



Synchronise Agreement Renewal Dates

When the new Property Sales/Management Awards were introduced in 2002, allowance was made for an agreement to be approved for longer than twelve months "at the (PSAQ) Secretary's sole discretion, for administrative purposes".

This was specifically designed to allow employers to have synchronise renewal dates for all of their registered agreements.

The Process to Synchronise Dates

The administrative process to synchronise agreement renewal dates is relatively simple, but if you have already-existing agreements, it will take a bit of work.

First you have to understand that, in order to preserve the integrity of Award Stage 2 employment, the Industrial Commission requires regular reviews of each person's earning capacity, in order to ensure that people employed under Stage 2 of the Award are at least earning a basic wage.

Therefore, implied within the authority given to the PSAQ Secretary to allow "longer than 12 months" is the Industrial Commission's expectation that the PSAQ Secretary be "reasonable" – in other words, don't stretch the renewal period too far beyond 12 months.

In real terms, this would suggest a maximum period of 18 months, once-off per employee, to synchronise dates. So let's get in to the "how to" . . .

Choose Your Own Renewal Dates

Firstly, you need to choose a date (or dates) that will suit your business.

Some employers work with 1 July, but others prefer to work to a different cycle, in order to have their employment paperwork cycle occurring away from end-of-year pressures.

We suggest that two synchronised dates may work better than one – for example 1 July and 1 January, or 1 October and (dare we say it) 1 April. Your choice.

If you are going to synchronise dates, you may find that one employee's agreement runs less than twelve months on the first renewal "cycle", while another will run for more than twelve months.

What to do with Agreements?

Existing Agreements

You have three choices about what to do with existing agreements:

1. Write/fax/email the PSAQ and ask us to send your office any renewals where you want to “bring forward” the renewal dates – for example from 1 September to 1 July; or
2. Wait until existing agreements are due for their next renewal, and adjust the subsequent renewal date at that time; or
3. Send us a letter, counter-signed by the employee, “pushing out” the renewal date to a date of your choosing, keeping in mind that it can be no more than six months beyond the original renewal date – for example from 30 November to 1 January.

PSAQ SECRETARY TO COMPLETE:

1. This Agreement No., is hereby **approved** from 21/8/2003 and shall continue in force until 21/8/2004, unless terminated earlier by the Parties (as per the requirements of the Award); or

2. This Agreement is not approved.
(For reasons see attached letter. Where an Application to Register Agreement and/or Opt Out is not approved, the applicant (Employee) has the right, in accordance with the Award, to appeal the matter to the Queensland Industrial Relations Commission.)

PSAQ Secretary Approval Date

If you choose option 1 or 2 above, where the Schedule 1 Renewal form states “shall continue in force until [date]”, simply cross out the date, write in your chosen date, and have the change initialled by both parties.

Remember that your chosen date should be no longer than six months after the existing renewal date.

New Agreements

Setting standard renewal dates for new agreements is much simpler . . .

PSAQ Secretary to Sign

This Agreement, in so far as it complies with this Award, is hereby **approved**. The Agreement (No.) shall operate from and shall continue in force until, unless terminated earlier by the Parties;
OR

This Agreement is **not approved**.
(Refer to Clause 3.2.5 of this Award.)

PSAQ Secretary Date Signed

Where the Schedule 1 Application states “shall continue in force until [date]”, simply insert your chosen date, and have this initialled by both parties when the Application is signed.

All Done

That’s it – you’ve now synchronised renewal dates for all your agreements!

Disclaimer

This document contains information relating to Property Management and Real Estate Sales employees, pursuant to the Industrial Relations Act 1999 (“the Act”).

The information contained herein must not be taken to be a definitive statement of all employment matters. Whilst every care has been exercised in the preparation of the information contained herein, a user should not rely upon the information contained without recourse to the respective Awards and the Act.

The Property Sales Association of Queensland, Union of Employees hereby expressly excludes any liability to a user for damages incurred as a result of reliance upon the information contained herein.