

This Agreement was amended by application No. CA/2010/1 which was approved on 18 February 2010. Changes have been made to Clause 3.2.4, new Clauses 3.2.5 and 3.2.6 have been inserted, and changes have been made to Appendix 1 "Field Staff Pay Rates".

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

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

QBuild Field Staff Certified Agreement 7 2008

*Matter No. CA/2008/337*

Commissioner Asbury

24 December 2008

CERTIFICATE

This matter coming on for hearing before the Commission on 24 December 2008 the Commission certifies the following written agreement:

QBuild Field Staff Certified Agreement 7 2008 - CA/2008/337

Made between:

- QBuild, a Business Unit of the Department of Public Works;
- The Construction, Forestry, Mining and Energy, Industrial Union of Employees, Queensland;
- Federated Engine Drivers' and Firemens' Association of Queensland, Union of Employees;
- Australian Building Construction Employees and Builders' Labourers' Federation (Queensland) Union of Employees;
- The Queensland Public Sector Union of Employees;
- The Electrical Trades Union of Employees of Queensland;
- Plumbers and Gasfitters Employees' Union Queensland, Union of Employees;
- The National Union of Workers Industrial Union of Employees Qld;
- Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees Queensland;
- Transport Workers' Union of Australia, Union of Employees (Queensland Branch); and
- The Australian Workers' Union of Employees, Queensland.

The agreement was certified by the Commission on 24 December 2008 and shall operate from 1 July 2008 until its nominal expiry date of three years from the date of operation, 30 June 2011.

This agreement cancels CA/2005/637 - QBuild Field Staff Certified Agreement 6 (2005).

By the Commission.

I. C. Asbury  
Commissioner

QUEENSLAND INDUSTRIAL RELATIONS COMMISSION

Industrial Relations Act 1999, s156 - certifying an agreement

QBuild,  
A Business Unit of the Department of Public Works

AND

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

Federated Engine Drivers' and Firemens' Association of Queensland, Union of Employees;

Australian Building Construction Employees and Builders' Labourers' Federation (Queensland) Union of Employees;

The Queensland Public Sector Union of Employees;

The Electrical Trades Union of Employees Queensland;

Plumbers & Gasfitters Employees' Union Queensland, Union of Employees;

The National Union of Workers Industrial Union of Employees Queensland;

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

Transport Workers' Union of Australia, Union of Employees (Queensland Branch); and

The Australian Workers' Union of Employees, Queensland.

(No.CA337 of 2008)

QBUILD FIELD STAFF CERTIFIED AGREEMENT 7 (2008)

COMMISSIONER ASBURY

APPROVED 24 December 2008

APPLICATION FOR CERTIFICATION OF AGREEMENT

Certified Agreement No. CA637 of 2005 the QBuild Field Staff Certified Agreement 6 (2005) is hereby repealed and replaced with the new QBuild Field Staff Certified Agreement 7 (2008).

THIS AGREEMENT, made under the *Industrial Relations Act 1999* on \_\_\_\_\_ between QBuild, A Business Unit of the Department of Public Works and The Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland; Federated Engine Drivers' and Firemens' Association, Queensland, Union of Employees; Australian Building Construction Employees and Builders' Labourers' Federation (Queensland) Union of Employees; The Queensland Public Sector Union of Employees; The Electrical Trades Union of Employees Queensland; Plumbers & Gasfitters Employees' Union Queensland, Union of Employees; The National Union of Workers Industrial Union of Employees Queensland; Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland; Transport Workers' Union of Australia, Union of Employees (Queensland Branch); and The Australian Workers' Union of Employees, Queensland all the parties to the agreement now seek certification of the agreement under chapter 6, part 1 of the Act. The information required under the Industrial Relations Regulations 2000, section 9 and any other information in support of the application is set out in the accompanying affidavit.

**QBUILD FIELD STAFF CERTIFIED AGREEMENT 7 (2008)**

**Arrangement of Agreement**

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## **PART 1 - PRELIMINARY**

### **1.1 TITLE**

This Agreement shall be known as the QBuild Field Staff Certified Agreement 7 (2008) - to be abbreviated to FSA7.

### **1.2 PURPOSE OF THE AGREEMENT**

The parties to this agreement are committed to delivering the highest quality services which will continue to provide for a holistic approach to facilities management. To this end, the parties agree to work in a collaborative partnership, to reduce disputes and settle any disputes that do arise in a fair and equitable manner.

The Agreement provides a framework to ensure the organisation achieves its objectives. QBuild aims to achieve this by:

- actively promoting improvements in all areas of our business through research and development, staff participation, and a process of continuous review;
- developing a flexible, highly skilled workforce that is responsive to client requirements;
- enhancing communication processes between management, employees and unions to ensure that staff are adequately informed, and disputes are constructively resolved;
- achieving and improving the organisation's financial viability;
- providing a supportive, inspiring work environment which values innovation, enthusiasm and promotes a commitment to getting the job done; and
- ensuring a safe workplace for all employees.
- the parties agree to implement work practice changes related to the Ellipse Project during the life of the agreement
- it is intended that the Ellipse system will improve productivity by reducing inefficiencies in scheduling, job resourcing, job allocation, and job status monitoring, in addition to the elimination of some administrative overheads.

### **1.3 AGREEMENT COVERAGE**

*The parties bound by this Agreement are:*

- a) the Director-General, Chief Executive of the Department of Public Works, and the General Manager of QBuild;
- b) field staff employees of QBuild (excluding staff covered by the QBuild State Government Security Certified Agreement, Office Staff Certified Agreement and the Cleaning Certified Agreement);
- c) the unions as listed below:
  - The Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland;
  - Federated Engine Drivers' and Firemen's Association, Queensland, Union of Employees;
  - Australian Building Construction Employees and Builders' Labourers' Federation (Queensland) Union of Employees;
  - The Queensland Public Sector Union of Employees;
  - The Electrical Trades Union of Employees Queensland;
  - Plumbers & Gasfitters Employees' Union Queensland, Union of Employees;
  - The National Union of Workers Industrial Union of Employees Queensland;
  - Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland;
  - Transport Workers' Union of Australia, Union of Employees (Queensland Branch); and

- The Australian Workers' Union of Employees, Queensland.

#### **1.4 APPLICATION AND SCOPE**

This Agreement shall apply to all QBuild employees designated as field staff, including apprentices.

Employees shall only be covered by this Agreement if they are working under one of the Awards listed in clause 1.8. If at any time an employee ceases to be covered by this Agreement, through transfer, appointment to another position or relieving arrangements, the conditions of this Agreement shall cease, until the employee is again covered by this Agreement.

The pay increases outlined in clause 3.2 of this Agreement do not apply to staff covered by special salary arrangements, including personal classifications, and special salary maintenance arrangements.

#### **1.5 DATE AND PERIOD OF OPERATION**

This Agreement shall operate from the date of certification to 30 June 2011. The parties have agreed that its terms will be given operative effect on and from 1 July 2008.

The parties may discuss the extension of this agreement prior to the nominal expiry of the agreement.

#### **1.6 REVIEW OF CERTIFIED AGREEMENT**

The parties agree that they will commence negotiations through the Single Bargaining Unit (SBU) for a replacement Agreement at least six (6) months prior to the expiration of this Agreement.

#### **1.7 POSTING OF AGREEMENT**

A copy of this Agreement shall be exhibited in a conspicuous and convenient place in each workplace so that it can be easily read by all employees. It will be available in both electronic and hard copy.

#### **1.8 RELATIONSHIP WITH PARENT AWARDS AND AGREEMENTS**

This Agreement shall be read and interpreted wholly in conjunction with the Awards specified below. Where there is any inconsistency between the existing Awards, the terms of this Agreement shall take precedence. The relevant Awards covered by this Agreement are:

- Building Trades Public Sector Award - State;
- Civil Construction, Operations and Maintenance General Award - State;
- Engineering Award - State;
- Transport, Distribution and Courier Industry Award - Northern & Mackay Division;
- Transport, Distribution and Courier Industry Award - Southern Division;
- Furniture and Allied Trades Award - State;
- Employees of Queensland Government Departments (other than Public Servants) Award - State;
- Storeworkers and Packer's Award - Northern & Mackay Division; and
- General Stores, Warehousing and Distribution Award - State.

### **PART 2 - TERMS AND CONDITIONS OF EMPLOYMENT**

#### **2.1 PROCEDURES FOR THE RESOLUTION OF DISPUTES AND GRIEVANCES**

- 1) The parties to this Agreement aim to avoid or speedily resolve any dispute over matters covered by the Agreement. This aim will be achieved through the provision of information, explanation, consultation, cooperation and negotiation.
- 2) Subject to legislative provisions, while the dispute procedure is being followed, normal work is to continue except in the case of a genuine safety issue. The status quo existing before the emergence of a dispute is to continue whilst the dispute procedure is being followed. No party shall be prejudiced as to the final settlement by the continuation of the work.
- 3) In the event of any disagreement between the parties as to the interpretation or implementation of this Agreement, the following procedure shall apply:
  - a) The matter is to be discussed between the employee(s) concerned and the operational manager in the first instance. This discussion should take place within 24 hours of the issue being raised.

- b) If the matter is not resolved as per (a) above, it shall be referred to the relevant union delegate/representative and/or Industrial Officer and the Business Unit General Manager and/or nominee. A conference of the parties shall be arranged to discuss the issue. This process should not extend beyond 7 days.
- c) If the issue remains unresolved, it shall be referred to the Secretary of the relevant union and/or nominee and the Director-General of the Department of Public Works and/or nominee. The parties shall discuss the issue and decide on appropriate action. This process shall not extend beyond 14 days.
- d) If the matter is not resolved then it may be referred by either party to the Queensland Industrial Relations Commission.

## **2.2 INDUSTRIAL RELATIONS PROVISIONS**

### *2.2.1 Collective Industrial Relations*

- (1) QBuild recognises the important role of unions. QBuild supports constructive relations between management and unions and recognises the need to work collaboratively.
- (2) QBuild is committed to collective agreements and will not support non-union agreements, Queensland Workplace Agreements or Australian Workplace Agreements.
- (3) Consistent with principles established by a full bench of the Queensland Industrial Relations Commission, QBuild will agree to support the "rolling up" of certified agreement wage rises into the relevant awards.

### *2.2.2 Union Encouragement*

- (1) QBuild recognises the right of individuals to join a union and will encourage that membership. The parties agree that the provisions of Section 101 of the *Industrial Relations Act 1999 (Qld)* will be adhered to at all times.
- (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, and current employees, at designated Consultation Meetings, as notified by each Trading Centre.
- (5) Payroll deduction facilities for union subscription will be provided on request.
- (6) QBuild shall provide training for all Managers and Supervisors (including Team Leaders and Forepersons) to ensure they have a satisfactory level of understanding of union encouragement.

### *2.2.3 Union Delegates*

- (1) QBuild acknowledges the constructive role union delegates undertake in the workplace in relation to union activities that support and assist members. After a list of duly elected delegates has been provided to QBuild by each union, these employees will be formally recognised, accepted and supported as union delegates.
- (2) QBuild employees will be given full access to union delegates/officials during working hours to discuss any employment matter or to seek union advice, provided that service delivery is not disrupted and work requirements are not unduly affected.
- (3) Delegates will be provided convenient access to facilities for the purpose of undertaking appropriate 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.

### *2.2.4 Industrial Relations Education Leave*

- (1) Industrial relations education leave is paid time off to acquire knowledge and competencies in industrial relations. Such knowledge and competencies can allow employees to effectively participate in consultative structures, perform a representative role and further the effective operation of grievance and dispute settlement procedures.

- (2) Employees may be granted up to 5 working days (or the equivalent hours) of paid time off (non-cumulative) per calendar year to attend industrial relations education seminars, approved by the Chief Executive (or delegated authority) of the agency.
- (3) Additional leave, over and above 5 working days non-cumulative (or equivalent hours) in any one calendar year may be granted where approved structured employee training courses involve more than 5 working days (or the equivalent). Such leave will be subject to consultation between the Chief Executive (or delegated authority) of the agency, the relevant union and the employee.
- (4) 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.
- (5) 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.
- (6) At the discretion of the Chief Executive of the agency 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 Directive on "Special Leave" in relation to special leave without salary. Conditions outlined in the Directive on "Special Leave" that provide for the employees' return to work after unpaid leave, will be met.

### 2.2.5 *Toolbox Talks*

QBuild agrees to hold three compulsory toolbox talks per year. These arrangements shall provide that:

- 1) Such meetings will be at times so as to minimise any disruption to operations and shall be determined by QBuild in consultation with the unions;
- 2) The meeting shall consist of the first part conducted by QBuild Management, and the second part by unions where they will be given the opportunity to address issues with employees;
- 3) The second part of the meeting shall be a maximum of one hour duration and no longer, unless specific prior approval is given for a longer period;
- 4) The meetings are to be conducted in the spirit of cooperation for the purpose of improving the work environment and productivity;

### 2.2.6 *ILO Conventions*

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

## 2.2.7 **Consultative Mechanisms**

### 2.2.7.1 *Single Bargaining Unit*

The parties agree to use the consultative mechanisms, as outlined in 2.2.7.2, for the purpose of developing, negotiating, implementing and monitoring this Agreement and for ongoing workplace reform.

- 1) QBuild's Single Bargaining Unit (SBU) consists of representatives from management and associated unions. The SBU is responsible for negotiating, implementing and consulting, and monitoring of this Agreement.
- 2) The SBU shall meet monthly and develop Terms of Reference for itself and Local Consultative Committees.
- 3) The SBU is responsible for the negotiation of this Agreement, in consultation with management and employees. This Agreement was negotiated between the following representatives:
  - a) Management representatives:
    - i. Director-General, Department of Public Works;
    - ii. General Manager, QBuild;
    - iii. Executive Manager, Human Resources;
    - iv. Regional Representatives (Group Director and/or Regional Manager);
    - v. Manager, Employee Relations, QBuild and
    - vi. Representative of Department of Employment and Industrial Relations (DEIR).

b) Representatives from unions:

- vii. The Construction, Forestry, Mining & Energy, Industrial Union of Employees, Queensland;
- viii. The Queensland Public Sector Union of Employees;
- ix. The Electrical Trades Union of Employees Queensland
- x. Automotive, Metals, Engineering, Printing and Kindred Industries Industrial Union of Employees, Queensland;
- xi. The Plumbers & Gasfitters Employees' Union Queensland; and
- xii. Australian Building Construction Employees and Builders' Labourers' Federation (Queensland) Union of Employees.

It is acknowledged by the parties that these unions negotiate on behalf of all other signatory unions to this agreement.

#### 2.2.7.2 Local Consultative Committees

- 1) QBuild Local Consultative Committees (LCC) are formed within each Trading Centre and meet monthly or as agreed by the members. The LCC comprises of representatives of the Regional Management Team, union delegates and representatives from the various Workplace Improvement Teams, which are established as necessary to investigate specific issues within each Trading Centre as required.
- 2) The LCCs functions include the identification of regional issues, workforce improvement initiatives and the resolution of local industrial matters through consultation with employees. The focus of these committees is dispute resolution and business improvement processes.
- 3) If a matter cannot be resolved through the LCC it will be referred to the SBU for resolution.

### 2.3 EMPLOYMENT SECURITY

- 1) QBuild is committed to providing stability to the public sector by limiting organisational restructuring and contracting out of services;
- 2) Where changes to employment arrangements are necessary, there will be an active pursuit of retraining and deployment opportunities;
- 3) QBuild shall consult with unions who are party to this agreement on any intention to implement changes that may affect the employment security of employees, prior to the commencement of any planned changes; and
- 4) The parties agree that the State Government Employment Security Policy shall apply for the life of the agreement.

#### 2.3.1 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. Agencies are encouraged to utilize workforce planning and management strategies to assist in determining the appropriate workforce mix for current and future needs.

#### 2.3.2 Contracting out of work

- 1) QBuild's business environment requires the organisation to contract out work on a regular basis. This requirement is due to factors such as peak workloads, the location of where certain work is to be performed, and situations where the skills required aren't readily available from within the QBuild workforce.
- 2) Where possible, QBuild seeks to utilise its own employees to perform work however due to the nature of the business, there is a regular requirement to use contractors. This requirement is regulated by a comprehensive registration process administered by QBuild.
- 3) QBuild will ensure that all workers engaged on QBuild projects will receive their legal entitlements. That is, where QBuild engages contractors to perform work, those contractors will be obliged to remunerate their workers in accordance with the relevant award, as a minimum, or in accordance with a relevant industrial agreement.
- 4) QBuild will continue to review the contractor registration process to ensure consistency with the Queensland Code of Practice for the Building and Construction Industry - specifically section 5.3.1 of the code which precludes arrangements or practices that are designed to, or have the effect of, avoiding awards, registered agreements and/or legislative obligations.

## 2.4 WORK AND FAMILY

- 1) QBuild is committed to maintaining a work environment which conforms to the principles of employment outlined in the *Public Service Act 2008* (Qld).

## 2.5 ORGANISATIONAL CHANGE

- 1) The parties recognise that changes will occur in the workplace during the life of this Agreement, and agree that work practices and arrangements may be varied subject to:
  - a) consultation with affected staff and unions, and agreement of the majority of affected staff before any significant workplace change is implemented;
  - b) information relating to workplace change will be given to employees;
  - c) parties are not to unreasonably withhold agreement, however, where agreement cannot be reached the parties may access the disputes process outlined in clause 2.1 of this Agreement; and
  - d) if necessary ratification by the Queensland Industrial Relations Commission.
- 2) It is the Government's intention that future organisational change and restructuring will be limited in scale. All organisational change will need to demonstrate clear benefits and enhanced service delivery to the community. The objective is to stabilise public sector organisations, and to avoid unnecessary change that will not deliver demonstrable benefit to the Government or the community.
- 3) Government approval is required for all major organisational change and restructuring in agencies:
  - (a) that will significantly impact on the public sector workforce (e.g. significant job reductions, deployment to new locations, alternative service delivery arrangements, etc). The emphasis will be on minimum disruption to the workforce and maximum placement of affected staff within agencies, and ordinarily organisational restructuring should not result in large scale "spilling" of jobs.
  - (b) that will have major social and economic implications, particularly in regional and rural centres where the Government is committed to maintaining public sector employment. Proposals affecting these centres need to carefully evaluate the impact on communities to ensure that short-term efficiency gains are balanced against the long-term social and economic needs of these communities.
- 4) The agency will need to demonstrate that any proposed organisational change or restructuring will result in clearly defined service enhancements to Government and/or the community, as identified in a business case, and be undertaken through a planned process. Where an agency has made a decision to introduce major organisational change or restructuring, it will notify affected employees/unions and discuss the changes as early as practicable. This may be undertaken through forums such as Agency Consultative Committees.
- 5) The requirement to obtain Government approval for major organisational change is not intended to reduce the flexibility of Chief Executives in their day-to-day management of agencies' operations. Chief Executives retain prerogative over normal business activities to manage the public sector workforce, (such as job reclassification, job redesign, performance management, disciplinary action and transfers), and organisational improvement initiatives (such as process re-engineering, changes in work practices and the introduction of new technology).

## PART 3 - DEFINITIONS, WAGES AND ALLOWANCES

### 3.1 DEFINITIONS AND ABBREVIATIONS

**"Alternating Shift"** - refers to a shift worked at the same time each day but which, over a period of time, will cover a whole seven (7) day span. (Example - During one (1) week, the five (5) day working week for a worker in this shift may be 2:00pm to 11:00pm Monday to Friday, whilst the next week the working week may be 2:00pm to 11:00pm Tuesday to Saturday, and so on.)

**"AQTF"** - means the Australian Qualifications Training Framework. The AQTF is a system of twelve national qualifications in schools, vocational education and training facilities (TAFEs and private providers) and the higher education sector (mainly universities).

**"Claimable Allowances"** - refers to allowances not rolled into the Single Fortnightly Payment and which must be claimed for should the employee have an entitlement.

**"Consultation"**—means and includes the timely exchange of relevant information and ideas in such a manner

that the parties have the actual and genuine opportunity to influence the outcome.

**“Continuous Shiftwork”** - means work that is performed continuously, by various shifts of workers, for a period of twenty-four (24) hours per day for an unbroken period of at least twenty-eight (28) days.

**"Core Trade"** - is a trade that is vital to the operation of QBuild's business.

**"Core Competencies"** - is a competency which is mandatory in attaining qualification of a trade.

**“Department”** - means the Department of Public Works.

**“Directive”** - means:

- a Directive of the Public Service Commission; or
- a Directive of the Minister for Employment and Industrial Relations.

**"Elective Competency"** - is a competency which may be undertaken, in addition to Core Competencies, to achieve the total hours of training required to attain qualification in a trade.

**"Field Staff"** - The trade types which are designated as "field staff" are:

- Tradespersons - employees who hold a trade qualification - eg carpenter;
- General employee other than tradespersons - employees who assist tradespersons in their work - eg labourer;
- Forepersons - trade based employees who are employed to supervise projects and other field staff;
- Horticultural Officers - these staff are employed to provide horticultural services on behalf of QBuild;
- Apprentices - employees engaged under a registered Training Agreement; and
- Trainees - employees engaged under a registered Training Agreement.

**“Fixed Shift”** - means a permanent shift worked at set hours each day, five (5) days per week.

**“Ongoing night shift”** - Night shift work undertaken by Stonemasons working on Parliament House which exceed 4 weeks in duration.

**“Rotating Shift”** - means a shift which requires an employee to work, in rotation, different periods of the day, over a period of time, for example one (1) month.

**“Shiftwork”** - means any working day or other period that does not conform to the usual 7:30 am to 4:00pm, Monday to Friday work cycle; and where operations in a particular Trading Centre are continued by the employment of one or more employees on duties which other workers have been engaged immediately before (i.e. two (2) consecutive shifts performed by different employees).

Standard shift patterns that are used are: "fixed shift", "rotating shift", "alternating shift" and "continuous shift".

**“Temporary”** - means an employee engaged for a specific period of time, or for project(s) or duties where the finishing date is specified at the commencement of employment and is not extended for any reason other than to complete the project(s) or duties.

## 3.2 WAGES

This Agreement provides for the following wage increases:

- 1) The initial wage increase is 4.5% or \$34.00 per week (whichever is the greater) effective from 1 July 2008
- 2) The second wage increase is 4% or \$34.00 per week (whichever is the greater) effective from 1 July 2009.
- 3) The third wage increase is 4% or \$34.00 per week (whichever is the greater) effective from 1 July 2010.
- 4) Apprentices shall receive the above wage increases on a pro rata basis, with the exception of Adult Apprentices, Wage Maintained and Mature Age apprentices who shall receive the full amount.
- 5) The rates of pay of apprentices and engaged by QBuild from 1 January 2010 shall be as detailed in Appendix 1.
- 6) The rates of pay of apprentices engaged by QBuild prior to 31 December 2009 shall be as detailed in Appendix 1.

### 3.3 WAGE MAINTENANCE

- 1) This mobility principle shall apply only to those staff eligible to be employed under the QBuild Field Staff Certified Agreement 7 (2008).
- 2) It is recognised that Queensland Public Sector employees may enter into employment with QBuild during the course of this Agreement. Existing Public Sector employees may join QBuild in the following ways:
  - a) voluntarily joining through promotion, secondment or transfer at level from another Agency or Business Unit, and
  - b) imposed movement as a result of Agency/Business Unit restructuring, including deployment and redeployment.
- 3) Separate agreements operating across the Department of Public Works and across the Queensland Public Sector provide for differing working conditions and payment arrangements. To ensure that existing Public Sector employees are not disadvantaged by joining QBuild the following provisions will apply:
  - i. Where employees join QBuild as a result of a situation described in (a) above, they are to accept the terms and conditions and salary arrangements as set out in this Agreement; and
  - ii. Where employees join QBuild as a result of the situation described in (b) above, they will not be disadvantaged in terms of salary (that is, they will either retain their existing salary level or if the QBuild salary level is greater, they will transfer to the next highest pay point within the same salary level on the QBuild salary structure).
- 4) All employees joining QBuild accept the terms and conditions, including hours of work and accumulated time arrangements, as set out in this Agreement.

### 3.4 OCCUPATIONAL SUPERANNUATION

QBuild shall pay \$25.00 per fortnight additional employer superannuation contributions to QSuper for each field staff employee. This payment shall be made on a pro-rata basis for apprentices, in-line with the year of their apprenticeship (i.e. 1<sup>st</sup> year = 40%; 2<sup>nd</sup> year = 55%; 3<sup>rd</sup> year = 75%; 4<sup>th</sup> year = 90%). Wage Maintained and Mature Age apprentices shall be paid the full amount.

This additional Superannuation payment shall be made in accordance with the following:

- a) payable for recreation leave, sick leave, workers' compensation, rostered days off, public holidays, long service leave, other paid leave not listed and periods of leave without pay less than one day; and
- b) not payable for leave without pay for periods of one day or more.

### 3.5 SALARY PACKAGING

Salary Packaging is available for employees who are covered by this Agreement. The following principles apply for employees accessing salary packaging arrangements:

- a) as part of the salary packaging arrangements, the costs for administering the package, including fringe benefits tax, is 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 on to the employee as part of their salary package;
- d) employees are strongly advised to seek independent financial advice prior to taking up a salary package;
- 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; and
- g) any increases or variations to taxation, excluding payroll tax that result in additional costs are to be passed onto the employee as part of the salary package.

The employee's salary for superannuation purposes and severance and termination payments will be the gross salary that the employee would receive if they were not participating in salary packaging.

### 3.6 PAY RATES

- 1) Pay rates for each increase are detailed in Appendix 1.
- 2) The base rates shall be used in the calculation of future enterprise bargaining payments, overtime and penalty rate calculations, all types of leave, leave loading and superannuation.

### 3.7 ALLOWANCES

#### 3.7.1 Single Fortnightly Payment

The Single Fortnightly Payment (SFP) will be increased by 4.5% on the 1st of July 2008, 4% 1 July 2009 and 4% 1 July 2010.

The SFP replaces all allowances in the relevant Awards excluding allowances as identified in clause 3.7.1.2 "Claimable Allowances" and comprises the following components:

- a) QBuild Field Staff Allowance
- b) Fares and Travel Allowance
- c) Tool Allowance

The SFP is:

- a) trade specific;
- b) averaged and annualised over 52 weeks;
- c) payable in respect of all work performed and shall be subject to any applicable overtime or penalty rates;
- d) payable for recreation leave, rostered days off, public holidays, workers' compensation, sick leave, long service leave, leave without pay for periods of less than one day;
- e) not payable for the purposes of superannuation calculation and leave without pay for periods of one day or more.

The SFP rates are detailed in Appendix 2.

#### 3.7.1.1 Depot and Non-Depot Based Employees

- a) Where an employee is instructed to access amenities such as lunchrooms, cooking/reheating, refrigeration appliances for meals and toilets at a designated QBuild depot, workshop or fixed location then such employee shall be entitled to payment of a depot SFP.
- b) Where an employee is instructed not to access amenities such as lunchrooms, cooking/reheating, refrigeration appliances for meals and toilets at a designated QBuild depot, workshop or fixed location then such employee shall be entitled to payment of a non-depot SFP.
- c) It is not the intention of this provision to disadvantage existing employees receiving non-depot SFP. Such employees shall continue to receive non-depot SFP provided they do not access amenities as from the date of certification.
- d) The parties acknowledge that there maybe exceptions to such designations dependent on extenuating circumstances.

#### 3.7.1.2 Claimable Allowances

As the following allowances remain separate to the SFP, employees (excluding forepersons) shall claim the allowances on their weekly timesheet if they have an entitlement:

- a) Country Work Allowance - Refer to 4.8 of this Agreement and the *Building Trades Public Sector Award - State 2002*.
- b) District Allowance - payable as per the relevant Award
- c) Working In Rain Allowance - payable as per the relevant Award
- d) On-Call Allowance - payable as per clause 3.7.4
- e) Remote Area Allowance - payable as per 4.8.5 3)
- f) Unpleasant Conditions - as per 3.7.3
- g) Excess Kilometres - payable as per clause 4.8.3 2) of this Agreement.
- h) First Aid Allowance - payable as per the relevant Award
- i) Meal Allowance - as per 4.8.2 (4)

- j) Weekend Allowance - fares and travel payable when work is carried out (i.e. overtime or callout) on either a Saturday or Sunday as found in clause 4.3.5 of this Agreement.

### 3.7.2 Remote Service Delivery Allowance - Licensed Electricians and Licensed Plumbers

- a) The parties recognise the future challenge of completing important projects in designated remote locations.
- b) Employees classified as a licensed electrician and plumbers under this Agreement will receive payment of \$300.00 per quarter as per the following table:

Payment Date	2008	2009	2010
1 July	\$300	\$300	\$300
1 October	\$300	\$300	\$300
1 January	\$300	\$300	\$300
1 Aoruk	\$300	\$300	\$300
Total	\$1200	\$1200	\$1200

Designated remote locations shall be:

Roma	Mt Isa
Charleville	Bamaga
Cannumulla	Weipa
Emerald	Thursday Island
Barcardine	

- c) All permanent full-time and part-time employees will be eligible for this payment. Permanent part-time employees will receive the payment on a pro-rata basis.
- d) Designated remote locations may be reviewed through the SBU during the life of the agreement.
- e) Parties to this Agreement recognise that the allowance will only exist for the life of this Agreement and will not flow onto licensed electricians and licensed plumbers upon the expiry of this Agreement unless otherwise agreed during negotiations for a new Agreement.

### 3.7.3 Unpleasant Conditions

#### 1) Objectives

The objectives of this procedure are:

- a) To identify tasks and/or types of work that attract the payment of the 'Unpleasant Conditions' allowance.
- b) To detail the penalty rate applicable to specific tasks and/or types of work.
- c) To provide consistency in the application and payment of the 'Unpleasant Conditions' allowance.

#### 2) Payment at Time and a Quarter

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

- i) Cleaning grease traps;
- ii) Removal of dead animals;
- iii) Cleaning up of human faecal matter;
- iv) Construction of new I.C.'s over live sewerage *but* only for the time the existing line is open;
- v) Connection of new lines into existing lines *but* only for the time the existing line is open;
- vi) Replacement of toilet seats ;
- vii) Replacement of cistern flush pipe rubbers ;
- viii) Replacement of pan rubber connectors;
- ix) Repair/replacement of waste pipes that are:
  - a) blocked with objectionable matter
  - b) not connected to a disconnector gully trap;
- x) Repairs to macerators;
- xi) Working in covered drains.

## 3) Payment at Time and a Half

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

- i) Working in live sewer;
- ii) Working near a live sewer, where the employee comes in contact with live sewerage;
- iii) Cleaning of septic tanks;
- iv) Working on blocked D.T.'s.

## 4) Payment of Time and Three Quarters

The following task is eligible for the payment of 'unpleasant conditions' allowance at time and three quarters:

- i) Working in a morgue in close vicinity to human remains.

## 5) Claiming of Allowance

- i) Employees are required to claim this allowance on the weekly timesheet against the appropriate job, detailing the particular task and/or type of work encountered. Should employees have any doubt as to whether the allowance is payable, they should contact their Supervisor before commencement of such work.
- ii) It is the responsibility of each Trading Centre Manager (or their delegate) to ensure that employees have a clear understanding of the Trading Centre requirements in relation to claiming of the allowances and under what circumstances such work is to be carried out.

## 6) Tasks and types of work for which the 'Unpleasant Conditions' allowance is not payable

- a) Generally, the following tasks and/or types of work are not eligible for the payment of the 'Unpleasant Conditions' allowance, but not limited to:
  - i) Working in houses with pets;
  - ii) Working in dirty dwellings;
  - iii) Removing rubbish;
  - iv) Working in muddy/wet sites;
  - v) Working on dirty stoves;
  - vi) Working in a confined space;
  - vii) Working with toxic/noxious fumes.
- b) Should employees be required to undertake work that they consider to be particularly unpleasant, and thus have an entitlement to this allowance, they should contact their Supervisor prior to commencement of such work. If approved, the Supervisor is required to note the employee's timesheet against that particular work order. Payment shall be at the rate of time and a quarter for all time so worked, with a minimum of 15 minutes.

## 3.7.4 On-Call Allowance

An employee rostered 'on-call' shall be paid an allowance whilst undertaking such duties in accordance with the following arrangements.

<b>On-call allowance indexing</b>			
	1/7/2008 (4.5%)	1/7/2009 (4%)	1/7/2010 (4%)
Daily	\$15.68	\$16.30	\$16.95
Weekly	\$109.73	\$114.11	\$118.68

## 3.7.5 On-Call Procedure

The following provisions cover all employees of QBuild who may be required from time to time to perform the role of an "On-Call Employee".

- 1) An "On-Call Employee" shall mean an employee, who in the opinion of the Trading Centre Manager, is deemed suitably qualified to perform those functions required in or about Government buildings and shall be required to

be rostered for "on-call" duty from time to time.

- 2) QBuild reserves the right to utilise field staff and/or contractors to undertake "on-call" work outside of normal working hours in order to meet the needs of its clients.
- 3) An On-Call Roster shall be compiled and posted at least six (6) months in advance, but shall be subject to confirmation and/or alteration where necessary.
- 4) The Trading Centre Manager having due regard to anticipated demands shall determine the number of employees required to be rostered "on-call".
- 5) Inclusion of employees on the roster shall be on a voluntary basis. However, should insufficient volunteers be available, employees may be required to perform a reasonable amount of "on-call" work.
- 6) Should an employee who is rostered "on-call" also be rostered for an RDO, the employee shall work that day and the RDO is to be taken on an alternate day at normal rates.
- 7) An employee rostered to perform "on-call" work shall be supplied with:
  - a) a vehicle and appropriate equipment and materials to undertake the required tasks; and
  - b) a portable paging device and a mobile telephone.
- 8) Should an employee incur personal expenses in relation to communications whilst performing "on-call" work, they shall be reimbursed for such expense upon proof of expenditure.
- 9) An employee rostered "on-call" shall be paid an allowance of \$109.73 per week from 1/7/2008, \$114.11 from 1/7/2009 and \$118.68 from 1/7/2010 or \$15.68 per day from 1/7/2008, \$16.30 from 1/7/2009 and \$16.95 from 1/7/2010 whilst such employee is "on-call".
- 10) The following overtime provisions shall apply to employees "on-call". These provisions are only claimable should the employee be required to visit the job site, depot or office, and in doing so, they leave their place of residence. The receiving and making of telephone calls does not invoke the overtime provisions referred to in this section.
  - a) Monday to Friday (excluding Statutory Holidays)
    - i. An employee recalled to work overtime after leaving the employer's business premises (whether notified before or after leaving the premises) shall be paid a *minimum of four hours* work at the appropriate rate.
    - ii. Appropriate Rate - All overtime worked in any *one day* shall be paid for at one and one-half times the ordinary rate for the first two hours and double time thereafter.
    - iii. Should an employee start work within two hours of the usual starting time, the employee shall be paid at the rate of time and one-half for such time preceding the usual starting time, but thereafter at ordinary rates.
    - iv. An employee who, prior to ceasing work, is requested to work on a "call-out" basis, shall be paid for actual time worked.
    - v. An employee who is recalled on numerous occasions within the initial four hour recall, shall receive additional overtime payments only for the actual time worked in excess of the initial four hours.
    - vi. An employee recalled after returning home and after the initial four hours has expired, shall be entitled to another *minimum four hours*.
    - vii. When any portion of one hour's overtime is worked, the employee shall receive payment in respect of any broken part of the hour for not less than one-quarter of the hour at current overtime rates.
  - b) The following meal breaks and allowances shall be paid for overtime worked Monday to Friday (excluding Statutory Holidays):
    - i. Employees who are required to continue working after their usual ceasing time shall be entitled to a thirty (30) minute paid crib break after two hours, or after one hour if overtime continues beyond 6:00 PM plus a meal allowance.

- ii. After each further four hours, the employee shall be entitled to a forty-five (45) minute paid crib break plus a meal allowance.
- c) Saturday and Sunday (excluding Statutory Holidays)
- i. An employee called upon to work overtime commencing on *Saturday* shall be paid for a *minimum of four hours*. Such payment is to be at the rate of one and one-half times the ordinary rate for the first two hours and double time thereafter.
  - ii. For overtime performed on a *Sunday*, the employee shall be paid for a *minimum of four hours*. All work done on Sunday shall be paid for at double the ordinary rate.
- d) The following meal breaks and allowances shall be paid for overtime worked on Saturday or Sunday (excluding Statutory Holidays):
- i. Any employee required to work overtime beyond the fifth hour, shall be entitled to an *unpaid* break of thirty (30) minutes.
  - ii. Should the employee be required to continue working beyond nine (9) hours, the employee shall be entitled to a *paid* break of thirty (30) minutes plus meal allowances.
  - iii. After each further four (4) hours of overtime, the employee shall be entitled to a forty-five (45) minute *paid* break plus meal allowances, provided that the employee is required to continue working thereafter.
- e) Statutory Holidays
- i. Any employee required to work on a Statutory Holiday between their normal commencing and finishing times shall be paid at the rate of double time and a half. If the holiday falls on a weekday, as remuneration for that day has already been paid, the additional payment will be at time and a half.
  - ii. Any employee required to work on a Statutory Holiday outside of normal working hours shall be paid at twice the award rate. Therefore the first two (2) hours to be paid at treble time (2 x time and a half) and the remaining at quadruple time (2 x double time).
  - iii. An employee shall have one (1) day added to such employees TOIL balance for each statutory holiday on which such employee is required to remain "on-call". Provided that such day off is taken at a time mutually agreed between the employer and employee.
- f) Staff performing on-call without leaving their place of residence

Staff who are rostered on-call and are required to work, without leaving their residence, that is, the receiving and making of telephone calls to finalise a matter shall:

- be paid the relevant overtime rates, in fifteen minute periods, for the time taken to finalise each such call received;
- indicate each call on their timesheet in fifteen minute periods; and
- may elect to take TOIL in place of paid overtime.

### 3.7.6 Site Allowance

- 1) Where QBuild employees are engaged on construction site which is under the control of a principal contractor and such employees are provided access to the site to undertake work including a site induction; and a specific "site allowance" is paid to other workers on that site; QBuild employees will receive such site allowance for the duration of the employee's work on that project.
- 2) The scale of hourly site allowance is:

Total Construction Contract Value in Millions of Dollars (\$)			Hourly Site Allowance
\$5.7M	To	\$10M	\$0.95
\$10M	To	\$15M	\$1.10
\$15M	To	\$35M	\$1.30
\$35M	To	\$50M	\$1.60
\$50M	To	\$75M	\$1.85
\$75M	To	\$100M	\$2.10

Total Construction Contract Value in Millions of Dollars (\$)			Hourly Site Allowance
\$100M	To	\$125M	\$2.35
\$125M	To	\$150M	\$2.65
\$150M	To	\$175M	\$2.90
\$175M	To	\$200M	\$3.15
\$200M	To	\$225M	\$3.40
\$225M	To	\$250M	\$3.70
\$250M	To	\$300M	\$4.00
\$300M	To	\$350M	\$4.30
\$350M	To	\$400M	\$4.60
>\$400M			\$5.00

- 3) The allowance detailed above shall be paid as a flat amount for each hour worked and shall remain unaltered for the duration of the project.
- 4) The total construction contract value is the total cost of all works associated directly or indirectly with the Commercial construction project and is not limited to the contract value of the company.
- 5) The site allowance compensates for all special factors and/or disabilities on a project and is in lieu of the following Award special rates - confined space, wet work, dirty work, second hand timber and fumes.
- 6) The allowance is not subject to any premium or penalty and shall compensate for all disabilities associated with that worksite.

#### 3.7.7 Foreperson allowance

As the following allowances remain separate to the SFP, forepersons shall claim the allowances on their weekly timesheet if they have an entitlement in accordance with the relevant award:

Tool	Remote Area Work
Uniform	First Aid
Fares & Travel	Meal
Excess Kilometre	On-call
District Parity	

The foreperson Tool, Fares & Travel and Uniform allowances shall be indexed by the wage quantum for the life of this agreement. These new indexed amounts are only payable to forepersons.

## Foreperson Allowance Indexing - FSA7

Allowance	Head of Power		Rate	Amount	1/07/2008	1/07/2009	1/07/2010
					4.50%	4%	4%
Carpenter &/or Joiner Cabinet Maker/Upholster/Wood Machinist	Building Trades Public Sector Award - State	BTOOL1	fortnightly	\$ 49.90	\$ 52.10	\$ 54.20	\$ 56.40
Plumber &/or Gas Fitter	Building Trades Public Sector Award - State	BTOOL2	fortnightly	\$ 49.90	\$ 52.10	\$ 54.20	\$ 56.40
Plasterer/Tiler	Building Trades Public Sector Award - State	BTOOL3	fortnightly	\$ 40.80	\$ 42.60	\$ 44.30	\$ 46.10
Bricklayer	Building Trades Public Sector Award - State	BTOOL4	fortnightly	\$ 35.00	\$ 36.60	\$ 38.10	\$ 39.60
Stonemason	Building Trades Public Sector Award - State	BTOOL5	fortnightly	\$ 35.00	\$ 36.60	\$ 38.10	\$ 39.60
Signwriter/Painter/Glazier	Building Trades Public Sector Award - State	BTOOL6	fortnightly	\$ 11.80	\$ 12.30	\$ 12.80	\$ 13.30
Licensed Drainer	Building Trades Public Sector Award - State	BTOOL7	fortnightly	\$ 11.80	\$ 12.30	\$ 12.80	\$ 13.30
All trades under the Engineering Award - State	Engineering Award - State	BTOOL8	fortnightly	\$ 40.00	\$ 41.80	\$ 43.50	\$ 45.20
Fares & Travel	QBuild MOU	FT1 - depot based using own car	Daily	\$ 11.50	\$ 12.00	\$ 12.50	\$ 13.00
Fares & Travel	QBuild MOU	FT2 - depot & non-depot using Government vehicle	Daily	\$ 11.30	\$ 11.80	\$ 12.30	\$ 12.80
Fares & Travel	QBuild MOU	FT3 - non-depot using own car	Daily	\$ 11.80	\$ 12.30	\$ 12.80	\$ 13.30
Uniform Allowance	Employees of Queensland Government Departments (Other Than Public Servants) Award - State	UNF1	Daily	\$ 0.42	\$ 0.44	\$ 0.46	\$ 0.47

## 3.7.8 Ongoing Night Shift Penalty - Stonemasons Working at Parliament House

A 50% shift penalty is payable to Stonemasons working at Parliament House for all hours worked between 6pm and 6am, when required to work ongoing night shift for periods longer than four consecutive weeks.

## 3.8 SPECIAL PAY CONDITIONS - APPRENTICES AND TRAINEES

## 3.8.1 Construction Worker Trainees

Construction Worker Trainees are employed under a registered Training Agreement for a period of 12 months. During this 12-month period they shall increment in the following manner:

<b>Adult Construction Worker Trainee (over 21 years)</b>	<b>Construction Worker Trainee (under 21 years)</b>	<b>Junior Construction Worker Trainee (under 18 years)</b>
Commencement - CL01 and until completion of Certificate I CL01 - until completion of Certificate II CL02 if retained by QBuild on completion of Certificate II	Commencement - 70% of CL04 and until completion of Certificate I CL01 - until completion of Certificate II CL02 if retained by QBuild on completion of Certificate II	Commencement - 55% of CL04 and until completion of Certificate I 70% of CL01 - until completion of Certificate II CL01 if retained by QBuild on completion of Certificate II

## 3.8.2 Adult Age Apprentices

Adult Age Apprentices are aged 21 years or older on the date they commence employment as an apprentice with QBuild. As adults, these apprentices shall be paid the equivalent of the Queensland Minimum Wage (73.33% of CLV04 rate) until the apprentice rates of pay are greater, at which time the apprentice shall be transferred to the standard apprentice rates.

### **3.9 FIELD STAFF CLASSIFICATION STRUCTURE**

#### *3.9.1 Intention*

- 1) The parties agree that the intention of the *Field Staff Reclassification Structure 2007* ("Structure") is to remunerate tradespersons for utilising specialised competencies within their trade or cross trade in addition to their base trade.
- 2) Further, that the classification structure should enhance the cost effectiveness and viability of QBuild.
- 3) A primary feature of this classification structure is the integration of trade skills, post trade skills, cross trade skills into the classification matrix. The purpose of this integration is to enhance the career path for employees and to rationalise and simplify the wage structure as well as to enhance the efficiency and effectiveness of QBuild service delivery.
- 4) It is agreed between the parties that no employee shall be disadvantaged in respect of their permanent trade skill level as a result of making an application to be assessed in accordance with this Structure.
- 5) The parties agree that the Structure may be reviewed and varied by agreement to ensure the fairness and business viability of the process and outcomes. The parties may agree to vary the principles and process through the Field Staff Single Bargaining Unit (SBU). Any proposed variations should be based on supporting evidence.

#### *3.9.2 Application*

- 1) The Structure shall apply to QBuild, a commercialised business unit of Department of Public Works and QBuild trade based field staff (specifically excluding those outlined in 3.9.2 3) below).
- 2) The tradesperson must hold a relevant trade certificate or recognised equivalent to be eligible to undertake the assessment process.
- 3) This structure exclude labour hire employees, casual employees, Forepersons, Plumbers (on interim licence), Cleaners, Cleaning Supervisors, Horticultural Officers, Horticultural Supervisors, Gardeners, Head Gardeners, Garden Coordinators, Trainees and Apprentices.

#### *3.9.3 Progression Payment for Tradespersons*

- 1) A tradesperson shall be eligible to progress 1 level of the CLV scale from base trade level after twelve months satisfactory employment with QBuild and provided QBuild authorises that such employees have complied with the relevant criteria.
- 2) This progression shall be absorbed by any reclassification in accordance with this Structure.

#### *3.9.4 Criteria for the Purposes of Reclassification*

- 1) All tradespersons who make an application for reclassification and complete an application form will be assessed by an independent assessor who will undertake an assessment of each applicant's skills, experience and knowledge.
- 2) Assessors will then certify in accordance with the Australian Qualifications Framework (AQF) and Registered Training Organisation (RTO) requirements as to whether a tradesperson meets or does not meet the identified competencies according to the level of skill, experience and knowledge required and exercised by the tradesperson.
- 3) Assessors shall utilise the Assessment Forms agreed between the parties (in accordance with the Industry Packages) unless advised otherwise and undertake a recognition of prior learning assessment.
- 4) The assessor can either be an authorised internal employee holding a Certificate IV in Training and Assessment or an external assessor from a recognised RTO. Although the use of an internal assessment is recognised as normal QBuild practice an external assessor may be used for an assessment at the discretion of the QBuild Regional Manager. It is expected that external assessors will be used mostly for mechanical and electrical assessments. All fees associated with the use of an external assessor will be paid by the relevant QBuild Region.
- 5) Both internal and external assessors shall be required to ensure that an employee is competent in all of the elements of the elected competency and that the employee and/or Supervisor provide formal evidence to demonstrate such competence.

- 6) Such evidence may include:
- (a) Samples of performance (e.g. constructed through simulations, activities and the like);
  - (b) Observation of performance in the workplace;
  - (c) Evidence of prior performance (e.g. recognition of prior learning, job statements, recognition of current competencies); and
  - (d) Supplementary information (e.g. questioning, tests, presentations, contingency analysis and the like).
- 7) In many instances, the most appropriate method of gathering evidence will be a combination of all four approaches detailed in 8) of this Structure although this would need to be considered in relation to factors such as time, cost and context.
- 8) Examples of Appropriate Evidence Gathering Methods or Techniques include:
- (a) Samples of performance;
  - (b) Evaluation of simulated product;
  - (c) Evaluation of simulated process;
  - (d) Examination of finished products and processes;
  - (e) Skill tests aligned to work activity;
  - (f) Observation of performance in the workplace;
  - (g) Evaluation of process;
  - (h) Management of changing context and requirements;
  - (i) Interaction with related work activities;
  - (j) Evidence of prior performance;
  - (k) Evaluation of qualifications content; and
  - (l) Evaluation of previous work through portfolios, projects, articles, reports, work history, supervisor and referees' reports etc.
- 9) The use of competencies for the purposes of reclassification is consistent with the common classification structure agreed between the parties.
- 10) A new tradesperson may undertake an assessment upon appointment. Such employee shall complete an Assessment Form based on evidence of current licenses held, prior performance and/or samples. An assessor must undertake an assessment of the employee during the first three months of their probationary period to confirm all elected competencies. Should the employee not be found competent in relation to any elected competencies they may be provided with additional training or their classification level may be adjusted accordingly at the discretion of the manager. The Group Director may appoint above entry level in such a circumstance.
- 11) The 'points' structure used for counting additional competencies shall be:
- 12) Ten hours of training is equal to 1 point.
- 13) The parties have agreed that an employee must demonstrate they are eligible to make an application by:
- Demonstrating they hold an AQF level 3 Trade Qualification (or equivalent); and
  - Demonstrating they hold additional nationally recognised competencies over and above base trade totalling at least a further 12 points (24 points if they have received a progress payment in accordance with clause 3).
- 14) The 'further 12 points' referred to in clause 13) of this Structure can be made up from:
- Specialist post trade competencies in the employees' own trade at AQF level 4 or higher; or
  - Competencies from another trade (cross-trade) at the AQF level 3 or higher that their employer requires them to use in the course of their duties; or
  - For tradespersons covered by the *Engineering Award - State 2003*, 24 points of Band 'A' competencies must be used up to CLV07 and then Band 'B' competencies only above CLV07. Excluding qualifications, points for holding licenses or endorsements may count as either Band 'A' or 'B' for the purposes of assessment.

- 15) The applicant's supervisor certifying that the applicant works above and beyond a tradesperson at CLV4 for unlicensed trades or CLV5 for licensed trades.
- 16) For the purposes of callings from the *Building Trades Public Sector Award - State 2002*, core and elective competencies in the employee's base trade shall not be counted when undertaking the assessment process.
- 17) For the purposes of callings from the *Engineering Award - State 2002*, the Band 'A' and Band 'B' counting rules as detailed in the *Guide For Implementing Competency Standards In The Metal and Engineering Industry* (the utilization of which is provided for at clause 5.4.4 '*Implementation By Agreement At The Enterprise*' of that award), shall apply when undertaking the assessment process. Band 'B' competencies must be used to progress beyond CLV 07.
- 18) Any assessments which result in an outcome for an employee at CLV9 or higher based on skills (not team leader payment) must be approved by the Manager, Employee Relations, QBuild, Human Resource Management Branch.
- 19) Labourers and Trade Assistants may also make application for an assessment and potential reclassification in accordance with 1) to 14) of this clause.
- 20) A Labourer or Trade Assistant may progress beyond CLV3 if they hold and are required by the Regional Manager to utilise a Certificate Level 3 qualification in a discipline considered relevant to their employment.

### 3.9.5 Double Counting - Team Leader/Leading Hand Entitlement - Plumbers, Drainers and Electricians

- 1) The parties agree that if a plumber, drainer or electrician is reclassified one level higher for being required to hold and act on a plumbing, drainage or electrical licence, such a reclassification is deemed equivalent in work value capacity to receiving the Team Leader payment and/or Leading Hand allowance. Therefore a plumber, drainer or electrician cannot receive both a reclassification for holding a licence and a reclassification or allowance for Team Leader payment and/or Leading Hand allowance. It is agreed between the parties that plumbers, drainers and electricians who are currently reclassified for holding a licence and also receiving Team Leader payment will no longer receive both payments.

### 3.9.6 Core Numbers

- 1) As at 1 March 2007 the parties agreed to the introduction of core numbers for QBuild field staff employees. Core Numbers allow QBuild management to predetermine establishment requirements for tradespersons within their Region. They will be set through the development of the Regional Workforce Plans. Management may use core numbers to determine what skills are required in each Region.

### 3.9.7 Administrative Process for Application, Assessment and Reclassification

The process for QBuild field staff to be reclassified will be as follows:

- 1) Applicant self identifies

A tradesperson recognises that they have an AQF level 3 trade qualification *and* are currently required by the employer to exercise additional competencies to the value of 12 points (or 24 points if they have received a progress payment) in accordance with these Structure;

- 2) Applicant requests an assessment form

The tradesperson requests an application and assessment forms from their Regional HR Manager/Advisor. Ideally, the employee and Foreperson shall complete the assessment form together on-line.

- 3) Applicant submits completed forms

The tradesperson submits the completed forms to their Regional HR Manager/Advisor. The date the forms are submitted or returned shall be the date of any applicable reclassification.

- 4) Supervisor completes necessary sections

The Supervisor, or other appropriate Manager, will review the submitted application forms of the employee and endorse the following:

- i. That the field staff employee actually exercises skills and knowledge relevant to the selected competencies. If a Manager is unsure as to whether the skills and knowledge are relevant to a selected competency they should verify the elements and performance criteria of the relevant competency via the internet at the National Training Information Service (NTIS) website ([www.ntis.gov.au](http://www.ntis.gov.au)).

And

- ii. That the employee is required by QBuild to exercise the relevant skills and knowledge in the course of their employment. This can be demonstrated by regularly being required by the Regional Manager (or delegate) to exercise the skills and knowledge in their past employment.

Competency assessment and the awarding of points towards reclassification will be subject to certification by the Region that the applicant is required to use the skills/licence and knowledge in the course of their duties. Where an employee submits an application eligible for backdating, the Supervisor should take into consideration whether an employee has been required or will be expected to use the skills/license since the date they submitted their application.

Supervisors are obliged to ensure that, whenever practicable, assessment of an employee's application is completed within one month of the application being made by the employee.

Supervisor returns application to Regional HR Manager/Advisor.

5) If the Supervisor (and the Regional Manager) endorses the application:

- i. The application will be processed by the Regional HR Manager/Advisor for assessment in accordance with clause 7) of the Structure, including forwarding the form to the relevant assessor.
- ii. All applications must be submitted with a certified copy of the applicant's base trade certificate otherwise they will not be accepted. It is the responsibility of the employee to provide this certificate.

Or

6) If the Supervisor (and the Regional Manager) *does not* endorse the application:

- i. The application will be returned to the tradesperson with feedback explaining why the application was not endorsed (feedback should address the requirements outlined in 3.9.4 '*Criteria for the Purposes of Reclassification*' of this Agreement). Where an application is not endorsed an assessment will not occur.
- ii. Tradespersons may access the relevant grievance procedure if they believe that they have been treated unreasonably in relation to the endorsement of their application.

7) Assessor undertakes assessment

- i. After receiving the appropriate documentation from the Regional HR Manager/Advisor, the assessor will organise for an assessment of the employee.
- ii. An internal assessor must have completed the relevant Assessment component of the Certificate IV in Training and Assessment, be registered with Workforce Capability and undertake the assessment with the same rigor as an external assessor.
- iii. This assessment will be undertaken in a reasonable timeframe or as agreed between the relevant parties.
- iv. The employee and the Supervisor or Foreperson (on behalf of the Supervisor) will reasonably seek to make themselves available to the assessor to undertake the assessment.
- v. If a party (employee or employer) is unable to participate at an agreed date and time for assessment without a reasonable explanation, that party shall bear any additional costs associated with assessment. Assessors will only assess those competencies endorsed by the Supervisor on the Assessment Form.

8) Assessor notifies Regional HR Manager/Advisor of assessment outcomes

- i) The assessor shall notify the Regional HR Manager/Advisor of the assessment outcomes in the required format including the following as a minimum:
  - (a) Name of Employee;
  - (b) Region;

- (c) Trade;
- (d) Name of Supervisor;
- (e) Name of Assessor;
- (f) Date of assessment;
- (g) Competencies endorsed;
- (h) Competencies passed;
- (i) Total points of competencies endorsed;
- (j) Total points of competencies passed;
- (k) Details and evidence of the assessment process; and
- (l) Any Information for further consideration.

9) Regional HR Manager/Advisor notifies employees of their assessment outcome

- i. The Regional HR Manager/Advisor will notify individual employees of the outcomes of their assessment.
- ii. The Regional HR Manager/Advisor shall notify the Shared Service Agency in the agreed format should the tradesperson require reclassification, including obtaining all required endorsements from within the Region.
- iii. The Regional HR Manager/Advisor shall send a copy of the assessment form to QBuild's Learning and Organisational Development Branch for filing.
- iv. Employees may access the grievance procedure if they believe that they have been treated unreasonably in relation to their reclassification.
- v. A grievance cannot be raised against QBuild based on the outcome of an assessment undertaken by an external assessor.

10) Employee payment for reclassification or recognition date

- i. Employees undertaking their initial assessment, such as new employees, will be entitled to payment for a successful application for reclassification back dated to the date that the application was received by the Regional HR Manager/Advisor.
- ii. For all tradespersons who have previously undertaken the reclassification process the applicable recognition date for a re-assessment shall be the date the application is received by the Regional HR Manager/Advisor.
- iii. Tradespersons must wait a minimum 12 months between making an application for assessment.

11) Minimum Points Required through Self and Supervisor Assessment Prior to Workplace Assessment

- i. An employee must have a minimum of 12 points (or 24 points if they have received a Progression Payment) in addition to their trade qualification in total as the outcome of a self-assessment and supervisor assessment before forwarding applications to the assessor for assessment.
- ii. Notwithstanding the terms of the above clause 11) i) of the *Structure*, nothing shall prevent an employee with less than 24 additional points in total from seeking an assessment from an external assessor. However, such assessment shall be funded by the employee. In relation to such an assessment, all other provisions of the *Structure* must be complied with.
- iii. Where an employee is unsuccessful in their initial assessment, the Region has no obligation to provide or fund any further bridging training, but may choose to do so.
- iv. If the employer requires the employee to continue duties consistent with the competency, then clause 5.1.9(v) of the Building Trades Public Sector Award - State 2002 shall apply. Clause 5.1.9(v) states:

*"Where it is determined, through the classification process, that an employee is required to perform certain tasks and the employee is not yet competent in that task, the employer shall, as soon as practicable, provide the necessary training to progress the employee to full competence. Such training shall be funded by the employer."*

*An employer may instruct an employee not to perform certain tasks which they are not yet competent in. In such a case training by the employer will not be required."*

- v. QBuild shall not fund the cost of any further external assessment for a period of twelve months after the unsuccessful assessment.
- vi. QBuild may instruct an employee not to exercise competencies that they possess. In such a case, an employee cannot seek reclassification to a higher level for the possession of such competencies, as they are not currently required in the course of regular employment.
- vii. An employee cannot seek reclassification to a higher level for the possession of competencies if:
  - (a) They have been instructed by the Manager not to use such competencies in the course of their regular employment;
  - (b) Having been instructed by their Manager not to use such competencies in the course of their regular employment, the employee continues to use such competencies; and/or
  - (c) They use or have used the competency without the knowledge or approval of the Manager.

### 3.9.8 *Effect of Failing to Maintain Required Licence/s and/or Endorsement/s or Refusing to Undertake Competencies Counted for Reclassification*

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

### 3.9.9 *Effect of Employee Retiring, Resigning or Being Terminated*

- 1) Any employee who makes application but retires, resigns, is terminated or severs the contract of employment before the assessment is undertaken is not entitled to be assessed, reclassified or back paid. This is consistent with the Structure which provide that application forms can only be endorsed if the employee is "...currently required by the employer to regularly exercise the relevant skills and knowledge in the course of their employment..."

### 3.9.10 *Funding*

- 1) In relation to the reclassification process the Region will incur the following costs:
  - a. The cost of any external assessment;
  - b. The cost of reclassifying the employee to a higher level, including the cost of any back pay.
- 2) The external assessor will invoice the Region directly for undertaking the assessment.

### 3.9.11 *Classification Dispute Procedure*

- 1) It is recognised that from time to time, disputes may arise as to the proper classification of an employee. In the event that a dispute as to the proper classification or reclassification of an employee does arise, the dispute settlement procedure contained in the current *QBuild Field Staff Certified Agreement* shall apply.
- 2) Provided that the parties to the dispute may call upon people/organisations with technical/educational expertise and any other persons they believe would assist in the resolution of the dispute.

### 3.9.12 *Licence and Endorsement Point*

<b>License/Certificate</b>	<b>Points Allotted</b>
<b>PLUMBING STREAM</b>	
<b>Backflow Prevention</b>	<b>4 points</b>
<b>Thermostatic Mixing Valves</b>	<b>3.2 points</b>
<b>Gas Installers License</b>	<b>20 points</b>
<b>Restricted Electrical License - Hot Water</b>	<b>12 points</b>
<b>Restricted Electrical License - General Appliances</b>	<b>12 points</b>
<b>MECHANICAL STREAM</b>	
<b>Restricted Electrical - Industrial Equipment</b>	<b>12 points</b>

<b>License/Certificate</b>	<b>Points Allotted</b>
<b>Gas Installers License</b>	<b>20 points</b>
<b>Trane (heating, ventilating and air conditioning course)</b>	<b>2.2 points</b>
<b>REFRIGERATION STREAM</b>	
<b>CFC Accreditation/Refrigerant Handling</b>	<b>4 points</b>
<b>Trane (heating, ventilating and air conditioning course)</b>	<b>2.2 points</b>
<b>Restricted Electrical Licence</b>	<b>12 points</b>
<b>Restricted Plumbing Licence</b>	<b>5.2 points</b>
<b>ELECTRICAL STREAM</b>	
<b>QEEO10 &amp; 39093QLD from Electrical contractors course</b>	<b>8 points</b>
<b>Open master cablers endorsement CAB-01 OR</b>	<b>4 points</b>
<b>Open master cablers endorsement CAB-08</b>	<b>12 points</b>
<b>Advanced diploma of electrical engineering (automatic CLV10)</b>	<b>2 points</b>
<b>Recognised modules from advanced diploma</b>	<b>2 points</b>
<b>Dual trade</b>	<b>36 points</b>
<b>Restricted plumbing licence</b>	<b>5.2 points</b>

### 3.10 CLASSIFICATION LEVEL DESCRIPTORS

#### 3.10.1 Classifications Below Trade Level

##### 3.10.1.1 QBuild Classification Level 1

Relativity to tradesperson - 88.1%

A QBuild Classification Level 1 (CL01) works under general supervision in one or more skill streams contained within this structure. An employee at CL01 will:

- have successfully completed, in accordance with RPL principles, a construction skills test equivalent to the required competency standards; or
- have successfully completed a relevant structured training program equivalent to the required competency standards.

#### 1) Skills and duties

- a. An employee at CL01 level performs work to the extent of their skills competence and training. Employees will acquire skills both formally and informally over time and with experience, and will undertake indicative tasks and duties within the scope of skills they possess.
- b. An employee at this level may be part of a self-directed Team, and may be required to perform a range of duties across the two main skill streams contained within this Agreement. An employee at this level:
  - works from instructions and procedures;
  - assists in the provision of on-the-job training;
  - work in a team environment or works individually under general supervision;
  - is responsible for assuring the quality of their own work;
  - can complete paperwork required to ensure projects are completed; and
  - ability to work in a safe manner as not to cause self injury or injury to others.

Indicative of the tasks, which an employee at this level may perform, include the following (but not limited to):

#### 2) Building Trades Award

- uses precision measuring instruments;
- basic material handling functions;
- operates small plant and pneumatic machinery;
- inventory and store control;
- operates a range of hand tools and oxy welding equipment;
- has a knowledge of the construction process and understands the sequencing of construction functions;
- is able to provide first aid assistance to other employees.

### 3) Engineering Award

- works under direct supervision either individually or in a team environment;
- understands and utilises basic statistical process control procedures;
- repetition work on automatic, semi-automatic or single purpose machines or equipment;
- assembles components using basic written, spoken and/or diagrammatic instructions in an assembly environment;
- basic soldering or butt and spot welding skills or cuts scrap with oxyacetylene blow pipe;
- uses selected hand tools;
- boiler cleaning;
- maintains simple records;
- uses hand trolleys and pallet trucks;
- assist in the provision of on-the-job training in conjunction with tradespersons and supervisor/trainees.

### 4) General Stores, Warehousing and Distribution Award

- preparation and receipt of appropriate documentation including liaison with suppliers;
- allocating and retrieving goods from specific warehouse areas;
- selecting orders and assembling goods in areas such as grocery departments;
- responsible for housekeeping in own work environment;
- periodic stock checks;
- basic operation of VDU or similar equipment;
- storeworker and packers, warehouse labourers, wire workers and/or gate makers;
- machinery assemblers or engine drivers;
- warehouse sales persons;
- cleaning;
- ability to measure accurately using gauges and meters;
- maintaining records.

The CL01 classification incorporates the following broadbanded classifications:

- Labourer;
- Storeperson;
- Trades Assistant

#### 3.10.1.2 QBuild Classification Level 2 (CL02)

Relativity to tradesperson - 92.8%

A QBuild Classification Level 2 (CL02) works under limited supervision in one or more skill streams contained within this structure. A CL02 will:

- have completed in accordance with RPL principles a Construction Skills Test equivalent to the required competency standards; or
- have completed relevant structured training equivalent to the required competency standards.

#### 1) Skills and duties

An employee at this level performs work to the extent of their skills competence and training. Employees will acquire skills both, formal and informal, over time and with experience, and will undertake indicative tasks and duties within the scope of skills they possess.

An employee at this level may be part of a self-directed Team and may be responsible for the supervision of one or more employees working at CL01 level.

An employee at this level:

- can interpret plans and drawings relevant to their functions;
- assists with the provision of on-the-job training;
- assumes responsibility for allocating tasks within a Work team within the area of the employees skill competence and training;
- has some responsibility for the order and purchase of materials within defined parameters;
- ability to work in a safe manner as not to cause self injury or injury to others
- coordinates work in a team environment or works individually under general supervision;
- is able to sequence functions relevant to the employee's Work team;
- can complete paperwork required to ensure projects are completed and
- applies quality control techniques to the employee's own work and other employees within the Work team.

Indicative of the tasks, which an employee at this level may perform, include the following (but not limited to):

2) Building Trades Award

- uses precision measuring instruments;
- basic material handling functions;
- operate small plant and pneumatic machinery;
- inventory and store control;
- operate a range of hand tools and oxy welding equipment;
- has a knowledge of the construction process and understands the sequencing of construction functions;
- is able to provide first aid assistance to other employees.

3) Engineering Award

- operates flexibly between assembly stations;
- operates machinery and equipment requiring the exercise of skill and knowledge at CL01 Level;
- non-trade engineering skills;
- basic tracing and sketching skills;
- receiving, dispatching, distributing, sorting, checking, packing (other than repetitive packing in a standard container/s in which such goods are ordinarily sold), documenting and recording of goods, materials and components;
- basic inventory control in the context of a production process;
- basic keyboard skills;
- advanced soldering techniques;
- operation of machinery requiring certification at 1 D or 1 E level;
- operation of mobile equipment including industrial trucks and cranes;
- ability to measure accurately;
- assist one or more tradespersons;
- welding which requires the exercise of knowledge and skills above a CL01;
- erecting and/or installing television and other electronic impulse transmitting and/or receiving antennae;
- assists in the provision of on-the-job training in conjunction with tradespersons and supervisors/trainees.

4) General Stores, Warehousing and Distribution Award

- licensed operation of all appropriate materials handling equipment;
- operates a forklift as a primary responsibility;
- use of tools and equipment within the warehouse basic non-trades maintenance;
- inventory and warehousing control;
- VDU operation at a higher level than that of a QB01;
- bulk iron and steel yards storeworker;
- maintenance and a materials storeworker;
- trainee shipping officer/classer.

The CL02 classification incorporates the following broadbanded classifications:

- Labourer (with additional skills);
- Storeperson (with additional skills);
- Truck Driver;
- Trades Assistant (with additional skills).

3.10.1.3 *QBuild Classification Level 3 (CL03)*

Relativity to tradesperson - 96.2%

A QBuild Classification Level 3 (CL03) works under limited supervision in one or more skill streams contained within this structure. A CL03 will:

- have completed in accordance with RPL principles a Construction Skills Test equivalent to the required competency standards; or
- have completed relevant structured training equivalent to the required competency standards.

1) Skills and duties

An employee at this level performs work to the extent of their skills competence and training. Employees will acquire skills both, formal and informal, over time and with experience, and will undertake indicative tasks and duties within the scope of skills they possess.

An employee at this level may be part of a self-directed Team and may be responsible for the supervision of one or more employees working at CL01 or CL02 level.

An employee at this level:

- can interpret plans and drawings relevant to their functions;
- assists with the provision of on-the-job training;
- assumes responsibility for allocating tasks within a Work team within the area of the employees skill competence and training;
- ability to work in a safe manner as not to cause self injury or injury to others
- has some responsibility for the order and purchase of materials within defined parameters;
- is able to sequence functions relevant to the employee's Work team; and
- applies quality control techniques to the employee's own work and other employees within the Work team
- can work at a level higher than an employee at CL02;
- can complete paperwork required to ensure projects are completed; and
- can utilise basic problem solving skills.

Indicative of the tasks, which an employee at this level may perform, include the following (but not limited to):

#### 2) Building Trades Award

- calculates safe loads and stress factors;
- measures accurately using specialised equipment;
- non-trades maintenance of relevant plant and equipment;
- anticipates and plans for constant changes to the work environment.

#### 3) Engineering Award

- uses precision measuring instruments;
- machine setting, loading and operation;
- rigging (certified);
- inventory and store control including:
- licensed operation of all appropriate materials handling equipment;
- use of tools and equipment within the scope (basic non-trades) maintenance;
- computer operation at a level higher than that of an employee at a QB02 level;
- intermediate keyboard skills;
- basic engineering, fault finding and repair skills;
- perform basic quality checks on the work of others;
- licensed and certified for industrial truck, machinery and/or crane operating at a level higher than that of a CL02;
- has a knowledge of QBuild's operation as it relates to the work process;
- lubrication of production machinery and similar equipment;
- assist in the provision of on-the-job training in conjunction with tradespersons and supervisors/trainees;
- in addition to the primary task of assisting tradespersons, is required as a minor part of their duties, to drive a vehicle (over 1.27t) used in connection with the work of a work team;
- delivery, installation, adjustment and testing of electronic products, not requiring the skill of a tradesperson.

#### 4) General Stores, Warehousing and Distribution Award

- use of VDU for purpose such as maintenance of a deposit storage system information input/retrieval etc at a higher level than that of a CL02;
- assistance with development and refinement of a store layout including proper location of goods and their receipt and dispatch;
- ability to work alone or in control of an isolated store where no direct supervision is exercised;

The CL03 classification incorporates the following broadbanded classifications:

- Storeperson (with additional trade skills);
- Labourer (with additional trade skills) ;
- Certified Scaffolder;
- Truck Driver (with additional skills);
- Trades Assistant (with additional trade skills)

### 3.10.2 Classifications at or Above Trade Level

#### 3.10.2.1 QBuild Classification Level 4 (CL04)

Relativity to tradesperson - 100%

A QBuild Classification Level 4 (100%) (CL04) works individually or in a team environment in a trade contained within this structure. A QBuild Classification Level 4 will:

- have successfully completed a relevant trade apprenticeship or its AQF equivalent; or
- have successfully completed, in accordance with RPL principles a competency assessment for this level; and
- will possess a certificate of trade or Tradesman's Rights certificate.

#### 1) Skills and Duties

An employee at this level performs work to the extent of their skills, competence and training. Employees will acquire skills both formal and informal over time and with experience. They will undertake indicative tasks within the scope of the skills that they possess.

A CL04 at this level demonstrates:

- understanding of quality control techniques;
- ability to inspect products and/or materials for conformity with established standards;
- good interpersonal communications skills;
- ability to work in a safe manner as not to cause self injury or injury to others
- ability to exercise discretion and utilise basic fault finding skills in the cause of their work;
- ability to work under general supervision either individually or in a team environment;
- can complete paperwork required to ensure projects are completed; and
- ability to instruct apprentices in the correct performance of work.

Indicative tasks that an employee may perform, at this level include (but not limited to):

#### 2) Building Trades Award

- trade skills associated certificated trades within the scope of this Structure;
- non-trade tasks incidental to their work;
- informal on-the-job guidance to a limited degree;
- instruction of apprentices in the correct performance of trade related skills;
- has knowledge of work within the Plumbing and Mechanical Services sector of the Services stream, or General Construction, or the Off Site Construction stream.

#### 3) Engineering Award

- approves and passes first off samples and maintains quality of product;
- works from production drawings, prints or plans;
- operates, sets up and adjusts all production machinery in a plant including production process welding to the extent of training;
- can perform a range of engineering maintenance functions including:
- lubrication of production equipment;
- running adjustments to production equipment;
- able to operate all lifting equipment;
- basic production scheduling and materials handling within the scope of the production process or directly related functions within raw materials/finished goods locations in conjunction with technicians;
- understands and applies computer techniques as they relate to production process operations;
- operation of machinery requiring certification at 1A or 2A levels;
- high level stores and inventory responsibility beyond the requirements of an employee at CL03;
- assists in the provision of on-the-job training in conjunction with tradespersons and trainers;
- has a sound knowledge of QBuild's operations as it relates to the production process.

#### 4) General Stores, Warehousing and Distribution Award

- liaising with management, suppliers and customers with respect to stores operations;
- maintaining control registers including inventory control and being responsible for the preparation and reconciliation of regular reports or stock movement, despatches, etc;
- weighing or shipping or receiving or delivery officer incorporating also dispatcher functions.

The CL04 classification incorporates the following broadbanded classifications:

- Bricklayer,
- Carpenter,
- Floor Specialist,
- Glazier,
- Joiner,
- Drainer (with interim Licence);
- Wood Machinist,
- Stone Mason,
- Painter,
- Plasterer,
- Plumber (with interim Licence),
- Unlicensed Electrician,
- Refrigeration Mechanic,
- Boiler Maker,
- Fitter & Turner,
- Electrical Fitter,
- Electrical Mechanic,
- Shopfitter,
- Stores Supervisor (QBI),
- Signwriter,
- Welder, and
- Tiler.

### 3.10.2.2 *QBuild Classification Level 5 (CL05)*

Relativity to tradesperson - 105%

- a) A QBuild Classification Level 5 (CL05) works individually or in a team environment. A QBuild Classification Level 5 will:
  - have successfully completed an additional 12 points of relevant structured training from another Trade (at AQF3 level) or Post Trade in addition to the requirements of a CL04 or
  - have successfully completed, in accordance with RPL principles, a competency assessment for this level.
- b) The above training requirements may be obtained in relation to: -  
A range of skills, including, but not limited to trade skills, in comparable trades, which would allow an employee to perform a range of duties across trades as required by QBuild.
- c) It is necessary to ensure that the tradesperson has undertaken the necessary training (either on or off the job) or has the necessary experience, is at a competent level to perform the duty and would meet existing licensing requirements, where applicable.

#### 1) Skills and Duties

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

A CL05 works above and beyond a CL04 and to the level of their training:

- exercises skills gained through satisfactory completion of the training prescribed for this level or through satisfactory completion of a skills assessment for this level;
- exercises discretion within the scope of this level;
- works under general supervision either individually or in a team environment;
- understands and implements quality control techniques;
- provides guidance and assistance as part of a work team;
- Works in a safe manner so as not to injure themselves or other employees;
- can complete paperwork required to ensure projects are completed and
- exercises trade skills relevant to the requirements of the enterprise at a level higher than an employee at level 4.

The following indicative tasks, which an employee at this level may perform, are subject to the employee having appropriate trade and post trade training or experience to enable the employee to perform the particular indicative tasks (but not limited to):

2) Building Trades Award

- assists in the provision of on-the-job training in conjunction with other tradespersons and supervisors;
- operates and maintains a wide range of complex machines or equipment in the workplace;
- ability to apply relevant legislation to work of self and others;
- ability to carry out any other tasks as directed in accordance with their level of skill and training;
- utilises trade skills not related to the employee's designated core trade.

3) Engineering Award

- exercises the skills attained through satisfactory completion of the training prescribed for this classification or equivalent;
- exercises discretion within the scope of this level;
- works under general supervision either individually or in a team environment;
- understands and implements quality control techniques;
- exercises trade skills relevant to the specific requirements of the enterprise at a level higher than CL04;
- tasks which an employee at this level may perform are subject to the employee having the appropriate Trade and Post Trade training to enable them to perform particular tasks.

The CL05 classification incorporates the following broadbanded classifications:

- Bricklayer,
- Carpenter,
- Floor Specialist,
- Glazier,
- Joiner,
- Licensed Drainer;
- Wood Machinist,
- Stone Mason,
- Painter,
- Plasterer,
- Licensed Plumber ,
- Licensed Electrician ,
- Licensed Refrigeration Mechanic,
- Boiler Maker,
- Fitter & Turner,
- Electrical Fitter,
- Electrical Mechanic,
- Mechanic,
- Shopfitter,
- Signwriter,
- Welder, and
- Tiler.

3.10.2.3 *QBuild Classification Level 6 (CL06)*

Relativity to tradesperson - 110%

A QBuild Classification Level 6 (CL06) works individually or in a team environment. A QBuild Classification Level 6 will:

- have successfully completed an additional 12 points of relevant structured training from another Trade (at AQF3 level) or Post Trade in addition to the requirements of a CL05; or
- have successfully completed, in accordance with RPL principles, a competency assessment for this level; or
- Licensed Plumbing and/or Drainers, Engineering or Metal Tradespersons upon acquiring and being required to use additional licences and/or endorsements that equate to 12 points from the Licensing/Qualifications Matrix in addition to the requirements of a CL05.

The above training requirements may be obtained in relation to:

- a range of skills in comparable trades, which would allow an employee to perform a range of duties across trades as required by QBuild.

It is a requirement that the tradesperson has undertaken the necessary training (either on or off the job) or has the necessary experience, is at a competent level to perform the duty and would meet existing licensing requirements, where applicable.

### 1) Skills and Duties

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

A CL06 works above and beyond a CL05 and to the level of their training:

- Exercises the skills attained through satisfactory completion of the training and standard prescribed for this classification;
- Provides guidance and assistance as part of a work team;
- Assists in the provision of training in conjunction with supervisors and trainers;
- Understands and implements quality control techniques and is responsible for the quality of their work and is able to identify faults in the work of others at this or lower levels;
- Works in a safe manner so as not to injure themselves or other employees. Is able to identify hazards and unsafe work practices which may affect others in the team environment;
- Exercises excellent interpersonal skills;
- Performs work under limited supervision either individually or in a team environment;
- Completion of paperwork required to ensure projects are completed; and
- Exercises discretion within their level of skill.

The following indicative tasks, which an employee at this level may perform, are subject to the employee having appropriate trade and post trade training or experience to enable the employee to perform the particular indicative tasks (but not limited to):

### 2) Building Trades Award

- exercises high precision trade skills using various materials and/or specialised techniques;
- utilises additional trade licences;
- utilises post trade skills;
- utilises trade skills not related to the employees' designated core trade;
- performs tasks on a CAD/CAM terminal in performance of routine modifications.

### 3) Engineering Award

- provides trade guidance and assistance as part of a work team;
- assists in the provision of training in conjunction with supervisors and trainers;
- understands and implements quality control techniques;
- works under limited supervision either individually or in a team environment;
- exercises high precision trade skills using various materials and/or specialist techniques;
- installs, repairs, maintains, tests modifies, commissions and/or fault finds on complex machinery and equipment which utilises hydraulic and/or pneumatic principles and in the course of such work, is required to read and understand hydraulic and pneumatic circuitry which controls fluid power systems;
- works on complex or intricate circuitry which involves examining, diagnosing and modifying systems comprising inter-connected circuits.

The CL06 classification incorporates the following broadbanded classifications:

- Bricklayer,
- Carpenter,
- Floor Specialist,
- Glazier,
- Joiner,
- Licensed Drainer;
- Wood Machinist,
- Stone Mason,

- Painter,
- Plasterer,
- Licensed Plumber,
- Licensed Electrician ,
- Licensed Refrigeration Mechanic,
- Boiler Maker,
- Fitter & Turner,
- Electrical Fitter,
- Electrical Mechanic,
- Mechanic,
- Shopfitter,
- Signwriter,
- Welder, and
- Tiler.

#### 3.10.2.4 *QBuild Classification Level 7 (CL07)*

Relativity to tradesperson - 115%

A QBuild Classification Level 7 (CL07) works individually or in a team environment. A CL07 will:

- have successfully completed an additional 12 points of relevant structured training from another Trade (at AQF3 level) Post Trade structured in addition to the requirements of a CL06; or
- have successfully completed, in accordance with RPL principles, a competency assessment for this level; or
- Licensed Plumbing and/or Drainer, Engineering or Metal Tradespersons upon acquiring and being required to use additional licences and/or endorsements that equate to 12 points from the Licensing/Qualifications Matrix in addition to the requirements of a CL06 .

The above training requirements may be obtained in relation to:

- a range of skills in comparable trades, which would allow an employee to perform a range of duties across trades as required by QBuild.

It is a requirement that the tradesperson has undertaken the necessary training (either on or off the job) or has the necessary experience, is at a competent level to perform the duty and would meet existing licensing requirements, where applicable.

##### 1) Skills and Duties

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

A CL07 works above and beyond a CL06 and to the level of their training:

- exercises the skills attained through satisfactory completion of the training and standard prescribed for this classification;
- provides guidance and assistance as part of a work team;
- assists in the provision of training in conjunction with supervisors and trainers;
- has good quality control techniques and is responsible for the quality of their work and is able to identify faults in the work of others at this or lower levels and provide solutions;
- works in a safe manner so as not to injure themselves or other employees. Is able to identify hazards and unsafe work practices which may affect others in the team environment;
- exercises excellent interpersonal and communication skills;
- performs work under limited supervision either individually or in a team environment;
- can complete of paperwork required to ensure projects are completed; and
- exercises discretion within their level of skill.

The following indicative tasks, which an employee at this level may perform, are subject to the employee having appropriate trade and post trade training or experience to enable the employee to perform the particular indicative tasks (but not limited to):

##### 2) Building Trades Award

- exercises high precision trade skills using various materials and/or specialised techniques;
- utilises additional trade licences;
- utilises post trade skills;
- utilises trade skills not related to the employees' designated core trade;
- performs operations on a CAD/CAM terminal in performance of routine modifications.

### 3) Engineering Award

- works under limited supervision;
- works on machines or equipment which utilise complex mechanical, hydraulic and/or pneumatic circuitry controls or a combination thereof;
- works on machinery or equipment which utilises complex electrical/electronic circuitry and controls;
- works on instruments which make up a complex control system which utilises some combination of electrical, electronic, mechanical or fluid power principles;
- working on complex or intricate interconnected electrical circuits at a level above a QB06;
- working on complex radio/communication equipment.

The CL07 classification incorporates the following broadbanded classifications:

- Bricklayer,
- Carpenter,
- Floor Specialist,
- Glazier,
- Joiner,
- Licensed Drainer;
- Wood Machinist,
- Stone Mason,
- Painter,
- Plasterer,
- Licensed Plumber,
- Licensed Electrician,
- Licensed Refrigeration Mechanic,
- Boiler Maker,
- Fitter & Turner,
- Electrical Fitter,
- Mechanic,
- Electrical Mechanic,
- Shopfitter,
- Signwriter,
- Welder, and
- Tiler.

#### 3.10.2.5 QBuild Classification Level 8 (CL08)

Relativity to tradesperson - 120%

A QBuild Classification Level 8 (CL08) works individually or in a team environment. A CL08 will:

- In the case of Building Trades Public Sector employees have successfully completed an additional 12 points of relevant structured training from another Trade (at AQF3 level) Post Trade structured training in addition to the requirements of a CL07; or
- Have successfully completed, in accordance with RPL principles, a competency assessment for this level; or
- Licensed Plumbing and/or Drainer, Engineering or Metal Tradespersons upon acquiring and being required to use additional licences and/or endorsements that equate to 12 points from the Licensing/Qualifications Matrix in addition to the requirements of a CL07.

The above training requirements may be obtained in relation to:

- a range of skills in comparable trades, which would allow an employee to perform a range of duties across trades as required by QBuild.

It is necessary to ensure that the tradesperson has undertaken the necessary training (either on or off the job) or has the necessary experience, is at a competent level to perform the duty and would meet existing licensing requirements, where applicable.

### 1) Skills and Duties

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

A CL08 works above and beyond a CL07 and to the level of their training:

- Training of apprentices within their trade area;
- Completion of paperwork required to ensure projects are completed.

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

### 2) Building Trades Award

- exercises high precision trade skills using various materials and/or specialised techniques;
- utilises additional trade licences;
- utilises post trade skills;
- utilises trade skills not related to the employees' designated core trade;
- performs operations on a CAD/CAM terminal in performance of routine modifications.

### 3) Engineering Award

- undertakes quality control and work organisation at a level higher than a CL07;
- provides trade guidance and assistance as part of a work team;
- assists in the provision of training to employees in conjunction with supervisors/trainers;
- performs maintenance planning an predictive maintenance work not in technical fields;
- prepares reports of a technical nature on specific tasks or assignments as directed;
- exercises broad discretion within the scope of this level;
- works under limited supervision;
- works on machines or equipment which utilise complex mechanical, hydraulic and/or pneumatic circuitry controls or a combination thereof;
- works on machinery or equipment which utilises complex electrical/electronic circuitry and controls;
- works on instruments which make up a complex control system which utilises some combination of electrical, electronic, mechanical or fluid power principles;
- working on complex or intricate interconnected electrical circuits at a level above a QB07;
- working on complex radio/communication equipment.

The CL08 classification incorporates the following broadbanded classifications:

- Bricklayer,
- Carpenter,
- Floor Specialist,
- Glazier,
- Joiner,
- Licensed Drainer;
- Wood Machinist,
- Stone Mason,
- Painter,
- Plasterer,
- Licensed Plumber,
- Licensed Electrician,
- Refrigeration Mechanic,
- Boiler Maker,
- Fitter & Turner,
- Electrical Fitter,
- Electrical Mechanic,

- Mechanic,
- Shopfitter,
- Signwriter,
- Welder, and
- Tiler.

### 3.10.2.6 QBuild Classification Level 9 (CL09)

Relativity to tradesperson - 125%

A QBuild Classification Level 9 (CL09) works individually or in a team environment. A CL09 will:

- for Building Trades Public Sector employees have successfully completed an additional 12 points of relevant structured training from another Trade (at AQF3 level) Post Trade structured training in addition to the requirements of a QB08; or
- for Engineering Award employees have successfully completed an additional 12 points of relevant Post Trade structured training in addition to the requirements of a CL08; or
- have successfully completed, in accordance with RPL principles, a competency assessment for this level; or
- Licensed Plumbing and/or Drainer, Engineering or Metal Tradespersons upon acquiring and being required to use additional licences and/or endorsements that equate to 12 points from the Licensing/Qualifications Matrix in addition to the requirements of a CL08.

The above training requirements may be obtained in relation to:

- a range of skills in comparable trades, which would allow an employee to perform a range of duties across trades as required by QBuild, and/or
- it is necessary to ensure that the tradesperson has undertaken the necessary training (either on or off the job) or has the necessary experience, is at a competent level to perform the duty and would meet existing licensing requirements, where applicable.

A CL09 works above and beyond a CL08 and to the level of their training:

- Training of apprentices within their trade area;
- Completion of paperwork required to ensure projects are completed.

#### 1) Skills and Duties

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

A CL09 works above and beyond a CL08 and to the level of their training. The following indicative tasks, which an employee at this level may perform, are subject to the employee having appropriate trade and post trade training or experience to enable the employee to perform the particular indicative tasks:

#### 2) Building Trades Award

- exercises high precision trade skills using various materials and/or specialised techniques;
- utilises additional trade licences;
- utilises post trade skills;
- utilises trade skills not related to the employees' designated core trade;
- performs operations on a CAD/CAM terminal in performance of routine modifications.

#### 3) Engineering Award

- undertakes quality control and work organisation at a level higher than a CL08;
- provides trade guidance and assistance as part of a work team;
- assists in the provision of training to employees in conjunction with supervisors/trainers;
- performs maintenance planning an predictive maintenance work not in technical fields;
- works under limited supervision either individually or in a team environment;
- prepares reports of a technical nature on specific tasks or assignments as directed;
- exercises broad discretion within the scope of this level;

- working on combinations of machines or equipment which utilises complex electronic, mechanical and fluid power principles;
- working on instruments which make up a complex control system which utilises some combination of electrical, electronic, mechanical fluid power principles and electronic circuitry containing complex analogue and/or digital control systems utilising integrated circuitry;
- applies computer integrated manufacturing techniques involving a higher level of computer operating and programming skills than a CL08
- working on various forms of machinery and equipment which are electronically controlled by complex digital and/or analogue systems using integrated circuitry;
- detailed draughting involving originality of thought which requires the exercise of judgement and skill in excess of that required of a CL08 under the supervision of Technical and/or Professional Staff;
- engaged in planning or technical duties requiring judgement and skill in excess of that required of a CL08 level under the supervision of Technical and/or Professional Staff;
- exercises a level or cross skilling in technical fields as defined.

The CL09 classification incorporates the following broadbanded award classifications:

- Electronics Tradesperson,
- Advanced Engineering Tradesperson (Level I),
- Bricklayer,
- Carpenter,
- Floor Specialist,
- Glazier,
- Joiner,
- Licensed Drainer,
- Wood Machinist,
- Stone Mason,
- Painter,
- Plasterer,
- Licensed Plumber,
- Licensed Electrician ,
- Refrigeration Mechanic,
- Boiler Maker,
- Fitter & Turner
- Electrical Fitter,
- Electrical Mechanic,
- Mechanic,
- Shopfitter,
- Signwriter,
- Welder, and
- Tiler.

### 3.10.2.7 QBuild Classification Level 10 (CL10)

Relativity to tradesperson - 130%

A QBuild Classification Level 10 (CL10) works individually or in a team environment. A CL10 will:

- have successfully completed an additional 12 points of relevant structured training from another Trade (at AQF3 level) Post Trade structured training in addition to the requirements of a CL09; or
- have successfully completed, in accordance with RPL principles, a competency assessment for this level; or
- Licensed Plumbing and/or Drainer, Engineering or Metal Tradespersons upon acquiring and being required to use additional licences and/or endorsements that equate to 12 points from the Licensing/Qualifications Matrix in addition to the requirements of a CL09.

The above training requirements may be obtained in relation to:

- a range of skills in comparable trades, which would allow an employee to perform a range of duties across trades as required by QBuild, and/or
- it is necessary to ensure that the tradesperson has undertaken the necessary training (either on or off the job) or has the necessary experience, is at a competent level to perform the duty and would meet existing licensing requirements, where applicable.

A CL10 works above and beyond a CL09 and to the level of their training:

- Training of apprentices within their trade area;
- Completion of paperwork required to ensure projects are completed.

#### 1) Skills and Duties

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

A CL10 works above and beyond a CL09 and to the level of their training. The following indicative tasks, which an employee at this level may perform, are subject to the employee having appropriate trade and post trade training or experience to enable the employee to perform the particular indicative tasks:

#### 2) Building Trades Award

- Exercises high precision trade skills using various materials and/or specialised techniques;
- Utilises additional trade licences;
- Utilises post trade skills;
- Utilises trade skills not related to the employees' designated core trade;
- Performs operations on a CAD/CAM terminal in performance of routine modifications.

#### 3) Engineering Award

- provides technical guidance or advice within the scope of this level;
- prepares reports of a technical nature on specific tasks or assignments as directed or within the scope of discretion at this level;
- has an overall knowledge and understanding of the operating principle of the systems and equipment on which a tradesperson is required to carry out their task;
- assists in the provision of on-the-job training in conjunction with supervisors and trainers;
- through a systems approach able to exercise high level diagnostic skills on complex forms of machinery, equipment and instruments which utilises some combination of electrical, electronic, mechanical or fluid power principles;
- set up, commission, maintain and operate sophisticated maintenance, production and test equipment and/or systems involving the application of computer operation skills at a higher level than a CL09;
- working on various forms of machinery and equipment electronically controlled by complex digital and/or analogue control systems using integrated circuitry;
- working on complex electronics or instruments or communications equipment or control systems which utilise electronic principles and electronic circuitry containing complex analogue and/or digital control systems using integrated circuitry;
- undertakes draughting or planning or technical duties which requires the exercise of judgement and skill in excess of that required at the level of CL09;
- exercises a level of cross skilling in technical fields as defined, consistent with the training and experience at this grade.

The CL10 classification incorporates the following broadbanded award classifications:

- Advanced Engineering Tradesperson (Level II),
- Bricklayer,
- Carpenter,
- Floor Specialist,
- Glazier,
- Joiner,
- Licensed Drainer;
- Wood Machinist,
- Stone Mason,
- Painter,
- Plasterer,
- Licensed Plumber,
- Licensed Electrician,
- Refrigeration Mechanic,
- Boiler Maker,

- Fitter & Turner,
- Electrical Fitter,
- Electrical Mechanic,
- Mechanic,
- Shopfitter,
- Signwriter,
- Welder, and
- Tiler.

### **3.11 TEAM LEADER PAYMENT**

- 1) Where an employee is not already being paid Team Leader payment an employee shall be entitled to the Team Leader payment if required to undertake the additional responsibilities of Team Leader.
- 2) It shall be paid as an additional level of the field staff classification structure, and will be paid as a “CLA” code. The minimum period to be eligible for team leader payment will be 1 day.
- 3) The term ‘Team Leader’ shall replace the Award term ‘Leading Hand’.
- 4) This payment shall be temporary for unlicensed tradespersons and paid for the duration that the employee is undertaking the additional responsibilities.
- 5) All licensed electricians and licensed plumbers are engaged with permanent team leader allowance in recognition of acting alone on their respective licenses and/or taking control of other employees when required.
- 6) When nominating a licensed electrician or licensed plumber to take control of other employees in the performance of their duties management should consider the preference of the work team or identify relevant employees who express an interest in the role of leading the project/job and furthering their career progression within the organisation.
- 7) Team Leaders required to take charge of other employees shall be provided with relevant training if required and undertake a Performance Development Plan.
- 8) The requirements for determining whether an employee shall be paid as a Team Leader shall be where an employee:
  - a) is nominated by the Regional Manager (or delegate) as an employee that attracts the allowance and
  - b) is in control of other employees during the course of their work or required to work alone in a maintenance vehicle and
  - c) undertakes all of the duties and responsibilities of a Team Leader; and
  - d) is responsible for all the work they perform; and
  - e) arranges all sub-contractors and other tradespersons as necessary to complete the work.

### **3.12 FOREPERSONS CLASSIFICATION STRUCTURE**

#### *3.12.1 The Structure*

- 1) The QBuild Foreperson Classification structure comprises of four classification levels, with the fourth level being a temporary level. Each classification level is based on differing levels of job complexity and responsibility and will be filled according to merit.
- 2) Classification levels CFP1, CFP2 and CFP3 will contain four incremental pay points. Progression through these incremental levels will be based on satisfactory service for the previous twelve month period.
- 3) The CFP4 classification will only have one pay point and will only be available on a temporary project basis. This classification level has been included to cater for projects where permanent or temporary 6+ are requested to undertake duties above the CFP3 classification. For example, a major construction project may require a Clerk of Works type role, where the person is responsible for overseeing the complex construction work of multiple trades/contractors, including negotiating with clients, architects and other Government Agencies on a multi-million dollar project.
- 4) The parties agree that QBuild shall set core numbers, which may be reviewed from time to time in relation to work projections and workforce demand.

- 5) The parties agree that the CLV08 classification under the QBuild Field Staff Classification Structure shall be the median level to which the classification relativities are applied.
- 6) Pay rates under the QBuild Foreperson Classification Structure shall apply as follows:

Classification Level & Pay Point	Pay Rate Calculation
CFP4 (01)*	CLV08 + 30%
CFP3 (04)	CLV08 + 28%
CFP3 (03)	CLV08 + 26%
CFP3 (02)	CLV08 + 24%
CFP3 (01)	CLV08 + 22%
CFP2 (04)	CLV08 + 21%
CFP2 (03)	CLV08 + 19%
CFP2 (02)	CLV08 + 17%
CFP2 (01)	CLV08 + 15%
CFP1 (04)	CLV08 + 13%
CFP1 (03)	CLV08 + 11%
CFP1 (02)	CLV08 + 9%
CFP1 (01)	CLV08 + 7%

\* This level is to be created on a temporary basis only.

### 3.12.2 Position Assessments

Foreperson positions are assessed by Regional Managers and Group Directors, based on:

- a) Operational and business needs;
- b) Core numbers suitable for the Region;
- c) Regional establishment (i.e. available positions); and
- d) Determinations made from the responsibilities outlined in the position descriptions.

Core numbers for foreperson positions shall be set at the same time as core numbers for trade based positions. Generally once set, core numbers will remain in place for a set period of time - eg 6 months or 12 months.

### 3.12.3 Appointment to Foreperson Positions

Appointment to foreperson positions is to be based on a meritorious recruitment and selection process.

### 3.12.4 Movement Within Classification Levels

Movement within the foreperson classification levels is to be consistent with the provisions contained in the section titled "Movement within Classification levels", located in the *Employees of Queensland Government Departments (Other Than Public Servants) Award - State*.

## PART 4 –HOURS OF WORK

### 4.1 FLEXIBLE HOURS OF WORK

- 1) The parties acknowledge that QBuild operates in a competitive environment and that from time to time, client and business requirements change requiring subsequent alterations to workplace practices to achieve efficient and effective delivery of services.
- 2) There are a number of flexibility arrangements available to QBuild to meet client and business requirements. In instances where these flexible arrangements are required, consultation shall be undertaken with the

relevant unions and any personal circumstances of the employee shall be considered. It is agreed that the parties shall not unreasonably withhold agreement to the introduction of these flexible working arrangements.

- 3) Notwithstanding anything contained in clauses 4.2 to 4.6 of this Agreement, the Award entitlements of employees shall be preserved as a minimum.
- 4) This provision is not intended to be used as a strategic measure to reduce the existing entitlements of employees.

## **4.2 STAGGERED STARTS AND FINISHES**

- 1) The working of staggered starts and finishes enables QBuild to provide an improved service to our clients, especially where work outside of normal working hours is required.
- 2) QBuild shall provide a minimum of 2 weeks notice of a change in starting and finishing times, except in emergent situations. In emergent circumstances, QBuild will require employees to work designated hours to meet the urgent requirements of the work at hand.

## **4.3 ANY 5 DAYS OUT OF 7 DAYS - FIELD STAFF**

The working of "any five (5) days out of seven (7) days" enables QBuild to provide a seven-day service, thus increasing QBuild's competitiveness by facilitating a better balance of work to staffing levels. The provisions of this clause may include weekends as part of the normal working week, at appropriate penalty rates, and shall cover all field staff in the employ of QBuild. Please refer to below for the procedure.

### *4.3.1 Duration of Work Cycle*

Any five (5) days out of seven (7) days work program shall only be used for the duration of specific projects/programs, such as but not limited to; office fitouts, maintenance to school facilities, and asbestos removal. At the conclusion of such projects, the work cycle would revert to the normal cycle of Monday to Friday.

Trading Centres are to prepare a program in advance, covering key requirements for seven (7) day's work. Where staff work for the same five (5) continuous days in each seven (7) day period, the cycle shall be for a maximum of four (4) weeks.

The make up of the work cycle and the staffing arrangements will be reviewed if the program exceeds four (4) weeks.

Trading Centres with definite demands for weekend work may prepare, in advance, a twelve (12) month program indicating when the work cycle would commence.

Three (3) working days notice shall be given for the commencement, a change to, or ceasing of, a work cycle.

### *4.3.2 Hours of Duty*

Each working day shall be 8 hours with any time worked in excess of these hours to be deemed overtime and paid at the appropriate overtime rates.

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

### *4.3.3 Staff Requirements*

The numbers of employees required to work will be determined by the operational requirements of the Trading Centre.

A risk assessment will need to be completed for each application of weekend duty to determine the minimum number of employees required. This is for the purpose of determining safety and security risks.

If two (2) or more employees are working on Saturday and/or Sunday, at least one (1) person shall be nominated as the Team Leader.

### *4.3.4 Flexibility*

In consultation with Management, employees would be allowed to make the occasional ad hoc swap of shifts with other employees of the same required discipline.

#### 4.3.5 *Penalty Rates and Overtime*

Weekend penalty for work performed on a Saturday will be paid at time and a half for the first two (2) hours and double time thereafter and all work performed on a Sunday will be paid at double time. (For example, should Saturday and Sunday form part of the five (5) day cycle, then overtime rates apply.)

Normal overtime provisions will apply to any hours worked in excess of the normal 8 hour day.

All overtime worked on days deemed as weekends (as outlined in clause 4.3.8 "Work Cycles Matrix") after the completion of a normal day's work shall be paid at double time.

Days off outside the nominated five (5) day cycle are to be treated as a normal weekend. If these days off are worked, then overtime rates as normally applied to Saturday and Sunday would apply.

Work undertaken on any public holiday, within normal working hours, shall be paid at double time and a half.

Overtime worked on public holidays, outside of normal working hours, shall be paid at triple time for the first two (2) hours and thereafter quadruple time.

#### 4.3.6 *RDO's and Public Holidays*

If an RDO falls on a normal day off then another day is to be substituted. The day substituted is to be by mutual agreement. (For example, the work cycle is Wednesday to Sunday, days off Monday and Tuesday, with the RDO falling on the Monday. In this case, the RDO can be accrued or taken on a day between Wednesday and Sunday.)

If a public holiday falls on a normal day off then another day is to be substituted. The day substituted is to be by mutual agreement.

#### 4.3.7 *Leave Entitlements*

Penalty rates are not payable for any type of leave.

#### 4.3.8 *Work Cycles Matrix*

<b>Working Week</b>	<b>Weekend - Day 1</b> <i>(First 2 Hours at Time and a Half, thereafter Double Time)</i>	<b>Weekend - Day 2</b> <i>(All at Double Time)</i>
Monday - Friday	Saturday	Sunday
Tuesday - Saturday	Sunday	Monday
Wednesday - Sunday	Monday	Tuesday
Thursday - Monday	Tuesday	Wednesday
Friday - Tuesday	Wednesday	Thursday
Saturday - Wednesday	Thursday	Friday
Sunday - Thursday	Friday	Saturday

### 4.4 **SHIFTWORK**

The provisions of this clause shall apply to all field staff in the employ of QBuild.

#### 4.4.1 *Hours of Duty*

Generally three (3) shifts shall apply:

- a) Day shift - any shift starting after 6:00 a.m. and finishing before 6:00 p.m.
- b) Afternoon shift - any shift finishing after 6:00 p.m. and at or before midnight.
- c) Night shift - any shift finishing after midnight and at or before 8:00 a.m.

Shifts shall be an average of 38 hours per week unless otherwise agreed, and where required, shift cycles may include all or part of the weekend

Any time worked outside of the pre-arranged shift start and finish times shall be deemed as overtime.

#### 4.4.2 *Notice of Changes to Shift*

One (1) week's advance notice in writing shall be given for a change of shift.

#### 4.4.3 *Duration of Shift*

Shift cycles shall be performed for a minimum period of two (2) weeks and a maximum period of four (4) weeks, consisting of at least one (1) weekend before rotation or the employees re-selection occurs.

Shift cycles that exceed four (4) weeks shall be reviewed.

#### 4.4.4 *Staff Involvement*

- 1) A risk assessment needs to be completed for each application of shift work to determine the number of employees required for the purpose of determining safety and security risks.
- 2) All shifts shall have access to a telephone for emergency purposes and should include a qualified first aid officer.
- 3) In the case of an illness of an employee rostered on shift work, other employees rostered may be called upon to work the shift. If this results in less than a ten (10) hour break between shifts, then the overtime rate of double time shall be paid until such time as a break is achieved.
- 4) If two (2) or more employees are working either the Afternoon or Night shift, one (1) person will be nominated as Team Leader. This would not apply to the Day shift where a job/project Foreperson is appointed.

#### 4.4.5 *Allowances*

A Shift Work Allowance equal to 15% shall apply where an employee works an Afternoon or Night shift. This allowance shall not apply for shift work performed on a Saturday, Sunday and/or Public Holiday as the following penalty rates apply:

- a) Midnight Friday to midnight Saturday - first two (2) hours at time and a half and double time thereafter.
- b) Midnight Saturday to midnight Sunday - all at double time.
- c) Public Holidays - all at double time and a half.
- d) Any time worked in excess of an employee's normal shift shall all be paid at double time except for Public Holidays, which are paid at double time and a half.

#### 4.4.6 *RDO's and Public Holidays*

If an RDO falls on a normal day off then another day is to be substituted. The day substituted to be by mutual agreement.

If a Public Holiday falls on a normal day off then another day is to be substituted. The day substituted to be by mutual agreement.

### **4.5 FURNITURE SHIFTS**

This "package" shall apply to all employees engaged on such work, when that work is being carried out outside of normal working hours for the purpose of relocating clients. Where internal staff can not deliver the service or there are adverse impacts on the workforce, QBuild reserves the right to contract out this service.

#### 4.5.1 *Staff Selection*

The opportunity to be engaged on such work is to be extended equally to all employees engaged in the immediate locality (eg. Brisbane City Region), on a rostered cycle, and who indicate a willingness to make themselves readily available for work outside normal hours. Employees undergoing Rehabilitation Work or who have a current record of poor performance and/or attendance may not be considered for such work.

#### 4.5.2 *Hours of Duty*

The hours of duty are to suit clients' instructions and as agreed by the team members.

Employees are entitled to a twenty (20) minute paid break to be taken in the third hour of duty, plus a thirty (30) minute unpaid meal break to be taken between the fourth and sixth hour of duty. These hours may be varied by mutual agreement by the team members.

Injured or ill employees (leaving the job after commencement of work) are to be paid the Furniture Rate for that day only, and then revert to ordinary rates.

#### 4.5.3 *Team Leaders*

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

#### 4.5.4 *Penalty Rates and Overtime*

Payment for such work shall attract a common hourly rate for all employees at the current double time rate for a Builders Labourer. QBuild employees will only be utilised when QBuild is not required to tender for Furniture Shift work.

A minimum payment of three (3) hours for work on Saturday, and four (4) hours for work on Sunday and Public Holidays at Furniture Rates shall apply.

#### 4.5.5 *RDO's and Public Holidays*

Payment for work on a Public Holiday is at the normal hourly rate in addition to payment of Furniture Package rates for the actual hours worked. There is to be no alternate day off.

RDO's are to be deferred in situations of operational necessity and normal rates apply for work on that day.

### 4.6 OVERTIME

#### 4.6.1 *Staff Covered by the Engineering Award - State*

The payment of overtime to employees, including apprentices, covered by the *Engineering Award - State* shall be paid in accordance with the *Building Trades Public Sector Award - State*.

#### 4.6.2 *Accumulation of Time Off In Lieu of Overtime (TOIL)*

Field staff may elect to accumulate TOIL in lieu of payment for overtime worked. All TOIL is to be accrued at the relevant overtime rates.

### 4.7 PERMANENT TRANSFER PACKAGE

- 1) The permanent transfer of field staff within QBuild shall be by mutual agreement and as the need arises.
- 2) *Expressions of Interest* will be called when the opportunity for permanent transfer, greater than six (6) months, occurs. The *Expressions of Interest* shall detail the type of transfer, location, available facilities and the remuneration package offered.
- 3) The remuneration package includes minimum entitlements consistent with Public Service entitlements, as outlined in the Directive on "*Transfer and Appointment Expenses*" with reimbursement of actual costs up to a maximum of \$11 000. A copy of the Directive can be obtained from your Local Payroll Officer.
- 4) This clause does not apply to transfers within or between Brisbane City, Brisbane Metropolitan, South Coast, Sunshine Coast and QBuild Industries. By application, transfers may be reviewed on a case by case basis for transfers between South Coast and Sunshine Coast.

### 4.8 TRAVELLING, COUNTRY AND REMOTE WORK

- 1) In instances where employees are required to work in country/remote locations within their Region of engagement, the employees shall be entitled to the provisions outlined in this clause.

- 2) The parties agree that QBuild has a business requirement to meet its client needs in country and remote locations across Queensland. Instances may arise where QBuild may need to require field staff employees to carry out work in another Region or location.

#### 4.8.1 Country Work Arrangements

QBuild may require any employee to undertake country work at a locality or Region other than their usual locality or Region on a temporary basis to meet its business requirements.

In such instances, the following shall apply:

- a) QBuild shall ask for volunteers with the necessary trade qualifications in the first instance;
- b) If insufficient volunteers are forthcoming, QBuild shall direct employees with the necessary trade qualifications to carry out work in another Region;
- c) Except in emergent situations, the employee shall be given a minimum of 2 weeks notice of the requirement to undertake country work; and
- d) Where an employee is required to undertake country work, QBuild must reasonably consider any extenuating circumstances of the employee which may prevent such an employee from undertaking country work at that time, for example, genuine personal responsibilities.

#### 4.8.2 Entitlements Whilst Working Country Work

- 1) An employee required to work away from their normal place of residence overnight shall be entitled to the provisions outlined in this clause for every day they are required to stay away.
- 2) In relation to 4.8.2 3), 'registered accommodation' shall be accommodation at a motel, hotel, lodging house, caravan park, boarding house or any other suitable registered accommodation which is a business to allow customers to stay overnight. Any other accommodation is not registered accommodation for the purpose of this clause.
- 3) In relation to 4.8.2 6) 'reasonable accommodation' shall:
  - a) be single room accommodation, with single bed (or shared room accommodation with 2 single beds where single room accommodation is not available);
  - b) have rooms lined and ceiled to facilitate washing of walls and ceilings;
  - c) have suitable floor coverings;
  - d) have lockable doors;
  - e) have a cupboard/wardrobe for the storing of clothes;
  - f) have a rubbish bin, mirror and towel rail;
  - g) have kitchen facilities including a table and chairs, with hot and cold water, for the preparation of meals;
  - h) have shower/toilet facilities, with hot and cold water available;
  - i) have a washing machine and clothes dryer available for employee use, where overnight stays for more than one (1) week are required; and
  - j) have fire prevention equipment available.
- 4) If QBuild requires employees to perform country work where they stay away from their normal place of residence overnight, the employer shall provide accommodation at the employers discretion by means of one of the following options:
  - i. provide pre-booked registered accommodation and meals at QBuild's expense. (No meal allowance shall be payable in this instance); or
  - ii. provide pre-booked registered accommodation and pay a meal allowance in instances where meals can not be arranged (in accordance with (i) above); or
  - iii. provide QBuild owned or rented accommodation (eg dongas) and pay a meal allowance; or
  - iv. approve an employee to stay at a private residence and pay \$60 per day with an overnight stay provided the employee provides proof of residence. (No meal allowance shall be payable in this instance).
- 5) The meal allowance shall be \$60.00 per day with an overnight stay for periods up to six weeks. Employees are not required to provide receipts of purchases. In exceptional circumstances an employee may claim reasonable actuals above the allowance on presentation of receipts. This allowance shall be indexed at the same rate as the wage quantum as detailed in the table below. The standard meal allowance will be paid whilst the employee is working country work, the additional allowance will be paid in arrears upon completion of the assignment. This allowance shall be indexed at the same rate as the wage quantum as detailed in the table below.

<b>Meal Allowance</b>	
<b>1 July 2008</b>	\$60
<b>1 July 2009 - 4%</b>	\$62.40
<b>1 July 2010 - 4%</b>	\$64.90

- 6) In addition to any meal allowance that may be payable, QBuild shall pay an Incidental Allowance per night for out-of-pocket expenses. This allowance shall be indexed at the same rate as the wage quantum as detailed in the table below.

<b>Incidentals</b>	
<b>1 July 2008 -4.5%</b>	\$14.47
<b>1 July 2009 - 4%</b>	\$15.05
<b>1 July 2010 - 4%</b>	\$15.65

- 7) Where accommodation for employees is pre-booked by a Procurement Officer (or delegated officer), the length of the stay shall be taken into account, particularly when considering 'share' accommodation.

'Share' accommodation shall only be booked where single accommodation is not available and after consultation with the affected employee and the appropriate union delegate. The standard of accommodation should meet the definition of 'reasonable accommodation' as outlined in this Part.

- 8) The parties agree that QBuild will need a period of time to bring the QBuild owned and rented accommodation up to the standard agreed between the parties. QBuild shall take all steps to have upgrades or maintenance carried out on these types of accommodation to bring them up to the agreed standard as soon as practicable, provided that the process will not be unreasonably delayed.

Any disputes in relation to the standard of accommodation shall be addressed through the disputes procedure.

#### 4.8.3 *Travelling to distant work*

- 1) Travel arrangements shall be as follows:

- a) Travelling to or from a country/remote area location shall be undertaken during normal working hours.
- b) Authorised travel outside normal working hours on a work day shall be paid at ordinary rates. For travel on weekends or for more than eight (8) hours travel in any one day, payment will be at overtime rates.
- c) The combined work and travel of an employee shall not exceed 12 hours per day.
- d) Air travel shall be by economy class, if available, with the employee required to fly to or from the location within the spread of normal hours of 6.00am to 6.00pm on any working day. If the only air travel available is outside the 6.00am to 6.00pm timeframe, agreement must be obtained from the employee prior to booking the flights.

- 2) Road travel shall be paid in accordance with the following:

- a) Travel to and from country/remote work shall be in a government vehicle. Where an employee is travelling in a government vehicle, and the employee travels past the first 50km of travel to or from the work location, they are entitled to payment of travel time (a) or (b) as per above;
- b) Where an employee requests and QBuild agree, the use of private motor vehicles for country/remote work is permitted.
- c) Where an employee is travelling in a private motor vehicle and the employee travels past the first 50km of travel to or from the work location, the employee shall be entitled to:
  - o The driver/owner of the motor vehicle - excess kilometres for each kilometre travelled over the first 50km to and from the work location, plus travel time as per (a) or (b) above;
- d) A passenger in a private motor vehicle is entitled to travelling time only as per (a) or (b) above.
  - When an employee is required to travel to country/remote areas to perform work, the following shall be provided wherever practicable:

- a government motor vehicle for the duration of the work being undertaken in country/remote locations, and for travel to and from the job location. Such vehicle is to be suitable for QBuild work purposes and for rural/remote area travel; or
- QBuild shall hire a vehicle for the duration of the work being undertaken in remote locations and for travel to and from the job location. Such vehicle is to be suitable for QBuild work purposes and for rural/remote area travel.

In general, government vehicles are not to be used for personal purposes.

- k) However, it is recognised that employees who have access to only a government motor vehicle and performing country work in a remote area may experience difficulties undertaking a range of personal and daily functions without the use of the motor vehicle.
- l) In these circumstances approval may be given by the Regional/District Manager for an employee to have limited use of a government motor vehicle for personal purposes. Use of a government motor vehicle for personal purposes by the employee must be specified in the employee's Country/Remote Area Work Agreement and be approved by the Regional/District Manager prior to the employee undertaking any remote area work.
- m) Employees are to ensure that use of a government motor vehicle for personal purposes is kept to a minimum and efforts should be made to coordinate activities in order to limit the use of such vehicles.
- n) Personal purposes may include:
  - Obtaining (within the immediate locality) groceries, food, sundries, apparel etc.;
  - Accessing services such as Doctors, Dentists, etc.

#### 4.8.4 Hours of Work When Away From Home

- 1) Hours of work will be stipulated in the Country/Remote Area Work Agreement however generally the following hours of work shall apply to employees working in remote area locations:
  - a) Monday to Friday - Minimum nine (9) hours per day (8 hours at ordinary time and at least 1 hours' work with time to be accumulated at overtime rates).
  - b) Saturday - 8 hours at overtime rates.
  - c) RDO's - 8 hours at ordinary time, RDO's to be banked.
- 2) Sundays and Public Holidays are designated rest days. Sundays or Public Holidays may be worked however there must be a clear business requirement and the employees must agree to work. Approval to work on a Sunday or a Public Holiday must be sought and given by the relevant supervisor prior to any work being undertaken.
 

The appropriate overtime rates will apply in relation to work performed on Sundays or Public Holidays. Should an employee agree to work three or more consecutive Sundays and/or Public Holidays, consultation with the Lead Delegate and HRMB will be required.
- 3) An employee, upon return from work in a country/remote location, shall arrange for TOIL accrued during remote area work to be taken as full days off at a time mutually agreed between the employee and their supervisor/manager. If agreement cannot be reached, any TOIL accrued during country/remote area work must be taken as full days off within 4 weeks of the employee's return from remote area work.
- 4) Any balances of TOIL accrued on country/remote area work of less than one full day, shall be taken as time off (whether in conjunction with other leave types or not) within 12 months of the time the TOIL was accrued. Agreement may be reached to have any unused accrued country/remote area work TOIL balances, paid at the relevant overtime rate at the 12 month point. Such arrangements shall be agreed prior to commencement of such country/remote area work.
- 5) Where practicable QBuild will give four weeks notice, but not less than two (2) weeks, to employees prior to commencing work in country/remote locations. The only exception is where QBuild is responding to declared natural disasters and other emergency situations, where mutual agreement with the employee must be reached.
- 6) All employees working in country/remote locations must complete a Country/Remote Area Work Agreement. This Agreement shall be completed when employees are notified of the country/remote area work and shall be agreed to and signed by both the Supervisor and the employee (and endorsed by their

union delegate and the Operations Manager or District Manager). A copy of the Agreement shall be retained by the Region and the employee, and a further copy provided to payroll for processing.

- 7) Agreement/endorsement to Country/Remote Area Work Agreements shall not be unreasonably withheld by any party.
- 8) Country Work only - Where employees are required to work in country locations, the maximum consecutive period shall be no longer than six (6) weeks before arrangements shall be made for their return to their usual place of employment.
- 9) Notwithstanding that where the project can be completed within 5 working days of the six (6) week maximum period such employee/s may be requested to complete the project before returning to their usual place of employment. Such agreement shall not be unreasonably withheld.
- 10) These provisions do not preclude shorter periods being worked in country locations where it is suitable and agreed to by QBuild.

#### 4.8.5 Remote Area Work Arrangements

For the purposes of 4.8, Remote Area Work shall mean work performed in an area designated as a remote location. Designation of remote locations shall be via the procedure outlined in this clause.

##### 1) Eligibility

- a) Employees locally engaged in a location that is identified as a remote location for the purposes of this Part are not entitled to payment of a Remote Area Work Allowance.
- b) In instances where employees are required to work in a location that is identified as a 'remote area' for the purposes of this Part (other than the location in which they are engaged), they shall be entitled to payment of a Remote Area Work Allowance in accordance with the provisions of clause 4.8.5.

##### 2) Entitlements Whilst Working in a Designated Remote Location

A Remote Area Work Allowance shall be paid to:

- All field staff (excluding those locally engaged) required to work in a designated remote location as listed in clause 4.9; and
- Who are required to stay overnight in a designated remote location; and
- Who agree to a Country/Remote Area Work Agreement.

##### 3) The following conditions apply to employees (excluding those locally engaged) working in remote area locations:

- Employees (excluding those locally engaged) who are required to work and stay overnight in the designated remote locations, including Thursday Island, shall be entitled to a Remote Area Work Allowance. This allowance shall be indexed at the same rate as the wage quantum as detailed in the table below.

<b>Remote Area Work Allowance (RAW)</b>	
<b>1 July 2008 - 4.5%</b>	\$21.95
<b>1 July 2009 - 4%</b>	\$22.82
<b>1 July 2010 - 4%</b>	\$23.74

- Employees (excluding those locally engaged) required to work and stay overnight in Torres Strait Islands and villages, excluding Thursday Island, shall be paid according to the table below. The payment is made in recognition of the additional hardships associated with travel to and working in these locations. This allowance shall be indexed at the same rate as the wage quantum as detailed in the table below.

<b>Remote Area Island Work Allowance (RAW)</b>	
<b>1 July 2008 - 4.5%</b>	\$25.08
<b>1 July 2009 - 4%</b>	\$26.08
<b>1 July 2010 - 4%</b>	\$27.13

- Employees (excluding those locally engaged) shall also be entitled to the payment of the Country Work Allowance;
- Employees (excluding those locally engaged) shall be required to work a period of up to six (6) weeks before arrangements shall be made for their return to their usual place of employment.
- Where employees are required to return to work in remote area locations beyond the initial period of up to six (6) weeks, they will be allowed a break of one (1) week (at their usual place of employment) in which employees will be requested to utilise any accrued TOIL and RDO's. Should there be insufficient balances of TOIL and RDO's, employees should be permitted to access other accrued leave balances or alternatively, be provided with work at their usual place of employment or the closest location.

#### 4) Declared Natural Disaster Areas

The provisions of this Part may apply in circumstances where a QBuild field staff employee (excluding those locally engaged) is required to undertake emergent work in a declared natural or national disaster area, provided that the area:

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

#### 5) Communication

- a) Where a QBuild employee is required to travel to or through remote locations where there is no access to landlines or GSM digital network, the employee shall be provided with a CDMA telephone and/or satellite telephone for the purposes of contacting home/office, for the duration of the remote area work.
- b) One CDMA or satellite phone shall be provided to each gang (whether one or more people are involved) that travels to or through remote locations.

#### 6) First Aid

- a) Employees undertaking remote area work shall be provided with an appropriate first aid kit for the duration of the remote area work. One first aid kit may be provided where two or more employees are travelling together.
- b) In addition, supervisors will ensure employees undertaking remote area work shall be aware of any relevant emergency procedures and are capable of contacting relevant emergency services whilst travelling or working in remote area locations.
- c) Further, the Regional or District Manager shall appoint one employee as a first aid attendant for the duration of the remote area work. An employee appointed as a first aid attendant must hold an appropriate first aid certificate and will be paid the first aid allowance provided under the relevant award for the duration of the remote area work only. Details of an employee's appointment as a first aid attendant shall be outlined in the employee's Country/Remote Area Work Agreement prior to the employee undertaking any remote area work.

#### 7) Process for Assessment of Remote Area Locations

- a) In order to assess the eligibility of additional locations for the purpose of payment of the Remote Area Work Allowance, the following approach has been adopted.
- b) A location identified as a possible remote location shall be assessed against the specified list of criteria outlined in clause 4.9.2. If the location meets the criteria, the location will receive the full rating points available for that criterion. If it is agreed the location does not meet the criteria, the location receives no rating points for that criterion. The criteria as outlined in clause 4.9.2 may also be utilised to re-assess locations that have been designated as remote under clause 4.8.5.

#### 8) Review of Remote Locations

The specified locations will be reviewed annually by 1 July on a case by case basis to ensure they meet the criteria which defines a remote location.

## 9) Assessment Criterion

- a) The following process should be undertaken to assess areas which have been identified as a possible remote location or to re-asses locations which have already been designated as remote in accordance with clause 4.8.5. The location will be checked against the specified list of criteria outlined below. If the location meets the criteria, the location will receive the full rating points available for that criterion. If the location does not meet the criteria, the location receives no rating points for that criterion.
- b) Each Trading Centre shall form a working party, whose sole purpose is to assess each location submitted for assessment as a remote location. The working party shall consist of management and union representatives from the regional office, district office and/or depot nearest to the location being assessed.
- c) All locations shall be assessed from the nearest QBuild Office (eg. Regional Office or District Office). For example, assessment of all locations within the Torres Strait shall be undertaken from Thursday Island being the nearest QBuild work location.
- d) The working party shall use the proformas provided in clause 4.9.2 and Appendix 3 and follow the guidelines listed below:
  - Within each Trading Centre, employees (through the appropriate union delegate) and management shall be given the opportunity to submit a list of locations they believe may be designated as remote area locations within their region.
  - Within each Trading Centre, employees (through the appropriate union delegate) and management shall be given the opportunity to submit a list of locations they believe are not remote and are currently on the remote location list as outlined in clause 4.9.1.
- e) Each nominated location shall be assessed against the criteria.
- f) Each location shall be assessed on its own merits (locations shall not be grouped for the purpose of this process).
- g) When all criteria have been rated, a total score shall be obtained for each nominated location.
- h) if the score is 100 or above - the location is regarded as remote for the purposes of this policy; or
- i) if the score is 99 or less - the location is not regarded as remote for the purposes of this policy.
- j) The review of a location by the working party must be completed within 21 days of receiving the nomination of location for assessment.
- k) Once a location has been assessed by the working party, endorsed by the Regional Manager, Group Director, and the relevant union delegate/s, all paperwork must be submitted to the Single Bargaining Unit (SBU) for review. Approval must be granted by the SBU before any changes can be made to the remote area location list outlined in the Remote Area Work Procedure.
- l) Once approval is granted by the SBU for a location to be included or removed from the remote area list, details of any changes shall be forwarded to HRMB for action. HRMB shall make changes to the remote area list outlined in clause 4.9.1 and notify all regions of any changes made.
- m) A minimum of two (2) weeks notice shall be given by HRMB to staff, management and unions (generally this will be the Lead Delegate) prior to any change to the remote area list outlined in clause 4.9.1 taking effect by issuing a Notification of Change of Remote Location List Form (which is at Appendix 4).

## 4.9 REMOTE AREA WORK PROCEDURE

### 4.9.1 Remote Locations

- a) The provisions of this Remote Area Work Procedure ('procedure'), including the payment of the Remote Area Work Allowance shall apply to employees (excluding those locally engaged) working in the following locations, which have been designated and assessed utilising the criteria in clause 4.9.2 of this Procedure as 'remote locations' under this Procedure.

**Cape York**

Aurukun  
Lockhart River  
Bamaga  
Einasleigh  
Mapoon

Edward River  
Torres Strait Islands and Villages  
Thursday Island  
Hopevale

Kowanyama  
Napranum  
Wooribinda  
Lakeland

**Far West**

Bedourie  
Doomadgee  
Urandangie  
Gregory Downs  
Lake Julius  
Toorak

Birdsville  
Lawn Hill  
Boulia  
Karumba  
McKinley

Burketown  
Mornington Island  
Dajarra  
Kynuna  
Musselbrook National Park

**Burdekin**

Palm Island

Torrens Creek

**Wide Bay**

Fraser Island

**Capricornia**

Blackdown Tablelands  
Lochington

North Keppel Island  
Stonehenge

Windorah  
Yaraka

**4.9.2 Assessment Criteria**

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

<b>Criteria</b>	<b>Extended Meaning</b>	<b>Scoring</b>
Remoteness of Location	The location is: <ul style="list-style-type: none"> <li>not accessible by road and usually only accessible by specially arranged charter (flight or boat) as regular scheduled transport is infrequent (less than one scheduled route per day) or not available at all.</li> </ul>	100 points
	The location is: <ul style="list-style-type: none"> <li>accessible via road but is at least a 300km drive from the nearest QBuild Regional or District Office; or</li> <li>accessible by other means of transport (eg. ferry/plane/train services) but such passenger services are irregular.</li> </ul>	50 points
Availability of Accommodation	Accommodation at the location is: <ul style="list-style-type: none"> <li>not of reasonable standard as defined by clause 5.2.1 (1) of this agreement; or</li> <li>QBuild supplied accommodation only (eg. Dongas)</li> </ul>	50 points
Availability of Meals	Prepared meals (eg. takeaway, meals at accommodation, hotel or restaurant) are not available at the location.	50 points
Availability of Clean Drinking Water	Water at the location is not suitable for consumption and bottled drinking water must be purchased.	50 points
Availability of Medical Treatment	Access to medical services is severely limited or not available eg. no doctor permanently available at the location, no community hospital or hospital services.	50 points
Alcohol Ban	Where alcohol is restricted and/or banned due to the Queensland Government Alcohol Reforms.	50 points
Availability to obtain cash	No access to banking facilities such as EFTPOS, ATM's, cheque cashing facilities etc.	20 points

Criteria	Extended Meaning	Scoring
Shopping Amenities/Cost of Living	Is there: <ul style="list-style-type: none"> <li>• No access to a general store at the location; or</li> <li>• A general store is available at the location but only supplies a severely limited range of general goods or food items; and/or</li> <li>• Cost of purchasing basic necessities at the location, such as milk, bread, petrol, fruit and vegetables are in excess (minimum 30% or higher) of prices found in the nearest QBuild Regional/District office.</li> </ul>	20 points
Availability of Recreational Facilities	Recreational, sporting public entertainment facilities are not available within the immediate area of the location.	20 points

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

*NOTE (1):* This evaluation should be reviewed when any changes occur with regard to a remote area location eg. access to the location (public transport, road upgrade etc.), changes in amenities available etc. (improved accommodation, banking facilities, shopping amenities etc.).

*NOTE (2):* Staff working under a Country/Remote Work Agreement in a location that is removed from the remote area location list through this review process, shall be paid in accordance with their current Country/Remote Work Agreement until its nominated expiry date.

## **PART 5 - STATUTORY HOLIDAYS, LEAVE**

### **5.1 EXTRA LEAVE FOR PROPORTIONATE SALARY**

QBuild employees have the opportunity to access a minimum of one (1) week and a maximum of six (6) weeks additional leave per year with a proportionate decrease in their net fortnightly wage. The reduced wage will be paid to the employee while they are on leave.

### **5.2 LONG SERVICE LEAVE**

- 1) Employees who complete 10 years continuous service are entitled to long service leave at the rate of 1.3 weeks on full pay for each year of continuous service and a proportionate amount for an incomplete year of service.
- 2) After 7 years continuous service employees are entitled to a proportionate payment (calculated on a prorate basis for 7 years continuous service) in specified circumstances relating to the termination of employment and parental leave.
- 3) The entitlements to long service are prescribed under the Directive on "Long Service Leave", as issued and amended by the Minister for Industrial Relations under section 54 of the *Public Service Act 2008(Qld)*.
- 4) QBuild employees can access long service leave for a minimum period of one (1) week. Pay in advance is not available for periods of less than two (2) weeks full time equivalent leave.

However, the Chief Executive may determine that an employee may take long service leave for a period of less than one (1) week (but not less than one (1) day).

- 5) Long service leave is also available to be taken at half pay (i.e. half their regular fortnightly pay). A minimum period of two (2) weeks must be taken for long service leave to be paid at half pay. For example, four (4) weeks long service leave is equal to eight (8) weeks leave on the equivalent of four weeks pay. Employees wishing to access long service leave at half pay must submit a "Leave Form" and a letter requesting half pay arrangements, covering issues such as payroll deductions etc.

- 6) As with all leave, long service leave is subject to operational convenience.

### **5.3 RECREATION LEAVE**

It is recognised that due to organisational or personal requirements it is not always possible for balances to remain under the maximum limit allowed. In an attempt to address this problem, the following practices will continue, ensuring that employees are encouraged to take appropriate recreational leave:

- a) employees are encouraged to liaise with their supervisor when their balance is nearing the maximum accrual to discuss options available to them in utilising their leave; and
- b) should recreation leave balances exceed the current cut-off limits, it is acknowledged that this will be as a result of organisational or personal requirements.
  - i. If the excess balance is a result of organisational requirements then alternative arrangements will be negotiated between the employer and the employee. Such arrangements could include deferring leave until such time as it is practicable for the employee to clear their excess balance.
  - ii. The General Manager (or delegate) may instruct an employee to take recreation leave to reduce the accrued hours to less than the maximum levels.
- c) Although it is recognised that recreation leave should be taken at a time that is mutually convenient, QBuild management reserves the right to direct employees to access their recreation leave after discussion and in accordance with the relevant Award.

As with all leave, recreation leave is subject to operational convenience.

#### **5.4 SICK LEAVE**

In accordance with the Directive on "Sick Leave", field staff will accrue 10 working days sick leave per year and a proportionate amount for an incomplete year of service.

Sick leave will accumulate without limit, subject to the following conditions:

- a) An employee absent from work through illness, shall advise the employee's immediate supervisor as soon as practicable on the first day of illness of:
  - the illness, and
  - the approximate period for which the employee will be absent.

An employee shall apply in writing for sick leave on their next timesheet and attach a medical certificate from a duly qualified medical practitioner (if required).

In normal circumstances it shall not be necessary for an employee to produce a medical certificate if the employee's absence from work on account of illness does not exceed three (3) consecutive working days.

- c) Where an employee has a record of recurring and/or excessive sick leave, the following shall occur:
  - i. the employer shall discuss with the employee their unsatisfactory absence, and where possible, identify strategies to assist the employee to minimise the taking of leave; and
  - ii. if a pattern of sick leave continues, the employee may be required to produce a medical certificate for future absences. At the expiration of a 12-month period (or earlier period as set after discussion with the employee), the requirement to provide a medical certificate for all absences will be reviewed.
- d) When all sick leave entitlements have been exhausted, sick leave may be charged to:
  - i. Recreation leave (in full or part days), with leave loading being paid on a proportionate basis.

OR

  - ii. Leave without pay (in full or part days). No Single Fortnightly Payment will apply for periods of sick leave without pay for one day or more.

#### **5.5 ROSTERED DAYS OFF (RDO'S)**

- 1) Generally, QBuild will operate RDO's in accordance with the Registered Industry RDO Calender, as issued annually.
- 2) Maintenance employees may stagger the taking of RDO's to ensure coverage of clients. If necessary, due to workload, other employees may agree with the employer to take their RDO on an alternate day to meet client deadlines.

- 3) If agreement is reached between the employee and the employer, RDO's may be banked with a maximum of five days being banked. These RDO's may be taken at a time convenient to both the employee and the employer.
- 4) When taking an RDO, the employee should make sure they indicate their RDO on their weekly timesheet.

## 5.6 SPECIAL LEAVE

### 5.6.1 Emergent/Compassionate Leave

- 1) In accordance with the Directive on "Special Leave", field staff are entitled to three (3) days per year emergent/compassionate leave. The entitlement is non-accumulative. For example - If an employee utilised their Emergent/Compassionate Leave in 2002, they can not utilise Emergent/Compassionate Leave again for 12 months from the date they used it (eg if used 3 days on 3 April 2002, can not use it again until 4 April 2003).
- 2) Emergent/Compassionate Leave will only be authorised for situations that can not be applied for under any other type of leave. Therefore, it should only be authorised for situations which are of an urgent/emergent nature that are not outlined in any other leave policy/procedure.
- 3) A copy of the Directive on "Special Leave" can be obtained from your Regional Human Resource Manager/Adviser.

## PART 6 - MISCELLANEOUS PROVISIONS

### 6.1 NO EXTRA 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 favorable than current conditions;
  - (b) Any improvements in conditions that are determined on a whole-of-government basis; and
  - (c) Reclassifications.
- 4) Should it be agreed that specific subsidiary agreement/s may be negotiated under this agreement, all rights associated with protected industrial action under the *Industrial Relations Act 1999* will apply to all parties involved.
- 5) Unless inconsistent with the terms of this Agreement, the entitlement of employees covered by this Agreement as contained in awards, agreements, 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.

## PART 7 TRAINING AND ORGANISATIONAL DEVELOPMENT

### 7.1 RE-TRAINING OF NON-CERTIFICATE TRADESPERSONS (MATURE AGE APPRENTICESHIP OR WAGE MAINTAINED APPRENTICESHIP) - FIELD STAFF

The parties support the continuation of the Mature Age/Wage Maintained Apprenticeship Program for non-tradespersons to complement the current apprentice training program and the proposed re-training of tradespersons program.

The Mature Age/Wage Maintained Apprentice Program is available to permanent non-tradespersons and temporary non-tradespersons who have been employed for a minimum period of twelve months. For example:

- a) **Permanent employees** - will retain their permanent status on completion of their apprenticeship (Mature Age Apprentices).
- b) **Temporary employees** - will retain their temporary status on completion of their apprenticeship, and are not guaranteed any subsequent employment contract/s (Wage Maintained Apprentices).

By mutual agreement, employees shall be nominated through their Trading Centre Management Team for inclusion in the program. The appointment of new tradespersons should be discussed with the Regional Manager prior to

accepting the application, to ensure the region has a permanent position available within its core numbers.

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

Remuneration will be in accordance with the classification the employee holds immediately before entering into the Training Agreement. If the apprentice rate of pay exceeds that of the current classification of the participant at any time during the apprenticeship, then the appropriate apprentice rate shall apply.

Costs associated with the Mature Age/Wage Maintained Apprenticeship Program shall be the responsibility of the Trading Centre.

## **7.2 ACCREDITED TRAINING**

### *7.2.1 Commitment*

The parties are committed to a highly trained and effective workforce. They agree that this involves a commitment to the provision of accredited training and assessment of competencies (including recognition of current competencies).

### *7.2.2 Recognition of Accredited Qualifications*

- 1) The parties are committed to the principle that suitable financial recompense shall be provided to QBuild employees in the specified classification 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);
  - (b) Reached the maximum pay point of the specified Classification Level in the Administration or Operational Stream; and
  - (c) Spent one calendar year (or equivalent) on the maximum pay point. (Note: Under the "No Further Claims Clause" the decision of the Queensland Industrial Relations Commission for the application to vary awards to provide for increments for casual and part-time employees to be paid after 12 calendar months may be implemented).
- 2) The parties acknowledge that applicable employees should receive recognition and credit for their knowledge and skills through the recognition of current competencies (RCC) or the recognition of prior learning (RPL). This assessment of competencies may include skills from:
  - (a) work experience (including both work that is paid and unpaid);
  - (b) life experience (for example leisure pursuits or voluntary work); and
  - (c) previous study (including training programs at work, courses at school or college, and through adult education classes).

### *7.2.3 Training Delivery*

The parties acknowledge that Registered Training Organisations have the experience and expertise to provide suitable quality programs, in a variety of service delivery modes envisaged by this training agenda.

### *7.2.4 Remuneration*

From 1 January 2003, the following remuneration shall be paid for employees that met the requirements listed above:

- (a) Training and assessment of competencies (including recognition of current competencies) will be provided in accordance with the National Public Service Training Package or agreed alternative accredited programs.
- (b) The following remuneration shall be paid for employees that meet the requirements:

Certificate III (AQF III)	OO2	\$20.00 per fortnight
Certificate IV (AQF IV)	OO3	\$41.50 per fortnight
Diploma (AQF V)	OO4/OO5	\$42.80 per fortnight
Advanced Diploma (AQF VI)	OO6	\$44.60 per fortnight

## **PART 8 - BUSINESS SUPPORT STRATEGIES**

### **8.1 HEALTH, SAFETY AND THE ENVIRONMENT**

QBuild is committed to providing a workplace free from health, safety and environmental incidents. QBuild understands the importance of safety in the workplace and promotes the prevention and management of accidents that cause injury or illness in the workplace.

### **8.2 MOTOR VEHICLE INSURANCE**

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

FIELD STAFF RATES OF PAY

**Trade Staff**

<b>01-Jul-07</b>	<b>01-Jul-08</b>	<b>01-Jul-09</b>	<b>01-Jan-10</b>	<b>01-Jul-10</b>			
<b>WAGE/FN</b>	<b>WAGE/FN</b>	<b>WAGE/FN</b>	<b>WAGE/FN</b>	<b>WAGE/FN</b>	<b>HRS / WK</b>	<b>Classification</b>	<b>DESCRIPTION</b>
\$1,909.50	\$1,995.40	\$2,075.20	\$2,075.20	\$2,158.20	38	CLV10D	QBuild Wages, Level 10 for dual trade recognition
\$1,909.50	\$1,995.40	\$2,075.20	\$2,075.20	\$2,158.20	38	CLV10	QBuild Wages, Level 10
\$1,909.50	\$1,995.40	\$2,075.20	\$2,075.20	\$2,158.20	38	CLA09L	QBuild Wages, Level 9 for licence recognition plus Team Leader
\$1,909.50	\$1,995.40	\$2,075.20	\$2,075.20	\$2,158.20	38	CLA09	QBuild Wages, Level 9 plus Team Leader
\$1,818.60	\$1,900.40	\$1,976.40	\$1,976.40	\$2,055.50	38	CLV09L	QBuild Wages, Level 9 for licence recognition
\$1,818.60	\$1,900.40	\$1,976.40	\$1,976.40	\$2,055.50	38	CLV09D	QBuild Wages, Level 9 for dual trade recognition
\$1,818.60	\$1,900.40	\$1,976.40	\$1,976.40	\$2,055.50	38	CLV09X	QBuild Wages, Level 9 for cross skilling
\$1,818.60	\$1,900.40	\$1,976.40	\$1,976.40	\$2,055.50	38	CLV09	QBuild Wages, Level 9
\$1,818.60	\$1,900.40	\$1,976.40	\$1,976.40	\$2,055.50	38	CLA08L	QBuild Wages, Level 8 for licence recognition plus Team Leader
\$1,818.60	\$1,900.40	\$1,976.40	\$1,976.40	\$2,055.50	38	CLA08	QBuild Wages, Level 8 plus Team Leader
\$1,748.70	\$1,827.40	\$1,900.50	\$1,900.50	\$1,976.50	38	CLV08L	QBuild Wages, Level 8 for licence recognition
\$1,748.70	\$1,827.40	\$1,900.50	\$1,900.50	\$1,976.50	38	CLV08D	QBuild Wages, Level 8 for dual trade recognition
\$1,748.70	\$1,827.40	\$1,900.50	\$1,900.50	\$1,976.50	38	CLV08X	QBuild Wages, Level 8 for cross skilling
\$1,748.70	\$1,827.40	\$1,900.50	\$1,900.50	\$1,976.50	38	CLV08	QBuild Wages, Level 8
\$1,748.70	\$1,827.40	\$1,900.50	\$1,900.50	\$1,976.50	38	CLA07L	QBuild Wages, Level 7 for licence recognition plus Team Leader
\$1,748.70	\$1,827.40	\$1,900.50	\$1,900.50	\$1,976.50	38	CLA07	QBuild Wages, Level 7 plus Team Leader
\$1,678.50	\$1,754.00	\$1,824.20	\$1,824.20	\$1,897.20	38	CLV07L	QBuild Wages, Level 7 for licence recognition
\$1,678.50	\$1,754.00	\$1,824.20	\$1,824.20	\$1,897.20	38	CLV07D	QBuild Wages, Level 7 for dual trade recognition
\$1,678.50	\$1,754.00	\$1,824.20	\$1,824.20	\$1,897.20	38	CLV07X	QBuild Wages, Level 7 for cross skilling
\$1,678.50	\$1,754.00	\$1,824.20	\$1,824.20	\$1,897.20	38	CLV07	QBuild Wages, Level 7
\$1,678.50	\$1,754.00	\$1,824.20	\$1,824.20	\$1,897.20	38	CLA06L	QBuild Wages, Level 6 for licence recognition plus Team Leader
\$1,678.50	\$1,754.00	\$1,824.20	\$1,824.20	\$1,897.20	38	CLAO6	QBuild Wages, Level 6 plus Team Leader
\$1,612.50	\$1,685.10	\$1,753.10	\$1,753.10	\$1,823.20	38	CLV06L	QBuild Wages, Level 6 for licence recognition
\$1,612.50	\$1,685.10	\$1,753.10	\$1,753.10	\$1,823.20	38	CLV06D	QBuild Wages, Level 6 for dual trade recognition
\$1,612.50	\$1,685.10	\$1,753.10	\$1,753.10	\$1,823.20	38	CLV06X	QBuild Wages, Level 6 on cross skilling
\$1,612.50	\$1,685.10	\$1,753.10	\$1,753.10	\$1,823.20	38	CLV06	QBuild Wages, Level 6
\$1,612.50	\$1,685.10	\$1,753.10	\$1,753.10	\$1,823.20	38	CLA05L	QBuild Wages, Level 5 for recognition of licence plus Team Leader
\$1,612.50	\$1,685.10	\$1,753.10	\$1,753.10	\$1,823.20	38	CLA05	QBuild Wages, Level 5 plus Team Leader
\$1,551.60	\$1,621.40	\$1,689.40	\$1,689.40	\$1,757.40	38	CLV05L	QBuild Wages, Level 5 for licence recognition
\$1,551.60	\$1,621.40	\$1,689.40	\$1,689.40	\$1,757.40	38	CLV05D	QBuild Wages, Level 5 for dual trade recognition
\$1,551.60	\$1,621.40	\$1,689.40	\$1,689.40	\$1,757.40	38	CLV05X	QBuild Wages, Level 5 on cross skilling
\$1,551.60	\$1,621.40	\$1,689.40	\$1,689.40	\$1,757.40	38	CLV05	QBuild Wages, Level 5
\$1,551.60	\$1,621.40	\$1,689.40	\$1,689.40	\$1,757.40	38	CLA04	QBuild Wages, Level 4, plus Team Leader

01-Jul-07	01-Jul-08	01-Jul-09	01-Jan-10	01-Jul-10			
WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	HRS / WK	Classification	DESCRIPTION
\$1,494.60	\$1,562.60	\$1,630.60	\$1,630.60	\$1,698.60	38	CLV04X	QBuild Wages, Level 4, at this classification on cross skilling
\$1,494.60	\$1,562.60	\$1,630.60	\$1,630.60	\$1,698.60	38	CLV04	QBuild Wages, Level 4, at this classification on skills
\$1,494.60	\$1,562.60	\$1,630.60	\$1,630.60	\$1,698.60	38	CLA03	QBuild Wages, Level 3 plus Team Leader
\$1,450.00	\$1,518.00	\$1,586.00	\$1,586.00	\$1,654.00	38	CLV03X	QBuild Wages, Level 3 for cross skilling
\$1,450.00	\$1,518.00	\$1,586.00	\$1,586.00	\$1,654.00	38	CLV03	QBuild Wages, Level 3
\$1,410.20	\$1,478.20	\$1,546.20	\$1,546.20	\$1,614.20	38	CLV02	QBuild Wages, Level 2
\$1,354.80	\$1,422.80	\$1,490.80	\$1,490.80	\$1,558.80	38	CLV01	QBuild Wages, Level 1

### Apprentices

1-Jul-07	1-Jul-08	1-Jul-09	1-Jan-10	1-Jul-10			
WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	HRS/WK	Classification	DESCRIPTION
<b>Apprentices who commenced an apprenticeship in 2009 or earlier with QBuild</b>							
\$1,363.10	\$1,431.10	\$1,499.10	\$1,499.10	\$1,567.10	38	CAPP/4	QBuild Wages, Standard Apprentice Stage 4
\$1,166.00	\$1,234.00	\$1,302.00	\$1,302.00	\$1,370.00	38	CAPP/3	QBuild Wages, Standard Apprentice Stage 3
\$903.00	\$971.00	\$1,039.00	\$1,039.00	\$1,107.00	38	CAPP/2	QBuild Wages, Standard Apprentice Stage 2
\$705.80	\$773.80	\$841.80	\$841.80	\$909.80	38	CAPP/1	QBuild Wages, Standard Apprentice Stage 1
<b>Apprentices who commenced an apprenticeship from 2010 onwards with QBuild</b>							
N/A	N/A	N/A	\$1,467.50	\$1,528.70	38	CAPP/4	QBuild Wages, Standard Apprentice Stage 4 (90% of CLV04)
N/A	N/A	N/A	\$1,223.00	\$1,274.00	38	CAPP/3	QBuild Wages, Standard Apprentice Stage 3 (75% of CLV04)
N/A	N/A	N/A	\$896.80	\$934.20	38	CAPP/2	QBuild Wages, Standard Apprentice Stage 2 (55% of CLV04)
N/A	N/A	N/A	\$652.20	\$679.40	38	CAPP/1	QBuild Wages, Standard Apprentice Stage 1 (40% of CLV04)
<b>Adult Apprentices are those who are aged 21 years or older when they commence an apprenticeship with Qbuild</b>							
\$1,363.10	\$1,431.10	\$1,499.10	\$1,499.10	\$1,567.10	38	CAPP/4	QBuild Wages, Adult Age Apprentice (21 yrs or older) - Stage 4
\$1,166.00	\$1,234.00	\$1,302.00	\$1,302.00	\$1,370.00	38	CAPP/3	QBuild Wages, Adult Age Apprentice (21 yrs or older) - Stage 3
\$1,096.00	\$1,164.00	\$1,232.00	\$1,232.00	\$1,300.00	38	CAPP2A	QBuild Wages, Adult Age Apprentice (21 yrs or older) - Stage 2
\$1,096.00	\$1,164.00	\$1,232.00	\$1,232.00	\$1,300.00	38	CAPP1A	QBuild Wages, Adult Age Apprentice (21 yrs or older) - Stage 1

### Forepersons

01-Jul-07	01-Jul-08	01-Jul-09	01-Jan-10	01-Jul-10			
WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	HRS/WK	Classification	DESCRIPTION
\$2,273.20	\$2,375.50	\$2,470.50	\$2,470.50	\$2,569.30	38	CFP4	CFP4 - Foreperson
\$2,238.30	\$2,339.00	\$2,432.60	\$2,432.60	\$2,529.90	38	CFP3/04	CFP3/04 -Foreperson
\$2,203.30	\$2,302.40	\$2,394.50	\$2,394.50	\$2,490.30	38	CFP3/03	CFP3/03 - Foreperson
\$2,168.30	\$2,265.90	\$2,356.50	\$2,356.50	\$2,450.80	38	CFP3/02	CFP3/02 - Foreperson
\$2,133.40	\$2,229.40	\$2,318.60	\$2,318.60	\$2,411.30	38	CFP3/01	CFP3/01 - Foreperson
\$2,115.80	\$2,211.00	\$2,299.40	\$2,299.40	\$2,391.40	38	CFP2/04	CFP2/04 - Foreperson
\$2,080.90	\$2,174.50	\$2,261.50	\$2,261.50	\$2,352.00	38	CFP2/03	CFP2/03 - Foreperson
\$2,046.00	\$2,138.10	\$2,223.60	\$2,223.60	\$2,312.50	38	CFP2/02	CFP2/02 - Foreperson
\$2,010.90	\$2,101.40	\$2,185.50	\$2,185.50	\$2,272.90	38	CFP2/01	CFP2/01 - Foreperson
\$1,976.00	\$2,064.90	\$2,147.50	\$2,147.50	\$2,233.40	38	CFP1/04	CFP1/04 - Foreperson
\$1,940.90	\$2,028.20	\$2,109.30	\$2,109.30	\$2,193.70	38	CFP1/03	CFP1/03 - Foreperson
\$1,906.00	\$1,991.80	\$2,071.50	\$2,071.50	\$2,154.40	38	CFP1/02	CFP1/02 - Foreperson
\$1,871.10	\$1,955.30	\$2,033.50	\$2,033.50	\$2,114.80	38	CFP1/01	CFP1/01 - Foreperson

### Horticultural Staff

01-Jul-07	01-Jul-08	01-Jul-09	01-Jan-10	01-Jul-10			
WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	HRS/WK	Classification	DESCRIPTION
\$1,835.40	\$1,916.10	\$1,991.00	\$1,991.00	\$2,068.90	38	COO4/Q	Operational Officer Level 4 - Increment Level for Recognised Accredited Qualification *
\$1,792.60	\$1,873.30	\$1,948.20	\$1,948.20	\$2,026.10	38	COO4/04	Operational Officer Level 4 - Increment Level 4
\$1,739.50	\$1,817.80	\$1,890.50	\$1,890.50	\$1,966.10	38	COO4/03	Operational Officer Level 4 - Increment Level 3
\$1,686.30	\$1,762.20	\$1,832.70	\$1,832.70	\$1,906.00	38	COO4/02	Operational Officer Level 4 - Increment Level 2
\$1,635.20	\$1,708.80	\$1,777.20	\$1,777.20	\$1,848.30	38	COO4/01	Operational Officer Level 4 - Increment Level 1
\$1,613.10	\$1,683.80	\$1,751.80	\$1,751.80	\$1,820.20	38	COO3/Q	Operational Officer Level 3 - Increment Level for Recognised Accredited Qualification *
\$1,571.60	\$1,642.30	\$1,710.30	\$1,710.30	\$1,778.70	38	COO3/04	Operational Officer Level 3 - Increment Level 4
\$1,539.50	\$1,608.80	\$1,676.80	\$1,676.80	\$1,744.80	38	COO3/03	Operational Officer Level 3 - Increment Level 3
\$1,508.80	\$1,576.80	\$1,644.80	\$1,644.80	\$1,712.80	38	COO3/02	Operational Officer Level 3 - Increment Level 2
\$1,478.10	\$1,546.10	\$1,614.10	\$1,614.10	\$1,682.10	38	COO3/01	Operational Officer Level 3 - Increment Level 1
\$1,474.80	\$1,542.80	\$1,610.80	\$1,610.80	\$1,678.80	38	COO2/Q	Operational Officer Level 2 - Increment Level for Recognised Accredited Qualification *
\$1,454.80	\$1,522.80	\$1,590.80	\$1,590.80	\$1,658.80	38	COO2/04	Operational Officer Level 2 - Increment Level 4

01-Jul-07	01-Jul-08	01-Jul-09	01-Jan-10	01-Jul-10			
WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	HRS/WK	Classification	DESCRIPTION
\$1,415.00	\$1,483.00	\$1,551.00	\$1,551.00	\$1,619.00	38	COO2/03	Operational Officer Level 2 - Increment Level 3
\$1,375.00	\$1,443.00	\$1,511.00	\$1,511.00	\$1,579.00	38	COO2/02	Operational Officer Level 2 - Increment Level 2
\$1,336.10	\$1,404.10	\$1,472.10	\$1,472.10	\$1,540.10	38	COO2/01	Operational Officer Level 2 - Increment Level 1

#### Horticultural Trainees

N/A	\$772.30	\$809.70	\$809.70	\$847.10	38	COT55	Junior - Aged under 18 years - Cert 1 (55% of COO2)
N/A	\$1,053.10	\$1,104.10	\$1,104.10	\$1,155.10	38	COT75	Junior - Aged under 18 years - Cert 2 (75% of COO2)
N/A	\$1,104.00	\$1,104.00	\$1,104.00	\$1,104.00	38	COTMW	Aged 21 years or over - Cert 1 (Minimum Wage)

#### Construction Worker Trainees

					HRS/WK	Classification	DESCRIPTION
					38	CAO2/Q	Administration Officer Level 2 - Increment Level for Recognised Accredited Qualification *
					38	CAO2/08	Administration Officer level 2 - Increment Level 8
01-Jul-07	01-Jul-08	01-Jul-09	01-Jan-10	01-Jul-10			
WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	WAGE/FN	HRS/WK	Classification	DESCRIPTION
\$822.00	\$859.40	\$896.80	\$896.80	\$934.20	38	CCWT55	Junior - Aged under 18 years - Cert 1 (55% of CLV04)
\$1,046.20	\$1,093.80	\$1,141.40	\$1,141.40	\$1,189.00	38	CCWT70	Junior - Aged under 18 years - Cert 2 (70% of CLV04)
\$1,046.20	\$1,093.80	\$1,141.40	\$1,141.40	\$1,189.00	38	CCWT70	Aged 18-20 years - Cert 1 (70% of CLV04)
\$1,354.80	\$1,422.80	\$1,490.80	\$1,490.80	\$1,558.80	38	CCWV01	Aged 18-20 years - Cert 2 (100% of CLV01)
\$968.80	\$1,104.00	\$1,104.00	\$1,104.00	\$1,104.00	38	CCWTMW	Aged 21 years or over - Cert 1 (Minimum Wage)
\$1,354.80	\$1,422.80	\$1,490.80	\$1,490.80	\$1,558.80	38	CCWV01	Aged 21 years or over - Cert 2 (100% of CLV01)
<p>* Under the terms of the QBuild Field Staff Certified Agreement 5 (2002) staff may be eligible for extra remuneration if the following requirements are met:</p> <p>a) have an accredited qualification at the AQF level specified for the classification or higher and;</p> <p>b) have reached the maximum pay point of the classification level in the Administration Stream or the Operational Stream and;</p> <p>c) have spent one calendar year (or equivalent) on the maximum pay point.</p>							

APPENDIX 2

SINGLE FORTNIGHTLY RATES

SINGLE FORTNIGHTLY PAYMENT (SFP) - ALL REGIONS EXCEPT BRISBANE CITY

All Regions (except Brisbane City)	1/07/2007		1/07/2008		1/07/2007		1/07/2008		1/07/2007		1/07/2008		1/07/2007		1/07/2008		1/07/2007		1/07/2008	
	Trade - Depot		Trade - Non-Depot		Appr - Depot		Appr - Non-Depot		MA Appr - Depot		MA Appr - Non-Depot		MA Appr - Depot		MA Appr - Non-Depot		MA Appr - Depot		MA Appr - Non-Depot	
Boilermaker	\$204.30	\$213.50	SFP100	\$247.50	\$258.60	SFP200			SFP300			SFP400			SFP500			SFP600		
Bricklayer	\$178.40	\$186.40	SFP101	\$221.70	\$231.70	SFP201	\$124.70	\$130.30	SFP301	\$168.30	\$175.90	SFP401			SFP501			SFP601		
Carpenter	\$194.50	\$203.30	SFP102	\$238.10	\$248.80	SFP202	\$127.20	\$132.90	SFP302	\$170.60	\$178.30	SFP402	\$146.00	\$152.60	SFP502	\$189.30	\$197.80	SFP602		
Carpetlayer	\$143.10	\$149.50	SFP103	\$186.50	\$194.90	SFP203			SFP303			SFP403			SFP503			SFP603		
Drainer	\$161.00	\$168.20	SFP104	\$204.40	\$213.60	SFP204			SFP304			SFP404	\$148.90	\$155.60	SFP504	\$192.30	\$201.00	SFP604		
Electrical Fitter	\$188.90	\$197.40	SFP105	\$232.20	\$242.60	SFP205	\$127.80	\$133.60	SFP305	\$171.30	\$179.00	SFP405			SFP505			SFP605		
Electrical Mechanic	\$188.90	\$197.40	SFP106	\$232.20	\$242.60	SFP206	\$127.80	\$133.60	SFP306	\$171.30	\$179.00	SFP406			SFP506			SFP606		
Electrical Special Class	\$188.90	\$197.40	SFP107	\$232.20	\$242.60	SFP207			SFP307			SFP407			SFP507			SFP607		
Electrical Storeperson	\$138.10	\$144.30	SFP108			SFP208			SFP308			SFP408			SFP508			SFP608		
Electrical Tradesperson	\$188.90	\$197.40	SFP109	\$232.20	\$242.60	SFP209			SFP309			SFP409			SFP509			SFP609		
Electrician	\$188.90	\$197.40	SFP110	\$232.20	\$242.60	SFP210	\$127.80	\$133.60	SFP310	\$171.30	\$179.00	SFP410	\$160.70	\$167.90	SFP510	\$204.00	\$213.20	SFP610		
Fitter & Turner	\$188.90	\$197.40	SFP111	\$232.20	\$242.60	SFP211	\$127.80	\$133.60	SFP311	\$171.30	\$179.00	SFP411			SFP511			SFP611		
Glazier	\$155.30	\$162.30	SFP112	\$198.50	\$207.40	SFP212	\$124.70	\$130.30	SFP312	\$168.30	\$175.90	SFP412	\$143.30	\$149.70	SFP512	\$186.60	\$195.00	SFP612		
Joiner	\$194.50	\$203.30	SFP113	\$238.10	\$248.80	SFP213	\$127.20	\$132.90	SFP313	\$170.60	\$178.30	SFP413			SFP513			SFP613		
Labourer	\$153.10	\$160.00	SFP114	\$197.00	\$205.90	SFP214			SFP314			SFP414			SFP514			SFP614		
Mechanical Fitter	\$188.90	\$197.40	SFP115	\$232.20	\$242.60	SFP215	\$127.80	\$133.60	SFP315	\$171.30	\$179.00	SFP415			SFP515			SFP615		
Motor Mechanic	\$188.90	\$197.40	SFP116	\$232.20	\$242.60	SFP216	\$127.80	\$133.60	SFP316	\$171.30	\$179.00	SFP416			SFP516			SFP616		
Painter	\$156.70	\$163.80	SFP117	\$200.10	\$209.10	SFP217	\$126.50	\$132.20	SFP317	\$169.80	\$177.40	SFP417	\$144.50	\$151.00	SFP517	\$188.20	\$196.70	SFP617		
Plasterer	\$195.30	\$204.10	SFP118	\$238.80	\$249.50	SFP218	\$136.70	\$142.90	SFP318	\$180.10	\$188.20	SFP418			SFP518			SFP618		
Plumber	\$193.10	\$201.80	SFP119	\$236.30	\$246.90	SFP219	\$125.80	\$131.50	SFP319	\$169.20	\$176.80	SFP419	\$144.10	\$150.60	SFP519	\$187.60	\$196.00	SFP619		
Polisher	\$149.00	\$155.70	SFP120	\$192.70	\$201.40	SFP220	\$130.90	\$136.80	SFP320	\$174.50	\$182.40	SFP420			SFP520			SFP620		
Refrigeration Mechanic	\$202.20	\$211.30	SFP121	\$245.40	\$256.40	SFP221	\$141.00	\$147.30	SFP321	\$184.50	\$192.80	SFP421	\$173.90	\$181.70	SFP521	\$217.20	\$227.00	SFP621		
Scaffolder	\$190.00	\$198.60	SFP122	\$233.50	\$244.00	SFP222			SFP322			SFP422			SFP522			SFP622		
Signwriter	\$155.30	\$162.30	SFP123	\$198.50	\$207.40	SFP223	\$124.70	\$130.30	SFP323	\$168.30	\$175.90	SFP423			SFP523			SFP623		
Stonemason	\$223.20	\$233.20	SFP124	\$266.80	\$278.80	SFP224	\$169.80	\$177.40	SFP324	\$213.30	\$222.90	SFP424	\$188.30	\$196.80	SFP524	\$231.80	\$242.20	SFP624		
Storeperson	\$138.10	\$144.30	SFP125			SFP225			SFP325			SFP425			SFP525			SFP625		
Technical Assistant	\$138.10	\$144.30	SFP126	\$181.30	\$189.50	SFP226			SFP326			SFP426			SFP526			SFP626		
Trades Assistant	\$138.10	\$144.30	SFP127	\$181.30	\$189.50	SFP227			SFP327			SFP427			SFP527			SFP627		
Truckdriver	\$165.40	\$172.80	SFP128	\$208.60	\$218.00	SFP228			SFP328			SFP428			SFP528			SFP628		
Upholsterer	\$137.90	\$144.10	SFP129	\$181.10	\$189.20	SFP229	\$119.30	\$124.70	SFP329	\$162.80	\$170.10	SFP429			SFP529			SFP629		
Welder	\$188.90	\$197.40	SFP130	\$232.20	\$242.60	SFP230			SFP330			SFP430			SFP530			SFP630		
Wood Machinist	\$155.30	\$162.30	SFP131	\$198.50	\$207.40	SFP231	\$124.70	\$130.30	SFP331	\$168.30	\$175.90	SFP431			SFP531			SFP631		
Construction Worker Trainee	\$153.10	\$160.00	SFP132	\$197.00	\$205.90	SFP232			SFP332			SFP432			SFP532			SFP632		

Mature Age Single Fortnightly Payment (SFP) applies to staff who were previously employed in another trade. Some examples are: (1) A labourer who is now an apprentice painter or (2) a truck driver who is now an apprentice carpenter. The apprenticeship trade is the one you should choose from the list above (eg painter not labourer).

## APPENDIX 2

## SINGLE FORTNIGHTLY RATES

## SINGLE FORTNIGHTLY PAYMENT (SFP) - ALL REGIONS EXCEPT BRISBANE CITY

All Regions (except Brisbane City)	1/07/2007		1/07/2008		1/07/2007		1/07/2008		1/07/2007		1/07/2008		1/07/2007		1/07/2008		1/07/2007		1/07/2008	
	Trade - Depot		Trade - Non-Depot		Appr - Depot		Appr - Non-Depot		MA Appr - Depot		MA Appr - Non-Depot									
Boilermaker	\$204.30	\$213.50	SFP100	\$247.50	\$258.60	SFP200			SFP300			SFP400			SFP500			SFP600		
Bricklayer	\$178.40	\$186.40	SFP101	\$221.70	\$231.70	SFP201	\$124.70	\$130.30	SFP301	\$168.30	\$175.90	SFP401			SFP501			SFP601		
Carpenter	\$194.50	\$203.30	SFP102	\$238.10	\$248.80	SFP202	\$127.20	\$132.90	SFP302	\$170.60	\$178.30	SFP402	\$146.00	\$152.60	SFP502	\$189.30	\$197.80	SFP602		
Carpetlayer	\$143.10	\$149.50	SFP103	\$186.50	\$194.90	SFP203			SFP303			SFP403			SFP503			SFP603		
Drainer	\$161.00	\$168.20	SFP104	\$204.40	\$213.60	SFP204			SFP304			SFP404	\$148.90	\$155.60	SFP504	\$192.30	\$201.00	SFP604		
Electrical Fitter	\$188.90	\$197.40	SFP105	\$232.20	\$242.60	SFP205	\$127.80	\$133.60	SFP305	\$171.30	\$179.00	SFP405			SFP505			SFP605		
Electrical Mechanic	\$188.90	\$197.40	SFP106	\$232.20	\$242.60	SFP206	\$127.80	\$133.60	SFP306	\$171.30	\$179.00	SFP406			SFP506			SFP606		
Electrical Special Class	\$188.90	\$197.40	SFP107	\$232.20	\$242.60	SFP207			SFP307			SFP407			SFP507			SFP607		
Electrical Storeperson	\$138.10	\$144.30	SFP108			SFP208			SFP308			SFP408			SFP508			SFP608		
Electrical Tradesperson	\$188.90	\$197.40	SFP109	\$232.20	\$242.60	SFP209			SFP309			SFP409			SFP509			SFP609		
Electrician	\$188.90	\$197.40	SFP110	\$232.20	\$242.60	SFP210	\$127.80	\$133.60	SFP310	\$171.30	\$179.00	SFP410	\$160.70	\$167.90	SFP510			SFP610		
Fitter & Turner	\$188.90	\$197.40	SFP111	\$232.20	\$242.60	SFP211	\$127.80	\$133.60	SFP311	\$171.30	\$179.00	SFP411			SFP511			SFP611		
Glazier	\$155.30	\$162.30	SFP112	\$198.50	\$207.40	SFP212	\$124.70	\$130.30	SFP312	\$168.30	\$175.90	SFP412	\$143.30	\$149.70	SFP512	\$186.60	\$195.00	SFP612		
Joiner	\$194.50	\$203.30	SFP113	\$238.10	\$248.80	SFP213	\$127.20	\$132.90	SFP313	\$170.60	\$178.30	SFP413			SFP513			SFP613		
Labourer	\$153.10	\$160.00	SFP114	\$197.00	\$205.90	SFP214			SFP314			SFP414			SFP514			SFP614		
Mechanical Fitter	\$188.90	\$197.40	SFP115	\$232.20	\$242.60	SFP215	\$127.80	\$133.60	SFP315	\$171.30	\$179.00	SFP415			SFP515			SFP615		
Motor Mechanic	\$188.90	\$197.40	SFP116	\$232.20	\$242.60	SFP216	\$127.80	\$133.60	SFP316	\$171.30	\$179.00	SFP416			SFP516			SFP616		
Painter	\$156.70	\$163.80	SFP117	\$200.10	\$209.10	SFP217	\$126.50	\$132.20	SFP317	\$169.80	\$177.40	SFP417	\$144.50	\$151.00	SFP517	\$188.20	\$196.70	SFP617		
Plasterer	\$195.30	\$204.10	SFP118	\$238.80	\$249.50	SFP218	\$136.70	\$142.90	SFP318	\$180.10	\$188.20	SFP418			SFP518			SFP618		
Plumber	\$193.10	\$201.80	SFP119	\$236.30	\$246.90	SFP219	\$125.80	\$131.50	SFP319	\$169.20	\$176.80	SFP419	\$144.10	\$150.60	SFP519	\$187.60	\$196.00	SFP619		
Polisher	\$149.00	\$155.70	SFP120	\$192.70	\$201.40	SFP220	\$130.90	\$136.80	SFP320	\$174.50	\$182.40	SFP420			SFP520			SFP620		
Refrigeration Mechanic	\$202.20	\$211.30	SFP121	\$245.40	\$256.40	SFP221	\$141.00	\$147.30	SFP321	\$184.50	\$192.80	SFP421	\$173.90	\$181.70	SFP521	\$217.20	\$227.00	SFP621		
Scaffolder	\$190.00	\$198.60	SFP122	\$233.50	\$244.00	SFP222			SFP322			SFP422			SFP522			SFP622		
Signwriter	\$155.30	\$162.30	SFP123	\$198.50	\$207.40	SFP223	\$124.70	\$130.30	SFP323	\$168.30	\$175.90	SFP423			SFP523			SFP623		
Stonemason	\$223.20	\$233.20	SFP124	\$266.80	\$278.80	SFP224	\$169.80	\$177.40	SFP324	\$213.30	\$222.90	SFP424	\$188.30	\$196.80	SFP524	\$231.80	\$242.20	SFP624		
Storeperson	\$138.10	\$144.30	SFP125			SFP225			SFP325			SFP425			SFP525			SFP625		
Technical Assistant	\$138.10	\$144.30	SFP126	\$181.30	\$189.50	SFP226			SFP326			SFP426			SFP526			SFP626		
Trades Assistant	\$138.10	\$144.30	SFP127	\$181.30	\$189.50	SFP227			SFP327			SFP427			SFP527			SFP627		
Truckdriver	\$165.40	\$172.80	SFP128	\$208.60	\$218.00	SFP228			SFP328			SFP428			SFP528			SFP628		
Upholsterer	\$137.90	\$144.10	SFP129	\$181.10	\$189.20	SFP229	\$119.30	\$124.70	SFP329	\$162.80	\$170.10	SFP429			SFP529			SFP629		
Welder	\$188.90	\$197.40	SFP130	\$232.20	\$242.60	SFP230			SFP330			SFP430			SFP530			SFP630		
Wood Machinist	\$155.30	\$162.30	SFP131	\$198.50	\$207.40	SFP231	\$124.70	\$130.30	SFP331	\$168.30	\$175.90	SFP431			SFP531			SFP631		
Construction Worker Trainee	\$153.10	\$160.00	SFP132	\$197.00	\$205.90	SFP232			SFP332			SFP432			SFP532			SFP632		

Mature Age Single Fortnightly Payment (SFP) applies to staff who were previously employed in another trade. Some examples are: (1) A labourer who is now an apprentice painter or (2) a truck driver who is now an apprentice carpenter. The apprenticeship trade is the one you should choose from the list above (eg painter not labourer).

REMOTE LOCATION ASSESSMENT FORM

This Assessment Form shall be used to assess each location that is submitted as a remote location.

LOCATION: \_\_\_\_\_ TRADING CENTRE/REGION: \_\_\_\_\_

Criteria	Extended Meaning	Scoring
Remoteness of Location	The location is: <ul style="list-style-type: none"> <li>not accessible by road and usually only accessible by specially arranged charter (flight or boat) as regular scheduled transport is infrequent (less than one scheduled route per day) or not available at all.</li> </ul>	
	The location is: <ul style="list-style-type: none"> <li>accessible via road but is at least a 300km drive from the nearest QBuild Regional or District Office; or</li> <li>accessible by other means of transport (eg. ferry/plane/train services) but such passenger services are irregular.</li> </ul>	
Availability of Accommodation	Accommodation at the location is: <ul style="list-style-type: none"> <li>not of reasonable standard as defined by clause 4.8.2 (3) of this agreement; or</li> <li>QBuild supplied accommodation only (eg. Dongas)</li> </ul>	
Availability of Meals	Prepared meals (eg. takeaway, meals at accommodation, hotel or restaurant) are not available at the location.	
Availability of Clean Drinking Water	Water at the location is not suitable for consumption and bottled drinking water must be purchased.	
Availability of Medical Treatment	Access to medical services is severely limited or not available eg. no doctor permanently available at the location, no community hospital or hospital services.	
Alcohol Ban	Where alcohol is restricted and/or banned due to the Queensland Government Alcohol Reforms.	
Availability to obtain cash	No access to banking facilities such as EFTPOS, ATM's, cheque cashing facilities etc.	
Shopping Amenities/Cost of Living	Is there: <ul style="list-style-type: none"> <li>No access to a general store at the location; or</li> <li>A general store is available at the location but only supplies a severely limited range of general goods or food items; and/or</li> <li>Cost of purchasing basic necessities at the location, such as milk, bread, petrol, fruit and vegetables are in excess (minimum 30% or higher) of prices found in the nearest QBuild Regional/District office.</li> </ul>	
Availability of Recreational Facilities	Recreational, sporting public entertainment facilities are not available within the immediate area of the location.	

TOTAL SCORE OBTAINED: \_\_\_\_\_

Note: Recommendation Section over page must be completed.

**REMOTE AREA WORK LOCATION - RECOMMENDATION SECTION**

1. Working Party considers this location remote: YES/NO

\_\_\_\_\_  
Recommended: Chairperson of Working Party (Name & Signature) (Date)

2. Union Delegate considers this location remote: YES/NO

\_\_\_\_\_  
Recommended: Union Delegate (Name & Signature) (Date)

3. Regional Manager considers this location remote: YES/NO

\_\_\_\_\_  
Recommended: Regional Manager (Name & Signature) (Date)

4. Group Director considers this location remote: YES/NO

\_\_\_\_\_  
Endorsed: Group Director (Name & Signature) (Date)

5. Lead Delegate Endorsement: YES/NO

\_\_\_\_\_  
Endorsed: Lead Delegate (Name & Signature) (Date)

6. SBU considers this location remote: YES/NO

\_\_\_\_\_  
Approved: Chairperson of SBU (Name & Signature) (Date)

7. HRMB to advise Regions and all field staff of the change approved by the SBU within two weeks of approval being granted.

\_\_\_\_\_  
Notification Complete: Executive Manager, HR (Name & Signature) (Date)

## APPENDIX 4

## NOTIFICATION OF CHANGE OF REMOTE LOCATION LIST

This form shall be used to notify management, employees and unions (generally the Lead Delegate) of a change to locations listed as remote.

i) Trading Centre Information	ii)
iii) Trading Centre:	iv)
v) Location:	vi)
vii) Assessment Score:	viii)
ix)	
x) Recommendation	xi)
xii) Working Party	xiii) ADD/REMOVE/RETAIN/DO NOT ADD
xiv) Reason:	xv)
	xvi) _____
	xvii)
xviii) Endorsement	xix)
xx) Union Delegate:	xxi) ADD/REMOVE/RETAIN/DO NOT ADD
xxii) Reason:	xxiii)
	xxiv) _____
	xxv)
xxvi) Regional Manager:	xxvii) ADD/REMOVE/RETAIN/DO NOT ADD
xxviii) Reason	xxix)
	xxx) _____
	xxxii)
xxxii) Group Director:	xxxiii) ADD/REMOVE/RETAIN/DO NOT ADD
xxxiv) Reason:	xxxv)
	xxxvi) _____
	xxxvii)
xxxviii) Lead Delegate:	xxxix) ADD/REMOVE/RETAIN/DO NOT ADD
xl) Reason:	xli)
	xlii) _____
	xliii)
xliv) Approval	xlvi)
xlvi) SBU:	xlvii) ADD/REMOVE/RETAIN/DO NOT ADD
xlviii) Reason:	xliv)
	l) _____
	li)

*Note:* The reason for adding, removing, retaining or not changing the remote area location list, in relation to the location listed above, shall be indicated so that employees can notify the Regional Manager if the circumstances/criteria in that location change at any time in the future.

**Commencement Date of Remote Area Work Allowance:**

Date of operation of change (if any): \_\_\_\_\_

(Note: The commencement date must give a minimum of two (2) weeks notice to all parties)

**SIGNATORIES**Signed for and on behalf of **THE CROWN IN THE RIGHT OF THE STATE  
OF QUEENSLAND** through the Director-General, Department of Public Works

(on behalf of QBuild)..... Malcolm John Grierson

In the presence of ..... Skiahra Keet Ireland

Signed for and on behalf of the

Construction, Forestry, Mining and Energy, Industrial Union of Employees, Queensland..... Michael Ravbar

In the presence of:..... Jayne Llewellyn

Signed for and on behalf of the

Federated Engine Drivers' and Firemen's Association of Queensland, Union of Employees.... Michael Ravbar

In the presence of:..... Jayne Llewellyn

Signed for and on behalf of the Australian Building Construction Employees

and Builders' Labourers' Federation (Queensland) Union of Employees ..... Greg Simcoe

In the presence of:..... Jayne Llewellyn

Signed for and on behalf of the The Queensland Public Sector Union of Employees..... Alexander Scott

In the presence of:..... Christopher O'Regan

Signed for and on behalf of the The Electrical Trades Union of Employees Queensland..... Richard Williams

In the presence of:..... Elizabeth Cooper

Signed for and on behalf of the Automotive, Metals, Engineering,

Printing and Kindred Industries Industrial Union of Employees, Queensland ..... Brian Devlin

In the presence of:..... Elizabeth Barlow

Signed for and on behalf of the Plumbers &amp; Gasfitters Employees' Union Queensland,

Union of Employees ..... Bradley O'Connell

In the presence of:..... Jayne Llewellyn

Signed for and on behalf of The National Union of Workers Industrial Union

of Employees Queensland ..... John Cosgrove

In the presence of:..... Gerard O'Gorman

Signed for and on behalf of the Transport Workers' Union of Employees

(Queensland Branch) ..... Hughie Williams

In the presence of:..... Karen Bow

Signed for and on behalf of the

Australian Workers' Union of Employees, Queensland..... W. Ludwig

In the presence of:..... Elaine Martin