

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 1999, s.156

Director-General of the Department of Public Works (QFleet)

AND

The Queensland Public Sector Union of Employees and the Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland

(No. CA_____ of 2009)

QFLEET CERTIFIED AGREEMENT 2009

APPLICATION FOR CERTIFICATION OF AGREEMENT

THE AGREEMENT, having been made under the *Industrial Relations Act 1999*, on the _____ day of _____2006, BETWEEN the Director-General of the Department of Public Works, The Queensland Public Sector Union of Employees and the Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland

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This Agreement shall be known as the *QFleet Certified Agreement 2009*.

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1.3 Application and Parties Bound

- (1) This Agreement shall apply to persons employed at QFleet for whom classifications and wage rates are prescribed herein;
- (2) The Chief Executive, Senior Executives and Senior Officers under the *Public Service Act 2008*; appointments made on a fixed term declared under s. 121 of the *Public Service Act 2008*; and employees engaged under contractual arrangements (this does not refer to employees under ss. 147 and 148 of the *Public Service Act 2008* engaged for a fixed term); are not covered by this Agreement:

The parties bound by this Agreement are the Director-General of Department of Public Works, its employees, the Queensland Public Sector Union of Employees (QPSU) and the Automotive, Metals, Engineering, Printing and Kindred Industrial Union of Employees, Queensland.

1.4 Date of Operation

The Agreement operates from the date of certification until the nominal expiry date of 31 July 2012. The parties agree that its terms will be given operative effect on and from 1 August 2009.

1.5 Posting of Agreement

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

1.6 Relationship to Awards

This Agreement is to be read in conjunction with the *Queensland Public Service Award – State – 2003* in respect of employees covered by this award, the *Engineering Award – State 2002* in respect of employees covered by this award and the *Employees of Queensland Government Departments (Other Than Public Servants) Award – State 2003* in respect of employees covered by this award. In the event of any inconsistency the terms of this Agreement shall take precedence.

1.7 Objectives of This Agreement

This Agreement recognises that as a self-funded Business Unit QFleet must compete successfully in a commercial environment. Accordingly, the successful implementation of this Agreement will allow our business:

- To be productive and profitable.
- To deliver benefits to the Queensland Government.
- To be responsive to our clients' total needs.
- To improve our business performance with the full involvement of our people through Continuous Improvement.
- To achieve business success, growth and security of employment for all.
- To fully utilise the combined intelligence, talents and competencies of all our people in managing our business.
- To consult, both across teams and within teams, on all aspects of our business, on a regular and structured basis.
- To maintain a flexible, safe and healthy work place.
- To improve employment conditions including remuneration.

- To create an environment where individuals recognise and contribute to their own performance, behaviour and actions and work for the greater good of the team and the organisation.

1.8 Facilitative Provisions

Workplace practices and arrangements subject to this Agreement may be varied in accordance with the following conditions:

- the proposed changes to conditions of employment having been agreed to by the majority of staff affected by the proposal. Where this is required, all employees directly affected will be consulted as a group and addressed by representatives of the Single Bargaining Unit and/or delegates of other representative unions. In these circumstances, agreement is defined as a majority of employees affected; however, it is acknowledged by the parties that consensus should, wherever possible, be the basis of agreement.
- in determining the outcome, neither party will unreasonably withhold agreement;
- in cases of significant workplace changes, the application of a "trial" period, where appropriate; and
- ratification by the QIRC, where necessary.

1.9 Vision

Best value fleet management performance for whole of Government.

1.10 Organisational Values

Respect “treating others as you would like to be treated”

Efficiency “effectively conducting business”

Flexibility “thinking ‘outside the square’ to the benefit of all”

Leadership “providing guidance and vision”

Encouragement “recognition of a job well done”

Communication “being open and honest”

Trust “acting with integrity”

1.11 Behaviours Statement

All parties support the QFleet Behaviours Statement, which is:

As a staff member in the QFleet team, I will always:

- Recognise that I have both internal and external clients;
- Identify with my clients and take their concerns as a positive opportunity to achieve improvement in what we do;
- Work with my clients to achieve common goals; listen to, and learn from, them;
- Enthusiastically take part in improving the way we work; I will be proactive and will have input to how QFleet does business;
- Agree on the outcomes required and deliver on these;
- Constantly look for new ideas and encourage others to get involved in bringing about improvement;
- Provide alternatives or an explanation when unable to meet a client's request;
- Cooperate and work closely with other parts of the business for the benefit of the client;
- Help others to understand what we are trying to achieve - our Vision, Mission and Values;
- Treat people with respect - our relationships with each other will be honest, based on mutual respect and understanding;

- Share information, knowledge and skills to encourage learning and keep each other informed;
- Encourage and respect innovation, and encourage others to be proactive;
- Act ethically and honestly, and challenge those who break the rules; and
- Challenge the attitudes and behaviour of colleagues who fail to meet these standards and expect my team members to do the same.

1.12 Equity Considerations

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

1.13 Definitions and Abbreviations

AQF	means Australian Qualifications Framework. The AQF is a system of twelve national qualifications in schools, vocational education and training (TAFEs and private providers) and the higher education sector (mainly universities). The AQF is set out in Appendix 2.
CCF	means Central Consultative Forum
ILO	means International Labour Organisation
QIRC	means Queensland Industrial Relations Commission
QFCC	means QFleet Consultative Committee
PSC	means the Public Service Commission
SBU	means the Single Bargaining Unit

PART 2: WAGES, WORKING CONDITIONS AND OTHER ENTITLEMENTS

2.1 New Wage Rates

The following wage increases shall apply to employees covered by this Agreement:

1 August 2009	4.5% or \$34.00 per week (whichever is the greater)
1 August 2010	4% or \$34.00 per week (whichever is the greater)
1 August 2011	4% or \$34.00 per week (whichever is the greater)

The salary schedules are set out in Appendix 1.

2.2 Engineering Award classification structure

The classification structure and wage rates for employees covered by the *Engineering Award – State 2002* are prescribed in Appendix 1.

2.2.1 Progression of trade employees through the classification structure

Upward progression for tradespersons through the classification structure will be facilitated through the process of development of skills appropriate to the requirements of QFleet. To qualify for re-classification employees will be required to:

- a) Acquire competencies that are relevant to the work being performed and are required by QFleet;
- b) Demonstrate that they meet the full requirements of the specific skill level in accordance with the relevant criteria; and

- c) Display satisfactory performance at each classification level and pay point.

The progression requirements for trade employees are as follows:

- a) Employees shall commence at the 100% classification level. To achieve this level, the employee must hold an existing Australian Qualifications Framework 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) In order to progress to the next pay point higher than the employee's current classification level, the acquisition of 6 points (equivalent to 60 nominal hours of accredited training) is required. The acquisition of the 6 "points" may be either –
 - i. From outside the employee's own trade at the Certificate 3 level or higher, in addition to the requirements of the employees' current level; or
 - ii. From specialist post trade competencies in the employees own trade at AQF level 4 or higher (including specific licenses and endorsements provided in the classification structure), in addition to the requirements of the employees' current level

Provided however that advancement from a classification level in the C scale to another classification level shall require the acquisition of an additional 12 points.

2.3 On Call Provisions

(1) Queensland Public Service Award – State 2003

The following provisions are to be read in conjunction with Schedule 4, Section 6 “On call arrangements” of the *Queensland Public Service Award – State 2003*:

- (a) Where an employee is instructed to be available on call outside ordinary or rostered working hours, the employee will be paid, in addition to their ordinary rate of pay an allowance based upon the hourly rate of the classification of Professional Officer level 3, pay point 4.
- (b) An employee, while on call, who is recalled to perform duties without the need to leave the employee's place of residence, will be paid for time worked with a minimum payment of one hour for each time the employee performs such duties. Provided that should such employee be recalled again to perform duties separately within the minimum one hour period, no further payment shall apply. Provided further that the employee will be responsible for the recording of such requests which will require subsequent verification by the Chief Executive Officer.
- (c) On call arrangements will be implemented by agreement between the relevant Chief Executive and majority of affected employees in consultation with the relevant union.

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

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

(a)

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

- (b) An employee, while on call, who is recalled to perform duties without the need to leave the employee's place of residence, will be paid for time worked with a minimum payment of one hour for each time the employee performs such duties. Provided that should such employee be recalled again to perform duties separately within the minimum one hour period, no further payment shall apply. Provided further that the employee will be responsible for the recording of such requests which will require subsequent verification by the Chief Executive Officer.
- (3) The parties to the *State Government Departments Certified Agreement 2009* (Clause 2.2(3)) have agreed to finalise consent amendments to the *Queensland Public Service Award – State 2003* and the *Employees of Queensland Government Departments (Other Than Public Servants) Award – State 2003* which will consolidate existing provisions contained in both these Awards with the provisions prescribed above at clause 2.2 (1) & (2).

The parties to this Agreement will adopt the new on-call provisions from the *Queensland Public Service Award – State 2003* and the *Employees of Queensland Government Departments (Other Than Public Servants) Award – State 2003*. These provisions will supersede and totally override the provisions prescribed above at clauses 2.2 (1) & (2) and will form part of this Agreement.

2.4 No Loss of Show Day

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

2.5 Superannuation contributions

QFleet employees covered by the following Awards shall receive an additional Superannuation contribution of \$25.00 per fortnight for the life of this Agreement.

Engineering Award State

Employees of Queensland Government Departments (Other than Public Servants) Award.

in recognition of:

- All parties' commitment to all issues raised in this Agreement; and
- All parties' agreement to continuation for the life of this Agreement of current working arrangements and other initiatives as set out Part 23.

2.6 *No Further Claims*

- (1) This agreement is in full and final settlement of all parties' claims for its duration. It is a term of this agreement that no party will pursue any extra claims relating to wages or conditions of employment whether dealt with in this agreement or not.
- (2) This agreement covers all matters or claims that could otherwise be subject to protected industrial action.
- (3) It is agreed that the following changes may be made to employees' rights and entitlements during the life of this agreement:
 - (a) General Rulings and Statements of Policy issued by the Queensland Industrial Relations Commission that provide conditions that are not less favourable than current conditions;
 - (b) Any improvements in conditions that are determined on a whole-of-government basis;
 - (c) Reclassifications.
- (4) Unless inconsistent with the terms of this agreement, the entitlement of employees covered by this agreement as contained in the awards, agreements, QIRC orders, Ministerial Directives or determinations made under the *Public Service Act 2008* effective at the date this agreement was made shall not be reduced for the life of this agreement.
- (5) It is agreed that any increases in monetary amounts or other entitlements as a result of Queensland Industrial Relations Commission decisions, government policy, or Directives made under the *Public Service Act 2008* will be applied.

2.7 *Working Arrangements*

2.7.1 Meal Allowance for Overtime

- (a) An employee who is required to work more than 2 hours overtime that follows immediately upon ordinary hours of work shall be supplied with a reasonable meal at the employer's expense, or be paid the Queensland Industrial Relations Commission's standard meal allowance provision (QIRC Standard) in lieu thereof. If such employee continues to work, an additional allowance equal to the QIRC Standard shall be paid for each completed 4 hours work after the first 2 hours.
- (b) An employee who is required to work overtime that does not follow immediately upon ordinary hours of work shall be provided with a reasonable meal at the employer's expense, or be paid the QIRC Standard in lieu thereof where the overtime goes beyond the fifth hour. If such employee continues to work, an additional meal allowance equal to the QIRC Standard shall be paid for each subsequent completed 4 hours work.
- (c) Provided, that in respect to subclauses (a) and (b) above, meal allowances shall not be payable if the employee has been given 12 hours prior notification of such resumption.

2.7.2 Youth Employment

The parties are committed to active participation in giving youth an opportunity to acquire the knowledge, skills and confidence they require to enter the workforce. In QFleet, this opportunity will be extended through apprenticeships and traineeships in accordance with relevant Awards and legislation.

Apprentices commencing employment during the life of this Agreement will be paid at the following percentage rates of the QFleet C10 wage rate:
First year - 40%; Second year - 55%; Third year - 75%; Fourth year - 90%.

Trainees will be paid at the rate prescribed by the Apprentices and Trainees Order or any other relevant legislation.

2.7.3 38 Hour Week and Accumulated Time

A 38-hour week and supporting Accumulated Time provisions for staff covered by the Public Service

Award – State apply.

2.7.4 Span of Hours

The span of ordinary working hours at QFleet shall be from 6.00am to 6.00pm, with provision to extend to 8.00pm subject to mutual agreement between the employee(s) and employer. This provision shall not override Part 22 of this agreement, where applicable. This provision will not apply to staff in QFleet's Workshops.

PART 3: TRAINING

- (1) The parties to this agreement recognise an ongoing commitment to training and development through a variety of modes including on the job training, accredited courses and professional development programs.
- (2) It is acknowledged that employees should be encouraged to develop required skills and knowledge to support service delivery objectives in an environment where greater focus should be placed on strategies to attract, retain and develop employees with critical skills and abilities.
- (3) To achieve the desired levels of knowledge and skills there should be an emphasis upon building capability around key occupations through career development, job design, performance development, and workforce planning. The objective of this approach is to improve workforce capability and agencies' service delivery while enhancing job satisfaction and employees' professional growth.
- (4) Training and assessment of competencies will be provided in accordance with the Public Services Training Package or other accredited programs relevant to agency needs to enable employees' to meet the requirements of clause 4.1 and 4.2 of this agreement.
- (5) The parties recognise the importance of the provision of accredited training packages for front-line service delivery positions within QFleet in ensuring the provision of quality services to the Queensland community. A joint review of the training provided to service delivery staff employed in AO2 and AO3 positions will occur during the life of this Agreement.

PART 4: RECOGNITION OF ACCREDITED QUALIFICATIONS

4.1 Commitment

- (1) The parties are committed to the principle that financial recompense shall be provided for public sector employees in the specified classifications who meet the following requirements:
 - (a) an accredited qualification at the AQF level specified or higher achieved through training and assessment of competencies (including recognition of current competencies); and
 - (b) reached the maximum pay point of the specified Classification Level in the Administration Stream or the Operational Stream; and
 - (c) spent one calendar year on the maximum pay point (or, in the case of permanent part time or casual employees, have spent one calendar year and worked 1200 hours at the maximum pay point).

4.2 Appropriate Remuneration

The following remuneration shall be paid for employees that meet the requirements in clause 4.1:

Certificate IV (AQF IV)	AO2	\$41.50 per fortnight
Diploma (AQF V)	AO3	\$42.80 per fortnight
Advanced Diploma (AQF VI)	AO4	\$44.60 per fortnight
Certificate III (AQF III)	OO2	\$20.00 per fortnight
Certificate IV (AQF IV)	OO3	\$41.50 per fortnight
Diploma (AQF V)	OO4/OO5	\$42.80 per fortnight

PART 5: CULTURAL LEAVE

Employees may access up to 5 days unpaid cultural leave per year as prescribed at section 40A of the *Industrial Relations Act 1999*. In addition, eligible employees may also access cultural leave:

- as recreation leave;
- as unpaid special leave;
- in lieu of public holidays (where operational circumstances permit);
- as accrued time leave; or
- at the required time with such time made up at a later date.

PART 6: PAID PARENTAL LEAVE

The parties agree that the employer-paid entitlements as prescribed in Ministerial Directive 5/08 (Paid Parental Leave) will be maintained for the life of this Agreement notwithstanding the implementation of an Australian Government paid parental leave scheme.

PART 7: EMPLOYMENT SECURITY AND ORGANISATIONAL CHANGE AND RESTRUCTURING**7.1 *Employment Security***

- (1) QFleet is committed to maximum employment security for tenured public sector employees by developing and maintaining a responsive, impartial and efficient public service as the preferred provider of existing services to the Queensland Government and the community.

7.2 *Permanent Employment*

- (1) The parties are committed to maximizing permanent employment where possible. Casual or temporary forms of employment should only be utilized where permanent employment is not viable or appropriate. Workforce planning and management strategies will be utilised to assist in determining the appropriate workforce mix for current and future needs.

7.3 *Organisational Change and Restructuring*

- (1) QFleet is committed to providing stability to the business unit by limiting organisational restructuring and contracting-out of services.
- (2) These commitments are effected through the Government's Employment Security Policy and the Policy on the Contracting-Out of Government Services.
- (3) QFleet shall advise the QFleet Consultative Committee (QFCC) of its intention to implement changes that may affect the employment security of its employees, prior to the commencement of any planned changes. This shall include all information required to be provided in accordance with the "Introduction of changes" and "Redundancy" clauses of relevant awards.
- (4) It is acknowledged that management has a right to implement changes in order to meet business requirements. The consultation process will not be used to frustrate or delay the changes but rather ensure that all viable options are considered.
- (5) The parties agree that QFleet should report to unions on a quarterly basis the current status of employment practices within the business unit. This report should be provided on a quarterly basis at the QFCC. 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) and stream allocation;
 - (b) a report on the variance from the previous quarter in the use of casuals, temporaries and the number of people engaged through labour hire;
 - (c) the number of people engaged through labour hire;
 - (d) any significant variance in the number of permanent employees;
 - (e) the conversion of temporary employees to tenured status.
- (6) Permanent public sector employees will not be forced into unemployment as a result of organisational change or changes in departmental priorities. Where changes to employment arrangements are necessary, there will be active pursuit of retraining and alternative placement opportunities. There is a responsibility on the employee to meaningfully participate in the opportunities made available. QFleet and employees will comply with all relevant Directives. Where an employee refuses to participate or cooperate in these processes, the full provisions of the directive pertaining to retrenchment may be followed to the extent of their applicability.
- (7) All provisions and entitlements relating to organisational change and restructuring can be found in the directives relating to early retirement, redundancy and retrenchment and employment arrangements following workplace change (as amended) which will apply for the life of this Agreement.
- (8) QFleet must provide relevant information to the relevant union/s when it intends to apply the provisions of the directive relating to early retirement, redundancy and retrenchment where an employee may be genuinely redundant or is to possibly be retrenched. Such information must be provided at the same time as QFleet's intentions are communicated to the employee. An affected employee must be provided with notice of QFleet's intention to make redundant or retrench the employee sufficient to allow the employee to seek relevant independent advice.

PART 8: SALARY PACKAGING

- (1) Salary packaging is available for employees covered by this Agreement.
- (2) QFleet is to apply the following principles for employees who avail themselves of salary packaging:
- (a) as part of the salary package arrangements, the costs for administering the package, including fringe benefits tax, are met by the participating employee;
 - (b) there will be no additional increase in superannuation costs or to fringe benefits payments made by the employer;
 - (c) increases or variations in taxation are to be passed to employees as part of their salary package;
 - (d) where mandated by relevant government policies, employees must obtain independent financial advice prior to taking up a salary package. Where no mandatory requirement exists, it is **strongly recommended** to all employees to seek independent financial advice when entering into a salary packaging arrangement for the first time, or adding new item/items to an already agreed packaging arrangement;
 - (e) the Employer will pass on to the employee any Input Tax Credits (ITCs) it receives as part of salary packaging;
 - (e) there will be no significant additional administrative workload or other ongoing costs to the employer;
 - (f) any additional administrative and fringe benefit tax costs are to be met by the employee;
 - (g) 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) Employees may elect to adjust their current salary sacrifice arrangements to sacrifice up to 100% of salary to superannuation.

PART 9: CONSULTATIVE COMMITTEES

9.1 *QFleet Consultative Committee (QFCC)*

- (1) The parties agree that employees should be consulted about decisions which may affect their employment or welfare, and that meaningful consultation with affected employees leads to improved organisational outcomes.
- (2) The QFCC will be used to facilitate consultation on a broad range of issues, including but not limited to discussion of matters arising from this agreement such as:
 - a) Workload Management (Part 16);
 - b) Organisational Change and Restructuring (Part 7);
 - c) Climate Change (Part 20);
 - d) Training (Part 3);
 - e) Union Encouragement (Part 10);
 - f) Balancing Work/Life and Family (Part 21); and
 - g) Organisational matters such as the review of, changes to or introduction of new workforce management policies.

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

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

9.2 *Single Bargaining Unit (SBU)*

QFleet will also have a joint union/employer SBU. The SBU may, by agreement, subsume the role/s of any other consultative forums already in place. The SBU may be used to consult on a broad range of issues and is not confined to the discussion of matters arising from this agreement.

PART 10: COLLECTIVE INDUSTRIAL RELATIONS

- (1) QFleet acknowledges that structured, collective industrial relations will continue as a fundamental principle of the management of agencies and public sector units. The principle recognises the important role of unions and the traditionally high levels of union membership in the public sector. It supports constructive relations between management and unions and recognises the need to work collaboratively with relevant unions and employees in an open and accountable way.
- (2) QFleet as the employer recognises that union membership and coverage issues are determined by the provisions of the *Industrial Relations Act 1999* and any determinations of the Queensland

Industrial Relations Commission.

- (3) QFleet is committed to collective agreements and will not support non-union agreements or Queensland Workplace Agreements.
- (4) Consistent with principles established by a full bench of the Queensland Industrial Relations Commission, the Government will agree to support the “rolling up” of certified agreement wage rates into the relevant awards.

PART 11: ILO CONVENTIONS

QFleet as an employer recognises its obligations to give effect to international labour standards including freedom of association, workers’ representatives, collective bargaining and equality of opportunity for all public sector workers.

PART 12: UNION ENCOURAGEMENT

- (1) QFleet 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) QFleet is to provide relevant unions with complete lists of new starters to the workplace on a quarterly basis, unless agreed between QFleet and the relevant union to be on a more regular basis. This information is to be provided electronically and shall include work location details.
- (6) QFleet is also required where requested to provide relevant unions with a listing of current staff comprising name, job title and work location. This information shall be supplied on a six monthly basis, unless agreed between QFleet and the relevant unions to be on a more regular basis. The provision of all staff information to relevant unions shall be consistent with the principles outlined at s373 (3) of the Industrial Relations Act 1999.

PART 13: UNION DELEGATES

- (1) QFleet acknowledges the constructive role democratically elected union delegates undertake in the workplace in relation to union activities that support and assist members. That role will be formally recognised, accepted and supported.
- (2) QFleet employees will be given full access to union delegates/officials during working hours to discuss any employment matter or seek union advice, provided that service delivery is not disrupted and work requirements are not unduly affected.
- (3) Provided that service delivery and work requirements are not unduly affected, delegates will be provided convenient access to facilities for the purpose of undertaking union activities. Such facilities include: telephones, computers, e-mail, photocopiers, facsimile machines, storage facilities, meeting rooms and notice boards. It is expected that management and delegates will take a reasonable approach to the responsible use of such facilities for information and communication purposes.
- (4) Subject to the relevant employee’s written approval and any confidentiality provisions, delegates may request access to documents and policies related to a member’s employment.

PART 14: INDUSTRIAL RELATIONS EDUCATION LEAVE

- (1) Industrial relations education leave is paid time off to acquire industrial relations knowledge and competencies which develop the employees' capacity to effectively participate in consultative structures, perform a representative role and further the effective operation of grievance and dispute settlement procedures.
- (2) Before the employer approves such leave the union must provide QFleet information about the course content, the times at which the courses will be offered, the numbers of attendees, and the types of employees at whom the course is targeted. Before approving leave, the employer must be satisfied that the proposed course is within the terms of paragraph (1).
- (3) Employees may be granted up to 5 working days (or the equivalent hours) paid time off (non-cumulative) per calendar year to attend industrial relations education sessions, approved by the chief executive (or delegated authority) of the agency.
- (4) Additional leave, over and above 5 working days non-cumulative (or the equivalent hours) in any one calendar year may be granted where approved structured employees' training courses involve more than 5 working days (or the equivalent). Such leave will be subject to consultation between the General Manager, QFleet, the relevant union and the employee.
- (5) Upon request and subject to approval by the chief executive (or delegated authority) of the agency, employees may be granted paid time off in special circumstances to attend Management Committee Meetings, Union Conferences, and ACTU Congress.
- (6) The granting of industrial relations education leave or any additional leave should not impact adversely on service delivery, work requirements or the effectiveness and efficiency of the agency/work unit concerned. At the same time such leave shall not be unreasonably refused.
- (7) At the discretion of the chief executive of the agency/public sector unit concerned, public sector employees may be granted special leave without pay to undertake work with their union. Such leave will be in accordance with the Ministerial Directive 08/06 "Special Leave" in relation to special leave without salary. Conditions outlined in the Special Leave Directive that provide for the employees' return to work after unpaid leave will be met.

PART 15: PREVENTION AND SETTLEMENT OF DISPUTES

- (1) The objectives of this procedure are the avoidance and resolution of any disputes over matters covered by this Agreement, by measures based on the provision of information and explanation, consultation, co-operation and negotiation.
- (2) Subject to legislation, while the dispute procedure is being followed, normal work is to continue except where the employee has a reasonable concern about an imminent risk to the employee's health or safety. The status quo existing before the emergence of a dispute is to continue whilst the procedure is being followed. No party shall be prejudiced as to the final settlement by the continuation of work.
- (3) There is a requirement for management to provide relevant information and explanation and consult with the appropriate employee representatives.
- (4) In the event of any disagreement between the parties as to the interpretation or implementation of this Agreement, the following procedures shall apply:
 - (a) the matter is to be discussed by the employee's union representative and/or the employee(s) concerned (where appropriate) and the immediate supervisor in the first instance. The discussion should take place within 24 hours and the procedure should not extend beyond 7 days;
 - (b) if the matter is not resolved as per (a) above, it shall be referred by the union representative and/or the employee(s) to the appropriate management representative who shall arrange a conference of the parties to discuss the matter. This process should not extend beyond 7 days;

- (c) if the matter remains unresolved it may be referred by the employee and/or his/her union representative to the QFleet SBU for discussion and appropriate action. This process should not exceed 14 days;
 - (d) if the matter is not resolved then it may be referred by either party to the Queensland Industrial Relations Commission for conciliation, or if necessary, arbitration.
- (5) Nothing contained in this procedure shall prevent unions or the Queensland Government from intervening in respect of matters in dispute, should such action be considered conducive to achieving resolution.
 - (6) The parties acknowledge that, for matters not covered by this agreement, there are other dispute resolution procedures available.

PART 16: WORKLOAD MANAGEMENT

- (1) QFleet is committed to working with its employees and the public sector unions to address workload management issues. It is acknowledged that high workloads can in some circumstances lead to unsafe work practices, therefore QFleet should ensure safe work environments are not compromised, and that QFleet's responsibilities under legislation including duty of care to all employees are complied with.
- (2) It is recognised by the employer that unrealistic expectations should not be placed on employees by line management to consistently perform excessive working hours whereby no opportunities arise to utilise accrued time or TOIL.
- (3) QFleet is obliged to consider the impacts on workloads when organisational change occurs, particularly those impacts arising from the introduction of new programs and from machinery of government changes. Management at the local level should undertake appropriate consultation with affected employees when implementing organisational initiatives including machinery of government changes that may have an impact on the workloads of affected employees.
- (4) QFleet remains committed to the implementation of the workload management tool during the life of this agreement. The parties agree that a review of the workload management tool in the first 12 months after certification of this Agreement will occur through a joint union/PSC working party. In utilising the workload management tool QFleet is obliged to adapt the template tool to account for agency-specific circumstances to ensure easier application of the tool.
- (5) In addition, the parties agree that the QFleet Consultative Committee (QFCC) will deal with the issue of workload management. The activities of the QFCC in the area of workload management should include, but not be limited to, the following:
 - (a) To undertake research on local workload management issues;
 - (b) To address specific workload issues referred by staff of work units, union officials and/or management;
 - (c) To develop expedient processes for referral of workload issues to the QFCC;
 - (d) Based on research, develop strategies to improve immediate and long term workload issues;
 - (e) To assess the implications of workloads from a workplace health and safety perspective and refer relevant matters to the workplace health and safety committee;
 - (f) To consider the impacts on workloads when organisational change occurs, particularly those impacts arising from the introduction of new programs and from machinery of government changes, and make recommendations to affected workgroups on the management of potential workload issues where appropriate.

PART 17: FAIR CAREER PATHS

- (1) The parties are committed to providing reasonable career opportunities to public sector workers. The parties are committed to providing consistent and transparent classifications across the public sector.

- (2) QFleet, in consultation with the QFCC, will ensure it has a review process in place to allow aggrieved employees the opportunity to raise concerns about the work value assessment (utilising JEMS or other approved methodology) of their position. These processes will provide the opportunity for consultation with the relevant union and may include a union representative as part of the process.
- (3) Design Principles relating to the JEMS review process were approved by the Central Peak Consultative Committee in 2004 under the auspices of the *State Government Departments Certified Agreement 2003*. These agreed Design Principles were developed and approved for discretionary use by agencies when finalising the review process referred to above. The review of the Design Principles will be completed within 12 months of the date of certification of this Agreement.

PART 18: WORKPLACE BULLYING AND HARRASSMENT

The parties recognise that workplace bullying and harassment is a serious issue which is not acceptable and must be eliminated.

PART 19: CLIENT AGGRESSION

The parties recognise that client aggression is a workplace health and safety issue affecting some public sector workplaces and agree that violence and aggression by clients towards staff is not acceptable. The Government, through Workplace Health and Safety Queensland of the Department of Justice and Attorney-General, will review and update its publications dealing with occupational violence. On completion of this review and within twelve months of certification of this agreement, Government will consult with public sector unions about implementation of strategies consistent with Workplace Health and Safety Queensland publication to manage the risk, and respond to incidents, of client aggression.

PART 20: CLIMATE CHANGE

The parties acknowledge that responding to the risks of dangerous climate change is one of the most critical challenges presently facing employers and workers alike. QFleet recognises that staff play an important and necessary role in implementing any sustainability measures in the workplace and as such, a joint approach represents the best way to achieve QFleet's sustainability objectives.

PART 21: BALANCING WORK/LIFE AND FAMILY

- (1) QFleet recognises the increasingly complex interplay between people's work and personal lives and the challenges involved in managing work, family and lifestyle responsibilities. It is committed to helping employers and employees establish workplace practices that improve work-life balance, and have introduced a variety of initiatives on work and family.
- (2) The parties recognise that implementing Work-Life Balance initiatives will enable QFleet to continue providing effective service delivery to the Queensland public.
- (3) QFleet is committed to improving the uptake of existing work-life balance policies in order to realise the potential of work-life balance as a tool to improve the attraction and retention of employees and subsequently productivity for employers.
- (4) QFleet agrees to actively educate and provide practical tools to implement work-life balance policies and flexible work practices in order to develop an organisational culture that supports work-life balance.

- (5) Workplace arrangements supported by QFleet to assist employees in balancing work, family and lifestyle responsibilities include (but are not limited to):
- Leave arrangements – e.g. carer’s leave, study/training leave, career breaks, cultural leave, flexible access to long service leave, purchased leave;
 - Policies relevant to parenting and pregnancy – e.g. paid/unpaid parental leave, pre-natal leave, spousal leave, breastfeeding facilities, lactation breaks;
 - Flexible working arrangements – e.g. telecommuting, job sharing, flexible hours of work or ADO arrangements, transition to retirement arrangements, compressed working weeks, averaging ordinary hours; and
 - Additional work provisions – e.g. employee services, health programs, exercise facilities, relocation assistance.
- (6) QFleet should monitor the implementation and uptake of work-life balance policies across their workforce in consultation through the QFCC.
- (7) The parties agree that requests by employees to access work-life balance policies must not be unreasonably refused.
- (8) **Organisational Hours of Work (Flexi-time)** - The government agrees to consent to an application by the relevant unions to amend the *Queensland Public Service Award – State 2003* to provide greater detail on the minimum conditions to be included in organisational hours of work arrangements (flexitime) subject to agreement between the parties on the content of the application to amend the Award.

PART 22: SPREAD OF HOURS – BRISBANE CENTRAL BUSINESS DISTRICT

- (1) These provisions shall apply only to employees engaged under the *Queensland Public Service Award - State – 2003* where the employee’s place of work, at daily commencing and finishing times, is within the Australian Bureau of Statistics Statistical Local Areas of “City – Remainder” and “City – Inner” within the Statistical Subdivision of “0501 – Inner Brisbane”.
- (2) In recognition of the problems associated with increased traffic congestion into the Central Business District of Brisbane and subject to a majority-approved ballot of Brisbane Central Business District employees (inclusive of relevant employees subject to the *State Government Departments Certified Agreement 2009*), the parties agree to a wider ordinary spread of hours of 6.00 am to 7.00 pm for full-time and part-time employees only.
- (3) The purpose of such an arrangement is to allow employees and supervisors to mutually agree to changes to existing commencing and finishing times in order that the employees can commence and/or finish their working hours outside the recognised peak times of 7am to 9am and 4pm to 6pm.
- (4) For the purposes of application of the Ministerial Directive relating to Excess Travel Time, which only applies to employees subject to the *Queensland Public Service Award – State 2003*, the ordinary spread of hours for the purposes of clause 1.1 of the Schedule to the Directive shall be 6.00 am to 7.00 pm.
- (5) The parties affirm that the capacity for an individual employee to have an ordinary spread of hours of 6.00am to 7.00pm by mutual agreement under these provisions will not be used as the rationale to alter customer service delivery arrangements of agencies affected by these provisions.
- (6) All other conditions contained in Awards and Ministerial Directives relating to overtime, meal breaks and meal allowances shall continue to apply.

PART 23: OTHER INITIATIVES

23.1 Employee Assistance Program

The parties acknowledge that work performance and workplace health and safety programs can be affected by employees with personal problems. QFleet recognises the need to maintain a healthy and safe staff in the interests of improved efficiency and considers the well being of its employees to be very important. QFleet currently has an agreement with a provider to assist employees whose personal or work related problems are affecting their work performance.

The Employee Assistance Program provides professional counselling and referral services for employees and their families. Employees can seek a free confidential counselling service under the program on their own initiative or at the suggestion of their supervisor, subject to Departmental guidelines.

23.2 Rehabilitation

All parties to this Agreement are committed to the provision of a rehabilitation system for workers affected by occupational injury or illness. The rehabilitation system will be reviewed regularly by the Workplace Health & Safety Committee.

23.3 Our Safety

In order to promote and ensure our safety in the workplace, we agree to comply with the requirements of the *Workplace Health and Safety Act 1995* and any amendments.

We acknowledge that our personal safety and the safety of our colleagues are paramount and that everybody at QFleet is ultimately responsible for safety. Everybody at QFleet shall ensure that all work performed in the workplace is conducted in a safe, efficient and reasonable manner.

QFleet accepts its responsibility to ensure, so far as is practicable, a safe and healthy workforce by providing and maintaining:

- Information, training and supervision;
- Safe plant, machinery and systems of work; and
- First aid facilities.

Each employee has individual responsibility, so far as is practicable, to:

- Adhere to safe working practices, instructions and rules;
- Perform all duties in a manner which ensures personal safety and health and that of others; and
- Co-operate with management to enable safety and health responsibilities to be fulfilled.

In order to be able to communicate and compare our safety record, the parties will develop workplace health and safety performance indicators that are communicated regularly.

23.4 Housekeeping

Each employee will be responsible for maintaining his or her work environment in a safe, clean and tidy condition.

Safety audits shall be conducted by members of the Health & Safety Committee to determine problem areas and implement improvements to housekeeping and procedures. Suitable equipment will be provided for maintaining a clean working environment.

Changes to work practices and procedures will be implemented to ensure a cleaner work environment.

23.5 Energy and Water Usage and Waste Control

The QFCC will co-ordinate a program, which includes reference to such issues as:

- Reduced fuel, energy and power consumption;
- Reduced waste generation;

- Recycling policies and the use of non-renewable material and resources;
- Pollution control;
- Workplace design factors; and
- Reduced water usage.

The effectiveness of this program will be monitored and recorded during the life of this Agreement.

23.6 *Continuous Improvement*

The Agreement embraces the concept of “Continuous Improvement” which is incorporated into the day-to-day operations of each branch within QFleet. “Continuous Improvement” is to be placed on the agenda of regular branch meetings. Individuals are encouraged to raise issues about the productivity or performance of the business.

23.7 *Alternative Working Arrangements*

Alternative working arrangements eg, part-time, casual and temporary employees are to be utilised where QFleet requires increased flexibility in resourcing arrangements for business-focussed initiatives.

23.8 *Confidentiality*

Except when legally required, or as permitted under "whistleblowers" legislation, no employee shall, during or after employment, wilfully disclose to any person, firm, business, company or legal entity, information belonging to QFleet /Department of Public Works which the employee may learn in the course of employment.

Appendix 1: Salary Schedules

Administration Stream

Class	Description	Fortnightly Effective 1/7/08	Fortnightly Effective 01/08/09	Fortnightly Effective 01/08/10	Fortnightly Effective 01/08/11
FAO1/1	ADMIN LEV1	\$1,102.70	\$1,170.70	\$1,238.70	\$1,306.70
FAO1/2	ADMIN LEV1	\$1,175.90	\$1,243.90	\$1,311.90	\$1,379.90
FAO1/3	ADMIN LEV1	\$1,249.10	\$1,317.10	\$1,385.10	\$1,453.10
FAO2/1	ADMIN LEV2	\$1,415.30	\$1,483.30	\$1,551.30	\$1,619.30
FAO2/2	ADMIN LEV2	\$1,453.30	\$1,521.30	\$1,589.30	\$1,657.30
FAO2/3	ADMIN LEV2	\$1,491.60	\$1,559.60	\$1,627.60	\$1,695.60
FAO2/4	ADMIN LEV2	\$1,530.10	\$1,599.00	\$1,667.00	\$1,735.00
FAO2/5	ADMIN LEV2	\$1,568.90	\$1,639.50	\$1,707.50	\$1,775.80
FAO2/6	ADMIN LEV2	\$1,610.20	\$1,682.70	\$1,750.70	\$1,820.70
FAO2/7	ADMIN LEV2	\$1,654.20	\$1,728.60	\$1,797.70	\$1,869.60
FAO2/8	ADMIN LEV2	\$1,700.80	\$1,777.30	\$1,848.40	\$1,922.30
FAO2/Q	Offleet AO2 Cert IV (AQFIV)	\$1,742.30	\$1,818.80	\$1,889.90	\$1,963.80
FAO3/1	ADMIN LEV3	\$1,813.20	\$1,894.80	\$1,970.60	\$2,049.40
FAO3/2	ADMIN LEV3	\$1,878.90	\$1,963.50	\$2,042.00	\$2,123.70
FAO3/3	ADMIN LEV3	\$1,945.20	\$2,032.70	\$2,114.00	\$2,198.60
FAO3/4	ADMIN LEV3	\$2,011.50	\$2,102.00	\$2,186.10	\$2,273.50
FAO3/Q	Offleet AO3 Diploma (AQF V)	\$2,054.30	\$2,144.80	\$2,228.90	\$2,316.30
FAO4/1	ADMIN LEV4	\$2,126.80	\$2,222.50	\$2,311.40	\$2,403.90
FAO4/2	ADMIN LEV4	\$2,194.10	\$2,292.80	\$2,384.50	\$2,479.90
FAO4/3	ADMIN LEV4	\$2,262.10	\$2,363.90	\$2,458.50	\$2,556.80
FAO4/4	ADMIN LEV4	\$2,329.60	\$2,434.40	\$2,531.80	\$2,633.10
FAO4/Q	Offleet AO4 Adv Dip(AQF V1)	\$2,374.20	\$2,479.00	\$2,576.40	\$2,677.70
FAO5/1	ADMIN LEV5	\$2,450.30	\$2,560.60	\$2,663.00	\$2,769.50
FAO5/2	ADMIN LEV5	\$2,519.00	\$2,632.40	\$2,737.70	\$2,847.20
FAO5/3	ADMIN LEV5	\$2,587.00	\$2,703.40	\$2,811.50	\$2,924.00
FAO5/4	ADMIN LEV5	\$2,655.00	\$2,774.50	\$2,885.50	\$3,000.90
FAO6/1	ADMIN LEV6	\$2,797.90	\$2,923.80	\$3,040.80	\$3,162.40
FAO6/2	ADMIN LEV6	\$2,861.00	\$2,989.70	\$3,109.30	\$3,233.70
FAO6/3	ADMIN LEV6	\$2,924.00	\$3,055.60	\$3,177.80	\$3,304.90
FAO6/4	ADMIN LEV6	\$2,987.00	\$3,121.40	\$3,246.30	\$3,376.20
FAO7/1	ADMIN LEV7	\$3,119.70	\$3,260.10	\$3,390.50	\$3,526.10
FAO7/2	ADMIN LEV7	\$3,192.70	\$3,336.40	\$3,469.90	\$3,608.70
FAO7/3	ADMIN LEV7	\$3,266.00	\$3,413.00	\$3,549.50	\$3,691.50
FAO7/4	ADMIN LEV7	\$3,338.80	\$3,489.00	\$3,628.60	\$3,773.70
FAO8/1	ADMIN LEV8	\$3,446.60	\$3,601.70	\$3,745.80	\$3,895.60
FAO8/2	ADMIN LEV8	\$3,511.20	\$3,669.20	\$3,816.00	\$3,968.60
FAO8/3	ADMIN LEV8	\$3,575.70	\$3,736.60	\$3,886.10	\$4,041.50
FAO8/4	ADMIN LEV8	\$3,639.60	\$3,803.40	\$3,955.50	\$4,113.70
FAQF01	TRAINEE LV 1	\$566.10	\$634.10	\$702.10	\$770.10
FAQF02	TRAINEE LV 1	\$778.40	\$846.40	\$914.40	\$982.40
FAQF03	TRAINEE LV 1	\$1,061.50	\$1,129.50	\$1,197.50	\$1,265.50
FAQF04	TRAINEE LV 1	\$1,415.30	\$1,483.30	\$1,551.30	\$1,619.30

Operational Stream

Class	Description	Fortnightly Effective 1/7/08	Fortnightly Effective 01/08/09	Fortnightly Effective 01/08/10	Fortnightly Effective 01/08/11
FO01/1	OPERAT LEV1	\$961.60	\$1,029.60	\$1,097.60	\$1,165.60
FO01/2	OPERAT LEV1	\$1,047.60	\$1,115.60	\$1,183.60	\$1,251.60
FO01/3	OPERAT LEV1	\$1,133.40	\$1,201.40	\$1,269.40	\$1,337.40
FO01/4	OPERAT LEV1	\$1,219.30	\$1,287.30	\$1,355.30	\$1,423.30
FO01/5	OPERAT LEV1	\$1,305.40	\$1,373.40	\$1,441.40	\$1,509.40
FO01/6	OPERAT LEV1	\$1,391.70	\$1,459.70	\$1,527.70	\$1,595.70
FO02/1	OPERAT LEV2	\$1,415.30	\$1,483.30	\$1,551.30	\$1,619.30
FO02/2	OPERAT LEV2	\$1,455.40	\$1,523.40	\$1,591.40	\$1,659.40
FO02/3	OPERAT LEV2	\$1,495.70	\$1,563.70	\$1,631.70	\$1,699.70
FO02/4	OPERAT LEV2	\$1,535.70	\$1,604.80	\$1,672.80	\$1,740.80
FO02/Q	OO2 Cert III (AQFIII)	\$1,555.70	\$1,624.80	\$1,692.80	\$1,760.80
FO03/1	OPERAT LEV3	\$1,559.60	\$1,629.80	\$1,697.80	\$1,765.80
FO03/2	OPERAT LEV3	\$1,592.90	\$1,664.60	\$1,732.60	\$1,801.90
FO03/3	OPERAT LEV3	\$1,627.00	\$1,700.20	\$1,768.20	\$1,838.90
FO03/4	OPERAT LEV3	\$1,662.80	\$1,737.60	\$1,807.10	\$1,879.40
FO03/Q	OO3 Cert IV (AQF IV)	\$1,704.30	\$1,779.10	\$1,848.60	\$1,920.90
FO04/1	OPERAT LEV4	\$1,733.20	\$1,811.20	\$1,883.60	\$1,958.90
FO04/2	OPERAT LEV4	\$1,786.70	\$1,867.10	\$1,941.80	\$2,019.50
FO04/3	OPERAT LEV4	\$1,840.40	\$1,923.20	\$2,000.10	\$2,080.10
FO04/4	OPERAT LEV4	\$1,894.00	\$1,979.20	\$2,058.40	\$2,140.70
FO04/Q	OO4 Diploma (AQFV)	\$1,936.80	\$2,022.00	\$2,101.20	\$2,183.50
FO05/1	OPERAT LEV5	\$1,941.40	\$2,028.80	\$2,110.00	\$2,194.40
FO05/2	OPERAT LEV5	\$2,003.00	\$2,093.10	\$2,176.80	\$2,263.90
FO05/3	OPERAT LEV5	\$2,065.10	\$2,158.00	\$2,244.30	\$2,334.10
FO05/4	OPERAT LEV5	\$2,126.80	\$2,222.50	\$2,311.40	\$2,403.90
FO05/Q	OO5 Diploma (AQFV)	\$2,169.60	\$2,265.30	\$2,354.20	\$2,446.70
FO06/1	OPERAT LEV6	\$2,216.40	\$2,316.10	\$2,408.70	\$2,505.00
FO06/2	OPERAT LEV6	\$2,273.20	\$2,375.50	\$2,470.50	\$2,569.30
FO06/3	OPERAT LEV6	\$2,329.60	\$2,434.40	\$2,531.80	\$2,633.10
FO06/Q	OO6 Adv Diploma (AQFVI)	\$2,374.20	\$2,479.00	\$2,576.40	\$2,677.70
FO07/1	OPERAT LEV7	\$2,437.20	\$2,546.90	\$2,648.80	\$2,754.80
FO07/2	OPERAT LEV7	\$2,494.50	\$2,606.80	\$2,711.10	\$2,819.50
FO07/3	OPERAT LEV7	\$2,552.50	\$2,667.40	\$2,774.10	\$2,885.10

Professional
Stream

Class	Description	Fortnightly Effective 1/7/08	Fortnightly Effective 01/08/09	Fortnightly Effective 01/08/10	Fortnightly Effective 01/08/11
FPO1/1	PROFES LEV1	\$1,034.30	\$1,102.30	\$1,170.30	\$1,238.30
FPO1/2	PROFES LEV1	\$1,144.40	\$1,212.40	\$1,280.40	\$1,348.40
FPO1/3	PROFES LEV1	\$1,254.60	\$1,322.60	\$1,390.60	\$1,458.60
FPO1/4	PROFES LEV1	\$1,364.40	\$1,432.40	\$1,500.40	\$1,568.40
FPO1/5	PROFES LEV1	\$1,424.00	\$1,492.00	\$1,560.00	\$1,628.00
FPO1/6	PROFES LEV1	\$1,483.60	\$1,551.60	\$1,619.60	\$1,687.60
FPO1/7	PROFES LEV1	\$1,543.20	\$1,612.60	\$1,680.60	\$1,748.60
FPO2/1	PROFES LEV2	\$1,811.20	\$1,892.70	\$1,968.40	\$2,047.10
FPO2/2	PROFES LEV2	\$1,907.60	\$1,993.40	\$2,073.10	\$2,156.00
FPO2/3	PROFES LEV2	\$2,003.50	\$2,093.70	\$2,177.40	\$2,264.50
FPO2/4	PROFES LEV2	\$2,100.30	\$2,194.80	\$2,282.60	\$2,373.90
FPO2/5	PROFES LEV2	\$2,196.70	\$2,295.60	\$2,387.40	\$2,482.90
FPO2/6	PROFES LEV2	\$2,292.40	\$2,395.60	\$2,491.40	\$2,591.10
FPO3/1	PROFES LEV3	\$2,403.30	\$2,511.40	\$2,611.90	\$2,716.40
FPO3/2	PROFES LEV3	\$2,474.50	\$2,585.90	\$2,689.30	\$2,796.90
FPO3/3	PROFES LEV3	\$2,545.30	\$2,659.80	\$2,766.20	\$2,876.80
FPO3/4	PROFES LEV3	\$2,616.00	\$2,733.70	\$2,843.00	\$2,956.70
FPO4/1	PROFES LEV4	\$2,779.30	\$2,904.40	\$3,020.60	\$3,141.40
FPO4/2	PROFES LEV4	\$2,848.80	\$2,977.00	\$3,096.10	\$3,219.90
FPO4/3	PROFES LEV4	\$2,917.80	\$3,049.10	\$3,171.10	\$3,297.90
FPO4/4	PROFES LEV4	\$2,987.00	\$3,121.40	\$3,246.30	\$3,376.20
FPO5/1	PROFES LEV5	\$3,119.70	\$3,260.10	\$3,390.50	\$3,526.10
FPO5/2	PROFES LEV5	\$3,192.70	\$3,336.40	\$3,469.90	\$3,608.70
FPO5/3	PROFES LEV5	\$3,266.00	\$3,413.00	\$3,549.50	\$3,691.50
FPO5/4	PROFES LEV5	\$3,338.80	\$3,489.00	\$3,628.60	\$3,773.70
FPO6/1	PROFES LEV6	\$3,446.60	\$3,601.70	\$3,745.80	\$3,895.60
FPO6/2	PROFES LEV6	\$3,511.20	\$3,669.20	\$3,816.00	\$3,968.60
FPO6/3	PROFES LEV6	\$3,575.70	\$3,736.60	\$3,886.10	\$4,041.50
FPO6/4	PROFES LEV6	\$3,639.60	\$3,803.40	\$3,955.50	\$4,113.70

Technical
Stream

Class	Description	Fortnightly Effective 1/7/08	Fortnightly Effective 01/08/09	Fortnightly Effective 01/08/10	Fortnightly Effective 01/08/11
FTO1/1	TECH LEV1	\$985.40	\$1,053.40	\$1,121.40	\$1,189.40
FTO1/2	TECH LEV1	\$1,095.60	\$1,163.60	\$1,231.60	\$1,299.60
FTO1/3	TECH LEV1	\$1,205.70	\$1,273.70	\$1,341.70	\$1,409.70
FTO1/4	TECH LEV1	\$1,315.30	\$1,383.30	\$1,451.30	\$1,519.30
FTO1/5	TECH LEV1	\$1,375.00	\$1,443.00	\$1,511.00	\$1,579.00
FTO1/6	TECH LEV1	\$1,434.50	\$1,502.50	\$1,570.50	\$1,638.50
FTO1/7	TECH LEV1	\$1,494.50	\$1,562.50	\$1,630.50	\$1,698.50
FTO2/1	TECH LEV2	\$1,516.30	\$1,584.50	\$1,652.50	\$1,720.50
FTO2/2	TECH LEV2	\$1,563.30	\$1,633.60	\$1,701.60	\$1,769.70
FTO2/3	TECH LEV2	\$1,613.10	\$1,685.70	\$1,753.70	\$1,823.80
FTO2/4	TECH LEV2	\$1,666.80	\$1,741.80	\$1,811.50	\$1,884.00
FTO2/5	TECH LEV2	\$1,724.00	\$1,801.60	\$1,873.70	\$1,948.60
FTO2/6	TECH LEV2	\$1,781.40	\$1,861.60	\$1,936.10	\$2,013.50
FTO3/1	TECH LEV3	\$1,891.30	\$1,976.40	\$2,055.50	\$2,137.70
FTO3/2	TECH LEV3	\$1,944.00	\$2,031.50	\$2,112.80	\$2,197.30
FTO3/3	TECH LEV3	\$1,996.50	\$2,086.30	\$2,169.80	\$2,256.60
FTO3/4	TECH LEV3	\$2,048.90	\$2,141.10	\$2,226.70	\$2,315.80
FTO4/1	TECH LEV4	\$2,154.70	\$2,251.70	\$2,341.80	\$2,435.50
FTO4/2	TECH LEV4	\$2,225.50	\$2,325.60	\$2,418.60	\$2,515.30
FTO4/3	TECH LEV4	\$2,296.40	\$2,399.70	\$2,495.70	\$2,595.50
FTO5/1	TECH LEV5	\$2,393.90	\$2,501.60	\$2,601.70	\$2,705.80
FTO5/2	TECH LEV5	\$2,466.40	\$2,577.40	\$2,680.50	\$2,787.70
FTO5/3	TECH LEV5	\$2,538.80	\$2,653.00	\$2,759.10	\$2,869.50
FTO5/4	TECH LEV5	\$2,610.90	\$2,728.40	\$2,837.50	\$2,951.00
FTO6/1	TECH LEV6	\$2,697.70	\$2,819.10	\$2,931.90	\$3,049.20
FTO6/2	TECH LEV6	\$2,767.00	\$2,891.50	\$3,007.20	\$3,127.50
FTO6/3	TECH LEV6	\$2,836.50	\$2,964.10	\$3,082.70	\$3,206.00

Workshop

Operational Stream

Class	Description	Fortnightly Effective 1/7/08	Fortnightly Effective 01/08/09	Fortnightly Effective 01/08/10	Fortnightly Effective 01/08/11
GC6L2	Q-F APPX B-WAGE G C6 +LEAD HAND \$77.10	\$1,958.10	\$2,040.80	\$2,117.70	\$2,197.60
GC6L1	Q-F APPX B-WAGE G C6 +LEAD HAND \$51.10	\$1,936.10	\$2,014.80	\$2,091.70	\$2,171.60
GC6	Q-FLEET APPX B-WAGE G C6+ \$42.20 allce	\$1,881.00	\$1,963.70	\$2,040.60	\$2,120.50
GC6.5L2	Q-F APPX B-WAGE G C6.5 +LEAD HAND \$77.10	\$1,891.10	\$1,970.80	\$2,044.90	\$2,121.90
GC6.5L1	Q-F APPX B-WAGE G C6.5 +LEAD HAND \$51.10	\$1,865.10	\$1,944.80	\$2,018.90	\$2,095.90
GC6.5	Q-FLEET APPX B-WAGE G C6.5+\$42.20 allce	\$1,814.00	\$1,893.70	\$1,967.80	\$2,044.80
GC7L2	Q-F APPX B-WAGE G C7 +LEAD HAND \$77.10	\$1,824.10	\$1,900.80	\$1,972.10	\$2,046.20
GC7L1	Q-F APPX B-WAGE G C7 +LEAD HAND \$51.10	\$1,798.10	\$1,874.80	\$1,946.10	\$2,020.20
GC7	Q-FLEET APPX B-WAGE G C7+ \$42.20 allce	\$1,747.00	\$1,823.70	\$1,895.00	\$1,969.10
GC7.5L2	Q-F APPX B-WAGE G C7.5 +LEAD HAND \$77.10	\$1,791.80	\$1,867.10	\$1,937.00	\$2,009.70
GC7.5L1	Q-F APPX B-WAGE G C7.5 +LEAD HAND \$51.10	\$1,765.80	\$1,841.10	\$1,911.00	\$1,983.70
GC7.5	Q-FLEET APPX B-WAGE G C7.5+\$42.20 allce	\$1,714.70	\$1,790.00	\$1,859.90	\$1,932.60
GC8L2	Q-F APPX B-WAGE G C8 +LEAD HAND \$77.10	\$1,759.50	\$1,833.30	\$1,901.90	\$1,973.20
GC8L1	Q-F APPX B-WAGE G C8 +LEAD HAND \$51.10	\$1,733.50	\$1,807.30	\$1,875.90	\$1,947.20
GC8	Q-FLEET APPX B-WAGE G C8+ \$42.20 allce	\$1,682.40	\$1,756.20	\$1,824.80	\$1,896.10
GC8.5L2	Q-F APPX B-WAGE G C8.5 +LEAD HAND \$77.10	\$1,729.50	\$1,802.00	\$1,870.00	\$1,940.00
GC8.5L1	Q-F APPX B-WAGE G C8.5 +LEAD HAND \$51.10	\$1,703.50	\$1,776.00	\$1,844.00	\$1,914.00
GC8.5	Q-FLEET APPX B-WAGE G C8.5+\$42.20 allce	\$1,652.40	\$1,724.90	\$1,792.90	\$1,862.90
GC9L2	Q-F APPX B-WAGE G C9 +LEAD HAND \$77.10	\$1,700.30	\$1,771.40	\$1,839.40	\$1,908.20
GC9L1	Q-F APPX B-WAGE G C9 +LEAD HAND \$51.10	\$1,674.30	\$1,745.40	\$1,813.40	\$1,882.20
GC9	Q-FLEET APPX B-WAGE G C9+\$42.20 allce	\$1,623.20	\$1,694.30	\$1,762.30	\$1,831.10
GC9.5L2	Q-F APPX B-WAGE G C9.5 +LEAD HAND \$77.10	\$1,672.10	\$1,742.00	\$1,810.00	\$1,878.00
GC9.5L1	Q-F APPX B-WAGE G C9.5 +LEAD HAND \$51.10	\$1,646.10	\$1,716.00	\$1,784.00	\$1,852.00
GC9.5	Q-FLEET APPX B-WAGE G C9.5+\$42.20 allce	\$1,595.00	\$1,664.90	\$1,732.90	\$1,800.90
GC10L2	Q-F APPX B-WAGE G C10+LEAD HAND \$77.10	\$1,644.70	\$1,713.30	\$1,781.30	\$1,849.30
GC10L1	Q-F APPX B-WAGE G C10+LEAD HAND \$51.10	\$1,618.70	\$1,687.30	\$1,755.30	\$1,823.30
GC10	Q-FLEET APPX B-WAGE G C10 + \$42.20 allce	\$1,567.60	\$1,636.20	\$1,704.20	\$1,772.20
GC11L2	Q-F APPX B-WAGE G C11+LEAD HAND \$77.10	\$1,563.10	\$1,631.10	\$1,699.10	\$1,767.10
GC11L1	Q-F APPX B-WAGE G C11+LEAD HAND \$51.10	\$1,537.10	\$1,605.10	\$1,673.10	\$1,741.10
GC11	Q-FLEET APPX B-WAGE G C11+ \$42.20 allce	\$1,486.00	\$1,554.00	\$1,622.00	\$1,690.00
GC12	Q-FLEET APPX B-WAGE G C12+ \$42.20 allce	\$1,432.20	\$1,500.20	\$1,568.20	\$1,636.20
GC13	Q-FLEET APPX B-WAGE G C13+ \$42.20 allce	\$1,374.30	\$1,442.30	\$1,510.30	\$1,578.30
GC14	Q-FLEET APPX B-WAGE G C14+ \$42.20 allce	\$1,331.40	\$1,399.40	\$1,467.40	\$1,535.40

Appendix 2: Australian Qualifications Framework

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

AQF Qualifications

Referred to in this Agreement as:

- Senior
- Certificate I
- Certificate II
- Certificate III
- Certificate IV
- Diploma
- Advanced Diploma
- Bachelor Degree
- Graduate Certificate
- Graduate Diploma
- Masters Degree
- Doctoral Degree
- AQF I
- AQF II
- AQF III
- AQF IV
- AQF V
- AQF VI

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

Why is the AQF important?

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

What are the key objectives of the AQF?

The AQF:

- provides nationally consistent recognition of outcomes achieved in post-compulsory education;
- helps with developing flexible pathways which assist people to move more easily between education and training sectors and between those sectors and the labour market by providing the basis for recognition of prior learning, including credit transfer and work and life experience;
- integrates and streamlines the requirements of participating providers, employers and employees, individuals and interested organisations;
- offers flexibility to suit the diversity of purposes of education and training;
- encourages individuals to progress through the levels of education and training by improving

access to qualifications, clearly defining avenues for achievement, and generally contributing to lifelong learning;

- encourages the provision of more and higher quality vocational educational and training through qualifications that normally meet workplace requirements and vocational needs, thus contributing to national economic performance; and
- promotes national and international recognition of qualifications offered in Australia.

This Agreement is certified under the *Industrial Relations Act 1999*, chapter 6 part 1

_____ Commissioner.

Filed on the _____ day of _____ 2009, certified by the Commission and given Register No. CA _____ of 2009, in the Certified Agreements Register.

Dated this _____ day of _____ 2009.

Industrial Registrar.

Operative Date: _____ 2009