



FAIR WORK
AUSTRALIA

DECISION

Fair Work Act 2009
s.185—Enterprise agreement

Queensland South Native Title Services Ltd
(AG2011/14655)

QUEENSLAND SOUTH NATIVE TITLE SERVICES ENTERPRISE AGREEMENT 2011-2013

Indigenous organisations and services

SENIOR DEPUTY PRESIDENT HARRISON

SYDNEY, 10 JANUARY 2012

Application for approval of the Queensland South Native Title Services Enterprise Agreement 2011-2013.

[1] An application has been made for approval of an enterprise agreement known as the *Queensland South Native Title Services Enterprise Agreement 2011-2013* (the Agreement). The application was made pursuant to s.185 of the *Fair Work Act 2009* (the Act). The Agreement is a single-enterprise agreement.

[2] I am satisfied that each of the requirements of ss186, 187 and 188 as are relevant to this application for approval have been met.

[3] The Community and Public Sector Union being a bargaining representative for the Agreement, has given notice under s.183 of the Act that it wants the Agreement to cover it. As required by s.201(2) I note that the Agreement covers the organisation.

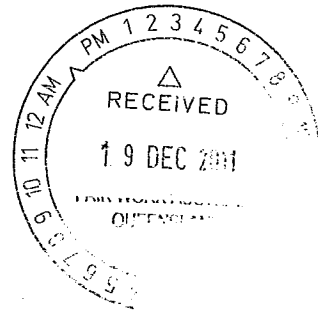
[4] The Agreement is approved. In accordance with s.54(1) it will operate from 17 January 2012. The normal expiry date of the Agreement is 30 June 2013.



SENIOR DEPUTY PRESIDENT

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Queensland South Native Title Services

ENTERPRISE AGREEMENT 2011-2013

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1 Operation of the Agreement

1.1 Purpose

This Agreement aims to secure and enhance the flexibility of working conditions at QSNTS and to focus on maintaining and increasing the performance of employees in order for QSNTS to deliver high quality native title services to Indigenous peoples in the Queensland South region.

1.2 Objectives

The parties to this Agreement are committed to ensuring that QSNTS remains an effective and efficient organisation for the delivery of native title services under the *Native Title Act*. Accordingly, this Agreement seeks to achieve several objectives:

- The introduction of a strong performance based and merit based organisational culture that encourages and facilitates excellence in employee performance and improves overall organisational performance;
- The attainment of the strategies and objectives outlined in the QSNTS Strategic Plan and Operational Plans;
- Provide performance based, competitive remuneration and flexible working conditions to attract and retain employees;
- Promote open communication and staff development; and
- To further build the professional reputation of QSNTS.

1.3 Corporate structure

This Agreement is a key component of the QSNTS corporate governance structure, in association with:

- the Strategic and Operational Plans
- Case Management Plans
- Performance Review System
- Career Development System
- Staff Training and Development Strategy
- Code of Conduct

1.4 Vision

The Agreement seeks to support the QSNTS Vision:

- To deliver high quality native title services to Indigenous peoples in the Queensland South region through professional and transparent processes; and
- To build the capacity of Traditional Owners and Indigenous nations through the provision of high quality native title services and strategic leadership.

1.5 Values

The Agreement is based on, and supports, the QSNTS Values:

- Respect
- Fairness
- Honesty
- Integrity
- Excellence
- Teamwork, cooperation and communication

1.6 Coverage of the Agreement

This Agreement covers the following parties

- QSNTS, as represented by the CEO
- All QSNTS employees
- The Community and Public Sector Union

1.7 Timing

This Agreement will commence operation 7 days after approval by Fair Work Australia. The nominal expiry date is 30 June 2013.

1.8 Relationship to award

This Agreement incorporates the provisions of the Social, Community, Home Care and Disability Services Industry Award 2010 or its successor, provided that this Agreement prevails over the award to the extent of any inconsistency.

1.9 Closed Agreement

From the commencement of this Agreement, the parties who are covered by the Agreement shall not pursue further claims for terms and conditions of employment that would have effect during the period of operation of this Agreement, except where consistent with the terms of this Agreement.

1.10 Guidelines, policies and procedures

A number of employment conditions contained in this Agreement are administered in accordance with QSNTS guidelines, policies and procedures. This Agreement will prevail over guidelines and policies to the extent of any inconsistency. Any disputes over the application of guidelines and policies which relate to this Agreement will be managed under the provisions of this Agreement.

It is acknowledged that such guidelines, policies and procedures do not form part of this Agreement but are indicative of how the relevant employment conditions will be applied. The parties agree that the specific guidelines, policies and procedures will be instituted and reviewed as necessary in consultation with staff through the Employee Liaison Committee and will be widely available to all employees.

1.11 Implementation

The CEO will have ongoing responsibility for matters arising from, and associated with, the implementation of this Agreement. The CEO will consult employees, both directly and through the Employee Liaison Committee, before decisions are made on matters relevant to this and future Agreements.

1.12 Delegation

The CEO may delegate to or authorise a person to perform any of the CEO's powers or functions under this Agreement. A power exercisable by a manager or other employee under this Agreement may be exercised by the CEO.

1.13 Funding

QSNTS is funded by the Commonwealth government to perform the functions of a Representative Body under Part 11 of the *Native Title Act* and this funding is governed by the General Terms and Conditions relating to Native Title Program Funding Agreements, relevant to each financial year. If this funding is withdrawn entirely from QSNTS, the employment of all staff will be terminated (subject to the redundancy provisions) and the CEO may choose to retain some staff in order to facilitate a transition to a new organisation or to effectively conclude QSNTS operations. If the funding is reduced, the parties agree to discuss the implications for QSNTS and for the operation of this Agreement.

2 Cooperative working arrangements

2.1 Sharing information

2.1.1 QSNTS is committed to the full and timely disclosure of information to employees on issues that affect them.

2.1.2 This commitment will involve regular meetings with employees, wide distribution of information and active encouragement of information sharing among employee and managers.

2.2 Consultation

2.2.1 QSNTS will ensure that employees receive information on workplace issues that affect them and that employees have the opportunity to contribute and have their views on these issues taken into account before final decisions are made.

2.2.2 Where QSNTS is considering the introduction of major change to production, program, organisation, structure or technology, and the change is likely to have a significant effect on employees, QSNTS will consult with employees, the union and other employee representatives about:

- (a) the introduction of the change and the likely effect on employees; and
- (b) the measures QSNTS is taking to avert or mitigate the adverse effects of the change.

2.2.3 QSNTS will provide in writing to the relevant employees, the union and other employee representatives all relevant information about the nature of the change proposed, the expected effect of the changes on employees, and any other matters likely to affect employees.

2.2.4 QSNTS will give prompt and genuine consideration to matters raised by employees, the union or other employee representatives, and will take those matters into account when making final decisions about the proposed change.

2.2.5 For the purposes of clause 2.2.1 a major change is likely to have a significant effect on employees if it may result in:

- (a) the termination of the employment of employees; or
- (b) major change to the composition, operation or size of the workforce or to the skills required of employees; or
- (c) the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or
- (d) the alteration to hours of work; or
- (e) the need to retrain employees; or
- (f) the need to relocate employees to another workplace; or
- (g) the restructuring of jobs.

2.3 Representation

2.3.1 In accordance with Freedom of Association principles QSNTS recognises that employees are free to choose to join a union. Employees who choose to be union members have the right to participate in union activities and have their industrial interests represented by their union.

2.3.2 In dealing with workplace issues, including any matter arising under this Agreement, an employee may have an employee representative, who may be a union representative, assist or represent them.

2.3.3 To assist in the representation of employees and to enhance more productive relationships and working arrangements within QSNTS, union delegates and employee representatives will be able to attend training courses on workplace relations including OH&S matters during work time, subject to the operational requirements of QSNTS.

2.3.4 In order to undertake their role, the rights of union delegates include:

- (a) right to be treated fairly and to perform their role as workplace delegates without any discrimination in their employment;
- (b) recognition by the agency that endorsed workplace delegates speak on behalf of their members in the workplace; and
- (c) right to participate in collective bargaining on behalf of those whom they represent, as per the Fair Work Act.
- (d) the right to reasonable paid time to provide information to and seek feedback from employees in the workplace on workplace relations matters at the agency during normal working hours; and
- (e) reasonable access to agency facilities (including telephone, facsimile, photocopying, internet and email facilities, meeting rooms, lunch rooms, tea rooms and other areas where employees meet) for the purpose of carrying out work as a delegate and consulting with members and other interested employees and the union, subject to QSNTS policies and protocols.

2.4 Employee liaison committee

2.4.1 An Employee Liaison Committee will be formed to be a representative group for all QSNTS employees.

2.4.2 The ELC will meet regularly, but not less than once per month, to discuss issues relating to salaries and employment conditions contained in this Agreement, the Performance Review System and QSNTS workplace relations generally.

- 2.4.3 The ELC will be the primary employee body involved in negotiating with the Employer. Any recommendations made by the ELC will be put to the CEO.
- 2.4.4 The ELC will consist of four to six employees, those being one employee from each part of QSNTS (Corporate, Community, Legal and Research or as amended from time to time). If there is no member appointed from one team for whatever reason, another person may be appointed from any other part to ensure that the Committee has sufficient people at any one time, provided that the members adequately represent a cross-section of QSNTS employees. In addition the ELC will also have a CPSU representative.
- 2.4.5 Ideally, at any one time, the ELC should consist of a combination of Indigenous and non-Indigenous employees, those on different pay levels and employees with different personal commitments (for example, full-time or part-time, parents or singles, students, etc.) so that all interests can be adequately represented.
- 2.4.6 Members of the ELC will be selected at a meeting of their team, by whatever method is deemed appropriate by that team, provided the method is fair and equitable.
- 2.4.7 A meeting to appoint each representative will be held within two weeks of the implementation of this Agreement.
- 2.4.8 Members of the ELC will hold the position for twelve months from the date of the first ELC meeting. At the second last ELC meeting before the twelve months expire, the ELC will notify all managers that a new member must be appointed from each team before the final ELC meeting. The newly appointed members will then attend the final meeting.
- 2.4.9 The meetings of the ELC should be informal; however an agenda should be prepared before each meeting and minutes taken and kept on a central file.

3 Flexibility arrangements

- 3.1 QSNTS and an employee covered by this Enterprise Agreement may agree to make an individual flexibility agreement to vary the effect of terms of the Enterprise Agreement if the arrangement meets the genuine needs of QSNTS and the employee and is genuinely agreed to by QSNTS and the employee.

The terms of this Agreement which can be subject to a flexibility arrangement are arrangements about when work can be performed within the bandwidth.
- 3.2 The flexibility agreement must result in the employee being better off overall than the employee would be if no flexibility agreement was made. An employee may have an employee representative to assist or represent them in any discussions with QSNTS.
- 3.3 The flexibility agreement must be in writing and be signed by QSNTS and the employee. The flexibility agreement is enforceable as if it is a term of the Enterprise Agreement.
- 3.4 The flexibility agreement must include details of
 - (a) the terms of the Enterprise Agreement that will be varied by the flexibility agreement, and
 - (b) how the flexibility agreement will vary the effect of the terms of the Enterprise Agreement, and
 - (c) how the employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the flexibility agreement
 - (d) the day on which the flexibility agreement commences.

- 3.5 QSNTS will give the employee a signed copy of the flexibility agreement within 14 days after it is agreed to.
- 3.6 QSNTS or the employee may terminate the individual flexibility agreement
 - (a) by giving no more than 28 days written notice to the other party to the flexibility agreement, or
 - (b) if QSNTS and the employee agree in writing – at any time.
- 3.7 The number of flexibility agreements in operation will be reported to the ELC.

4 Flexible working conditions

4.1 Balancing commitments

- 4.1.1 All employees have a responsibility to ensure that the flexible working conditions contained in this Agreement are administered fairly and consistently to ensure organisational efficiency and productivity, as well as a balance for employees between work and private time.
- 4.1.2 Managers should ensure that employees are able to access the flexible working conditions while it is the responsibility of staff to consult with their managers in accessing these terms and conditions and to be aware that operational requirements may limit access to some conditions at certain times.
- 4.1.3 Where a written application for accessing flexible working conditions is declined the employee will be provided with reasons in writing.

4.2 Hours of work

- 4.2.1 The ordinary hours of work for a full-time employee that is classified up to and including AS06 are 35 hours per week, with the expectation that employees will work the required hours (7 hours) between 8.30am and 5.00pm, with an unpaid one hour lunch break, Monday to Friday inclusive.
- 4.2.2 Employees classified up to and including AS06 may elect to work 37.5 hours per week in accordance with 6.1.2.
- 4.2.3 The ordinary hours of work for a full-time employee that is classified EL1 and above is 37.5 hours per week, with the expectation that employees will work the required hours (i.e. 7 hours and 30 minutes) between 8.30am and 5.30pm, with an unpaid one hour lunch break, Monday to Friday inclusive.
- 4.2.4 Managers have a responsibility to minimise the extent to which employees are required to work beyond normal working patterns.
- 4.2.5 Where employees negotiate with their manager for an adjustment to the normal working pattern, staff working hours will remain within the bandwidth of 7am and 7pm on Monday to Friday, subject to operational requirements.
- 4.2.6 Employees are not expected to work more than 10 hours in any given day. Any operational requirement that requires extraordinary hours of work, for example, work on weekends, before 7am or after 7pm, or more than 10 hours in a day, will be negotiated in advance with employees by the CEO or relevant manager.
- 4.2.7 Employees may negotiate with their manager to adjust their working hours to complement their personal commitments, particularly family responsibilities, for example working a nine day fortnight (70 hours over nine days within a given two week period) and these arrangements will be considered by the CEO in the context of operational requirements.
- 4.2.8 Where staff are required to carry out field work such as requires them to travel excessively on weekends then the provisions of clause 4.3 and 5.9 applies.

4.3 Time off in lieu

- 4.3.1 QSNTS aims to maintain flexible and fair workplace arrangements that enable employees to manage workloads and working hours as effectively as possible.
- 4.3.2 Where directed by their manager to work hours greater than the standard working week, or to work on weekends or public holidays, the employee is entitled to be paid for that time.
- 4.3.3 It is the responsibility of the employee and their manager to keep accurate records of the hours worked.
- 4.3.4 Each employee shall have four days leave out of each calendar fortnight and if required by the employer to work any time on these days the employee shall be entitled to be paid for the extra hours after prior approval.
- 4.3.5 Notwithstanding anything else herein contained, the employer shall maintain the right to elect whether to allow the employee time off in lieu instead of a salary entitlement for working additional hours. TOIL is available to all staff who work approved additional hours. TOIL is accrued on an hour for hour rate. Staff accruing TOIL are encouraged to take their TOIL within the pay cycle in which it is accrued. TOIL may be accrued up to a limit of two weeks, and may be cashed out at the request of the employee.
- 4.3.6 The CEO may approve TOIL accrual over the two week limit in exceptional circumstances.

4.4 Part-time employees

- 4.4.1 A part-time employee is any member of staff who has approval to work less than the ordinary full-time hours of 35 per week, and has regular, structured working hours and days.
- 4.4.2 The CEO will consider all requests from full-time employees to work part-time.
- 4.4.3 All employees returning from maternity leave or parental leave will have access to part-time work if needed.
- 4.4.4 The terms and conditions of employment of a part-time employee shall be, unless otherwise stated in this Agreement or negotiated with the CEO, those of full-time employees but reduced on a pro-rata basis for the number of hours worked.
- 4.4.5 An employee may return to full-time work with the agreement of the CEO.
- 4.4.6 QSNTS supports the availability of part-time employment.

4.5 Casual employees

- 4.5.1 An employee will be employed in a casual capacity when the work that the employee is engaged to perform is intermittent or irregular in nature.
- 4.5.2 A casual employee will be paid a loading of 25% in recognition of the irregular nature of such work and in lieu of the accrual of paid leave with the exception of long service leave.
- 4.5.3 Remuneration will be based on actual hours worked.

4.6 Non-ongoing employees

- 4.6.1 QSNTS will continue to engage non-ongoing employees to deal with periods of high workload or to import expertise not already in the organisation.
- 4.6.2 The CEO will make all decisions in relation to the engagement of non-ongoing employees.

4.6.3 Unless otherwise specified, the terms and conditions outlined in this Agreement will apply to non-ongoing employees.

4.7 **Public holidays**

Employees will observe the following public holidays

New Year's Day, or if that day falls on a Saturday or Sunday, the following Monday

- Australia Day, or if that day falls on a Saturday or Sunday, the following Monday;
- Good Friday, Easter Saturday and Easter Monday;
- Anzac Day
- Queen's Birthday, or where another day is substituted by the Queensland Government, that day;
- Labour Day, or where another day is substituted by the Queensland Government, that day;
- Brisbane Show Day
- Christmas Day, or if that day falls on a Saturday or Sunday, 27 December;
- Boxing Day, or if that day falls on a Saturday or Sunday, 28 December;

In addition to the public holidays in clause 4.5 above, employees will observe any other public holidays gazetted by the Queensland Government which employees are eligible to observe.

4.8 **Probation**

4.8.1 The first three months for full-time employees will be a probationary period of employment.

4.8.2 At the conclusion of this period, the manager will recommend one of three options to the CEO, either:

- the employee has performance satisfactorily at their level and should be regarded thereafter as an on-going employee; or
- the probationary period should continue for up to an additional three months in order to gain more information on the performance of the employee; or
- where the employee has failed to demonstrate satisfactory performance at their designated level of work, their employment may cease.

4.8.3 Based on the recommendation of the manager, the CEO will decide on the appropriate course of action.

4.8.4 The probation period cannot be longer than six months in total.

5 **Leave**

5.1 **Recreation leave**

5.1.1 Recreation leave will accrue at a rate of twenty days per year and is credited fortnightly

5.1.2 Employees should provide at least four weeks notice to their manager of their intention to take recreation leave.

5.1.3 Managers will consider requests for recreation leave by balancing the need to implement flexible working conditions with operational requirements.

5.1.4 An employee can choose to take recreation leave at half pay for absences of at least one week, in which case credits will be deducted as half the rate for the period of absence.

- 5.1.5 Managers are expected to ensure that employees normally take a minimum of fifteen days recreation leave per year.
- 5.1.6 An employee who has accrued more than 6 weeks recreation leave may be directed to take up to 2 weeks of the leave.
- 5.1.7 Unused recreation leave credits will be paid out to an employee at the time of resignation, retirement or conclusion of a non-ongoing employment contract, using the employee's final rate of salary to calculate the payment.
- 5.1.8 Where an employee has leave cancelled without reasonable notice or is recalled from leave, the CEO may approve reimbursement of travel expenses and incidental expenses not otherwise recoverable under insurance or from another source.
- 5.1.9 Employees are paid annual leave loading of 17.5% of salary on 20 days annual leave, paid at the time of leave being taken.

5.2 Personal leave

- 5.2.1 A sick leave entitlement will be available to ongoing employees at a rate of ten (10) days per calendar year.
- 5.2.2 Sick leave may be used when the employee is unable to attend work due to illness or injury.
- 5.2.3 Where an employee will be absent from work without prior arrangement, they are to call their manager as soon as practicable.
- 5.2.4 Unused sick leave entitlements will accumulate but are not payable on separation from QSNTS.
- 5.2.5 An employee will provide a medical certificate or other supporting evidence acceptable to their manager where:
 - The employee is or will be absent on personal leave for three or more consecutive working days; or
 - The manager has reasonable doubt that the employee's absence is consistent with the appropriate use of the sick leave entitlement.
- 5.2.6 Where an employee's entitlement to sick leave is exhausted, the CEO may approve additional leave as paid, unpaid or at half pay.
- 5.2.7 If the CEO approved additional sick leave as unpaid, the CEO will also determine whether this leave will count as service.
- 5.2.8 A carer's leave entitlement will be available to employees at a rate of five (5) days per year. Carer's leave will accrue throughout the year on a pro rata basis and be credited fortnightly.
- 5.2.9 Carer's leave may be used by an employee to care for sick or injured family members and extended family, including: immediate family members such as partner, siblings, children including adopted children, parents or grandparents; extended family such as aunts, uncles and cousins; family by traditional affiliation; or persons in a relationship with the employee who share a household.
- 5.2.10 Carer's leave may be used by an employee in their role as a parent at the time of the birth of their child or adoption.
- 5.2.11 The CEO has discretion to approve carer's leave should eligibility be unclear.
- 5.2.12 Where an employee's entitlement to carer's leave is exhausted, the CEO may approve additional leave as paid, unpaid or at half pay. As a minimum an employee is entitled to 2 days of unpaid carer's leave for each occasion needed.
- 5.2.13 Unused carer's leave entitlements will accumulate but are not payable upon termination of employment.

5.3 Compassionate leave

- 5.3.1 Compassionate leave is available in the event that an employee is required to be absent because a member of the employee's family or extended family or household, or a person with whom the employee has a close personal relationship, contracts or develops an illness or injury that poses a serious threat to his or her life, or dies.
- 5.3.2 An employee is able to take up to 5 days compassionate leave on each occasion that leave is required without limit in any one year.
- 5.3.3 The CEO has the discretion to approve the use of compassionate leave should eligibility be unclear.
- 5.3.4 The CEO has the discretion to approve the extension of compassionate leave on a single occasion in special circumstances.
- 5.3.5 Payment in respect of compassionate leave will be made where the employee otherwise would have been on duty.

5.4 Maternity leave

- 5.4.1 In addition to the Federal Government's paid parental leave scheme which provides 18 weeks paid leave at the adult minimum wage rate, employees will have access to maternity leave entitlements as outlined below:
 - Upon 12 months continuous service - 14 weeks paid maternity leave
 - Upon 24 months continuous service - 16 weeks paid maternity leave
 - Upon 36 months continuous service - 20 weeks paid maternity leave
- 5.4.2 An employee may take other leave such as recreation leave in combination with maternity leave.
- 5.4.3 An employee may take all or parts of the maternity leave at half pay.
- 5.4.4 Additional unpaid leave may be taken in combination with maternity leave up to a total period away from work is not more than 52 weeks.
- 5.4.5 Periods of unpaid leave related to maternity leave will not count as service for any purpose.
- 5.4.6 Where an employee seeks to work within the six week period immediately prior to the expected date of birth, she is required to provide a medical certificate stating that she is fit to work normal duties.
- 5.4.7 The CEO has the discretion to approve additional unpaid leave or to decide on the use of maternity leave should eligibility be unclear.

5.5 Parental leave

Employees are eligible for each of the following types of parental leave, after 12 months continuous service.

Unpaid Parental leave

- 5.5.1 Employees will have access to unpaid parental leave to attend the birth of their child and for other responsibilities associated with caring for family members following the birth of a child, or adoption.
- 5.5.2 Parental leave may be taken for a period up to 52 weeks.
- 5.5.3 An employee may request an extension of unpaid parental leave for up to a further 12 months.
- 5.5.4 Unpaid parental leave will not count as service for any purpose.

Adoption leave

- 5.5.5 Employees are entitled to 14 weeks paid adoption leave for the purposes of adopting a child under school age and up to 14 weeks paid leave for school aged children, at the discretion of the CEO.

Paid Parental leave

- 5.5.6 Employees are entitled to paid parental leave of 2 weeks to attend the birth of their child and for other responsibilities associated with caring for family members following the birth of a child, or adoption.
- 5.5.7 Employees who are eligible for maternity leave under 5.4 are not entitled to parental leave under 5.5.6 for the birth of their child.
- 5.5.8 Employees who are eligible for paid adoption leave under 5.5.5 are not entitled to parental leave under 5.5.6 for the adoption of a child.

5.6 Long service leave

- 5.6.1 Employees will have access to paid long service leave in recognition of a long period of employment with QSNTS.
- 5.6.2 An employee is entitled to twelve weeks paid leave after ten years of continuous service, which may be accessed after seven years on a pro-rata basis, for example:
- 10 years service – 12 weeks paid leave
 - 9 years service – 10.8 weeks paid leave
 - 8 years service – 9.6 weeks paid leave
 - 7 years service – 8.4 weeks paid leave
- 5.6.3 The minimum period to take long service leave is seven days.
- 5.6.4 Employees who cease employment other than through redundancy and who have at least 5 years continuous service will be entitled to be paid out their accumulated long service leave on a pro rata basis. Employees who cease employment through redundancy must be paid out long service leave regardless of years of service.

5.7 Moving house leave

Employees may access an entitlement to paid leave of one day per financial year to move house.

5.8 Cultural leave

- 5.8.1 Employees may access an entitlement to paid cultural leave of five days per year.
- 5.8.2 Cultural leave may be used to fulfil cultural or religious responsibilities that are not acknowledged by other forms of leave, including:
- attendance at NAIDOC activities;
 - observe religious commitments not recognised as public holidays;
 - participate in Indigenous ceremonies or events or procedures;
 - provide support to family or community members;
 - engage in land management practices;
 - or similar matters.

5.8.3 The CEO has the discretion to approve cultural leave should eligibility be unclear.

5.9 December shutdown

The employer may direct that employees take leave as part of their annual recreation leave entitlements during any period of shutdown over the Christmas New Year period. If an employee is directed to work on either of the working days (non public holidays) then the employee may elect to have their credit of recreation leave increased by the equivalent period or to receive the equivalent period as time off in lieu. During the Christmas and New Year shutdown, in addition to any time off in lieu accrued, employees will receive 7 paid days off work, not including public holidays and without deduction from leave entitlements, in lieu of penalty payments throughout the year.

5.10 Jury leave

5.10.1 Employees are entitled to paid leave to attend jury service when required.

5.10.2 The employee will continue to be paid their salary as normal by QSNTS and is required to pay the amount received for jury service from the court to QSNTS, except payments relating to meals, accommodation or fares.

5.11 Study leave

5.11.1 QSNTS encourages employees to undertake further education in fields that link with the corporate goals of the organisation or build skills generally that improve work performance or meet career development needs.

5.11.2 Assistance will be provided, by way of approved paid leave, to employees to undertake study, primarily in formal courses at a tertiary or higher education institutions and other vocational training providers approved by the CEO.

5.11.3 The CEO may approve the granting of up to four weeks study leave, normally two weeks per half year, to an employee to attend classes and examinations or meet their study commitments.

5.11.4 An employee may seek to use the approved study in a block in order to complete a specific element of their study program, with the agreement of their manager.

5.11.5 The approval of study leave will be linked to the performance of the employee and will be provided at the discretion of the CEO but must not be unreasonably refused.

5.11.6 The Employee Liaison Committee and the CEO will jointly develop guidelines for the implementation of study leave.

5.12 Leave without pay

5.12.1 An employee may request leave without pay for circumstances not covered by other leave entitlements.

5.12.2 In consultation with the manager of the employee, and with regard to operational requirements, the CEO may grant leave for any period where it can be demonstrated that the provision of this leave is in the interests of QSNTS.

5.12.3 The CEO will determine whether the leave without pay will count as service if eligibility is unclear and will act in accordance with the relevant legislation.

5.13 Leave to count as service

Access to leave entitlements under this Agreement will count as service, primarily for the purposes of superannuation and long service leave, unless otherwise stated.

5.14 Unauthorised absence

5.14.1 Where an employee is absent from duty without approval from their manager, all pay and other benefits provided under this Agreement will cease until the employee returns to work or is granted leave.

5.14.2 Any period of unauthorised absence does not count as service for any purpose.

5.15 Payment in lieu of leave entitlements

Where an employee dies, or is presumed to have died on a particular date, the CEO may authorise payment to be made to dependants, the partner of the employee or the employee's legal representative of all leave entitlements otherwise payable on resignation or retirement.

6. Remuneration

6.1 Salary increases

6.1.1 Employees classified up to and including AS06, and work a 35 hour week, will be entitled to the following wage increases:

- 3.3% from 1 January 2012; and
- 3.3% from 1 January 2013.

6.1.2 Employees classified up to and including AS06 may elect to work 37.5 hours per week. Existing employees providing written advice to the CEO by 31 March 2012 will be entitled to the following wage increases:

- 4.0% from 1 January 2012 or from the date the election was approved; and
- 4.0% from 1 January 2013.

6.1.3 Newly appointed employees classified up to and including AS06 who wish to work 37.5 hours per week, will have three (3) months from the date of appointment to provide written advice to the CEO.

6.1.4 The election to work 37.5 hours may only be made once and the hours will remain in place for the remainder of the Agreement. An employee cannot revert to a 35 hour week once the election to work a 37.5 hour week is made.

6.1.5 Employees classified EL1 and above will be entitled to the following wage increases:

- 4.0% from 1 January 2012; and
- 4.0% from 1 January 2013.

6.2 Performance based salaries

- 6.2.1 It is essential that the salaries of employees are linked to their performance, given the limited budget of QSNTS and the requirement for QSNTS to deliver high quality native title services to the Indigenous peoples in the region.
- 6.2.2 QSNTS will institute and maintain a performance review system that facilitates the provision of feedback to employees and managers, identifies staff training and development needs, and assesses staff performance against clear work level standards.
- 6.2.3 All employees will be provided with regular training on the content and operations of the performance review system.
- 6.2.4 The performance review system will only be altered after consultation with employees through the Employee Liaison Committee.

6.3 Salary advancement within a classification

- 6.3.1 Employees will participate in performance reviews each June during the currency of this Agreement and, where their performance is assessed to be at least satisfactory, they will move to the next salary increment within their classification.
- 6.3.2 Where an employee has reached the highest increment level within a classification, and their performance is assessed to be at least satisfactory in the June assessment, they will receive a one (1) percent salary increase. The employee's classification level will not change.
- 6.3.3 If an employee currently receives a salary higher than the top salary point for their level of work, they will remain on their current salary.
- 6.3.4 Where particular employees are currently working on an hourly or daily rate, they will be consulted and designated to an appropriate level of work and thereby annual salary point.
- 6.3.5 Normally, salaries will be adjusted in July each year in accordance with the outcomes of the performance reviews.

6.4 Part-time employees

Part-time employees will receive a pro-rata salary based on a specific salary point within the appropriate level of work.

6.5 Payment of salary

Salaries will be paid fortnightly by electronic funds transfer into a financial institution account of the employee's choice.

6.6 Superannuation

The employer will pay contributions on behalf of all employees equivalent to at least 9 percent of annual salary to an approved superannuation fund nominated by the employee, as prescribed in relevant legislation.

6.7 Salary for superannuation and other purposes

Salary levels as determined by Schedule 1 and Schedule 2 will be used to determine the appropriate salary level for superannuation, severance and termination payment purposes.

6.8 Salary sacrifice

- 6.8.1 QSNTS is recognised as a Public Benevolent Institution (PBI) by the Australian Taxation Office (ATO) and subject to the continuation of this recognition, Fringe Benefits Tax concessions are available to staff.
- 6.8.2 Employees may choose to participate in the approved outsourced Salary Packaging Scheme.
- 6.8.3 For employees that participate in the approved Salary Packaging Scheme, superannuation will be paid on the gross salary rather than taxable income.

6.9 Relocation reimbursement

- 6.9.1 Upon the production of satisfactory receipts, QSNTS will reimburse up to \$3500.00 relocation expenses for newly recruited staff members who move to Brisbane from outside of South East Queensland.
- 6.9.2 QSNTS will recoup all reimbursement should the employee not work continuously for at least 12 months.
- 6.9.3 The CEO can waive part or all of the reimbursement recoupment should compassionate or other extraordinary circumstances exist.

6.10 Temporary reassignment of duties

- 6.10.1 An employee may be temporarily assigned to higher duties.
- 6.10.2 Prior to the assignment of higher duties, the manager will consult the employee and will recognise that some employees may not be in a position to perform these duties due to personal commitments.
- 6.10.3 An employee temporarily assigned to duties at a higher level of work for a total period of two weeks, either consecutive weeks or in broken periods within a calendar year, or more will be paid for those periods at the higher level. When an employee has completed at least a total of 2 weeks higher duties within a calendar year any further periods of higher duties within the calendar year will be paid at the higher level.
- 6.10.4 The additional payments for temporary assignment at a higher level will be treated as pay for the purposes of determining other allowances.
- 6.10.5 Where an employee is granted paid leave or observes a public holiday while undertaking the assigned higher duties, the employee will be payed at the higher rate.
- 6.10.6 The parties agree that, wherever practicable, temporary assignment of duties for long periods (more than three months) should be avoided.

6.11 New employees

- 6.11.1 The CEO may determine the salary point at which a new employee will start work with QSNTS.
- 6.11.2 An employee will be eligible for salary progression through the performance review system if they have worked continuously at QSNTS for three months prior to their June performance review and are no longer subject to the provisions of probation.

6.12 Salary scales

Salaries for employees classified up to and including AS06, based on 35 hours per week, and consequently a 3.3% increase per annum, are outlined in Schedule 1.

Salaries based on a 4.0% increase per annum are outlined in Schedule 2.

7 Allowances

7.1 Schedules of allowances

7.1.1 Schedules of allowances will be maintained separately from this Agreement in order to adjust the rates as needed.

7.1.2 Allowances and reimbursements will be calculated and updated in accordance with the Australian Taxation Office rates.

7.1.3 The schedules of allowances will be available to employees at all times.

7.2 Travel allowance

7.2.1 Where employees undertake approved travel away from the QSNTS office in Brisbane, the employee will be eligible for the appropriate allowances and reimbursements.

7.2.2 The employer will pay allowances for accommodation, meals and incidental expenses in accordance with the policy on travel allowance contained in the QSNTS Policies and Procedures Manual.

7.2.3 The amount of travel allowance may be adjusted by the CEO where it can be demonstrated that the amount paid to an employee is insufficient.

7.2.4 Where an employee does not undertake the travel as planned, they will either repay the travel allowance, or part thereof, or otherwise account for the allowances paid in accordance with the policy on travel allowance contained in the QSNTS Policies and Procedures Manual.

7.3 Motor vehicle allowance

7.3.1 The CEO may authorise an employee to use a private vehicle for approved travel purposes and payment of an allowance where this arrangement will result in greater efficiency or be of less expense to QSNTS.

7.3.2 The parameters for this allowance will be specified in the QSNTS Policies and Procedures Manual.

7.4 Loss or damage

7.4.1 The CEO may approve reimbursement to an employee for loss or damage to clothing or personal effects that occurred in the course of the employee's work.

7.4.2 The parameters for this reimbursement will be specified in the QSNTS Policies and Procedures Manual.

8. Supportive work environment

8.1 Staff development

- 8.1.1 QSNTS recognises the value of investing in staff development to maximise the performance of employees and thereby the performance of the organisation.
- 8.1.2 Staff development initiatives will continue to be developed through the QSNTS staff training and development strategy and aligned with the outcomes of employee performance reviews.
- 8.1.3 QSNTS lawyers will be entitled to payment of annual Queensland Law Society membership fees, practicing certificate fees and all essential Continuing Professional Development (CPD) courses subject to approval by the Chief Executive Officer.
- 8.1.4 QSNTS staff will be entitled to annual membership of one recognised, peak representative professional body and any essential CPD courses subject to the approval of the Chief Executive Officer.

8.2 Study assistance

- 8.2.1 QSNTS will continue to support employees to undertake study and similar training through flexible working arrangements.
- 8.2.2 Employees are encouraged to undertake further education in fields that link with the corporate goals of QSNTS or build skills generally that improve work performance or meet career development needs.
- 8.2.3 Assistance will be provided to employees in accordance with the study leave provisions in this Agreement.

8.3 Workplace diversity

QSNTS is committed to workplace diversity, where the diverse skills and talents of employees will be embraced, with regard to gender, age, race, language, cultural background, sexual orientation, religious belief, family responsibility and work and life experience.

8.4 Healthy lifestyle

- 8.4.1 As part of the staff training and development strategy, QSNTS will investigate the options to provide information workshops or specific training that support employees in their life issues, which in turn can assist them to work more effectively and sustainably.
- 8.4.2 Specifically on health issues, QSNTS will examine options on offering health checks in the workplace (blood pressure and other indicators), alleviating neck and back pain, men's health issues, and healthy cooking and diet.
- 8.4.3 QSNTS shall provide a safe working environment to all staff by offering vaccinations as required. The CEO, in consultation with the local health authority and the ECG, will determine the time when any vaccinations are offered. Immunisation information will be included in staff induction kits with any information received stored on their personnel file.
- 8.4.4 QSNTS will make available reimbursement of costs, to the discretion of the CEO, associated with the promotion of healthy living. Reimbursements are to be capped to a maximum of \$100 each financial year and can only be reimbursed with the presentation of an appropriate receipt.

8.4.5 QSNTS will make available to all employees, an appropriate service to provide confidential, professional counselling to employees and their immediate family to help them resolve work related and personal problems, at no cost to the employee. After an initial consultation, the service may refer the employee to a specialised service. It is the employee's decision to accept further referral and to be responsible for any associated costs. An employee may request an external, independent third party to debrief any incidents in relation to work related problems. The ongoing promotion of the program will continue to be encouraged, with Supervisors and Managers periodically reminded of their obligations to encourage awareness of and access to this service for all staff.

8.5 Occupational health and safety

A safe workplace and one that is free from bullying and harassment is critical to a workplace that values and respects its employees. Employees and health and safety representatives have the right to support and assistance from their union in their workplace when investigating OH&S issues or responding to incidents.

All reasonable steps will be taken to provide employees with a healthy and safe workplace consistent with OH&S legislation and by protecting the health and safety of all employees, contractors, visitors and other persons at or near a workplace under the Queensland South Native Title Services' control and arising from the conduct of QSNTS undertakings

QSNTS recognises that the health, safety and welfare of its employees are of prime importance and that consideration of these issues is an essential and integral part of its planning and operations. This goal can best be achieved through the joint involvement of management, employees, employee representatives including unions and health and safety representatives.

9. Redundancy

9.1 Principle of retention

9.1.1 QSNTS acknowledges that at the time of negotiating this Agreement, the CEO is committed to maintaining secure employment to all staff presently employed.

9.1.2 However, if the CEO needs to consider redundancies, then the overriding principle will be to ensure that QSNTS retains the necessary people in order to undertake the work required of the organisation.

9.2 Definition

An employee will be deemed to be 'excess' to the requirements of QSNTS, where:

- The employee is one or is part of a class of employees that comprises a greater number of employees than is necessary for the efficient working of QSNTS;
- The services and skills of the employee cannot be effectively used by QSNTS due to changes in the work methods, nature of work, or functions of the organisation;
- The duties normally performed by the employee are to be performed at a different location, the employee is not willing to perform the duties at that

location, and the CEO has determined that these provisions will apply to the employee; and

- The work of the employee will no longer be performed by QSNTS due to a reduction or cessation of funding to the organisation.

9.3 Process

- 9.3.1 The CEO will hold discussions with the excess employee and, if the employee chooses, with a representative nominated by the employee, to consider options, including:
- 9.3.2 Redeployment at the employee's current level of work within QSNTS where the CEO determines that a vacancy can be filled by the employee;
- 9.3.3 Redeployment at a lower level of work within QSNTS where the CEO determines that a vacancy can be filled by the employee;
- 9.3.4 Provision of a specified period to time to be agreed between the CEO and the employee in order for the employee to find alternative employment or investigate other options; and
- 9.3.5 Redundancy with entitlements as specified in this Agreement.

9.4 Provision of information

Prior to an excess employee needing to make a decision about their options, they will be provided with information on:

- the extent of payments that the employee would receive on severance, pay in lieu of notice and paid up leave credits;
- the amount of accumulated superannuation contributions and the options available to the employee for superannuation; and
- the taxation rules applicable to the various payments.

9.5 Entitlement

- 9.5.1 Where a payment on redundancy needs to be calculated, either for information or for final payment, the employee will be entitled to a payment that includes a sum equal to three weeks salary for each year of continuous service, plus pro-rata payment for completed months of service since the last completed year of service.
- 9.5.2 The minimum sum payable as redundancy pay will be four weeks salary and the maximum will be forty eight weeks salary.
- 9.5.3 Redundancy pay will be calculated on a pro-rata basis where the employee has worked part-time hours during the period of service.
- 9.5.4 Notwithstanding any other provision of this Agreement, all accumulated leave with the exception of personal leave entitlements must be paid out on termination of employment for redundancy irrespective of the years of continuous service of the employee and regardless of whether the employee has accepted employment with another employer. In the event that another employer is willing to fully recognise and accept responsibility for the payment of the accumulated leave entitlements of the employee for his or her period of service with QSNTS, the CEO may elect to pay an amount equivalent to the employees leave entitlements to the new employer in lieu of paying out such entitlements on termination of the employee's employment.
- 9.5.5 Long Service Leave must be paid out on termination for redundancy notwithstanding that the employee has not provided 5 years service, in which case the employee will be paid out Long Service Leave on a pro rata basis.

9.6 Decision and timing

- 9.6.1 Following the discussions with the employee about the options, the CEO may decide to take action on any of the options.
- 9.6.2 Where the CEO decides that an excess employee will be offered another position within QSNTS, either at their current level of work or at a lower level, the employee will have seven days to decide on the specific offer and respond to the CEO.
- 9.6.3 When an employee is redeployed to a position of lower salary, QSNTS will maintain the employee's salary at the rate of their substantive position prior to being redeployed. However, should the employee remain at that level of work twelve months later, their salary will revert to that which applies to the lower level of work.
- 9.6.4 Where the CEO decides that an excess employee may utilise an agreed specified period to time in order to find alternative employment or investigate other options, the employee will have seven days to decide on this offer and respond to the CEO.
- 9.6.5 Where the CEO decides that an excess employee should be offered voluntary redundancy, the CEO will invite the employee in writing to accept this offer and the employee will have twenty one days to decide and respond to the CEO in writing, unless the CEO agrees to extend the period of offer.
- 9.6.6 Where the excess employee fails to respond to the CEO within the specified period for any of the options, the CEO will make every reasonable effort to contact the employee, and failing that, may terminate the employment of the employee in accordance with the provisions of this Agreement.
- 9.6.7 Nothing in this clause is intended to detract from the entitlement of the employee to receive payments in accordance with clause 9.5.

10. Termination and resignation

10.1 Notice of termination

- 10.1.1 The employer may terminate the employment of an employee in accordance with the Fair Work Act 2009.
- 10.1.2 The employer must provide reasonable notice to the employee prior to termination of the employee's employment. The amount of notice provided will be dependent upon the employee's seniority, length of service and capacity to obtain alternative employment, however the employer must provide a minimum of four weeks notice of termination in writing to the employee, except that an employee aged over 45 years with more than 5 years service will be provided with 5 weeks notice. At the election of the employer a payment to the employee may be made in lieu of notice.
- 10.1.3 An employee on probation will be entitled to one week's notice of termination.
- 10.1.4 The CEO may dismiss an employee without notice for serious misconduct. In these circumstances, the employee will be entitled to be paid for the work completed up to the time of dismissal and any accrued entitlements.

10.2 Misconduct

- 10.2.1 Where an employee is alleged to have committed misconduct the investigation and treatment of the employee/s concerned will be in accordance with the principles of procedural fairness and natural justice.

10.2.2 Where the employee has been accused of misconduct, the CEO may stand the employee down with pay for up to 1 week while the allegations are being investigated. Where the CEO determines to stand the employee down, this will be without prejudice to any other action the CEO may determine to take.

10.3 Notice of resignation

An employee will provide at least two weeks notice of resignation in writing or negotiate another length of time with the employer.

11. Dispute resolution

11.1 The objective of these procedures is the prevention and resolution of disputes about:

- (a) matters arising in the workplace, including disputes about the interpretation or implementation of the Agreement; and
- (b) the National Employment Standards.

11.2 The parties covered by the Agreement agree to take reasonable internal steps to prevent, and explore all avenues to seek resolution of, disputes.

11.3 A party to the dispute may appoint a representative (who may be a union) for the purposes of the procedures of this clause.

11.4 All persons involved in the proceedings under this clause will participate in good faith.

11.5 In the event there is a dispute, the following processes will apply:

(a) Where appropriate, the relevant employee(s) or the employee's representative(s) will discuss the matter with relevant supervisor/s and/or the appropriate level of management.

(b) In instances where the dispute remains unresolved at sub-paragraph (a), it will be referred to the next appropriate level of management for discussion.

(c) If the earlier steps do not resolve the dispute, either party to the dispute may refer the matter to Fair Work Australia.

(d) Fair Work Australia may deal with the dispute in 2 stages:

(i) Fair Work Australia will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation; and

(ii) if Fair Work Australia is unable to resolve the dispute at the first stage, Fair Work Australia may then arbitrate the dispute; and make a determination that is binding on the parties.

11.6 The parties agree that FWA may exercise any powers it has under Chapter 5 Part 5-1 Division 3 of the FW Act as are necessary for the just resolution or determination of the dispute.

- 11.7 A person may be assisted and represented at any stage in the dispute process in Fair Work Australia on the same basis as applies to representation before Fair Work Australia under section 596 of the FW Act.
- 11.8 Unless the parties to the dispute agree to the contrary, Fair Work Australia will, in responding to the matter, have regard to whether a party has followed the procedures under this clause.
- 11.9 The parties to the dispute agree to be bound by any decision made by Fair Work Australia in accordance with this clause.
- 11.10 Both employees and management agree that any workplace arrangements, customs, practices or policies in place prior to the commencement of the dispute will continue to apply during the dispute resolution procedure unless there is reasonable concern by the employees about an imminent risk to the employees' health or safety. In these circumstances, employees will not work in an unsafe environment but, where appropriate, may accept reassignment to alternative suitable work consistent with the employees' classification levels.
- 11.11 Employees participating in dispute resolution procedures will not suffer any loss of pay.

12. Review of decision to terminate employment

- 12.1 Employees may seek a review of a decision to terminate employment for any reason through the provisions in the Fair Work Act 2009.
- 12.2 A decision to terminate employment cannot be reviewed under the dispute resolution procedures outlined in this Agreement.

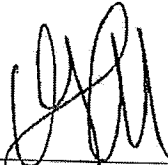
13. Definitions

Agreement	QSNTS Agreement 2011-2013.
Casual employee	An employee who works irregular hours, especially for intermittent or short periods of time, with no structured pattern of working hours or days.
CEO	Chief Executive Officer of QSNTS.
ELC	Employee Liaison Committee.
Employee	Unless otherwise stated, a person employed at QSNTS, ongoing or non-ongoing, full-time, part-time or casual.
Fair Work Act	Fair Work Act (Commonwealth) 2009.
Family or extended family	Immediate family members such as partner, siblings, children, including adopted children, parents or grandparents, and extended family such as aunts, uncles and cousins, or family by traditional affiliation.
Full-time employee	An employee who works either a 35 hour week or a 37.5 hour week.
Level of work	Identified QSNTS work classification as expressed in the salary scale and outlined in the performance review system.
Manager	Immediate supervisor of employee.
Native Title Act	<i>Native Title Act</i> (Commonwealth) 1993. An employee who is not a casual employee and whose hours

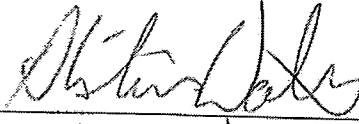
Part-time employee of work are less than 35 per week.
 Parties to the Agreement QSNTS and all QSNTS employees.
 QSNTS Queensland South Native Title Services.
 Staff Employees of QSNTS, either collectively or individually.
 Union The community and Public Sector Union

Signed by

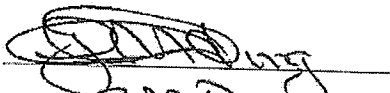
Signed for and on behalf of QSNTS,
 Level 4, 370 Queen Street, Brisbane,
 QSNTS Chief Executive Officer:


 _____ Date: 15.12.2011
 Name: Kevin Smith
 CEO

Signed for and on behalf of the
 Community and Public Sector Union:


 _____ Date: 15/12/11
 Name: DUSTIN WAGGAI
 DEPUTY NATIONAL PRESIDENT

Witness:


 _____ Date: 15.12.2011
 Name: G M DORING

Geoffrey Michael Doring
 Solicitor
 370 QUEEN ST
 BRISBANE QLD.

Schedule 1

35 hour week – 3.3% wage increase.

Classification	Increment Level	1.1.12	1.1.13
Under 18 Year Old		\$ 22,606.18	\$ 23,352.19
18 Year Old		\$ 25,848.57	\$ 26,701.58
19 Year Old		\$ 30,298.75	\$ 31,298.61
20 Year Old		\$ 31,307.66	\$ 32,340.81
AO1	1.1	\$ 33,590.29	\$ 34,698.77
	1.2	\$ 34,773.51	\$ 35,921.03
	1.3	\$ 35,638.29	\$ 36,814.36
	1.4	\$ 35,936.60	\$ 37,122.51
	1.5	\$ 37,097.47	\$ 38,321.68
AO2	2.1	\$ 39,422.55	\$ 40,723.50
	2.2	\$ 40,577.84	\$ 41,916.91
	2.3	\$ 41,704.07	\$ 43,080.30
	2.4	\$ 42,394.56	\$ 43,793.58
	2.5	\$ 43,134.21	\$ 44,557.64
AO3	3.1	\$ 44,310.71	\$ 45,772.96
	3.2	\$ 45,908.44	\$ 47,423.42
	3.3	\$ 47,050.32	\$ 48,602.98
	3.4	\$ 47,926.27	\$ 49,507.84
AO4	4.1	\$ 49,546.35	\$ 51,181.38
	4.2	\$ 51,180.95	\$ 52,869.92
	4.3	\$ 52,380.92	\$ 54,109.49
	4.4	\$ 53,517.21	\$ 55,283.28
AO5	5.1	\$ 55,606.54	\$ 57,441.56
	5.2	\$ 57,381.92	\$ 59,275.52
	5.3	\$ 59,100.32	\$ 61,050.63
	5.4	\$ 61,586.29	\$ 63,618.64
ASO6	6.1	\$ 60,922.62	\$ 62,933.07
	6.2	\$ 62,735.99	\$ 64,806.28
	6.3	\$ 64,695.73	\$ 66,830.68
	6.4	\$ 67,311.30	\$ 69,532.58
	6.5	\$ 69,878.84	\$ 72,184.85

Schedule 2
37.5 hour week -- 4% wage increase

Classification	Increment Level	1.1.12	1.1.13
Under 18 year old		22,759.37	23,669.75
18 year old		26,023.73	27,064.68
19 year old		30,504.06	31,724.22
20 year old		31,519.81	32,780.61
AO1/Adult	1.1	33,817.91	35,170.63
	1.2	35,009.14	36,409.51
	1.3	35,879.79	37,314.98
	1.4	36,180.13	37,627.33
	1.5	37,348.86	38,842.81
AO2	2.1	39,689.70	41,277.29
	2.2	40,852.81	42,486.92
	2.3	41,986.67	43,666.14
	2.4	42,681.84	44,389.11
	2.5	43,426.50	45,163.56
AO3	3.1	44,610.98	46,395.42
	3.2	46,219.54	48,068.32
	3.3	47,369.15	49,263.91
	3.4	48,251.04	50,181.08
AO4	4.1	49,882.09	51,877.38
	4.2	51,527.77	53,588.88
	4.3	52,735.87	54,845.31
	4.4	53,879.86	56,035.06
AO5	5.1	55,983.36	58,222.69
	5.2	57,770.77	60,081.60
	5.3	59,500.81	61,880.84
	5.4	62,003.63	64,483.77
AS06	6.1	61,335.46	63,788.88
	6.2	63,161.11	65,687.56
	6.3	65,134.13	67,739.49
	6.4	67,767.43	70,478.13
	6.5	70,352.37	73,166.46

EL1	EL1.1	76,046.43	79,088.29
	EL1.2	80,931.72	84,168.98
	EL1.3	85,981.23	89,420.48
	EL1.4	88,155.59	91,681.82
	EL1.5	90,757.40	94,387.70
EL2/PO2	EL2.1	87,705.65	91,213.87
	EL2.2	92,323.21	96,016.14
	EL2.3	97,846.30	101,760.15
	EL2.4	101,641.59	105,707.25
	EL2.5	110,765.36	115,195.97
PO3/Specialist	PO3.1	115,405.42	120,021.64
	PO3.2	121,234.47	126,083.85
	PO3.3	127,292.98	132,384.70
	PO3.4	133,224.39	138,553.37
QSNTS Mgr	MGR.1	125,984.77	131,024.16
	MGR.2	133,296.38	138,628.24
	MGR.3	141,715.99	147,384.63

