

AGREEMENT REGISTRATION HOUSEKEEPING

As with any new system, there are a few “teething” problems.

To transition to the new Property Management and Property Sales Awards, which took effect from 30/11/2005, listed below is the paperwork and process needed to register a new agreement or amend an existing agreement, and how to deal with expired agreement registrations:

NEW AGREEMENTS

FOR AGREEMENTS THAT COMMENCE FROM 30/11/2005 ONWARDS

- * Use a NEW Schedule 1. The same Schedule 1 can be used for both Property Management Award and Property Sales Award employees.
- * Agreements may be registered for up to three years.
- * Attach an Employment Agreement.
- * Agreements that commence from 30/11/2005 onwards are registered with QPIR.
- * Attach a cheque to QPIR for \$132.00.
- * Post to QPIR, as per the Schedule 1.

FOR AGREEMENTS THAT COMMENCE BEFORE 30/11/2005

- * Use the OLD Property Management Award Schedule 1 OR the OLD Property Sales Award Schedule 1.
- * Agreements are registered for either one or three years, depending on which Stage of the Award applies.
- * Attach an Employment Agreement.
- * Agreements that commence before 30/11/2005 are still registered with the PSAQ.
- * Attach a cheque payable to “PSAQ” for \$99.00.
- * Post to the PSAQ, as per the Schedule 1.

AMENDMENTS TO EXISTING AGREEMENTS

FOR AMENDMENTS TO AGREEMENTS REGISTERED WITH QPIR

- * Use the NEW Schedule 2. The same Schedule 2 can be used for both Property Management Award and Property Sales Award employees.
- * Amended agreements run to the expiry date of the original Registered Agreement.
- * Attach a replacement/amended Employment Agreement.
- * Attach a cheque payable to “QPIR” for \$66.00.
- * Post to QPIR, as per the Schedule 2.

FOR AMENDMENTS TO AGREEMENTS REGISTERED WITH THE PSAQ

- * Use the OLD Property Management Award Schedule 1 OR the OLD Property Sales Award Schedule 1.
- * Amended agreements run to the expiry date of the Agreement originally registered with the PSAQ.
- * Attach a replacement/amended Employment Agreement.
- * No fee is required.
- * Post to the PSAQ, as per the Schedule 1.

EXPIRED AGREEMENT REGISTRATIONS

AGREEMENTS WHOSE PSAQ REGISTRATION EXPIRES FROM 30/11/2005 ONWARDS

- * Use a NEW Schedule 1. The same Schedule 1 can be used for both Property Management Award and Property Sales Award employees.
- * Agreements may be registered for up to three years.
- * Attach an Employment Agreement.
- * From 30/11/2005 onwards, when existing PSAQ-registered Agreements expire, Agreement Renewals must be in the form of a NEW Application and registered with QPIR.
- * Attach a cheque payable to "QPIR" for \$132.00.
- * Post to QPIR, as per the Schedule 1.

AGREEMENTS WHOSE PSAQ REGISTRATION EXPIRED BEFORE 30/11/2005

- * Use the Schedule 1 Renewal Form provided by the PSAQ.
- * Please contact the PSAQ if you need a REPLACEMENT Renewal Form.
- * Agreements are renewed for either one or three years, depending on which Stage of the Award applies.
- * Attach a replacement/amended Employment Agreement if required.
- * Attach a cheque payable to "PSAQ" for \$99.00.
- * Post to the PSAQ, as per the Schedule 1 Renewal Form.

PAPERWORK?

- * Earlier Schedule 1's (Property Management & Property Sales), and the new Schedules 1 & 2, can be Downloaded from www.psaq.com.au.
- * Existing employment agreement pro-forma's designed for use with the earlier (2002) Award are suitable for use with the new Awards.
- * Employment agreement pro-forma suppliers the PSAQ is aware of include the REIQ, Realworks, ADL, and some franchise groups.

CONTACTING QPIR

The PSAQ and the Real Estate Employers' Association (REEA) had originally planned to launch QPIR on 1 March 2006. However the impending Federal WorkChoices legislation dictated that we move much sooner and, after the establishment of QPIR was approved by the Industrial Commission, we had only seven business days to get QPIR running.

Consequently, QPIR does not yet have a web site or QPIR-specific contact details (other than postal). The Industrial Commission has authorised the PSAQ to perform QPIR's functions for a short period.

The industry will be informed as soon as QPIR's contact information is available, which we anticipate to be no later than early January 2006.

In the meantime, all questions about agreement registration should be directed to either:

- * The PSAQ; or
- * The Real Estate Employers' Association's Bruce Siebenhausen – phone 07 3376 1397.

REGISTERED AGREEMENTS FOR ALL NEW EMPLOYEES

Please remember, all new employees covered by the new Property Management and Property Sales Awards are now required to have an Employment Agreement registered with QPIR.