

# EMPLOYEE BENEFITS

Precinct-Based Staff

SEPTEMBER 2025





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As Queensland's foremost democratic institution, we recognise that our staff are our strength. While we can't capture here the unique culture and experience that comes from working for the Parliamentary Service, this document outlines the range of benefits we offer our employees.

## 1. EMPLOYMENT

### Pay and remuneration

Staff are paid on a fortnightly basis in accordance with Queensland Parliamentary Service pay scales which are generally the same as Queensland Public Sector pay scales.

There are also allowances for certain roles that service the parliament outside of, or in addition to, normal hours, such as an on-call allowance. These will be discussed with you as part of the formal induction process if applicable.

### Salary packaging

Salary packaging for Parliamentary Service staff is available through a panel of providers.

It is ***strongly recommended*** that employees obtain independent financial advice before taking up a salary package.

### Superannuation

The employer contribution rate is 12.75% of an employee's ordinary time earnings (OTE). OTE includes the salary paid to an employee plus certain allowances eg. shift allowance.

The default contribution rate for full-time and part-time staff is 5% of superannuable salary. The default contribution rate for casual staff is 0% of superannuable salary. All employees may elect to reduce / change the contribution rate to anywhere from 0% to 5%. All employees may elect to make voluntary contributions (additional contributions above their percentage contribution) to superannuation.

New and existing staff of the Parliamentary Service can choose the fund that their superannuation contributions are paid to - Super Choice. QSuper (Australian Retirement Trust) is the default fund for the Parliamentary Service. The Parliamentary Service encourages staff to seek independent advice regarding their superannuation prior to making any decisions.



## Flexible work options

Supporting flexible work arrangements that provide employees scope to balance family, caring and other responsibilities and interests with their operational work commitments and career goals is a key foundation of the Parliamentary Service Workforce Strategy.

As a result, the Parliamentary Service offers a range of flexible work options that employees may either access automatically by nature of their role and employment or seek formal approval to access by application.

Specific flexible work initiatives that may be available to employees are listed below.

***Please note that some roles, such as public facing roles, may not be able to access some arrangements, such as working from home.***

### Variable Working Hours (Accrued Time Leave (Flex))

Variable Working Hours provides some flexibility for employees to determine start and finish times and ability to accrue credit time for additional hours worked that can be redeemed for time off.

### Rostered Days off

A rostered day off (RDO) is a pre-agreed day in a set duty roster that an employee does not need to work. Employees continue to get paid when accessing an RDO because they have worked extra hours over the course of the roster period to offset the RDO period. RDO's are available to a few specific areas, not all staff, and are considered in the context of balancing the needs of the work team and the individual employee.

### Work from Home / work remotely

Work from Home (WFH) is a hybrid working location arrangement that enables employees to perform normal duties from home (or other remote location) *as well as* the traditional work location. Eligible full-time officers can request to access up to two days WFH per week and officers who work 3 or 4 days a week one day work from home. WFH arrangements are negotiated by the Service Area Leader in order to meet the work requirements of the team. All requests are considered in the context of balancing the needs of the work team and the individual employee.



## **Compressed Hours**

Compressed hours allows employees to compress agreed fortnightly working hours into fewer working days (e.g. compressing a normal 10 day working fortnight into 8 or 9 working days by working additional hours over the remainder of the fortnight).

## **Purchased Leave (“48/52 Leave”)**

Purchased leave allows employees to apply for up to an additional 6 weeks unpaid leave over a 12 month period. The system allows employees to formally allocate their salary, after the period of approved unpaid leave has been deducted, evenly over the year, rather than leaving a block unpaid period.

## **Part-time work arrangements (including Job-sharing, Parental leave, Transition to Retirement)**

Part-time work arrangements provide scope for employees to request fewer than the standard full-time hours required and receive pro-rata adjusted salary and employee entitlements. These arrangements may apply for a temporary period of time, change from one fortnight to another based on personal or operational needs, and may relate to a role that continues to be performed by one person albeit with a reduced number of hours, or an arrangement where a job may be “shared” with another employee.

## **Types of leave**

The Parliamentary Service offers the following types of leave.

### **Recreation leave**

Most officers are entitled to 20 days (4 weeks) of recreation leave per annum, which is accumulated progressively as they work. For certain roles, additional leave is provided in compensation for additional or non-traditional working hours necessary to support the operations of the Parliament. Part-time staff receive recreation leave on a pro-rata basis.

The parliamentary precinct shuts down for a period of approximately two weeks over the Christmas/ New Year period. During this period, staff are provided with one concession day (leave at full pay), in addition to any public holidays that fall within the shut-down period. Part-time employees only qualify for the concessional day when their regular ordinary hours fall on that day. Staff must take leave over this period, unless they are part of the special arrangements (exemptions) put in place for critical services that support Members and Electorate Office Staff (e.g. IT Help Desk).

Annual leave loading related to recreation leave is paid in a lump sum in December each year.

### **Long service leave**

All officers have an entitlement to long service leave (LSL), which is generally available to be utilised after ten years of continuous service. Employees are entitled to take pro rata LSL after seven years of continuous service.

## Parental leave

Parental leave is available to Parliamentary Service staff, and can include maternity leave, spousal leave, adoption leave and surrogacy leave. Eligible employees are entitled to 14 weeks paid parental leave. Spouses may also be eligible to access also be entitled to one week's paid spousal leave in connection with the birth of a child/children.

Partners of a person giving birth may be eligible for 14 weeks paid parental leave if the person giving birth is not a Queensland Government employee and is not accessing paid parental leave under the relevant Directive.

Additional leave entitlements may also be accessed for related medical appointments.

## Reproductive health leave

Eligible employees (permanent and temporary staff whether full-time or part-time) will have access to up to 10 days per annum (non-cumulative) paid reproductive health leave to use for the following purposes:

- when chronic reproductive health conditions (such as, but not limited to, endometriosis, dysmenorrhea, adenomyosis, polycystic ovary syndrome, and menopause symptoms) require absence from the workplace
- to receive fertility treatment such as, but not limited to, in vitro fertilisation (IVF)
- to attend preventative screening associated with reproductive health, including, but not limited to, breast and prostate screening
- treatment associated with reproductive health including, but not limited to, hysterectomy and vasectomy.

## Leave without salary

Leave without salary may be granted for various purposes, including leave for studying, where officers have exhausted entitlements to paid leave, leave to undertake travel, etc. Leave is granted at operational convenience.

Applications for extended periods of leave without salary, which are periods of greater than three months duration, for travelling or recreational purposes will generally only be approved when an officer has been continuously employed for more than two years.



## Sick leave

Officers appointed on a permanent basis are credited with ten working days of sick leave on full pay on commencement of duty for their first year of service. In their subsequent years of service, officers accrue sick leave progressively as they work. Sick leave accrued in a particular year and not utilised remains part of an officer's accrued sick leave entitlement.

Part-time staff receive sick leave on a pro-rata basis.

Unlike other leave types, sick leave is not vesting (i.e. convertible to cash) if an employee leaves the Parliamentary Service.

## Family responsibility leave / Carer's Leave

An employee with responsibilities concerning either members of their immediate family or members of their household who need their care and support shall be entitled to apply to use any sick leave entitlement for absences to provide care and support for such persons when they are ill or an unexpected emergency arises.



## Study leave (granted under the Study and Research Assistance Scheme (SARAS))

The SARAS scheme allows for leave to attend lectures and examinations.

## Special leave

There are numerous types of special leave available to employees covering a variety of situations. The most common types of special leave are listed below, but other situations may also constitute special leave.

- Emergent leave (taking time off work at short notice to deal with unexpected, urgent, or unforeseen personal circumstances or family emergencies)
- Bereavement leave
- Study and Exam leave
- Court Attendance/Jury Service
- Other Special Leave

## Late night shift travel

Where staff are required (as part of normal duties or at the direction of a Service Area Leader) to work late into the evening as a result of Parliamentary sittings, taxi travel may be approved.



## **2. CAREER DEVELOPMENT**

### **Training and development**

The Parliamentary Service offers training and development opportunities that meet corporate, work unit and individual training and development needs. Staff are encouraged to undertake training and development that contributes to both their personal and professional growth.

### **Study and Research Assistance Scheme**

The Study and Research Assistance Scheme (SARAS) provides financial and leave assistance to eligible employees undertaking courses of study or research projects at recognised educational institutions to further professional development. SARAS is available to permanent employees or temporary employees who have been, or will be, employed for a minimum period of 12 months.

### **Secondments**

Secondment opportunities are available to staff from time to time within a different parliamentary service area or division.

### **Conferences and seminars**

Opportunities are provided to attend conferences and seminars, either being held on the precinct or externally. These are usually offered via an expression-of-interest process, with a staff member's training and development plan in mind.

### **Graduate program**

The Queensland Parliamentary Service offers a Graduate Program which provides structured mentoring and a wide variety of professional work experiences all in one place. The graduate program offers a two-year placement with rotations across all four divisions of the Parliamentary Service, along with a bespoke program that matches projects with the graduate's areas of interest and growth.

### **Professional memberships**

Staff who require membership of a professional body to perform their role may reclaim the cost of that membership.

### **Recognition and awards**

Staff who go above and beyond in their role or on a cross-teams project are recognised via various awards, including brownie points given at General Staff Meetings, end-of-year awards, the Clerk's award and the Speaker's award.

### 3. SOCIAL AND COMMUNITY

#### Staff social club

The Parliament House Staff Social Club arranges social events and activities for Parliamentary Service staff, including electorate office staff, and other staff who work most of the time in the Parliamentary precinct. The function prices for Social Club members are discounted, or free. Other staff are welcome to participate in the events for a cost.

Events can include pool and darts competitions, trivia nights, themed BBQs, baking competitions, an annual Christmas party and more.

#### Precinct spaces

The parliamentary precinct offers numerous spaces for staff to gather in their breaks, including the River Deck which offers views overlooking the Brisbane River and Southbank, and the Green Deck which has views of the Speaker's Green and city skyline.

#### Family and friend visits

Staff may invite friends and family members to the Parliament for a tour and a meal at the cafeteria or restaurant.

#### Red Cross Blood Donation

The Red Cross Mobile Blood Donor Van is regularly located onsite, allowing staff to easily donate blood.



## 4. HEALTH AND WELLBEING

### Onsite gym

A gym is located on level 7 of the Parliamentary Annexe and is available for use by precinct staff, upon request.

### Fitness passport program

The Parliamentary Service has a partnership with Fitness Passport. Fitness Passport is a discounted workplace health and fitness program giving staff and their family access to a wide choice of gyms and pools. The program has locations across regional Queensland as well as major cities that can be accessed with the membership.

The program is open to:

- all permanent full-time and part-time staff
- all temporary staff who have worked over the last 3 months and are likely to work for at least another 6 months
- all casual staff who work regularly in the precinct or electorate offices.

### Employee Assistance Service

The Parliamentary Service offers access to the Employee Assistance Service (EAS), a professional external counselling service available to Members, precinct and electorate office staff, and their immediate family members. Telus Health (formerly Benestar) provides the EAS, a confidential service provided at no cost to Members or staff.

The EAS is provided to help Members and staff with a range of personal and or work-related issues that may be affecting their health, work performance or general well-being.

### Stopline

The Parliamentary Service has engaged an independent external provider (Stopline Pty Ltd) to offer an external disclosure service that provides employees with various options for reporting workplace issues. This service will also assist employees with professional advice and provide additional referrals to the EAS provider or follow-up support if needed. Stopline gives staff the opportunity to report complaints, misconduct and other serious workplace issues – anonymously if preferred.

### Workplace adjustments

Staff can request an ergonomics assessment of their workplace to support their health and wellbeing at work.

### Health checks

The Parliamentary Service offers an annual voluntary flu vaccination program.

The Parliamentary Service has also offered a voluntary general health check program and voluntary skin cancer check program.

## 5. FACILITIES

### Cafeteria, coffee shop, bar and restaurants

The onsite cafeteria offers hot breakfasts and lunches, sandwiches, snacks, beverages and during session weeks, dinner, at discounted prices.

Next door to the cafeteria is the Stranger's Wine Bar and Coffee shop.

Staff can also access the Lucinda Bar and Stranger's Dining Room when they are open to the public. A 20% discount on food is available for staff when dining with family or friends (exemptions and limitations may apply).

Staff can seek the Clerk's approval to hire certain function rooms on the precinct for private functions.

### Car parking (when spaces available)

Eligible staff may be request to be allocated a car parking space for a nominal daily fee paid via payroll deduction. As a general rule, spaces are allocated to staff when they meet the following eligibility criteria:

- staff regularly required to attend late sittings (e.g. Catering staff, Chamber Attendants, Hansard and Table Office staff)
- staff regularly required to work very early or very late (e.g. Security staff, Catering staff)
- senior staff (e.g. Service Area Leaders and Committee Secretaries) and who are usually required to work longer hours

Applications are placed on a waiting list, and places are allocated as they become available, and the eligibility criteria are considered.



## Bike storage and showers

Staff who ride to work can store their bicycles in a secure car park and shower using the gym facilities.

## Library services

The library holds a collection of books, journals and other information sources that are available to staff to borrow or access online. Titles include both fiction and non-fiction.

## Prayer room/Mother's Room

The Parliamentary Service provides a Prayer Room and a Mother's Room in the Parliamentary Annexe.

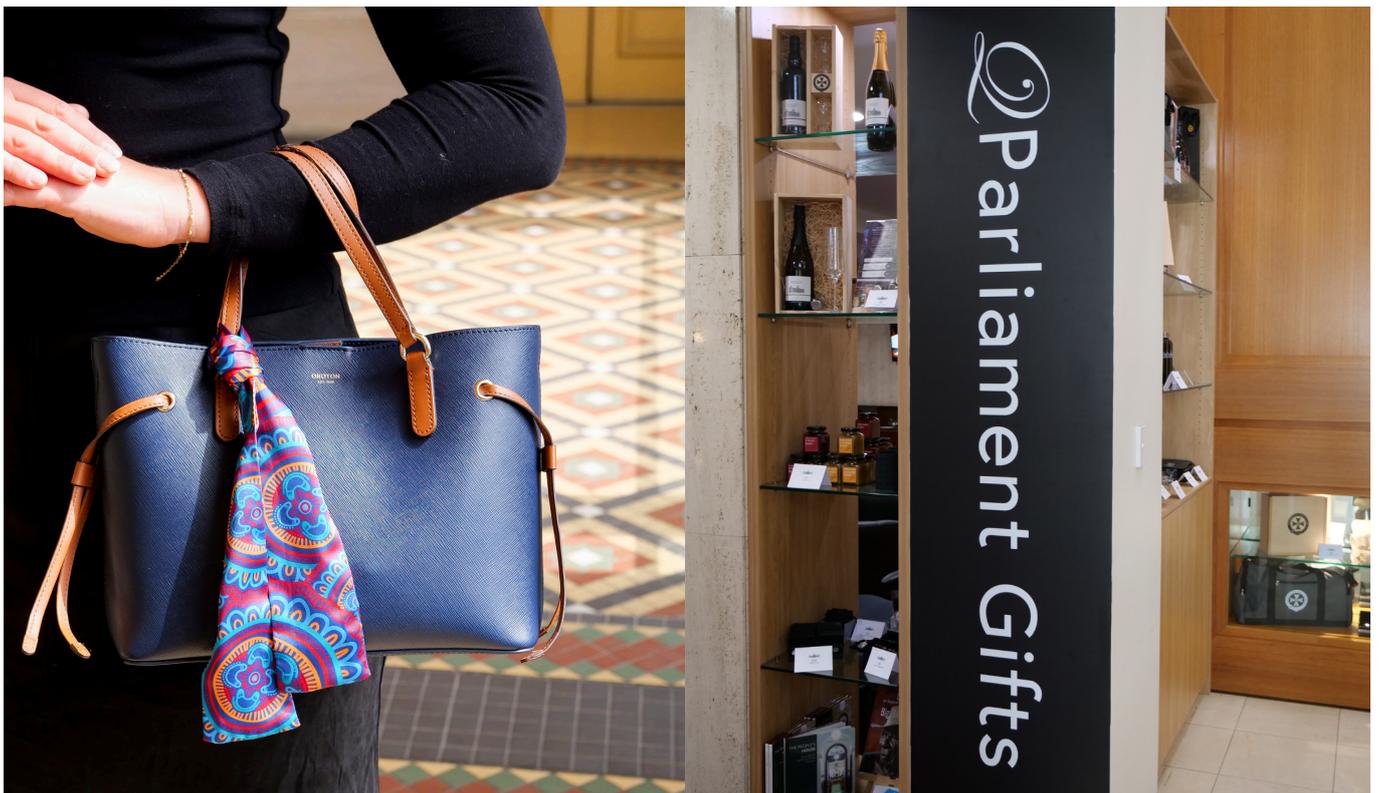
## Gift shop

Staff are entitled to a 10% discount at the Parliament House gift shop.

## City Botanic Gardens and South Bank

The Queensland Parliament is bordered by the City Botanic Gardens, QUT Gardens Point and the Brisbane River.

Staff can access the QUT Gardens Point pool and walking running/tracks through the City Botanic Gardens, along the river and at South Bank.





[www.parliament.qld.gov.au](http://www.parliament.qld.gov.au)

