

EXPLANATION OF TERMS OF THE AGREEMENT

HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025

SECTION 1 – COMMON TERMS

These terms are applicable to All Employees covered by this Agreement, unless specifically stated otherwise

Clause Number	Clause Title	Summary of Proposed Amendment	Rationale
1	Agreement Title	Details the title of the proposed Agreement title and its length	Administrative amendment only
2	Contents	Provides a contents list of each clause contained within the proposed Agreement to make it easier for Employees to find a specific clause	Administrative amendment only
3	Arrangement of the Agreement	Provides that the proposed Agreement is separated into three parts: <ul style="list-style-type: none"> - Section 1 (Common Terms); - Section 2 (Health and Allied Services Employees and Dental Assistants); and - Section 3 (Managers and Administrative Workers). 	Administrative amendment only
4	Application of this Section	Provides that the terms and conditions of Section 1 (Common Terms) apply equally to all Employees, except where expressly excluded.	Administrative amendment only
5	Incidence and Coverage	Details that those covered by the proposed Agreement include: <ul style="list-style-type: none"> - Employers (as defined) - Employees (as defined) - The HWU if it's named by the Fair Work Commission as a party covered by the Agreement 	Administrative amendment only
6	Definitions	Provides common definitions used across the proposed Agreement. Amended from the list in the current Agreement to: <ul style="list-style-type: none"> - reflect the insertion of new definitions and' - deletion of old definitions 	Administrative amendment only

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7	Commencement Date and Period of Operation	Details that the Agreement reaches its nominal expiry date on 30 June 2025 and that renegotiation should commence six months prior to that date.	Administrative amendment only
8	Relationship to Previous Industrial Instruments	Confirms that this Agreement: <ul style="list-style-type: none"> - replaces and overrides any award, workplace determination or other agreement which previously applied to Employees covered by this Agreement. - should be read subject to the NES, and in the event of any consistency, the NES prevails. 	Comply with FWC approval requirements – NES
9	No Extra Claims	Provides that the Agreement is 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.	Administrative amendment only
10	Best Practice Employment Commitment	Replaced the SDPPWG clause in the 2016-2020 Agreement with 'Best Practice Employment Commitment' clause requiring meetings between parties during life of the Proposed Agreement. Specific tasks include: <ul style="list-style-type: none"> (i) Monitoring Employment Diversity Targets (ii) Monitoring Workforce Mobility, Skills and Capability Development (iii) Continuous Improvement of the Management & Admin classification structure 	Comply with Victorian Government Wages Policy & EB Framework
11	Anti-Discrimination	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
12	Multi-cultural Awareness	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only

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13	Individual Flexibility Arrangements	<p>Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.</p> <p>Additional terms that allow Individual Flexibility Arrangements regarding breaks between successive shifts and On-Call.</p>	Administrative amendment only
14	Police Check/Certificate	A new term to require Employees as a condition of employment to obtain and maintain their Police Check/Certificate status where legislation requires	Align with <i>PSP – Trustworthy and Committed</i>
15	Working with Children Check	A new term to require Employees as a condition of employment to obtain and maintain their Working with Children Check status where legislation requires	Align with <i>PSP – Trustworthy and Committed</i>
16	Consultation	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
17	Dispute Resolution	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
18	Managing Conduct and Performance	<p>Merged terms from Section 2 and Section 3 of the current Agreement</p> <p>Amendments to align process with the remainder of the Victorian Public Health Sector on matters pertaining to:</p> <ul style="list-style-type: none"> (i) natural justice during investigations. (ii) a process of efficiently managing conduct and performance where the allegations are not in dispute. (iii) a process of managing conduct and performance of employees who are within their six-month minimum employment period. 	<p>Administrative amendment only</p> <p>Align with <i>PSP – People Centric</i></p>

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		<p>(iv) the consideration of people with disabilities when managing conduct and performance.</p> <p>(v) a process to performance manage as opposed to investigate conduct or performance</p>	
19	Types of Employment	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
20	Full Time Employment	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
21	Regular Part Time Employment	<p>Merged terms from Section 2 and Section 3 of the current Agreement.</p> <p>Align language with the terms provided in the <i>Health Professionals and Support Services Award 2020</i> for the purpose of the components of the regular pattern of work.</p> <p>Inserted new term to clarify how Additional Hours are addressed for Part Time Employees</p>	<p>Administrative amendment only</p> <p>Comply with FWC approval requirements – BOOT</p> <p>Address disputes that have arisen over the life of the Agreement</p>
22	Part Time Review of Hours	<p>Merged terms from Section 2 and Section 3 of the current Agreement.</p> <p>Amended to allow the employer or employee to request a review to occur over a period of 26 weeks, rather than 52 weeks</p>	<p>Administrative amendment only</p> <p>Align with <i>PSP – Maintain preference for secure employment</i></p>
23	Casual Employment	<p>Merged terms from Section 2 and Section 3 of the current Agreement</p> <p>Align language with the terms provided in the <i>Health Professionals and Support Services Award 2020</i> for</p>	<p>Administrative amendment only</p> <p>Align with <i>PSP – Maintain preference for secure employment & Comply with FWC approval requirements – BOOT</i></p>

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		the purpose of casuals receiving overtime beyond 38 hours a week	
24	Casual Conversion	Merged terms from Section 2 and Section 3 of the current Agreement Amended to align language with the terms provided in the National Employment Standards where they pertain to offers of casual conversion.	Administrative amendment only Comply with FWC approval requirements – NES
25	Fixed Term Employment	Merged terms from Section 2 and Section 3 of the current Agreement Amended to clarify where permanent employment can be utilised to prevent non-genuine fixed-term contracts	Administrative amendment only <i>Align with PSP – Maintain preference for secure employment</i>
26	Redundancy and Associated Entitlements	Merged terms from Section 2 and Section 3 of the current Agreement <i>Align language with the terms provided in the Health Professionals and Support Services Award 2020 for the purpose of employees being able to terminate their employment during redeployment</i> Redeployment clause to incorporate the role of the Workplace Trainer/Careers Advisor	Administrative amendment only <i>Align with PSP – Maintain preference for secure employment</i> <i>Changes to increase efficiency and compliance.</i>
27	Transition to Retirement	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
28	Salary and Allowances Increases	Merged identical terms from Section 2 and Section 3 of the current Agreement, amended to refer to applicable Wage Schedule as opposed to specific, uniform wage increases.	Administrative amendment only
29	Payment of Wages	Merged terms from Section 2 and Section 3 of the current Agreement	Administrative amendment only

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		Amended existing terms to provide a detailed method by which alleged underpayments are examined and corrected	
30	Recovery of Overpayments	Inserted new term to provide a detailed method by which alleged overpayments are examined and corrected	Align with <i>PSP – Trustworthy and Committed</i>
31	Superannuation	<p>Merged terms from Section 2 and Section 3 of the current Agreement</p> <p>Amended existing terms to provide that:</p> <ul style="list-style-type: none"> (i) employees can exercise superannuation fund choice where the fund meets the definition of a superannuation fund in the Superannuation Guarantee (Administration) Act 1992 (Cth). (ii) Superannuation payments to be paid into the employee's nominated superannuation account on a monthly basis (iii) Superannuation payable during unpaid parental leave from 1 July 2021 	<p>Administrative amendment only</p> <p>Align with <i>PSP – Promote Gender Equity</i></p>
32	Salary Packaging	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
33	Accident Pay	<p>Merged terms from Section 2 and Section 3 of the current Agreement</p> <p>Amended existing term to remove the reference to the lower Accident Pay quantum entitlements for Employees receiving or entitled to receive accident pay before 1 January 1981.</p>	<p>Administrative amendment only</p> <p>Changes to increase efficiency and compliance.</p>

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34	Trainees	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
35	Juniors	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
36	Employee Records	Merged terms from Section 2 and Section 3 of the current Agreement Retitling of Time and Wages Record clause and it's content to align with the requirements of the Fair Work Act and Fair Work Regulations	Administrative amendment only Changes to increase efficiency and compliance.
37	Lead Apron Allowance	Inserted new term to provide a Lead Apron Allowance for Theatre Technicians and Interpreters where they are required as part of their usual duties to wear a lead apron,	Align with <i>PSP – People Centric</i>
38	Supported Wage System for Employees with a Disability	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
39	Meal Allowances	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
40	Telephone Allowance	Merged terms from Section 2 and Section 3 of the current Agreement Amended existing term to provide a company mobile phone to an Employee in lieu of paying the Telephone Allowance	Administrative amendment only Align with <i>PSP – Deliver service efficiencies</i>
41	Travelling Allowance	Merged terms from Section 2 and Section 3 of the current Agreement	Administrative amendment only Align with <i>PSP – Deliver service efficiencies</i>

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		Amended existing term to provide contemporary engine or vehicle sizes to determine applicable Travelling Allowance entitlement.	
42	Uniforms and Protective Clothing	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
43	Childcare Reimbursement	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
44	On Call / Recall	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
45	Shift Work	Amended existing clause to: (i) Define <i>permanently works</i> in the context of Permanent Night Shift Allowance (ii) Clarify the payment of shift allowances if the employee works a shift that overlaps more than one allowance period.	Changes to increase efficiency and compliance
46	Minimum Engagement	Merged terms from Section 2 and Section 3 of the current Agreement Minor re-draft to provide appropriate cross-referencing.	Administrative amendment only
47	Accrued Days Off	Merged terms from Section 2 and Section 3 of the current Agreement Amended existing term to allow an Employee to have their system of working reviewed to grant access to ADO's.	Administrative amendment only <i>Align with PSP – Ensure access to flexible working arrangements</i>
48	Rosters	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only

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49	Daylight Savings	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
50	Meal Breaks	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
51	Rest Breaks	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
52	Reasonable Additional Hours	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
53	Annual Leave	<p>Merged terms from Section 2 and Section 3 of the current Agreement</p> <p>Amended existing term to:</p> <ul style="list-style-type: none"> (i) Increase the annual leave for all employees by one week. For Monday to Friday workers, annual leave will increase from 4 weeks to 5 weeks per annum; and for Shift Workers, increase from 5 weeks to 6 weeks. (ii) Minor changes to language regarding nomenclature within the Annual Leave Loading clause to address ambiguity (iii) Increased Annual Leave Loading cap for Manager & Administrative Worker classification by 2.0% per annum 	<p>Administrative amendment only</p> <p>Align with <i>PSP – People Centric</i></p> <p>Administrative amendment only</p> <p>Comply with Victorian Government Wages Policy & EB Framework</p>
54	Purchased Leave	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
55	Personal Leave	<p>Merged terms from Section 2 and Section 3 of the current Agreement</p> <p>Amended existing clause to:</p>	<p>Administrative amendment only</p> <p>Align with <i>PSP – People Centric</i></p>

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		<ul style="list-style-type: none"> (i) allow Employees to attend registered health practitioner appointments where the appointment cannot be reasonably obtained at a time that doesn't conflict with the Employee's ordinary rostered shifts. (ii) encourages Employees to give notice of their intention to undertake personal/carers leave for a planned medical procedure. (iii) facilitate workforce mobility through the transfer of personal leave entitlement between Employer respondents to the Agreement when terminating employment – subject to their re-employment occurring within five weeks in addition to total period of annual leave, long service leave, personal leave paid on termination/in lieu. (iv) clarify that Personal Leave accrues progressively during the employee's year of service; (v) the alignment of the evidentiary requirements for carers leave with the National Employment Standards of the Fair Work Act. 	<p><i>Align with PSP – Increase workforce mobility</i></p> <p>Comply with FWC approval requirements – NES</p> <p>Changes to increase efficiency and compliance.</p>
56	Compassionate Leave	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
57	Pre-Natal Leave	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
58	Pre-Adoption Leave	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only

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59	Parental Leave	<p>Merged terms from Section 2 and Section 3 of the current Agreement</p> <p>Amended existing clause to:</p> <ul style="list-style-type: none"> (i) Paid Parental Leave must be taken contemporaneously with the birth or placement of the child(ren). (ii) Increase paid component to 14 weeks for Primary Carer leave and 2 weeks for Secondary Carer leave. (iii) 6 months continuous service to be entitled to Parental Leave. (iv) NES compliance amendments as agreed. 	<p>Administrative amendment only</p> <p>Align with <i>PSP – Promote Gender Equity</i></p> <p>Comply with FWC approval requirements – NES</p>
60	Breastfeeding	<p>Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.</p>	<p>Administrative amendment only</p>
61	Long Service Leave	<p>Merged terms from Section 2 and Section 3</p> <p>Amended existing clause to:</p> <ul style="list-style-type: none"> (I) align the provisions of the State Act and the Agreement to the greatest extent possible to produce an outcome where employees access existing benefits after 7 years and expand by picking up LSL Act definitions of what constitutes service from the Act (II) implementation of these arrangements is to be phased as follows: 9 years from 1 July 21/22; 8 years from 1 July 22/23; 7 years from 1 July 23/24 	<p>Administrative amendment only</p> <p>Align with <i>PSP – Trustworthy and Committed</i></p>

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62	Leave to Engage in Voluntary Emergency Management Activities	New clause inserted to provide up to 2 weeks paid leave for prescribed activities subject to operational requirements.	Align with <i>PSP – Responsive to the community</i>
63	Jury Service Leave	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
64	Absences on Defence Leave	New clause inserted to provide a jury service model for make-up pay where an employee is required to be absent on defence service within the meaning of the Defence Reserve Service (Protection) Act 2001.	Align with <i>PSP – Responsive to the community</i>
65	Special Disaster Leave	New clause inserted to provide paid special disaster leave (which is described) capped at 3 days per year where personal leave not available.	Align with <i>PSP – Responsive to the community</i>
66	Excessive Leave Accrual	New clause inserted to provide for a process to deal with excessive Annual Leave accruals, predominantly consistent with the Health Professionals and Support Services Award 2010	Align with <i>PSP – People Centric</i>
67	Family Violence Leave	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
68	Cultural and Ceremonial Leave	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
69	Public Holidays	<p>Merged terms from Section 2 and Section 3 of the current Agreement</p> <p>Amended existing clause to:</p> <ul style="list-style-type: none"> (i) facilitate the substitution of the Australia Day public holiday for a day during NAIDOC Week at the Employee's request (ii) align the Public Holiday penalties with the Nurses & Midwives Agreement – namely weekend RDO benefits (including Easter Saturday) removed for Monday-Friday 	<p>Administrative amendment only</p> <p>Align with <i>PSP – Prioritise resources for the Government's social agenda</i></p>

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		workers and a reduction of public holiday worked penalty from 250% to 200%;	
70	Union Matters	<p>Merged terms from Section 2 and Section 3 of the current Agreement</p> <p>Amended existing clause to:</p> <ul style="list-style-type: none"> (i) address confidentiality, the protection of accrued entitlements and the application process for secondment to the HWU. (ii) include facilitation of the posting of union material to noticeboards in secure areas and to facilitate the implementation of electronic noticeboards or other mutually agreed arrangements where the Employer operates in a building not owned by the Employer. 	<p>Administrative amendment only</p> <p>Align with <i>PSP – Build Skills and Capability</i></p> <p>Align with <i>PSP – People Centric</i></p>
71	Paid Union Meeting	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
72	Payroll Deduction of Union Dues	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
73	Access to Computers	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
74	Statewide Industry Panel	New clause to provide an alternative dispute resolution process for disputes on classifications.	Address disputes that have arisen over the life of the Agreement
75	Classifications	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
76	Flexibility	Merged identical terms from Section 2 and Section 3 of the current Agreement, otherwise the clause is unchanged.	Administrative amendment only
77	Secure Employment	Merged terms from Section 2 and Section 3 of the current Agreement	Administrative amendment only

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		<p>Amended existing clause to:</p> <ul style="list-style-type: none"> (i) provide for the advertising of vacant positions or available hours. (ii) facilitate the filling of available hours of no greater than sixteen (16) hours a week through department-level expressions of interest to increase part-time contract hours and reduce casualisation. (iii) promote full-time employment for employees on 37 hour/week (or more) contracts (iv) give preference to existing employees prior to engaging agency staff. 	<p>Align with <i>PSP – Maintain preference for secure employment</i></p> <p>Align with <i>PSP – Reduce Labour Hire</i></p>
78	Workload Management	New clause to address matters pertaining to workload management, fatigue, the assignment of work and encouraging line-level resolution of workload management concerns.	Align with <i>PSP – Deliver Service Efficiencies</i>
79	Requests for Flexible Working Arrangements	<p>Merged terms from Section 2 and Section 3 of the current Agreement</p> <p>Amended to comply with the procedural requirements of the NES</p>	Comply with FWC approval requirements – NES
80	Occupational Health & Safety	<p>Merged terms from Section 2 and Section 3 of the current Agreement</p> <p>Amended existing clause to:</p> <ul style="list-style-type: none"> (i) require Employers to consider ergonomic hazards associated with office or administrative duties and (ii) provide the HWU information confirming the status of existing Designated Work Groups and the dates of elections for Health & Safety Representatives on a bi-annual basis. 	<p>Administrative amendment only</p> <p>Align with <i>PSP – People Centric</i></p>

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81	OH&S Department Placement	New clause to facilitate the skill and capability development of elected OHS Representatives.	Align with <i>PSP –Build Skills and Capability</i>
82	Fitness for Work	New clause to facilitate the provision of: (i) reasonable adjustments for Employees with a disability as defined under the Equal Opportunity Act 2010 (Vic) (ii) medical assessment of employees with a non-workplace related injury.	Align with <i>PSP –Increase Diversity</i> Align with <i>PSP –People Centric</i>
Schedule 1A	Employers Covered	List of Employers covered by the Agreement (as prescribed in the Single Interest Authorisation)	Administrative amendment only
Schedule 1B	Supported Wage System for Employees with a Disability	Merged identical terms from Section 2 and Section 3 of the current Agreement Align minimum weekly rate with the terms provided in the <i>Health Professionals and Support Services Award 2020</i>	Administrative amendment only Comply with FWC approval requirements – BOOT
N/A	Removal of Redundant Clauses	Removal of terms no longer required in the proposed Agreement (i) Clause 10 – Service Delivery Partnership Plan	<i>Changes to increase efficiency and compliance.</i>

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SECTION 2 – HEALTH & ALLIED SERVICES

These terms are applicable to Health & Allied Services Employees covered by this Agreement, unless specifically stated otherwise

Clause Number	Clause Title	Summary of Proposed Amendment	Rationale
1	Contents	Provides a contents list of each clause contained within the proposed Agreement to make it easier for Employees to find a specific clause	Administrative amendment only
2	Application of Section 2	Provides that Section 2 contains additional terms specific to Health and Allied Services Employees and Dental Assistants in addition to those in Section 1.	Administrative amendment only
3	Definitions	Provides definitions used specifically within Section 2. Amended from the list in the current Agreement to: - reflect the insertion of new definitions and' - deletion of old definitions	Administrative amendment only
4	Performance Management (DHSV)	Clause is unchanged from current Agreement	N/A
5	Notice of Termination – Employer	Clause is unchanged from current Agreement	N/A
6	Notice of Termination - Employee	Clause is unchanged from current Agreement	N/A
7	Experience Payments	Amended existing clause to remove classifications that no longer exist.	Changes to increase efficiency and compliance
8	Apprentices	Clause is unchanged from current Agreement	N/A
9	Higher Duties	Clause is unchanged from current Agreement	N/A
10	In Charge Allowance	Amended existing clause to: (i) remove classifications that no longer exist; and, (ii) include classifications in the exclusion subclause that have in-charge contemplated in their base rate	Changes to increase efficiency and compliance
11	Nauseous Work Allowance	Amended existing clause to:	Align with <i>PSP – People Centric</i>

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		<ul style="list-style-type: none"> (i) Update list of classifications which are eligible for allowance. (ii) Provide employees in eligible classifications a \$350 Nauseous Allowance payment on FFPPOA 1 December 2021, 2022, 2023 and 2024; and (iii) Provide Theatre Technicians an additional \$350 Nauseous Allowance payment on FFPPOA 1 July 2021, 2022, 2023 and 2024 (totalling \$700 per annum). 	
12	Seniors Allowance	Clause is unchanged from current Agreement	N/A
13	Tool Allowance (Chefs and Cooks only)	Amended existing clause to clarify the allowance is only payable to Chefs and Cooks.	Administrative amendment only
14	Certificate Allowance – Pathology Technicians	Clause is unchanged from current Agreement	N/A
15	Cooking Trade Proficiency Payments	Clause is unchanged from current Agreement	N/A
16	Educational Incentive Allowance	New clause to provide an Education Incentive Allowance clause in exchange for the removal of the existing Multi-skilling allowance	Align with <i>PSP – Build Skills and Capability</i>
17	Reimbursement of Expenses (DHSV)	Clause is unchanged from current Agreement	N/A
18	Tow Motor Driver Allowance	Clause is unchanged from current Agreement	N/A
19	Code Black and/or Code Grey Response	<p>New clause that facilitates:</p> <ul style="list-style-type: none"> (i) Recognition that PSAs may be required to participate in Code Grey and/or Black responses where appropriate training has been provided. (ii) Preserving existing flexibility by acknowledging that other General Services employees within Rural and Regional Health 	Align with <i>PSP – People Centric</i>

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		<p>Services may also be required to participate in Code Grey and/or Black responses.</p> <p>(iii) Introduction of an allowance (or equivalent) which is paid per shift to an employee who is rostered to respond to Code Grey and/or Black, bringing them up to the equivalent pay rate for a Security Officer Grade 2.</p> <p>(iv) A commitment to review the current training with a view to standardising training and practice across services.</p> <p>(v) Clarification that Code Grey and Black initial training and refresher training will include a physical assessment component. The parties will hold further discussion to determine the scope of such an assessment.</p> <p>(vi) The introduction of a process into the Agreement that facilitates the Employer's response to a request for OHS assessments on PSA's who believe they are unfit (or unsafe) to participate in Code Grey/Black and request to opt-out on the grounds of OHS.</p> <p>(vii) The classification of Patient Service Assistant staff members will not be adversely affected by opting out of, or unsuitability to perform, Code Responder duties in accordance with subclause 22.3(a) and 22.3(c)</p>	
20	Patient Transport Officer Certificate Allowance	New clause to give effect to agreed outcome from Patient Transport Review in 2018	Enterprise Agreement Side Deed - Implementation of agreed changes to address the Security Review and Patient Transport Review – September 2018
21	Security Officer Certificate Allowance	New clause to give effect to agreed outcome from Security Officer Review in 2018	Enterprise Agreement Side Deed - Implementation of agreed changes to address the Security Review and Patient Transport Review – September 2018

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HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025

22	Hours of Work	Amended existing clause to address 12-hour shifts to comply with the <i>Health Professionals and Support Services Award 2020</i>	Comply with FWC approval requirements – BOOT
23	Rosters (DHSV)	Clause is unchanged from current Agreement	N/A
24	Weekend Work	Terms regarding Broken Shifts deleted to comply with the <i>Health Professionals and Support Services Award 2020</i>	Comply with FWC approval requirements – BOOT
25	Overtime	Amended existing clause to address when overtime is payable to comply with the <i>Health Professionals and Support Services Award 2020</i>	Comply with FWC approval requirements – BOOT
26	Overtime In Lieu	Clause is unchanged from current Agreement	N/A
27	Make Up Time	Clause is unchanged from current Agreement	N/A
28	Wash Up Time	Clause is unchanged from current Agreement	N/A
29	Promotion of Local Workforce	New clause to promote employment opportunities to suitably qualified and/or experienced members of the local workforce to the maximum extent permitted by law, this includes restricting (but not prohibiting) the use of subclass 457 (Temporary Work (Skilled) Visa) and subclass 417 (Working Holiday Visa) in Health & Allied Services classifications	Align with <i>PSP – Responsive to the community</i>
30	Staff Appraisal	Clause is unchanged from current Agreement	N/A
31	Study Leave	Amended existing clause to facilitate: (i) online and in-person components of approved courses of study – including the study-related placement (ii) the ability to request temporary changes to their contracts of employment for the purpose of undertaking study or an employment opportunity outside the Employer that is of benefit to the career pathway of the Employee within the public health sector.	Align with <i>PSP – Build Skills and Capability</i>
32	Technology in Cleaning	Clause is unchanged from current Agreement	N/A

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33	Workforce Skills, Capability and Mobility	New clause to create local Workforce Skills, Capability and Mobility Committee will be developed in addition to existing Agreement Implementation Committee arrangements whose purpose will be to promote the development of skills and capabilities of existing Health & Allied Services employees.	Align with <i>PSP –Build Skills and Capability</i>
34	Transition to New Instrument Technician Structure	Amended existing clause to facilitate the introduction of new Instrument Technician classifications	Address disputes that have arisen over the life of the Agreement
35	Transition to New Theatre Technician Structure	Amended existing clause to facilitate the introduction of new Theatre Technician classifications	Address disputes that have arisen over the life of the Agreement
36	Transition of all Other Employees	New clause to facilitate the transition of Employees classified as All Other Employees (KM1) to an applicable classification under the Health & Allied Services classification structure having regard to their substantive duties	Comply with FWC approval requirements – BOOT
37	Introduction of Revised Food Services Classification Structure	New clause to facilitate the: (i) Introduction of a re-titled Food & Domestic Services Assistant classification descriptor; (ii) Translation of existing Cooks to a revised three-classification Cook Structure	Modernise classification structures
38	Introduction of Revised General Services Classification Structure	New clause to facilitate the: (i) Introduction of a re-titled Orderly/Cleaner classification descriptor; (ii) Transition of Housekeeper to Patient Services Assistant Grade 1 (iii) Translation of Sorter/Packer Linen & Laundry Operator to the Laundryhand classification	Modernise classification structures
39	Introduction of Revised Pathology Collector Structure	New clause to facilitate the introduction of revised Pathology Collector classifications	Modernise classification structures

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40	Introduction of Revised Allied Health Assistant Classification Structure	New clause to facilitate: (i) the introduction of revised Allied Health Assistant classifications (ii) Translation of Dietary Supervisor, Instructor Trades, Orthotic Technician or Social Worker/Welfare Aide to the new Allied Health Assistant classification structure (iii) a review of the Allied Health Assistant structure, commencing in 2022.	Modernise classification structures
41	Introduction of Revised Health Care Worker Classification Structure	New clause to facilitate the introduction of revised Health Care Worker classifications	Modernise classification structures
42	Dental Assistants Working in Mobile Dental Programs	New clause to facilitate Dental Assistants who perform work in Mobile Dental Programs	Modernise classification structures
43	Wage Skill Group 1 Translation	Clause is unchanged from current Agreement	N/A
44	Introduction of Lifestyle Assistant and Complimentary Therapies Worker Structure	New clause to facilitate the introduction of Lifestyle Assistant and Complimentary Therapies Workers	Modernise classification structures
45	Dual Part-Time Appointments	Clause is unchanged from current Agreement	N/A
46	Clinical Services Enhancement/Job Rotation	Clause is unchanged from current Agreement	N/A
47	Review of Pharmacy Technician Structure	New clause to facilitate the review of the Pharmacy Technician structure over the life of the Agreement	Modernise classification structures
48	Staffing Flexibility (DHSV)	Clause is unchanged from current Agreement	N/A
49	Amenities	Clause is unchanged from current Agreement	N/A
Schedule 2B	Wage Rates	New wage rates to reflect agreed increases	<i>Alignment with Victorian Government Wages Policy</i>
Schedule 2C	Allowances	New allowance rates to reflect agreed increases.	<i>Alignment with Victorian Government Wages Policy</i>

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		New On-Call rates for Theatre Technicians, Liver Transplant Technologists and Dual Qualified Technicians	Align with <i>PSP – People Centric</i>
Schedule 2D Part 1	Health & Allied Services Employees Classification Structure	<p>The overarching wage skill group alignment will, over the life of the Agreement, move to a structure that provides eight (8) wage skill groups with eight rates of pay, as opposed to the current arrangement where the rates within wage skill groups are inconsistent.</p> <p>The following existing classifications will experience amendments to their classification structure for the purpose of modernisation:</p> <ul style="list-style-type: none"> (i) Instrument Technicians (ii) Theatre Technicians (iii) Food Services (iv) General Services (v) Pathology Collectors (vi) Allied Health Assistants (vii) Health Care Workers <p>The following new classifications will be introduced, with applicable classification structures:</p> <ul style="list-style-type: none"> (viii) Lifestyle Assistants (ix) Complimentary Therapies Workers 	Modernise classification structures
N/A	Aligning the Dental Assistants employed at DHSV and Ballarat Health with the terms and conditions of the wider Agreement	<p>The following clauses specific to Dental Assistants employed at DHSV and Ballarat Health have been removed, the result of which aligns Dental Assistants employed at DHSV and Ballarat Health with the wider terms under Section 2 (Health & Allied Services)</p> <ul style="list-style-type: none"> (i) Clause 15.3 – Casual Employees excluded from LSL (ii) Clause 17.3 – Fixed Term Employment 	Changes to increase efficiency and compliance

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		(iii)	Clause 18.3 - Notice of Termination, Employer	
		(iv)	Clause 19.1(b) – Notice of Termination, Employee	
		(v)	Clause 29 – Trainees (Ballarat Health Service only)	
		(vi)	Clause 30 – Juniors, Trainees and Apprentices (Ballarat Health Service only)	
		(vii)	Clause 33 – Overpayment of Wages	
		(viii)	Clause 36.3 – Higher Duties	
		(ix)	Clause 37 – In-charge Allowance (Ballarat Health Service only)	
		(x)	Clause 43 – Seniors Allowance (Ballarat Health Service only)	
		(xi)	Clause 44.6(a) – Change of Shift Allowance	
		(xii)	Clause 47.2 – Travelling Allowance (Ballarat Health Service only)	
		(xiii)	Clause 56 – Sleepover Allowance	
		(xiv)	Clause 59.7 – Hours of Work	
		(xv)	Clause 67.2 – Meal Breaks	
		(xvi)	Clause 69.2(b) – Overtime	
		(xvii)	Clause 70.3(b) – Overtime In Lieu	
		(xviii)	Clause 73 – Wash Up Time (Ballarat Health Service only)	
		(xix)	Clause 74.8(d) – Annual Leave in Advance	
		(xx)	Clause 76.2(d); 76.6(a)(ii) – Personal Leave	
		(xxi)	Clause 82.1(c) – Long Service Leave	
		(xxii)	Clause 88 – Study Leave	
		(xxiii)	Clause 104 – Dual Part Time Appointments	
		(xxiv)	Clause 106 – Unplanned Absences/Staffing Levels	
		(xxv)	Clause 114 – Amenities	

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N/A	Removal of Redundant Clauses	<p>Removal of terms no longer required in the proposed Agreement</p> <ul style="list-style-type: none"> (i) Clause 23 – Once off Upfront Lump Sum Payments (ii) Clause 35 – Heat Allowance (iii) Clause 38 – Infectious Allowance (iv) Clause 42 - Qualified Interpreters (v) Clause 49 - Badge Allowance – Dental Nurses (vi) Clause 51 – Computer Allowance – Hospital Attendants (vii) Clause 56 – Sleepover Allowance (viii) Clause 84 – Community Services Leave (excluding language regarding Jury Duty) (ix) Clause 96 - Clerical Translation (x) Clause 97 - Interpreter Translation (xi) Clause 98 –Transition of Dental Nurse to Dental Assistant Structure (xii) Clause 99 - Transition to new Health Care Worker structure (xiii) Clause 100 - Transition to New Instrument Technician Structure (xiv) Clause 101 - Transition to New Theatre Technician Structure (xv) Clause 103 – Classifications and pay rates (Food Supervisors at Castlemaine Health only) (xvi) Clause 109 – Exploration of a multi-employer pool of employees for ad-hoc shifts (xvii) Clause 110 - Security and Patient Transport Reviews 	Align with <i>PSP – Deliver Service Efficiencies</i>
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HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025

N/A	Removal of classifications no longer utilised in the Victorian Public Health Sector	Removal of classifications no longer utilised in the Victorian Public Health Sector (i) Animal House Attendant (ii) Seamsperson (iii) Community Health Worker (Melbourne Health only) (iv) Assistant Gardener	Align with <i>PSP – Deliver Service Efficiencies</i>
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HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025

SECTION 3 – MANAGERS & ADMIN WORKERS

These terms are applicable to Managers & Administrative Worker Employees covered by this Agreement, unless specifically stated otherwise

Clause Number	Clause Title	Effect of this Clause	
1	Contents	Provides a contents list of each clause contained within the proposed Agreement to make it easier for Employees to find a specific clause	Administrative amendment only
2	Application of Section 3	Provides that Section 3 contains additional terms specific to Managers & Administrative Workers in addition to those in Section 1.	Administrative amendment only
3	Notice of Termination – Employer	Clause is unchanged from current Agreement	N/A
4	Notice of Termination - Employee	Clause is unchanged from current Agreement	N/A
5	Higher Duties	Clause is unchanged from current Agreement	N/A
6	Removal Expenses	Clause is unchanged from current Agreement	N/A
7	Hours of Work	Amended existing clause to address 12-hour shifts to comply with the <i>Health Professionals and Support Services Award 2020</i>	Comply with FWC approval requirements – BOOT
8	Roster	Clause is unchanged from current Agreement	N/A
9	Weekend Work	Clause is unchanged from current Agreement	N/A
10	Overtime	Amended existing clause to address when overtime is payable to comply with the <i>Health Professionals and Support Services Award 2020</i>	Comply with FWC approval requirements – BOOT
11	Overtime in Lieu	Clause is unchanged from current Agreement	N/A
12	Study Leave	Clause is unchanged from current Agreement	N/A
13	Examination Leave	Clause is unchanged from current Agreement	N/A
14	Education and Training	Clause is unchanged from current Agreement	N/A
15	Professional Development Leave	Clause is unchanged from current Agreement	N/A

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HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025

16	Worker Wellbeing and Employment Support Officers	<p>Introduction of new classifications to address Government and DH Policies and recommendations of VAGO on matters pertaining to mental health, anti-bullying and diversity;</p> <ul style="list-style-type: none"> (i) Worker Wellbeing Officer (ii) Aboriginal Employment Support Officer (iii) Disability Employment Support Officer (iv) Veteran Employment Support Officer 	Align with <i>PSP – Increase Diversity</i>
17	Translation of Managers and Administrative Workers (Royal Children’s Hospital & Royal Women’s Hospital only)	Introduce translation for RCH and RWH Grade 1 Level 5 to Grade 2 Level 2 as part of a grandparenting arrangement. (AO12 to AO22)	Address disputes that have arisen over the life of the Agreement
Schedule 3B	Wage Rates	New wage rates to reflect agreed increases	<i>Alignment with Victorian Government Wages Policy</i>
Schedule 3C	Allowances	New allowance rates to reflect agreed increases.	<i>Alignment with Victorian Government Wages Policy</i>
Schedule 3D, Part 1	Classification Structure – Managers & Admin Workers (other than RWH & RCH)	<p>Amendments to the classification structure to facilitate:</p> <ul style="list-style-type: none"> (i) Amendments to the Management & Administrative Workers classification descriptors to address matters that have generated disputation over the life of the Agreement. (ii) Grade 1A to be limited to 12 months’ experience. (iii) Introduction of ‘Levels’ at Grade HS1 – HS5. (iv) Deletion of references to Chief Executive Officer and Community Health (v) Clarification that Employees employed pursuant to Health Executive Employment and Remuneration Policy are not captured by the Agreement. 	Address disputes that have arisen over the life of the Agreement

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Schedule 3E	Workplace Trainer Careers Advisors	Increase of funding to provide for an additional 15EFT of Workplace Trainer/Careers Advisors during the course of the Agreement	<i>Align with PSP – Build Skills and Capability</i>
Schedule 3F	Worker Wellbeing Officer	New classification to promote employment of worker wellbeing officers	<i>Align with PSP – Increase Diversity</i>
Schedule 3G	Aboriginal Employment Support Officer	New classification to promote employment of Aboriginal people	<i>Align with PSP – Increase Diversity</i>
Schedule 3H	Disability Employment Support Officer	New classification to promote employment of people with Disabilities	<i>Align with PSP – Increase Diversity</i>
Schedule 3I	Veteran Employment Support Officer	New classification to promote Veteran employment	<i>Align with PSP – Increase Diversity</i>
N/A	Aligning the Employees at Royal Children’s Hospital and Royal Women’s Hospital with the terms and conditions of the wider Agreement	<p>The following clauses specific to Employees at Royal Children’s Hospital and Royal Women’s Hospital have been removed, the result of which aligns Employees at Royal Children’s Hospital and Royal Women’s Hospital with the wider terms under Section 3 (Managers & Admin)</p> <ul style="list-style-type: none"> (i) Clause 14.5 – Casual Employment (ii) Clause 32 – Annualised Salaries (iii) Clause 30 – Overpayment (iv) Clause 53.5 – Overtime (v) Clause 56.6 – Annual Leave (vi) Clause 58.4(b) – Personal Leave (vii) Clause 64.5(b) – Long Service Leave (viii) Clause 65.6(c) – Public Holidays (ix) Clause 69 – Discretionary Leave (x) Clause 71 – Staff Appraisal (xi) Clause 87 – Best Practice (xii) Clause 90 – Working from Home (xiii) Clause 91 - OHS 	Changes to increase efficiency and compliance
N/A	Removal of Redundant Clauses	<p>Removal of terms no longer required in the proposed Agreement</p> <ul style="list-style-type: none"> (i) Clause 23 - Clerical Wage Rates 	<i>Align with PSP – Deliver Service Efficiencies</i>

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		<ul style="list-style-type: none">(ii) Clause 43 – Seniors Allowance – Transitional Provision(iii) Clause 44 – In Charge Allowance – Transitional Provision(iv) Clause 66 – Community Services Leave (excluding language regarding Jury Duty)(v) Clause 82 – Translation of Clerical Worker Classifications(vi) Clause 83 – Workplace Trainer/Careers Advisor(vii) Clause 84 – Instrument Technician and Theatre Technician Manager(viii) Clause 85 – Translation of Interpreter Classifications(ix) Clause 88 – Exploration of a multi-employer pool of employees for ad-hoc shifts	
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