staff who perform an essential frontline role.

1.4 Application

- (1) The FSA9 applies to:
- (a) the Director-General of the Department of Housing and Public Works (the department) on behalf of BAS;
 - (b) persons employed in BAS, a business unit of the department, who are designated as field staff, including apprentices, who are covered by the *Building, Engineering and Maintenance Services Employees (Queensland Government) Award – State 2016* (BEMS Award), and whose rates of pay are in accordance with the FSA9 and for whom their classifications and wage rates are prescribed herein; and
 - (c) the following unions:
 - (i) Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland;
 - (ii) Plumbers & Gasfitters Employees' Union Queensland, Union of Employees;
 - (iii) The Australian Workers' Union of Employees, Queensland;
 - (iv) The Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland;
 - (v) The Electrical Trades Union of Employees Queensland; and
 - (vi) Together Queensland, Industrial Union of Employees.
- (2) The chief executive, senior executives and senior officers under the *Public Service Act 2008* (PS Act); appointments made on a fixed term declared under s. 121 of the PS Act; employees engaged under contractual arrangements (this does not refer to employees under ss. 147 and 148 of the PS Act engaged for a fixed term); “banded” officers; and persons employed in BAS who are designated as office staff and covered by the BAS Office Staff Certified Agreement, by are not covered by the FSA9.
- (3) Employees shall only be covered by the FSA9 if they are working under the BEMS Award and this agreement. If at any time an employee ceases to be covered by the FSA9, through transfer, appointment to another position or relieving arrangements, the conditions of the FSA9 shall cease applying to that employee, until the employee is again covered by the FSA9.

1.5 Date and period of operation

The FSA9 shall operate from the date of certification until the nominal expiry date of 31 August 2019.

1.6 Commencement of negotiations for a replacement agreement

The parties agree that they will commence negotiations for a replacement agreement at least three months prior to the nominal expiry of the FSA9 (i.e. negotiations are to commence no later than 1 June 2019).

1.7 Posting of the FSA9

A copy of the FSA9 must be displayed in a conspicuous and convenient place in each workplace so that it can be easily read by all employees. Electronic access to the FSA9 where available is sufficient to meet the requirements of this clause.

1.8 Relationship with award

The FSA9 shall be read in conjunction with the BEMS Award. In the event of any inconsistency the terms of the FSA9 shall take precedence.

1.9 Replacement agreement

The FSA9 replaces the *QBuild Field Staff Certified Agreement 8 (2011)* when the FSA9 is certified.

1.10 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.
- (3) The following changes may be made to employees rights and entitlements during the life of the FSA9:
 - (a) general rulings issued by the Queensland Industrial Relations Commission (QIRC) that provide conditions that are not less favourable than current conditions; and
 - (b) reclassifications.
- (4) The QIRC state wage increases awarded during the life of the FSA9 and thereafter will not be in addition to the wage increases provided by the FSA9.
- (5) Unless inconsistent with the terms of the FSA9, the entitlement of employees covered by the FSA9 as contained in the BEMS Award, QIRC orders or determinations or directives made under the PS Act effective at the date the FSA9 was made, shall not be reduced for the life of the FSA9.
- (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 PS Act will be applied.
- (7) Notwithstanding subclause (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 BEMS Award.

1.11 Definitions

Consultation means and includes the timely exchange of relevant information and ideas in such a manner that the parties have the actual and genuine opportunity to influence the outcome.

Core trade is a trade that is vital to the operation of BAS.

Core competency is an acquired skill and knowledge which an individual must obtain in order to attain a trade qualification.

Depot based employee is an employee who has access to amenities such as lunchrooms, cooking/reheating, refrigeration appliances for meals and toilets at a designated BAS depot, workshop or fixed location.

Elective competency is a optional skill and knowledge, in addition to a core competency, which an individual must acquire a minimum number of in order to attain a trade qualification.

Field Staff including the following:

- (1) Tradespersons - employees who hold a trade qualification (e.g. carpenter);
- (2) General employee other than tradespersons - employees who assist tradespersons in their work (e.g. labourer);
- (3) Forepersons - trade based employees who are employed to supervise projects and other field staff;
- (4) Apprentices - employees engaged under a registered training agreement; and
- (5) Trainees - employees engaged under a registered training agreement.

Licensed tradespersons includes licensed plumbers, drainers, electricians and refrigeration mechanics.

Non-depot based employee is an employee who does not have access to amenities such as lunchrooms, cooking/reheating, refrigeration appliances for meals and toilets at a designated BAS depot, workshop or fixed location.

Private residence shall be accommodation organised by the field staff employee undertaking distant work which involves the employee residing in their own accommodation (other than their usual residence) or that of a relative or friend.

Registered accommodation shall be accommodation at a motel, hotel, lodging house, caravan park, boarding house or any other suitable registered accommodation which is a business to allow customers to stay overnight. Any other accommodation is not registered accommodation for the purpose of this clause.

Reasonable accommodation shall:

- (1) be single room accommodation, with single bed (or shared room accommodation with 2 single beds where single room accommodation is not available);
- (2) have rooms lined and ceiled to facilitate washing of walls and ceilings;
- (3) have air conditioning in sleeping accommodation;
- (4) have suitable floor coverings;
- (5) have lockable doors;
- (6) have a cupboard/wardrobe for the storing of clothes;
- (7) have a rubbish bin, mirror and towel rail;
- (8) have kitchen facilities including a table and chairs, with hot and cold water, for the preparation of meals;
- (9) have shower/toilet facilities, with hot and cold water available;
- (10) have a washing machine and clothes dryer available for employee use, where overnight stays for more than one week are required; and
- (11) have fire prevention equipment available.

Share accommodation shall mean accommodation where more than one employee shares a room/unit (i.e. not single rooms).

1.12 Abbreviations

Department means the Department of Housing and Public Works.

Directive means:

- (1) a directive issued, and amended from time to time by the Public Service Commission chief executive; or
- (2) a directive issued, and amended from time to time by the industrial relations Minister.

PART 2: TERMS AND CONDITIONS OF EMPLOYMENT

2.1 Prevention and settlement of disputes

- (1) The objectives of this procedure are the avoidance and resolution of any dispute over matters covered by the FSA9, by measures based on the provision of information and explanation, consultation, cooperation 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 dispute procedure is being followed. No party shall be prejudiced as to the final settlement by the continuation of the 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 the FSA9, the following procedure 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 working day and the procedure should not extend beyond seven 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 issue. This process should not extend beyond seven 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 shall not exceed 14 working days.
 - (d) If the matter is not resolved then it may be referred by either party to the Queensland Industrial Relations Commission (QIRC) for conciliation, or if necessary, arbitration.
- (5) Nothing contained in this procedure shall prevent the parties to the FSA9 from intervening in respect of matters in dispute, should such action be considered conducive to achieving resolution.

2.2 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 recognises the important role of unions and the traditionally high levels of union membership in the public sector. It supports constructive relations between management and unions and recognises the need to work collaboratively with relevant unions and employees in an open and accountable way.
- (2) BAS as an employer recognises that union membership and coverage issues are determined by the provisions of the *Industrial Relations Act 2016* (IR Act) and any determinations of the QIRC.
- (3) BAS is committed to collective agreements and will not support non-union agreements.

2.3 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) Payroll deduction facilities for union subscription will be provided on request.
- (6) BAS shall provide education and information for all managers and supervisors (including team leaders and forepersons) to ensure they have a satisfactory level of understanding of union encouragement.
- (7) 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.
- (8) 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 in the IR Act. This information is to be provided electronically.

2.4 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. After a list of duly elected delegates has been provided to BAS by each union, these employees will be formally recognised, accepted and supported as union delegates.
- (2) BAS employees will be given full access to union delegates/officials during working hours to discuss any employment matter or to 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 privacy requirements, delegates may request access to documents and policies related to a member's employment.

2.5 Industrial relations education leave

- (1) Industrial relations education leave is paid time off to acquire industrial relations knowledge and competencies which develop the employee's 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 subclause (1).
- (3) Employees may be granted up to five working days (or the equivalent hours) paid time off (non-cumulative) per calendar year to attend industrial relations education sessions, approved by the chief executive (or delegated authority) of the agency.

- (4) Additional leave, over and above five working days non-cumulative (or equivalent hours) in any one calendar year may be granted where approved structured employee training courses involve more than five 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 department/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 PS Act, 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.

2.6 Consultation

(1) Toolbox talks

BAS agrees to hold three compulsory toolbox talks per year, in accordance with the following arrangements:

- (a) to minimise any disruption to operations, BAS shall, in consultation with the unions, determine the locations, dates and times of toolbox talks;
- (b) the meeting shall consist of the first part conducted by unions where they will be given the opportunity to address issues with employees, and the second part by BAS management;
- (c) the first part of the meeting conducted by the unions shall be a maximum of one hour duration and no longer, unless specific prior approval is given for a longer period; and
- (d) the meetings are to be conducted in the spirit of cooperation for the purpose of improving the work environment and productivity.

(2) Consultative committees

- (a) 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.
- (b) In recognition of subclause (a), BAS will have a joint union/employer consultative committee. The BAS field staff consultative committee (BFSCC) will be used to facilitate consultation on a broad range of issues, including but not limited to discussion of matters such as:
 - (i) contractors;
 - (ii) insourcing;
 - (iii) labour hire;
 - (iv) workload management;
 - (v) organisational change and restructuring;
 - (vi) training;

(vii) union encouragement; and

(viii) work/life balance.

- (c) The BFSCC 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.
- (d) In addition to the BFSCC, 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.
- (e) The FSA9, through various provisions, allocates a number of roles and responsibilities to the BFSCC which will ensure occur in accordance with the provisions of the FSA9 and the terms of reference for the BFSCC. The parties to the FSA9 agree to review and update the terms of reference for the BFSCC within six months of the date of certification of the FSA9.

(3) Contractor Review Committee

- (a) The parties agree to establish the terms of reference for the contractors review committee within 3 months from certification of the agreement.
- (b) The Contractors Review Committee will be composed of nominated representatives from each Union, and BAS representatives from industrial relations and contract management.
- (c) The purpose of the Contractors Review Committee is to participate in workforce planning discussions about the proposed and existing use of contractors or labour hire.
- (d) The Contractors Review Committee will meet on a monthly basis, unless otherwise agreed by the parties.
- (e) Outcomes of the monthly meetings will be documented with BAS and Unions alternating as secretariat.

2.7 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.

2.8 Employment security

- (1) In recognition of the role they perform in direct service delivery, BAS field staff are designated as frontline employees.
- (2) BAS is committed to providing employment security and stability to the field staff, by limiting organisational restructuring and that these commitments are given effect through the government's policy on employment security.
- (3) Where changes to employment arrangements are necessary, there will be an active pursuit of retraining and deployment opportunities.
- (4) BAS shall consult with unions who are party to the FSA9 on any intention to implement changes that may affect the employment security of employees, prior to the commencement of any planned changes.
- (5) The parties agree that the government's policy on employment security shall apply for the life of the FSA9.

- (6) 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 will seek to use workforce planning and management strategies to assist in determining the appropriate workforce mix for current and future needs. BAS also commits to limit its use of labour hire resources.
- (7) Contracting out of work
- (a) BAS' business model requires the entity to contract out work on a regular basis. This requirement is due to factors such as the need to support jobs and industry across the state, especially in the regions, peak workloads, the location of where certain work is to be performed, and situations where the skills required aren't readily available from within the BAS field staff workforce.
 - (b) Where possible, BAS will consider opportunities for insourcing in consultation with the relevant unions and BAS field staff and will seek to utilise its existing field staff to perform work where they are not already fully utilised. This may involve BAS directing field staff to carry out duties that are reasonably within the limits of the field staff employee's skill and competence (including across trades). That said, due to the nature of the business, there is a regular requirement to use contractors. This requirement is regulated by a comprehensive registration process administered by BAS.
 - (c) BAS will continue to ensure that workers engaged on BAS projects will receive their legal entitlements through the conditions for working with BAS. That is, in registering to work for BAS, contractors are obliged to remunerate their workers in accordance with the relevant award, as a minimum, or in accordance with a relevant industrial agreement.
 - (d) BAS acknowledges that direct employment of labour will be a key component of the workforce and will work to reinforce job security. Whilst the contracting out of work is an unavoidable part of the business, the parties agree that it can and should be managed in a way that has the least impact upon the security of the employment of the employees of BAS. To that end, further to the obligations in the previous paragraph, BAS will use its best endeavours to ensure that, when work is contracted out, that it is done in a manner which has smallest possible impact upon the security of the employment of the employees of BAS.
 - (e) BAS acknowledges that it is also bound by Queensland Government procurement policy with respect to any work that is contracted out, including the application of Government endorsed principles about industrial relations, and preference for contractors that set high ethical standards including the employment of a local, direct and permanent workforce.
 - (f) During the life of the FSA9, BAS will develop a compliance and audit framework for BAS contractor procurement, in consultation with the combined unions. BAS also commits to union involvement in the building, construction and maintenance category council process.
 - (g) If, during the life of the FSA9, any Commonwealth law (including but not limited to a Building Code issued under s 34(1) of the *Building Construction Industry (Improving Productivity) Act 2016 (Cth)*) is amended to the effect that it permits BAS to require all contractors and labour hire employees be paid, as a minimum, the remuneration payable to comparable BAS employees (the requirement), BAS will commence negotiations with respect to a replacement agreement that incorporates such a requirement.

2.9 Replacement of existing staff

The parties agree that where a permanent employee leaves due to retirement, resignation, termination, transfer or promotion they will be replaced by a permanent employee as soon as is reasonably practicable.

2.10 Work and family

BAS is committed to maintaining a work environment which conforms to the principles of employment outlined in the PS Act, Chapter 1, Part 1, Clause 3 "Main purposes of Act and their achievement".

2.11 Organisation change and restructuring

- (1) BAS is committed to providing stability to the public sector by limiting organisational restructuring.
- (2) BAS shall provide in writing to the members of the BFSCC 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 the BEMS 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.
- (3) 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 BFSCC (or equivalent) in a timely manner either party may refer the matter as provided in clause 2.1(4)(c) and 2.1(4)(d).
- (4) 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 BFSCC. 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; and
 - (e) the conversion of temporary employees to tenured status.

PART 3: WAGES AND ALLOWANCES

3.1 Increases

- (1) Wage increases
 - (a) The FSA9 provides for the following wage increases:

1 September 2016	2.5%
1 September 2017	2.5%
1 September 2018	2.5%
 - (b) These wage increases shall be paid to apprentices through their proportional wages (calculated based on a percentage of a LV04 tradesperson) that corresponds with the year of their apprenticeship and attainment of required competencies.
 - (c) Wage maintained and mature age apprentices shall be paid the full amount.
 - (d) The wage increases outlined above shall be paid to trainees in-line with the stage of completion of their traineeship.
 - (e) The wage increases outlined above do not apply to staff covered by special salary arrangements, including personal classifications, and special salary maintenance arrangements.
 - (f) The salary schedule is set out in Appendix 1.

- (g) The salary rates as set out in Appendix 1 shall be used in the calculation of future enterprise bargaining payments, overtime and penalty rate calculations, all types of leave, leave loading and superannuation.

(2) Allowance increases

The FSA9 provides for increases to the below listed allowance tied to wage rates and those which have been historically indexed in line with the agreement's wage quantum:

- (a) Single fortnightly payment;
- (b) Distant work allowances:
- (i) incidentals;
 - (ii) meals;
 - (iii) remote area work; and
 - (iv) remote island work.
- (c) Tradesperson/Apprentice allowances:
- (i) on-call;
 - (ii) weekend work – own motor vehicle – depot;
 - (iii) weekend work – own motor vehicle – non-depot; and
 - (iv) weekend work – government motor vehicle.
- (d) Foreperson allowances:
- (i) tool;
 - (ii) uniform – week days;
 - (iii) uniform – weekends;
 - (iv) fares and travel – own motor vehicle – depot;
 - (v) fares and travel – own motor vehicle – non-depot; and
 - (vi) fares and travel – government motor vehicle.

The FSA9 provides for the following increases to the above listed allowances:

1 September 2016	2.5%
1 September 2017	2.5%
1 September 2018	2.5%

The allowance rates are set out in Appendix 2.

3.2 Movement between certified agreements

- (1) The following provisions detail the conditions applying to the movement of existing public service employees from one certified agreement to the FSA9.
- (2) Where an employee applies for and is employed in a vacancy then the employee immediately becomes subject to the terms and conditions of the FSA9 as it relates to the new position.
- (3) Where an employee's movement from one certified agreement to the FSA9 is imposed as a result of organisational change the employee shall not be disadvantaged if the FSA9 has a remuneration level lower than the remuneration level attached to their former role.
- (4) The remuneration of employees under subclause (3) will be:
 - (a) the salary which applied to the employee's substantive position prior to their movement, which will continue to apply until the FSA9 provides for a salary equal to or greater than the salary of the role the employee has moved from; or
 - (b) for forepersons, the next highest pay point within the equivalent BAS classification level, if the salary of the BAS position the employee is moving to is greater than the salary of the employee's substantive position prior to their movement.
- (5) The maintained remuneration specified in subclause (4)(a):
 - (a) does not include any salary increases provided under their previous certified agreement which take effect after the date of the employee's movement; and
 - (b) does include any applicable salary increases provided under the FSA9 that occur from the date of movement, relevant to the new role covered by the FSA9.
- (6) Where applicable, forepersons under subclause (4)(b) are to continue progressing incrementally in the BAS classification level which they have moved to.

3.3 Occupational superannuation

- (1) BAS shall pay \$25.00 per fortnight additional employer superannuation contributions to QSuper (or the employee's nominated superannuation fund) for each field staff employee.
- (2) This payment shall be made to apprentices consistent with their proportional wage that corresponds with the year of their apprenticeship. That is:

1 st year	40%
2 nd year	55%
3 rd year	75%
4 th year	90%
- (3) Wage maintained and mature age apprentices shall be paid the full amount.
- (4) This payment shall be made in accordance with the following:
 - (a) payable for recreation leave, sick leave, workers' compensation, rostered days off, public holidays, long service leave, other paid leave not listed and periods of leave without pay less than one day; and
 - (b) not payable for leave without pay for periods of one day or more.

3.4 Special pay conditions – apprentices and trainees

(1) Construction worker trainees

Construction worker trainees are employed under a registered training agreement for a period of 12 months.

During this 12-month period they shall increment in the following manner:

Adult construction worker trainee (over 21 years)	Construction worker trainee (under 21 years)	Junior construction worker trainee (under 18 years)
Commencement - 73.33% of LV04 and until completion of certificate I	Commencement - 70% of LV04 and until completion of certificate I	Commencement - 55% of LV04 and until completion of certificate I
LV01- until completion of certificate II	LV01- until completion of certificate II	70% of LV01 - until completion of certificate II
LV02 if retained by BAS on completion of certificate II	LV02 if retained by BAS on completion of certificate II	LV01 if retained by BAS on completion of certificate II

(2) Adult age apprentices and trainees

Adult age apprentices/trainees are new employees aged 21 years or older on the day they commence employment as an apprentice/trainee with BAS. As adults, these apprentices/trainees shall be paid 73.33% of LV04 rate or the Queensland Minimum Wage whichever is the greater, until the apprentice rates of pay are greater, at which time the apprentice shall be transferred to the standard apprentice rates.

3.5 Salary packaging

- (1) Salary packaging is available for employees (excluding short term casual employees) covered by the FSA9 in accordance with the Circular issued from time to time by the Public Service Commission.
- (2) BAS will 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 BAS;
 - (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) BAS will pass on to the employee any input tax credits it receives as part of salary packaging;
 - (f) there will be no significant additional administrative workload or other ongoing costs to BAS;
 - (g) any additional administrative and fringe benefit tax costs are to be met by the employee; and
 - (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.

3.6 Allowances and payments – tradespersons and apprentices

(1) Single fortnightly payment (SFP)

- (a) The SFP replaces all allowances in the BEMS Award excluding those award allowances as identified in subclause (2) as claimable allowances. The SFP comprises the following components:
 - (i) QBuild Field Staff Allowance
 - (ii) Fares and Travel Allowance
 - (iii) Tool Allowance

Note: Apprentices, trainees and non-certificate occupations (e.g. labourer) do not have an entitlement to tool allowance, so the SFP for these occupations do not contain any tool allowance.

- (b) The SFP is:
 - (i) trade specific;
 - (ii) averaged and annualised over 52 weeks;
 - (iii) payable in respect of all work performed and shall be subject to any applicable overtime or penalty rates;
 - (iv) payable for recreation leave, rostered days off, public holidays, workers' compensation, sick leave, long service leave, leave without pay for periods of less than one day;
 - (v) not payable for the purposes of superannuation calculation and leave without pay for periods of one day or more.
- (c) The SFP rates are detailed in Appendix 2.
- (d) A depot based employee, as defined by the FSA9, shall be entitled to payment of a depot SFP.
- (e) A non-depot based employee, as defined by the FSA9, shall be entitled to payment of a non-depot SFP.
- (f) Mature age SFP:
 - (i) The mature age SFP rate, relating to the apprentice's trade, shall apply to a mature age apprentice who was previously employed by BAS as a non-tradesperson or in another trade (e.g. a labourer who is now an apprentice painter or a labourer who is now an apprentice electrician).
 - (ii) In the event the SFP rate the mature age apprentice is to receive (e.g. as an apprentice painter) is less than the SFP rate that the employee is currently receiving (e.g. as labourer), the employee will continue to receive the higher rate.

(2) Claimable allowances – tradespersons and apprentices

- (a) As the following allowances remain separate to the SFP, tradespersons and apprentices shall claim the allowances on their weekly timesheet if they have an entitlement:
 - (i) Distant work (meal and incidental) – payable as per clause 7.2(2) of the FSA9;
 - (ii) Divisional and district parities – payable as per the BEMS Award;
 - (iii) Working in the rain – payable as per the BEMS Award;
 - (iv) On call – payable as per clause 3.6(3) of the FSA9;

- (v) Remote work (remote area work, remote island work and private residence) – payable as per clauses 7.2(1)(a)(iv) and 7.7(1) and (2) of the FSA9;
 - (vi) Unpleasant conditions – payable as per clause 3.8(2) of the FSA9;
 - (vii) First aid – payable as per the BEMS Award;
 - (viii) Overtime meal – payable as per the BEMS Award and clause 3.6(3)(g) of the FSA9;
 - (ix) Weekend work – payable as per clause 3.6(7) of the FSA9;
 - (x) Excess kilometres – payable as per clause 3.8(3) of the FSA9; and
 - (xi) Motor vehicle drawing trailers – payable as per the BEMS Award.
- (3) On call
- (a) Allowance

A tradesperson instructed by the relevant authorised delegate to be available on call outside the ordinary working hours for duty, shall be paid, in addition to the ordinary rate of pay, an allowance, as outlined in Appendix 2 for each day on which they are on call.
 - (b) Leave
 - (i) Tradespersons may not undertake on call work in instances where immediately prior to the period of time which the individual is otherwise required to be on call, they are absent on recreational leave, long service leave, special leave or sick leave.
 - (ii) Where a tradesperson has accessed a part day:
 - recreation leave;
 - special leave;
 - carer’s leave (using accrued sick leave);
 - sick leave

during their ordinary hours prior to the period of time which the tradesperson would be required to be on call and the tradesperson is to return to ordinary working hours the next day, the tradesperson may be permitted to perform on call work during the intervening period, where approved by the relevant authorised delegate having regard to the reasonableness of the circumstances and in the case of carer’s leave, provided the tradesperson no longer has caring responsibilities while on call.
 - (iii) Should a tradesperson who is rostered on call also be rostered for an RDO, the tradesperson shall work that day and the RDO is to be taken on an alternate day at normal rates.
 - (c) Rostering
 - (i) BAS reserves the right to utilise field staff and/or contractors to undertake on call work outside of normal working hours in order to meet the needs of its clients.
 - (ii) An on call roster shall be compiled and posted at least six months in advance, but may be altered where necessary.
 - (iii) The Regional Director (or delegate) having due regard to anticipated demands shall determine the number of tradespersons required to be rostered on call.

- (iv) Inclusion of tradespersons on an on call roster shall be on a voluntary basis. However, should insufficient tradespersons volunteer, tradespersons may be required to perform a reasonable amount of on call work.

(d) Equipment and expenses

- (i) A tradesperson rostered to perform on-call work shall be supplied with:
- a vehicle and appropriate equipment and materials to undertake the required tasks; and
 - a portable paging device or a mobile telephone.
- (ii) Should a tradesperson incur personal expenses in relation to communications whilst performing on call work, they shall be reimbursed for such expense upon proof of expenditure.

(e) Recall to duty – requiring site visit

The following provisions, read in conjunction with the overtime, recall to duty and public holiday clauses of the BEMS Award and overtime provision of the FSA9, shall apply to tradespersons who are recalled to duty while on call, which requires the tradesperson to visit a job site, depot or office, away from their place of residence.

- (i) A tradesperson who is recalled on numerous occasions within the initial four hour recall, shall receive additional overtime payments only for the actual time worked in excess of the initial four hours.
- (ii) A tradesperson recalled after returning home and after the initial four hours has expired, shall be entitled to another minimum four hours.
- (iii) A tradesperson shall have one day added to their time off in lieu of overtime (TOIL) balance for each public holiday the tradesperson is required to remain on call. Provided that the TOIL is taken at a time mutually agreed between BAS and the tradesperson.

(f) Recall to duty – not requiring site visit

Tradespersons who are rostered on call and are required to work, without leaving their residence (i.e. the receiving and making of telephone calls to finalise a matter) shall:

- (i) be paid the relevant overtime rates, in 15 minute periods, for the time taken to finalise each such call received; and
- (ii) indicate each call on their timesheet in 15 minute periods.

(g) Overtime meal allowance and meal break

The following provisions, are to be read in conjunction with the overtime meal allowance and meal break provisions prescribed in the BEMS Award:

- (i) The following meal breaks and allowances shall be paid for overtime worked Monday to Friday:
- Tradespersons who are required to continue working after their usual ceasing time shall be entitled to a 30 minute paid crib break after two hours, or after one hour if overtime continues beyond 6:00pm plus a meal allowance.
 - After each further four hours of overtime, tradespersons shall be entitled to a 45 minute paid crib break plus a meal allowance.

(ii) The following meal breaks and allowances shall be paid for overtime worked on Saturday or Sunday:

- Tradespersons who are required to work overtime beyond the fourth hour, shall be entitled to an unpaid break of 30 minutes plus a meal allowance.
- Should tradespersons be required to continue working beyond eight hours, the tradesperson shall be entitled to a paid break of 30 minutes plus a meal allowance.
- After each further four hours of overtime, tradespersons shall be entitled to a 45 minute paid break plus a meal allowance.

(4) Ongoing night shift penalty – stonemasons working at parliament house

A stonemason working at parliament house who is required to work continuous night shift for periods longer than four consecutive weeks, shall be entitled to a 50% shift penalty payable for all hours worked between 6pm and 6am during that period.

(5) Remote service delivery payment – licensed tradespersons

(a) The parties recognise the future challenge of completing important projects in designated remote locations.

Licensed tradespersons will receive payment of \$300.00 per quarter, with the maximum amount payable per annum being \$1200.00.

Designated remote locations shall be:

Roma	Mt Isa
Charleville	Bamaga
Cunnamulla	Weipa
Emerald	Thursday Island
Barcaldine	

(b) Licensed tradespersons engaged by BAS on a permanent part-time basis will receive the payment on a pro-rata basis.

(c) Designated remote locations may be reviewed by the BFSCC during the life of the FSA9.

(d) Parties to the FSA9 recognise that the allowance will only exist for the life of the FSA9 and will not flow onto licensed tradespersons upon the expiry of the FSA9 unless otherwise agreed during negotiations for a new agreement.

(6) Team leader payment

(a) The following provisions shall replace the leading hand provisions in the BEMS Award.

(b) A team leader payment shall be paid as an additional level of the field staff classification structure, and will be paid as a LVXXT code (e.g. LV05T).

(c) The minimum period to be eligible for team leader payment will be one day.

(d) This payment shall be temporary for unlicensed tradespersons and paid for the duration that the employee is undertaking the additional responsibilities.

(e) All licensed tradespersons, who are reclassified one level for being required to hold and act on that licence, cannot also receive the team leader payment.

- (f) When nominating a licensed tradesperson to take control of other employees in the performance of their duties, management should consider the preference of the work team or identify relevant employees who express an interest in the role of leading the project/job and furthering their career progression within the organisation.
- (g) Team leaders required to take charge of other employees shall be provided with relevant training if required and have relevant content included in their achievement and development plan.
- (h) The requirements for determining whether an employee shall be paid as a team leader shall be where an employee:
- (i) is nominated by the Regional Director (or delegate) as an employee that attracts the allowance; and
 - (ii) is in control of other employees during the course of their work or required to work alone in a maintenance vehicle and
 - read the plans, specification, contractors scopes of work and contract documents;
 - take off materials, order materials, purchase materials;
 - assign duties to other field staff on site and supervise their work;
 - arrange contractors to be on site at the required time and supervise their work
 - undertake and complete all documentation as required by management;
 - solving problems on site;
 - liaising with the project team;
 - liaising with the client;
 - manage workplace health and safety and environmental issues (i.e. safety audits, site inductions, enforce workplace health and safety regulations and complete the project safety plan documentation, review work method statements for compliance and ensure work is carried out in accordance with relevant policy and legislation);
 - attend site meetings with the project team;
 - undertake trade work at site;
 - send requests for information to be actioned by the project team;
 - price up variation price requests and variations;
 - inspect contractors work for compliance with requirements.

(7) Weekend work

- (a) For tradespersons and apprentices who are required by BAS to use either their own vehicle or a government vehicle, on a Monday to Friday, to travel to and from their residence and either a depot or worksite other than a depot, where the worksite is within a 50-km radius of a depot, to commence work and return home after ceasing work, compensation for fares and travel expenses incurred is compensated through the SFP.

- (b) Where a tradesperson or apprentice is required by BAS to use either their own vehicle or a government vehicle, on a Saturday or Sunday, to travel to and from their residence and either a depot or worksite other than a depot, where the worksite is within a 50-km radius of a depot, to commence work and to return home after ceasing work, the tradesperson or apprentice will be entitled to a weekend work allowance.
- (c) The specific weekend work allowance payable to a tradesperson or apprentice will depend upon the following circumstances:
 - (i) If a depot based tradesperson or apprentice is required by BAS to use their own vehicle to travel, on a Saturday or Sunday, to and from their residence and their depot, or with agreement to a worksite within a 50-km radius of their depot, to commence work and to return home after ceasing work, the tradespersons or apprentice will receive a weekend work allowance (own motor vehicle – depot).
 - (ii) If a non-depot based tradesperson or apprentice is required by BAS to use their own vehicle to travel, on a Saturday or Sunday, to and from their residence and a worksite within a 50-km radius of a depot, to commence work and to return home after ceasing work, the tradespersons or apprentice will receive a weekend work allowance (own motor vehicle – non-depot).
 - (iii) If a depot or non-depot based tradesperson or apprentice is required by BAS to use a government vehicle to travel, on a Saturday or Sunday, to and from their residence and their depot, or a worksite, other than a depot, where the worksite is within a 50-km radius of a depot, to commence work and to return home after ceasing work, the tradespersons or apprentice will receive a weekend work allowance (government motor vehicle).
- (d) Please refer to Appendix 2 for the relevant allowance rate.

3.7 Allowances – forepersons

- (1) Forepersons shall claim allowances on their weekly timesheet if they have an entitlement under the FSA9 or the BEMS Award.
- (2) The following foreperson allowances shall be paid on sick leave, recreation leave, long service leave, public holidays and RDOs:
 - (a) tool;
 - (b) fares and travel; and
 - (c) uniform.

These allowances will not be payable on WorkCover, nor will they be included in the calculation of overtime or penalty payment.

The amount payable shall be based on the allowances being paid to the foreperson in the pay period prior to the leave being taken.

- (3) On call
 - (a) A foreperson instructed by BAS or a duly appointed foreperson to be available on call outside the ordinary working hours for duty, shall be paid, in addition to the ordinary rate of pay, an allowance based upon the hourly rate of the classification of Professional Officer level 3, pay point 4 as prescribed in the BAS Office Staff Certified Agreement and in accordance with the following scale:
 - (i) where the employee is on call through the whole of a Saturday, Sunday or a public holiday - 95% of the hourly rate in respect of such instances;
 - (ii) where the employee is on call during the night only of a Saturday, Sunday or a public holiday - 60% of the hourly rate per night; and

- (iii) where the employee is on call on any other night - 47.5% of the hourly rate per night.
- (b) For the purpose of calculating the hourly rate, the divisor shall be based upon a 38 hour week and calculated to the nearest \$0.05.
- (4) Fares and travel
- (a) The following provisions apply to forepersons in place of the fares and travel provisions prescribed in the BEMS Award.
- (b) Where a depot based foreperson is required by BAS to use their own vehicle to travel, outside of hours, to and from their residence and their depot, or with agreement to a worksite within a 50-km radius of their depot, to commence work and to return home after ceasing work, the foreperson will receive a fares and travel allowance (own motor vehicle – depot).
- (c) Where a non-depot based foreperson is required by BAS to use their own vehicle to travel, outside of hours, to and from their residence and a worksite, other than a depot, to commence work and to return home after ceasing work and the worksite is within a 50-km radius of a depot, the foreperson will receive a fares and travel allowance (own motor vehicle – non-depot).
- (d) Where a depot or a non-depot based foreperson is required by BAS to use a government vehicle to travel, outside of hours, to and from their residence and their depot, or a worksite, other than a depot, where the worksite is within a 50-km radius of a depot, to commence work and to return home after ceasing work, the foreperson will receive a fares and travel allowance (government motor vehicle).
- (e) Please refer to Appendix 2 for the relevant allowance rate.
- (5) Qualification
- (a) The parties are committed to the principle that financial recompense shall be provided to BAS employees in the specified classification who meet the following requirements:
- (i) an accredited qualification at the Australian Qualification Framework (AQF) level specified or higher achieved through training and assessment of competencies (including recognition of current competencies);
- (ii) reached the maximum pay point of the specified classification level in the forepersons streams; and
- (iii) 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).
- (b) Remuneration

The following remuneration shall be paid to employees that meet the requirements in clause 3.7(5)(a):

Diploma (AQF V)	FP1/FP2/FP3	\$42.80 per fortnight
Advanced Diploma (AQF VI)	FP4	\$44.60 per fortnight

3.8 Allowances – tradespersons, forepersons, apprentices

(1) Site

(a) Where a BAS field staff employee is:

- (i) engaged on a construction site which is under the control of a principal contractor other than BAS;
- (ii) provided access to the site to undertake work including a site induction; and
- (iii) a specific site allowance is paid to other workers on that site;

the BAS field staff employee will receive a site allowance, as set out in Appendix 2 and based upon the total contract value of the construction project, for the duration of the employee's work on that project.

(b) For the purpose of this clause, the term construction site means all on site work involving:

- (i) the construction of new buildings;
- (ii) the construction of additions to existing buildings and necessary alteration of existing buildings to make them conform to any new additions;
- (iii) the demolition of buildings;
- (iv) the reconstruction, alteration, repair and/or maintenance of wharves, jetties, piers, bridges, overpasses, underpasses, and incidental concrete work, pipelines, water storage towers, sewerage construction work, dams, barrages, weirs, or similar structures, culverts, box culverts, kerbing, channelling, roads, traffic islands and concrete ornamental lakes and land reclamation (excluding the operation of the dam, weir or barrage, construction or maintenance of tourist facilities and gardening, grasscutting or other agricultural operations); and
- (v) the repair or renovation of buildings and structures requiring extensive structural changes, external or internal, which requires significant changes to floor plans or work which requires the use of major fixed scaffold and the erection of such scaffolding.

All other maintenance, repair and/or renovation works performed on buildings and structures necessitating the use of building tradespersons' or labourers' skills and/or tools is considered building maintenance work and is outside the scope of construction site work.

- (c) The site allowance shall be paid as a flat amount for each hour worked.
- (d) The total contract value of a construction project comprises of all reasonably foreseeable direct and indirect on site costs associated with the construction project as determined at the commencement of the project.
- (e) The site allowance compensates for all special factors and/or disabilities experienced by a BAS field staff employee while working on a project construction site. For forepersons specifically, the payment of a site allowance is in lieu of the BEMS Award allowances relating to confined space, wet work, dirty work, second hand timber.
- (f) A site allowance is not payable on leave or WorkCover nor is it to be included in the calculation of overtime or penalty payments.
- (g) Please refer to Appendix 2 for the relevant site allowance rate.

(2) Unpleasant conditions

(a) Payment at time and five percent

The following tasks and/or types of work are eligible for the payment of an unpleasant conditions allowance at the rate of time and five percent for the duration of the actual hours worked:

- (i) working in a correctional centre – in recognition that work in a correctional centre includes a portion of the working day that is considered to be unpleasant – a field staff employee is eligible for the payment when the following conditions are met:
 - if the field staff employee is required to undertake regular duties within a correctional centre (where the actual hours worked includes attending consultation meetings and training);
 - if the field staff employee is not required to undertake regular duties in a correctional centre but works a full working day (i.e. 8 hours and 26 minutes) within a correctional centre.

(b) Payment at time and a quarter

The following tasks and/or types of work are eligible for the payment of an unpleasant conditions allowance at the rate of time and a quarter for the duration of the work performed:

- (i) cleaning grease traps;
- (ii) removal of dead animals;
- (iii) cleaning up of human faecal matter;
- (iv) construction of new inspection chambers over live sewerage but only for the time the existing line is open;
- (v) connection of new lines into existing lines but only for the time the existing line is open;
- (vi) replacement of toilet seats;
- (vii) replacement of cistern flush pipe rubbers;
- (viii) replacement of pan rubber connectors;
- (ix) repair/replacement of waste pipes that are:
 - blocked with objectionable matter;
 - not connected to a disconnecter gully trap;
- (x) repairs to macerators;
- (xi) working in covered drains;
- (xii) wearing a disposable protective suit in undertaking asbestos removal duties for a period of 2 hours or more in any day and the employee and their supervisor agree that the heat is creating unpleasant conditions for the employee;

(c) Payment at time and a half

The following tasks and/or types of work are eligible for the payment of an unpleasant conditions allowance at the rate of time and a half for the duration of the work performed:

- (i) working in live sewer;
- (ii) working near a live sewer, where the employee comes in contact with live sewerage;
- (iii) cleaning of septic tanks;
- (iv) working on blocked discounter traps.

(d) Payment of time and three quarters

If a field staff employee is required to work in a morgue in close vicinity to human remains, the employee is eligible for the payment of an unpleasant conditions allowance at the rate of time and three quarters for the duration of the work performed:

(e) Other tasks and/or types of work

- (i) Should a field staff employee be required to undertake tasks and/or types of work that they consider to be unpleasant, and those tasks and/or types of work are not specified in clause 3.8(2) of the FSA9, the affected employee may be eligible for the payment of an unpleasant conditions allowance at the rate of time and a half for the duration of the work performed, subject to the prior approval of the affected employee's Supervisor.
- (ii) That said, the following tasks and/or types of work are not eligible for the payment of an unpleasant conditions allowance:
 - working in houses with pets;
 - working in dirty dwellings;
 - removing rubbish;
 - working in muddy/wet sites;
 - working on dirty stoves;
 - working in a confined space;
 - working with toxic/noxious fumes.

(f) Claiming of allowance

Employees are required to claim this allowance on the weekly timesheet against the appropriate job, detailing the particular task and/or type of work performed and duration.

- (3) Excess kilometres
- (a) The following provisions apply to field staff employees in place of excess kilometre provisions prescribed in the BEMS Award.
 - (b) Where field staff employees are travelling in a private motor vehicle and the employees travels past the first 50 kilometres of travel to or from the work location, the employees shall be entitled to:
 - (i) The driver/owner of the motor vehicle – excess kilometres at the rate of 83 cents per kilometre for each kilometre travelled over the first 50 kilometre to and from the work location, plus travel time;
 - (ii) Any passengers - travel time.

PART 4: CLASSIFICATION MATTERS

4.1 Movement between classification levels for tradespersons

- (1) Application
- (a) These provisions apply to BAS tradespersons.
 - (b) A BAS tradesperson must hold a relevant trade certificate or recognised equivalent to be eligible to participate in the progression and reclassification process outlined in clause 4.1.
- (2) Progression from BAS Classification Level 4 (LV04) to BAS Classification Level (LV05)
- (a) All BAS tradespersons shall commence at LV04. To achieve this level, the tradesperson must hold an existing AQF Level 3 trade certificate, or have been assessed as competent in all core and the minimum number of elective competencies for the designated trade.
 - (b) A tradesperson shall be eligible to progress from LV04 to LV05 after twelve months of satisfactory employment with BAS.
 - (c) This progression shall be absorbed by any reclassification in accordance clause 4.1(3) of the FSA9.
- (3) Upward progression from LV05
- (a) The movement of BAS tradespersons between classification level LV05 upwards will be facilitated through a process of reclassification.
 - (b) Employees will be provided the opportunity to be reclassified as they develop skills appropriate to the requirements of BAS.
 - (c) In seeking upward reclassification, BAS tradespersons will be required to demonstrate that they meet the full requirements of the specific skill level in accordance with the criteria outlined in clause 4.1 of the FSA9 and are required to carry out duties at that level.
 - (d) BAS may instruct a tradesperson not to exercise competencies that they possess. In such a case, the tradesperson cannot seek reclassification for possessing such competencies.
 - (e) The following reclassification process will be used during the life of the FSA9:
 - (i) Eligibility
 - A tradesperson must initially identify if they are eligible to apply for reclassification.
 - A tradesperson is eligible to apply for reclassification if they:
 - hold an AQF level 3 trade qualification;

- hold additional nationally recognised competencies over and above the base trade level and totaling at least a further 12 points (or 24 points after progressing from LVO4 to LVO5 upon twelve months satisfactory employment with BAS);
- are required by BAS to exercise those additional competencies.

The point structure used for counting additional competencies shall be ten hours of training is equal to one point. The further 12 points referred to above can be comprised of:

- specialist post trade competencies in the tradesperson's own trade at AQF level 4 or higher; or
- competencies from another trade (cross-trade) at the AQF level 3 or higher, if BAS requires the tradesperson to use those competencies in the course of their duties; or
- for tradespersons in the engineering stream of the BEMS Award, 24 points of Band 'A' competencies must be used up to LV07 and then Band 'B' competencies only above LV07. Excluding qualifications, points for holding licenses or endorsements may count as either Band 'A' or 'B' for the purposes of a reclassification assessment.

For tradesperson from the building trades stream of the BEMS Award, core and elective competencies in the employee's base trade shall not be counted for the purposes of a reclassification assessment.

For tradespersons from the engineering stream of the BEMS Award, the Band 'A' and Band 'B' counting rules as detailed in the National Metal and Engineering Competency Standards Implementation Guide distributed by Manufacturing Skills Australia, shall apply for the purposes of a reclassification assessment. Band 'B' competencies must be used to progress beyond LV07.

If an tradesperson elects to count agreed license/s, endorsement/s and/or competencies for the purposes of reclassification, the tradesperson is required to exercise and maintain such licence/s, endorsement/s and/or competencies. Failure by the tradesperson to maintain or exercise such license/s, endorsement/s and/or competencies when requested will lead to the removal of the requisite points associated with said license/s, endorsement/s and/or competencies from the tradesperson's reclassification total. A consequence of this may be the tradesperson demotion to a lower classification level as at the date of the licence or endorsement expiry or refusal to undertake work linked to the relevant competencies.

Below is a list of the points associated with the various licence/s and/or certificates relating to plumbing, mechanical, refrigeration and electrical:

LICENSE/CERTIFICATE	POINTS ALLOTTED
Plumbing	
Backflow prevention	4 points
Thermostatic mixing valves	3.2 points
Gas installers license	20 points
Restricted electrical license - hot water	12 points
Restricted electrical license - general appliances	12 points
Mechanical	
Restricted electrical - industrial equipment	12 points
Gas installers license	20 points
Trane (heating, ventilating and air conditioning course)	2.2 points
Refrigeration	
Chloro fluoro carbon accreditation/refrigerant handling	4 points
Trane (heating, ventilating and air conditioning course)	2.2 points
Restricted electrical licence	12 points
Restricted plumbing licence	5.2 points

Electrical	
QEEO10 & 39093QLD from electrical contractors course	8 points
Open master cablers endorsement CAB-01 OR	4 points
Open master cablers endorsement CAB-08	12 points
Advanced diploma of electrical engineering (automatic CLV10)	2 points
Recognised modules from advanced diploma	2 points
Dual trade	36 points
Restricted plumbing licence	5.2 points

A tradesperson is ineligible to apply for reclassification to a higher level for the possession of additional competencies if:

- they have been instructed by BAS not to use such competencies in the course of their regular employment; or
- they use or have used the competency without the knowledge or approval of BAS.

(ii) Application

A tradesperson who considers themselves to have met the eligibility criteria for reclassification must subsequently request an application form from Human Resources and complete the form.

When completing the reclassification application form, the tradesperson must submit a certified copy of their base trade certificate and should also include formal evidence to demonstrate the additional competencies being claimed and which deems them eligible for reclassification. Such evidence may include:

- samples of performance;
- evaluation of simulated product;
- evaluation of simulated process;
- examination of finished products and processes;
- skill tests aligned to work activity;
- observation of performance in the workplace;
- evaluation of process;
- management of changing context and requirements;
- interaction with related work activities;
- evidence of prior performance;
- evaluation of qualifications content; and
- evaluation of previous work through portfolios, projects, articles, reports, work history, supervisor and referees' reports etc.

(iii) Submission of application

Eligible tradespersons must then submit the completed reclassification application form to Human Resources. The date the form is submitted shall be the effective date of any subsequently approved reclassification.

(iv) Supervisor/manager's consideration and endorsement (or otherwise)

Following receipt of a completed reclassification application form, Human Resources will provide the submitted form and supporting evidence to the tradesperson's supervisor/manager, who will review the submitted form and evidence and (if applicable) endorse the following:

- That the tradesperson in question actually exercises the skills and knowledge relevant to the identified competencies. If the tradesperson's supervisor/manager is unsure as to whether the skills and knowledge evidenced by the tradesperson are relevant to a selected competency they should verify the elements and performance criteria of the relevant competency via www.training.gov.au (the national register on vocational education and training).
- That the tradesperson in question is required by BAS to exercise the skills and knowledge relevant to the identified competencies in the course of their employment.

Where a tradesperson submits a reclassification application form, the supervisor/manager must consider whether the tradesperson will be or has been required to use the skills and knowledge relevant to the identified additional competencies.

Supervisors/managers are obliged to ensure that, whenever practicable, consideration and endorsement (or otherwise) of a tradesperson's reclassification application is completed within one month of the application being submitted by the tradesperson.

Once the tradesperson's supervisor/manager has considered and endorsed (or otherwise) the tradesperson's reclassification application, the supervisor/manager needs to return the tradesperson's application and the supervisor/manager's assessment to Human Resources.

(v) Regional Director's (or delegate) consideration and endorsement (or otherwise)

If the tradesperson's supervisor/manager endorses the submitted reclassification application, the endorsed application form (along with the supervisor/manager's assessment) will be progressed by Human Resources to the tradesperson's Regional Director (or delegate), for consideration and endorsement.

If both the tradesperson's supervisor/manager and the Regional Director (or delegate) endorse the tradesperson's submitted reclassification application, Human Resources will progress the documentation an independent assessor who will undertake an assessment of the tradespersons skills, experience and knowledge.

(vi) Rejection by supervisor/manager or Regional Director (or delegate)

If either the tradesperson's supervisor/manager or Regional Director (or delegate) do not endorse the tradesperson's submitted reclassification application:

- the application will be returned to the tradesperson with feedback explaining why their reclassification application for was not endorsed and an reclassification assessment will not occur.
- the tradesperson and their union representative may access the reclassification disputes procedure outlined in clause 4.1(3)(m) if they believe that the tradesperson's application has been unreasonably rejected.

(vii) Assessment

After receiving the endorsed application (along with the supervisor/manager's assessment) from Human Resources, the independent assessor will conduct an assessment of the tradesperson's competencies as outlined in the tradespersons' s reclassification application. This assessment will be undertaken in accordance with the assessment criteria as agreed between BAS and the combined unions, in accordance with the relevant national recognised training packages as well as the AQF and Registered Training Organisation (RTO) requirements. The assessment will determine whether a tradesperson meets or does not meet the identified competencies according to the level of skill, experience and knowledge required and exercised by the tradesperson.

In conducting their assessment, the independent assessors shall complete a recognition of prior learning assessment for the tradesperson in question.

The independent assessor can either be an authorised BAS employee holding a certificate IV in training and assessment or an external assessor from a recognised RTO. All fees associated with the use of an external assessor will ordinarily be met by BAS.

The assessment will be undertaken in a reasonable timeframe or as agreed between the relevant parties.

The tradesperson in question and their supervisor/manager will reasonably seek to make themselves available to the assessor to allow them to efficiently conduct the assessment.

If a party to the assessment is unable to participate in the assessment process at an agreed date or time and without a reasonable explanation, that party shall bear any additional costs associated with a reassessment.

(viii) Assessment outcome

Once the assessor has completed their assessment, the assessor shall notify Human Resources of the assessment outcomes which shall include the following as a minimum:

- name of employee;
- region;
- trade;
- name of supervisor/manager;
- name of assessor;
- date of assessment;
- competencies endorsed;
- competencies passed;
- total points of competencies endorsed;
- total points of competencies passed;
- details and evidence of the assessment process; and
- any information for further consideration.

Any assessments which result in an outcome for an employee at LV09 or higher based on skills (not via a team leader allowance) must be endorsed by Director, Human Resources.

(ix) Tradesperson notification

Human Resources will subsequently notify the tradesperson of the outcomes of their assessment.

Should the outcome of the assessment be that the tradesperson is to be reclassified, Human Resources shall coordinate and obtain the required departmental approval and process the tradesperson's reclassification.

If the outcome of the assessment is that the tradesperson is not to be reclassified:

- the assessment documentation including the outcome will be returned to the tradesperson with the feedback explaining why their reclassification application was not successful;
- the tradesperson and their union representative may access the reclassification disputes procedure outlined in clause 4.1(3)(m) if they believe that the tradesperson's assessment, conducted by a BAS assessor, was unreasonable;
- the reclassification disputes procedure outlined in clause 4.1(3)(m) cannot be accessed in relation to the outcome of an assessment undertaken by an external assessor.

Human Resources shall retain a copy of the completed assessment documentation for records purposes.

(x) Waiting period

Tradespersons must wait a minimum 12 months, from the date their previous reclassification, before they can submit a further application for reclassification.

(f) Tradespersons with less than 24 additional points

Notwithstanding the eligibility criteria set out in clause 4.1(3)(i), nothing shall prevent a tradesperson with less than 24 points in addition to their trade qualification from seeking a reclassification assessment from an external assessor. While the reclassification application process outlined in clause 4.1(3)(e) must still be complied with in such cases, any costs associated with the external assessment shall be funded by the tradesperson in question.

(g) Training obligation if BAS does not require tradesperson to exercise competencies

Where a tradesperson is unsuccessful in their reclassification assessment and BAS does not require the tradesperson to exercise the additional competence which the tradesperson sought recognition for, BAS has no obligation to provide or fund any further bridging training, but may choose to do so.

(h) Training obligation if BAS does require tradesperson to exercise competencies

Where it is determined, through the reclassification assessment process, that the tradesperson in question is required to perform certain tasks but is not yet competent in those task, BAS shall, as soon as practicable, provide the tradesperson with the necessary training to progress the tradesperson to full competence. Such training shall be funded by BAS.

(i) New tradespersons

A new tradesperson may apply for a reclassification assessment upon appointment. In such cases, the new tradesperson shall complete a reclassification application form using evidence of current licenses held, prior performance and/or samples of work performed. Once completed, the new tradesperson is to submit the application to Human Resources, who will coordinate the endorsement (or otherwise) of the tradesperson's supervisor/manager and Regional Director (or delegate). Human Resources will then provide the reclassification documentation to a suitable assessor. The assessor must undertake an assessment of the new tradesperson during the first three months of the tradesperson's employment to confirm all elected competencies. Should the tradesperson be found to hold relevant competencies at a classification level higher than LVO4, BAS may retrospectively appoint the tradesperson to the higher relevant classification level. Should the tradesperson not be found competent in relation to any elected competencies, the tradesperson may be provided with additional training or their classification level may be adjusted accordingly at the discretion of BAS.

(j) Labourers and trade assistants

Labourers and trade assistants may also make application for an assessment and potential reclassification in accordance with clause 4.1(3)(e). Subject to the outcome of that assessment, a labourer or trade assistant may progress beyond LV03 if they hold and are required by the Regional Director (or delegate) to utilise a certificate level 3 qualification in a discipline considered relevant to their employment.

(k) Impact of team leader status on the reclassification of plumbers, drainers and electricians

If a plumber, drainer or electrician is reclassified one level higher for being required to hold and act on a plumbing, drainage or electrical licence, such a reclassification is deemed equivalent in work value capacity to receiving the team leader allowance. Accordingly, a plumber, drainer or electrician cannot receive both a reclassification for holding a licence and an allowance for possessing team leader responsibilities.

(l) Impact of retirement, resignation, or termination

A tradesperson who submits an application for reclassification but retires, resigns, or is terminated before their assessment is finalised, is not entitled to be assessed, reclassified or back paid.

(m) Reclassification dispute procedure

- (i) Where a tradesperson's supervisor/manager or Regional Director (or delegate) does not endorse the tradesperson's submitted reclassification application or if the outcome of an assessment, conducted by a BAS assessor, is that the tradesperson is not to be reclassified, the tradesperson and their union representative may access the prevention and settlement of disputes procedure outlined in the FSA9.
- (ii) The prevention and settlement of disputes procedure outlined in the FSA9 cannot be accessed by a tradesperson and their union representative in relation to the outcome of an assessment undertaken by an external assessor.
- (iii) Subclauses (a) and (b) of that procedure will be replaced by a panel of department and union representatives who will reasonably consider and discuss the matter in dispute. Consideration and discussion by the panel should not extend beyond seven working days. The terms of reference under which the panel will operate (including the specific composition of members) will be determined by the parties during the life of the FSA9.
- (iv) If the matter remains unresolved following reasonable consideration and discussion by the panel, the matter may be progressed to subclause (c) of the prevention and settlement of disputes procedure as outlined in the FSA9.

(n) Review

- (i) The parties agree that a review of the processes contained within clause 4.1 may be undertaken during the life of the FSA9.
- (ii) The purpose of the review shall be to streamline and contemporise the process for reclassification.
- (iii) Should agreement be reached between BAS and the combined unions to amend the reclassification processes contained within clause 4.1 of the FSA9, such amendments shall apply from a date mutually agreed to by BAS and the combined unions.
- (iv) This review shall not be used by BAS or the combined unions to introduce new claims.

(4) Core numbers

Core numbers allow BAS to predetermine establishment requirements for tradespersons within various region. BAS may use core numbers to determine what skills are required in each region.

(5) Funding of required licenses and endorsements

BAS will fund the initial cost of licenses or endorsements for existing field staff if:-

- (a) the licence is required due to a change in legislation; and
- (b) BAS requires the employee to hold the licence in the performance of their daily duties.

Field staff are responsible for funding the cost of maintaining their licence/endorsement.

4.2 Foreperson classification structure

- (1) The BAS foreperson classification structure comprises of four classification levels.
- (2) Each classification level is based on differing levels of job complexity and responsibility
- (3) Classification levels FP1, FP2 and FP3 contain four incremental pay points. Progression through these incremental levels will be in accordance with the BEMS Award's movement within classification level provisions.
- (4) The FP4 classification will only have one pay point and will only be available on a temporary basis to cater for circumstances where permanent or temporary forepersons are requested for a temporary period of time to undertake regular duties above the FP3 classification level.
- (5) Appointments to and movement between foreperson classification levels will be based on a meritorious recruitment and selection process.
- (6) BAS shall set core numbers with respect to forepersons, which may be reviewed from time to time to account for work projections and workforce demand.

- (7) The LV08 classification level applying to BAS tradespersons is the basis upon which pay rates for the foreperson classification levels are calculated. Those pay rate calculations are as follows:

CLASSIFICATION LEVEL AND PAY POINT	PAY RATE CALCULATION
FP4 (01)	LV08 + 30%
FP3 (04)	LV08 + 28%
FP3 (03)	LV08 + 26%
FP3 (02)	LV08 + 24%
FP3 (01)	LV08 + 22%
FP2 (04)	LV08 + 21%
FP2 (03)	LV08 + 19%
FP2 (02)	LV08 + 17%
FP2 (01)	LV08 + 15%
FP1 (04)	LV08 + 13%
FP1 (03)	LV08 + 11%
FP1 (02)	LV08 + 9%
FP1 (01)	LV08 + 7%

PART 5: HOURS OF WORK

5.1 Maximum weekly hours

The ordinary working hours of a full-time BAS field staff employee is 38 hours per week, worked within a spread of hours of 6am to 6pm, Monday to Friday.

That said, the FSA9 provides for various hours of work arrangements, including but not limited to, a nine day fortnight, any five days out of seven days, shift work and furniture shift work.

The parties recognise that certain hours of work arrangements provided by the FSA9 will require field staff employees to regularly work greater than their maximum 38 ordinary working hours per week and average their ordinary working hours over a fortnight or month, depending upon the circumstance.

The parties agree that the requirement for BAS field staff to work in excess of their maximum 38 ordinary hours per week under one of the hours of work arrangements provided by the FSA9 is considered to be reasonable.

5.2 Nine day fortnight

Each full time BAS field staff employee shall:

- (1) work 8 hours and 26 minutes for a standard working day between the spread of 6am and 6pm, Monday to Friday;
- (2) accrue one RDO each two week period (where no leave without pay or WorkCover is processed); and
- (3) be debited 8 hours 26 minutes for each day taken as leave .

5.3 Rostered days off (RDO)

The following principles will apply in relation to the accrual and taking of RDOs:

- (1) BAS will generally operate RDOs in accordance with the Industry RDO Calender.
- (2) All accrued RDO time will be recorded in a single RDO balance.

- (3) Where extenuating circumstances arise a field staff employee can seek approval to accrue an RDO. Accrual of an RDO can only occur with the prior approval of the field staff employee's supervisor. The maximum number of RDOs a field staff employee can have accrued at any given time shall be five days. Accrued RDO can be accessed by a field staff employee at a time convenient to both the employee and BAS.
- (4) All RDOs will be included on a fixed roster covering Monday to Friday of each week. BAS recognise that the field staff prefer to have RDOs scheduled on Mondays and Fridays and will endeavour to accommodate this preference.
- (5) The RDO roster will be provided 6 months in advance to all employees.
- (6) The roster cycle will be for 12 months across each financial year.
- (7) Field staff may stagger the scheduled taking of RDOs to ensure BAS is sufficiently resourced to service its clients. If necessary, due to workload, field staff may agree with BAS to take their RDO on an alternate day to meet client deadlines.
- (8) RDOs are not able to be taken on a part-day basis.
- (9) When taking an accrued RDO, the employee should make sure they indicate an accrued RDO taking on their weekly timesheet.

5.4 Staggered starts and finishes

- (1) The working of staggered starts and finishes is designed to enable BAS to provide an improved service to clients, especially where work outside of normal working hours is required.
- (2) Except in emergent situations, BAS shall provide a field staff employee with a minimum of two weeks prior notice of a change in their starting and finishing times.
- (3) In emergent circumstances, BAS can require a field staff employee to stagger their start and finish times to meet the urgent requirements of the work at hand.

5.5 Any five days out of seven days

The working of any five days out of seven days is designed to enable BAS to provide a seven-day service for the duration of specific projects/programs. The effect of this clause is that Saturday and/or Sunday may form part of a field staff employee's normal working week.

(1) Duration

A five days out of seven days work arrangement should only be used for the duration of the specific projects/programs it was introduced for and should not exceed a four week period.

The makeup of the work cycle and the staffing arrangements will be reviewed if the project/program exceeds four weeks in duration.

At the conclusion of the project/program, the work cycle will revert to the normal cycle of Monday to Friday.

Three working days prior notice shall be given to affected employees concerning the commencement of, a change to, or ceasing of, a five days out of seven days work arrangement.

(2) Hours of duty

Each working day shall be 8 hours 26 minutes.

These ordinary hours of duty shall be worked continuously, except for meal breaks and rest pauses, between 6:00 a.m. and 6:00 p.m.

(3) Staff requirements

The numbers of field staff required to work under a five days out of seven days working arrangement will be determined by BAS, giving due consideration to BAS' operational needs and work health and safety obligations.

If two or more field staff are required to work on a Saturday and/or Sunday, at least one of the employees shall be nominated as the team leader.

(4) Flexibility

In consultation with BAS management, participating field staff employees of the same discipline are permitted to swap shifts on an ad hoc basis.

(5) Penalty rates and overtime

Weekend penalties rates, as prescribed in the BEMS Award, will apply where participating field staff are required to work on those days within the work cycle which are deemed as the weekend.

The overtime provisions, as prescribed in the BEMS Award and the FSA9, will apply to any hours worked by a field staff employee in excess of the their ordinary 8 hour 26 minutes per day.

The public holiday provisions, as prescribed in the BEMS Award, will apply to any hours a field staff employee is required to work on a public holiday.

(6) Substitution arrangements for RDOs and public holidays which fall on the weekend

If a public holiday or RDO falls on day within the work cycle which is deemed as part of the employee's weekend, the public holiday or RDO is to be taken on an alternate day which forms part of the employee's five working days and at a time mutually agreed to between the employee and BAS.

(7) Leave

Penalty rates are not payable for any type of leave by an employee while participating in a five days in any seven days working arrangement.

(8) Work cycles

Working week	Weekend – day one <i>(First two hours at time and a half, thereafter double time)</i>	Weekend – day two <i>(First two hours at time and a half, thereafter double time)</i>
Monday – Friday	Saturday	Sunday
Tuesday – Saturday	Sunday	Monday
Wednesday – Sunday	Monday	Tuesday
Thursday – Monday	Tuesday	Wednesday
Friday – Tuesday	Wednesday	Thursday
Saturday – Wednesday	Thursday	Friday
Sunday – Thursday	Friday	Saturday

5.6 Shift work

The following shift work provisions are to be read in conjunction with the applicable shift work clauses contained in the BEMS Award.

(1) Hours of duty

- (a) The rostered shifts of full-time field staff employee shall equate to an average of 38 hours per week, ideally rostered in such a way so as to allow for the full-time field staff employees to continue to participate in a nine day fortnight arrangement.
- (b) Where required, shift cycles may include all or part of the weekend.
- (c) Any time worked by a field staff employee outside of their rostered shift start and finish times shall be deemed as overtime.

(2) Prior notice of changes within a roster

One week's advance notice in writing shall be given to affected employees for any changes within a roster.

(3) Shift rosters

Shift rosters, setting out participating employees' days of duty and starting and finishing times on such days, shall be for a minimum period of two weeks (i.e. 76 hours within a period not exceeding 14 consecutive days) and a maximum period of four weeks (i.e. 152 hours within a period not exceeding 28 consecutive days).

(4) Staff requirements

- (a) The number of field staff required to participate in a shift work arrangement will be determined by BAS, giving due consideration to BAS' operational needs and work health and safety obligations.
- (b) All rostered shifts shall have access to a telephone for emergency purposes and will ideally include a qualified first aid officer.
- (c) If two or more field staff are rostered to work either an afternoon or night shift, one employee will be nominated as the team leader. This does not apply in the case of the day shifts, where foreperson is appointed.

(5) Payment for work ordinary hours on select days and times

All field staff employees who work an afternoon shift or night shift Monday to Friday, are to be paid an additional allowance of 15% for all ordinary time worked on such shifts. This allowance shall not apply for shift work performed on a Saturday, Sunday and/or public holiday as the following penalty rates apply:

- (a) midnight Friday to midnight Saturday - first two hours at time and a half and double time thereafter
- (b) midnight Saturday to midnight Sunday - double time
- (c) public holidays - at double time and a half
- (d) Any time worked in excess of an employee's rostered shift shall all be paid at double time except on a public holidays, where the additional time worked will be paid at double time and a half.

(6) Substitution arrangements for RDOs and public holidays

- (a) If an RDO falls on a day within the shift roster which is deemed as part of the employee's weekend, the RDO is to be taken on an alternate day which forms part of the employee's ordinary work hours and at a time mutually agreed to between the employee and BAS.

- (b) If an public holiday falls on a day within the shift roster which is deemed as part of the employee's weekend, the public holiday is to be taken on an alternate day which forms part of the employee's ordinary work hours and at a time mutually agreed to between the employee and BAS.

5.7 Furniture shift work

- (1) The following arrangements shall apply to all field staff employees when required to perform work outside of normal working hours for the purpose of relocating clients. Where BAS field staff cannot deliver this service or there are adverse impacts arising from BAS field staff undertaking this work, BAS reserves the right to contract out the performance of this work.

- (2) Staff selection

Where furniture shift work is required, BAS will afford all field staff, engaged in the immediate locality of the relocation (e.g. South East Queensland) and who indicate a willingness to make themselves readily available for work outside normal hours, the opportunity to participate in furniture shift work, on a rostered cycle. When selecting staff to undertake furniture shifts, BAS should consider the employee's physical capabilities and performance record.

- (3) Hours of duty

- (a) The hours of duty are to suit client instructions and shall be worked in accordance with a roster mutually agreed by BAS and the majority of employees directly affected .
- (b) Participating employees are entitled to a 20 minute paid break to be taken in the third hour of duty, plus a 30 minute unpaid meal break to be taken between the fourth and sixth hour of duty. The timing of such meal breaks may be varied by mutual agreement between BAS and the majority of employees directly affected.
- (c) Employees who commence a furniture shift but due to injury or illness are unable to complete the shift, are to be paid the relevant payment rate, specified in clause 5.6(5) of the FSA9, for the remainder of the partially completed shift.

- (4) Team leaders

Team leaders, elected by those field staff employees participating in the furniture shift roster, are to be paid an allowance equivalent to two hours extra per day in recognition of their level of responsibility. The number of team leaders to be elected per shift will vary depending upon the number of employees participating in the particular shift.

- (5) Payment rates

- (a) BAS field staff who perform work as part of a furniture shift, outside of their normal working hours on a Monday to Friday (other than a public holiday), shall receive the furniture shift rate (i.e. twice an LVO2 builders' labourer rate) for the actual time worked.
- (b) BAS field staff who perform work as part of a furniture shift, outside of their normal working hours on a Saturday (other than a public holiday), shall receive the furniture shift rate for the actual time worked, with a minimum three-hour payment.
- (c) BAS field staff who perform work as part of a furniture shift, outside of their normal working hours on a Sunday (other than a public holiday), shall receive the furniture shift rate for the actual time worked, with a minimum four-hour payment.
- (d) BAS field staff who would normally work on a day on which a public holiday falls and who perform work as part of a furniture shift during their normal working hours on that public holiday, shall receive the furniture shift rate at double time and a half for the actual time worked, with a minimum four-hour payment.

- (e) BAS field staff who would normally work on a day on which a public holiday falls and who perform work as part of a furniture shift outside of their normal working hours on that public holiday, shall receive the furniture shift rate at triple time for the first two hours and quadruple time thereafter for the actual time worked, with a minimum four-hour payment.
- (f) BAS field staff who would not normally work on a day on which a public holiday falls and who perform work as part of a furniture shift on that public holiday, shall receive the furniture shift rate at double time and a half for the actual time worked, with a minimum four-hour payment.

(6) RDO

Where a field staff employee is scheduled to access an RDO at the same time they are engaged to perform work as part of a furniture shift, the RDO is to be deferred and taken at an alternative time mutually agreed to by BAS and the employee.

5.8 Overtime

- (1) The payment of overtime to field staff employees, including apprentices, covered by the engineering stream of the BEMS Award shall be paid in accordance with the building trades stream of the BEMS Award.
- (2) Field staff may elect to accumulate time off in lieu of payment for overtime worked (TOIL). All TOIL is to be accrued at the relevant overtime rates.

5.9 Permanent transfer of field staff

- (1) The permanent transfer of field staff within BAS shall be by mutual agreement and as the need arises.
- (2) An expression of interest will be called, at BAS' discretion, when permanent field staff vacancies arise. The expression of interest shall detail the classification level and locality of the vacancy, a summary of the key duties and conditions of employment and how and by when prospective applicants can apply.
- (3) Permanent field staff, who mutually agree with BAS to be transferred from one centre to another, may be entitled to be reimbursed up to \$11,000 for actual transfer expenses incurred. The type of actual transfer expenses able to be claimed is outlined in the Transfer and Appointment Expenses Directive, as issued and amended by the Minister responsible for industrial relations in accordance with section 54 of the PS Act.
- (4) This clause does not apply to permanent field staff who mutually agree with BAS to be transferred within the South East Queensland region.

PART 6: LEAVE

6.1 Purchased leave

Where agreed between BAS and the employee, and subject to policy requirements, BAS employees may access a minimum of one week and a maximum of six weeks additional leave per year with a proportionate decrease in their net fortnightly wage. Approval for employees to participate in a purchased leave scheme is at the discretion of the relevant Regional Director (or equivalent). The balance of the reduced wage will be paid to the employee, equivalent to their net fortnightly wage, while they are accessing their purchased leave.

6.2 Long service leave

- (1) The entitlements to long service leave contained in the directive relating to long service leave, as issued and amended by the Minister responsible for industrial relations under the PS Act, apply to employees covered by the FSA9.
- (2) Notwithstanding clause 6.2(1), long service leave may be accessed for a minimum period of one day on full pay or two days on half pay. Employees wishing to access long service leave at half pay must indicate this on their application for leave being submitted to payroll.

- (3) Pay in advance is not available for periods of long service leave less than two weeks full-time equivalent and is at the discretion of the chief executive.
- (4) The taking of long service leave is subject to operational convenience.

6.3 Recreation leave

- (1) The entitlements to recreation leave contained in the directive relating to recreation leave, as issued and amended by the Minister responsible for industrial relations under the PS Act, apply to employees covered by the FSA9.
- (2) Recreation leave may be accessed in full or part days and at either full or half pay. Employees wishing to access recreation leave at half pay must indicate this on their application for leave being submitted to payroll.
- (3) The taking of recreation leave is subject to operational convenience.
- (4) All employees must take their recreation leave regularly and must not accumulate an entitlement in excess of two years (as per the department's policy relating to recreation leave).
 - (a) requests to accumulate leave in excess of two years entitlement may only be approved by the relevant delegate in exceptional circumstances.
 - (b) in instances where an individual's leave balance becomes excessive they are to, in conjunction with their manager/supervisor, develop a planned program of leave over a twelve month period to reduce their recreation leave balance below two years entitlement.
- (5) Where agreement cannot be reached as to when an employee is to take their recreation leave, BAS may instruct the employee when to take their recreation leave, provided the employee receives at least eight weeks written notice of the starting date of the leave.
- (6) Where agreed between BAS and the employee, and subject to legislative requirements under the IR Act, a BAS employee may agree to cash out a particular amount of their accrued recreation leave, provided that cashing out would not result in the employee's accrued recreation leave entitlement being less than four weeks.

6.4 Sick leave

- (1) The entitlements to sick leave contained in the directive relating to sick leave, as issued and amended by the Minister responsible for industrial relations under the PS Act, apply to employees covered by the FSA9.
- (2) Taking and notifying of leave
 - (a) Employees are entitled to 10 working days sick leave for each completed year of service and a proportionate amount for an incomplete year of service.
 - (b) An employee's entitlement to sick leave is conditional on them promptly notifying BAS of:
 - (i) any illness that will cause them to be absent from work; and
 - (ii) the approximate period for which they will be absent.
 - (c) An employee shall apply in writing for sick leave on the next applicable timesheet upon their return to work and, where required, attach a medical certificate from a duly qualified medical practitioner.
 - (d) An application for sick leave of more than three days is to be supported by documentation acceptable to the relevant delegate.

- (3) Managing unplanned absences
 - (a) Where an employee has a record of recurring and/or lengthy periods of unplanned absenteeism, the following shall occur:
 - (i) the supervisor/manager shall discuss with the employee their identified occurrences of unplanned absences, seek to understand the reason for the absences and, where possible, identify strategies to assist the employee to minimise their unplanned absences; and
 - (ii) where the unplanned absences continue, the supervisor/manager may require the employee to produce a medical certificate for all future absences on sick leave for a specified period of time.
- (4) Where an employee has exhausted their paid sick leave entitlement, BAS may approve the employee to charge their sick leave to:
 - (a) recreation leave; or
 - (b) leave without pay; or
 - (c) in exceptional circumstances, long service leave.

6.5 Emergent/compassionate leave

- (1) The entitlements to emergent/compassionate leave contained in the directive relating to special leave, as issued and amended by the Minister responsible for industrial relations under the PS Act, apply to employees covered by the FSA9.
- (2) Emergent/compassionate leave will only be authorised for situations which are of an urgent/emergent nature, and that cannot be applied for under any other available leave type.

PART 7: DISTANT WORK

7.1 Distant work arrangements

- (1) The parties agree that BAS has a business requirement to meet its client needs in distant and/or remote locations across Queensland. Instances may arise where BAS requires field staff to temporarily carry out work away from their usual place of employment and at such a distance from the employee's place of residence that the employee cannot reasonably be expected to return to that place each night. Distant work may include work in another region, or another location within the employee's substantive region, and includes those staff whose usual place of employment is based in a rural or remote locality and who are required to temporarily work in metropolitan areas.
- (2) In such instances, the following shall apply:
 - (a) Where appropriate, BAS may call for volunteers or request employee/s with the necessary trade qualifications to undertake distant work.
 - (b) BAS may direct employees (at the discretion of the Regional Director (or delegate)) with the necessary trade qualifications to carry out distant work, including in circumstances where insufficient volunteers are forthcoming.
 - (c) Where practicable, BAS will give four weeks' notice, but not less than two weeks' notice, to employees directed to undertake distant work. The only exception is where BAS is responding to declared natural disasters and other emergency situations, where no minimum notice period is required, however, mutual agreement with the employee must be reached.
 - (d) Where an employee is directed to undertake distant work, BAS must reasonably consider any extenuating circumstances raised by the employee (e.g. genuine caring responsibilities) which may prevent the employee from undertaking distant work at that time.

- (e) Where an employee is required to undertake distant work, the maximum consecutive period shall be no longer than six weeks before arrangements shall be made for the employee's return to their usual place of employment.
- (f) In circumstances where the work required to be undertaken by the employee/s at the distant location exceeds the six week maximum period, BAS may request such employee/s to continue to undertake work in the distant location until such work is complete. Agreement shall not be unreasonably withheld by the employee/s.
- (g) Where an employee has worked the six week maximum period in the distant location and they are required to return to work in either the same or a different distant location, such employee will be entitled to return to their usual place of employment (or the closest location) for a minimum of one week. During this period, the employee may be permitted to utilise any TOIL and RDO's accrued during the distant work arrangement. Should the employee have insufficient balances of TOIL and RDOs, employees may be permitted to access other accrued leave. The employee may request their supervisor/manager to waive the minimum one week if they choose to continue/resume working in the distant location.
- (h) These provisions do not preclude shorter periods being worked in distant locations where it is suitable and agreed to by BAS.
- (i) Details relating to a distant work arrangement (e.g. length of arrangement, hours of work, etc.) should be document and signed prior to such employee undertaking the distant work.

7.2 Entitlements while working distant work

(1) Accommodation

An employee required to work away from their usual place of work, requiring an absence extending overnight or for a longer period, shall be entitled to the following:

- (a) BAS shall provide accommodation at the employer's discretion by means of one of the following options:
 - (i) provide pre-booked registered accommodation and meals at BAS's expense (no meal allowance as per clause 7.2(2)(a) shall be payable in this instance); or
 - (ii) in instances where meals cannot be arranged by BAS, provide pre-booked registered accommodation and pay a meal allowance (as per clause 7.2(2)(a)); or
 - (iii) provide BAS owned or rented accommodation (e.g. dongas) and pay a meal allowance (as per clause 7.2(2)(a)); or
 - (iv) approve an employee to stay at a private residence and pay a private residence allowance of \$68.80 for each overnight stay (no meal allowance as per clause 7.2(2)(a) shall be payable in this instance).
- (b) The standard of accommodation provided as per 7.2(1)(a) should meet the definition of 'reasonable accommodation' defined by the FSA9.

Where registered accommodation for employees is pre-booked by BAS, the length of the stay shall be taken into account when determining what is reasonable, particularly when considering 'share' accommodation. 'Share' accommodation shall only be booked where single accommodation is not available and after consultation with the affected employee and the appropriate union delegate.

- (c) The parties provide an ongoing commitment to a collaborative approach in dealing with any issues of accommodation standards in distant locations through the BFSCC.

Any disputes in relation to the standard of accommodation shall be addressed through the the prevention and settlement of disputes procedure outlined in the FSA9.

(2) Distant work allowances

(a) Distant Work Meal Allowance

Where an employee is required to undertake distant work, and BAS has not provided a meal/s to the employee, such employee shall be paid a meal allowance for each overnight stay at a location away from the employee's normal place of residence as per the rate specified in Appendix 2.

Employees are not required to provide receipts of purchases of meals.

In exceptional circumstances, however, the Regional Director (or delegate) may approve an employee to claim reasonable actuals above the allowance rate on presentation of receipts.

This allowance shall be indexed at the same rate as the wage quantum.

(b) Distant work incidental allowance

Where an employee is required to undertake distant work, such employee shall be paid an incidental allowance for each overnight stay at a location away from the employee's normal place of residence for out-of-pocket expenses as per the rate specified in Appendix 2. Employees are not required to provide receipts of incidental purchases. In exceptional circumstances, however, the Regional Director (or delegate) may approve an employee to claim reasonable actuals above the allowance rate on presentation of receipts.

This allowance shall be indexed at the same rate as the wage quantum.

7.3 Travelling to distant work

(1) Travel arrangements shall be as follows:

(a) Travelling to or from a distant location shall be undertaken during normal working hours.

(b) Authorised travel outside normal working hours on a work day shall be paid at ordinary rates. For travel on weekends or for more than eight hours travel in any one day, payment will be at overtime rates.

(c) The combined work and travel of an employee shall not exceed 12 hours per day.

(2) Air travel shall be by economy class, if available, with the employee required to fly to or from the distant location within the spread of normal hours of 6.00am to 6.00pm on any working day. If the only air travel available is outside the 6.00am to 6.00pm timeframe, agreement must be obtained from the employee prior to booking the flights.

(3) Road travel shall be in accordance with the following:

(a) Travel to and from a distant location shall be in a government vehicle.

(b) Where an employee requests and BAS agrees, the use of a private motor vehicle for distant work is permitted. Payment for any excess kilometres travelled shall be in accordance with clause 3.8(3) of the FSA9.

(c) When an employee is required to travel to a distant location to perform work, the following shall be provided wherever practicable:

(i) a government motor vehicle for the duration of the work being undertaken in the distant location, and for travel to and from the job location. Such vehicle is to be suitable for BAS work purposes and for rural/remote area travel; or

- (ii) BAS shall hire a vehicle for the duration of the work being undertaken in the distant location and for travel to and from the job location. Such vehicle is to be suitable for BAS work purposes and for rural/remote area travel.
- (4) In general, government vehicles are not to be used for personal purposes.
- (a) However, it is recognised that employees who have access to only a government motor vehicle while performing distant work may experience difficulties undertaking a range of personal and daily functions without the use of the motor vehicle.
 - (b) In these circumstances, approval may be given by the Regional Director (or delegate) for an employee to have limited use of a government motor vehicle for personal purposes. Use of a government motor vehicle for personal purposes by the employee must be approved by the Regional/District Manager and this approval documented prior to the employee undertaking any distant work.
 - (c) Employees are to ensure that use of a government motor vehicle for personal purposes is kept to a minimum and efforts should be made to coordinate activities in order to limit the use of such vehicles.
 - (d) Personal purposes may include, but are not limited to, obtaining (within the immediate locality) groceries, food, sundries, apparel, etc., or accessing services (such as Doctors, Dentists, etc.).

7.4 Hours of work during distant work

- (1) Hours of work will be determined by BAS and documented prior to the employee undertaking any distant work, however generally, the following hours of work shall apply to employees working in distant locations:
- (a) Monday to Friday: minimum of one hour of overtime in addition to 8 hours 26 minutes of ordinary time.
 - (b) Saturday: 8 hours of overtime.
 - (c) RDO's: 7.6 hours of ordinary time, with RDO's to be banked.
- (2) Sundays and public holidays shall be designated rest days.
- (a) Sundays or public holidays may be worked, however, there must be a clear business requirement and mutual agreement between BAS and the employee/s prior to work being undertaken on these days.
 - (b) The appropriate overtime rates will apply in relation to work performed on Sundays or public holidays. Should an employee agree to work three or more consecutive Sundays and/or public holidays, consultation with the relevant union representative and Human Resources will be required.
- (3) An employee, upon returning from work in a distant location, shall arrange for any TOIL and RDO's accrued during distant work to be taken as full days off at a time mutually agreed between the employee and their supervisor/manager. If agreement cannot be reached, any TOIL/RDO's accrued during distant work must be taken as full days off within four weeks of the employee's return from distant work as determined by their supervisor/manager with a minimum of one weeks' notice to the employee.
- (4) Any TOIL amount of less than one full day accrued during distant work, shall be taken as time off (whether in conjunction with other leave types or not) within 12 months of the time the TOIL was accrued, at a time mutually agreed between the employee and their supervisor/manager. If, after 12 months from the date of accruing TOIL during distant work, any portion of the TOIL remains unused, the employee may request to have the TOIL paid out at the relevant overtime rate. Approval for the pay out of TOIL will be at the discretion of the Regional Director (or delegate).

7.5 Communication

- (1) Where an employee is required to travel to, or through, locations where there is no access to landlines or GSM digital network, such employee shall be provided with a NEXTG telephone for the purposes of contacting home/office, for the duration of the distant work.
- (2) One NEXTG telephone shall be provided to each gang (whether one or more people are involved) that travels to or through such locations.

7.6 First aid

- (1) Where appropriate and necessary (e.g. during remote work), employees undertaking distant work shall be provided with an appropriate first aid kit for the duration of the such work. One first aid kit may be provided where two or more employees are travelling together.
- (2) In addition, supervisors will ensure employees undertaking distant work shall be aware of any relevant emergency procedures and are capable of contacting relevant emergency services while travelling or working in distant locations.

7.7 Remote work arrangements

In addition to the arrangements set out in clauses 7.1 to 7.6 for distant work, employees required to undertake remote work shall also be entitled to the following provisions.

For the purposes of clause 7.7, remote work shall mean work performed in an area designated as a remote location as per the procedure outlined in clause 7.8.

(1) Remote work allowances

Where an employee works in a location designated as remote (other than the location in which they are engaged), such employee shall be paid either:

- (a) a remote area work allowance; or
- (b) a remote island work allowance

for each overnight stay at such location as per the rate specified in Appendix 2. This payment is made in recognition of the additional hardships associated with travel to and working in these locations.

These allowances shall be indexed at the same rate as the wage quantum.

(2) Eligibility for remote work allowance

- (a) Employees locally engaged in a location that is designated as a remote location are not entitled to payment of a remote area work or remote island work allowance.
- (b) The following conditions apply to employees (excluding those locally engaged) working in designated remote locations:
 - (i) Employees required to work and stay overnight in a designated remote location, including Thursday Island, shall be entitled to a remote area work allowance as per clause 7.7.1(1)(a).
 - (ii) Employees required to work and stay overnight in Torres Strait Islands and villages, excluding Thursday Island, shall be entitled to a remote island work allowance as per clause 7.7.1(1)(b).
 - (iii) In addition to either (i) or (ii) above, employees shall also be entitled to the distant work meal allowance and distant work incidental allowance as per clause 7.2(2).

(3) First Aid

The Regional or District Manager shall appoint one employee as a first aid officer for the duration of the remote work. An employee appointed as a first aid officer must hold an appropriate first aid certificate and will be paid the relevant first aid allowance provided under the BEMS award for the duration of the remote work only. Details of an employee's appointment as a first aid officer shall be documented prior to the employee undertaking any remote area work.

(4) Declared natural disaster areas

(a) An employee (excluding those locally engaged) deployed to undertake work for a declared natural disaster, in an area not otherwise designated as a remote area (as per the procedure outlined in clause 7.8), shall be entitled to a remote work allowance (as per clause 7.7(1)), provided that the area:

- (i) is not easily accessible by normal means of transport (e.g. road) and has become isolated due to the declared natural disaster; and
- (ii) has limited or disrupted services and food supplies (e.g. water, medical services, sanitation, accommodation) due to the declared natural disaster

for each overnight stay in such location in recognition of the additional hardship faced by the employee while deployed to such location.

(b) The provisions of clause 7.8(2) shall also apply to such employee/s.

7.8 Remote work procedure

(1) Remote locations

The following locations have been designated as 'remote' locations as per clauses 7.8(3) and 7.8(4) of this procedure.

Cape York

Aurukun
Bamaga
Edward River
Einasleigh
Hopevale

Kowanyama
Lakeland
Lockhart River
Mapoon
Mount Surprise

Napranum
Thursday Island
Torres Strait Islands and Villages

Far West

Bedourie
Birdsville
Boulia
Burketown
Dajarra
Doomadgee

Gregory Downs
Karumba
Kynuna
Lake Julius
Lawn Hill
McKinley

Mornington Island
Musselbrook National Park
Toorak
Urandangie

Burdekin

Palm Island

Torrens Creek

Wide Bay

Fraser Island

Capricornia

Blackdown Tablelands
North Keppel Island
Lochington

Stonehenge
Windorah
Woorabinda

Yaraka

(2) Review of remote locations

The specified locations above will be reviewed within six months of certification of FSA9 to ensure they meet the criteria set out in clause 7.8.4. The locations will then be reviewed on an as needs basis, as determined by BAS. For example, when any changes occur with regard to a remote location (e.g. access to the location (public transport, road upgrade etc.), changes in amenities available etc. (improved accommodation, banking facilities, shopping amenities etc.).

(3) Process for assessment of remote locations

The following process should be undertaken in order to assess the eligibility of locations to be designated as remote locations, for the purpose of clause 7.7:

- (a) Within each Region, employees (through the appropriate union delegate) and management shall have the opportunity to submit a location/s to the BFSCC that they believe may be designated as a remote location/s within their region or, alternatively, a location/s they believe is not remote and is currently on the remote location list as outlined in clause 7.8(1).
- (b) Each region shall form a working party, whose sole purpose is to assess each location submitted to the BFSCC for assessment as a remote location. The working party shall be determined by BAS in consultation with the unions.
- (c) All locations shall be assessed from the nearest BAS location (e.g. assessment of all locations within the Torres Strait shall be undertaken from Thursday Island, being the nearest BAS district office).
- (d) A location identified as a possible remote location shall be assessed against the specified list of criteria outlined in clause 7.8(4). If the location meets a criterion, the location will receive the full rating points available for that criterion. If the location does not meet a criterion, the location receives no rating points for that criterion. The criteria, as outlined in clause 7.8(4), may also be used to reassess locations that have been designated as remote under clause 7.8(1).
- (e) Each location shall be assessed on its own merits (locations shall not be grouped for the purpose of this process).
- (f) When all criteria have been rated, a total score shall be obtained for each nominated location:
 - (i) if the score is 100 or above – the location is designated as remote for the purposes of clause 7.7; or
 - (ii) if the score is 99 or less – the location is not designated as remote for the purposes of clause 7.7.
- (g) The review of a location by the working party must be completed within 21 days of receiving the nomination of location for assessment.
- (h) Once a location has been assessed by the working party, the working party should seek endorsement from the relevant Regional Director (or delegate), and the relevant union delegate/s, and the endorsed assessment must be submitted to the BFSCC for review. Approval must be granted by a quorum of the BFSCC before any changes can be made to the remote location list set out in clause 7.8(1).
- (i) Once approval is granted by the BFSCC for a location to be included or removed from the remote location list, BAS shall make changes to the remote location list outlined in clause 7.8(1) and notify all regions of any changes made.
- (j) A minimum of two weeks' notice shall be given by BAS to staff and management prior to any change to the remote location list, outlined in clause 7.8(1), taking effect.

- (k) Where an employee is undertaking work at a location designated as remote, and during that arrangement, such location is assessed as no longer being remote as per clause 7.8(3), then the employee will continue to receive a remote work allowance until the completion of the arrangement. This does not include extensions to the distant work arrangement that occur after the area is determined to no longer be designated as remote.
- (l) Similarly, where an employee is undertaking work at a location not designated as remote, and during that arrangement, such location is assessed as being remote as per clause 7.8(3), then the employee will commence receiving a remote work allowance once approval is granted by the BFSCC for the location to be included as a remote location.

(4) Assessment criteria

The following criteria must be used in assessing a location as remote:

Criteria	Extended meaning	Scoring
Remoteness of location	The location is: <ul style="list-style-type: none"> not accessible by road and usually only accessible by specially arranged charter (flight or boat) as regular scheduled transport is infrequent (less than one scheduled route per day) or not available at all. 	100 points
	The location is: <ul style="list-style-type: none"> accessible via road but is at least a 300km drive from the nearest BAS regional or district office; or accessible by other means of transport (e.g. ferry/plane/train services) but such passenger services are irregular. 	50 points
Availability of accommodation	Accommodation at the location is: <ul style="list-style-type: none"> not of a reasonable standard as defined in the FSA9 ; or BAS supplied accommodation only (e.g. dongas). 	50 points
Availability of meals	Prepared meals (e.g. takeaway, meals at accommodation, hotel or restaurant) are not available at the location.	50 points
Availability of clean drinking water	Water at the location is not suitable for consumption and bottled drinking water must be purchased.	50 points
Availability of medical treatment	Access to medical services is severely limited or not available (e.g. no doctor permanently available at the location, no community hospital or hospital services).	50 points
Alcohol ban	Where alcohol is restricted and/or banned due to the Queensland Government <i>Alcohol Management Plans</i> .	50 points
Availability to obtain cash	No access to banking facilities such as EFTPOS, ATM's, cheque cashing facilities, etc.	20 points
Shopping amenities/cost of living	<ul style="list-style-type: none"> No access to a general store at the location; or A general store is available at the location but only supplies a significantly limited range of general goods or food items; and/or Cost of purchasing basic necessities at the location, such as milk, bread, petrol, fruit and vegetables are in excess (minimum 30% or higher) of prices found in the nearest BAS regional/district office. 	20 points
Availability of recreational facilities	Recreational, sporting public entertainment facilities are not available within the immediate area of the location.	20 points

Note: The 100 points required for a location to be declared remote can be through the acquisition of a single criterion worth 100 points or a number of criteria adding to 100 points.

PART 8: APPRENTICES AND TRAINING

8.1 Apprentices

(1) Trade based apprentices

The parties agree that over the life of the agreement the department will revitalise the Apprenticeship Program for BAS by engaging a total of 40 additional trade-based apprentices, 40 additional tradespersons, and an Apprentice Coordinator.

(2) Additional trade-based apprentices

The parties agree to discuss at the BFSCC the potential engagement of additional trade-based apprentices during the life of the FSA9.

(3) Training costs

Fees related to apprentice training will continue to be paid by BAS.

(4) Mature age/wage maintained apprentices

(a) The parties support mature age/wage-maintained apprenticeships for non-tradespersons engaged by BAS.

(b) Subject to BAS' operational need and finances, mature age/wage-maintained apprenticeships are available to permanent non-tradespersons and temporary non-tradespersons who have been employed with BAS for a minimum period of twelve months.

(c) Permanent BAS employees (i.e. mature age apprentices) who participate in such apprenticeship programs will retain their permanent status on completion of their apprenticeship.

(d) Temporary BAS employees (i.e. wage maintained apprentices) who participate in such apprenticeship programs will retain their temporary status on completion of their apprenticeship, but are not guaranteed any subsequent employment with BAS.

(e) A mature age/wage-maintained apprentice shall be required to enter into a training agreement and undertake formal off-the-job and on-the-job training. Recognition of prior learning and competency-based assessments will be undertaken as part of the process.

(f) The mature age/wage-maintained apprentice's remuneration will be in accordance with the classification the employee held immediately before entering into the training agreement. At any time during the apprenticeship, if the apprentice rate of pay exceeds that of the employee's current classification, then the appropriate apprentice rate shall apply.

(g) Costs associated with any mature age/wage maintained apprenticeship programs run by BAS will be met by BAS.

8.2 Training

(1) Commitment

(a) The parties are committed to a highly trained and effective workforce. This involves annual achievement and opportunity planning for field staff and the provision of training, as required (including accredited training and assessment of competencies and recognition of current competencies in accordance with the Public Sector Training Package or an agreed alternative accredited program/s).

- (b) BAS agrees that it will, within three months of the commencement of this Agreement, schedule training in the nationally accredited asbestos awareness training course mentioned in 8.2(1)(e) below, for each employee covered by this Agreement, who do not already possess the accreditation.
- (c) BAS agrees that it will, within a reasonable timeframe for each new employee commencing employment, ensure that the employee completes the nationally accredited asbestos awareness training course mentioned in clause 8.2(1)(e) below.
- (d) BAS will bear all costs associated with the provision of the training, including costs and material costs and the provision of the employee's wages for the period of the training.
- (e) The course referred to in this clause will be 10279NAT Identification and Awareness of Asbestos Containing Materials or equivalent.

(2) Recognition of current competencies and/or prior learning

The parties acknowledge that applicable employees should receive recognition and credit for their knowledge and skills through the recognition of current competencies or the recognition of prior learning. This assessment of competencies may include skills from:

- (a) work experience (including both work that is paid and unpaid);
- (b) life experience (for example leisure pursuits or voluntary work); and
- (c) previous study (including training programs at work, courses at school or college, and through adult education classes).

(3) Delivery

The parties acknowledge that registered training organisations have the experience and expertise to provide suitable quality programs, in a variety of service delivery modes.

8.3 Additional competencies for plumbers

- (1) Apprentice plumbers retained on completion of their apprenticeship are issued a provisional licence which enables them to perform all plumbing related works under the supervision of a person holding an open plumbers licence.
- (2) Should BAS require a plumber holding a provisional licence to undertake the additional competencies outlined below so that they may hold an open licence for use within BAS, then BAS shall fund the cost of the employee undertaking training in the additional competencies.
- (3) BAS will continue to make the following plumbing competencies allowable under the department's study and research assistance policy and procedure:

Plumbing Post-Trade Competencies

Competency	Description
CPCPCM4011A	Carry out work-based risk control processes
CPCPCM4012A	Estimate and cost work
CPCPDR4011B	Design and size sanitary drainage systems
CPCPDR4012B	Design and size stormwater drainage systems
CPCPDR4013B	Design and size domestic treatment plant disposal systems
CPCPGS4011B	Design and size consumer gas installations
CPCPSN4011B	Design and size sanitary plumbing systems
CPCPWT4011B	Design and size heated and cold-water services and systems
BSBSMB401	Establish legal and risk management requirements of small business
QLD300GAS01A	Service and repair type A gas appliances

PART 9: WORK HEALTH AND SAFETY AND MOTOR VEHICLE INSURANCE

9.1 Work health and safety

- (1) BAS is committed to ensuring the work health, safety and wellbeing of all field staff.
- (2) BAS understands the importance of safety in the workplace and promotes the prevention and management of accidents that cause injury or illness in the workplace.
- (3) BAS encourages reasonable management action be taken in circumstances where field staff employees are likely to be experiencing fatigue as a result of working required overtime and call outs irrespective of an employee's eligibility to access fatigue leave in accordance with the provisions of the BEMS Award.

9.2 Motor vehicle insurance

- (1) The purpose of the following motor vehicle insurance arrangements is to ensure that BAS field staff who agree to utilise their private motor vehicle for BAS purposes do not suffer any financial disadvantage if an accident occurs while the field staff employee is using their private motor vehicle for BAS purposes.
- (2) All private motor vehicles being used for BAS purposes must be registered with BAS.
- (3) The current BAS motor vehicle insurance arrangements provides for the following in relation to private motor vehicles being used for BAS purposes:
 - (a) Reimbursement of any excess paid under a private insurance policy on production of proof of payment from the insurer for any work related accident:
 - (i) By BAS if less than \$500.
 - (ii) By the BAS insurer if more than \$500.
 - (b) Reimbursement for any increase in premium for private insurance where the increase arose solely as a result of the work related accident, on production of proof of payment and satisfactory proof from the private insurer of a loss of premium or 'no claim bonus':
 - (i) By BAS if less than \$500.
 - (ii) By the BAS insurer if more than \$500.
 - (iii) This payment shall be made for each policy renewal after the work related accident until the premium returns to its original status or the vehicle is involved in a non work related accident.
 - (c) An employee with no private insurance may make a claim against BAS.

APPENDIX 1: FIELD STAFF PAY RATES**A1.1 Forepersons**

Classification	Salary per fortnight as at 1 September 2016 (2.5% p.a.)	Salary per fortnight as at 1 September 2017 (2.5% p.a.)	Salary per fortnight as at 1 September 2018 (2.5% p.a.)
FP4/1	\$3,041.60	\$3,117.70	\$3,195.70
FP3/4	\$2,994.80	\$3,069.70	\$3,146.50
FP3/3	\$2,948.00	\$3,021.70	\$3,097.30
FP3/2	\$2,901.20	\$2,973.80	\$3,048.20
FP3/1	\$2,854.40	\$2,925.80	\$2,999.00
FP2/4	\$2,831.00	\$2,901.80	\$2,974.40
FP2/3	\$2,784.20	\$2,853.90	\$2,925.30
FP2/2	\$2,737.40	\$2,805.90	\$2,876.10
FP2/1	\$2,690.70	\$2,757.90	\$2,826.90
FP1/4	\$2,643.90	\$2,710.00	\$2,777.80
FP1/3	\$2,597.10	\$2,662.00	\$2,728.60
FP1/2	\$2,550.30	\$2,614.00	\$2,679.40
FP1/1	\$2,503.50	\$2,566.10	\$2,630.30

A1.2 Tradespersons

Classification*	Salary per fortnight as at 1 September 2016 (2.5% p.a.)	Salary per fortnight as at 1 September 2017 (2.5% p.a.)	Salary per fortnight as at 1 September 2018 (2.5% p.a.)
LV10	\$2,552.80	\$2,616.60	\$2,682.00
LV09T	\$2,552.80	\$2,616.60	\$2,682.00
LV09	\$2,432.30	\$2,493.10	\$2,555.40
LV08T	\$2,432.30	\$2,493.10	\$2,555.40
LV08	\$2,339.70	\$2,398.20	\$2,458.20
LV07T	\$2,339.70	\$2,398.20	\$2,458.20
LV07	\$2,246.60	\$2,302.80	\$2,360.40
LV06T	\$2,246.60	\$2,302.80	\$2,360.40
LV06	\$2,159.70	\$2,213.70	\$2,269.00
LV05T	\$2,159.70	\$2,213.70	\$2,269.00
LV05	\$2,082.50	\$2,134.60	\$2,188.00
LV04T	\$2,082.50	\$2,134.60	\$2,188.00
LV04	\$2,013.60	\$2,063.90	\$2,115.50
LV03T	\$2,013.60	\$2,063.90	\$2,115.50
LV03	\$1,961.10	\$2,010.10	\$2,060.40
LV02	\$1,914.60	\$1,962.50	\$2,011.60
LV01	\$1,849.60	\$1,895.80	\$1,943.20

* T = team leader

A1.3 Apprentices

(1) Standard apprentices

Classification*	Description	Salary per fortnight as at 1 September 2016 (2.5% p.a.)	Salary per fortnight as at 1 September 2017 (2.5% p.a.)	Salary per fortnight as at 1 September 2018 (2.5% p.a.)
A9/4 A10/4 A12/4	Stage 4 (90% of LV04)	\$1,812.20	\$1,857.50	\$1,904.00
A9/3 A10/3 A12/3	Stage 3 (75% of LV04)	\$1,510.20	\$1,547.90	\$1,586.60
A9/2 A10/2 A12/2	Stage 2 (55% of LV04)	\$1,107.50	\$1,135.10	\$1,163.50
A9/1 A10/1 A12/1	Stage 1 (40% of LV04)	\$805.40	\$825.60	\$846.20

* progression for apprentices: painter = 9 months; non-licensed trades (e.g. carpenter) = 10.5 months; licensed trades (e.g. electrician, plumber) = 12 months

(2) Adult apprentices (21 years or older upon commencement of apprenticeship with BAS)

Classification*	Description	Salary per fortnight as at 1 September 2016 (2.5% p.a.)	Salary per fortnight as at 1 September 2017 (2.5% p.a.)	Salary per fortnight as at 1 September 2018 (2.5% p.a.)
AD9P4 AD10P4 AD12P4	Stage 4 (90% of LV04)	\$1,812.20	\$1,857.50	\$1,904.00
AD9P3 AD10P3 AD12P3	Stage 3 (75% of LV04)	\$1,510.20	\$1,547.90	\$1,586.60
AD9P2 AD10P2 AD12P2	Stage 2 (73.33% of LV04)	\$1,476.60	\$1,513.50	\$1,551.30
AD9P1 AD10P1 AD12P1	Stage 1 (73.33% of LV04)	\$1,476.60	\$1,513.50	\$1,551.30

* progression for apprentices: painter = 9 months; non-licensed trades (e.g. carpenter) = 10.5 months; licensed trades (e.g. electrician, plumber) = 12 months

A1.4 Construction worker trainees

(1) Junior construction worker trainees (under 18 years of age)

Classification	Description	Salary per fortnight as at 1 September 2016 (2.5% p.a.)	Salary per fortnight as at 1 September 2017 (2.5% p.a.)	Salary per fortnight as at 1 September 2018 (2.5% p.a.)
CWTJ/1	Certificate 1 (55% of LV04)	\$1,107.50	\$1,135.10	\$1,163.50
CWTJ/2	Certificate 2 (70% of LV04)	\$1,409.50	\$1,444.70	\$1,480.90

A1.4.2 Construction worker trainees (18 to 20 years of age)

Classification	Description	Salary per fortnight as at 1 September 2016 (2.5% p.a.)	Salary per fortnight as at 1 September 2017 (2.5% p.a.)	Salary per fortnight as at 1 September 2018 (2.5% p.a.)
CWT/1	Certificate 1 (70% of LV04)	\$1,409.50	\$1,444.70	\$1,480.90
CWT/2	Certificate 2 (100% of LV01)	\$1,849.60	\$1,895.80	\$1,943.20

(2) Adult construction worker trainees (21 years or older upon commencement of traineeship with BAS)

Classification	Description	Salary per fortnight as at 1 September 2016 (2.5% p.a.)	Salary per fortnight as at 1 September 2017 (2.5% p.a.)	Salary per fortnight as at 1 September 2018 (2.5% p.a.)
CWAD/1	Certificate 1 (73.33% of LV04)	\$1,476.60	\$1,513.50	\$1,551.30
CWAD/2	Certificate 2 (100% of LV01)	\$1,849.60	\$1,895.80	\$1,943.20

APPENDIX 2: ALLOWANCE RATES**A2.1 Tradespersons single fortnightly payment rates**

(1) Tradespersons SFP rates - Brisbane City only

Position*	Depot tradespersons				Non-depot tradespersons			
	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018
Bricklayer (C)	427	\$250.20	\$256.50	\$262.90	428	\$305.20	\$312.80	\$320.60
Bricklayer (M)	429	\$225.90	\$231.50	\$237.30	430	\$280.60	\$287.60	\$294.80
Carpenter (C)	433	\$270.80	\$277.60	\$284.50	434	\$326.00	\$334.20	\$342.60
Carpenter (M)	435	\$246.30	\$252.50	\$258.80	436	\$301.60	\$309.10	\$316.80
Drainer	447	\$203.80	\$208.90	\$214.10	448	\$258.70	\$265.20	\$271.80
Electrical fitter / mech. (C)	465	\$263.50	\$270.10	\$276.90	466	\$318.40	\$326.40	\$334.60
Electrical fitter / mech. (M)	467	\$239.10	\$245.10	\$251.20	468	\$294.00	\$301.40	\$308.90
Electrical special class (C)	451	\$263.50	\$270.10	\$276.90	452	\$318.40	\$326.40	\$334.60
Electrical special class (M)	453	\$239.10	\$245.10	\$251.20	454	\$294.00	\$301.40	\$308.90
Electrical storeperson	457	\$174.90	\$179.30	\$183.80				
Electrical tradesperson (C)	473	\$263.50	\$270.10	\$276.90	474	\$318.40	\$326.40	\$334.60
Electrical tradesperson (M)	475	\$239.10	\$245.10	\$251.20	476	\$294.00	\$301.40	\$308.90
Fitter & turner (C)	479	\$263.50	\$270.10	\$276.90	480	\$318.40	\$326.40	\$334.60
Fitter & turner (M)	481	\$239.10	\$245.10	\$251.20	482	\$294.00	\$301.40	\$308.90
Joiner (C)	488	\$263.10	\$269.70	\$276.40	489	\$316.20	\$324.10	\$332.20
Joiner (M)	490	\$239.10	\$245.10	\$251.20	491	\$292.40	\$299.70	\$307.20
Labourer (C)	494	\$218.20	\$223.70	\$229.30	495	\$273.40	\$280.20	\$287.20
Labourer (M)	496	\$193.80	\$198.60	\$203.60	497	\$249.50	\$255.70	\$262.10
Mechanical fitter (C)	500	\$263.50	\$270.10	\$276.90	501	\$318.40	\$326.40	\$334.60
Mechanical fitter (M)	502	\$239.10	\$245.10	\$251.20	503	\$294.00	\$301.40	\$308.90
Motor mechanic (C)	506	\$263.50	\$270.10	\$276.90	507	\$318.40	\$326.40	\$334.60
Motor mechanic (M)	508	\$239.10	\$245.10	\$251.20	509	\$294.00	\$301.40	\$308.90
Painter (C)	412	\$223.10	\$228.70	\$234.40	513	\$277.80	\$284.70	\$291.80
Painter (M)	414	\$198.40	\$203.40	\$208.50	515	\$253.40	\$259.70	\$266.20
Plasterer (C)	518	\$271.80	\$278.60	\$285.60	519	\$327.00	\$335.20	\$343.60
Plasterer (M)	520	\$247.20	\$253.40	\$259.70	521	\$302.30	\$309.90	\$317.60
Plumber (C)	524	\$268.60	\$275.30	\$282.20	525	\$323.60	\$331.70	\$340.00
Plumber (M)	526	\$244.40	\$250.50	\$256.80	527	\$299.20	\$306.70	\$314.40
Polisher (C)	530	\$213.40	\$218.70	\$224.20	531	\$268.10	\$274.80	\$281.70
Polisher (M)	532	\$188.70	\$193.40	\$198.20	533	\$244.00	\$250.10	\$256.40
Refrigeration mechanic (C)	536	\$280.20	\$287.20	\$294.40	537	\$335.20	\$343.60	\$352.20
Refrigeration mechanic (M)	538	\$256.10	\$262.50	\$269.10	539	\$310.70	\$318.50	\$326.50
Scaffolder (C)	542	\$265.10	\$271.70	\$278.50	543	\$320.20	\$328.20	\$336.40
Scaffolder (M)	544	\$240.50	\$246.50	\$252.70	545	\$295.70	\$303.10	\$310.70
Stonemason (C)	550	\$307.10	\$314.80	\$322.70	551	\$362.20	\$371.30	\$380.60
Stonemason (M)	552	\$282.50	\$289.60	\$296.80	553	\$337.70	\$346.10	\$354.80
Storeperson	556	\$174.90	\$179.30	\$183.80				
Trades assistant (C)	562	\$199.10	\$204.10	\$209.20	563	\$253.90	\$260.20	\$266.70
Trades assistant (M)	564	\$174.90	\$179.30	\$183.80	565	\$229.60	\$235.30	\$241.20
Truckdriver (C)	568	\$233.50	\$239.30	\$245.30				
Truckdriver (M)	569	\$209.30	\$214.50	\$219.90				
Welder	574	\$239.10	\$245.10	\$251.20	575	\$294.00	\$301.40	\$308.90
Wood machinist (C)	578	\$221.00	\$226.50	\$232.20	579	\$275.70	\$282.60	\$289.70
Wood machinist (M)	580	\$196.70	\$201.60	\$206.60	581	\$251.10	\$257.40	\$263.80
Const. worker trainee (C)	441	\$218.20	\$223.70	\$229.30	442	\$273.40	\$280.20	\$287.20
Const. worker trainee (M)	443	\$193.80	\$198.60	\$203.60	444	\$249.50	\$255.70	\$262.10

* (C) = construction work; (M) = maintenance work

(2) Tradespersons SFP rates – all other regions

Position	Depot tradespersons				Non-depot tradespersons			
	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018
Boilermaker	425	\$258.50	\$265.00	\$271.60	426	\$313.20	\$321.00	\$329.00
Bricklayer	429	\$225.90	\$231.50	\$237.30	430	\$280.60	\$287.60	\$294.80
Carpenter	435	\$246.30	\$252.50	\$258.80	436	\$301.60	\$309.10	\$316.80
Drainer	447	\$203.80	\$208.90	\$214.10	448	\$258.70	\$265.20	\$271.80
Electrical fitter	467	\$239.10	\$245.10	\$251.20	468	\$294.00	\$301.40	\$308.90
Electrical mechanic	467	\$239.10	\$245.10	\$251.20	468	\$294.00	\$301.40	\$308.90
Electrical special class	453	\$239.10	\$245.10	\$251.20	454	\$294.00	\$301.40	\$308.90
Electrical storeperson	457	\$174.90	\$179.30	\$183.80				
Electrical tradesperson	475	\$239.10	\$245.10	\$251.20	476	\$294.00	\$301.40	\$308.90
Electrician	475	\$239.10	\$245.10	\$251.20	476	\$294.00	\$301.40	\$308.90
Fitter & turner	481	\$239.10	\$245.10	\$251.20	482	\$294.00	\$301.40	\$308.90
Glazier	485	\$196.70	\$201.60	\$206.60	486	\$251.10	\$257.40	\$263.80
Joiner	492	\$246.30	\$252.50	\$258.80	493	\$301.60	\$309.10	\$316.80
Labourer	496	\$193.80	\$198.60	\$203.60	497	\$249.50	\$255.70	\$262.10
Mechanical fitter	502	\$239.10	\$245.10	\$251.20	503	\$294.00	\$301.40	\$308.90
Motor mechanic	508	\$239.10	\$245.10	\$251.20	509	\$294.00	\$301.40	\$308.90
Painter	514	\$198.40	\$203.40	\$208.50	515	\$253.40	\$259.70	\$266.20
Plasterer	520	\$247.20	\$253.40	\$259.70	521	\$302.30	\$309.90	\$317.60
Plumber	526	\$244.40	\$250.50	\$256.80	527	\$299.20	\$306.70	\$314.40
Polisher	532	\$188.70	\$193.40	\$198.20	533	\$244.00	\$250.10	\$256.40
Refrigeration mechanic	538	\$256.10	\$262.50	\$269.10	539	\$310.70	\$318.50	\$326.50
Scaffolder	544	\$240.50	\$246.50	\$252.70	545	\$295.70	\$303.10	\$310.70
Signwriter	548	\$196.70	\$201.60	\$206.60	549	\$251.10	\$257.40	\$263.80
Stonemason	552	\$282.50	\$289.60	\$296.80	553	\$337.70	\$346.10	\$354.80
Storeperson	556	\$174.90	\$179.30	\$183.80				
Trades assistant	564	\$174.90	\$179.30	\$183.80	565	\$229.60	\$235.30	\$241.20
Truckdriver	570	\$209.30	\$214.50	\$219.90				
Upholsterer	572	\$174.70	\$179.10	\$183.60	573	\$229.20	\$234.90	\$240.80
Welder	574	\$239.10	\$245.10	\$251.20	575	\$294.00	\$301.40	\$308.90
Wood machinist	580	\$196.70	\$201.60	\$206.60	581	\$251.10	\$257.40	\$263.80
Const. worker trainee	443	\$193.80	\$198.60	\$203.60	444	\$249.50	\$255.70	\$262.10

A2.2 Apprentice single fortnightly payment rates

(1) Standard apprentice SFP rates – Brisbane City only

Position*	Depot apprentices				Non-depot apprentices			
	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018
Carpenter (C)	306	\$185.60	\$190.20	\$195.00	307	\$240.30	\$246.30	\$252.50
Carpenter (M)	308	\$160.90	\$164.90	\$169.00	309	\$216.00	\$221.40	\$226.90
Electrical fitter / mech. (C)	312	\$186.40	\$191.10	\$195.90	313	\$241.60	\$247.60	\$253.80
Electrical fitter / mech. (M)	314	\$161.80	\$165.80	\$169.90	315	\$216.90	\$222.30	\$227.90
Electrical tradesperson (C)	320	\$318.40	\$326.40	\$334.60	321	\$241.60	\$247.60	\$253.80
Electrical tradesperson (M)	322	\$294.00	\$301.40	\$308.90	323	\$216.90	\$222.30	\$227.90
Fitter & turner (C)	326	\$186.40	\$191.10	\$195.90	327	\$241.60	\$247.60	\$253.80
Fitter & turner (M)	328	\$161.80	\$165.80	\$169.90	329	\$216.90	\$222.30	\$227.90
Joiner (C)	335	\$180.40	\$184.90	\$189.50	336	\$233.40	\$239.20	\$245.20
Joiner (M)	337	\$156.50	\$160.40	\$164.40	338	\$209.70	\$214.90	\$220.30
Mechanical fitter (C)	371	\$186.40	\$191.10	\$195.90	372	\$241.60	\$247.60	\$253.80
Mechanical fitter (M)	373	\$161.80	\$165.80	\$169.90	374	\$216.90	\$222.30	\$227.90
Painter (C)	383	\$199.70	\$204.70	\$209.80	384	\$239.40	\$245.40	\$251.50
Painter (M)	385	\$160.20	\$164.20	\$168.30	386	\$214.90	\$220.30	\$225.80
Plumber (C)	395	\$182.80	\$187.40	\$192.10	396	\$238.50	\$244.50	\$250.60
Plumber (M)	397	\$159.40	\$163.40	\$167.50	398	\$214.20	\$219.60	\$225.10
Refrigeration mechanic (C)	407	\$203.10	\$208.20	\$213.40	408	\$257.90	\$264.30	\$270.90
Refrigeration mechanic (M)	409	\$178.50	\$183.00	\$187.60	410	\$233.50	\$239.30	\$245.30
Stonemason (C)	415	\$239.40	\$245.40	\$251.50	416	\$294.30	\$301.70	\$309.20
Stonemason (M)	417	\$214.90	\$220.30	\$225.80	418	\$270.00	\$276.80	\$283.70

* (C) = construction work; (M) = maintenance work

(2) Standard apprentice SFP rates - all other regions

Position	Depot apprentices				Non-depot apprentices			
	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018
Carpenter	308	\$160.90	\$164.90	\$169.00	309	\$216.00	\$221.40	\$226.90
Electrical fitter	314	\$161.80	\$165.80	\$169.90	315	\$216.90	\$222.30	\$227.90
Electrical mechanic	314	\$161.80	\$165.80	\$169.90	315	\$216.90	\$222.30	\$227.90
Electrician	324	\$161.80	\$165.80	\$169.90	323	\$216.90	\$222.30	\$227.90
Fitter & turner	328	\$161.80	\$165.80	\$169.90	329	\$216.90	\$222.30	\$227.90
Glazier	332	\$157.90	\$161.80	\$165.80	333	\$213.10	\$218.40	\$223.90
Joiner	339	\$160.90	\$164.90	\$169.00	340	\$216.00	\$221.40	\$226.90
Mechanical fitter	373	\$161.80	\$165.80	\$169.90	374	\$216.90	\$222.30	\$227.90
Painter	385	\$160.20	\$164.20	\$168.30	386	\$214.90	\$220.30	\$225.80
Plumber	397	\$159.40	\$163.40	\$167.50	398	\$214.20	\$219.60	\$225.10
Refrigeration mechanic	409	\$178.50	\$183.00	\$187.60	410	\$233.50	\$239.30	\$245.30
Signwriter	413	\$157.90	\$161.80	\$165.80	414	\$213.10	\$218.40	\$223.90
Stonemason	417	\$214.90	\$220.30	\$225.80	418	\$270.00	\$276.80	\$283.70
Upholsterer	421	\$151.10	\$154.90	\$158.80	422	\$206.10	\$211.30	\$216.60
Wood machinist	423	\$157.90	\$161.80	\$165.80	424	\$213.10	\$218.40	\$223.90

(3) Adult apprentice SFP rates – Brisbane City only

Position*	Depot adult apprentices				Non-depot adult apprentices			
	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018
Electrical tradesperson (C)	347	\$203.40	\$208.50	\$213.70	348	\$258.20	\$264.70	\$271.30
Joiner (C)	353	\$179.30	\$183.80	\$188.40	354	\$232.70	\$238.50	\$244.50
Painter (C)	355	\$182.90	\$187.50	\$192.20	356	\$238.40	\$244.40	\$250.50
Plumber (C)	359	\$182.50	\$187.10	\$191.80	360	\$237.60	\$243.50	\$249.60
Refrigeration mechanic (C)	363	\$220.30	\$225.80	\$231.40	364	\$275.00	\$281.90	\$288.90
Stonemason (C)	367	\$238.50	\$244.50	\$250.60	368	\$293.50	\$300.80	\$308.30

* (C) = construction work

(4) Adult apprentice SFP rates - all other regions

Position	Depot adult apprentices				Non-depot adult apprentices			
	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018	Code	as at 1 Sept 2016	as at 1 Sept 2017	as at 1 Sept 2018
Carpenter	341	\$184.90	\$189.50	\$194.20	342	\$239.50	\$245.50	\$251.60
Drainer	345	\$188.50	\$193.20	\$198.00	346	\$243.40	\$249.50	\$255.70
Electrician	347	\$203.40	\$208.50	\$213.70	348	\$258.20	\$264.70	\$271.30
Glazier	351	\$181.40	\$185.90	\$190.50	352	\$236.20	\$242.10	\$248.20
Painter	355	\$182.90	\$187.50	\$192.20	356	\$238.40	\$244.40	\$250.50
Plumber	359	\$182.50	\$187.10	\$191.80	360	\$237.60	\$243.50	\$249.60
Refrigeration mechanic	363	\$220.30	\$225.80	\$231.40	364	\$275.00	\$281.90	\$288.90
Stonemason	367	\$238.50	\$244.50	\$250.60	368	\$293.50	\$300.80	\$308.30

A2.3 Distant work allowances

Allowance	Rate	Code	1 Sept 2016	1 Sept 2017	1 Sept 2018
Distant work meal allowance	Daily	671	\$72.67	\$74.49	\$76.35
Distant work incidental allowance	Daily	672	\$17.53	\$17.97	\$18.41
Remote area work allowance	Daily	675	\$26.65	\$27.32	\$28.00
Remote island work allowance	Daily	676	\$30.34	\$31.10	\$31.88

A2.4 Tradesperson and apprentice allowances

Allowance	Rate	Code	1 Sept 2016	1 Sept 2017	1 Sept 2018
On-call allowance	Daily	606	\$18.96	\$19.44	\$19.92
Weekend work allowance - own MV - depot	Daily	688	\$14.56	\$14.92	\$15.29
Weekend work allowance - own MV - non-depot	Daily	690	\$14.86	\$15.23	\$15.61
Weekend work allowance - government MV	Daily	689	\$14.35	\$14.71	\$15.08

A2.5 Foreperson allowances

Allowance	Rate	Code	1 Sept 2016	1 Sept 2017	1 Sept 2018
Tool allowance - carpenter/joiner	Fortnightly	210	\$63.10	\$64.70	\$66.30
Tool allowance - plumber/gas fitter	Fortnightly	211	\$63.10	\$64.70	\$66.30
Tool allowance - plasterer/tiler	Fortnightly	212	\$51.70	\$53.00	\$54.30
Tool allowance - bricklayer	Fortnightly	213	\$44.40	\$45.50	\$46.60
Tool allowance - stonemason	Fortnightly	214	\$44.40	\$45.50	\$46.60
Tool allowance - signwriter/painter/glazier	Fortnightly	215	\$14.90	\$15.30	\$15.70
Tool allowance - licensed drainer	Fortnightly	216	\$14.90	\$15.30	\$15.70
Tool allowance - engineering stream	Fortnightly	217	\$50.60	\$51.90	\$53.20
Tool allowance - cabinet maker	Fortnightly	218	\$63.10	\$64.70	\$66.30
Uniform allowance - week days	Daily	285	\$0.51	\$0.53	\$0.54
Uniform allowance - weekends	Daily	284	\$0.51	\$0.53	\$0.54
Fares & travel allowance - own MV - depot	Daily	685	\$14.56	\$14.92	\$15.29
Fares & travel allowance - own MV - non-depot	Daily	687	\$14.86	\$15.23	\$15.61
Fares & travel allowance - government MV	Daily	686	\$14.35	\$14.71	\$15.08

A2.6 Site allowance

Total contract value of construction project			Hourly site allowance
\$2.4 million	to	\$6.5 million	\$1.95
\$6.5 million	to	\$16 million	\$2.15
\$16 million	to	\$32.1 million	\$2.40
\$32.1 million	to	\$64.1 million	\$2.80
\$64.1 million	to	\$128.3 million	\$3.35
\$128.3 million	to	\$192.3 million	\$3.45
\$192.3 million	to	\$256.4 million	\$3.55
\$256.4 million	to	\$384.7 million	\$3.65
\$384.7 million	to	above	An additional 10 cents per \$100 million (or part thereof)

APPENDIX 3: CLASSIFICATION STRUCTURE AND LEVEL DESCRIPTORS - TRADESPERSONS

A3.1 BAS classification level 1 (LV01)

Relativity to tradesperson – 88.1%

- (1) An employee at LV01 works under general supervision in one or more skill streams contained within this structure and will:
 - (a) have successfully completed, in accordance with recognised prior learning principles, a construction skills test equivalent to the required competency standards; or
 - (b) have successfully completed relevant structured training equivalent to the required competency standards.
- (2) Skills and duties

An employee at this level performs work to the extent of their skills, competence and training. Employees will have completed the required training or will have the equivalent skills gained through work experience in accordance with the prescribed standards for this level. They will undertake indicative tasks within the scope of the skills that they possess.

An employee at this level:

- (a) may be part of a self-directed team;
 - (b) may be required to perform a range of duties across the two main skill streams contained within the FSA9;
 - (c) works from instructions and procedures;
 - (d) assists in the provision of on-the-job training to a limited degree;
 - (e) is responsible for assuring the quality of their own work;
 - (f) completes the paperwork required to ensure projects are completed; and/or
 - (g) has the ability to work in a safe manner as not to cause injury to themselves or others.
- (3) Indicative tasks

Indicative tasks that an employee may perform at this level include the following:

- (a) Building trades stream
 - (i) coordinate work in a team environment or work individually under general supervision;
 - (ii) use of precision measuring instruments;
 - (iii) basic material handling functions;
 - (iv) operation of small plant and pneumatic machinery;
 - (v) inventory and store control;
 - (vi) use of a range of hand tools and oxy welding equipment;

- (vii) knowledge of the construction process and understanding of the sequencing of construction functions;
 - (viii) provision of first aid assistance to other employees.
- (b) Engineering stream
- (i) work under direct supervision either individually or in a team environment;
 - (ii) understand and utilise basic statistical process control procedures;
 - (iii) repetition work on automatic, semi-automatic or single purpose machines or equipment;
 - (iv) assembly of components using basic written, spoken and/or diagrammatic instructions in an assembly environment;
 - (v) basic soldering or butt and spot welding skills or cuts scrap with oxyacetylene blow pipe;
 - (vi) use selected hand tools;
 - (vii) boiler cleaning;
 - (viii) maintaining simple records;
 - (ix) use of hand trolleys and pallet trucks;
 - (x) assisting in the provision of on-the-job training in conjunction with tradespersons and supervisor/trainees.
- (4) The LV01 classification incorporates the following (traditionally used) job titles/positions:
- (a) labourer;
 - (b) trades assistant.

A3.2 BAS classification level 2 (LV02)

Relativity to tradesperson – 92.8%

- (1) An employee at LV02 works under limited supervision in one or more skill streams contained within this structure and will:
- (a) have successfully completed, in accordance with recognised prior learning principles, a construction skills test equivalent to the required competency standards; or
 - (b) have successfully completed relevant structured training equivalent to the required competency standards.
- (2) Skills and duties

An employee at this level performs work to the extent of their skills, competence and training. Employees will have completed the required training or will have the equivalent skills gained through work experience in accordance with the prescribed standards for this level. They will undertake indicative tasks within the scope of the skills that they possess.

An employee at this level:

- (a) can work at a level higher than that of an employee at LV01;
- (b) may be part of a self-directed team;

- (c) may be responsible for the supervision of one or more employees working at LV01;
- (d) can interpret plans and drawings relevant to their functions;
- (e) assists with the provision of on-the-job training;
- (d) assumes responsibility for allocating tasks within a work team within the area of the employee's skills, competence and training;
- (e) has some responsibility for the ordering and purchasing of materials within defined parameters;
- (f) has the ability to work in a safe manner as not to cause injury to themselves or others;
- (h) is able to sequence functions relevant to the employee's work team;
- (i) completes the paperwork required to ensure projects are completed; and/or
- (j) applies quality control techniques to the employee's own work and other employees within the work team.

(3) Indicative tasks

Indicative tasks that an employee may perform at this level include the following:

- (a) Building trades stream
 - (i) coordinates work in a team environment or works individually under general supervision;
 - (ii) use of precision measuring instruments;
 - (iii) basic material handling functions;
 - (iv) operation of small plant and pneumatic machinery;
 - (v) inventory and store control;
 - (vi) use of a range of hand tools and oxy welding equipment;
 - (vii) knowledge of the construction process and understanding of the sequencing of construction functions;
 - (viii) provision of first aid assistance to other employees.
- (b) Engineering stream
 - (i) work under routine supervision either individually or in a team environment;
 - (ii) operating flexibly between assembly stations;
 - (iii) operation of machinery and equipment requiring the exercise of skill and knowledge beyond that of an employee at LV01;
 - (iv) non-trade engineering skills;
 - (v) basic tracing and sketching skills;
 - (vi) receiving, dispatching, distributing, sorting, checking, packing (other than repetitive packing in a standard container/s in which such goods are ordinarily sold), documenting and recording of goods, materials and components;

- (vii) basic inventory control in the context of a production process;
- (viii) basic keyboard skills;
- (ix) advanced soldering techniques;
- (x) operation of machinery requiring certification at 1D or 1E level;
- (xi) operation of mobile equipment including industrial trucks and cranes;
- (xii) ability to measure accurately;
- (xiii) assisting one or more tradespersons;
- (xiv) welding requiring the exercise of skill and knowledge beyond that of an employee at LV01;
- (xv) erecting and/or installing television and other electronic impulse transmitting and/or receiving antennae;
- (xvi) assisting in the provision of on-the-job training in conjunction with tradespersons and supervisors/trainees.

(4) The LV02 classification incorporates the following (traditionally used) job titles/positions:

- (a) labourer (with additional skills);
- (b) trades assistant (with additional skills).

A3.3 BAS classification level 3 (LV03)

Relativity to tradesperson – 96.2%

- (1) An employee at LV03 works under limited supervision in one or more skill streams contained within this structure and will:
- (a) have successfully completed, in accordance with recognised prior learning principles, a construction skills test equivalent to the required competency standards; or
 - (b) have successfully completed relevant structured training equivalent to the required competency standards.
- (2) Skills and duties

An employee at this level performs work to the extent of their skills, competence and training. Employees will have completed the required training or will have the equivalent skills gained through work experience in accordance with the prescribed standards for this level. They will undertake indicative tasks within the scope of the skills that they possess.

An employee at this level:

- (a) can work at a level higher than that of an employee at LV02;
- (b) may be part of a self-directed team;
- (c) may be responsible for the supervision of one or more employees working at LV01 or LV02;
- (d) coordinates work in a team environment or works individually under general supervision;
- (e) can interpret plans and drawings relevant to their functions;

- (f) assists with the provision of on-the-job training;
- (g) assumes responsibility for allocating tasks within a work team within the area of the employee's skills, competence and training;
- (h) has some responsibility for the ordering and purchasing of materials within defined parameters;
- (i) has the ability to work in a safe manner as not to cause injury to themselves or others;
- (j) is able to sequence functions relevant to the employee's work team;
- (k) completes the paperwork required to ensure projects are completed;
- (l) applies quality control techniques to the employee's own work and other employees within the work team;(m)
- (n) and/or
- (o) can utilise basic problem-solving skills.

(3) Indicative tasks

Indicative tasks that an employee may perform at this level include the following:

- (a) Building trades stream
 - (i) calculation of safe loads and stress factors;
 - (ii) accurate measurements using specialised equipment;
 - (iii) non-trades maintenance of relevant plant and equipment;
 - (iv) anticipation and planning for constant changes to the work environment.
- (b) Engineering stream
 - (i) use of precision measuring instruments;
 - (ii) machine setting, loading and operation;
 - (iii) rigging (certified);
 - (iv) inventory and store control, including licensed operation of all appropriate materials handling equipment;
 - (v) use of tools and equipment within the scope (basic non-trades) maintenance;
 - (vi) computer operation at a level higher than that of an employee at LV02;
 - (vii) intermediate keyboard skills;
 - (viii) basic engineering, fault finding and repair skills;
 - (ix) basic quality checks on the work of others;
 - (x) licensed and certified for industrial truck, machinery and/or crane operating at a level higher than LV02;
 - (xi) knowledge of BAS's operation as it relates to the work process;

- (xii) lubrication of production machinery and similar equipment;
 - (xiii) assisting in the provision of on-the-job training in conjunction with tradespersons and supervisors/trainees;
 - (xiv) in addition to the primary task of assisting tradespersons, an employee at LV03 may be required to drive a vehicle (over 1.27t) used in connection with the work of a work team;
 - (xv) delivery, installation, adjustment and testing of electronic products, not requiring the skill of a tradesperson.
- (4) The LV03 classification incorporates the following (traditionally used) job titles/positions:
- (a) certified scaffolder;
 - (b) labourer (with additional trade skills);
 - (c) trades assistant (with additional trade skills).

A3.4 BAS classification level 4 (LV04)

Relativity to tradesperson – 100%

- (1) An employee at LV04 works individually or in a team environment in a trade contained within this structure and will:
- (a) have successfully completed a relevant trade apprenticeship or its AQF equivalent; or
 - (b) have successfully completed, in accordance with recognised prior learning principles, a competency assessment for this level; and
 - (c) possess a certificate of trade.
- (2) Skills and duties

An employee at this level performs work to the extent of their skills, competence and training. Employees will have completed the required training or will have the equivalent skills gained through work experience in accordance with the prescribed standards for this level. They will undertake indicative tasks within the scope of the skills that they possess.

An employee at this level:

- (a) understands quality control techniques;
- (b) has the ability to inspect products and/or materials for conformity with established standards;
- (c) has good interpersonal communications skills;
- (d) has the ability to work in a safe manner as not to cause injury to themselves or others;
- (e) has the ability to exercise discretion and utilise basic fault-finding skills in the cause of their work;
- (f) has the ability to work under general supervision either individually or in a team environment;
- (g) completes the paperwork required to ensure projects are completed; and/or
- (h) has the ability to instruct apprentices in the correct performance of work.

(2) Indicative tasks

Indicative tasks that an employee may perform at this level include the following:

(a) Building trades stream

- (i) trade skills associated with a relevant certified trade within the scope of this structure;
- (ii) non-trade tasks incidental to their work;
- (iii) informal on-the-job guidance to a limited degree;
- (iv) instruction of apprentices in the correct performance of trade-related skills;

(b) Engineering stream

- (i) approve and pass first off samples and maintains quality of product;
- (ii) work from production drawings, prints or plans;
- (iii) operate, set up and adjust all production machinery in a plant including production process welding to the extent of training;
- (iv) perform a range of engineering maintenance functions, including lubrication of production equipment and running adjustments to production equipment;
- (v) operate all lifting equipment;
- (vi) basic production scheduling and materials handling within the scope of the production process or directly related functions within raw materials/finished goods locations in conjunction with technicians;
- (vii) understand and apply computer techniques as they relate to production process operations;
- (viii) operation of machinery requiring certification at 1A or 2A levels;
- (ix) high level stores and inventory responsibility beyond the requirements of an employee at LV03;
- (x) assisting in the provision of on-the-job training in conjunction with tradespersons and trainers;
- (xi) sound knowledge of BAS's operations as it relates to the production process.

(4) The LV04 classification incorporates the following (traditionally used) job titles/positions:

- (a) boiler maker;
- (b) bricklayer;
- (c) carpenter;
- (d) electrical fitter;
- (e) electrical mechanic;
- (f) fitter & turner;
- (g) floor specialist;
- (h) glazier;

- (j) joiner;
- (k) drainer (with interim licence);
- (l) painter;
- (m) plasterer;
- (n) plumber (with interim licence);
- (o) shopfitter;
- (p) signwriter;
- (q) stone mason;
- (r) tiler
- (s) unlicensed electrician;
- (t) unlicensed refrigeration mechanic;
- (u) welder;
- (v) wood machinist.

A3.5 BAS classification level 5 (LV05)

Relativity to tradesperson – 105%

- (1) An employee at LV05 works individually or in a team environment and will:
 - (a) have successfully completed an additional 12 points of relevant structured training from another trade (at AQF3 level) or post-trade in addition to the requirements of a LV04; or
 - (b) have successfully completed, in accordance with recognised prior learning principles, a competency assessment for this level.
- (2) The above training requirements may be obtained in relation to a range of skills in comparable trades other than that in which the employee is primarily employed, which would allow the employee to perform a range of duties across trades as required by BAS.
- (3) In order to be classified at this level, a tradesperson may be required to establish that they have undertaken the necessary training (either on or off-the-job) or have the necessary experience and are competent to perform the duties involved as well as meet existing licensing requirements, where applicable.
- (4) Skills and duties

An employee at this level performs work to the extent of their skills, competence and training. Employees will have completed the required training or will have the equivalent skills gained through work experience in accordance with the prescribed standards for this level. They will undertake indicative tasks within the scope of the skills that they possess.

A LV05 employee works above and beyond a LV04 employee and to the level of their training:

- (a) exercises the skills attained through satisfactory completion of the training and standards prescribed for this classification or through satisfactory completion of a skills assessment for this classification;
- (b) provides guidance and assistance as part of a work team;

- (c) understands and implements quality control techniques;
- (d) works in a safe manner so as not to injure themselves or other employees;
- (e) exercises discretion within the scope of this level;
- (f) works under general supervision either individually or in a team environment; and/or
- (g) completes the paperwork required to ensure projects are completed.

(5) Indicative tasks

The following indicative tasks which an employee at this level may perform are subject to the employee having appropriate trade and post-trade training or experience to enable the employee to perform the particular indicative tasks:

(a) Building trades stream

- (i) assist in the provision of on-the-job training in conjunction with other tradespersons and supervisors;
- (ii) operate and maintain a wide range of complex machines or equipment in the workplace;
- (iii) apply relevant legislation to work of self and others;
- (iv) carry out any other tasks as directed in accordance with level of skill and training;
- (v) utilises trade skills not related to the employee's designated core trade.

(b) Engineering stream

- (i) exercise the skills attained through satisfactory completion of the training and standards prescribed for this classification or equivalent;
- (ii) exercise discretion within the scope of this level;
- (iii) work under general supervision either individually or in a team environment;
- (iv) understand and implement quality control techniques;
- (v) exercises trade skills relevant to the specific requirements of BAS at a level higher than LV04;

(6) The LV05 classification incorporates the following (traditionally used) job titles/positions:

- (a) boiler maker;
- (b) bricklayer;
- (c) carpenter;
- (d) electrical fitter;
- (e) electrical mechanic;
- (f) fitter & turner;
- (g) floor specialist;
- (h) glazier;

- (i) joiner;
- (j) licensed drainer;
- (k) licensed electrician;
- (l) licensed plumber;
- (m) licensed refrigeration mechanic;
- (n) mechanic;
- (o) painter;
- (p) plasterer;
- (q) hopfitter;
- (r) signwriter;
- (s) stone mason;
- (t) tiler;
- (u) welder;
- (v) wood machinist.

A3.6 BAS classification level 6 (LV06)

Relativity to tradesperson – 110%

- (1) An employee at LV06 works individually or in a team environment and will:
 - (a) have successfully completed an additional 12 points of relevant structured training from another trade (at AQF3 level) or post-trade in addition to the requirements of a LV05; or
 - (b) have successfully completed, in accordance with recognised prior learning principles, a competency assessment for this level; or
 - (c) licensed plumbing and/or drainers, engineering or metal tradespersons, upon acquiring and being required to use additional licences and/or endorsements that equate to 12 points from the licensing/qualifications matrix in addition to the requirements of a LV05.
- (2) The above training requirements may be obtained in relation to a range of skills in comparable trades other than that in which the employee is primarily employed, which would allow the employee to perform a range of duties across trades as required by BAS.
- (3) In order to be classified at this level, a tradesperson may be required to establish that they have undertaken the necessary training (either on or off-the-job) or have the necessary experience and are competent to perform the duties involved as well as meet existing licensing requirements, where applicable.
- (4) Skills and duties

An employee at this level performs work to the extent of their skills, competence and training. Employees will have completed the required training or will have the equivalent skills gained through work experience in accordance with the prescribed standards for this level. They will undertake indicative tasks within the scope of the skills that they possess.

A LV06 employee works above and beyond a LV05 employee and to the level of their training:

- (a) exercises the skills attained through satisfactory completion of the training and standards prescribed for this classification;
- (b) provides guidance and assistance as part of a work team;
- (c) assists in the provision of training in conjunction with supervisors and trainers;
- (d) understands and implements quality control techniques and is responsible for the quality of their work and is able to identify faults in the work of others at this or lower levels;
- (e) works in a safe manner so as not to injure themselves or other employees;
- (f) is able to identify hazards and unsafe work practices which may affect others in the team environment;
- (g) exercises excellent interpersonal skills;
- (h) performs work under limited supervision either individually or in a team environment;
- (i) completes the paperwork required to ensure projects are completed; and/or
- (j) exercises discretion within their level of skill.

(5) Indicative tasks

The following indicative tasks which an employee at this level may perform are subject to the employee having appropriate trade and post-trade training or experience to enable the employee to perform the particular indicative tasks:

(a) Building trades stream

- (i) exercise high precision trade skills using various materials and/or specialised techniques;
- (ii) utilise additional trade licences;
- (iii) utilise post-trade skills;
- (iv) utilise trade skills not related to the employees' designated core trade;
- (v) performs tasks on a CAD/CAM terminal in performance of routine modifications.

(b) Engineering stream

- (i) provide trade guidance and assistance as part of a work team;
- (ii) assist in the provision of training in conjunction with supervisors and trainers;
- (iii) understand and implements quality control techniques;
- (iv) work under limited supervision either individually or in a team environment;
- (v) exercise high precision trade skills using various materials and/or specialist techniques;
- (vi) install, repair, maintain, test modifies, commissions and/or fault finds on complex machinery and equipment which utilises hydraulic and/or pneumatic principles and in the course of such work, read and understand hydraulic and pneumatic circuitry which controls fluid power systems;
- (vii) work on complex or intricate circuitry which involves examining, diagnosing and modifying systems comprising inter-connected circuits.

(6) The LV06 classification incorporates the following (traditionally used) job titles/positions:

- (a) boiler maker;
- (b) bricklayer;
- (c) carpenter;
- (d) electrical fitter;
- (e) electrical mechanic;
- (f) fitter & turner;
- (g) floor specialist;
- (h) glazier;
- (i) joiner;
- (j) licensed drainer;
- (k) licensed electrician;
- (l) licensed plumber;
- (m) licensed refrigeration mechanic;
- (n) mechanic;
- (o) painter;
- (p) plasterer;
- (q) shopfitter;
- (r) signwriter;
- (s) stone mason;
- (t) tiler;
- (u) welder;
- (v) wood machinist.

A3.7 BAS classification level 7 (LV07)

Relativity to tradesperson – 115%

- (1) An employee at LV07 works individually or in a team environment and will:
 - (a) have successfully completed an additional 12 points of relevant structured training from another trade (at AQF3 level) or post-trade in addition to the requirements of a LV06; or
 - (b) have successfully completed, in accordance with recognised prior learning principles, a competency assessment for this level; or

- (c) licensed plumbing and/or drainers, engineering or metal tradespersons, upon acquiring and being required to use additional licences and/or endorsements that equate to 12 points from the licensing/qualifications matrix in addition to the requirements of a LV06.
- (2) The above training requirements may be obtained in relation to a range of skills in comparable trades other than that in which the employee is primarily employed, which would allow the employee to perform a range of duties across trades as required by BAS.
- (3) In order to be classified at this level, a tradesperson may be required to establish that they have undertaken the necessary training (either on or off-the-job) or have the necessary experience and are competent to perform the duties involved as well as meet existing licensing requirements, where applicable.
- (4) Skills and duties

An employee at this level performs work to the extent of their skills, competence and training. Employees will have completed the required training or will have the equivalent skills gained through work experience in accordance with the prescribed standards for this level. They will undertake indicative tasks within the scope of the skills that they possess.

A LV07 employee works above and beyond a LV06 employee and to the level of their training:

- (a) exercises the skills attained through satisfactory completion of the training and standards prescribed for this classification;
 - (b) provides guidance and assistance as part of a work team;
 - (c) assists in the provision of training in conjunction with supervisors and trainers;
 - (d) understands and implements good quality control techniques and is responsible for the quality of their work and is able to identify faults in the work of others at this or lower levels and provide solutions;
 - (e) works in a safe manner so as not to injure themselves or other employees;
 - (f) is able to identify hazards and unsafe work practices which may affect others in the team environment;
 - (g) exercises excellent interpersonal and communication skills;
 - (h) performs work under limited supervision either individually or in a team environment;
 - (i) completes the paperwork required to ensure projects are completed; and/or
 - (j) exercises discretion within their level of skill.
- (5) Indicative tasks

The following indicative tasks which an employee at this level may perform are subject to the employee having appropriate trade and post-trade training or experience to enable the employee to perform the particular indicative tasks:

- (a) Building trades stream
 - (i) exercise high precision trade skills using various materials and/or specialised techniques;
 - (ii) utilise additional trade licences;
 - (iii) utilise post-trade skills;
 - (iv) utilise trade skills not related to the employees' designated core trade;
 - (v) perform tasks on a CAD/CAM terminal in performance of routine modifications.

- (b) Engineering stream
 - (i) work under limited supervision;
 - (ii) work on machinery or equipment which utilise complex mechanical, hydraulic and/or pneumatic circuitry controls or a combination thereof;
 - (iii) work on machinery or equipment which utilise complex electrical/electronic circuitry and controls;
 - (iv) work on instruments which make up a complex control system which utilise some combination of electrical, electronic, mechanical or fluid power principles;
 - (v) work on complex or intricate interconnected electrical circuits at a level above a LV06;
 - (vi) work on complex radio/communication equipment.
- (6) The LV07 classification incorporates the following (traditionally used) job titles/positions:
 - (a) boiler maker;
 - (b) bricklayer;
 - (c) carpenter;
 - (d) electrical fitter;
 - (e) electrical mechanic;
 - (f) fitter & turner;
 - (g) floor specialist;
 - (h) glazier;
 - (i) joiner;
 - (j) licensed drainer;
 - (k) licensed electrician;
 - (l) licensed plumber;
 - (m) licensed refrigeration mechanic;
 - (n) mechanic;
 - (o) painter;
 - (p) plasterer;
 - (q) shopfitter;
 - (r) signwriter;
 - (s) stone mason;
 - (t) tiler;

- (u) welder;
- (v) wood machinist.

A3.8 BAS classification level 8 (LV08)

Relativity to tradesperson – 120%

- (1) An employee at LV08 works individually or in a team environment and will:
 - (a) have successfully completed an additional 12 points of relevant structured training from another trade (at AQF3 level) or post-trade in addition to the requirements of a LV07; or
 - (b) have successfully completed, in accordance with recognised prior learning principles, a competency assessment for this level; or
 - (c) licensed plumbing and/or drainers, engineering or metal tradespersons, upon acquiring and being required to use additional licences and/or endorsements that equate to 12 points from the licensing/qualifications matrix in addition to the requirements of a LV07.
- (2) The above training requirements may be obtained in relation to a range of skills in comparable trades other than that in which the employee is primarily employed, which would allow the employee to perform a range of duties across trades as required by BAS.
- (3) In order to be classified at this level, a tradesperson may be required to establish that they have undertaken the necessary training (either on or off-the-job) or have the necessary experience and are competent to perform the duties involved as well as meet existing licensing requirements, where applicable.
- (4) Skills and duties

An employee at this level performs work to the extent of their skills, competence and training. Employees will have completed the required training or will have the equivalent skills gained through work experience in accordance with the prescribed standards for this level. They will undertake indicative tasks within the scope of the skills that they possess.

A LV08 employee works above and beyond a LV07 employee and to the level of their training:

- (a) provides training to apprentices within their trade area;
 - (b) completes the paperwork required to ensure projects are completed.
- (5) Indicative tasks
- The following indicative tasks which an employee at this level may perform are subject to the employee having appropriate trade and post-trade training or experience to enable the employee to perform the particular indicative tasks:

- (a) Building trades stream
 - (i) exercise high precision trade skills using various materials and/or specialised techniques;
 - (ii) utilise additional trade licences;
 - (iii) utilise post-trade skills;
 - (iv) utilise trade skills not related to the employees' designated core trade;
 - (v) perform tasks on a CAD/CAM terminal in performance of routine modifications.

(b) Engineering stream

- (i) undertake quality control and work organisation at a level higher than a LV07;
- (ii) provide trade guidance and assistance as part of a work team;
- (iii) assist in the provision of training to employees in conjunction with supervisors/trainers;
- (iv) perform maintenance planning and predictive maintenance work not in technical fields;
- (v) prepare reports of a technical nature on specific tasks or assignments as directed;
- (vi) exercise broad discretion within the scope of this level;
- (vii) work under limited supervision either individually or in a team environment;
- (viii) work on machinery or equipment which utilise complex mechanical, hydraulic and/or pneumatic circuitry controls or a combination thereof;
- (ix) work on machinery or equipment which utilise complex electrical/electronic circuitry and controls;
- (x) work on instruments which make up a complex control system which utilise some combination of electrical, electronic, mechanical or fluid power principles;
- (xi) work on complex or intricate interconnected electrical circuits at a level above a LV07;
- (xii) work on complex radio/communication equipment.

(6) The LV08 classification incorporates the following (traditionally used) job titles/positions:

- (a) boiler maker;
- (b) bricklayer;
- (c) carpenter;
- (d) electrical fitter;
- (e) electrical mechanic;
- (f) fitter & turner;
- (g) floor specialist;
- (h) glazier;
- (i) joiner;
- (j) licensed drainer;
- (k) licensed electrician;
- (l) licensed plumber;
- (m) licensed
- (n) refrigeration mechanic;
- (o) mechanic;
- (p) painter;

- (q) plasterer;
- (r) shopfitter;
- (s) signwriter;
- (t) tone mason;
- (u) tiler;
- (v) welder;
- (w) wood machinist.

A3.9 BAS classification level 9 (LV09)

Relativity to tradesperson – 125%

- (1) An employee at LV09 works individually or in a team environment and will:
 - (a) have successfully completed an additional 12 points of relevant structured training from another trade (at AQF3 level) or post-trade in addition to the requirements of a LV08; or
 - (c) have successfully completed, in accordance with recognised prior learning principles, a competency assessment for this level; or
 - (d) licensed plumbing and/or drainers, engineering or metal tradespersons, upon acquiring and being required to use additional licences and/or endorsements that equate to 12 points from the licensing/qualifications matrix in addition to the requirements of a LV08.
- (2) The above training requirements may be obtained in relation to a range of skills in comparable trades other than that in which the employee is primarily employed, which would allow the employee to perform a range of duties across trades as required by BAS.
- (3) In order to be classified at this level, a tradesperson may be required to establish that they have undertaken the necessary training (either on or off-the-job) or have the necessary experience and are competent to perform the duties involved as well as meet existing licensing requirements, where applicable.
- (4) Skills and duties

An employee at this level performs work to the extent of their skills, competence and training. Employees will have completed the required training or will have the equivalent skills gained through work experience in accordance with the prescribed standards for this level. They will undertake indicative tasks within the scope of the skills that they possess.

A LV09 employee works above and beyond a LV08 employee and to the level of their training:

- (a) provides training of to apprentices within their trade area;
- (b) completes the paperwork required to ensure projects are completed.

(5) Indicative tasks

The following indicative tasks which an employee at this level may perform are subject to the employee having appropriate trade and post-trade training or experience to enable the employee to perform the particular indicative tasks:

(a) Building trades stream

- (i) exercise high precision trade skills using various materials and/or specialised techniques;
- (ii) utilise additional trade licences;
- (iii) utilise post-trade skills;
- (iv) utilise trade skills not related to the employees' designated core trade;
- (v) perform tasks on a CAD/CAM terminal in performance of routine modifications.

(b) Engineering stream

- (i) undertake quality control and work organisation at a level higher than a LV08;
- (ii) provide trade guidance and assistance as part of a work team;
- (iii) assist in the provision of training to employees in conjunction with supervisors/trainers;
- (iv) perform maintenance planning and predictive maintenance work not in technical fields;
- (v) work under limited supervision either individually or in a team environment;
- (vi) prepare reports of a technical nature on specific tasks or assignments as directed;
- (vii) exercise broad discretion within the scope of this level;
- (viii) work on combinations of machines or equipment which utilise complex electronic, mechanical and fluid power principles;
- (ix) work on instruments which make up a complex control system which utilise some combination of electrical, electronic, mechanical or fluid power principles and electronic circuitry containing complex analogue and/or digital control systems utilising integrated circuitry;
- (x) apply computer integrated manufacturing techniques involving a higher level of computer operating and programming skills than a LV08;
- (xi) work on various forms of machinery and equipment which are electronically controlled by complex digital and/or analogue systems using integrated circuitry;
- (xii) detailed drafting involving originality of thought which requires the exercise of judgement and skill in excess of that required of a LV08 under the supervision of Technical and/or Professional Staff;
- (xiii) engage in planning or technical duties requiring judgement and skill in excess of that required of a LV08 under the supervision of Technical and/or Professional Staff;
- (iv) exercise a level of cross skilling in technical fields as defined.

(6) The LV09 classification incorporates the following (traditionally used) job titles/positions:

- (a) advanced engineering tradesperson (level I);
- (b) boiler maker;
- (c) bricklayer;
- (d) carpenter;
- (e) electrical fitter;
- (f) electrical mechanic;
- (g) fitter & turner;
- (h) floor specialist;
- (i) glazier;
- (j) joiner;
- (k) licensed drainer;
- (l) licensed electrician;
- (m) licensed plumber;
- (n) licensed refrigeration mechanic;
- (o) mechanic;
- (p) painter;
- (q) plasterer;
- (r) shopfitter;
- (s) signwriter;
- (t) stone mason;
- (u) tiler;
- (v) welder;
- (w) wood machinist.

A3.10 BAS classification level 10 (LV10)

Relativity to tradesperson – 130%

- (1) An employee at LV10 works individually or in a team environment and will:
 - (a) have successfully completed an additional 12 points of relevant structured training from another trade (at AQF3 level) or post-trade in addition to the requirements of a LV09; or
 - (b) have successfully completed, in accordance with recognised prior learning principles, a competency assessment for this level; or

- (c) licensed plumbing and/or drainers, engineering or metal tradespersons, upon acquiring and being required to use additional licences and/or endorsements that equate to 12 points from the licensing/qualifications matrix in addition to the requirements of a LV09.
- (2) The above training requirements may be obtained in relation to a range of skills in comparable trades other than that in which the employee is primarily employed, which would allow the employee to perform a range of duties across trades as required by BAS.
- (3) In order to be classified at this level, a tradesperson may be required to establish that they have undertaken the necessary training (either on or off-the-job) or have the necessary experience and are competent to perform the duties involved as well as meet existing licensing requirements, where applicable.
- (4) Skills and duties

An employee at this level performs work to the extent of their skills, competence and training. Employees will have completed the required training or will have the equivalent skills gained through work experience in accordance with the prescribed standards for this level. They will undertake indicative tasks within the scope of the skills that they possess.

A LV10 employee works above and beyond a LV09 employee and to the level of their training.

- (a) provides training to apprentices within their trade area;
 - (b) completes the paperwork required to ensure projects are completed.
- (5) Indicative tasks

The following indicative tasks which an employee at this level may perform are subject to the employee having appropriate trade and post-trade training or experience to enable the employee to perform the particular indicative tasks:

- (a) Building trades stream
 - (i) exercise high precision trade skills using various materials and/or specialised techniques;
 - (ii) utilise additional trade licences;
 - (iii) utilise post-trade skills;
 - (iv) utilise trade skills not related to the employees' designated core trade;
 - (v) perform tasks on a CAD/CAM terminal in performance of routine modifications.
- (b) Engineering stream
 - (i) provide technical guidance or advice within the scope of this level;
 - (ii) prepare reports of a technical nature on specific tasks or assignments as directed or within the scope of discretion at this level;
 - (iii) knowledge and understanding of the operating principle of the systems and equipment on which a tradesperson is required to carry out their task;
 - (iv) assist in the provision of on-the-job training in conjunction with supervisors and trainers;
 - (v) through a systems approach, exercise high level diagnostic skills on complex forms of machinery, equipment and instruments which utilise some combination of electrical, electronic, mechanical or fluid power principles;

- (vi) set up, commission, maintain and operate sophisticated maintenance, production and test equipment and/or systems involving the application of computer operation skills at a higher level than a LV09;
 - (vii) work on various forms of machinery and equipment electronically controlled by complex digital and/or analogue control systems using integrated circuitry;
 - (viii) work on complex electronics or instruments or communications equipment or control systems which utilise electronic principles and electronic circuitry containing complex analogue and/or digital control systems using integrated circuitry;
 - (ix) undertake drafting or planning or technical duties which require the exercise of judgement and skill in excess of that required at LV09;
 - (x) exercise a level of cross skilling in technical fields as defined, consistent with the training and experience at this grade.
- (6) The LV10 classification incorporates the following (traditionally used) job titles/positions:
- (a) advanced engineering tradesperson (level II);
 - (b) boiler maker;
 - (c) bricklayer;
 - (d) carpenter;
 - (e) electrical fitter;
 - (f) electrical mechanic;
 - (g) fitter & turner;
 - (h) floor specialist;
 - (i) glazier;
 - (j) joiner;
 - (k) licensed drainer;
 - (l) licensed electrician;
 - (m) licensed plumber;
 - (n) licensed refrigeration mechanic;
 - (o) mechanic;
 - (p) painter;
 - (q) plasterer;
 - (r) shopfitter;
 - (s) signwriter;
 - (t) stone mason;
 - (u) tiler;

(v) welder;

(w) wood machinist.

SIGNATORIES

Signed for and on behalf of **THE CROWN IN THE RIGHT OF THE STATE OF QUEENSLAND** through the Director-General, Department of Housing and Public Works (on behalf of Building and Asset Services)

Liza Carroll.....
(Signature of Authorised Officer)

Director-General.....
(Name of Authorised Office in Full)

Renee Worsfold.....
(Signature of Witness)

Renee Worsfold.....
(Name of Witness in Full)

Dated this 11 February 2019

Signed for and on behalf of **Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland**

Rohan Webb.....
(Signature of Authorised Officer)

Rohan Webb.....
(Name of Authorised Officer in Full)

Elizabeth Barlow.....
(Signature of Witness)

Elizabeth Barlow.....
(Name of Witness in Full)

Dated this 12 February 2019

Signed for and on behalf of **Plumbers & Gasfitters Employees' Union Queensland, Union of Employees**

Gary O'Halloran.....
(Signature of Authorised Officer)

Gary O'Halloran.....
(Name of Authorised Officer in Full)

Shari-Terese Charrington-Wilde.....
(Signature of Witness)

Shari-Terese Charrington-Wilde.....
(Name of Witness in Full)

Dated this 13 February 2019

Signed for and on behalf of **The Australian Workers' Union of Employees, Queensland**

Stephen Baker.....
(Signature of Authorised Officer)

Stephen Baker.....
(Name of Authorised Officer in Full)

Barry Watson.....
(Signature of Witness)

Barry Watson.....
(Name of Witness in Full)

Dated this 21 February 2019

Signed for and on behalf of **The Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland**

Michael Ravbar.....
(Signature of Authorised Officer)

Michael Ravbar.....
(Name of Authorised Officer in Full)

Brendan Murphy.....
(Signature of Witness)

Brendan Murphy.....
(Name of Witness in Full)

Dated this 28 February 2019

Signed for and on behalf of **The Electrical Trades Union of Employees Queensland**

Keith McKenzie.....
(Signature of Authorised Officer)

Keith McKenzie.....
(Name of Authorised Officer in Full)

Kathryn Bignell.....
(Signature of Witness)

Kathryn Bignell.....
(Name of Witness in Full)

Dated this 28 February 2019

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

Alex Scott.....
(Signature of Authorised Officer)

Alex Scott.....
(Name of Authorised Officer in Full)

Cameron Watson.....
(Signature of Witness)

Cameron Watson.....
(Name of Witness in Full)

Dated this 20 March 2019