

This proposed settlement is subject to ratification by PSA members by 20th November 2020

Ministry of Justice/PSA Staff Collective Agreement

Terms of Settlement – 2020

Introduction

This Terms of Settlement sets out the matters that have been agreed as part of the settlement of a Staff Collective Agreement. The proposed collective agreement is attached.

Items for Terms of Settlement

Remuneration

All staff in-between steps on the current scales will first be adjusted to the next step in their current band. This will apply from 1 July 2020.

The remuneration adjustments that will apply during the term of this agreement are set out below.

01 July 2020 Remuneration Adjustments

In line with the government expectations on pay restraint in the public service for 2020, there will be no movement to pay bands and step progression will be limited. Remuneration adjustments for 2020 will be applied in the following manner:

1. The minimum step that staff are to be appointed to will increase from \$43,000 to either \$46,639 (103% of J1) or \$46,965 (93% of PDS1).
2. The roles below will be re-banded. Before transitioning to the new bands, Court Security Officers and Bailiffs will have their allowance rolled into current base salary.
 - Court Reporter – will move from J2 to J3 (and Senior Court Reporters from J3 to J4)
 - Court Security Officer - will move from J2 to J3 (allowance rolled into salary)
 - Bailiffs - will move from J3 to J4 (allowance rolled into salary)
 - Victim advisors - will move from J4 to J5
 - Family Court Co-ordinator - will move from J4 to J5

Staff will then transition to the new band to the nearest higher salary step.

For example:

- a) Court Security Officer on \$52,200 (101% of J2) with an allowance of \$4,134 (8% of the midpoint of J2) will move on a salary of \$56,334 (\$52,200 + \$4,134), and then transition to the nearest highest step, being 99% of their new band J3, and a salary of \$56,899.
- b) Victim Advisor on \$59,698 (95% of J4) will move to \$61,744 (85% of J5).

3. Pay Progression and Outstanding Performer

- a) Those in bands up to and including J7, PDS4 and ICT3 will receive the following step progression:
 - 85 - 99% receive 2 steps; e.g. 99% moves to 103%
 - 101 - 109% receive 1 step; e.g. 103% moves to 105%, 109% moves to 111%
 - 111% - 120% receive \$1,000 lump sum payment in lieu of step progression (i.e. no change to salary).

Any staff in the above bands in receipt of an Outstanding Performer rating for 2019/20 will receive an additional step if between 85% and 109% of band; or if they are between 111% and 120% (or 115% if on a grand-parented band) they will receive 1% of midpoint of the band paid as a lump sum.

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- b) Those in bands J8, J9, PDS5, PDS6, ICT4, ICT5, ICT6 will receive the following step progression:
 - 85-99% receive one step; e.g. 99% moves to 101%
 - 101-120% receive \$1,000 lump sum payment in lieu of step progression (i.e. no increase to salary);There are no additional increases for 'Outstanding Performers' in these pay bands.
- c) There are no salary increases for those in bands J10 and all bands above; or ICT7 and PDS7.

Pay Progression will not apply where:

- An employee is employed by the Ministry after 1 April 2020;
- An employee has had career progression after 1 April 2020 and received a pay increase as a result;
- An employee has received an Out of Cycle increase after 1 April 2020;
 - and that Out of Cycle increase was not as a result of gender pay remediation;
- An employee has been appointed to a different role at the Ministry after 1 April 2020 and received a pay increase as a result;
- Fixed term employees have not been in their current position for more than 12 months at 30 June 2020;
- An employee is on a formal Performance Improvement Plan (PIP) as at the date on which pay progression is effective (1 July 2020).

Employees who do not receive Pay Progression because they are on a formal Performance Improvement Plan (PIP), and whose performance later improves so they are no longer on a PIP will receive Pay Progression from the pay period following formal notice that the PIP has ended.

01 July 2021 Remuneration Adjustments

1. The minimum step that staff are to be appointed to will increase from \$46,639 (103% of J1) to the nearest next step above \$47,500.
2. Increase the mid-point of the following salary ranges by:

\$1,500	J1 – J6; PDS1-3; ICT1-2
\$1,350	J7; PDS4; ICT3
\$950	J8 and all bands above; PDS5 – PDS7; ICT4 – ICT 7;

Employees will maintain their position in range, up to the maximum of their salary range.
3. *Progression and Outstanding Performer*
All bands are included for step progression and Outstanding Performer as per clause 4.3

Coverage

The following roles will come under coverage of the collective agreement from the date of ratification of the Collective Agreement:

- Research Counsel (District Courts)
- Judges Clerks (Senior Courts and Employment Courts)
- Judges Associates (Senior Courts)
- Judges Assistants (Employment Courts)
- Other staff working directly to Heads of Bench of Senior Courts or District Courts

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The Ministry will work with the PSA on a transition process for those members currently employed on IEAs. The process is intended to be concluded within 6 months of the date of ratification. As part of the transition process the parties will, in good faith, agree which aspects of the new collective agreement and terms of settlement will apply to these members and the appropriate effective date.

The principle is on the basis of no loss of current terms and conditions of employment and there is no intention to grand-parent existing terms and conditions for current staff, e.g. current leave arrangements.

Remuneration for Judges Associates and Judges Clerks

Judges' Associates

As part of the transition process to the J04 Band on 01 March 2020, Judges' Associates received 2 x 2% step increases, effective 1 July 2020 and are therefore not eligible for any further salary increase for 2020, negotiated through the settlement of this collective agreement.

From 01 July 2021 and beyond, remuneration will be as per clause 4.3 of the Staff Collective Agreement.

Judges' Clerks and Research Counsel

Fixed term Judges' Clerks (and Research Counsel) are currently on salary steps that are a bigger percentage than the current 2% steps in the Ministry bands, for the initial 18 months of service, to account for the quick skill and knowledge growth required.

Through the transition process to come under coverage of this collective agreement, these staff will transition to steps aligned to the J04 salary band – starting at step 83% of the J04 band and progress every 6 months for the initial 18-month period by 3 x 2% step increases as depicted in the table below, in lieu of the progression as per clause 4.3 of the Staff Collective Agreement.

Salary steps	Current	Proposed to Align to J04 01 July 2020	Move to midpoint by \$1,500 01 July 2021
Starting or appointment salary	\$49,118	83% \$52,157	83% \$53,402
6 months service	\$54,752	89% \$55,927	89% \$57,262
12 months service	\$59,022	95% \$59,698	95% \$61,123
18 months service	\$63,100	101% \$63,468	101% \$64,983
2 Years' service – if the option to extend is agreed	\$64,845	105% \$65,981	105% \$67,556

Union only benefit

There will be two lump sum payments paid to all eligible PSA members only as follows:

1. The first lump sum payment of \$300 gross will be paid to permanent and fixed term employees under coverage of either the Staff Collective Agreement or the Team Leaders and Managers Collective Agreement, who are PSA members as at the date of ratification, being 20th November 2020.

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2. The second lump sum payment of \$300 gross will be paid to permanent and fixed term employees under coverage of either the Staff Collective Agreement or the Team Leaders and Managers Collective Agreement, who are PSA members as at 01 July 2021.

These lump-sum payments will not be pro-rated for part time employees.

The parties agree that any employee who terminates their employment and whose last day of employment is on or before 20 November 2020 (for the first lump sum payment), or 30 June 2021 (for the second lump sum payment), shall not be entitled to receive this lump sum payment.

For the purposes of clarity and the avoidance of doubt casual employees and other members outside of coverage are not entitled to the lump sum payment.

Wellbeing

The wellbeing of our people is a high priority for the Ministry and the PSA. It is a key component of making the Ministry a great place to be.

To support wellbeing and promote wellness among our people, we have agreed that permanent employees will be entitled to be reimbursed for one doctor's visit (or alternative health provider), for each year of the term of this agreement (i.e. a maximum of two visits).

The Ministry will reimburse on production of a receipt, up to a maximum of \$70.00 including GST per visit. The timeframes applying to the Doctor's visits are:

- First visit between the date of ratification and 30 June 2021;
- Second visit between 1 July 2021 and 30 June 2022.

Types of treatment and services we can reimburse for include the below, and /or DHB funded health providers or services:

- acupuncture treatment
- audiology services
- chiropractic treatment
- counselling services
- dental treatment and services
- general practitioner services
- hand therapy treatment
- hospital treatment, including surgery
- medical specialist services, e.g. orthopaedic specialist
- nurse services
- occupational therapy treatment
- optometry services
- osteopath treatment
- prescriptions
- physiotherapy treatment
- podiatry treatment
- radiology services, e.g. MRI and X-rays
- speech and language therapy services

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Retiring Well

The Ministry will work with the PSA to identify any options to support employees transitioning from paid work into retirement.

Te Haerenga Komiti - PSA / Ministry engagement to support Te Haerenga

Te Tāhū o te Ture and PSA will continue to collaborate, co-design and engage on Te Haerenga Komiti as a governance rōpū.

Frequency

The committee will meet monthly; with at least four meetings per year to be face-to-face.

Membership

Membership of the Te Haerenga Committee will be:

- Chair - Director Māori Strategy and/or DCE
- People and Performance representatives x2
- PSA Rūnanga delegates x4
- PSA National Organiser or representative
- Employee representatives x 4 (representation from each region)
- MOJ Management representatives x2

Terms of Reference

Te Haerenga Komiti will finalise their Terms of Reference document for 2020-2022 by 31 December 2020.

Professional and Career Development opportunities

The Ministry will work with the PSA to review the Performance Management Policy and related documentation in relation to the PDP (Performance and Development Plan) process and template, focussing on improving the connection to career development and supporting career aspirations. The parties will ensure the review is completed by the end of April 2021.

Workload

The Ministry will engage with the PSA on workload, any issues and potential approaches to managing.

Advisor and Analyst Review

The Ministry and the PSA will complete the review of the Advisor/Analyst structure, including role descriptions and job sizing where appropriate, as per the agreed Terms of Reference. Subsequent phases may be agreed to as part of the review process in order to finalise the review. The objective is to assure the parties of consistency and equity within these roles. No staff will lose any terms and conditions of employment as a result of this review process. This review will be completed before November 2021.

Relationship Agreement

The relationship agreement specified under clause 2.9.4 must be completed before the end of 2020. Review of this agreement will then be when the new PSA National Delegate Group is assembled, which we expect to be June 2021.

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Grand-Parented Retiring Leave

Point of Clarification: Appendix A

Effective from the date of this agreement coming into force, the Retiring Leave grandparented provision for PSA member employees employed prior to 26 November 1997 will be pro-rated for periods of part-time work.

The exception to pro-rating will be where the employee has reduced their hours to work part time within 12 months of the date of retirement. In such circumstances the calculation will be based on the employee's hours of work prior to the reduction in hours.

Provided that any specific contrary terms written into an individual members grandparented letter are not reduced by the application of this provision.

For example:

Employee A was employed 35 years at fulltime then 3 years at part-time. This employee would receive a retiring leave gratuity calculated based on 35 years at fulltime pay and 3 years at the part-time equivalent.

Employee B was employed for 25 years at 1.0 FTE and reduced their hours to 0.5FTE for 6 months in their last year of service. This employee would receive retiring leave gratuity calculated based on 25.5 years at fulltime pay.

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Changes to Collective Agreement

This table below identifies the substantive changes that are proposed and the relevant section of the attached proposed collective agreement, which has details of all the changes marked.

Provision	Change and reference to current clause See Appendix A for new wording of all new or amended clauses	New Clause Reference
Term	Expiry 30 June 2022. The Collective Agreement will come into force on 20 November 2020 and expires on 30 June 2022.	1.1
Coverage	Update exclusions Add process for new employees under coverage Add provision for allocating new positions to pay bands	1.4.2 1.4.5 1.4.6
Integrity	Revised wording	1.6
Māori engagement	Delete current 1.8.2 and 1.8.3 and replace with new clause wording	1.8.2 - 1.8.3
Relationship Engagement Agreement	Revised wording and add People and Performance and PSA Joint Workplan	2.9.4
Hours of work	Delete current 3.1.1 and replace with new section 'Work/ Life Balance and Workload Principles'. Add 'Flexible Work Principles'.	3.1. 3.3
Overtime	Include employees in J4 remuneration bands, excepting the National Office exclusion.	3.5
Weekend/ Public Holidays Court Sessions	Replace previous 3.4 standby. Increases rate for standby to \$50 and introduce a minimum payment of 3 hours where there is a roster in operation	3.6
Remuneration	Add Gender Pay Principles Updated to reflect changes to remuneration progression for 2021 onwards; remuneration process for 2020 detailed in Terms of Settlement. Addition of roles and their associated pay bands	4.1 4.2 – 4.3 Appendix C to CA

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	Pay ranges replaced with 2020 and 2021 pay ranges	Appendix D to CA
Higher Duties	Include key entitlements from the policy and reduction of qualifying period to 10 consecutive working days	4.7
Service Recognition	Extension to Justice Sector organisations with inclusion of recognising qualifying service from NZ Police for leave purposes.	6.2.1
Statutory Holidays for Rostered Workers	Replace current clause 6.4.5. Reworded with the intent of providing full-time rostered workers the equivalent of 11 Statutory Public Holidays.	6.4.5
Bereavement leave	Change to include recognition of whakatahe/miscarriage	6.6
Special leave	Amendment of clause to broaden the approach to Adverse Conditions. Addition of 6.10.2 and 6.10.3.	6.10
Family Violence	Tidy up of clause in line with legislation. Addition of additional discretionary paid leave in situations not covered under the Act but where it is deemed appropriate e.g. supporting a family member.	9.4
Medical Retirement	Amended process and new provision of 65 days' pay; replaces previous section 11.2	11.2.1 – 11.2.8
Compassionate Grants	New provision providing for a discretionary grant to assist with funeral expenses for permanent employees, who pass away while employed at the Ministry.	11.3
Management of Change	1. Revised wording of 12.1 and 12.2, change principles and consultation. 2. Revised reassignment clause 12.4.2 3. New chart developed outlining the engagement process to be included as Appendix D to the Collective Agreement.	12.1 – 12.2 12.4.2 Appendix B to CA

Note that a number of editorial changes have also been made in the attached draft collective agreement.

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Errors and Omissions Excepted

Whilst we have endeavoured to be accurate there may be matters that we have inadvertently overlooked, accordingly please consider the above Terms of Settlement and draft tracked-changes Collective Agreement on an Errors and Omissions basis. If either party identifies any errors in either we undertake to work together to correct these prior to signing the final Collective Agreement.



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Jo Hickling
GM People and Performance
For Ministry of Justice
Date: 30 October 2020

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For PSA
Date: 30th October 2020

Appendix One	New and/ or amended clauses in the TLM Collective Agreement
Appendix Two	Management of change chart (Appendix B in CA)
Appendix Three	List of roles and associated pay bands (Appendix C in CA)
Appendix Four	Pay Ranges 2020 and 2021 (Appendix D in CA)

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Appendix One New and/ or amended clauses in the Staff Collective Agreement

1 General

1.1 Term (updated term)

The Collective Agreement will come into force on 20 November 2020 and expires on 30 June 2022.

1.4 Coverage (Current sub clause 1.4.2 updated and new 1.4.5 and 1.4.6 added)

1.4.1 All permanent and fixed term staff without Human Resource delegations and formal staff management responsibilities, who are not specifically excluded from coverage under this provision.

1.4.2 The following are excluded from coverage under this agreement;

- All staff employed on casual agreements;
- All staff employed in People and Performance (except that staff employed in People Capability are covered);
- All staff employed in the Human Resources Information (HRIS) Team;
- Principal Solicitor Human Resources;

The parties acknowledge that these job and function titles may change during the term of this Agreement. Where this happens, the parties will discuss the application of this clause.

1.4.3 Provided the coverage clauses in 1.4.1 and 1.4.2 apply, all employees who are or become members of the PSA are automatically bound by this agreement.

1.4.4 The terms and conditions of this agreement apply to bound employees. Any additional terms and conditions must be subsequently agreed in writing between the employee and the Ministry.

1.4.5 When the Ministry enters into an employment agreement with a new employee it will inform the employee (new sub clause added as 1.4.5)

- that this Agreement exists and covers work to be done by the employee
- that the employee may join the union (the PSA) that is a party to this Agreement
- how to contact the PSA
- if the employee joins the PSA, that the employee will be bound by this Agreement
- a copy of this Agreement will be provided to them.

1.4.6 Allocation of new positions to pay bands (new sub clause added as 1.4.6)

During the term of this agreement any new positions that fall within coverage shall be allocated a pay band through the Job Evaluation process which includes PSA delegate representation.

1.6 Integrity (replaces current clause 1.6)

It is the intention of the parties, unless specifically agreed, that this agreement should not lessen conditions.

The parties agree that where;

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- a) any errors in drafting of this agreement are identified, such as omissions, deletions, additions or changes to wording
or
- b) the wording of this Collective Agreement does not reflect what was discussed and agreed in bargaining

the parties will meet in good faith to discuss resolution of the matter which may include:

- Agree that the original intent applies; or
- Clarify and confirm the new intent.

It may be agreed, where necessary, that alterations are proposed as a variation to the collective agreement and if ratified will be entered into the collective agreement.

1.8.2 Treaty of Waitangi, Tikanga and Te Reo Māori (replaces current clause 1.8.2 and 1.8.3)

The Ministry is committed to developing the skills and knowledge of our people to work more effectively with, and to respond to issues that directly affect Māori.

The Ministry and PSA will collectively engage on the Ministry's Māori Strategy - Te Haerenga and Te Kokenga programme and the Māori staff network.

Te Haerenga is the Ministry's strategic plan for achieving our priority goals of building capability to engage and partner with Māori and honouring our responsibilities to Māori.

The Ministry's Te Kokenga programme aims to strengthen the Ministry's cultural competency by lifting the Ministry's organisational capability and the individual capability of our employees. This will enable Ministry employees to become more capable and confident in using and understanding te reo and tikanga Māori; engaging and collaborating with Māori, in accordance with [Te Arawhiti's Māori Crown capability framework](#); and to incorporate Māori views and a Treaty framework into the Ministry's work programme.

As part of the Ministry's Te Kokenga programme, the Ministry will develop, in collaboration with PSA, and make available to all employees, learning resources to support the development of our people's understanding of te ao Māori, Māori perspectives, te Tiriti, mātauranga Māori and best practice engagement with Māori.

The Ministry also recognises the skills and experience that Māori staff bring to our organisation and will continue to support their on-going development as part of the recognition of Te Ao Tūmatanui – Te whakapakari i te honongai waenga i te Māori me te Karauna - Strengthening the Māori/Crown relationship.

2 Union Facilities/ Support

2.9 Engagement and Consultation (replaces current 2.9.4)

2.9.4 In addition to these provisions, the Ministry and the PSA will jointly establish a Relationship Engagement Agreement and a joint People and Performance and PSA Annual Workplan. The Relationship Engagement Agreement will be reviewed jointly following PSA National Delegate elections, which occur once every two years. Any previous relationship agreement remains in effect until a new agreement is reached.

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3 Hours of work

3.1 Work/life balance and Workload principles (new clause, replaces current 3.1.1)

3.1.1 The Ministry recognises its responsibility to provide a safe working environment that promotes work/life balance and does not place unreasonable demands on employees, while meeting the Ministry's responsibilities to Government and the people of New Zealand.

3.1.2 In many locations, it may be necessary to have core hours of work to ensure coverage at certain times of the day. The Ministry supports employees balancing personal and family commitments with their working responsibilities, whilst ensuring that operational or business needs are met. This requires flexibility and co-operation by both the Ministry and employees as described in clause 3.3 Flexible Working Principles.

3.1.3 Employees can expect that workloads will be equitable, fair, reasonable and safe. Both managers and employees have obligations to review workloads should the need arise.

3.1.4 Should an employee have concerns about their workload, these should be raised with their manager in the first instance. Should the matter not be resolved, escalation through to the manager's manager, PSA representative, health safety and wellbeing representative, or People and Performance representative may be appropriate.

3.2 Standard Hours (no change to wording, renumbered from 3.1.2 -3.1.8 to 3.2.1 – 3.2.7)

3.2.1 Full time employees will work 40 hours per week, to be worked between the hours of 7.00am and 10.00pm, Monday to Saturday, with 2 consecutive days off per week.

3.2.2 Normal hours of work (including start and finish times) for full time and part time employees will be as agreed between an employee and their manager.

3.2.3 Variations to an employee's normal hours of work may be agreed between an employee and their manager. Agreed variations will not be enforceable unless recorded in writing.

3.2.4 The parties recognise that there may be situations where, by reason of genuine and urgent operational need, the Ministry may require employees to temporarily work different hours of work (falling within the parameters provided for by clause 3.1.2) for a period of up to 1 month.

3.2.5 Employees working on the Collection of Fines at Airports (CoFaA) and in the National Initial Investigations Office (NIIO) the following provisions apply:

- Employees' hours of work are set according to a roster with the roster providing cover for 24 hours per day, seven days per week, on 365 days of the year
- A roster will normally be for a period of 3 months (NIIO) or 2 months (CoFaA)
- Any change to the roster shall be advised at least 14 days prior to the change
- Where a rostered shift is a night shift (includes hours between the hours of 9pm and 7am) or a Sunday, the employee shall be paid \$25.00 per 8 hour qualifying shift or \$30.00 per 10 or 12 hour qualifying shift
- Where a rostered shift is a night shift (includes hours between the hours of 9pm and 7am) or a Sunday, the employee shall be provided with, or reimbursed for (on the production of receipts), secure car parking.

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3.2.6 For staff working in the Contact Centre, hours of work shall be set according to a roster and may be between 7am and 9pm on any day of the week. Any change to the roster shall be advised at least 14 days prior to the change. A roster shall normally be for the duration of 2 months. (see 3.2.5 above)

3.2.7 Home Agents are able to work flexibly and to determine their hours of work within operating hours and in conjunction with their manager.

3.3 Flexible Working Principles (new clause)

The parties recognise that flexible working is an integral element of the aims of the Gender Pay Principles to reduce the Gender Pay Gap. It also gives all employees real choices to support their work life balance while supporting the Ministry to achieve its goals.

The Ministry has developed a set of [six guiding principles](#) which inform our flexible working approach.

The Ministry's principles and how they are operationalised are guided by those agreed by Te Kawa Mataaho - Public Service Commission (PSC) and Public Service Association (PSA) as listed below:

1. If not, why not? All roles are treated as flexible unless there is a genuine business reason for a role not to be. Flexibility is equally available to women, men and gender-diverse employees, irrespective of the reason for wanting it. Working flexibly does not undermine career progression or pay.
2. Works for the role. Every role should be suitable for some form of flexibility but not every type of flexibility will work for every role. Genuine business reasons may mean that some types of flexibility cannot be implemented for some roles.
3. Works for the ministry and teams. Flexible working should not be viewed as something which is just agreed between an employee and manager. This means that the impact of flexible arrangements should be considered on teams, and the Ministry as a whole.
4. Requires give and take. Flexibility requires give and take between the employee, manager and team. It also places collective obligations on employees, managers and teams to be open and adaptable so that it works for everyone.
5. Mutually beneficial. Flexible working needs to work for the Ministry, its teams and employees. Consideration should be given to how flexible work arrangements can maintain or enhance service delivery and the performance of the Ministry, its teams and employees. It should not result in increased workloads for employees working flexibly, or for other team members who are not.
6. Actively championed by leaders. Leaders support, champion and role model flexible working for their teams and themselves.

The Ministry will work in partnership with PSA in the Gender Pay Gap Action Plan Steering Group to operationalise the Flexible Work principles.

3.4 Paid breaks (no change to wording, renumbered from 3.3 to 3.4)

3.4.1 Paid breaks shall generally be 10 minutes for morning and afternoon teas, with an unpaid lunch break of up to one hour.

3.4.2 Timing and length of breaks shall be agreed between employees and their direct manager, taking into account the requirements of service provision and operations during that day.

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3.5 Overtime (replaces current clause 3.2.1; renumbered to 3.5.1)

3.5.1 Employees in remuneration bands J4 and below, excluding National Office (with the exception of the positions listed below) shall be paid at the rate of T1.5 for the first three hours and T2 thereafter for any hours worked in excess of 40 hours per week which have been authorised as overtime in advance by their manager. Time on paid leave is included in the 40-hour qualifying period.

National Office positions that are eligible for overtime:

- Administration Officer
- Administrative Support
- Administrator
- Clerical Support Officer
- Criminal Records Assistant Administrator
- Criminal Records Officer
- Debt Officer
- Grants Officer
- Receptionist/Telephonist
- Support Officer
- Team Administrator

3.6 Weekend/Public Holiday Court Sessions (replaces current clause 3.4; renumbered to 3.6.1 and 3.6.2)

3.6.1 Rostered Additional Hours

Where employees are rostered to work on a weekend or on a Public Holiday to support court sessions, rostered hours will not be for less than three hours and will be paid at the appropriate rate. The Ministry will endeavour to give 48 hours' notice where possible.

The Ministry will ensure that adequate arrangements are in place to cover unplanned absences. A Standby Roster may be operated in some circumstances where it is deemed appropriate for business requirements.

3.6.2 Standby

A Standby Roster may be operated in some circumstances where it is deemed appropriate for business requirements.

Employees who agree to be on Standby for a court session held on a weekend or Public Holiday are entitled to a Standby payment of \$50 on each occasion as reasonable compensation for their availability to work over that weekend or Public Holiday.

Should the employee be required to attend work to support a court session, they shall receive a minimum of three hours paid at the appropriate rate in addition to the Standby payment.

4 Remuneration

4.1 Gender Pay Principles (new section)

The Ministry will work with the PSA to operationalise the State Sector Gender Pay Principles within the Ministry (www.women.govt.nz/GenderPayPrinciples), in order to ensure the work environment, including remuneration, is free from gender-based inequalities.

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These are:

- Freedom from bias and discrimination - Employment and pay practices are free from the effects of conscious and unconscious bias and assumptions based on gender.
- Transparency and accessibility - Employment and pay practices, pay rates and systems are transparent. Information is readily accessible and understandable.
- Relationship between paid and unpaid work- Employment and pay practices recognise and account for different patterns of labour force participation by workers who are undertaking unpaid and/or caring work.
- Sustainability - Interventions and solutions are collectively developed and agreed, sustainable and enduring.
- Participation and engagement - Employees, their unions and agencies work collaboratively to achieve mutually agreed outcomes.

4.1.1 Gender Pay Gap Action Plan

The parties will take affirmative steps to eliminate the Gender Pay Gap through continuing to work together on the Ministry of Justice's Gender Pay Gap Action Plan.

In operationalising the Gender Pay Principles we will work in partnership in a joint Gender Pay Gap Action Plan Steering Group to identify strategies and actions and set timeframes and targets for these strategies and actions.

4.2 Remuneration

The pay ranges applicable to employees bound by this Agreement are contained in Appendix D. The job groupings that are paid within each pay range are contained in Appendix C.

The remuneration adjustments that will apply during the term of this agreement are set out below.

4.2.1 Pay Progression 2020 (replaces current clause 4.1; renumbered to become 4.2.1)

Pay progression for 2020 is detailed in the Terms of Settlement.

4.3 Pay progression 2021 and beyond (replaces current clause 4.2; becomes 4.3)

4.3.1 Pay progression will be applied to employee salaries effective 1 July of the relevant year, using the following criteria:

4.3.1.1 Progression for those on and up to 99% of the pay range is a 2-step progression in salary.

4.3.1.2 Progression for those on 101% and, up to and including 109% of the pay range is a 1-step progression in salary.

4.3.2 Following any pay progression under 4.3.1 if an individual receives an 'outstanding performer' annual performance rating, they will be eligible for a further salary increase up to the maximum of their salary band. If the individual's salary is on or below 109% of the pay range this will be in the form of an additional step. If the individual's salary is on or above 111% of the pay range this will be calculated at 1% of the range midpoint.

4.3.3 Pay Progression will not apply where:

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- An employee is employed by the Ministry after 1 April in the relevant year;
- An employee has had career progression after 1 April of the relevant year and received a pay increase as a result;
- An employee has received an Out of Cycle increase after 1 April of the relevant year;
 - and that Out of Cycle increase was not as a result of gender pay remediation;
- An employee has been appointed to a different role at the Ministry after 1 April and received a pay increase as a result;
- Fixed term employees have not been in their current position for more than 12 months at 30 June of the relevant year;
- An employee is on a Performance Improvement Plan (PIP) as at the date on which pay progression is effective (1 July).

4.3.4 Employees who do not receive Pay Progression because they are on a PIP, and whose performance later improves so they are no longer on a PIP will receive Pay Progression from the pay period following formal notice that the PIP has ended.

4.3.5 An employee who does not receive Pay Progression effective 1 July because they are on a PIP will nevertheless receive any applicable pay range movement (e.g. across the board increases), thereby maintaining their position in range.

4.7 Higher Duties (replaces current clause 4.6; renumbered to become 4.7)

The Ministry is committed to fairly recognising staff who take on additional responsibility while 'acting up' in a higher position. Where an employee undertakes duties in a higher salaried position for at least ten consecutive working days they shall receive an allowance calculated in accordance with the following principles:

- the difference between the employee's current base salary and 85% of the band of the higher position; or
- up to 5% of the employee's current base salary, if:
 - the employee's current base salary is higher than 85% of the higher position's band but the duties required of the employee are more complex than the employee's substantive position and requires the employee to assume more responsibility or exercise higher level delegations, or

The allowance may be proportionally reduced if the employee is not expected to perform the full range of duties of the higher-level position.

6 Leave/ Holidays

6.2 Service recognition for leave purposes (replaces current clause 6.2.1)

The crediting of previous service provisions contained in this section apply to PSA members only.

6.2.1 The Ministry will recognise prior service from 13 May 2003 with other departments of the Public Service (as specified in the 2nd Schedule of the Public Service Act 2020), New Zealand Police (as part of the Justice Sector) and with any Crown Entity (excluding District Health Boards and the Education service as defined in the Public Service Act 2020 (e.g. School Boards of Trustees and Tertiary Education Institutions)), for the purposes of calculating continuous service for leave entitlements.

This proposed settlement is subject to ratification by PSA members by 20th November 2020

6.4 Public Holidays

6.4.5 Statutory Public Holidays for Rostered Workers (replaces current clause 6.4.5)

Where a full-time employee's days of work are usually determined by a roster and a Statutory Public Holiday falls on a day where the employee is not rostered to work, they shall be granted an alternative day in lieu. The intent of this clause is for all full-time rostered workers to attain the equivalent of 11 Statutory Public Holidays.

Such days are not Alternative Holidays under the Holidays Act 2003 and will not be paid out at the end of the employee's employment with the Ministry.

Generally, the day in lieu of the public holiday should be taken within a month of entitlement and before any annual leave. Where genuine and urgent operational needs mean this is not possible, the day in lieu is to be taken not more than 12 months from it falling due.

Where the employee and their manager cannot agree on the day that the alternative holiday will be taken, the manager will make the final determination.

6.6 Bereavement/ Tangihanga Hura Kōhatu / Whakatahe/ Miscarriage Leave (replaces current clause 6.6)

Employees shall be entitled to paid leave to discharge obligations or pay respects to a deceased person with whom there has been a close association.

6.6.1 Such obligations may exist because of family ties or due to particular cultural requirements.

6.6.2 The amount of time required for this leave shall be agreed in advance by the employee and their manager. Additional time for travel will also be considered.

6.6.3 Where an employee or an employee's partner suffers a whakatahe/miscarriage during the pregnancy, or a stillbirth, paid bereavement leave will be granted for a reasonable period of time as agreed between the employee and their manager. This will be in addition to any sick leave taken under clause 6.5.

6.6.4 Employees will be entitled to a minimum of three days paid bereavement leave on the death of a close relative.

6.6.5 A minimum of one day's paid leave will be provided on the death of any other person if the employee's manager accepts that the employee has suffered bereavement.

6.6.6 Employees will be entitled to a minimum of one day's paid leave to attend Hura Kōhatu (unveiling).

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6.10 Special Leave

6.10.2 Adverse events (new clause, added as 6.10.2 and 6.10.3)

In the event of an adverse or major event e.g. a natural disaster, a pandemic, severe weather events or an emergency situation, the Ministry in its incident management response, will consider:

- Safety and security of staff
- Advice from relevant authorities
- Operation of essential services
- Security of property, assets and records
- Maintenance of business operations, as far as is reasonably practicable
- Any other relevant information

6.10.3 (a) In the event that a decision is made to close a worksite and where employees are available and willing to work but where no other alternative working arrangement is practicable, special paid leave as per 6.10.1 will be granted.

(b) When conditions make travel to work inadvisable or where a concern for personal safety is raised with the manager, it may be agreed that it is more appropriate for the employee to work from home or at another suitable location. Where this is not possible, special leave may be granted at the Ministry's discretion as per 6.10.1

9 Wellbeing

9.4 Family Violence (replaces current clause 9.4)

9.4.1 The Ministry recognises that when employees experience family violence in their personal life, their attendance, performance, or safety at work may be affected.

The Ministry supports employees who experience family violence to raise it and work together with them to identify practical measures or actions that may be taken to support the employee at work, after taking into account the employee's personal circumstances. For example:

- changes to their span or pattern of working hours, location of work or duties (including options that may be available under existing provisions for flexible work arrangements);
- a change to their work telephone number or email address; and
- other appropriate measures agreed between the Ministry and the employee.

9.4.2 The Ministry is committed to supporting employees affected by family violence. As per the Domestic Violence - Victims' Protection Act 2018, employees affected by domestic violence, including those who are supporting a child that has experienced domestic violence and who lives with them at least some of the time, are entitled to 10 days paid leave per annum. This is recorded as paid special leave for the purpose of maintaining confidentiality.

9.4.3 Additional paid special leave may be granted at the Ministry's discretion, where it is deemed appropriate in the circumstances. Such circumstances may include situations where an employee is supporting a family member.

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9.4.4 Information related to an employee experiencing family violence shall not be shared without the express consent of the employee, unless it is determined that maintaining confidentiality puts them or others at risk of physical harm.

9.4.5 Employees experiencing family violence will have access to our Family Violence Contact People who can connect them with Family Violence agencies for specialist support.

11 Ending Employment

11.2 Medical Retirement (replaces current clause 11.2)

11.2.1 Where an employee has been unable to attend work for a prolonged period, the Ministry will assess, in consultation with the employee, whether it can reasonably continue to hold the employee's position open. If the Ministry decides that it can no longer hold an employee's position open, the following process will apply.

11.2.2 Before any decision is made about ending an employee's employment for medical reasons, alternative options shall be considered including reduced hours, light duties or alternative positions.

11.2.3 The Ministry may ask the employee to undergo a medical examination by an appropriate medical practitioner nominated by the Ministry, at the Ministry's expense. As far as practicable, the Ministry will take into account the employee's wishes regarding a preferred medical practitioner.

11.2.4 The employee understands that the Ministry may provide the medical practitioner with information relevant to the performance of their role for consideration of the medical assessment. This information shall be verified by the employee prior to it being given to the medical practitioner.

11.2.5 Before any report is provided to the Ministry from the medical practitioner, agreement for its release must be gained from the employee. The employee should consider whether sufficient relevant information from the medical assessment is disclosed. This may include the employee's condition, prognosis, the likely date of return to work, whether or not the employee will be able to resume full previous duties, and any limitations relating to the tasks which the employee is able to perform.

11.2.6 At any point the employee can provide a second opinion from an independent medical practitioner for consideration before any final decisions are made.

11.2.7 Where the Ministry and the employee agrees that the employee should retire for medical reasons, the employee shall be entitled to 65 days' salary where they have attained a minimum of three years' service at or before the date of retirement.

- This entitlement will be pro-rated for part-time staff.
- The exception to pro-rating will be where the employee has reduced their hours to work part time within 12 months of the date of medical retirement and it has been documented at the time of the reduction in hours that the employee is reducing their hours as a result of a medical condition. In such circumstances the calculation will be based on the employee's hours of work prior to the reduction in hours.
- Service of less than three years shall be entitled to a prorated number of days. Recognised service will be in accordance with clause 6.2.

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11.2.8 In some circumstances, following the above process the Ministry may determine that it will end an employee's employment on medical grounds. The payment provided for in 12.2.7 will apply in these circumstances.

11.3 Compassionate Grants (new clause; added as 11.3)

If you are a permanent employee and you pass away while employed with us, your family may be eligible for a discretionary grant to assist with funeral expenses. More information is available on our intranet.

12 Management of Change (replaces current clauses 12.1, 12.2, 12.4.1, 12.4.2)

12.1 Change Principles (replaces current clauses 12.1)

The parties recognise and agree that the process of change is ongoing and that the best change is made with effective engagement with the workforce the change may affect.

Change may be brought about by:

- the impact of Government policy or legislation.
- the organisation looking for continuous improvement to quality and delivery of service. For example, the assessment and development of better work practices, structures, technology or processes.
- employees proposing changes in work practices.

12.1.1 There are positive ways in which the process of change can be approached and utilised to the benefit of all.

- Planning, prior to and during a change process, is recognised as an important part of any managed approach. This produces effective measures for dealing with the impact upon employees and the organisation.
- The Ministry recognises the PSA as a key stakeholder in managing change, and as such will engage and communicate early with PSA where change is being considered that may impact on PSA members covered this agreement.
- The consultation process will enable employees affected and the PSA to actively participate in the management of change process.
- The Ministry recognises that employees understand their own work areas and are an important resource in contributing to how to achieve good practice and the objectives of any change.
- The Ministry's aim when managing change shall always be to retain as many employees as possible.

12.1.2 Where a change proposal results in employees being affected as in clause 12.1.3 the processes in 12.3-12.7 will be followed.

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12.1.3 Employees are 'affected' by a management of change situation where their positions are directly affected by the Ministry requiring:

- a reduction in the number of employees, and/or
- changes to employees' current positions, position location, terms and conditions.

12.1.4 Where change is less significant (e.g. a small-scale change to a reporting line, or changes to work practices which impact on employees), a full change process may not be required but clauses 12.1 and 12.2, and the principles of good communication engagement and consultation will apply.

12.2 Consultation (replaces current clauses 12.2)

The purpose of consultation is to allow those potentially affected by the change to have appropriate opportunity to provide input and to influence the change proposal directly, and/or through the PSA.

- All relevant information must be provided at the earliest opportunity.
- Sufficient time will be allowed for all employees both directly and indirectly affected to assess the information and make considered responses.
- Communication between the Ministry, employees and PSA is open, transparent, timely and regular.
- The Ministry will genuinely consider all feedback received through consultation prior to change being confirmed.

12.3 Employee Support (No change)

12.4 Change Processes

12.4.1 Reconfirmation (No change to wording; renumbered as 12.4.1)

12.4.2 Reassignment (replace current clause and renumbered as 12.4.2)

(a) Reassignment is the process of placing employees who have not been reconfirmed into a suitable alternative position.

A suitable alternative position is one:

- where the employee accepts the offer; or
- that involves clearly defined duties and responsibilities that are not unreasonable taking into account the employee's skills, knowledge, experience, attributes and qualifications; and
- where the employee could be expected to carry out those duties with a reasonable amount of training and development - the nature of the training and development identified as being needed in the role offered and how this would be delivered would be discussed during the offer/acceptance process; and
- where the location of the new position is in the same local area; and
- where the employee's salary is in the same or a higher pay band; and
- where the other terms and conditions are no less favourable overall.

(b) The consideration of what constitutes a suitable alternative position will include the employee's personal circumstances, including career aspirations.

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(c) If an employee disagrees with the suitability of an alternative position offered they may seek urgent mediation assistance. Taking into account the mediation process, a reasonable period of time will be given to the employee to make a decision as to whether to accept the offer.

(d) Where an employee is offered a suitable alternative position that meets the criteria set out above and does not accept the offer then that employee will be given notice of termination by reason of redundancy but will not be entitled to receive redundancy compensation should they remain unplaced after all other options (12.4.4) have been exhausted.

e) Where an employee is offered an alternative position that does not meet the criteria set out above and does not accept the offer then that employee will still be entitled to receive redundancy compensation, should they remain unplaced after all other options (12.4.4) have been exhausted.

(f) For the purposes of placing staff, “same local area” will be within reasonable commuting time and distance for which specific boundaries and financial assistance will be determined.

(g) Relocation may be agreed, including any contribution to relocation costs, between the Ministry and the affected employee.

(h) Where an employee has not been made an offer of a Suitable Alternative Position, a discussion will be held with the employee to identify the next steps for them in the process.

(i) Where the employee agrees to accept reassignment to a lower pay band an equalisation allowance shall apply. Salary equalisation for employees who accept reassignment shall be made for 5 years where an employee is reassigned to a position at a lower salary. This shall be abated by subsequent salary increases. As an alternative, the employee may choose a lump sum payment to make up for the loss of basic pay for 2 years. An employee may decline an offer of a role with a lower salary and still remain entitled to receive redundancy compensation.

(j) Where there is more than one clear candidate for a reassignment, the Ministry will operate a fair selection process.

12.4.3 Non- affected employees (No change to wording; renumbered as 12.4.3)

12.4.4 Other options (No change to wording; renumbered as 12.4.4)

Appendix Two Management of Change Chart (Appendix B in CA)

Management of Change Framework

Principles

12.1 Change Principles

The parties recognise and agree that the process of change is ongoing and that the best change is made with effective engagement with the workforce the change may affect.

Change may be brought about by:

- the impact of Government policy or legislation.
- the organisation looking for continuous improvement to quality and delivery of service. For example, the assessment and development of better work practices, structures, technology or processes.
- employees proposing changes in work practices.

12.1.1 There are positive ways in which the process of change can be approached and utilised to the benefit of all.

- Planning, prior to and during a change process, is recognised as an important part of any managed approach. This produces effective measures for dealing with the impact upon employees and the organisation.
- The Ministry recognises the PSA as a key stakeholder in managing change, and as such will engage and communicate early with PSA where change is being considered that may impact on PSA members covered this agreement.
- The consultation process will enable employees affected and the PSA to actively participate in the management of change process.
- The Ministry recognises that employees understand their own work areas and are an important resource in contributing to how to achieve good practice and the objectives of any change.
- The Ministry's aim when managing change shall always be to retain as many employees as possible.

12.1.2 Where a change proposal results in employees being affected as in clause 12.1.3 the processes in 12.3-12.7 will be followed.

12.1.3 Employees are 'affected' by a management of change situation where their positions are directly affected by the Ministry requiring:

- a reduction in the number of employees, and/or
- changes to employees' current positions, position location, terms and conditions.

12.1.4 Where change is less significant (e.g. a small-scale change to a reporting line, or changes to work practices which impact on employees), a full change process may not be required but clauses 12.1 and 12.2, and the principles of good communication engagement and consultation will apply.

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A. Policy Changes	B. Government Legislation or Policy Direction	C. Changes to 'How we Work' Process, system and technology	D. Change to Structure
<p>What - A review of a current people policy is undertaken, or a new people policy is required.</p> <p>When - As part of either in cycle or out of cycle review.</p> <p>Who - P&P ER team or Policy owner and PSA delegates who are trained in policy feedback.</p> <p>How - Information is provided by the policy owner or P&P to the PSA delegates.</p> <p>↓</p> <p>There is a minimum of 1-week turnaround for feedback for policy changes, where the changes are not considered significant*.</p> <p>↓</p> <p>There is a minimum of a 2-week turnaround to feedback for new policy/significant changes.</p> <p>↓</p> <p>The Ministry will give</p>	<p>What - The Ministry is required to introduce changes due to new legislation requirements or the impact of a change in government policy.</p> <p>When - At times of legislation changes, or government policy changes.</p> <p>Who - The P&P ER team will engage with the PSA through regular meetings such as Strategic Engagement Meeting and the National Delegate and P&P Engagement forum or as and when required.</p> <p>How - Once SLT have approved the requirement for change the PSA will be engaged with to develop an appropriate process and plan for member involvement*.</p> <p>↓</p> <p>Feedback and input from the PSA will be provided through regular meetings.</p>	<p>What - The Ministry proposes to introduce changes to 'how we work' in terms of a business improvement or continuous improvement initiative. This includes changes such as the introduction of new or a review of existing processes, systems or technology, or the Ministry identifies improvements on how quality and delivery of service can be achieved.</p> <p>Who - P&P, manager from the business and the nominated PSA delegate/s and official.</p> <p>When</p> <ul style="list-style-type: none"> • At the time the TOR are developed • Through each stage of the process <p>How - Because the work is significant and likely to be multifaceted, the work may be supported with a Terms of Reference (ToR). The Ministry will work collaboratively with the PSA to draft the ToR.</p> <p>↓</p>	<p>What - The Ministry proposes to review or change the structure of a business unit, to ensure it continues to be fit for purpose and/or align with the Ministry's strategic goals.</p> <p>Who - P&P, manager from the business and the nominated PSA delegate/s and official.</p> <p>When</p> <ul style="list-style-type: none"> • When it becomes evident that structural change may impact on members' roles; • during the design stage; • during consultation stage; and • at time of decision. <p>How - The Ministry will engage early with the PSA on any proposal to change or decision to review the structure of a business unit or a role. The PSA will have opportunity to provide input into the development of:</p> <ul style="list-style-type: none"> • MOJ's draft structural/organisational proposal; • the consultation process with members; • any review of draft proposals; • any alternative solutions or proposals. <p>Information will include timeframes, potential impact/s and the level of required/ anticipated PSA involvement. The work may be supported with a Terms of Reference (ToR). The Ministry will work collaboratively with the PSA to draft the ToR.</p> <p>↓</p> <p>The PSA will represent members at each stage of a review process, including attendance at any consultation meetings, workshops or other forms of engagement.</p>

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<p>genuine consideration to PSA feedback and will either incorporate or discuss the direction taken.</p> <p><i>*If there is disagreement about what is considered significant change, then this will be discussed and resolved with the relevant Business Relationship Manager. Where escalation is required this should be to the weekly National PSA and P&P engagement forum.</i></p>	<p>PSA delegates will offer support and information where possible and as appropriate.</p> <p>↓</p> <p><i>*If the future direction requires change to ways of working or a structural change, then the relevant steps will apply as per column C and D.</i></p>	<p>Information will be shared with the PSA at each level of engagement and the PSA will have delegate representation on operational working groups.</p> <p>↓</p> <p>Because we will be working together to design solutions, ideally, we will agree on the way forward. However, if consensus is not possible the Ministry can make the ultimate decision.</p>	<p>Employees, who are PSA members, are not considered to be representing the PSA unless where they are formally invited, or it is agreed that they are acting in that capacity.</p> <p>↓</p> <p>The relevant PSA delegates and organisers will be sent change information at agreed times, so they can support members. Delegates (and organisers if necessary) can support members through change processes; this includes collating members feedback and submitting on their behalf. Feedback from the PSA will be given genuine consideration prior to making any decisions on a final outcome.</p> <p>↓</p> <p>PSA will support any affected/impacted members through the process and its implementation including agreeing with the Ministry's application of change clauses.</p>
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Pilots and Trials

What - The Ministry has identified a concept which they would like to trial or pilot before proposing a broader roll out or implementation.

Who - P&P and nominated PSA delegate/s.

When - When a pilot or trial is being considered.

How -
 All proposed trials and pilots require engagement with the PSA and P&P. The size and scope of the trial will indicate the levels of engagement required.

↓

The purpose for having a trial or pilot must be clearly defined, with identified key measurables which will be considered in determining successes or failures.

↓

Pilots and trials will have a specified date for review determined at the beginning in the Terms of Reference and will have delegates or organisers involved in the review process.

↓

Once a review is complete, next steps will be identified, supported by the relevant principles.

Appendix Three List of roles and associated pay bands (Appendix C in CA)

As per section 54 of the Employment Relations Act 2000, a collective agreement must contain the rates of wages or salary payable to employees bound by the agreement. Where there is a discrepancy between the roles on this list and the roles described in the Coverage Clause (1.4) of this agreement, then the roles in the coverage clause take precedence.

Salary Band	Position title	Business Unit
J01	Administration Support Officer Business Support Coordinator Clerical Support Officer Court Registry Support Officer Criminal Records Assistant Administrator Criminal Records Officer File Management Clerk Information Officer Legal Support Assistant Library Assistant Processing Officer Processing Officer (DV Team) Project Assistant Receptionist Receptionist / Admin Assistant Receptionist / Telephonist Support Officer (Admin & Word Processing) Support Officer (Administration) Support Officer (Word Processing)	Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Office of Legal Counsel Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Corporate and Digital Services Operations and Service Delivery Office of Legal Counsel Corporate and Digital Services Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery
J02	Accounts Advisor Accounts Officer Administration & Support Officer Administration Assistant Administration Officer Administration Support Administrative Support Administrator Claims Team Administrator Contracts Support CSO Control Room Operator Customer Services Representative Finance Advisor Judicial & Business Services Coordinator People & Performance Coordinator Project Administrator Support Officer Support Officer (Case Management) Support Officer (Jud Supp & Word Process) Team Administrator	Strategy, Governance and Finance Strategy, Governance and Finance Operations and Service Delivery Judicial Office for Senior Courts Operations and Service Delivery Judicial Office for Senior Courts Te Arawhiti Operations and Service Delivery Operations and Service Delivery Corporate and Digital Services Corporate and Digital Services Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery
J03	Advisory Team Member Assistant Accountant Business Services Coordinator Case Manager Central Processing Officer Collections Registry Officer Contracts Coordinator Coordinator-National Security Operation Court Registry Officer Court Registry Officer (Probate Work) Court Registry Officer Juror Admin Court Reporter	Operations and Service Delivery Strategy, Governance and Finance Policy Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Corporate and Digital Services Corporate and Digital Services Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery

	Court Security Officer	Corporate and Digital Services
	Court Services Team Member	Operations and Service Delivery
	Court Support Team Member	Operations and Service Delivery
	Debt Officer	Operations and Service Delivery
	District Administrator	Operations and Service Delivery
	Executive Assistant	Various
	Executive Support	Various
	Finance Advisor	Strategy, Governance and Finance
	Grants Officer	Operations and Service Delivery
	Information Advisor	Operations and Service Delivery
	Judges Assistant	Operations and Service Delivery
	Judges Personal Assistant	Operations and Service Delivery
	Land Registry Team Member	Operations and Service Delivery
	Legal Secretary	Office of Legal Counsel
	NIIO Coordinator	Operations and Service Delivery
	Payroll Officer	Strategy, Governance and Finance
	Project Coordinator - Governance	Corporate and Digital Services
	Records Preservation Officer	Operations and Service Delivery
	Registrarial Assistant	Operations and Service Delivery
	Report Writing and Research Assistant	Operations and Service Delivery
	Research Assistant	Te Arawhiti
	Senior Administration Officer	Operations and Service Delivery
	Senior Administration Support	Family Violence Joint Venture
	Senior Administrator	Operations and Service Delivery
	Supreme Court Visitor Services Officer	Judicial Office for Senior Courts
	Team Member Māori Land Court	Operations and Service Delivery
	Technical Specialist	Operations and Service Delivery
J04	Advisor (Lvl 1)	Various
	Advisory Officer	Operations and Service Delivery
	Analyst (Lvl 1)	Various
	AOD Court Coordinator	Operations and Service Delivery
	Assistant Registrar	Operations and Service Delivery
	Associate to Associate Judge	Judicial Office for Senior Courts
	Bailiff	Operations and Service Delivery
	Claims Coordinator	Operations and Service Delivery
	Co-Design Co-ordinator	Corporate and Digital Services
	Coronial Case Manager	Operations and Service Delivery
	Criminal Summary Scheduler	Operations and Service Delivery
	Digital Content & Publications Coord	Strategy, Governance and Finance
	District Court Scheduler	Operations and Service Delivery
	Executive Assistant	Various
	Executive Support	Various
	Executive Support CVA	Sector Group
	Hearing Manager	Operations and Service Delivery
	High Court Scheduler	Operations and Service Delivery
	Initial Criminal Legal Services Advisor	Office of Legal Counsel
	Judges Associate	Judicial Office for Senior Courts
	Judges Associate Chief High Court Judge	Judicial Office for Senior Courts
	Judges Clerk	Judicial Office for Senior Courts
	Knowledge & Information Administrator	Operations and Service Delivery
	Legal Secretary Lead	Office of Legal Counsel
	Mapping Officer	Operations and Service Delivery
	Policy Advisor (Lvl 1)	Various
	Programme Co-Ordinator	Te Arawhiti
	Programme Coordinator Innovative Courts	Corporate and Digital Services
	Project Coordinator	Corporate and Digital Services
	Records & Information Mgmt Coordinator	Te Arawhiti
	Research Counsel	Operations and Service Delivery

	Scheduler	Operations and Service Delivery
	Senior Account Advisor	Strategy, Governance and Finance
	Senior Court Reporter	Operations and Service Delivery
	Senior Court Reporter (Te Reo Māori)	Operations and Service Delivery
	Senior Grants Officer	Operations and Service Delivery
	Senior Judicial & Business Services Coordi	Operations and Service Delivery
	Senior NIIO Coordinator	Operations and Service Delivery
	Specialist Advisory Officer	Operations and Service Delivery
	Support Services Coordinator	Judicial Office for Senior Courts
	Systems Administrator	Corporate and Digital Services
	Workflow Scheduler	Operations and Service Delivery
J05	Advisor (Lvl 2)	Various
	Advisor Appointments and Specialist Functions	Office of Legal Counsel
	Advisor Health and Safety	Corporate and Digital Services
	Advisor Media & Communications	Strategy, Governance and Finance
	Advisor Ministerial Correspondence	Strategy, Governance and Finance
	Advisor Official Correspondence	Operations and Service Delivery
	Advisor Official Correspondence & Communications	Strategy, Governance and Finance
	Advisor Operational Improvement	Strategy, Governance and Finance
	Advisor Property Strategy	Corporate and Digital Services
	Advisor Publishing	Operations and Service Delivery
	Advisor Resource Development	Operations and Service Delivery
	Advisor, Security Practice & Improvement	Corporate and Digital Services
	Analyst (Lvl 2)	Various
	Business Advisor	Operations and Service Delivery
	Business Analyst	Operations and Service Delivery
	Capability Advisor	Corporate and Digital Services
	Case Manager- J5	Operations and Service Delivery
	Communications Advisor	Strategy, Governance and Finance
	Content Advisor	Judicial Office for Senior Courts
	Court Librarian	Operations and Service Delivery
	Court Librarian - Special Jurisdictions	Operations and Service Delivery
	Court Victim Advisor	Operations and Service Delivery
	Digital Channel Advisor	Strategy, Governance and Finance
	Family Court Co-Ordinator	Operations and Service Delivery
	Information & Records Management Analyst	Operations and Service Delivery
	Integrated Safety Response Coordinator	Operations and Service Delivery
	Judges Clerk	Operations and Service Delivery
	Judicial Publications Officer	Operations and Service Delivery
	Judicial Resource Manager/PA	Operations and Service Delivery
	Judicial Support Advisor	Operations and Service Delivery
	Judicial Support Advisor -Marine & Coastal	Operations and Service Delivery
	Junior Counsel	Operations and Service Delivery
	Legal & Research Advisor	Operations and Service Delivery
	Legal & Research Counsel	Operations and Service Delivery
	Legal & Research Officer	Operations and Service Delivery
	Library & Info Services Co-Ordinator	Operations and Service Delivery
	Ministerial and Governance Advisor	Family Violence Joint Venture
	Payroll SME	Strategy, Governance and Finance
	Policy Advisor (Lvl 2)	Various
	Portfolio Analyst	Strategy, Governance and Finance
	Privacy Advisor	Corporate and Digital Services
	Programme Analyst	Sector Group
	Programme and Events Coordinator	Judicial Office for Senior Courts
	Project Coordinator	Operations and Service Delivery
	Regional Court Resourcing Advisor	Operations and Service Delivery
	Registrar	Operations and Service Delivery
	Research Counsel	Operations and Service Delivery

	<p>Researcher Analyst Security Advisor Senior Editor Senior Executive Assistant Senior Payroll Officer Senior Payroll Remediation Settlement Advisor Protection Mechanism Snr Executive Assistant to Chief Justice Specialist Applications Case Manager Specialist Applications Research Analyst Technical Coach Technical Specialist Trainer Whenua Māori Programme - MLC SME</p>	<p>Operations and Service Delivery Corporate and Digital Services Operations and Service Delivery Strategy, Governance and Finance Strategy, Governance and Finance Strategy, Governance and Finance Te Arawhiti Judicial Office for Senior Courts Operations and Service Delivery Operations and Service Delivery Corporate and Digital Services Judicial Office for Senior Courts Corporate and Digital Services Operations and Service Delivery</p>
J06	<p>Accountant Advisor Central Authority Advisor Culture Strategy Advisor Governance Advisor Statutory Appointments (Lvl 2) Analyst Bench Book Researcher Business Advisor Business Systems Analyst Deputy Registrar Geospatial Analyst Historian (Lvl 2) ICT Business Advisor ICT Contracts Advisor Implementation Co-Ordinator Judicial Intranet and Web Advisor Judicial Intranets Editor Land Advisor Portfolio Analyst Principal Liaison Officer Project Coordinator Judicial Workstream Regional Scheduling Advisor Senior Advisor Commercial Leasing Solicitor (Lvl 2) Systems Accountant Technical Advisor Technical Advisor MLC Training Designer</p>	<p>Strategy, Governance and Finance Office of Legal Counsel Sector Group Strategy, Governance and Finance Office of Legal Counsel Various Judicial Office for Senior Courts Sector Group Operations and Service Delivery Operations and Service Delivery Te Arawhiti Te Arawhiti Corporate and Digital Services Corporate and Digital Services Te Arawhiti Judicial Office for Senior Courts Judicial Office for Senior Courts Te Arawhiti Corporate and Digital Services Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Corporate and Digital Services Te Arawhiti Strategy, Governance and Finance Operations and Service Delivery Operations and Service Delivery Corporate and Digital Services</p>
J07	<p>Bench Book Editor Bench Book Senior Legal Researcher Category Manager Contract & Procurement Advisor Education and Development Advisor Facilities Manager Judicial Resource Analyst Judicial Resource Manager Management Accountant National Technical Advisor Registrar Registrar HC & Specialist Tech Advisor Security Implementation Manager Senior Advisor Senior Advisor Implementation (FV&SV)</p>	<p>Judicial Office for Senior Courts Judicial Office for Senior Courts Corporate and Digital Services Te Arawhiti Judicial Office for Senior Courts Corporate and Digital Services Operations and Service Delivery Operations and Service Delivery Strategy, Governance and Finance Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Corporate and Digital Services Various Operations and Service Delivery</p>

	Senior Advisor Ministerial Services	Family Violence Joint Venture
	Senior Advisor NSO Recruiting	Corporate and Digital Services
	Senior Advisor Org Development	Corporate and Digital Services
	Senior Advisor Property Strategy	Corporate and Digital Services
	Senior Advisor Stat & Judicial	Office of Legal Counsel
	Senior Analyst	Various
	Senior Business Advisor	Operations and Service Delivery
	Senior Business Analyst	Operations and Service Delivery
	Senior Business Services Advisor	Family Violence Joint Venture
	Senior Communications Advisor	Family Violence Joint Venture
	Senior Communications Victims Advisor	Strategy, Governance and Finance
	Senior Content Advisor	Strategy, Governance and Finance
	Senior Digital Advisor	Strategy, Governance and Finance
	Senior Facilitator	Operations and Service Delivery
	Senior Graphic Designer	Strategy, Governance and Finance
	Senior Health & Safety Advisor	Corporate and Digital Services
	Senior Land Advisor	Te Arawhiti
	Senior Privacy Officer	Corporate and Digital Services
	Senior Report-Writer/Analyst	Operations and Service Delivery
	Senior Researcher Analyst	Operations and Service Delivery
	Senior Security Advisor	Corporate and Digital Services
	Senior Systems Accountant	Strategy, Governance and Finance
	Support Services Manager	Judicial Office for Senior Courts
	Tech Practice & Improvement Specialist	Office of Legal Counsel
J08	Deputy National Scheduler	Operations and Service Delivery
	Facilities Technical Operations Manager	Corporate and Digital Services
	Finance Business Partner	Strategy, Governance and Finance
	Judicial Security Manager	Corporate and Digital Services
	Leadership Coach	Office of Legal Counsel
	Legal Executive	Te Arawhiti
	National Roster Manager	Judicial Office for Senior Courts
	Practice Advisor Workforce	Family Violence Joint Venture
	Practice and Assurance Lead	Strategy, Governance and Finance
	Principal Advisor	Various
	Principal Advisor Court Information	Operations and Service Delivery
	Principal Advisor Ministerial Services	Strategy, Governance and Finance
	Principal Advisor Ministry Information	Corporate and Digital Services
	Principal Advisor Publishing	Operations and Service Delivery
	Principal Advisor Strategic Information	Corporate and Digital Services
	Principal Facilitator	Operations and Service Delivery
	Principal Historian	Operations and Service Delivery
	Principal Researcher Analyst	Operations and Service Delivery
	Project Manager	Te Arawhiti
	Project Manager (Te Waenga)	Te Arawhiti
	Project Manager Marine & Tech	Te Arawhiti
	Property Project Manager	Corporate and Digital Services
	Senior Advisor	Various
	Senior Advisor - Māori Engagement	Sector Group
	Senior Advisor (Evaluation)	Sector Group
	Senior Advisor Election 2020	Policy
	Senior Advisor Emergency Management	Corporate and Digital Services
	Senior Advisor Evaluation	Sector Group
	Senior Analyst	Various
	Senior Business Advisor	Policy
	Senior Capability Advisor	Operations and Service Delivery
	Senior Historian	Te Arawhiti
	Senior Policy Advisor	Various
	Senior Project Manager	Strategy, Governance and Finance

	Senior Risk Management Consultant Senior Solicitor Senior Te Ao Māori Advisor Senior Technical Security Advisor Snr Advisor Transformation & Governance Snr Financial Modelling & Data Analyst Strategic Advisor Strategic Advisor Sector Strategic Comms Advisor Election 2020 Strategic Communications Advisor Strategic Management Accountant Te Ture Whenua Māori Act Transition Manager	Corporate and Digital Services Office of Legal Counsel Sector Group Corporate and Digital Services Sector Group Strategy, Governance and Finance Strategy, Governance and Finance Strategy, Governance and Finance Policy Strategy, Governance and Finance Strategy, Governance and Finance Operations and Service Delivery
J09	Auckland Programme Manager Business Change Manager Chief Advisor Chief Analyst Chief Historian Commercial Manager Innovative Courthouses Design Lead, Service Innovation Hub Enterprise Benefits Lead Judicial Administrator Court of Appeal MJS, National Scheduling (Jury) Operations Manager Portfolio Manager Principal Advisor Principal Advisor - Māori Engagement Principal Advisor (BCP & Technology) Principal Advisor Business Services Principal Advisor Finance Principal Advisor Governance Principal Advisor Information Management Principal Advisor Investment Strategy Principal Advisor Property Management Principal Advisor Property Strategy Principal Advisor Stakeholder Engagement Principal Advisor Statistics Principal Advisor Strategic Performance Principal Analyst Principal Business Advisor Principal Historian Principal Land Advisor Principal Policy Advisor Principal Solicitor Programme Manager Election 2020 Registrar Senior Advisor (Legal Aid) Senior Business Services Specialist Senior Change Manager Senior Legal Specialist - Court of Appeal Senior Project Manager Senior Property Manager Specialist Advisor Strategic Advisor FV Act Implementation	Corporate and Digital Services Operations and Service Delivery Sector Group Te Arawhiti Operations and Service Delivery Corporate and Digital Services Corporate and Digital Services Strategy, Governance and Finance Judicial Office for Senior Courts Operations and Service Delivery Family Violence Joint Venture Strategy, Governance and Finance Various Sector Group Corporate and Digital Services Corporate and Digital Services Strategy, Governance and Finance Strategy, Governance and Finance Corporate and Digital Services Strategy, Governance and Finance Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Policy Strategy, Governance and Finance Operations and Service Delivery Policy Te Arawhiti Te Arawhiti Various Office of Legal Counsel Policy Operations and Service Delivery Operations and Service Delivery Operations and Service Delivery Strategy, Governance and Finance Operations and Service Delivery Policy Corporate and Digital Services Policy Operations and Service Delivery
J10	AML CFT Mutual Evaluation Manager Enterprise Business Change Lead Enterprise Portfolio Performance Mgr Essential Services Lead	Policy Strategy, Governance and Finance Strategy, Governance and Finance Operations and Service Delivery

This proposed settlement is subject to ratification by PSA members by 20th November 2020

	Policy Manager Criminal Law Principal Crown Property Advisor Senior Project Manager Special Counsel	Policy Te Arawhiti Operations and Service Delivery Office of Legal Counsel
J11	Chief Advisor Chief Advisor Māori Engagement	Various Family Violence Joint Venture
ICT1	Content Advisor Judicial Support Officer Library Advisor Project Coordinator Senior Judicial Support Officer	Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services
ICT2	Applications Support Analyst Test Analyst	Corporate and Digital Services Corporate and Digital Services
ICT3	Assurance Analyst Business Analyst Data Analyst (Intermediate) Data Migration Analyst Information Analyst (Ontology) Information Security Analyst Purchasing & Fulfilment Analyst Remediation Data Prep Analyst Software & Licencing Analyst Test Engineer	Corporate and Digital Services Corporate and Digital Services Strategy, Governance and Finance Strategy, Governance and Finance Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Strategy, Governance and Finance Corporate and Digital Services Corporate and Digital Services
ICT4	Application Engineer Business Analyst Functional Analyst ICT Commercial Analyst Information Security Consultant Senior Advisor Legacy Records Senior Developer Information & BI Senior Library Advisor Supplier & Relationship Manager Technical Product Lead	Corporate and Digital Services Corporate and Digital Services Strategy, Governance and Finance Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services
ICT5	Capacity Manager Domain Architect Project Manager Property Change Lead Security Improvement Manager Senior Advisor Asset & Investment Planning Senior Advisor Business Intelligence Service Level & Incident Manager Solution Architect	Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services
ICT6	ICT Service Continuity Manager Principal Advisor Enterprise Planning Product Delivery Lead Senior Information Security Consultant Senior Information Security Specialist Service Designer Strategic Advisor ICT Security R&A	Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services
ICT7	Business Consultant Enterprise Architect Enterprise Designer Products & Services Manager Security Architect	Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services Corporate and Digital Services
PDS1	Law Graduate Summer Intern	Office of Legal Counsel Office of Legal Counsel

This proposed settlement is subject to ratification by PSA members by 20th November 2020

PDS2	Supervised Provider	Office of Legal Counsel
PDS3	Junior Lawyer	Office of Legal Counsel
PDS4	Intermediate Lawyer	Office of Legal Counsel
PDS5	Senior Lawyer	Office of Legal Counsel
PDS6	Duty Lawyer Supervisor	Office of Legal Counsel
	Senior Lawyer	Office of Legal Counsel
PDS7	Principal Lawyer	Office of Legal Counsel

This proposed settlement is subject to ratification by PSA members by 20th November 2020

Appendix Four

Pay Ranges 2020 and 2021 (Appendix D in CA)

2020/21 Band structure 85-120%

Effective date 01 July 2020 – 30 June 2021

Steps 85% to 111%

Main Ministry Ranges:

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	Top Step	Max of Range	Mid of Range
Band	85%	87%	89%	91%	93%	95%	97%	99%	101%	103%	105%	107%	109%	111%	120%	100%
J1	-	-	-	-	-	-	-	-	-	\$46,639	\$47,544	\$48,450	\$49,356	\$50,261	\$54,336	\$45,280
J2	-	-	-	\$47,032	\$48,066	\$49,099	\$50,133	\$51,167	\$52,200	\$53,234	\$54,268	\$55,301	\$56,335	\$57,369	\$62,020	\$51,683
J3	\$48,853	\$50,002	\$51,151	\$52,301	\$53,450	\$54,600	\$55,749	\$56,899	\$58,048	\$59,198	\$60,347	\$61,497	\$62,646	\$63,796	\$68,968	\$57,473
J4	\$53,414	\$54,670	\$55,927	\$57,184	\$58,441	\$59,698	\$60,954	\$62,211	\$63,468	\$64,725	\$65,981	\$67,238	\$68,495	\$69,752	\$75,407	\$62,839
J5	\$61,744	\$63,196	\$64,649	\$66,102	\$67,555	\$69,008	\$70,460	\$71,913	\$73,366	\$74,819	\$76,271	\$77,724	\$79,177	\$80,630	\$87,167	\$72,639
J6	\$70,445	\$72,103	\$73,760	\$75,418	\$77,075	\$78,733	\$80,390	\$82,048	\$83,705	\$85,363	\$87,020	\$88,678	\$90,335	\$91,993	\$99,452	\$82,876
J7	\$83,219	\$85,177	\$87,135	\$89,093	\$91,051	\$93,009	\$94,967	\$96,925	\$98,884	\$100,842	\$102,800	\$104,758	\$106,716	\$108,674	\$117,485	\$97,904
J8	\$99,413	\$101,752	\$104,091	\$106,430	\$108,770	\$111,109	\$113,448	\$115,787	\$118,126	\$120,465	\$122,804	\$125,143	\$127,483	\$129,822	\$140,348	\$116,956
J9	\$115,934	\$118,662	\$121,389	\$124,117	\$126,845	\$129,573	\$132,301	\$135,029	\$137,756	\$140,484	\$143,212	\$145,940	\$148,668	\$151,396	\$163,671	\$136,392
J10	\$138,855	\$142,122	\$145,389	\$148,656	\$151,923	\$155,191	\$158,458	\$161,725	\$164,992	\$168,259	\$171,526	\$174,794	\$178,061	\$181,328	\$196,030	\$163,358
J11	\$165,394	\$169,286	\$173,178	\$177,069	\$180,961	\$184,852	\$188,744	\$192,636	\$196,527	\$200,419	\$204,311	\$208,202	\$212,094	\$215,985	\$233,498	\$194,581

ICT Ranges:

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	Top Step	Max of Range	Mid of Range
Band	85%	87%	89%	91%	93%	95%	97%	99%	101%	103%	105%	107%	109%	111%	120%	100%
ICT1	\$57,676	\$59,033	\$60,391	\$61,748	\$63,105	\$64,462	\$65,819	\$67,176	\$68,533	\$69,890	\$71,247	\$72,604	\$73,961	\$75,318	\$81,425	\$67,854
ICT2	\$67,915	\$69,513	\$71,111	\$72,709	\$74,307	\$75,905	\$77,503	\$79,101	\$80,699	\$82,297	\$83,895	\$85,493	\$87,091	\$88,689	\$95,880	\$79,900
ICT3	\$77,075	\$78,889	\$80,702	\$82,516	\$84,329	\$86,143	\$87,956	\$89,770	\$91,583	\$93,397	\$95,210	\$97,024	\$98,837	\$100,651	\$108,812	\$90,676
ICT4	\$90,322	\$92,448	\$94,573	\$96,698	\$98,823	\$100,948	\$103,074	\$105,199	\$107,324	\$109,449	\$111,575	\$113,700	\$115,825	\$117,950	\$127,514	\$106,261
ICT5	\$106,202	\$108,701	\$111,200	\$113,699	\$116,197	\$118,696	\$121,195	\$123,694	\$126,193	\$128,692	\$131,191	\$133,690	\$136,188	\$138,687	\$149,932	\$124,943
ICT6	\$117,938	\$120,713	\$123,488	\$126,263	\$129,038	\$131,813	\$134,588	\$137,363	\$140,138	\$142,913	\$145,688	\$148,463	\$151,238	\$154,013	\$166,500	\$138,750
ICT7	\$143,260	\$146,631	\$150,002	\$153,373	\$156,744	\$160,114	\$163,485	\$166,856	\$170,227	\$173,598	\$176,969	\$180,339	\$183,710	\$187,081	\$202,250	\$168,541

This proposed settlement is subject to ratification by PSA members by 20th November 2020

Judges Clerk / Research Counsel

Salary Steps:

Service	Start	6 mths	12 mths	18 mths	2 yrs*
step	83%	89%	95%	101%	105%
	\$52,157	\$55,927	\$59,698	\$63,468	\$65,981

* If the option to extend is agreed

PDS Lawyer Ranges:

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	Top Step	Max of Range	Mid of Range
Band	85%	87%	89%	91%	93%	95%	97%	99%	101%	103%	105%	107%	109%	111%	120%	100%
PDS1	-	-	-	-	\$46,965	\$47,975	\$48,985	\$49,995	\$51,005	\$52,015	\$53,025	\$54,035	\$55,045	\$56,055	\$60,600	\$50,500
PDS2	\$51,849	\$53,069	\$54,289	\$55,509	\$56,729	\$57,949	\$59,169	\$60,389	\$61,608	\$62,828	\$64,048	\$65,268	\$66,488	\$67,708	\$73,198	\$60,998
PDS3	\$60,092	\$61,506	\$62,920	\$64,334	\$65,748	\$67,162	\$68,576	\$69,990	\$71,403	\$72,817	\$74,231	\$75,645	\$77,059	\$78,473	\$84,836	\$70,696
PDS4	\$79,326	\$81,192	\$83,059	\$84,925	\$86,792	\$88,658	\$90,525	\$92,391	\$94,258	\$96,124	\$97,991	\$99,857	\$101,724	\$103,590	\$111,989	\$93,324
PDS5	\$104,737	\$107,202	\$109,666	\$112,131	\$114,595	\$117,059	\$119,524	\$121,988	\$124,453	\$126,917	\$129,381	\$131,846	\$134,310	\$136,775	\$147,864	\$123,220
PDS6	\$120,060	\$122,885	\$125,710	\$128,535	\$131,360	\$134,185	\$137,010	\$139,835	\$142,660	\$145,485	\$148,310	\$151,135	\$153,960	\$156,785	\$169,497	\$141,247
PDS7	\$130,996	\$134,078	\$137,160	\$140,242	\$143,325	\$146,407	\$149,489	\$152,571	\$155,654	\$158,736	\$161,818	\$164,900	\$167,983	\$171,065	\$184,935	\$154,112

Grandparented Bands:

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	Top Step	Max of Range	Mid of Range	Equivalent Band
Band	85%	87%	89%	91%	93%	95%	97%	99%	101%	103%	105%	107%	109%	111%	115%	100%	
B04	-	-	-	-	-	-	-	\$46,939	\$47,887	\$48,835	\$49,784	\$50,732	\$51,680	\$52,628	\$54,525	\$47,412	J1
B03A	-	-	-	\$47,094	\$48,129	\$49,164	\$50,199	\$51,234	\$52,269	\$53,304	\$54,339	\$55,374	\$56,410	\$57,445	\$59,515	\$51,751	J1
B07	\$56,050	\$57,369	\$58,687	\$60,006	\$61,325	\$62,644	\$63,963	\$65,281	\$66,600	\$67,919	\$69,238	\$70,557	\$71,875	\$73,194	\$75,832	\$65,940	J4
CIT04	\$62,739	\$64,215	\$65,691	\$67,167	\$68,644	\$70,120	\$71,596	\$73,072	\$74,548	\$76,025	\$77,501	\$78,977	\$80,453	\$81,929	\$84,882	\$73,810	ICT1
B08	\$64,509	\$66,026	\$67,544	\$69,062	\$70,580	\$72,098	\$73,616	\$75,133	\$76,651	\$78,169	\$79,687	\$81,205	\$82,723	\$84,241	\$87,276	\$75,892	J5

List of Grandparented roles:

Processing Officer DV Team (B04)

Information Officer (B04)

AOD Court Coordinator (B07)

Project Coordinator ICT (CIT04)

Senior Judicial Support Officer (CIT04)

Regional Court Resourcing Advisor (B08)

This proposed settlement is subject to ratification by PSA members by 20th November 2020

2021/22 Band structure 85-120%
Steps 85% to 111%

Effective date 01 July 2021 – 30 June 2022

Main Ministry Ranges:

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	Top Step	Max of Range	Mid of Range
Band	85%	87%	89%	91%	93%	95%	97%	99%	101%	103%	105%	107%	109%	111%	120%	100%
J1	-	-	-	-	-	-	-	-	-	\$48,184	\$49,119	\$50,055	\$50,991	\$51,926	\$56,136	\$46,780
J2	-	-	-	\$48,397	\$49,461	\$50,524	\$51,588	\$52,652	\$53,715	\$54,779	\$55,843	\$56,906	\$57,970	\$59,034	\$63,820	\$53,183
J3	\$50,128	\$51,307	\$52,486	\$53,666	\$54,845	\$56,025	\$57,204	\$58,384	\$59,563	\$60,743	\$61,922	\$63,102	\$64,281	\$65,461	\$70,768	\$58,973
J4	\$54,689	\$55,975	\$57,262	\$58,549	\$59,836	\$61,123	\$62,409	\$63,696	\$64,983	\$66,270	\$67,556	\$68,843	\$70,130	\$71,417	\$77,207	\$64,339
J5	\$63,019	\$64,501	\$65,984	\$67,467	\$68,950	\$70,433	\$71,915	\$73,398	\$74,881	\$76,364	\$77,846	\$79,329	\$80,812	\$82,295	\$88,967	\$74,139
J6	\$71,720	\$73,408	\$75,095	\$76,783	\$78,470	\$80,158	\$81,845	\$83,533	\$85,220	\$86,908	\$88,595	\$90,283	\$91,970	\$93,658	\$101,252	\$84,376
J7	\$84,366	\$86,351	\$88,337	\$90,322	\$92,307	\$94,292	\$96,277	\$98,262	\$100,247	\$102,232	\$104,217	\$106,202	\$108,187	\$110,172	\$119,105	\$99,254
J8	\$100,221	\$102,579	\$104,937	\$107,295	\$109,653	\$112,011	\$114,369	\$116,727	\$119,086	\$121,444	\$123,802	\$126,160	\$128,518	\$130,876	\$141,488	\$117,906
J9	\$116,741	\$119,488	\$122,235	\$124,982	\$127,729	\$130,475	\$133,222	\$135,969	\$138,716	\$141,463	\$144,210	\$146,956	\$149,703	\$152,450	\$164,811	\$137,342
J10	\$139,662	\$142,948	\$146,235	\$149,521	\$152,807	\$156,093	\$159,379	\$162,665	\$165,952	\$169,238	\$172,524	\$175,810	\$179,096	\$182,382	\$197,170	\$164,308
J11	\$166,202	\$170,112	\$174,023	\$177,934	\$181,844	\$185,755	\$189,666	\$193,576	\$197,487	\$201,397	\$205,308	\$209,219	\$213,129	\$217,040	\$234,638	\$195,531

ICT Ranges:

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	Top Step	Max of Range	Mid of Range
Band	85%	87%	89%	91%	93%	95%	97%	99%	101%	103%	105%	107%	109%	111%	120%	100%
ICT1	\$58,951	\$60,338	\$61,726	\$63,113	\$64,500	\$65,887	\$67,274	\$68,661	\$70,048	\$71,435	\$72,822	\$74,209	\$75,596	\$76,983	\$83,225	\$69,354
ICT2	\$69,190	\$70,818	\$72,446	\$74,074	\$75,702	\$77,330	\$78,958	\$80,586	\$82,214	\$83,842	\$85,470	\$87,098	\$88,726	\$90,354	\$97,680	\$81,400
ICT3	\$78,223	\$80,063	\$81,904	\$83,744	\$85,585	\$87,425	\$89,266	\$91,106	\$92,947	\$94,787	\$96,628	\$98,468	\$100,309	\$102,149	\$110,432	\$92,026
ICT4	\$91,130	\$93,274	\$95,418	\$97,563	\$99,707	\$101,851	\$103,995	\$106,139	\$108,284	\$110,428	\$112,572	\$114,716	\$116,860	\$119,005	\$128,654	\$107,211
ICT5	\$107,010	\$109,527	\$112,045	\$114,563	\$117,081	\$119,599	\$122,117	\$124,635	\$127,152	\$129,670	\$132,188	\$134,706	\$137,224	\$139,742	\$151,072	\$125,893
ICT6	\$118,745	\$121,539	\$124,333	\$127,127	\$129,921	\$132,715	\$135,509	\$138,303	\$141,097	\$143,891	\$146,685	\$149,479	\$152,273	\$155,067	\$167,640	\$139,700
ICT7	\$144,068	\$147,458	\$150,847	\$154,237	\$157,627	\$161,017	\$164,407	\$167,797	\$171,186	\$174,576	\$177,966	\$181,356	\$184,746	\$188,136	\$203,390	\$169,491

This proposed settlement is subject to ratification by PSA members by 20th November 2020

Judges Clerk / Research Counsel Salary Steps:

Service step	Start	6 mths	12 mths	18 mths	2 yrs*	* If the option to extend is agreed
	83%	89%	95%	101%	105%	
	\$53,402	\$57,262	\$61,123	\$64,983	\$67,556	

PDS Lawyer Ranges:

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	Top Step	Max of Range	Mid of Range
Band	85%	87%	89%	91%	93%	95%	97%	99%	101%	103%	105%	107%	109%	111%	120%	100%
PDS1	-	-	-	-	\$48,360	\$49,400	\$50,440	\$51,480	\$52,520	\$53,560	\$54,600	\$55,640	\$56,680	\$57,720	\$62,400	\$52,000
PDS2	\$53,124	\$54,374	\$55,624	\$56,874	\$58,124	\$59,374	\$60,624	\$61,874	\$63,123	\$64,373	\$65,623	\$66,873	\$68,123	\$69,373	\$74,998	\$62,498
PDS3	\$61,367	\$62,811	\$64,255	\$65,699	\$67,143	\$68,587	\$70,031	\$71,475	\$72,918	\$74,362	\$75,806	\$77,250	\$78,694	\$80,138	\$86,636	\$72,196
PDS4	\$80,473	\$82,367	\$84,260	\$86,154	\$88,047	\$89,941	\$91,834	\$93,728	\$95,621	\$97,515	\$99,408	\$101,302	\$103,195	\$105,089	\$113,609	\$94,674
PDS5	\$105,545	\$108,028	\$110,512	\$112,995	\$115,479	\$117,962	\$120,445	\$122,929	\$125,412	\$127,896	\$130,379	\$132,862	\$135,346	\$137,829	\$149,004	\$124,170
PDS6	\$120,868	\$123,712	\$126,556	\$129,400	\$132,244	\$135,088	\$137,932	\$140,776	\$143,619	\$146,463	\$149,307	\$152,151	\$154,995	\$157,839	\$170,637	\$142,197
PDS7	\$131,803	\$134,904	\$138,006	\$141,107	\$144,208	\$147,309	\$150,411	\$153,512	\$156,613	\$159,714	\$162,816	\$165,917	\$169,018	\$172,119	\$186,075	\$155,062

Grandparented Bands:

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	Top Step	Max of Range	Mid of Range	Equivalent Band
Band	85%	87%	89%	91%	93%	95%	97%	99%	101%	103%	105%	107%	109%	111%	115%	100%	
CIT04	\$62,739	\$64,215	\$65,691	\$67,168	\$68,644	\$70,120	\$71,596	\$73,072	\$74,549	\$76,025	\$77,501	\$78,977	\$80,453	\$81,930	\$84,882	\$73,810	ICT1

List of Grandparented roles:

Senior Judicial Support Officer (CIT04)

Project Coordinator ICT (CIT04)