

Note - this agreement is to be read together with an undertaking given by the employer. The undertaking is taken to be a term of the agreement. A copy of it can be found at the end of this agreement.

**VICTORIAN PUBLIC HEALTH  
SECTOR  
(HEALTH PROFESSIONALS,  
HEALTH AND ALLIED  
SERVICES, MANAGERS &  
ADMINISTRATIVE OFFICERS)  
ENTERPRISE AGREEMENT 2011-  
2015**

## **SECTION 1 – COMMON TERMS APPLYING TO ALL EMPLOYEES**

### **PART 1 – APPLICATION AND OPERATION OF THE AGREEMENT**

#### **1. AGREEMENT TITLE**

- 1.1 This agreement shall be known as the *Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015*.

#### **2. ARRANGEMENT**

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### **3. OPERATION OF AGREEMENT**

3.1 This Agreement is intended to operate in three separate sections as follows:

- 3.1.1 **Section 1** – Common Terms Applying to All Employees
- 3.1.2 **Section 2** – Terms applying to Health Professional Employees Only; and
- 3.1.3 **Section 3** – Terms applying to Health & Allied Services Managers and Administrative Officer Employees Only;

### **4. APPLICATION OF THIS SECTION**

4.1 The terms and conditions contained in **Section 1** of this Agreement apply equally to all Employees covered by this Agreement.

### **5. DEFINITIONS**

- 5.1 **Act** means the *Fair Work Act 2009* (Cth)
- 5.2 **Agreement** means the *Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015*
- 5.3 **Health Professional Employee** means an Employee (as defined) who is employed in any of the classifications listed in **Schedule F** and employed by an Employer listed in **Schedule A**.

- 5.4 **Employee** means a person employed by an Employer listed in **Schedule A** of this Agreement who is employed in any of the classifications set out in this Agreement, other than employees employed solely or predominately in the provision of public mental health services.
- 5.5 **Employer** means each organisation listed in **Schedule A** of this Agreement.
- 5.6 **Health and Allied Services, Managers & Administrative Officers Employee** means an Employee (as defined) who is employed in any of the classifications listed in **Schedule G** by an Employer listed in **Schedule A**.
- 5.7 **National Employment Standards** or **NES** means Part 2-2 of the Act as amended from time to time.
- 5.8 **Union or HSU** means Health Services Union.

## **6. INCIDENCE & COVERAGE**

- 6.1 This Agreement covers:
- 6.1.1 the Employers listed in **Schedule A** of this Agreement;
  - 6.1.2 all Employees (as defined in **clause 5.4**) who are employed by any of the Employers in any of the classifications set out in this Agreement; and
  - 6.1.3 Health Services Union if it is named by Fair Work Commission as a party covered by the Agreement.
- 6.2 Without affecting the generality of the **clause 6.1** above:
- 6.2.1 **Section 1** of this Agreement applies to Employees covered by this Agreement;
  - 6.2.2 **Section 2** of this Agreement applies only to Health Professional Employees as defined in **clause 5.3** of this Agreement.
  - 6.2.3 **Section 3** of this Agreement applies only to Health and Allied Services, Managers and Administrative Officer Employees as defined in **clause 5.6** of this Agreement.

## **7. COMMENCEMENT DATE AND PERIOD OF OPERATION**

- 7.1 This Agreement shall come into effect seven days from the date of approval by Fair Work Commission.
- 7.2 This Agreement shall nominally expire on 31 December 2015 or 4 years from the date of approval by Fair Work Commission, whichever is the earlier.
- 7.3 The Agreement shall continue to operate after the nominal expiry date in accordance with the provisions of the *Fair Work Act 2009 (Cth)*.
- 7.4 The parties shall, three (3) months prior to the nominal expiry date of this Agreement, endeavour to commence negotiations for a replacement Agreement provided that any claim made by any party during this period may not be supported by industrial action.

## **8. RELATIONSHIP TO PREVIOUS INDUSTRIAL INSTRUMENTS**

- 8.1 This is a comprehensive agreement that operates to the exclusion of any award, workplace determination or other agreement which previously applied to Employees covered by this Agreement.



## **9. SAVINGS**

- 9.1 Nothing in this Agreement shall affect any condition of employment, which is superior to any term or condition pursuant to this Agreement, which an Employee was entitled to immediately prior to this Agreement coming into effect.
- 9.2 The increases contained in this Agreement may be absorbed into any over award/agreement arrangements where they exist.

## **10. NO EXTRA CLAIMS**

- 10.1 This Agreement is reached in full and final settlement of all matters subject to claims by either party and for the life of the Agreement no further claims will be made or supported by the parties covered by the Agreement.

## **11. OUTCOME OF CLASSIFICATION REVIEW**

- 11.1 This version of the agreement as varied incorporates the changes agreed between the parties that were subject to the clause 11 classification review process previously outlined under this clause.

## **12. LOCAL WORKFORCE TRIALS**

- 12.1 VHIA and HSU acknowledge the emerging challenges within Public Health. These include increases in the demand of services, an ageing workforce, workforce expectation and differential health service requirements. The parties agree to collaborate over the life of the Agreement in exploring workforce initiatives and the examination of current role requirements.

## SECTION 2 – TERMS APPLYING TO HEALTH PROFESSIONAL EMPLOYEES ONLY

### PART 1 – COMMON CONDITIONS OF EMPLOYMENT APPLYING TO ALL HEALTH PROFESSIONALS

#### 13. APPLICATION OF THIS SECTION

- 13.1 The terms of **Section 2** of this Agreement are additional terms specific Health Professional Employees (as defined in **sub-clause 5.3** of this Agreement).
- 13.2 For the avoidance of doubt, all entitlements and terms contained in **Section 2** of this Agreement have no application to Health & Allied Service, Managers and Administrative Officer Employees.

#### 14. DEFINITIONS SPECIFIC TO SECTION 2 OF THIS AGREEMENT

- 14.1 **ADO** means accrued day off;
- 14.2 **Experience** means experience in the Employee's occupation obtained within the last five years, excluding any unpaid leave provisions in the Agreement (or any previous applicable instrument).
- 14.3 **FFPPOA** means the first full pay period on or after;
- 14.4 **Health Super** means the superannuation fund administered by Health Super Pty Ltd, or any successor fund to it;
- 14.5 **HESTA** means Health Employees Superannuation Trust of Australia;
- 14.6 **OHS Act** means the *Occupational Health and Safety Act 2004* (Vic), or its successor;
- 14.7 **Parties** except in **clause 19**, means the HSU and the Employer;
- 14.8 **Section 2** means Section 2 of this Agreement pertaining to Health Professional Employees;

#### 15. ANTI DISCRIMINATION

- 15.1 It is the intention of the parties to achieve the principal object in section 3(e) of the Act through respecting and valuing the diversity of the workforce by helping to prevent and eliminate discrimination on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin.
- 15.2 Accordingly, in fulfilling its obligations under Section 2, the Employer must make every endeavour to ensure that neither Section 2 provisions nor their operation are directly or indirectly discriminatory in their effects.
- 15.3 Nothing in this clause is to be taken to affect:
  - 15.3.1 any different treatment (or treatment having different effects) which is specifically exempted under Commonwealth anti-discrimination legislation;
  - 15.3.2 junior rates of pay;
  - 15.3.3 an Employee, the Employer or the Union, pursuing matters of discrimination in any State or federal jurisdiction, including by application to the Australian Human Rights Commission; and

15.3.4 the exemptions in section 351(2) of the Act.

## **16. TRANSMISSION OF BUSINESS**

16.1 Where the business of the Employer is, before or after the date of the Agreement, transmitted from the Employer (in this clause called the Transmittor) to another Employer (in this clause called the Transmtee) and an Employee who at the time of such transmission was an Employee of the Transmittor in that business becomes an Employee of the Transmtee:

16.1.1 the continuity of the employment of the Employee shall be deemed not to have been broken by reason of such transmission; and

16.1.2 the period of employment which the Employee has had with the Transmittor or any prior transmittor shall be deemed to be service of the Employee with the Transmtee.

16.2 In this clause business includes trade, process, business or occupation and includes any part of any such business and transmission includes transfer, conveyance, assignment or succession whether by agreement or by operation of law and transmitted has a corresponding meaning.

## **17. FLEXIBILITY**

17.1 The Employer and an individual Employee may agree to vary the application of certain terms of Section 2 to meet the genuine individual needs of the Employer and the individual Employee. The terms the Employer and the individual Employee may agree to vary the application of, are those concerning:

17.1.1 arrangements for when work is performed;

17.1.2 overtime rates;

17.1.3 penalty rates;

17.1.4 allowances; and

17.1.5 leave loading.

17.2 The Employer and the individual Employee must have genuinely made the agreement without coercion or duress.

17.3 The agreement between the Employer and the individual Employee must:

17.3.1 be confined to a variation in the application of one or more of the terms listed in **clause 17.1**; and

17.3.2 result in the Employee being better off overall than the Employee would have been if no individual flexibility agreement had been agreed to.

17.4 The agreement between the Employer and the individual Employee must also:

17.4.1 be in writing, name the parties to the agreement and be signed by the Employer and the individual Employee and, if the Employee is under 18 years of age, the Employee's parent or guardian;

- 17.4.2 state each term of Section 2 that the Employer and the individual Employee have agreed to vary;
- 17.4.3 detail how the application of each term has been varied by agreement between the Employer and the individual Employee;
- 17.4.4 detail how the agreement results in the individual Employee being better off overall in relation to the individual Employee's terms and conditions of employment; and
- 17.4.5 state the date the agreement commences to operate.
- 17.5 The Employer must give the individual Employee a copy of the agreement and keep the agreement as a time and wages record.
- 17.6 Except as provided in **paragraph 17.4.1**, the agreement must not require the approval or consent of a person other than the Employer and the individual Employee.
- 17.7 Where the Employer seeks to enter into an agreement, it must provide a written proposal to the Employee. Where the Employee's understanding of written English is limited, the Employer must take measures, including translation into an appropriate language, to ensure the Employee understands the proposal.
- 17.8 The agreement may be terminated:
  - 17.8.1 by the Employer or the individual Employee giving four weeks' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
  - 17.8.2 at any time, by written agreement between the Employer and the individual Employee.
- 17.9 The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between the Employer and an individual Employee contained in any other term of Section 2.

## **18. CONSULTATION REGARDING MAJOR WORKPLACE CHANGE**

### **18.1 Employer to notify**

- 18.1.1 Where the Employer has made a definite decision to introduce major changes in its programme, organisation, structure or technology that are likely to have significant effects on Employees, the Employer must notify the Employees who may be affected by the proposed changes and their representatives, if any, and the Union.
- 18.1.2 Significant effects include termination of employment; major changes in the composition, operation or size of the Employer's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of Employees to other work or locations; and the restructuring of jobs. Provided that where Section 2 makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

### **18.2 Employer to discuss change**

- 18.2.1 The Employer must discuss with the Employees affected and their representatives, if any, the introduction of the changes referred to in **clause 18.1**, the effects the changes

are likely to have on Employees and measures to avert or mitigate the adverse effects of such changes on Employees and must give prompt consideration to matters raised by the Employees and/or their representatives in relation to the changes.

18.2.2 The discussions must commence as early as practicable after a definite decision has been made by the Employer to make the changes referred to in **clause 18.1**.

18.2.3 For the purposes of such discussion, the Employer must provide in writing to the Employees concerned and their representatives, if any, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on Employees and any other matters likely to affect Employees provided that the Employer is not required to disclose confidential information the disclosure of which would be contrary to the Employer's interests.

## **19. DISPUTE RESOLUTION**

- 19.1 In the event of a dispute in relation to a matter arising under Section 2 or in relation to the National Employment Standards, in the first instance the parties to the dispute will attempt to resolve the matter at the workplace by discussions between the Employee or Employees concerned and the relevant supervisor. If such discussions do not resolve the dispute, the parties to the dispute will endeavour to resolve the dispute in a timely manner by discussions between the Employee or Employees concerned and more senior levels of management as appropriate.
- 19.2 If a dispute in relation to a matter arising under Section 2 is unable to be resolved at the workplace, and all appropriate steps under **clause 19.1** have been taken, a party to the dispute may refer the dispute to Fair Work Commission.
- 19.3 The parties to the dispute may agree on the process to be utilised by Fair Work Commission including mediation, conciliation and consent arbitration.
- 19.4 Where the matter in dispute remains unresolved Fair Work Commission may exercise any method of dispute resolution permitted by the Act it considers appropriate to ensure the settlement of the dispute.
- 19.5 An Employer or Employee may appoint another person, organisation or association to accompany and/or represent them in relation to this procedure.
- 19.6 While the dispute resolution procedure is being conducted work will continue in accordance with Section 2 and the Act unless an Employee has a reasonable concern about an imminent risk to his or her health or safety. Subject to applicable occupational health and safety legislation, an Employee must not unreasonably fail to comply with a direction by the Employer to perform other available work, whether at the same or another workplace that is safe and appropriate for the Employee to perform.

## **20. DISPUTE RESOLUTION TRAINING**

- 20.1 A local Union representative or other workplace representative shall be entitled to, and the Employer shall grant, leave of absence of up to a maximum of five days' paid leave per calendar year, to attend courses conducted by an accredited training provider and approved by the Employer. Leave of absence on full pay for such purposes in excess of five days and up to ten days may be granted in any one calendar year subject to the total leave being granted in that year and in the subsequent year not exceeding ten days. Such leave is granted on the following conditions:

- 20.1.1 the scope, content and level of the courses are directed to the enhancement of the operation of the Dispute Resolution Process;
- 20.1.2 reasonable notice is given by the local Union representative or other workplace representative;
- 20.1.3 the taking of leave is arranged having regard to the operational requirements of the Employer;
- 20.1.4 the local Union representative or other workplace representative taking such leave shall be paid all ordinary time earnings in accordance with **Schedule B** (Wage Rates for Health Professionals) (pro-rated where relevant), plus allowances which are deemed pursuant to Section 2 to be part of the pay for all purposes but excluding shift work and overtime allowances;
- 20.1.5 leave of absence granted pursuant to this clause shall count as service for all purposes of Section 2;
- 20.1.6 expenses associated with attendance at training courses, for example, fares, accommodation and meal costs are not the responsibility of the Employer.

## **21. PROCEDURE IN RELATION TO PERFORMANCE AND CONDUCT**

- 21.1 The purpose of this clause is to provide a process for managing an Employee's performance or conduct.
- 21.2 Where the Employer has concerns in relation to an Employee's conduct, the management representative shall notify the Employee of the concern and reason(s) for it. Where appropriate, the matter will be dealt with by verbal counselling of the Employee as the first option.
- 21.3 Where disciplinary action is proposed in relation to an Employee's conduct, the management representative shall notify the Employee of the proposed disciplinary action identifying the issue/s concerning the conduct.
- 21.4 Disciplinary action may take the form of verbal or written warnings, or termination of employment, depending on the seriousness of the issue.
- 21.5 Any disciplinary action taken in respect of an Employee shall be recorded on the individual's personnel file provided that the record is removed if there is no further issue/s with the Employee's performance or conduct in the succeeding 12 months.
- 21.6 The Employee's chosen representative shall be present during any disciplinary action, if desired by either party.

## **22. TYPES OF EMPLOYMENT**

### **22.1 Types of Employment**

- 22.1.1 Employees under Section 2 may be employed in any one of the following categories:
  - a. full-time Employees;
  - b. regular part-time Employees;
  - c. fixed term or temporary Employees;

- d. casual Employees; or
- e. Employees with limited tenure.

22.1.2 At the time of engagement the Employer shall inform each Employee of the terms of their engagement, and in particular, whether they are to be full-time, regular part-time, fixed term or temporary Employees, casual Employees or Employees with limited tenure.

## 22.2 Full-time employment

Except as provided in **clause 32** – Hours of work, an Employee who is required by the Employer to work full-time and is ready, willing and available to work the full number of hours as required by the Employer, shall be paid the full weekly wage as prescribed by Section 2 irrespective of the number of hours worked not exceeding 38.

## 22.3 Regular part-time employment

22.3.1 The Employer may employ regular part-time Employees in any classification in Section 2.

22.3.2 A regular part-time Employee is a person who:

- a. works less than full-time hours of 38 per week (or less than 76 hours in a fortnight) and;
- b. has reasonably predictable hours of work; and
- c. receives, on a pro rata basis, equivalent pay and conditions to those of full-time Employees who do the same kind of work.

22.3.3 At the time of engagement, the Employer and the regular part-time Employee will agree in writing on the following matters:

- a. regular pattern of work, specifying at least the hours worked each day;
- b. which days of the week the Employee will work; and
- c. the actual starting and finishing times each day.

22.3.4 Any agreed variation to the regular pattern of work will be recorded in writing.

22.3.5 Regular part-time Employees shall be paid at an hourly rate equal to 1/38th of the weekly wage appropriate to the Employee's classification. Employees employed under this clause shall accrue paid leave entitlements on a pro rata basis.

## 22.4 Fixed term or temporary employment

22.4.1 The Employer may employ an Employee either:

- a. as a fixed-term Employee who is employed for a specific period, or a specified purpose (other than that referred to in **paragraph 22.4.1(b)**), neither of which will exceed an initial period of 12 months' employment, provided that any such term

may be extended for a further period of up to 12 months to complete the particular project, task or training for which the Employee was engaged; or

- b. as a replacement Employee replacing a person on parental leave in accordance with **clause 48** – Parental leave, for a period not exceeding twenty-four months; or
- c. as a temporary Employee who is employed on hours which may or may not be fixed for a period not exceeding three months.

22.4.2 If the period of engagement, or an extended engagement in accordance with **paragraph 22.4.1(a)**, exceeds that provided for in this clause or the Employee engaged pursuant to this clause is re-engaged within thirteen weeks (including the total period of accrued annual leave paid on termination), the Employee shall be deemed to have been originally employed under **clause 22.2** - Full-time employment, or **clause 22.3** - Regular part-time employment.

22.4.3 Employees engaged as either fixed term Employees, replacement Employees or temporary Employees pursuant to this clause will receive the rates of pay and conditions provided for under **clause 22.3**, regardless of the number of hours worked, with the exception of the period of notice which for Employees engaged as temporary Employees under this clause, shall be one week.

22.4.4 Fixed term employment can only be offered for true fixed term arrangements, including special projects, post graduate training, graduate year positions, maternity leave and long service leave relief.

## 22.5 Casual employment

22.5.1 A casual Employee is one who is engaged in relieving work or work of a casual nature and whose engagement is terminable by the Employer in accordance with the Employer's requirements, without the requirement of prior notice by either the Employer or the Employee, but does not include an Employee who could properly be classified under **clauses 22.2** - Full-time employment, **clause 22.3** - Regular part-time employment or **clause 22.4** - Fixed term or temporary employment. The minimum period of engagement of a casual Employee is three (3) hours.

22.5.2 A casual Employee shall be paid for all work done on weekdays an amount equal to 1/38th of the weekly wage appropriate to the Employee's classification per hour plus 25% and for all work done on Saturday, Sundays and public holidays an amount equal to 1/38th of the weekly wage appropriate to the Employee's classification per hour plus 75%.

22.5.3 In addition a casual Employee shall be entitled to receive the appropriate uniform and other allowances contained in Section 2.

22.5.4 The provisions of **clause 24** – Termination of employment, **clause 43** – Annual leave, **clause 45** – Personal leave except in so far as it expressly applies to casual Employees, and **clause 49** – Long service leave, shall not apply in the case of a casual Employee.

## 22.6 Employment with limited tenure

22.6.1 By written agreement with an Employee, the Employer may employ a new graduate from any of the professions covered by Section 2 (except that of medical imaging technology, nuclear medicine technology, radiation therapy technology) for a period of twelve months.



- 22.6.2 At the end of the twelve months, the employment will end unless the Employee successfully applies for a new position with the Employer in which case they will no longer be employed pursuant to this clause. A new graduate is deemed to be a person who has successfully completed their academic studies in the twelve months prior to commencing limited tenure employment. All other conditions of Section 2 shall apply.

## **23. ADVERTISING VACANCIES**

- 23.1 Where a vacancy arises within a department, the responsible manager will initiate action to advertise the vacant position or available hours, internally at first instance and then externally if necessary, immediately after receiving notice of resignation.
- 23.2 The Employer shall advertise all vacancies that arise where the vacancy relates to a position that, but for the vacancy occurring would have been ongoing, as soon as practicable (ordinarily within 8 working days).

## **24. TERMINATION OF EMPLOYMENT**

- 24.1 In the event of termination of employment, four weeks' written notice shall be given by the Employee or the Employer, or four weeks' wages paid or forfeited as the case may be.
- 24.2 The period of notice of termination to be given by the Employer shall increase by one week if the Employee is over 45 years of age and has completed at least two years of continuous service with the Employer.
- 24.3 If an Employee does not give the period of written notice required by this clause, the Employer may deduct from an amount due to the Employee on termination of the Employment, an amount equal to the remuneration that would otherwise have been payable to the Employee during the notice period.
- 24.4 The provisions of this clause shall apply except where the conduct of the Employee justifies instant dismissal. In such circumstances, wages shall be paid only up to the time of dismissal.
- 24.5 Where the system of work provided for the taking of ADOs and an Employee's employment is terminated:
- 24.5.1 if one or more ADOs have been granted in advance, or an ADO has been taken during the work cycle in which the Employee is terminated, the wages due to that Employee shall be reduced by the total of ADOs taken in advance, and/or the total un-accrued portion of the ADO granted in that work cycle as the case may be;
  - 24.5.2 if an Employee has not worked a complete twenty day four week or five week cycle, he or she shall receive pro-rata accrued entitlements for each day worked or regarded as having been worked (i.e. paid leave) in such cycle payable for the ADO.

## **25. SALARY INCREASES**

- 25.1 For health professionals weekly rates of pay will be adjusted by:
- 25.1.1 \$35 per week or 2.50%, whichever is the greater, effective first pay period on or after 1 January 2012;
  - 25.1.2 \$35 per week or 2.50%, whichever is the greater, effective first pay period on or after 1 October 2012;

25.1.3 \$17.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 October 2013;

25.1.4 \$17.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 April 2014;

25.1.5 \$17.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 October 2014; and

25.1.6 \$17.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 April 2015;

25.2 The weekly rates of pay for health and allied services, managers and administrative officer Employees are contained in **Schedule B** of this Agreement.

25.3 The above rates of pay will only come into operation on the approval of this Agreement by Fair Work Commission in accordance with the Act.

## **26. ONCE OFF UPFRONT LUMP SUM PAYMENT**

26.1 An Employee whose employment is subject to **Section 2** of the Agreement and was in the employ of an Employer as at 1 February 2012 shall be entitled to a once off lump sum payment as follows:

26.1.1 **For Health Professional Employees** - \$910 per person (pro-rata for part-time Employees).

## **27. CLASSIFICATIONS AND WAGES**

27.1 The classification descriptors are set out in **Schedule F** – Classification Definitions Applying to Health Professionals.

27.2 The weekly full-time salaries applicable to each classification during the period that Section 2 operates are set out in **Schedule B** – Wage Rates for Health Professionals.

27.3 Progression through all classifications for which there is more than one wage point shall be by annual increments, having regard to the acquisition and utilisation of skills and knowledge through experience in the Employee's practice setting(s) over such period.

27.4 Advancement by an Employee through the Experience increments within UG 1 grades in the classification structure will occur upon the completion by the Employee of each 12 month period calculated from the Employee's commencement in a grade within the UG 1 classifications, irrespective of whether a 12 month period (or any part) was served as a full-time or part-time Employee, provided that:

27.4.1 an Employee who holds a three year undergraduate qualification and is required to do a 12 month internship shall be entitled to be classified as or deemed to have been classified as a UG1, grade 1, second year of experience;

27.4.2 an Employee who holds a four year undergraduate qualification will be classified as, or deemed to have been classified as, a UG1, grade 1, second year of experience;

27.4.3 an Employee who holds or is qualified to hold the degree of Bachelor of Science Honours, will be entitled to be classified as a UG1, grade 1, second year of experience after qualification;

27.4.4 an Employee who holds or is qualified to hold the degree of Master of Science, shall be entitled to be classified as a UG1, grade 1, third year of experience after qualification;

27.4.5 an Employee who holds or is qualified to hold the degree of Doctor of Philosophy, shall be entitled to be classified as a UG1, grade 1, fifth year of experience after qualification.

#### **27.5 Entry Level – New Graduate – Rural, Regional and Community Health Centres/Services**

27.5.1 This **clause 27.5** applies to Employees employed in a Rural or Regional Health Service or in a Community Health Centre/Service.

27.5.2 An Employee who holds:

- a. a four year undergraduate qualification; or
- b. a three year undergraduate qualification and either holds an Honours degree, or is required to do a 12 month internship;

shall be classified as, or deemed to have been classified as, and paid at the rate of UG1 Grade 1 3<sup>rd</sup> year of experience after qualification.

27.5.3 An Employee classified as UG1 Grade 1 2<sup>nd</sup> year of experience shall be reclassified as, or deemed to have been reclassified as, and have their rate of pay adjusted to that of UG1 Grade 1 3<sup>rd</sup> year of experience after qualification. Such Employee will thereafter receive his or her subsequent incremental increase on the anniversary of his or her qualification.

27.6 An Employee appointed to a higher grade shall be paid at the rate within that grade immediately above their previous rate of pay.

#### **27.7 Overlapping Pay Points Between Grades**

Where an Employee moves from one grade to a higher grade and the pay rates are the same or less than the Employee's current rate, then the Employee will be paid at the next yearly increment level upon appointment to the new grade.

### **28. NOTIFICATION OF CLASSIFICATION**

28.1 The Employer shall notify each Employee in writing on commencement of their classification and terms of employment.

28.2 The Employer shall notify each Employee of any alteration to their classification in writing no later than the operative day of such alteration.

### **29. CHIEF STRUCTURES**

29.1 For the purposes of classifying all Chief and Deputy Chief positions it will be necessary to divide the number of hours worked by relevant professionals (including interns) or total staff as the case may be, in that department by 38 with any fraction being taken to the next whole number. In addition when classifying Chief positions in Physiotherapy, Occupational Therapy, Speech Pathology, Medical Imaging Technology, Nuclear Medicine Technology or Radiation Therapy Technology, Podiatry, Medical Record Administration, Medical Photography/Illustration, Medical

Library, Music Therapy, Research Technology, Recreation Therapy, Cardiac Technology, Orthoptics, Social Work and Prosthetics and Orthotics, a Chief position which is classified two grades or more below that of an allied Chief (that is either in the therapy stream or the radiation related stream) in the employ of the same Employer, shall be reclassified to the next available Chief grade.

## **29.2 Management Arrangement**

- 29.2.1 Clinical and service outcomes, management of the service-wide program, and departmental budgets shall be the responsibility of the Senior Chief.
- 29.2.2 The Senior Chief/Chief at a multi-campus hospital will also ensure that all relevant Employees at a campus will be managed, and clinically guided by an appropriately graded Health Professional Employee who principally works at that campus.
- 29.2.3 The grades and classifications of employees will be determined consistent with the classification descriptors in Schedule F and based upon the following:
  - a. the nature of the work required to be performed; and
  - b. the level of skill and responsibility involved in doing the work.

## **30. ALLOWANCES**

- 30.1 All current monetary based allowances will be increased by 2.5% per annum, in each year of Section 2. These adjustments will take effect on the first pay periods on or after 1 January 2012, 1 October 2012, 1 October 2013 and 1 October 2014.
- 30.2 The rates shown in this clause and/or in **Schedule D** of this Agreement have been adjusted for the above increases.

### **30.3 Sole allowance**

An Employee who is the only person employed in one of the below listed classifications, shall be paid, in addition to their appropriate rate, an allowance per week at the rate of 5% of the weekly wage of a UG1 grade 1, first year of Experience:

- Medical Imaging Technologist
- Radiation Therapy Technologist
- Nuclear Medicine Technologist
- Physiotherapist
- Occupational Therapist
- Speech Pathologist
- Photographer or Illustrator
- Orthoptist
- Podiatrist
- Orthotist/Prosthetist
- Child Psychotherapist
- Medical Librarian
- Medical Record Administrator
- Music Therapist
- Recreation Therapist
- Social Worker
- Cardiac Technologist

### 30.4 Higher qualifications allowance

- 30.4.1 An Employee who holds an additional post graduate qualification which is of direct relevance to his or her current position or functional work area, shall be paid an allowance of 7.5% of the UG1 grade 1, year 3 rate.
- 30.4.2 An Employee who holds a doctorate which is of direct relevance to his or her current position or functional work area shall be paid an allowance of 10% of the UG1 grade 1, year 3 rate.
- 30.4.3 An Employee who receives an allowance under **clause 30.4.2** above cannot also receive an allowance under **clause 30.4.1** above.

### 30.5 Higher duties allowance

An Employee who is authorised to assume the duties of another Employee on a higher classification under Section 2 for a period of five or more consecutive working days shall be paid for the period for which he or she assumed such duties at not less than the minimum rate prescribed for the classification applying to the Employee so relieved.

### 30.6 On-Call/Recall allowance

#### 30.6.1 On-call Allowance

- a. An on-call allowance of 2.5% of the rate for UG1 Grade 1, Year 2 shall be paid to an Employee in respect of any 12 hour period or part thereof during which the Employee is on-call during the period commencing from the time of finishing ordinary duty on Monday and finishing at the termination of ordinary duty on Friday.
- b. The allowance shall be 5% of the rate for UG1, Grade 1, Year 2 in respect of any 12 hour period or part thereof during which the Employee is on-call during the period commencing from the time of termination of ordinary duty on Friday and finishing at the commencement of ordinary duty on Monday, or any public holiday or part thereof.

#### 30.6.2 Recall Allowance

- a. If an Employee is recalled to duty during an off duty period where the work is not continuous with the Employee's next succeeding rostered period of ordinary duty, such Employee will be paid a minimum of three hours' pay at the applicable overtime rates.

#### 30.6.3 Telephone recall (non CATT areas)

- a. Where recall to duty can be managed without the Employee returning to the workplace (for example by telephone), **clause 34.6.2** will not apply and such Employee will be paid a minimum of one hour of overtime for such recall work.
- b. For subsequent recalls beyond the first hour, the Employee will be paid a minimum of one hour of overtime, but multiple recalls within a discrete hour will not attract additional overtime.

#### 30.6.4 Telephone recall (CATT only)

- a. Employees engaged in on-call/recall for the provision of a crisis response (CATT type function) will be paid an allowance which is set out at **Schedule D**, for each on-call period of 12 hours or part thereof.
- b. The allowance includes payment of work performed of up to one hour's aggregate duration for each on-call period.
- c. For work performed in excess of an aggregate of one hour during an on-call period, payment shall be made at the normal overtime rate paid at the Employee's substantive classification and increment level.
- d. Telephone attendance is to be regarded as recall to duty.
- e. Only one Employee per team each night will be rostered on-call and in receipt of the allowance. No other team member (other than a psychiatrist) will be required or requested to provide out of hours service for that particular night.
- f. Employees are to receive an uninterrupted break of at least eight hours between the end of the recall and the next shift. If the eight hour break is not observed double time will be paid until such break is observed.
- g. The maximum period of on-call for CATT is to be twelve hours, with existing arrangements below the 12 hours not to be disturbed.
- h. The Parties acknowledge the unique nature of the on-call requirements for crisis response (CATT type functions) and that it is not comparable to any other health care arrangement or setting.

### **30.7 Shift work allowance**

- 30.7.1 In addition to any other rates prescribed elsewhere in Section 2, an Employee whose rostered hours of ordinary duty finish between 6.00 p.m. and 8.00 a.m. or commence between 6.00 p.m. and 6.30 a.m. shall be paid an amount equal to 2.5% of the rate applicable to first year of experience after qualifications for that Employee per rostered period of duty.
- 30.7.2 Provided that in the case of an Employee working on any rostered hours of ordinary duty finishing on the day after commencing duty or commencing after midnight and before 5.00 a.m. he or she shall be paid for any such period of duty an amount equal to 4% of the rate applicable to the first year of experience for that Employee, and provided further that in the case of an Employee permanently working on any such rostered hours of ordinary duty he or she shall be paid for any such period of duty an amount equal to 5% of the rate applicable to the first year of experience for that Employee. Permanently working shall mean working for any period in excess of four consecutive weeks.
- 30.7.3 Provided further that in the case of an Employee who changes from working on one shift to working on another shift the time of commencement of which differs by four hours or more from the first he or she shall be paid an amount equal to 4% of the rate applicable to the first year of experience for that Employee on the occasion of each such change in addition to any amount payable under the preceding provisions of this clause.
  - a. Change of shift allowance is not payable where a single Employee holds two contemporaneous contracted different positions with the same employer and

moving between those positions results in a change of shift pattern which would ordinarily invoke a change of shift allowance payment.

30.7.4 The allowances payable pursuant to this clause shall be calculated to the nearest five cents, portions of a cent being disregarded.

### 30.8 Meal allowance

30.8.1 An Employee shall be paid a meal allowance of \$11.94 which will increase over the life of the Agreement in accordance with **Schedule D**:

- a. when overtime in excess of one hour is worked after the usual time of ceasing work for the day; or
- b. when recalled to duty outside of usual working hours for a period in excess of two hours, and when the time of such recall coincides with or over-runs normal hospital meal time.

30.8.2 This clause shall not apply when a meal is supplied at the cost of the Employer.

### 30.9 Telephone allowance

Where the Employer requires an Employee to install and or maintain a telephone for the purposes of being on-call the Employer shall reimburse the installation costs and the subsequent six monthly rental charges on production of receipted accounts.

### 30.10 Sleepover allowance

30.10.1 Where the Employer requires an Employee to sleepover on the Employer's premises for a period outside that of the Employee's normal rostered hours of duty, the Employee shall be entitled from 1 January 2012 to an amount of \$19.02 for Social Workers and Community Development Workers, \$45.83 for Youth Workers, \$51.17 for Welfare Workers and \$47.40 for all other Employees. These rates will be adjusted during the life of the Agreement in accordance with **clause 30.1** of this Agreement.

30.10.2 This payment shall be deemed to provide compensation for the sleepover and also to include compensation for all work necessarily undertaken by an Employee up to a total of one hour's duration. Any work necessarily performed by the Employee in excess of one hour during his or her sleepover shall attract the appropriate overtime payment as specified in **clause 37** - Overtime.

### 30.11 Uniform allowance

30.11.1 Where the Employer requires an Employee to wear any special clothing or uniform, the Employer must reimburse the Employee for the cost of purchasing such special clothing or uniform. The provisions of this clause do not apply where the special clothing or uniform is paid for by the Employer.

30.11.2 Notwithstanding **clause 30.11.1** above, the Employer may, by agreement with the Employee, pay a uniform allowance at the daily or weekly rate set out in **Schedule D** (whichever is the lesser amount in total) when the Employee is expected to provide his or her own uniforms or coats. When such Employee's uniforms or coats are not laundered by or at the expense of the Employer, the Employee shall be paid a laundry allowance at the daily or weekly rate set out in **Schedule D** (whichever is the lesser amount in total).

### 30.12 Damaged clothing allowance

30.12.1 Where an Employee, in the course of his or her employment, suffers any damage to or soiling of clothing or other personal effects, (excluding female hosiery), the Employer shall be liable for the replacement, repair or cleaning of such clothing or personal effects provided immediate notification is given of such damage or soiling.

30.12.2 This clause shall not apply in a case where the damage or soiling is occasioned by the negligence of the Employee.

### 30.13 Travelling allowance

30.13.1 Should an Employee be required to use his or her vehicle for transport from home to place of work and return outside of normal hours, the Employee is to receive such allowance corresponding with the mileage rates as determined from time to time by the Australian Taxation Office, currently as follows:

Engine capacity		Cents per kilometre
Ordinary car	Rotary engine car	
1600cc (1.6 litre) or less	800cc (0.8 litre) or less	63 cents
1601cc - 2600cc (1.601 litre - 2.6 litre)	801cc - 1300cc (0.801 litre - 1.3 litre)	74 cents
2601cc (2.601 litre) and over	1301cc (1.301 litre) and over	75 cents

30.13.2 Any Employee who is recalled to the Employer's premises for any purpose shall be provided with transport (i.e. taxi or hire car) for the outward and return journeys at the Employee's request, and the Employee shall not be responsible for the payment of such transport.

30.13.3 Where an Employee is required to travel during normal working hours on Employer business, the Employee shall be provided with transport and shall not be responsible for the payment of such transport.

30.13.4 Notwithstanding anything contained in **clause 30.13.3**, where the Employer does not provide transport and an Employee agrees to use his or her vehicle during normal working hours on Employer business, the Employee is to receive such an allowance corresponding with the per kilometre rates above.

30.13.5 Any approved fares incurred by an Employee in the performance of his or her duty shall be reimbursed by the Employer.

### 30.14 Supervisor Allowance

30.14.1 A Medical Technician appointed to be responsible for supervising the work of other Medical Technicians shall be paid at the rate of 7.5% of the rate of a Medical Technician at the fourth year of experience.

30.14.2 A Renal Dialysis Technician appointed to be responsible for supervising the work of other Renal Dialysis Technicians and/or in charge of a section or annexe of the service



shall be paid at the rate of 7.5% of the rate of a Renal Dialysis Technician at the fourth year of experience.

### 30.15 Continuing Professional Development Allowance

30.15.1 A Continuing Professional Development Allowance will be payable in respect of a particular year to any Employee (excluding casuals) employed by an Employer in the eligible classifications (and not on unpaid leave) on 1 November of the relevant year. For those employees eligible to receive the allowance, payment shall be on the first full pay period on or after 1 November of the relevant year with the first payment to be made from 1 November 2014.

30.15.2 The Continuing Professional Development Allowance and eligible classifications are as follows:

Profession	Allowance Amount
Biomedical Technologists	\$250 per annum where an Employee is a Biomedical Technologist or Biomedical Technologist Radiation
Cardiac Technologists	\$250 per annum where an Employee is a Grade 3, Grade 4, Clinical Educator, Deputy Chief or Chief Cardiac Technologist
Child Psychotherapists	\$250 per annum where an Employee is a Level 3 Senior Child Psychotherapists or a Level 4 Principal Child Psychotherapist
Client Advisers/Rehabilitation Consultants	\$250 per annum where an Employee is a Grade 3 Senior Clinician or Senior Client Advisor/Rehabilitation Consultant or Grade 4 Principal Client Adviser/Rehabilitation Consultant
Community Development Workers	\$250 per annum where an Employee is a Class III (3) Community Development Worker
Dental Technicians	\$250 per annum where an Employee is a Foreman Dental Technician, Dental Laboratory Manager or Dental Prothetist
Exercise Physiologists	\$250 per annum where an Employee is a Grade 3, Senior Clinician, Deputy Chief or Chief Exercise Physiologist
Health Information Managers	\$250 per annum where an Employee is a Grade 3, Grade 4, Clinical Educator, Deputy Chief or Chief Health Information Manager
Medical Imaging Technologists	\$150 per annum where an Employee is an Intern, Grade 1 or Grade 2 Medical Imaging Technologist
	\$400 per annum where an Employee is a Grade 3, Tutor, Grade 4, Tutor Grade 4, Deputy Chief or Chief Medical Imaging Technologist
Medical Librarians	\$250 per annum where an Employee is a Grade 3, Senior Clinician, Deputy Chief or Chief Medical Librarian
Medical Photographer or Illustrator	\$250 per annum where an Employee is a Grade 3, Senior Clinician, Deputy Chief or Chief Medical Photographer or Illustrator
Music Therapists	\$250 per annum where an Employee is a Grade 3, Senior Clinician, Deputy Chief or Chief Music Therapist
Nuclear Medicine Technologists	\$150 per annum where an Employee is an Intern, Grade 1 or Grade 2 Nuclear Medicine Technologist

<b>Profession</b>	<b>Allowance Amount</b>
	\$400 per annum where an Employee is a Grade 3, Grade 4, Deputy Chief or Chief Nuclear Medicine Technologist
<b>Occupational Therapists</b>	\$150 per annum where an Employee is a Grade 1 or Grade 2 Occupational Therapist
	\$400 per annum where an Employee is a Grade 3, Senior Clinician, Grade 4, Clinical Educator, Deputy Chief or Chief Occupational Therapist
<b>Orthoptists</b>	\$250 per annum where an Employee is a Grade 3, Senior Clinician, Deputy Chief or Chief Orthoptist
<b>Orthotists/Prosthetists</b>	\$250 per annum where an Employee is a Grade 3, Senior Clinician, Deputy Chief or Chief Orthotist or Prosthetist
<b>Physiotherapists</b>	\$150 per annum where an Employee is a Grade 1 or Grade 2 Physiotherapist
	\$400 per annum where an Employee is a Grade 3, Senior Clinician, Grade 4, Clinical Educator, Deputy Chief or Chief Physiotherapist
<b>Play Therapists</b>	\$250 per annum where an Employee is a Grade 3, Deputy Chief or Chief Play Therapist
<b>Podiatrists</b>	\$150 per annum where an Employee is a Grade 1 or Grade 2 Podiatrist
	\$400 per annum where an Employee is a Grade 3, Senior Clinician, Deputy Chief or Chief Podiatrist
<b>Radiation Therapists</b>	\$150 per annum where an Employee is an Intern, Grade 1 or Grade 2 Radiation Therapist/Radiation Therapy Technologist
	\$400 per annum where an Employee is a Grade 2(a), Grade 2(b), Grade 2(c), Grade 3, Grade 4, Assistant Manager, Grade 5, Deputy Manager, Grade 6 or Manager Radiation Therapist/Radiation Therapy Technologist
<b>Recreation Therapist</b>	\$250 per annum where an Employee is a Grade 3, Senior Clinician, Deputy Chief or Chief Recreation Therapist
<b>Research Technologists (Research Scientists)</b>	\$250 per annum where an Employee is a Trainee Research Scientist, Level A Research Assistant, Level B Senior Research Officer, Level C, Senior Research Fellow, Level D, Principal Senior Fellow, Level E or Senior Research Fellow
<b>Social Workers</b>	\$250 per annum where an Employee is Grade 3, Senior Clinician, Grade 4, Clinical Educator, Deputy Chief or Chief Social Worker
<b>Sonographers</b>	\$150 per annum where an Employee is a Grade 1 or Grade 2 Sonographer
	\$400 per annum where an Employee is a Grade 3, Grade 4 or Tutor Grade 4 Sonographer
<b>Speech Pathologists</b>	\$250 per annum where an Employee is a Grade 3, Senior Clinician, Grade 4, Clinical Educator, Deputy Chief or Chief Speech Pathologist
<b>Technical Officers</b>	\$250 per annum where an Employee is a Grade 3 or Grade 4 Technical Officer
<b>Welfare Workers</b>	\$250 per annum where an Employee is a Class III (3) or Class IV (4) Welfare Worker
<b>Youth Workers</b>	\$250 per annum where an Employee is a Class III (3) or Class IV (4) Youth Worker

30.15.3 Part-time Employees will receive a pro-rata amount based on their normal hours of work at the time of the payment of the allowance.

30.15.4 The allowance is paid on the basis that it is to be fully expended on professional development, education and other expenses associated with the Employee's profession each year.

### **31. PAYMENT OF WAGES**

Wages shall be paid not later than Thursday following the end of the pay period. On or prior to the pay day the Employer shall state to each Employee in writing the amount of wages to which she or he is entitled, the amount of deductions there from, and the net amount being paid to him or her.

### **32. HOURS OF WORK**

32.1 The hours for an ordinary week's work shall be 38, or an average of 38 per week in a two or four week period, or by mutual agreement in a five week period in the case of an Employee working ten hour shifts, and shall be worked either:

32.1.1 subject to practicability, in 152 hours per four week period, to be worked as nineteen shifts each of eight hours; or

32.1.2 by mutual agreement:

a. in four days in shifts of not more than ten hours each; or

b. otherwise, provided that the length of any ordinary shift shall not exceed ten hours.

32.2 Subject to the roster provisions, 80 hours may be worked in any two consecutive weeks, but not more than 50 ordinary hours may be worked in any one such week.

32.3 For all purposes the hourly rate is deemed to be the weekly rate prescribed by **clause 27** (Classification and Wages) divided by 38, provided that where the averaging system is used by full-time Employees, an Employee's ordinary wage for ordinary hours is deemed to be the weekly rate prescribed in **clause 27** (Classification and Wages), and shall be paid each week even though more or less than 38 ordinary hours are worked in that week.

**NOTE:** An Employee shall accrue a credit for each day in which he or she works ordinary hours in excess of the daily average of seven hours 36 minutes. The credit is carried forward so that in each cycle an accrued day off is paid.

32.4 All paid leave accrues the credit provided for by **clause 32.3** above.

32.5 A paid leave day shall be identical to a worked day.

32.6 The deduction from leave credits shall be the same as the actual ordinary hours which would have been worked on that day.

32.7 An Employee who is absent from ordinary duty on unpaid leave shall accrue the appropriate credit without pay for the accrued day off.

### **33. MEAL INTERVAL**

- 33.1 A meal interval of not more than 60 minutes shall be allowed during each rostered period of duty (Monday to Friday inclusive) to Employees other than those working shift duty which shall not be counted as time worked.
- 33.2 A meal interval of not more than 30 minutes per shift shall be allowed whenever possible for Employees rostered for shift duty and shall be counted as time worked whether or not the meal interval is taken.

#### **34. REST PERIOD**

- 34.1 At a time suitable to the Employer two rest periods, each of ten minutes shall be given to each Employee during each eight hour period of duty and shall be counted as time worked.

#### **35. DUTY ROSTER**

- 35.1 A roster setting out hours of duty, on-call requirements, meal times, commencing times, finishing times, weekend duty, night duty and other such duty where applicable and as prescribed by the Employer within the provisions of Section 2 shall be kept posted in some readily accessible section of the building for viewing of persons thereat employed and subject to Section 2. The roster shall be posted at least three days prior to becoming effective. It shall only be altered on account of sickness or other pressing emergency.

#### **36. SUPERANNUATION**

- 36.1 The Employer will be a participating Employer of HESTA and/or Health Super, or its/their successor and will participate in accordance with the funds' trust deeds. Employees will be a member of either HESTA or Health Super (or its/their successor).
- 36.2 For Employees who earn more than \$450.00 per month, the Employer will contribute to the fund of which an Employee is a member at the rate required to comply with the *Superannuation Guarantee (Administration) Act 1992* and the *Superannuation Guarantee Charge Act 1992* as amended from time to time.
- 36.3 The Employer will provide each Employee upon commencement of employment membership forms of HESTA or Health Super (or its/there successor) and will forward the complete membership form of the Employee's choice of fund to the relevant fund within 28 days. In the event that the Employee has not completed an application form within 28 days, the Employer will forward contributions and Employee details to Health Superfund.
- 36.4 Subject to the terms of the relevant trust deed, an Employee may make additional contributions to the fund chosen by the Employee and upon receiving written authorisation from the Employee, the Employer will deduct such contributions from an Employee's salary and will forward such contributions to the chosen fund.
- 36.5 The parties note that the Employer has other superannuation obligations and this clause does not purport to exhaustively describe those obligations. The Employer will comply with the requirements set out in this clause to the extent that they are consistent with law.

#### **37. OVERTIME**

- 37.1 The Employer may require an Employee to work reasonable overtime and such Employee shall work overtime in accordance with such requirement.
- 37.2 An Employee may refuse to work overtime in circumstances where the working of such overtime would result in the Employee working hours which are unreasonable having regard to:

- 37.2.1 any risk to Employee health and safety;
- 37.2.2 the Employee's personal circumstances including any family responsibilities;
- 37.2.3 the needs of the workplace or enterprise;
- 37.2.4 the notice (if any) given by the Employer of the overtime and by the Employee of his or her intention to refuse it; and
- 37.2.5 any other reasonable matter, including those specified in the Act.

37.3 Only overtime authorised by the Employer shall be paid for and the following rates of overtime shall apply:

- 37.3.1 in excess of ordinary hours of work on any one day – time and a half for the first two hours and double time thereafter;
- 37.3.2 outside the spread of twelve hours from the commencement of the rostered period of duty – double time;
- 37.3.3 outside the spread of ten hours from the commencement of work by an Employee rostered to work broken shifts – time and a half and outside the spread of twelve hours – double time;
- 37.3.4 in the event of an Employee being recalled to duty for any period during an off duty period such Employee shall be paid from the time of receiving the recall until the time of returning to the place from which he or she was recalled with a minimum of three hours' payment for each recall, at the following rates:
  - a. within a spread of 12 hours from the commencement of the last previous period of ordinary duty – time and a half;
  - b. outside the spread of 12 hours from the commencement of the last period of ordinary duty – double time;
  - c. by mutual agreement with the Employer and Employee shall be allowed to take time off in lieu of overtime;

37.4 An Employee may elect, with the consent of the Employer, to take time off in lieu of payment for overtime at a time or times agreed with the Employer, provided the time off in lieu is taken within four weeks of accrual. Overtime taken as time off during ordinary time hours shall be taken at the ordinary time rate, that is, an hour for each hour worked. The Employer shall record time off in lieu arrangements, whether under this clause, or elsewhere in Section 2, in the time and wages book.

37.5 Notwithstanding anything contained in **clause 58** (Trainee Supervision), any trainee may, due to medical emergency, be required to work reasonable overtime or shift duty at the discretion of the Employer. Such overtime or shift duty shall be subject to the rates and/or allowances provided elsewhere in **Section 2**.

## **38. TEN HOUR BREAK**

38.1 When overtime work, including recall work, is necessary it should be arranged so that Employees have at least ten consecutive hours off duty between all bodies of work.

- 38.2 An Employee who works so much overtime or recall between the cessation of the Employee's previous rostered ordinary hours and the commencement of the next succeeding rostered period of ordinary hours, that the Employee would not have at least ten consecutive hours off duty between the end of the overtime or recall and the commencement of the next rostered period of ordinary hours shall, subject to this clause, be released after completion of such overtime or recall worked until the Employee has had ten consecutive hours off duty without loss of pay for rostered ordinary hours occurring during such absence.
- 38.3 If, on the instructions of the Employer, an Employee resumes or continues work without having had ten successive hours off duty the Employee will be paid at the rate of double time until the Employee is released from duty for such rest period and the Employee will then be entitled to be absent until the Employee has had ten consecutive hours off duty without loss of pay for rostered hours occurring during such absence.
- 38.4 If an Employee resumes work of the Employee's own volition, overtime will be calculated in accordance with **clause 37** - Overtime. An Employee who resumes work voluntarily will be entitled without loss of pay to attend to ablution and sustenance matters.

### **39. ON-CALL & ROSTERED OVERTIME**

- 39.1 An Employee who is rostered on-call or who performs rostered overtime on 10 or more weekends per annum will be entitled to an additional five days annual leave. This entitlement is in addition to the Weekend Worker entitlement provided by **clause 43.10.1**, but both entitlements cannot be claimed for the same bodies of work.
- 39.2 **Clause 39.1** above does not apply to any weekend on which four hours or less is worked or on-call.
- 39.3 Leave loading does not apply to leave accrued under **clause 39.1** above.
- 39.4 A part-time Employee paid in accordance with **clause 22.3** will accrue paid leave entitlements under **clause 39.1** on a pro-rata basis.

### **40. SPECIAL RATES FOR SATURDAYS AND SUNDAYS**

- 40.1 All rostered time of ordinary duty performed on Saturday and Sunday shall be paid for at the rate of time and a half.
- 40.2 Where Saturday and Sunday duties are required to be carried out in excess of the week's work such duties are to be paid at the rate of double time.
- 40.3 Any recall to duty on a Saturday or Sunday shall be paid in accordance with **clause 37** (Overtime) or **clause 30.6** (On-Call/Recall Allowance) as applicable.
- 40.4 By agreement with the Employer an Employee shall be allowed to take time off in lieu of overtime at the ordinary time rate as per **clause 37.4** of this Agreement.

### **41. ADOs**

- 41.1 All full-time Employees covered by Section 2 are entitled to an ADO.
- 41.2 An Employee who receives an ADO and who is transferred to a new position within the Employer's business will continue to receive an ADO unless otherwise agreed.

41.3 New Employees will be appraised of the relevant department's work arrangements and provisions regarding hours of work and entitlements to an ADO.

41.4 The Employer will not refuse new Employees the option of an ADO.

## **42. DAYLIGHT SAVINGS**

42.1 Despite anything to the contrary in Section 2, if an Employee works on a shift during the daylight savings change over period, that Employee will be paid ordinary time or the applicable shift rate for the actual hours worked.

## **43. ANNUAL LEAVE**

### **43.1 Period of leave**

43.1.1 An Employee shall be entitled to 152 hours leave on ordinary pay per year of continuous service with the Employer.

43.1.2 Annual leave will accrue progressively during a year of continuous service, and be credited on a pro-rata basis.

### **43.2 Annual leave exclusive of public holidays**

43.2.1 The annual leave prescribed in **clause 43.1**, above shall be exclusive of any of the holidays prescribed by **clause 50** - Public holidays and if any such holiday falls within an Employee's period of annual leave and is observed on a day which in the case of that Employee would have been an ordinary working day there shall be added to the period of annual leave time equivalent to the ordinary time which the Employee would have worked if such day had not been a holiday.

### **43.3 Leave to be taken**

43.3.1 The annual leave provided for this clause shall be allowed and shall be taken and, except as provided by **clause 43.7** or **sub-clause 43.10.4** payment shall not be made or accepted in lieu of annual leave.

### **43.4 Time of taking leave**

43.4.1 Annual leave shall be taken at a time determined by agreement between the Employer and the Employee. The Employer will not unreasonably refuse to authorise an Employee's request to take accrued leave, or revoke an authorisation already given.

### **43.5 Excessive leave**

43.5.1 Notwithstanding **clause 43.3** above, the Employer may, upon the provision of 13 weeks' notice, direct the Employee to take up to one quarter of the Employee's accrued annual leave entitlement, provided that the Employee has in excess of 304 hours' annual leave accrued.

### **43.6 Leave allowed before due date**

43.6.1 The Employer may allow an Employee to take annual leave before the right thereto has accrued.

- 43.6.2 To the extent that an Employee remains in annual leave debt upon termination, such amount (including any leave loading paid) may be deducted from any amounts otherwise payable to the Employee upon termination of the employment.

#### **43.7 Proportionate leave**

- 43.7.1 Where the employment of any Employee is terminated at the end of a period of employment of less than twelve months the Employer shall forthwith pay to the Employee, in addition to all other amounts due to him, and an amount equal to 4/48ths of his or her ordinary pay for that period thereafter.
- 43.7.2 Payment for pro rata leave for a part-time Employee on termination shall be based on the average number of ordinary hours per week over the period for which a payment is due.

#### **43.8 Shiftworker Definition for NES purposes**

- 43.8.1 For the purposes of the National Employment Standards (NES) a shiftworker is an Employee who works for more than four ordinary hours on 10 or more weekends during the year in which their annual leave accrues.

#### **43.9 Weekend Worker Definition**

- 43.9.1 For the purposes of this clause, **weekend worker** means any Employee who in any one year of employment works a portion of his or her ordinary hours on a weekend.

#### **43.10 Additional Week's Annual Leave**

- 43.10.1 An Employee who is a weekend worker who works for more than four ordinary hours on 10 or more weekends is entitled to an additional week's annual leave on the same terms and conditions.
- 43.10.2 The provisions of this clause have the same effect and gives an Employee an entitlement to annual leave that is the same as the entitlement of the Employee under the National Employment Standards relating to shiftworkers under section 87(1)(b)(ii) of the FW Act.
- 43.10.3 An Employee's entitlement to annual leave under this clause operates in parallel with the Employee's NES entitlement, but not so as to give the Employee a double benefit.
- 43.10.4 A **weekend worker** whose employment is terminated at the end of a period of employment which is less than one year computed from the date of commencement of the employment, or the date upon which the Employee last became entitled to annual leave from the Employer, shall be paid in addition to any other amounts due to the Employee, an amount equal to 1/48th of his or her ordinary pay in respect of that period of employment.
- 43.10.5 The entitlement in **clause 43.10.1** is additional to the On-Call and Rostered Overtime entitlement provided by **clause 39.1**, but both entitlements cannot be claimed for the same bodies of work.

#### **43.11 Annual leave loading**

- 43.11.1 An Employee entitled to annual leave (including proportionate leave) shall be paid an annual leave loading of 17.5% of the ordinary weekly rate of pay for the classification at which the Employee is employed at the commencement of their annual leave, up to a maximum annual base salary of \$75,367, adjusted in accordance with **clause 43.11.2**.



- 43.11.2 The cap on the leave loading of 17.5% payable to an Employee on the first four weeks of annual leave per year will be adjusted by movements in the salary rates for Employees classified at UG1 Grade 3, Year 1.

#### **43.12 Sickness during annual leave**

- 43.12.1 Where an Employee becomes sick or injured whilst on annual leave on a day on which he or she would otherwise have worked, and immediately forwards to the Employer a certificate of a registered health practitioner, then the number of days specified in this certificate shall be deducted from any sick leave entitlement standing to the Employee's credit, and shall be re-credited to his or her annual leave entitlement.

#### **43.13 Flexible annual leave arrangements**

- 43.13.1 Employees may apply for and be granted 48/52 employment arrangements subject to agreement with the Employer. Agreement will not be unreasonably withheld. Approvals rest with the Employer who may legitimately take into account operational needs and work requirements.
- 43.13.2 These 48/52 arrangements are defined as meaning a situation where an Employee takes an additional 4 weeks leave per annum in addition to all other leave entitlements but is paid 48/52 of the weekly base rate prescribed by the Agreement for each week during which their employment is subject to these arrangements.
- 43.13.3 Accrual of sick leave and long service leave will be unaffected by these arrangements.
- 43.13.4 Where an Employee applies for leave pursuant to this clause the Employer shall respond to such applications within four weeks. The approval of 48/52 arrangements for individual Employees will be subject to annual application and approval by the Employer.

### **44. CASHING OUT OF EXCESS ANNUAL LEAVE**

- 44.1 Where an Employee has accrued annual leave entitlements in excess of four (4) weeks then by mutual written agreement between the Employer and Employee, the Employee may elect to cash out some or all of their excess annual leave entitlements.
- 44.2 An Employee may elect to cash out excess annual leave entitlements only to the extent that the cashing out would result in the Employee's remaining accrued entitlement to paid annual leave (after the cashing out) would remain at four (4) weeks (or more).
- 44.3 In the event the Employee elects to cash out excess annual leave entitlements the Employee must be paid at least the full amount that would have been payable to the Employee had the Employee taken the leave.

### **45. PERSONAL LEAVE**

- 45.1 The term **immediate family** includes:

- 45.1.1 spouse (including a former spouse, a de facto spouse and a former de facto spouse (including same sex couples)) of the Employee. A de facto spouse means a person who lives with the Employee as his or her husband or wife on a genuine domestic basis although not legally married to the Employee; and

- 45.1.2 child or an adult child (including an adopted child, a step child or an ex-nuptial child), parent, grandparent, grandchild or sibling of the Employee or spouse of the Employee.

#### **45.2 Amount of paid personal leave**

- 45.2.1 Personal leave is available to an Employee, in accordance with the terms of this clause, when they are absent:

- a. due to personal illness or injury (Sick Leave); or
- b. for the purposes of providing care or support to an immediate family or household member who requires such care or support due to:
  - i. a personal illness or injury of the member; or
  - ii. an unexpected emergency affecting the member (Carers Leave).

- 45.2.2 An Employee, other than a casual Employee, is entitled to the following amount of paid personal leave, which accrues, pro rata, progressively during a year of continuous service with the Employer:

- a. up to seven hours 36 minutes for each month of service in the first year of service;
- b. up to 106 hours 24 minutes each year in the second, third and fourth year of service;
- c. thereafter, 159 hours 36 minutes in each year.

#### **45.3 Personal leave for personal injury or sickness**

- 45.3.1 An Employee is entitled to use the full amount of their personal leave entitlement including accrued leave for the purposes of Sick Leave, subject to the conditions set out in this clause.
- 45.3.2 Provided that such illness or injury and the relevant duration is certified by a registered health practitioner or, is evidenced by the production of a statutory declaration signed by the Employee. Such certificate or statutory declaration is tendered to the Employer within 48 hours of the commencement of such absence or as soon as is otherwise reasonably practicable.
- 45.3.3 An Employee may be absent for one day on Sick Leave without furnishing evidence of such sickness on not more than three occasions in any one year.
- 45.3.4 An Employee shall, at least two hours before his or her time rostered to commence duty on the first day of absence, or otherwise as soon as reasonably practicable, inform the Employer of his or her inability to attend for duty because of a personal illness or injury and the estimated duration of the absence. Employees rostered for duty prior to 10.00 a.m. on the first day of such absence shall not be required to give such notice before 8.00 a.m.

#### **45.4 Cumulative personal leave**

- 45.4.1 An Employee is entitled to use accumulated personal leave for personal injury or sickness if the Employee has already used the current year's personal leave entitlement as personal leave for personal injury or sickness.

45.4.2 Personal leave entitlements which are untaken at the completion of the year shall accumulate.

45.4.3 Accumulated personal leave, including that accrued to the date of the Agreement, shall be transferable within the field of employment in any hospital, benevolent home, community health centre, Society or Association registered under the *Health Services Act 1988* (or the former *Hospitals and Charities Act 1958*) or the Cancer Institute (constituted under the *Cancer Act 1958*). Provided that an Employee shall, within two weeks of commencing employment, make a written declaration or produce a written statement acceptable to the Employer as to what personal leave has been taken during the period of his or her previous employment.

45.4.4 An Employee who contracts an infectious disease in the course of his or her duties and who is entitled to receive workers compensation shall have any difference between workers compensation and his or her ordinary salary made up by the Employer up to but not exceeding three months. An Employee who contracts an infectious disease in the course of his or her duties and having same certified to by the Medical Superintendent or by a Medical Practitioner approved by the Employer (and who is not entitled to receive workers compensation) shall receive full pay during the necessary period off duty up to but not exceeding three months. Sick pay granted under this clause shall not be debited against any personal leave which the Employee may have become entitled to under the preceding clauses.

45.4.5 For the purpose of this clause a working day shall be one of seven hours 36 minutes.

#### **45.5 Personal leave to care for an immediate family or household member**

45.5.1 An Employee is entitled to use their personal leave, including accrued leave, as Carers Leave. Leave may be taken for part of a single day.

45.5.2 By agreement between the Employer and an individual Employee, the Employee may access an additional amount of their accrued personal leave as Carers Leave, beyond the limit set out in **clause 45.5.1** above. In such circumstances the Employer and the Employee shall agree upon the additional amount that may be accessed.

45.5.3 The entitlement to use personal leave is subject to the Employee being responsible for the care or support of the person concerned.

45.5.4 When taking Carers Leave to care or support a member of their immediate family or household who is sick or injured, the Employee must, if required by the Employer, establish by production of a medical certificate or statutory declaration, the illness or injury of the person concerned during the relevant period and that the illness is such as to require care by another.

45.5.5 When taking Carers Leave to care or support a member of their immediate family or household due to an unexpected emergency, the Employee must, if required by the Employer, establish by production of documentation acceptable to the Employer or statutory declaration, the nature of the emergency and that such emergency resulted in the person concerned requiring care by the Employee.

45.5.6 In normal circumstances an Employee must not take Carers Leave under this clause where another person has taken leave to care for the same person.

#### **45.6 Employee must give notice**

- 45.6.1 The Employee must, where reasonably practicable, give the Employer notice that the Employee requires leave to provide care or support to a member of the Employee's immediate family, or a member of the Employee's household, and the estimated duration of the leave, prior to the period of absence. If it is not reasonably practicable for the Employee to give prior notice of the absence, the Employee must otherwise notify the Employer as soon as reasonably practicable.

#### **45.7 Unpaid Personal Leave**

- 45.7.1 Where an Employee has exhausted all paid Carers Leave entitlements, the Employee is entitled to take unpaid personal leave to care for or support members of his or her immediate family or household who are sick or injured and require care and support or who require care or support due to an unexpected emergency. The Employer and the Employee shall agree on the period. In the absence of agreement, the Employee is entitled to take up to two days of unpaid leave per occasion, provided the above notification and evidentiary requirements are met.

#### **45.8 Casual Employment: Caring responsibilities**

- 45.8.1 Subject to the evidentiary and notice requirements that apply to Carers Leave, or bereavement leave, as the case may be, casual Employees are entitled to not be available to attend work, or to leave work:
- a. if they need to care for members of their immediate family or household who are sick or injured and require care and support, or who require care or support due to an unexpected emergency, or the birth of a child of a member of the Employee's immediate family; or
  - b. upon the death in Australia of an immediate family or household member.
- 45.8.2 The Employer and the Employee shall agree on the period for which the Employee will be entitled to not be available to attend work. In the absence of agreement, the Employee is entitled to not be available to attend work for up to 48 hours (i.e. two days) per occasion. The casual Employee is not entitled to any payment for the period of non-attendance.
- 45.8.3 The Employer must not fail to re-engage a casual Employee because the Employee accessed the entitlements provided for in this clause. The rights of the Employer to engage or not to engage a casual Employee are otherwise not affected.

#### **45.9 Personal Leave and additional shifts above ordinary hours**

No payment of personal leave will be made to an Employee where the shift or hours not worked due to illness or injury are in addition to an Employee's ordinary hours of work. For the avoidance of doubt, this provision operates in relation to additional shifts or hours an Employee has been requested to work above their ordinary hours but subsequently cannot work those hours due to illness or injury. This provision does not apply where the Employee has been rostered additional shift or hours in advance, in accordance with **clause 35** (duty roster), which are above their ordinary hours, in this case an Employee can still access their personal leave entitlements in accordance with **clause 45**.

### **46. COMPASSIONATE LEAVE**

- 46.1 The provisions of this clause apply to all Employees other than Employees employed in casual employment. The entitlements of Employees employed in casual employment are set out in **clause 45.8**.
- 46.2 An Employee is entitled to four days' paid leave, on each occasion if a member of the Employee's immediate family or household:
- 46.2.1 contracts or develops a personal injury or illness that poses a serious threat to their life;  
or
- 46.2.2 dies.
- 46.3 In the above circumstances, an Employee is additionally entitled to take unpaid leave of up to four days on each such occasion. An Employee may take additional unpaid compassionate leave by agreement with the Employer.
- 46.4 Proof of the injury, illness or death must be provided to the satisfaction of the Employer, if requested.

#### **47. MAKE UP TIME**

- 47.1 Notwithstanding provisions elsewhere in Section 2 an Employee may elect, with the consent of the Employer, to work make-up time under which the Employee takes time off during ordinary hours, and works those hours at a later time, during the spread of ordinary hours provided in Section 2.
- 47.2 An Employee on shift work may elect, with the consent of the Employer, to work make-up time under which the Employee takes time off ordinary hours and works those hours at a later time, at the shift work rate which would have been applicable to the hours taken off.

#### **48. PARENTAL LEAVE**

- 48.1 The provisions of this clause do not apply to Employees employed in casual employment other than Eligible casual Employees.
- 48.2 Subject to the terms of this clause, Employees are entitled to maternity, paternity and adoption leave and to work part-time in connection with the birth or adoption of a child.

##### **48.3 Definitions**

For the purposes of this clause:

**Eligible casual Employee** means an Employee employed by the Employer in casual employment on a regular and systematic basis for a sequence of periods of employment during a period of at least 12 months and who has, but for the pregnancy or the decision to adopt, a reasonable expectation of continuing engagement by the Employer on a regular and systematic basis.

**Child** means a child of the Employee under school age or a child under school age who is placed with the Employee for the purposes of adoption, other than a child or step-child of the Employee or of the spouse of the Employee or a child who has previously lived continuously with the Employee for a period of six months or more.

**Spouse** includes a de facto or former spouse, except in relation to **clause 48.10** – Adoption Leave, where **spouse** does not include a former spouse.

##### **48.4 Basic entitlement**

48.4.1 After twelve months' continuous service, parents are entitled to a combined total of 52 weeks' unpaid parental leave (including special maternity leave) on a shared basis in relation to the birth or adoption of their child. For females, maternity leave may be taken and for males, paternity leave may be taken. Adoption leave may be taken in the case of adoption.

48.4.2 Subject to the provisions of 'special maternity leave' and the 'right to request' part time work parental leave is to be available to only one parent at a time in a single unbroken period (long parental leave), except that both parents may simultaneously take:

- a. for maternity and paternity leave, an unbroken period of up to eight weeks at the time of the birth of the child;
- b. for adoption leave, an unbroken period of up to eight weeks at the time of the placement of the child (each, **short parental leave**).

#### 48.5 Paid Parental Leave

48.5.1 This subclause applies to Employees other than Employees employed in casual employment.

48.5.2 Subject to the notification, evidentiary and other requirements set out below:

- a. From the date of this Agreement:
  - i. an Employee will be entitled to 10 weeks' paid leave, paid at the Employee's ordinary time rate of pay, or 20 weeks' leave on half pay, paid at the Employee's ordinary time rate of pay, upon commencement of maternity leave;
  - ii. an Employee who will be the primary care giver of an adopted child who commences adoption leave will be entitled to the payment of 10 weeks' paid leave or 20 weeks' leave on half pay from the date that the child is placed with the Employee.
- b. Previous service within the public health sector is to be regarded for the purposes of accessing the entitlement to paid maternity leave or adoption leave for an Employee with less than 12 months' service with an Employer.
- c. An Employee, whose spouse or de facto spouse (including same sex couples) is giving birth or will be the primary care giver of an adopted child, is entitled to payment of one week's salary upon the commencement of parental leave.

#### 48.6 Prenatal leave

48.6.1 If an Employee is required to attend pre-natal appointments or parenting classes and such appointments or classes are only available or can only be attended during the ordinary rostered shift of an Employee, then on production of satisfactory evidence of attendance at such appointment or class, the Employee may access his or her Carer's Leave credit under **Section 2**. The Employee must give the Employer prior notice of the Employee's intention to take such leave.

#### 48.7 Maternity leave

48.7.1 An Employee must provide notice to the Employer in advance of the expected date of commencement of maternity leave. The notice requirements are:

- a. of the expected date of confinement (including a certificate from a registered medical practitioner stating that the Employee is pregnant) - at least ten weeks;
- b. of the date on which the Employee proposes to commence maternity leave and the period of leave to be taken - at least four weeks.

48.7.2 When the Employee gives notice under **clause 48.7.1** the Employee must also provide a statutory declaration stating particulars of any period of paternity (or like authorised) leave sought or taken by her spouse and that for the period of maternity leave she will not engage in any conduct inconsistent with her contract of employment.

48.7.3 An Employee will not be in breach of this clause if failure to give the stipulated notice is occasioned by confinement occurring earlier than the presumed date or other compelling circumstances.

48.7.4 Subject to the limits on duration of parental leave set out in Section 2 and unless agreed otherwise between the Employer and Employee, an Employee may commence parental leave at any time within six weeks immediately prior to the expected date of birth.

48.7.5 Where an Employee continues to work within the six week period immediately prior to the expected date of birth, or where the Employee elects to return to work within six weeks after the birth of the child, the Employer may require the Employee to provide a medical certificate stating that she is fit to work on her normal duties and/or whether resumption of normal duties is inadvisable.

#### **48.8 Special maternity leave**

48.8.1 Where the pregnancy of an Employee not then on maternity leave terminates within 28 weeks before the expected date of birth, other than by the birth of a living child, then the Employee may take unpaid special maternity leave of such periods as a registered medical practitioner certifies as necessary.

48.8.2 Where an Employee is suffering from an illness not related to the direct consequences of the confinement, an Employee may take any paid sick leave to which she is entitled in lieu of, or in addition to, special maternity leave.

48.8.3 Where an Employee not then on maternity leave suffers an illness related to her pregnancy, she may take any paid sick leave to which she is then entitled and such further unpaid special maternity leave as a registered medical practitioner certifies as necessary before her return to work. The aggregate of paid sick leave, special maternity leave and parental leave, including parental leave taken by a spouse, may not exceed 52 weeks or longer as agreed under **clause 48.12**.

48.8.4 Where special maternity leave is granted, during the period of leave an Employee may return to work at any time, as agreed between the Employer and the Employee, provided that time does not exceed four weeks from the recommencement date desired by the Employee.

#### **48.9 Paternity leave**

#### 48.9.1 Short Parental Leave (paternity)

An Employee will apply in writing for short parental leave as soon as reasonably practicable on or after the first day of the period of leave, stating the first and last days of the period. In addition, an Employee will provide the Employer at least ten weeks' notice of the proposed period of paternity leave, with a certificate from a registered medical practitioner which names his spouse, states that she is pregnant and the expected dates of confinement, or states the date on which the birth took place.

#### 48.9.2 Long Parental Leave (paternity)

- a. Where an Employee proposes to take long parental leave, he will apply in writing to the Employer no later than 10 weeks before the first day of the intended paternity leave, stating the first and last days of the period.
- b. The application must be accompanied by a statutory declaration made by the Employee stating:
  - i. the Employee will take that period of paternity leave to become the primary care-giver of a child;
  - ii. particulars of any period of maternity (or like authorised) leave sought or taken by his spouse; and
  - iii. that for the period of parental leave he will not engage in any conduct inconsistent with his contract of employment.

48.9.3 An Employee will not be in breach of this **clause 48.9** if the failure to give the required period of notice is because of the birth occurring earlier than expected, the death of the mother of the child, or other compelling circumstances. Application in such circumstances must be made as soon as reasonably practicable.

### 48.10 Adoption leave

- 48.10.1 An Employee must give written notice to the Employer of the Employee's intention to apply for adoption leave as soon as reasonably practicable after receiving notice (*a placement approval notice*) of the approval of the placement of a child with the Employee.
- 48.10.2 An Employee must give written notice to the Employer of the day when the placement of a child with the Employee is expected to start as soon as reasonably practicable after receiving notice (*a placement notice*) of the expected day.
- 48.10.3 An Employee must give written notice to the Employer of the first and last days of the periods of short and/or long parental leave the Employee intends to apply for because of the placement:
  - a. if the Employee receives a placement notice within the period of 8 weeks after receiving the placement approval notice—before the end of that 8 week period; or
  - b. if the Employee receives a placement notice after the end of the period of 8 weeks after receiving the placement approval notice—as soon as reasonably practicable after receiving the placement notice.



48.10.4 If a child who is to be adopted by an Employee is a relative of the Employee, and the Employee decides to take the child into custody pending the authorisation of the placement of the child with the Employee, the Employee must:

- a. give notice to the Employer as soon as reasonably practicable after the decision is made; and
- b. give the notices required by **clause 48.10.1, 48.10.2 and 48.10.3** in accordance therewith.

relative of the Employee means a grandchild, nephew, niece or sibling of the Employee or of the Employee's spouse.

48.10.5 If the Employee cannot comply with one or more of the above notification requirements because of the day when the placement is expected to start, commencement of employment after the date of receipt of a placement notice and/or placement approval notice, or any other compelling reason, notice shall be given to the Employer as soon as reasonably practicable before the first day of adoption leave taken by the Employee.

48.10.6 **Short parental leave (adoption)**

An Employee will apply in writing for short parental leave no later than 14 days before the proposed day of placement of the child, or as soon as reasonably practicable where the Employee cannot comply with this requirement because of the day when the placement is expected to start or any other compelling reason.

48.10.7 **Long Parental Leave (adoption)**

Where an Employee proposes to take long parental leave in respect of adoption, the Employee will apply in writing to the Employer no later than 10 weeks before the first day of the intended parental leave, stating the first and last days of the period.

Where the Employee cannot comply with the above notification requirement because of the day when the placement is expected to start or any other compelling reason, the Employee shall apply for long parental leave as soon as reasonably practicable before the first day of the proposed leave.

48.10.8 **Additional documents**

- a. Before commencing adoption leave, an Employee will provide the Employer with a statutory declaration stating:
  - i. whether the Employee is taking short parental leave, long parental leave, or both;
  - ii. for any period of long parental leave, that the Employee is seeking such leave to become the primary care-giver of the child;
  - iii. particulars of adoption (or like authorised) leave sought or taken by the Employee;
  - iv. particulars of any period of adoption (or like authorised) leave sought or taken by the Employee's spouse;

- v. that the child is a 'child' as defined above; and
  - vi. that for the period of adoption leave, the Employee will not engage in any conduct inconsistent with their contract of employment.
- b. The Employer may require an Employee to provide confirmation from the adoption agency of the placement.

**48.10.9 Where Placement does not Proceed or Continue**

- a. Where the placement of the child for adoption with an Employee does not proceed or continue, the Employee will notify the Employer immediately.
- b. Where the Employee had, at the time, started a period of adoption leave in relation to the placement, the Employee's entitlement to adoption leave is not affected, except by written notice under **paragraph (c)** below.
- c. The Employer may give the Employee written notice that, from a stated day no earlier than four weeks after the day the notice is given, any untaken long adoption leave is cancelled with effect from that day.
- d. Where the Employee wishes to return to work due to a placement not proceeding or continuing, the Employer will nominate a time not exceeding four weeks from receipt of notification for the Employee's return to work.

**48.10.10 Leave for Interviews and Examinations**

An Employee seeking to adopt a child is entitled to take unpaid leave for the purpose of attending any compulsory interviews or examinations as are necessary as part of the adoption procedure. The Employee and the Employer should agree on the length of the unpaid leave. Where agreement cannot be reached, the Employee is entitled to take up to two days' unpaid leave. Where paid leave is available to the Employee, the Employer may require the Employee to take such leave instead.

**48.11 Variation of period of parental leave**

Where an Employee takes leave under **clause 48.4** or **clause 48.12.1(b)**, unless otherwise agreed between the Employer and Employee, an Employee may apply to the Employer to change the period of parental leave on one occasion. Any such change to be notified as soon as possible but no less than four weeks prior to the commencement of the changed arrangements. Nothing in this clause detracts from the basic entitlement in **clause 48.4** or **clause 48.12.1(b)**.

**48.12 Right to request**

- 48.12.1 An Employee entitled to parental leave pursuant to the provisions of **clause 48** may request the Employer to allow the Employee:
- a. to extend the period of short parental leave up to a maximum of eight weeks;
  - b. to extend the period of unpaid parental leave provided for in **clause 48.4** by a further continuous period of leave not exceeding 12 months;

- c. to return from a period of parental leave on a part-time basis until the child reaches school age;

to assist the Employee in reconciling work and parental responsibilities.

- 48.12.2 The Employer shall consider the request having regard to the Employee's circumstances and, provided the request is genuinely based on the Employee's parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the workplace or the Employer's business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.

48.12.3 **Employee's request and the Employer's decision to be in writing**

The Employee's request and the Employer's decision made under **clause 48.12.1(b)** and **clause 48.12.1(c)** must be recorded in writing.

48.12.4 **Request to return to work part-time**

Where an Employee wishes to make a request under **clause 48.12.1**, such a request must be made as soon as possible but no less than seven weeks prior to the date upon which the Employee is due to return to work from parental leave.

48.13 **Parental leave and other entitlements**

- 48.13.1 An Employee may in lieu of or in conjunction with parental leave, access any annual leave or long service leave entitlements which they have accrued, subject to the total amount of leave not exceeding 52 weeks or longer as agreed under **clause 48.12**.

48.14 **Transfer to a safe job**

- 48.14.1 Where an Employee is pregnant and, in the opinion of a registered medical practitioner, illness or risks arising out of the pregnancy or hazards connected with the work assigned to the Employee make it inadvisable for the Employee to continue at her present work, the Employee will, if the Employer thinks it is reasonably practicable, be transferred to a safe job, with no other change to the Employee's terms and conditions of employment.
- 48.14.2 If the transfer to a safe job is not reasonably practicable, the Employee may elect, or the Employer may require the Employee, to take paid leave for such period as is certified necessary by a registered medical practitioner or the end of the pregnancy, by live birth or otherwise (whichever is the earlier). This entitlement to paid leave is in addition to any other leave entitlement the Employee may have.

48.15 **Returning to work after a period of parental leave**

- 48.15.1 An Employee will notify of their intention to return to work after a period of long parental leave at least four weeks prior to the expiration of the leave.
- 48.15.2 An Employee will be entitled to return:
  - a. unless **paragraph (b) or (c)** applies, to the position which they held immediately before proceeding on parental leave;

- b. if the Employee was promoted or voluntarily transferred to a new position (other than to a safe job pursuant to **clause 48.14** during the parental leave period) - to the new position;
  - c. if **paragraph (b)** does not apply, and the Employee began working part-time because of the pregnancy of the Employee, or his spouse, to the position held immediately before starting to work part-time.
- 48.15.3 **Clause 48.15.2** is not to result in the Employee being returned to the safe job to which the Employee was transferred under **clause 48.14**. In such circumstances, the Employee will be entitled to return to the position held immediately before the transfer.
- 48.15.4 Where the relevant former position (per **clause 48.15.2** above) no longer exists but there are other positions available for which the Employee is qualified and is capable of performing, the Employee will be entitled to a position as nearly comparable in status and pay to that of their former position.
- 48.15.5 The Employer must not fail to re-engage an Employee because:
- a. the Employee or Employee's spouse is pregnant; or
  - b. the Employee is or has been immediately absent on parental leave.
- 48.15.6 The rights of the Employer in relation to engagement and re-engagement of casual Employees are not affected, other than in accordance with this clause.

#### 48.16 **Replacement Employees**

- 48.16.1 A replacement Employee is an Employee specifically engaged or temporarily promoted or transferred, as a result of an Employee proceeding on parental leave.
- 48.16.2 Before the Employer engages a replacement Employee the Employer must inform that person of the temporary nature of the employment and of the rights of the Employee who is being replaced.

#### 48.17 **Communication during Parental leave**

- 48.17.1 Where an Employee is on parental leave and a definite decision has been made to introduce significant change at the workplace, the Employer shall take reasonable steps to:
- a. make information available in relation to any significant effect the change will have on the status or responsibility level of the position the Employee held before commencing parental leave; and
  - b. provide an opportunity for the Employee to discuss any significant effect the change will have on the status or responsibility level of the position the Employee held before commencing parental leave.
- 48.17.2 The Employee shall take reasonable steps to inform the Employer about any significant matter that will affect the Employee's decision regarding the duration of parental leave to be taken, whether the Employee intends to return to work and whether the Employee intends to request to return to work on a part-time basis.

- 48.17.3 The Employee shall also notify the Employer of changes of address or other contact details which might affect the Employer's capacity to comply with **clause 48.17**.

## **49. LONG SERVICE LEAVE**

### **49.1 Entitlement**

- 49.1.1 An Employee shall be entitled to long service leave with pay, in respect of continuous service with one and the same Employer, or service with Institutions or Statutory Bodies (as defined below), in accordance with the provisions of this clause.
- 49.1.2 Subject to the following, the amount of such entitlement shall be:
- a. on the completion by the Employee of fifteen years' continuous service - six months' long service leave and thereafter an additional two months' long service leave on the completion of each additional five years' service;
  - b. in addition, in the case of an Employee who has completed more than fifteen years' service and whose employment is terminated otherwise than by death of the Employee, an amount of long service leave equal to one-thirtieth of the period of his or her service since the last accrual of entitlement to long service leave under **paragraph (a)**; and
  - c. in the case of an Employee who has completed at least ten years' service, but less than fifteen years' service and whose employment is terminated for any cause other than serious and wilful misconduct, such amount of long service leave as equals one-thirtieth of the period of service.
- 49.1.3 For the purpose of determining the entitlement under any provisions of this clause in respect of a period of employment beginning before 31 December 1964, and ending after the said date, so much of that service as was completed before the said date shall be reduced by one-quarter.

### **49.2 Service entitling to leave**

- 49.2.1 Subject to this clause, the service of an Employee of an Institution or Statutory Body shall include service for which long service leave or payment in lieu has not been received in one or more Institutions including Statutory Bodies directly associated with such Institution or Institutions for the periods required by **clause 49.1.2**.
- 49.2.2 When calculating the aggregate of service entitling to leave, any period of employment with any one of the said Institutions or Statutory Bodies of less than six months' duration shall be disregarded.
- 49.2.3 For the purposes of this clause service shall be deemed to be continuous notwithstanding:
- a. the taking of any annual leave or long service leave;
  - b. any absence from work of not more than fourteen days in any year on account of illness or injury or if applicable such longer period as provided in **clause 45** - Personal leave;

- c. any interruption or ending of the employment by the Employer if such interruption or ending is made with the intention of avoiding obligations in respect of long service leave or annual leave;
- d. any absence on account of injury arising out of or in the course of the employment of the Employee for a period during which payment is made under **clause 63** - Accident pay; and
- e. any leave of absence of the Employee where the absence is authorised in advance in writing by the Employer to be counted as service.

49.2.4 In calculating the period of continuous service, any interruption or absence due to circumstances below shall not break the continuity of service of an Employee but shall not be counted as part of the period of service unless it is so authorised in writing by the Employer:

- a. any interruption arising directly or indirectly from an industrial dispute;
- b. any period of absence from employment between one Institution or Statutory Body or another provided it is less than the allowable period of absence from employment.

Provided that the allowable period of absence shall be five weeks in addition to the total period of paid annual and/or sick leave which the Employee actually receives on termination or for which he or she is paid in lieu;

- c. the dismissal of an Employee if the Employee is re-employed within a period not exceeding two months from the date of such dismissal;
- d. any absence from work of a female Employee for a period not exceeding twelve months or longer as agreed under **clause 48.12** in respect of any pregnancy or adoption.
- e. any other absence of an Employee by leave of the Employer, or on account of injury arising out of or in the course of his or her employment not covered by **clause 49.2.4(d)**.

49.2.5 The onus of proving a sufficient aggregate of service to support a claim for any long service leave entitlement shall at all times rest upon the Employee concerned. A certificate in the following form shall constitute acceptable proof:

#### CERTIFICATE OF SERVICE

[Name of Institution] [date]

This is to certify that [Name of Employee] has been employed by this institution/society/board for a period of [years/months/etc.] from [date] to [date].

Specify hereunder full details of paid or unpaid leave or absences including periods represented by payment made in lieu of leave on termination.

.....  
 .....

Specify hereunder full details of long service leave granted during service or on termination:

.....  
 .....

49.2.6 The Employer shall keep or cause to be kept a long service leave record for each Employee, containing particulars of service, leave taken and payments made.

#### 49.3 Payments in lieu of long service leave on the death of an Employee

49.3.1 Where an Employee who has completed at least ten years' service dies while still in the employ of the Employer, the Employer shall pay to such Employee's personal representative a sum equal to the pay of such an Employee for one-thirtieth of the period of the Employee's continuous service in respect of which leave has not been allowed or payment made immediately prior to the death of the Employee.

#### 49.4 Payment for period of leave

49.4.1 Payment to an Employee in respect of long service leave shall be made in one of the following ways:

- a. in full in advance when the Employee commences his or her leave; or
- b. at the same time as payment would have been made if the Employee had remained on duty, in which case payment shall, if the Employee in writing so requires, be made by cheque posted to a specified address; or
- c. in any other way agreed between the Employer and the Employee.

49.4.2 Where the employment of an Employee is for any reason terminated before he or she takes any long service leave to which he or she is entitled or where any long service leave accrues to an Employee pursuant to **clause 49.1.2(b)** Employee shall, subject to the provisions of **clause 49.4.4(c)** be entitled to pay in respect of such leave as at the date of termination of employment.

49.4.3 Where any long service leave accrues to an Employee pursuant to **clause 49.1.2(c)** the Employee shall be entitled to pay in respect of such leave as at the date of termination of employment.

49.4.4 Provided that in the case of an Employee who accrues long service leave entitlement pursuant to **clause 49.1.2(c)** and who intends to be re-employed by another Institution or Statutory Body:

- a. such an Employee may in writing request payment in respect of such leave to be deferred until the expiry of the Employee's allowable period of absence from employment, as provided in **clause 49.2.4(b)**; and
- b. except where the Employee gives the Employer notice in writing that the Employee has been employed by another Institution or Statutory Body, the Employer shall make payment in respect of such leave at the expiry of the Employee's allowable period of absence from employment; and
- c. where the Employee gives the Employer notice in writing that the Employee has been employed by another Institution or Statutory Body, the Employer is no longer required to make payment to the Employee in respect of such leave.

- 49.4.5 Where an increase occurs in the ordinary time rate of pay during any period of long service leave taken by the Employee, the Employee shall be entitled to receive payment of the amount of any increase in pay at the completion of such leave.

#### 49.5 Taking of leave

- 49.5.1 When an Employee becomes entitled to long service leave such leave shall be granted by the Employer within six months from the date of the entitlement, but the taking of such leave may be postponed to such date as is agreed between the Employer and an Employee, or in default of agreement as is determined by Fair Work Commission, provided that no such agreement shall require such leave to commence before the expiry of six months from the date of such agreement.
- 49.5.2 Any long service leave shall be inclusive of any public holiday occurring during the period when the leave is taken.
- 49.5.3 If the Employer and an Employee so agree:
- a. the first six months long service leave to which an Employee becomes entitled under Section 2 may be taken in two or three separate periods; and
  - b. any subsequent period of long service leave to which the Employee becomes entitled may be taken in two separate periods provided that the period referred to in **paragraph (a)** shall be taken in one period.
- 49.5.4 The Employer may by agreement with an Employee grant long service leave to the Employee before the entitlement to that leave has accrued, provided that such leave shall not be granted before the Employee has completed ten years' service.
- 49.5.5 Where the employment of an Employee who has taken long service leave in advance is subsequently terminated for serious and wilful misconduct before entitlement to long service leave has accrued, the Employer may, from whatever remuneration is payable to the worker upon termination, deduct and withhold an amount equivalent to the amount paid to the Employee in respect of the leave in advance.

#### 49.6 Payment Variations

- 49.6.1 If an Employee becomes entitled to a period of long service leave and makes a request to take the Employee's long service leave entitlement or any part of that entitlement at:
- a. double the quantum of leave on half pay; or
  - b. half the quantum of leave on double pay,
- the Employer should whenever it is practical, permit the Employee to do so.
- 49.6.2 If the granting of the request under paragraph **clause 49.6.1** results in an additional cost to the Employer, then it is not practical to grant an Employee's request.

#### 49.7 Definitions

For the purpose of this clause the following definitions apply:

**Institution** shall mean any health service, hospital or benevolent home, community health centre, Society or Association created by or registered under the *Health Services Act 1988* (or the former *Hospital and Charities Act 1958*) or the Cancer Institute (constituted under the *Cancer Act 1958*).



**Month** shall mean a calendar month.

**Pay** means remuneration for an Employee's normal weekly hours of work calculated at the Employee's ordinary time rate of pay provided in **Schedule B**, at the time the leave is taken or (if the Employee dies before the completion of leave so taken) as at the time of his or her death, and shall include the amount of any increase to the Employee's ordinary time rate of pay which occurred during the period of leave as from the date such increase operates.

**Statutory body** means the Hospital and Charities Commission (Vic), the Health Commission of Victoria and/or the Victorian Nursing Council and successors thereto.

## **50. PUBLIC HOLIDAYS**

### **50.1 Entitlement**

50.1.1 An Employee shall be entitled to holidays on the following days:

- a. New Year's Day, Good Friday, Easter Saturday, Easter Monday, Christmas Day and Boxing Day; and
- b. the following days, as prescribed in the relevant States, Territories and localities: Australia Day, Anzac Day, Queen's Birthday, Eight Hour Day or Labour Day; and
- c. Melbourne Cup Day or in lieu of Melbourne Cup Day, some other day as determined in a particular locality.

### **50.2 Holidays in lieu**

50.2.1 When Christmas Day is a Saturday or a Sunday, a holiday in lieu thereof shall be observed on 27 December.

50.2.2 When Boxing Day is a Saturday or a Sunday, a holiday in lieu thereof shall be observed on 28 December.

50.2.3 When New Year's Day or Australia Day is a Saturday or a Sunday, a holiday in lieu thereof shall be observed on the next Monday.

### **50.3 Additional days**

50.3.1 Where public holidays are declared or prescribed on days other than those set out in **clause 50.1** and **clause 50.2** above in Victoria or a locality thereof, those days shall, as applicable, constitute additional holidays for the purpose of **Section 2**.

### **50.4 Substitution of public holidays by agreement**

50.4.1 The Employer and the Employees may agree to substitute another day for any prescribed in this clause. For this purpose, the consent of the majority of affected Employees shall constitute agreement.

50.4.2 An agreement pursuant to **clause 50.4.1** shall be recorded in writing and be available to every affected Employee.

- 50.4.3 Employees rostered to work on public holidays and who fail to do so shall not be entitled to holiday pay for the said holiday.
- 50.4.4 If an Employee works on any of such holidays or such holiday occurs on his or her rostered day off he or she shall be paid at the ordinary time rate of pay for the time so worked, in addition to which he or she shall be entitled to receive:
- a. within four weeks following the date on which such holiday occurred;
    - i. one and a half extra day's pay;
    - ii. one and a half days off in lieu thereof of which at least seven days' notice shall be given;
    - iii. one and a half days shall be added to his or her annual leave;
  - b. in the case of an Employee not qualifying for annual leave and where neither of the provisions of **paragraph (a)** above have been applied the one and a half days' pay shall be added to the payment in lieu of annual leave; and
  - c. one and a half times the ordinary time rate of pay for any work done in excess of eight hours.
- 50.4.5 In respect of Easter Saturday, an Employee who ordinarily works Monday to Friday only and who does not work on Easter Saturday, shall be entitled to one day's pay in respect of Easter Saturday or where there is mutual consent, within four weeks following the date on which such holiday occurred the Employee may take one day off in lieu or have one day added to their annual leave.
- 50.4.6 Notwithstanding the earlier provisions of this clause a Weekend Worker (as defined in **clause 43.9**) who works on any of the holidays set out in **clause 50.1**, shall be entitled (in lieu of any entitlement under **clause 50.2**) to one and a half extra days' pay on the first pay day following the end of the pay period during which the holiday falls.
- 50.4.7 If, at the end of the yearly period in respect of which his or her annual leave accrues such Weekend Worker does not become entitled to additional leave under **clause 43.10.1** he or she shall, at the option of the Employer, be entitled to one and a half extra days' pay or one and a half extra days' annual leave for each such holiday on which he or she was rostered off.
- 50.4.8 Where an Employee's accrued day off falls on any such public holiday, a substitute day shall be determined by the Employer to be taken in lieu thereof, such day to be within the same four week cycle where practical.
- 50.4.9 Notwithstanding the provisions of **clause 50.2**, with the exception of Easter Saturday, an Employee who is ordinarily not required to work on a Sunday or Saturday shall not be entitled to any benefit for any public holidays which may fall on or are observed on a Saturday or a Sunday unless he or she is required to work on any such public holiday.

## **51. EXAMINATION LEAVE**

- 51.1 Qualified Employees shall be granted leave with full pay in order to attend examinations necessary to obtain higher qualifications relevant to classifications in this Agreement as approved from time to time by the respective ethical bodies representing the individual Employee.

51.2 The amount of leave to be granted shall be such as to allow the Employee to proceed to the place of examination and, in addition, to allow one clear working day other than a Saturday or a Sunday for pre-examination study if this is so desired.

51.3 Any leave granted under the provisions of this clause shall be exempt from and, in addition, to the provisions of **clause 43** -Annual leave.

## **52. PROFESSIONAL DEVELOPMENT LEAVE**

52.1 A full-time Employee is entitled to five days' paid professional development leave per year, in addition to other prescribed leave entitlements.

52.2 To access the benefits of this provision it is the responsibility of the Employee to make an application for this leave.

52.3 The leave is cumulative over two calendar years.

52.4 An application for this leave, nominating the preferred date(s) will be made in writing to the Manager providing a brief description of the nature of the professional development activity to be undertaken and its applicability to the Employee's profession. The application may be utilised for, but not limited to, research, home study, attendance at seminars and conferences. An Employee may be required to report back on the seminar or conference.

52.5 The application must be made at least six weeks prior to the requested date(s) and shall be approved by the Manager unless there are exceptional circumstances that exist that justify non-approval. The applicant will be notified in writing if the leave is approved or not within seven (7) days of the request being made. If leave is not granted the reasons will be included in the notification to the applicant.

## **53. STUDY LEAVE**

53.1 Paid study leave will be available to all Employees employed in full-time and part-time employment at the Employer's discretion.

53.2 Paid study leave may be taken as agreed between the Employer and an Employee by, for example, 4 hours per week, 8 hours per fortnight or blocks of 38 hours at a residential school.

53.3 Employees employed in part-time employment will be entitled to paid study leave on a pro-rata basis according to the proportion of full-time hours worked by the Employee in a week.

53.4 An Employee wishing to take study leave in accordance with this clause must apply in writing to the Employer as early as possible prior to the proposed leave date. The Employee's request should include:

53.4.1 details of the course and institution in which the Employee is enrolled or proposes to enrol; and

53.4.2 details of the relevance of the course to the Employee's profession.

53.5 The Employer may refuse to grant an Employee study leave where there are reasonable grounds for doing so, and will notify the Employee in writing of whether her or his request for study leave has been approved within 7 days of the application being made.

53.6 Leave pursuant to this clause does not accumulate from year to year.

## **54. CONFERENCE/SEMINAR LEAVE**

- 54.1 All Employees employed in full-time and part-time employment are entitled to two days' paid study/conference/seminar leave per annum. The two days' paid study/conference/seminar leave will be based on the individual Employee's usual shift length.
- 54.2 Leave pursuant to this clause does not accumulate from year to year.
- 54.3 Study/conference/seminar leave may be taken:
- 54.3.1 to attend a work related conference or seminar; or
  - 54.3.2 for undertaking study.
- 54.4 An Employee seeking leave in accordance with this clause can be requested to provide details of the conference/seminar name, venue and date/time. An Employee may be required to report back or provide in-services following conference/seminar attendance, where they are allocated sufficient time to prepare for this.
- 54.5 Where possible the leave should be requested in writing 6 weeks in advance of the proposed leave date.
- 54.6 The approval of leave will not be unreasonably withheld, provided the leave is for a work related conference/seminar or for undertaking study.
- 54.7 The Employer must, wherever possible, notify the Employee whether leave will be granted within 7 days of the application being made.
- 54.8 Where a request for conference/seminar leave which is approved by the Employer covers a period where the Employee would be rostered off (e.g. on weekends, ADOs or after hours) then the Employer will provide time off in lieu for the period of the course. Time in lieu in this clause is on the basis of time for time at ordinary rates and does not include any benefit or payment for any overtime, penalties or allowances under this Agreement which would normally be paid for such periods of duty.

## **55. JURY SERVICE**

- 55.1 An Employee required to attend for jury service during his or her ordinary working hours shall be reimbursed by the Employer an amount equal to the difference between the amount paid in respect of his or her attendance for such jury service and the amount of ordinary wage the Employee would have received in respect of the ordinary time they would have worked had they not been on jury service.
- 55.2 An Employee shall notify the Employer as soon as possible of the date upon which they are required to attend for jury service. Further the Employee shall give the Employer proof of his or her attendance at the court, the duration of such attendance and the amount received in respect of such jury service.

## **56. BLOOD DONORS LEAVE**

- 56.1 The Employer will release Employees upon request to donate blood where a collection unit is on site or by arrangement at the local level.

## **57. LEAVE TO ENGAGE IN EMERGENCY RELIEF ACTIVITIES**

57.1 An Employee who is a member of a voluntary emergency relief organisation including, but not limited to, the Country Fire Authority, Red Cross, State Emergency Service and St John Ambulance is entitled to be absent from his or her place of employment for a period if the Employee's absence is reasonable in all the circumstances and the period consists of one or more of the following:

57.1.1 time when the Employee engages in the activity;

57.1.2 reasonable travelling time associated with the activity;

57.1.3 reasonable rest time immediately following the activity.

57.2 An Employee who wants an absence from her or his employment to be covered by this clause must, as soon as practicable:

57.2.1 give her or his Employer notice of the absence;

57.2.2 advise the Employer of the period, or expected period of the absence.

57.3 An Employee who has given the Employer notice of an absence must give the Employer evidence that would satisfy a reasonable person that the absence is because the Employee has been or will be engaging in an eligible community service activity.

## **58. TRAINEE SUPERVISION**

58.1 Trainees, with the exception of those in their final year of training shall not be required to work at any time without supervision of a qualified person of the discipline concerned within the area of the establishment where the Trainee is working.

## **59. SALARY PACKAGING**

59.1 Employees covered by this section of Section 2 will have access to salary packaging arrangements as follows:

59.1.1 By agreement with the Employee, the current rate of pay specified in **Schedule B**, may be salary packaged in accordance with the Employer's policy on salary packaging.

59.1.2 The Employee shall compensate the Employer from his or her rate of pay for any FBT incurred as a consequence of any salary packaging arrangement the Employee has entered into. Where the Employee chooses not to pay any of the costs associated with their salary packaging, the Employer may cease the Employee's salary packaging arrangements.

59.1.3 The parties agree that in the event that salary packaging ceases to be an advantage to the Employee (including as a result of subsequent changes to FBT legislation) the Employee may elect to convert the amount packaged to salary. Any costs associated with the conversion to salary shall be borne by the Employee and the Employer shall not be liable to make up any benefit lost as a consequence of an Employee's decision to convert to salary.

59.1.4 The Employee shall be responsible for all costs associated with the administration of their salary packaging arrangements, provided that such costs shall be confined to reasonable commercial charges as levied directly by the external salary

packaging provider and/or in-house payroll service (as applicable), as varied from time to time.

59.1.5 The Parties recommend to Employees who are considering salary packaging that they seek independent financial advice. The Employer shall not be held responsible in any way for the cost or outcome of any such advice and furthermore, the parties agree that the Employee shall pay for any costs associated with salary packaging.

59.1.6 Superannuation contributions paid by the Employer into an approved Fund will be calculated on the rates of pay for the applicable classification as specified in **Schedule B**.

## **60. AMENITIES**

### **60.1 Breastfeeding**

60.2 The Employer is to provide private and comfortable areas at each worksite for Employees who are breast feeding, upon their request, to enable them to express breast milk or feed children while at work.

### **60.3 Facilities**

60.4 For the purposes of facilitating involvement in the avoidance and resolution of disputes between Employees and the Employer as provided for in **clause 19 of Section 2** and improving occupational health and safety, the Employer is to provide Union delegates and other Employee representatives with access to facilities such as telephones, computers, email, notice boards and meeting rooms, in a manner that does not adversely affect service delivery and work requirements.

## **61. DISCRETIONARY BACKFILL FOR CERTAIN ABSENCES**

### **61.1 Annual Leave**

If an Employee is absent on annual leave for a period of 10 days or more and the services provided by the relevant work area would be seriously jeopardised by the absence of the Employee, the Employer should seriously consider providing 100% leave cover for that period.

### **61.2 ADO's, conference and study leave**

An Employer will use its discretion to provide backfill for Conference Leave, Study Leave and ADOs.

### **61.3 Consultation**

For the purposes of this clause, the Employer will consult with the Head/Chief of the allied health department or facility.

## **62. PREVENTION AND MANAGEMENT OF WORKPLACE BULLYING (EMPLOYEE TO EMPLOYEE)**

62.1 The parties to Section 2 are committed to the prevention of workplace bullying.

62.2 The Employer will maintain policies and procedures to proactively prevent and manage workplace bullying in accordance with the recommendations of the WorkSafe Guidance Note on the Prevention of Bullying and Violence at Work 2003 (as amended from time to time).

### **63. ACCIDENT PAY**

- 63.1 Subject to this clause, where an Employee is receiving a weekly payment of compensation in respect of an incapacity under the *Accident Compensation Act 1985*, the Employee will receive accident make up pay equal to the ordinary time earnings they would ordinarily receive, less the amount of weekly compensation.
- 63.2 Accident make up pay shall only be payable to an eligible Employee whilst that Employee remains in the employment of the Employer.
- 63.3 An Employer is not liable to pay accident make up pay:
- 63.3.1 in relation to an incapacity which occurred during the first two weeks of the employment unless such incapacity continues beyond the first two weeks of employment in which case the maximum period of payment of accident make up pay will apply only to the period of incapacity after the first two weeks;
  - 63.3.2 in relation to any injury, during the first five normal working days of incapacity. However, an Employee who contracts an infectious disease in the course of duty is entitled to receive workers' compensation therefore shall receive accident pay from the first day of incapacity;
  - 63.3.3 for any period any period that weekly payments under the Act cease;
  - 63.3.4 whilst the Employee is on any other paid leave provided for in Section 2;
  - 63.3.5 unless the Employee has given notice in writing to the Employer of an injury as soon as practicable after the occurrence of the injury;
  - 63.3.6 upon the death of the Employee.
- 63.4 The maximum period or aggregate periods of accident make up pay for which the Employer is liable under this clause is 39 weeks for any one injury.

### **64. POSTING AGREEMENT**

- 64.1 A copy of the Agreement will be posted up by the Employer in a conspicuous place accessible to all Employees.

## **PART 2 – ADDITIONAL CONDITIONS**

### **65. REPLACEMENT POSITIONS**

- 65.1 **Sub-Clause 65.2** below applies to the following Health Services only:

- 65.1.1 Ballarat Health Services;
- 65.1.2 Barwon Health;
- 65.1.3 Bendigo Health Care Group;
- 65.1.4 Echuca Regional Health;
- 65.1.5 Hepburn Health Service;

- 65.1.6 Hesse Rural Health Service;
- 65.1.7 Mallee Track Health & Community Service;
- 65.1.8 Maryborough District Health Service;
- 65.1.9 Rural Northwest Health;
- 65.1.10 Swan Hill District Health;
- 65.1.11 West Gippsland Health Care; and
- 65.1.12 St. Vincent's (Hospital) Melbourne Limited.

65.2 Every endeavour will be made to appoint to a position that falls vacant on the basis of prolonged leave, within eight weeks of the vacation of the position

## **66. IN-SERVICE EDUCATION & TRAINING**

66.1 **Sub-clause 66.2** below applies to the following Health Services only:

- 66.1.1 Royal Women's Hospital; and
- 66.1.2 Royal Children's Hospital.

66.2 Relevant and specific in-service education and training will be offered to all Employees on a regular basis comprising a minimum of four (4) hours per month.

## **67. WORKING FROM HOME**

67.1 **Sub-clause 67.2** below applies to the following Health Services only:

- 67.1.1 Royal Women's Hospital; and
- 67.1.2 Royal Children's Hospital.

67.2 An Employee, subject to operational requirements and with the approval of the Employee's Department Head, may work from his/her home of residence in circumstances where the work is project based and may be performed with a high level of autonomy.

## **68. PERSONAL LEAVE AND INCOME MAINTENANCE INSURANCE**

68.1 **Clause 68** applies to the following Health Services only:

- 68.1.1 St Vincent's Hospital (Melbourne) Limited;

68.2 This **clause 68** operates in conjunction with **clause 45**. This **clause 68** shall operate to the extent of any inconsistency.

68.3 All full-time and part-time Employees at St. Vincent's Hospital Melbourne Ltd are entitled to 12 days Personal Leave per year.

68.4 All full-time and part-time Employees of St. Vincent's Hospital Melbourne Ltd will be provided with Income Maintenance Insurance, the terms of which will be determined between St. Vincent's



Hospital Melbourne Ltd and an insurance provider selected at the discretion of St. Vincent's Hospital Melbourne Ltd.

- 68.5 Should the cost of providing Income Maintenance Insurance become excessive, Employees will be notified of the date of expiration of their policy and that policy will not be renewed. From the date of expiration of the policy Employees will be entitled to personal leave as provided for in **clause 45** of the Agreement.

## **69. APPLICATION OF FURTHER ADDITIONAL CLAUSES**

- 69.1 **Clause 70** and **Clause 71** below applies to the following Health Services only:

- 69.1.1 Alpine Health;
- 69.1.2 Alexandra District Hospital (#);
- 69.1.3 Bairnsdale Regional Health Service (#);
- 69.1.4 Beaufort and Skipton Health Service;
- 69.1.5 Beechworth Health Service;
- 69.1.6 Boort District Health Service;
- 69.1.7 Calvary Health Bethlehem Hospital Ltd;
- 69.1.8 Casterton Memorial Hospital;
- 69.1.9 Cohuna District Hospital;
- 69.1.10 Djerriwarrh Health Service;
- 69.1.11 Dunmunkle Health Service;
- 69.1.12 East Wimmera Health Service;
- 69.1.13 Edenhope District Memorial Hospital;
- 69.1.14 Heathcote Health;
- 69.1.15 Heywood Rural Health;
- 69.1.16 Inglewood & District Health Service (#);
- 69.1.17 Kerang District Health (#);
- 69.1.18 Kilmore & District Hospital (#);
- 69.1.19 Kyabram and District Health Service (#);
- 69.1.20 Kyneton District Health Service;
- 69.1.21 Lorne Community Hospital;
- 69.1.22 Maldon Hospital;

- 69.1.23 Mansfield District Hospital;
- 69.1.24 Mildura Base Hospital (#);
- 69.1.25 Moyne Health Services;
- 69.1.26 Nathalla District Hospital;
- 69.1.27 Numurkah District Health Service;
- 69.1.28 Omeo District Health (#);
- 69.1.29 Otway Health & Community Service;
- 69.1.30 Portland District Health;
- 69.1.31 Robinvale District Health Services;
- 69.1.32 Rochester & Elmore District Health Service (#);
- 69.1.33 South Gippsland Hospital;
- 69.1.34 South West Healthcare;
- 69.1.35 Tallangatta Health Services (#);
- 69.1.36 Terang & Mortlake Health Service;
- 69.1.37 Timboon & District Healthcare Service;
- 69.1.38 Upper Murray Health & Community Services (#);
- 69.1.39 Western District Health Service (including Coleraine District Health Service) (#);
- 69.1.40 Wimmera Health Care Group (#);
- 69.1.41 Yarram & District Health Service (#);
- 69.1.42 Yarrawonga District Health Service (#);
- 69.1.43 Yea & District Memorial Hospital;

*Note: Employers covered by **clause 70** below are marked with a hash symbol (#)*

## **70. REPLACEMENT POSITIONS**

- 70.1 This **clause 70** only applies to Employers marked with a hash symbol (#) in **sub-clause 69.1** above.
- 70.2 Every endeavour will be made to appoint to a position that falls vacant on the basis of prolonged leave, within eight weeks of the vacation of the position.

## **71. ACCESS TO NEW EMPLOYEES**

71.1 **Purpose of Access**

For the purpose of facilitating the orientation of new Employees and, in particular, familiarising such Employees with this Agreement, the Union shall be provided, in writing on a quarterly basis, with the date, times and venues of any orientation/induction programs and be permitted to attend. If the dates of these programs are fixed in advance for regular day and time, then a list should be sent to the Union forthwith.

71.2 **Notification**

Where the dates of orientation/induction programs for Employees are not fixed in advance, the Union should receive reasonable notification of at least 14 days to enable a Union representative to attend.

## **SECTION 3 – TERMS APPLYING TO HEALTH & ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE OFFICER EMPLOYEES ONLY**

### **PART 1 – APPLICATION AND OPERATION OF THIS SECTION**

#### **72. APPLICATION OF THIS SECTION**

- 72.1 The terms of **Section 3** of this Agreement contains additional terms specific Health and Allied Services, Managers and Administrative Officer Employees (as defined in **sub-clause 5.6** of this Agreement).
- 72.2 All entitlements and terms contained in **Section 3** of this Agreement have no application to Health Professional Employees.

#### **73. DEFINITIONS SPECIFIC TO SECTION 3 OF THIS AGREEMENT**

- 73.1 **Base rate of pay** means the rate of pay payable to an Employee in accordance with **Schedule C** for his or her ordinary hours of work, but not including any incentive-based payments and bonuses, loadings, allowances, overtime, penalty rates or any other separately identifiable amounts.
- 73.2 **De facto partner**, in relation to an Employee, means: a person who, although not married to the Employee, lives with them in a relationship as a couple on a genuine domestic basis (whether the Employee and the person are of the same sex or different sexes); and includes a former de facto of the Employee.
- 73.3 **Dental Assistant** means an Employee classified in accordance with **Part 4** of **Schedule G** of this Agreement, and paid pursuant to **clause 4** of **Schedule C**.
- 73.4 **Department Head** means a person responsible for a department or section of the hospital or health service covered by this Agreement.
- 73.5 **Department** refers to Employees within a department who are covered by this Agreement.
- 73.6 **Designated Work Group** means a group of Employees within a workplace that are entitled to elect an HSR in accordance with the OHS Act.
- 73.7 **DHS** means the Department of Human Services or the Department of Health.
- 73.8 **DoH** means the Department of Health.
- 73.9 **Divisional Director** means a person appointed as such by the Employer.
- 73.10 **Employee couple**: two Employees are considered an Employee couple if each of the Employees is the spouse or defacto of the other.
- 73.11 **Employer organisation** means an organisation of Employers, which would specifically include the VHIA.
- 73.12 **Experience** means experience at any such work in any workplace subject to this Agreement within the last five (5) years, excluding any unpaid leave.
- 73.13 **Health and Allied Services Employee** means an Employee classified in accordance with **Part 3** of **Schedule G** of this Agreement, and paid pursuant to **clause 3** of **Schedule C**.
- 73.14 **Health Super** means the Health Super superannuation fund, or any successor fund to it.

- 73.15 **HSR** means an Employee elected to the position of Occupational Health and Safety Representative of a Designated Work Group in accordance with the OHS Act.
- 73.16 **HSU Delegate** shall have the same meaning as HSU Representative or Job Representative.
- 73.17 **Immediate family** means a spouse, former spouse de facto partner, former defacto partner, child including adopted child, step child and exnuptial child, parent, grandparent, grandchild or sibling of the Employee; and a child, parent grandparent, grandchild or sibling of a spouse or de facto partner of the Employee.
- 73.18 **Jury service pay** means an amount paid in relation to jury service under a law of the Commonwealth, a State or Territory, other than an amount that is, or that is in the nature of, an expense-related allowance.
- 73.19 **Jury service summons** means a summons or other instruction (however described) that requires a person to attend for, or perform, jury service.
- 73.20 **Management and Administrative Officer** means an Employee classified in accordance with **Part 1 of Schedule G** of this Agreement, and paid pursuant to **clause 1 of Schedule C**.
- 73.21 **Management and Administrative Officer employed either by the Royal Women's Hospital or the Royal Children's Hospital** means an Employee classified in accordance with **Part 3 of Schedule G** of this Agreement, and paid pursuant to **clause 2 of Schedule C**.
- 73.22 **Medical certificate** means a certificate from a medical practitioner.
- 73.23 **Medical practitioner** means a person registered as a medical practitioner by the Medical Board of Australia.
- 73.24 **National Employment Standards** means the National Employment Standards detailed in Part 2-2 of the Fair Work Act, as varied from time to time.
- 73.25 **OHS Act** means the *Occupational Health and Safety Act 2004* (Victoria) as varied from time to time, or any successor to that Act.
- 73.26 **Party** means the Employer, Employees and the HSU who are covered by this Agreement.
- 73.27 **PMU** means power mass units, as stated on the certificate of registration for a motor vehicle.
- 73.28 **School age**, in relation to a child, means the age at which the child is required by law to start attending school.
- 73.29 **Section 3** means Section 3 of this Agreement pertaining to Health and Allied Services Employees, Managers and Administrative Officers.
- 73.30 **Shift Worker** - for the purposes of the National Employment Standards (NES), a shiftworker is an Employee who works for more than four ordinary hours on 10 or more weekends during the year in which their annual leave accrues.
- 73.31 **Spouse** includes a former spouse.
- 73.32 **VHIA** means the Victorian Hospitals' Industrial Association.

## **74. INDIVIDUAL FLEXIBILITY ARRANGEMENT**

74.1 An Employee and the Employer may enter into an individual flexibility arrangement pursuant to this clause in order to meet the genuine needs of the Employee and Employer. An individual flexibility arrangement must be genuinely agreed to by the Employee and Employer.

74.2 An individual flexibility arrangement may vary the effect of one or more of the following terms of this enterprise agreement:

74.2.1 arrangements for when work is performed;

74.2.2 overtime rates;

74.2.3 penalty rates;

74.2.4 allowances; and

74.2.5 leave loading.

74.3 An Employee may nominate a representative to assist in negotiations for an individual flexibility arrangement.

74.4 The Employer must ensure that any individual flexibility arrangement will result in the Employee being better off overall than the Employee would have been if no individual flexibility arrangement were agreed to.

74.5 The Employer must ensure that an individual flexibility arrangement is in writing and signed by the Employee and Employer. If the Employee is under 18 the arrangement must also be signed by a parent or guardian of the Employee.

74.6 The Employer must give a copy of the individual flexibility arrangement to the Employee within 14 days after it is agreed to.

74.7 The Employer must ensure that any individual flexibility arrangement sets out:

74.7.1 the terms of this enterprise agreement that will be varied by the arrangement;

74.7.2 how the arrangement will vary the effect of the terms;

74.7.3 how the Employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and

74.7.4 the day on which the arrangement commences.

74.8 The Employer must ensure that any individual flexibility arrangement:

74.8.1 is about matters that would be permitted matters under section 172 of the *Fair Work Act 2009* if the arrangement were an enterprise agreement;

74.8.2 does not include any term that would be an unlawful term under section 194 of the *Fair Work Act 2009* if the arrangement were an enterprise agreement; and

74.8.3 provides for the arrangement to be terminated:

- a. by either the Employee or Employer giving a specified period of written notice, with the specified period being not more than 28 days; and
- b. at any time by written agreement between the Employee and Employer.

74.9 An individual flexibility arrangement may be expressed to operate for a specified term or while the Employee is performing a specified role (such as acting in a specified higher position). Such an arrangement will terminate on expiry of the specified term or when the Employee ceases to perform the specified role unless terminated earlier on notice or by agreement.

## **75. ANTI-DISCRIMINATION**

75.1 It is the intention of the parties covered by Section 3 to achieve the principal object in section 3(e) of the *Fair Work Act 2009* through respecting and valuing the diversity of the workforce by helping to prevent and eliminate discrimination on the basis of race, colour, sex, sexual preference, age, physical or mental disability, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin.

75.2 Accordingly, in fulfilling their obligations under the procedures in **clause 77** (Dispute Settling Procedures), the parties covered by Section 3 must make every endeavour to ensure that neither **Section 3** provisions nor their operation are directly or indirectly discriminatory in their effects.

75.3 Nothing in this clause is to be taken to affect:

75.3.1 any different treatment (or treatment having different effects) which is specifically exempted under the Commonwealth anti-discrimination legislation;

75.3.2 an Employee, Employer or registered organisation pursuing matters of discrimination in any State or Federal jurisdiction, including by application to the Australian Human Rights Commission; or

any exemptions provided under the *Fair Work Act 2009*

## **PART 2 – DISPUTE RESOLUTION PROCEDURES AND CONSULTATIVE MECHANISMS**

### **76. CONSULTATION REGARDING MAJOR WORKPLACE CHANGE**

76.1 Any Employer with an existing organisational change agreement (however titled) with the Union that is reduced to writing will continue to apply the terms of that Agreement as though they were terms of Section 3. An Employer without such an agreement will, as a minimum, apply the following procedure.

76.2 Where an Employer has made a definite decision to implement major changes in its program organisation, structure or technology that are likely to have a significant impact on Employees, the Employer shall, as early as practicable, consult with Employees, the local representatives of the union and the HSU, before the introduction of any proposed changes.

76.3 The Employer shall discuss with the affected Employees, their union representatives at the workplace and the HSU, amongst other things:

76.3.1 the introduction of changes that are likely to have significant effect on Employees;

76.3.2 the effects such changes are likely to have on Employees; and

76.3.3 the reasons for any proposed redundancies and measures to avert or mitigate adverse effects of such changes on Employees.

76.4 For the purposes of such discussion, the Employer shall provide in writing to the affected Employees and their union representatives:

76.4.1 all relevant information about the changes, including the nature of the changes proposed;

76.4.2 reasons for any proposed redundancies and the number of Employees and categories likely to be affected; and

76.4.3 the expected effects of the changes on Employees and other matters that may impact on them, provided that the Employer is not required to disclose confidential information, the disclosure of which would be contrary to the Employer's interests.

## **77. DISPUTE RESOLUTION PROCEDURE**

### **77.1 Resolution of disputes and grievances**

77.1.1 Unless otherwise provided for in Section 3, a dispute or grievance about a matter arising under Section 3 or the National Employment Standards, other than termination of employment, must be dealt with in accordance with this clause. This includes a dispute or grievance about whether an Employer had reasonable grounds to refuse a request for flexible working conditions or an application to extend unpaid parental leave.

77.1.2 This clause does not apply to any dispute on a matter or matters arising in the course of bargaining in relation to a proposed enterprise agreement.

77.1.3 The Employer or an Employee covered by Section 3 may choose to be represented at any stage by a union representative, or Employer organisation. This clause does not limit an Employee's or Employer's rights under the Act with respect to representation.

### **77.2 Obligations**

77.2.1 The parties to the dispute or grievance, and their representatives, must genuinely attempt to resolve the dispute or grievance through the processes set out in this clause and must cooperate to ensure that these processes are carried out promptly.

77.2.2 While a dispute or grievance is being dealt with in accordance with this clause, work must continue according to usual practice, provided that this does not apply to an Employee who has a reasonable concern about an imminent risk to his or her health or safety, has advised the Employer of this concern and has not unreasonably failed to comply with a direction by the Employer to perform other available work that is safe and appropriate for the Employee to perform.

77.2.3 No person covered by Section 3 will be prejudiced as to the final settlement of the dispute or grievance by the continuance of work in accordance with this clause.

### **77.3 Agreement and dispute settlement facilitation**

77.3.1 For the purposes of compliance with Section 3 (including compliance with this dispute settlement procedure) where the chosen Employee representative is another Employee of the Employer, he/she must be released by his/her Employer from normal duties for



such periods of time as may be reasonably necessary to enable him/her to represent Employees concerning matters pertaining to the employment relationship, including but not limited to:

- a. investigating the circumstances of a dispute or an alleged breach of Section 3 or the National Employment Standards;
- b. endeavouring to resolve a dispute arising out of the operation of Section 3 or the National Employment Standards; or
- c. participating in conciliation, arbitration or any other agreed alternative dispute resolution process.

77.3.2 The release from normal duties referred to in this clause is subject to the proviso that it does not unduly affect the operations of the Employer.

#### **77.4 Discussion of grievance or dispute**

77.4.1 The dispute or grievance must first be discussed by the aggrieved Employee(s) with the immediate supervisor of the Employee(s).

77.4.2 If the matter is not settled, the Employee(s) can require that the matter be discussed with another representative of the Employer appointed for the purposes of this procedure.

#### **77.5 Internal process**

77.5.1 If any party to the dispute or grievance, who is covered by Section 3, refers the dispute or grievance to an established internal dispute or grievance resolution process, the matter must first be dealt with according to that process, provided that the process is conducted in a timely manner and is consistent with the following principles:

- a. the rules of natural justice;
- b. provide for mediation or conciliation of the grievance;
- c. provide that the Employers will take into consideration any views on who should conduct the review; and
- d. be conducted as quickly and with as little formality as a proper consideration of the matter allows.

77.5.2 If the dispute or grievance is not settled through an internal dispute or grievance resolution process, the matter can be dealt with according to the processes set out below.

77.5.3 If the matter is not settled either Party may refer the matter to Fair Work Commission.

#### **77.6 Disputes of a collective character**

77.6.1 The parties covered by Section 3 acknowledge that disputes of a collective character concerning more than one Employee may be dealt with more expeditiously by an early reference to Fair Work Commission.

- 77.6.2 No dispute of a collective character may be referred to Fair Work Commission directly unless there has been a genuine attempt to resolve the dispute at the workplace level prior to it being referred to Fair Work Commission.

## **77.7 Conciliation**

- 77.7.1 Where a dispute or grievance is referred for conciliation, a member of Fair Work Commission shall do everything that appears to the member to be right and proper to assist the parties to agree on terms for the settlement of the dispute or grievance.

- 77.7.2 This may include arranging:

- a. conferences of the parties or their representatives presided over by the member; and
- b. for the parties or their representatives to confer among themselves at conferences at which the member is not present.

- 77.7.3 Conciliation before Fair Work Commission shall be regarded as completed when:

- a. the parties have reached agreement on the settlement of the grievance or dispute; or
- b. the member of Fair Work Commission conducting the conciliation has, either of their own motion or after an application by either party, satisfied themselves that there is no likelihood that within a reasonable period further conciliation will result in a settlement; or
- c. the parties have informed the Fair Work Commission member that there is no likelihood of agreement on the settlement of the grievance or dispute and the member does not have substantial reason to refuse to regard the conciliation proceedings as completed.

## **77.8 Arbitration**

- 77.8.1 If the dispute or grievance has not been settled after conciliation, either party may request that Fair Work Commission proceed to determine the dispute or grievance by arbitration.

- 77.8.2 Where a member of Fair Work Commission has exercised conciliation powers in relation to the dispute or grievance, the member shall not exercise, or take part in the exercise of, arbitration powers in relation to the dispute or grievance if a party objects.

- 77.8.3 Subject to **sub-clause 77.8.3** below, the determination of Fair Work Commission is binding upon the persons bound by Section 3.

- 77.8.4 An appeal can be made to a Full Bench of Fair Work Commission, with the leave of the Full Bench, against a determination of a single member of Fair Work Commission made pursuant to this clause.

## **77.9 Conduct of matters before Fair Work Commission**

- 77.9.1 Subject to any agreement between the parties to the dispute, in relation to a particular dispute or grievance and the provisions of this clause, in dealing with a dispute or grievance through conciliation or arbitration, Fair Work Commission may conduct the matter in accordance with Subdivision B of Division 3 of Part 5-1 of the *Fair Work Act 2009*.

## **PART 3 – EMPLOYMENT ARRANGEMENTS SPECIFIC TO HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE OFFICER EMPLOYEES**

### **78. TYPES OF EMPLOYMENT**

78.1 Employees under Section 3 may be employed in any one of the following employment categories:

78.1.1 full-time employment;

78.1.2 regular part-time employment; or

78.1.3 casual employment.

78.2 At the time of engagement an Employer shall inform each Employee of the terms of their engagement, and in particular whether they are to be full-time, regular part-time or casual.

### **79. MINIMUM ENGAGEMENT**

79.1 Each Employee shall be paid a minimum of three (3) hours, with the exception of Employees eligible for payment of overtime in accordance with **clause 102** (Overtime) of Section 3.

79.2 The minimum engagement for a permanent part-time Community Care Worker employed by Melbourne Health shall be 15 hours per week to be worked at times agreed between the Employer and Employee.

79.3 No Employee shall be paid less than the minimum hours of engagement.

### **80. FULL-TIME EMPLOYMENT**

80.1 A full-time Employee is one who is ready, willing and available to work a full week of 38 hours, or an average of 38 hours as per **clause 98** (Hours of Work) at the times and during the hours that are mutually agreed upon, or in the absence of such agreement, as prescribed by the Employer.

80.2 Subject to the provisions of **clause 98** (Hours of Work) a full-time Employee shall be paid the full weekly wage for their classification irrespective of the number of hours worked not exceeding 38, or an average of 38 per week.

### **81. REGULAR PART-TIME EMPLOYMENT**

81.1 The Employer may employ regular part-time Employees in any classification covered by Section 3.

81.2 A regular part-time Employee is one who:

81.2.1 works less than full-time hours per week (or fortnight);

81.2.2 has reasonably predictable hours of work; and

81.2.3 receives, on a pro-rata basis, equivalent pay and conditions to those of full-time Employees who do the same kind of work.

81.3 At the time of engagement, the Employer and regular part-time Employee will agree in writing on the following matters:

81.3.1 a regular pattern of work, specifying at least the hours worked each day;

81.3.2 which days of the week the Employee will work; and

81.3.3 the actual starting and finishing times each day.

81.4 Any agreed variation to the regular pattern of work will be recorded in writing.

81.5 Regular part-time Employees shall be paid 1/38th of the weekly wage rate for their classification pursuant to **Schedule C**. All leave entitlement shall accrue on a pro-rata basis.

81.6 An Employee who does not meet the definition of a regular part-time Employee and who is not full-time shall be paid as a casual Employee in accordance with **clause 82** (Casual Employment).

#### **81.7 Health and Allied Services Employees and Dental Assistants**

81.7.1 The following provisions apply only to regular part-time Employees classified under **Part 3 & Part 4 of Schedule G**:

- a. Payment in respect of any period of personal leave (where an Employee has an accumulated entitlement) shall be on a pro-rata basis made according to the number of hours the Employee would have worked on the day or days on which the leave was taken so as not to reduce the Employee's wage below the level that the Employee would have received had they not been absent.
- b. The payment or deduction of payment in lieu of notice of termination of employment shall be calculated on a pro-rata basis.
- c. Any period of annual leave, long service leave and sick leave to which an Employee is entitled shall accrue on a pro-rata basis according to the number of hours worked on average over the past twelve months.
- d. Subject to the foregoing provisions of this clause, all the provisions of Section 3 shall apply to regular part-time Employees.
- e. Notwithstanding the above, a part-time Employee who is employed on a regular basis for four hours or less per week shall be paid according to **clause 82** (Casual Employment).

## **82. CASUAL EMPLOYMENT**

82.1 A casual Employee is one who is engaged in relieving work or work of a casual nature and whose employment is terminable without notice by the Employer, in accordance with their requirements, or by the Employee.

82.2 Casual Employees shall be paid an amount equal to 1/38th of the weekly wage rate for their classification per hour plus:

82.2.1 a 25% loading for work performed on week days;

82.2.2 a 75% loading for work performed on Saturdays, Sundays and Public Holidays.

82.3 A casual Employee shall be entitled to receive the appropriate uniform and other allowances contained in Section 3.

82.4 The provisions of **clause 102** (Overtime), **clause 113** (Public Holidays), **clause 114** (Annual Leave), **clause 116** (Personal/Carer's Leave), **clause 118** (Compassionate Leave), and **clause 121** (Parental

Leave) shall not apply to casual Employees, except where the relevant clause expressly provides entitlements for casual Employees.

82.5 In addition to **sub-clause 82.4** above, **clause 119** (Long Service Leave) does not apply to casual Employees classified under **Part 2** and/or **Part 4** of **Schedule G**.

### **83. FIXED TERM EMPLOYMENT**

83.1 A fixed-term Employee is one who is engaged on a full-time or regular part-time basis for a fixed period of time and who is ready, willing and available to work the hours and the times that are mutually agreed or, in the absence of agreement, as prescribed by the Employer at the time of engagement.

83.2 In the case of Employees classified under **Part 1**, **Part 2** and **Part 3** of **Schedule G** of Section 3, fixed term employment can only be offered for true fixed term arrangements, including but not limited to:

83.2.1 special projects;

83.2.2 maternity leave relief; and

83.2.3 long service leave relief

83.3 In the case of Employees classified under **Part 4** of **Schedule G** of Section 3, it is the intention of the Employer to limit the use of fixed term employment to cover specified absences (e.g. maternity leave) or for specified project activity or unusual or unexpected increases in workload. Where practicable, employment shall be ongoing. Fixed-term employment shall be limited to a period of time not exceeding 12 months.

### **84. REQUESTS FOR FLEXIBLE WORKING ARRANGEMENTS**

84.1 An Employee who is a parent, or has responsibility for the care, of a child may ask the Employer for a change in working arrangements for the purpose of assisting the Employee to care for the child if:

84.1.1 the child is under school age; or

84.1.2 the child is under the age of 18 and has a disability.

84.2 A request made under **clause 84.1** may include, but is not limited to, changes in hours of work, changes in patterns of work or changes in the location of work.

84.3 An Employee is not entitled to make a request under **clause 84.1** unless:

84.3.1 for an Employee, other than a casual Employee, they have completed at least 12 months continuous service with the Employer immediately before making the request; or

84.3.2 for a casual Employee, they have:

- a. been engaged by the Employer on a regular and systematic basis for a sequence of periods of employment during a period of at least 12 months immediately before making the request; and
- b. have a reasonable expectation of continuing engagement by the Employer on a regular and systematic basis.

84.4 A request made under **clause 84.1** must be in writing and set out:

84.4.1 details of the change in working arrangements sought by the Employee; and

84.4.2 the reasons for the change.

84.5 The Employer must respond to a request made under **clause 84.1** within 21 days, stating whether or not the request is granted.

84.6 The Employer may refuse a request made under **clause 84.1** on reasonable business grounds.

84.7 If the Employer refuses a request made by an Employee under **clause 84.1**, the written response provided under **clause 84.5** must include the reasons for such a refusal.

## **85. VACANCIES**

85.1 Where a vacancy arises within a department, the responsible manager will initiate action to advertise the vacant position or available hours, internally at first instance and then externally if necessary, immediately after receiving notice of resignation.

85.2 Where it is impracticable to seek internal applicants at first instance due to staff shortages in the classification in which the vacancy arises, the Employer may advertise for internal/external applicants concurrently.

85.3 The Employer shall advertise all vacancies that arise where the vacancy relates to a position that, but for the vacancy occurring would have been ongoing, as soon as practicable (ordinarily within 8 working days).

## **86. NOTICE OF TERMINATION - EMPLOYER**

86.1 The Employer must not terminate an Employee's employment unless they have given the Employee written notice of the day of the termination (which cannot be before the day the notice is given).

### **86.2 Management and Administrative Officers**

86.2.1 In order to terminate the employment of an Employee classified under **Part 1** or **Part 2** of **Schedule G**, the Employer shall give one month's written notice, or pay one month's wages in lieu of notice.

86.2.2 The period of notice in **clause 86.2.1** shall be increased by one week if the Employee is over 45 years of age and has completed at least 2 years continuous service with the Employer at the end of the day the notice is given.

86.2.3 An Employee classified as a Chief Executive or Deputy Chief Executive officer shall not be dismissed unless the committee of management has first made careful enquiry into any matter alleged against such officer and has heard whatever statement he/she may wish to make relative to that matter and against such dismissal or has given him/her a reasonable opportunity to make such a statement before the committee of management. An officer may be assisted in making any such statement or submission by a representative of the Union. Pending such enquiry an officer may be relieved of duty.

86.2.4 **Clause 86.2.3** above does not apply to positions that fall within the scope of the Government Sector Executive Remuneration Panel (GSERP) policies.

### 86.3 Health and Allied Services Employees

- 86.3.1 In order to terminate the employment of an Employee classified under **Part 3** of **Schedule G**, the Employer shall give the minimum period of notice based on the Employee's period of continuous service with the Employer up to the end of the day the notice is given, as follows:

Period of continuous service	Period of Notice
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks
More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

- 86.3.2 The period of notice in **clause 86.3.1** shall be increased by one week if the Employee is over 45 years of age and has completed at least 2 years continuous service with the Employer at the end of the day the notice is given.

### 86.4 Dental Assistants

- 86.4.1 In order to terminate the employment of an Employee classified under **Part 4** of **Schedule G**, the Employer shall give four week's written notice, or pay four week's wages in lieu of notice.
- 86.4.2 The period of notice in **clause 86.4.1** shall be increased by one week if the Employee is over 45 years of age and has completed at least 2 years continuous service with the Employer at the end of the day the notice is given.
- 86.4.3 Notwithstanding **clause 86.4.1**, a full-time or part-time Employee who is on probation may terminate their employment or be terminated with one week's notice, or payment in lieu thereof.

### 86.5 For the purposes of this clause:

- 86.5.1 a period of service by an Employee with an Employer is a period during which the Employee is Employed by the Employer, but not including any period of unauthorised absence; and
- 86.5.2 a period of unauthorised absence does not break an Employee's continuous service with an Employer, but is not to be counted towards the length of the Employee's continuous service.
- 86.5.3 A transferring Employee's period of continuous service includes each period of continuous service of the Employee with an old Employer in the business being transferred (whether or not the old Employer was previously a new Employer in connection with the business). However, the Employee's continuous service with an old Employer is disregarded so far as the Employee had previously received notice of termination, or payment in lieu of such notice, in respect of that service.

### 86.6 The Employer must not terminate the Employee's employment unless:

- 86.6.1 the time between giving the notice and the day of the termination is at least the period (*the minimum period of notice*) worked out under **clause 86.2**, **clause 86.3** or **clause 86.4**, as applicable; or

86.6.2 the Employer has paid the Employee payment in lieu of notice of at least the amount the Employer would have been liable to pay the Employee at the full rate of pay for the hours he or she would have worked had the employment continued until the end of the minimum period of notice;

86.6.3 provided that the employment may be terminated by part of the period of notice specified and part payment in lieu thereof.

86.7 Notice of termination shall not apply in the case of dismissal for serious and wilful misconduct.

86.8 Where an Employer has given notice of termination to an Employee, the Employee shall be allowed up to one days' time off without loss of pay for the purpose of seeking other employment. The time off shall be taken at times that are convenient to the Employee, following consultation with the Employer.

#### 86.9 Redundancy

86.9.1 If after consultation an Employee's position is deemed to be excess to requirements, the Employer will consult with the Employee and their nominated representative, which may include the Union, to endeavour to redeploy the Employee to another position, if a suitable vacancy exists.

86.9.2 "Suitable vacancy" means a position classified at the Employee's substantive level, where the Employee will be able to satisfactorily carry out the duties of that position with a reasonable amount of training.

86.9.3 Notwithstanding the provisions of sub-clause 2 above, in the case of Employees classified under **Part 2 of Schedule G** of the Agreement, where there is a redeployment to a lower paid position or a position of less hours or where there is an alteration of shifts which results in a reduction of pay, the Employer will maintain the Employee's:

- a. salary and equivalent hours at his or her former classification rate of pay for six (6) months;
- b. shift penalties and allowances for three (3) months.

86.9.4 All attempts will be made to ensure that an Employee's area of choice, hours of work and previous roster pattern are met.

86.9.5 If the Employee is unsuccessful in being redeployed or appointed to a new position and no suitable vacancy exists, he or she shall be eligible for the relevant redundancy package available under Victorian Government policy at the time of termination.

#### 87. NOTICE OF TERMINATION - EMPLOYEE

87.1 The notice of termination required by an Employee shall be:

87.1.1 one (1) month's notice for Management and Administrative Officers classified under **Part 1 or Part 2 of Schedule G**;

87.1.2 two (2) weeks' notice for Health and Allied Services Employees classified under **Part 3 of Schedule G**; and



87.1.3 four (4) weeks' notice for Dental Assistants classified under **Part 4 of Schedule G**.

87.2 For Employees classified under **Part 4 of Schedule G**, the period of notice may be reduced by mutual agreement. Where a terminating Employee applies for a reduced notice period, the Employer will not unreasonably withhold their agreement.

87.3 If an Employee fails to give the notice specified in **clause 87.1** the Employer has the right to withhold monies due to the Employee to a maximum amount equal to the amount the Employee would have received under **clause 87.1**.

## **PART 4 – CLASSIFICATION STRUCTURES, WAGES AND RELATED MATTERS**

### **88. CLASSIFICATIONS**

88.1 The Employer shall classify all Employees in accordance with the classification structure set out in **Part 1 of Schedule G** (Management & Administrative Officers), **Part 2 of Schedule G** (Management & Administrative Officers employed by either the Royal Women's Hospital or the Royal Children's Hospital), **Part 3 of Schedule G** (Health and Allied Services Employees) and **Part 4 of Schedule G** (Dental Assistants) of section 3.

88.2 The Employer shall notify each Employee in writing upon commencement, of their classification and terms of employment.

88.3 The Employer shall notify each Employee of any alteration to their classification in writing not later than the operative date of such change.

### **89. SALARY INCREASES**

89.1 For health and allied services, managers and administrative officer Employees (as defined), **except** Employees employed in Anaesthetic Technician and Theatre Technician classifications the weekly rates of pay will be adjusted by:

89.1.1 \$25 per week or 2.50%, whichever is the greater, effective first pay period on or after 1 January 2012;

89.1.2 \$25 per week or 2.50%, whichever is the greater, effective first pay period on or after 1 October 2012;

89.1.3 \$12.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 October 2013;

89.1.4 \$12.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 April 2014;

89.1.5 \$12.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 October 2014; and

89.1.6 \$12.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 April 2015;

89.2 For Employees employed as Anaesthetic Technician and Theatre Technician classifications **only**, in lieu of the wage increases provided for in **clause 89.1**, the weekly rates of pay will be adjusted by:

89.2.1 \$35 per week or 2.50%, whichever is the greater, effective first pay period on or after 1 January 2012;

89.2.2 \$35 per week or 2.50%, whichever is the greater, effective first pay period on or after 1 October 2012;

89.2.3 \$17.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 October 2013;

89.2.4 \$17.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 April 2014;

89.2.5 \$17.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 October 2014; and

89.2.6 \$17.50 per week or 1.25%, whichever is the greater, effective first pay period on or after 1 April 2015;

89.3 The weekly rates of pay for Health and Allied Services, Managers and Administrative Officer Employees are contained in **Schedule C** of this Section 3.

89.4 The above rates of pay will only come into operation on the approval of Section 3 by Fair Work Commission in accordance with the Act.

## **90. ONCE OFF UPFRONT LUMP SUM PAYMENT**

90.1 An Employee whose employment is subject to **Section 3** of the Agreement and was in the employ of the Employer as at 1 February 2012 shall be entitled to a once off lump sum payment as follows:

90.1.1 **For health and allied services Employees** - except Employees employed in Anaesthetic Technician and Theatre Technician classifications - \$425 per person (pro-rata for part-time Employees); or

90.1.2 **For managers and administrative officers and Employees classified in Anaesthetic Technician and Theatre Technician classifications** - \$595 per person (pro-rata for part-time Employees);

## **91. ALLOWANCE ADJUSTMENTS**

91.1 All current monetary based allowances will be increased by 2.5% per annum, in each year of the Agreement. These adjustments will take effect on the first pay periods on or after 1 January 2012, 1 October 2012, 1 October 2013 and 1 October 2014.

91.2 The allowances rates specified in **Schedule E** include the adjustments made in accordance with **clause 91.1** above.

## **92. SALARY PACKAGING**

92.1 All Employees covered by Section 3 will have access to salary packaging arrangements as follows:

92.1.1 By agreement with the Employer, the current rate of pay and any monetary entitlements payable to the Employee as adjusted by Section 3, may be salary packaged in accordance with the individual Health Service policy on salary packaging.

92.1.2 The Employee shall compensate the Employer from his or her rate of pay for any FBT incurred as a consequence of any salary packaging arrangement the Employee has entered into. Where the Employee chooses not to pay any of the costs associated with

their salary packaging, the Employer may cease the Employee's salary packaging arrangements.

92.1.3 The parties agree that in the event that salary packaging ceases to be an advantage to the Employee (including as a result of subsequent changes to FBT legislation) the Employee may elect to convert the amount packaged to salary. Any costs associated with the conversion to salary shall be borne by the Employee and the Employer shall not be liable to make up any benefit lost as a consequence of an Employee's decision to convert to salary.

92.1.4 The Employee shall be responsible for all costs associated with the administration of their salary packaging arrangements, provided that such costs shall be confined to reasonable commercial charges levied directly by the external salary packaging provider and/or in-house payroll services (as applicable), as varied from time to time.

92.1.5 The parties recommend to Employees who are considering salary packaging that they seek independent financial advice. The Employer shall not be held responsible in any way for the cost or outcome of any such advice and furthermore, the parties agree that the Employee shall pay for any costs associated with salary packaging.

### **93. PAYMENT OF WAGES**

93.1 Wages shall be paid weekly or fortnightly (as determined by the Employer) to the nominated financial institution of each Employee. Payment will be made no later than Thursday following the end of the pay period.

93.2 On or before each pay day, the Employer shall advise each Employee in writing of their gross salary entitlement for the pay period, any deductions and allowances authorised by law and by the Employee, the Employee name and classification, the period the pay relates to and the date of payment, the hourly rate of pay, and the net amount of payment, amounts of occupational superannuation contributions and details of funds into which contributions are being paid.

93.3 Where an Employee considers that they have been underpaid as a result of error on the part of the Employer, the Employee may request that the Employer rectify the error or validate the payment.

93.4 Where an Employee is underpaid by reason of Employer error and the amount of such underpayment is less than 5% of the Employee's fortnightly wage, the underpayment will be corrected in the next pay period.

93.5 Where the underpayment exceeds 5% of the Employee's fortnightly wage, the Employer must take steps to correct the underpayment within 24 hours and to provide confirmation to the Employee of the correction.

### **93.6 Health and Allied Services Employees and Dental Assistants**

93.6.1 If the Employer does not take the action required under **clause 93.4** and **clause 93.5** above, the Employee shall be paid a penalty payment of 20% of the underpayment, calculated on a daily basis from the date of the entitlement arising until all such moneys are paid. In addition, the Employer shall meet any associated banking or other fees/penalties incurred by the Employee as a consequence of the error where those fees exceed the 20% penalty payment.

93.6.2 **Clause 93.6.1** will not come into effect:

- a. if the payment of wages or other monies owed falls on a public holiday, until the expiration of such public holiday; or
- b. if any unforeseen event outside the control of the Employer frustrates their ability to meet the requirements of this clause.

#### **93.6.3 Late payment on termination**

- a. When notice of termination of employment has been given by an Employee or an Employee's services have been terminated by an Employer, payment of all wages and other monies owing to an Employee shall be made to the Employee.
- b. If an Employee is kept waiting for more than 24 hours such Employee shall be paid overtime rates for the duration of the period until such monies owing are paid, with a minimum payment of two (2) hours and a maximum payment of seven (7) hours and 36 minutes per day.

### **94. SUPPORTED WAGE SYSTEM FOR EMPLOYEES WITH A DISABILITY**

- 94.1 **Schedule H** defines the conditions that apply to Employees covered by **Section 3** who, because of the effects of a disability, are eligible for a supported wage under the terms of Section 3.

### **95. SUPERANNUATION**

- 95.1 The subject of superannuation is dealt with extensively by legislation, including the *Superannuation Guarantee (Administration) Act 1992*, the *Superannuation Guarantee Charge Act 1992*, the *Superannuation Industry (Supervision) Act 1993* and the *Superannuation (Resolution of Complaints) Act 1993*. Subject to this clause, this legislation, as varied from time to time, governs the superannuation rights and obligations of the parties.
- 95.2 An Employee employed by an Employer prior to the commencement of this Agreement may remain a member of his/her current superannuation fund, but will be offered the option of becoming a member of the Health Employees Superannuation Trust of Australia superannuation fund ("HESTA") or the Health Super superannuation fund (or its/there successor).
- 95.3 An Employee who begins employment with an Employer after the commencement of this Agreement will have access to either HESTA or Health Super superannuation funds (or its/there successor).
- 95.4 The default fund on commencement of the Agreement will be the Health Super superannuation fund.
- 95.5 At 12-monthly intervals throughout the life of this Agreement the parties will have regard to the membership numbers in each of the HESTA and Health Super superannuation funds (or its/there successor). The default fund, at each 12-month interval, will be the fund with the most Employees as members at each health service.
- 95.6 Superannuation contributions paid by the Employer into an approved fund will be calculated on the base rate for the applicable classification under **Schedule C**.

### **96. ACCIDENT PAY**

- 96.1 An Employer shall be required to pay, and an Employee shall be entitled to receive, accident pay in accordance with this **clause 96**.

## 96.2 Definitions

For the purposes of this clause, the following definitions shall apply:

96.2.1 Act means the *Workers Compensation Act (Victoria) 1958* as amended from time to time, or in respect of an injury occurring on or after 4.00 p.m. on the 1st September, 1985, the *Accident Compensation Act (Victoria) 1985* as amended from time to time.

96.2.2 Injury means any physical or mental injury within the meaning of the Act, and no injury shall give rise to an entitlement to accident pay under this clause unless an entitlement exists under the Act.

## 96.3 Accident Pay – Total Incapacity

96.3.1 Where an Employee is, or is determined to be, totally incapacitated within the meaning of the Act, the term **accident pay** means a weekly payment of an amount representing the difference between:

- a. the total amount of compensation, including allowances, paid to the Employee during the period of incapacity under the Act for the week; and
- b. the total weekly wage rate, as varied from time to time, and any over Agreement payment being paid to the Employee at the date of the injury and which would have been payable for the Employee's classification for the week in question if they had been performing their normal duties, provided that - in making such calculation any payment for overtime earnings, shift premiums, penalty rates and any ancillary payment payable by the Employer shall not be taken into account.

## 96.4 Accident Pay - Partial incapacity

96.4.1 Where an Employee is partially incapacitated within the meaning of the Act, the term accident pay means a weekly payment of amount representing the difference between:

- a. the total amount of compensation paid to the Employee during the period of incapacity under the Act for the week together with the average weekly amount they are earning;
- b. the total weekly wage rate, as varied from time to time, and any weekly over Agreement payment being paid to the Employee at the date of the injury and which would have been payable for the Employee's classification for the week in question if they had been performing their normal duties, provided that - in making such calculation any payment for overtime earnings, shift premiums, penalty rates and any other ancillary payment payable by the Employer shall not be taken into account;

## 96.5 Payment for part of a week

96.5.1 Where an Employee is incapacitated, either totally or partially, for part of a week, such an Employee shall receive pro rata accident pay for that part of the week.

## 96.6 Qualifications for payment

96.6.1 Subject to the terms of this clause, an Employee covered by Section 3 shall, upon receiving payment of weekly compensation and continuing to receive such payment for incapacity under the Act, be paid accident pay by their Employer who is liable to

pay compensation under the Act, which liability may be discharged by another person on behalf of the Employer, provided that:

- a. Accident pay shall not apply to any incapacity occurring during the first two weeks of employment unless such incapacity continues beyond the first two weeks and then, subject to **clause 96.6.2** and to the maximum period of payment prescribed elsewhere herein, accident pay shall apply only to the period of incapacity after the first two weeks.
- b. Accident pay shall only be payable to an Employee whilst that Employee remains in the employment of the Employer by whom they were employed at the time of the incapacity and then only for such period as they received a weekly payment under the Act. Provided that if an Employee who is partially incapacitated cannot obtain suitable employment from their Employer but such alternative employment is available with another Employer then the relevant amount of accident pay shall still be payable.
- c. Provided further that in the case of the termination by an Employer of an Employee who is incapacitated and receiving accident pay, accident pay shall continue to apply subject to the provisions of this clause except in those cases where the termination is due to serious and/or wilful misconduct on the part of the Employee.
- d. In order to qualify for the continuance of accident pay on termination an Employee shall if required provide evidence to the Employer of the continuing payment of weekly payments of compensation.

96.6.2 Subject to this clause, accident pay shall not apply in respect of any injury during the first five normal working days of incapacity.

96.6.3 In relation to industrial diseases contracted by a gradual process or injury subject to recurrence, aggravation, or acceleration, such injuries or diseases shall not be subject to accident pay unless the Employee has been employed with the Employer at the time of the incapacity for a minimum period of one month.

96.6.4 On engagement, an Employee may be required to declare all workers compensation and/or accident claims made under the Act in the previous five years and in the event of defaults or inaccurate information being deliberately and knowingly declared the Employer may require the Employee to forfeit their entitlement to accident pay under Section 3.

#### **96.7 Maximum period of payment**

96.7.1 The maximum period or aggregate period of accident pay to be made by the Employer shall be a total of 26 weeks for any one injury as defined in **clause 96.2.1** hereof, provided that in respect of an Employee receiving or entitled to receive accident pay on or after 1 January 1981, the maximum period or aggregate of periods shall be a total of 39 weeks for any one injury as defined.

96.7.2 Notwithstanding **clause 96.7.1** above, the maximum period or aggregate periods of accident pay to be made by the Employer to Employees classified under **Part 2** and **Part 4** of **Schedule G** shall be a total of 39 weeks for any one injury, as defined.

#### **96.8 Absences on other than paid leave**

96.8.1 An Employee shall not be entitled to the payment of accident pay in respect of any period of paid annual leave, or long service leave or for any paid public holiday in accordance with the appropriate award provisions.

#### **96.9 Notice of injury**

96.9.1 Following an injury for which they claim to be entitled to receive accident pay, an Employee shall give notice in writing of the injury to their Employer as soon as reasonably practicable after the occurrence thereof, provided that such notice may be given by a representative of the Employee.

#### **96.10 Medical examination**

96.10.1 In order to receive an entitlement to accident pay an Employee shall meet the requirements of the Act for attending medical examinations.

96.10.2 Where, in accordance with the Act, a medical referee gives a certificate as to the condition of the Employee and their fitness for work or specifies work for which the Employee is fit and such work is made available by the Employer, and is refused by the Employee or the Employee fails to commence the work, accident pay shall cease from the date of such refusal or failure to commence the work.

#### **96.11 Cessation or redemption of weekly payments**

96.11.1 Where there is a cessation or redemption of weekly compensation payments under the Act, the Employer's liability to pay accident pay shall cease as from the date of such cessation or redemption.

#### **96.12 Civil damages**

96.12.1 An Employee receiving or who has received accident pay shall advise their Employer of any action they may institute or any claim they make for damages. Further, the Employee shall, if requested, provide an authority to the Employer entitling the Employer to a charge upon any money payable pursuant to any judgement or settlement on that injury.

96.12.2 Where an Employee obtains a judgement or settlement for damages in respect of an injury for which they have received accident pay the Employers liability to pay accident pay shall cease from the date of such judgement or settlement, provided that if the judgment or settlement for damages is not reduced either in whole or part by the amount of accident pay made by the Employer, the Employee shall pay to the Employer any amount of accident pay already received in respect of that injury by which the judgement or settlement has not been so reduced.

96.12.3 Where an Employee obtains a judgement or settlement for damages against a person other than the Employer in respect of an injury for which he or she has received accident pay, the Employers liability to pay accident pay shall cease from the date of such judgement or settlement, provided that if the judgement or settlement for damages is not reduced either in whole or part by the amount of accident pay made by the Employer, the Employee shall pay to the Employer any amount of accident pay already received in respect of that injury by which the judgement or settlement has not been so reduced.

#### **96.13 Insurance against liability**

96.13.1 Nothing in Section 3 shall require an Employer to insure against liability for accident pay.

**96.14 Variations in compensation rates**

96.14.1 Any changes in compensation rates under the Act shall not increase the amount of accident pay above the amount that would have been payable had the rates of compensation remained unchanged.

**96.15 Death of an Employee**

96.15.1 All rights to accident pay shall cease on the death of an Employee.

**96.16 Commencement**

96.16.1 This clause shall only apply in respect of incapacity arising from any injury occurring or recurring on or after 3 March 1975 or, in the case of Employees classified under **Part 2** of **Schedule G**, 22 September 1975.

**97. STAFF APPRAISAL**

97.1 Where a system of staff appraisal does not currently exist at a workplace, the Employer may implement a performance appraisal process and the Employees will participate in that process, provided that:

97.1.1 the Employer first consults at the local level with staff and/or their union or other representative over a framework for the staff appraisal process it is seeking to introduce;

97.1.2 the staff appraisal process is not used as a disciplinary tool;

97.1.3 the staff appraisal process is intended to allow genuine feedback by both the Employer and Employee; and

97.1.4 the outcomes of the review are documented and confirmed and a written copy of the outcomes is given to the Employee;

97.2 The performance appraisal and staff development scheme for Employees classified under **Part 3** of **Schedule G** of Section 3 is set out in **clause 148** (Individual Performance Measures).

**PART 5 – WORKING HOURS AND RELATED MATTERS**

**98. HOURS OF WORK**

98.1 The ordinary hours of work for a full-time Employee shall be 38 hours, or an average of 38 hours, per week.

98.2 For the purposes of **clause 98.1**, the ordinary hours an Employee works in a week are taken to include any hours of authorised leave, or absence, whether paid or unpaid, that the Employee takes in a week.

98.3 The working week shall commence at midnight on a Sunday.

98.4 Notwithstanding any authorised meal breaks or rest breaks, the work of each day/shift shall be continuous.



## **98.5 Management and Administrative Officers**

98.5.1 For Employees classified under **Part 1** or **Part 2** of **Schedule G** the ordinary hours of work shall be worked either:

- a. in 5 days of shifts of not more than 8 hours each; or
- b. by mutual agreement:
  - i. in weeks of four days in shifts of not more than 10 hours each; or
  - ii. in some other averaging arrangement, provided that the length of any ordinary day does not exceed ten hours, and that not more than 50 ordinary hours is worked in any one week.

## **98.6 Health and Allied Services Employees and Dental Assistants**

98.6.1 For Employees classified under **Part 3** or **Part 4** of **Schedule G**, the hours for an ordinary weeks work shall be 38 or be an average of 38 per week in a fortnight, or in a four week period or by mutual agreement, in a five week period in the case of an Employee working ten hour shifts and shall be worked either:

- a. in 5 days in shifts of not more than 8 hours each; or
- b. in a fortnight of 76 hours in 10 shifts of not more than 8 hours each; or
- c. in a four-week period of 152 hours in 19 shifts of not more than 8 hours each; or
- d. by mutual agreement:
  - i. in weeks of four days in shifts of not more than 10 hours each; or
  - ii. in a fortnight of 76 hours in eight shifts of not more than ten hours each.

98.6.2 Any Employee required to work more than six consecutive periods of duty without 24 hours off duty shall be paid for the seventh and any further consecutive period of ordinary duty worked at the rate of triple time until they have been given 24 hours off duty.

## **98.7 Dental Assistants**

98.7.1 For Employees classified under **Part 4** of **Schedule G**, subject to this **clause 98.7**, the arrangement of ordinary hours of work will be established at a local/unit level to reflect clinical demand. The actual daily hours shall be determined by the relevant Manager after consultation with the Employee, provided that no Employee shall be required to work more than 7.6 hours per day without compensation for overtime.

98.7.2 Ordinary Hours – Community Care:

- a. Ordinary hours may, by mutual agreement, be worked in any of the following combinations:
  - i. Monday to Friday;

- ii. Tuesday to Saturday;
- iii. Monday to Saturday; or
- iv. an average of 38 hours per week or an average of 76 hours per fortnight.

**98.7.3 Saturday Work – Community Care:**

- a. By mutual agreement, and following discussions between an Employee and the Employer, to meet clinical situations and to provide Saturday morning services, ordinary hours may be worked between 7:00am and 1:00pm Saturday.

**98.7.4 Emergency Services (RDHM) and Community Care:**

- a. Ordinary hours may be worked as required between 7.00am and 10.00pm Monday to Friday.
- b. Any extension of existing clinical services to this span of hours (other than Emergency Services and Community Care services) will be dealt with in accordance with **clause 76** (Consultation Regarding Major Workplace Change).
- c. Employees who commenced employment prior to 12 September 2005 and who worked within the span of ordinary hours of 7.00am to 6.30pm Monday to Friday prior to that date may only elect to work within that span of hours. Provided that the span of hours may be altered by up to one hour (at either end of the span) by mutual agreement in writing between the Employer and Employee.

## **99. ACCRUED DAYS OFF**

99.1 Where the system of working provides for accrued days off, Employees shall work an additional 0.4 hours per day, or 2 hours per week, to facilitate one accrued day off (ADO) after every 4 weeks of service.

99.2 The maximum ADOs shall be 13 in any calendar year, provided that one (1) ADO shall be taken in conjunction with a period of annual leave, for which no additional payment is to be made.

### **99.3 Management, Administrative Officers and Health and Allied Services Employees**

99.3.1 For Employees classified under **Part 1, Part 2** or **Part 3** of **Schedule G** of Section 3:

- a. accrued days off are to be taken as single days on a rostered basis (i.e. 1 ADO in each 28-day cycle), as agreed between the Employer and Employee;
- b. provided that the Employer and Employee may mutually agree to defer a rostered ADO for a maximum of one month, but only in exceptional circumstances.

## **100. WEEKEND WORK**

100.1 All rostered time of ordinary duty performed between midnight on Friday and Midnight on Sunday shall be paid for at the rate of time and one half.

### **100.2 Management and Administrative Officers**

100.2.1 For Employees classified under **Part 1** or **Part 2** of **Schedule G**, where they are required to carry out duties on a Saturday or Sunday in excess of the weeks work, such duties will be paid for at the rate of double time.

### **100.3 Health and Allied Services Employees and Dental Assistants**

100.3.1 For Employees classified under **Part 3** or **Part 4** of **Schedule G**, where the Saturday or Sunday work involves:

- a. work in excess of the prescribed rostered hours, such work will be paid for at the rate of double time; and
- b. work performed by a worker of broken shifts outside a spread of nine (9) hours from the time of commencing work shall be paid for at the rate of time and three-quarters; and
- c. work performed by a worker of broken shifts outside a spread of twelve (12) hours from the time of commencing work shall be paid for at the rate of double time.

## **101. REASONABLE ADDITIONAL HOURS**

101.1 Subject to **clause 101.2**, an Employer may require an Employee to work reasonable additional hours at the appropriate overtime rate as defined in **clause 102** (Overtime) of Section 3.

101.2 An Employee may refuse to work overtime in circumstances where the working of such overtime would result in the Employee working hours which are unreasonable having regard to:

101.2.1 any risk to Employee health and safety arising from the additional hours;

101.2.2 the Employee's personal circumstances, including family responsibilities;

101.2.3 the needs of the workplace or enterprise in which the Employee is employed;

101.2.4 whether the Employee is entitled to receive overtime payments, penalty rates or other compensation for, or a level of remuneration that reflects an expectation of, working additional hours

101.2.5 the notice (if any) given by the Employer of the overtime and by the Employee of his or her intention to refuse it;

101.2.6 the usual patterns of work in the industry, or the part of the industry, in which the Employee works;

101.2.7 the nature of the Employee's role, and the Employee's level of responsibility;

101.2.8 whether the additional hours are in accordance with an averaging arrangement agreed to by the Employer and Employee under **clause 98** (Hours of Work); and

101.2.9 any other relevant matter.

## **102. OVERTIME**

102.1 Where an Employee is required to work reasonable additional hours, they shall be entitled to payment of overtime in accordance with the provisions of this clause.

102.2 Part-time Employees classified under **Part 2** of **Schedule G** are only entitled to payment of overtime where they work in excess of 38 hours in a given week.

102.3 Only authorised overtime shall be paid for and the following rates of overtime shall apply:

102.4 **Management and Administrative Officers**

102.4.1 Employees classified under **Part 1** or **Part 2** of **Schedule G** shall be paid at the rate of:

- a. time and one half for the first two hours and double time thereafter for hours worked in excess of the ordinary agreed hours on a particular day; and
- b. double time for all overtime worked outside a spread of twelve hours after commencing ordinary duty.

102.4.2 **Clause 144** (Overtime) is to be read in conjunction with this clause as it applies to management and administrative Employees at Royal Women's Hospital and Royal Children's Hospital.

102.5 **Health and Allied Services Employees**

102.5.1 Employees classified under **Part 3** of **Schedule G** shall be paid at the rate of:

- a. time and one half for the first two hours and double time thereafter for hours worked in excess of the number of hours fixed as a day's, week's or a fortnight's work, as the case may be;
- b. double time for overtime outside a spread of 12 hours from the commencement of the last previous rostered period of duty, provided that the overtime is not continuous with the next succeeding period of duty;
- c. time and one half for overtime outside a spread of 9 hours from the time of commencing work by an Employee rostered to work broken shifts; and
- d. double time for overtime outside a spread of 12 hours from the time of commencing work by an Employee rostered to work broken shifts.

102.6 **Dental Assistants**

102.6.1 Employees classified under **Part 4** of **Schedule G** shall be paid at the rate of time and one half for the first two hours and double time thereafter for hours worked in excess of the ordinary agreed hours on a particular day.

102.7 **Health and Allied Services Employees and Dental Assistants**

102.7.1 In the case of Employees classified under **Part 3** or **Part 4** of **Schedule G**, overtime shall be so arranged that, where reasonably practicable, the Employee who performs overtime shall have 10 consecutive hours off duty between the work of successive periods of duty.

102.7.2 In addition to **clause 102.7.1** above, an Employee, other than a casual, who works so much overtime between the end of their agreed ordinary hours of duty and the start of their next succeeding period of duty that they would not have a 10-hour break between those times, shall be released after completion of such overtime worked until they have

had a 10-hour break, without loss of pay for ordinary hours occurring during such absence.

102.7.3 If on the instructions of the Employer such an Employee resumes or continues work without having had ten consecutive hours off duty the Employee shall be paid at the rate of double time until he or she is released from duty for such rest period and the Employee shall then be entitled to be absent until he or she has had ten consecutive hours off duty without loss of pay for rostered ordinary hours occurring during such absence.

102.7.4 In the event of any Employee finishing any period of overtime at a time when reasonable means of transport are not available for the Employee to return to his or her place of residence the Employer shall provide adequate transport free of cost to the Employee.

102.7.5 For the purposes of this clause, in accruing or calculating payment of overtime, each period of overtime shall stand alone.

### **103. OVERTIME IN LIEU**

103.1 An Employee may elect, with the consent of the Employer, to take time off in lieu of payment for overtime at a time or times agreed with the Employer.

103.2 Overtime taken as time off during ordinary time hours shall be taken at the penalty time rate. That is, one and one half hours off or two hours off, as the case may be, for each overtime hour worked.

103.3 An Employer shall provide payment at the appropriate overtime rate where time off in lieu has not been taken within:

103.3.1 four (4) weeks of accrual, for Employees classified under **Part 1, Part 2 and Part 3** of **Schedule G**; or

103.3.2 eight (8) weeks of accrual, for Employees classified under **Part 4** of **Schedule G**.

103.4 For the purposes of this clause, in accruing or calculating payment of overtime, each period of overtime shall stand alone.

### **104. ON-CALL/RECALL**

104.1 The Employer shall pay an on call allowance to Employees who are required to be on call.

#### **104.2 Management and Administrative Officers**

104.2.1 The on call allowances in **Schedule E** (as applicable to management and administrative officers) shall be paid to an Employee classified under **Part 1 & Part 2** of **Schedule G** respectively, as follows:

- a. the *On Call Allowance – Monday to Friday* shall be paid in respect of any 24 hour period or part thereof during which an Employee is on call during the period commencing from the time of finishing ordinary duty on Monday through until the termination of ordinary duty on Friday; and
- b. the *On Call Allowance – Public Holidays and All other Times* shall be paid in respect of any other 24 hour period, or part thereof, or any public holiday, or part thereof.

- c. Where an Employee is recalled to duty during an off-duty period they shall be paid a minimum of three (3) hours at the appropriate rate.
- d. When recall work is necessary, it should be so arranged that Employees have at least 8 hours off duty between midnight and the commencement of the next period of ordinary duty.
- e. An Employee, other than a casual, who works so much overtime between the termination of their previous rostered shift and the commencement of their next rostered shift, that they would not have a 8-hour break shall be released after completion of such recall worked until they have had a 8-hour break. The Employee shall not suffer any loss of pay for rostered ordinary hours occurring during such absence.
- f. If, on the instructions of the Employer, an Employee resumes or continues work without having had an 8-hour break in accordance with 39.2.1(e), they shall be paid at the rate of double time until they are released from duty for such rest period. The Employee shall then be entitled to be absent until they have had an 8-hour break. The Employee shall not suffer any loss of pay for rostered ordinary hours occurring during such absence.

104.2.2 **Clause 104.2.1** does not apply to Employees who are classified under **Part 2** of **Schedule G** in Grade 3 or above. Such Employees shall be paid an annualised salary pursuant to **clause 151**.

#### 104.2.3 **Recall – Telephone Allowance**

Where recall to duty can be managed without the Employee having to return to their workplace, such as by telephone, such Employee will be paid a minimum of one hour's overtime, provided that multiple recalls within a discrete hour will not attract additional payment.

### 104.3 **Health and Allied Services Employees and Dental Assistants**

104.3.1 The on call allowances in **Schedule E** (as it applies to health and allied services Employees and dental assistants) shall be paid to Employees classified under **Part 3 & Part 4** of **Schedule G** respectively, as follows:

- a. Employees who are required to be on call, or who return to duty when off duty, shall be paid an on call allowance in addition to any other amount payable, per twelve hours or part thereof.
- b. Any period of overtime involving a recall to duty during an off duty period, and which is not continuous with the next succeeding rostered period of duty, shall be paid at a minimum of three hours at the appropriate overtime rate.
- c. When recall work is necessary, it should be so arranged that Employees have at least 10 hours off duty between successive shifts.
- d. An Employee, other than a casual, who works so much overtime between the termination of their previous rostered shift and the commencement of their next rostered shift, that they would not have a 10-hour break shall be released after completion of such recall worked until they have had a 10-hour break. The

Employee shall not suffer any loss of pay for rostered ordinary hours occurring during such absence.

- e. If, on the instructions of the Employer, an Employee resumes or continues work without having had a 10-hour break in accordance with **clause 104.3.1(d)**, they shall be paid at the rate of double time until they are released from duty for such rest period. The Employee shall then be entitled to be absent until they have had a 10-hour break. The Employee shall not suffer any loss of pay for rostered ordinary hours occurring during such absence.
- f. Where an Employee finishes a period of overtime at a time when reasonable means of transport are not available for them to return to their place of residence, the Employer shall provide adequate transport free of charge.

104.3.2 The on-call allowances applicable to Employees classified under **Part 3** and **Part 4** of **Schedule G** are calculated at the rate of 2.5% of the "Patient Services Assistant Level 2" rate of pay pursuant to **Part 3** of **Schedule C**.

## **105. CHILDCARE REIMBURSEMENT**

- 105.1 Where Employees are required by the Employer to work outside their ordinary rostered hours of work and where less than 24 hours notice of the requirement to perform such overtime work has been given by the Employer, other than recall when rostered on-call, the Employee shall be reimbursed for reasonable childcare expenses incurred.
- 105.2 Evidence of expenditure incurred by the Employee must be provided to the Employer as soon as practicable after the working of such overtime.

## **106. SHIFTWORK**

- 106.1 Employees who perform shift work shall be entitled to payment of the shift allowances applying to their classification under the following provisions of this clause.
- 106.2 The weekly base rate of pay for the calculation of shift allowances for Employees classified under **Part 1** of **Schedule G** is the *Victorian Public Health Sector Classification System* "Grade 1", pursuant to **Part 1** of **Schedule C**.
- 106.3 The weekly base rate of pay for the calculation of shift allowances for Employees classified under **Part 2** of **Schedule G** is the "Grade 1 Level 1", pursuant to **Part 2** of **Schedule C**.
- 106.4 The weekly base rate of pay for the calculation of shift allowances for Employees classified under **Part 3** and **Part 4** of **Schedule E** is the "Patient Services Assistant Level 2", pursuant to **Part 3** of **Schedule C**.
- 106.5 **Morning and Afternoon Shift Allowances**
  - 106.5.1 An Employee classified under **Part 1** of **Schedule G** whose rostered hours of duty finish between 6:00pm and 8:00am, or commence between 6:00pm and 6:30am shall be paid an amount equal to 2.0% of the relevant base rate per rostered period of duty.
  - 106.5.2 An Employee classified under **Part 2** of **Schedule G** whose rostered hours of duty finish between 8:00pm and 8:00am, or commence between 6:00pm and 6:30am shall be paid an amount equal to 2.0% of the relevant base rate per rostered period of duty.

106.5.3 An Employee classified under **Part 3** or **Part 4** of **Schedule G** whose rostered hours of ordinary duty finish between 6.00pm and 8.00am, or commence between 6.00pm and 6.30am, shall be paid an amount equal to 2.5% of the relevant base rate per rostered period of duty.

#### 106.6 **Night Shift Allowance**

106.6.1 Provided that, an Employee working on any rostered hours of ordinary duty finishing on the day after commencing duty or commencing after midnight and before 5.00am shall be paid for any such periods of duty an amount equal to **4%** of the relevant base rate.

#### 106.7 **Permanent Night Shift Allowance**

106.7.1 Provided further that in the case of an Employee permanently working on any rostered hours of ordinary duty finishing on the day after commencing duty or commencing after midnight and before 5.00am shall be paid for any such period of duty an amount equal to **5%** of the relevant base rate. **Permanently working** shall mean working for any period in excess of four consecutive weeks.

#### 106.8 **Change of Shift Allowance – Management and Administrative Officers and Dental Assistants**

106.8.1 Provided further that in the case of an Employee classified under **Part 1, Part 2** or **Part 4** of **Schedule G** who changes from working on one shift to working on another shift, the time of commencement of which differs by four hours or more than from that of the first, shall be paid a **change of shift allowance** equal to **4%** of the relevant base rate on the occasion of each such change in addition to any amount payable under the preceding provisions of this clause.

106.8.2 Notwithstanding the provisions of **clause 106.8.1** above, the change of shift allowance is not payable where the Employer agrees to a request in writing made on behalf of one or more Employees for changes in shifts.

106.8.3 Change of shift allowance is not payable where a single Employee holds two contemporaneous different contracted positions with the same employer and moving between those positions results in a change of shift pattern which would ordinarily invoke a change of shift allowance payment.

#### 106.9 **Change of Shift Allowance – Health and Allied Services Employees**

106.9.1 Provided further that a **change of shift allowance** equal to **4%** of the base rate for “Patient Services Assistant Level 2” is payable to Employees classified under **Part 4** of **Schedule G** on the occasion of each change of shift in the following circumstances:

- a. Where an Employee’s roster is fixed in advance by the Employer, the change of shift allowance is payable whenever an Employee changes from working on one shift to working on another shift the time of commencement of which differs by four hours or more from that of the first.
  - i. Notwithstanding the provisions of **sub-clause 106.9.1(a)**, the change of shift allowance is not payable where an Employee chooses and works additional shifts from a supplementary roster, as defined in Print T3751.



- ii. Notwithstanding the provisions of **sub-clause 106.9.1(a)**, the change of shift allowance is not payable where the absence of four or more weeks of continuous approved leave intervenes between the relevant shifts.
  - iii. Notwithstanding the provisions of **sub-clause 106.9.1(a)**, the change of shift allowance is not payable where one or more Employees swap shifts between themselves on an ad hoc basis, and the swap(s) is approved by the Employer in writing.
  - iv. Change of shift allowance is not payable where a single Employee holds two contemporaneous contracted positions and moving between those positions results in a change of shift pattern which would ordinarily invoke a change of shift allowance payment.
- b. Where a department has established a self-rostering system, and an Employee chooses his or her own shifts from a genuine choice of shifts, the Employee will receive a fixed payment of two (2) change of shift allowances per pay period (fortnight) and **sub-clause 106.9.1(a)** shall not apply. This clause does not apply where an Employee chooses his or her own shifts from a genuine choice of shifts and the shifts chosen by the Employee do not involve a change of shift as defined by **sub-clause 106.9.1(a)**.
  - c. An Employee employed in the public sector as of 11 June, 2002, who receives change of shift allowances per pay period (fortnight) on the basis of an historical agreement that exceeds the entitlement arising from these provisions, such Employee shall be maintained at that entitlement for the duration of this agreement.
  - d. Where an Employer and the majority of Employees in a department genuinely desire an alternative system to the above, the Employer is to contact the HSU and any agreement reached shall be determined in accordance with the facilitative provisions of Section 3.

106.9.2 The Employer is required to pay the shift allowances set out in the rates tables in **Schedule E** as they apply to health and allied services Employees.

## **107. REST BREAKS**

- 107.1 Employees shall be entitled to a 10 minute rest break in each four hours worked, or part thereof being greater than one hour.
- 107.2 Rest breaks shall be taken at a time suitable to the Employer and shall be counted as time worked.

## **108. MEAL BREAKS**

- 108.1 An Employee shall not be required to work more than 5 hours continuously without a meal interval of not less than 30 minutes and not more than 60 minutes.
- 108.2 In the case of Employees classified under **Part 4** of **Schedule G**, the usual meal break shall be 45 minutes after 5 hours of continuous work.
- 108.3 Meal breaks shall not be regarded as time worked.
- 108.4 **Night Duty**

108.4.1 Employees classified under **Part 3 & Part 4 of Schedule G** who are not relieved from night duty (and on-call) during the rostered meal break shall be granted a meal break of not less than 20 minutes, to be commenced after completing three hours and not more than five hours of duty. Such meal break will be counted as time worked.

108.4.2 The arrangement in **clause 108.4.1** may also be adopted in any case where there is mutual agreement between the Employer and Employee.

## **109. MEAL ALLOWANCES**

109.1 Where an Employee is required to work overtime Monday to Friday (inclusive) for more than one hour after the usual finish time, or in the case of shift workers when the overtime exceeds one hour, or on a Saturday/Sunday for more than 5 hours, the Employer shall either supply the Employee with an adequate meal or pay a meal allowance.

109.2 Where such overtime exceeds 4 hours Monday to Friday (inclusive), or 9 hours on a Saturday/Sunday, the Employer shall either supply the Employee with a further adequate meal or pay a further meal allowance.

109.3 The provisions of **clause 109.1** and **clause 109.2** shall not apply where the Employee could reasonably return home for a meal within the period allowed.

109.4 The meal allowances payable over the life of this Agreement are set out in **Schedule E**.

109.5 Claims for payment of an overtime meal allowance will be processed in the next ordinary pay.

## **110. HIGHER DUTIES**

110.1 Employees, who are engaged in duties that carry a higher rate of pay than the Employee's ordinary classification, shall be entitled to payment of higher duties in accordance with the provisions of this clause.

### **110.2 Management and Administrative Officers**

110.2.1 Employees classified under **Part 1** or **Part 2 of Schedule G** who are required to assume the duties of an Employee on a higher classification for a period of five consecutive working days or more shall be paid not less than the minimum rate for the classification of the Employee being relieved, for the period of higher duties.

### **110.3 Health and Allied Services Employees**

110.3.1 Employees classified under **Part 3 of Schedule G** who are engaged for more than one hour in duties carrying a higher rate than their ordinary classification, shall be paid the higher rate of pay for the full day or shift. If such Employee is engaged in higher duties for one hour or less, they are only entitled to payment at the higher rate for the time actually worked.

### **110.4 Dental Assistants**

110.4.1 Employees classified under **Part 4 of Schedule G** who are temporarily appointed, in writing by the Employer, to a higher classification shall receive the higher salary for the period specified in the written appointment.

## **111. UNIFORMS AND PROTECTIVE CLOTHING**

- 111.1 Where an Employee is required to wear a uniform or any special clothing, the Employer will supply such uniform at no cost to the Employee and will replace it where necessary on a fair 'wear and tear' basis.
- 111.2 Employees classified under **Part 3** of **Schedule G** shall be paid a uniform allowance in accordance with **Schedule E** for purchasing uniform and special clothing, where they are not provided by the Employer under **clause 111.1**. The uniform allowance is payable for all absences on paid leave, other than absences on long service leave and sick leave beyond 21 days. Where, prior to the taking of leave, an Employee was paid a uniform allowance other than at the weekly rate, the rate payable is the average of the allowance paid during the four weeks immediately preceding the taking of leave.
- 111.3 Uniforms and special clothing provided in accordance with **clause 111.1** and **clause 111.2** shall remain the property of the Employer.
- 111.4 Where Employees classified under **Part 3** and **Part 4** of **Schedule G** are responsible for laundering uniforms and special clothing, the Employer shall pay the laundry allowances set out in the rates table in **Schedule E**. The Employee will be paid a laundry allowance per day or part thereof on duty, or an allowance per week, whichever is the lesser amount. The laundry allowance is not payable for absences of any kind.
- 111.5 The Employer shall provide such gloves, masks, protective clothing and safety appliances as are required for an Employee to properly and safely perform their job function. Where the Employee is required to purchase such clothing and equipment, they shall be reimbursed in full by the Employer.

## **112. TELEPHONE ALLOWANCE**

- 112.1 Where the Employer requires an Employee to install and/or maintain a telephone for on call or other purposes, the rental and installation charges shall be met by the Employer on production of receipted accounts by the Employee.

## **PART 6 – LEAVE ARRANGEMENTS AND PUBLIC HOLIDAYS**

### **113. PUBLIC HOLIDAYS**

#### **113.1 Entitlement to be absent on a public holiday**

113.1.1 An Employee is entitled to be absent from his or her employment on a day or part-day that is a public holiday in the place where the Employee is based for work purposes.

113.1.2 However, an Employer may request an Employee to work on a public holiday if the request is reasonable.

113.1.3 If an Employer requests an Employee to work on a public holiday, the Employee may refuse the request if:

- a. the request is not reasonable; or
- b. the refusal is reasonable.

113.1.4 In determining whether a request, or a refusal of a request, to work on a public holiday is reasonable, the following must be taken into account:

- a. the nature of the Employer's workplace or enterprise (including its operational requirements), and the nature of the work performed by the Employee;
- b. the Employee's personal circumstances, including family responsibilities;
- c. whether the Employee could reasonably expect that the Employer might request work on the public holiday;
- d. whether the Employee is entitled to receive overtime payments, penalty rates or other compensation for, or a level of remuneration that reflects an expectation of, work on the public holiday;
- e. the type of employment of the Employee (for example, whether full-time, part-time, casual or shiftwork);
- f. the amount of notice in advance of the public holiday given by the Employer when making the request;
- g. in relation to the refusal of a request – the amount of notice in advance of the public holiday given by the Employee when refusing the request; and
- h. any other relevant matter.

## **113.2 Meaning of *public holiday***

113.2.1 Employees shall be entitled to the following public holidays:

- a. 1 January (New Year's Day)
- b. 26 January (Australia Day)
- c. Labour Day
- d. Good Friday
- e. Easter Saturday
- f. Easter Monday
- g. 25 April (ANZAC Day)
- h. Queen's Birthday
- i. Melbourne Cup Day
- j. 25 December (Christmas Day)
- k. 26 December (Boxing Day)

## **113.3 Additional / Substitute Days**

113.3.1 When Christmas Day falls on a Saturday or Sunday, a holiday in lieu thereof shall be observed on 27 December.

113.3.2 When Boxing Day falls on a Saturday or Sunday, a holiday in lieu thereof shall be observed on 28 December

113.3.3 When New Year's Day falls on a Saturday or Sunday a holiday in lieu thereof shall be observed on the next Monday

113.3.4 When Australia Day falls on a Saturday or Sunday a holiday in lieu thereof shall be observed on the next Monday

113.3.5 When ANZAC Day falls on a Sunday, a holiday in lieu thereof shall be observed on the following Monday.

113.3.6 When ANZAC Day falls on Easter Monday, a holiday in lieu thereof shall be observed on the following Tuesday.

113.4 Where in the State or Locality, public holidays are declared or prescribed on days other than those set out in **clause 113.2** and **clause 113.3** above, those days shall constitute additional holidays for the purposes of Section 3.

#### 113.5 **Substitute Days**

113.5.1 An Employer and their Employees may agree to substitute another day for any prescribed in this clause. For this purpose the consent of the majority of affected Employees shall constitute agreement.

113.5.2 An agreement pursuant to **clause 113.5.1** shall be recorded in writing and be available to every affected Employee.

113.5.3 The union shall be informed of an agreement made in accordance with **clause 113.5.1** and shall have seven days in which to refuse to accept it. The union will not unreasonably refuse to accept an agreement made under **clause 113.5.1**.

113.5.4 If the union refuses to accept an agreement made under **clause 113.5.1**, the parties will seek to resolve the matter in accordance with **Clause 77** (Dispute Settling Procedures) of Section 3.

#### 113.6 **Payment for work on public holiday**

113.6.1 Employees classified under **Part 1** and **Part 2** of **Schedule G** shall be paid double time and one half for all time worked on a public holiday; or

113.6.2 If the Employer and Employee so agree, the Employee may receive ordinary pay for the time so worked plus either:

- a. time off equivalent to one and one half times the hours worked – within four weeks of the public holiday; or
- b. one and one half times the hours worked added to his or her annual leave.

113.6.3 **Clause 113.6.2** above does not apply to Employees classified under **Part 2** of **Schedule G**.

113.6.4 If the public holiday falls on the Employee's rostered day off, he or she shall be entitled to one ordinary day's pay or, if the Employer and Employer so agree:

- a. the Employee may take one day off within four weeks of the public holiday; or
- b. have one day added to his or her annual leave.

113.7 Employees classified under **Part 3** and **Part 4** of **Schedule G** shall be paid double time and one half for all time worked on a public holiday; or

113.7.1 If the public holidays falls on the Employee's rostered day off, he or she shall be entitled to one and one half times the payment for his or her ordinary day or, if the Employer and Employee so agree:

- a. the Employee may take one day and one half off in lieu within four weeks of the public holiday; or
- b. have one and one half days added to his or her annual leave.

**113.8 Easter Saturday public holiday**

113.8.1 An Employee who ordinarily works Monday to Friday only and who does not work on Easter Saturday shall, notwithstanding anything elsewhere in this clause, be entitled to:

- a. one day's pay in respect of Easter Saturday; or
- b. where there is mutual consent, within four weeks following the date on which such holiday occurred, the Employee may take on day off in lieu; or
- c. have one day added to their annual leave.

113.8.2 **Clause 113.8.1** above does not apply to Employees who are classified under **Part 2** of **Schedule G**.

**113.9 Payment for absence on public holiday**

113.9.1 If an Employee is absent from his or her employment on a day or part-day that is a public holiday, the Employer must pay the Employee at the Employee's base rate of pay for the Employee's ordinary hours of work on the day or part-day.

**113.10 Public holidays and Accrued Days Off**

113.10.1 Where an Employee's accrued day off falls on a public holiday, another day shall be determined by the Employer to be taken in lieu thereof, within the same 4-week cycle (where practicable).

**113.11 Public holidays and part-time Employees**

113.11.1 Subject to **clause 113.11.2**, a regular part-time Employee who is not ordinarily required to work on the day on which a public holiday is observed shall not be entitled to payment for such public holiday unless they are required to work on that day.

113.11.2 In determining whether a part-time Employee who works a rotating roster is entitled to receive the 'rostered off' Agreement benefits for a particular public holiday not worked, the Employer shall review the roster pattern of the individual over the preceding six months. If the rosters show that the Employee has worked 50% or

more of the days on which a particular public holiday falls, the Employee shall be entitled to receive the 'rostered off' benefit for that public holiday.

## **114. ANNUAL LEAVE**

### **114.1 Basic entitlement**

114.1.1 An Employee (other than a casual Employee) is entitled to four (4) weeks annual leave for each year of service with the Employer.

114.1.2 Part-time Employees shall be entitled to annual leave on a pro rata basis. Where the ordinary hours for a part-time Employee have varied during the period of accrual, the average ordinary hours shall be used to determine the Employee's annual leave entitlement.

114.1.3 An Employee's annual leave accrues progressively during a year of service according to the Employee's ordinary hours of work, and accrues from year to year.

### **114.2 Shiftworker Definition for NES Purposes**

114.2.1 For the purposes of the National Employment Standards (NES) a **shiftworker** is an Employee who works for more than four ordinary hours on 10 or more weekends during the year in which their annual leave accrues.

### **114.3 Weekend Worker Definition**

114.3.1 For the purposes of this clause, **weekend worker** means any Employee who in any one year of employment works a portion of his or her ordinary hours on a weekend.

### **114.4 Additional Week's Annual Leave**

114.4.1 An Employee who is a **weekend worker** who works for more than four ordinary hours on 10 or more weekends is entitled to an additional week's annual leave on the same terms and conditions.

114.4.2 The provisions of this clause have the same effect and give an Employee an entitlement to annual leave that is the same as the entitlement of the Employee under the National Employment Standards relating to shiftworkers under section 87(1)(b)(ii) of the *Fair Work Act 2009*.

114.4.3 An Employee's entitlement to annual leave under this clause operates in parallel with the Employee's NES entitlement, but not so as to give the Employee a double benefit.

114.4.4 A **weekend worker** whose employment is terminated at the end of a period of employment which is less than one year computed from the date of commencement of the employment, or the date upon which the Employee last became entitled to annual leave from the Employer, shall be paid in addition to any other amounts due to the Employee, an amount equal to 1/48th of his or her ordinary pay in respect of that period of employment.

### **114.5 Taking of annual leave**

114.5.1 Annual leave shall be taken at a time or times as agreed between the Employer and Employee. Where an Employee requests a period of annual leave, agreement shall not be unreasonably withheld by the Employer.

- 114.5.2 Where a public holiday occurs during a period when an Employee is on annual leave, the Employee is taken not to be on annual leave on that public holiday.
- 114.5.3 If the period during which an Employee takes paid annual leave includes a period of any other leave (other than unpaid parental leave) under Section 3, or a period of absence from employment in accordance with **clause 122** (Community Service Leave), the Employee is taken not to be on paid annual leave for the period of that other leave or absence.
- 114.5.4 No Employee classified under **Part 1** or **Part 2** of **Schedule G** shall be recalled from annual leave, other than by mutual agreement between the Employer and Employee. The Employer shall reimburse the Employee for any expenses incurred by the Employee as a result of a return to duty from a period of annual leave. Unsatisfied leave arising from a recall to duty shall be fulfilled as soon as possible thereafter, by agreement between the Employer and Employee.
- 114.5.5 The amount of annual leave loading or penalties paid to an Employee in accordance with **clause 114.7** in respect of a period of annual leave that is subsequently converted to another type of leave shall be deducted from any future entitlement under **clause 114.7** or payment upon termination of employment, where applicable.
- 114.5.6 To assist Employees in balancing their work and family responsibilities, an Employee may elect, with the consent of the Employer to accrue and carry forward any amount of annual leave for up to two years from the date of entitlement.
- 114.5.7 The Employer and an Employee may agree to defer the payment of annual leave loading in respect of single day annual leave absences until at least five annual leave days are taken by the Employee.

#### **114.6 Payment for annual leave**

- 114.6.1 If an Employee takes a period of paid annual leave, the Employer must pay the Employee their ordinary pay for the period of leave so taken.
- 114.6.2 **Ordinary pay**, for the purposes of this clause, shall mean remuneration for the Employee's weekly number of hours during the period of leave taken, calculated at the ordinary time rate of pay pursuant to **Schedule C**.
- 114.6.3 In the case of Employees classified under Part 1 and Part 2 of Schedule E, the Employer shall pay each Employee in advance before the commencement of a period of annual leave, his or her ordinary pay for the leave period.
- 114.6.4 Notwithstanding **clause 114.4.3** above, Employees classified under Part 2 of Schedule E shall be required to give four (4) weeks written notice of a request for payment in advance. Such payment shall only be made by the Employer where the period of annual leave exceeds two weeks in aggregate.
- 114.6.5 If, when the employment of an Employee ends, the Employee has an accrued annual leave entitlement, the Employer must pay the Employee the amount that would have been payable to the Employee had they taken the period of accrued annual leave.

#### **114.7 Annual Leave Loading**



114.7.1 In addition to the ordinary pay as described in **clause 114.4.2**, Employees classified under **Part 1 of Schedule G** shall receive either:

- a. Shift work premiums according to the roster or projected roster;
- b. Saturday and Sunday premiums according to the roster or projected roster; or
- c. annual leave loading equal to 17.5% of his or her wage, for his or her normal weekly hours, calculated at the ordinary time rate of pay, **whichever is the higher**.
- d. Provided that the maximum annual leave loading payable under this clause shall be no greater than 17.5% of the weekly rate specified in the table below in respect of the four week period, or proportionate amount in respect of a lesser period or periods:

Weekly Rate of Pay	Effective Date
\$1,565.80	1 January 2012
\$1,604.90	1 October 2012
\$1,645.00	1 October 2013
\$1,686.10	1 October 2014

114.7.2 In addition to the ordinary pay as described in **clause 114.6.2**, Employees classified under **Part 2 of Schedule G** shall receive:

- a. an amount of 17.5% loading on 4 weeks ordinary pay; or
- b. in the case of a shift worker, a payment in accordance with the following formula: penalties paid during the period of accrual, divided by the hours of work during the same period, multiplied by 52.
- c. The amount in respect of **sub-clause 114.7.2** above shall be paid on the Employee's anniversary date.

114.7.3 In addition to the ordinary pay as described in **clause 114.6.2**, Employees classified under **Part 3 of Schedule G** shall receive either:

- a. over Agreement payments for ordinary hours of work (where applicable);
- b. shift work premiums, according to the roster or projected roster (where applicable);
- c. Saturday and Sunday premiums, according to the roster or projected roster (where applicable); and
- d. in-charge allowances (where applicable); or
- e. annual leave loading equal to 17.5% of his or her wage, for his or her normal weekly hours, calculated at the ordinary time rate of pay, **whichever is the higher**.

114.7.4 Employees classified under **Part 4 of Schedule G** are not eligible for payment of annual leave loading in addition to the ordinary pay as described in **clause 114.6.2** as the rates of pay for Dental Assistants in **Part 4 of Schedule C** are inclusive of annual leave loading.

#### 114.8 **Annual leave in advance**

114.8.1 Annual leave may be taken in advance, by mutual agreement between the Employer and Employee.

114.8.2 Where annual leave is taken in advance, a further period of annual leave shall not commence to accrue until after the expiration of the twelve months in which annual leave had been taken before it accrued.

114.8.3 Where annual leave has been taken in advance by an Employee and:

- a. the employment of the Employee is terminated before he or she has completed the year of employment in respect of which such annual leave has been taken; and
- b. the sum paid by the Employer to the Employee as ordinary pay for the annual leave so taken exceeds the sum that the Employer is required to pay to the Employee under **clause 114.6** and **clause 114.7**; then
- c. the Employer shall not be liable to make any payment to the Employee under **clause 114.6** or **clause 114.7** and shall be entitled to deduct the amount of such excess from any remuneration payable to the Employee upon termination of employment.

114.8.4 In the case of Employees classified under **Part 4** of **Schedule G**, annual leave may only be taken in advance where the Employee has completed at least six (6) months continuous service at the time of making such request.

#### 114.9 **Cashing out of annual leave – Health and allied services, managers and administrative officers**

114.9.1 This **clause 114.9** only applies to Employees classified under **Part 1**, **Part 2** and **Part 3** of **Schedule G**.

114.9.2 Where an Employee has accrued annual leave in excess of four (4) weeks, then by mutual written agreement the Employer may pay the annual leave (and annual leave loading as applicable) in excess of four weeks to the Employee as a one-off cash payment.

114.9.3 Superannuation contributions will be paid by the Employer in respect of any period of annual leave to be paid out in accordance with **clause 114.9.2**.

114.9.4 Payments made in accordance with **clause 114.9.2** extinguish an Employee's right to access leave or receive further payment for the period of leave paid out.

#### 114.10 **Cashing out of annual leave – dental assistants**

114.10.1 Where an Employee has accrued annual leave in excess of four (4) weeks then by mutual written agreement between the Employer and Employee, the Employee may elect to cash out some or all of their excess annual leave entitlements.

114.10.2 An Employee may elect to cash out excess annual leave entitlements only to the extent that the cashing out would result in the Employee's remaining accrued entitlement to paid annual leave (after the cashing out) would remain at four (4) weeks (or more).

- 114.10.3 In the event the Employee elects to cash out excess annual leave entitlements the Employee must be paid at least the full amount that would have been payable to the Employee had the Employee taken the leave that forgone by election to cash out the excess annual leave entitlements.

## **115. PURCHASED LEAVE**

- 115.1 Full-time Employees may purchase additional annual leave, with the agreement of the Employer.

- 115.2 The amount of additional leave that may be purchased varies according to the classification of the Employee as follows:

### **115.3 Health and Allied Services, Management and Administrative Officer Employees**

- 115.3.1 Full-time Employees classified under **Part 1, Part 2** and **Part 3** of **Schedule G** may purchase up to 4 weeks additional leave per year and, with the agreement of the Employer, work between 48 and 51 weeks per year. Approval rests with the Employer, who may legitimately take into account operational needs and work requirements. Agreement will not be unreasonably withheld.

- 115.3.2 Where the Employer and Employee agree to a reduction in the number of working weeks, the Employee will receive additional leave as follows:

Period worked	Additional weeks' leave	Total weeks' leave
48/52 weeks	4 weeks	8 weeks
49/52 weeks	3 weeks	7 weeks
50/52 weeks	2 weeks	6 weeks
51/52 weeks	1 weeks	5 weeks

### **115.4 Dental Assistants:**

- 115.4.1 Full-time Employees classified under **Part 4** of **Schedule G** may purchase up to 8 weeks additional leave per year and, with the agreement of the Employer, work between 44 and 51 weeks per year.

- 115.4.2 Where the Employer and Employee agree to a reduction in the number of working weeks, the Employee will receive additional leave as follows:

Period worked	Additional weeks' leave	Total weeks' leave
44/52 weeks	8 weeks	12 weeks
45/52 weeks	7 weeks	11 weeks
46/52 weeks	6 weeks	10 weeks
47/52 weeks	5 weeks	9 weeks
48/52 weeks	4 weeks	8 weeks
49/52 weeks	3 weeks	7 weeks
50/52 weeks	2 weeks	6 weeks
51/52 weeks	1 weeks	5 weeks

- 115.5 Where an Employee applies for additional leave pursuant to this clause the Employer shall respond to such application within four (4) weeks.

- 115.6 Where the Employer and Employee agree to a reduction in the number of working weeks, the Employee will receive a salary equal to the period worked, but spread over a 52 week period. Accrual of sick leave and long service leave will be unaffected by these arrangements.

- 115.7 The approval of purchased leave arrangements for individual Employees will be subject to annual application and approval by the Employer.
- 115.8 An Employee may revert to ordinary 52 week employment by giving the Employer no less than four weeks written notice.
- 115.9 Where an Employee so reverts to 52 week employment, appropriate pro-rata salary adjustments will be made.

## **116. PERSONAL/CARERS LEAVE**

- 116.1 The provisions of this clause apply to full-time and regular part-time Employees. The personal/carer's leave entitlements of casual Employees are set out in **clause 116.10** below.

### **116.2 Amount of paid personal/carer's leave**

- 116.2.1 Paid personal/carer's leave will be available to an Employee when they are absent because of:

- a. personal illness or injury; or
- b. personal illness or injury of an immediate family or household member who requires the Employee's care and support; or
- c. an unexpected emergency affecting an immediate family or household member; or
- d. the requirement to provide ongoing care and attention to another person who is wholly or substantially dependent on the Employee, provided that the care and attention is not wholly or substantially on a commercial basis.

- 116.2.2 The amount of personal/carer's leave to which a full-time Employee is entitled depends on the classification of the Employee and how long they have worked for the Employer.

- 116.2.3 Employees who are classified under **Part 1, Part 2 and Part 3 of Schedule G** shall accrue personal/carer's leave as follows:

- a. one day will be available for each month of service in the first year of service;
- b. 14 days will be available per annum in the second, third and fourth year of service; and
- c. 21 days will be available per annum in each subsequent year of service.

For the avoidance of doubt a "day" means 7.6 hours and "days" has a corresponding meaning for the purposes of personal leave accrual.

- 116.2.4 In addition to **clause 116.2.3** above, where Employees who are classified under **Part 3 of Schedule G** do not utilise the single day absences referred to in **clause 116.6.1(b)** for a period of five years, an additional 5 days' personal/carer's leave shall be added to the Employee's accrued entitlement.

- 116.2.5 Employees who are classified under **Part 4 of Schedule G** shall accrue 12 days of personal/carer's leave for each year of service.

### 116.3 **Leave to attend health professional appointments**

116.3.1 Employees classified under **Part 3** and **Part 4** of **Schedule G** who are absent from duty on account of a personal disability and are required to attend an appointment with a chiropodist/podiatrist, chiropractor, dentist, optometrist, osteopath, physiotherapist or psychologist shall, on production of satisfactory evidence, be granted leave out of existing personal/carer's leave entitlements.

### 116.4 **Use of accumulated personal/carer's leave**

116.4.1 An Employee is entitled to use accumulated personal/carer's leave for the purposes of this clause where the current year's personal/carer's leave entitlement has been exhausted.

### 116.5 **Employee must give notice**

116.5.1 Employees must give the Employer notice of the taking of personal/carer's leave.

116.5.2 The notice:

- a. Must be given to the Employer as soon as practicable (which may be a time after the leave has started); and
- b. Must advise the Employer of the period, or expected period, of the leave.

116.5.3 The Employer must provide and inform Employees of a procedure for the notification by Employees of their inability to attend work due to illness or injury. All such notifications shall be registered, detailing the time and name of the Employee.

### 116.6 **Evidence supporting claim**

116.6.1 The Employer will require the Employee to provide evidence that would satisfy a reasonable person to support the taking of personal/carer's leave, provided that:

- a. An Employee classified under **Part 2** of **Schedule G** may be absent through personal illness or injury on six (6) days in any one year of service (as either single days or as two days at a time) without having to provide evidence to the Employer.
- b. An Employee classified under **Part 3** of **Schedule G** may be absent through personal illness or injury for one day without furnishing evidence on not more than three (3) occasions in any one year of service.
- c. An Employee classified under **Part 4** of **Schedule G** of this Agreement may be absent through personal injury or illness for one day without furnishing evidence on not more than five (5) occasions in any one year of service.

116.6.2 When taking leave to care for members of their immediate family or household who are ill or injured and require care and support, the Employee shall, if required by the Employer, establish by production of a medical certificate or statutory declaration, the illness or injury of the person who requires care and support.

116.6.3 When taking leave to care for members of their immediate family or household who require care due to an unexpected emergency, the Employee must, if required by the Employer, establish by production of documentation acceptable to the Employer or a

statutory declaration, the nature of the emergency and that such emergency resulted in the person concerned requiring care by the Employee.

116.6.4 In normal circumstances, an Employee must not take leave to care for an immediate family or household member under this clause where another person has taken leave to care for the same person.

116.7 An Employee is not entitled to personal/carer's leave under this clause unless they have complied with the foregoing notice and evidence requirements.

**116.8 Absence on public holidays**

116.8.1 If the period during which an Employee takes paid personal/carer's leave includes a day or part-day that is a public holiday in the place where the Employee is based for work purposes, the Employee is taken not to be on paid personal/carer's leave on that public holiday.

**116.9 Unpaid personal/carer's leave**

116.9.1 Where an Employee has exhausted all paid personal/carer's leave entitlements, he/she is entitled to take unpaid carer's leave to provide care and support in the circumstances outlined in **sub-clause 116.2.1(b), (c), or (d)**. The Employer and the Employee will agree on the period. In the absence of agreement the Employee is entitled to take up to two (2) days' unpaid carer's leave per occasion.

116.9.2 No Employer shall terminate the services of an Employee during the currency of any period of personal leave with the object of avoiding his or her obligations under this clause.

**116.10 Casual Employees – Caring responsibilities**

116.10.1 Casual Employees are entitled to be unavailable to attend work or to leave work:

- a. if they need to care for members of their immediate family or household who are sick and require care and support, or who require care due to an unexpected emergency, or the birth of a child; or
- b. upon the death in Australia of an immediate family or household member.

116.10.2 The Employer and the Employee will agree on the period for which the Employee will be entitled to be unavailable to attend work. In the absence of agreement, the Employee is entitled to not be unavailable to attend work for up to two (2) days per occasion. The casual Employee is not entitled to any payment for the period of non-attendance.

116.10.3 The Employer will require the casual Employee to provide satisfactory evidence to support the taking of this leave.

116.10.4 An Employer must not fail to re-engage a casual Employee because the Employee accessed the entitlements provided for in this clause. The rights of the Employer to engage or not engage a casual Employee are otherwise not affected.

**116.11 Portability of personal/carer's leave**

116.11.1 The following portability arrangements apply to Employees who are classified under **Part 1** and **Part 2** of **Schedule G**:

- a. Where an Employee transfers their employment from either an Employer covered by this Agreement or a community health centre registered pursuant to the *Health Services Act 1988* (or the former *Hospitals and Charities Act 1958*) to an Employer covered by this Agreement, accumulated personal leave to his/her credit up to a maximum of 260 working days at the date of such transfer shall be credited to him/her in his/her new employment as accumulated personal/carer's leave.
- b. An Employee shall produce a written statement from his/her previous Employer specifying the amount of accumulated personal/carer's leave standing to his/her credit at the time of leaving that employment.

116.11.2 The following portability arrangements apply to Employees who are classified under **Part 3** and **Part 4** of **Schedule G**:

- a. Where an Employee is and has been in the service of an Employer registered and subsidised under the Health Services Act or the Fairfield Hospital Board or of the Cancer Institute Board of the Victorian Bush Nursing Association (Incorporated) and transfers to another Employer registered and subsidised under the Hospital and Charities Act or the Fairfield Hospital Board or of the Cancer Institute Board of the Victorian Bush Nursing Association (Incorporated), accumulated personal leave to his or her credit up to a maximum of 180 days shall be credited to such Employee in his or her new employment. The Employer may require the Employee to produce a written statement from his or her previous Employer specifying the amount of accumulated personal leave standing to the credit of such Employee at the time of leaving that previous employment.
- b. Provided that in respect of any period of absence from employment between engagement with one Employer and another or re-engagement with the same Employer, continuity of employment shall be deemed to be unbroken provided such period of absence does not exceed five weeks in addition to the total period of annual leave, long service leave and or personal leave which the Employee actually receives on termination or for which he or she is paid in lieu.
- c. Provided further that where any Employee for the sole purpose of undertaking a course of study related to his or her employment, is, with the written approval of his or her Employer, absent without pay for up to but not exceeding 52 weeks, such absences shall not be deemed to have broken continuity of service but shall not be counted in aggregating service for the purpose of establishing entitlement to personal leave portability.

#### 116.12 **Personal Leave and additional shifts above ordinary hours**

No payment of personal leave will be made to Employee where the shift or hours not worked due to illness or injury are in addition to an Employee's ordinary hours of work. For the avoidance of doubt, this provision operates in relation to additional shifts or hours an Employee has been requested to work above their ordinary hours but subsequently cannot work those hours due to illness or injury. This provision does not apply where the Employee has been rostered additional shift or hours in advance, for example under **clause 155** or **clause 189** (as applicable), which are above their ordinary hours, in this case Employee's can still access their personal leave entitlements in accordance with **clause 116**.

## **117. PERSONAL/CARERS LEAVE - MANAGEMENT AND ADMINISTRATIVE OFFICERS AT ST. VINCENT'S HEALTH ONLY**

- 117.1 This **clause 117** applies to St. Vincent's Hospital (Melbourne) Limited only with respect to management and administrative officers.
- 117.2 **Clause 117** operates in conjunction with **clause 116.1 – 116.12**. **Clause 117** shall operate to the extent of any inconsistency.
- 117.3 All full-time and part-time Employees at St. Vincent's Hospital (Melbourne) limited are entitled to 12 days personal leave per year.
- 117.4 All full-time and part-time Employees of St. Vincent's Hospital (Melbourne) Ltd will be provided with Income Maintenance Insurance, the terms of which will be determined between St. Vincent's Hospital (Melbourne) Ltd and an insurance provider selected at the discretion of St. Vincent's Hospital (Melbourne) Ltd.
- 117.5 Should the cost of providing Income Maintenance Insurance become excessive, Employees will be notified of the date of expiration of their policy and that policy will not be renewed. From the date of expiration of the policy Employees will be entitled to personal leave as provided for in **clause 116.1-116.12** of this Agreement.

## **118. COMPASSIONATE LEAVE**

- 118.1 Employees are entitled to two days leave on each occasion when a member of the Employee's immediate family or a member of the Employee's household:
- 118.1.1 contracts or develops a personal illness that poses a serious threat to his or her life;
  - 118.1.2 sustains a personal injury that poses a serious threat to his/her life; or
  - 118.1.3 dies.
- 118.2 Any unused portion of leave will not accrue from year to year and will not be paid out on termination.
- 118.3 Such leave does not have to be taken consecutively.
- 118.4 An Employee may take unpaid compassionate leave by agreement with the Employer.
- 118.5 The Employer will require the Employee to provide satisfactory evidence to support the taking of compassionate leave.

## **119. LONG SERVICE LEAVE**

### **119.1 Entitlement**

119.1.1 An Employee shall be entitled to long service leave with pay, in respect of continuous service with one and the same Employer, or service with Institutions or Statutory Bodies, in accordance with the provisions of this clause.

119.1.2 Subject to **clause 119.1.3** below, the amount of such entitlement shall be:

- a. on the completion by the Employee of fifteen years' continuous service - six months' long service leave; and



- b. thereafter an additional two months' long service leave on the completion of each additional five years' service.
- c. in addition, in the case of an Employee who has completed more than fifteen years' service and whose employment is terminated otherwise than by the death of the Employee, an amount of long service leave equal to 1/30th of the period of his/her service since the last accrual of entitlement to long service leave under **clause 119.1.2(a)**.
- d. in the case of an Employee who has completed at least ten years' service, but less than fifteen years' service, and whose employment is terminated for any cause other than serious and wilful misconduct, such amount of long service leave as equals 1/30th of the period of service.

119.1.3 Provided that, in the case of an Employee classified under **Part 4** of **Schedule G** who was employed by the Department of Human Services and elected to accept direct employment with the Employer, the quantum of long service leave shall be calculated by reference to the following:

- a. that period of continuous service with the Department of Human Services, based on at the ratio of 3 months' long service leave after 10 years of continuous service; and
- b. that period of their subsequent service as a direct Employee of the Employer, based on the ratio of 6 months' long service leave after 15 years of continuous service.

119.1.4 For the purpose of determining the entitlement of an Employee classified under **Part 1** and **Part 2** of **Schedule G** in respect of a period of employment beginning before 30 December 1964, and ending after the said date, so much of that service as was completed before the said date shall be reduced by one quarter.

## 119.2 Service entitling to leave

119.2.1 Subject to this subclause the service of an Employee with an Institution or Statutory Body shall include service for which long service leave, or payment in lieu, has not been received, in one or more Institutions including Statutory Bodies directly associated with such Institutions or Institution for the periods required by **clause 119.1** above.

119.2.2 Notwithstanding **clause 119.2.1** above, when calculating the aggregate of service for Employees classified under **Part 3** and **Part 4** of **Schedule G**, any period of employment with an Institution or Statutory Body of less than six (6) months' duration shall be disregarded.

119.2.3 Subject to this subclause service shall also include all periods during which an Employee was serving in Her Majesty's Forces or was made available by the Employer for National Duty.

119.2.4 For the purposes of this clause service shall be deemed to be continuous notwithstanding:

- a. the taking of any annual leave, long service leave, or other paid leave approved in writing by the Employer and not covered by **clause 119.2.4(b)** or **clause 119.2.4(d)** below;
- b. any absence from work of not more than fourteen days in any year on account of illness of injury or if applicable such longer period as provided in **clause 116** (Personal/Carer's Leave) leave;
- c. any interruption or ending of the employment by the Employer if such interruption or ending is made with the intention of avoiding obligations in respect of long service leave or annual leave;
- d. any absence on account of injury arising out of or in the course of the employment of the Employee for a period during which payment is made under **clause 96** (Accident Pay);
- e. any unpaid leave of absence of the Employee where the absence is authorised in advance in writing by the Employer to be counted as service;
- f. any interruption arising directly or indirectly from an industrial dispute;
- g. any period of absence from employment between the engagement with one of the said Institutions or Statutory Bodies and another (or re-engagement with the same Institution or Statutory Body) provided it is less than the Employee's allowable period of absence from employment. An Employee's allowable period of absence from employment shall be five weeks in addition to the total period of paid annual and/or sick leave that the Employee actually received on termination or for which he/she is paid in lieu;
- h. the dismissal of an Employee if the Employee is re-employed within a period not exceeding two months from the date of such dismissal;
- i. any absence from work of a female Employee for a period not exceeding twelve months or longer as agreed under **clause 121.15** in respect of any pregnancy;
- j. any other absence of an Employee by leave of the Employer, or on account of injury arising out of or in the course of his/her employment not covered by **sub-clause 119.2.4(d)**.

119.2.5 In calculating the period of continuous service of any Employee, an interruption or absence of a kind mentioned in **sub-clause 119.2.4(a) to sub-clause 119.2.4(e)** shall be counted as part of the period of his/her service, but any interruption or absence of a kind mentioned in **sub-clause 119.2.4(f) to 119.2.4(j)** shall not be counted as part of the period of service unless it is so authorised in writing by the Employer.

119.2.6 The onus of proving a sufficient aggregate of service to support a claim for any long service leave entitlement shall at all times rest upon the Employee concerned. A certificate in the following form shall constitute acceptable proof:

<b>CERTIFICATE OF SERVICE</b>
<p>[Name of Institution] [date]</p> <p>This is to certify that [Name of Employee] has been employed by this institution/society/board for a period of [years/months/etc.] from [date] to [date].</p> <p>Specify hereunder full details of paid or unpaid leave or absences including periods represented by payment made in lieu of leave on termination.</p>

.....  
Specify hereunder full details of long service leave granted during service or on termination:  
.....

Signed.....[Stamp of Institution]

119.2.7 Every Employer shall keep, or cause to be kept, a long service leave record for each Employee, containing particulars of service, leave taken and payments made.

119.2.8 In the case of Employees classified under **Part 2** of **Schedule G**, the Employer may recognise service with Employer's not recognised under **clause 119.2.1** to **clause 119.2.5**, provided such recognition is negotiated and agreed between the Employer, the previous Employer and the new Employee at the time of engagement.

### 119.3 **Payment in lieu of long service leave on the death of an Employee**

119.3.1 Where an Employee who has completed at least ten years' service dies while still employed by the Employer, the Employer shall pay to such Employee's personal legal representative a sum equal to the pay of such Employee for 1/30th of the period of the Employee's continuous service in respect of which leave has not been allowed, or payment made, immediately prior to the death of the Employee.

### 119.4 **Payment for period of leave**

119.4.1 Payment to an Employee in respect of long service leave shall be made in one of the following ways:

- a. in full in advance when the Employee commences his/her leave; or
- b. at the same time as payment would have been made if the Employee had remained on duty; in which case payment shall, if the Employee in writing so requires, be made by cheque posted to a specified address; or
- c. in any other way agreed between the Employer and the Employee.

119.4.2 Where the employment of an Employee is for any reason terminated before he/she takes any long service leave to which he/she is entitled, or where any long service leave accrues to an Employee pursuant to **clause 119.1.2(b)**, the Employee shall subject to the provisions of **clause 119.4.3** be entitled to pay in respect of such leave as at the date of termination employment.

119.4.3 Where any long service leave accrues to an Employee pursuant to **clause 119.1.2(c)** the Employee shall be entitled to pay in respect of such leave as at the date of termination of employment.

119.4.4 Provided in the case of an Employee of an Institution or Statutory Body who accrues entitlement pursuant to **clause 119.1.2(c)** and who intends to be re-employed by another Institution or Statutory Body:

- a. such an Employee may in writing request payment in respect of such leave to be deferred until after the expiry of the Employee's allowable period of absence from employment provided in **clause 119.2.3(g)**; and

- b. except where the Employee gives the Employer notice in writing that the Employee has been employed by another Institution or Statutory Body, the Employer shall make payment in respect of such leave at the expiry of the Employee's allowable period of absence from employment; and
- c. where the Employee gives the Employer notice in writing that the Employee has been employed by another Institution or Statutory Body the Employer is no longer required to make payment to the Employee in respect of such leave.

119.4.5 Where an increase occurs in the ordinary time rate of pay during any period of long service leave taken by the Employee, the Employee shall be entitled to receive payment of the amount of any increase in pay at the completion of such leave.

## 119.5 Taking of leave

119.5.1 When an Employee becomes entitled to long service leave such leave shall be granted by the Employer within six months from the date of the entitlement, but the taking of such leave may be postponed to such date as is mutually agreed, or in default of agreement as is determined by Fair Work Commission; provided that no such determination shall require such leave to commence before the expiry of six months from the date of such determination.

119.5.2 Employees classified under **Part 2 of Schedule G** who become entitled to long service leave and do not take such leave within two years will be required to take an amount of leave to reduce their entitlement to no more than three (3) months, unless deferment of the leave has been approved in writing by the Employer.

119.5.3 Any long service leave shall be inclusive of any public holiday occurring during the period when the leave is taken.

119.5.4 If the Employer and an Employee so agree:

- a. the first six months long service leave to which an Employee becomes entitled under Section 3 may be taken in two or three separate periods; and
- b. any subsequent period of long service leave to which the Employee becomes entitled may be taken in two separate periods, but save as aforesaid long service leave shall be taken in one period.

119.5.5 An Employee may, subject to approval by the Employer convert their long service leave entitlement in one of the following ways:

- a. take a period of leave equal to double the period of leave accrued at half the ordinary rate of pay for the period of approved leave; or
- b. take a period of leave equal to half of the leave accrued at double the ordinary rate of pay for the period of approved leave.

119.5.6 In addition to **clause 119.5.5** above, Employees classified under **Part 2 of Schedule G** who have completed more than 10 years' service may, subject to approval by the Employer, elect to reduce their entitlement by 50% and receive payment at their remuneration in lieu of taking such leave. In applying this provision, an Employee can not reduce his/her entitlement to less than two (2) months' leave.

119.5.7 Where an Employee makes a request under **clause 119.5.4**, approval shall not be unreasonably withheld by the Employer.

119.5.8 An Employer may, by agreement with an Employee, grant long service leave to the Employee before the entitlement to that leave has accrued, provided that such leave shall not be granted before the Employee has completed ten years' service.

119.5.9 Where the employment of an Employee who has taken long service leave in advance is subsequently terminated for serious and wilful misconduct before entitlement to long service leave has accrued, the Employer may, from whatever remuneration is payable to the Employee upon termination, deduct and withhold an amount equivalent to the amount paid to the Employee in respect of the leave in advance.

## 119.6 Definitions

119.6.1 For the purpose of this clause the following definitions apply:

- a. **Pay** means remuneration for an Employee's normal weekly hours of work calculated at the Employees' ordinary time rate of pay provided in **Schedule C** at the time the leave is taken or (if he/she dies before the completion of leave so taken) as at the time of his/her death; and shall include any allowances usually paid, and shall also include the amount of any increase to the Employee's ordinary time rate of pay which occurred during the period of leave as from the date of such increase operates provided that where accommodation is made available to an Employee during his/her period of leave.
- b. **Month** shall mean a Calendar Month.
- c. **Institution** shall mean any hospital or benevolent home, community health centre, Society or Association registered pursuant to the *Health Services Act 1988* (or the former *Hospital and Charities Act 1958*), or the Cancer Institute constituted under the *Cancer Act 1958*, or the Fairfield Hospital Board or the Bush Nursing Association, and successors thereto.
- d. **Statutory Body** means the Hospital and Charities Commission of Victoria, the Department of Human Services and/or the Nursing Board of Victoria, and successors thereto.
- e. **Transmission** includes transfer, conveyance, assignment or succession whether by agreement or by operation of law and "transmitted" has a corresponding interpretation.

## 120. PRE-NATAL LEAVE

120.1 Where an Employee is required to attend pre-natal appointments, or where parenting classes are only available or can only be attended during the Employee's ordinary hours of work, the Employee shall be entitled to utilise their carer's leave for such purposes on production of satisfactory evidence of their attendance.

## 121. PARENTAL LEAVE

121.1 Subject to the terms of this clause Employees are entitled to paid and unpaid maternity, paternity/partner and adoption leave and to work part-time in connection with the birth or adoption of a child.

121.2 The provisions of this clause apply to full-time, part-time and eligible casual Employees, but do not apply to other casual Employees.

121.3 An **eligible casual Employee** means a casual Employee:

121.3.1 employed by an Employer on a regular and systematic basis for a sequence of periods of employment or on a regular and systematic basis for an ongoing period of employment during a period of at least 12 months; and

121.3.2 who has a reasonable expectation of ongoing employment, but for the pregnancy or the decision to adopt.

121.4 For the purposes of this clause, **continuous service** is work for an Employer on a regular and systematic basis (including any period of authorised leave or absence).

121.5 An Employer must not fail to re-engage a casual Employee because:

121.5.1 the Employee or Employee's spouse is pregnant; or

121.5.2 the Employee is or has been immediately absent on parental leave.

121.6 The rights of an Employer in relation to engagement and re-engagement of casual Employees are not affected, other than in accordance with this clause.

#### 121.7 **Definitions**

121.7.1 For the purpose of this clause **child** means a child of the Employee under school age except for adoption of an eligible child where 'eligible child' means a person under the age of 16 years who is placed with the Employee for the purposes of adoption, other than a child or step-child of the Employee or of the spouse of the Employee or a child who has previously lived continuously with the Employee for a period of six months or more.

121.7.2 For the purposes of this clause, spouse includes a de facto spouse, former spouse or former de facto spouse. The Employee's "de facto spouse" means a person who lives with the Employee as husband, wife or same sex partner on a bona fide domestic basis, although not legally married to the Employee.

#### 121.8 **Basic entitlement**

121.8.1 Employees who have or will have completed at least twelve months continuous service are entitled, subject to any extended leave granted under the NES, to a total of 52 weeks paid and unpaid parental leave on a shared basis in relation to the birth or adoption of their child, which must be taken by an Employee in a single continuous period.

121.8.2 Previous service within the public health sector is to be included when determining the qualifying service requirement for the paid components of leave, for Employees with less than 12 months service with an Employer.

121.8.3 An Employee who does not satisfy the qualifying service requirement for the paid components of leave, or an Employee who is an eligible casual Employee, shall be entitled to leave without pay for a period not exceeding 52 weeks.

121.8.4 Eligible Employees shall be entitled to parental leave in accordance with the following table:

Type of Leave	Paid Leave	Unpaid Leave	Combined Total
Maternity Leave	10 weeks*	42 weeks* if primary caregiver	52 weeks
Paternity/Partner	1 weeks	51 weeks if primary caregiver	52 weeks
Adoption Leave – primary caregiver	10 weeks*	42 weeks*	52 weeks
Adoption Leave – secondary caregiver	1 weeks	2 weeks	3 weeks

\* see special arrangements at **clause 121.8.5** below.

121.8.5 A Dental Assistant who was formerly on secondment to Dental Health Services Victoria (DHSV) from the Department of Human Services/Department of Health and who accepted an offer of direct employment with DHSV under the previous agreement shall be entitled to 12 weeks' paid maternity leave or adoption leave (primary caregiver) and 40 weeks unpaid leave for the life of Section 3.

#### 121.9 Half Pay Provision

121.9.1 An Employee who is entitled to paid maternity leave or adoption (primary caregiver) leave shall be entitled to take that leave at half pay for twice the period, provided that the combined total period of parental leave does not exceed the amounts set out in **clause 121.8.4** above.

#### 121.10 Employee couple – concurrent leave

121.10.1 In the case of Employee couples, parental leave is to be available to only one parent at a time in a single unbroken period. However, both parents may simultaneously take up to three weeks' leave (including any paid leave), in accordance with the Fair Work Act.

121.10.2 Notwithstanding **clause 121.10.1** above, an Employee entitled to parental leave pursuant to this **clause 121** may request that the Employer allow them to extend the period of concurrent paid and unpaid parental leave up to a maximum 8 weeks.

121.10.3 The Employer shall consider a request made under **clause 121.10.2** having regard to an Employee's circumstances and, provided the request is genuinely based on the Employee's parental responsibilities, may only refuse the request on reasonable grounds related to the effect on the workplace or the Employer's business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.

121.10.4 The Employee's request and the Employer's decision made under **clause 121.10.2** and **clause 121.10.3** must be recorded in writing.

#### 121.11 Maternity leave

121.11.1 Subject to **clause 121.11.3** and unless agreed otherwise between the Employer and Employee, an Employee may begin maternity leave at any time within 6 weeks immediately prior to the expected date of birth. Otherwise, the period of parental

leave must start on the date of birth, or placement of the child, as relevant, except where taken by spouses or de facto partners in accordance with the Fair Work Act.

121.11.2 Where an Employee continues to work within the six week period immediately prior to the expected date of birth of the child or is on paid leave under **clause 121.20.2** an Employer may require the Employee to provide a medical certificate containing the following statement (as applicable):

- a. A statement of whether the Employee is fit for work;
- b. If the Employee is fit for work – a statement of whether it is inadvisable for the Employee to continue in her present position during a stated period because of:
  - I. illness or risks, arising out of the Employee’s pregnancy; or
  - II. hazards connected with the position.

121.11.3 The Employer may require the Employee to take a period of unpaid parental leave as soon as practicable if:

- a. The Employee does not give the Employer the certificate requested under **clause 121.11.2** within 7 days after the request; or
- b. Within 7 days after the request, the Employee gives the Employer a medical certificate stating that the Employee is not fit for work; or
- c. The following sub-clauses are satisfied:
  - I. within 7 days after the request, the Employee gives the Employer a medical certificate stating that the Employee is fit for work, but that it is inadvisable for the Employee to continue in her present position for a stated period for a reason referred to in **clause 121.11.2**; and
  - II. **Clause 121.20** (Transfer to a Safe Job) does not apply to the Employee.

121.11.4 The period of leave under **clause 121.11.3** must not end later than the earlier of the following:

- a. The end of the pregnancy;
- b. If the Employee has given the Employer notice of taking a period of leave connected with the birth of the child (whether it is unpaid parental leave or some kind of other leave) – the start date of that leave.

121.11.5 The period of leave under **clause 121.11.3**:

- a. Is an exception to the rule that the Employee must take her unpaid parental leave in a single continuous period;
- b. Is an exception to the rules about when the Employee’s period of unpaid parental leave must start.

121.11.6 The Employee is not required to comply with the evidentiary requirements in **clause 121.13** in relation to the period of leave under **clause 121.11.3**.



121.11.7 Where leave is granted under **clause 121.11.3** during the period of leave, an Employee may return to work at any time as agreed between the Employer and the Employee, provided that time does not exceed four weeks from the recommencement date desired by the Employee.

#### **121.12 Personal illness leave and special maternity leave**

121.12.1 Where the pregnancy of an Employee, not then on maternity leave, terminates other than by the birth of a living child, the Employee must as soon as practicable give notice to the Employer of the taking of leave advising the Employer of the period, or expected period, of the leave (the Employer may require the Employee to provide evidence that would satisfy a reasonable person that the leave is taken for a reason below, including without limitation a medical certificate, as a precondition to taking the leave) in accordance with the following:

- a. where the pregnancy terminates during the first 20 weeks, during the notified period/s the Employee is entitled to access any paid and/or unpaid personal illness leave entitlements in accordance with the relevant personal leave provisions and any unpaid special maternity leave that may apply under the *Fair Work Act 2009*;
- b. where the pregnancy terminates after the completion of 20 weeks, during the notified period/s the Employee is entitled to paid special maternity leave not exceeding the amount of paid maternity leave available under **clause 121.8**, and thereafter, to unpaid special maternity leave in accordance with the *Fair Work Act 2009*.

121.12.2 Where an Employee not then on maternity leave is suffering from a pregnancy related illness she may take any paid personal illness leave to which she is entitled and/or unpaid personal illness leave in accordance with the relevant personal illness leave provisions under Section 3 or the *Fair Work Act 2009* (including in relation to unpaid special maternity leave).

#### **121.13 Notice and Evidentiary Requirements**

121.13.1 An Employee must provide notice to the Employer in advance of the expected date of confinement of parental leave as follows:

- a. The Employee must give written notice of the taking of parental leave (including the intended start and end dates of the leave) at least 10 weeks before commencing leave.
- b. Where this is not practicable (for example, if such failure results from confinement occurring earlier than the expected date, or from a requirement of an adoption agency to accept earlier or later placement of a child), the Employee will provide such notice as soon as reasonably practicable.
- c. At least four weeks before the intended start date, as notified under **clause 121.13.1(a)**, the Employee must in writing confirm the intended start and end dates of the leave, or advise the Employer of any changes to these dates, unless it is not practicable to do so.

121.13.2 In the case of maternity or paternity leave, the Employer may require the Employee to provide such evidence as would satisfy a reasonable person of the date of birth, including without limitation, a medical certificate stating the date of birth or expected date of birth of the child.

121.13.3 In the case of adoption leave the Employer may require the Employee to provide such evidence as would satisfy a reasonable person of the day of placement or expected day of placement of the child; and that the child is or will be under 16 as at the day of placement or expected day of placement.

121.13.4 When the Employee gives notice under this clause the Employee must also provide a statutory declaration stating particulars of any period of partner leave sought or taken by the Employee's spouse and that for the period of parental leave the Employee will not engage in any conduct inconsistent with his or her contract of employment.

121.13.5 An Employee is not entitled to take paid parental leave unless he or she had complied with **clause 121.13.1(a)** to **121.13.1(c)** as relevant.

121.13.6 An Employee is not entitled to take unpaid parental leave unless he or she had complied with **clause 121.13.1(a)** to **121.13.1(c)** as relevant.

#### **121.14 Unpaid pre-adoption leave**

121.14.1 An Employee seeking to adopt a child is, on the production of satisfactory evidence (if required), entitled to unpaid leave for the purpose of attending any interviews or examinations necessary to the adoption procedure. The Employee and the Employer should agree on the length of the unpaid leave.

121.14.2 Where agreement cannot be reached the Employee is entitled to take up to two days unpaid leave. Where paid leave is available the Employer may require the Employee to take such leave instead.

#### **121.15 Right to request**

121.15.1 An Employee entitled to parental leave pursuant to the provisions of **clause 121.8** may request the Employer to allow the Employee:

- a. to extend the period of simultaneous unpaid parental leave provided for in **clause 121.9.1** up to a maximum of eight weeks;
- b. to extend the period of unpaid parental leave provided for in **clause 121.8** by a further continuous period of leave not exceeding 12 months;
- c. to return from a period of parental leave on a part-time basis until the child reaches school age;

in order to assist the Employee in reconciling work and parental responsibilities.

121.15.2 The Employer shall consider the request having regard to the Employee's circumstances and provided the request is genuinely based on the Employee's parental responsibilities may only refuse the request on reasonable grounds related to the effect on the workplace or the Employer's business. Such grounds might include cost, lack of adequate replacement staff, loss of efficiency and the impact on customer service.

#### **121.16 Employee's request and Employer's decision to be in writing**

121.16.1 The Employee's request and the Employer's decision made under **clauses 121.15.1(b)** and **121.15.1(c)** must be in writing. The Employer's response, including

details of the reasons for any refusal, must be given as soon as practicable as and no later than 21 days after the request is made.

#### **121.17 Request to return to work part-time**

121.17.1 A request under **clause 121.15.1(c)** must be made as soon as possible but no less than seven weeks prior to the date upon which the Employee is due to return to work from parental leave.

#### **121.18 Variation of period of parental leave**

121.18.1 Unless agreed otherwise between the Employer and Employee, where an Employee takes leave under **clause 121.8** for less than the available period, an Employee may apply to their Employer to change the period of parental leave, within the available period, on one occasion

121.18.2 Any such change must be notified in writing at least two weeks prior to the start of the changed arrangements. The notice must specify the new end date of the parental leave.

#### **121.19 Parental leave and other entitlements**

121.19.1 An Employee may in lieu of or in conjunction with parental leave access any annual leave or long service leave entitlements which they have accrued subject to the total amount of leave not exceeding 52 weeks or a longer period as agreed under **clause 121.15** and in accordance with the NES.

121.19.2 Where a public holiday occurs during a period of paid parental leave the public holiday is not to be regarded as part of the paid parental leave and the Employer will grant the Employee a day off in lieu to be taken by the Employee immediately following the period of paid parental leave.

#### **121.20 Transfer to a safe job**

121.20.1 Where an Employee is pregnant and provides evidence that would satisfy a reasonable person (including, without limitation, a medical certificate) that she is fit for work but it is inadvisable for her to continue in her present position during a stated period (the risk period) because of illness or risks arising out of the pregnancy or hazards connected with the work assigned to the Employee, the Employer will transfer the Employee to an appropriate safe job (as defined by the Fair Work Act), provided one exists, with no other change to the Employee's terms and conditions of employment (by reference to the hours actually worked) during the risk period.

121.20.2 Where no appropriate safe job exists, the Employee may take paid **no safe job** leave, at the Employee's base rate for ordinary hours of work for the risk period.

- a. If the Employee's pregnancy ends before the end of the risk period, the risk period ends when the pregnancy ends.
- b. If an Employee is on paid no safe job leave during the six week period before the expected date of birth of the child, and the Employee has failed to comply with a request by the Employer for a medical certificate stating whether the Employee is fit for work, the Employer may require the Employee to take unpaid leave, in accordance with the Fair Work Act.

121.20.3 The entitlement to **no safe job** leave is in addition to any other leave entitlement the Employee has.

121.20.4 The provisions of **clauses 121.11.4, 121.11.5 and 121.11.6** of Section 3 apply to the period of leave.

#### **121.21 Returning to work after a period of parental leave**

121.21.1 An Employee will notify their intention to return to work after a period of parental leave at least four weeks prior to the expiration of the leave.

121.21.2 Subject to **clause 121.21.3** below, an Employee will be entitled to the position which they held immediately before proceeding on parental leave. In the case of an Employee transferred to a safe job pursuant to **clause 121.20** the Employee will be entitled to return to the position they held immediately before such transfer.

121.21.3 Where such position no longer exists but there are other positions available which the Employee is qualified for and is capable of performing, the Employee will be entitled to a position as nearly comparable in status and pay to that of their former position.

#### **121.22 Replacement Employees**

121.22.1 A replacement Employee is an Employee specifically engaged or temporarily promoted or transferred as a result of an Employee proceeding on parental leave.

121.22.2 Before an Employer engages a replacement Employee the Employer must inform that person of the temporary nature of the employment and of the rights of the Employee who is being replaced.

#### **121.23 Consultation and communication during parental leave**

121.23.1 Where an Employee is on parental leave and a definite decision has been made that will have a significant effect on the status, pay or location of the Employee's pre-parental leave position, the Employer shall take reasonable steps to give the Employee information about, and an opportunity to discuss, the effect of the decision on that position.

121.23.2 The Employee shall take reasonable steps to inform the Employer about any significant matter that will affect the Employee's decision regarding the duration of parental leave to be taken, whether the Employee intends to return to work and whether the Employee intends to request to return to work on a part-time basis.

121.23.3 The Employee shall also notify the Employer of changes of address or other contact details which might affect the Employer's capacity to comply with **clause 121.23.1**.

#### **121.24 Post-natal facilities**

121.24.1 Each Employer is to provide private and comfortable areas at each campus for Employees who are breastfeeding to enable them to express or feed children while at work.

### **122. COMMUNITY SERVICES LEAVE**

122.1 An Employee who is engaged in an eligible community service activity is entitled to be absent from work without loss of pay for the period of time that they are engaged in the activity, reasonable

travelling time associated with the activity and rest time following the activity, provided that the Employee's absence (unless the activity is jury service) is reasonable in all the circumstances.

122.2 An eligible community services activity includes:

122.2.1 jury service required by or under law; or

122.2.2 a voluntary emergency management activity; or

122.2.3 an activity prescribed by regulations as an eligible community service activity for the purpose of the *Fair Work Act 2009*.

122.3 An Employee engages in 'voluntary emergency management' activity if, and only if:

122.3.1 the Employee engages in an activity that involves dealing with an emergency or natural disaster; and

122.3.2 the Employee engages in the activity on a voluntary basis; and

122.3.3 the Employee is a member of, or has a member like association with, a recognised emergency management body (i.e. Country Fire Authority, State Emergency Service, St. John Ambulance, Red Cross etc); and

122.3.4 either:

- a. the Employee was requested by or on behalf of the body to engage in the activity; or
- b. no such request was made, but it would be reasonable to expect that, if the circumstances had permitted the making of such request, it is likely that such a request would have been made.

122.4 **Notice and evidence requirements**

122.4.1 Employees seeking to take Community Service Leave must provide notice to the Employer as soon as practicable (which may be after the absence has started) and must advise the Employer of the period, or expected period, of the absence.

122.4.2 If requested, the Employee shall be required to produce evidence of their engagement in eligible community service activity, to the satisfaction of the Employer.

122.4.3 An absence from the workplace is only covered by the provisions of **clause 122** if they satisfy the notice and evidence requirements set out above.

122.5 The Employer may refuse time release where the Employee's absence will adversely impact the capacity of the health service to maintain services.

122.6 **Jury Service**

122.6.1 Subject to **clause 122.6.2** below, the Employer is required to pay an Employee (other than a casual) who is required to attend for jury service at their base rate of pay for the ordinary hours of work in the period.

122.6.2 The Employer may require the Employee to produce satisfactory evidence:

- a. that they have taken all necessary steps to obtain any amount of jury service pay to which they are entitled; and
- b. of the total amount of jury service pay that has been paid, or is payable, to the Employee for the period of jury service.

122.6.3 An Employee shall only be entitled to payment for jury service under **clause 122.6.1** where they have satisfied the evidence requirements of **clause 122.6.2**.

122.6.4 The amount payable to an Employee under **clause 122.6.1** is reduced by the amount of jury service pay received by the Employee, as disclosed to the Employer in accordance with **clause 122.6.2**.

### **123. BLOOD DONORS LEAVE**

123.1 The Employer will release staff upon request to donate blood when a collection unit is on site or by arrangement with the manager of the department.

### **124. CULTURAL AND CEREMONIAL LEAVE**

124.1 The Employer may approve attendance during working hours by an Employee of Aboriginal or Torres Strait Islander descent at any Aboriginal community meetings, except the Annual general Meetings of Aboriginal community organisations at which the election of office bearers will occur.

124.2 The Employer may grant an Employee of Aboriginal or Torres Strait Islander descent accrued annual or other leave to attend the Annual General Meetings of Aboriginal community organisations at which the election of office bearers will occur.

124.3 Ceremonial leave without pay may be granted to an Employee of Aboriginal or Torres Strait Islander descent for ceremonial purposes:

124.3.1 connected with the death of a member of the immediate family or extended family (provided that no Employee shall have an existing entitlement reduced as a result of this clause); or

124.3.2 for other ceremonial obligations under Aboriginal or Torres Strait Islander law.

124.4 Ceremonial leave granted under this clause is in addition to compassionate leave granted under any other provision of Section 3.

## **PART 7 – DISCIPLINARY PROCEDURES**

### **125. DISCIPLINARY PROCEDURES**

125.1 Where disciplinary action is necessary, the management representative shall notify the Employee of the reason. The first warning shall be verbal and will be recorded on the Employee's personal file. A local union or other representative shall be present if desired by either party.

125.2 Where further disciplinary action is necessary the matter will be discussed with the Employee and a second warning in writing will be given to the Employee and recorded on the Employee's personal file. The local union or other representative shall be present if desired by either party.

125.3 Where further disciplinary action is necessary the Employee will be seen again by management. A final warning may be given. If a final warning is to be given then it shall be issued in writing and if

required by either party, a copy sent to the relevant union. The Employee has the right to union or other representation.

125.4 Where further disciplinary action is necessary then the Employee may be terminated. No dismissals are to take place without the authority of senior management.

125.5 Summary dismissal of an Employee may still occur for acts of serious and wilful misconduct.

125.6 Any dispute arising over the disciplinary action shall be dealt with in accordance with **clause 77** (Dispute Settling Procedures) of Section 3.

125.7 If after any warning, a period of twelve months elapses without any further warning or action being required, all adverse reports relating to the warning must be removed from the Employee's personal file.

125.8 All new Employees shall be handed a copy of these procedures on commencement of employment.

## **126. DISCIPLINARY PROCEDURES - DENTAL ASSISTANTS**

126.1 This disciplinary procedure set out in this clause only applies to Employees classified under **Part 4** of **Schedule G** of this Agreement.

126.2 The Employer is keen to ensure that any issues concerning the work performance, standards of work or the behaviour of any of its Employee's are dealt with expeditiously, fairly and justly. Employees should be made aware of the specific nature of the concern/s which management have, and that the staff member concerned is given appropriate time and support to improve their performance and/or behaviour in the future.

126.3 The following procedure for dealing with performance management and disciplinary matters will be adhered to:

126.3.1 Before the formal procedure is implemented it is anticipated that constructive counselling will be undertaken with an Employee with whom a manager has concern/s, with a view to assisting the Employee to rectify the problem at an early stage to reinforce/set appropriate performance standards.

126.3.2 Where disciplinary action is necessary, the management representative shall notify the Employee of the reason. In most instances, the first warning is likely to be verbal and will be recorded on the Employee's personal file. In serious instances the first warning may be in writing. A work colleague or a Union representative shall be present if desired by either party.

126.3.3 If the problem continues the matter will be discussed with the Employee and a second warning in writing will be given to them and recorded on the Employee's personal file. A work colleague or union representative shall be present if desired by either party.

126.3.4 If the problem continues the Employee will be seen again by management. If a final warning is to be given then it shall be issued in writing. A work colleague or a union representative shall be present if desired by either party. A copy of the final warning will be provided to the union.

126.3.5 In the event of the matter recurring, then the Employee may be terminated. No dismissals are to take place without the authority of senior management.

126.3.6 Any dispute arising over the disciplinary action shall be dealt with in accordance with **clause 77** (Dispute Settling Procedures).

126.3.7 If after any warning, a period of twelve months elapses without any further warnings or action being required, the warning will be considered as spent.

126.3.8 New Employees shall be handed a copy of these procedures on commencement of employment.

126.4 Nothing in this procedure prevents the immediate dismissal of an Employee for serious misconduct.

## **PART 8 – UNION FACILITATION**

### **127. RIGHT OF ENTRY**

127.1 A duly accredited representative of the union shall upon the production of her/his authority, have the right to enter any place or premises where Employees are employed at any time during normal working hours or when shiftwork or overtime work is being performed for the purpose of investigating suspected breaches, for OHS purposes to hold discussions with any Employee who wishes to participate in those discussions, provided that such entry does not unduly interfere with the work being performed by any Employee during work time.

127.2 Unless otherwise agreed, an accredited representative of the union shall provide a minimum of 24 hours notice of his/her intention to enter the Employer's premises prior to doing so.

### **128. ORIENTATION/INDUCTION PROGRAMMES**

128.1 For the purposes of facilitating the orientation of new Employees and in particular to familiarise new Employees with the operation of Section 3, the HSU will be provided with the dates, times and venues of any orientation/induction programmes involving new Employees in writing on a quarterly basis and be permitted to attend such programmes.

128.2 If the dates of these orientation/induction programmes are fixed in advance for a regular day and time then the Employer will provide this information to the HSU as soon as possible.

128.3 Where the dates of orientation/induction programmes involving Employees are not fixed in advance, at least 14 days notice will be given to the HSU of the dates, times and venues of such programmes to enable an HSU representative to attend.

### **129. RESOURCES AND FACILITIES**

129.1 The HSU is to be given access to the Employees of the Employer.

129.2 The following persons will be provided with access to resources and facilities, such as telephones, computers, email, noticeboards and meeting rooms in a manner that does not adversely affect service delivery and work requirements.

129.2.1 HSU officials; and

129.2.2 HSU delegates; and

129.2.3 Health and Safety Representatives (HSRs)



- 129.3 In addition to other leave entitlements, HSU Delegates and HSRs are to have reasonable time release from duty to attend to matters relating to industrial, occupational health and safety or other relevant matters such as attending local committee meetings, assisting with grievance procedures, attending hospital committees etc subject to operational considerations. Such release shall not be unreasonably withheld by the Employer.
- 129.4 Where management requires HSU representatives to attend management meetings outside of paid time they will be paid to attend

### **130. PAID UNION MEETINGS**

- 130.1 In order for the Employer to approve paid meetings between the HSU and its members, the HSU must meet the following requirements:

- 130.1.1 the Employer is given reasonable notice that such a meeting is to be held; and
- 130.1.2 the reason/s for the meeting is also to be provided to the Employer with the notice;
- 130.1.3 the location for the meeting is to be agreed between the HSU and the Employer;
- 130.1.4 an acceptable level of staffing will be maintained;
- 130.1.5 where possibly meetings will occur at times least disruptive to service delivery;
- 130.1.6 the duration of the paid meeting will not exceed half an hour except where agreed by the HSU and the Employer;
- 130.1.7 the Employees will return to work without industrial action or threat of industrial action.

### **131. DISPUTE SETTLEMENT AND OHS TRAINING LEAVE**

- 131.1 An Employee may be granted Dispute Settlement and OHS Training leave on full pay for up to five (5) days in any one calendar year, subject to the Employer being satisfied that:

- 131.1.1 the course of training is likely to contribute to a better understanding of industrial relations; or
- 131.1.2 in the case of a duly elected HSR nominated to attend an occupational health and safety course, is likely to assist the Employee to discharge his or her functions as a health and safety representative; and
- 131.1.3 provided that the granting of leave will not unduly affect the operations of the Employer.

- 131.2 Leave on full pay in excess of five (5) days and up to 10 days may be granted in any one calendar year subject to the total leave in that year and the subsequent year not exceeding 10 days.

- 131.3 This leave shall be deemed to be service and shall not adversely affect employment for any purpose.

- 131.4 The Employer shall not alter the position of the Employee to the detriment of the Employee by reason only that the Employee is attending an education or training course covered by this clause.

- 131.5 Such leave shall be granted under the following conditions:

131.5.1 that all applications for such leave shall be accompanied by a statement from whom the Employee has been nominated for the course and written evidence that the course has been approved/endorsed by the ACTU Education and Campaign Centre;

131.5.2 that leave of absence granted under this provision shall be with full pay, being the Agreement rate of pay for normal rostered hours plus experience payments and allowances which are ordinarily paid, but excluding overtime;

131.5.3 that expenses associated with attendance at the training course or seminar such as fares, accommodation and meal costs are not the responsibility of the Employer;

131.5.4 leave of absence granted under this provision shall include any necessary travelling time in normal hours immediately before or after the course; and

131.5.5 that a minimum of two (2) weeks' notice shall be provided to the Employer.

## **132. NOTICEBOARDS**

132.1 The Employer will establish a noticeboard in each department/section for the use of the HSU, unless otherwise agreed by the Agreement Implementation Committee.

## **PART 9 – CONDITIONS OF EMPLOYMENT SPECIFIC TO MANAGEMENT AND ADMINISTRATIVE OFFICERS**

## **133. APPLICATION OF THIS PART**

133.1 **Part 9** of **Section 3** of this Agreement applies only to Management and Administrative Officers classified under **Part 1** of **Schedule G**.

## **134. STUDY LEAVE**

134.1 Paid study leave will be available to full-time and part-time Employees of up to 4 hours per week for 26 weeks per annum, at the Employer's discretion.

134.2 Paid study leave may be taken as mutually agreed by, for example, 4 hours per week, 9 hours per fortnight or blocks of 38 hours at a residential school.

134.3 A part-time Employee will be entitled to paid study leave on a pro-rata basis.

134.4 An Employee wishing to take study leave in accordance with this clause must apply in writing to the Employer as early as possible prior to the proposed leave date. The Employee's request should include details of:

134.4.1 the proposed course and institution in which the Employee is enrolled or proposes to enrol; and

134.4.2 the relevance of the course to the Employee's profession.

134.5 The Employer will notify the Employee of whether his or her request for study leave has been approved within 7 days of the application being made.

134.6 Leave pursuant to this clause does not accumulate from year to year.

### **135. EXAMINATION LEAVE**

- 135.1 An Employee shall be granted leave on full pay in order to attend examinations necessary to obtain higher qualifications in such courses as are undertaken with the knowledge and approval of the Employer.
- 135.2 The amount of leave shall be such as to allow the Employee to proceed to and from the place of examinations and in addition allow three clear working days other than a Saturday or a Sunday for pre-examination study if this is so desired.
- 135.3 Any leave granted under the provisions of this clause shall be in addition to annual leave granted pursuant to **clause 114** (Annual Leave).
- 135.4 Leave with pay granted under the provisions of this clause shall not exceed six (6) clear working days per year. Chief Executive Officers and Deputy CEOs, other than those covered by Government Sector Executive Remuneration Panel (GSERP) policies, shall not be subject to this examination leave maxima.

### **136. TRAVELLING ALLOWANCES**

- 136.1 Should an Employee be required to use his or her vehicle for transport from home to place of work and return outside of normal hours, the Employee is to receive such allowance corresponding with the mileage rates as set out in **Schedule E** (as applicable).
- 136.2 An Employee who is recalled to the workplace for any purpose shall be provided with appropriate transport for the outward and return journeys, upon request. The cost of such transport shall be met by the Employer.
- 136.3 Where an Employee is required to travel during ordinary hours for work-purposes, he or she shall be provided with appropriate transport. The cost of such transport shall be met by the Employer.
- 136.4 Notwithstanding anything contained in **clause 136.3**, where the Employer does not provide transport for work-related travel and an Employee agrees to his their own motor vehicle, they shall be paid the vehicle allowances set out in the rates table in **Schedule E**.
- 136.5 An Employee required to travel on business in the performance of their duties shall be reimbursed all reasonable travelling expenses necessarily incurred.

### **137. REMOVAL EXPENSES**

- 137.1 Where an Employee is required to transfer to an alternate work location that is more than 48 kilometres from the place where the Employee has been employed for a period of at least two years, such Employee shall be reimbursed reasonable removal expenses by the Employer to which the Employee transfers
- 137.2 Provided that in the case of a transfer where an Employee is required by their new Employer to reside at a distance less than 50 kilometres from their former residence the Employee shall not be reimbursed reasonable removal expenses.

### **138. CHIEF EXECUTIVE OFFICERS**

- 138.1 The terms and conditions of employment for Chief Executive Officers (“CEO”) will, in respect of remuneration and related conditions, be those provided for by the Government Sector Executive Remuneration Panel contracts (“GSERP Contracts”).

138.2 **Clause 138.1** excludes CEOs whose terms and conditions are not covered by a GSERP contract.

138.3 Despite **clause 138.1**, any further GSERP contract offered by an Employer to an existing employee whose employment is governed by a GSERP contract in existence at the date of certification of this Agreement will not reduce the total remuneration package applicable to that Employee.

## **PART 10 – CONDITIONS OF EMPLOYMENT SPECIFIC TO MANGEMENT AND ADMINISTRATIVE OFFICERS AT ROYAL WOMENS HOSPITAL AND ROYAL CHILDRENS HOSPITAL**

### **139. APPLICATION OF THIS PART**

139.1 **Part 10 of Section 3** of this Agreement applies only to Management and Administrative Officers at Royal Women's Hospital and Royal Children's Hospital classified under **Part 2 of Schedule G**.

### **140. TIME AND WAGES RECORDS**

140.1 All Employees are required to record all time worked on a time-card or other method determined by the relevant department.

### **141. OVERPAYMENT OF WAGES**

141.1 In the case of an overpayment of wages, the Employer shall notify the Employee in writing of details of the error. The Employer will correct the overpayment by fortnightly deduction from the Employee's pay, in a minimum instalment of 10% of the Employee's fortnightly salary or the total amount, until the full amount of the overpayment has been reimbursed.

141.2 The above **clause 141.1** does not apply in the case of errors of law.

141.3 Where a single overpayment exceeds the Employee's normal four-week salary, the Employer reserves the right to seek to have the overpayment repaid in more than 10% instalments.

141.4 If the Employee satisfies the Employer that they are unable to meet the repayment schedule, the Employee may apply to vary the payment schedule. Agreement to such applications shall not be unreasonably withheld.

### **142. WORKING FROM HOME**

142.1 An Employee, subject to operational requirements and with the approval of the relevant Department Head, may work from home in circumstances where the work is project based and may be performed with a high level of autonomy.

### **143. PUBLIC HOLIDAYS**

143.1 An Employee may, with the approval of the relevant Department Head, substitute a public holiday with a nominated religious holiday. Such approval will be subject to the operational requirements of the Employer.

143.2 Where a religious holiday is nominated to be a substitute for a public holiday, in accordance with **clause 143.1** above, the Employee will be paid at the ordinary time rate for work performed on the public holiday.

143.3 Applications under **clause 143.1** shall be made one month in advance of a given public holiday falling due.

143.4 At the beginning of every calendar year, or at the anniversary date of the Agreement, Departments/Units/Services that do not require a full complement of Employees for public holidays will notify Employees of the work arrangements for those public holidays.

143.5 Employees can elect to work up to five (5) public holidays in each year, provided that:

143.5.1 the Employer agrees that there is appropriate work to be done, either in the Employee's normal place of work or in another area of the workplace; and

143.5.2 when the Employee takes a day off in lieu of the public holiday, no relief is required to be supplied by the Employer; and

143.5.3 the Employee has the option of adding an extra day to his or her annual leave entitlement or taking a day off in lieu of the public holiday at a time convenient to the Employer.

#### **144. OVERTIME**

144.1 Employees in receipt of an annualised salary, or classified in Grades 3 to 8 of the classification structure in **Part 2 of Schedule G** are not entitled to payment of overtime under **clause 102** (Overtime), other than for:

144.1.1 periods of recall to duty;

144.1.2 periods when the Employee is directed to work overtime on weekends; and/or

144.1.3 periods when the Employee is directed to work overtime on public holidays.

144.2 Such Employees will be compensated for reasonable additional hours through flexibility in hours worked or time off in lieu of payment for overtime, in accordance with **clause 103** (Overtime in Lieu).

#### **145. DISCRETIONARY LEAVE WITHOUT PAY**

145.1 Department Heads may grant discretionary leave without pay (DLWOP) up to a maximum of eight (8) weeks. Longer periods of DLWOP up to 52 weeks require the approval of the Divisional Director, and in the case of the Corporate Services Director, Executive Director Corporate.

145.2 With the exception of **clause 121** (Parental Leave), DLWOP is granted at the absolute discretion of the Employer.

145.3 DLWOP will only be considered after all other paid entitlements have been taken.

145.4 All DLWOP must be applied for and, if appropriate, approved in advance, using the Employer's standard leave form.

145.5 Absences on approved leave without pay do not break continuity of service; however such absences do not count in the calculation of benefits.

145.6 An Employee will not be paid for any public holidays that may occur whilst on DLWOP.

#### **146. BEST PRACTICE**

146.1 The parties agree that a process, which focuses on sustaining improvements in productivity, will enable the health services to compete in the market more effectively.

146.2 The following principles and processes underlie the “best practice” approach of the health services:

146.2.1 Understanding and commitment to achieving world class performance in all aspects of the health services’ operations.

146.2.2 Continuous improvement in the quality, efficiency, effectiveness and cost of health services is an ongoing process essential to the achievement of best practice.

146.3 The parties agree that there will be commitment and support given to the ongoing process of continuous improvement, including:

146.3.1 innovation;

146.3.2 evaluating opportunities;

146.3.3 productivity;

146.3.4 cost effectiveness;

146.3.5 benchmarking;

146.3.6 expansion opportunities;

146.3.7 flexibilities, where Employees may be required to work between health services, when required;

146.3.8 workplace agreements to support agreed best practice;

146.3.9 work on major projects linked to the health services’ priorities; and

146.3.10 service/department reviews and the development of agreed performance indicators.

146.4 It is jointly recognised that performance measurement will make it easier to set goals for strategic planning, and for establishing targets at the departmental level. Across all levels of the health services, strategic reviews will generate performance data, which may identify potential improvement, the manner in which those improvements will be achieved and monitored.

146.5 To ensure competitiveness, the health services must adopt a comprehensive approach to the measurement of productivity, whereby a broad range of performance indicators are kept for the health services and linked to indicators in each department.

## **147. EDUCATION AND TRAINING**

147.1 The parties recognise that the health services are regarded as state, national and international centres of excellence within the field of Paediatrics and Adolescence, and Women’s Health and Infertility. As a consequence, the health services assume a vital role in education at a professional and community level.

147.2 The parties agree that Employees’ education will be supported on a formal and informal basis and that, wherever possible, resources will continue to be provided to support these programs.

147.3 Relevant and specific in-service education and training will be offered to all Employees on a regular basis comprising a minimum of four (4) hours per month.

## **148. INDIVIDUAL PERFORMANCE MEASURES**

148.1 In the four (4) weeks prior to the commencement of a given financial year (Department Heads), and within 12 weeks of employment and on the anniversary of the appointment thereafter (all other Employees), the Employee and the Divisional Director/Department Head are to negotiate agreed performance measures for the succeeding 18 month period.

148.2 For the purposes of **clause 148.1** above, the Employer's "Performance Development and Staff Appraisal Scheme" shall be applied, save where there is mutual agreement to use an alternative format.

148.3 Individual performance measures may include:

148.3.1 balancing budgets;

148.3.2 achieving given targets;

148.3.3 levels of absenteeism;

148.3.4 occupational health and safety;

148.3.5 data entry requirements;

148.3.6 documentation requirements;

148.3.7 punctuality;

148.3.8 percentage of patient-related work;

148.3.9 categories of work, levels of classification;

148.3.10 research; and

148.3.11 conferences.

148.4 These measures will be subject to periodic review by the parties. Any dispute in this regard will be settled in accordance with **clause 77** (Dispute Settling Procedures).

## **149. OCCUPATIONAL HEALTH AND SAFETY**

149.1 The provisions of this clause shall be read and interpreted wholly in conjunction with the Victorian *Occupational Health and Safety Act 2004*.

149.2 The health services will establish agreed designated work groups with the union.

149.3 Elections for Health and Safety Representatives shall be conducted in consultation with the Employer, by the union and other unions with members in the designated work group.

149.4 Only Employees in the designated work group may nominate as Health and Safety Representative.

149.5 The Employees shall be entitled to nominate an agreed number of Health and Safety Representatives to the health services' Occupational Health and Safety committees.

149.6 Health and Safety Representatives shall be entitled to attend training in accordance with the *Occupational Health and Safety Act 2004* (Vic).

## **150. CONVERSION OF UNUSED SICK LEAVE TO ANNUAL LEAVE**

- 150.1 If an Employee is not absent as provided for in **clause 116.6.1(a)** of this Agreement, he or she will be credited with one (1) day of annual leave for every two (2) days of personal/carer's leave not taken and the Employee's personal/carer's leave balance shall be reduced in a proportion of two to one for each additional day of annual leave so credited.
- 150.2 If the Employee advises the Employer, in writing, not less than four (4) weeks prior to the conclusion of any one year, he/she may elect to retain the unused personal/carer's leave credits as accrued personal/carer's leave.
- 150.3 For the purposes of this clause, "day" means the number of hours in a shift that an Employee is ordinarily rostered to work and "days" has a corresponding meaning.
- 150.4 For the purposes of this clause, "in any one year" shall mean the completion of the pay period after 14 November 1995.
- 150.5 An Employee may only convert personal leave under this clause if, and to the extent that, the Employee's accrued personal leave exceeds the minimum personal leave which has accrued under, or is recognised under, the National Employment Standards (NES). The Employee's remaining accrued entitlements (after conversion) must be at least 15 days.

## **151. ANNUALISED SALARIES**

- 151.1 The annualised salary for Employees classified in Grades 3 to 8 pursuant to **Part 2 of Schedule G** shall incorporate all previous award or Agreement payments made in respect of all allowances, including but not limited to shift premiums and penalties, on-call and recall payments, annual leave loading, public holidays, weekends, meal allowances, travelling allowances, higher duties allowances and telephone allowances. The annualised salary also incorporates provision for overtime when Employees are required to work outside of normal work hours.
- 151.2 The accrual of annual leave, personal/carer's leave, superannuation and WorkCover entitlements are not affected by the Agreement, save where otherwise provided for in Section 3.

## **152. PROFESSIONAL DEVELOPMENT LEAVE**

- 152.1 In recognition of the importance of ongoing professional development, an Employee may seek approval for 5 days paid professional leave, to attend a conference, seminar, workshop etc approved by the Employer.
- 152.2 Professional development leave is non cumulative.
- 152.3 The Employer shall not unreasonably withhold authorisation for Professional Development leave.
- 152.4 Professional development leave must be clearly linked to the Employee's profession and may include a requirement to report back to other staff.

## **PART 11 – CONDITIONS OF EMPLOYMENT SPECIFIC TO HEALTH AND ALLIED SERVICES EMPLOYEES**

### **153. APPLICATION OF THIS PART**

- 153.1 **Part 11 of Section 3** of this Agreement applies only to Health and Allied Services Employees classified under **Part 3 of Schedule G**.



## **154. AMENITIES**

154.1 Dressing rooms, rest rooms, bathrooms or shower rooms and lunchrooms shall be provided for non-resident Employees.

154.2 Suitable, healthy accommodation shall be provided for resident Employees.

## **155. ROSTERS**

155.1 A roster of at least 14 days' duration shall be posted at least 14 days before it comes into operation at each work location in a place where it may be readily seen by such Employees and the Secretary or other accredited representative of the Health Services Union.

155.2 Rosters shall set out the Employees' daily ordinary hours of work, start times, finish times and meal intervals.

155.3 Seven days notice shall be given of a change in roster, except in emergency situations.

### **155.4 Change of roster**

155.4.1 Where the Employer requires an Employee, without seven (7) days' notice and outside the expected circumstances in **clause 155.2** above, to perform ordinary duty at other times than those previously rostered, the Employee shall be paid in accordance with the hours worked plus a daily change of roster allowance pursuant to **Schedule E** (as it applies to health and allied services Employees).

155.4.2 Provided that a part-time Employee who agrees to work shift(s) in addition to those already rostered will not be entitled to the Change of Roster allowance for the additional shift(s) worked.

155.4.3 The Change of Roster allowance in **clause 155.4** is calculated at a rate of 2.5% of the weekly wage rate payable for the "Patient Services Assistant Level 2" classification pursuant to **Schedule C**.

155.5 An Employee may apply in writing to the Employer to have their roster fixed by the provisions of **clause 155.6** below in lieu of **clauses 155.1 to 155.4** above.

155.6 Rosters shall be fixed by mutual agreement, subject to the provisions of Section 3.

155.7 An Employee may repudiate a request made under **clause 155.5** at any time, by giving written notice to the Employer. In such a case the roster of the Employee shall be determined according to **clauses 155.1 to 155.4** from the commencement of the next full roster period, being not less than five (5) clear days after such repudiation is received in writing by the Employer.

155.8 Rosters will be drawn up so as to provide at least eight (8) hours between successive periods of ordinary duty.

## **156. WASH-UP TIME**

156.1 Where necessary, an Employee shall be entitled to cease work ten minutes before their rostered finishing time to enable him or her to wash or to change their clothes.

## **157. MAKE UP TIME**

- 157.1 An Employee may elect, with the consent of the Employer, to work make up time under which the Employee takes time off during ordinary hours and works those hours at ordinary time rate at a later, during the spread of ordinary hours.

## **158. SUMMER TIME (DAYLIGHT SAVINGS)**

- 158.1 When summer time is introduced through legislation, and is prescribed as being in advance of the standard time, the length of any shift:

158.1.1 commencing before the time prescribed pursuant to the relevant legislation for the commencement of a summer time period; and

158.1.2 commencing on or before the time prescribed pursuant to the relevant legislation for the termination of a summer time period;

shall be the number of hours which are the difference between the times recorded by the clock at the beginning and end of the shift.

- 158.2 The expressions **standard time** and **summer time** are defined within the *Summer Time Act 1972*, as amended or as substituted.

## **159. TIME AND WAGES RECORDS**

- 159.1 The Employer shall provide and cause to be kept time and wages records in which each Employee shall enter their daily starting and finishing times.

- 159.2 Time records will be maintained for a minimum of twelve months and wages records will be retained for a minimum of seven years.

- 159.3 Time and wages records shall be available for inspection by an accredited representative of the Health Services Union, in accordance with the requirements of the *Fair Work Act 2009*.

## **160. STAFFING LEVELS**

- 160.1 The parties are committed to maintaining adequate staffing levels in order to promote an appropriate working environment for staff and ensure adequate levels of patient care.

## **161. UNPLANNED ABSENCES**

- 161.1 The Employer agrees to replace staff on planned or unplanned absences, where practicable.

- 161.2 The Employer will endeavour to maximise the use of permanent, full-time and part-time Employees to replace staff on planned and unplanned absences.

- 161.3 The engagement of casual Employees will be in accordance with the spirit and intent of **clause 82** of this Agreement (casual employment).

- 161.4 Where additional shifts are required to replace unplanned absences, the Employer will give preference to existing part-time Employees to work such shifts. If this is not possible, the Employer may use casual Employees as an interim measure, in classifications where casuals are available.

- 161.5 Agency staff should only be used for unexpected absences, such as sick leave, where the Employer is unable to replace the Employee with either part-time or casual Employees.

- 161.6 In the event that particular staffing issues are identified at individual health care facilities the Employers agree to consult with Employees and the Union in relation to any matters raised, under the existing consultative arrangements.

## **162. DUAL PART-TIME APPOINTMENTS**

- 162.1 A person engaged in two classifications on a part-time basis shall be paid at the appropriate classification rate for the actual hours worked in each classification.

## **163. LITERACY AND NUMERACY**

- 163.1 The parties agree to establish a process to improve the literacy and numeracy skills of Employees so that each person can more fully participate in those areas of the workplace that are relevant to the Employee and the health service.

## **164. STUDY LEAVE**

- 164.1 Employee will be entitled to four (4) hours paid study leave per week up to a maximum of 26 weeks per annum, where undertaking study at Australian Qualification Framework Level 3 or above with an education institution or approved provider.
- 164.2 Paid study leave may be taken as mutually agreed by, for example, 4 hours per week, 8 hours per fortnight or in blocks of 38 hours.
- 164.3 A part-time Employee shall be entitled to paid study leave on a pro-rata basis.
- 164.4 An Employee wishing to take study leave must apply in writing to the Employer as early as possible prior to the proposed leave date. The Employee's request should include:
- 164.4.1 details of the course and institution in which the Employee is enrolled, or proposes to enrol; and
  - 164.4.2 details of the relevance of the course to the Employee's profession.
- 164.5 The Employer will notify the Employee of whether or not their request for study leave has been approved within 7 days of the application being made.
- 164.6 Where the course of study is of relevance to the Employee's employment, the Employer shall not withhold consent.
- 164.7 Where the number of staff seeking to take study leave at any one time causes operational difficulties, the Employer and Employee(s) concerned shall seek to reach agreement at a local level about the timeframe in which the leave is taken.
- 164.8 In all circumstances, the leave will be made available to the Employee(s) in the year in which application is made.
- 164.9 Any dispute arising under this **clause 164.5** shall be resolved in accordance with **clause 77** (Dispute Settling Procedures).
- 164.10 Paid study leave pursuant to this clause does not accumulate from year to year.

## **165. EXPERIENCE PAYMENTS**

- 165.1 The experience payments in **Schedule E** (as it applies to health and allied services Employees) shall be added to the ordinary time rates of pay and paid for all purposes for all Employees, other than:

165.1.1 Qualified interpreters/translators who are eligible for payment of the Interpreters Allowances in accordance with **clause 169**; and/or

165.1.2 Trainee Dental Nurses (Dental Nurse Level 1 and Level 2) eligible for incremental payments in accordance with **sub-clause 183.5**.

## **166. COOKING TRADE PROFICIENCY PAYMENTS**

- 166.1 This proficiency pay scheme applies to apprentices who started attending trade class from 1979 and who have undertaken the standard cooking course and attained the standard of proficiency.

- 166.2 This proficiency pay scheme does not apply to apprentices who have undertaken the pilot course conducted at William Angliss College in 1983.

### **166.3 Standard of Proficiency**

166.3.1 Apprentices will have reached the standard of proficiency in each year of the course when they have passed in the first, second and third years the subjects prescribed from time to time by the State Training Board and attained an average mark of not less than 70 per cent for those subjects. The subjects must be passed at the first attempt.

### **166.4 Proficiency Pay**

166.4.1 This scheme provides for the payment of tradesperson's rates of pay to apprentices during the fourth year of the apprenticeship where the standard of proficiency has been attained on one, two or three occasions on the following basis:

- a. on one occasion only – for the first nine (9) months of the fourth year of the apprenticeship, the normal fourth year rate of pay. Thereafter, the “Trade Cook” rate of pay pursuant to **Schedule C**.
- b. on two occasions – for the first six (6) months of the fourth year of the apprenticeship, the normal fourth year rate of pay. Thereafter, the “Trade Cook” rate of pay pursuant to **Schedule C**.
- c. on all three occasions – for the entire fourth year at the “Trade Cook” rate of pay pursuant to **Schedule C**.

## **167. CERTIFICATE ALLOWANCE – PATHOLOGY TECHNICIANS**

- 167.1 Employees who have successfully completed a course entitled *Certificate for Mortuary Technician* conducted by RMIT, or its equivalent, shall be paid a weekly a Certificate Allowance – Pathology Technician pursuant to **Schedule E**.

- 167.2 The Certificate Allowance - Pathology Technician is calculated at a rate of 7.5% of the weekly wage rate payable for the “Pathology Technician Grade 2” classification pursuant to **Schedule E**.

## **168. COMPUTER ALLOWANCE – HOSPITAL ATTENDANTS**

- 168.1 Employees classified as “Hospital Attendants” who are required to regularly access computers in the course of their employment shall be paid a Computer Allowance pursuant to **Schedule E**.

## **169. QUALIFIED INTERPRETER**

- 169.1 Any person employed as a qualified interpreter/translator and who is accredited by the National Accreditation Authority of Translators and Interpreters (NAATI) shall be paid at the rate of Qualified Interpreter rate as prescribed in Schedule 3 of this Agreement.
- 169.2 The Qualified Interpreter rate of pay fully incorporates the Interpreters Allowance previously payable to Employees under previous versions of this Agreement.
- 169.3 Employees who are eligible for payment as a Qualified Interpreter/Translator shall be ineligible for the experience payments detailed in **Schedule E** of this Agreement.”
- 169.4 **Qualified Interpreters – Multi-Skilling Allowance**

An annual allowance at the rate prescribed in the table below will be paid to all employees classified as Interpreters (pro-rata for part-time employees excluding casuals and Employees who are on unpaid leave on the date the payment falls due in recognition of the need to work flexibly and perform incidental and peripheral duties across multiple disciplines, roles and areas within the provision of interpreting (and related) services. The rate of Multi-Skilling Allowance will be as follows:

<b>Rate of Allowance</b>	<b>Effective first full pay period on or after</b>
\$500	13 June 2014
\$500	13 June 2015

## **170. FIRST AID ALLOWANCE**

- 170.1 Any Scope Victoria driver who is required to hold a Certificate in First Aid shall be paid a First Aid Allowance pursuant to **Schedule E**.

## **171. HEAT ALLOWANCE**

- 171.1 Where work continues for more than two (2) hours in temperatures exceeding 46 degrees Celsius Employees shall be entitled to 20 minutes rest after every two (2) hours work without loss of pay.
- 171.2 It shall be the responsibility of the Employer to ascertain the temperature.
- 171.3 The heat allowances in **Schedule E** shall be paid to Employees who were employed at their current place of work prior to 8 August 1991:
- 171.3.1 Where an Employee works for more than one hour in the shade in places where the temperature is raised by artificial means and exceeds 40 degrees Celsius but does not exceed 46 degrees Celsius; or
- 171.3.2 Where an Employee works for more than one hour in the shade in places where the temperature is raised by artificial means and exceeds 46 degrees Celsius.

## **172. INFECTIOUS ALLOWANCES**

172.1 The infectious allowances in **Schedule E** shall be paid to Employees who were employed at their current place of work prior to 8 August 1991, as follows:

172.1.1 The **<25% of patients suffering** allowance applies to an Employee who is employed in infectious diseases wards, or wards where less than 25% of patients are suffering from venereal diseases, cancer, tuberculosis, typhoid or meningitis.

172.1.2 The **25% or more of patients suffering** allowance applies to an Employee who is employed in infectious diseases wards, or wards where 25% or more of the patients are suffering from any of the diseases referred to in **clause 172.1.1**.

172.1.3 The **handling or dressing patients** allowance applies to an Employee who is handling or dressing patients who are suffering from any of the diseases referred to in **clause 172.1.1**, or patients qualified for admission to infectious disease hospital or wards.

172.1.4 The **handling clothes, bedding, linen etc.** allowance applies to an Employee who is handling clothes, bedding, linen, rubbish bins or refuse not previously disinfected and used in connection with any patient, hospital or ward referred to in **clauses 172.1.1, 172.1.2 or 172.1.3**.

172.1.5 The **handling of bodies** allowance applies to an Employee who is handling the bodies of deceased patients who, at the time of their death, were suffering from any infectious disease or any of the diseases referred to in **clause 172.1.1**.

172.1.6 The **engaged in experiments** allowance applies to an Employee who is engaged in experiments of an infectious nature, or handling microscopic slides of an infectious nature, or slides used in connection with any of the diseases referred to in **clause 172.1.1**.

172.2 The Infectious Allowances shall be paid per day in addition to any other rates or allowance to which the Employee is entitled under Section 3, provided that the **engaged in experiments allowance** is payable on an hourly basis, with a minimum payment per day.

### **173. NAUSEOUS WORK ALLOWANCE**

173.1 Employees shall be paid a Nauseous Work Allowance pursuant to **Schedule E** for all time during which they are engaged in handling linen of a nauseous nature, other than linen sealed in airtight containers.

173.2 The amount of Nauseous Work Allowance payable is dependant on the classification of the Employee concerned, with a different amount payable to Employees classified as Nursing Attendant compared with all other Employees.

173.3 The “Nauseous Work Allowance – All Other Employees” shall be paid to an Employee in any classification for work that is of an unusually dirty or offensive nature having regard to the duty normally performed by such Employee in such classification. Provided that, an Employee who is paid the nauseous work allowance prescribed in **clause 173.1**, shall not be entitled to be paid an allowance under **clause 173.3** for the same work.

173.4 The nauseous work allowance is payable per hour, or part thereof, in addition to the rates prescribed elsewhere in Section 3. The weekly allowance is the minimum amount payable for work performed in any week.

### **174. RED CROSS MOBILE UNIT ALLOWANCE**

- 174.1 An Employee working with a mobile Red Cross Unit, which is out on location, shall be paid a Red Cross Mobile Unit Allowance pursuant to **Schedule E**:

174.1.1 the daily allowance is payable per day or part thereof; and

174.1.2 the weekly allowance is the minimum payment for work performed in any week.

## **175. SENIORS ALLOWANCE**

- 175.1 An Employee who is appointed as a *Senior* will have their classification preceded by the word *Senior* and shall be paid an allowance of 10 per cent of the base rate payable for their classification pursuant to **Schedule E**.

- 175.2 Appointment to a position preceded by the word Senior will only be made where the work performed by such Employee represents a net addition to the work value of the substantive role in a similar area or areas. Indicia of a new addition to work value may include:

175.2.1 the performance of additional duties or functions;

175.2.2 the assignment of a special project; or

175.2.3 an increased emphasis on the performance of core functions already undertaken by Employees in the relevant classification.

- 175.3 A net addition to the work value of the substantive role of an Employee would be characterised by the following:

175.3.1 the additional functions or duties are a regular and ongoing requirement; and

175.3.2 experience in the role commensurate with this clause, coupled with on the job training where provided by the Employer; and

175.3.3 the necessity for additional training in a particular aspect of the role above that which is required to fulfil the role of an Employee employed in a similar area(s); and

175.3.4 a greater level of judgement is required from the Employee, whereby he or she is capable of making independent decisions to a degree not generally expected of an Employee employed in a similar area(s); and

175.3.5 a higher degree of accountability is expected for work undertaken, such that the Employee is clearly performing at a level above that of his or her peers employed in a similar area(s) by the Employer.

- 175.4 The Seniors Allowance shall be additional to any other allowance to which the Employee is entitled under Section 3.

## **176. TOW MOTOR DRIVER ALLOWANCE**

- 176.1 Employees, other than those classified as Driver, operating a tow motor or tow loader or similar vehicle or a fork lift for a minimum of two hours in any one day shall be paid a Tow Motor Driver Allowance pursuant to **Schedule E**.

## **177. TOOL ALLOWANCE**

177.1 Employees who are classified as chefs and cooks under **Part 3** of **Schedule G**, who are not supplied with the necessary tools to perform their duties by the Employer, shall be paid a Tool Allowance per week pursuant to **Schedule E**.

177.2 The Tool Allowance is compensation for the supply and maintenance of tools.

## **178. IN CHARGE ALLOWANCES**

178.1 An Employee shall be paid an In-charge Allowance where they are appointed or delegated to exercise control over other Employees, as follows:

Extent of control:	% Allowance
In charge of 1 to 9 other Employees	7%
In charge of 10 to 29 other Employees	10%
In charge of 30 or more Employees	15%

178.2 Provided that **clause 178.1** does not apply to the following classifications of Employee:

178.2.1 Chef Grade A

178.2.2 Chef Grade B

178.2.3 Chef Grade C

178.2.4 Chef Grade D

178.2.5 Second Grade Cook Grade A

178.2.6 Second Grade Cook Grade B

178.2.7 Second Grade Cook Grade C

178.2.8 Second Grade Cook Grade D

178.2.9 Gardener Superintendent

178.2.10 General Service Supervisor

178.2.11 Food Services Supervisor

178.2.12 Clerical Worker Grade A

178.2.13 Personal Care Coordinator/Supervisor

178.2.14 Technical, Therapy and Personal Care Supervisor

178.3 The percentage In-charge Allowance is calculated on the base rate payable to the Employee pursuant to **Schedule C**.

178.4 The In-Charge Allowance shall be additional to any other allowance to which the Employee is entitled under Section 3.



## **179. TRAVELLING ALLOWANCES**

- 179.1 When an Employee is travelling whilst on duty, if the Employer cannot provide the appropriate transport, all reasonably incurred expenses in respect of fares, meals and accommodation will be met by the Employer on production of receipted accounts, or other evidence acceptable to the Employer.
- 179.2 An Employee shall not be entitled to reimbursement for work-related travelling expenses that exceed the mode of transport, meals or the standard of accommodation agreed for the purpose with the Employer.
- 179.3 Where an Employer requires an Employee to use their own motor vehicle in the performance of their duties, such Employee shall be paid the per kilometre vehicle allowances pursuant to **Schedule E**.

## **180. BADGE ALLOWANCE – DENTAL NURSES**

- 180.1 A Dental Nurse who:

180.1.1 holds the Royal Dental Hospital of Melbourne Certificate, having passed the examinations carried out by the Royal Dental Hospital of Melbourne following two years' clinical training; or

180.1.2 holds the Australian Dental Association (Victorian Branch) Accredited Dental Nurses Certificate, having passed the examinations carried out by the said branch and who has completed two years' clinical training;

shall receive a Badge Allowance of the amount per week specified in **Schedule E** in addition to any other payment prescribed in Section 3.

## **181. SLEEPOVER (LOW CARE AGED CARE FACILITIES ONLY)**

- 181.1 Where an Employer requires an Employee to sleepover on the Employer's premises for a period outside the Employee's normal rostered hours of duty, the following arrangements shall apply:

181.1.1 The Employee shall be entitled to a sleepover allowance pursuant to **Schedule E**.

181.1.2 This sleepover allowance shall be deemed to provide compensation for the sleepover and also includes compensation for all work necessarily undertaken by an Employee up to a total of one hour's duration.

181.1.3 Any work necessarily performed during a sleepover period by the Employee in excess of a total of one hour's duration shall be paid at the rate of time and one half for the first two hours and double time thereafter, such payment is not to extend beyond the period of the sleepover.

181.1.4 If, during the sleepover, the Employee is called for active duty four or more times, the entire period of the sleepover shall be treated as active duty and appropriate payments shall be paid (i.e. ordinary time for the duration of the sleepover in addition to the appropriate shift penalty).

181.1.5 Any time worked under this clause shall not be taken into account for the purposes of entitlements to overtime or time free of duty in a roster or work cycle.

181.1.6 No sleepover shall commence prior to 10.00pm.

181.1.7 No Employee shall be engaged to perform sleepover duty only (i.e. there must be a period of active duty either before or after the period of sleepover of no less than two hours duration).

181.2 Employees who work sleepover shall be entitled to annual leave, sick leave and long service leave entitlements inclusive of the sleepover payment. The method for calculating entitlements where an Employee works a sleepover will be as follows:

181.2.1 an Employee is entitled to payment of an amount equal to the weekly average of sleepover payments received (averaged over the preceding 12 month accrual period) for each week of annual leave accrued; and

181.2.2 in addition, the average active hours of duty during the sleepover period (averaged over the preceding 12 month accrual period) shall be taken into account for accrued annual leave, sick leave and long service leave.

181.3 Where practicable, Employees shall only be rostered to sleepover alongside other staff who are rostered for active (stand up) shift duties.

#### 181.4 **Minimum Standards**

181.5 Where an Employee is required to sleepover during the course of his/her employment, the Employer shall, free of cost to the Employee:

181.5.1 ensure the provision of healthy accommodation, including a separate bedroom that is available for the exclusive use of Employees. Where practicable, single bedrooms will be provided. In no case shall more than two Employees be required to occupy the same bedroom;

181.5.2 provide, at some reasonably convenient place, a bathroom or shower room; and

181.5.3 provide linen, cutlery, crockery and blankets for the use of the Employee on the premises.

### 182. **TRAINEES**

182.1 A trainee who performs work in classifications covered by this agreement shall be employed in accordance with the principles outlined in the Memorandum of Understanding (MOU) between the Government of Victoria and the Victorian Trades Hall Council regarding the Government Youth Employment Scheme (now known as the Victoriaworks for young people program), which is **Schedule I** to this Agreement.

182.2 All trainees and apprentices will be engaged under an appropriate state or federal traineeship scheme and paid no less than the rates contained in Schedule E (National Training Wage) of Section 3.

### 183. **JUNIORS, TRAINEES AND APPRENTICES**

#### 183.1 **Junior Employees (Excluding Junior Assistant Gardeners)**

183.1.1 Junior Employees (other than junior Assistant Gardeners) shall be paid a percentage of the appropriate rate pursuant to **Schedule C** for their classification as follows:

Year of experience:

% Rate

First year of experience	70%
Second year of experience	80%
Third year of experience	90%
Fourth year of experience, or at age 20, whichever occurs first	100%

### 183.2 Junior Assistant Gardeners

183.2.1 Junior Assistant Gardeners shall be paid a percentage of the “Assistant Gardener” rate pursuant to **Schedule C** as follows:

Year of experience:	% Rate
First year of experience	70%
Second year of experience	80%
Third year of experience	90%
Fourth year of experience, or at age 19, whichever occurs first	100%

### 183.3 Apprentice Cooks

183.3.1 Apprentice Cooks shall be paid a percentage of the “Trade Cook” rate pursuant to **Schedule C** as follows:

Year of experience:	% Rate
First year of experience	55%
Second year of experience	65%
Third year of experience	80%
Fourth year of experience	95%

### 183.4 Pathology Collector in Training

183.4.1 A Pathology Collector in Training will remain so classified for a period of up to three months whilst training is undertaken and will be paid a rate equivalent to 95% of the “Pathology Collector Grade 1” rate pursuant to **Schedule C**, plus appropriate experience payments.

### 183.5 Incremental Payments – Trainee Dental Nurses

183.5.1 Notwithstanding anything else contained in Section 3, the incremental payments in **Schedule E** shall be paid to trainee dental nurses.

183.5.2 Notwithstanding anything elsewhere in Section 3, all Employees upon reaching the age of 21 years shall be paid the minimum rate of pay for the Dental Nurse Level 3 classification and the appropriate rate of experience pay in **Schedule E**.

## 184. DEDUCTION FOR BOARD AND LODGING

184.1 Where the Employer provides board and lodging, the wage rates prescribed in **Schedule E** shall be reduced by the following amounts per week:

Type of Employee	Amount
Employees receiving full adult rate of pay	\$19.16
Juniors and trainees	\$ 8.94

And, except where the Employee buys his or her meals at ruling cafeteria rates, by an additional amount of \$12.59.

## **185. CLASSIFICATIONS AND RATES OF PAY (FOOD SUPERVISORS AT CASTLEMAINE HEALTH ONLY)**

- 185.1 The Employer shall pay two permanently appointed afternoon supervisors in food services at Castlemaine Health for four hours each afternoon (PM) shift as a “Food/General Services Supervisor” as defined in **Part 3 of Schedule E** of this Agreement. The remaining four hours will be paid as a Food Services Assistant in charge of 15 or more Employees with a ten per cent in-charge allowance pursuant to **clause 178** of this Agreement.
- 185.2 Where either one of the Employees listed in **clause 185.6** work a morning (AM) shift in the absence of the Food Services Officer, then they will be paid for the entire AM shift as a Food Services Supervisor.
- 185.3 The Employees listed in **clause 185.6** and their nominated representatives acknowledge that they will undertake the role of General/Food Services Supervisor when required and they acknowledge that the Hotel Services Manager is on call.
- 185.4 Any Employee who replaces an Employee listed in **clause 185.6** in relation to the roles identified in **clauses 185.1** and **185.2** should be paid at the rates identified in **185.1** and **185.2**.
- 185.5 **Clauses 185.1** and **185.2** are to be applied as a payment for all purposes in the calculation of annual leave, personal leave, long service leave and accrued days off for the Employees listed in **clause 185.6**. The exception shall be accrued days off replacement for the Food Services Officer, which shall be paid at the base rate of the reliever.
- 185.6 Employees: D. Mika and C Vagg.

## **186. OCCUPATIONAL HEALTH & SAFETY**

- 186.1 The parties to **Section 3** are committed to a pro-active approach in the prevention and management of workplace injuries amongst Employees, and to the achievement of a reduction in workplace injuries through the implementation of risk management systems incorporating hazard identification, risk assessment and control, and safe work practices. The Employer will implement the hierarchy of controls to control hazards, and will eliminate the hazard at the source wherever practicable.
- 186.2 The parties are committed to the observance of safe working practices, the correct use of all personal safety equipment and to the safety and good health of all Employees.
- 186.3 The provisions of this part of Section 3 shall be read and interpreted in conjunction with the *Occupational Health and Safety Act 2004* (Victoria) as varied from time to time and the *Accident Compensation Act 1985* (Victoria) as varied from time to time, provided that where there is any inconsistency between a provision of this agreement and the aforementioned Victorian Acts, the Victorian Acts shall prevail to the extent of any inconsistency.
- 186.4 The parties to Section 3 recognise that consultation with Employees and their representatives is crucial to achieving a healthy and safe work environment for health and allied services Employees. To this end, Section 3 recognises that Employers and Employees must cooperate to control and manage health and safety hazards in the workplace. Hazards include, but are not exclusive to:

186.4.1 manual handling;

186.4.2 blood borne and other infectious diseases;

186.4.3 needle stick injuries;

186.4.4 violence and aggression;

186.4.5 hazardous substances; and

186.4.6 security.

186.5 The Employers are committed, in consultation with the Union, to the development and maintenance of appropriate practices and protocols for Employees working in extreme heat, consistent with the duty of care provided for in the OHS Act.

186.6 The parties agree that the Union shall negotiate Designated Work Groups and conduct elections for Health and Safety Representatives in accordance with the provisions of the *Occupational Health & Safety Act 2004*.

186.7 Designated Work Groups

186.7.1 Where HSU members constitute the majority of the workforce within a designated work group, the Employer shall maintain a system of agreed designated work groups (DWGs) with the Union.

186.7.2 The Employer shall consult with Employees in relation to the establishment variation of designated work groups and, where an employee requests, the HSU.

186.7.3 In determining the composition of DWGs, the following considerations shall, where practicable, be taken into account:

- a. the specific needs, conditions and hazards affecting Employees in the area(s) concerned;
- b. the working arrangements, including shiftwork, of employees in the area(s) concerned;
- c. the accessibility of health and safety representatives to employees in the area(s) concerned; and
- d. the geographical layout of the workplace.

186.8 **Health and Safety Representative Election Process**

186.8.1 The method of conducting the election shall be determined in consultation with the Employer and Employees of the DWG concerned. Where the majority of Employees of a DWG are members of the HSU, the HSU shall, where requested by the staff, conduct the election.

186.9 **Health and Safety Representative Training**

186.9.1 When attending an approved course, health and safety representatives shall be paid their normal/expected earnings during course attendance, including pay entitlements relating to shift work, regular overtime, higher duties, allowances or penalty rates that would have applied had the health and safety representative been at work.

186.9.2 Where health and safety representatives attend an approved course outside their normal working hours, they shall be paid as if they had been at work for the relevant time, including the relevant overtime rates, higher rates, allowances or penalty rates. This might apply when a health and safety representative:

- a. normally works two days a week attends a block five-day course;
- b. has a rostered day off during the course; and
- c. has a shift that does not overlap, or overlaps only marginally, with the course's hours.

186.9.3 Rosters or shifts shall be altered where necessary to ensure that health and safety representatives are not exposed to extra risks from fatigue due to working extended hours or shiftwork while attending a training course.

186.9.4 The Employer shall pay course fees for selected approved courses.

186.9.5 Health and safety representatives shall have the right to choose which course to attend, provided it is an approved course.

186.9.6 The Employer shall provide such information, instruction and training to all Employees employed by the Employer, as is required to enable them to perform work in a manner, which is safe and minimises risks to health. Information, education and training shall be provided on a regular basis as is required to enable Employees to remain informed in relation to health and safety hazards, policies and procedures.

#### **186.10 Reporting Incidents, Accident Investigation and Prevention:**

186.10.1 The Employer shall encourage early reporting of incidents by Employees and ensure that Employees who report incidents are appropriately supported.

186.10.2 Following an incident or injury affecting staff, the Employer shall take appropriate action to prevent further injury to staff, including conducting a worksite assessment where practicable and implementing workplace modifications to ensure a healthy and safe work environment for staff.

186.10.3 The Employer shall provide information, instruction and training to Employees and management staff regarding the importance of early reporting, procedures regarding incident reporting and how this feeds into accident investigation and prevention.

#### **186.11 Workers Compensation, Rehabilitation and Return to Work**

186.11.1 The Employer is committed to the principles of early intervention such as to facilitate the effective occupational rehabilitation of Employees.

186.11.2 The Employer shall appoint a Return to Work Coordinator who shall have sufficient knowledge of occupational rehabilitation legislation, regulations and guidelines to undertake the task.

186.11.3 Employees shall have the right to have a union representative present at any interview arranged by their Employer regarding their return to work or rehabilitation, including monitoring or review of their return to work program. When arranging such interviews, the Employer shall advise the Employee that he/she may have a union representative present. The Employer shall where

practicable provide to the Employee at least 7 days notice of such interviews occurring.

- 186.11.4 The Employer shall not seek to change the Employee's duties, hours or other aspects of the Employee's employment or return to work plan without consulting with the Employee. A representative of the HSU may be involved in any negotiations or discussions regarding any such proposed changes, at the request of the Employee.
- 186.11.5 The Employer or insurer may pay for any re-training or re-education, which is required to assist the Employee to remain at work or return to work in suitable employment in accordance with guidelines issued by the Victorian WorkCover Authority to its agents. Approval for such re-training or re-education may be requested by the Employee, his/her treating practitioner, or any other Victorian WorkCover Authority approved service provider, individual or agency, on behalf of the Employee.
- 186.11.6 Where it has been established that an Employee has a permanent injury or condition which prevents them returning to their pre-injury employment, the Employer shall ensure that the Employee is advised of all vacancies as they become available.
- 186.11.7 At the request of the Employee, the Employer shall notify the HSU before any action is taken to terminate, permanently redeploy, permanently relocate or otherwise permanently change the employment status of an injured Employee, and shall consult with the HSU, the Employee, the rehabilitation provider, and the treating doctor, to determine all possible options for rehabilitation, return to work, including vocational assessment, retraining and re-education, prior to such action being taken.

#### **187. MULTI\_SKILLING ALLOWANCE – FOOD & DOMESTIC SERVICES ASSISTANTS**

- 187.1 An annual allowance at the rate prescribed in the table below will be paid to all employees classified as Food and Domestic Services Assistant (pro-rata for part-time employees, excluding casuals and Employees who are on unpaid leave on the date the payment falls due), in recognition of the need to work flexibly and perform incidental and peripheral duties across multiple disciplines, roles and areas within the provision of food and domestic (and related) services. The rate of Multi-Skilling Allowance will be as follows:

<b>Rate of Allowance</b>	<b>Effective first full pay period on or after</b>
\$500	13 June 2014
\$500	13 June 2015

#### **188. MULTI\_SKILLING ALLOWANCE – PATIENT SERVICES ASSISTANTS**

- 188.1 An annual allowance at the rate prescribed in the table below will be paid to all employees classified as Patient Services Assistant (pro-rata for part-time employees, excluding casuals and Employees who are on unpaid leave on the date the payment falls due), in recognition of the need to work flexibly and perform incidental and peripheral duties across multiple disciplines, roles and areas within the provision of patient (and related) services. The rate of Multi-Skilling Allowance will be as follows:

<b>Rate of Allowance</b>	<b>Effective first full pay period on or after</b>
\$500	13 June 2014
\$500	13 June 2015

## **189. ANAESTHETIC TECHNICIANS – BENDIGO HEALTH ONLY**

- 189.1 An annual allowance at the rate prescribed in the table below will be paid to all Anaesthetic Technicians employed by Bendigo Health who are employed in a dual capacity to perform the duties of Anaesthetic Technician and Theatre Technicians simultaneously and other incidental and peripheral duties.
- 189.2 The allowance prescribed in the table below will be paid pro-rata for part-time employees. Casual Employees and Employees who are on unpaid leave on the date the payment falls due are ineligible for the below payment. The rate of Multi-Skilling Allowance will be as follows:

<b>Rate of Allowance</b>	<b>Effective first full pay period on or after</b>
\$1,500	13 June 2014
\$1,500	13 June 2015

## **PART 12 – CONDITIONS OF EMPLOYMENT SPECIFIC TO DENTAL ASSISTANTS EMPLOYED BY DENTAL HEALTH SERVICES VICTORIA**

### **190. APPLICATION OF THIS PART**

- 190.1 **Part 12** of **Section 3** of this Agreement applies only to Dental Assistants employed by Dental Health Services Victoria classified under **Part 4** of **Schedule G**.

### **191. CLINICAL SERVICES ENHANCEMENT/JOB ROTATION**

- 191.1 In order to achieve (or maximise) clinical delivery outcomes and priorities, an Employee shall be available to transfer through all clinical areas as determined by operations/department/unit managers/clinical coordinators.
- 191.2 A Dental Assistant may be rotated for the purpose of clinical skill enhancement, training in clinical and related procedures and personal career development.
- 191.3 By mutual agreement, a Dental Assistant may be rotated for the purpose of targeting resources to rural regions of greatest need. Reimbursement of expenses, excess travelling time and/or cents per kilometre (as per the Employer's policy) shall, if applicable, apply to such rotations.

### **192. ROSTERS**

- 192.1 Roster changes will be made with at least 14 days notice, save for operational emergency situations.

### **193. MAKE UP TIME**

- 193.1 An Employee may, with the agreement of the Employer, work make up time under which the Employee takes time off during ordinary hours and works those hours at ordinary time rate at a later, mutually agreed time or times.
- 193.2 Any agreement on make up time shall be in writing and retained on the Employee's personal file.

### **194. SUMMER TIME (DAYLIGHT SAVINGS)**

- 194.1 When summer time is introduced through legislation, and is prescribed as being in advance of the standard time, the length of any shift:



194.1.1 commencing before the time prescribed pursuant to the relevant legislation for the commencement of a summer time period; and

194.1.2 commencing on or before the time prescribed pursuant to the relevant legislation for the termination of a summer time period;

shall be the number of hours which are the difference between the times recorded by the clock at the beginning and end of the shift.

194.2 The expressions **standard time** and **summer time** are defined within the *Summer Time Act 1972*, as amended or as substituted.

## **195. CHRISTMAS/NEW YEAR CLOSURE**

195.1 Where the Employer closes one or more of its operations over the Christmas/New Year period and provided not less than 4 weeks' notice in writing to affected Employees, such Employees will be afforded the option of utilising Annual Leave, Time in Lieu, Accrued Days Off for the period of closure or, in the event of insufficient credits, leave without pay.

## **196. REIMBURSEMENT OF EXPENSES**

196.1 Authorised work-related expenses incurred by an Employee shall be reimbursed in accordance with the Employer's *Reimbursement of Expenses policy*, as varied from time to time.

## **197. OVERPAYMENT OF WAGES**

197.1 In the event of overpayment of wages, the Employer may recover by instalments up to 10% of gross salary until the overpayment has been recovered.

197.2 Prior to recovery of an overpayment of wages, the Employer will discuss the time period for recovery with the Employee.

## **198. STAFFING FLEXIBILITY**

198.1 The Employer may direct an Employee to carry out duties that are incidental and peripheral to the work normally performed, where those duties are within the Employee's skill, competence and training and are consistent with the classification structure in **Part 4 of Schedule G**.

198.2 The parties recognise the optimum staffing arrangement is for a Dental Assistant to work with a dedicated Dental Therapist whilst performing clinical duties. The Employer will continue to work towards implementing the optimum staffing arrangement.

198.3 There will be circumstances (for example short term unplanned absences) that necessitate a Dental Assistant working temporarily in a two-Dental Therapist-to-one-Dental Assistant staffing configuration. In such circumstances, Employees shall be flexible in relation to staffing arrangements.

## **199. PERFORMANCE MANAGEMENT**

199.1 The Employer applies a Performance Management Process in respect of full time and regular part time Employees.

199.1.1 The Employer and Employees are committed to improved productivity, workplace skills, and effectiveness and Employee motivation. To this end, Dental Assistants

employed under Section 3 In accordance with the Employer's Reimbursement of Expenses policy, as varied from time to time, where an Employee is required to work at a location that involves travel using their own motor vehicle, and such travel is in excess of their nominated daily threshold, they will be entitled to claim travel expenses for the distance travelled in excess of the threshold.

199.1.2 The daily threshold for all Employees is 40 kilometres, with the exception of those Employees who reside more than 20 kilometres from their designated base work location. In these circumstances, the threshold is the distance from home to that base work location and return.

199.1.3 In addition to **200.1.1** and **200.1.2** above, where an Employee is required to travel from one work location to another throughout the day, using their own motor vehicle, the distance is fully claimable.

199.1.4 The vehicle allowances payable per kilometre for work-related travel over the life of the agreement are set out in **Schedule E**.

## **199.2 Travel to Distant Location**

199.2.1 Employees will be compensated for excess travel to a distant location for work purposes (including for white chair examinations, special deliveries and collection of stores) in accordance with the Employer's *Reimbursement of Expenses policy*, as varied from time to time.

199.2.2 Where an Employee is required to travel to a location that is distant from their nominated place of work, and such travel involves more than 30 minutes in excess of their normal travel from home to a nominated place of duty, and more than 30 minutes travel in excess of their normal travel from their nominated place of duty home, the Employee will be compensated for the excess travel time by:

- a. payment of overtime; or
- b. time off in lieu of overtime payment.

## **200. HOURS OF WORK AND ACCRUED DAYS OFF**

200.1 By mutual agreement, the hours of work for a full-time Employee may be worked:

200.1.1 in a week of 4 days of not more than 10 hours each day; or

200.1.2 in a fortnight of 76 hours in 8 days of not more than 10 hours each day.

200.2 Accrued days off shall be taken by mutual agreement at a time that is least disruptive to service delivery. For example, in Community Care, ADOs may need to be taken at the same time as a Dental Therapist.

200.3 Over a 12-month period an Employee may take up to a maximum of six ADOs on a Monday or a Friday.

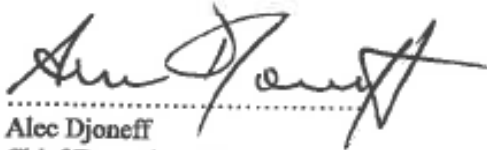
200.4 Accrued days off will be taken as they accrue, provided that in exceptional circumstances an Employee may bank up to a maximum of 3 ADOs.

200.5 Notwithstanding anything elsewhere in this clause, Employees may bank up to 10 ADOs for the sole purpose of using the accrued days off during the Christmas/New Year closure period.

## SIGNATORIES

**Executed as an agreement**

Executed by the Victorian Hospitals' Industrial Association by its duly appointed officer on behalf of the Employers listed in Schedule A:



Alec Djoneff  
Chief Executive Officer

312 Kings Way  
South Melbourne VIC 3205

Date: 5 September 2014

**In the presence of:**

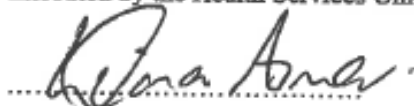


Witness (signature)

EMMA SCOTT

Name of witness (print)

Executed by the Health Services Union by its duly appointed officer:



Diana Asmar

Secretary – HSU Victoria No 1 Branch (Health Workers Union)

208-212 Park Street  
South Melbourne VIC 3205

**In the presence of:**



Witness (signature)

David Eden

Name of witness (print)



Craig McGregor

Secretary – HSU Victoria No 3 Branch (Victorian Health Professionals Association)

351 William Street  
West Melbourne Vic 3003

**In the presence of:**



Witness (signature)

Alex Leiszczynski

Name of witness (print)

## **SCHEDULE A – EMPLOYERS COVERED**

1. Albury Wodonga Health (Wodonga Hospital)
2. Alexandra District Hospital
3. Alfred Hospital
4. Alpine Health
5. Austin Health
6. Bairnsdale Regional Health Service
7. Ballarat Health Services
8. Barwon Health
9. Bass Coast Regional Health
10. Beaufort and Skipton Health Service
11. Beechworth Health Service Inc
12. Benalla Health Service
13. Bendigo Health Care Group
14. Boort District Health
15. Calvary Health Bethlehem Hospital Ltd
16. Casterton Memorial Hospital
17. Castlemaine Health
18. Central Gippsland Health Service
19. Cobram District Health
20. Cohuna District Hospital
21. Colac Area Health
22. Dental Health Services Victoria
23. Djerriwarrh Health Services
24. Dunmunkle Health Service
25. East Grampians Health Service
26. East Wimmera Health Service
27. Eastern Health
28. Echuca Regional Health
29. Edenhope & District Memorial Hospital
30. Gippsland Southern Health Service
31. Goulburn Valley Health
32. Heathcote Health
33. Hepburn Health Service
34. Hesse Rural Health Service
35. Heywood Rural Health
36. Inglewood & District Health Service
37. Kerang District Health Service
38. Kilmore & District Hospital
39. Kooweerup Regional Health Service
40. Kyabram and District Health Service
41. Kyneton District Health Service
42. Latrobe Regional Hospital
43. Lorne Community Hospital
44. Maldon Hospital
45. Mallee Track Health & Community Service
46. Mansfield District Hospital
47. Maryborough District Health Service
48. Melbourne Health
49. Mercy Public Hospitals Inc
50. Mildura Base Hospital
51. Moyne Health Services
52. Nathalia District Hospital
53. Northeast Health Wangaratta

54. Northern Health
55. Numurkah District Health Service
56. Omeo District Health
57. Orbost Regional Health
58. Otway Health and Community Service
59. Peninsula Health
60. Peter MacCallum Cancer Institute
61. Portland District Health
62. Robinvale District Health Service
63. Rochester & Elmore District Health Service
64. Royal Children's Hospital
65. Royal Victoria Eye & Ear Hospital (The)
66. Royal Women's Hospital
67. Rural Northwest Health
68. Seymour Health
69. South Gippsland Hospital
70. South West Healthcare
71. Southern Health
72. St Vincent's Health Melbourne
73. Stawell Regional Health
74. Swan Hill District Health
75. Tallangatta Health Service
76. Terang & Mortlake Health Service
77. Timboon & District Health Care Service
78. Upper Murray Health and Community Services
79. West Gippsland Healthcare Group
80. West Wimmera Health Service
81. Western District Health Service
82. Western Health
83. Wimmera Health Care Group
84. Yarram & District Health Service
85. Yarrawonga District Health Service
86. Yea and District Memorial Hospital

## SCHEDULE B – WAGES RATES FOR HEALTH PROFESSIONALS

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		
Medical Imaging Technologists										
	INTERN MED IMAG TECH	-	\$ 701.90	\$ 736.90	\$ 771.90	\$ 789.40		\$ 806.90	\$ 824.40	\$ 841.90
	MED IMAG TECH GR1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50
		2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80
		3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80
		4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30
		5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70
		6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00
		7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90
	MED IMAG TECH GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00
		2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90
		3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40
		4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25
		5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30
	MED IMAG TECH GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95
		2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15
		3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.30	\$ 1,696.25
		4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.50		\$ 1,746.00	\$ 1,767.90	\$ 1,790.00
	MED IMAG TECH GR 4	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75
	TUTOR MIT	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95
		2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15
		3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20
		4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.50		\$ 1,746.05	\$ 1,767.90	\$ 1,790.00
	TUTOR MIT GR 4	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75
	DEP CHF MIT GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.60		\$ 1,556.80	\$ 1,576.25	\$ 1,595.95
		2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15
		3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.30	\$ 1,696.25
	DEP CHF MIT GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.50		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95
		2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00
	DEP CHF MIT GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75
	DEP CHF MIT GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60
	CHIEF MIT GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.60		\$ 1,556.80	\$ 1,576.25	\$ 1,595.95

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			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater					
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15				
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20				
CHIEF MIT GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.50		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95				
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00				
CHIEF MIT GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75				
CHIEF MIT GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60				
CHIEF MIT GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40				
Sonographers													
SONOGRAPHER GR 1 (Student on Commencement)	1	New Classification				\$ 965.00	\$ 982.50	\$1,000.00	\$1,017.50				
	2					\$ 1,029.30	\$1,046.80	\$1,064.30	\$1,081.80				
	3					\$ 1,084.30	\$1,101.80	\$1,119.30	\$1,136.80				
	4					\$ 1,153.80	\$1,171.30	\$1,188.80	\$1,206.30				
SONOGRAPHER GR 2 (Student 1 <sup>st</sup> Year of PGD or part 1 of DMU)	1					\$ 1,263.50	\$1,281.00	\$1,298.50	\$1,316.00				
	2					\$ 1,330.40	\$1,347.90	\$1,365.40	\$1,382.90				
	3					\$ 1,393.40	\$1,410.90	\$1,428.55	\$1,446.40				
SONOGRAPHER GR 3 (Newly Qualified)	1					\$ 1,537.55	\$1,556.75	\$1,576.25	\$1,595.95				
	2					\$ 1,591.70	\$1,611.60	\$1,631.75	\$1,652.15				
	3					\$ 1,634.15	\$1,654.55	\$1,675.25	\$1,696.20				
	4					\$ 1,724.50	\$1,746.00	\$1,767.85	\$1,789.95				
SONOGRAPHER GR 4 (Lead Sonographer)	-					\$ 1,942.95	\$1,967.25	\$1,991.85	\$2,016.75				
TUTOR SONOGRAPHER GR 4 (in large US departments)	-					\$ 1,942.95	\$1,967.25	\$1,991.85	\$2,016.75				
Welfare Workers													
UNQLF WELFARE WKR	1	\$ 635.50	\$ 670.50	\$ 705.50	\$ 723.00		\$ 740.50	\$ 758.00	\$ 775.50				
	2	\$ 676.10	\$ 711.10	\$ 746.10	\$ 763.60		\$ 781.10	\$ 798.60	\$ 816.10				
	3	\$ 693.00	\$ 728.00	\$ 763.00	\$ 780.50		\$ 798.00	\$ 815.50	\$ 833.00				
	4	\$ 722.80	\$ 757.80	\$ 792.80	\$ 810.30		\$ 827.80	\$ 845.30	\$ 862.80				
	5	\$ 745.70	\$ 780.70	\$ 815.70	\$ 833.20		\$ 850.70	\$ 868.20	\$ 885.70				
	6	\$ 778.40	\$ 813.40	\$ 848.40	\$ 865.90		\$ 883.40	\$ 900.90	\$ 918.40				
	7	\$ 803.70	\$ 838.70	\$ 873.70	\$ 891.20		\$ 908.70	\$ 926.20	\$ 943.70				
WELFARE WKR CL 1	1	\$ 747.60	\$ 782.60	\$ 817.60	\$ 835.10		\$ 852.60	\$ 870.10	\$ 887.60				
	2	\$ 795.30	\$ 830.30	\$ 865.30	\$ 882.80		\$ 900.30	\$ 917.80	\$ 935.30				
	3	\$ 815.70	\$ 850.70	\$ 885.70	\$ 903.20		\$ 920.70	\$ 938.20	\$ 955.70				

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	4	\$ 850.40	\$ 885.40	\$ 920.40	\$ 937.90		\$ 955.40	\$ 972.90	\$ 990.40	
	5	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	6	\$ 915.80	\$ 950.80	\$ 985.80	\$ 1,003.30		\$ 1,020.80	\$ 1,038.30	\$ 1,055.80	
	7	\$ 945.60	\$ 980.60	\$ 1,015.60	\$ 1,033.10		\$ 1,050.60	\$ 1,068.10	\$ 1,085.60	
WELFARE WRK CL 2	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 915.80	\$ 950.80	\$ 985.80	\$ 1,003.30		\$ 1,020.80	\$ 1,038.30	\$ 1,055.80	
	3	\$ 944.70	\$ 979.70	\$ 1,014.70	\$ 1,032.20		\$ 1,049.70	\$ 1,067.20	\$ 1,084.70	
	4	\$ 982.70	\$ 1,017.70	\$ 1,052.70	\$ 1,070.20		\$ 1,087.70	\$ 1,105.20	\$ 1,122.70	
	5	n/a				\$1,090.45	\$ 1,107.95	\$ 1,125.45	\$ 1,142.95	
WELFARE WRK CL 3	1	\$ 982.70	\$ 1,017.70	\$ 1,052.70	\$ 1,070.20		\$ 1,087.70	\$ 1,105.20	\$ 1,122.70	
	2	\$ 1,020.60	\$ 1,055.60	\$ 1,090.60	\$ 1,108.10		\$ 1,125.60	\$ 1,143.10	\$ 1,160.60	
	3	\$ 1,052.20	\$ 1,087.20	\$ 1,122.20	\$ 1,139.70		\$ 1,157.20	\$ 1,174.70	\$ 1,192.20	
WELFARE WRK CL 4	1	\$ 1,082.30	\$ 1,117.30	\$ 1,152.30	\$ 1,169.80		\$ 1,187.30	\$ 1,204.80	\$ 1,222.30	
	2	\$ 1,117.10	\$ 1,152.10	\$ 1,187.10	\$ 1,204.60		\$ 1,222.10	\$ 1,239.60	\$ 1,257.10	
	3	\$ 1,149.30	\$ 1,184.30	\$ 1,219.30	\$ 1,236.80		\$ 1,254.30	\$ 1,271.80	\$ 1,289.30	
Youth Workers										
YOUTH WKR CL 1	1	\$ 792.46	\$ 827.45	\$ 862.45	\$ 879.95		\$ 897.45	\$ 914.95	\$ 932.45	
	2	\$ 843.12	\$ 878.10	\$ 913.10	\$ 930.60		\$ 948.10	\$ 965.60	\$ 983.10	
	3	\$ 864.53	\$ 899.55	\$ 934.55	\$ 952.05		\$ 969.55	\$ 987.05	\$ 1,004.55	
	4	\$ 901.40	\$ 936.40	\$ 971.40	\$ 988.90		\$ 1,006.40	\$ 1,023.90	\$ 1,041.40	
	5	\$ 930.07	\$ 965.05	\$ 1,000.05	\$ 1,017.55		\$ 1,035.05	\$ 1,052.55	\$ 1,070.05	
	6	\$ 970.74	\$ 1,005.75	\$ 1,040.75	\$ 1,058.25		\$ 1,075.75	\$ 1,093.25	\$ 1,110.75	
	7	\$ 1,011.84	\$ 1,046.85	\$ 1,081.85	\$ 1,099.35		\$ 1,116.85	\$ 1,134.35	\$ 1,151.85	
YOUTH WKR CL 2	1	\$ 930.07	\$ 965.05	\$ 1,000.05	\$ 1,017.55		\$ 1,035.05	\$ 1,052.55	\$ 1,070.05	
	2	\$ 970.74	\$ 1,005.75	\$ 1,040.75	\$ 1,058.25		\$ 1,075.75	\$ 1,093.25	\$ 1,110.75	
	3	\$ 1,010.88	\$ 1,045.90	\$ 1,080.90	\$ 1,098.40		\$ 1,115.90	\$ 1,133.40	\$ 1,150.90	
	4	\$ 1,051.46	\$ 1,086.45	\$ 1,121.45	\$ 1,138.95		\$ 1,156.45	\$ 1,173.95	\$ 1,191.45	
	5	n/a				\$1,159.20	\$ 1,176.70	\$ 1,194.20	\$ 1,211.70	
YOUTH WKR CL 3	1	\$ 1,051.46	\$ 1,086.45	\$ 1,121.45	\$ 1,138.95		\$ 1,156.45	\$ 1,173.95	\$ 1,191.45	
	2	\$ 1,092.03	\$ 1,127.05	\$ 1,162.05	\$ 1,179.55		\$ 1,197.05	\$ 1,214.55	\$ 1,232.05	
	3	\$ 1,125.90	\$ 1,160.90	\$ 1,195.90	\$ 1,213.40		\$ 1,230.90	\$ 1,248.40	\$ 1,265.90	
YOUTH WKR CL 4	1	\$ 1,158.06	\$ 1,193.05	\$ 1,228.05	\$ 1,245.55		\$ 1,263.05	\$ 1,280.55	\$ 1,298.05	
	2	\$ 1,195.17	\$ 1,230.15	\$ 1,265.15	\$ 1,282.65		\$ 1,300.15	\$ 1,317.65	\$ 1,335.15	
	3	\$ 1,229.74	\$ 1,264.75	\$ 1,299.75	\$ 1,317.25		\$ 1,334.75	\$ 1,352.25	\$ 1,369.75	



Health Professionals Consolidated Wages Schedule											
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015		
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		
Community Development Workers											
COMM DEV WKR CL 1	1	\$ 823.10	\$ 858.10	\$ 893.10	\$ 910.60		\$ 928.10	\$ 945.60	\$ 963.10		
	2	\$ 861.30	\$ 896.30	\$ 931.30	\$ 948.80		\$ 966.30	\$ 983.80	\$ 1,001.30		
	3	\$ 899.50	\$ 934.50	\$ 969.50	\$ 987.00		\$ 1,004.50	\$ 1,022.00	\$ 1,039.50		
	4	\$ 937.80	\$ 972.80	\$ 1,007.80	\$ 1,025.30		\$ 1,042.80	\$ 1,060.30	\$ 1,077.80		
COMM DEV WKR CL 2A	1	\$ 895.00	\$ 930.00	\$ 965.00	\$ 982.50		\$ 1,000.00	\$ 1,017.50	\$ 1,035.00		
	2	\$ 899.50	\$ 934.50	\$ 969.50	\$ 987.00		\$ 1,004.50	\$ 1,022.00	\$ 1,039.50		
	3	\$ 937.80	\$ 972.80	\$ 1,007.80	\$ 1,025.30		\$ 1,042.80	\$ 1,060.30	\$ 1,077.80		
	4	\$ 976.50	\$ 1,011.50	\$ 1,046.50	\$ 1,064.00		\$ 1,081.50	\$ 1,099.00	\$ 1,116.50		
	5	\$ 1,018.70	\$ 1,053.70	\$ 1,088.70	\$ 1,106.20		\$ 1,123.70	\$ 1,141.20	\$ 1,158.70		
	6	\$ 1,059.30	\$ 1,094.30	\$ 1,129.30	\$ 1,146.80		\$ 1,164.30	\$ 1,181.80	\$ 1,199.30		
	7	\$ 1,076.70	\$ 1,111.70	\$ 1,146.70	\$ 1,164.20		\$ 1,181.70	\$ 1,199.20	\$ 1,216.70		
	8	\$ 1,138.70	\$ 1,173.70	\$ 1,208.70	\$ 1,226.20		\$ 1,243.70	\$ 1,261.20	\$ 1,278.70		
	9	\$ 1,179.10	\$ 1,214.10	\$ 1,249.10	\$ 1,266.60		\$ 1,284.10	\$ 1,301.60	\$ 1,319.10		
	10	\$ 1,219.70	\$ 1,254.70	\$ 1,289.70	\$ 1,307.20		\$ 1,324.70	\$ 1,342.20	\$ 1,359.70		
	11	n/a				\$1,327.45	\$ 1,344.95	\$ 1,362.45	\$ 1,379.95		
COMM DEV WKR CL 2B	1	\$ 1,138.70	\$ 1,173.70	\$ 1,208.70	\$ 1,226.20		\$ 1,243.70	\$ 1,261.20	\$ 1,278.70		
	2	\$ 1,179.10	\$ 1,214.10	\$ 1,249.10	\$ 1,266.60		\$ 1,284.10	\$ 1,301.60	\$ 1,319.10		
	3	\$ 1,219.70	\$ 1,254.70	\$ 1,289.70	\$ 1,307.20		\$ 1,324.70	\$ 1,342.20	\$ 1,359.70		
	4	\$ 1,260.60	\$ 1,295.60	\$ 1,330.60	\$ 1,348.10		\$ 1,365.60	\$ 1,383.10	\$ 1,400.60		
	5	\$ 1,298.80	\$ 1,333.80	\$ 1,368.80	\$ 1,386.30		\$ 1,403.80	\$ 1,421.35	\$ 1,439.10		
	6	\$ 1,339.60	\$ 1,374.60	\$ 1,409.60	\$ 1,427.20		\$ 1,445.05	\$ 1,463.10	\$ 1,481.40		
	7	n/a				\$1,447.45	\$ 1,465.55	\$ 1,483.85	\$ 1,502.40		
COMM DEV WKR CL 3	1	\$ 1,260.60	\$ 1,295.60	\$ 1,330.60	\$ 1,348.10		\$ 1,365.60	\$ 1,383.10	\$ 1,400.60		
	2	\$ 1,298.80	\$ 1,333.80	\$ 1,368.80	\$ 1,386.30		\$ 1,403.80	\$ 1,421.35	\$ 1,439.10		
	3	\$ 1,339.60	\$ 1,374.60	\$ 1,409.60	\$ 1,427.20		\$ 1,445.05	\$ 1,463.10	\$ 1,481.40		
Radiation Therapists											
INTERN RAD THERAPIST		-	\$ 701.90	\$ 736.90	\$ 771.90	\$ 789.40		\$ 806.90	\$ 824.40	\$ 841.90	
RAD THERAPIST GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50		
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80		
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80		
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30		
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70		
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00		

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
RAD THERAPIST GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
RAD THERAPIST G2A/B	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.60		\$ 1,556.80	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
RAD THERAPIST G2C/3	1	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
	2	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
ASSIST R.T MGR GRADE 4	Leve l 1#	\$ 2,125.00	\$ 2,178.15	\$ 2,232.60	\$ 2,260.50		\$ 2,288.75	\$ 2,317.35	\$ 2,346.30	
	Leve l 2	\$ 2,175.90	\$ 2,230.30	\$ 2,286.05	\$ 2,314.65		\$ 2,343.60	\$ 2,372.85	\$ 2,402.50	
DEPUTY RT MGR GRADE 5	Leve l 1	\$ 2,306.90	\$ 2,364.55	\$ 2,423.70	\$ 2,454.00		\$ 2,484.70	\$ 2,515.70	\$ 2,547.15	
	Leve l 2*	\$ 2,438.00	\$ 2,498.95	\$ 2,561.40	\$ 2,593.45		\$ 2,625.85	\$ 2,658.70	\$ 2,691.95	
RT MGR GRADE 6	Leve l 1	\$ 2,608.80	\$ 2,674.00	\$ 2,740.85	\$ 2,775.15		\$ 2,809.85	\$ 2,844.95	\$ 2,880.50	
	Leve l 2*	\$ 2,779.30	\$ 2,848.80	\$ 2,920.00	\$ 2,956.50		\$ 2,993.45	\$ 3,030.90	\$ 3,068.80	
*Peter MacCallum only										
# Peter MacCallum can not use this classification										
Nuclear Medicine Technologists										
INTERN NUC MED TECH	-	\$ 701.90	\$ 736.90	\$ 771.90	\$ 789.40		\$ 806.90	\$ 824.40	\$ 841.90	
NUC MED TECH GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
NUC MED TECH GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
NUC MED TEHC GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
NUC MED TECH GR 4	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
DEP CHF NMT GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
DEP CHF NMT GR 2	1	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	2	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	3	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
CHIEF NMT GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHIEF NMT GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHIEF NMT GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHIEF NMT GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHIEF NMT GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
Medical Laboratory Technicians & Renal Dialysis Technicians										
TRNE MED LAB TECH	1	\$ 421.70	\$ 456.70	\$ 491.70	\$ 509.20		\$ 526.70	\$ 544.20	\$ 561.70	
	2	\$ 506.00	\$ 541.00	\$ 576.00	\$ 593.50		\$ 611.00	\$ 628.50	\$ 646.00	
	3	\$ 632.60	\$ 667.60	\$ 702.60	\$ 720.10		\$ 737.60	\$ 755.10	\$ 772.60	
	4	\$ 759.00	\$ 794.00	\$ 829.00	\$ 846.50		\$ 864.00	\$ 881.50	\$ 899.00	
ADT TRN MED LAB TECH	-	\$ 674.70	\$ 709.70	\$ 744.70	\$ 762.20		\$ 779.70	\$ 797.20	\$ 814.70	
MED LAB TECH GR 1	1	\$ 767.40	\$ 802.40	\$ 837.40	\$ 854.90		\$ 872.40	\$ 889.90	\$ 907.40	
	2	\$ 805.60	\$ 840.60	\$ 875.60	\$ 893.10		\$ 910.60	\$ 928.10	\$ 945.60	
	3	\$ 843.30	\$ 878.30	\$ 913.30	\$ 930.80		\$ 948.30	\$ 965.80	\$ 983.30	
	4	\$ 874.00	\$ 909.00	\$ 944.00	\$ 961.50		\$ 979.00	\$ 996.50	\$ 1,014.00	

Health Professionals Consolidated Wages Schedule										
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			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	5	\$ 904.70	\$ 939.70	\$ 974.70	\$ 992.20		\$ 1,009.70	\$ 1,027.20	\$ 1,044.70	
	6	\$ 935.40	\$ 970.40	\$ 1,005.40	\$ 1,022.90		\$ 1,040.40	\$ 1,057.90	\$ 1,075.40	
	7	\$ 966.10	\$ 1,001.10	\$ 1,036.10	\$ 1,053.60		\$ 1,071.10	\$ 1,088.60	\$ 1,106.10	
	8	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
MED LAB TECH GR 2	1	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	2	\$ 1,037.80	\$ 1,072.80	\$ 1,107.80	\$ 1,125.30		\$ 1,142.80	\$ 1,160.30	\$ 1,177.80	
	3	\$ 1,078.70	\$ 1,113.70	\$ 1,148.70	\$ 1,166.20		\$ 1,183.70	\$ 1,201.20	\$ 1,218.70	
	4	\$ 1,117.40	\$ 1,152.40	\$ 1,187.40	\$ 1,204.90		\$ 1,222.40	\$ 1,239.90	\$ 1,257.40	
	5	n/a				\$1,225.15	\$ 1,242.65	\$ 1,260.15	\$ 1,277.65	
MED TECH/REN DLYS	1	\$ 767.40	\$ 802.40	\$ 837.40	\$ 854.90		\$ 872.40	\$ 889.90	\$ 907.40	
	2	\$ 805.50	\$ 840.50	\$ 875.50	\$ 893.00		\$ 910.50	\$ 928.00	\$ 945.50	
	3	\$ 820.42	\$ 855.40	\$ 890.40	\$ 907.90		\$ 925.40	\$ 942.90	\$ 960.40	
	4	\$ 835.46	\$ 870.45	\$ 905.45	\$ 922.95		\$ 940.45	\$ 957.95	\$ 975.45	
	5	\$ 861.04	\$ 896.05	\$ 931.05	\$ 948.55		\$ 966.05	\$ 983.55	\$ 1,001.05	
	6	\$ 883.26	\$ 918.25	\$ 953.25	\$ 970.75		\$ 988.25	\$ 1,005.75	\$ 1,023.25	
RENAL DLYS GR 2*	1*	\$ 909.60	\$ 944.60	\$ 979.60	\$ 997.10		\$ 1,014.60	\$ 1,032.10	\$ 1,049.60	
	2*	\$ 964.80	\$ 999.80	\$ 1,034.80	\$ 1,052.30		\$ 1,069.80	\$ 1,087.30	\$ 1,104.80	
	3*	\$ 1,026.70	\$ 1,061.70	\$ 1,096.70	\$ 1,114.20		\$ 1,131.70	\$ 1,149.20	\$ 1,166.70	
	4*	n/a				\$1,134.45	\$ 1,151.95	\$ 1,169.45	\$ 1,186.95	
* Melbourne Health only										
Physiotherapists										
PHYSIO GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
PHYSIO GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
SNR CLIN PHYSIO	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	

Health Professionals Consolidated Wages Schedule										
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			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
PHYSIO GR 4/CLINICAL EDUCATOR	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
DEP CHIEF PHYSIO	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHIEF PHYSIO GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHIEF PHYSIO GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHIEF PHYSIO GRADE 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHIEF PHYSIO GRADE 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHIEF PHYSIO GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
Occupational Therapists										
OCC THER GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
OCC THER GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
SNR CLIN OCC THER	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
OCC THER GR 4/CLINICAL EDUCATOR	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
DEP CHF OCC THER	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF OCC THER GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF OCC THER GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHF OCC THER GRADE 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHF OCC THER GRADE 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHF OCC THER GRADE 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
Speech Pathologists										
SPEECH PATH GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
SPEECH PATH GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
SNR CLIN SPEECH P	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
SPEECH PATH GR 4/CLIN EDUCATOR	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
DEP CHF SPEECH P	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF SPEECH P GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF SPEECH P GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHF SPEECH PATH GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHF SPEECH PATH GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHF SPEECH PATH GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
Music Therapists										
MUSIC THER GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
MUSIC THER GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
MUSIC THER GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
DEP CHF MUSIC THER	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF MUSIC THER GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF MUSIC THER GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHIEF MUSIC THER GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHIEF MUSIC THER GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHIEF MUSIC THER GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
<b>Medical Librarians</b>										
MED LIBRARIAN GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
MED LIBRARIAN GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
MED LIBRARIAN GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
DEP CHF LIB	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF LIBRARIAN GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF LIBRARIAN GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHF LIBRARIAN GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHF LIBRARIAN GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHF LIBRARIAN GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
<b>Medical Photographers/Illustrators</b>										



Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
MED PHOTO/ILL GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
MED PHOTO/ILL GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
MED PHOTO/ILL GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
DEP CHF PHOTO/ILL	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF PHOTO/ILL GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF PHOTO/ILL GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHF PHOTO/ILL GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHF PHOTO/ILL GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHF PHOTO/ILL GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
<b>Podiatrists</b>										
PODIATRIST GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
PODIATRIST GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
PODIATRIST GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.605	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
DEP CHF PODRST	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF PODIATRIST GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF PODIATRIST GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHF PODIATRIST GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHF PODIATRIST GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHF PODIATRIST GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
Orthotists/Prosthetists										
ORTHOTIST/PROS GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
ORTHOTISTS/PROS GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
ORTHOTISTS/PROS GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
DEP CHF ORTH/PROS	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF ORTH/PROS GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF ORTH/PROS GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHF ORTH/PROS GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHF ORTH/PROS GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHF ORTH/PROS GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
<b>Orthoptists</b>										
ORTHOPTIST GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
ORTHOPTIST GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
ORTHOPTIST GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
DEP CHF ORTHOP	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF ORTHOP GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF ORTHOP GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHIEF ORTHOP GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHIEF ORTHOP GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHIEF ORTHOP GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
<b>Child Psychotherapists</b>										
CHILD PSYCH L1	1	\$ 867.21	\$ 902.20	\$ 937.20	\$ 954.70		\$ 972.20	\$ 989.70	\$ 1,007.20	
	2	\$ 911.20	\$ 946.20	\$ 981.20	\$ 998.70		\$ 1,016.20	\$ 1,033.70	\$ 1,051.20	
	3	\$ 964.50	\$ 999.50	\$ 1,034.50	\$ 1,052.00		\$ 1,069.50	\$ 1,087.00	\$ 1,104.50	
	4	\$ 1,015.10	\$ 1,050.10	\$ 1,085.10	\$ 1,102.60		\$ 1,120.10	\$ 1,137.60	\$ 1,155.10	
	5	\$ 1,068.70	\$ 1,103.70	\$ 1,138.70	\$ 1,156.20		\$ 1,173.70	\$ 1,191.20	\$ 1,208.70	
	6	\$ 1,119.50	\$ 1,154.50	\$ 1,189.50	\$ 1,207.00		\$ 1,224.50	\$ 1,242.00	\$ 1,259.50	
	7	\$ 1,180.30	\$ 1,215.30	\$ 1,250.30	\$ 1,267.80		\$ 1,285.30	\$ 1,302.80	\$ 1,320.30	
CHILD PSYCH L2	1	\$ 1,261.10	\$ 1,296.10	\$ 1,331.10	\$ 1,348.60		\$ 1,366.10	\$ 1,383.60	\$ 1,401.10	
	2	\$ 1,279.20	\$ 1,314.20	\$ 1,349.20	\$ 1,366.70		\$ 1,384.20	\$ 1,401.70	\$ 1,419.20	
	3	\$ 1,337.90	\$ 1,372.90	\$ 1,407.90	\$ 1,425.50		\$ 1,443.30	\$ 1,461.35	\$ 1,479.65	
	4	\$ 1,380.50	\$ 1,415.50	\$ 1,450.90	\$ 1,469.05		\$ 1,487.40	\$ 1,506.00	\$ 1,524.85	
	5	n/a				\$1,489.30	\$ 1,507.90	\$ 1,526.75	\$ 1,545.85	
CHILD PSYCH L3	1	\$ 1,455.00	\$ 1,491.40	\$ 1,528.65	\$ 1,547.75		\$ 1,567.10	\$ 1,586.70	\$ 1,606.55	
	2	\$ 1,508.30	\$ 1,546.00	\$ 1,584.65	\$ 1,604.45		\$ 1,624.50	\$ 1,644.85	\$ 1,665.40	
	3	\$ 1,563.20	\$ 1,602.30	\$ 1,642.35	\$ 1,662.90		\$ 1,683.65	\$ 1,704.70	\$ 1,726.00	
CHILD PSYCH L4	1	\$ 1,624.70	\$ 1,665.30	\$ 1,706.95	\$ 1,728.30		\$ 1,749.90	\$ 1,771.75	\$ 1,793.90	
	2	\$ 1,684.40	\$ 1,726.50	\$ 1,769.65	\$ 1,791.80		\$ 1,814.20	\$ 1,836.90	\$ 1,859.85	
	3	\$ 1,764.00	\$ 1,808.10	\$ 1,853.30	\$ 1,876.45		\$ 1,899.90	\$ 1,923.65	\$ 1,947.70	
<b>Cardiac Technologists</b>										
CARDIAC TECH GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
CARDIAC TECH GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
CARDIAC TECH GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
CARDIAC TECH GR 4/CLINICAL EDUCATOR	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
DEP CHF CAR TECH GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
DEP CHF CAR TECH GR 2	1	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	2	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	3	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
CHF CARD TECH GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF CARD TECH GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHF CARDIAC TECH GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHF CARDIAC TECH GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHF CARDIAC TECH GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
Health Information Managers										
HEALTH INFO MGR GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
HEALTH INFO MGR GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
HEALTH INFO MGR GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
HEALTH INFO MGR GR 4/CLINICAL EDUCATOR	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
DEP CHIEF HIM GR 1	-	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
DEP CHIEF HIM GR 2	-	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
DPE CHIEF HIM GR 3	-	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHIEF HIM GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHIEF HIM GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHIEF HIM GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHIEF HIM GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHIEF HIM GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
Recreation Therapists										
RECREA THER GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
RECREA THER GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
RECREA THER GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
DEP CHF RECREA THER	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF RECREA THER GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF RECREA THER GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHF RECREA THER GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHF RECREA THER GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHF RECREA THER GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
<b>Social Workers</b>										
QUAL SOC WKR GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
QUAL SOC WKR GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
SNR CLIN S WKR GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
QUAL SOC WKR GR 4/CLINICAL EDUCATOR	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
DEP CHF SOC WKR	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF SOC WKR GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF SOC WKR GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHF SOC WKR GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHF SOC WKR GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHF SOC WKR GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
Exercise Physiologists										
EXERCISE PHYS GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
EXERCISE PHYS GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
EXERCISE PHYS GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	



Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
DEP CHF EXERCISE PHYS	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF EXERCISE PHYS GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF EXERCISE PHYS GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHF EXERCISE PHYS GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHF EXERCISE PHYS GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHF EXERCISE PHYS GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
Play Therapists – Royal Children’s Hospital and Southern Health ONLY										
PLAY THER GR 1	1	\$ 877.50	\$ 912.50	\$ 947.50	\$ 965.00		\$ 982.50	\$ 1,000.00	\$ 1,017.50	
	2	\$ 941.80	\$ 976.80	\$ 1,011.80	\$ 1,029.30		\$ 1,046.80	\$ 1,064.30	\$ 1,081.80	
	3	\$ 996.80	\$ 1,031.80	\$ 1,066.80	\$ 1,084.30		\$ 1,101.80	\$ 1,119.30	\$ 1,136.80	
	4	\$ 1,066.30	\$ 1,101.30	\$ 1,136.30	\$ 1,153.80		\$ 1,171.30	\$ 1,188.80	\$ 1,206.30	
	5	\$ 1,118.70	\$ 1,153.70	\$ 1,188.70	\$ 1,206.20		\$ 1,223.70	\$ 1,241.20	\$ 1,258.70	
	6	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	7	\$ 1,208.90	\$ 1,243.90	\$ 1,278.90	\$ 1,296.40		\$ 1,313.90	\$ 1,331.40	\$ 1,348.90	
PLAY THER GR 2	1	\$ 1,176.00	\$ 1,211.00	\$ 1,246.00	\$ 1,263.50		\$ 1,281.00	\$ 1,298.50	\$ 1,316.00	
	2	\$ 1,242.90	\$ 1,277.90	\$ 1,312.90	\$ 1,330.40		\$ 1,347.90	\$ 1,365.40	\$ 1,382.90	
	3	\$ 1,305.90	\$ 1,340.90	\$ 1,375.90	\$ 1,393.40		\$ 1,410.90	\$ 1,428.55	\$ 1,446.40	
	4	\$ 1,390.20	\$ 1,425.20	\$ 1,460.85	\$ 1,479.10		\$ 1,497.60	\$ 1,516.30	\$ 1,535.25	
	5	n/a				\$1,499.35	\$ 1,518.10	\$ 1,537.10	\$ 1,556.30	
PLAT THER GR 3	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
	4	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
DEP CHF PLAY THER	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF PLAY THER GR 1	1	\$ 1,445.40	\$ 1,481.55	\$ 1,518.60	\$ 1,537.55		\$ 1,556.75	\$ 1,576.25	\$ 1,595.95	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	2	\$ 1,496.30	\$ 1,533.70	\$ 1,572.05	\$ 1,591.70		\$ 1,611.60	\$ 1,631.75	\$ 1,652.15	
	3	\$ 1,536.20	\$ 1,574.60	\$ 1,613.95	\$ 1,634.15		\$ 1,654.60	\$ 1,675.25	\$ 1,696.20	
CHF PLAY THER GR 2	1	\$ 1,621.10	\$ 1,661.65	\$ 1,703.20	\$ 1,724.45		\$ 1,746.00	\$ 1,767.85	\$ 1,789.95	
	2	\$ 1,694.50	\$ 1,736.85	\$ 1,780.30	\$ 1,802.55		\$ 1,825.10	\$ 1,847.90	\$ 1,871.00	
CHF PLAY THER GR 3	-	\$ 1,826.50	\$ 1,872.15	\$ 1,918.95	\$ 1,942.95		\$ 1,967.25	\$ 1,991.85	\$ 2,016.75	
CHF PLAY THER GR 4	-	\$ 1,972.20	\$ 2,021.50	\$ 2,072.05	\$ 2,097.95		\$ 2,124.15	\$ 2,150.70	\$ 2,177.60	
CHF PLAY THER GR 5	-	\$ 2,175.80	\$ 2,230.20	\$ 2,285.95	\$ 2,314.50		\$ 2,343.45	\$ 2,372.75	\$ 2,402.40	
Directors of Allied Health										
DIRECTOR ALLIED HEALTH	-	\$ 2,438.00	\$ 2,498.95	\$ 2,561.40	\$ 2,593.45		\$ 2,625.85	\$ 2,658.70	\$ 2,691.95	
Dental Technicians										
DENTAL TECHNICIAN LEVEL 1	1	\$ 822.70	\$ 857.70	\$ 892.70	\$ 910.20		\$ 927.70	\$ 945.20	\$ 962.70	
	2	\$ 832.70	\$ 867.70	\$ 902.70	\$ 920.20		\$ 937.70	\$ 955.20	\$ 972.70	
	3	\$ 842.60	\$ 877.60	\$ 912.60	\$ 930.10		\$ 947.60	\$ 965.10	\$ 982.60	
DENTAL TECHNICIAN LEVEL 2	1	\$ 931.40	\$ 966.40	\$ 1,001.40	\$ 1,018.90		\$ 1,036.40	\$ 1,053.90	\$ 1,071.40	
	2	\$ 948.40	\$ 983.40	\$ 1,018.40	\$ 1,035.90		\$ 1,053.40	\$ 1,070.90	\$ 1,088.40	
	3	\$ 959.90	\$ 994.90	\$ 1,029.90	\$ 1,047.40		\$ 1,064.90	\$ 1,082.40	\$ 1,099.90	
	4	n/a				\$1,067.65	\$ 1,085.15	\$ 1,102.65	\$ 1,120.15	
FOREMAN DENTAL TECHNICIAN	1	\$ 1,091.10	\$ 1,126.10	\$ 1,161.10	\$ 1,178.60		\$ 1,196.10	\$ 1,213.60	\$ 1,231.10	
	2	\$ 1,099.10	\$ 1,134.10	\$ 1,169.10	\$ 1,186.60		\$ 1,204.10	\$ 1,221.60	\$ 1,239.10	
	3	\$ 1,110.50	\$ 1,145.50	\$ 1,180.50	\$ 1,198.00		\$ 1,215.50	\$ 1,233.00	\$ 1,250.50	
DENTAL PROSTHETIST	1	\$ 1,120.00	\$ 1,155.00	\$ 1,190.00	\$ 1,207.50		\$ 1,225.00	\$ 1,242.50	\$ 1,260.00	
	2	\$ 1,128.20	\$ 1,163.20	\$ 1,198.20	\$ 1,215.70		\$ 1,233.20	\$ 1,250.70	\$ 1,268.20	
	3	\$ 1,139.40	\$ 1,174.40	\$ 1,209.40	\$ 1,226.90		\$ 1,244.40	\$ 1,261.90	\$ 1,279.40	
DENTAL LABORATORY MANAGER	1	\$ 1,251.60	\$ 1,286.60	\$ 1,321.60	\$ 1,339.10		\$ 1,356.60	\$ 1,374.10	\$ 1,391.60	
	2	\$ 1,259.40	\$ 1,294.40	\$ 1,329.40	\$ 1,346.90		\$ 1,364.40	\$ 1,381.90	\$ 1,399.40	
	3	\$ 1,270.70	\$ 1,305.70	\$ 1,340.70	\$ 1,358.20		\$ 1,375.70	\$ 1,393.20	\$ 1,410.70	
APPRENTICE DENTAL TECHNICIAN	1	\$ 320.70	\$ 355.70	\$ 390.70	\$ 408.20		\$ 425.70	\$ 443.20	\$ 460.70	
	2	\$ 433.50	\$ 468.50	\$ 503.50	\$ 521.00		\$ 538.50	\$ 556.00	\$ 573.50	
	3	\$ 553.40	\$ 588.40	\$ 623.40	\$ 640.90		\$ 658.40	\$ 675.90	\$ 693.40	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	4	\$ 701.70	\$ 736.70	\$ 771.70	\$ 789.20		\$ 806.70	\$ 824.20	\$ 841.70	
<b>Technical Officers*</b>										
GRADE 1	1	\$ 851.60	\$ 886.60	\$ 921.60	\$ 939.10		\$ 956.60	\$ 974.10	\$ 991.60	
	2	\$ 870.40	\$ 905.40	\$ 940.40	\$ 957.90		\$ 975.40	\$ 992.90	\$ 1,010.40	
	3	\$ 883.10	\$ 918.10	\$ 953.10	\$ 970.60		\$ 988.10	\$ 1,005.60	\$ 1,023.10	
	4	\$ 898.80	\$ 933.80	\$ 968.80	\$ 986.30		\$ 1,003.80	\$ 1,021.30	\$ 1,038.80	
GRADE 2	1	\$ 930.40	\$ 965.40	\$ 1,000.40	\$ 1,017.90		\$ 1,035.40	\$ 1,052.90	\$ 1,070.40	
	2	\$ 976.20	\$ 1,011.20	\$ 1,046.20	\$ 1,063.70		\$ 1,081.20	\$ 1,098.70	\$ 1,116.20	
	3	\$ 1,040.70	\$ 1,075.70	\$ 1,110.70	\$ 1,128.20		\$ 1,145.70	\$ 1,163.20	\$ 1,180.70	
	4	\$ 1,056.40	\$ 1,091.40	\$ 1,126.40	\$ 1,143.90		\$ 1,161.40	\$ 1,178.90	\$ 1,196.40	
	5	n/a				\$1,164.15	\$ 1,181.65	\$ 1,199.15	\$ 1,216.65	
GRADE 3	1	\$ 1,088.00	\$ 1,123.00	\$ 1,158.00	\$ 1,175.50		\$ 1,193.00	\$ 1,210.50	\$ 1,228.00	
	2	\$ 1,135.30	\$ 1,170.30	\$ 1,205.30	\$ 1,222.80		\$ 1,240.30	\$ 1,257.80	\$ 1,275.30	
	3	\$ 1,182.70	\$ 1,217.70	\$ 1,252.70	\$ 1,270.20		\$ 1,287.70	\$ 1,305.20	\$ 1,322.70	
	4	\$ 1,229.80	\$ 1,264.80	\$ 1,299.80	\$ 1,317.30		\$ 1,334.80	\$ 1,352.30	\$ 1,369.80	
GRADE 4	1	\$ 1,261.40	\$ 1,296.40	\$ 1,331.40	\$ 1,348.90		\$ 1,366.40	\$ 1,383.90	\$ 1,401.40	
	2	\$ 1,308.80	\$ 1,343.80	\$ 1,378.80	\$ 1,396.30		\$ 1,413.80	\$ 1,431.45	\$ 1,449.35	
	3	\$ 1,359.00	\$ 1,394.00	\$ 1,429.00	\$ 1,446.85		\$ 1,464.95	\$ 1,483.25	\$ 1,501.80	
	4	\$ 1,403.30	\$ 1,438.40	\$ 1,474.35	\$ 1,492.80		\$ 1,511.45	\$ 1,530.35	\$ 1,549.45	
<i>* Austin Health, Royal Children's Hospital and The Women's only</i>										
<b>Client Advisors/Rehabilitation Consultants</b>										
GRADE 1	Ye ar 1/ Appt Rate	\$ 1,114.20	\$ 1,149.20	\$ 1,184.20	\$ 1,201.70		\$ 1,219.20	\$ 1,236.70	\$ 1,254.20	
	2	\$ 1,141.00	\$ 1,176.00	\$ 1,211.00	\$ 1,228.50		\$ 1,246.00	\$ 1,263.50	\$ 1,281.00	
	3	\$ 1,170.30	\$ 1,205.30	\$ 1,240.30	\$ 1,257.80		\$ 1,275.30	\$ 1,292.80	\$ 1,310.30	
	4	\$ 1,227.80	\$ 1,262.80	\$ 1,297.80	\$ 1,315.30		\$ 1,332.80	\$ 1,350.30	\$ 1,367.80	
	5	\$ 1,254.80	\$ 1,289.80	\$ 1,324.80	\$ 1,342.30		\$ 1,359.80	\$ 1,377.30	\$ 1,394.80	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	FFPPOA 19 March 2014	1 April 2014	1 October 2014	1 April 2015	
			\$35 per week or 2.50% whichever is the greater	\$35 per week or 2.50% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater		\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	\$17.50 per week or 1.25% whichever is the greater	
	6	\$ 1,281.20	\$ 1,316.20	\$ 1,351.20	\$ 1,368.70		\$ 1,386.20	\$ 1,403.70	\$ 1,421.25	
GRADE 2	1	\$ 1,353.80	\$ 1,388.80	\$ 1,423.80	\$ 1,441.60		\$ 1,459.60	\$ 1,477.85	\$ 1,496.35	
	2	\$ 1,387.60	\$ 1,422.60	\$ 1,458.15	\$ 1,476.40		\$ 1,494.85	\$ 1,513.55	\$ 1,532.45	
	3	\$ 1,421.80	\$ 1,457.35	\$ 1,493.80	\$ 1,512.45		\$ 1,531.35	\$ 1,550.50	\$ 1,569.90	
	4	n/a				\$1,532.70	\$ 1,551.85	\$ 1,571.25	\$ 1,590.90	
GRADE 3	1	\$ 1,506.10	\$ 1,543.75	\$ 1,582.35	\$ 1,602.15		\$ 1,622.20	\$ 1,642.45	\$ 1,663.00	
	2	\$ 1,538.30	\$ 1,576.75	\$ 1,616.20	\$ 1,636.40		\$ 1,656.85	\$ 1,677.55	\$ 1,698.50	
	3	\$ 1,573.00	\$ 1,612.35	\$ 1,652.65	\$ 1,673.30		\$ 1,694.20	\$ 1,715.40	\$ 1,736.85	
GRADE 4 PRNPL CLNT ADVR	1	\$ 1,714.40	\$ 1,757.25	\$ 1,801.20	\$ 1,823.70		\$ 1,846.50	\$ 1,869.60	\$ 1,892.95	
	2	\$ 1,772.30	\$ 1,816.60	\$ 1,862.00	\$ 1,885.30		\$ 1,908.85	\$ 1,932.70	\$ 1,956.90	
	3	\$ 1,831.40	\$ 1,877.20	\$ 1,924.15	\$ 1,948.15		\$ 1,972.50	\$ 1,997.15	\$ 2,022.15	
Research Technologists (Research Scientists) – Peter MacCallum Research Classification ONLY										
LEVEL A (1)										
RESEARCH ASSIST 1		\$ 990.50	\$ 1,025.50	\$ 1,060.50	\$ 1,078.00		\$ 1,095.50	\$ 1,113.00	\$ 1,130.50	
RESEARCH ASSIST 2		\$ 1,043.90	\$ 1,078.90	\$ 1,113.90	\$ 1,131.40		\$ 1,148.90	\$ 1,166.40	\$ 1,183.90	
RESEARCH ASSIST 3		\$ 1,097.50	\$ 1,132.50	\$ 1,167.50	\$ 1,185.00		\$ 1,202.50	\$ 1,220.00	\$ 1,237.50	
RESEARCH ASSIST 4		\$ 1,141.10	\$ 1,176.10	\$ 1,211.10	\$ 1,228.60		\$ 1,246.10	\$ 1,263.60	\$ 1,281.10	
RESEARCH ASSIST 5		\$ 1,184.50	\$ 1,219.50	\$ 1,254.50	\$ 1,272.00		\$ 1,289.50	\$ 1,307.00	\$ 1,324.50	
RESEARCH ASSIST 6 OFFR 1		\$ 1,228.00	\$ 1,263.00	\$ 1,298.00	\$ 1,315.50		\$ 1,333.00	\$ 1,350.50	\$ 1,368.00	
RESEARCH ASSIST 7 OFFR 2		\$ 1,271.40	\$ 1,306.40	\$ 1,341.40	\$ 1,358.90		\$ 1,376.40	\$ 1,393.90	\$ 1,411.40	
RESEARCH ASSIST 8 OFFR 3		\$ 1,338.40	\$ 1,373.40	\$ 1,408.40	\$ 1,426.00		\$ 1,443.85	\$ 1,461.90	\$ 1,480.15	
SNR RESEARCH ASST 1		\$ 1,388.80	\$ 1,423.80	\$ 1,459.40	\$ 1,477.65		\$ 1,496.10	\$ 1,514.80	\$ 1,533.75	
SNR RESEARCH ASST 2		\$ 1,438.90	\$ 1,474.85	\$ 1,511.75	\$ 1,530.65		\$ 1,549.80	\$ 1,569.15	\$ 1,588.75	
LEVEL B (2)										
SNR RESEARCH OFFR 1		\$ 1,388.80	\$ 1,423.80	\$ 1,459.40	\$ 1,477.65		\$ 1,496.10	\$ 1,514.80	\$ 1,533.75	
SNR RESEARCH OFFR 2		\$ 1,438.90	\$ 1,474.85	\$ 1,511.75	\$ 1,530.65		\$ 1,549.80	\$ 1,569.15	\$ 1,588.75	
SNR RESEARCH OFFR 3		\$ 1,489.10	\$ 1,526.35	\$ 1,564.50	\$ 1,584.05		\$ 1,603.85	\$ 1,623.90	\$ 1,644.20	
SNR RESEARCH OFFR 4/RES FELLOW 1		\$ 1,539.10	\$ 1,577.60	\$ 1,617.05	\$ 1,637.25		\$ 1,657.70	\$ 1,678.40	\$ 1,699.40	
SNR RESEARCH OFFR 5/RES FELLOW 2		\$ 1,589.40	\$ 1,629.15	\$ 1,669.90	\$ 1,690.75		\$ 1,711.90	\$ 1,733.30	\$ 1,754.95	

Health Professionals Consolidated Wages Schedule										
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SNR RESEARCH OFFR 6/RES FELLOW 3		\$ 1,639.60	\$ 1,680.60	\$ 1,722.60	\$ 1,744.15		\$ 1,765.95	\$ 1,788.00	\$ 1,810.35	
SNR RESEARCH OFFR 7		\$ 1,689.90	\$ 1,732.15	\$ 1,775.45	\$ 1,797.65		\$ 1,820.10	\$ 1,842.85	\$ 1,865.90	
SNR RESEARCH OFFR 8		\$ 1,739.90	\$ 1,783.40	\$ 1,828.00	\$ 1,850.85		\$ 1,874.00	\$ 1,897.40	\$ 1,921.10	
<b>LEVEL C</b>										
(by appointment only)										
SNR RESEARCH FELLOW 1		\$ 1,689.90	\$ 1,732.15	\$ 1,775.45	\$ 1,797.65		\$ 1,820.10	\$ 1,842.85	\$ 1,865.90	
SNR RESEARCH FELLOW 2		\$ 1,739.90	\$ 1,783.40	\$ 1,828.00	\$ 1,850.85		\$ 1,874.00	\$ 1,897.40	\$ 1,921.10	
SNR RESEARCH FELLOW 3		\$ 1,790.30	\$ 1,835.05	\$ 1,880.95	\$ 1,904.45		\$ 1,928.25	\$ 1,952.35	\$ 1,976.75	
SNR RESEARCH FELLOW 4		\$ 1,840.30	\$ 1,886.30	\$ 1,933.45	\$ 1,957.65		\$ 1,982.10	\$ 2,006.90	\$ 2,032.00	
SNR RESEARCH FELLOW 5		\$ 1,890.60	\$ 1,937.85	\$ 1,986.30	\$ 2,011.15		\$ 2,036.30	\$ 2,061.75	\$ 2,087.50	
SNR RESEARCH FELLOW 6		\$ 1,945.30	\$ 1,993.95	\$ 2,043.80	\$ 2,069.35		\$ 2,095.20	\$ 2,121.40	\$ 2,147.90	
<b>LEVEL D</b>										
(by appointment only)										
PRINCIPAL SNR FELLOW 1		\$ 2,041.00	\$ 2,092.05	\$ 2,144.35	\$ 2,171.15		\$ 2,198.30	\$ 2,225.75	\$ 2,253.55	
PRINCIPAL SNR FELLOW 2		\$ 2,108.20	\$ 2,160.90	\$ 2,214.95	\$ 2,242.65		\$ 2,270.65	\$ 2,299.05	\$ 2,327.80	
PRINCIPAL SNR FELLOW 3		\$ 2,175.10	\$ 2,229.50	\$ 2,285.25	\$ 2,313.80		\$ 2,342.70	\$ 2,372.00	\$ 2,401.65	
PRINCIPAL SNR FELLOW 4		\$ 2,220.20	\$ 2,275.70	\$ 2,332.60	\$ 2,361.75		\$ 2,391.30	\$ 2,421.20	\$ 2,451.45	
<b>LEVEL E</b>										
(by appointment only)										
SNR PRINCIPAL RES FELLOW		\$ 2,564.80	\$ 2,628.90	\$ 2,694.65	\$ 2,728.35		\$ 2,762.45	\$ 2,797.00	\$ 2,831.90	
<b>Radiation Engineers – Peter MacCallum Classification ONLY</b>										
RAD IMAG TECH GR 1	1	\$ 930.10	\$ 965.10	\$ 1,000.10	\$ 1,017.60		\$ 1,035.10	\$ 1,052.60	\$ 1,070.10	
RAD ENGIN GR 1	1	\$ 984.30	\$ 1,019.30	\$ 1,054.30	\$ 1,071.80	\$ 1,221.95	\$ 1,239.45	\$ 1,256.95	\$ 1,274.45	
	2	\$ 1,052.90	\$ 1,087.90	\$ 1,122.90	\$ 1,140.40	\$ 1,279.70	\$ 1,297.20	\$ 1,314.70	\$ 1,332.20	
RAD ENGIN GR 2	1	\$ 1,178.40	\$ 1,213.40	\$ 1,248.40	\$ 1,265.90	\$ 1,323.90	\$ 1,341.40	\$ 1,358.90	\$ 1,376.40	
	2	\$ 1,245.50	\$ 1,280.50	\$ 1,315.50	\$ 1,333.00	\$ 1,365.90	\$ 1,383.40	\$ 1,400.90	\$ 1,418.40	
	3	\$ 1,307.40	\$ 1,342.40	\$ 1,377.40	\$ 1,394.90	\$ 1,429.50	\$ 1,447.35	\$ 1,465.45	\$ 1,483.75	
	4	\$ 1,374.20	\$ 1,409.20	\$ 1,444.45	\$ 1,462.50	\$ 1,499.00	\$ 1,517.75	\$ 1,536.70	\$ 1,555.90	
RAD ENGIN GR 3	1	\$ 1,462.30	\$ 1,498.85	\$ 1,536.35	\$ 1,555.55	\$ 1,595.40	\$ 1,615.35	\$ 1,635.55	\$ 1,656.00	
	2	\$ 1,513.60	\$ 1,551.45	\$ 1,590.25	\$ 1,610.15	\$ 1,650.30	\$ 1,670.95	\$ 1,691.85	\$ 1,713.00	

Health Professionals Consolidated Wages Schedule										
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	3	\$ 1,554.20	\$ 1,593.05	\$ 1,632.90	\$ 1,653.30	\$ 1,694.60	\$ 1,715.80	\$ 1,737.25	\$ 1,758.95	
	4	\$ 1,639.90	\$ 1,680.90	\$ 1,722.90	\$ 1,744.45	\$ 1,788.00	\$ 1,810.35	\$ 1,833.00	\$ 1,855.90	
RAD ENGIN GR 4	1	n/a				\$ 1,904.25	\$ 1,928.05	\$ 1,952.15	\$ 1,976.55	
	2					\$ 1,951.85	\$ 1,976.25	\$ 2,000.95	\$ 2,025.95	
	3					\$ 2,000.65	\$ 2,025.65	\$ 2,050.95	\$ 2,076.60	
DEP CHF RAD ENGIN	1	\$ 1,755.00	\$ 1,798.90	\$ 1,843.85	\$ 1,866.90	\$ 2,200.70	\$ 2,228.20	\$ 2,256.05	\$ 2,284.25	
	2	\$ 1,755.00	\$ 1,798.90	\$ 1,843.85	\$ 1,866.90	\$ 2,200.70	\$ 2,228.20	\$ 2,256.05	\$ 2,284.25	
	3	\$ 1,848.50	\$ 1,894.70	\$ 1,942.10	\$ 1,966.40	\$ 2,255.75	\$ 2,283.95	\$ 2,312.50	\$ 2,341.40	
	4	\$ 1,848.50	\$ 1,894.70	\$ 1,942.10	\$ 1,966.40	\$ 2,255.75	\$ 2,283.95	\$ 2,312.50	\$ 2,341.40	
CHF RAD ENGIN		\$ 2,077.50	\$ 2,129.45	\$ 2,182.70	\$ 2,210.00	\$ 2,481.35	\$ 2,512.35	\$ 2,543.75	\$ 2,575.55	
Mechanical Officers – Peter MacCallum Cancer Centre Classification ONLY										
MECH ENGIN GR 1	1	n/a				\$ 1,301.50	\$ 1,319.00	\$ 1,336.50	\$ 1,354.00	
	2					\$ 1,349.80	\$ 1,367.30	\$ 1,384.80	\$ 1,402.30	
MECH ENGIN GR 2	1					\$ 1,396.45	\$ 1,413.95	\$ 1,431.60	\$ 1,449.50	
	2					\$ 1,430.95	\$ 1,448.85	\$ 1,466.95	\$ 1,485.30	
	3					\$ 1,483.05	\$ 1,501.60	\$ 1,520.35	\$ 1,539.35	
	4					\$ 1,530.05	\$ 1,549.20	\$ 1,568.55	\$ 1,588.15	
DEP CHF MECH ENGIN	1					\$ 1,606.55	\$ 1,626.65	\$ 1,646.95	\$ 1,667.55	
	2					\$ 1,686.90	\$ 1,708.00	\$ 1,729.30	\$ 1,750.95	
CHF MECH ENGIN	-					\$ 1,855.55	\$ 1,878.75	\$ 1,902.20	\$ 1,926.00	
Biomedcial Technologists*										
BIOMED TECH GR 1	1	n/a					\$ 956.60	\$ 974.10	\$ 991.60	
	2						\$ 975.40	\$ 992.90	\$ 1,010.40	
	3						\$ 988.10	\$ 1,005.60	\$ 1,023.10	
	4						\$ 1,003.80	\$ 1,021.30	\$ 1,038.80	
BIOMED TECH GR 2	1						\$ 1,035.40	\$ 1,052.90	\$ 1,070.40	
	2						\$ 1,081.20	\$ 1,098.70	\$ 1,116.20	
	3						\$ 1,145.70	\$ 1,163.20	\$ 1,180.70	
	4						\$ 1,161.40	\$ 1,178.90	\$ 1,196.40	
BIOMED TECH GR 3	1						\$ 1,193.00	\$ 1,210.50	\$ 1,228.00	
	2						\$ 1,240.30	\$ 1,257.80	\$ 1,275.30	
	3						\$ 1,287.70	\$ 1,305.20	\$ 1,322.70	

Health Professionals Consolidated Wages Schedule										
Classification	Year	Current	1 January 2012 \$35 per week or 2.50% whichever is the greater	1 October 2012 \$35 per week or 2.50% whichever is the greater	1 October 2013 \$17.50 per week or 1.25% whichever is the greater	FFPPOA 19 March 2014	1 April 2014 \$17.50 per week or 1.25% whichever is the greater	1 October 2014 \$17.50 per week or 1.25% whichever is the greater	1 April 2015 \$17.50 per week or 1.25% whichever is the greater	
	4						\$ 1,334.80	\$ 1,352.30	\$ 1,369.80	
BIOMED TECH GR 4	1						\$ 1,366.40	\$ 1,383.90	\$ 1,401.40	
	2						\$ 1,413.80	\$ 1,431.45	\$ 1,449.35	
	3						\$ 1,464.95	\$ 1,483.25	\$ 1,501.80	
	4						\$ 1,511.45	\$ 1,530.35	\$ 1,549.45	
*Goulburn Valley Health, Royal Children's Hospital, Austin Health and Barwon Health ONLY										

## SCHEDULE C – WAGE RATES FOR HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE OFFICERS

### 1 – MANAGEMENT AND ADMINSTRATIVE OFFICERS

1.1 The following weekly rates of pay apply only to Management and Administrative Officers whose employment is covered by the classifications set out in **Part 1 of Schedule G** of this Agreement.

Classification	Pay Code	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	1 October 2014	1 April 2015
			\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
Grade 1	HS1	\$ 879.50	\$ 904.50	\$ 929.50	\$ 942.00	\$ 954.50	\$ 967.00	\$ 979.50
Grade 2	HS2	\$ 1,013.50	\$ 1,038.85	\$ 1,064.80	\$ 1,078.10	\$ 1,091.60	\$ 1,105.25	\$ 1,119.05
Grade 3	HS3	\$ 1,130.10	\$ 1,158.35	\$ 1,187.30	\$ 1,202.15	\$ 1,217.20	\$ 1,232.40	\$ 1,247.80
Grade 4	HS4	\$ 1,269.80	\$ 1,301.55	\$ 1,334.10	\$ 1,350.80	\$ 1,367.65	\$ 1,384.75	\$ 1,402.05
Grade 5	HS5	\$ 1,409.60	\$ 1,444.85	\$ 1,480.95	\$ 1,499.45	\$ 1,518.20	\$ 1,537.20	\$ 1,556.40
Grade 6	HS6	\$ 1,549.30	\$ 1,588.05	\$ 1,627.75	\$ 1,648.10	\$ 1,668.70	\$ 1,689.55	\$ 1,710.65
Grade 7	HS7	\$ 1,712.40	\$ 1,755.20	\$ 1,799.10	\$ 1,821.60	\$ 1,844.35	\$ 1,867.40	\$ 1,890.75
Grade 8	HS8	\$ 1,916.30	\$ 1,964.20	\$ 2,013.30	\$ 2,038.50	\$ 2,064.00	\$ 2,089.75	\$ 2,115.90
Grade 9	HS9	\$ 2,082.90	\$ 2,134.95	\$ 2,188.35	\$ 2,215.70	\$ 2,243.40	\$ 2,271.45	\$ 2,299.85
Grade 10	HS10	\$ 2,261.10	\$ 2,317.65	\$ 2,375.60	\$ 2,405.25	\$ 2,435.35	\$ 2,465.80	\$ 2,496.60



## 2 – MANAGEMENT AND ADMINISTRATIVE OFFICERS AT THE ROYAL WOMEN’S HOSPITAL AND ROYAL CHILDREN’S HOSPITAL

2.1 The following weekly rates of pay apply only to Management and Administrative Officers who are employed either by Royal Women’s Hospital or the Royal Children’s Hospital whose employment is covered by the classifications set in **Part 2 of Schedule G** of this Agreement.

Classification	Pay Code	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	1 October 2014	1 April 2015
			\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
<b>Grade 1 Level 1</b>	<b>AO11</b>	<b>\$ 930.22</b>	<b>\$ 955.20</b>	<b>\$ 980.20</b>	<b>\$ 992.70</b>	<b>\$ 1,005.20</b>	<b>\$ 1,017.80</b>	<b>\$ 1,030.50</b>
Grade 1 Level 2	AO12	\$ 970.68	\$ 995.70	\$ 1,020.70	\$ 1,033.45	\$ 1,046.35	\$ 1,059.45	\$ 1,072.70
<b>Grade 2 Level 1</b>	<b>AO21</b>	<b>\$ 930.22</b>	<b>\$ 955.20</b>	<b>\$ 980.20</b>	<b>\$ 992.70</b>	<b>\$ 1,005.20</b>	<b>\$ 1,017.80</b>	<b>\$ 1,030.50</b>
Grade 2 Level 2	AO22	\$ 970.68	\$ 995.70	\$ 1,020.70	\$ 1,033.45	\$ 1,046.35	\$ 1,059.45	\$ 1,072.70
Grade 2 Level 3	AO23	\$ 999.78	\$ 1,024.80	\$ 1,050.40	\$ 1,063.55	\$ 1,076.85	\$ 1,090.30	\$ 1,103.95
Grade 2 Level 4	AO24	\$ 1,029.79	\$ 1,055.55	\$ 1,081.95	\$ 1,095.45	\$ 1,109.15	\$ 1,123.00	\$ 1,137.05
Grade 2 Level 5	AO25	\$ 1,071.22	\$ 1,098.00	\$ 1,125.45	\$ 1,139.50	\$ 1,153.75	\$ 1,168.20	\$ 1,182.80
<b>Grade 3 Level 1</b>	<b>AO31</b>	<b>\$ 1,029.79</b>	<b>\$ 1,055.55</b>	<b>\$ 1,081.95</b>	<b>\$ 1,095.45</b>	<b>\$ 1,109.15</b>	<b>\$ 1,123.00</b>	<b>\$ 1,137.05</b>
Grade 3 Level 2	AO32	\$ 1,071.22	\$ 1,098.00	\$ 1,125.45	\$ 1,139.50	\$ 1,153.75	\$ 1,168.20	\$ 1,182.80
Grade 3 Level 3	AO33	\$ 1,103.36	\$ 1,130.95	\$ 1,159.20	\$ 1,173.70	\$ 1,188.40	\$ 1,203.25	\$ 1,218.30
Grade 3 Level 4	AO34	\$ 1,136.49	\$ 1,164.90	\$ 1,194.00	\$ 1,208.95	\$ 1,224.05	\$ 1,239.35	\$ 1,254.85
Grade 3 Level 5	AO35	\$ 1,152.44	\$ 1,181.25	\$ 1,210.80	\$ 1,225.95	\$ 1,241.25	\$ 1,256.75	\$ 1,272.45
<b>Grade 4 Level 1</b>	<b>AO41</b>	<b>\$ 1,136.49</b>	<b>\$ 1,164.90</b>	<b>\$ 1,194.00</b>	<b>\$ 1,208.95</b>	<b>\$ 1,224.05</b>	<b>\$ 1,239.35</b>	<b>\$ 1,254.85</b>
Grade 4 Level 2	AO42	\$ 1,152.44	\$ 1,181.25	\$ 1,210.80	\$ 1,225.95	\$ 1,241.25	\$ 1,256.75	\$ 1,272.45
Grade 4 Level 3	AO43	\$ 1,187.01	\$ 1,216.70	\$ 1,247.10	\$ 1,262.70	\$ 1,278.50	\$ 1,294.45	\$ 1,310.65
Grade 4 Level 4	AO44	\$ 1,222.63	\$ 1,253.20	\$ 1,284.55	\$ 1,300.60	\$ 1,316.85	\$ 1,333.30	\$ 1,349.95
Grade 4 Level 5	AO45	\$ 1,277.20	\$ 1,309.15	\$ 1,341.90	\$ 1,358.65	\$ 1,375.650	\$ 1,392.80	\$ 1,410.20
<b>Grade 5 Level 1</b>	<b>AO51</b>	<b>\$ 1,277.20</b>	<b>\$ 1,309.15</b>	<b>\$ 1,341.90</b>	<b>\$ 1,358.65</b>	<b>\$ 1,375.65</b>	<b>\$ 1,392.80</b>	<b>\$ 1,410.20</b>
Grade 5 Level 2	AO52	\$ 1,331.82	\$ 1,365.10	\$ 1,399.25	\$ 1,416.75	\$ 1,434.45	\$ 1,452.40	\$ 1,470.55
Grade 5 Level 3	AO53	\$ 1,371.77	\$ 1,406.05	\$ 1,441.20	\$ 1,459.25	\$ 1,477.50	\$ 1,495.95	\$ 1,514.65
Grade 5 Level 4	AO54	\$ 1,412.93	\$ 1,448.25	\$ 1,484.45	\$ 1,503.00	\$ 1,521.80	\$ 1,540.85	\$ 1,560.10
Grade 5 Level 5	AO55	\$ 1,433.09	\$ 1,468.90	\$ 1,505.65	\$ 1,524.45	\$ 1,543.50	\$ 1,562.80	\$ 1,582.35
<b>Grade 6 Level 1</b>	<b>AO61</b>	<b>\$ 1,433.09</b>	<b>\$ 1,468.90</b>	<b>\$ 1,505.65</b>	<b>\$ 1,524.45</b>	<b>\$ 1,543.50</b>	<b>\$ 1,562.80</b>	<b>\$ 1,582.35</b>
Grade 6 Level 2	AO62	\$ 1,468.55	\$ 1,505.25	\$ 1,542.90	\$ 1,562.20	\$ 1,581.75	\$ 1,601.50	\$ 1,621.50
Grade 6 Level 3	AO63	\$ 1,513.41	\$ 1,551.25	\$ 1,590.05	\$ 1,609.95	\$ 1,630.05	\$ 1,650.45	\$ 1,671.05
Grade 6 Level 4	AO64	\$ 1,557.98	\$ 1,596.95	\$ 1,636.85	\$ 1,657.30	\$ 1,678.05	\$ 1,699.05	\$ 1,720.25
Grade 6 Level 5	AO65	\$ 1,580.36	\$ 1,619.85	\$ 1,660.35	\$ 1,681.10	\$ 1,702.15	\$ 1,723.45	\$ 1,744.95
<b>Grade 7 Level 1</b>	<b>AO71</b>	<b>\$ 1,557.98</b>	<b>\$ 1,596.95</b>	<b>\$ 1,636.85</b>	<b>\$ 1,657.30</b>	<b>\$ 1,678.05</b>	<b>\$ 1,699.05</b>	<b>\$ 1,720.25</b>
Grade 7 Level 2	AO72	\$ 1,580.36	\$ 1,619.85	\$ 1,660.35	\$ 1,681.10	\$ 1,702.15	\$ 1,723.45	\$ 1,744.95
Grade 7 Level 3	AO73	\$ 1,627.77	\$ 1,668.45	\$ 1,710.20	\$ 1,731.60	\$ 1,753.20	\$ 1,775.10	\$ 1,797.30
Grade 7 Level 4	AO74	\$ 1,676.55	\$ 1,718.45	\$ 1,761.45	\$ 1,783.45	\$ 1,805.75	\$ 1,828.30	\$ 1,851.15
Grade 7 Level 5	AO75	\$ 1,700.71	\$ 1,743.25	\$ 1,786.85	\$ 1,809.15	\$ 1,831.75	\$ 1,854.65	\$ 1,877.85

Classification	Pay Code	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	1 October 2014	1 April 2015
			\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
<b>Grade 8 Level 1</b>	<b>AO81</b>	<b>\$ 1,700.71</b>	<b>\$ 1,743.25</b>	<b>\$ 1,786.85</b>	<b>\$ 1,809.15</b>	<b>\$ 1,831.75</b>	<b>\$ 1,854.65</b>	<b>\$ 1,877.85</b>
Grade 8 Level 2	AO82	\$ 1,742.85	\$ 1,786.40	\$ 1,831.10	\$ 1,854.00	\$ 1,877.15	\$ 1,900.60	\$ 1,924.35
Grade 8 Level 3	AO83	\$ 1,795.15	\$ 1,840.05	\$ 1,886.05	\$ 1,909.65	\$ 1,933.45	\$ 1,957.65	\$ 1,982.10
Grade 8 Level 4	AO84	\$ 1,849.01	\$ 1,895.25	\$ 1,942.65	\$ 1,966.90	\$ 1,991.50	\$ 2,016.40	\$ 2,041.60
Grade 8 Level 5	AO85	\$ 1,876.88	\$ 1,923.80	\$ 1,971.90	\$ 1,996.55	\$ 2,021.50	\$ 2,046.75	\$ 2,072.35

### 3 – HEALTH AND ALLIED SERVICES

3.1 The following weekly rates of pay apply only to Health and Allied Services employees whose employment is covered by the classifications set out in **Part 3 of Schedule G** of this Agreement. The rates of pay for Clerical Workers (however classified) are inclusive of the experience payments/service margins set out in **Schedule E** of this Agreement.

Classification	Year	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	1 October 2014	1 April 2015
			\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
Clerical/Administrative Services								
Clerical Worker Grade C	1	\$ 793.10	\$ 818.10	\$ 843.10	\$ 855.60	\$ 868.10	\$ 880.60	\$ 893.10
	2	\$ 798.90	\$ 823.90	\$ 848.90	\$ 861.40	\$ 873.90	\$ 886.40	\$ 898.90
	3	\$ 804.50	\$ 829.50	\$ 854.50	\$ 867.00	\$ 879.50	\$ 892.00	\$ 904.50
	4	\$ 811.30	\$ 836.30	\$ 861.30	\$ 873.80	\$ 886.30	\$ 898.80	\$ 911.30
	5+	\$ 812.50	\$ 837.50	\$ 862.50	\$ 875.00	\$ 887.50	\$ 900.00	\$ 912.50
Jnr Clerical Worker Grade C	1	\$ 555.17	\$ 580.15	\$ 605.15	\$ 617.65	\$ 630.15	\$ 642.65	\$ 655.15
	2	\$ 634.48	\$ 659.50	\$ 684.50	\$ 697.00	\$ 709.50	\$ 722.00	\$ 734.50
	3	\$ 713.79	\$ 738.80	\$ 763.80	\$ 776.30	\$ 788.80	\$ 801.30	\$ 813.80
Clerical Worker Grade B	1	\$ 819.10	\$ 844.10	\$ 869.10	\$ 881.60	\$ 894.10	\$ 906.60	\$ 919.10
	2	\$ 824.90	\$ 849.90	\$ 874.90	\$ 887.40	\$ 899.90	\$ 912.40	\$ 924.90
	3	\$ 830.50	\$ 855.50	\$ 880.50	\$ 893.00	\$ 905.50	\$ 918.00	\$ 930.50
	4	\$ 837.30	\$ 862.30	\$ 887.30	\$ 899.80	\$ 912.30	\$ 924.80	\$ 937.30
	5+	\$ 838.50	\$ 863.50	\$ 888.50	\$ 901.00	\$ 913.50	\$ 926.00	\$ 938.50
Jnr Clerical Worker Grade B	1	\$ 573.37	\$ 598.35	\$ 623.35	\$ 635.85	\$ 648.35	\$ 660.85	\$ 673.35
	2	\$ 655.28	\$ 680.30	\$ 705.30	\$ 717.80	\$ 730.30	\$ 742.80	\$ 755.30
	3	\$ 737.19	\$ 762.20	\$ 787.20	\$ 799.70	\$ 812.20	\$ 824.70	\$ 837.20
Clerical Worker Grade A	1	\$ 911.00	\$ 936.00	\$ 961.00	\$ 973.50	\$ 986.00	\$ 998.50	\$ 1,011.00

	2	\$ 916.80	\$ 941.80	\$ 966.80	\$ 979.30	\$ 991.80	\$ 1,004.30	\$ 1,016.85
	3	\$ 922.40	\$ 947.40	\$ 972.40	\$ 984.90	\$ 997.40	\$ 1,009.90	\$ 1,022.50
	4	\$ 929.20	\$ 954.20	\$ 979.20	\$ 991.70	\$ 1,004.20	\$ 1,016.75	\$ 1,029.45
	5+	\$ 930.40	\$ 955.40	\$ 980.40	\$ 992.90	\$ 1,005.40	\$ 1,017.95	\$ 1,030.70
Jnr Clerical Worker Grade A	1	\$ 637.70	\$ 662.70	\$ 687.70	\$ 700.20	\$ 712.70	\$ 725.20	\$ 737.70
	2	\$ 728.80	\$ 753.80	\$ 778.80	\$ 791.30	\$ 803.80	\$ 816.30	\$ 828.80
	3	\$ 819.90	\$ 844.90	\$ 869.90	\$ 882.40	\$ 894.90	\$ 907.40	\$ 919.90

Classification	Year	Pay Code	Skill Level	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	Effective First Full Pay Period on or after 13 June 2014	1 October 2014	1 April 2015
					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
	Dental Nurses										
Level 1 (Trainee)				\$ 336.40	\$ 361.40	\$ 386.40	\$ 398.90	\$ 411.40		\$ 423.90	\$ 436.40
Level 2				\$ 396.40	\$ 421.40	\$ 446.40	\$ 458.90	\$ 471.40		\$ 483.90	\$ 496.40
Level 3				\$ 709.50	\$ 734.50	\$ 759.50	\$ 772.00	\$ 784.50		\$ 797.00	\$ 809.50
Level 4				\$ 726.80	\$ 751.80	\$ 776.80	\$ 789.30	\$ 801.80		\$ 814.30	\$ 826.80
Level 5				\$ 736.00	\$ 761.00	\$ 786.00	\$ 798.50	\$ 811.00		\$ 823.50	\$ 836.00
Level 6				\$ 749.20	\$ 774.20	\$ 799.20	\$ 811.70	\$ 824.20		\$ 836.70	\$ 849.20
	Community Care Workers (MELBOURNE HEALTH ONLY)										
Grade 1				\$ 707.33	\$ 732.35	\$ 757.35	\$ 769.85	\$ 782.35		\$ 794.85	\$ 807.35
Grade 2				\$ 741.23	\$ 766.25	\$ 791.25	\$ 803.75	\$ 816.25		\$ 828.75	\$ 841.25
	Food Services										
Butcher		HI6	7	\$ 782.60	\$ 807.60	\$ 832.60	\$ 845.10	\$ 857.60		\$ 870.10	\$ 882.60
Chef Grade D		RG6	8	\$ 798.20	\$ 823.20	\$ 848.20	\$ 860.70	\$ 873.20		\$ 885.70	\$ 898.20
Chef Grade C		RG7	9	\$ 819.10	\$ 844.10	\$ 869.10	\$ 881.60	\$ 894.10		\$ 906.60	\$ 919.10
Chef Grade B		RG8	10	\$ 867.30	\$ 892.30	\$ 917.30	\$ 929.80	\$ 942.30		\$ 954.80	\$ 967.30
Chef Grade A		RG9	11	\$ 911.00	\$	\$	\$	\$		\$	\$

Classification	Year	Pay Code	Skill Level	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	Effective First Full Pay Period on or after 13 June 2014	1 October 2014	1 April 2015
					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
					<b>936.00</b>	<b>961.00</b>	<b>973.50</b>	<b>986.00</b>		<b>998.50</b>	<b>1,011.00</b>
<b>Cook Employed Alone</b>		<b>GR2</b>	<b>3</b>	<b>\$728.50</b>	<b>\$753.50</b>	<b>\$778.50</b>	<b>\$791.00</b>	<b>\$803.50</b>		<b>\$816.00</b>	<b>\$828.50</b>
Jnr Cook Employed Alone	1	KB6		\$510.00	\$535.00	\$560.00	\$572.50	\$585.00		\$597.50	\$610.00
	2	KB7		\$582.80	\$607.80	\$632.80	\$645.30	\$657.80		\$670.30	\$682.80
	3	KB8		\$655.60	\$680.60	\$705.60	\$718.10	\$730.60		\$743.10	\$755.60
<b>Diet Cook</b>		<b>GR7</b>	<b>3</b>	<b>\$728.50</b>	<b>\$753.50</b>	<b>\$778.50</b>	<b>\$791.00</b>	<b>\$803.50</b>		<b>\$816.00</b>	<b>\$828.50</b>
Jnr Diet Cook	1	HE4		\$510.00	\$535.00	\$560.00	\$572.50	\$585.00		\$597.50	\$610.00
	2	HE5		\$582.80	\$607.80	\$632.80	\$645.30	\$657.80		\$670.30	\$682.80
	3	HE6		\$655.60	\$680.60	\$705.60	\$718.10	\$730.60		\$743.10	\$755.60
<b>Dietary Supervisor</b>		<b>GR1</b>	<b>3</b>	<b>\$728.50</b>	<b>\$753.50</b>	<b>\$778.50</b>	<b>\$791.00</b>	<b>\$803.50</b>		<b>\$816.00</b>	<b>\$828.50</b>
Jnr Dietary Supervisor	1	HF1		\$510.00	\$535.00	\$560.00	\$572.50	\$585.00		\$597.50	\$610.00
	2	HF2		\$582.80	\$607.80	\$632.80	\$645.30	\$657.80		\$670.30	\$682.80
	3	HF3		\$655.60	\$680.60	\$705.60	\$718.10	\$730.60		\$743.10	\$755.60
<b>Food and Domestic Assistant</b>		<b>HA1</b>	<b>1</b>	<b>\$685.00</b>	<b>\$710.00</b>	<b>\$735.00</b>	<b>\$747.50</b>	<b>\$760.00</b>		<b>\$772.50</b>	<b>\$785.00</b>
Jnr Food & Domestic Assistant	1	KX1		\$479.50	\$504.50	\$529.50	\$542.00	\$554.50		\$567.00	\$579.50
	2	KX2		\$547.90	\$572.90	\$597.90	\$610.40	\$622.90		\$635.40	\$647.90
	3	KX3		\$616.40	\$641.40	\$666.40	\$678.90	\$691.40		\$703.90	\$716.40
<b>Food Monitor</b>		<b>GS6</b>	<b>4</b>	<b>\$736.90</b>	<b>\$761.90</b>	<b>\$786.90</b>	<b>\$799.40</b>	<b>\$811.90</b>		<b>\$824.40</b>	<b>\$836.90</b>
Jnr Food Monitor	1	HG4		\$515.80	\$540.80	\$565.80	\$578.30	\$590.80		\$603.30	\$615.80

Classification	Year	Pay Code	Skill Level	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	Effective First Full Pay Period on or after 13 June 2014	1 October 2014	1 April 2015
					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
	2	HG5		\$589.50	\$ 614.50	\$ 639.50	\$ 652.00	\$ 664.50		\$ 677.00	\$ 689.50
	3	HG6		\$663.20	\$ 688.20	\$ 713.20	\$ 725.70	\$ 738.20		\$ 750.70	\$ 763.20
<b>Food Services Supervisor</b>		<b>FS1</b>	<b>11</b>	<b>\$911.00</b>	<b>\$ 936.00</b>	<b>\$ 961.00</b>	<b>\$ 973.50</b>	<b>\$ 986.00</b>		<b>\$ 998.50</b>	<b>\$ 1,011.00</b>
Jnr Food Services Supervisor	1	FS2		\$637.70	\$ 662.70	\$ 687.70	\$ 700.20	\$ 712.70		\$ 725.20	\$ 737.70
	2	FS3		\$728.70	\$ 753.70	\$ 778.70	\$ 791.20	\$ 803.70		\$ 816.20	\$ 828.70
	3	FS4		\$819.80	\$ 844.80	\$ 869.80	\$ 882.30	\$ 894.80		\$ 907.30	\$ 919.80
<b>Other Cook</b>		<b>GS5</b>	<b>1</b>	<b>\$685.00</b>	<b>\$ 710.00</b>	<b>\$ 735.00</b>	<b>\$ 747.50</b>	<b>\$ 760.00</b>		<b>\$ 772.50</b>	<b>\$ 785.00</b>
<b>Pastry Cook (Other)</b>		<b>GS2</b>		<b>\$728.50</b>	<b>\$ 753.50</b>	<b>\$ 778.50</b>	<b>\$ 791.00</b>	<b>\$ 803.50</b>		<b>\$ 816.00</b>	<b>\$ 828.50</b>
Jnr Pastry Cook	1	HF4		\$510.00	\$ 535.00	\$ 560.00	\$ 572.50	\$ 585.00		\$ 597.50	\$ 610.00
	2	HF5		\$582.80	\$ 607.80	\$ 632.80	\$ 645.30	\$ 657.80		\$ 670.30	\$ 682.80
	3	HF6		\$655.60	\$ 680.60	\$ 705.60	\$ 718.10	\$ 730.60		\$ 743.10	\$ 755.60
<b>Pastry Cook (Trades)</b>		<b>GS1</b>	<b>7</b>	<b>\$782.60</b>	<b>\$ 807.60</b>	<b>\$ 832.60</b>	<b>\$ 845.10</b>	<b>\$ 857.60</b>		<b>\$ 870.10</b>	<b>\$ 882.60</b>
Jnr Pastry Cook (Trades)	1	GT1		\$547.80	\$ 572.80	\$ 597.80	\$ 610.30	\$ 622.80		\$ 635.30	\$ 647.80
	2	GT2		\$626.10	\$ 651.10	\$ 676.10	\$ 688.60	\$ 701.10		\$ 713.60	\$ 726.10
	3	GT3		\$704.40	\$ 729.40	\$ 754.40	\$ 766.90	\$ 779.40		\$ 791.90	\$ 804.40
<b>Second Cook Grade D</b>		<b>RH2</b>	<b>7</b>	<b>\$782.60</b>	<b>\$ 807.60</b>	<b>\$ 832.60</b>	<b>\$ 845.10</b>	<b>\$ 857.60</b>		<b>\$ 870.10</b>	<b>\$ 882.60</b>
<b>Second Cook Grade C</b>		<b>RH3</b>	<b>8</b>	<b>\$798.20</b>	<b>\$ 823.20</b>	<b>\$ 848.20</b>	<b>\$ 860.70</b>	<b>\$ 873.20</b>		<b>\$ 885.70</b>	<b>\$ 898.20</b>
Jnr Second Cook Grade C	1	GT5		\$558.80	\$ 583.80	\$ 608.80	\$ 621.30	\$ 633.80		\$ 646.30	\$ 658.80
	2	GT6		\$638.60	\$ 663.60	\$ 688.60	\$ 701.10	\$ 713.60		\$ 726.10	\$ 738.60

Classification	Year	Pay Code	Skill Level	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	Effective First Full Pay Period on or after 13 June 2014	1 October 2014	1 April 2015
					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
					663.60	688.60	701.10	713.60		726.10	738.60
	3	GT7		\$718.40	\$743.40	\$768.40	\$780.90	\$793.40		\$805.90	\$818.40
<b>Second Cook Grade B</b>		<b>RH4</b>	<b>9</b>	<b>\$819.10</b>	<b>\$844.10</b>	<b>\$869.10</b>	<b>\$881.60</b>	<b>\$894.10</b>		<b>\$906.60</b>	<b>\$919.10</b>
Jnr Chef Grade B	1	RG1		\$607.10	\$632.10	\$657.10	\$669.60	\$682.10		\$694.60	\$707.10
	2	RG2		\$693.90	\$718.90	\$743.90	\$756.40	\$768.90		\$781.40	\$793.90
	3	RG3		\$780.60	\$805.60	\$830.60	\$843.10	\$855.60		\$868.10	\$880.60
<b>Second Cook Grade A</b>		<b>RH5</b>	<b>10</b>	<b>\$867.30</b>	<b>\$892.30</b>	<b>\$917.30</b>	<b>\$929.80</b>	<b>\$942.30</b>		<b>\$954.80</b>	<b>\$967.30</b>
<b>Sweets Cook</b>		<b>GR8</b>	<b>3</b>	<b>\$728.50</b>	<b>\$753.50</b>	<b>\$778.50</b>	<b>\$791.00</b>	<b>\$803.50</b>		<b>\$816.00</b>	<b>\$828.50</b>
Jnr Sweets Cook	1	HG1		\$510.00	\$535.00	\$560.00	\$572.50	\$585.00		\$597.50	\$610.00
	2	HG2		\$582.80	\$607.80	\$632.80	\$645.30	\$657.80		\$670.30	\$682.80
	3	HG3		\$655.60	\$680.60	\$705.60	\$718.10	\$730.60		\$743.10	\$755.60
<b>Trade Cook</b>		<b>GR3</b>	<b>7</b>	<b>\$782.60</b>	<b>\$807.60</b>	<b>\$832.60</b>	<b>\$845.10</b>	<b>\$857.60</b>		<b>\$870.10</b>	<b>\$882.60</b>
Apprentice Cook	1	LE1		\$430.40	\$455.40	\$480.40	\$492.90	\$505.40		\$517.90	\$530.40
	2	LE2		\$508.70	\$533.70	\$558.70	\$571.20	\$583.70		\$596.20	\$608.70
	3	LE3		\$626.10	\$651.10	\$676.10	\$688.60	\$701.10		\$713.60	\$726.10
	4	LE4		\$743.50	\$768.50	\$793.50	\$806.00	\$818.50		\$831.00	\$843.50
<b>General Services</b>											
<b>All other Employees (not provided for elsewhere)</b>		<b>KM1</b>	<b>1</b>	<b>\$685.00</b>	<b>\$710.00</b>	<b>\$735.00</b>	<b>\$747.50</b>	<b>\$760.00</b>		<b>\$772.50</b>	<b>\$785.00</b>
Jnr All Other Employees	1	LM2		\$479.50	\$504.50	\$529.50	\$542.00	\$554.50		\$567.00	\$579.50
	2	LM3		\$547.90	\$	\$	\$	\$		\$	\$

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					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
					572.90	597.90	610.40	622.90		635.40	647.90
	3	LM4		\$616.40	\$ 641.40	\$ 666.40	\$ 678.90	\$ 691.40		\$ 703.90	\$ 716.40
<b>Ambulance Driver/Assistant (Other)</b>		<b>JJ6</b>	<b>5</b>	<b>\$754.70</b>	<b>\$ 779.70</b>	<b>\$ 804.70</b>	<b>\$ 817.20</b>	<b>\$ 829.70</b>		<b>\$ 842.20</b>	<b>\$ 854.70</b>
Jnr Ambulance Driver/Assistant (Other)	1	JK1		\$528.30	\$ 553.30	\$ 578.30	\$ 590.80	\$ 603.30		\$ 615.80	\$ 628.30
	2	JK2		\$603.70	\$ 628.70	\$ 653.70	\$ 666.20	\$ 678.70		\$ 691.20	\$ 703.70
	3	JK3		\$679.20	\$ 704.20	\$ 729.20	\$ 741.70	\$ 754.20		\$ 766.70	\$ 779.20
<b>Ambulance Driver/Assistant (Certificate)</b>		<b>JJ5</b>	<b>6</b>	<b>\$763.60</b>	<b>\$ 788.60</b>	<b>\$ 813.60</b>	<b>\$ 826.10</b>	<b>\$ 838.60</b>		<b>\$ 851.10</b>	<b>\$ 863.60</b>
Jnr Ambulance Driver/Assistant (Certificate)	1	JK5		\$534.50	\$ 559.50	\$ 584.50	\$ 597.00	\$ 609.50		\$ 622.00	\$ 634.50
	2	JK6		\$610.90	\$ 635.90	\$ 660.90	\$ 673.40	\$ 685.90		\$ 698.40	\$ 710.90
	3	JK7		\$687.20	\$ 712.20	\$ 737.20	\$ 749.70	\$ 762.20		\$ 774.70	\$ 787.20
<b>Car Park Attendant</b>		<b>KF9</b>	<b>1</b>	<b>\$685.00</b>	<b>\$ 710.00</b>	<b>\$ 735.00</b>	<b>\$ 747.50</b>	<b>\$ 760.00</b>		<b>\$ 772.50</b>	<b>\$ 785.00</b>
Jnr Car Park Attendant	1	KG1		\$479.50	\$ 504.50	\$ 529.50	\$ 542.00	\$ 554.50		\$ 567.00	\$ 579.50
	2	KG2		\$547.90	\$ 572.90	\$ 597.90	\$ 610.40	\$ 622.90		\$ 635.40	\$ 647.90
	3	KG3		\$616.40	\$ 641.40	\$ 666.40	\$ 678.90	\$ 691.40		\$ 703.90	\$ 716.40
<b>Cleaner Windows</b>		<b>JN1</b>	<b>2</b>	<b>\$711.00</b>	<b>\$ 736.00</b>	<b>\$ 761.00</b>	<b>\$ 773.50</b>	<b>\$ 786.00</b>		<b>\$ 798.50</b>	<b>\$ 811.00</b>
Jnr Cleaner Windows	1	JN2		\$497.70	\$ 522.70	\$ 547.70	\$ 560.20	\$ 572.70		\$ 585.20	\$ 597.70
	2	JN3		\$568.70	\$ 593.70	\$ 618.70	\$ 631.20	\$ 643.70		\$ 656.20	\$ 668.70
	3	JN4		\$639.80	\$ 664.80	\$ 689.80	\$ 702.30	\$ 714.80		\$ 727.30	\$ 739.80
<b>Driver &lt;1.25 tonnes</b>		<b>JJ9</b>	<b>3</b>	<b>\$728.50</b>	<b>\$ 753.50</b>	<b>\$ 778.50</b>	<b>\$ 791.00</b>	<b>\$ 803.50</b>		<b>\$ 816.00</b>	<b>\$ 828.50</b>

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					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
Jnr Driver <1.25 tonnes	1	LI6		\$510.00	\$535.00	\$560.00	\$572.50	\$585.00		\$597.50	\$610.00
	2	LI7		\$582.80	\$607.80	\$632.80	\$645.30	\$657.80		\$670.30	\$682.80
	3	IJ1		\$655.60	\$680.60	\$705.60	\$718.10	\$730.60		\$743.10	\$755.60
<b>Driver 1.25-3.0 Tonnes</b>		<b>JJ8</b>	<b>5</b>	<b>\$754.70</b>	<b>\$779.70</b>	<b>\$804.70</b>	<b>\$817.20</b>	<b>\$829.70</b>		<b>\$842.20</b>	<b>\$854.70</b>
Jnr Driver 1.25-3.0 Tonnes	1	LI1		\$528.30	\$553.30	\$578.30	\$590.80	\$603.30		\$615.80	\$628.30
	2	LI2		\$603.70	\$628.70	\$653.70	\$666.20	\$678.70		\$691.20	\$703.70
	3	LI3		\$679.20	\$704.20	\$729.20	\$741.70	\$754.20		\$766.70	\$779.20
<b>Driver Over 3 Tonnes</b>		<b>JJ7</b>	<b>6</b>	<b>\$763.60</b>	<b>\$788.60</b>	<b>\$813.60</b>	<b>\$826.10</b>	<b>\$838.60</b>	\$857.60	\$870.10	\$882.60
Jnr Driver Over 3 Tonnes	1	JL1		\$534.50	\$559.50	\$584.50	\$597.00	\$609.50		\$622.00	\$634.50
	2	JL2		\$610.90	\$635.90	\$660.90	\$673.40	\$685.90		\$698.40	\$710.90
	3	JL3		\$687.20	\$712.20	\$737.20	\$749.70	\$762.20		\$774.70	\$787.20
<b>Driver Articulated 12-13 Tonnes</b>		<b>JJ4</b>	<b>7</b>	<b>\$782.60</b>	<b>\$807.60</b>	<b>\$832.60</b>	<b>\$845.10</b>	<b>\$857.60</b>		<b>\$870.10</b>	<b>\$882.60</b>
Jnr Driver Articulated 12-13 Tonnes	1	JL4		\$547.80	\$572.80	\$597.80	\$610.30	\$622.80		\$635.30	\$647.80
	2	JL5		\$626.10	\$651.10	\$676.10	\$688.60	\$701.10		\$713.60	\$726.10
	3	JL6		\$704.40	\$729.40	\$754.40	\$766.90	\$779.40		\$791.90	\$804.40
<b>Assistant Gardener</b>		<b>JP9</b>	<b>1</b>	<b>\$685.00</b>	<b>\$710.00</b>	<b>\$735.00</b>	<b>\$747.50</b>	<b>\$760.00</b>		<b>\$772.50</b>	<b>\$785.00</b>
Jnr Assistant Gardener	1	LA1		\$479.50	\$504.50	\$529.50	\$542.00	\$554.50		\$567.00	\$579.50
	2	LA2		\$547.90	\$572.90	\$597.90	\$610.40	\$622.90		\$635.40	\$647.90
	3	LA3		\$616.40	\$	\$	\$	\$		\$	\$



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					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
					641.40	666.40	678.90	691.40		703.90	716.40
<b>Gardener (Non-Trade)</b>		<b>JP5</b>	<b>2</b>	<b>\$711.00</b>	<b>\$736.00</b>	<b>\$761.00</b>	<b>\$773.50</b>	<b>\$786.00</b>		<b>\$798.50</b>	<b>\$811.00</b>
Jnr Gardener (Non-Trade)	1	JP6		\$497.70	\$522.70	\$547.70	\$560.20	\$572.70		\$585.20	\$597.70
	2	JP7		\$568.70	\$593.70	\$618.70	\$631.20	\$643.70		\$656.20	\$668.70
	3	JP8		\$639.80	\$664.80	\$689.80	\$702.30	\$714.80		\$727.30	\$739.80
<b>Gardener Trade</b>		<b>GF6</b>	<b>7</b>	<b>\$782.60</b>	<b>\$807.60</b>	<b>\$832.60</b>	<b>\$845.10</b>	<b>\$857.60</b>		<b>\$870.10</b>	<b>\$882.60</b>
Jnr Gardener (Trade)	1	GF7		\$547.80	\$572.80	\$597.80	\$610.30	\$622.80		\$635.30	\$647.80
	2	GF8		\$626.10	\$651.10	\$676.10	\$688.60	\$701.10		\$713.60	\$726.10
	3	GF9		\$704.40	\$729.40	\$754.40	\$766.90	\$779.40		\$791.90	\$804.40
<b>Gardener Advanced</b>		<b>GO1</b>	<b>9</b>	<b>\$819.10</b>	<b>\$844.10</b>	<b>\$869.10</b>	<b>\$881.60</b>	<b>\$894.10</b>		<b>\$906.60</b>	<b>\$919.10</b>
Jnr Gardener Advanced	1	GO2		\$573.30	\$598.30	\$623.30	\$635.80	\$648.30		\$660.80	\$673.30
	2	GO3		\$655.20	\$680.20	\$705.20	\$717.70	\$730.20		\$742.70	\$755.20
	3	GO4		\$737.10	\$762.10	\$787.10	\$799.60	\$812.10		\$824.60	\$837.10
<b>Garden Superintendant</b>		<b>GM5</b>	<b>11</b>	<b>\$911.00</b>	<b>\$936.00</b>	<b>\$961.00</b>	<b>\$973.50</b>	<b>\$986.00</b>		<b>\$998.50</b>	<b>\$1,011.00</b>
Jnr Garden Superintendant	1	GM7		\$637.70	\$662.70	\$687.70	\$700.20	\$712.70		\$725.20	\$737.70
	2	GM8		\$728.70	\$753.70	\$778.70	\$791.20	\$803.70		\$816.20	\$828.70
	3	GM9		\$819.80	\$844.80	\$869.80	\$882.30	\$894.80		\$907.30	\$919.80
<b>General Services Supervisor</b>		<b>GN1</b>	<b>11</b>	<b>\$911.00</b>	<b>\$936.00</b>	<b>\$961.00</b>	<b>\$973.50</b>	<b>\$986.00</b>		<b>\$998.50</b>	<b>\$1,011.00</b>
Jnr General Services Supervisor	1	GN2		\$637.70	\$662.70	\$687.70	\$700.20	\$712.70		\$725.20	\$737.70

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					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
	2	GN3		\$ 728.70	\$ 753.70	\$ 778.70	\$ 791.20	\$ 803.70		\$ 816.20	\$ 828.70
	3	GN4		\$ 819.80	\$ 844.80	\$ 869.80	\$ 882.30	\$ 894.80		\$ 907.30	\$ 919.80
<b>Handyperson (Unqualified)</b>		<b>KH6</b>	<b>1</b>	<b>\$ 685.00</b>	<b>\$ 710.00</b>	<b>\$ 735.00</b>	<b>\$ 747.50</b>	<b>\$ 760.00</b>		<b>\$ 772.50</b>	<b>\$ 785.00</b>
Jnr Handyperson (Unqualified)	1	LM7		\$ 479.50	\$ 504.50	\$ 529.50	\$ 542.00	\$ 554.50		\$ 567.00	\$ 579.50
	2	LM8		\$ 547.90	\$ 572.90	\$ 597.90	\$ 610.40	\$ 622.90		\$ 635.40	\$ 647.90
	3	LM9		\$ 616.40	\$ 641.40	\$ 666.40	\$ 678.90	\$ 691.40		\$ 703.90	\$ 716.40
<b>Handyperson Trade</b>		<b>GH1</b>	<b>7</b>	<b>\$ 782.60</b>	<b>\$ 807.60</b>	<b>\$ 832.60</b>	<b>\$ 845.10</b>	<b>\$ 857.60</b>		<b>\$ 870.10</b>	<b>\$ 882.60</b>
Jnr Handyperson Trade	1	GH2		\$ 547.80	\$ 572.80	\$ 597.80	\$ 610.30	\$ 622.80		\$ 635.30	\$ 647.80
	2	GH3		\$ 626.10	\$ 651.10	\$ 676.10	\$ 688.60	\$ 701.10		\$ 713.60	\$ 726.10
	3	GH4		\$ 704.40	\$ 729.40	\$ 754.40	\$ 766.90	\$ 779.40		\$ 791.90	\$ 804.40
<b>Handyperson Advanced</b>		<b>GL6</b>	<b>9</b>	<b>\$ 819.10</b>	<b>\$ 844.10</b>	<b>\$ 869.10</b>	<b>\$ 881.60</b>	<b>\$ 894.10</b>		<b>\$ 906.60</b>	<b>\$ 919.10</b>
Jnr Handyperson Advanced	1	GL7		\$ 573.30	\$ 598.30	\$ 623.30	\$ 635.80	\$ 648.30		\$ 660.80	\$ 673.30
	2	GL8		\$ 655.20	\$ 680.20	\$ 705.20	\$ 717.70	\$ 730.20		\$ 742.70	\$ 755.20
	3	GL9		\$ 737.10	\$ 762.10	\$ 787.10	\$ 799.60	\$ 812.10		\$ 824.60	\$ 837.10
<b>Hospital Attendant</b>		<b>KG4</b>	<b>3</b>	<b>\$ 728.50</b>	<b>\$ 753.50</b>	<b>\$ 778.50</b>	<b>\$ 791.00</b>	<b>\$ 803.50</b>		<b>\$ 816.00</b>	<b>\$ 828.50</b>
Jnr Hospital Attendant	1	JZ7		\$ 510.00	\$ 535.00	\$ 560.00	\$ 572.50	\$ 585.00		\$ 597.50	\$ 610.00
	2	JZ8		\$ 582.80	\$ 607.80	\$ 632.80	\$ 645.30	\$ 657.80		\$ 670.30	\$ 682.80
	3	JZ9		\$ 655.60	\$ 680.60	\$ 705.60	\$ 718.10	\$ 730.60		\$ 743.10	\$ 755.60
<b>Housekeeper</b>		<b>GV9</b>	<b>2</b>	<b>\$ 711.00</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>	<b>\$</b>

Classification	Year	Pay Code	Skill Level	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	Effective First Full Pay Period on or after 13 June 2014	1 October 2014	1 April 2015
					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
					<b>736.00</b>	<b>761.00</b>	<b>773.50</b>	<b>786.00</b>		<b>798.50</b>	<b>811.00</b>
Jnr Housekeeper	1	KV8		\$497.70	\$522.70	\$547.70	\$560.20	\$572.70		\$585.20	\$597.70
	2	KV9		\$568.70	\$593.70	\$618.70	\$631.20	\$643.70		\$656.20	\$668.70
	3	KW1		\$639.80	\$664.80	\$689.80	\$702.30	\$714.80		\$727.30	\$739.80
<b>Incinerator Attendant</b>		<b>JQ4</b>	<b>1</b>	<b>\$685.00</b>	<b>\$710.00</b>	<b>\$735.00</b>	<b>\$747.50</b>	<b>\$760.00</b>		<b>\$772.50</b>	<b>\$785.00</b>
Jnr Incinerator Attendant	1	KC6		\$479.50	\$504.50	\$529.50	\$542.00	\$554.50		\$567.00	\$579.50
	2	KC7		\$568.70	\$593.70	\$618.70	\$631.20	\$643.70		\$656.20	\$668.70
	3	KC8		\$639.80	\$664.80	\$689.80	\$702.30	\$714.80		\$727.30	\$739.80
<b>Laundryhand</b>		<b>HK6</b>	<b>1</b>	<b>\$685.00</b>	<b>\$710.00</b>	<b>\$735.00</b>	<b>\$747.50</b>	<b>\$760.00</b>	<b>\$771.30</b>	<b>\$783.80</b>	<b>\$796.30</b>
Jnr Laundryhand	1	KZ4		\$479.50	\$504.50	\$529.50	\$542.00	\$554.50	\$565.80	\$578.30	\$590.80
	2	KZ5		\$547.90	\$572.90	\$597.90	\$610.40	\$622.90	\$634.20	\$646.70	\$659.20
	3	KZ6		\$616.40	\$641.40	\$666.40	\$678.90	\$691.40	\$702.70	\$715.20	\$727.70
<b>Laundry Operator</b>		<b>HK2</b>	<b>2</b>	<b>\$711.00</b>	<b>\$736.00</b>	<b>\$761.00</b>	<b>\$773.50</b>	<b>\$786.00</b>		<b>\$798.50</b>	<b>\$811.00</b>
Jnr Laundry Operator	1	JZ4		\$497.70	\$522.70	\$547.70	\$560.20	\$572.70		\$585.20	\$597.70
	2	JZ5		\$568.70	\$593.70	\$618.70	\$631.20	\$643.70		\$656.20	\$668.70
	3	JZ6		\$639.80	\$664.80	\$689.80	\$702.30	\$714.80		\$727.30	\$739.80
<b>Lift Attendant</b>		<b>KG5</b>	<b>1</b>	<b>\$685.00</b>	<b>\$710.00</b>	<b>\$735.00</b>	<b>\$747.50</b>	<b>\$760.00</b>		<b>\$772.50</b>	<b>\$785.00</b>
Jnr Lift Attendant	1	KG7		\$479.50	\$504.50	\$529.50	\$542.00	\$554.50		\$567.00	\$579.50
	2	KG8		\$547.90	\$572.90	\$597.90	\$610.40	\$622.90		\$635.40	\$647.90

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					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
	3	KG9		\$616.40	\$ 641.40	\$ 666.40	\$ 678.90	\$ 691.40		\$ 703.90	\$ 716.40
<b>Orderly/Cleaner</b>		<b>IJ1</b>	<b>1</b>	<b>\$685.00</b>	<b>\$ 710.00</b>	<b>\$ 735.00</b>	<b>\$ 747.50</b>	<b>\$ 760.00</b>		<b>\$ 772.50</b>	<b>\$ 785.00</b>
Jnr Orderly/Cleaner	1	LJ9		\$479.50	\$ 504.50	\$ 529.50	\$ 542.00	\$ 554.50		\$ 567.00	\$ 579.50
	2	LK1		\$547.90	\$ 572.90	\$ 597.90	\$ 610.40	\$ 622.90		\$ 635.40	\$ 647.90
	3	LK2		\$616.40	\$ 641.40	\$ 666.40	\$ 678.90	\$ 691.40		\$ 703.90	\$ 716.40
<b>Printer Trade</b>		<b>GH6</b>	<b>7</b>	<b>\$782.60</b>	<b>\$ 807.60</b>	<b>\$ 832.60</b>	<b>\$ 845.10</b>	<b>\$ 857.60</b>		<b>\$ 870.10</b>	<b>\$ 882.60</b>
Jnr Printer Trade	1	GH7		\$547.80	\$ 572.80	\$ 597.80	\$ 610.30	\$ 622.80		\$ 635.30	\$ 647.80
	2	GH8		\$626.10	\$ 651.10	\$ 676.10	\$ 688.60	\$ 701.10		\$ 713.60	\$ 726.10
	3	GH9		\$704.40	\$ 729.40	\$ 754.40	\$ 766.90	\$ 779.40		\$ 791.90	\$ 804.40
Printer Advanced		<b>GM1</b>	<b>9</b>	<b>\$819.10</b>	<b>\$ 844.10</b>	<b>\$ 869.10</b>	<b>\$ 881.60</b>	<b>\$ 894.10</b>		<b>\$ 906.60</b>	<b>\$ 919.10</b>
Jnr Printer Advanced	1	GM2		\$573.30	\$ 598.30	\$ 623.30	\$ 635.80	\$ 648.30		\$ 660.80	\$ 673.30
	2	GM3		\$655.20	\$ 680.20	\$ 705.20	\$ 717.70	\$ 730.20		\$ 742.70	\$ 755.20
	3	GM4		\$737.10	\$ 762.10	\$ 787.10	\$ 799.60	\$ 812.10		\$ 824.60	\$ 837.10
Seamsperson		<b>KN1</b>	<b>1</b>	<b>\$685.00</b>	<b>\$ 710.00</b>	<b>\$ 735.00</b>	<b>\$ 747.50</b>	<b>\$ 760.00</b>		<b>\$ 772.50</b>	<b>\$ 785.00</b>
Jnr Seamsperson	1	LB7		\$479.50	\$ 504.50	\$ 529.50	\$ 542.00	\$ 554.50		\$ 567.00	\$ 579.50
	2	LB8		\$547.90	\$ 572.90	\$ 597.90	\$ 610.40	\$ 622.90		\$ 635.40	\$ 647.90
	3	LB9		\$616.40	\$ 641.40	\$ 666.40	\$ 678.90	\$ 691.40		\$ 703.90	\$ 716.40
Seamsperson - Cuts & Fits		<b>KM9</b>	<b>2</b>	<b>\$711.00</b>	<b>\$ 736.00</b>	<b>\$ 761.00</b>	<b>\$ 773.50</b>	<b>\$ 786.00</b>		<b>\$ 798.50</b>	<b>\$ 811.00</b>
	1	LA6		\$497.70	\$	\$	\$	\$		\$	\$

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Jnr Seamsperson - Cuts & Fits					522.70	547.70	560.20	572.70		585.20	597.70
	2	LA7		\$568.70	\$593.70	\$618.70	\$631.20	\$643.70		\$656.20	\$668.70
	3	LA8		\$639.80	\$664.80	\$689.80	\$702.30	\$714.80		\$727.30	\$739.80
Security Officer Grade 1		<b>GF1</b>	<b>5</b>	<b>\$757.70</b>	<b>\$782.70</b>	<b>\$807.70</b>	<b>\$820.20</b>	<b>\$832.70</b>		<b>\$845.20</b>	<b>\$857.70</b>
Jnr Security Officer Grade 1	1	GF2		\$528.30	\$553.30	\$578.30	\$590.80	\$603.30		\$615.80	\$628.30
	2	GF3		\$603.70	\$628.70	\$653.70	\$666.20	\$678.70		\$691.20	\$703.70
	3	GF4		\$679.20	\$704.20	\$729.20	\$741.70	\$754.20		\$766.70	\$779.20
Security Officer Grade 2		<b>GK1</b>	<b>7</b>	<b>\$782.60</b>	<b>\$807.60</b>	<b>\$832.60</b>	<b>\$845.10</b>	<b>\$857.60</b>		<b>\$870.10</b>	<b>\$882.60</b>
Jnr Security Officer Grade 2	1	GK2		\$547.80	\$572.80	\$597.80	\$610.30	\$622.80		\$635.30	\$647.80
	2	GK3		\$626.10	\$651.10	\$676.10	\$688.60	\$701.10		\$713.60	\$726.10
	3	GK4		\$704.40	\$729.40	\$754.40	\$766.90	\$779.40		\$791.90	\$804.40
Sorter/Packer Linen		<b>HK5</b>	<b>1</b>	<b>\$685.00</b>	<b>\$710.00</b>	<b>\$735.00</b>	<b>\$747.50</b>	<b>\$760.00</b>		<b>\$772.50</b>	<b>\$785.00</b>
Jnr Sorter/Packer Linen	1	KA1		\$479.50	\$504.50	\$529.50	\$542.00	\$554.50		\$567.00	\$579.50
	2	KA2		\$547.90	\$572.90	\$597.90	\$610.40	\$622.90		\$635.40	\$647.90
	3	KA3		\$616.40	\$641.40	\$666.40	\$678.90	\$691.40		\$703.90	\$716.40
Storeperson		<b>JQ8</b>	<b>2</b>	<b>\$711.00</b>	<b>\$736.00</b>	<b>\$761.00</b>	<b>\$773.50</b>	<b>\$786.00</b>		<b>\$798.50</b>	<b>\$811.00</b>
Jnr Storeperson	1	LJ4		\$497.70	\$522.70	\$547.70	\$560.20	\$572.70		\$585.20	\$597.70
	2	LJ5		\$568.70	\$593.70	\$618.70	\$631.20	\$643.70		\$656.20	\$668.70
	3	LJ6		\$639.80	\$664.80	\$689.80	\$702.30	\$714.80		\$727.30	\$739.80

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Storeperson Alone		JR3	3	\$728.50	\$753.50	\$778.50	\$791.00	\$803.50		\$816.00	\$828.50
Storeperson Advanced		GK6	7	\$782.60	\$807.60	\$832.60	\$845.10	\$857.60		\$870.10	\$882.60
Jnr Storeperson Advanced	1	GK7		\$547.80	\$572.80	\$597.80	\$610.30	\$622.80		\$635.30	\$647.80
	2	GK8		\$626.10	\$651.10	\$676.10	\$688.60	\$701.10		\$713.60	\$726.10
	3	GK9		\$704.40	\$729.40	\$754.40	\$766.90	\$779.40		\$791.90	\$804.40
<b>Technical, Clinical and Personal Care</b>											
Allied Health Assistant Grade 1		TB1		\$740.10	\$765.10	\$790.10	\$802.60	\$815.10	\$830.10	\$842.60	\$855.10
Jnr Allied Health Assistant Grade 1	1	KC1		\$518.00	\$543.00	\$568.00	\$580.50	\$593.00	\$608.00	\$620.50	\$633.00
	2	KC2		\$592.00	\$617.00	\$642.00	\$654.50	\$667.00	\$682.00	\$694.50	\$707.00
	3	KC3		\$666.10	\$691.10	\$716.10	\$728.60	\$741.10	\$756.10	\$768.60	\$781.10
Allied Health Assistant Grade 2		TC1		\$853.40	\$878.40	\$903.40	\$915.90	\$928.40	\$943.40	\$955.90	\$968.40
Jnr Allied Health Assistant Grade 2	1	KD1		\$597.40	\$622.40	\$647.40	\$659.90	\$672.40	\$687.40	\$699.90	\$712.40
	2	KD2		\$682.70	\$707.70	\$732.70	\$745.20	\$757.70	\$772.70	\$785.20	\$797.70
	3	KD3		\$768.10	\$793.10	\$818.10	\$830.60	\$843.10	\$858.10	\$870.60	\$883.10
Allied Health Assistant Grade 3		TC2		\$903.10	\$928.10	\$953.10	\$965.60	\$978.10	\$993.10	\$1,005.60	\$1,018.20
Jnr Allied Health Assistant Grade 3	1	KD4		\$632.20	\$657.20	\$682.20	\$694.70	\$707.20	\$722.20	\$734.70	\$747.20
	2	KD5		\$722.50	\$747.50	\$772.50	\$785.00	\$797.50	\$812.50	\$825.00	\$837.50
	3	KD6		\$812.90	\$837.90	\$862.90	\$875.40	\$887.90	\$902.90	\$915.40	\$927.90
Anaesthetic Technician Grade 1		TF6		\$853.40	\$888.40	\$923.40	\$940.90	\$958.40		\$975.90	\$993.40

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Jnr Anaesthetic Technician Grade 1	1	TF7		\$597.40	\$ 632.40	\$ 667.40	\$ 684.90	\$ 702.40		\$ 719.90	\$ 737.40
	2	TF8		\$682.70	\$ 717.70	\$ 752.70	\$ 770.20	\$ 787.70		\$ 805.20	\$ 822.70
	3	TF9		\$768.10	\$ 803.10	\$ 838.10	\$ 855.60	\$ 873.10		\$ 890.60	\$ 908.10
<b>Anaesthetic Technician Grade 2</b>		<b>TF10</b>		<b>\$911.10</b>	<b>\$ 946.10</b>	<b>\$ 981.10</b>	<b>\$ 998.60</b>	<b>\$ 1,016.10</b>		<b>\$ 1,033.60</b>	<b>\$ 1,051.10</b>
Jnr Anaesthetic Technician Grade 2	1	TF11		\$637.70	\$ 672.70	\$ 707.70	\$ 725.20	\$ 742.70		\$ 760.20	\$ 777.70
	2	TF12		\$728.80	\$ 763.80	\$ 798.80	\$ 816.30	\$ 833.80		\$ 851.30	\$ 868.80
	3	TF13		\$819.90	\$ 854.90	\$ 889.90	\$ 907.40	\$ 924.90		\$ 942.40	\$ 959.90
<b>Anaesthetic Technician Grade 3</b>		<b>TF14</b>		<b>\$977.80</b>	<b>\$ 1,012.80</b>	<b>\$ 1,047.80</b>	<b>\$ 1,065.30</b>	<b>\$ 1,082.80</b>		<b>\$ 1,100.30</b>	<b>\$ 1,117.80</b>
Jnr Anaesthetic Technician Grade 3	1	TF15		\$684.40	\$ 719.40	\$ 754.40	\$ 771.90	\$ 789.40		\$ 806.90	\$ 824.40
	2	TF16		\$782.20	\$ 817.20	\$ 852.20	\$ 869.70	\$ 887.20		\$ 904.70	\$ 922.20
	3	TF17		\$880.00	\$ 915.00	\$ 950.00	\$ 967.50	\$ 985.00		\$ 1,002.50	\$ 1,020.00
<b>Anaesthetic Technician Grade 4</b>		<b>TF18</b>		<b>\$1,035.10</b>	<b>\$ 1,070.10</b>	<b>\$ 1,105.10</b>	<b>\$ 1,122.60</b>	<b>\$ 1,140.10</b>		<b>\$ 1,157.60</b>	<b>\$ 1,175.10</b>
Jnr Anaesthetic Technician Grade 4	1	TF19		\$724.50	\$ 759.50	\$ 794.50	\$ 812.00	\$ 829.50		\$ 847.00	\$ 864.50
	2	TF20		\$828.00	\$ 863.00	\$ 898.00	\$ 915.50	\$ 933.00		\$ 950.50	\$ 968.00
	3	TF21		\$931.50	\$ 966.50	\$ 1,001.50	\$ 1,019.00	\$ 1,036.50		\$ 1,054.00	\$ 1,071.50
<b>Animal House Attendant</b>		<b>JH1</b>	<b>1</b>	<b>\$685.00</b>	<b>\$ 710.00</b>	<b>\$ 735.00</b>	<b>\$ 747.50</b>	<b>\$ 760.00</b>		<b>\$ 772.50</b>	<b>\$ 785.00</b>
Jnr Animal House Attendant	1	LH 5		\$479.50	\$ 504.50	\$ 529.50	\$ 542.00	\$ 554.50		\$ 567.00	\$ 579.50
	2	LH 6		\$547.90	\$ 572.90	\$ 597.90	\$ 610.40	\$ 622.90		\$ 635.40	\$ 647.90
	3	LH 7		\$616.40	\$	\$	\$	\$		\$	\$

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					641.40	666.40	678.90	691.40		703.90	716.40
<b>CSSD Attendant</b>		<b>ID3</b>	<b>1</b>	<b>\$685.00</b>	<b>\$710.00</b>	<b>\$735.00</b>	<b>\$747.50</b>	<b>\$760.00</b>		<b>\$772.50</b>	<b>\$785.00</b>
Jnr CSSD Attendant	1	LL1		\$479.50	\$504.50	\$529.50	\$542.00	\$554.50		\$567.00	\$579.50
	2	LL2		\$547.90	\$572.90	\$597.90	\$610.40	\$622.90		\$635.40	\$647.90
	3	LL3		\$616.40	\$641.40	\$666.40	\$678.90	\$691.40		\$703.90	\$716.40
<b>Darkroom Processor</b>		<b>JM6</b>	<b>1</b>	<b>\$685.00</b>	<b>\$710.00</b>	<b>\$735.00</b>	<b>\$747.50</b>	<b>\$760.00</b>		<b>\$772.50</b>	<b>\$785.00</b>
Jnr Darkroom Processor	1	KA6		\$479.50	\$504.50	\$529.50	\$542.00	\$554.50		\$567.00	\$579.50
	2	KA7		\$547.90	\$572.90	\$597.90	\$610.40	\$622.90		\$635.40	\$647.90
	3	KA8		\$616.40	\$641.40	\$666.40	\$678.90	\$691.40		\$703.90	\$716.40
<b>Instructor Trades (Unqualified)</b>		<b>IG4</b>	<b>5</b>	<b>\$754.70</b>	<b>\$779.70</b>	<b>\$804.70</b>	<b>\$817.20</b>	<b>\$829.70</b>		<b>\$842.20</b>	<b>\$854.70</b>
Jnr Instructor Trades (Unqualified)	1	KF1		\$528.30	\$553.30	\$578.30	\$590.80	\$603.30		\$615.80	\$628.30
	2	KF2		\$603.70	\$628.70	\$653.70	\$666.20	\$678.70		\$691.20	\$703.70
	3	KF3		\$679.20	\$704.20	\$729.20	\$741.70	\$754.20		\$766.70	\$779.20
<b>Instructor Trades (Qualified)</b>	<b>1</b>	<b>IG1</b>	<b>10</b>	<b>\$867.30</b>	<b>\$892.30</b>	<b>\$917.30</b>	<b>\$929.80</b>	<b>\$942.30</b>		<b>\$954.80</b>	<b>\$967.30</b>
Jnr Instructor Trades (Qualified)	1	IG7		\$607.10	\$632.10	\$657.10	\$669.60	\$682.10		\$694.60	\$707.10
	2	IG8		\$693.90	\$718.90	\$743.90	\$756.40	\$768.90		\$781.40	\$793.90
	3	IG9		\$780.60	\$805.60	\$830.60	\$843.10	\$855.60		\$868.10	\$880.60
<b>Instructor Trades (Qualified)</b>	<b>2</b>	<b>IG2</b>	<b>11</b>	<b>\$911.00</b>	<b>\$936.00</b>	<b>\$961.00</b>	<b>\$973.50</b>	<b>\$986.00</b>		<b>\$998.50</b>	<b>1,011.00</b>
<b>Instrument Technician Grade 1</b>		<b>TB6</b>		<b>\$740.10</b>	<b>\$765.10</b>	<b>\$790.10</b>	<b>\$802.60</b>	<b>\$815.10</b>	<b>\$826.40</b>	<b>\$843.90</b>	<b>\$861.40</b>



Classification	Year	Pay Code	Skill Level	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	Effective First Full Pay Period on or after 13 June 2014	1 October 2014	1 April 2015
					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
Jnr Instrument Technician Grade 1	1	TB7		\$518.00	\$ 543.00	\$ 568.00	\$ 580.50	\$ 593.00	\$ 604.30	\$ 621.80	\$ 639.30
	2	TB8		\$592.00	\$ 617.00	\$ 642.00	\$ 654.50	\$ 667.00	\$ 678.30	\$ 695.80	\$ 713.30
	3	TB9		\$666.10	\$ 691.10	\$ 716.10	\$ 728.60	\$ 741.10	\$ 752.40	\$ 769.90	\$ 787.40
<b>Instrument Technician Grade 2</b>		<b>TC6</b>		<b>\$853.40</b>	<b>\$ 878.40</b>	<b>\$ 903.40</b>	<b>\$ 915.90</b>	<b>\$ 928.40</b>	<b>\$ 939.70</b>	<b>\$ 957.20</b>	<b>\$ 974.70</b>
Jnr Instrument Technician Grade 2	1	TC7		\$597.40	\$ 622.40	\$ 647.40	\$ 659.90	\$ 672.40	\$ 683.70	\$ 701.20	\$ 718.70
	2	TC8		\$682.70	\$ 707.70	\$ 732.70	\$ 745.20	\$ 757.70	\$ 769.00	\$ 786.50	\$ 804.00
	3	TC9		\$768.10	\$ 793.10	\$ 818.10	\$ 830.60	\$ 843.10	\$ 854.40	\$ 871.90	\$ 889.40
<b>Instrument Technician Grade 3</b>		<b>TD1</b>		<b>\$903.10</b>	<b>\$ 928.10</b>	<b>\$ 953.10</b>	<b>\$ 965.60</b>	<b>\$ 978.10</b>	<b>\$ 989.40</b>	<b>\$ 1,006.90</b>	<b>\$ 1,024.40</b>
Jnr Instrument Technician Grade 3	1	TD2		\$632.20	\$ 657.20	\$ 682.20	\$ 694.70	\$ 707.20	\$ 718.50	\$ 736.00	\$ 753.50
	2	TD3		\$722.50	\$ 747.50	\$ 772.50	\$ 785.00	\$ 797.50	\$ 808.80	\$ 826.30	\$ 843.80
	3	TD4		\$812.90	\$ 837.90	\$ 862.90	\$ 875.40	\$ 887.90	\$ 899.20	\$ 916.70	\$ 934.20
<b>Instrument Technician Grade 4</b>		<b>TD5</b>		<b>\$986.90</b>	<b>\$ 1,011.90</b>	<b>\$ 1,037.20</b>	<b>\$ 1,050.15</b>	<b>\$ 1,063.30</b>	<b>\$ 1,074.60</b>	<b>\$ 1,092.10</b>	<b>\$ 1,109.60</b>
Jnr Instrument Technician Grade 4	1	DT5		\$690.80	\$ 715.80	\$ 740.80	\$ 753.30	\$ 765.80	\$ 777.10	\$ 794.60	\$ 812.10
	2	DD5		\$789.40	\$ 814.40	\$ 839.40	\$ 851.90	\$ 864.40	\$ 875.70	\$ 893.20	\$ 910.70
	3	TT5		\$888.20	\$ 913.20	\$ 938.20	\$ 950.70	\$ 963.20	\$ 974.50	\$ 992.00	\$ 1,009.50
<b>Intepreter (Unqualified)</b>	1			<b>n/a</b>					<b>\$ 894.10</b>	<b>\$ 906.60</b>	<b>\$ 919.10</b>
	2								<b>\$ 899.90</b>	<b>\$ 912.40</b>	<b>\$ 924.90</b>
	3								<b>\$ 905.50</b>	<b>\$ 918.00</b>	<b>\$ 930.50</b>
	4								<b>\$</b>	<b>\$</b>	<b>\$</b>

Classification	Year	Pay Code	Skill Level	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	Effective First Full Pay Period on or after 13 June 2014	1 October 2014	1 April 2015
					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
									912.30	924.80	937.30
	5								\$ 913.50	\$ 926.00	\$ 938.50
Interpreter (Qualified NAATI Accreditation Level 2)	1			n/a					\$ 986.00	\$ 998.50	\$ 1,011.00
	2			n/a					\$ 1,000.70	\$ 1013.40	\$ 1,025.95
	3			n/a					\$ 1,028.50	\$ 1041.80	\$ 1,054.40
	4			n/a					\$ 1,057.90	\$ 1071.75	\$ 1,084.45
	5			n/a					\$ 1,059.10	\$ 1072.950	\$ 1,085.70
				n/a							
Interpreter (Qualified NAATI Accreditation Level 3)	1			n/a					\$ 1,074.50	\$ 1,089.20	\$ 1,101.70
	2			n/a					\$ 1,104.20	\$ 1,119.50	\$ 1,132.05
	3			n/a					\$ 1,134.50	\$ 1,150.40	\$ 1,163.00
	4			n/a					\$ 1,166.80	\$ 1,183.45	\$ 1,196.15
	5			n/a					\$ 1,168.00	\$ 1,184.65	\$ 1,197.40
				n/a							
Laboratory Assistant Grade 1		IV7	1	\$685.00	\$ 710.00	\$ 735.00	\$ 747.50	\$ 760.00		\$ 772.50	\$ 785.00
Jnr Laboratory Assistant Grade 1	1	LF8		\$479.50	\$ 504.50	\$ 529.50	\$ 542.00	\$ 554.50		\$ 567.00	\$ 579.50
	2	LF9		\$547.90	\$ 572.90	\$ 597.90	\$ 610.40	\$ 622.90		\$ 635.40	\$ 647.90
	3	LG1		\$616.40	\$ 641.40	\$ 666.40	\$ 678.90	\$ 691.40		\$ 703.90	\$ 716.40
Laboratory Assistant Grade 2		IV8	3	\$728.50	\$ 753.50	\$ 778.50	\$ 791.00	\$ 803.50		\$ 816.00	\$ 828.50
Jnr Laboratory Assistant Grade 2	1	KE4		\$510.00	\$ 535.00	\$ 560.00	\$ 572.50	\$ 585.00		\$ 597.50	\$ 610.00
	2	KE5		\$582.80	\$ 607.80	\$ 632.80	\$ 645.30	\$ 657.80		\$ 670.30	\$ 682.80

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					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
	3	KE6		\$655.60	\$ 680.60	\$ 705.60	\$ 718.10	\$ 730.60		\$ 743.10	\$ 755.60
<b>Laboratory Assistant Grade 3</b>		<b>IV9</b>	<b>4</b>	<b>\$736.90</b>	<b>\$ 761.90</b>	<b>\$ 786.90</b>	<b>\$ 799.40</b>	<b>\$ 811.90</b>		<b>\$ 824.40</b>	<b>\$ 836.90</b>
Jnr Laboratory Assistant Grade 3	1	KE7		\$515.80	\$ 540.80	\$ 565.80	\$ 578.30	\$ 590.80		\$ 603.30	\$ 615.80
	2	KE8		\$589.50	\$ 614.50	\$ 639.50	\$ 652.00	\$ 664.50		\$ 677.00	\$ 689.50
	3	KE9		\$663.20	\$ 688.20	\$ 713.20	\$ 725.70	\$ 738.20		\$ 750.70	\$ 763.20
<b>Nursing Attendant</b>		<b>IH6</b>	<b>1</b>	<b>\$685.00</b>	<b>\$ 710.00</b>	<b>\$ 735.00</b>	<b>\$ 747.50</b>	<b>\$ 760.00</b>		<b>\$ 772.50</b>	<b>\$ 785.00</b>
<b>Nursing Attendant (Agency)</b>		<b>IH8</b>	<b>1</b>	<b>\$685.00</b>	<b>\$ 710.00</b>	<b>\$ 735.00</b>	<b>\$ 747.50</b>	<b>\$ 760.00</b>		<b>\$ 772.50</b>	<b>\$ 785.00</b>
<b>Nursing Attendant (Bank Staff)</b>		<b>IH9</b>	<b>1</b>	<b>\$685.00</b>	<b>\$ 710.00</b>	<b>\$ 735.00</b>	<b>\$ 747.50</b>	<b>\$ 760.00</b>		<b>\$ 772.50</b>	<b>\$ 785.00</b>
Jnr Nursing Attendant	1	LL6		\$479.50	\$ 504.50	\$ 529.50	\$ 542.00	\$ 554.50		\$ 567.00	\$ 579.50
	2	LL7		\$547.90	\$ 572.90	\$ 597.90	\$ 610.40	\$ 622.90		\$ 635.40	\$ 647.90
	3	LL8		\$616.40	\$ 641.40	\$ 666.40	\$ 678.90	\$ 691.40		\$ 703.90	\$ 716.40
<b>Orthotic Technician Grade 1</b>		<b>JH7</b>	<b>1</b>	<b>\$685.00</b>	<b>\$ 710.00</b>	<b>\$ 735.00</b>	<b>\$ 747.50</b>	<b>\$ 760.00</b>		<b>\$ 772.50</b>	<b>\$ 785.00</b>
Jnr Orthotic Technician Grade 1	1	LC8		\$479.50	\$ 504.50	\$ 529.50	\$ 542.00	\$ 554.50		\$ 567.00	\$ 579.50
	2	LC9		\$547.90	\$ 572.90	\$ 597.90	\$ 610.40	\$ 622.90		\$ 635.40	\$ 647.90
	3	LD1		\$616.40	\$ 641.40	\$ 666.40	\$ 678.90	\$ 691.40		\$ 703.90	\$ 716.40
<b>Orthotic Technician Grade 2</b>		<b>JH8</b>	<b>2</b>	<b>\$711.00</b>	<b>\$ 736.00</b>	<b>\$ 761.00</b>	<b>\$ 773.50</b>	<b>\$ 786.00</b>		<b>\$ 798.50</b>	<b>\$ 811.00</b>
Jnr Orthotic Technician Grade 2	1	JM1		\$497.70	\$ 522.70	\$ 547.70	\$ 560.20	\$ 572.70		\$ 585.20	\$ 597.70
	2	JM2		\$568.70	\$ 593.70	\$ 618.70	\$ 631.20	\$ 643.70		\$ 656.20	\$ 668.70
	3	JM3		\$639.80	\$	\$	\$	\$		\$	\$

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					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
					664.80	689.80	702.30	714.80		727.30	739.80
<b>Orthotic Technician Grade 3</b>		<b>JH9</b>	<b>3</b>	<b>\$728.50</b>	<b>\$753.50</b>	<b>\$778.50</b>	<b>\$791.00</b>	<b>\$803.50</b>		<b>\$816.00</b>	<b>\$828.50</b>
Jnr Orthotic Technician Grade 3	1	JO7		\$510.00	\$535.00	\$560.00	\$572.50	\$585.00		\$597.50	\$610.00
	2	JO8		\$582.80	\$607.80	\$632.80	\$645.30	\$657.80		\$670.30	\$682.80
	3	JO9		\$655.60	\$680.60	\$705.60	\$718.10	\$730.60		\$743.10	\$755.60
<b>Orthotic Technician Grade 4</b>		<b>JI1</b>	<b>6</b>	<b>\$763.60</b>	<b>\$788.60</b>	<b>\$813.60</b>	<b>\$826.10</b>	<b>\$838.60</b>		<b>\$851.10</b>	<b>\$863.60</b>
Jnr Orthotic Technician Grade 4	1	JO1		\$534.50	\$559.50	\$584.50	\$597.00	\$609.50		\$622.00	\$634.50
	2	JO2		\$610.90	\$635.90	\$660.90	\$673.40	\$685.90		\$698.40	\$710.90
	3	JO3		\$687.20	\$712.20	\$737.20	\$749.70	\$762.20		\$774.70	\$787.20
<b>Orthotic Technician Grade 5</b>		<b>JI2</b>	<b>8</b>	<b>\$798.20</b>	<b>\$823.20</b>	<b>\$848.20</b>	<b>\$860.70</b>	<b>\$873.20</b>		<b>\$885.70</b>	<b>\$898.20</b>
Jnr Orthotic Technician Grade 5	1	JO4		\$558.80	\$583.80	\$608.80	\$621.30	\$633.80		\$646.30	\$658.80
	2	JO5		\$638.60	\$663.60	\$688.60	\$701.10	\$713.60		\$726.10	\$738.60
	3	JO6		\$718.40	\$743.40	\$768.40	\$780.90	\$793.40		\$805.90	\$818.40
<b>Patient Services Assistant Level 1</b>		<b>PS21</b>	<b>3</b>	<b>\$728.50</b>	<b>\$753.50</b>	<b>\$778.50</b>	<b>\$791.00</b>	<b>\$803.50</b>		<b>\$816.00</b>	<b>\$828.50</b>
Jnr Patient Services Assistant Level 1	1	PS22		\$510.00	\$535.00	\$560.00	\$572.50	\$585.00		\$597.50	\$610.00
	2	PS23		\$582.80	\$607.80	\$632.80	\$645.30	\$657.80		\$670.30	\$682.80
	3	PS24		\$655.60	\$680.60	\$705.60	\$718.10	\$730.60		\$743.10	\$755.60
<b>Patient Services Assistant Level 2</b>		<b>PS25</b>	<b>5</b>	<b>\$754.70</b>	<b>\$779.70</b>	<b>\$804.70</b>	<b>\$817.20</b>	<b>\$829.70</b>		<b>\$842.20</b>	<b>\$854.70</b>
Jnr Patient Services Assistant Level 2	1	PS26		\$528.30	\$553.30	\$578.30	\$590.80	\$603.30		\$615.80	\$628.30

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					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
	2	PS27		\$603.70	\$ 628.70	\$ 653.70	\$ 666.20	\$ 678.70		\$ 691.20	\$ 703.70
	3	PS28		\$679.20	\$ 704.20	\$ 729.20	\$ 741.70	\$ 754.20		\$ 766.70	\$ 779.20
<b>Pathology Technician Grade 1</b>		<b>IC5</b>	<b>6</b>	<b>\$763.60</b>	<b>\$ 788.60</b>	<b>\$ 813.60</b>	<b>\$ 826.10</b>	<b>\$ 838.60</b>		<b>\$ 851.10</b>	<b>\$ 863.60</b>
Jnr Pathology Technician Grade 1	1	IC7		\$534.50	\$ 559.50	\$ 584.50	\$ 597.00	\$ 609.50		\$ 622.00	\$ 634.50
	2	IC8		\$610.90	\$ 635.90	\$ 660.90	\$ 673.40	\$ 685.90		\$ 698.40	\$ 710.90
	3	IC9		\$687.20	\$ 712.20	\$ 737.20	\$ 749.70	\$ 762.20		\$ 774.70	\$ 787.20
<b>Pathology Technician Grade 2</b>		<b>IC2</b>	<b>9</b>	<b>\$819.10</b>	<b>\$ 844.10</b>	<b>\$ 869.10</b>	<b>\$ 881.60</b>	<b>\$ 894.10</b>		<b>\$ 906.60</b>	<b>\$ 919.10</b>
Jnr Pathology Technician Grade 2	1	IE1		\$573.30	\$ 598.30	\$ 623.30	\$ 635.80	\$ 648.30		\$ 660.80	\$ 673.30
	2	IE2		\$655.20	\$ 680.20	\$ 705.20	\$ 717.70	\$ 730.20		\$ 742.70	\$ 755.20
	3	IE3		\$737.10	\$ 762.10	\$ 787.10	\$ 799.60	\$ 812.10		\$ 824.60	\$ 837.10
<b>Pathology Collector in Training</b>		<b>ID1</b>	<b>95% of 7</b>	<b>\$743.50</b>	<b>\$ 768.50</b>	<b>\$ 793.50</b>	<b>\$ 806.00</b>	<b>\$ 818.50</b>		<b>\$ 831.00</b>	<b>\$ 843.50</b>
<b>Pathology Collector Grade 1</b>		<b>ID 2</b>	<b>7</b>	<b>\$782.60</b>	<b>\$ 807.60</b>	<b>\$ 832.60</b>	<b>\$ 845.10</b>	<b>\$ 857.60</b>		<b>\$ 870.10</b>	<b>\$ 882.60</b>
<b>Pathology Collector Grade 2</b>		<b>ID 4</b>	<b>9</b>	<b>\$819.10</b>	<b>\$ 844.10</b>	<b>\$ 869.10</b>	<b>\$ 881.60</b>	<b>\$ 894.10</b>		<b>\$ 906.60</b>	<b>\$ 919.10</b>
<b>Personal Care Worker Grade 1</b>		<b>PW1</b>	<b>3</b>	<b>\$728.50</b>	<b>\$ 753.50</b>	<b>\$ 778.50</b>	<b>\$ 791.00</b>	<b>\$ 803.50</b>		<b>\$ 816.00</b>	<b>\$ 828.50</b>
Jnr Personal Care Worker Grade 1	1	PW2		\$510.00	\$ 535.00	\$ 560.00	\$ 572.50	\$ 585.00		\$ 597.50	\$ 610.00
	2	PW3		\$582.80	\$ 607.80	\$ 632.80	\$ 645.30	\$ 657.80		\$ 670.30	\$ 682.80
	3	PW4		\$655.60	\$ 680.60	\$ 705.60	\$ 718.10	\$ 730.60		\$ 743.10	\$ 755.60
<b>Personal Care Worker Grade 2</b>		<b>CW1</b>	<b>6</b>	<b>\$763.60</b>	<b>\$ 788.60</b>	<b>\$ 813.60</b>	<b>\$ 826.10</b>	<b>\$ 838.60</b>		<b>\$ 851.10</b>	<b>\$ 863.60</b>
	1	CW2		\$534.50	\$ 534.50	\$ 534.50	\$ 534.50	\$ 534.50		\$ 534.50	\$ 534.50

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Jnr Personal Care Worker Grade 2					559.50	584.50	597.00	609.50		622.00	634.50
	2	CW3		\$610.90	\$ 635.90	\$ 660.90	\$ 673.40	\$ 685.90		\$ 698.40	\$ 710.90
	3	CW4		\$687.20	\$ 712.20	\$ 737.20	\$ 749.70	\$ 762.20		\$ 774.70	\$ 787.20
<b>Personal Care Worker Grade 3</b>		<b>WP1</b>	<b>8</b>	<b>\$798.20</b>	<b>\$ 823.20</b>	<b>\$ 848.20</b>	<b>\$ 860.70</b>	<b>\$ 873.20</b>		<b>\$ 885.70</b>	<b>\$ 898.20</b>
Jnr Personal Care Worker Grade 3	1	WP2		\$558.80	\$ 583.80	\$ 608.80	\$ 621.30	\$ 633.80		\$ 646.30	\$ 658.80
	2	WP3		\$638.60	\$ 663.60	\$ 688.60	\$ 701.10	\$ 713.60		\$ 726.10	\$ 738.60
	3	WP4		\$718.40	\$ 743.40	\$ 768.40	\$ 780.90	\$ 793.40		\$ 805.90	\$ 818.40
<b>Pharmacy Technician Grade 1</b>		<b>TF1</b>		<b>\$740.10</b>	<b>\$ 765.10</b>	<b>\$ 790.10</b>	<b>\$ 802.60</b>	<b>\$ 815.10</b>	<b>\$ 826.40</b>	<b>\$ 843.90</b>	<b>\$ 861.40</b>
Jnr Pharmacy Technician Grade 1	1	TF2		\$518.00	\$ 543.00	\$ 568.00	\$ 580.50	\$ 593.00	\$ 604.30	\$ 621.80	\$ 639.30
	2	TF3		\$592.00	\$ 617.00	\$ 642.00	\$ 654.50	\$ 667.00	\$ 678.30	\$ 695.80	\$ 713.30
	3	TF4		\$666.10	\$ 691.10	\$ 716.10	\$ 728.60	\$ 741.10	\$ 752.40	\$ 769.90	\$ 787.40
<b>Pharmacy Technician Grade 2</b>		<b>TH6</b>		<b>\$853.40</b>	<b>\$ 878.40</b>	<b>\$ 903.40</b>	<b>\$ 915.90</b>	<b>\$ 928.40</b>	<b>\$ 939.70</b>	<b>\$ 957.20</b>	<b>\$ 974.70</b>
Jnr Pharmacy Technician Grade 2	1	TH7		\$597.40	\$ 622.40	\$ 647.40	\$ 659.90	\$ 672.40	\$ 683.70	\$ 701.20	\$ 718.70
	2	TH8		\$682.70	\$ 707.70	\$ 732.70	\$ 745.20	\$ 757.70	\$ 769.00	\$ 786.50	\$ 804.00
	3	TH9		\$768.10	\$ 793.10	\$ 818.10	\$ 830.60	\$ 843.10	\$ 854.40	\$ 871.90	\$ 889.40
<b>Pharmacy Technician Grade 3</b>		<b>TH10</b>		<b>\$903.10</b>	<b>\$ 928.10</b>	<b>\$ 953.10</b>	<b>\$ 965.60</b>	<b>\$ 978.10</b>	<b>\$ 989.40</b>	<b>\$ 1,006.90</b>	<b>\$ 1,024.40</b>
Jnr Pharmacy Technician Grade 3	1	TH11		\$632.20	\$ 657.20	\$ 682.20	\$ 694.70	\$ 707.20	\$ 718.50	\$ 736.00	\$ 753.50
	2	TH12		\$722.50	\$ 747.50	\$ 772.50	\$ 785.00	\$ 797.50	\$ 808.80	\$ 826.30	\$ 843.80
	3	TH13		\$812.90	\$ 837.90	\$ 862.90	\$ 875.40	\$ 887.90	\$ 899.20	\$ 916.70	\$ 934.20

Classification	Year	Pay Code	Skill Level	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	Effective First Full Pay Period on or after 13 June 2014	1 October 2014	1 April 2015
					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
<b>Pharmacy Technician Grade 4</b>		<b>TH14</b>		<b>\$986.90</b>	<b>\$ 1,011.90</b>	<b>\$ 1,037.20</b>	<b>\$ 1,050.15</b>	<b>\$ 1,063.30</b>	<b>\$ 1,074.60</b>	<b>\$ 1,092.10</b>	<b>\$ 1,109.60</b>
Jnr Pharmacy Technician Grade 4	1	TH15		\$690.80	\$ 715.80	\$ 740.80	\$ 753.30	\$ 765.80	\$ 777.10	\$ 794.60	\$ 812.10
	2	TH16		\$789.40	\$ 814.40	\$ 839.40	\$ 851.90	\$ 864.40	\$ 875.70	\$ 893.20	\$ 910.70
	3	TH17		\$888.20	\$ 913.20	\$ 938.20	\$ 950.70	\$ 963.20	\$ 974.50	\$ 992.00	\$ 1,009.50
<b>Radiotherapy Technician</b>		<b>TD6</b>	<b>7</b>	<b>\$782.60</b>	<b>\$ 807.60</b>	<b>\$ 832.60</b>	<b>\$ 845.10</b>	<b>\$ 857.60</b>		<b>\$ 870.10</b>	<b>\$ 882.60</b>
Jnr Radiotherapy Technician	1	TD7		\$547.80	\$ 572.80	\$ 597.80	\$ 610.30	\$ 622.80		\$ 635.30	\$ 647.80
	2	TD8		\$626.10	\$ 651.10	\$ 676.10	\$ 688.60	\$ 701.10		\$ 713.60	\$ 726.10
	3	TD9		\$704.40	\$ 729.40	\$ 754.40	\$ 766.90	\$ 779.40		\$ 791.90	\$ 804.40
<b>Recording Attendant</b>		<b>IC6</b>	<b>1</b>	<b>\$685.00</b>	<b>\$ 710.00</b>	<b>\$ 735.00</b>	<b>\$ 747.50</b>	<b>\$ 760.00</b>		<b>\$ 772.50</b>	<b>\$ 785.00</b>
Jnr Recording Attendant	1	LG9		\$479.50	\$ 504.50	\$ 529.50	\$ 542.00	\$ 554.50		\$ 567.00	\$ 579.50
	2	LH1		\$547.90	\$ 572.90	\$ 597.90	\$ 610.40	\$ 622.90		\$ 635.40	\$ 647.90
	3	LH2		\$616.40	\$ 641.40	\$ 666.40	\$ 678.90	\$ 691.40		\$ 703.90	\$ 716.40
<b>Red Cross Aide</b>		<b>HC3</b>	<b>2</b>	<b>\$711.00</b>	<b>\$ 736.00</b>	<b>\$ 761.00</b>	<b>\$ 773.50</b>	<b>\$ 786.00</b>		<b>\$ 798.50</b>	<b>\$ 811.00</b>
Jnr Red Cross Aide	1	KE1		\$497.70	\$ 522.70	\$ 547.70	\$ 560.20	\$ 572.70		\$ 585.20	\$ 597.70
	2	KE2		\$568.70	\$ 593.70	\$ 618.70	\$ 631.20	\$ 643.70		\$ 656.20	\$ 668.70
	3	KE3		\$639.80	\$ 664.80	\$ 689.80	\$ 702.30	\$ 714.80		\$ 727.30	\$ 739.80
<b>Senior Red Cross Aide</b>		<b>HC4</b>	<b>5</b>	<b>\$754.70</b>	<b>\$ 779.70</b>	<b>\$ 804.70</b>	<b>\$ 817.20</b>	<b>\$ 829.70</b>		<b>\$ 842.20</b>	<b>\$ 854.70</b>
Jnr Senior Red Cross Aide	1	KF4		\$528.30	\$ 553.30	\$ 578.30	\$ 590.80	\$ 603.30		\$ 615.80	\$ 628.30
	2	KF5		\$603.70	\$ 628.70	\$ 653.70	\$ 666.20	\$ 678.70		\$ 691.20	\$ 703.70

Classification	Year	Pay Code	Skill Level	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	Effective First Full Pay Period on or after 13 June 2014	1 October 2014	1 April 2015
					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
					628.70	653.70	666.20	678.70		691.20	703.70
	3	KF6		\$679.20	\$704.20	\$729.20	\$741.70	\$754.20		\$766.70	\$779.20
<b>Social Worker/Welfare Aide</b>		<b>IF5</b>	<b>1</b>	<b>\$685.00</b>	<b>\$710.00</b>	<b>\$735.00</b>	<b>\$747.50</b>	<b>\$760.00</b>		<b>\$772.50</b>	<b>\$785.00</b>
Jnr Social Worker/Welfare Aide	1	LG4		\$479.50	\$504.50	\$529.50	\$542.00	\$554.50		\$567.00	\$579.50
	2	LG5		\$547.90	\$572.90	\$597.90	\$610.40	\$622.90		\$635.40	\$647.90
	3	LG6		\$616.40	\$641.40	\$666.40	\$678.90	\$691.40		\$703.90	\$716.40
<b>Technical, Therapy &amp; Personal Care Supervisor</b>		<b>ID5</b>	<b>11</b>	<b>\$911.00</b>	<b>\$936.00</b>	<b>\$961.00</b>	<b>\$973.50</b>	<b>\$986.00</b>		<b>\$998.50</b>	<b>\$1,011.00</b>
<b>Theatre Attendant</b>		<b>IA5</b>	<b>1</b>	<b>\$685.00</b>	<b>\$710.00</b>	<b>\$735.00</b>	<b>\$747.50</b>	<b>\$760.00</b>		<b>\$772.50</b>	<b>\$785.00</b>
Jnr Theatre Attendant	1	LF2		\$479.50	\$504.50	\$529.50	\$542.00	\$554.50		\$567.00	\$579.50
	2	LF3		\$547.90	\$572.90	\$597.90	\$610.40	\$622.90		\$635.40	\$647.90
	3	LF4		\$616.40	\$641.40	\$666.40	\$678.90	\$691.40		\$703.90	\$716.40
<b>Theatre Technician Grade 1</b>		<b>HZ5</b>		<b>\$740.10</b>	<b>\$775.10</b>	<b>\$810.10</b>	<b>\$827.60</b>	<b>\$845.10</b>	<b>\$856.40</b>	<b>\$873.90</b>	<b>\$891.40</b>
Jnr Theatre Technician Grade 1	1	LC3		\$518.00	\$553.00	\$588.00	\$605.50	\$623.00	\$634.30	\$651.80	\$669.30
	2	LC4		\$592.00	\$627.00	\$662.00	\$679.50	\$697.00	\$708.30	\$725.80	\$743.30
	3	LC5		\$666.10	\$701.10	\$736.10	\$753.60	\$771.10	\$782.40	\$799.90	\$817.40
<b>Theatre Technician Grade 2</b>		<b>HZ6</b>		<b>\$853.40</b>	<b>\$888.40</b>	<b>\$923.40</b>	<b>\$940.90</b>	<b>\$958.40</b>	<b>\$969.70</b>	<b>\$987.20</b>	<b>\$1,004.70</b>
Jnr Theatre Technician Grade 2	1	HZ7		\$597.40	\$632.40	\$667.40	\$684.90	\$702.40	\$713.70	\$731.20	\$748.70
	2	HZ8		\$682.70	\$717.70	\$752.70	\$770.20	\$787.70	\$799.00	\$816.50	\$834.00
	3	HZ9		\$768.10	\$803.10	\$838.10	\$855.60	\$873.10	\$884.40	\$901.90	\$919.40



Classification	Year	Pay Code	Skill Level	Current	1 January 2012	1 October 2012	1 October 2013	1 April 2014	Effective First Full Pay Period on or after 13 June 2014	1 October 2014	1 April 2015
					\$25 per week or 2.5% whichever is greater	\$25 per week or 2.5% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
<b>Theatre Technician Grade 3</b>		<b>HH1</b>		<b>\$903.10</b>	<b>\$ 938.10</b>	<b>\$ 973.10</b>	<b>\$ 990.60</b>	<b>\$ 1,008.10</b>	<b>\$ 1,019.40</b>	<b>\$ 1,036.90</b>	<b>\$ 1,054.40</b>
Jnr Theatre Technician Grade 3	1	HH2		\$632.20	\$ 667.20	\$ 702.20	\$ 719.70	\$ 737.20	\$ 748.50	\$ 766.00	\$ 783.50
	2	HH3		\$722.50	\$ 757.50	\$ 792.50	\$ 810.00	\$ 827.50	\$ 838.80	\$ 856.30	\$ 873.80
	3	HH4		\$812.90	\$ 847.90	\$ 882.90	\$ 900.40	\$ 917.90	\$ 929.20	\$ 946.70	\$ 964.20
<b>Theatre Technician Grade 4</b>		<b>HH5</b>		<b>\$986.90</b>	<b>\$ 1,021.90</b>	<b>\$ 1,056.90</b>	<b>\$ 1,074.40</b>	<b>\$ 1,091.90</b>	<b>\$ 1,103.20</b>	<b>\$ 1,120.70</b>	<b>\$ 1,138.20</b>
Jnr Theatre Technician Grade 4	1	HH6		\$690.80	\$ 725.80	\$ 760.80	\$ 778.30	\$ 795.80	\$ 807.10	\$ 824.60	\$ 842.10
	2	HH7		\$789.40	\$ 824.40	\$ 859.40	\$ 876.90	\$ 894.40	\$ 905.70	\$ 923.20	\$ 940.70
	3	HH8		\$888.20	\$ 923.20	\$ 958.20	\$ 975.70	\$ 993.20	\$ 1,004.50	\$ 1,022.00	\$ 1,039.50

#### 4 - DENTAL ASSISTANTS

4.1 The following annual salaries apply only to Dental Assistants whose employment is covered by the classifications set out in **Part 4** of **Schedule G** of this Agreement. The rates specified are inclusive of annual leave loading, allowances (other than shift allowances), additional payments and extra payments associated with the function performed. Authorised overtime and shift allowances are paid separately.

Classification	Pay code	Current	Consolidated Rates Schedule						
			1 January 2012	1 October 2012	1 October 2013	1 April 2014	Date of In-Principle Agreement	1 October 2014	1 April 2015
			\$25 per week or 2.50% whichever is greater	\$25 per week or 2.50% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater
Dental Assistants									

Classification		Pay code	Current	Consolidated Rates Schedule							
				1 January 2012	1 October 2012	1 October 2013	1 April 2014	Date of In-Principle Agreement	1 October 2014	1 April 2015	
				\$25 per week or 2.50% whichever is greater	\$25 per week or 2.50% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater	
Dental Assistants											
Dental Assistant Grade 1	(a) Newly Qualified	1.1	\$ 36,966	\$ 38,270	\$ 39,575	\$ 40,227	\$ 40,879	\$ 42,304.50	\$ 42,956.70	\$ 43,608.95	
	(b) Re-Entry	1.2	\$ 37,532	\$ 38,836	\$ 40,141	\$ 40,793	\$ 40,793	\$ 42,304.50	\$ 42,956.70	\$ 43,608.95	
Dental Assistant Grade 2	Grade 2(a) after 12 months. Progression by annual performance appraisal process	2.1	\$ 37,532	\$ 38,836	\$ 40,141	\$ 40,793	\$ 41,445	\$ 43,304.50	\$ 43,956.70	\$ 44,608.95	
		2.2	\$ 38,383	\$ 39,687	\$ 40,992	\$ 41,644	\$ 42,296	\$ 45,304.45	\$ 45,956.70	\$ 46,608.95	
		2.3	\$ 39,233	\$ 40,537	\$ 41,842	\$ 42,494	\$ 43,146	\$ 46,304.45	\$ 46,956.70	\$ 47,608.95	
		2.4	\$ 40,084	\$ 41,388	\$ 42,693	\$ 43,345	\$ 43,997	\$ 47,304.45	\$ 47,956.70	\$ 48,608.95	
		2.5	\$ 40,934	\$ 42,238	\$ 43,543	\$ 44,195	\$ 44,847	\$ 49,304.45	\$ 49,956.70	\$ 50,608.95	
		2.6	\$ 41,785	\$ 43,089	\$ 44,394	\$ 45,046	\$ 45,698	n/a			
		2.7	\$ 42,636	\$ 43,940	\$ 45,245	\$ 45,897	\$ 46,549				
		2.8	\$ 43,487	\$ 44,791	\$ 46,096	\$ 46,748	\$ 47,400				
		2.9	\$ 44,338	\$ 45,642	\$ 46,947	\$ 47,599	\$ 48,251				
Dental Assistant - Coach Grade 3	By appointment only	3.1	\$ 44,338	\$ 45,642	\$ 46,947	\$ 47,599	\$ 48,251	\$ 54,333.30	\$ 55,012.45	\$ 55,700.10	
		3.2	\$ 45,207	\$ 46,511	\$ 47,816	\$ 48,468	\$ 49,120	\$ 55,358.45	\$ 56,050.42	\$ 56,751.05	
		3.3	\$ 46,077	\$ 47,381	\$ 48,686	\$ 49,338	\$ 49,990	n/a			
		3.4	\$ 46,947	\$ 48,251	\$ 49,556	\$ 50,208	\$ 50,860				

Classification		Pay code	Current	Consolidated Rates Schedule							
				1 January 2012	1 October 2012	1 October 2013	1 April 2014	Date of In-Principle Agreement	1 October 2014	1 April 2015	
				\$25 per week or 2.50% whichever is greater	\$25 per week or 2.50% whichever is greater	\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater		\$12.50 per week or 1.25% whichever is greater	\$12.50 per week or 1.25% whichever is greater	
Dental Assistants											
		3.5				\$ 51,078	\$ 51,730				
Senior Dental Assistant - Grade 4	By appointment only	4.1	\$ 47,817	\$ 49,121	\$ 50,426	\$ 51,078	\$ 51,730	\$ 57,408.75	\$ 58,126.35	\$ 58,852.95	
		4.2	\$ 49,775	\$ 51,079	\$ 52,384	\$ 53,039	\$ 53,702	\$ 59,459.05	\$ 60,202.30	\$ 60,954.85	
		4.3	\$ 51,734	\$ 53,038	\$ 54,364	\$ 55,044	\$ 55,732	n/a			
		4.4	\$ 53,693	\$ 55,035	\$ 56,411	\$ 57,116	\$ 57,830				
		4.5	\$ 55,653	\$ 57,044	\$ 58,470	\$ 59,201	\$ 59,941				

## SCHEDULE D – ALLOWANCES RATES FOR HEALTH PROFESSIONALS

Health Professionals - Allowance Rates					
Allowance	Current	FFPOA			
		1-Jan-12	1-Oct-12	1-Oct-13	1-Oct-14
		1.025	1.025	1.025	1.025
<b>CATT on-call allowance</b>	\$92.45	\$94.75	\$97.10	\$99.55	\$102.05
<b>Supervisors Allowance*</b>	\$62.65	\$64.20	\$65.80	\$67.45	\$69.15
<i>*Medical Tech/Renal Dialysis Tech Only</i>					
<b>Shift Allowances</b>					
<b>UG 1 Classifications</b>					
Morning Shift	\$21.95	\$22.50	\$23.05	\$23.65	\$24.25
Afternoon Shift	\$21.95	\$22.50	\$23.05	\$23.65	\$24.25
Night Shift	\$52.40	\$53.70	\$55.05	\$56.45	\$57.85
Permanent Night	\$62.00	\$63.55	\$65.15	\$66.80	\$68.45
Change of Shift	\$35.10	\$36.00	\$36.90	\$37.80	\$38.75
<b>Medical Technicians and Medical Laboratory Technicians</b>					
Morning Shift	\$19.20	\$19.70	\$20.20	\$20.70	\$21.20
Afternoon Shift	\$19.20	\$19.70	\$20.20	\$20.70	\$21.20
Night Shift	\$52.40	\$53.70	\$55.05	\$56.45	\$ 57.85
Permanent Night	\$62.00	\$63.55	\$65.15	\$66.80	\$68.45
Change of Shift	\$30.70	\$31.45	\$32.25	\$33.05	\$33.90
<b>Child Psychotherapists</b>					
Morning Shift	\$21.65	\$22.20	\$22.75	\$23.30	\$23.90
Afternoon Shift	\$21.65	\$22.20	\$22.75	\$23.30	\$23.90
Night Shift	\$52.40	\$53.70	\$55.05	\$56.45	\$57.85
Permanent Night	\$62.00	\$63.55	\$65.15	\$66.80	\$68.45
Change of Shift	\$34.70	\$35.55	\$36.45	\$37.35	\$38.30
<b>Uniform Allowance</b>					
Per Day	\$1.44	\$1.48	\$1.51	\$1.55	\$1.59
Per Week	\$7.24	\$7.42	\$7.61	\$7.80	\$7.99
<b>Laundry Allowance</b>					
Per Day	\$0.34	\$0.35	\$0.36	\$0.37	\$0.38
Per Week	\$1.72	\$1.76	\$1.81	\$1.85	\$1.90
<b>Maximum Leave Loading</b>					
Weekly Salary Exceeds	\$1,445.40	\$1,481.55	\$1,518.60	\$1,556.55	\$1,595.45
Loading Amount	\$1,011.80	\$1,037.10	\$1,063.05	\$1,089.65	\$1,116.90
<b>Meal Allowance</b>	\$11.94	\$12.24	\$12.54	\$12.86	\$13.18

Health Professionals - Allowance Rates (continued)						
Allowance	FFPPOA					
	1-Jan-12	1-Oct-12	1-Oct-13	1-Apr-14	1-Oct-14	1-Apr-15

Health Professionals - Allowance Rates (continued)						
Allowance	FFPPOA					
	1-Jan-12	1-Oct-12	1-Oct-13	1-Apr-14	1-Oct-14	1-Apr-15
<b>Higher Qualification Allowance</b>						
Post Graduate Qualification	\$77.40	\$80.00	\$81.30	\$82.65	\$83.95	\$85.25
Doctorate	\$103.20	\$106.70	\$108.45	\$110.20	\$111.95	\$113.70
<b>Sole Allowance</b>	\$45.65	\$47.40	\$48.25	\$49.15	\$50.00	\$50.90
<b>On-Call Allowance</b>						
Weekday	\$24.40	\$25.30	\$25.75	\$26.20	\$26.60	\$27.05
Weekends and Public Holidays	\$48.85	\$50.60	\$51.45	\$52.35	\$53.20	\$54.10

**SCHEDULE E – ALLOWANCES RATES FOR HEALTH & ALLIED SERVICES, MANAGERS  
AND ADMINISTRATIVE OFFICERS**

Health and Allied Services, Managers and Administrative Officers - Allowance Rates					
Allowance	Current	FFPPOA			
		1-Jan-12	1-Oct-12	1-Oct-13	1-Oct-14
		1.025	1.025	1.025	1.025
Management and Administrative Officers (Classified under Part 1 of Schedule G)					
Shift Allowances					
Morning Shift	\$22.00	\$22.60	\$23.20	\$23.80	\$24.40
Afternoon Shift	\$22.00	\$22.60	\$23.20	\$23.80	\$24.40
Night Shift	\$35.20	\$36.10	\$37.00	\$37.90	\$38.80
Permanent Night Shift	\$44.00	\$45.10	\$46.20	\$47.40	\$48.60
Change of Shift	\$35.20	\$36.10	\$37.00	\$37.90	\$38.80
On-Call - Mon to Fri	\$16.40	\$16.80	\$17.20	\$17.60	\$18.00
On Call - Public Holidays and all other times	\$32.90	\$33.70	\$34.50	\$35.40	\$36.30
Meal Allowance					
After 1 hour of shift	\$8.50	\$8.70	\$8.90	\$9.10	\$9.30
After 4 hours of shift	\$6.80	\$7.00	\$7.20	\$7.40	\$7.60
After 5 hours on a Sat, Sun or RDO	\$8.50	\$8.70	\$8.90	\$9.10	\$9.30
After 9 hours on a Sat, Sun or RDO	\$6.80	\$7.00	\$7.20	\$7.40	\$7.60
Leave Loading Cap					
Leave loading cap (weekly salary exceeds)	\$1,527.60	1,565.80	\$1,604.90	1,645.00	\$1,686.10
Leave Loading Amount (on 4 weeks annual leave)	\$1,069.30	\$1,096.00	\$1,123.40	\$1,151.50	\$1,180.30
Vehicle Allowances					
Motor Vehicles (cents per kms)					
Under 35 PMU	64.9	66.5	68.2	69.9	71.6
35 PMU and over	78.8	80.8	82.8	84.9	87
Motor Cycles (cents per kms)					
Under 250 cc	28.5	29.2	29.9	30.6	31.4
250cc and over	38.1	39.1	40.1	41.1	42.1
Bicycles	9.3	9.5	9.7	9.9	10.1
Management and Administrative Officers at the Royal Women's Hospital and the Royal Children's Hospital (Classified under Part 2 of Schedule G)					
Shift Allowances					
Morning Shift	\$19.20	\$19.70	\$20.20	\$20.70	\$21.20
Afternoon Shift	\$19.20	\$19.70	\$20.20	\$20.70	\$21.20
Night Shift	\$38.40	\$39.40	\$40.40	\$41.40	\$42.40
Permanent Night Shift	\$48.00	\$49.20	\$50.40	\$51.70	\$53.00
Change of Shift	\$38.40	\$39.40	\$40.40	\$41.40	\$42.40
On-Call - Mon to Fri	\$16.40	\$16.80	\$17.20	\$17.60	\$18.00
On Call - Public Holidays and all other times	\$32.90	\$33.70	\$34.50	\$35.40	\$36.30
Meal Allowance					
After 1 hour of shift	\$8.50	\$8.70	\$8.90	\$9.10	\$ 9.30
After 4 hours of shift	\$6.80	\$7.00	\$7.20	\$7.40	\$7.60
After 5 hours on a Sat, Sun or RDO	\$8.50	\$8.70	\$8.90	\$9.10	\$9.30
After 9 hours on a Sat, Sun or RDO	\$6.80	\$7.00	\$7.20	\$7.40	\$7.60
Leave Loading Cap					
Leave loading cap (weekly salary exceeds)	\$1,527.60	\$1,565.80	\$1,604.90	\$1,645.00	\$1,686.10
Leave Loading Amount (on 4 weeks annual leave)	\$1,069.30	1,096.00	\$1,123.40	\$1,151.50	1,180.30
Vehicle Allowances					
Motor Vehicles (cents per kms)					
Under 35 PMU	64.9	66.5	68.2	69.9	71.6
35 PMU and over	78.8	80.8	82.8	84.9	87.0

Health and Allied Services, Managers and Administrative Officers - Allowance Rates					
Allowance	Current	FFPPOA			
		1-Jan-12	1-Oct-12	1-Oct-13	1-Oct-14
		1.025	1.025	1.025	1.025
<b>Motor Cycles (cents per kms)</b>					
Under 250 cc	28.5	29.2	29.9	30.6	31.4
250cc and over	38.1	39.1	40.1	41.1	42.1
<b>Bicycles</b>	9.3	9.5	9.7	9.9	10.1
<b>Health and Allied Services (Classified under Part 3 of Schedule G)</b>					
<b>Experience Payments and Service Margins</b>					
<b>Experience Payments - Dental Nurses</b>					
Second year of experience	\$5.80	\$5.90	\$6.00	\$6.20	\$6.40
Third and subsequent years of experience	\$11.40	\$11.70	\$12.00	\$12.30	\$12.60
<b>Experience Payments - For all other classifications</b>					
After 1 year's experience	\$5.80	\$5.90	\$6.00	\$6.20	\$6.40
After 2 year's experience	\$11.40	\$11.70	\$12.00	\$12.30	\$12.60
After 3 year's experience	\$18.20	\$18.70	\$19.20	\$19.70	\$20.20
After 4 year's experience	\$19.40	\$19.90	\$20.40	\$20.90	\$21.40
<b>Completed apprenticeship or issued with trade certificate</b>					
After 1 year's experience	\$8.20	\$8.40	\$8.60	\$8.80	\$9.00
After 2 year's experience	\$14.70	\$15.10	\$15.50	\$15.90	\$16.30
After 3 year's experience	\$18.20	\$18.70	\$19.20	\$19.70	\$20.20
After 4 year's experience	\$19.40	\$19.90	\$20.40	\$20.90	\$21.40
<b>Incremental payments for trainee dental nurses</b>					
Under 18 years of age	\$35.90	\$36.80	\$37.70	\$38.60	\$39.60
At 18 years of age	\$46.20	\$47.40	\$48.60	\$49.80	\$51.00
At 19 years of age	\$52.20	\$53.50	\$54.80	\$56.20	\$57.60
At 20 years of age	\$59.40	\$60.90	\$62.40	\$64.00	\$65.60
<b>Shift Allowances</b>					
Morning Shift	\$18.90	\$19.40	\$19.90	\$20.40	\$20.90
Afternoon Shift	\$18.90	\$19.40	\$19.90	\$20.40	\$20.90
Night Shift	\$47.90	\$49.10	\$50.30	\$51.60	\$52.90
Permanent Night Shift	\$55.00	\$56.40	\$57.80	\$59.20	\$60.70
Change of Shift	\$30.20	\$31.00	\$31.80	\$32.60	\$33.40
Change of Roster	\$18.90	\$19.40	\$19.90	\$20.40	\$20.90
On-Call Allowance	\$18.90	\$19.40	\$19.90	\$20.40	\$ 20.90
<b>Meal Allowance</b>					
After 1 hour of shift	\$12.00	\$12.30	\$12.60	\$12.90	\$13.20
After 4 hours of shift	\$ 9.60	\$ 9.80	\$10.00	\$10.30	\$10.60
After 5 hours on a Sat, Sun or RDO	\$12.00	\$ 12.30	\$12.60	\$12.90	\$13.20
After 9 hours on a Sat, Sun or RDO	\$9.60	\$9.80	\$10.00	\$10.30	\$10.60
<b>Uniform Allowance</b>					
Amount per day	\$1.61	\$1.65	\$1.69	\$ 1.73	\$1.78
Amount per week	\$8.14	\$8.34	\$8.55	\$8.77	\$8.99
<b>Laundry Allowance</b>					
Amount per day	\$0.40	\$0.41	\$0.42	\$0.43	\$0.44
Amount per week	\$1.92	\$1.97	\$2.02	\$2.07	\$2.12
<b>Heat Allowance (for persons employed prior to 8 August 1991)</b>					
>40 degrees but <46 degrees celsius	\$0.44	\$0.45	\$0.46	\$0.47	\$ 0.49
>46 degrees celsius	\$0.48	\$0.49	\$0.50	\$0.52	\$0.53
<b>Nauseous Allowance</b>					
<b>Nursing Attendants/Personal Care Workers</b>					
Amount per hour	\$0.35	\$0.36	\$0.37	\$0.38	\$0.39
Minimum amount per week	\$2.04	\$2.09	\$2.14	\$2.20	\$2.25
<b>All other classifications</b>					

Health and Allied Services, Managers and Administrative Officers - Allowance Rates					
Allowance	Current	FFPPOA			
		1-Jan-12	1-Oct-12	1-Oct-13	1-Oct-14
		1.025	1.025	1.025	1.025
Payment per hour	\$0.44	\$0.45	\$0.46	\$0.47	\$ 0.49
Minimum amount per week	\$2.04	\$2.09	\$2.14	\$2.20	\$2.25
<b>Infectious Allowances (for persons employed prior to 8 August 1991)</b>					
<25% of patients suffering	\$0.28	\$0.29	\$0.29	\$0.30	\$0.31
25% or more patients suffering	\$0.28	\$0.29	\$0.29	\$0.30	\$0.31
Handling or dressing patients	\$0.11	\$0.11	\$0.12	\$0.12	\$0.12
Handling clothes, bedding linen etc	\$0.11	\$0.11	\$0.12	\$0.12	\$0.12
Handling of bodies	\$0.11	\$0.11	\$0.12	\$0.12	\$0.12
Engaged in Experiments - per hour	\$0.13	\$0.13	\$0.14	\$0.14	\$0.14
Engaged in Experiments - per day	\$0.27	\$0.28	\$0.28	\$0.29	\$0.30
<b>Vehicle Allowances</b>					
<b>Motor Vehicles (cents per kms)</b>					
Under 35 PMU	71.7	73.5	75.3	77.2	79.1
35 PMU and over	93.0	95.3	97.7	100.1	102.6
<b>Motor Cycles (cents per kms)</b>					
Under 250 cc	31.4	32.2	33	33.8	34.6
250cc and over	41.9	42.9	44	45.1	46.2
<b>Bicycles</b>	10.7	11	11.3	11.6	11.9
<b>Red Cross Mobile Unit Allowances</b>					
Amount per day	\$1.90	\$1.90	\$1.90	\$1.90	\$ 1.90
Minimum amount per week	\$9.30	\$9.50	\$9.70	\$9.90	\$10.10
<b>Other allowances</b>					
Certificate Allowance - Pathology Technician	\$61.40	\$62.90	\$64.50	\$66.10	\$67.80
Badge Allowance - Dental Nurse	\$28.30	\$29.00	\$29.70	\$30.40	\$31.20
First Aid Allowance	\$8.70	\$8.90	\$9.10	\$9.30	\$9.50
Tow Motor Driver Allowance	\$2.70	\$2.80	\$2.90	\$3.00	\$3.10
Computer Allowance	\$20.00	\$20.50	\$21.00	\$21.50	\$22.00
Tools Allowance - Chef and Cooks	\$13.20	\$13.50	\$13.80	\$14.10	\$14.50
Sleepover Allowance	\$78.00	\$80.00	\$82.00	\$84.10	\$ 86.20
<b>Dental Assistants (Classified under Part 4 of Schedule G)</b>					
<b>Shift Allowances</b>					
Morning Shift	\$18.90	\$19.40	\$19.90	\$20.40	\$20.90
Afternoon Shift	\$18.90	\$19.40	\$19.90	\$20.40	\$20.90
Night Shift	\$47.90	\$49.10	\$50.30	\$51.60	\$ 52.90
Permanent Night Shift	\$55.00	\$56.40	\$57.80	\$ 59.20	\$60.70
Change of Shift	\$30.20	\$31.00	\$31.80	\$32.60	\$33.40
Change of Roster	\$18.90	\$19.40	\$19.90	\$20.40	\$20.90
On-Call Allowance	\$18.90	\$19.40	\$19.90	\$20.40	\$20.90
<b>Meal Allowance</b>					
After 1 hour of shift	\$8.60	\$8.80	\$9.00	\$9.20	\$9.40
After 4 hours of shift	\$6.80	\$7.00	\$7.20	\$7.40	\$7.60
After 5 hours on a Sat, Sun or RDO	\$8.60	\$8.80	\$9.00	\$9.20	\$9.40
After 9 hours on a Sat, Sun or RDO	\$6.80	\$7.00	\$7.20	\$7.40	\$7.60
<b>Laundry Allowance</b>					
Amount per day	\$0.32	\$0.33	\$0.34	\$0.34	\$0.35
Amount per week	\$1.66	\$1.70	\$1.74	\$1.79	\$ 1.83
<b>Vehicle Allowances</b>					
<b>Motor Vehicles (cents per kms)</b>					
Under 35 PMU	64.8	66.4	68.1	69.8	71.5
35 PMU and over	78.7	80.7	82.7	84.8	86.9
<b>Motor Cycles (cents per kms)</b>					
Under 250 cc	28.4	29.1	29.8	30.5	31.3
250cc and over	37.9	38.8	39.8	40.8	41.8





## **SCHEDULE F - CLASSIFICATIONS DEFINITIONS APPLYING TO HEALTH PROFESSIONALS**

### **1. Classification definitions - UG1 definitions (alphabetical order)**

#### **1.1 Cardiac technology**

##### **1.1.1 Cardiac Technologist Grade 1 (Qualified)**

An Employee employed as such who holds an appropriate Bachelor of Science Degree, Bachelor of Applied Science Degree or equivalent.

##### **1.1.2 Cardiac Technologist Grade 2**

A Cardiac Technologist who is required to undertake additional responsibilities for example:

- a. teaching Cardiac Technology students and supervising Cardiology staff; or
- b. being required to perform work which requires special knowledge or depth of experience, in for example, echocardiography, electrophysiology, cardiac catheterisation, holtermonitor interpretation.

##### **1.1.3 Cardiac Technologist Grade 3**

A Cardiac Technologist with at least 7 years' post graduate experience, possessing extensive knowledge in one or more specific branches of the profession, with a proven record in teaching and/or research, and working in an area that requires high levels of specialised knowledge and performance.

Parameters for this position would include some of the following: consultative role, lecturing in their clinical speciality, teaching undergraduate and/or post graduate students and providing education to staff from other disciplines.

#### **1.2 Exercise Physiologist**

##### **1.2.1 Exercise Physiologist Grade 1 (qualified)**

An Employee employed as such who holds an appropriate Bachelor of Science Degree, Bachelor of Applied Science Degree, Bachelor of Exercise and Sports Science Degree or equivalent.

##### **1.2.2 Exercise Physiologist Grade 2**

An Exercise Physiologist with additional responsibilities, for example:

- a. supervision of exercise physiology/human movement students; or
- b. teaching and / or supervision of staff; or
- c. employed on work which requires special knowledge or depth of experience.

#### **1.3 Health Information Management**

##### **1.3.1 Health Information Manager Grade 1 (Qualified)**

An Employee employed as such whose qualification makes him or her eligible to be a full member of the Health Information Management Association of Australia Limited.

##### **1.3.2 Health Information Manager Grade 2**

A Health Information Manager who is required to undertake additional responsibilities, for example:

- a. responsibility for clinical trial/data management at recognised trials including national and international trials; or
- b. being required to take charge of a department where no other Health Information Manager is employed; or
- c. being required to perform work which requires special knowledge and depth of experience; or
- d. holding an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

#### 1.3.3 Health Information Manager Grade 3

A Health Information Manager with at least 7 years post graduate experience, possessing extensive knowledge in one or more specific branches of the profession, with a proven record in teaching and/or research, and working in an area that requires high levels of specialised knowledge and performance. Areas of specialty may include casemix analysis and clinical costing, specialised information technology software development and/or application, provision and/or supervision of services across a number of different (geographically or by service type) facilities, coordination of a Clinical Trials service and/or Quality Assurance project work.

Parameters for this position may include some of the following: consultative role, specialised project work, lecturing in their clinical speciality, teaching undergraduate and/or post graduate students, and providing supervision and education to other Health Information Managers and staff from other disciplines.

### 1.4 Health Information Manager Chief Positions

#### 1.4.1 Chief HIM Grade 1

An Employee in charge of 1-5 full time health information managers and/or other Employees totalling at least 6 in number.

#### 1.4.2 Chief HIM Grade 2

An Employee in charge of 6-14 full time health information managers and/or other Employees totalling at least 15 in number.

#### 1.4.3 Chief HIM Grade 3

An Employee in charge of 15-24 full time health information managers and/or other Employees totalling at least 26 in number.

#### 1.4.4 Chief HIM Grade 4

An Employee in charge of 25-39 full time health information managers and/or other Employees totalling at least 28 in number.

#### 1.4.5 Chief HIM Grade 5

An Employee in charge of 40 and over full time health information managers and/or other Employees totalling at least 46 in number.

## **1.5 Library**

### **1.5.1 Medical Librarian**

An Employee employed as such who is eligible for professional membership of the Library Association of Australia and who has obtained either a Registration Certificate of the Library Association of Australia; a Royal Melbourne Institute of Technology or College of Advanced Education degree or diploma in Librarianship; a Graduate Diploma in Librarianship; or the equivalent recognised by the Library Association of Australia.

### **1.5.2 Medical Librarian Grade 2**

A Medical Librarian who is required to undertake additional responsibilities or complexities, for example:

- a. a Librarian in a teaching hospital with university clinical Departments on site; or
- b. a Librarian, who is required to apply specialised knowledge, and to be in charge of one or more of the following areas:
- c. computerised information retrieval; or
- d. inter library loans; or
- e. another such area recognised by the Employer.

## **1.6 Medical Imaging Technology**

### **1.6.1 Medical Imaging Technology Intern**

An Employee employed in a centre accredited by the Australian Institute of Radiography, who has obtained a Bachelor of Applied Science (Medical Radiations) or its equivalent and is in the process of attaining a Statement of Accreditation from the Australian Institute of Radiography.

### **1.6.2 Medical Imaging Technologist Grade 1 (Qualified)**

An Employee who has obtained a Bachelor of Applied Science (Medical Radiations) or its equivalent and who is eligible to hold a Statement of Accreditation of the Australian Institute of Radiography.

### **1.6.3 Medical Imaging Technologist Grade 2**

A Medical Imaging Technologist who is required to undertake additional responsibilities and/or who has additional experience who demonstrates a degree of competence and ability to work independently and without supervision which reflects a level of continuing education and/or practical expertise. Parameters for this position would include one or more of the following:

- a. a Medical Imaging Technologist who is required to supervise other Medical Imaging Staff and teach Medical Imaging students; or
- b. a Medical Imaging Technologist who is required to supervise a section of the department; or
- c. a Medical Imaging Technologist who can demonstrate extensive knowledge, experience and competence in any of the specialist modalities or areas of additional responsibilities

such as ultrasound, computed tomography, digital subtraction angiography, cardiac angiography, mammography, magnetic resonance imaging, clinical teaching or quality assurance activities; or

- d. a Medical Technologist who has 12 months' clinical experience in ultrasound and who has successfully completed at least half of the postgraduate qualification in ultrasound.

#### 1.6.4 Medical Imaging Technologist Grade 3, or Tutor (department of less than 25)

A Medical Imaging Technologist, with at least 7 years' post graduate experience, possessing extensive knowledge in one or more specific branches of the profession, with a proven record in teaching and/or research, and working in an area that requires high levels of specialised knowledge and performance.

Parameters for this position would include some of the following: consultative role, lecturing or publication in their clinical speciality, teaching undergraduate and/or post graduate students and providing education to staff from other disciplines.

#### 1.6.5 Medical Imaging Technologist Grade 4

A Medical Imaging Technologist in a large or multi-campus department, with at least 10 years' postgraduate experience, who is required to undertake significant educational, administrative and managerial responsibilities, and is at a supervisory level, either in one or more specific branches of the profession which require extensive specialised knowledge and performance, or over multiple diagnostic units in the same modality. Other responsibilities would include management of the department's clinical teaching or research program, quality assurance program or imaging specific computer systems.

#### 1.6.6 Medical Imaging Technologist Grade 4, Tutor (department of 25 or more)

A Medical Imaging Technologist in a large or multi-campus department, with at least 10 years' postgraduate experience, who is required to undertake significant educational, administrative and managerial responsibilities, and is at a supervisory level, either in one or more specific branches of the profession which require extensive specialised knowledge and performance, or over multiple diagnostic units in the same modality. Other responsibilities would include management of the department's clinical teaching or research program, quality assurance program or imaging specific computer systems.

#### 1.6.7 Deputy Chief Medical Imaging Technologist

A qualified Medical Imaging Technologist who is required to assist and to deputise for the Chief Medical Imaging Technologist:

- a. Grade 1 - Where the Chief is classified at Grade 2
- b. Grade 2- Where the Chief is classified at Grade 3
- c. Grade 3 – Where the Chief is classified at Grade 4
- d. Grade 4 – Where the Chief is classified at Grade 5

### 1.7 Music Therapy

#### 1.7.1 Music Therapist Grade 1 (Qualified)

An Employee employed as such with a tertiary degree or an equivalent qualification in the field of music therapy or such course recognised by the Australian Music Therapy Association as being equivalent.

#### 1.7.2 Music Therapist Grade 2

A Music Therapist who is required to undertake additional responsibilities, for example:

- a. teaching Music Therapy students;
- b. being required to take charge of a Music Therapy section of the therapy department; or
- c. holding an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

### 1.8 Nuclear Medicine Technology

#### 1.8.1 Nuclear Medicine Technology Intern

An Employee employed in a centre accredited by the Australian and New Zealand Society of Nuclear Medicine, who has obtained a Bachelor of Applied Science in Medical Radiations (Nuclear Medicine Technology) or its equivalent and is in the process of attaining a Statement of Accreditation from the Australian and New Zealand Society of Nuclear Medicine.

#### 1.8.2 Nuclear Medicine Technologist (Qualified)

An Employee who has obtained a Bachelor of Applied Science in Medical Radiations (Nuclear Medicine Technology) or its equivalent and who is eligible for Accreditation by the Australian and New Zealand Society of Nuclear Medicine.

#### 1.8.3 Nuclear Medicine Technologist Grade 2

A Nuclear Medicine Technologist who is required to undertake additional responsibilities which requires special knowledge or depth of experience.

#### 1.8.4 Nuclear Medicine Technologist Grade 3

A Nuclear Medicine Technologist with at least 7 years' post graduate experience, possessing extensive knowledge in one or more specific branches of the profession, with a proven record in teaching and/or research, and working in an area that requires high levels of specialised knowledge and performance.

Parameters for this position would include some of the following: consultative role, lecturing or publication in their clinical speciality, teaching undergraduate and/or post graduate students and providing education to staff from other disciplines.

#### 1.8.5 Nuclear Medicine Technologist Grade 4

A Nuclear Medicine Technologist in an amalgamated or multi-campus department, with at least 10 years' postgraduate experience, who is required to perform significant educational, administrative and managerial responsibilities and is at a supervisory level in one or more specific branches of the profession which requires extensive specialised knowledge and performance. Other responsibilities would include management of the department's clinical teaching or research program, quality assurance program or imaging specific computer systems.

### 1.9 Occupational Therapy

#### 1.9.1 Occupational Therapist Grade 1 (Qualified)

An Employee employed as such who holds a Bachelor of Applied Science (Occupational Therapy) or equivalent or who is a graduate of an Occupational Therapy Training Centre recognised by both or either of the Australian Association of Occupational Therapists Victoria and the World Federation of Occupational Therapists.

#### 1.9.2 Occupational Therapist Grade 2

An Occupational Therapist who is required to undertake additional responsibilities, for example:

- a. teaching Occupational Therapy students; or
- b. is required to take charge of a section of the Occupational Therapy Department; or
- c. holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

### 1.10 Orthoptics

#### 1.10.1 Orthoptist Grade 1 (Qualified)

An Employee employed as such holding a qualification recognised by the Orthoptic Board of Australia.

#### 1.10.2 Orthoptist Grade 2

An Orthoptist who is required to undertake additional responsibilities, for example:

- a. teaching Orthoptic students; or
- b. perform work which requires special knowledge and depth of experience; or
- c. is required to take charge of a section of the Orthoptic Department.

### 1.11 Orthotics/Prosthetics

#### 1.11.1 Orthotist/Prosthetist Grade 1 (Qualified)

An Employee who holds the Diploma in Applied Science (Prosthetics and Orthotics) or its equivalent recognised (including those qualifications previously recognised) by the Australian Orthotic and Prosthetic Association.

#### 1.11.2 Orthotist/Prosthetist Grade 2

An Orthotist/Prosthetist who is required to undertake additional responsibilities, for example:

- a. teaching Orthotist/Prosthetics students; or
- b. required to perform work which requires special knowledge and depth of experience in any one or more of the following: scoliosis, cerebral palsy, spinal cord injuries, plastic surgery, or is part of an amputee clinical team; or
- c. is required to supervise a section of the Orthotic/Prosthetic Department.

#### 1.11.3 Chief

An Employee immediately responsible to the Medical Director for the organisation of the department.

1.11.4 Grade 1

An Employee in charge of 1 to 3 full-time professionals.

1.11.5 Grade 2

An Employee in charge of 4 to 8 full-time professionals.

1.11.6 Grade 3

An Employee in charge of 9 to 14 full-time professionals.

1.12 **Photography or Illustration**

1.12.1 Medical Photographer or Illustrator

An Employee employed as such possessing a Diploma or Degree in Photography or Art or equivalent as recognised by the Australian Institute of Medical and Biological Illustration.

1.12.2 Medical Photographer/Illustrator Grade 2

A Medical Photographer/Illustrator who is required to undertake additional responsibilities, for example:

- a. teaching and supervising staff; or
- b. perform work which requires special knowledge or depth of experience.

1.13 **Physiotherapy**

1.13.1 Physiotherapist Grade 1 (Qualified)

An Employee employed as such holding a Degree or Diploma approved by the Physiotherapy Registration Board of Victoria for registration.

1.13.2 Physiotherapist Grade 2

A Physiotherapist who is required to undertake additional responsibilities, for example:

- a. teaching Physiotherapy students; or
- b. perform work which requires special knowledge and depth of experience in any one or more of the following: neurosurgery, surgical thoracic, plastic surgery, cerebral palsy, traumatic spinal cord lesions; or
- c. is required to take charge of a section of the Physiotherapy Department; or
- d. holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

1.14 **Podiatry**

1.14.1 Podiatrist Grade 1 (Qualified)



An Employee employed as such holding a Degree or Diploma approved by the Podiatrists Registration Board of Victoria for registration.

#### 1.14.2 Podiatrist Grade 2

A Podiatrist is required to undertake additional responsibilities, for example:

- a. teaching Podiatry students; or
- b. perform work which requires special knowledge or depth of experience in any one or more of the following: diabetes mellitus peripheral vascular disease, cerebro-vascular accident, arthroses, orthotic/prosthetic therapy, nail surgery and local anaesthesia; or
- c. is required to take charge of a Section or Annexe of the Podiatry Department .
- d. holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

### 1.15 Radiation Therapy Technology

#### 1.15.1 Intern

A person employed in a centre accredited by the Australian Institute of Radiography, who has obtained a Bachelor of Applied Science (Radiation Therapy) or its equivalent and is in the process of attaining a Statement of Accreditation for the Australian Institute of Radiography.

#### 1.15.2 Radiation Therapy Technologist Grade 1 (Qualified)

An Employee who has obtained a Bachelor of Applied Science (Radiation Therapy) or its equivalent and who is eligible to hold a Statement of Accreditation of the Australian Institute of Radiography and is engaged in therapeutic duties.

#### 1.15.3 Radiation Therapy Technologist Grade 2

A qualified radiation therapy technologist who is required to undertake additional responsibilities such as a major tutoring role or a role requiring specialised knowledge in computer technology, simulation or brachytherapy.

#### 1.15.4 Radiation Therapy Technologist Grade 2(a)

Second in charge of Treatment Unit - A qualified radiation therapy technologist who is required to undertake responsibility additional to that of the grade 1 radiation therapy technologist.

#### 1.15.5 Radiation Therapy Technologist Grade 2(b)

In charge of a Treatment Unit - A qualified radiation therapy technologist who is required to take charge of a Treatment Unit (MVT, DXRT, SXRT), peripheral unit, or planning sub-unit.

#### 1.15.6 Radiation Therapy Technologist Grade 2(c)

- a. required to take charge of a departmental unit– A qualified radiation therapy technologist who is required to take charge of a treatment, planning or peripheral unit; or
- b. Major Administrative role - A qualified radiation therapy technologist who is required to undertake significant administrative or educational responsibilities.

#### 1.15.7 Radiation Therapy Technologist Grade 3

Major Administrative role – A qualified radiation therapy technologist who is required to undertake significant administrative or educational responsibilities.

#### 1.15.8 Grade 4 Assistant Radiation Therapy Manager Level 1(#)

*(#) Peter MacCallum cannot use this classification*

A state registered radiation therapist who is required to efficiently and effectively lead, manage and provide direction to a Section or substantial operational area of the radiation therapy service.

#### 1.15.9 Grade 4 Assistant Radiation Therapy Manager Level 2

A state registered radiation therapist who is required to efficiently and effectively lead, manage and provide direction to a Section or substantial operational area in a large multi campus radiotherapy service, or a satellite centre of the radiation therapy service.

#### 1.15.10 Grade 5 Deputy Radiation Therapy Manager Level 1

A state registered radiation therapist who is required to provide management assistance and operational support to the Radiation Therapy Manager in ensuring the efficient and effective development and delivery of a high quality radiation therapy service.

#### 1.15.11 Grade 5 Deputy Radiation Therapy Manager Level 2 (\*)

*(\*) Peter MacCallum only*

A state registered radiation therapist required to provide management assistance and operational support to the Radiation Therapy Manager in ensuring the efficient and effective development and delivery of a high quality radiation therapy service in a large multi-campus radiotherapy service.

#### 1.15.12 Grade 6 Radiation Therapy Manager Level 1

A state registered radiation therapist who is responsible for the effective and efficient management, operation, development and delivery of a high quality radiation therapy service.

#### 1.15.13 Grade 6 Radiation Therapy Manager Level 2

*(\*) Peter MacCallum only*

A state registered radiation therapist who is responsible for the effective and efficient management, operation, development and delivery of a high quality radiation therapy service in a large multi campus radiotherapy service.

### 1.16 **Recreation Therapy**

#### 1.16.1 Recreation Therapist Grade 1 (Qualified)

An Employee employed as such with a degree or equivalent in Recreation or Physical Education or equivalent.

#### 1.16.2 Recreation Therapist Grade 2

A Recreation Therapist required to undertake additional responsibilities, for example:

- a. teaching Recreation Therapy students; or
- b. required to take charge of a recreation therapy section of the therapy department; or
- c. holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

## 1.17 **Social Work**

### 1.17.1 Social Worker Grade 1 (Qualified)

An Employee employed as such whose qualifications make him or her eligible for membership of the Australian Association of Social Workers and who is formally employed as a Social Worker.

### 1.17.2 Social Worker Grade 2

A Social Worker who is required to undertake additional responsibilities, for example:

- a. teaching Social Work students; or
- b. is required to perform work which requires special knowledge and depth of experience in any one or more of the following:
  - individual and family and/or group practice; or
  - program development and management; or
  - research evaluation;
- c. is required to take charge of a section of the Social Work Department.

## 1.18 **Sonographer**

### 1.18.1 Student Sonographer Grade 1

An Employee who has obtained a Bachelor of Applied Science (Medical Radiations) or its equivalent, and is undertaking a Degree or Postgraduate qualification in Sonography recognised by the Australian Sonographer Accreditation Registry (ASAR) in one or more of following specialties:

- Cardiac Sonography,
- General Sonography,
- Vascular Sonography; or
- Any other type of Sonography

and has been admitted to the Register of Accredited Student Sonographers by the Australian Sonographer Accreditation Registry.

### 1.18.2 Trainee Sonographer Grade 2

An Employee who has successfully completed at least half of a post-graduate degree or qualification in Sonography recognised by the Australian Sonographer Accreditation Registry (ASAR), and has completed 12 calendar months clinical experience.

### 1.18.3 Sonographer Grade 3

An Employee who has successfully completed a Degree or Postgraduate qualification in Sonography recognised by the Australian Sonographer Accreditation Registry (ASAR) and is

eligible for admission to the Register of Accredited Medical Sonographers by the Australian Sonographer Accreditation Registry.

#### 1.18.4 Sonographer Grade 4

A Sonographer in a large or multi-campus department, who is required to undertake significant educational, administrative and managerial responsibilities, that is at a supervisory level.

#### 1.18.5 Sonographer Grade 4, Tutor

A Sonographer in a large or multi-campus department, who is required to undertake significant educational, administrative and managerial responsibilities, is at a supervisory level, and whose other responsibilities include management of the department's clinical teaching or research program, or quality assurance program.

#### 1.18.6 Medical Imaging Technologists undertaking a Postgraduate Sonography qualification

An Employee who is classified or is eligible to be classified as a Medical Imaging Technologist under this Agreement who commences a Postgraduate Sonography qualification shall continue to be classified and paid as a Medical Imaging Technologist under this Agreement until they have completed their Postgraduate Sonography qualification, except where they would be entitled to a higher rate of pay under a Sonography classification, in which case they will be classified and paid as a Sonographer under this Agreement. Once the Employee has completed their Postgraduate Sonography qualification, they will be classified at and paid no less than as a Sonography Grade 3.

#### 1.18.7 Higher Qualifications Allowance

A postgraduate Sonography qualification is an additional post graduate qualification for the purpose of Clause 30.4 and shall attract the Higher Qualifications Allowance, for those Employees who have as a base qualification a Bachelor of Applied Science (Medical Radiations), or equivalent base qualification accepted by an Employer.

A Sonographer who received the Higher Qualification Allowance in clause 30.4 prior to the approval of the variation to the Agreement will continue to receive the Higher Qualification Allowance.

### 1.19 **Speech Pathology**

#### 1.19.1 Speech Pathologist Grade 1 (Qualified)

An Employee employed as such holding a Bachelor of Applied Science in Speech Pathology or an equivalent qualification as recognised by Speech Pathology Australia.

#### 1.19.2 Speech Pathologist Grade 2

A Speech Pathologist who is required to undertake additional responsibilities, for example:

- a. supervising Speech Pathology students; or
- b. is required to take charge of a section of the Speech Pathology Department; or
- c. holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

### 1.20 **Play Therapist**

### 1.20.1 Play Therapist Grade 1 (qualified)

Any person who holds a Bachelors degree in Early Childhood Studies, Bachelor of Teaching (Primary) or other Bachelor qualification as recognised by the Australasian Association of Hospital Play Therapists.

### 1.20.2 Play Therapist Grade 2

A Play Therapist appointed to the grade with additional responsibilities, including:

- a. supervising Play Therapy staff (qualified and/or unqualified);
- b. supervising/teaching of play therapist students;
- c. is in charge of a section of the Play Therapy Department, or holds an equivalent position at a small establishment, such as a day hospital/centre, nursing home or community health service;
- d. performs work which requires special knowledge and depth of experience;
- e. client and group program supervision and/or evaluation;
- f. research/case studies;

## 1.21 General Definitions

### 1.21.1 Senior Clinician (Grade 3)

A Physiotherapist, Occupational Therapist, Speech Pathologist, Social Worker, Podiatrist, Prosthetist and Orthotist, Orthoptist, Medical Photographer and/or Illustrator, Medical Librarian, Music Therapist, Exercise Physiologist, Play Therapist and Recreation Therapist with at least 7 years' experience, possessing specific knowledge in a branch of the profession and working in an area that requires high levels of specialist knowledge as recognised by the Employer.

A Senior Clinician, Grade 3, may also be required to undertake administrative work and/or manage/supervise staff.

Parameters of this position would include some of the following: consultative role, lecturing in their clinical speciality, teaching under graduates and/or post-graduate students and providing education to staff from other disciplines.

In addition to other descriptors, a Grade 3, Senior Clinician, however characterised in a community health or similar setting can manage multidisciplinary and/or discipline specific health professional staff and/or other staff.

### 1.21.2 Grade 4 Allied Health

A Physiotherapist, Cardiac Technologist, Health Information Manager, Occupational Therapist, Speech Pathologist or Social Worker with at least 10 years' postgraduate experience, who holds significant educational, administrative and managerial responsibilities as designated by the Employer and is at a supervisory level in one or more of the specific branches of the discipline which require extensive specialised knowledge and performance. Other responsibilities would include management of the department's clinical teaching, research program or quality assurance programme. This role may manage/supervise staff within a program and may report to a Chief/Director/Manager of Allied Health or similar, however characterised, as required by the organisation.

An Employer is not obliged to employ to the Grade 4 Allied Health classification unless the work described by this classification is required by the Employer to be undertaken by the Employee.

1.21.3 Allied Health Grade 4/Clinical Educator (Department of 25 or more)

A Physiotherapist, Cardiac Technologist, Health Information Manager, Occupational Therapist, Speech Pathologist or Social Worker in a large or multi-campus department with at least 10 years' postgraduate experience, who is required to undertake significant educational, administrative and managerial responsibilities and is at a supervisory level in one or more of the specific branches of the discipline which require extensive specialised knowledge and performance. Other responsibilities would include management of the department's clinical teaching, research program or quality assurance programme. An Employer is not obliged to employ to the Grade 4 Allied Health/ Clinical Educator classification unless the work described by this classification is required by the Employer to be undertaken by the Employee.

1.21.4 All other Deputy Chief Positions

An Employee qualified in the profession and required to assist and to deputise for the Chief where the Chief is classified at Grade 2 or higher.

1.21.5 All Other Chief Positions

An Employee who is required to undertake responsibility for the organisation of the department and the supervision of staff and /or to manage a service wide program and who has responsibility for budgets, management of staff, clinical and service outcomes in the program, provision of professional leadership and guidance of staff.

An Employee classified in a Chief position may be responsible for a program across a number of sites, or be responsible for a multi disciplinary health professional structure across a number of sites or a large department / program for a single professional stream.

Full time professional in the Chief and Deputy classifications is the effective full time (i.e. divide the number of hours regularly worked by the health professionals that report to the Chief /Deputy and divide by 38 to derive the effective full time).

For the avoidance of doubt, a Senior Chief shall be classified under the Chief Descriptors in this Schedule F.

1.21.6 Chief Grade 1

An Employee in charge of 1-5 full-time professionals and/or other Employees totalling at least 6 in number.

1.21.7 Chief Grade 2

An Employee in charge of 6-14 full-time professionals and/or other Employees totalling at least 15 in number.

1.21.8 Chief Grade 3

An Employee in charge of 15-24 full-time professionals and/or other Employees totalling at least 26 in number.

1.21.9 Chief Grade 4

An Employee in charge of 25-39 full-time professionals and/or other Employees totalling at least 28 in number.

#### 1.21.10 Chief Grade 5

An Employee in charge of 40 and over full-time professionals and/or other Employees totalling at least 46 in number.

## 2. Classification definitions - UG3 definitions

### 2.1 Medical Laboratory Technology

#### 2.1.1 Medical Laboratory Technician Trainee

An Employee engaged in studies leading to the below qualification.

#### 2.1.2 Qualified Medical Laboratory Technician (Grade 1)

An Employee employed as such who holds a Certificate or Associate Diploma of Applied Science (Medical Laboratory) or equivalent.

#### 2.1.3 Medical Laboratory Technician Grade 2

A Medical Laboratory Technician who is required to undertake additional responsibilities, for example:

- a. employed on work which requires special knowledge or depth of experience; or
- b. has a teaching role.

### 2.2 Renal Dialysis Technology

#### 2.2.1 Renal Dialysis Technician (Grade 1)

An Employee who is engaged as such in a renal dialysis unit.

#### 2.2.2 Renal Dialysis Technician (Grade 2) – *Melbourne Health only*

An Employee appointed as such who has at least two years experience as a Renal Dialysis Technician and has successfully completed the Bonent examination. Such an Employee shall be committed to a bi-annual re-examination or undertake professional development activities, as recommended by Bonent, to fulfil re-accreditation requirements to retain this grade, together with the ability to display ongoing leadership in Quality projects, research and education.

## 3. Classification definitions - Other definitions

### 3.1 Child Psychotherapy

An Employee employed as such with a relevant tertiary qualification and eligible for membership of the Victorian Child Psychotherapists Association Inc.

#### 3.1.1 Level 1 - Child Psychotherapist

- a. Holds a basic bachelor degree in Occupational Therapy, Psychology or Social work and has at least two years post graduate clinical experience in a child mental health setting as a pre-requisite for acceptance into Psychotherapy training.
- b. Is undertaking a recognised post-graduate study as a Psychotherapist.

- c. Provides a clinical service under supervision. Provided further that an Employee classified at level 1 shall have his or her years of service recognised one, two or three years in advance if the Employee holds an Honours, Masters or Doctorate respectively.

#### 3.1.2 Level 2 - Qualified Child Psychotherapist

- a. Has completed a post-graduate course of study in Psychotherapy.
- b. Provides a clinical service.

#### 3.1.3 Level 3 - Senior Child Psychotherapist

An Employee who is required to:

- a. provide a specialist clinical service;
- b. teach and supervise Employees on a recognised Psychotherapy training program;
- c. provide a Psychotherapy component to the Child and Family Psychiatry Department's Continuing Education Program;
- d. accept responsibility for a clinical consultation service to professional staff within and external to the hospital.

#### 3.1.4 Level 4 - Principal Child Psychotherapist

- a. Holds a basic bachelor degree in an appropriate field.
- b. Has at least 5 - 6 years' clinical experience since completing a post-graduate course in Psychotherapy.
- c. Is expected to ensure and maintain the provision of a high professional standard of specialised psychotherapy service delivery.
- d. Is responsible and accountable for the administration of a psychotherapy unit within an organisation.
- e. Is responsible for formulating and implementing policies for the psychotherapy discipline in consultation with the Professor/Director of the Department of Child and Family Psychiatry.
- f. Is responsible for the clinical supervision of qualified psychotherapy staff.
- g. Holds major training responsibilities in one or more of the Psychotherapy Training Schools.
- h. Is responsible for initiating and conducting relevant research.

### 3.2 Welfare Work

**Welfare Work** within Social and Community Service includes:

- information collection and provision related to benefits and services and community resources available to clients;
- assistance in the resolution of specified problems;
- supportive counselling to clients without complex personal problems;



- direct service provision and care for people in residential settings, day and occasional care settings;
- referral and liaison to other professionals and agencies;
- community work including the organising of community facilities to meet gaps in services or developing community interest and action in providing for social welfare needs.

### 3.2.1 Qualified Welfare Worker

- An Employee working in the field of social and community service who is qualified from a tertiary institution after two years' study (one year if admission age is 21 years or over) including major studies in welfare work.
- Provided that an Employee covered by this classification may, by way of practical experience in welfare work or related areas of employment, be recognised by notice in writing by his or her Employer as coming within the scope of this definition.

### 3.2.2 Unqualified Welfare Worker

- An Employee employed in Welfare Work who is not a qualified Welfare Worker.
- An unqualified welfare worker with less than twelve months' experience working without direct supervision by a qualified Welfare Worker or Social Worker, and including a person employed under this clause working as a sole Welfare Worker, shall commence at the rate of unqualified Welfare Worker year 5.
- An unqualified Welfare Worker, who is a sole welfare worker or performs his or her duties without direct supervision, and has a minimum of twelve months' experience, shall commence at unqualified Welfare Worker year 6. However, by mutual agreement between the Employer and Employee this condition may be waived.

### 3.2.3 Welfare Worker Class I

- All qualified Welfare Workers, who are required to perform their duties under supervision.
- A sole Welfare Worker with less than twelve months' experience shall be paid during his/her first twelve months at the rate of Welfare Worker class I, year 4.

### 3.2.4 Welfare Worker Class II

All qualified Welfare Workers, who are required to undertake some administrative responsibility, including:

- a Welfare Worker who is required to take charge of an agency or department, with a staff of up to 3 workers covered by the Agreement, or with a staff of at least one worker covered by the Agreement and other Employees, totalling at least 6 in number, who are employed as part of the permanent establishment on a regular monthly contract of employment of at least the normal full-time ordinary hours of such agency or department;
- a sole Welfare Worker who shall have a minimum of twelve months' experience (although this condition may be waived by mutual agreement between the Employer and Employee);
- a Welfare Worker who is required to be responsible for a major activity or group of activities within an Agency or department; or

- d. a Welfare Worker appointed as a Deputy to a Welfare Worker Class III.

### 3.2.5 Welfare Worker Class III

All qualified Welfare Workers who are required to:

- a. take charge of an Agency or Department with a staff of more than 3 and up to 7 workers, covered by the Agreement, or with a staff of at least two workers covered by the Agreement, plus other Employees totalling 12 in number, who are employed as part of the permanent establishment on a regular monthly contract of employment of at least the normal full-time ordinary hours of such Agency or Department;
- b. a Welfare Worker who acts as a Deputy to a Welfare Worker Class IV;
- c. a Welfare Worker in a position which requires special skill and experience and where the responsibilities are mutually agreed by the Employer and Employee to be equal to those of a Welfare Worker appointed under (i) hereof.

### 3.2.6 Welfare Worker Class IV

All qualified Welfare Workers who are required to undertake senior administrative responsibilities including:

- a. a Welfare Worker in charge of an Agency or Department with a staff of 8 or more Employees, covered by the Agreement, or with a staff of at least 6 Employees covered by the Agreement, plus other Employees totalling at least 13 in number who are employed as part of the permanent establishment on a regular monthly contract of employment of at least the normal full-time ordinary hours of such Agency or Department;
- b. any Welfare Worker employed in a position the responsibilities of which are mutually agreed by the Employer and the Employee to be equal to those of a Welfare Worker employed under (a) hereof.

### 3.2.7 Provided that where an Employee under **clause 27.4** is reclassified by his or her existing Employer from class I to class II or class II to class III, the following shall apply:

- a. A Welfare Worker (qualified) class I, year 7 and thereafter appointed to class II shall be paid at the class II, year 4 and thereafter rate;
- b. A Welfare Worker (qualified) class I, year 6 appointed to class II shall be paid at the class III, year 3 rate;
- c. A Welfare Worker (qualified) class I, year 5 appointed to class II shall be paid at the class II, 2nd year rate;
- d. A Welfare Worker (qualified) class II, year 4 and thereafter appointed to class III shall be paid at the class III, year 2 rate.

### 3.2.8 For the purposes of **3.2**, yearly increments are based on years of full-time practical experience or service or part-time equivalent service in the performance of welfare work.

## 3.3 Community Development Work

**Community** means a group defined in geographical, cultural, economic, social, demographic, special interest, and/or political terms and is deemed to include those based on gender, race, ethnicity, disability, workplace, residence or age and may be self defined;

**Community Development Work** means working with a community to address issues, needs and problems for that community through facilitating collective solutions, by the use of one or more of the following:

- research and analysis of community issues, needs or problems;
- development and maintenance of community resources;
- community organisation;
- development, maintenance and evaluation of community programs;
- community policy development, interpretation and implementation;
- community planning;
- representation, advocacy, negotiation and mediation within and between communities, agencies, institutions and government;
- development and maintenance of networks;
- liaison with community groups, other workers and professional, agencies and government;
- development and transfer of skills and knowledge in community organisation, community education, advocacy, resource development, cultural awareness and other relevant areas, within the community;
- public and community education and public relations;
- preparation and distribution of written, audio-visual and other material as required;
- administrative tasks associated with the maintenance of 'community' projects including preparation of submissions, reports of financial documentation;
- assisting individual members of a community in relation to other professionals, institutions, community agencies, government and other bodies;
- community campaign development and organisation, but excluding the predominant use of direct service delivery to clients, individual casework and counselling.

### 3.3.1 Community Development Worker

Any person (however titled) carrying out Community Development Work in:

- a. community or neighbourhood houses and learning centres;
- b. community housing or tenant's rights services or projects;
- c. equal opportunity or affirmative action projects;
- d. women's service or projects;
- e. disabilities rights projects and services for people with disabilities;
- f. community financial counselling services, community legal services, social justice services or projects, community health and occupational health and safety projects;
- g. self-help groups or projects;
- h. environmental action groups or projects;
- i. community information projects or services;
- j. community arts, writing, theatre or other cultural projects;
- k. international aid agencies or projects; or
- l. any agency, group, project or service including the following;

- aboriginal community workers, including Aboriginal Health Liaison Officers;
- ethnic community workers (however titled), including Ethnic health workers; or
- community education officers.

### 3.3.2 Qualified Community Development Worker

- An Employee engaged in Community Development Work who holds a post-secondary qualification in Community Work, Community Education Multicultural or Ethnic Studies, Aboriginal Studies, Urban Studies, Community or Welfare Administration (all however titled) or a related and relevant post secondary qualification from a post-secondary educational institution.
- For the purposes of this clause 3.3, post-secondary qualifications in Social Work, Welfare Work and Youth Work (however titled) are recognised as relevant qualifications.
- An Employee may, through practical experience and skills in Community Development Work, or related areas of employment, be recognised by notice in writing by the Employer as coming within the scope of this definition.
- An Indigenous Community Worker who has participated in relevant short courses of training in the practical skills of community development work is deemed to be a Qualified Community Development Worker when engaged in Community Development Work with or within his or her 'Indigenous Community'.

### 3.3.3 Unqualified Community Development Worker

An Employee engaged in Community Development Work who is not a Qualified Community Development Worker.

### 3.3.4 Indigenous Community Development Worker

An Employee who has:

- direct life experience in and as a member of a particular 'community' (as defined) from which the Employee is drawn and in which she or he is working;
- knowledge, skills and experience of the culture in which she or he belongs;
- fluency in the community language/s (where relevant).

An 'Indigenous Community Development Worker' includes an Aboriginal worker working with an Aboriginal Community, an Ethnic Worker working with the relevant Ethnic Community and a Self-Help Worker employed to work with the Self-Help community from which she or he came.

### 3.3.5 Community Development Worker Class I

- All persons who are performing Community Development Work under the direct supervision of more experienced community development workers who must be based in the same workplace as the persons being supervised.
- An unqualified Community Development Worker (as defined), with less than twelve months' experience who is being supervised by a qualified Community Development Worker (as defined), shall commence at the rate of class I, year 1.

- c. An unqualified Community Development Worker with less than twelve month's experience who is being supervised by an unqualified Community Development Worker shall commence at the rate of class I, year 3.
- d. A qualified Community Development Worker with less than twelve months' experience who is being supervised by a more experienced qualified Community Development Worker shall commence at the rate of class I, year 2, unless the supervised worker is a qualified Social Worker or holds a post-graduate qualification in Community Development Work (as defined) in which case the worker will commence at the rate of class I, year 4.
- e. A Community Development Worker under direct supervision who has administrative responsibilities shall commence at not less than class I, year 3, notwithstanding any of the above commencement rates.

### 3.3.6 Community Development Worker Class II

- a. An Employee who is performing Community Development Work and who is not working under the direct supervision of a more experienced community development worker and includes a sole community development worker employed in a workplace or one who has unsupervised administrative responsibilities.
- b. A qualified Community Development Worker cannot be supervised by a less experienced unqualified or qualified community development worker and must be paid as class II Community Development Worker at the appropriate qualification level (as defined).
- c. An unqualified Community Development Worker working without direct supervision shall commence at class II(a), year 1.
- d. A qualified Welfare Worker (as defined) performing community development work without direct supervision shall commence at not less than class II(a), year 3.
- e. An Indigenous Community Development Worker (as defined) working without direct supervision shall commence at not less than class II(a), year 3. If an Indigenous Community Development Worker does possess a qualification (as defined) she or he shall commence at a level not less than that defined for the qualification possessed.
- f. A qualified Youth Worker (as defined) performing community development work without direct supervision shall commence at not less than class II(a), year 5.
- g. A sole Community Development Worker employed in a workplace or a community development worker performing outreach community development work shall commence at not less than class II(a), year 5.
- h. The commencing rate for a Financial Counsellor performing Community Development Work shall be not less than class II(a), year 5.
- i. The commencing rate for a Tenant Worker performing Community Development Work shall be not less than class II(a), year 5.
- j. A Community Development Worker who is performing social research shall commence at not less than class II(a), year 7 unless the worker possesses a social work qualification or a post-graduate qualification in community development work or a qualification in social or behavioural sciences, in which case the worker shall commence at no less than the level defined for these qualifications.

- k. A Community Development Worker working without direct supervision who possesses a qualification in community development work other than a post-graduate qualification shall commence at not less than class II(a), year 7.
- l. A Community Development Worker with a tertiary qualification in the social and behavioural sciences shall commence at not less than class II(a), year 7.
- m. A qualified Social Worker or Community Development Worker holding a post-graduate qualification in community development work performing community development work shall be employed at the classification class II(b).
- n. A Community Development Worker engaged in policy development or policy advice shall commence at not less than class II(b), year 1.
- o. A Community Development Worker engaged in community education or community training programs shall commence at not less than class II(b), year 1.
- p. A qualified Social Worker shall commence at not less than class II(b), year 1.
- q. A qualified Community Development Worker with a post-graduate qualification shall commence at not less than class II(b), year 2.

### 3.3.7 Community Development Worker Class III

All persons performing Community Development Work who are required to provide direct supervision of other community development workers, administrative or support workers. A community development worker employed in a position which requires special skill and experience and where the responsibilities are mutually agreed by the Employer and Employee to be equal to those of a Community Development Worker Class III may be employed as such.

For the purposes of **clause 3.3**, yearly increments are based on years of full-time practical experience or service or part-time equivalent in the performance of community development work.

## 3.4 Youth Worker

**Youth work** means working with or for young people towards their personal and social development during their transition from childhood to adulthood, by use of one or more of the following functions, and shall include:

- collection and distribution of materials and information pursuant to their development and need;
- assistance in the resolution of specific problems;
- provision of activities and facility management for leisure time;
- liaison with and referral to other professionals and agencies;
- supportive counselling to young people with personal problems or those confronting crisis; and
- coordination of activities or facilities for the development of independent living skills.

### 3.4.1 Qualified youth worker

- a. An Employee engaged in youth work (as defined) who holds a Diploma in Youth Studies (however titled) or a related tertiary qualification which requires at least three years study at a university or college of advanced education with a major in the group dynamics and behavioural studies area.

- b. Provided that an Employee may, by way of practical experience in youth work or related areas of employment, be recognised by notice in writing by his or her Employer as coming within the scope of this definition.

### **3.5 Technical Officer (\*) – Austin Health, Royal Children's Hospital & the Women's Only**

All work levels are performed in a Biomedical engineering or Medical Physics environment and are concerned with the management or repair/ calibration and clinical use of hospital based technology.

#### **3.5.1 Technical Officer Grade 1**

With close technical guidance, and as a Technical practitioner, perform straightforward relevant tasks.

#### **3.5.2 Technical Officer Grade 2**

With technical guidance, and as a Technical practitioner, perform straightforward relevant tasks or activities.

#### **3.5.3 Technical Officer Grade 3**

With limited guidance, and as a Technical practitioner, perform straightforward relevant tasks, activities or functions of a moderately complex nature.

#### **3.5.4 Technical Officer Grade 4**

With limited guidance or within broad guidelines perform activities or functions either as a Technical practitioner, Technical specialist or a Technical manager at moderately to very complex levels with limited management responsibility and corporate impact.

### **3.6 Biomedical Technology**

#### **3.6.1 Biomedical Technologist**

An Employee with Diploma Qualifications or their equivalent who is principally involved in duties including construction, maintenance, inspections, acceptance tests and quality tests on Biomedical Equipment and who is required to provide other hospital staff with advice concerning suitability, reliability and correct use of Biomedical equipment.

#### **3.6.2 Biomedical Technologist Radiation**

An Employee with diploma qualifications or equivalent who is principally involved in duties including the construction, maintenance, tests, inspections, acceptance tests and quality tests on Biomedical Radiation equipment and who is required to provide other hospital staff with advice concerning suitability, reliability and correct usage of Biomedical Radiation equipment.

### **3.7 Client Adviser/Rehabilitation Consultant**

#### **3.7.1 Grade 1 Client Adviser/Rehabilitation Consultant**

An Employee employed as a Client Adviser/Rehabilitation Consultant who possesses an appropriate degree in the health welfare or vocational fields.

#### **3.7.2 Grade 2 Client Adviser/Rehabilitation Consultant**

A qualified Client Adviser/Rehabilitation Consultant who is required to undertake additional responsibilities, eg. is required to perform work which requires special knowledge or depth of experience in the rehabilitation area; is required to supervise Qualified and other Rehabilitation Consultant staff and teach Rehabilitation Consultant students.

#### 3.7.3 Grade 3 Senior Clinician or Senior Client Adviser/Rehabilitation Consultant

A Senior Clinician is a qualified Client Adviser/Rehabilitation Consultant with at least 7 years' experience, possessing specific knowledge in a branch of the profession and working in an area that requires high levels of specialist knowledge as recognised by the Employer. Parameters of this position would include some of the following: consultative role, lecturing in their clinical specialty, teaching under-graduates and/or post-graduate students and providing education to staff from other disciplines.

A Senior Client Adviser/Rehabilitation Consultant is a qualified Client Adviser/Rehabilitation Consultant who has at least 7 years' experience and/or experience in the rehabilitation process as recognised by the Employer and who is required to undertake additional responsibility in regards to administration and supervision of staff and/or management.

#### 3.7.4 Grade 4 Principal Client Adviser/Rehabilitation Consultant

A Principal Client Adviser/Rehabilitation Consultant has responsibility for the overall rehabilitation process and/or service delivery.

### 3.8 Dental Technician

#### 3.8.1 Apprentice Dental Technician

An Employee who is in the process of completing an accredited trade certificate course to become a licensed Dental Technician.

#### 3.8.2 Dental Technician Level I

An Employee who has successfully completed a trade certificate course and is a licensed Dental Technician.

#### 3.8.3 Dental Technician Level II

An Employee who is a licensed Dental Technician and is the Technician in Charge and is either; a Dental Technician responsible for the production and quality of work of a specialist unit of the Dental Laboratory Service of the Royal Dental Hospital of Melbourne; or is responsible for the administration and efficient functioning of Dental Technician Services in an establishment other than the Royal Dental Hospital of Melbourne.

#### 3.8.4 Foreman Dental Technician

An Employee who is a Licensed Dental Technician and is the Foreman Technician and is either; responsible to the Dental Laboratory Manager for the production and quality of work of a major section of the Dental Laboratory Service at the Royal Dental Hospital of Melbourne; or is responsible for the administration and efficient functioning of Dental Technician Services at an establishment other than at the Royal Dental Hospital of Melbourne.

#### 3.8.5 Dental Laboratory Manager

An Employee who is a Licensed Dental Technician and is the Dental Laboratory Manager, responsible to the Director of Dental Services for the administration and efficient functioning of the Dental Technician Services of the Royal Dental Hospital of Melbourne.



#### 3.8.6 Dental Prosthetist

- a. An Employee who is responsible to the Head of General Practice Dentistry for the clinical stages of patients and any consequent instruction of Dental Technicians in the laboratory stages of treatment.
- b. A Dental Prosthetist appointed on or after 1 January 1995 must have successfully completed an Associate Diploma in Dental Technology.

### 3.9 Research Technologists (Research Scientists) – Peter Macallum Research Classification Only

#### 3.9.1 Trainee Research Scientist

An Employee who is engaged as such in a research division and who is engaged in studies leading to an appropriate diploma or degree.

#### 3.9.2 Level A

An Employee who is appointed to this position holds a Bachelor of Science Degree, or another appropriate undergraduate qualification. An Employee who holds or is qualified to hold an Honours qualification shall be entitled to be classified as RA2, second year of experience after qualification.

#### 3.9.3 Level B

A Research Scientist who is appointed to this grade and who under the general direction of scientific research staff, is required to perform experimental work involving more complex or more specialised activities and requiring the exercise of initiative and judgement. This scientist works within the general framework of a research program and has the appropriate level of laboratory experience.

#### 3.9.4 Level C

A Research Scientist who is appointed to this grade and who in consultation with senior scientific research staff, is required to take charge of experimental work or provide expertise in a key technology which forms a significant component of one or more major scientific projects.

#### 3.9.5 Level D

A Research Scientist who is appointed to this grade is expected to have extensive research experience and make major original contributions to the research division or in the area he or she is appointed and to play a significant role within their profession or discipline. Research Scientists at this level may be appointed in recognition of marked distinction in their area of research or scholarship.

#### 3.9.6 Level E

A Research Scientist who is appointed to this grade will have achieved international recognition through original, innovative and distinguished contribution to his or her field of research, which is demonstrated by sustained and distinguished performance. Research Scientists at this level will provide leadership in his or her field of research, within his or her institution, discipline and/or profession and within the scholarly and research training.

#### 3.9.7 Level F

The director of the research division.

3.9.8 Trainee (Research Scientist only) as at 1 January 2012

- a. The following rates of pay apply to the employment of a trainee research scientist except for Honours, Masters or PhD enrolled students

Year of Part-time Course	Percentage of rate for Level A 1 <sup>st</sup> year after qualification	Wages per year
	%	\$
1 <sup>st</sup> Year	50	\$26,754.60
2 <sup>nd</sup> Year	60	\$32,105.50
3 <sup>rd</sup> Year	75	\$40,131.85
4 <sup>th</sup> Year	85	\$45,482.80
Thereafter	90	\$48,158.20

- b. Provided that:

- An adult trainee shall receive not less than 80 per cent of the rate prescribed for the classification Level A, 1<sup>st</sup> year of experience after qualification;
- A trainee who, as a full-time student passed all subjects specified in the first time year of a course approved by the Employee shall be paid not less than the rate prescribed for the third year of the course (part-time);
- A trainee who, as a full-time student passed all subjects in the second full-time year of a course approved by the Employee shall be paid not less than the rate prescribed for fifth year and thereafter (part-time);
- A trainee, who as a full-time student has not passed all subjects specified for the appropriate full-time year of a course approved by the Employer, shall be paid a rate equivalent to the next lower part-time classification than that which would apply in this clause.

- c. Provided further that:

- An Employee who holds or is qualified to hold the degree of Bachelor of Science Honours shall be entitled to be classified as a Level A second year of experience after qualification.
- An Employee who holds or is qualified to hold the degree of Master of Science shall be entitled to be classified as a Level A fourth year of experience after qualification.
- An Employee who holds or is qualified to hold the degree of Doctor of Philosophy shall be entitled to be classified as a Level A sixth year of experience after qualification.
- An Employee who holds a four year under-graduate qualification; or a three year under-graduate qualification and is required to do a 12 month internship shall be classified as or deemed to have been classified as a Level A, second year of experience after qualification.

Full medical	\$23,744.50	17.31% of Level E
½ medical	\$11,865.40	8.65% of Level E
Full dental	\$11,865.40	8.65% of Level E

*Note: The rates in table above are effective 1 January 2012*

3.10 Radiation Engineers (Peter MacCallum Classification Only)

### 3.10.1 Radiation Engineer Grade 1

An employee who has obtained an Associate Diploma of Engineering, Degree or any other qualification recognised by the Australian Institute of Engineers.

A Radiation Engineer Grade 1 works with close technical guidance to perform tasks, use tools, schematics, instruments and other equipment needed for general maintenance of Radiation Therapy equipment. They may also maintain stores. A Radiation Engineer at Grade 1 does not work independently and no supervisory responsibilities are required.

The training required to be undertaken by a Radiation Engineer Grade 1 is:

- Basic OEM Linac training;
- Physics Radiation Safety Training;
- Radiation Equipment Operator Licence (Issued from the Department of Health).

The cost of the above training will be borne by the Employer.

### 3.10.2 Radiation Engineer Grade 2

A Radiation Engineer with additional responsibilities to a Grade 1, who works predominantly independently, but with occasional assistance.

A Radiation Engineer Grade 2's duties will include some of the following:

- a. With technical guidance perform diagnostics, limited trouble shooting, fault finding, scheduled maintenance and repairs;
- b. Report and address problems/faults;
- c. Identify and correct system behaviour by using defined calibration procedures;
- d. Limited supervisory requirements.

Once a Radiation Engineer Grade 2 is certified and trained within the scope of Clinac they will:

- a. Undertake daily activities at satellite centres within defined parameters;
- b. Participate in an on-call roster.

The training required to be undertaken by a Radiation Engineer Grade 2 is:

- Successfully complete Higher/Advanced OEM Linac training; and
- Various other radiotherapy equipment training such as, but not limited to, Varian TM-2, Varian Multi-leaf collimator (MLC), Varian Clinac portal vision (PV) and on board imaging (OBI).

The cost of the above training will be borne by the Employer.

### 3.10.3 Radiation Engineers Grade 3

A Radiation Engineer who will normally have at least 5 years of experience, trained in all Linac Modalities who possesses specific knowledge in radiation therapy treatment systems and working in an area that requires high levels of specialist knowledge.

A Radiation Engineer Grade 3's duties will include some of the following:

- a. Work undertaken with limited guidance or within broad guidelines such as carry out diagnostics, trouble shooting, fault finding, repairs and other related maintenance tasks at all sites;
- b. Providing education, advice and/or support to staff from other disciplines;
- c. Development of technical procedures;
- d. Generation of operational solutions and technical supports for radiation therapy equipment and services.

The training required to be undertaken by a Radiation Engineer Grade 3 is:

- Successfully complete higher/advanced level OEM Linac training and commence other specialised radiotherapy equipment training as required.
- Consolidation of radiation training across the various modalities.

The cost of the above training will be borne by the Employer.

#### 3.10.4 Radiation Engineer Grade 4

A Radiation Engineer who will normally have 10 years Radiation Engineering industry experience. A Radiation Engineer at Grade 4 would possess a comprehensive knowledge covering the majority (ratio 4:5) of the modalities serviced by the Radiation Engineering department.

A Radiation Engineer Grade 4's duties will include some of the following:

- a. Mentoring and tutoring of junior Radiation Engineers;
- b. Specialist/expert within one or more modalities;
- c. Co-ordination and/or management of a specialist portfolio or administrative function e.g. QMS, Policies and procedures, technical reports;
- d. Possessing sufficient technical knowledge and expertise to creatively seek and implement solutions to new problems;
- e. Represent the department in multi-disciplinary meetings and external forums.

The training required to be undertaken by a Radiation Engineer Grade 4 is:

- Be experienced across the majority (ratio 4:5) modalities.
- Maintain knowledge and expertise on new and existing equipment across the various modalities.
- Be fully trained/competent in OEM and in-house training.

The cost of the above training will be borne by the Employer.

#### 3.10.5 Deputy Chief Radiation Engineer

Radiation Engineer who assists and deputises for the Chief Radiation Engineer and performs all the functions of Grade 4

The training required to be undertaken by a Deputy Chief Radiation Engineer is:

- Be experienced across the majority (ratio 4:5) modalities.
- Maintain knowledge and expertise on new and existing equipment across the various modalities.
- Be fully trained/competent in OEM and in-house training.

The cost of the above training will be borne by the Employer.

### 3.10.6 Chief Radiation Engineer

A Radiation Engineer responsible for the organisation of the radiation engineering department and supervision of staff.

## 3.11 Mechanical Officers (Peter MacCallum Classification Only)

### 3.11.1 Mechanical Officer Grade 1

An employee who possesses Plant Engineering certificates and experience or equivalent experience that is deemed to be transferrable to the Mechanical Radiation setting.

A Mechanical Officer Grade 1 works with close technical guidance to perform tasks, use plant engineering equipment such as lathes, milling machines, benders, drills and spray painting. A Mechanical Officer at Grade 1 does not work independently and no supervisory responsibilities are required.

The training required to be undertaken by a Mechanical Officer Grade 1 is:

- Practical based training for Mechanical Officers
- Radiation safety training
- CAD software training.

The cost of the above training will be borne by the Employer.

### 3.12 Mechanical Officer Grade 2

A Mechanical Officer who will normally have at least 5 years of Mechanical Engineering experience in radiation, or an equivalent/transferable industry. They will have the ability to work with limited guidance and as a Mechanical Officer, perform straightforward relevant tasks, activities or functions of a moderately complex nature.

A Mechanical Officer Grade 2's duties will include some of the following:

- a. Mentoring and tutoring of junior Mechanical Officer;
- b. Specialist/Expert within one or more modalities;
- c. Design and build new equipment to support radiation equipment;
- d. Liaise between different professional groups;
- e. Possess sufficient technical knowledge and expertise to creatively seek and implement solutions to new problems;
- f. Work independently to maintain equipment across all sites.

The training required to be undertaken by a Mechanical Officer Grade 2 is:

- Advanced/Higher training on new equipment for Mechanical Officers
- Radiation safety training
- Advanced/Higher CAD software training.

The cost of the above training will be borne by the Employer.

### 3.13 Deputy Chief Mechanical Officer

A Mechanical Officer who assists and deputises for the Chief Mechanical Officer

### 3.14 Chief Mechanical Officer

A Mechanical Officer immediately responsible for the organisation of the mechanical engineering department and supervision of staff.

## **SCHEDULE G – CLASSIFICATIONS DEFINITIONS APPLYING TO HEALTH & ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE OFFICERS EMPLOYEES**

### **PART 1 – MANAGEMENT AND ADMINISTRATIVE OFFICERS CLASSIFICATION STRUCTURES**

1. This classification structure shall be commonly known as the *Victorian Public Health Sector Classification System*.
2. This classification structure does not apply to Management and Administrative Officers who are employed either by the Royal Women's Hospital or the Royal Children's Hospital. Such Employees shall be classified pursuant to **Part 2 of Schedule G** of this Agreement.
3. This classification structure does not apply to positions that are covered by Government Sector Executive Remuneration Policy. Chief Executive Officer and Senior Executive classifications are included in the classification system to demonstrate potential career paths available within the Victorian public health sector.

#### **4. GRADE 1**

##### **4.1 Description**

- 4.1.1 Positions at the Grade 1 level are regarded as base grade administrators or operators within a defined activity.

##### **4.2 Work Level Standard**

- 4.2.1 Grade 1 level positions require knowledge associated with several years experience or technical training. They require performance of related tasks within a defined area of activity which have clearly defined objectives. They require the ability to obtain cooperation to comply with technical and administrative arrangements, or to provide information and advice to members of the public consistent with organisational guidelines.
- 4.2.2 There are established procedures for performing tasks. Positions are well defined, with standardised procedures, although the tasks performed may require the use of a number of accepted methods or systems. The most suitable course of action is selected from a limited range and effective choice is guided by precedent or rule and can be learned.
- 4.2.3 The positions' progress is closely monitored against standards, targets or budgets, though there is limited flexibility in the means of achieving these. The positions report frequently on work progress and/or receive instructions which determine the work program and the standards to be achieved. The positions are required to analyse situations or information, clearly and accurately communicate information, or make recommendations to peers or immediate supervisors.

##### **4.3 Typical Role/Duties**

- 4.3.1 Prepare statistical reports and summaries and monitor and check accuracy of reports;
- 4.3.2 Monitor daily billings and collections by cashiers and banking;
- 4.3.3 Process standard claim forms, ensuring that all legislated procedural requirements are met;
- 4.3.4 Train new Employees in basic clerical or administrative functions;
- 4.3.5 Follow progress of invoices, orders or payments to ensure action occurs as specified in these documents;

- 4.3.6 Undertake enquiries related to work area; for example the availability of ordered stock, the best available price for ordered items, overdue accounts;
- 4.3.7 Maintain accurate and effective filing systems;
- 4.3.8 Communicate with external organisations such as health insurance funds, Accident Compensation Commission, Veterans' Affairs, and WorkCover claims administration agents regarding payment of accounts;
- 4.3.9 Prepare minutes and agendas, and coordinate meeting dates for committee meetings.

## **5. GRADE 2**

### **5.1 Description**

- 5.1.1 Positions at this level are regarded as supervisory positions coordinating a small work group; or
- 5.1.2 as an entry level specialist role within a particular technical or professional area; or
- 5.1.3 experienced operators within a specific activity.

### **5.2 Work Level Standard**

- 5.2.1 Undertaking Certificate/Diploma level in accordance with the Australian Quality Training Framework or equivalent. Grade 2 positions require technical/administrative training with several years' experience, or equivalent work experience. They require supervisory or technical leadership within one or two activities which have well defined objectives. Good persuasive skills are required to obtain cooperation in the achievement of objectives or for the communication of technical or administrative information.
- 5.2.2 Positions are clearly defined and procedures established and standardised, however there is a range of varied techniques and methods available to perform work. Election of the most suitable courses of action is aided by rules, guides, procedures or precedent.
- 5.2.3 Although the positions' work progress is closely monitored against standard, budgets or targets, there is some flexibility in the means for achieving these. The positions generally report frequently on progress and performance. Supervisory positions may share accountability for actions or decisions with peers or line management, while technical or professional specialists are one of a number of sources which analyse and provide advice or a specialised service.

### **5.3 Typical Role/Duties**

- 5.3.1 Supervise the day to day activities of a small group of staff (relative to the size of the organisation) within a specified function (e.g. payroll, patient accounts);
- 5.3.2 Liaise with immediate supervisor and middle management level positions to seek and provide information;
- 5.3.3 Establish and maintain appropriate work patterns and procedures for the function supervised;
- 5.3.4 Administer the function to ensure current policy and procedures are understood and adhered to;
- 5.3.5 Prepare reports for use by management;
- 5.3.6 Liaise and consult with external agencies (e.g. Medicare, Health Insurance Funds, Transport Accident Commission, WorkCover) with regard to routine transactions;



5.3.7 Liaise with patients/clients to obtain information and discuss problems in relation to routine transactions;

5.3.8 Liaise with suppliers for the routine purchase and delivery of health service supplies.

## **6. GRADE 3**

### **6.1 Description**

6.1.1 Positions at this level are regarded as senior supervisory positions overseeing a small to medium sized work group (relative to the size of the health service); or

6.1.2 a specialist role within a particular technical or professional position; or

6.1.3 administrators responsible for a specified activity recognised across the health service.

### **6.2 Work Level Standard**

6.2.1 Positions require proficiency in the use of established technical or administrative processes through a number of years experience in the field or a qualified tertiary graduate. They demonstrate supervisory or technical leadership for a distinct activity which may need to be coordinated with other activities. Positions require the ability to obtain co-operation and assistance in the administration of well defined activities and/or to influence others in the achievement of set objectives.

6.2.2 The broad parameters of the position are clearly defined, although judgement may be required to select from a range of standardised systems or techniques. Precedent or standard procedures or instructions generally exist for most work situations and policy guidelines may assist in the selection of the most suitable course of action.

6.2.3 Supervisory positions independently organise and oversee the day-to-day activities of subordinate staff within clearly defined standards, budgets and time frames. Specialist positions provide sound technical advice to peers, and to more senior positions. All positions are responsible for recommending or accepting particular actions.

### **6.3 Typical Role/Duties**

6.3.1 Recruit and select permanent and temporary staff for general positions;

6.3.2 Coordinate and submit consolidated reports;

6.3.3 Implement controls and systems to ensure resources are fully utilised and health service policies are implemented;

6.3.4 Develop and present training programs;

6.3.5 Liaise with senior staff to obtain and present information;

6.3.6 Allocate and control staff and resources to ensure activities of the work area are carried out efficiently and effectively;

6.3.7 Monitor safe work practices and security standards to maintain a safe and secure environment;

6.3.8 Assist staff with problems, and recommend action to be taken.

## **7. GRADE 4**

## **7.1 Description**

- 7.1.1 Positions at this level are regarded as middle management in control of a medium workforce; or
- 7.1.2 administrators managing a function, or an experienced specialist role within a particular technical or professional discipline.

## **7.2 Work Level Standard**

- 7.2.1 Positions require proficiency in the use of broad technical or administrative processes through a number of years of experience in the field or to be a tertiary graduate with a number of years experience in the field. They require understanding and/or leadership across an activity, which may need coordination with other activities. Considerable persuasive skills are required for successful adoption of operational schedules and to gain cooperation of the workforce.
- 7.2.2 The broad parameters of the job are well known but are often diverse and require judgement in selecting the appropriate action. Problems are generally manageable and solutions guided by precedent and practice.
- 7.2.3 Management positions are accountable for the scheduling and implementation of major work programs within defined budgets and policy guidelines. Specialist jobs provide authoritative advice to peers and more senior positions in the discipline. As such all positions are predominantly responsible for the action undertaken.

## **7.3 Typical Role/Duties**

- 7.3.1 Provide advice on techniques and procedures for occupational health and safety matters (including infection control);
- 7.3.2 Undertake quality and risk management programs to ensure the achievement of required standards;
- 7.3.3 Develop rosters for the cleaning of all wards and presentation of gardens involving up to 100 staff;
- 7.3.4 Prepare reports on service delivery development and undertake special projects for the health service and Department of Human Services/Department of Health;
- 7.3.5 Review the staff profile and adjust where necessary to maintain the integrity of reports and the internal staff profile, advise on funding available for staffing requirements;
- 7.3.6 Oversee and contribute to the formulation, implementation and ongoing review of staff induction and training programs;
- 7.3.7 Collaborate with senior management, Medical Officers, injured Employees, unions and rehabilitation providers to devise, plan and implement rehabilitation programs;
- 7.3.8 Review existing computer software effectiveness with a view to enhancing its functionality and develop software to meet new requirements; (to be re-visited)
- 7.3.9 Prepare and interpret financial budgets, annual returns and comparative monthly statements.

## **8. GRADE 5**

### **8.1 Description**

- 8.1.1 Positions at this level are senior managers, professionals and specialists who are generally responsible for a significant operational area, function or department within a division or health care services unit; or
- 8.1.2 multi-function manager of smaller health services providing a range of services across the agency.

## **8.2 Work Level Standard**

- 8.2.1 A high degree of proficiency in the use of technical or administration processes through extensive experience would be typical at this level along with appropriate qualifications. Understanding and leadership across a number of activities within the major program require considerable coordination skills. It also requires persuasive ability to gain the commitment of peers and subordinates in the identification of action plans and managing progress where there are competing activities.
- 8.2.2 Although work assignments apply familiar techniques and methods, there is also a requirement to recommend the modification or adaptation of techniques and methods that impact upon other areas of the agency. These activities require the detailed analysis of the major alternatives, including cost impact and implications for implementation prior to the presentation of well thought through action plans.
- 8.2.3 Considerable latitude is provided to senior managers in the design of work programs, independent allocation of resources and control over budgets. Nonetheless, the position operates within the constraints of agency policy/procedure, Department of Human Services/Department of Health guidelines and professional standards. These positions are held accountable for significant projects or functions which involve a major requirement to make things happen, consistent with the established standards.

## **8.3 Typical Role/Duties**

- 8.3.1 Plan operating budgets and resource requirements to accommodate expanded facilities and services;
- 8.3.2 Investigate the supply needs of the organisation/s leading to the development of purchasing and inventory control programs required to achieve cost effective delivery schedule;
- 8.3.3 Inspect suppliers, manufacturing and wholesale operations to ensure the achievement of minimum standards of hygiene, product quality, distribution and storage standards;
- 8.3.4 Develop menus, oversee food preparation and presentation and manage food supply within budget limits for a medium health service;
- 8.3.5 Manage a range of services within a small health service covering patient services, finance, personnel, gardening, building maintenance and community relations;
- 8.3.6 Establish, manage and oversee consultative mechanisms and advise health service management on developing industrial and Employee-related issues;
- 8.3.7 Represent and advocate on behalf of the health service at industrial relations tribunals and in labour negotiations;
- 8.3.8 Conduct programmed audits into operational and financial procedures and the safeguarding of assets;

- 8.3.9 Determine the performance of organisational units in the health service in respect of their financial planning, and control activities in compliance with management instructions, statements of policy and procedures, high standards of administrative practice and health service objectives.

## **9. GRADE 6**

### **9.1 Description**

- 9.1.1 Positions at this level are senior managers of large divisions; or
- 9.1.2 expert managers of complex/advanced functions with agency-wide application; or
- 9.1.3 executives of smaller or district health services providing a range of services across the agency;  
or
- 9.1.4 senior managers of a number of varied functions across the health service.

### **9.2 Work Level Standard**

- 9.2.1 At this level, positions require specialised knowledge resulting from years of experience in health service management. Appropriate tertiary qualifications are typically required at this level. The knowledge required spans several disciplines and there is a requirement for integration of a range of associated operations as part of a major program delivery. There is a requirement for persuading others to adopt a particular course of action where there are competing objectives and priorities plus a variety of outcomes.
- 9.2.2 Standard systems, methods and procedures are determined by positions at this level for adherence across a health service or group of specialised health care services. This requires extensive analytical skills in interpreting service needs, general guidelines, local conditions and the achievability of the desired results.
- 9.2.3 Management positions typically follow operating precedent and procedure but there is latitude in the emphasis given across a range of projects or services. Similarly, positions have a role in the development of business plans, new operation targets and the apportionment of total resources, but there are others who are predominantly responsible for the determination of these aspects. Technical/professional positions are regarded by professional peers as expert in the disciplines covering a complete function where the advice rendered would only be challenged by other experts. In all cases, the position is held accountable for the integrity of the service/project/advice and the achievement of significant standards of performance benefiting the entire agency.

### **9.3 Typical Role/Duties**

- 9.3.1 Prepare economic and demographic forecasts as part of an overall planning process to determine the future growth and services of the health service;
- 9.3.2 Develop financial control systems, budget guidelines and reporting mechanisms so that the health service Executive and Board have a complete understanding of the financial viability, efficiency and future options for resource management;
- 9.3.3 Direct and control a range of technical and engineering services covering plant, building and grounds maintenance, capital and minor works, plant and equipment assessment, energy management, and reticulation of electricity, water, gases;
- 9.3.4 Direct and control a significant service function in a medium to large health service, determining staffing, training, supply and expenditure needs for the division;

- 9.3.5 Oversee and direct the provision of a comprehensive patient food service, as well as an extensive non-patient service through varied on-site food service outlets, including staff cafeteria, coffee shop, bistro/snack bar;
- 9.3.6 Advise and counsel management and senior staff on human resource issues, such as disciplinary matters, the identification of new work practices to reduce budget overruns, consultative strategies, training needs and management obligations.

## **10. GRADE 7**

### **10.1 Description**

- 10.1.1 Positions at this level are executives of small health services administered with the assistance of a central or regional organisation; or
- 10.1.2 the executive managing a number of smaller health services annexed to a medium to large regional health service; or
- 10.1.3 manager in charge of a principal division/department of a medium to large health service.

### **10.2 Work Level Standard**

- 10.2.1 At this level, the emphasis is on the management of a range of service support activities or the management of a major division in a medium sized health service. Appropriate tertiary qualifications are typically required at this level. Activities would embrace the planning, organising, directing and controlling of subordinate staff that in turn have specific technical responsibilities. This requires leadership to gain full integration of support activities affecting the total health service. Positions would require a specialised knowledge resulting from years of experience in administration and management as well as in their field of expertise.
- 10.2.2 Operating policy and standards to be applied across the health service are established by positions at this level. A good understanding of the health system is required for the position to identify innovative solutions to complex matters affecting the whole of the service delivery.
- 10.2.3 Direction of the work program is defined in terms of results to be achieved within agreed budgets, the effectiveness of outcomes being subject to ongoing executive, Board and/or Departmental review. Principal management positions within a medium to large health service would provide advice and report to executive positions. Executive positions independently managing small health services with a high degree of delegation would be accountable for the management, administration and operation of such small health services, but would seek advice from their professional peers within a larger health service.

### **10.3 Typical Role/Duties**

- 10.3.1 Direct and control a range of services within a small health services covering industrial relations, personnel, finance, accounts, patient services, buildings and grounds maintenance, plus community relations;
- 10.3.2 Prepare, manage and monitor the health service's budget including the examination of resource utilisation and redeployment of resources to areas to meet priority needs;
- 10.3.3 Monitor budget and patient throughput targets and take remedial action to ensure that each small or annexed health service meets the conditions of its Health Service Agreement;
- 10.3.4 Administer and control the financial management and accounting functions of the health service, resulting in guidance to management on the most efficient and effective manner in which the financial resources of the health service can be best utilised;

- 10.3.5 Provide the management of the health service with information and data that will assist in establishing short, medium and long term goals to ensure that the future planning and direction of the agency is aimed at providing an optimum level of patient and community care.

## **11. GRADE 8**

### **11.1 Description**

- 11.1.1 Typically positions at this level operate at the executive level; or
- 11.1.2 Managers in control of a substantial division/department or facility in a large health service; or
- 11.1.3 Chief Executives of small hospitals or community health centres.

### **11.2 Work level standards**

- 11.2.1 At this level, the principal emphasis is management of major and large activities embracing the planning, organising, directing and controlling of subordinate staff that in turn have managerial responsibilities. This requires leadership at both a technical and human resource level to gain maximum integration of diverse activities affecting the total health service. Negotiation with external groups on difficult and sensitive health care and service delivery issues would be a regular feature of jobs at this level.
- 11.2.2 In addition to setting the standards of service across the health service, this position is required to understand community and government needs in relation to health care. This provides the framework for positions at this level to create new services, establish new service standards or reallocate/redesign the ways in which such services are provided to the community.
- 11.2.3 Direction of the work program is defined in terms of results to be achieved within agreed budgets but with methods being suggested and seldom specified in detail. Judgements on the effectiveness of outcomes are subject to ongoing review and there is a requirement to report to other executives and the Department of Human Services/Department of Health on major issues. Within this context, it is clearly the responsible manager in the areas of delegated accountability.

### **11.3 Typical Role/Duties**

- 11.3.1 Develop and implement plans for future expansion of services and facilities to meet emerging community health needs and operating efficiency constraints;
- 11.3.2 Direct and control subordinate managers in control of environmental services, linen services, engineering and technical services, human resources, supply, catering, patient services, management information services and public relations;
- 11.3.3 Represent the health service in meetings with external professional organisations and the Department of Human Services/Department of Health in order to facilitate improved service standards and achievement of budget constraints;
- 11.3.4 Authorise statutory and other reports as required by the Department of Human Services/Department of Health in relation to service delivery standards and budget status;
- 11.3.5 Direct and control the full range of services for a small, independent health service, which may include an attached nursing home, including policy development and planning for the short and longer term development of the health services;
- 11.3.6 Control the accounting and financial reporting functions of business, investment and operational units which are conducted independently of the hospital's operating and funding arrangements;

- 11.3.7 Direct and control the management and operation of the Central Linen Service providing administrative direction, financial controls, capital replacement and development plans, as well as the determination of a cost structure for the supply of linen to metropolitan hospitals.

## **12. GRADE 9**

### **12.1 Description**

- 12.1.1 Positions at this level are Chief Executives of district hospitals or Community Health Centres or equivalent; or
- 12.1.2 An executive managing the principal functions in a major, multi-faceted, multi-campus institution.

### **12.2 Work Level Standards**

- 12.2.1 At this level, a thorough understanding of health care administration and health care issues is required in order to manage large and complex services, obtain maximum productivity from a large workforce and integrate all aspects of health care. In addition to the direct management of all administrative support functions, positions at this level are required to directly influence clinical and clinical support service delivery. Negotiations at this level occur with professional specialists and significant community representatives in regard to service delivery, facilities and resource requirements.
- 12.2.2 Because many of the issues are complex and require considerable interpretation, to the major health care issues, this position is required to develop proposals to identify the future plans for the health service and the nature of its services. Influencing factors are diverse and choice often requires a synthesis of opinions, detailed analysis of options and presentation of achievable plans. Support in the management of these issues may be provided, as appropriate, through the Chief Executive, Medical and Nursing Directors, or Executive managers, Department of Human Services/Department of Health representatives and expert consultants in specialist fields.
- 12.2.3 The achievement of results is substantially vested in this position allowing considerable autonomy in the deployment of allocated resources and management of project plans. At the same time, there is limited freedom to initiate and commit the health service to new ventures without approval from the key stakeholders and Chief Executive/Board. Within the context of approved policy, the position can commit the organisation to major expenditure programs and can act as spokesperson in public forums.

### **12.3 Typical Role/Duties**

- 12.3.1 Undertake major special projects that substantially reshape the future health care service for a major health service;
- 12.3.2 Direct and control a comprehensive human resource function in a major or multi-faceted, multi-campus health service providing strategic advice to the Executive, and directing a range of activities including workforce planning; organisation and policy development; industrial relations; salary administration; occupational health and safety policy, training and procedures; rehabilitation and WorkCover claims management and representation; personnel administration; staff development and training; staff counselling and the selection, recruitment and termination of Employees;
- 12.3.3 Manage the full range of administrative and support functions and services for a large health service, identify outcomes, resources and standards of operation and manage specific issues, to improve operating efficiency and effectiveness;

- 12.3.4 Manage an executive relationship with unions which involves the identification of issues and strategies for the consultative involvement of staff through elected representatives, as well as the negotiation of disputes which may occur from time to time;
- 12.3.5 Liaise and negotiate with Department of Human Services/Department of Health on health service-wide policy matters; including resources, health care delivery, capital works and other matters;
- 12.3.6 Direct the health service's planning activities and provide leadership and overall guidance in both the administration and operation of a district hospital;
- 12.3.7 Advise the Board of Management on matters of policy, financial planning, service needs and delivery, legal and statutory obligations and any other matters affecting the service delivery of a small-medium hospital.

### **13. GRADE 10**

#### **13.1 Description**

- 13.1.1 Positions at this level are senior executives of a major health service or equivalent.

#### **13.2 Work Level Standards**

- 13.2.1 At this level, positions require a full understanding of public health care issues plus health system management. The management role covers all aspects of health care provided by a major health service including funding, standards of clinical practice and clinical support service delivery and long term planning of resources and future services. Negotiations at this level require skill to persuade the CEO and the Board of Management, executive representatives of the Department of Human Services/Department of Health and all levels of government plus community representation.
- 13.2.2 A requirement at this level is to develop short, strategic plans to meet the requirements of the local community, match Department of Human Services/Department of Health standards and ensure appropriate standards of health care delivery. In developing proposals and implementation plans, positions at this level are provided with latitude but are required to ensure that all aspects are fully explored and acceptable to the key stakeholders.
- 13.2.3 Broad operating policies are provided from the Executive and the Board and/or Department of Human Services/Department of Health along with an understood level of health care delivery for the local community. The allocation and organisation of all resources relating to principal functions are determined by positions at this level covering all aspects of the health service's activities. All executives at this level are held accountable for the achievement of the total health care delivery and service standards for the health service.

#### **13.3 Typical Role/Duties**

- 13.3.1 Develop, negotiate and implement budgets covering all aspects of the health service's activities;
- 13.3.2 Set policy and procedures for the effective and efficient running of the health service and delivery of health care;
- 13.3.3 Control and manage non-clinical services within a health service, as the senior executive, providing executive support and relief to the Chief Executive, and financial advice to the Board of Management;
- 13.3.4 Develop and implement policies, programs and procedures for the health service;



- 13.3.5 Managing a principal function the operations of a medium-sized or a large regional Hospital and ensure that resources are allocated appropriately in order to achieve targets within the budget parameters.

## **14. GRADE 11**

### **14.1 Description**

- 14.1.1 Positions at this level are Chief Executives of large, regional health services or of a comparable specialist function health service OR
- 14.1.2 a senior executive of a major multifaceted, multi-campus health service.

### **14.2 Work Level Standard**

- 14.2.1 At this level, positions require a thorough knowledge and expertise in health care issues and health service management. The management role covers all aspects of health care provided by large, regional health services, including funding, standards of clinical practice and clinical support service delivery and long term planning of resources and future services, or the management of significant non-clinical operations. Negotiations at this level require skill to persuade Boards of Management, Executive representatives of the Department of Human Services/Department of Health and government representation.
- 14.2.2 At this level, positions are likely to be required to identify major health care trends and develop strategic plans to meet the community requirements, Department of Human Services/Department of Health standards and ensure appropriate standards of health care delivery. The management plans and health service delivery standards developed by this job would be regarded by peers and health care experts as innovative and applicable throughout the health industry.
- 14.2.3 CEO positions at this level manage large health services, and are accountable for the full range of operations. The Board and/or the Department of Human Services/Department of Health provide broad operating policies, and positions would exercise judgement to achieve planned results.
- 14.2.4 Senior executives would operate with considerable flexibility and autonomy in the determination of strategies, budget allocation and major projects undertaken according to Board delegations.

### **14.3 Typical Role/Duties**

- 14.3.1 Develop, negotiate and implement budgets covering all aspects of the health service's activities.
- 14.3.2 Direct and control the delivery and provision of health care services which may include providing primary and secondary care and administrative support to other health services.
- 14.3.3 Initiate, develop and implement plans, policies and procedures designed to achieve high quality health and patient care.
- 14.3.4 Develop short, medium and long term capital, resource and service delivery development plans and direction.
- 14.3.5 Negotiate the Health Service's Funding Agreement with the Department of Human Services/Department of Health.

## **15. GRADE 12**

### **15.1 Description**

- 15.1.1 Positions at this level are Chief Executives of large health services that typically consist of a number of sites or a comparable specialist health service.

## **15.2 Work Level Standard**

- 15.2.1 At this level, positions require substantial knowledge and expertise in local and state-wide public health care issues and health service management. The management role covers all aspects of health care provided by major health services including funding, standards of clinical service delivery and long term planning of resources and future services. Negotiations at this level require skill to persuade Boards of Management, Executive representatives and Department of Human Services/Department of Health and government representation.
- 15.2.2 At this level, positions are required to anticipate research and identify major health care trends and develop short and long term plans. Considerable judgement is required to ensure that all aspects of these plans and new services meet all the requirements of all stakeholders. As a result of initiatives undertaken by jobs at this level, it would be expected that programs could be adopted at other health services and substantially improve the standard of health care in the whole community.
- 15.2.3 The position is accountable for total health care service, cost effective delivery and implementation of long terms development plans. Considerable flexibility and autonomy is exercised by Chief Executives in the determination of organisational strategies, budget allocation and major projects undertaken within broad delegations from the Board.

## **15.3 Typical Role/Duties**

- 15.3.1 Develop and implement service delivery plans and meet changing health care needs.
- 15.3.2 Establish corporate structure and formal delegation of responsibilities.
- 15.3.3 Ensure that the financial management requirements are met.

## **16. GRADE 13**

### **16.1 Description**

- 16.1.1 Positions at this level are Chief Executives of major, multi-faceted and multi-campus health services requiring a stature that clearly places the job at the most senior level in the industry. The position manages of an extremely large and diverse workforce and controls a substantial operating budget.
- 16.1.2 The position manages an organisation with an extremely large and diverse and controls a substantial operating budget. The health service provides a comprehensive integrated health care service to people in the suburbs of metropolitan Melbourne and nearby catchment populations.
- 16.1.3 The services include public hospital services; aged in-patient, community and home care services; and in-patient and community mental health services.
- 16.1.4 The organisation is affiliated with a University for teaching medical and postgraduate nursing students and for postgraduate study and medical research.

### **16.2 Work Level Standard**

- 16.2.1 Positions require a substantial knowledge and expertise in local and state-wide public health care issues and health service management. The management role covers all aspects of health care for a major multi-faceted and multi campus health service including funding, standards of clinical service delivery and long term planning of resources and future services. Negotiations at this

level require skill to persuade Boards of Management, Executive representatives and Department of Human Services/Department of Health and government representation.

- 16.2.2 At this level, positions are required to anticipate research and identify major health care trends and develop short and long term plans. As such there is considerable professional judgement to be exercised, to ensure that all aspects of these plans and new services meet all the requirements of the various stakeholders. As a result of initiatives undertaken by jobs at this level, it would be expected that programs could be adopted at other health services and substantially improve the standard of health care in the whole community.
- 16.2.3 Positions at this level manage major multi-faceted and multi-campus health care services. The position is accountable for total health care service, cost effective delivery and implementation of long terms development plans. The position is responsible for controlling a substantial operating budget. Considerable flexibility and autonomy is exercised by Chief Executives in the determination of organisational strategies, budget allocation and major projects undertaken within broad delegations from the Board.

## **PART 2 – ROYAL WOMEN'S HOSPITAL AND ROYAL CHILDREN'S HOSPITAL MANAGEMENT AND ADMINISTRATIVE OFFICERS CLASSIFICATION STRUCTURE**

1. This classification structure applies only to Management and Administrative Officers who are employed either by the Royal Women's Hospital or the Royal Children's Hospital. All other Management and Administrative Officers shall be classified pursuant to **Part 1** of **Schedule G** of this Agreement.
- 1.1 This classification structure provides the opportunity for greater flexibility in work practices, the development of alternative organisational structures and innovative job design.
- 1.2 Grade 8 provides the minimum levels of remuneration for Employees whose positions entail a greater level of work value than that prescribed by Grade 7 classification descriptors set out below.
- 1.3 Grade 1 provides the minimum levels of remuneration for Employees whose positions entail a lesser level of work value than that prescribed by Grade 2 classification descriptors set out below.
- 1.4 Employees remunerated above the rates provided for in Grade 8 shall be employed in accordance with the terms and conditions agreed between the Employer and the Employee, save that the overall terms and conditions shall be on balance no less beneficial than the Agreement.
- 1.5 Employees in positions at Grade 3 or above will be paid an annualised salary pursuant to **clause 151**, unless otherwise determined by the relevant Department Head.
- 1.6 Where an Employee's salary is not annualised, as determined by the relevant Department Head, the Employee shall be entitled to payment of on-call, recall, overtime and allowances in accordance with this Agreement.
- 1.7 A new Employee shall on appointment (unless otherwise agreed) be paid at increment Level 1 of the appropriate classification grade, save that this provision shall not apply to persons appointed at Grade 8 or above.
- 1.8 Incremental advancement within Levels 1 to 4 inclusive shall occur on the anniversary of the Employee's appointment to that level.
- 1.9 Advancement to incremental Level 5 shall be subject to the Employee meeting mutually agreed performance targets for two consecutive years at Level 4. The performance appraisal format of the Health Service shall be used to assess the Employee's performance, unless an alternate format is otherwise mutually agreed between the relevant Department Head and the Employee.

### **2. GRADE 2**

#### **2.1 Description**

- 2.1.1 Positions at the Grade 2 level are regarded as base grade administrators or operators within a defined activity.

#### **2.2 Work Level Standard**

- 2.2.1 Positions require knowledge associated with several years experience or technical training. They require performance of related tasks within a defined area of activity which have clearly defined objectives. They require the ability to obtain cooperation to comply with technical and administrative arrangements, or to provide information and advice to members of the public consistent with organisational guidelines.
- 2.2.2 There are established procedures for performing tasks. Positions are well defined, with standardised procedures, although the tasks performed may require the use of a number of

accepted methods or systems. The most suitable course of action is selected from a limited range and effective choice is guided by precedent or rule and can be learned.

- 2.2.3 The positions' progress is closely monitored against standards, targets or budgets, though there is limited flexibility in the means of achieving these. The positions report frequently on work progress and/or receive instructions which determine the work program and the standards to be achieved. The positions are required to analyse situations or information, clearly and accurately communicate information, or make recommendations to peers or immediate supervisors.

## 2.3 Typical Role/Duties

- 2.3.1 Prepare statistical reports and summaries and monitor and check accuracy of reports;
- 2.3.2 Monitor daily billings and collections by cashiers and banking;
- 2.3.3 Process standard claim forms, ensuring that all legislated procedural requirements are met;
- 2.3.4 Train new Employees in basic clerical or administrative functions;
- 2.3.5 Follow progress of invoices, orders or payments to ensure action occurs as specified in these documents;
- 2.3.6 Undertake enquiries related to work area; for example the availability of ordered stock, the best available price for ordered items, overdue accounts;
- 2.3.7 Maintain accurate and effective filing systems;
- 2.3.8 Communicate with external organisations such as health insurance funds, Accident Compensation Commission, Veterans' Affairs, and WorkCover claims administration agents regarding payment of accounts;
- 2.3.9 Prepare minutes and agendas, and co-ordinate meeting dates for committee meetings.

## 2.4 Benchmark Descriptors:

Administration	Office Co-ordinator, responsible for co0ordinating a range of complex secretarial functions including typing, compiling agendas for meetings, answering the telephone, photocopying and organising meetings and functions, to ensure the smooth running of an office, where at least one other person is employed. Responsible for providing clerical and word processing support.
Administration	Functions can vary including having contact with members of the public and diverting the calls as needed, or providing advice to the enquirers, and providing a high level of support to management to ensure the smooth operation of an executive office. Use a range of software packages and administrative procedures occurs at this level.
Finance	Positions responsible for the preparation of standard statistical reports, preparing information for the general ledger to ensure that complete and accurate records are supplied.
MIS	PC Support Officer requiring post-secondary, vocational training. Typical activities include PC installation, printer setup and cabling, initial hardware/software/user fault diagnosis, equipment inventories and records management, and providing users with information on hardware/software capacity.

### **3. GRADE 3**

#### **3.1 Description**

- 3.1.1 Positions at this level are regarded as supervisory positions coordinating a small specialised clerical work group; or
- 3.1.2 as an entry level specialist role within a particular technical or professional area; or
- 3.1.3 experienced operators within a specific activity.

#### **3.2 Work Level Standard**

- 3.2.1 Positions require technical/administrative training with several years' experience or equivalent work experience. They require supervisory or technical leadership within one or two activities which have well defined objectives. Good persuasive skills are required to obtain cooperation in the achievement of objectives or for the communication of technical or administrative information.
- 3.2.2 Positions are well defined and procedures established and standardised, however there is a range of varied techniques and methods available to perform work. Selection of the most suitable courses of action is aided by rules, guides, procedures or precedent.
- 3.2.3 Although the positions' work progress is closely monitored against standard, budgets or targets, there is some flexibility in the means for achieving these. The positions generally report frequently on progress and performance. Supervisory positions may share accountability for actions or decisions with peers or line management, while technical or professional specialists are one of a number of sources which analyse and provide advice or a specialised service.

#### **3.3 Typical Role/Duties**

- 3.3.1 Supervise the day to day activities of a small group of staff within a specified function (e.g. payroll, patient accounts);
- 3.3.2 Liaise with immediate supervisor and middle management level positions to seek and provide information;
- 3.3.3 Establish and maintain appropriate work patterns and procedures for the function supervised;
- 3.3.4 Administer the function to ensure current legislation are understood and adhered to;
- 3.3.5 Prepare accounts and reports for use by middle management;
- 3.3.6 Liaise and consult with external agencies (e.g. Medicare, Health Insurance Funds, Transport Accident Commission, WorkCover) with regard to problem accounts and compensable claims;
- 3.3.7 Negotiate with patients to obtain information and discuss problems in paying accounts and arrange payment procedures;
- 3.3.8 Negotiate with suppliers for the purchase and delivery of hospital supplies.

#### **3.4 Benchmark Descriptors:**

Personnel	Supervise pay clerks in the day to day functions of payroll services, process pay documents, train staff and assist the Pay Manager, to ensure that all pays are processed accurately.
Personnel	Assistance to an experienced personnel practitioner/specialist within a specific

	and small range of activities (e.g. Recruitment, payroll, induction). Involvement typically includes documentation of proposals, co-ordination of recruitment events and organisation of induction programs.
Supply	As Purchasing Officer in the Supply Department of a major agency responsible for sourcing products, preparing specifications, evaluating quotations, purchasing goods, interviewing representatives and keeping abreast of products, within Departmental and Hospital guidelines.
Administration	Prepare and maintain rosters, supervise and allocate work of a number of staff involved in word processor operations and administrative/clerical duties, including mail sorting and distribution, filing and reception. Provide a confidential secretarial and administrative service to a senior executive, including appointments, letters, reports and maintenance of confidential files.
Engineering	As an experienced tradesperson in a large engineering department reporting to and/or assisting qualified engineers, ensures that the preventative maintenance programs for plant and equipment are carried out, supervise trades staff in this area and maintain the asset register.
Food Services	Rostering and supervision of food services staff involved in food presentation and delivery of meals for patients, special functions and other services, e.g. meals on wheels. Ensure hygiene and cleanliness of relevant areas.
Public Relations	Public Relations Officer in a large hospital, assist the Public Relations Manager, prepare newsletters, publications and medical releases; assist in promotional activities and liaise with community groups/organisations.
Finance	Supervise and control a section of the accounts area of a major agency, assign and check work of staff, prepare accounts, maintain records and prepare statistical reports and commentary.
MIS	Under the direction of an MIS professional, undertakes systems work such as programming, program maintenance and operations support (archival, backup, "help desk").
MIS	Responsible for facilities administration including the monitoring of PC and peripheral equipment performance, fault finding and ratification, education of users on operational procedures, scheduling maintenance activities, and access to computing resources. Advice provided on the acquisition of hardware enhancement and PC software that has application for particular users.

## 4. GRADE 4

### 4.1 Description

- 4.1.1 Positions at this level are regarded as senior supervisory positions overseeing a small to medium sized work group; or
- 4.1.2 administrators responsible for a specified activity recognised across the health service; or
- 4.1.3 a specialist role within a particular technical or professional position.

### 4.2 Work Level Standard

- 4.2.1 Positions require proficiency in the use of established technical or administrative processes plus a number of years experience in the field or a qualified tertiary graduate typically requiring a minimum 2-3 of years work experience. They require supervisory or technical leadership for a distinct activity which may need to be coordinated with other activities. Good persuasive skills are required to actively ensure successful operation of the work group, for communication of technical or administrative information and to convince others in the achievement of specific objectives.
- 4.2.2 The broad parameters of the position are clearly defined, although judgement may be required to select from a range of standardised systems or techniques. Precedent or standard procedures or instructions generally exist for most work situations and policy guidelines may assist in the selection of the most suitable course of action.

- 4.2.3 Supervisory positions independently organise and oversee the day-to-day activities of subordinate staff within clearly defined standards, budgets and time frames. Specialist positions provide sound technical advice to peers, and to more senior positions. All positions are responsible for recommending or accepting particular actions.

### 4.3 Typical Role/Duties

- 4.3.1 Recruit and select permanent and temporary staff for general positions;
- 4.3.2 Coordinate and prepare accounting, payroll or statistical records and submit consolidated reports;
- 4.3.3 Implement controls and systems to ensure resources are fully utilised and health service policies are implemented;
- 4.3.4 Liaise with hospital staff up to department head to obtain and present information;
- 4.3.5 Allocate and control staff and resources to ensure activities of the work area are carried out efficiently and effectively;
- 4.3.6 Monitor safe work practices and security standards to maintain a safe and secure environment;
- 4.3.7 Assist staff with problems, and recommend action to be taken.

### 4.4 Benchmark Descriptors:

Engineering	As a broadly experienced trade engineer, responsible for: the supervision of maintenance/contract staff, provision of preventative maintenance programs for buildings, plant and equipment under direction from a more senior engineer. Experienced project/contracts officer responsible for: major and minor works administration, quotations and supervision of contract staff, application of tender document and quality control within set financial guidelines and budgets under the direction of a more senior engineer. Experienced training officer responsible for the formal training of staff and contractors in the process of emergency response and contingency and contractors policies and procedures.
Food Services	Responsible for the supervision of staff and the provision of services in a Food Production section across the health service. Encompasses apprentice training and monitoring, fresh food orderings, staff supervision and ensuring meals are produced to schedule.
Finance	A senior supervisory position responsible for all aspects of financial management or patient accounts through more junior supervisors or staff. The role involves: responsibility for the financial and management accounts for the Board of Directors, Department of Human Services and Department Heads; Tasks such as patient admissions, fee classifications, length of stay registers, refunds, debt collection, and patient statistics.
Supply	Responsible for supervising and co-ordinating the stores activity, involving ordering stock, daily stock-take, staff supervision and work delegation, maintaining stock levels, directing pick-ups and deliveries, and preparation of leave rosters, and may deputise for the manager in their absence.
Administration	Manage the affairs of an office, a group of executives and various committees plus undertake investigations and analysis of organisational issues that require the preparation of position papers. Activities include compilation and follow-up of agendas, conference/seminar planning and organisation, composition of non-procedural documents, management of executive management activities, development of office and administrative systems.
Personnel	Supervise a team of personnel administrators or payroll staff providing services related to pay, employment conditions, entitlements and workforce statistics. Also required to provide analysis of staffing issues (e.g. about turnover, absenteeism, establishment, budgets and labour costs) with commentary on the implication of this for the institution.
Personnel	Personnel practitioner in a major activity (e.g. training and development, Employee relations, workforce/recruitment). Activities involve the analysis of



	organisational needs, recommendation of a course of action, preparation of documentation and delivery of the service (e.g. training programs, recruitment campaigns).
MIS	Qualified and experienced systems officer undertaking a range of programming and analysis activities in a range of different systems. Independently undertakes activities under general direction related to a small number of projects at any one time.

## 5. GRADE 5

### 5.1 Description

- 5.1.1 Positions at this level are regarded as an experienced specialist role within a particular technical or professional discipline.

### 5.2 Work Level Standard

- 5.2.1 Positions require proficiency in the use of established technical or administrative processes plus a number of years of experience in the field and are usually a tertiary graduate with a number of years experience in the field. They require understanding and/or leadership across an activity, which may need coordination with other activities. Considerable persuasive skills are required for successful adoption of operational schedules and to gain cooperation of the workforce.
- 5.2.2 The broad parameters of the job are well known but are often diverse and require judgement in selecting the appropriate action. Problems are generally manageable and solutions guided by precedent and practice.
- 5.2.3 Management positions are accountable for the scheduling and implementation of major work programs within defined budgets and policy guidelines. Specialist jobs provide authoritative advice to peers and more senior positions in the discipline. As such all positions are predominantly responsible for the action undertaken.

### 5.3 Typical Role/Duties

- 5.3.1 Provide advice on techniques and procedures for infection control and safety matters;
- 5.3.2 Carry out a quality assurance program to ensure the achievement of required standards of presentation, hygiene and cost of delivery;
- 5.3.3 Prepare reports on service delivery development and undertake special projects for the health service and Department of Health;
- 5.3.4 Review the staff establishment profile and adjust where necessary to maintain the integrity of Health Computing Service reports and the internal establishment profile, advise on funding available for staffing requirements. Direct and control the salary administration program;
- 5.3.5 Oversee and contribute to the formulation, implementation and ongoing review of staff induction and training programs;
- 5.3.6 Collaborate with Department Heads, Medical Officers, injured Employees, unions and rehabilitation providers to devise, plan and implement rehabilitation programs;
- 5.3.7 Review existing computer software effectiveness with a view to enhancing its functionality and develop software to meet new requirements;
- 5.3.8 In conjunction with the Finance Manager, prepare and interpret financial budgets, annual returns and comparative monthly statements.

## 5.4 Benchmark Descriptors:

Finance	Responsible for the preparation of monthly financial performance figures to a senior finance specialist so that targets can be measured, budgets updated and advice provided to a major division (e.g. Nursing), on activity levels, costing and budget strategy. An experienced and/or qualified accountant supervising a team, reporting to a more senior accountant.
Personnel	As an experienced personnel practitioner with day to day responsibility for training and development, or a group of specialist HR activities, responsibility for industrial relations under direction of a senior human resource specialist.
Food Services	Assistant Food Services Manager at a large campus responsible for commercial aspects and service standards of food production, presentation and distribution. Activities include quality control over special/ethnic dietary requirements of patients and clients attending functions, organising and supervising major functions and "meals on wheels" services, supervision of cafeteria staff and food service officers, and stock management of food supplies and catering requirements.
Material Resources	An experienced Materials Resources practitioner, who deputises for the Manager and assists with plans, directions and control for the purchasing, receipt, storage, distribution of supplies for the health service. The role involves ensuring products and equipment are purchased at the most favourable price, consistent with quality requirements, efficient lay-out of stores, and maintenance of stock at economic levels.
Engineering	Engineer (operations/maintenance) for a hospital campus responsible for maintenance and operation of plant, equipment, buildings, essential services, energy management, building services and grounds, and supervision of maintenance staff/contractors, as well as implementing maintenance (breakdown, and planned procedures), liaising with emergency services and may involve supervising contract staff engaged on infrastructure works and may include the maintenance of off campus site; reporting to an engineering manager/senior engineer.
MIS	As an experienced systems analyst in a large agency, identify problems with the central computer hardware and ensure they are fixed, advise staff on system configurations and capabilities, modify existing applications to meet user requirements.

## 6. GRADE 6

### 6.1 Description

- 6.1.1 Positions at this level are senior managers, professionals and specialists who are generally responsible for a significant operational area, function or department within a division; or

### 6.2 Work Level Standard

- 6.2.1 A high degree of proficiency in the use of technical or administration processes plus extensive experience in the field spanning many years would be typical at this level. Understanding and leadership across a number of activities within the major program require considerable coordination skills. It also requires persuasive ability to gain the commitment of peers and subordinates in the identification of action plans and managing progress where there are competing activities. Specialist professional positions would typically require a minimum of 7-10 years experience in this field.
- 6.2.2 Although work assignments apply familiar techniques and methods, there is also a requirement to recommend the modification or adaptation of techniques and methods that impact upon other areas of the agency. These activities require the detailed analysis of the major alternatives, including cost impact and implications for implementation prior to the presentation of well thought through action plans.

- 6.2.3 Considerable latitude is provided to senior managers in the design of work programs, independent allocation of resources and control over budgets. Nonetheless, the position operates within the constraints of agency policy/procedure, and professional standards. These positions are held accountable for significant projects or line functions which involve a major requirement to make things happen, consistent with the established standards.

### 6.3 Typical Role/Duties

- 6.3.1 Plan operating budgets and resource requirements;
- 6.3.2 Investigate the supply needs of the organisation/s leading to the development of purchasing and inventory control programs required to achieve cost effective delivery schedule;
- 6.3.3 Inspect suppliers, manufacturing and wholesale operations to ensure the achievement of minimum standards of hygiene, product quality, distribution and storage standards;
- 6.3.4 Develop menus, oversee food preparation and presentation and manage food supply within budget limits for a medium institution;
- 6.3.5 Represent and advocate on behalf of the health service at industrial relations tribunals and in labour negotiations;
- 6.3.6 Conduct programmed audits into operational and financial procedures and the safeguarding of assets;
- 6.3.7 Determine the performance of organisational units in the hospital in respect of their financial planning, and control activities in compliance with management instructions, statements of policy and procedures, high standards of administrative practice and hospital objectives.

### 6.4 Benchmark Descriptors:

Finance	As an experienced qualified financial manager reporting to a more senior financial manager, provide specialist financial advice, ensure that the hospital financial systems are maintained effectively, that statutory and legislative requirements are followed and professional standards maintained. Be responsible for the accounts section and supervising and guiding accounts staff.
Material Resources	Plans, directs and controls the purchasing, warehousing and distribution of supplies to the health service. The role involves recommending policies and developing systems and procedures for the department, which are implemented through subordinate supervisors. Ensures significant pricing benefits are obtained through bulk purchasing arrangements with other large agencies.
Personnel	Unit Human Resources manager providing advice, counsel and recommendations on improving Employee relations, training needs, work practice or staffing matters. Typically reports to a more senior Human Resources manager.

## 7. GRADE 7

### 7.1 Description

- 7.1.1 Positions at this level are senior heads of large divisions; or
- 7.1.2 expert managers of complex/advanced sections with agency-wide application; or
- 7.1.3 junior executives of small or distribute institutions providing a range of services across the agency; or
- 7.1.4 senior managers of a number of varied functions across the agency.

## 7.2 Work Level Standard

- 7.2.1 At this level, positions require specialised knowledge resulting from very many years of experience in hospital or general industry administration, tertiary study and project management. The knowledge required spans several disciplines and there is a requirement for integration of a range of associated operations as part of a major program delivery. There is a requirement for persuading others to adopt a particular course of action where there are competing objectives and priorities plus a variety of outcomes.
- 7.2.2 Standard systems, methods and procedures are determined by positions at this level for adherence. This requires extensive analytical skills in interpreting service needs, general guidelines, local conditions and the achievability of the desired results.
- 7.2.3 Line management positions are bound by operating precedent and procedure but there is latitude in the emphasis given across a range of projects or services. Similarly, positions have a role in the development of business plans, new operation targets and the apportionment of total resources, but there are others who are predominantly responsible for the determination of these aspects. Technical/professional positions are regarded by professional peers as expert in the disciplines covering a complete function where the advice rendered would only be challenged by other experts. In all cases, the position is held accountable for the integrity of the service/project/advice and the achievement of significant standards of performance benefiting the entire agency.

## 7.3 Typical Role/Duties

- 7.3.1 Prepare economic and demographic forecasts as part of an overall planning process to determine the future growth and services of the health service;
- 7.3.2 Develop financial control systems, budget guidelines and reporting mechanisms so that the Hospital Executive and Board have a complete understanding of the financial viability, efficiency and future options for resource management;
- 7.3.3 Direct and control a range of technical and engineering services covering plant, building and grounds maintenance, capital and minor works, plant and equipment assessment, energy management, and reticulation of electricity, water, gases;
- 7.3.4 Direct and control a significant service function determining staffing, training, supply and expenditure needs;
- 7.3.5 Oversee and direct the provision of a comprehensive patient food service, as well as an extensive non-patient service through varied on-site food service outlets, including staff cafeteria, coffee shop, and bistro/snack bar.

## 7.4 Benchmark Descriptors:

Food Services	As Food Services Manager of a large hospital/campus, ensure that meals are provided to all patients, staff and other organisations in an effective and efficient manner, determine budget requirements with the finance department, and determine menus in accordance with the nutrition department and purchasing requirements. Ensure that the department operates within the allocated budget allocation and develop policies and standards for the Department.
Engineering	Maintenance Engineer for the health service reporting to a more senior engineer, responsible for providing, organising and directing human and physical resources to provide an efficient maintenance service with minor works responsibility. Maintenance includes planned, breakdown and safety testing across all trades including contractors for building fabric and building services reticulation. Minor works are managed where standard building specifications would be adapted (for example to ward refurbishment); includes procurement; installation and commissioning of specialised equipment. An emphasis is placed on safety and

	technical aspects with financial control, co-ordinating and planning, industrial relations, education as being among important issues.
MIS	Functional Manager for a medium computing facility including operations, development, maintenance and network management. Supervises staff and has budgetary responsibility for acquisition of peripherals, additional computing hardware and supplies. A key focus of the position is ensuring that projects are completed on time/budget, provide users with the information needed, access to computing facilities is within accepted standards, and computing facilities are adequate for the needs of the institution, fast effective and reliable.
MIS	Expert professional project manager engaged on a project of strategic significance and technical complexity that requires organisational, systems development and technical know how of the highest order.

## **PART 3 – HEALTH AND ALLIED SERVICES EMPLOYEES CLASSIFICATION STRUCTURE**

### **1. SKILL LEVELS**

#### **1.1 Level 1**

1.1.1 An Employee at this level:

- (b) works within established routines, methods and procedures;
- (c) has minimal responsibility, accountability or discretion;
- (d) works under direct or routine supervision, either individually or in a team; and
- (e) no previous experience or training is required.

1.1.2 Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications
Food Services	Basic food preparation; the cooking of basic meals; cleaning of food preparation and consumption areas and cooking equipment and utensils and the serving and delivery of meals. Food and Domestic Services Assistant - Other Cook
General Services	Cleaning; attending to a lift, car park or incinerator; basic laundry work and the sorting and packing of linen. Assisting a gardener; basic maintenance work; basic sewing; General Orderly/Porterage/Courier functions in hospitals or other health services. Laundryhand Incinerator Attendant Carpark Attendant Sorter/Packer of Linen Lift Attendant Orderly or Cleaner Seamsperson Assistant Gardener Maintenance/Handyperson (Unqualified) - All other Employees not elsewhere provided for
Technical, Clinical and Personal Care	The operation of automatic photographic processing machines; the cleaning, washing and preparation of equipment and chemicals within a laboratory and the cleaning and washing of surgical equipment within a Central or Theatre Sterilising Unit; the feeding and basic care of animals within animal houses; direct assistance with technical, clinical and personal care duties under supervision and direction; a recording technician operating an ECG/EEG or similar recording equipment; the handling, transporting of client/patients and the preparation of beds; communication and liaison with clients/patients and directly assisting social workers/welfare workers; an Orthotic Technician involved in the manufacture and fitting of orthotic devices in his or her first year of employment as such. CSSD Attendant Laboratory Assistant Grade 1

Darkroom Processor  
Animal House Attendant  
Orthotic Technician 1  
Nursing Attendant  
Theatre Attendant  
Recording Attendant (including EEG & ECG)  
- Social Work/Welfare Aide

## 1.2 Level 2

### 1.2.1 An Employee at this level:

- (a) works within established routines, methods and procedures;
- (b) has limited responsibility, accountability or discretion;
- (c) may work under limited supervision, either individually or in a team;
- (d) possesses communication skills and
- (e) requires on-the-job training and/or specific skills training or experience.

### 1.2.2 Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications
	A window or other specialist cleaner; a laundry worker performing work on his or her own; gardening work requiring no formal qualifications; general housekeeping functions; basic stores work; sewing of a more advanced nature requiring the cutting and fitting of garments. Cleaner cleaning windows Housekeeper Storeperson Laundry Operator Gardener (non-trade) - Seamsperson who cuts and fits
Technical, Clinical and Personal Care	An Orthotic Technician involved in the manufacture and fitting of orthotic devices in his or her second year of employment as such. Orthotic Technician 2 Red Cross Aide

## 1.3 Level 3

### 1.3.1 An Employee at this level:

- (a) is capable of prioritising work within established routines, methods and procedures;
- (b) is responsible for work performed with a limited level of accountability or discretion;
- (c) works under limited supervision, either individually or in a team;
- (d) possesses sound communication skills; and
- (e) requires specific on-the-job training and/or relevant skills training or experience.

### 1.3.2 Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications
Food Services	A person responsible for the conduct of a diet kitchen; an unqualified (non-trade) cook employed as a sole cook in a kitchen or an unqualified (non-trade) cook providing specialist cooking functions. Dietary Supervisor Cook Employed Alone Diet Cook Sweets Cook - Pastry Cook (Other)
General Services	Hospital Attendant work, including patrol functions; stores work by a Storeperson working alone; driving small vehicles (1.25 tonnes or less) within and between establishments. Hospital Attendant Storeperson employed alone - Driver 1.25 Tonne or less
Technical, Clinical and Personal Care	Skilled work within a laboratory, including the taking of blood samples; an Orthotic Technician involved in the manufacture and fitting of orthotic devices in his or her third year of employment as such. Laboratory Assistant Grade 2 - Orthotic Technician 3

#### 1.4 Level 4

##### 1.4.1 An Employee at this level:

- (a) is capable of prioritising work within established routines, methods and procedures;
- (b) is responsible for work performed with a medium level of accountability or discretion;
- (c) works under limited supervision, either individually or in a team;
- (d) possesses sound communication and/or arithmetic skills; and
- (e) requires specific on-the-job training and/or relevant skills training or experience.

##### 1.4.2 Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications
Food Services	An Employee whose primary function is to liaise with patients and staff to obtain appropriate meal requirements of patients, and to tally and collate the overall results. Food Monitor
Technical, Clinical and Personal Care	Work in all facets of a multi-sectional laboratory, including the taking of blood samples. Laboratory Assistant Grade 3

#### 1.5 Level 5

##### 1.5.1 An Employee at this level:

- (a) is capable of prioritising work within established policies, guidelines and procedures;



- (b) is responsible for work performed with a medium level of accountability or discretion;
- (c) works under limited supervision, either individually or in a team;
- (d) possesses good communication, interpersonal and/or arithmetic skills; and
- (e) requires specific on-the-job training, may require formal qualifications and/or relevant skills training or experience.

**1.5.2 Indicative tasks performed and indicative classifications at this level are:**

Classification Group	Indicative Tasks Performed and Indicative Classifications
General Services	An Employee performing dedicated security functions; an Employee performing transport related functions, including drivers of intermediate sized vehicles (1.25 tonnes to 3 tonnes); ambulance drivers or assistants without first aid certificates or similar relevant training. Security Officer Grade 1 Driver 1.25 Tonne to 3 Tonne - Other Motor Ambulance Driver or Assistant
Technical, Clinical and Personal Care	An unqualified Trades Instructor involved in the care, instruction or development and rehabilitation of clients. Instructor Trades (Unqualified) - Senior Red Cross Aide

**1.6 Level 6**

**1.6.1 An Employee at this level:**

- (a) is capable of prioritising work and exercising discretion within established policies, guidelines and procedures;
- (b) is responsible for work performed with a medium level of accountability;
- (c) works under limited supervision, either individually or in a team;
- (d) possesses well developed communication, interpersonal and/or arithmetic skills; and
- (e) requires substantial on-the-job training, may require formal qualifications and/or relevant skills training or experience.

**1.6.2 Indicative tasks performed and indicative classifications at this level are:**

Classification Group	Indicative Tasks Performed and Indicative Classifications
General Services	An Employee performing transport related functions, including drivers of non-articulated vehicles over three tonnes; ambulance drivers or assistants possessing first aid certificates or similar relevant training. Driver over three Tonne - Motor Ambulance Driver or Assistant who is required to hold a St John First Aid Certificate
Technical, Clinical and Personal Care	An Orthotic Technician involved in the manufacture and fitting of orthotic devices in his or her fourth year of employment as such; a first

aid attendant employed in commercial or industrial undertakings; a Pathology Technician (not working solely as such) assisting the Pathologist, including the preparation of equipment and work involved in the post mortem of patients.  
 Orthotic Technician 4  
 Pathology Technician Grade 1  
 - First Aid Attendant (in commercial or industrial undertakings)

## 1.7 Level 7

### 1.7.1 An Employee at this level:

- (a) is capable of prioritising work and exercising discretion within established policies, guidelines and procedures;
- (b) is responsible for work performed with a substantial level of accountability;
- (c) works either individually or in a team;
- (d) possesses well developed communication, interpersonal and/or arithmetic skills; and
- (e) requires substantial on-the-job training, may require formal qualifications at trade or certificate level and/or relevant skills training or experience.

### 1.7.2 Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications
Food Services	A Cook or Butcher with relevant qualifications. Second Cook Grade D Trade Cook Butcher - Pastry Cook
General Services	A handyperson with Trade qualifications performing general maintenance duties; a printer with Trade qualifications performing general printing or related duties; a gardener with Trade qualifications performing general gardening duties; a Storeperson who is required to regularly access computers in the course of his or her employment; a dedicated Security Officer required to regularly access computers in the course of her or his employment and/or has been provided with relevant training; an Employee performing transport related functions, including drivers of articulated vehicles. Maintenance/Handyperson (Trade) Printer (Trade) Gardener (Trade) Storeperson (Advanced) Driver articulated 12-13 Tonnes - Security Officer Grade 2
Technical, Clinical and Personal Care	A Pathology Collector Grade 1 engaged in collecting pathology specimens. A Radiotherapy Technician.

## 1.8 Level 8

1.8.1 An Employee at this level:

- (a) is capable of functioning semi autonomously, and prioritising his or her own work within established policies, guidelines and procedures;
- (b) is responsible for work performed with a substantial level of accountability;
- (c) works either individually or in a team;
- (d) may require basic computer knowledge or be required to use a computer on a regular basis;
- (e) possesses administrative skills and problem solving abilities;
- (f) possesses well developed communication, interpersonal and/or arithmetic skills; and
- (g) requires substantial on-the-job training, may require formal qualifications at trade or certificate level and/or relevant skills training or experience.

1.8.2 Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications
Food Services	A Cook or Chef with relevant qualifications. Chef Grade D - Second Cook Grade C
Technical, Clinical and Personal Care	An Orthotic Technician involved in the manufacture and fitting of orthotic devices after his or her fourth year of employment as such. - Orthotic Technician 5

1.9 Level 9

1.9.1 An Employee at this level:

- (a) is capable of functioning with a high level of autonomy, and prioritising his or her own work within established policies, guidelines and procedures;
- (b) is responsible for work performed with a substantial level of accountability and responsibility;
- (c) works either individually or in a team;
- (d) may require comprehensive computer knowledge or be required to use a computer on a regular basis;
- (e) possesses administrative skills and problem solving abilities;
- (f) possesses well developed communication, interpersonal and/or arithmetic skills; and
- (g) may require formal qualifications at post-trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.

1.9.2 Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative
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	Classifications
Food Services	A Cook or Chef with relevant qualifications. Second Cook Grade B - Chef Grade C
General Services	A Maintenance/Handyperson, Printer or Gardener with post-trade qualifications or specialisation and who is required to work autonomously. Maintenance/Handyperson (Advanced) Printer (Advanced) - Gardener (Advanced)
Technical, Clinical and Personal Care	A Pathology Technician working solely as such, assisting the Pathologist and required at times to work independently, including the preparation of equipment and work involved in the post mortem of patients; a Pathology Collector engaged in collecting pathology specimens, with additional responsibilities, qualifications or experience. Pathology Technician Grade 2 - Pathology Collector Grade 2

## 1.10 Level 10

### 1.10.1 An Employee at this level:

- (a) is capable of functioning autonomously, and prioritising his or her own work within established policies, guidelines and procedures;
- (b) is responsible for work performed with a substantial level of accountability and responsibility;
- (c) works either individually or in a team;
- (d) may require comprehensive computer knowledge or be required to use a computer on a regular basis;
- (e) possesses administrative skills and problem solving abilities;
- (f) possesses well developed communication, interpersonal and/or arithmetic skills; and
- (g) will most likely require formal qualifications at trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.

### 1.10.2 Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications
Food Services	A Cook or Chef with relevant qualifications. Chef B - Second Cook A
Technical, Clinical and Personal Care	An Instructor Trades in his or her first year of employment. Instructor Trades (Qualified) Yr 1

## 1.11 Level 11

### 1.11.1 An Employee at this level:

- (a) is capable of functioning autonomously, and prioritising his or her own work and the work of others within established policies, guidelines and procedures;
- (b) is responsible for work performed with a substantial level of accountability and responsibility;
- (c) may supervise the work of others, including work allocation, rostering and guidance;
- (d) works either individually or in a team;
- (e) may require comprehensive computer knowledge or be required to use a computer on a regular basis;
- (f) possesses developed administrative skills and problem solving abilities;
- (g) possesses well developed communication, interpersonal and/or arithmetic skills; and
- (h) may require formal qualifications at trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.

1.11.2 Indicative tasks performed and indicative classifications at this level are:

Classification Group	Indicative Tasks Performed and Indicative Classifications
Food Services	A Cook or Chef with relevant qualifications; supervision, work allocation and rostering and/or guidance of staff. Chef Grade A - Food Services Supervisor
General Services	Supervision, work allocation, on-the-job training and rostering and/or guidance of staff. Gardener Superintendent - General Services Supervisor
Technical, Clinical and Personal Care	An Instructor Trades (Qualified) in his or her second year of employment; supervision, work allocation and rostering and/or guidance of staff. Instructor Trades (Qualified) Yr 2 and after - Technical, Therapy and Personal Care Supervisor

## 2. CLASSIFICATION DEFINITIONS

### **Food Services Classifications:**

#### **2.1 Butcher**

2.1.1 Means a person employed as a Butcher who holds relevant qualifications.

#### **2.2 Chef**

2.2.1 Means a person employed as such in a hospital who may be required by the Employer to supervise staff, give any necessary instruction in all the branches of cooking, preparation of food service staff rosters, assist in the planning of meals, assist in the pricing of meals for departmental budgets, assist in the requisitioning and purchasing of all stores and to assist where necessary in the preparation and supervision of the plating of meals.

#### **2.2.2 Chef Grade A**

A chef employed in a hospital with more than 300 beds or a kitchen providing more than 2,000 meals on a daily average.

#### **2.2.3 Chef Grade B**

A chef employed in a hospital with 200 or more beds but less than 300 beds or a kitchen providing more than 1,000 meals but less than 2,000 meals on a daily average.

#### **2.2.4 Chef Grade C**

A chef employed in a hospital with more than 100 beds but less than 200 beds or a kitchen providing more than 500 meals but less than 1,000 meals on a daily average.

#### **2.2.5 Chef Grade D**

A chef employed in a hospital with less than 100 beds or a kitchen providing less than 500 meals on a daily average.

### **2.3 Cook Employed Alone**

2.3.1 Means a person employed as a sole cook who does not hold trade qualifications.

### **2.4 Diet Cook**

2.4.1 Means an unqualified cook who produces meals for specific dietary requirements and/or other specialist meals.

### **2.5 Dietary Supervisor**

2.5.1 Means a person not being a qualified Dietician but responsible for the conduct of a Diet Kitchen.

### **2.6 Food and Domestic Services Assistant**

2.6.1 Means a person employed to clean food preparation and consumption areas, cooking equipment and utensils and serve and deliver meals.

### **2.7 Food Monitor**

2.7.1 An Employee responsible to a catering and/or dietary department whose primary function is to liaise with patients and staff to obtain appropriate meal requirements of patients, and to tally and collate the overall results for the catering and/or dietary department.

2.7.2 Notwithstanding the provisions of **clause 110** (Higher Duties), when the above duties are incidental to other duties performed, higher duties rates shall only apply when the above duties are performed for two hours or more in any day.

### **2.8 Food Services Supervisor**

2.8.1 Is a person appointed as such performing work which involves the supervision of staff within the food services stream of this award or the supervision of staff within a food services related department or section. Such a person would be responsible for administrative duties such as work allocation, training, rostering and guidance of fifteen or more staff and may assist in the recruitment of staff.

### **2.9 Other Cook**

2.9.1 Means a person who does not hold trade qualifications, who is employed as a cook by a hospital where other cooks are employed.

#### **2.10 Pastry Cook (Other)**

2.10.1 Means an unqualified cook who specialises in producing pastry items.

#### **2.11 Pastry Cook (Trades)**

2.11.1 Means a trade qualified cook who specialises in producing pastry items.

#### **2.12 Second Cook**

2.12.1 Means a person employed as such in a hospital that assists the Chef in the discharge of his or her duties and whenever necessary relieves the Chef during any absence.

##### **2.12.2 Second Cook Grade A**

A second cook employed in a hospital with more than 300 beds or a kitchen providing more than 2,000 meals on a daily average.

##### **2.12.3 Second Cook Grade B**

A second cook employed in a hospital with 200 or more beds but less than 300 beds or a kitchen providing more than 1,000 meals but less than 2,000 meals on a daily average.

##### **2.12.4 Second Cook Grade C**

A second cook employed in a hospital with more than 100 beds but less than 200 beds or a kitchen providing more than 500 meals but less than 1,000 meals on a daily average.

##### **2.12.5 Second Cook Grade D**

A second cook employed in a hospital with less than 100 beds or a kitchen providing less than 500 meals on a daily average.

#### **2.13 Sweets Cook**

2.13.1 Means an unqualified cook who specialises in producing sweets or desserts.

#### **2.14 Trade Cook**

2.14.1 Means a cook qualified as a tradesperson under the *Industrial Training Act 1975* or holding an equivalent qualification acceptable to the Employer.

#### **2.15 Hospital Grading for Chef and Second Cook Classifications:**

##### **2.15.1 Grade A**

A hospital with more than 300 beds or a kitchen providing more than 2,000 meals on a daily average.

##### **2.15.2 Grade B**

A hospital with 200 or more beds but less than 300 beds or a kitchen providing more than 1,000 meals but less than 2,000 meals on a daily average.

### 2.15.3 **Grade C**

A hospital with more than 100 beds but less than 200 beds or a kitchen providing more than 500 meals but less than 1,000 meals on a daily average.

### 2.15.4 **Grade D**

A hospital with less than 100 beds or a kitchen providing less than 500 meals on a daily average.

2.15.5 Hospital beds and daily average meals produced are taken from hospital annual returns to the Health Department Victoria, or other relevant materials, as of 30 June of the preceding year.

### **General Services Classifications:**

#### **2.16 Ambulance Driver/Assistant (Certificate)**

2.16.1 Means a person employed as an Ambulance Driver/Assistant who holds a first aid certificate or similar relevant training.

#### **2.17 Ambulance Driver/Assistant (Other)**

2.17.1 Means a person employed as an Ambulance Driver/Assistant who does not hold a first aid certificate or similar relevant training.

#### **2.18 Assistant Gardener**

2.18.1 Means a person engaged to assist a gardener.

#### **2.19 Car Park Attendant**

2.19.1 Means a person employed to attend to the operation of a car park.

#### **2.20 Cleaner – Windows**

2.20.1 Means a person cleaning external windows where any part of the window to be cleaned is more than four and a half metres (4.5 metres) from the ground or balcony. Provided that the window is cleaned from the outside of the building.

#### **2.21 Driver <1.25 Tonnes**

2.21.1 Means a person employed to drive small vehicles (1.25 Tonnes or less) within and between establishments.

#### **2.22 Driver 1.25 – 3.0 Tonnes**

2.22.1 Means a person employed to perform transport related functions, including drivers of intermediate sized vehicles (1.25 to 3.0 Tonnes)

#### **2.23 Driver over 3.0 Tonnes**

2.23.1 Means a person employed to perform transport related functions, including drivers of non-articulated vehicles over 3 tonnes.

#### **2.24 Driver Articulated 12-13 Tonnes**

2.24.1 Means an Employee performing transport related functions, including drivers of articulated vehicles.



## **2.25 Gardener Advanced**

- 2.25.1 Means a *Gardener Trade* who holds post-trade qualifications and is capable of, and required to work autonomously and is required to prioritise his or her own work with a substantial level of accountability and responsibility.

## **2.26 Gardener (Non Trade)**

- 2.26.1 Means an Employee engaged in the pruning or trimming of plants or trees; or in budding, propagating, planting or plotting; or like garden related functions.

## **2.27 Gardener Superintendent**

- 2.27.1 Means a *Gardener Trade* who is responsible for the supervision, work allocation, on the job training, rostering and/or guidance of gardening staff.

## **2.28 Gardener Trade**

- 2.28.1 Means a tradesperson gardener who has satisfactorily completed the approved apprenticeship course in gardening or who has been issued with an approved trade certificate.

## **2.29 General Services Supervisor**

- 2.29.1 Is a person appointed as such performing work which involves the supervision of staff within the general services stream of this award or the supervision of staff within a general services related department or section. Such a person would be responsible for administrative duties such as work allocation, training, rostering and guidance of fifteen or more staff and may assist in the recruitment of staff.

## **2.30 Handyperson Advanced**

- 2.30.1 Is a *Handyperson Trade* who holds post-trade qualifications and is capable of, and required to work autonomously, and is required to prioritise their own work with a substantial level of accountability and responsibility.

## **2.31 Handyperson Trade**

- 2.31.1 Means a person employed as a handyperson who has satisfactorily qualified as a tradesperson under the *Industrial Training Act 1975* or holds an equivalent qualification acceptable to the Employer.

## **2.32 Handyperson (Unqualified)**

- 2.32.1 Means a person employed to perform basic maintenance work.

## **2.33 Hospital Attendant**

- 2.33.1 Means an Employee appointed as such and who, as part of his or her ordinary duties, is required to perform a patrol function.

## **2.34 Housekeeper**

- 2.34.1 Means a person employed to perform general housekeeping functions.

## **2.35 Incinerator Attendant**

2.35.1 Means a person employed to attend to the operation of an incinerator.

#### **2.36 Laundryhand**

2.36.1 Means a person employed to perform basic laundry work.

#### **2.37 Laundry Operator**

2.37.1 Means a person employed as a sole Employee in a laundry performing the full range of duties relating to the operation of a laundry.

#### **2.38 Lift Attendant**

2.38.1 Means a person employed to attend to the operation of a lift.

#### **2.39 Orderly/Cleaner**

2.39.1 Means a person employed to perform basic cleaning and orderly/porterage/courier functions in hospitals or other health services.

#### **2.40 Printer Advanced**

2.40.1 Is a Printer Trade who holds appropriate post-trade qualifications; and who is required to work autonomously and prioritise his or her own work with a substantial level of accountability and responsibility.

#### **2.41 Printer Trade**

2.41.1 Means a person employed as a printer who has satisfactorily qualified as a tradesperson under the *Industrial Training Act 1975* or holds an equivalent qualification acceptable to the Employer.

#### **2.42 Seamsperson**

2.42.1 Means a person employed to perform basic sewing.

#### **2.43 Seamsperson – Cuts & Fits**

2.43.1 Means a person employed to perform sewing of a more advanced nature, requiring the cutting and fitting of garments.

#### **2.44 Security Officer Grade 1**

2.44.1 Means an Employee performing a dedicated security function involving the security of patients, staff or the facilities.

#### **2.45 Security Officer Grade 2**

2.45.1 An Employee as per Security Officer Grade 1 who is required to regularly access computers in the course of his or her employment and/or has been provided with relevant training.

#### **2.46 Sorter/Packer Linen**

2.46.1 Means a person employed to attend to the sorting and packing of linen.

#### **2.47 Storeperson**

2.47.1 Means a person employed to perform basic stores work.

#### **2.48 Storeperson Alone**

2.48.1 Means a person employed to perform stores work that is required to work alone.

#### **2.49 Storeperson Advanced**

2.49.1 Is a person employed as a Storeperson or Storeperson alone who is required to regularly access computers in the course of his or her employment.

#### **Technical, Clinical and Personal Care Classifications:**

#### **2.50 CSSD Attendant**

2.50.1 Means a person employed solely to perform washing and cleaning of medical equipment within a Central or Theatre Sterilising and Supply Department or Unit.

#### **2.51 Darkroom Processor**

2.51.1 Means a person employed to operate automatic photographic processing machines.

#### **2.52 Instructor Trades (Qualified)**

2.52.1 Means a person appointed as such, who has obtained a relevant Trade Certificate and who has had at least three years trade experience, which may include in-house experience, and who under the direction and supervision of the Therapist, assists in arranging and supervising training projects for patients referred to the workshop for therapeutic and/or assessment purposes who instructs patients in the use, care and maintenance of tools and equipment who under direction from a Therapist carries out reports and assessments of patients and who assists the Therapist in the design, adaptation and construction of the special equipment and aides.

#### **2.53 Instructor Trades (Unqualified)**

2.53.1 Means a person appointed as such who, under the direction and supervision of the Therapist, is required to perform work of a general nature and who is responsible for the general tidiness of the workshop and for safe workshop practice with patients and who performs other duties as directed by the Instructor and Therapist.

#### **2.54 Laboratory Assistant Grade 1**

2.54.1 An Employee whose prime duties and responsibilities do not require a technical knowledge in any specific area whose duties include cleaning, washing and preparation of equipment, chemicals and similar duties.

#### **2.55 Laboratory Assistant Grade 2**

2.55.1 An Employee who in addition to duties of a Grade 1 is capable of and required to undertake skilled work in a skilled area of a laboratory, which may include the taking of blood samples.

2.55.2 Where an Employee's sole area of work is the taking of blood samples but not on a rotation basis through other areas of the laboratory Grade 2 shall apply.

#### **2.56 Laboratory Assistant Grade 3**

2.56.1 An Employee with technical skills capable of and required to work in all facets of a multi-sectional laboratory as necessary, including the taking of blood samples.

### **2.57 Nursing Attendant**

2.57.1 Means a person employed in attending to the comforts and needs of sick, disabled, aged or infirm persons.

2.57.2 The Nursing Attendant does not apply to work performed in low care/dual care residential aged care facilities.

### **2.58 Orthotic Technician Grade 1**

2.58.1 Means an Orthotic Technician involved in the manufacture and fitting of orthotic devices in their first year of employment as such.

### **2.59 Orthotic Technician Grade 2**

2.59.1 Means an Orthotic Technician involved in the manufacture and fitting of orthotic devices in their second year of employment as such.

### **2.60 Orthotic Technician Grade 3**

2.60.1 Means an Orthotic Technician involved in the manufacture and fitting of orthotic devices in their third year of employment as such.

### **2.61 Orthotic Technician Grade 4**

2.61.1 Means an Orthotic Technician involved in the manufacture and fitting of orthotic devices in their fourth year of employment as such.

### **2.62 Pathology Collector in Training**

2.62.1 Means a person who is a State Enrolled Nurse (or has obtained qualifications equivalent thereto) employed as a Pathology Collector in Training under the general supervision of a Registered General Nurse or equivalent and who is being trained and is receiving detailed instructions of the work to be performed and is acquiring skills in all aspects of specimen collection, containerisation, labelling, transporting and storage; patient/client identification and well being; related clerical work; and/or requires supervision on the work to be performed. A Pathology Collector in Training is supervised at all times by a person qualified in all aspects of pathology collection.

2.62.2 A Pathology Collector in Training will remain on this classification for a period of up to three months whilst training is undertaken and will be paid a rate equivalent to 95 per cent of the appropriate rate for Pathology Collector Grade 1, plus appropriate experience payments.

### **2.63 Pathology Collector Grade 1**

2.63.1 Means a person who is a State Enrolled Nurse (or has obtained qualifications equivalent thereto) employed as a Pathology Collector under the general supervision of a Registered General Nurse or equivalent and is engaged in collecting pathology specimens and performing procedures in accordance with practice instructions; the care, storage and processing of all such pathology specimens; the timely dispatch of pathology specimens to the laboratory; the accurate recording of information relating to patients\clients and specimens in accordance with practice instructions; operating VDU's; attending to the well being of patients; liaising with referrers/referees; receiving payments of accounts.

### **2.64 Pathology Collector Grade 2**

- 2.64.1 Means a person who is a State Enrolled Nurse (or has obtained qualifications equivalent thereto) is employed to perform the duties of a Grade 1 Pathology Collector and who under the general supervision of a Registered General Nurse or equivalent, undertakes additional responsibility via the supervision of staff at a collection centre or who has additional qualifications or experience as recognised by the Employer.
- 2.64.2 In relation to the definition of Pathology Collector in Training or Pathology Collector Grades one or two any dispute arising out of the meaning of equivalent qualifications will be determined by Fair Work Commission with reference to the views of the Health Industry Training Board.
- 2.64.3 All Pathology Collectors employed prior to 25 February 1992 who are not State Enrolled Nurses or do not hold equivalent qualifications will be classified as per Pathology Collector Grade 1.

#### **2.65 Pathology Technician Grade 1**

- 2.65.1 Is a person who assists the Pathologist, including the preparation of equipment and work involved in the post mortem of patients.

#### **2.66 Pathology Technician Grade 2**

- 2.66.1 Is a Pathology Technician working solely as such, assisting the Pathologist and required at times to work independently, including the preparation of equipment and work involved in the post mortem of patients.

#### **2.67 Recording Attendant**

- 2.67.1 Means a recording technician operating an ECG/EEG or similar recording equipment.

#### **2.68 Social Worker/Welfare Aide**

- 2.68.1 Means a person employed to directly assist Social Workers and Welfare Workers in communication and liaison with clients/patients.

#### **2.69 Technical, Therapy and Personal Care Supervisor**

- 2.69.1 Is a person appointed as such performing work which involves the supervision of staff within the Technical, Clinical and Personal Care stream of this award, or the supervision of staff within a Technical, Therapy and Personal Care related department or section (but excluding Pathology Collectors).
- 2.69.2 Such a person would be responsible for administrative duties such as work allocation, training, rostering and guidance of fifteen or more staff and may assist in the recruitment of staff.

#### **2.70 Interpreters**

##### **2.70.1 Unqualified Interpreter**

An employee employed in the provision of interpreting services by an unqualified Interpreter or assisting a qualified Interpreter in the performance of his or her work.

##### **2.70.2 Qualified Interpreter**

- 2.70.3 A qualified Interpreter who is accredited by the National Authority for Translation and Interpreters Ltd (NAATI).

### **3. ALLIED HEALTH ASSISTANT STRUCTURE**

### **3.1 Allied Health Assistant Grade 1 (Unqualified)**

- 3.1.1 Is an unqualified person who is required to perform work of a general nature under the direct supervision of an Allied Health Professional. The Assistant can work under supervision, either individually, or in a team performing a wide range of duties, for example; this may include collection and preparation of equipment, maintaining client contact details, monitoring clients to ensure that they follow their program.
- 3.1.2 An Allied Health Assistant Grade 1 will not be required to hold any qualifications. Where an Allied Health Assistant Grade 1 seeks to obtain a Certificate III (Allied Health Assistance) from a registered training organisation during the life of this Agreement, (expiry date 31/07/09), the Employer, where practicable, will assist the person to complete the qualification. Such assistance may include financial assistance, flexible rostering, supervised practice and/or study leave.
- 3.1.3 Automatic progression to grade 2 will occur upon the successful completion of the Certificate III in Health Services Assistance (Allied Health Assistance) based on the date of certification from the registered training organisation. Note it is the responsibility of the Employee to provide evidence of their qualification.

### **3.2 Allied Health Assistant Grade 2 (Qualified)**

- 3.2.1 Is a qualified person who is required to perform work of a general nature under the supervision of an Allied Health Professional.
- 3.2.2 A mandatory requirement for this level is successful completion of at least the Certificate III (Allied Health Assistance) from a registered training organisation or its equivalent.
- 3.2.3 A qualified Allied Health Assistant performs a wide range of duties to support the work of Allied Health Professionals.
- 3.2.4 The Allied Health Assistant Grade 2 is able to:
  - (a) Perform the full range of duties of a Grade 1.
  - (b) Work directly with an Allied Health Professional; work alone or in teams under supervision following a prescribed program of activity.
  - (c) Use communication and interpersonal skills to assist in meeting the needs of clients.
  - (d) Accurately document client progress and maintain documents as required.
  - (e) Demonstrate a capacity to work flexibly across a broad range of therapeutic and program related activities.
  - (f) Identify client circumstances that need additional input from the Allied Health Professional.
  - (g) Prioritise work and accept responsibility for outcomes within the limit of their accountabilities.

### **3.3 Allied Health Assistant Grade 3 (Qualified)**

- 3.3.1 Is a qualified person who is required to perform work of a general nature under the supervision of an Allied Health Professional.

3.3.2 An Allied Health Assistant Grade 3 is a person appointed as such. A mandatory requirement for this level is successful completion of at least the Certificate IV (Allied Health Assistance) from a registered training organisation or its equivalent.

3.3.3 The Allied Health Assistant Grade 3 is able to:

- (a) Perform the full range of duties of a Grade 1 and Grade 2.
- (b) Understand the basic theoretical principles of the work undertaken by the Allied Health Professional whom they are employed to support.
- (c) Work with minimum supervision to implement therapeutic and related activities, including maintenance of appropriate documentation.
- (d) Identify client circumstances that need additional input from the Allied Health Professional, including suggestions as to appropriate interventions.
- (e) Demonstrate very good communication and interpersonal skills.
- (f) Organise their own workload and to set work priorities within the program established by the Allied Health Professional.
- (g) If required, to assist in the supervision the work being performed by Grade 1 and 2 Allied Health Assistants and those in training.

## **4. ANAESTHETIC TECHNICIAN STRUCTURE**

### **4.1 Anaesthetic Technician Grade 1**

4.1.1 Means a person who has satisfactorily completed the theatre technician's course conducted by the Mayfield Centre (or has obtained qualifications equivalent thereto) or equivalent and working as an anaesthetic technician.

### **4.2 Anaesthetic Technician Grade 2**

4.2.1 An anaesthetic technician with up to two years experience who has satisfactorily completed the Diploma of Anaesthetic Paramedical Science awarded by a registered training organisation or a relevant Associate Diploma of Applied Science. And in addition to the duties of a Theatre Technician Grade 2 is responsible for the preparation, checking and general maintenance of specialist equipment used by the Anaesthetist.

### **4.3 Anaesthetic Technician Grade 3**

4.3.1 An anaesthetic technician with more than two years experience who has satisfactorily completed the Diploma of Anaesthetic Paramedical Science awarded by a registered training organisation or a relevant Associate Diploma of Applied Science. In addition to the duties of a Theatre Technician Grade 2, has a comprehensive knowledge of specialist equipment used by the Anaesthetist and can operate with a high degree of accountability and autonomy. A Grade 3 anaesthetic technician assists in the supervision/mentoring of other technicians.

### **4.4 Anaesthetic Technician Grade 4**

4.4.1 Is a person who is appointed as such and who meets the criteria of an Anaesthetic Technician Grade 3. In addition the Grade 4 Anaesthetic Technician may undertake additional supervisory/administrative responsibilities, professional development and the supervision and training of staff.

- 4.4.2 A mandatory requirement for a Grade 4 is the certificate III in Health Service Assistance (operating theatre technical support) and Diploma of Anaesthetic Paramedical Science awarded by a registered training organisation or a relevant Associate Diploma of Applied Science.

## **5. INSTRUMENT TECHNICIAN STRUCTURE**

### **5.1 Instrument Technician Grade 1**

- 5.1.1 Means an unqualified person who is required to perform work of a general nature under direct supervision of a Grade 3 or 4 within a Central or Theatre Sterilising and Supply Department or Unit involved in the cleaning, packaging and sterilization reusable critical and semi-critical medical equipment.
- 5.1.2 A Grade 1 Instrument Technician will not be required to hold any qualifications. Where a Grade 1 Instrument Technician seeks to obtain qualifications, the Employer shall facilitate completion of the Certificate III in Health - Sterilising Practice for Technicians or equivalent awarded by a registered training organisation either through financial assistance, flexible rostering or supervised practice and/or study leave.
- 5.1.3 All new starters will be required to complete a mandatory orientation program for the first three months of commencing duties, under the direct supervision of an Instrument Technician Grade 3 or 4.
- 5.1.4 Automatic progression to Grade 2 will occur on the attainment of a Certificate III.

### **5.2 Instrument Technician Grade 2**

- 5.2.1 Means a person who, within established procedures and guidelines, undertakes work of a more complex nature rotating through all areas of the Department or Unit. Grade 2 Instrument Technicians may perform their role without direct supervision but under the immediate direction of an Instrument Technician Grade 3 or 4.
- 5.2.2 A mandatory requirement of the qualified\* entry level is a Certificate III in Health - Sterilising Practice for Technicians or equivalent awarded by a registered training organisation that has been approved by the AIC. If a Grade 2 Instrument Technician has no prior experience working in that hospital, a mandatory three months orientation under the supervision of an Instrument Technician Grade 3 or 4 must be undertaken.
- 5.2.3 A qualified Instrument Technician shall include an Instrument Technician who has successfully completed the CSSD Certificate Course conducted by Mayfield, including the Certificate II awarded prior to 1996 (or equivalent)

### **5.3 Instrument Technician Grade 3**

- 5.3.1 A person with a minimum of three years experience as an instrument technician, who is able to work in all areas of the Hospital's Department or Unit to which they are rostered with a high degree of autonomy and accountability. A Grade 3 Instrument Technician assists in the supervision, training/mentoring of other Technicians at that Hospital, and will, if required, undertake a clinical tutor/mentor role. A Grade 3 Instrument Technician will relieve the Grade 4 as required.
- 5.3.2 Upon implementation of this structure, where there are existing staff who meet the above criteria, each hospital will have at least 1 technician classified at Grade 3.
- 5.3.3 Holds a Certificate III in Health - Sterilising Practice for Technicians or equivalent awarded by a registered training organisation that has been approved by the AIC. The incumbents are advanced practitioners and the work undertaken at Grade 3 should be seen in this context.



- 5.3.4 An Instrument Technician Grade 3 may have completed specialty training in areas such as setting up, loan instruments, sterrad and other sophisticated medical equipment.

#### 5.4 Instrument Technician Grade 4

- 5.4.1 A person who is appointed as such and who meets the criteria of an Instrument Technician Grade 3. A Grade 4 Instrument Technician undertakes additional managerial responsibilities, including rostering, allocations, personal development and the supervision and training of staff.
- 5.4.2 Once implemented in Victoria, an Instrument Technician Grade 4 will be offered an opportunity to complete a Certificate IV in Health Services (Supervision) or equivalent awarded by a registered training organisation either through financial assistance, flexible rostering and study leave.

### 6. PATIENT SERVICES ASSISTANT STRUCTURE

- 6.1 A Patient Services Assistant (PSA) is a multi-skilled Employee, the majority of whose work is ward based in an acute setting or community health centre. The work of PSAs involves the performance of duties across three or more functional areas of patient support services. PSAs are essentially ward based. PSAs will be encouraged to undertake training, which may include further training to enable them to obtain the certificate or equivalent for career development.
- 6.2 Notwithstanding **clause 6.1** above, PSAs are not precluded from undertaking non-ward functions and duties. Employees whose jobs involve casual or irregular ward based duties, or where their presence on a ward is a minor aspect of their role, are not performing PSA work.
- 6.3 The functional areas covered by PSAs are as follows:

Functions:	Duties:
Cleaning and Housekeeping	<ul style="list-style-type: none"> <li>• Ward areas (including toilets, showers, bathrooms, lockers, shelving and infectious rooms etc.)</li> <li>• Handle patient laundry (including washing and drying of patient laundry)</li> <li>• General/administrative areas (including office, cafeteria, stairs and lifts etc.)</li> <li>• Terminal/discharge bed (re-)making (i.e. Carbolising)</li> <li>• Equipment and instruments</li> <li>• Damp and high dusting</li> <li>• Vacuuming</li> <li>• Mopping and buffing of floors</li> <li>• Spot cleaning</li> <li>• Rubbish removal</li> <li>• Linen removal</li> </ul>
Food and Beverage	<ul style="list-style-type: none"> <li>• Serving of meals to patients</li> <li>• Food transportation to and from the Ward</li> <li>• Basic food monitoring (e.g. Checking that food matches the order)</li> <li>• Replenish refrigerator and pantry supplies</li> </ul>
Transport and Couriering	<ul style="list-style-type: none"> <li>• Transporting patients between wards, departments and theatres</li> <li>• Transporting equipment between wards, departments and theatres</li> <li>• Couriering x-rays, specimens and patient records</li> <li>• Movement of deceased patients to the mortuary</li> </ul>
Ward Support	<ul style="list-style-type: none"> <li>• Checking of oxygen cylinders</li> <li>• Filling, distributing and collecting of water jugs and glasses</li> <li>• Delivery and maintenance of flowers</li> <li>• Replenish consumables to normal stock levels</li> </ul>

	<ul style="list-style-type: none"> <li>• Restocking of ward trolleys or cubicles</li> <li>• Under direction, and with appropriate training, to assist in patient restraint. This may include code blue and other emergencies as part of a hospital response team</li> <li>• Message taking</li> </ul>
Patient Support	<ul style="list-style-type: none"> <li>• Assist in the lifting and turning of patients (including into and out of wheel chairs and trolleys)</li> <li>• Assist in lifting and positioning of patients in bed, including by machinery</li> <li>• Assist with patient facial shaves and pre-operative shaves</li> <li>• Assist in the transportation of ambulance patients</li> </ul>

- 6.4 For the purposes of this definition, ward based work includes Employees providing patient support services in areas such as outpatient, x-ray, catheter laboratory, nuclear medicine, dialysis and other areas providing patient support services consistent with the functions and duties described in clause 6.3 above.
- 6.5 The functions listed in clause 6.3 above are intended to be comprehensive. The listed duties are intended to be indicative, not comprehensive.
- 6.6 In determining the number of functions to be completed by a PSA, it will not be necessary for a PSA to perform any particular number of duties identified as falling within each functional area.
- 6.7 In considering the duties that constitute a function, there must be the inclusion of sufficient duties relevant to the function such that the work in question is an integral and significant part of that function within the operations of the ward. While additional duties may be included, the inclusion of an additional duty or duties does not necessarily equate to an additional function, unless the extra duties constitute a regular part of a shift, or period of work.
- 6.8 Not all PSAs will be expected to perform all of the functions listed in **clause 6.3**. PSAs at the Grade 2 level will perform four or more functions, and PSAs at the Grade 1 level will perform three functions.

#### 6.9 Patient Services Assistant Grade 1

6.9.1 A Patient Services Assistant at Grade 1 level:

- (a) regularly performs duties from three functional areas;
- (b) is not required to hold a recognised PSA certificate;
- (c) is capable of prioritising work within outlined routines, methods and procedures in three functional areas;
- (d) is responsible for work performed with a limited level of accountability or discretion;
- (e) works under limited supervision, either individually or in a team;
- (f) possesses sound communication skills; and
- (g) requires specific on the job training and/or relevant skills training or experience.

#### 6.10 Patient Services Assistant Grade 2

6.10.1 A Patient Services Assistant at Grade 2 level:

- (a) regularly performs duties from four or more functional areas;

- (b) holds a recognised PSA certificate (or equivalent) from a TAFE College, or equivalent registered training organisation. Those PSAs who did not hold a formal qualification when they were translated to the new PSA classification structure, with effect from 15 April 2003, shall be encouraged to undertake training to obtain a recognised PSA certificate (or equivalent).
- (c) requires specific on the job training and/or relevant skills training or experience;
- (d) is capable of prioritising work within established policies, guidelines and procedures across four or more functional areas;
- (e) is responsible for work performed in accordance with established policies, procedures and approaches
- (f) works under limited supervision, either individually or in a team; and
- (g) possesses good communication, interpersonal and/or arithmetic skills.

## **7. PERSONAL CARE WORKER STRUCTURE**

7.1 The classification of Personal Care Worker, which was introduced from 15 April 2003, replaced the Nursing Attendant classification in low care/dual care residential aged care facilities.

7.1.1 For the avoidance of doubt, nothing in this clause shall limit the ability of the employer to elect to use the Personal Care Worker structure in clinical settings other than residential aged care facilities.

7.2 The term residential aged care facility has the following meaning:

Residential Aged Care Facility - means a facility in which residential aged care is provided pursuant to the Aged Care Act 1997 (Commonwealth).

### **7.3 PERSONAL CARE WORKER GRADE 1**

7.4 Means a person employed in a residential aged care facility or like service (but not including dedicated disability services or establishments covered by the Social Community Home Care and Disability Services Industry Award 2010 to provide personal care for disabled or aged persons in a residential aged care facility or to provide personal care within the scope of the employee's training and experience for patients in other clinical settings. Such a person will assist with all personal and developmental needs under supervision.

7.5 A Personal Care Worker Grade 1 shall not be required to possess formal qualifications. They will be advised of this in writing upon appointment.

### **7.6 PERSONAL CARE WORKER GRADE 2**

7.6.1 Means a person employed in an aged care service or like service (but not including dedicated disability services or establishments covered by the Social Community Home Care and Disability Services Industry Award 2010) to provide personal care for disabled or aged persons in a residential aged care facility or to provide personal care within the scope of the employee's training and experience for patients in other clinical settings. Such a person is required to undertake the duties of a Personal Care Worker Grade 1; and

7.6.2 A Personal Care Worker Grade 2 holds, at the time of engagement, a nationally accredited certificate at Australian Quality Framework Level 3 (or equivalent as recognised by the employer) awarded by a Registered Training Organisation; or is required by the organisation to obtain such a certificate as a condition of employment. An Employee shall be advised of such a

requirement in writing prior to undertaking the course, or by a verbal request that is subsequently reduced to writing.

7.6.3 For such an employee, training in the following competency areas shall be completed in accordance with employer requirement;

- First aid equal to a basic first aid certificate
- Manual handling
- Infection control
- Elder Abuse

7.6.4 Where the employee does not have this training it shall be provided by and at the cost of the employer. Such training may be delivered either internally or externally. Such training shall be in paid time.

## **7.7 PERSONAL CARE WORKER GRADE 3**

7.7.1 Means a person employed in an aged care service or like service (but not including dedicated disability services or establishments covered by the Social Community Home Care and Disability Services Industry Award 2010) having not less than two (2) years' experience as a Personal Care Worker, to provide personal care for disabled or aged persons in a residential aged care facility or to provide personal care within the scope of the employee's training and experience for patients in other clinical settings. Such a person is required to undertake the duties of a Personal Care Worker Grade 1; and

7.7.2 A Personal Care Worker Grade 3 holds, at the time of engagement, a nationally accredited certificate at Australian Quality Framework Level 4 (or equivalent as recognised by the employer) awarded by a Registered Training Organisation; or is required by the organisation to obtain such a certificate as a condition of employment. An Employee shall be advised of such a requirement in writing prior to undertaking the course, or by a verbal request that is subsequently reduced to writing.

7.7.3 For such an employee, training in the following competency areas shall be completed in accordance with employer requirements;

- First Aid to a basic aid certificate
- Manual Handling
- Infection Control
- Elder Abuse
- Monitoring continence care
- Simple wound monitoring
- Diabetes awareness
- Infection control, and
- Managing difficult behavior
- Medication dose administration aid

- 7.7.4 Where the employee does not have this training and at the request of the employee such training shall be provided by and at the cost of the employer. Such training may be delivered either internally or externally. Such training shall be in paid time.

## **8. PHARMACY TECHNICIAN STRUCTURE**

### **8.1 Pharmacy Technician Grade 1**

- 8.1.1 Means an unqualified person who is required to perform work of a general nature under the direct supervision of a Grade 3 or 4 or a Pharmacist such as assisting with the preparation and distribution of drugs, stock control and replenishment, tablet packing, and store work, (excluding those functions prohibited by the Pharmacy Board of Victoria).
- 8.1.2 A Grade 1 Pharmacy Technician will not be required to hold any qualifications. Where a Grade 1 Pharmacy Technician seeks to obtain qualifications the Employer shall within the first 12 months of this agreement, facilitate completion of Certificate III in Health (Hospital Pharmacy Technician) or equivalent, from a registered training organisation either through financial assistance, flexible rostering or supervised practice and/or study leave.
- 8.1.3 Automatic progression to Grade 2 will occur on the successful completion of the Certificate III in Health (Hospital Pharmacy Technician).

### **8.2 Pharmacy Technician Grade 2**

- 8.2.1 Means a qualified person who, within established guidelines and procedures, undertakes work of a more complex nature. Activities may include but are not limited to drug distribution, store work, dispensary, non sterile manufacturing, pre-packing, dispensary, ward pharmacy support work. A Grade 2 Pharmacy Technician may perform their role without the direct supervision of a Grade 3 or 4 or a Pharmacist, but is under the immediate direction of a Grade 3 or 4 or a Pharmacist
- 8.2.2 A mandatory requirement for this level is a certificate III in Health (Hospital Pharmacy Technician) awarded by a registered training organisation or equivalent qualification (as approved by the Pharmacy Board of Victoria or equivalent body).
- 8.2.3 Grade 2 Pharmacy Technicians will be encouraged and offered an opportunity within the first 12 months of this agreement to complete the certificate IV in Health (Hospital Pharmacy Technician) through a registered training organisation, either through financial assistance, flexible rostering or supervised practice and/or study leave arrangements.

### **8.3 Pharmacy Technician Grade 3**

- 8.3.1 Is a person with a minimum of three years full time experience as a qualified Pharmacy Technician.
- 8.3.2 Is able to work within established procedures or in specialised areas (such as drug information, PBS management, research, assisting in the manufacture of pharmaceuticals) with a high degree of autonomy and accountability in accordance with Pharmacy Board of Victoria Guidelines. In addition the Grade 3 Pharmacy Technician may undertake work in specialised areas such as sterile cytotoxic manufacturing and drug utilization and evaluation.
- 8.3.3 A Grade 3 Pharmacy Technician assists in the supervision, training/mentoring of other Pharmacy Technicians at that hospital and if required will undertake a clinical tutor role. A Grade 3 Pharmacy Technician will relieve the Grade 4 as required.
- 8.3.4 A Pharmacy Technician shall hold a Certificate IV in Health (Hospital Pharmacy Technician) course or equivalent that has been awarded by a registered training organization or as approved

by the Pharmacy Board of Victoria (e.g. Peter McCallum chemotherapy preparation course). The incumbents are advanced practitioners and the work undertaken at Grade 3 should be seen in this context.

#### **8.4 Pharmacy Technician Grade 4**

- 8.4.1 Is a person who is appointed as such and who meets the criteria of a Pharmacy Technician Grade 3. In addition, a Grade 4 Pharmacy Technician undertakes additional managerial responsibilities including assisting the Pharmacy management with rostering, allocations, professional development, and the supervision and training of staff.
- 8.4.2 A mandatory requirement for a Grade 4 is the certificate IV in Health (Hospital Pharmacy Technician) or equivalent

### **9. THEATRE TECHNICIAN STRUCTURE**

#### **9.1 Theatre Technician Grade 1**

- 9.1.1 Means an unqualified person who is required to perform work of a general nature under direct supervision of a Grade 3 or Grade 4 such as transporting, setting up, cleaning and maintaining theatre equipment and assisting with the positioning of patients in theatre.
- 9.1.2 A grade 1 Theatre Technician will not be required to hold any qualifications. Where a Grade 1 Theatre Technician seeks to obtain qualifications, the Employer shall facilitate completion of the Certificate III in Health Services Assistance (Operating Theatre Support) from a registered training organisation either through financial assistance, flexible rostering or supervised practice and/or study leave.
- 9.1.3 All new starters will be required to complete a mandatory orientation program for the first three months of commencing duties, under the direct supervision of a Theatre Technician Grade 3 or 4.
- 9.1.4 Automatic progression to Grade 2 will occur on the successful completion of the Certificate III.

#### **9.2 Theatre Technician Grade 2**

- 9.2.1 Means a person who, within established guidelines and procedures, undertakes work of a more complex nature rotating through all Operating Theatre lists in that hospital. Grade 2 Theatre Technicians may perform their role without direct supervision but under the immediate direction of a Theatre Technician Grade 3 or 4.
- 9.2.2 A mandatory requirement for the qualified\* entry level is a Certificate III in Health Service Assistance (Operating Theatre Support) awarded by a registered training organisation or equivalent qualification. If the Grade 2 Theatre Technician has no prior experience working in that hospital, a mandatory three months orientation under the supervision of a Grade 3 or 4 Theatre Technician must be undertaken.

*\* Qualified refers to Mayfield Theatre Technicians Course prior to 1997 and Mayfield Operating Theatre Technicians Practice - Certificate III in Health 1997 to 2002 or equivalent.*

#### **9.3 Theatre Technician Grade 3**

- 9.3.1 Is a person with a minimum of three years experience as a theatre technician, who is able to work in all areas of the operating suite, and who has a comprehensive knowledge and ability to work within each of the clinical specialties offered at that hospital.
- 9.3.2 A Grade 3 Theatre Technician can operate with a high degree of autonomy and accountability. A Grade 3 Theatre Technician assists in the supervision, training/mentoring of other Technicians at

that hospital and will, if required, undertake a clinical tutor role. A Grade 3 Theatre Technician will relieve the Grade 4 as required.

- 9.3.3 Upon implementation of this structure, where there are existing staff who meet the above criteria, each hospital will have at least 1 technician classified at Grade 3
- 9.3.4 Once implemented in Victoria, a Theatre Technician Grade 3 shall hold a Certificate IV in Health Service Assistance (Operating Theatre Technical Support) awarded by a registered training organisation or equivalent qualification. The incumbents are advanced practitioners and the work undertaken at Grade 3 should be seen in this context. A Theatre Technician Grade 3 may have completed specialty training in areas such as cell saving, laser, stealth.

#### **9.4 Theatre Technician Grade 4**

- 9.4.1 Is a person who is appointed as such and who meets the criteria of a Theatre Technician Grade 3. In addition, a Grade 4 Theatre Technician undertakes additional managerial responsibilities, including rostering, allocations, professional development, and the supervision and training of staff.
- 9.4.2 Once implemented in Victoria, a Theatre Technician Grade 4 will be offered an opportunity to complete the Certificate IV in Health Support Services (Supervision) or equivalent qualification awarded by a registered training organisation either through financial assistance, flexible rostering and/or study leave.

### **10. CLERICAL/ADMINISTRATIVE SUPPORT SERVICES STRUCTURE**

10.1 This clerical classification structure replaces the pre-existing structure contained within the *Health and Allied Services – Public Sector – Victoria Consolidated Award 1998*.

#### **10.2 CLERICAL WORKER GRADE C**

##### **10.2.1 Description**

- (a) Positions at Grade C level are regarded as experienced clerical staff working within a well defined work environment.
- (b) Employees at this level are expected to input and extract data, provide information and occasionally produce reports. They will be required to balance the operation of a number of clerical systems.
- (c) Grade C positions have a level of discretion, depending upon the individual Employee's experience and confidence, but any discretion is regulated by system protocols.

##### **10.2.2 Work Level Standard**

- (a) Grade C positions use clerical systems, administrative data, health service information and systems to undertake a number of mostly standard procedures, which are supported by protocols.
- (b) Positions at this level require mostly standard dealings with clinical staff and thoughtful direct dealings with the public and/or sensitive phone contact with the public. These dealings are likely to occur in a ward-based setting that may have some similarities to the work in an emergency setting, but without the significant time and service pressures.

- (c) Grade C positions are routinely required to operate one predominant data system, but may also utilise a small number of other support systems for particular information.
- (d) System content is factual, involving standard and predictable transactions. Care must be taken at all times to minimise errors.
- (e) Grade C positions can work individually within a mixed team or in a team of Employees with similar skills. At all times they are accountable for their unique tasks. When working within mixed teams they are expected to work cooperatively with others. Within work teams doing similar work, Employees may rotate through a variety of tasks, as determined by managers, to provide varied work and achieve work area outcomes.
- (f) Employees at this level may be asked, from time to time, to provide induction training for other like Employees.
- (g) Work outcomes for Grade C positions are either checked by a supervisor or, if a sole operator, are audited by a work system.
- (h) Communication within the work area focuses on well established, but a limited range of routinely required information.
- (i) Grade C positions require a good understanding of hospital systems. Employees at this level are expected to understand hospital procedures, information requirements and protocols so they can be communicated confidently and supportively to members of the public.

### **10.3 CLERICAL WORKER GRADE B**

#### **10.3.1 Description**

- (a) Positions at Grade B level are regarded as experienced clerical staff working in more complex work environments or circumstances.
- (b) In addition to the provision of information, the input and extraction of data and production of reports, Employees at this level may be required to manage a number of more complex information systems, balance their operation and provide routine data support to their team or manager.
- (c) Grade B positions set their own work schedule, within limits. Employees at this level are expected to be responsive to circumstances and regularly modify work priorities to meet their own and team needs.

#### **10.3.2 Work Level Standard**

- (a) Grade B level positions are responsible for using a range of data, information processes and systems, which are all supported by protocols.
- (b) While systems used by positions at this level are standardised, the tasks are mostly performed under significant time and service pressures. Employees usually work directly with time sensitive clinical staff and anxious members of the public, as would be experienced in an emergency department setting.
- (c) Grade B positions are also those responsible for operating a number of more complex systems, and/or complex data integration between standard systems.



- (d) System content is predominantly factual. Reliance is placed on the data quality by those outside the work area and data errors bring risks to the reputation or standards expected of the wider work area.
- (e) Employee working in Grade C positions, but who are routinely required by management to provide on the job training, or routinely mentor like Employees who are learning a Grade C role, may be classified as Grade B.
- (f) Grade B positions are expected to perform within formal or informal protocols under general supervision.
- (g) Employees at this level usually work in a specialist role or under emergency department patient or clinical pressure. They are expected to adapt their activities to suit the clinical or environmental circumstances they face.
- (h) Communication within the work area is similar to Grade C, with the added requirement of coping with a more complex set of systems and/or a more pressurised work environment and/or more anxious members of the public. The pressurised work environment and/or more anxious members of the public will most likely be found in an emergency or triage setting, rather than a ward-based setting.
- (i) Grade B positions are required to focus on gaining public confidence, to simultaneously obtain information required by the hospital, while providing reassurance to members of the public.

## **10.4 CLERICAL WORKER GRADE A**

### **10.4.1 Description**

- (a) Positions at Grade A level are the most complex clerical roles, providing high level knowledge, delivering unique team or specialist outcomes at a level equivalent to lower level administrative roles.
- (b) Employees at this level may be content specialists in a particular clerical function, or provide broad personalised secretarial support to a senior manager or clinical specialist.
- (c) Grade A clerical positions plan their own work schedule, within limits, and adapt their schedule to the needs of the work area or manager. Employees at this level are required to exercise individual judgement.

### **10.4.2 Work Level Standard**

- (a) Grade A level positions operate information, administrative and/or technical systems that require more judgement to track and manage.
- (b) Data content and transactions at this level are varied and complex. Protocols exist, but judgement is required in the selection of the appropriate action.
- (c) At this level, integration with other systems is standard and frequent. Interpretation is required, with the assessments made by Employees having an impact on decision making by others.
- (d) Employees at this level are relied upon by others to provide factual, reliable and responsive information relevant to the work of others and the team, with errors directly impacting the work area's reputation and performance.

- (e) Grade A positions are integral to the efficient operation of a more complex mixed skill team, or the performance of a senior manager or clinical specialist.
- (f) Employees at this level are expected to provide higher level and unique support and/or training, leadership or mentoring for other like staff. Employees may undertake supervision of other clerical workers, including allocating work and/or the rostering of staff.
- (g) Specialists in the work area use the information provided by Grade A positions in making decisions. So Employees at this level exercise autonomy and discretion, selecting from broadly defined options.
- (h) Grade A positions require influencing skills to ensure that the information is effectively communicated within the work area, to the manager or clinical specialist and to the public in order to maximise work area performance and public confidence.

## **11. DENTAL NURSE STRUCTURE**

### **11.1 Dental Nurse Level 1**

- 11.1.1 An Employee who is either undertaking the first year of an accredited training programme, or equivalent programme, or during the first 12 months of employment not in an accredited or equivalent training programme.

### **11.2 Dental Nurse Level 2**

- 11.2.1 An Employee who is either undertaking the second year of an accredited training programme or an equivalent training programme, or an untrained Employee with 12 months of employment not in an accredited or equivalent training programme.

### **11.3 Dental Nurse Level 3**

- 11.3.1 An Employee who has completed an accredited post-secondary course or equivalent post-secondary course in dental nursing.

### **11.4 Dental Nurse Level 4**

- 11.4.1 An Employee who is designated as senior staff dental nurse.

### **11.5 Dental Nurse Level 5**

- 11.5.1 An Employee who is either a charge nurse in a department with less than five dental nurses or who assists a charge nurse in a department with five or more dental nurses.

### **11.6 Dental Nurse Level 6**

- 11.6.1 An Employee who is a charge nurse in charge of a department with five or more dental nurses.

## **12. COMMUNITY CARE WORKER STRUCTURE (MELBOURNE HEALTH ONLY)**

- 12.1 A “Community Care Worker” means a person who provides assistance in a non-institutional setting (including a home) to a person who is frail or elderly as a means to enable that person to achieve maximum personal independence within the community. Such a person will assist with all personal and developmental needs, including showering, toileting, grooming, meal preparation and assistance, exercise, domestic responsibilities, recreation, personal development, communication, mobility, personal administration, shopping and other independent living skills.

### **12.2 Community Care Worker Grade 1**

12.2.1 Means a person employed to provide assistance, in a non-institutional setting (including a home) to a person who is frail or elderly, as a means of enabling that person to achieve maximum independence within the community. Such a person will not be required to possess formal qualifications and will be advised as such upon appointment in writing.

### **12.3 Community Care Worker Grade 2**

12.3.1 Means a person employed to provide assistance, in a non-institutional setting (including a home) to a person who is frail or elderly, as a means of enabling that person to achieve maximum independence within the community. Such a person:

- (a) Is required to undertake the duties of a Community Care Worker Grade 1; and
- (b) Holds at the time of engagement a nationally accredited certificate at Australian Qualification Framework Level 2 or 3, or equivalent, awarded by a Registered Training Organisation; or being employed is required by the organisation to obtain such a certificate, such a requirement being given in writing prior to undertaking the course or by a verbal request that is subsequently reduced to writing.

## **PART 4 – DENTAL HEALTH SERVICES VICTORIA DENTAL ASSISTANTS CLASSIFICATION STRUCTURE**

1. This classification structure applies only to Dental Assistants who are employed by Dental Health Services Victoria or Ballarat Health Service. All other Dental Nurses shall be classified pursuant to **Part 3 of Schedule G** of this Agreement.

Classification	Descriptor
<b>Grade 1 – Newly Qualified Dental Assistant (1.1 – 1.2)</b>	<ul style="list-style-type: none"> <li>• Completed Certificate III in Dental Assisting;</li> <li>• Progression to 1.2 will occur typically after successful completion of probation within the first 12 months of being newly qualified;</li> <li>• Demonstrated knowledge in basic aspects of Dental Assisting;</li> <li>• Demonstrated willingness to take on feedback and learn effectively on the job;</li> <li>• Demonstrate basic customer service skills, orientated towards patient centred care such as: <ul style="list-style-type: none"> <li>○ actively seeking information to understand patient circumstances, problems, expectations and needs and verifies understanding;</li> <li>○ promote honest and open communication with patients and their families, involves patient in discussions, listen actively;</li> </ul> </li> <li>• Demonstrated ability to work successfully within a team environment;</li> <li>• Demonstrated ability to work under supervision;</li> <li>• Participates in clinical governance activities;</li> </ul>
<b>Grade 2 – Experienced Dental Assistant (2.1 – 2.5)</b>	<ul style="list-style-type: none"> <li>• Dental Assistants at this level are considered to be experienced, working in more complex work environments and/or specialist areas;</li> <li>• Grade 2 Dental Assistants have more than 12 months experience and are expected to be pro-active;</li> <li>• Progression through the Grade 2 pay points occurs by way of annual performance assessment up to a maximum of pay point 2.5 at approximately 6 years of Dental Assistant experience;</li> <li>• Demonstrated knowledge in all aspects of Dental Assisting;</li> <li>• Demonstrated passion about continuing education, personal and professional learning and development;</li> <li>• Consistently demonstrate advanced customer service skills orientated towards patient centred care and taking responsibility for a patient's safety, satisfaction and clinical outcomes including provision of appropriate responses to client enquiries and initial or low level complaints. Demonstrated behaviours include: <ul style="list-style-type: none"> <li>○ shares information with patients and their families to build understanding of available healthcare services, options, risks and ways to attain optimum health and manages patient expectations;</li> <li>○ quickly responds to patient needs, takes opportunities to exceed patient needs but avoids over commitments; gains patient agreement to proposed solutions;</li> <li>○ takes the 'HEAT' – handles upset patients and patient families by hearing them out, empathizing, apologizing and taking personal responsibility for resolving problems.</li> </ul> </li> <li>• Demonstrates ability to work within a team and exercise sound communication skills;</li> <li>• Dental Assistants have established and well defined procedures for performing tasks although some tasks may require the use of a number of acceptable methods or systems. The Dental Assistant will have a process for choosing the most suitable course of action where effective choice is guided by precedent, rules, policies, available facts, constraints and possible consequences and can be learned;</li> </ul>

Classification	Descriptor
	<ul style="list-style-type: none"> <li>• Demonstrated ability to work within a team and exercise sound communication skills and proactively support other team members;</li> <li>• Demonstrate flexibility in terms of task performance (and work location and hours of work where appropriate);</li> <li>• Demonstrated ability to work under minimal supervision;</li> <li>• Participate in clinical governance activities;</li> </ul>
<b>Grade 3 – Dental Assistant Coach</b> <b>(By Appointment then progression with performance appraisal)</b> <b>(3.1-3.2)</b>	<ul style="list-style-type: none"> <li>• Completed Certificate IV Training and Assessment;</li> <li>• Preferably more than 6 years' experience as a Dental Assistant;</li> <li>• Role is to coach and guide staff at a Grade 1 and 2 Level within the department or across multiple departments;</li> <li>• In addition to the requirements as set out in Grade 1 and Grade 2 employees, a Dental Assistant Coach at Grade 3 is required to demonstrate the following skills and abilities: <ul style="list-style-type: none"> <li>○ Experience in facilitating workshops and induction processes;</li> <li>○ Displays leadership and is a role model to newly qualified Dental Assistants;</li> <li>○ Effectively mentors, coaches and buddy's newly qualified Dental Assistants;</li> <li>○ Regularly provides feedback to Senior Dental Assistants on the progress of newly qualified Dental Assistants;</li> <li>○ Ensure the successful completion of trainee Dental Assistants by providing coaching, support and local assessments;</li> </ul> </li> <li>• Major role in clinical governance activities;</li> </ul>
<b>Grade 4 – Senior Dental Assistant</b> <b>(By Appointment then progression with performance appraisal)</b> <b>(4.1-4.2)</b>	<ul style="list-style-type: none"> <li>• Certificate IV or equivalent in a Dental Assistant Speciality scheme;</li> <li>• Preferably more than 7 years' experience as a Dental Assistant;</li> <li>• Role is to supervise and coordinate the work of a small team within a clinical area on a day to day basis;</li> <li>• In addition to the requirements as set out in Grade 1, Grade 2 and Grade 3, a Senior Dental Assistant at Grade 4 is required to demonstrate the following skills and abilities: <ul style="list-style-type: none"> <li>○ Employees at this level demonstrate supervisory and leadership skills to obtain cooperation on objectives or cohesiveness of the team or administrative information;</li> <li>○ Basic knowledge of managing budgets or financials and consumables;</li> <li>○ Knowledge and experience in roster and resource management;</li> <li>○ Experience in making sound decisions with minimal supervision;</li> <li>○ Will undertake specific project work to support key organisation projects (e.g. accreditation requirements);</li> <li>○ Provide clinical supervision and mentoring to the Dental Assistants at all levels including Dental Assisting Trainees. In addition, provide daily performance feedback and assistance with performance appraisals and professional learning and development;</li> <li>○ Resolution of more complex customer queries and concerns;</li> </ul> </li> <li>• Major role in clinical governance activities;</li> </ul>

*\* Years of experience are approximate only; demonstrated competency will be the overriding indicator;*

## SCHEDULE H – SUPPORTED WAGE SYSTEM FOR EMPLOYEES WITH A DISABILITY

### 1. APPLICATION

**Schedule H** applies to only those Employees that are covered by **Clause 94** of this Agreement.

### 2. Workers Eligible for a supported wage

2.1 This clause defines the conditions which apply to Employees who, because of the effects of a disability, are eligible for a supported wage under the terms of this Agreement. In this clause the following definitions apply:

2.1.1 **Supported Wage System** means the Commonwealth Government system to promote employment for people who cannot work at full award wages because of a disability, as documented in *Supported Wage System: Guidelines and Assessment Process*.

2.1.2 **Accredited Assessor** means a person accredited by the management unit established by the Commonwealth under the Supported Wage System to perform assessments of an individual's productive capacity within the Supported Wage System.

2.1.3 **Disability Support Pension** means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the *Social Security Act 1991*, as amended from time to time, or any successor to that scheme.

2.1.4 **Assessment Instrument** means the form provided for under the Supported Wage System that records the assessment of the productive capacity of the person to be employed under the Supported Wage System.

### 3. Eligibility criteria

3.1 Employees covered by this clause will be those who are unable to perform the range of duties to the competence level required within the class of work for which the Employee is engaged under this Agreement, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a Disability Support Pension.

3.2 The clause does not apply to any existing Employee who has a claim against the Employer which is subject to the provisions of worker's compensation legislation or any provision of this Agreement relating to the rehabilitation of Employees who are injured in the course of their current employment.

3.3 The Agreement does not apply to Employers in respect of their facility, programme, undertaking, service or the like which receives funding under the *Disability Services Act 1986* and fulfils the dual role of service provider and sheltered Employer to people with disabilities who are in receipt of or are eligible for a disability support pension, except with respect to an organisation which has received recognition under s.10 or s.12A of the *Disability Services Act 1986*, or if a part only has received recognition, that part.

### 4. Supported wage rates

4.1 Employees to whom this clause applies shall be paid the applicable percentage of the minimum rate of pay prescribed in Schedule F of this Agreement for the class of work, which the person is performing, according to the following schedule:

Assessed Capacity	% Wage Rate
10% *	10%
20%	20%
30%	30%

40%	40%
50%	50%
60%	60%
70%	70%
80%	80%
90%	90%

4.2 Where a person's assessed capacity is 10 per cent, they shall receive a high degree of assistance and support.

4.3 Provided that the minimum amount payable shall be not less than \$75 per week.

## **5. Assessment of capacity**

5.1 For the purpose of establishing the percentage of the rate to be paid to an Employee under this Agreement, the productive capacity of the Employee will be assessed in accordance with the supported wage system and documented in an assessment instrument by either:

- 5.1.1 the Employer and union party to the Agreement, in consultation with the Employee or, if desired by any of these;
- 5.1.2 the Employer and an accredited assessor from a panel agreed by the parties to the Agreement and the Employee.

## **6. Lodgement of assessment instrument**

- 6.1 All assessment instruments under the conditions of this clause, including the appropriate percentage of the Agreement wage to be paid to the Employee, shall be lodged by the Employer with the Registrar of Fair Work Commission.
- 6.2 All assessment instruments shall be agreed and signed by the parties to the assessment, provided that where the union is not a party to the assessment it shall be referred by the Registrar to the union by certified mail and shall take effect unless an objection is notified by the Registrar within ten (10) working days.

## **7. Review of assessment**

- 7.1 The assessment of the applicable percentage should be subject to annual review or earlier on the basis of a reasonable request for such a review. The process of review shall be in accordance with the procedures for assessing capacity under the Supported Wage System.

## **8. Other terms and conditions**

- 8.1 Where an assessment has been made, the applicable percentage shall apply to the wage rate only. Employees covered by the provisions of the clause will be entitled to the same terms and conditions of employment as all other workers covered by this Agreement, paid on a pro-rata basis

## **9. Workplace adjustment**

- 9.1 An Employer wishing to employ a person under the provisions of this clause shall take reasonable steps to make changes in the workplace to enhance the Employee's capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other workers in the area.

## **10. Trial period**

- 10.1 In order for an adequate assessment of the Employee's capacity to be made, an Employer may employ a person under the provisions of this clause for a trial period not exceeding twelve (12) weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.
- 10.2 During the trial period the assessment of capacity shall be undertaken and the proposed wage rate for a continuing employment relationship shall be determined.
- 10.3 The minimum amount payable to the Employee during the trial period shall be no less than \$75.00 per week.
- 10.4 Work trials should include induction or training as appropriate to the job being trialled.
- 10.5 Where the Employer and Employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment shall be entered into based on the outcome of assessment under **clause 5** herein.



## **SCHEDULE I – GOVERNMENT YOUTH EMPLOYMENT SCHEME**

### **1. APPLICATION**

**Schedule I** applies to only those Employees that are covered by **Clause 182** of this Agreement.

### **MEMORANDUM OF UNDERSTANDING**

#### **THE GOVERNMENT OF VICTORIA**

#### **AND**

#### **THE VICTORIAN TRADES HALL COUNCIL**

### **PRINCIPLES**

1. This agreement is made to enable the placement of trainees and apprentices enrolled with a registered training provider or covered by an agreement under the *Vocational Education, Training and Employment Act 1990* into employment arrangements within the Victorian Public Service and other public sector agencies.
2. Trainee/Apprentice positions are additional to existing positions. No existing Employee will lose employment as a result of the introduction of trainees. A Department or agency will not dispense with the services of Employees for the purpose of appointing a trainee/apprentice before or after that appointment.
3. The parties recognise the inherent value of job security for the well being of all classes of Employees and the need to ensure that existing temporary and casual staff are not displaced or alternative employment opportunities of re-deployees are not adversely affected. Furthermore, trainees/apprentices will not be appointed in specific workplace locations where redundancy programs are being targeted at base grade/entry level positions.
4. Training provided under this scheme will be nationally recognised as appropriate to the occupation or trade into which the trainee or apprentice is to be placed. In the event of State Regulations applying to the qualification/licensing or a state qualification applying in the absence of a national qualification, appropriate Victorian Regulations in relation to registration and/or licensing will be adhered to.
5. Work readiness training programs, including language and literacy (where necessary), will be provided to those most in need to guarantee the best use of a prospective trainee's/apprentice's assignment.
6. The employment prospects of trainees/apprentices are to be made clear at the time of induction.
7. The general matters of the National Training Wage Award shall apply subject to the terms and conditions of employment of the relevant award, agreement or majority conditions of a particular worksite.
8. Each participating Department and agency will be required to consult with appropriate unions on the intake numbers, placement and training arrangements relating to trainees/apprentices in their respective agencies. It is intended that such consultation will occur at least four weeks prior to the commencement of trainees/apprentices. Opportunities for union participation in individual agency induction sessions for new trainees/apprentices will be provided as appropriate.
9. The Government, through the Department of Education, Employment and Training, will meet on a quarterly basis with the Victorian Trades Hall Council to monitor the overall implementation of the Scheme.

10. Agencies participating in this scheme must see to all OH&S requirements in respect of providing a safe working environment. This is to include orientation processes and workplace supervision.

SIGNED BY:

On behalf of the Government of Victoria

On behalf of the Victorian Trades Hall Council

Dated: 3/7/00

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1 October 2014

Deputy President Hamilton  
Fair Work Commission  
11 Exhibition Street  
Melbourne 3000

**RE: UNDERTAKINGS – SECTION 212 - AG2014/8856**

The Victorian Hospitals' Industrial Association (VHIA) is a registered organisation under the Fair Work Act 2009. VHIA provides the following undertakings on behalf of the Employer's listed within the Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011 – 2015:

1. Schedule C (Pg 194) delete the current qualified interpreter's wage rates and insert the following rates:

		Effective First Full Pay Period on or after 13 June 2014	1 October 2014 \$12.50 per week or 1.25% whichever is greater	1 April 2015 \$12.50 per week or 1.25% whichever is greater
Qualified Interpreters (With NAATI Accreditation Level 2)	1	\$ 986.00	\$998.50	\$1,011.00
	2	\$ 1,000.70	\$1013.40	\$1,025.95
	3	\$ 1,028.50	\$1041.80	\$1,054.40
	4	\$ 1,057.90	\$1071.75	\$1,084.45
	5	\$ 1,059.10	\$1072.95	\$1,085.70
Qualified Interpreters (With NAATI Accreditation Level 3)	1	\$1,074.50	\$1,089.20	\$1,101.70
	2	\$1,104.20	\$1,119.50	\$1,132.05
	3	\$1,134.50	\$1,150.40	\$1,163.00
	4	\$1,166.80	\$1,183.45	\$1,196.15
	5	\$1,168.00	\$1,184.65	\$1,197.40

The change requested reflects the intention of the representatives that there is a new structure for Interpreters and that this structure provides Interpreters with the same wage rates that were applicable prior to the proposed variation. The original wage rates inserted in the varied Agreement were incorrect and would result in a reduction of wages for the relevant employees.

## 2. Driver Classification

- (a) Schedule C (Pg 184) delete '- less than 8 tonnes'.
- (b) Schedule G Part 3 (pg 272) at 2.23 insert 'Over' before the '3.0' and delete '- less than 8 tonnes'.
- (c) Schedule G Part 3 (pg 272) at 2.23.1 delete 'and less than 8 tonnes'.

The change requested reflects the intention of the representatives that drivers over three tonnes receive the same rate of pay as an articulated driver 12 – 13 tonnes. The unintended consequence of the original proposed variation is that there is no classification for drivers over 8 tonne, this would result in a reduction in conditions of employment for the relevant employees.

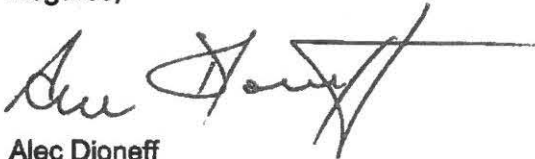
## 3. Signature Page

Amendment of the signature page because Kathy Jackson the National Secretary of the HSU is currently on leave and as a result the relevant Victorian Branch Secretaries are signing on behalf of the HSU therefore we seek to amend the signature page 147.

The abovementioned corrections have been incorporated into the varied agreement.

These undertakings are made according to section 212 of the *Fair Work Act 2009* ("the Act") and the Victorian Hospitals' Industrial Association on behalf of the respondent health services to the Agreement understands that these undertakings will be taken to be a term of the Agreement, pursuant to section 212 of the Act.

Regards,



Alec Djoneff  
Chief Executive Officer