

LAND COURT ASSOCIATES' CONDITIONS AND ENTITLEMENTS

Land Court Associates' Conditions and Entitlements

BASIS OF EMPLOYMENT

Land Court Associates are appointed as officers of the Court by the President on the recommendation of a Member under section 50A of the *Land Court Act 2000*.

Your term of appointment is the period stated in your letter of appointment.

Your appointment may end early by:

- your resignation; or
- the President terminating your appointment, for good cause, after consulting with the Member to whom you are allocated and providing prior notice to you.

The Governor-in-Council decides the salary and conditions for Associates.

SALARY

Salary payments are made on a fortnightly basis. Your salary will be paid by way of electronic funds transfer (EFT) into your nominated account. Your pay advice will be distributed to you on a fortnightly basis provided on-line via ESS.

You may make arrangements to have fortnightly deductions processed from your pay. These can include fixed amount bank deductions, health insurance fund contributions, etc.

SUPERANNUATION

The Government will pay contributions equivalent to 9.5% of your salary to Q-Super. If you require further information on superannuation options and entitlements please contact QSuper Member Services on 1300 360 750 or visit the QSuper website www.qsuper.qld.gov.au. If you wish to choose another fund, complete the standard choice form which is available at: <https://www.forgov.qld.gov.au/change-my-super-fund?tab=get-started>.

When you leave your position as Associate, you can discuss options for transfer or withdrawal of superannuation contributions with QSuper through the above-mentioned contact details.

LAND COURT ASSOCIATES' CONDITIONS AND ENTITLEMENTS

LEAVE/RECREATION LEAVE

You are entitled to 20 working days' recreation leave per annum which must be taken during your Associateship.

All leave taken is by arrangement with your Member.

Considering your Member's court calendar commitments, discuss when you will take your leave during the year. By no later than the last Friday in March, you are required to submit a leave plan (approved by your Member) to the President's Executive Assistant. The leave plan should detail the dates on which you will take the 20 days recreation leave prior to your resignation date.

Before you take leave, you must complete scan and email a Leave Memorandum to the President's Executive Assistant. You must also submit your Leave through the electronic Employee Self Service (ESS) portal in conjunction with your Leave Memorandum. Your leave will be processed electronically and the ESS system will record and update any leave taken.

Should your Member require an Associate while you are on leave, it is generally your responsibility to find a replacement, in consultation with your Member.

PERSONAL LEAVE

Up to 10 days paid personal leave per annum is allowed.

Upon returning from personal leave you must complete a Leave Memorandum then scan and attach the memorandum to an email and send it to the President's Executive Assistant. The Leave Memorandum must be sent in conjunction with your electronic Employee Self Service (ESS) application. Your leave will be processed electronically and the ESS system will record and update any leave taken.

If you take three or more consecutive days' personal leave due to illness, you must submit a medical certificate. This should also be scanned and emailed to the President's Executive Assistant.

It is your responsibility to complete and scan the memorandum to the President's Executive Assistant and apply electronically through ESS for any personal sick leave taken.

LAND COURT ASSOCIATES' CONDITIONS AND ENTITLEMENTS

LEAVE LOADING

You will be paid an amount equivalent to 17.5% of four weeks' gross salary for each 12 months service, whether you take leave or not. This will be paid on a pro-rata basis for periods of less than 12 months. All Associates are paid leave loading in December. Upon completion of duty you will receive any outstanding loading.

YOUR WORKPLACE CONDUCT

The Land Court of Queensland has a policy for zero-tolerance of unacceptable conduct in the workplace. Associates must comply with the Land Court Associates' Conduct Policy.

OTHERS CONDUCT

Conduct by officers of the Registry is governed by the *Department of Justice and Attorney-General Workplace Policy*, this policy can be accessed at:

https://intranet.justice.govnet.qld.gov.au/data/assets/pdf_file/0008/75392/Workplace-Policy.pdf

Conduct by Judicial Officers is governed by the Land Court Judicial Officers' Conduct Commitment. This document can be accessed through the Associates' Sharepoint.

AVAILABILITY OF COUNSELLING (EMPLOYEE ASSISTANCE PROGRAM)

Associates are entitled to four sessions of counselling a year from EAP (Employee Assistance Program) if required. Associates may feel that they wish to access this service for personal or work-related reasons. These sessions are free and confidential. The EAP phone number is 1300 360 364. If more than four sessions are required, you should speak to the President's Executive Assistant.

DUTIES DURING MEMBER'S LEAVE

When your Member takes leave, your time at work will be fully and efficiently occupied. You remain responsible, in conjunction with the President's Executive Assistant, for the running of the chambers. Your work will be supervised by another Member designated for the purpose by your Member. You may be required to undertake specific duties, for example working as Associate to another Member, or performing research, or other designated projects.

LAND COURT ASSOCIATES' CONDITIONS AND ENTITLEMENTS

USE OF RESOURCES

The Court's resources shall generally be used only for official purposes.

PRIVATE CALLS

With the permission of your Member, you may make limited use of Court telephones for local calls for domestic purposes. Calls to private mobile phones may be made only in emergencies.

STUDY PURPOSES

With the permission of your Member, you may make reasonable use of your laptop computer, court photocopiers and facsimile machines (for local calls) for study purposes.

E-MAIL

E-mail is not to be used for sending personal messages except with the permission of your Member. Messages or attached files must not contain offensive, threatening, obscene or illegal matter.

INTERNET ACCESS

Internet use by Associates should be in accordance with Department of Justice and Attorney-General *Use of ICT Services, Facilities and Devices Policy* and the *Use of Internet and E-Mail Policy* and should be for official use only. Limited private use may be approved by your Member. Associates should not use unauthorised software or allow unauthorised use of their work devices.

CHANGE OF CONTACT DETAILS

If the Registry is required to contact your Member after hours, this will be done through you. Therefore, you must ensure your personal and emergency contact details are updated in ESS and inform the President's Executive Assistant of any change as soon as possible after it occurs.

SECURITY ID CARDS

Associates are issued with government identity and security cards to enable access to the QEII Courts of Law and Brisbane Magistrates Court buildings. It is your responsibility to ensure the

LAND COURT ASSOCIATES' CONDITIONS AND ENTITLEMENTS

safe keeping of these cards. Government identity and security cards must be returned to the Senior Registrar, Business Operations upon completion of your associateship.