



19 July 2019

PSA Organiser

Dear Julie / Glen,

Terms of Settlement Offer

For the avoidance of doubt, we note that both parties are in the position that nothing is agreed until everything is agreed. The matters put forward in this letter of offer form part of an overall package and it is the whole package and not its individual components that is put to you as an offer for settlement. MPI welcomes any clarification of items listed below, in the event that they do not accurately describe our offer.

1. Coverage: PSA members who are paid on the Verification Services pay scales will not take the Collective Agreement terms and conditions, and instead will receive individual letters outlining the terms and conditions applicable to them.
2. Term: the new collective agreement will come into force on 1 July 2019 and expire on 30 June 2021.
3. Removal of administration fee: MPI will no longer charge the 2.5% processing fee for union deductions.
4. Hours of Work:
 - a. Compliance Services: Compliance Services staff operating on an 80-hour fortnight will align to the 40 hour week, at a future date during this financial year.
 - b. Target Evaluators will – for the duration of this collective – receive the tailored penal and overtime arrangements herein, starting 1 September 2019.
 - c. The National Communications Centre approach to penal and overtime has been clarified.
 - d. Flexible Working: the parties have improved the wording around flexible working. The Ministry has reinforced it's commitment to flexible working.
 - e. Deployment out of your region: the parties have included wording to clarify practice around being deployed out of your region.
 - f. Response payments: the parties have clarified that additional hours in a declared response are treated the same as other overtime payments. Work continues to improve the management of additional hours worked in a response.
 - g. Additional urgent work: the parties have clarified outside of a usual working day, where the employee is required to work from where they are, this time will be treated as part of their normal time, and may cross over their standard hours into overtime. Time will be counted in blocks of 15 minutes.
5. MPI Holidays: the parties have agreed all BCS staff get 3 MPI days, where some have previously only had one.
6. Long Service Leave: after two weeks at 10 years, the Ministry will then provide one week every 5 years thereafter. MPI will retrospectively apply the new entitlement, taking into account any entitlement already received.



7. Shift Leave: Shift leave will be provided to Category B employees and Target Evaluators who work on the following rosters in the table below. Queenstown, who receive a new entitlement, will commence earning shift leave as of 1 July 2019, with their first full entitlement earned by 1 July 2020. The parties will determine the approach for implementation by 3 October 2019.

Roster	Shift leave per annum – shown as periods of duty
AKL ITB QO	5
AKL ITB CQO	5
AKL DDH	5
AKL DDH CQO	5
AKL Rotational QO	5
ChCh DDH	5
WGT DDH	5
ChCH QO	4.5
Target Evaluators	5
AKL Rotational CQO	5
WGT	4
AKL Wharf	2.5
TGA	2
Queenstown	2
Two individuals	3

8. GSR payscale: GSR pay rates are now included in the Collective, and see appendix.
- a. The new salary scales include more automatic steps and a merit range.
 - b. Transition arrangements are:
 - i. 1 July 2019: transition onto a step at least \$1000 higher than current salary. If above the top auto-step for the relevant range members will get a \$1000 increase effective 1 July 2019.
 - ii. PSA members who have received a band/pay change after 1 July 2019, e.g. have been promoted, will transition effective the date of their newest appointment, and will not have a calculation or pay for their prior role step increase from 1 July to appointment date, provided their remuneration increase in being appointed to the new role has been at least \$1000.
 - iii. Where an appointment has been made between 1 April 2019 and 30 June 2019, a member will transition onto the nearest step, but not 'go up' a step if that's less than \$1000, as they would not normally be eligible for any movement.
 - c. 1 July 2020: all pay rates/steps and salaries will be lifted 1%. Staff eligible for an auto-step will receive an auto-step.
9. COPS payscale: MPI will apply a 2% increase for each of two years, effective 1 July 2019 and 1 July 2020. There are some additional roles included in the pay scales, including Quarantine Assistants, Operations Group Rosterers and Regional Quarantine Officers. Refer appendix for the scales. Note: the parties note the Regional Ports review that is currently underway and will meet to discuss as required.



10. Allowances:

- a. BCS higher duties: employees directed to act as Chief for a period of duty, or part thereof, will be paid a higher duties allowance per duty, in line with MPI guidelines, starting on 3 October 2019.
- b. Allowances: the Compliance Services in-charge vessel allowance is lifted from \$8 to \$20 effective 1 July 2019.

11. Legislative and technical etc updates: the parties have agreed technical amendments to comply with the ERA updates including meal and rest breaks, domestic violence, civil emergency leave, and the Holiday's Act.

12. Grandparenting:

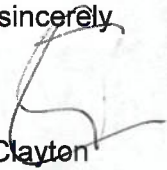
- a. Split Shifts: the parties have protected the current split shift arrangements in the Wellington border.
- b. Travel Allowance: the amounts have been updated, as prescribed.
- c. COPS BCS 90/25 payscale: MPI will apply a 2% increase for each of two years, effective 1 July 2019 and 1 July 2020. There are some additional roles included in the pay scales, including Quarantine Assistants.

13. Union only one-off payment: in recognition of the ability to pass these terms and conditions to other MPI staff with the same effective date, MPI will make a one-off payment to staff who are PSA members as of ratification to the value of \$800 gross, and not for anyone joining after. Members of more than one union can only claim once. Note: union-only payments are not for IEA staff.

14. Compliance Services NAIT appointments: any member who feels disadvantaged by initial NAIT appointment remuneration is advised to document their grounds for concern and submit that via their supervisor for consideration by the Compliance Services Leadership Team by 30 October 2019.

15. Pay Equity: the PSA member Administration staff pay equity claim flagged in the previous terms of settlement is transitioning to a wider process. The public service and the PSA prefers to have a public service-wide claim. The parties continue working collaboratively on the broader pay equity topic.

Yours sincerely


Erina Clayton
Director HR

General Salary Ranges

Effective 1 July 2019	Range Z (880-1055)	Range A (735-879)	Range B (614-734)	Range C (519-613)	Range D (439-518)	Range E (371-438)	Range F (314-370)	Range G (269-313)	Range H (<268)
Max	\$236,186	\$201,317	\$171,793	\$146,849	\$123,336	\$101,482	\$88,559	\$76,924	\$68,290
Auto-Steps (note Ranges Z-B auto-steps end at Step 3, C at step 4, and others at Step7)	\$205,379	\$175,058	\$149,385	\$127,695	\$107,249	\$88,245	\$77,008	\$66,890	\$59,383
Step 7					\$106,177	\$87,363	\$76,238	\$66,221	\$58,789
Step 6					\$104,032	\$85,598			
Step 5					\$101,887	\$83,833			
Step 4	\$184,841	\$157,552	\$134,447	\$121,310	\$98,669	\$81,185	\$74,698	\$64,883	\$57,602
Step 3	\$180,734	\$154,051	\$131,459	\$113,649	\$95,452	\$78,538	\$72,388	\$62,877	\$55,820
Step 2	\$174,572	\$148,799	\$126,977	\$108,541	\$91,162	\$75,008	\$69,307	\$60,201	\$53,445
Step 1							\$65,457	\$56,857	\$50,476
Effective 1 July 2020	Range Z (880-1055)	Range A (735-879)	Range B (614-734)	Range C (519-613)	Range D (439-518)	Range E (371-438)	Range F (314-370)	Range G (269-313)	Range H (<268)
Max	\$238,548	\$203,330	\$173,511	\$148,318	\$124,570	\$102,497	\$89,445	\$77,693	\$68,973
Auto-Steps (note Ranges Z-B auto-steps end at Step 3, C at step 4, and others at Step7)	\$207,433	\$176,809	\$150,879	\$128,972	\$108,321	\$89,127	\$77,778	\$67,559	\$59,977
Step 7					\$107,238	\$88,236	\$77,000	\$66,883	\$59,377
Step 6					\$105,072	\$86,454			
Step 5					\$102,905	\$84,671			
Step 4	\$186,690	\$159,128	\$135,791	\$122,523	\$99,656	\$81,997	\$75,445	\$65,532	\$58,178
Step 3	\$182,541	\$155,592	\$132,773	\$118,654	\$99,656	\$81,997	\$73,111	\$63,505	\$56,378
Step 2	\$176,318	\$150,287	\$128,247	\$114,785	\$96,406	\$79,323	\$70,000	\$60,803	\$53,979
Step 1				\$109,626	\$92,073	\$75,758	\$66,111	\$57,425	\$50,980

Business Technology & Information Services Salary Ranges

Effective 1 July 2019	Range C (519-613)	Range D (439-518)	Range E (371-438)	Range F (314-370)	Range G (269-313)
Max	\$160,423	\$137,422	\$115,869	\$100,158	\$89,191
Auto-Steps (note Ranges C auto-steps end at Step 4, and others at Step7)	\$139,498	\$119,497	\$100,756	\$87,094	\$77,557
Step 7		\$118,302	\$99,748	\$86,223	\$76,781
Step 6		\$115,912	\$97,733		
Step 5	\$132,523	\$113,522	\$95,718	\$84,481	\$75,230
Step 4	\$128,338	\$109,937	\$92,696	\$81,868	\$72,904
Step 3	\$124,153	\$106,352	\$89,673	\$78,385	\$69,801
Step 2	\$118,573	\$101,572	\$85,643	\$74,030	\$65,923
Step 1					
Effective 1 July 2020	Range C (519-613)	Range D (439-518)	Range E (371-438)	Range F (314-370)	Range G (269-313)
Max	\$162,027	\$138,796	\$117,028	\$101,160	\$90,082
Auto-Steps (note Ranges C auto-steps end at Step 4, and others at Step7)	\$140,893	\$120,692	\$101,764	\$87,965	\$78,333
Step 7		\$119,485	\$100,746	\$87,085	\$77,549
Step 6		\$117,071	\$98,711		
Step 5	\$133,848	\$114,657	\$96,675	\$85,326	\$75,983
Step 4	\$129,622	\$111,037	\$93,622	\$82,687	\$73,633
Step 3	\$125,395	\$107,416	\$90,570	\$79,168	\$70,499
Step 2	\$119,759	\$102,588	\$86,499	\$74,770	\$66,583
Step 1					

Combined Operations Pay Scales - Border Clearance Services 25/25

CQO: Chief Quarantine Officer	ACQO: Assistant Chief Quarantine Officer
SQOT: Senior Quarantine Officer Technical	SQO: Senior Quarantine Officer
RQO: Regional Quarantine Officer	QO: Quarantine Officer
DDPT: Detector Dog Programme Trainer	SD: Scheduler
OGP: Operations Group Planner	OGR: Operations Group Rosterer
KA: Kennel Assistant	QA: Quarantine Assistant

Effective 1 July 2019

BASE SALARY (25/25 Penal)	Border Clearance Services (Category B Employees)			
\$87,900	CQO 4			
\$85,429	CQO 3			
\$83,022	CQO 2			
\$80,684	CQO 1			
\$77,761	ACQO 2	SQOT 4	DDPT 4	
\$76,006	ACQO 1	SQOT 3	DDPT 3	
\$74,253		SQOT 2	RQO 2	DDPT 2
\$72,499		SQOT 1	RQO 1	DDPT 1
\$71,815		SQO 3		
\$69,475		SQO 2		
\$67,257		SQO 1	OGP 4	OGR 4
\$65,249			OGP 3	OGR 3
\$63,166		QO 4	OGP 2	OGR 2
\$61,148		QO 3	OGP 1	OGR 1
\$59,195		QO 2		
\$57,303		QO 1		SD 4
\$55,410		QA 4	KA 4	SD 3
\$53,581		QA 3	KA 3	SD 2
\$51,812		QA 2	KA 2	SD 1
\$50,100		QA 1	KA 1	

Combined Operations Pay Scales - Border Clearance Services 25/25

CQO: Chief Quarantine Officer	ACQO: Assistant Chief Quarantine Officer
SQOT: Senior Quarantine Officer Technical	SQO: Senior Quarantine Officer
RQO: Regional Quarantine Officer	QO: Quarantine Officer
DDPT: Detector Dog Programme Trainer	SD: Scheduler
OGP: Operations Group Planner	OGR: Operations Group Rosterer
KA: Kennel Assistant	QA: Quarantine Assistant

Effective 1 July 2020

BASE SALARY (25/25 Penal)	Border Clearance Services (Category B Employees)			
\$89,658	CQO 4			
\$87,138	CQO 3			
\$84,682	CQO 2			
\$82,298	CQO 1			
\$79,316	ACQO 2	SQOT 4	DDPT 4	
\$77,526	ACQO 1	SQOT 3	DDPT 3	
\$75,738		SQOT 2	RQO 2	DDPT 2
\$73,949		SQOT 1	RQO 1	DDPT 1
\$73,251		SQO 3		
\$70,865		SQO 2		
\$68,602		SQO 1	OGP 4	OGR 4
\$66,554			OGP 3	OGR 3
\$64,429		QO 4	OGP 2	OGR 2
\$62,371		QO 3	OGP 1	OGR 1
\$60,379		QO 2		
\$58,449		QO 1		SD 4
\$56,518		QA 4	KA 4	SD 3
\$54,653		QA 3	KA 3	SD 2
\$52,848		QA 2	KA 2	SD 1
\$51,102		QA 1	KA 1	

Combined Operations Pay Scales - Compliance Services

ACCO: Assistant Chief Compliance Officer	
SCO: Senior Compliance Officer	CO: Compliance Officer
SA: Senior Analyst	A: Analyst
SI: Senior Investigator	I: Investigator

Effective 1 July 2019

BASE SALARY	Compliance Services (Category C Employees)			
\$101,648				SI 7
\$98,687			SA 7	SI 6
\$95,813			SA 6	SI 5
\$93,022			SA 5	SI 4
\$89,876	SCO 7	ACCO 4	SA 4	SI 3
\$86,838	SCO 6	ACCO 3	SA 3	SI 2
\$83,901	SCO 5	ACCO 2	SA 2	SI 1
\$79,906	SCO 4	ACCO 1	SA 1	I 4
\$77,204	SCO 3		A 4	I 3
\$74,593	SCO 2		A 3	I 2
\$71,930	SCO 1		A 2	I 1
\$69,005	CO 4		A 1	
\$66,330	CO 3			
\$64,087	CO 2			
\$62,220	CO 1			

Effective 1 July 2020

BASE SALARY	Compliance Services (Category C Employees)			
\$103,681				SI 7
\$100,661			SA 7	SI 6
\$97,729			SA 6	SI 5
\$94,882			SA 5	SI 4
\$91,674	SCO 7	ACCO 4	SA 4	SI 3
\$88,575	SCO 6	ACCO 3	SA 3	SI 2
\$85,579	SCO 5	ACCO 2	SA 2	SI 1
\$81,504	SCO 4	ACCO 1	SA 1	I 4
\$78,748	SCO 3		A 4	I 3
\$76,085	SCO 2		A 3	I 2
\$73,369	SCO 1		A 2	I 1
\$70,385	CO 4		A 1	
\$67,657	CO 3			
\$65,369	CO 2			
\$63,464	CO 1			

Grandparented Combined Operations Pay Scales - Border Clearance Services 90/25

CQO: Chief Quarantine Officer	ACQO: Assistant Chief Quarantine Officer
SQOT: Senior Quarantine Officer Technical	SQO: Senior Quarantine Officer
RQO: Regional Quarantine Officer	QO: Quarantine Officer
DDPT: Detector Dog Programme Trainer	SD: Scheduler
OGP: Operations Group Planner	OGR: Operations Group Rosterer
KA: Kennel Assistant	QA: Quarantine Assistant

Effective 1 July 2019

BASE SALARY (90/25 Penal)	Border Clearance Services (Grand-parented Rates: Cat. B Employees)			
\$79,358	CQO 4			
\$77,127	CQO 3			
\$74,954	CQO 2			
\$72,843	CQO 1			
\$70,205	ACQO 2	SQOT 4	DDPT 4	
\$68,621	ACQO 1	SQOT 3	DDPT 3	
\$67,037		SQOT 2	DDPT 2	
\$65,453		SQOT 1	DDPT 1	
\$64,836		SQO 5		
\$63,781		SQO 4		
\$62,724		SQO 3		
\$60,721		SQO 2	OGP 4	
\$58,905		SQO 1	OGP 3	
\$57,027		QO 4	OGP 2	
\$55,205		QO 3	OGP 1	
\$53,442		QO 2		
\$51,734		QO 1		SD 4
\$50,100		QA 4	KA 4	SD 3
\$48,753		QA 3	KA 3	SD 2
\$46,847		QA 2	KA 2	SD 1
\$45,300		QA 1	KA 1	

Grandparented Combined Operations Pay Scales - Border Clearance Services 90/25

CQO: Chief Quarantine Officer	ACQO: Assistant Chief Quarantine Officer
SQOT: Senior Quarantine Officer Technical	SQO: Senior Quarantine Officer
RQO: Regional Quarantine Officer	QO: Quarantine Officer
DDPT: Detector Dog Programme Trainer	SD: Scheduler
OGP: Operations Group Planner	OGR: Operations Group Rosterer
KA: Kennel Assistant	QA: Quarantine Assistant

Effective 1 July 2020

BASE SALARY (90/25 Penal)	Border Clearance Services (Grand-parented Rates: Cat. B Employees)		
\$80,945	CQO 4		
\$78,670	CQO 3		
\$76,453	CQO 2		
\$74,300	CQO 1		
\$71,609	ACQO 2	SQOT 4	DDPT 4
\$69,993	ACQO 1	SQOT 3	DDPT 3
\$68,378		SQOT 2	DDPT 2
\$66,762		SQOT 1	DDPT 1
\$66,133		SQO 5	
\$65,057		SQO 4	
\$63,978		SQO 3	
\$61,935		SQO 2	OGP 4
\$60,083		SQO 1	OGP 3
\$58,168		QO 4	OGP 2
\$56,309		QO 3	OGP 1
\$54,511		QO 2	
\$52,769		QO 1	SD 4
\$51,102	QA 4	KA 4	SD 3
\$49,728	QA 3	KA 3	SD 2
\$47,784	QA 2	KA 2	SD 1
\$46,206	QA 1	KA 1	